



**CITY COMMISSION ROOM
PIERRE, SOUTH DAKOTA
June 21, 2016**

The City of Pierre Board of Commissioners met in regular session on June 21, 2016 at 5:30 pm with Commissioners Goodman, Harding, Huizenga, Mehlhaff and Mayor Gill present for roll call. The Pledge of Allegiance was recited followed by an invocation. No one signed the guest register. The agenda was approved as posted.

Commissioner Huizenga moved and Commissioner Goodman seconded to approve the consent calendar: Minutes Regular Meeting June 14, 2016; Raffle Request – Relay for Life; Board of Adjustment Appointment – Kristin Kellar; Firefighter Application – James Birchfield; Firefighter Cadet Application – Tyler Zachery; New Hire Golf Seasonal – Adam Kulesa \$12.00; New Hire Park Seasonal – Kim Simpson \$11.00; New Hire Emergency Services Communications Officer – Marta Borcea \$16.46; New Hire Part-Time Emergency Services Communication Officer – Jessica Sedlmajer \$16.46; Transfer Water Maintenance Tech to Sewer Maintenance Tech–Robert Townley II \$16.77. Unanimous approval.

A-OX WELDING SUPPLY CO INC	CYLINDER RENT	16.75
AARON SWAN & ASSOCIATES IN	BACKFILL COMPACTION	590.00
AIRSIDE SOLUTIONS INC	COUPLINGS	637.55
ALL-AROUND GRAPHIX INC.	T-SHIRTS FOR SAFETY TOWN	351.00
ALLEGIANE EMERGENCY SERVIC	FIELD SERVICE KIT	157.09
ALLIED PLUMBING & HEATING	REPLACE VENTURI CHLRNE FEEDR	377.19
AMERICAN SOLUTIONS FOR BUS	LANDFILL FORMS	796.50
ANDERSON CONTRACTORS INC.	CONCRETE PATCH WORK	153.06
AON RISK SERVICES CENTRAL,	CONSULTANT FEE RENEWAL	6,562.50
AQUA-PURE INC	AQUA PURE	5,789.02
ASSOCIATED SUPPLY COMPANY	ALUMINUM SULFATE	585.20
AUDIOLOGY ASSOCIATES INC.	TESTING	50.00
AVERA MEDICAL ASSOCIATES C	PHYSICAL	302.00
AVERA QUEEN OF PEACE	TESTING	259.60
BAKER & TAYLOR COMPANY/THE	BOOK RETURN	1,646.42
BALLEW CONSTRUCTION INC.	BORING	26,143.83
BANNER ASSOCIATES INC.	ENG SERV STP SYSTEM ANALYSIS	3,665.19
BARON SERVICES INC	NOAA WEATHER WIRE DATA	461.00
BIOVERSE INC	AQUASPHERE	361.18
BROSZ ENGINEERING INC	ENG SERV NE PIERRE IND DEVELOP	5,417.50
BSN SPORTS INC	HOME PLATES, PITCHERS MOUND	935.92
BUECHLER/JEFFREY	CULTURAL RESOURCES INV SURVEY	1,450.00
BUREAU OF ADMINISTRATION	CALLS APR	107.65
BUREAU OF HUMAN RESOURCES	ADMINPROFESSIONALS DAY SEMINAR	160.00
C & B OPERATIONS, LLC	FIBERGLASS CANOPY FOR MOWER	619.00
CALEB MARTINMAAS ELECTRIC	ELECTRIC METER CHANGE OUT	5,981.79
CANNON TECHNOLOGIES INC, S	LIGHTS	3,557.68
CAPITAL SPORTS	LANYARDS, WHISTLES	98.13
CARQUEST AUTO PARTS	PROTECTANT	1,773.77

CITY COMMISSION PROCEEDINGS June 21, 2016

CENEX FLEET CARD	DIESEL MAY	949.20
CENTRAL DISTRIBUTION	TOWELS	129.23
CENTURY BUSINESS PRODUCTS	COPIER LEASE 6/8-7/7	803.94
CENTURY LINK	SERVICE 6/1-30	1,550.58
CHAMBERLAIN WHOLESale	CONCESSIONS	272.30
CHANDLERS INC	WINDSHIELD	545.00
CHOLIK SIGN COMPANY	NO PARKING DECALS	30.00
CIAVARELLA DESIGN	CONST ADMIN HYDE STADIUM	16,060.00
CITIBANK N.A.	FUEL ADDITIVE	288.35
CIVICPLUS	WEBSITE HOST & STRGE 6/16-5/17	5,859.18
CLEVELAND COTTON PRODUCTS	TOWELS	255.83
COLE PAPERS INC.	PADS	96.18
COLONIAL RESEARCH CHEMICAL	CHEMICAL	808.32
COMM TECH INC	INK CARTRIDGES	1,087.15
CONNECTIONS INC EAP	EMPLOYEE ASSIST PROGRAM JUN	421.86
COUNTRY CARPET & FLOORING	VINYL FLOORING, CARPET	9,550.00
CRAWFORD TRUCK & EQUIPMENT	TURBO ACTUATOR	570.09
CURT MERRIMAN PRINTING INC	HISTORIC DRIVING TOURS	2,434.00
DAILY CAPITAL JOURNAL INC.	PAPERS	1,304.95
DAKOTA SUPPLY GROUP	PRE DRILLED POLE	53,422.47
DAKOTAMART	ICE, JUICE, CAKE	41.23
DG INVESTMENT INTERMEDIATE	DVR SERVICE AGRMNT 5/16-4/17	573.86
DONS SINCLAIR	CAR WASHES APR	104.65
EDDIE'S TRUCK SALES INC	A/C REPAIR	238.69
ELXSI DBA CUES	TRANSPORTER, CAMERA, TIRE ASSY	44,172.09
ENVIRO TECH	RECYCLE PICKUP	2,086.02
ERICKSON PETROLEUM CORPORA	GAS MAY	3,489.13
FARNAMS	FILTERS	192.32
FASTENAL COMPANY	CAP SCREW	15.48
FEDERAL EXPRESS CORPORATIO	SHIPPING	384.21
FRESH START CONVIENCE STOR	CAR WASHES 4/1-5/31	44.85
FRIMAN OIL & GAS COMPANY	FUEL	7,644.14
FRS INC	SPRINKLER REPAIR	300.00
GALLS, AN ARAMARK COMPANY	TRAUMA KIT	95.57
GATEWAY FORD LINCOLN TOYOT	RADIATOR HOSE RETURN	410.34
GILL/LAURIE	OS TRAVEL RECON	648.32
GONSOR, SIDNEY	CDL TESTING	90.00
GOVERNOR'S INN	IS LODGING LIBRARY PROGRAMS	92.00
GRAHAM TIRE COMPANY INC	TIRE REPAIR	2,097.21
GRIMMS PUMP SERVICES INC	NOZZLES	3,298.60
GROSSENBURG IMPLEMENT INC	WINDOW, ELBOWS, ISOLATOR	660.42
HAWKINS INC	SULFUR DIOXIDE, CHLORINE	9,256.26
HDR ENGINEERING INC	ENG SERVICE	705.25
HEUERTZ/TRAVIS	REMOVE STRIPING, DECALS	1,125.00
HILLS PRODUCTS GROUP, INC	LUMBER	733.73
HOGENS HARDWARE HANK	PADLOCK	397.08
INSIGHT TECHNOLOGIES INC	SOFTWARE	50.00
INTERNATIONAL PUBLIC MANAG	MEMBERSHIP 4/16-3/17	149.00

CITY COMMISSION PROCEEDINGS June 21, 2016

J. GROSS EQUIPMENT INC.	FUEL CAP	123.84
JC OFFICE SUPPLY	TABS, BINDERS, INK CARTRIDGES	548.22
JONCRETE CONSTRUCTION	SIDEWALK, CURB & GUTTER	8,431.80
KADRMAS, LEE & JACKSON, IN	ENG SERV GA APRON RECONST PH 1	62,780.62
KIMBALL MIDWEST	LUBE, AIR TOOL, GREASE	161.19
KONE INC	ELEVATOR PHONE REPAIR	375.25
LOCATORS & SUPPLIES INC	EAR PLUGS	42.21
LYNN PEAVEY COMPANY	EVIDENCE DRYING CABINET	4,735.00
MADPRUNE INCORPORATED	GAZNIAS, WHIT SUPERTUNIAS	73.88
MARCO, INC	COPIER LEASE 5/5-6/4	269.52
MENARD, INC	PLUG ADAPTER, GENERATOR CORD	929.56
MICRO MARKETING LLC	BOOK	45.91
MICRO-FIX COMPUTERS INC	HARD DRIVES	750.00
MIDAMERICA BOOKS	BOOKS	107.70
MIDCONTINENT COMMUNICATION	INTERNET 4/1-30	1,992.79
MIDWEST CONSTRUCTION INC	CHNG ORDR ON CAP CREEK CONTR	45,360.88
MIDWEST TAPE	AUDIO BOOK	920.75
MIDWESTERN MECHANICAL INC	REPL BROKEN FIRE SPRNKLR HEAD	951.01
MISSOURI RIVER ENERGY SERV	MISC MEETING EXPENSES	1,794.60
MONICK PIPE	COUPLINGS	1,078.69
MONTANA-DAKOTA UTILITIES C	NATURAL GAS 5/5-6/7	39.09
MORRIS EQUIPMENT LLC	FILTERS	123.96
MORRIS INC.	WASHED ROCK	4,125.69
NORTHWEST PIPE FITTINGS	CASTINGS	549.01
OAHE ELECTRIC COOP INC.	ELECTRICITY 5/1-31	332.57
OLSON'S PEST TECHNICIANS	PEST CONTROL JUN	100.00
ONE CALL LOCATORS, LTD	LOCATE & HOURLY CHARGES	3,161.00
OVERDRIVE INC	E BOOK	265.62
PAINT STORE, INC., THE	PAINT	938.00
PENROD/JAY	IS TRAVEL WASTEWATER WRKSHOP	96.00
PENWORTHY COMPANY/THE	BOOKS	314.91
PRAIRIE PAGES	BOOK	331.82
PRECISION CONSTRUCTION CO	REPAIR, REMOVE, REPLACE CONCRE	1,491.84
PRO-BUILD NORTH	STAKES	177.10
PRYNTCOMM	ENVELOPES	10.00
RAMKOTA-SIOUX FALLS	IS LODGING - FIRE SCHOOL	2,099.80
RECREATION SUPPLY COMPANY	DRIVE BELTS	212.69
RIVERFRONT BROADCASTING LL	TOWER RENT JUN	245.97
RUNNINGS	HOSE CLAMPS	1,588.77
RURAL ELECTRIC SUPPLY COOP	ALUM ENCLOSURE, FIBRGLS SLEEVE	3,380.00
S ELLWEIN INC DBA INMAN'S	REVERSE OSMOSIS RENT 6/1-30	178.70
SAY WHAT DESIGNS, LLC	EMBROIDERY	182.00
SCHOLASTIC INC	PAPER BACK BOOKS	415.00
SD DEPT OF CORRECTIONS	UTILITIES, NAT GAS, GRBG, SALT	2,086.35
SD DEPT OF ENVIR.& NATURAL	SOLID WASTE FEE MAY	2,144.00
SD DEPT OF REVENUE	LICENSE PLATES, TITLES	32.40
SD ONE CALL	MESSAGE FEES FOR MAY 2016	304.50
SERVALL UNIFORM & LINEN	SERVICE	326.67

CITY COMMISSION PROCEEDINGS June 21, 2016

SERVICE EXPERTS	HYDE STADIUM RENOVATION	6,505.75
SHARPE ENTERPRISES INC	CURB & GUTTER 2016	77,746.24
SIOUX NATION OF FT. PIERRE	GLOVES, SYRINGES	68.50
SIOUX VALLEY ENVIRONMENTAL	DEGREASER	4,738.50
SMALL ENGINE HOUSE	CARBURETOR	147.01
STANGLE, ROBERT	SHIPPING	29.58
STATE OF SD - PMB 0112	POSTAGE	21.86
STUCKE/CHRISTOPHER	RECYCLING PICKUP, MONITORS	206.00
SUN BADGE COMPANY	BADGES	146.50
SWEENEY CONTROLS COMPANY	CONTROL SYSTEM	54,966.96
SYMBOL ARTS	PLAQUE	75.00
TOLO INC	MAP DESIGN	25.00
TORO COMPANY - NSN/THE	IRRIGATION TECH SUPPORT	223.00
TRAFFIC CONTROL CORPORATIO	DIP SWITCH, CONTROLLER, ETHRNT	3,375.00
TRANSUNION RISK AND ALTERN	BACKGROUND CHECK MAY	25.00
TRC, INC	WALDRON PLANE CARDS	846.00
TYLER TECHNOLOGIES-INCODE	RECEIPT PRINTER	1,262.63
UPSTART	T-SHIRT TRANSFERS	17.50
VAN DIEST SUPPLY COMPANY	CHEMICALS	8,482.36
WAL-MART COMMUNITY	SUPPLIES FOR TRAIL TREKKERS	1,219.85
WEELDREYER/PAT	CONCESSIONS	1,315.36
WELLS FARGO BUSINESS DISTR	ART PROJECT KIT	304.81
WW TIRE SERVICE INC	FLAT REPAIR	154.40
Y M C A	MANAGEMENT FEES APR/MAY	2,346.59
ZANDER AUTO PARTS	PULLER 7 TON LONG	313.03

Mayor Gill provided an overview of the Proposed Recreation/Event Center and the process the City has followed to get to the decision point today. Mayor Gill read letters of support from the City of Fort Pierre and Pierre Economic Development Corporation Board (PEDCO). Laura Schoen-Carbonneau commented her Board's support. Tad Perry, Chief Volunteer for Boys & Girls Club, and Kristie Maher, SD Discovery Center, voiced their request to be part of the project due to the growing programs and aging facilities they are currently located in, which are owned by the City of Pierre. They both asked for the opportunity to start fundraising to see if they could raise enough funds to be included in the project. Dave Braun commented that the City only has one option, which is to place the decision on the November ballot and let the community make the decision. He indicated he would send the issue to the ballot through a referendum if it wasn't decided to be placed there. All Commissioners commented in favor of the project and agreed that it should be a community decision. Commissioner-Elect Blake Barringer also commented that he supported the project and supported a public vote. Commissioner Goodman moved and Commissioner Mehlhaff seconded to place on the November Ballot for the electorate the decision of whether the City of Pierre should construct a City recreation center which is currently estimated at \$14.5 million. Unanimous approval.

Lynn Patton, Construction & Operations Manager, presented bids received for the Pipe & Electrical Storage Shed Project and recommended award to low bid Morton Builders for Schedule A and B for \$106,262 and \$61,583 respectively. Other bids were received by Sharpe Enterprises for \$123,000 for Schedule A, and \$169,000 for Schedule B. There was also an alternate schedule for flatwork that exceeded available funds for this project and is not recommended for award. Sharpe was \$67,000 and Morton Builders was \$82,608. Commissioner Mehlhaff moved and Commissioner Huizenga seconded to

award the bid for Pipe & Electrical Storage Shed Project to Morton Builders for Schedule A and B for \$106,262 and \$61,583 respectively. Unanimous approval.

Craig Davis, First National Bank, represented a request to rezone the property at 2900 Airport Road from Light Industrial to Local Business. The property was purchased for a new branch of First National Bank. The change conforms with other properties in the area and the City's Comprehensive Plan.

Commissioner Harding moved and Commissioner Huizenga seconded to approve Ordinance 1766 AN ORDINANCE AMENDING SECTIONS 12-7-101 AND 12-6-201 OF ORDINANCE NO. 1265 OF THE CITY OF PIERRE, HUGHES COUNTY, SOUTH DAKOTA, RELATING TO PLANNING AND ZONING AND CHANGING THE CLASSIFICATION OF CERTAIN PROPERTY FROM THE LIGHT INDUSTRIAL DISTRICT TO THE LOCAL BUSINESS ZONING DISTRICT. Unanimous approval

Jeanine Maskovich presented a petition to create a business improvement district to include the businesses on Pierre Street from Capital to Missouri and on Dakota from Pierre Street to the alley. The funds would be used for beautification of downtown Pierre. The Historic Pierre Street Association raises minimal funds, but this additional funding would allow great projects and ongoing maintenance and care. Lindsey Riter-Rapp, City Attorney, explained that the next step would be to bring forward a resolution to set the boundaries. Commissioner Huizenga moved and Commissioner Mehlhaff seconded to accept the petition to form a Business Improvement District. Unanimous approval.

Ian Paul, Fire Chief, presented an updated Tri-County Rescue Services agreement that includes partners of Hughes, Stanley, and Sully Counties as well as Fort Pierre. The services include water and land rescue and extrication services. The entities all pay into the fund to cover costs of service and equipment needed to provide that service. The agreement hadn't been updated for several years and includes minor changes to the language to properly reflect actual operations and includes a one-time 15% cost increase. The proposed agreement also included an annual 2% increase, but not all entities agreed with that language, so the agreement was modified to not include the automatic increase. The agreement will be effective January 1, 2017. Commissioner Huizenga moved and Commissioner Harding seconded to approve the Tri-County Rescue Agreement as presented. Unanimous approval.

Lynn Patton, Construction & Operations Manager, presented Ordinance 1767, which repeals an old Ordinance related to fluoride in the water. The previous ordinance was implemented when it was recommended to introduce fluoride in the water supply as a health/safety recommendation and charged the responsibility to the Water Superintendent. The Environmental Protection Agency (EPA) and SD Department of Environment and Natural Resources (DENR) regulate the requirement to add fluoride to the water and have several other regulations that the Water and Wastewater Departments must follow. The recommendation is to remove this requirement from City Ordinance to conform with other reporting requirements regulated at the State and Federal levels. Commissioner Mehlhaff gave first reading to Ordinance 1767 AN ORDINANCE REPEALING SECTIONS 4-3-401 AND 4-3-402 OF ORDINANCE NO. 777 IN REVISION OF ORDINANCES OF THE CITY OF PIERRE, SOUTH DAKOTA, RELATING TO WATER SERVICE – FLUORIDATION AND FLUORIDATION – AUTHORIZATION AND CONDITIONS.

Brad Palmer, Utilities Director, presented an Agreement with Banner & Associates to perform the design engineering for the Ultraviolet Disinfection Process at the Wastewater Treatment Plant. The disinfection process has resulted in several violations and the City has been working closely with SD DENR on a better process that does not include chlorine product. This is one of many improvements to the Plant processes. Commissioner Mehlhaff moved and Commissioner Huizenga seconded to approve the Agreement with Banner and Associates for Engineering/Professional design services. Unanimous approval.

Mayor Gill explained that after the Flood of 2011, the City has been watching the unobligated reserve cash balances decline. There have been many projects and flood recovery that took place over the past 5 years, but the City has also made a concerted effort to rebuild the reserves back to a comfortable level. As a result of those discussions, the Finance Officer was asked to research recommended practices and propose a resolution to establish a comfortable reserve level. Twila Hight, Finance Officer, explained that survey of other Cities in South Dakota found a wide range of practices and policies. The National Association of Governmental Finance Officers recommended a level of 16% of annual budgeted revenues. The proposed resolution uses that calculation and recommends the reserve level be reviewed during the annual budget process or when the annual report is presented to the Commission. During the budget process, the Commission would have the ability to designate funds to be set aside specifically for the purpose of building the reserves. Commissioner Huizenga commented that the current utility rates include the 3.5% flood adder and that will need to be part of the 2017 budget discussions. Commissioner Huizenga moved and Commissioner Goodman seconded to approve Resolution 2584. Unanimous approval.

Resolution # 2584

A RESOLUTION ESTABLISHING A RESERVE POLICY TO BE MAINTAINED INDIVIDUALLY IN EACH SPECIFIC FUND FOR THE CITY OF PIERRE.

Whereas, the City of Pierre has established individual funds as indicated below, and
 Whereas, the City of Pierre annually appropriates expenditure authority and projected revenue estimates to cover those expenditures, and
 Whereas, the City of Pierre suffered significant financial shortfall as a result of the Missouri River Flood in 2011 and continues to recover financially, and the City of Pierre believes it is imperative that each fund remain strong a viable,
 Now, Therefore, it is hereby resolved that
 The City of Pierre Board of Commissioners adopts a policy that the City of Pierre will attempt to maintain an individual fund undesignated reserve balance of 16% of annual revenues, as estimated below, and
 Will update this estimate annually based on current budget figures, and
 Will review the undesignated fund balance as it relates to this policy annually as part of the annual budget process or annual financial reporting process, and
 City Finance Officer will immediately notify Mayor and City Administrator if at any time the total undesignated reserve balance falls below \$3,000,000.

DATED this 21st day of June, 2016.

CITY OF PIERRE, SOUTH DAKOTA

ATTEST: _____
 Twila Hight, Finance Officer

 Laurie R. Gill, Mayor

GENERAL TYPE FUNDS		2016 Budget Revenues	16% Reserve
1	General Fund	\$14,669,338	\$2,347,094
21	Special Tax Fund	\$645,000	\$103,200
25	Capital Improvement Fund	\$6,205,910	\$992,946
ENTERPRISE FUNDS -BUSINESS TYPE ACTIVITIES			
61	Storm Drainage Fund	\$1,260,000	\$201,600
62	Water Fund	\$3,100,098	\$496,016
63	Electric Fund	\$17,791,117	\$2,846,579
64	Wastewater Fund	\$3,651,863	\$584,298
66	Airport Fund	\$1,654,419	\$264,707
67	Garbage Fund	\$153,245	\$24,519
68	Landfill Fund	\$1,692,412	\$270,786

OTHER FUNDS			
22	E911 Fund	\$1,083,679	\$173,389
24	Police Pistol Range	\$10,428	\$1,668
27	Oahe TV	\$177,000	\$28,320
55	Health Insurance Fund	\$1,804,902	\$288,784
Totals		\$53,899,411	\$8,623,906

Commissioner Goodman moved and Commissioner Mehlhaff seconded to adjourn. 7:33pm Unanimous approval.

Twila Hight, Finance Officer

Published once at the total approximate cost of _____.