

# Spearfish City Council

## Regular Session Minutes



**Date:**  
January 3, 2012

The Spearfish City Council met in Regular Session in the Council Chambers of the Municipal Services Centre at 7:00 PM on Tuesday, January 3, 2012 with the following members present: Aaker, Baker, Geppert, Morgan, Schmit and Young. Also present: City Administrator Neeb, Finance Officer Dutton, Public Works Administrator Johnson, Police Chief Rotert, Fire Chief White, City Planner Watson, Environmental Services Manager Callaway, Water/Wastewater Utilities Superintendent Glenn, Human Resource Director Friedel and City Attorney Pluimer. Mayor Krambeck presided and called the meeting to order. All stood and recited the Pledge of Allegiance.

**Order of Business** – Morgan moved, Young seconded and all voted to approve the order of business.

**Consent Agenda** Schmit moved, Geppert seconded and all voted to approve the Consent Agenda:

- A. Approve five (5) month abatement to City of Spearfish from Premier Bank Card - \$1,059,730 (factored property value @ five months) and three (3) month abatement to City of Spearfish from Linda P. Eversole - \$6,565 (factored property value @ three months). Grounds for abatements: Provision #3 – ‘When the complainant or the property is exempt from the tax’. Both of these properties were given by the previous owners and accepted as a donation by the City of Spearfish.
- B. Raffle – Prairie Hills Childcare Center plans to raffle two children’s rockers, a handmade quilt and several other donated items. Cost of tickets: \$1 each or 6 for \$5 with ticket sales from January 4, 2012 to the drawing at their open house on February 1, 2012. Proceeds to benefit Prairie Hills Childcare Center.
- C. Raffle – VFW Post 5860 plans to raffle two framed pictures. Cost of tickets: \$1 each or 6 for \$5 with ticket sales from January 4, 2012 to the drawing on March 13, 2012. Proceeds to benefit VFW Post 5860 Activities.
- D. Approve the following Brown Bag Permit:

<u>FACILITY</u>	<u>APPLICANT</u>	<u>EVENT</u>	<u>DATE</u>
Hudson Hall	Kevin Klunder	FOP Supper	1/14/12

- E. Approve Minutes of Regular Session of December 19, 2011 and Special Session of December 29, 2011.

**Interstate Engineering** – Daren Peterka, Secretary to the Board of Director’s for Interstate Engineering made a brief presentation before council to introduce himself and the company since the acquisition of NJS Engineering in June of 2011.

**HUMAN RESOURCES.**

**Seasonal Employment** – Young moved, Morgan seconded and all voted to extend seasonal employment into 2012 for Rebecca Maidl, Recreation and Aquatics Facility Janitorial Seasonal Laborer, \$9.00 per hour. This will be to provide coverage until the full time vacant position is filled.

**Wage Scale, Positions and Pay Grades** – Morgan moved Schmit seconded and all voted to approve the 2012 wage scale (hourly) and Positions and Pay Grades.

**2012 Wages** – Schmit moved, Geppert seconded and all voted to approve the following 2012 wages to be effective December 25, 2011.

<b>Name</b>	<b>Position</b>	<b>Wage</b>
Adams, Colleen	Police Dispatcher	\$ 19.36
Alberts, Lee	Mechanic I	\$16.69
Alderman, Daryl	Recreation Maintenance Coordinator	\$19.36
Allart, Katie	Police Officer	\$20.34
Ardis, Christi	Fitness Instructor (L)	\$12.41
Berger, Dawn	Police Dispatcher	\$14.04
Birk, Candi	Police Officer	\$20.85
Black, Gerald	Library Page – WS	\$8.57
Bowers, Eric	Janitorial Laborer	\$7.47
Brewer, Stephanie	Reference Librarian	\$15.89
Burtzlaff, Miles	Water/Sewer Operator III	\$20.34
Bush, Dustin	Police Officer	\$17.98
Callaway, Tom	Environmental Services Manager	\$37.71
Cano, Jeremiah	Wastewater Treatment Facility Operator III	\$24.18
Capp, Melinda	Registration Desk Attendant	\$11.82
Clyne, Donald	Facility Maintenance Tech II	\$13.70
Dargatz, Tony	Parks, Rec., Forestry Tech III	\$17.11
Davis, Nathan	Police Officer	\$20.34
Dean, Boyd	Police Lieutenant	\$31.72
DeNeui, Jason	Police Detective	\$23.01
Dobesh, Calvin	Concession Attendant (L)	\$10.19
Domagall, William	Fitness Coordinator	\$15.89
Dowdy, Jennifer	Utility Billing Coordinator	\$18.89
Dutton, Dave	Finance Officer	\$29.46
Egert, Greg	Public Works Laborer	\$11.25
Ehnes, Tyler	Parks, Rec., Forestry Tech III	\$15.89
Elletson, Kelly	Recreation Administrative Coordinator	\$17.54
Ervin, Jan	Facility Maintenance Tech II	\$16.29
Evrige, Robert	Wastewater Treatment Facility	\$35.02

	Superintendent	
Foster, Bill	Solid Waste Collector/Operator	\$18.43
Friedel, Jodi	Human Resource Director	\$29.46
Gellett, Jason	Police Officer - Uncertified	\$16.69
Gillick, Mary	Reference Librarian	\$17.11
Glenn, Robert	Water/Wastewater Utilities Superintendent	\$26.04
Gose, Kevin	Traffic Signal Technician (L)	\$21.37
Haag, Robert	Hydro Electric Plant Operator	\$25.40
Hafner, Dennis	Building Inspector	\$21.37
Hafner, Jamie	Finance Accountant II	\$18.89
Hansen, Michael	Police Corporal	\$20.34
Hanson, Steve	Hydro Electric Plant Operator	\$25.40
Hartung, Jason	Wastewater Treatment Facility Operator I	\$14.76
Harwood, Christy	Community Activities Coordinator	\$16.29
Hefner, Carolyn	Meter Reader/Installer	\$17.11
Henry, Sharon	Children's Librarian	\$18.43
Hepper, Keith	Parks, Rec., Forestry Superintendent	\$30.95
Hodgs, Misty	Recreation Administrative Secretary	\$13.04
Hoffman, Alecia	Recreation Facility Director	\$25.40
Hoffman, Sarah	Janitorial Laborer	\$7.47
Hofmann, Steve	Police Sergeant	\$26.69
Hoyt, Clark	Parks, Rec., Forestry Tech III	\$15.12
Huddleston, Rodney	Wastewater Treatment Facility Operator III	\$21.90
Iverson, Andrew	Police Dispatcher	\$15.12
Jacobs, Curt	Police Lieutenant	\$32.52
Jacobs, Howard	Rubble Site Operator	\$14.04
Johnson, Annette	Recreation Assistant	\$11.82
Johnson, Cheryl	Public Works Administrator	\$44.83
Jones, Marty	Rubble Site Operator	\$11.82
Jurgensen, Aaron	Police Officer	\$17.98
Kenyon, David	Registration Desk Attendant	\$11.25
Klapperich, William	Assistant City Engineer	\$28.04
Klein, Kelly	Fitness Instructor	\$12.41
Klumb, Kathy	Technical Services Librarian	\$19.36
Klunder, Bonnie	Public Works Administrative Coordinator	\$22.45
Langenfeld Athow, Carol	Registration Desk Attendant	\$11.82
Larson, Brian	Police Officer	\$18.43
Lillehaug, Gary	Hydro Electric Plant Superintendent	\$31.72
Little, Verla	Police Corporal	\$23.59
Long, David	Solid Waste Laborer	\$11.25
Martin, George	Street Superintendent	\$30.95
Martinez, Rubi	Recreation Assistant	\$11.53
Mathis, Kyle	City Engineer	\$36.79
Maynard, Marvin	Rubble Site Operator	\$11.53
McGeehon, Nicholas	Recreation Assistant	\$11.25
McGinnis, Nancy	Street Tech III	\$21.90

Mizera, David	Mechanic II	\$25.40
Morgan, Daniel	Police Officer	\$18.89
	Planning, Zoning, & Building Admin.	
Mowell, Sherry	Assistant	\$21.37
Myers, Julie	Public Works Administrative Secretary	\$14.04
Neeb, Joe	City Administrator	\$47.09
Nelson, Alexis	Police Dispatcher	\$13.70
Nicholas, Glen	Solid Waste Collector/Operator	\$15.50
Olson, Janet	Facility Maintenance Tech II	\$15.12
Paisley, Tom	Building Official	\$26.69
Pedneau, Darin	Police Detective	\$25.40
Piekkola, John	Water/Sewer Operator I	\$17.54
Powell, Chris	Parks, Rec., Forestry Tech III	\$15.89
Rafferty, Leah	Police Dispatch Supervisor	\$20.85
Rauterkus, Brett	Recreation and Aquatics Specialist	\$20.85
Rauth, Dee	Animal Control Officer	\$14.76
Reid, Stephanie	Fitness Instructor	\$12.41
Richards, Ed	Lead Mechanic	\$26.69
Richards, Keith	Street Tech III	\$18.43
Robison, Tim	Sewer Foreman	\$25.40
Rogers, Homer	Water Foreman	\$27.36
Rotert, Pat	Chief of Police	\$40.61
Royer, Andrea	Fitness Instructor	\$12.41
Shields, Tom	Parking Attendant	\$12.72
Simpson, Colin	Police Officer	\$17.54
Smith, Keith	Police Officer	\$25.40
Smith, Steve	Solid Waste Collector/Operator	\$13.04
Sorensen, Myrna	Library Aide	\$13.04
Steckline, Maria	Library Page – WS	\$8.36
Tieszen, Thomas	Recreation Assistant	\$11.53
Tish, Jonathan	Police Officer	\$19.84
Torgerson, Daleen	Police Dispatcher	\$13.70
Vanden Hoek, Jennifer	Fitness Instructor	\$12.41
Verhulst, Harley	Street Tech III	\$21.90
Vig, Tonya	Engineering Tech/Flood Plain Administrator	\$23.01
Wager, Andrea	Concession Assistant (L)	\$10.19
Warner, Judith	Police Administrative Assistant	\$16.29
Watson, Jayna	City Planner	\$35.89
Weber, Karla	Administrative Assistant to Administration	\$17.11
Weber, Mark	Police Sergeant	\$26.69
Wenzel, Michelle	Assistant Finance Officer	\$20.85
Wenzel, Tonya	Library Page – WS	\$8.36
Whitney-Schavone, Kim	Registration Desk Attendant	\$11.53
Wilde, Amber	Library Director	\$26.69
Williams, Mark	Wastewater Treatment Facility Operator III	\$23.59
Williams, Rachel	Library Page – WS	\$8.36

Williamson, Patrice	Facility Maintenance Coordinator	\$19.84
Witt, LeRoy	Water/Sewer Operator I	\$16.29
Worman, Mary	Library Aide	\$14.04
Young, Thomas	Rubble Site Lead Operator	\$13.70
<b>Elected Officials:</b>		
Krambeck, Jerry	Mayor	\$21,187.10
Aaker, Don	Council Member Ward III	\$10,858.39
Baker, David	Council Member Ward III	\$10,858.39
Geppert, Travis	Council Member Ward I	\$10,858.39
Morgan, Mary	Council Member Ward I	\$10,858.39
Schmit, Doug	Council Member Ward II	\$10,858.39
Young, Paul	Council Member Ward II	\$10,858.39

## **BOARD OF ADJUSTMENT**

Schmit moved, Young seconded and all voted to adjourn Common Council and convene as Board of Adjustment.

**Use Permit on Review** – Cody Jensen/Dimension Custom Paint and Body at 305 Seaton Circle Suite 2 has requested a use permit on review for retail limited to 15% of floor area in the light industrial district. The primary business is custom motorcycle building and repair and he would also like to add some limited retail to the scope of his business. This retail would include special order parts and not involve an actual storefront. Planning Commission recommends approval and the request is in line with land use goals. Young moved, Geppert seconded and all voted to approve a use permit on review for retail limited to 15% of floor area in the light industrial district.

Baker moved, Schmit seconded and all voted to adjourn Board of Adjustment and reconvene as Full Council.

## **BIDS AND PROPOSALS**

**Wayfinding Project** – City Administrator Neeb stated the goal of a wayfinding system is to enhance an environment by guiding users to and from their chosen destinations via an easy to understand attractive guide. The plan is to establish a city wide master plan for vehicular, bicycle and pedestrian traffic. Six companies responded to the Request for Proposals and the Wayfinding Taskforce recommends awarding the proposal to Merje for a total amount of \$26,580. Merje was one of the three lowest proposals and had the best experience in wayfinding as well as presentation of product. Aaker moved, Young seconded and all voted to accept the proposal from Merje for the amount of \$26,580.00.

## **HEARINGS**

**Public Hearing** – Mayor Krambeck opened a Public Hearing at 7:33 PM to consider an application from Voorhees Enterprises, LLC with Sam and Louie's located at 1420 North Avenue Suite 3, Spearfish, for a Retail (on-off sale) Wine and Malt Beverage License. There were no oral or written comments and the public hearing was closed at 7:34 PM. Young moved, Geppert seconded and all voted to approve a retail (on-off sale) Wine and Malt Beverage license for Sam and Louie's.

**Public Hearing** – Mayor Krambeck opened a Public Hearing at 7:35 PM to consider a Special Malt Beverage Retailers License and A Special On-Sale Wine Retailers License for Spearfish Area Chamber of Commerce at the Park Pavilion on January 23, 2012 for the Taste of Spearfish to be

held from 5PM to 7PM. There were no oral or written comments and the public hearing was closed at 7:35PM. Morgan moved, Schmit seconded and all voted to approve a Special Malt Beverage and Wine Retailers License for the Spearfish Area Chamber of Commerce for the Taste of Spearfish event.

## **RESOLUTIONS AND ORDINANCES**

**Ordinance 1151** – Young moved, Geppert seconded and all voted to approve the Second Reading of Ordinance 1151 – Changes to Building Permit Fees.

**Resolutions 2012-01 – 2012-07** – Young moved, Morgan Seconded and all voted to approve the Annual Resolutions 2012-01 through 2012-07:

### **RESOLUTION NO. 2012-01**

#### **A RESOLUTION ASSURING FAIR HOUSING.**

**WHEREAS**, it is the City of Spearfish's firm belief that discrimination in housing not only threatens the rights and privileges of the citizens of the City of Spearfish but also menaces the institutions and foundations of free and democratic society; and

**WHEREAS**, this body desires to give meaning to the guarantees of equal rights contained in the Constitution and laws of this State and the United States and to encourage and bring about mutual self-respect and understanding among all citizens and groups to the City of Spearfish; and

**WHEREAS**, under the federal fair housing, (Title VIII of the Civil Rights Act of 1968), it is illegal to deny housing to any person because of race, color, religion, sex, or national origin; and

**NOW, THEREFORE, BE IT RESOLVED** the City of Spearfish, South Dakota, makes a firm commitment to do all within its power to eliminate prejudice, intolerance, disorder and discrimination in housing.

**BE IT FURTHER RESOLVED**, that the following procedures will be used to accomplish the purpose of the aforementioned resolution:

1. The City of Spearfish shall inform all city employees of the City of Spearfish's commitment to equal housing.
2. The City of Spearfish shall direct all employees to forward immediately to the Mayor any reports they receive of housing discrimination.
3. The Mayor shall forward such complaints to the South Dakota Division of Human Rights within 10 days of receipt to said complaint.

Dated this 3rd day of January, 2012.

CITY OF SPEARFISH

BY: \_\_\_\_\_

Jerry A. Krambeck, Mayor

ATTEST:

BY: \_\_\_\_\_  
David H. Dutton, Finance Officer

Adopted: January 3, 2012  
Published: January 13, 2012  
Effective: February 2, 2012

## **RESOLUTION NO. 2012-02**

### **A RESOLUTION ADOPTING A CODE OF CONDUCT.**

#### **PURPOSE**

The purpose of this Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with federal Office of Management and Budget (OMB) Circular A-102, Attachment 0, Paragraph 7, and other applicable federal and state standards, regulations, and laws.

#### **APPLICATION**

This Code of Conduct applies to all officers, employees, or agents of the City of Spearfish engaged in the award or administration of contracts supported by federal grant funds.

#### **REQUIREMENTS**

No officer, employee, or agent of the City of Spearfish shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. the employee, officer, or agent;
- b. any member of his/her immediate family;
- c. his/her partner; or
- d. an organization which employs, or is about to employ any of the above

has a financial or other interest in the firm selected for award.

The City of Spearfish officers, employees, or agents shall neither solicit nor accept gratuities, favors, or any thing of monetary value from contractors, potential contractors, or subcontractors.

#### **REMEDIES**

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the City of

Spearfish officers, employees, or agents, or the contractor's, potential contractors, subcontractors, or their agents.

**EFFECTIVE DATE**

This resolution shall be effective upon publication.

Dated this 3rd day of January, 2012.

**CITY OF SPEARFISH**

BY: \_\_\_\_\_  
Jerry A. Krambeck, Mayor

**ATTEST:**

BY: \_\_\_\_\_  
David H. Dutton, Finance Officer

Adopted: January 3, 2012  
Published: January 13, 2012  
Effective: February 2, 2012

**RESOLUTION NO. 2012-03**

**A RESOLUTION DESIGNATING OFFICIALS FOR COMMUNITY DEVELOPMENT BLOCK GRANT FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AS ADMINISTERED BY THE STATE OF SOUTH DAKOTA.**

WHEREAS, the City of Spearfish is a recipient of a Community Development Block Grant from the U.S. Department of Housing and Urban Development as administered by the State of South Dakota, and;

WHEREAS, the City of Spearfish is required to designate a certifying officer for the purpose of signing required documents pertaining to this grant,

NOW, THEREFORE, BE IT RESOLVED, that David H. Dutton, Finance Officer of the City of Spearfish, be hereby designated as the City's official for the purpose of signing Grant Agreements and Contracts.

BE IT FURTHER RESOLVED, that Cheryl Johnson, Public Works Administrator for the City of Spearfish, be hereby designated as the City's certifying officer for the purpose of signing Environmental Review documents.

Dated this 3rd day of January, 2012.

**CITY OF SPEARFISH**

BY: \_\_\_\_\_  
Jerry A. Krambeck, Mayor

ATTEST:

BY: \_\_\_\_\_  
David H. Dutton, Finance Officer

Adopted: January 3, 2012  
Published: January 13, 2012  
Effective: February 2, 2012

**RESOLUTION NO. 2012-04**

**A RESOLUTION ESTABLISHING AN EXCESSIVE FORCE POLICY.**

The City of Spearfish will prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Dated this 3rd day of January, 2012.

CITY OF SPEARFISH

BY: \_\_\_\_\_  
Jerry A. Krambeck, Mayor

ATTEST:

BY: \_\_\_\_\_  
David H. Dutton, Finance Officer

Adopted: January 3, 2012  
Published: January 13, 2012  
Effective: February 2, 2012

**RESOLUTION NO. 2012-05**

**A RESOLUTION REGARDING RESTRICTIONS ON LOBBYING.**

The undersigned certifies, to the best of their knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Dated this 3rd day of January, 2012.

CITY OF SPEARFISH

BY: \_\_\_\_\_

Jerry A. Krambeck, Mayor

ATTEST:

BY: \_\_\_\_\_

David H. Dutton, Finance Officer

Adopted: January 3, 2012  
Published: January 13, 2012  
Effective: February 2, 2012

**RESOLUTION NO. 2012-06**

**AN EMPLOYMENT POLICY RESOLUTION.**

The City of Spearfish does hereby declare that the fundamental policy of the City of Spearfish is to provide equal opportunity to all of its employees and applicants for employment (skilled, unskilled and professional) to assure that there shall be no discrimination against any person on the basis of race, color, religion, creed, national origin, sex, age, physical or mental handicap, marital status or political beliefs unless related to a bona fide occupational requirement. To this end, City of Spearfish will take steps to equalize opportunity for employment at all levels of operation for those classes of people who have traditionally been denied equal opportunity-- minority group members, women and the handicapped; and City of Spearfish recognizes an obligation to make reasonable accommodations to the known physical or mental limitations or an otherwise qualified applicant or employee unless the accommodation imposes an undue hardship.

All applicants for employment with City of Spearfish will be recruited from the available labor market evaluated on each person's individual qualifications and abilities. All employees shall be afforded equal employment opportunity during their term of employment, and are guaranteed protection against retaliation for exercising any legal or administrative procedures to secure right to equal employment or testifying on behalf of someone else doing so.

All administrators and supervisors are responsible for and shall be committed to achieving and promoting equal employment opportunity with City of Spearfish.

Jodi Friedel is the equal employment opportunity officer and shall be responsible for coordinating the equal employment opportunity program.

Adoption of this document reaffirms City of Spearfish's policy of nondiscrimination in employment, including but not limited to the following:

recruitment, selection, placement, testing, training, promotion, transfer, discipline, demotion, layoff and termination.

Dated this 3rd day of January, 2012.

CITY OF SPEARFISH

BY: \_\_\_\_\_  
Jerry A. Krambeck, Mayor

ATTEST:

BY: \_\_\_\_\_  
David H. Dutton, Finance Officer

Adopted: January 3, 2012  
Published: January 13, 2012  
Effective: February 2, 2012

**RESOLUTION NO. 2012-07**

A RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER FOR THE CITY OF SPEARFISH FOR THE MUNICIPAL YEAR BEGINNING JANUARY 1, 2012.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SPEARFISH, SOUTH DAKOTA, that the Black Hills Pioneer shall be and the same is hereby designated as the official newspaper of the City of Spearfish for the ensuing year.

Dated this 3rd day of January, 2012.

CITY OF SPEARFISH

BY: \_\_\_\_\_  
Jerry A. Krambeck, Mayor

ATTEST:

BY: \_\_\_\_\_  
David H. Dutton, Finance Officer

Adopted: January 3, 2012  
Published: January 13, 2012  
Effective: February 2, 2012

**CITY ADMINISTRATION**

**Evans Lane Discussion/Annexation Discussion** – City Administrator Neeb discussed the Evans Lane Public Input Meeting of December 13, 2011. There is 5,402 linear feet of Right of Way (ROW) with 67.5% owned by Lawrence County and 32.5% owned by City of Spearfish. The City Transportation Plan shows Evans Lane as an arterial street, priority 2 route. It is within the three mile jurisdictional area for the City. The average width of Evans Lane is approximately 66 feet – an arterial route typically has 80' width of ROW. Initial possible plans were discussed as well as funding options. In November, Lawrence County voted to contribute a total of \$750,000 to the project based on rough cost estimates and what is generally spent on other county roads. Rough estimated project costs put the total cost of re-doing Evans Lane at \$2,400, 000

Public input from the Evans Lane meeting on December 13, 2011 included: sidewalks or path, improved driving area, utility improvements and safer pick-up zones for students.

Neeb stated that a joint interlocal agreement will be needed with minimum points to be addressed being design and scope of project, funding sources and method of payments and responsibilities including project supervision, annexation, future maintenance.

Upon discussing possible annexation, Neeb stated the City adopted an annexation policy in 2011 to establish requirements of an annexation study which will include: background data and statistics of the annexation area, revenue and cost analysis, one-time revenues/costs, annual or recurring revenues/costs, annexation boundary must be contiguous, logical and justifications must be provided for irregularities and exceptions. Neeb recommends this annexation study be three-fold:

1) study the entire area 2) breakout study of Lower Valley and 3) breakout study of East side of Evans Lane.

Census Data shows that the population density of Lawrence County is 27 people per sq. mile, however North Spearfish (upper and lower valley) is 556 people per sq. mile. Spearfish City limits has 1,409 people per sq. mile.

Schmit moved, Young seconded and all voted to initiate an in-house three-fold annexation study and to approve the five bullet points for recommendation in the design of an overhaul project for Evans Lane 1) Estimate on topo/design \$250,000.00; 2) jointly paid by the County and City 3) City could contribute up to 50% of the design; 4) Topo and design will provide us with a better understanding of the ROW condition 5) County and City will continue with band-aid repairs for now.

## **LEGAL, FINANCE AND PUBLIC SAFETY**

**Out-of-State Travel** – Schmit moved, Baker seconded and all voted to approve Out of State Travel for Dennis Hafner, Building Inspector, to attend Colorado Chapter Educational Institute in Denver Colorado from March 4, 2012 to March 9, 2012. Registration - \$300; travel/meals/lodging - \$981 for a total cost of \$1,281.00. Budgeted in building inspection – travel and conference.

## **PUBLIC WORKS**

**SDWARN Agreement** – Morgan moved, Young seconded and all voted to authorize Mayor Krambeck to sign agreement to join the South Dakota Water and Wastewater Agency Response Network (SDWARN) which provides mutual aid throughout the state.

**Mountain Pine Beetle** – Mayor Krambeck provided an update of the pine beetle infestation currently in Spearfish Canyon. He noted that Spearfish Canyon Foundation has pledged a large sum to combat the beetles as well as Neiman, Spearfish Canyon Homeowners and Spearfish Canyon Volunteer Fire Department and he feels the City should contribute \$30,000 to fight this infestation. Lawrence County and the US Forest Service have an agreement to cut, chunk and treat green infected trees. In the Spearfish Mountain area, 1200 trees have been marked infected on the 40% slope and 1700 trees on the lesser slope. Young moved, Morgan seconded and all voted to use \$30,000 from Hydro toward 2012 cut and chunk on Spearfish Mountain.

## **PLANNING AND ZONING**

**Envision Spearfish** – City Planner Watson briefly discussed the Comprehensive Plan – ‘envision Spearfish’. The Comprehensive Plan presents a vision of a future Spearfish – it states goals and strategies adopted by the City to guide the community through change and to identify Spearfish characteristics that should be retained and preserved. As required by state statute, this plan promotes the creation of specific regulations and codes to help the City achieve its vision. Land use and City form; transportation and mobility; public use environments, municipal facilities and infrastructure; community safety; city finance and administration; economic development; communication and partnerships; and culture, education and recreation were summarized. The Planning Commission wants Council feedback on the plan and strategies of implementation. Over the next several months, the general categories will be discussed in detail and it was further decided a Special Session of City Council will be scheduled for the initial overall review of the plan.

**Bill List** – Morgan moved, Geppert seconded and all voted to approve the Bill List of January 3, 2012.

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
BLACK HILLS POWER	MAIN ST TRANSFORMER UPGRADE	\$ 4,186.30
ED FUROIS AND JOHNNY SUMNERS	PAYMENT 2 OF 5 FASSBENDER COLLECTION	\$ 20,250.00
FIRST NATIONAL BANK	1ST QTR 2012 WWTP SRF LOAN MONTHLY EUTHANASIA	\$ 96,470.41
METZGER-HOLCOMB ANIMAL	CONTRACT	\$ 100.00
MIDCONTINENT COMMUNICATION	JAN 2012 CAMPGROUND CABLE & NET	\$ 499.50
MUNRO EARTHMOVING LLC	12/2011 SNOW REMOVAL SERVICES	\$ 1,750.00
PRAIRIE HILLS TRANSIT	MONTHLY ALLOCATION	\$ 3,750.00
SD ASSOCIATION OF CODE ENFORCE	2012 SDML CODE ENFORCEMENT DUES	\$ 40.00
SD BUILDING OFFICIALS ASSN	2012 BUILDING OFFICIAL DUES	\$ 55.00
SD CITY MANAGEMENT	2012 SDML CITY MANAGER DUES	\$ 225.00
SD GOV HUMAN RESOURCE ASSOC	2012 SDML HR DUES	\$ 25.00
SD GOVERNMENTAL FINANCE OFR	2012 GFOA SDML DUES	\$ 190.00
SD MUNICIPAL STREET MAINT	2012 SDML STREET ASSN DUES	\$ 35.00
SDML WORKERS COMPENSATION	2012 WORKER'S COMP INSURANCE	\$ 101,889.00
SOUTH DAKOTA PUBLIC ASSURE	2012 LIABILITY & PROP. INSURANCE	\$ 188,025.06
SO DAK MUNICIPAL LEAGUE	2012 SDML CITY MEMBERSHIP DUES	\$ 3,714.83
VISIT SPEARFISH INC	INITIAL DMO 3RD PENNY ALLOCATION	\$ 50,000.00
WESTERN HILLS HUMANE SCTY	FIRST MONTH 2012 ALLOCATION	\$ 2,100.00
** TOTALS **		\$ 473,305.10

**Dec 2011 Salary Expense - Bill List 01/03/12**

	Gross Wages/Benefits	
Mayor/Council	\$ 10,193.04	1.74%
City Administrator	12,567.87	2.14%
Finance	14,891.27	2.54%
Human Resources	5,575.18	0.95%
Gov't Bldgs	7,698.58	1.31%
PW Admin	26,363.30	4.49%
Police	141,863.41	24.17%
Police Comm	29,499.25	5.03%
Fire	285.48	0.05%
Bldg Inspect	14,379.92	2.45%
Streets	18,936.11	3.23%
Snow Removal	14,193.25	2.42%
Storm Water	-	0.00%
Cemetery	6,188.47	1.05%
Animal Control	3,948.94	0.67%
Recreation/Aquatic	53,209.00	9.06%

Spectator		
Recreation	2,251.48	0.38%
Parks	13,784.54	2.35%
Library	25,245.28	4.30%
Plan & Zone	12,594.36	2.15%
Motor Pool	15,170.30	2.58%
Water	37,005.60	6.30%
Electric Production	16,159.08	2.75%
Sewer	29,032.25	4.95%
WWTP	35,963.95	6.13%
Parking	306.34	0.05%
Solid Waste	30,551.75	5.20%
Campground	9,150.07	1.56%
Totals	<u>\$ 587,008.07</u>	<u>100.00%</u>

**APPROVAL                      INITIALS**

Mayor Krambeck  
 Don Aaker  
 David Baker  
 Travis Geppert  
 Mary Morgan  
 Doug Schmit  
 Paul Young

**Upcoming Meeting Reminders:**

- 1-30-12 – 6PM Council Chambers – Neighborhood Discussion on Local Historic Museum
- 2-13-12 – 5PM Council Chambers – Special Session – Annual Departmental Operations Report
- 2-27-12 – 6PM Council Chambers – Neighborhood Discussion on Sports Fields and Ice Rinks

There being no further business before the Council Morgan moved, Young seconded and all voted to adjourn at 8:51 PM.

Dated this 3<sup>rd</sup> day of January, 2012.

**CITY OF SPEARFISH**

BY: \_\_\_\_\_  
 Jerry A. Krambeck, Mayor

\_\_\_\_\_  
 David H. Dutton, Finance Officer

Published once at the approximate cost of \_\_\_\_\_.