

Bridgewater City Council Regular Meeting Minutes
May 11, 2020 7:00 pm

Due to the COVID-19 pandemic, the City Council of the City of Bridgewater met in the Council Room and via Zoom (teleconference) for their regular meeting on Monday 5/11/2020. The meeting was called to order at 7:00 pm by President Travis Holthaus. Answering roll call were Bob Anderson, Tony Hofer, Travis Holthaus, Lacey Weber (via Zoom), Alicen Strombeck, and Mark Vondra. Others present: Finance Officer-Joan Julson, Maintenance-Todd Letcher, and DGR Engineers–Trent Bruce.

Since this is a teleconference meeting, all motions will be done with a roll call vote.

The minutes of last month's meetings were sent to the council for reading prior to the meeting. Motion by Anderson, second by Strombeck to approve the April 6th regular meeting. Roll call vote – all voted aye. 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 Anderson, second by Vondra to approve the April Financial Statement. Roll call vote – all voted aye. Motion carried.

The bills for the month of April were reviewed. A motion was made by Anderson, second by Hofer to approve the April bills. Roll call vote – all voted aye. Motion carried.

Old Business:

After receiving the Certificate of Contractor and Indemnity Agreement and signed release forms from Premier Contracting, a motion by Hofer, second by Vondra to sign the closeout papers (Application for Payment #5- Final and Engineer's Statement of Final Completion and Owner's Acceptance of Contract Construction) for the 2017 Main Ave Water Construction Project. Roll call vote – all voted aye. Motion carried.

Motion by Strombeck, second by Weber to pass Resolution 20-0511B - Resolution Declaring and Authorizing the Emergency Purchase of an Ambulance. Roll call vote – all voted aye. Motion carried.

City of Bridgewater
Resolution 20-0511B

**RESOLUTION OF THE CITY OF BRIDGEWATER DECLARING AND
AUTHORIZING THE EMERGENCY PURCHASE OF AN AMBULANCE**

WHEREAS, at the April 6th, 2020 City of Bridgewater council meeting, ambulance co-director Jim Julson, once again came to the council with the serious unreliability of the current ambulance, citing several different current occurrences, said concerns were in addition to other issues that arose in regards to the ambulance in the past, it being considered that the potential is there for the ambulance to not start at all one time in an emergency situation, leaving the person in need of assistance in a possible critical condition, and the ambulance itself needing to be used for transportation to the emergency but also the needed equipment and supplies that are kept in the ambulance;

WHEREAS, the City of Bridgewater council discussed the current unreliability (not starting) of the 2002 ambulance with ambulance co-director Jim Julson at the April 6, 2020 regular city council meeting;

WHEREAS, the City of Bridgewater council does view this as a threat to the public health, welfare and safety of our citizens deeming it an emergency to purchase another ambulance;

WHEREAS, the City of Bridgewater did, on April 6, 2020, receive a quote from Arrow Ambulances for \$139,900.00 for a 2021 Ford E450 Type 3 Arrow Ambulance;

WHEREAS, ambulance co-director Jim Julson discussed needing to check on a couple of options & miscellaneous items needed that weren't included in the quote so as to ensure that the ambulance has the items that are needed to address crew needs and the services of the City of Bridgewater Ambulance, while understanding that the inquiry will only be on relatively inexpensive items;

NOW THEREFORE BE IT RESOLVED, the City of Bridgewater city council made the following motion: Motion by Weber, second by Vondra to approve the purchase estimated at \$145,000 with the recommendation of Jim Julson – ambulance co-director and full support of the ambulance committee. Roll call vote – all voted aye. Motion carried.

Adopted this 11th day of May, 2020.

Ayes: 6

Nayes: 0

Absent: 0

City of Bridgewater

Travis Holthaus

President of Council

ATTEST:

Joan M Julson

Finance Officer

(SEAL)

Motion by Vondra, second by Hofer to pass Resolution 20-0511C – Resolution Approving Reserve Transfers. Roll call vote – all voted aye. Motion carried.

City of Bridgewater

Resolution 20-0511C

RESOLUTION APPROVING RESERVE TRANSFERS

WHEREAS, the City of Bridgewater did approve Resolutions 20-0511B authorizing the purchase of an ambulance;

NOW THEREFORE BE IT RESOLVED, that the City of Bridgewater authorizes the reserve transfer of \$65,000.00 from the Equity Fund #102-26202 - Designated Ambulance to its respective Fund Balances.

Adopted this 11th day of May, 2020.

Ayes: 6

Nayes: 0

Absent: 0

City of Bridgewater

Travis Holthaus

President of Council

ATTEST:

Joan M Julson

Finance Officer

(SEAL)

Motion by Anderson, second by Vondra to pass Resolution 20-0511D – Credit Card Acquisition and Use Policy. Roll call vote – all voted aye. Motion carried.

CITY OF BRIDGEWATER

RESOLUTION # 20-0511D

CREDIT CARD ACQUISITION AND USE POLICY

Whereas, The council of the City of Bridgewater, as authorized by SDCL 4-3-27, has determined for the management of, and efficiency of the City of Bridgewater a need for credit cards with a maximum limit of \$2,500.00;

Now Therefore, Be It Resolved, The Finance Office (herein after referred to as the “designated official”) is hereby authorized to acquire and use credit card accounts for the purchase of certain necessities on behalf of and for the benefit of the City of Bridgewater, in accordance with the policies set out below.

The credit card account shall only be used for the purchase of city vehicle gas, city vehicle repairs while use/travel on City business, meeting registration, motel room guarantees, or other purchases that cannot be accomplished by the issuance of a purchase order and billed directly to the city to be processed in the normal warrant process, unless it is more economically advantageous to pay by credit card. Cards may be used to pay for pre-authorized purchases through the Internet, if it is the only means of payment accepted by the vendor. All purchases in excess of \$2,500.00 must be pre-approved by the City Council.

The card may not be used to pay for meals that qualify for reimbursement through per diem or for any item which does not directly benefit the City of Bridgewater.

The credit card accounts shall be administered by the designated official at all times, and the designated official may assign sub-administrators for certain departments to oversee the usage, limits, and processing for that department. In all cases where a credit card is used by any city employee original receipts, invoices or other authentic documentation stating what the card was used for shall be submitted to the designated administrator or sub-administrator. The designated person shall immediately verify the purchase was necessary and to the benefit of the City of Bridgewater and submit the invoice to the Finance Office with appropriate account coding information. Charges submitted to the Finance Office for payment without the proper documentation will not be processed and may become the responsibility of the employee through garnishment. Personal use of the credit card is strictly prohibited. Misuse of credit card accounts or repeated failure to provide proper documentation will be the responsibility of the employee and will be considered grounds for disciplinary action up to and including termination and any restitution.

Any perks, credits or items of value earned because of the use of said cards shall only be used for the benefit of the City and not for that of any employee. Except, frequent flier credits may accrue to the employee/official actually incurring the credit, in accordance with Official Opinion No. 90-04 of the SD Office of the Attorney General.

Dated this 11th day of May, 2020

*City of Bridgewater
By: Travis Holthaus
Its Council President*

ATTEST:

Joan M Julson
City Finance Officer
(SEAL)

Law Enforcement: April Law Enforcement report so noted.

A letter received from Hanson Rural Water on a possible rate increase was so noted.

As there was no more old business, a motion was made by Strombeck, second by Hofer to adjourn as old council. Motion carried. Time 7:25 pm.

Oaths of Office were taken by Alicen Strombeck – Ward I, Bob Anderson and Mark Vondra – Ward II, and Lacey Weber and Tony Hofer – Ward III. Mayor seat is vacant at this time. The meeting was called to order at 7:27 by Travis Holthaus. Answering roll call were: Bob Anderson, Tony Hofer, Travis Holthaus, Lacey Weber (via Zoom), Alicen Strombeck, and Mark Vondra.

Motion by Vondra, second by Hofer to nominate Travis Holthaus for Council President. Roll call vote – all voted aye. Motion carried. Motion by Vondra, second by Anderson to nominate Weber for Vice President. Roll call vote – all voted aye. Motion carried.

2020-2021 Council Committees are as follows:

Law enforcement: Entire council

Health & Landfill: Entire council

Ambulance: Vondra-chair, Hofer, Weber

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

Parks & Recreation: Weber-chair, Strombeck, Holthaus

Streets & Alleys: Anderson-chair, Holthaus, Hofer

Water & Sewer: Anderson-chair, Holthaus, Strombeck

Code Enforcement: Entire council

Other Boards:

Firehall Board: Anderson, Weber

Planning & Zoning: Strombeck, Vondra

Motion by Hofer, second by Strombeck to approve Resolution 20-0511A. Roll call vote – all voted aye. Motion carried.

CITY OF BRIDGEWATER

Resolution #20-0511A
**RESOLUTION AUTHORIZING THE CITY OF BRIDGEWATER,
TO APPROVE MAYORAL/COUNCIL PRESIDENT APPOINTMENTS OF
FINANCE OFFICER and MAINTENANCE SUPERINTENDENT**

WHEREAS, President Travis Holthaus, of the City of Bridgewater appoints Joan M. Julson as Finance Officer and Todd Letcher as Maintenance Superintendent, from May 2020 to the first regular meeting in May 2021; 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 President Travis Holthaus 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 11th day of May, 2020, by the City Council of the City of Bridgewater, South Dakota by the following vote:

Ayes: 6

Nays: 0

Absent: 0

City of Bridgewater
By: Travis Holthaus
Its Council President

ATTEST:

Joan M Julson
City Finance Officer
(SEAL)

Maintenance report was given by Letcher. 1) working out at the lagoon 2) Jerico has been mowing and misc. work 3) Anderson & Letcher brought up the need for a trailer to be able to transport the skid steer to the dump or lagoon. They found one at Federal Surplus but it is in Box Elder and someone would need to get it. It's a 18'6" X 7' 2 axle with fold up ramps for \$950.00. A motion was made by Anderson, second by Vondra to purchase the 18'6" X 7' trailer with 2 axles and fold up ramps for \$950 from SD Federal Surplus. Roll call vote – all voted aye. Motion carried. 4) It was also noted that he will be gone for vacation May 30th to June 4th 5) It was discussed that we are waiting on CMC for the fence & culvert work at the lagoon. Letcher discussed using some of the old poles that Xcel is taking out at the lagoon for some of the creek work.

Public Input: President Holthaus moved on as there being no one here or online for public input.

Motion by Vondra, second by Hofer to approve malt beverage licenses for Potter Tire & Service and Bridgewater Cafe. Roll call vote – all voted aye. Motion carried.

Government Buildings/Municipal Liquor Store: a letter was received from Cody & Megan Northern about the operating agreement renewal. After discussion it was decided to table the operating agreement until the June meeting and leave the agreement as is for now but reduce the rent to ½ (\$400) as of June 1st & go on a month to month basis. Vondra will talk with the Northerns. Roll call vote – all voted aye. Motion carried.

Storm Sewer Project: Trent Bruce, DGR Engineering, discussed with the council the bids, answered any questions that the council had, and recommended that we award the bid to the low bidder, First Rate Excavate, Inc of Sioux Falls, SD. A motion was made by Anderson, second by Hofer to award the bid of \$2,378,978.75 for the Phase I Storm Sewer Improvements project to First Rate Excavate, Inc, contingent upon receipt of all Contract Documents in proper form and funding agency approval. Roll call vote – all voted aye. Motion carried. Virtual pre-construction meeting will be on Friday, May 15th. and they are anticipating a start date around the week after Memorial Day. Communication and updates to the property owners involved were also discussed.

Our 8:00 Public Hearing was held at 8:40 for the Conditional Use Permits. Motion by Hofer, second by Vondra to recess council and reconvene as Board of Adjustment. Roll call vote – all voted aye. Motion carried.

The following conditional use permits were discussed. A motion was made by Vondra, second by Strombeck to approve #058 Forrest & Paul Richards – ag/crops; #059 Richards Development Inc – ag/crops; #060 Ed Meyer – haying; #061 Bridgewater Nursing Home Corp – haying; #062 Marvin Rempfer – haying; #063 Debra Cossairt/Charles Purdie – haying; #064 Larry Paweltzki – haying; #065 Steven Svancara – haying permits with the condition that the weeds and trees are kept trimmed and the property kept free from debris. Permits are good for one (1) year. Roll call vote – all voted aye. Motion carried. Motion by Anderson, second by Vondra that permit #066 Hugo Garcia – haying will be immediately approved by Letcher when tree branches are removed to be able to mow & trim the lot properly. Permit will also be good for only 1 year if these conditions are met. Roll call vote – all voted aye. Motion carried.

Motion by Strombeck, second by Weber to adjourn as the Board of Adjustment and reconvene as Council. Motion carried.

Code Enforcement: Complaint received last month on sidewalk in poor shape after water line work was done has been checked and complaint considered to be taken care of.

Building Permits: Motion by Vondra, second by Strombeck to approve permit for Jeff Weber. Roll call vote – all voted aye. Motion carried.

A change to the AT&T cell tower lease was discussed. On the advice of the city attorney, it was tabled for further clarification.

After discussion, a motion by Vondra, second by Strombeck to approve 2019 Annual Report. Roll call vote – all voted aye. Motion carried.

An email that States Attorney Fink received from Sheriff Norris indicating that he's getting a lot of calls about people driving around in golf carts was discussed. States Attorney Fink stated the laws concerning golf carts on the city streets. He stated that since a golf cart is a motor vehicle, it needs to be licensed and insured. Operating in violation of the law is a misdemeanor offense. In addition, a conviction for driving without proof of insurance subjects the offender to an automatic loss of driving privileges. But South Dakota law does now allow Municipalities to pass an ordinance permitting the use of golf carts on the city streets. The applicable state statutes are as follows:

*32-14-14. Ordinance permitting golf carts on highway within platted boundaries--Requirements--Permit--Fee. Notwithstanding § 32-14-15, any municipality or township with an unincorporated town may adopt, by ordinance, traffic regulations permitting the use of golf carts on a highway within its platted boundaries. The ordinance **shall** require that the golf cart is insured and the person operating the golf cart in the municipality or unincorporated town to hold a driver license and to obtain a permit from the authority having jurisdiction. The municipality or township may charge a fee for the permit. The ordinance may also require the golf cart to display a slow-moving vehicle emblem in accordance with § 32-15-20 or a white or amber warning light in accordance § 32-17-46.*

32-14-15. Operation of golf cart on state or county highway prohibited--Exception--Violation as misdemeanor. No person may operate a golf cart on a state or county highway except for crossing from one side of the highway to the other. A golf cart may cross the highway at a right angle, but only after stopping and yielding the right-of-way to all approaching traffic and crossing as closely as possible to an intersection or approach. The operation of a golf cart on a state or county highway in a manner not permitted by this section is a Class 2 misdemeanor.

States Attorney Fink is not suggesting that McCook Co cities *should* pass such an ordinance, but without such an ordinance, operators need to be cited for State Law traffic violations. He did also want it noted that the Sheriff's department will be enforcing SD laws, with respect to golf cart operation. After discussion, Council tabled this until proper ordinance can be draw up and presented at the June meeting.

There being no further business, a motion was made by Strombeck, second by Hofer to adjourn. Motion carried. Time 9:11 pm.

Next regular meeting is June 8, 2020.

Claims:

Payroll by Dept.: Ambulance 3506.69; Council 4800.00; Dump 559.95; Finance Office 1076.16; Liquor 252.08; Parks 629.35; Sewer 1180.86; Storm Sewer 42.26; Streets 2630.64; Water 1087.83; EFTPS-April payroll taxes, 2552.47; SD Retirement System-employee & city match, 804.40.

Supplies: Anderson Trucking–11 semi loads of gravel, 3861.00; Butler Machinery–maintainer transmission filter, 15.66; Campbell's/Runnings–mostly shop supply, 128.33; Farmers Alliance–shop propane, 267.27; MARC–shop disinfecting chemicals, 266.56; McKesson Medical–amb supply, 170.85; Menards–amb supply, 8.99; Post Master–water/sewer/garbage bill stamps, 70.00; Potter Tire & Service–April gas, diesel supply, 476.04; Stern–Legion Hall propane & maintainer transmission fluid, 730.51; Sturdevant's–shop supply, 71.27; Two Way Solutions–amb batteries for pagers, 171.98; Waltner Media & Studios–EDD clean-up mailers, 186.80.

Repairs & Maintenance: Dakota Pump–lagoon pump repair, 397.96; Meyer Motor–keys, amb repair & old pumper battery, 335.40; Schmidt Country Inc–chain sharpening & oil, 31.95.

Beer and Liquor: (paid in March & reimbursed by The North 40): Beal Distributing Inc, 919.40; Dakota Beverage, 193.50; Republic National Dist Co, 860.92.

Miscellaneous: A&B Business Inc–copier lease agreement & extra copies, 78.49; Arrow Manufacturing Inc–40% down payment of 2021 Ford amb, 55824.00; Bridgewater Development Corp–monthly donation, 200.00; Bridgewater Tribune (Salem Special)–April publishing, 292.56; Julson, Joan–Zoom mtg plan, 15.96; McCook County–Contracted Law Enforcement monthly payment, 2112.50; Nordwald Rentals–June rent (Payable 06/01/20), 350.00; Petty Cash–stamps, 43.93; RBS Sanitation–April garbage pick-up, 2565.00; RBS Sanitation–April dumpster fees (Legion Hall, firehall, shop), 150.36; SD Dept of Revenue–malt beverage license renewals for Potter Tire & Service and Bridgewater Cafe, 300.00; SD Public Health Laboratory–water & wastewater testing in March & April, 471.00; SD One Call 16 faxed locates for March & April, 17.92; SD State Treasurer–April garbage, etc. sales tax (We received a 1.5% allowance for timely payments - \$3.64), 238.87; SD Dept of Health–amb service license, 12.00; Southeast Enterprise Facilitation Project–annual contribution, 1968.00; US Bank- 2 Water SRF loans, 6922.35.

Utilities (Paid in February): Golden West, 320.76; Hanson Rural Water, 3774.25; Xcel Energy, 2103.78.

Insurance: AFLAC–reimbursed by employees, 200.96; Health Pool of SD, 3311.12.

Professional: Meierhenry Sargent LLP–bond counsel services for Storm Sewer Project, 17600.00

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