

2018 Meeting Minutes

January 2, 2018

February 5, 2018

**City of Clark Council Meeting
January 2, 2018**

Call to order: The Clark City Council met in session on January 2, 2018 at 7:00 pm in the City Hall Council Room.

Council Members Present: Brian Cook, Belinda Hanson, Kerry Kline, Dennis Larson, Louann Streff and Andrew Zemlicka.

Others Present: Mayor John Pollock, Finance Officer Jackie Luttrell, Bill Krikac, Jeremy Wellnitz and Don Weigel.

Mayor Pollock called the meeting to order at 7:01 pm.

Motion # 001-2018

Adopt Agenda

Motion by Streff and seconded by Larson to adopt the agenda. All members voting yes. Motion carried.

All stood and recited the Pledge of Allegiance.

Public Input

The Mayor, Finance Officer and four council members attended the county commissioner's meeting earlier in the day to learn more about the proposed appraisal increases that the State is requiring the county to do. Vanguard will start a county wide re-appraisal in April with the new appraisals to be effective in 2019. However, the 2018 appraisals are in question as to how much they should be increased. City may need to consider changing our building permit policy to require permits for remodels and home improvements.

Retention Pond Update

Don Weigel from Clark Engineering was in attendance to review the remaining work on the retention pond and to discuss the gravel change order from November. The project's total cost has increased less than 1% from the original estimate which is exceptional for a project of this magnitude.

Mayor & Department Updates

Chief Wellnitz gave a December police report, end of year report and comparison from previous years. Mayor Pollock gave department updates.

Motion # 002-2018

Approve Minutes

Motion by Kline and seconded by Zemlicka to approve the council meeting minutes from December 4, 2017. All members voting yes. Motion carried.

Motion # 003-2018

Approve Financial Statements

Motion by Larson and seconded by Zemlicka to approve the financial statements. All members voting yes. Motion carried.

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Motion # 004-2018

Approve Claims

Motion by Kline and seconded by Zemlicka to approve the following claims. All members voting yes. Motion carried.

#	To	For	Amount
	Council	payroll	\$ 2,881.32
1607	EFTPS	941 taxes	\$ 477.36
1608	SD Dept of Revenue	city sales taxes	\$ 134.17
1609	SD Dept of Revenue	golf course sales taxes	\$ 56.40
1610	TSYS Merchant Services	credit card fees	\$ 28.24
1611	City of Clark	utility	\$ 206.35
1612	Delta Dental	insurance	\$ 827.00
1618	EFTPS	941 taxes	\$ 3,263.35
1623	EFTPS	941 taxes	\$ 567.77
1626	Dacotah Bank	interest	\$ 23.58
26361	Clark County Courier	advertising	\$ 361.67
26362	Zimco Supply Co.	turfside	\$ 475.07
26363	Clark Rural Water System	materials	\$ 10,877.00
26364	212 Truck & Trailer Repairs	repairs	\$ 504.98
26365	Verizon Wireless	utilities	\$ 174.79
26366	Cook's Wastepaper	garbage service	\$ 6,877.02
26367	Clark Community Oil	gas	\$ 1,147.90
26368	ABC Lock & Key	maintenance	\$ 172.50
26369	Butler Machinery	parts	\$ 120.33
26370	Northwestern Energy	utilities	\$ 517.36
26371	Vantek Communications	radios	\$ 7,882.72
26372	M&T Fire & Safety	supplies	\$ 26.50
26373	True North Steel	culverts	\$ 539.07
26374	A&B Business Solutions	copier	\$ 79.31
26375	WW Tire Service	repairs	\$ 245.90
26376	Star Laundry	maintenance	\$ 21.46
26378	SD Retirement Systems	retirement	\$ 3,204.88
26379	Child Support Payment Ctr	child support	\$ 410.31
26380	Clausen Construction	gravel/hauling	\$ 2,150.00
26381	Butler Machinery	parts	\$ 17.74
26392	Karl's	equipment	\$ 649.99
26383	Jackie Luttrell	mileage	\$ 27.72
26385	Dakotaland Woodwork & Cabinets	improvements	\$ 5,090.00
26386	Wellmark BCBS	insurance	\$ 4,468.87
26387	Cardmember Service	supplies/books/conference	\$ 244.91
26388	Ellwein Brothers	beer	\$ 62.50
26389	Quill	supplies	\$ 182.46

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#	To	For	Amount
26390	Star Laundry	maintenance	\$ 128.79
26391	Butler Machinery	repairs	\$ 9,715.77
26392	Dekker Hardware	equipment	\$ 599.99
26393	Forest Excavating	work and supplies	\$ 2,564.29
26394	Northwestern Energy	utilities	\$ 1,461.02
26395	Bendix Technology	professional fees	\$ 30.00
26398	Clausen Construction	snow removal	\$ 1,173.47
12/19/2017	Mayor	payroll	\$ 208.85
	Payroll Finance Office	payroll	\$ 2,375.50
& 26377	Govt Bldg	payroll	\$ 93.93
	Police	payroll	\$ 3,290.39
	Streets	payroll	\$ 3,350.85
	Sewer	payroll	\$ 1,380.86
	Water	payroll	\$ 1,380.85
	Clubhouse	payroll	\$ 205.00
	Library	payroll	\$ 499.88
	Overtime & holiday pay included in the above: D. Altfillisch \$126.50; R. Collins \$133.24; R. Flora \$18.39; T. Silkman \$58.33		
12/29/2017	Police	vacation payout	\$ 1,372.99
	Vacation Streets	vacation payout	\$ 175.08
	Payout Finance	vacation payout	\$ 324.27
	Water	vacation payout	\$ 99.54
	Sewer	vacation payout	\$ 99.54
To	For	Amount	
AFLAC	insurance	\$ 72.34	
Clark Co. Courier	advertising	\$ 312.65	
Clark Co. Historical Society	subsidies	\$ 560.00	
Cook's Wastepaper	dumpsters	\$ 111.07	
Creative Printing	building permits	\$ 108.85	
Dakota Pump Inc	pump	\$ 11,287.25	
Dekker Hardware	supplies	\$ 447.68	
First District Assoc	dues	\$ 1,351.77	
Forest Excavating	gravel/improvements	\$ 6,422.45	
ITC	utilities	\$ 739.27	
Jim Holm	subsidies	\$ 200.00	
Mack's Standard	gas/oil change	\$ 365.95	
Mid-States Organized Crime Info	professional fees	\$ 100.00	
Northwestern Energy	utilities	\$ 530.52	
Northwestern Energy	utilities	\$ 4,760.54	

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To	For	Amount
Pitney Bowes	meter rental	\$ 162.00
Pitney Bowes	postage	\$ 1,020.99
Principle Financial Group	insurance	\$ 39.90
SD Assoc of Code Enforcement	fees	\$ 40.00
SD DENR	certification	\$ 24.00
SD DENR	discharge permit	\$ 50.00
SD Dept of Revenue	water testing	\$ 60.00
SD Dept of Revenue	City sales tax	\$ 6.18
SD Dept of Revenue	Golf course sales tax	\$ 106.03
SD Govt Finance Officer Assoc	fees	\$ 70.00
SD Human Resources Assoc	fees	\$ 25.00
SD Municipal League	annual fees	\$ 1,169.69
SD Municipal Street Maint. Assoc	fees	\$ 35.00
SD Police Chief Assoc	fees	\$ 96.59
SD Rural Development	sewer revenue bond	\$ 787.00
SD Rural Development	water revenue bond	\$ 908.00
SD Rural Development	sewer revenue bond 2	\$ 1,307.00
SDML Work Comp Fund	work comp	\$ 10,550.00
St. Paul Stamp Works	dog tags	\$ 106.41
U Drive Technology	professional fees	\$ 54.16
US Bank Corporate Trust	SRF loan	\$ 6,940.29
Vision Service Plan	insurance	\$ 288.36
Watertown Police Dept	server access	\$ 500.00
Woodring Plumbing	repairs	\$ 127.50
WW Tire	repairs	\$ 245.90
Zuercher Tech LLC	maintenance	\$ 1,220.47
1/2/18 Payroll		
EFTPS	941 taxes	\$ 3,191.14
Mayor	payroll	\$ 208.85
Finance Office	payroll	\$ 2,354.25
Govt Bldg	payroll	\$ 85.64
Police	payroll	\$ 3,590.39
Streets	payroll	\$ 3,341.59
Sewer	payroll	\$ 1,322.53
Water	payroll	\$ 1,322.54
Transit	payroll	\$ 243.11
Clubhouse	payroll	\$ 92.50
Library	payroll	\$ 599.50
Overtime and holiday pay included in the above: D. Altfillisch \$22.00; R. Collins \$149.90; T. Silkman \$32.41; N. Nickeson \$150.00; J. Wellnitz \$150.00		

Motion # 005-2018

Operations Manual

Motion by Streff and seconded by Hanson to approve the Operations Manual for 2018. All members voting yes. Motion carried.

Motion # 006-2018

Official Depository

Motion by Kline and seconded by Larson to approve Dacotah Bank as the city's official depository for 2018. All members voting yes. Motion carried.

Motion # 007-2018

Official Newspaper

Motion by Streff and seconded by Larson to approve Clark Courier as the city's official newspaper for 2018. All members voting yes. Motion carried.

Motion # 008-2018

Fire Department Work Comp

Motion by Hanson and seconded by Larson to approve the Fire Department for perpetual care work comp coverage. All members voting yes. Motion carried.

Motion # 009-2018

Set Election Date

Motion by Kline and seconded by Hanson to set the 2018 election for April 10, 2018. Council members up for election are Cook, Streff and Zemlicka. All members voting yes. Motion carried.

Benson Easement

Altfillisch was been working with Bob Benson to improve drainage at the old outfall line discharge to allow Benson to put up a fence. These improvements will allow us to keep the easement in place in the event the city needs to do an emergency discharge.

Motion # 010-2018

Sewer Restricted Funds

Motion by Larson and seconded by Streff to approve using Sewer Restricted Funds for the payment of Dakota Pump Inc's bill for \$11,287.25 for a spare pump and Forest Excavating's bill for \$6,422.45 for gravel in the sewer building. All members voting yes. Motion carried.

Motion # 011-2018

2018 Rec Rates

Motion by Kline and seconded by Hanson to approve the following 2018 recreation rates from the 2017 fee that included tax to fee plus tax. All members voting yes. Motion carried.

Golf Course: Family Pass \$450 + tax; Single Pass \$225 + tax; College pass \$175 + tax; Student pass \$115 + tax; Driving Range \$50 + tax; Punch Card \$120 + tax; Gas storage \$90 + tax; Electric storage \$120 + tax; Home Storage \$50 + tax.

Pool: Family pass with one lesson \$110 + tax; Family pass without lessons \$75 + tax; Individual Pass and one lesson \$60 + tax; Swimming lesson \$25 + tax; Adult day pass \$4.00 (\$3.75 + \$0.25 tax); Student day pass \$3.00 (\$2.82 + \$0.18 tax).

Summer Rec: Boys and Girls \$25.00 plus tax; Teeners \$35 + tax.

Motion # 12-2018

Reschedule April Meeting

Motion by Hanson and seconded by Zemlicka to reschedule the April meeting to April 5th at 7 pm. All members voting yes. Motion carried.

Motion # 13-2018

Adjourn

Motion by Kline and seconded by Streff to adjourn. All members voting yes. Motion carried.

Meeting adjourned at 7:59 pm.

This institution is an equal opportunity provider and employer.

Mayor John Pollock

Attest: Finance Officer Jackie Luttrell
(seal)

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**City of Clark Council Meeting
February 5, 2018**

Call to order: The Clark City Council met in session on February 5, 2018 at 7 pm in the City Hall Council Room.

Council Members Present: Brian Cook, Belinda Hanson, Kerry Kline, Dennis Larson (via telephone), Louann Streff and Andrew Zemlicka (via telephone).

Others Present: Mayor John Pollock, Finance Officer Jackie Luttrell, Bill Krikac, Chad Fjelland, Roger Collins, Darin Altfillisch, Jeremy Wellnitz, Brandon and Cassi Kottke, Terry & Deb Schlagel and Craig Spieker.

Mayor Pollock called the meeting to order at 7:02 pm.

Motion # 14-2018

Adopt Agenda

Motion by Hanson and seconded by Streff to adopt the agenda. All members voting yes. Motion carried.

All stood and recited the Pledge of Allegiance.

Rotary Update

Craig Spieker gave an update on Rotary's work at Dakota Style Field. They'd like to apply for a Twins Grant to replace the outfield fence.

Motion # 15-2018

Twins Grant

Motion by Larson and seconded by Kline to approve Rotary Club to apply for a matching funds Twins Grant to replace the outfield fence at Dakota Style Filed. All members voting yes. Motion carried.

Kottke House

Brandon and Cassi Kottke were in attendance asking for utility hookups and q gravel road to their proposed house on South Dakota Street. Because their property line is more than 200' (City Code) and more than 400' (State Code) from an existing sewer hookup, Council can give permission for a septic tank. Question asked about future hookups in the area. Water line will be a 2 inch line instead of the estimate for a 4 inch line for \$5,400. City will grade and gravel platted road to the house.

Motion # 16-2018

Kottke Utilities Hookup Request

Motion by Cook and seconded by Hanson to give permission for Kottke's to install a septic tank for their proposed home on South Dakota Street, run a 2 inch line for water hookup and lay gravel for the platted road. All members voted yes. Motion carried.

Mayor & Department Updates

Chief Wellnitz reviewed the police report. Mayor Pollock read a letter from ATF thanking Chief Wellnitz for the apprehension of a felon with a federal warrant. Luttrell,

Collins and Altfillisch gave updates pertinent to their departments. City will reapply to become a Tree City USA. Finance Office is ordering new computers. City staff will receive First Aid and AED training. Septic tank will be replaced at the course bathroom. Cook and Luttrell proposed updates to the clubhouse.

Motion # 17-2018 **Clubhouse Improvements**
 Motion by Cook and seconded by Kline to transfer \$10,000 of Government Building Improvements reserves to the Clubhouse to remodel the ladies bathroom, improve electrical and replace flooring. Cook will be do a lot of the labor for free and will also look into applying for a Community Foundation grant. All members voting yes. Motion carried.

Motion # 18-2018 **Skid Steer Trade**
 Motion by Larson and seconded by Streff to authorize the trade-in of the Gehl Skid Steer. All members voting yes. Motion carried.

Motion # 19-2018 **Advertise for Summer Maintenance Help**
 Motion by Cook and seconded by Streff to authorize advertising for two summer maintenance workers to assist with Streets, Parks and Golf Course at a pay of \$10.00/hour. All members voting yes. Motion carried.

Motion # 20-2018 **Sell Surplused Pressure Washer**
 Motion by Streff and seconded by Kline to sell the surplused pressure washer that was advertised in 2017 with no takers to Roger Collins for \$1.00. All members voting yes. Motion carried.

Motion # 21-2018 **Approve Minutes**
 Motion by Hanson and seconded by Kline to approve the January 2, 2018 city council meeting. All members voting yes. Motion carried.

Motion # 22-2018 **Approve Financials**
 Motion by Streff and seconded by Larson to approve the financial statements. All members voting yes. Motion carried.

Motion # 23-2018 **Approve Claims**
 Motion by Hanson and seconded by Cook to approve the following claims. All members voting yes. Motion carried.

#	To	For	Amount
1629	EFTPS	941 taxes	\$ 3,480.43
1630	TSYS Merchant Services	cc fees	\$ 34.70
1632	City of Clark	utilities	\$ 310.75
1633	Northwestern Energy	utilities	\$ 38.07
1634	Northwestern Energy	utilities	\$ 434.55
1635	Northwestern Energy	utilities	\$ 48.63
1636	Northwestern Energy	utilities	\$ 10.00

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#	To	For	Amount
1637	Northwestern Energy	utilities	\$ 244.21
1644	EFTPS	941 taxes	\$ 3,197.68
26426	Ken's Fairway	supplies	\$ 31.05
26427	Westside Implement	repairs	\$ 104.52
26428	Sturdevant's	repairs	\$ 918.86
26429	Oscar's Machine Shop	repairs	\$ 1,707.88
26431	Clark Rural Water	materials	\$ 10,970.60
26432	A&B Business Solutions	maintenance	\$ 61.90
26433	Cook's Wastepaper	garbage services	\$ 6,807.62
26434	SD Water & Wastewater Assoc	membership	\$ 10.00
26435	Clark Community Oil	supplies	\$ 1,399.11
26436	Verizon	utilities	\$ 169.00
26437	SD One Call	locates	\$ 44.10
26438	Moeller Sheet Metal r	repairs	\$ 79.95
26439	Midwest Alarm Co	professional fees	\$ 270.99
26440	Wellmark BCBS	insurance	\$ 5,257.49
26441	J&J Heating	repairs	\$ 193.14
26442	SD Dept of Labor	unemployment	\$ 654.00
26443	Elan City Inc.	speed signs	\$ 5,346.00
26445	Child Support Payment Ctr	child support	\$ 821.07
1/16/2018	Mayor	payroll	\$ 258.85
Payroll	Finance Office	payroll	\$ 2,541.92
& 29430	Govt Bldg	payroll	\$ 62.59
	Police	payroll	\$ 3,981.11
	Streets	payroll	\$ 3,505.87
	Sewer	payroll	\$ 1,511.08
	Water	payroll	\$ 1,511.08
	Transit	payroll	\$ 537.72
	Clubhouse	payroll	\$ 92.70
	Parks	payroll	\$ 187.63
	Library	payroll	\$ 478.38
	Overtime & holiday pay included in the above: D. Altfillisch \$159.00; R. Collins \$104.40; T. Silkman \$26.70		
1/30/2018	Mayor	payroll	\$ 208.85
Payroll	Finance Office	payroll	\$ 2,506.33
& 26444	Govt Bldg	payroll	\$ 48.37
	Police	payroll	\$ 3,389.11
	Streets	payroll	\$ 3,326.40
	Sewer	payroll	\$ 1,437.24
	Water	payroll	\$ 1,437.24
	Transit	payroll	\$ 520.64
	Clubhouse	payroll	\$ 186.74

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#	To	For	Amount
	Parks	payroll	\$ 182.88
	Library	payroll	\$ 494.50
	Overtime & holiday pay included in the above: D. Altfillisch \$92.00; R. Collins \$46.40		

To	For	Amount
212 Truck & Trailer Repairs	supplies	\$ 102.00
Bendix Technology	supplies	\$ 179.99
Black Hills Ammunition	ammo	\$ 1,268.50
Butler Machinery	repairs	\$ 1,556.87
Cardmember Services	supplies	\$ 446.88
Clark Co. Courier	advertising	\$ 162.61
Clark Co. Historical Society	subsidies	\$ 560.00
Clark Community Oil	supplies	\$ 1,558.05
Clark Engineering	O&M Manual	\$ 2,550.00
Colonial Life	insurance	\$ 57.28
Cook's Wastepaper	dumpsters	\$ 111.07
Dakota Pump Inc.	Liftstation repairs	\$ 3,150.92
Dekker Hardware	supplies	\$ 1,062.24
Delta Dental	insurance	\$ 827.00
Demco	supplies	\$ 197.67
Duininck Inc.	pea rock	\$ 2,109.80
EcoLab	maintenance	\$ 94.76
Ellwein Brothers	beer	\$ 297.30
Fjelland Law Office	legal fees	\$ 1,060.00
ITC	equipment	\$ 1,688.90
ITC	utilities	\$ 731.36
Mack's Standard	supplies	\$ 263.65
Northwestern Energy	utilities	\$ 7,827.05
Overdrive	professional fees	\$ 600.00
Overhead Door Co.	repairs	\$ 1,195.00
Porter Distributing	beer	\$ 123.20
Principle Financial Group	insurance	\$ 39.90
Republic	liquor	\$ 752.53
Robb Price	repairs	\$ 395.00
Ron's Saw Shop	maintenance	\$ 131.57
SD Dept of Revenue	sales tax	\$ 11.41
SD Dept of Revenue	sales tax	\$ 108.27
SD Rural Development	sewer revenue bond	\$ 787.00
SD Rural Development	water revenue bond	\$ 908.00
SD Rural Development	sewer revenue bond 2	\$ 1,307.00
Sign Pro	supplies	\$ 93.75
Star Laundry	maintenance	\$ 153.10

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To	For	Amount
Sturdevant's	parts	\$ 325.84
TSYS Merchant Services	cc fees	\$ 49.50
U Drive Technology	professional fees	\$ 50.00
USA Blue Book	supplies	\$ 1,191.13
Vision Service Plan	insurance	\$ 288.36
Westside Implement	parts	\$ 179.08
WW Tire Service	repairs	\$ 87.05
Zuercher	maintenance	\$ 210.27

Motion # 24-2018

Clark Engineering Pay Request

Motion by Larson and seconded by Zemlicka to request Consolidated Grant Funds to pay the Clark Engineering bill of \$2,550.00. All members voting yes. Motion carried.

City & County Economic Development

Councilman Cook expressed his concern that the City and County don't do enough to encourage economic development for the community. Luttrell states that there is no funding at the state level for a paid director. Cook will plan on visiting with the county.

Motion # 25-2018

Gravel Errors & Omissions Claims

Motion by Cook and seconded by Zemlicka to reconsider the claim against Clark Engineering pertaining to the gravel error on the engineering plan for the retention pond by rescinding motion 191-2017. All members voting yes. Motion carried.

Motion # 26-2018

Backroads Floral Operating Agreement

Motion by Kline and seconded by Hanson to retroactively approve the operating agreement for Backroads Floral to January 1, 2018 for an on/off wine license at a fee of \$250. All members voting yes. Motion carried.

Motion # 27-2018

Adjourn

Motion by Kline and seconded by Streff to adjourn. All members voting yes. Motion carried.

Meeting adjourned at 7:53 pm.

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Mayor John Pollock

Attest: Finance Officer Jackie Luttrell
(seal)

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