

**Bridgewater City Council Regular Meeting Minutes**  
**May 9, 2016 4:00 pm**

The City Council of the City of Bridgewater met in the Municipal Liquor Store to do bar inventory at 4:00 pm on 05/9/2016. The meeting was called to order at 4:00 pm by Mayor Michael Damm. Answering roll call were Bob Anderson, Mayor Damm, Tony Hofer, Travis Holthaus, Jerry Paweltzki, and Lacey Weber. Absent Zach Guenther. Others present: Finance Officer-Joan Julson, RaDel & Wanda Frye, Gwen Zingelman, and Elaine VanWoert.

After completing the bar inventory, the city council recessed their meeting at 5:30 to reconvene for their regular meeting in Council Chambers.

The meeting was reconvened at 7:00 pm by Mayor Michael Damm. Answering roll call were Bob Anderson, Mayor Damm, Tony Hofer, Travis Holthaus, Jerry Paweltzki, and Lacey Weber. Absent Zach Guenther. Others present: Finance Officer-Joan Julson, Maintenance-Todd Letcher, Sandi Tschetter, RaDel Frye, Gwen Zingelman, Zac Appletoft, Brian Cable, Andrea Stoltz, Jason Bates, Abbey Bollinger, Rosalie Weber, Craig Meyer, Larry Hofer, Nicole Herrick, Ashley Sinkie, Sherriff Mark Norris, Attorney Mike Fink, and Vern Arens (Arens Engineering).

The minutes of the April 11<sup>th</sup> regular meeting and April 9<sup>th</sup> & 18<sup>th</sup> special meetings were sent to the council for reading prior to the meeting. Motion by Anderson, second by Hofer to approve the minutes of all the meetings with a correction to the meeting time of the April 9<sup>th</sup> meeting to 9 am. Motion carried.

The April Financial statement was sent out to the council for reviewing prior to the meeting. After discussion, a motion was made by Weber, second by Anderson to approve the April Financial Statement. Motion carried.

The bills for the month of April were reviewed. After discussion, a motion was made by Paweltzki, second by Anderson to approve the April bills with a request of 2015 Fall Fest financials. Motion carried.

**Old Business:**

- Paweltzki wanted to hold off with discussion of changing meeting day until June meeting due to finance officer being too busy if we start operating the bar again.
- Council was given a copy of the liquor store operating agreement changes discussed at the April 18<sup>th</sup> meeting to review. Motion by Hofer, second by Weber to accept the updated Liquor store Operating Agreement changes. Motion carried.
- No "Letters of Interest" for Bar Manager under the Operating Agreement were received.

Being no further old business, a motion by Paweltzki, second by Holthaus to adjourn the old council. Motion carried. Time 7:07 pm

Oaths of Office were taken by Jerry Paweltzki & Travis Holthaus – Ward I, Bob Anderson – Ward II, and Lacey Weber & Tony Hofer – Ward III. The meeting was called to order at 7:08 by Mayor Damm. Answering roll call were: Bob Anderson, Mayor Damm, Tony Hofer, Travis Holthaus, Jerry Paweltzki, and Lacey Weber. Absent Zach Guenther.

Mayor Damm read Resolution #16-0509A. Motion by Holthaus, second by Paweltzki to approve Resolution #16-0509A. Roll call vote: all present voted aye. Motion carried.

**CITY OF BRIDGEWATER**

**Resolution #16-0509A**

**RESOLUTION AUTHORIZING THE CITY OF BRIDGEWATER,  
TO APPROVE MAYORAL APPOINTMENTS OF  
FINANCE OFFICER and MAINTENANCE SUPERINTENDENT**

**WHEREAS**, Mayor Michael Damm, of the City of Bridgewater appoints Joan M. Julson as Finance Officer and Todd Letcher as Maintenance Superintendent, from May 2016 to the first regular meeting in May 2017; and

**WHEREAS**, Joan M. Julson and Todd Letcher have accepted each respective appointment until the appointment and qualifications of successors;

**NOW THEREFORE BE IT RESOLVED**, that the City of Bridgewater approves the appointments by Mayor Michael Damm of Joan M. Julson as Finance Officer and Todd Letcher as Maintenance Superintendent all pursuant to Section 1.0101 of the Revised Ordinances of the City of Bridgewater South Dakota.

**PASSED AND APPROVED** this 9<sup>th</sup> day of May, 2016, by the City Council of the City of Bridgewater, South Dakota by the following vote:

Ayes: 5

Nays: 0  
Absent: 1

City of Bridgewater  
By: Michael Damm  
Its Mayor

ATTEST:  
Joan M Julson  
City Finance Officer  
(SEAL)

Mayor Damm read Resolution #16-0509B. Motion by Holthaus, second by Weber to approve Resolution #16-0509B. Roll call vote: all present voted aye. Motion carried.

**RESOLUTION AUTHORIZING THE CITY OF BRIDGEWATER,  
TO ENTER INTO AGREEMENT FOR CITY ATTORNEY**

**WHEREAS**, the City of Bridgewater desires to retain counsel to serve as City Attorney for the time period beginning at the first meeting May, 2016, and continuing through the first meeting in May, 2017; and

**WHEREAS**, the law firm of Fink Law Office, P.C. has proposed to perform such services as are set forth in the attached Agreement With City Attorney;

**NOW THEREFORE BE IT RESOLVED**, that the City shall be authorized to enter into a contract with Fink Law Office, P.C., in the form attached hereto, all pursuant to Section 1.0101 of the Revised Ordinances of the City of Bridgewater South Dakota.

**PASSED AND APPROVED** this 9<sup>th</sup> day of May, 2016, by the City Council of the City of Bridgewater, South Dakota by the following vote:

Ayes: 5  
Nays: 0  
Absent: 1

City of Bridgewater  
By: Michael Damm  
Its Mayor

ATTEST:  
Joan M Julson  
City Finance Officer

(SEAL)

Motion by Paweltzki, second by Holthaus to elect Bob Anderson as Council President. All present voted aye. Motion carried. Motion by Weber, second by Paweltzki to elect Travis Holthaus as Council Vice President. All present voted aye. Motion carried.

Council discussed the 2016-2017 Committees. Motion by Anderson, second by Hofer to leave the Committees the same as last year. Motion carried.

Law enforcement: Mayor Damm as chair, with entire council

Health & Landfill: Mayor Damm as chair, with entire council

Ambulance: Guenther-chair, Hofer, Weber

Government Buildings/Liquor store: Weber-chair, Hofer, Holthaus

Parks & Recreation: Paweltzki-chair, Guenther, Hofer

Streets & Alleys: Anderson-chair, Holthaus, Paweltzki

Water & Sewer: Anderson-chair, Holthaus, Paweltzki

Code Enforcement: Mayor Damm as chair, with entire council

Other Boards:

Firehall Board: Anderson, Hofer

Planning & Zoning: Paweltzki, Mayor Damm

Todd Letcher Maintenance Report:

- Filling potholes as they dry out. Not impressed with the cold mix we received from Sioux Falls plant
- Duel Shape started working today – mowing.
- Discussed Mosquito sprayer info from A1 Mist Sprayers Resources, Inc. Finance Officer had grant

application to the SD Dept of Health ready to go if council approves. Motion by Holthaus, second by Anderson to apply for Mosquito sprayer grant funds from the SD Dept of Health. Motion carried.

Public Input:

Brian Cable asked if he could get a 1-day liquor license for his wedding dance on June 18<sup>th</sup> at the Legion Hall. Since it is the same evening as the Alumni Banquet, he felt he should have someone come in for their dance. Jason Bates – Bates Enterprises addressed the council as he would be doing the liquor set up for the Brian Cable/Andrea Stoltz wedding dance. Council discussed also that since they're renting the Legion Hall, there will be no charge for the temporary license. Council will hold hearing at the next regular meeting unless we have a special meeting prior to that as long as time line is met.

Zac Appletoft asked if he would need a permit for a sprinkler system. Council decided that he would not need a permit.

Rosalie Weber, speaking of behalf of the St Stephen's Church, asked if the city would be still interested in the little park north of the Church. After discussion, a motion by Weber, second by Hofer to offer St Stephen's Church \$100 for the park and playset. Motion carried. She will get a final decision from the diocese and get back to the city.

At 7:30 letters of interest from Ashley Sinkie and Roni Bailey for bar employees were gone over. Ashley introduced herself to the council. Council asked if she would be willing to stay for Executive Session at the end of the meeting. Tabled until executive session.

Fire Dept.: Firechief Craig Meyer discussed with the council the need for a fire tanker/equipment truck update. It takes about a year to get made. Estimated cost is about \$205,000. The cost is split between the city and the Rural Fire District. The city has \$22,000 in firetruck reserves and the fire dept itself has about \$40,000 set aside to put to it. There is also talk about surplusing the old 1969 tanker and equipment truck. Tabled for further information.

Streets & Alleys: Motion by Holthaus, second Weber to allow the school to paint the crosswalks on the streets at their expense according to the MUTCD. Motion carried.

Engineer Vern Arens brought an Opinion of Probable Costs for Juniper from the Hwy 262 to 4<sup>th</sup> St. These included cement on the block by Potter Tire & Service due to the truck traffic and asphalt from 3<sup>rd</sup> to 4<sup>th</sup> St on Juniper. Probable cost came in at \$270,000. We would apply for a Community Access Grant which could cover 60% of the construction cost. After discussion about the affect this type of project would have on our 5 year plan, Vern will bring Probable Cost for asphalt versus cement for the block by Potter Tire & Service to the June meeting.

Water & Sewer: DENR Drinking Water Certificate of Achievement Award was noted

Main Street Water Project: waiting for DENR meeting the end of June.

Health & Landfill: complaints about cats running around.

A notice will be put in the paper about the landfill being open for trees, branches, grass clippings, and leaves.

Gov't Bldg/Municipal Liquor Store: Motion by Weber, second by Paweltzki to operate the bar. Roll Call Vote: Anderson-nay; Hofer-aye; Holthaus-aye; Paweltzki-aye; Weber-aye. Motion carried. Motion by Holthaus, second by Weber to approve Resolution #16-0509C. All present voted aye. Motion carried.

**CITY OF BRIDGEWATER**

**RESOLUTION #16-0509C**

**RESOLUTION AUTHORIZING THE CITY OF BRIDGEWATER  
TO CHANGE THE LIQUOR FUND FROM A GOVERNMENTAL FUND  
TO A PROPRIETARY FUND**

**WHEREAS**, the City of Bridgewater owns a Municipal Liquor Store; and

**WHEREAS**, the City of Bridgewater, by motion at the May 9, 2016 regular meeting, decided to run the Municipal Liquor Store until the end of 2016.

**NOW THEREFORE BE IT RESOLVED**, that the City Council shall authorize the Finance Officer to set up Fund 601 – Liquor Fund, a Proprietary (Enterprise) Fund and also to transfer the 05/10/16 balance in Fund 106 - Liquor Fund, a Governmental (General) Fund, to Fund 601 - Liquor Fund, a Proprietary (Enterprise) Fund.

**PASSED AND APPROVED** this 9<sup>th</sup> day of May, 2016, by the City Council of the City of Bridgewater, South Dakota by the following vote:

Ayes: 5

Nays: 0  
Absent: 1

City of Bridgewater  
By: Michael Damm  
Its Mayor

ATTEST:  
Joan M Julson  
City Finance Officer  
(SEAL)

Motion by Holthaus, second by Hofer to approve Resolution #16-0509D. All present voted aye. Motion carried.

**CITY OF BRIDGEWATER  
RESOLUTION #16-0509D**

**RESOLUTION TO SET CASH CHANGE FOR VIDEO LOTTERY AND TILL CASH IN THE MUNICIPAL LIQUOR STORE**

**WHEREAS**, the City of Bridgewater owns a Municipal Liquor Store; and

**WHEREAS**, the City of Bridgewater, by motion at the May 9, 2016 regular meeting, decided to run the Municipal Liquor Store until the end of 2016.

**NOW THEREFORE BE IT RESOLVED**, that the City Council shall authorize the Finance Officer to set \$1500 as cash for till and \$2000 as cash for video lottery. Cash for special events shall be increased under the direction of the Finance Officer and Municipal Liquor Store Manager.

**PASSED AND APPROVED** this 9<sup>th</sup> day of May, 2016, by the City Council of the City of Bridgewater, South Dakota by the following vote:

Ayes: 5  
Nays: 0  
Absent: 1

City of Bridgewater  
By: Michael Damm  
Its Mayor

ATTEST:  
Joan M Julson  
City Finance Officer  
(SEAL)

Motion by Holthaus, second by Paweltzki to approve Resolution #16-0509E. All present voted aye. Motion carried.

**CITY OF BRIDGEWATER  
RESOLUTION #16-0509E**

**RESOLUTION TO AUTHORIZE THE USE OF CHECKING DEBIT TICKETS FOR THE MUNICIPAL LIQUOR STORE WITH THE FINANCE OFFICER AND ANY ONE COUNCIL PERSONS SIGNATURE**

**WHEREAS**, the City of Bridgewater owns a Municipal Liquor Store; and

**WHEREAS**, the Municipal Liquor Store does at times take in more checks than there are liquor/beer/food/cigarette sales; and

**WHEREAS**, this taking in of checks does effect the amount of cash for the next days till cash; and

**WHEREAS**, a large payout in the video lottery also does affect the amount of cash needed on hand for additional payouts during the week; and

**WHEREAS**, the Mayor and Council President, being the only check co-signers with the Finance Officer, may not always be available in the mornings to sign a check as needed.

**NOW THEREFORE BE IT RESOLVED**, that the City Council allow the use of a Checking Debit ticket for the Municipal Liquor Store and that any one of the City Council persons, after checking the prior days liquor store sales and verifying the need for till cash or video lottery cash, be authorized to sign, along with the Finance Officer, a checking debit ticket for the everyday cash change for the till or video lottery bag in the Municipal Liquor Store.

**PASSED AND APPROVED** this 9<sup>th</sup> day of May, 2016, by the City Council of the City of Bridgewater, South Dakota by the following vote:

Ayes: 5  
Nays: 0  
Absent: 1

City of Bridgewater  
By: Michael Damm  
Its Mayor

**ATTEST:**

Joan M Julson  
City Finance Officer  
(SEAL)

Weber gave a list of names she had thought of for the bar. Motion by Holthaus, second by Paweltzki to set the municipal liquor store name to Sparky's. Motion carried.

The Rules & Regulations for Bar Employees was gone over. Updates will be given at next meeting.

Law Enforcement: Sheriff Norris was here to answer any questions. No April report due to new office staff.

Parks & Rec: Costs will be gotten for fireworks.

Motion by Holthaus, second by Anderson to allow Fall Fest to be at the ballpark. Motion carried.

Code Enforcement: Nuisance letters sent last October were addressed. Motion by Weber, second by Holthaus to send a stop order to 641 N Main and also letters to new items on nuisance list. Motion carried. An email from a homeowner about the neighbors weeds and long grass was addressed. A letter had been sent on Friday to the homeowner with the nuisance. This person also has a conditional use permit for haying also.

Planning & Zoning: No permits for the month.

Motion by Paweltzki, second by Anderson to declare surplus 1992 Mercury Grand Marquis. Motion carried.

Motion by Anderson, second by Weber to advertise & open sealed bids at the June meeting. Motion carried.

Motion by Holthaus, second by Hofer to leave the employee health insurance as is. Motion carried.

Finance Officer gave everyone a notice of the state sales tax increase from 4% to 4.5% as of June 1, 2016. This will affect the sales tax we collect on the garbage. Motion by Holthaus, second by Weber to collect the sales tax shortfall from the General Fund for the remainder of 2016. Motion carried.

It was noted that a notice was received from Golden West on their discontinuing the free internet at the shop.

Paweltzki brought up that there was a bat-wing rotary mower at Federal Surplus in Huron. Motion by Holthaus, second by Paweltzki to allow Letcher to look at this mower and decide if it's worth the \$1250 their asking at Federal Surplus in Huron. Motion carried.

Motion by Holthaus, second by Anderson to go into Executive Session for Employee Reviews & Negotiations (SDCL 1-25-2.4) Motion carried. Time 9:24 Mayor Damm declared executive session over at 10:07 pm.

Motion by Weber, second by Hofer to hire Ashley Sinkie as Manager and Roni Bailey as bar employee both at \$10 per hour and offer Lori Lux \$9 per hour for Sparky's. Ashley Sinkie to have a review in 3 months. Motion carried

Ashley Sinkie is coming to clean the bar on Wednesday hoping to be open by the weekend. The walk-in cooler and air conditioner will need to be looked at also. An extra dumpster for cleaning will also be ordered from Addy Disposal.

Motion by Holthaus, second by Weber to hold a special meeting on Tuesday May 24<sup>th</sup> at 7 pm to review inventory numbers & payment for the Frye's and hold Public Hearing for Temp Liquor license. Motion by Hofer, second by Holthaus to pay for Serv Safe license for Ashley Sinkie. Motion carried.

Motion by Holthaus, second by Hofer to adjourn. Motion carried. Time 10:19 pm.

Next regular meeting is May 9, 2016.

Michael Damm – Mayor

Joan M Julson – Finance Officer

**Claims:**

Payroll by Dept.: Ambulance 2794.60; Animal Control 55.65; Council 7650.00; Finance Office 694.49; Liquor 724.97; Parks 630.04; Sewer 1028.18; Streets 628.06; Water 720.13; EFTPS-April payroll taxes, 2115.07; SD Retirement System-employee & city match, 573.62.

Supplies: C&B Operations LLC—JD mower parts (air cleaner, filters, belt, blade, coolant), 244.46; Campbell's Supply—Reciprocating saw & sawzall blades, 141.50; Colonial Research—shop supply, 155.86; Concrete Materials—7.7 Ton of cold mix, 957.50; Fensel's—shop 3 high bay lights & misc, bar plumbing & electrical supply, 612.20; Freeman Lumber—materials for well cover, 122.54; M/S Pump-N-Stuff—gas, 138.81; Michael Todd & Co—light bar for maintainer, 326.54; Potter Tire & Service—gas, diesel & supply, 56.47; Sturdevants Auto Parts—mostly F150 brake repair & Merc fuel pump, 148.55; SVEN—water & sewer chemicals, 78.00.

Repair & Maintenance: Anderson Trucking—hauling cold mix from Sioux Falls & grader work @ 4<sup>th</sup> & Cherry, 375.00; Meyer Motor—amb headlamps replacement, 468.40.

Beer and Liquor: (paid in April) Beal Distributing, Inc., 956.25; Dakota Beverage, 184.80; Johnson Brothers Famous Brands, 814.01; Republic National Dist, 266.70.

Miscellaneous: A&B Business Inc—Maintenance contract, 51.64; Addy Disposal-dumpsters, 40.00; Anderson Publications—bar manager advertising, 88.00; Bridgewater Activities Club—Fall Fest donation, 1500.00; Bridgewater Development Corp—monthly donation, 100.00; Bridgewater Tribune—April publishing, 348.13; JobsHQ—bar manager ad in Daily Republic & online, 206.10; McCook County—Contracted Law Enforcement monthly payment, 2112.50; Nordwald Rentals—June rent (Payable 6/1/16), 350.00; Petty Cash—bar supply & stamps, 37.81; SD Dept of Revenue—wastewater & water testing, 101.00; SD Governmental Finance Officers Assoc—FO school Registration, 75.00; SD One Call-6 faxed locates for April, 6.72; SD Lottery-application fee for city, 50.00; SD State Treasurer—April garbage, etc. sales tax (We received a 1.5% allowance for timely payments - \$3.43), 225.09; Solem American Legion Post—yrly donation, 300.00; Southeast Enterprise Facilitation Project (SEFP)—2016 contribution, 1968.00. .

Utilities (Paid in April): Addy Disposal, 3763.50; Golden West, 269.67; Hanson Rural Water, 4387.50; Xcel Energy, 2054.45.

Insurance: AFLAC—reimbursed by employees, 382.18; Health Pool of SD, 3202.36; SDPAA—adding buildings onto policy & enhanced crime coverage 5/1 & 6/1 to 7/1/2017, 2518.00.

Professional: Fink Law Office, PC—April statement, 578.63.

Published once at the approximate cost of \$ 203.83.