REGULAR MEETING OF THE CITY COUNCIL
COUNCIL CHAMBERS, CITY HALL
MITCHELL, SOUTH DAKOTA

February 19, 2019
6:00 P.M.

PRESENT: Dan Allen, Marty Barington, Kevin McCardle, Steve Rice, Dan Sabers, Jeffrey Smith

ABSENT: John Doescher, Susan Tjarks

PRESIDING: Mayor Bob Everson

AGENDA:

Moved by Rice, seconded by McCardle, to approve the following items on the consent agenda:

a. City Council Minutes

b. Department Reports
   1. Sales Tax Collections (January),
   2. Building Permits (January),
   4. Police (January),
   5. Fire (January),
   6. Fire & EMS Combined (January),
   7. Palace Transit Ridership (January),
   8. Airport (January), and

c. Raffle Permits
   1. Rotary Foundation Raffle with the drawings to be held at their conference from April 4-6, 2019.

d. Set date for 03-04-2019 for hearing
   1. On the application to transfer Retail (On-Off Sale) Malt Beverage License RB-2838, Meyers Oil Company Inc. DBA All Star Sports Bar, 1510 South Burr Street to Meyers Oil Company Inc. DBA Dakota Sunset Shell, 1524 West Havens Avenue, Mitchell, SD.


g. Set date for bid opening 1:30 PM, March 12, 2019 for Dump Truck Combo Body Project #2019-16 and Truck Chassis Project #2019-17.
h. Set date for Special Assessment Hearing on March 4, 2019 at 6:00 p.m., in City Council Chambers for hearing on Alley Construction in the 1500 Blocks of East 2nd and 3rd.

i. Request to Apply for Recreation and Trails Program (RTP) Grant.

   The property tax abatements will be on file for review in the Finance Office at City Hall.

k. Fuel Quotes

<table>
<thead>
<tr>
<th>Country Pride</th>
<th>Requested Galls</th>
<th>Bid Galls</th>
<th>Price per Product</th>
<th>Total Bid</th>
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<td>On Road Diesel-#2</td>
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Total Bid: $13,900.15

<table>
<thead>
<tr>
<th>Howes Oil Company</th>
<th>Requested Galls</th>
<th>Bid Galls</th>
<th>Price per Product</th>
<th>Total Bid</th>
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<tr>
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<td>550</td>
<td>$2.24</td>
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<tr>
<td>-10% Ethanol</td>
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</tbody>
</table>

Total Bid: $13,511.65*

Howes Oil was the low quote and was awarded the quote for the items marked with an asterisk.

l. Pay Estimates for February 19, 2019

Pay Estimate #5 in the amount of $3,565.00 for Sanborn Bridge Repair Design #2018-22B contracted to Brosz Engineering,
Pay Estimate #4 in the amount of $8,560.00 for Waste Water Collection Evaluation #2018-34 contracted to SPN & Associates,
Pay Estimate #1 in the amount of $11,983.30 for Water Supply Needs Study #2018-38 contracted to Infrastructure Design Group,
Pay Estimate #11 in the amount of $6,800.00 for East Central Drainage-Waste Water #2018-39 contracted to SPN & Associates,
Pay Estimate #12 in the amount of $4,800.00 for East Central Drainage-Water #2018-39 contracted to SPN & Associates,
Pay Estimate #13 in the amount of $19,560.00 for East Central Drainage-Storm Sewer #2018-39 contracted to SPN & Associates,
Pay Estimate #4 in the amount of $1,200.00 for Sanborn Phases II & III - Water #2019-22 contracted to SPN & Associates, and
Pay Estimate #5 in the amount of $4,800.00 for Sanborn Phases II & III – Waste Water #2019-22 contracted to SPN & Associates.

m. Approve Bills, Payroll, Salary Adjustments and New Employee Hires and
   Authorize Payment of Recurring and other expenses in advance as approved by the Finance Officer
PAYROLL JANUARY 13, 2019 – JANUARY 26, 2019: City Council $3,106.48, Mayor $1,292.65, City Administrator $4,858.15, Attorney $4,037.15, Finance $13,561.19, Human Resources $3,527.96, Municipal Building $4,216.09, Information Technology $2,465.28, Police $67,925.63, Traffic $4,217.16, Fire $48,338.81, Street $31,835.61, Public Works $19,938.58, Cemetery $3,736.79, Animal Control $1,466.24, Emergency Medical Services $8,873.06, Library $13,992.66, Recreation & Aquatics $5,845.90, Recreation Center $16,393.89, Sports Complexes $10,727.87, Parks $9,426.17, Supervision $5,225.02, E911 $25,250.90, RSVP $5,740.26, Palace Transit $20,253.05, JVCC $1,484.00, Nutrition $920.27, Water Distribution $12,159.78, Sewer $13,197.35, Airport $3,238.26, Waste Collection $12,966.14, Landfill $9,787.60, Corn Palace $18,674.13, Golf Course $5,712.93.

NEW HIRES:

PALACE TRANSIT: Dan Johnson-$17,445.


SALARY ADJUSTMENTS:

FIRE: Scott Tschetter-$17,712, Ben VandenHoek-$24,427.

PARK SUPERVISION: Angel DeWaard-$21,267.

CORN PALACE: Diane Mutziger-$19,279.


WARRANTS: A & G Diesel, Supplies-$248.83; A-OX Welding Supply, Supplies-$264.77; AAA Collections, Garnishment-$278.05; AAA Lawn Care and Maintenance, Supplies-$185.50; Advance Auto Parts, Supplies-$25.00; AFLAC, AFLAC Premiums-$10,903.98; AFLAC Group, AFLAC Critical Care-$1,131.88; AFSCME Council 65, Union Dues-$613.60; AIA, Supplies-$517.58; Allan J Coleman, Supplies-$935.88; AM Distributing, Supplies-$73.44; Ameriprise Services, Supplies-$252.37; Apco International, Membership-$92.00; Apple Books, Books-$54.19; Aqua-Pure, Supplies-$1,562.50; AT&T Mobility, Utilities-$1,031.30; Avera Heart Hospital of South Dakota, Supplies-$2,916.00; Avera Occupational Medicine, Contract Services-$891.48; Axon Enterprise, Supplies-$6,591.00; B-Y Water District, January Usage-$44,777.28; Bailey Metal Fabricators, Repairs-$36.64; Baker & Taylor, Books-$452.19; Benjamin Hickel, Travel-$225.54; Big Daddy D's, Contract Services-$4,609.50; Blackstone Publishing, Supplies-$140.75; Bound Tree Medical, Supplies-$666.42; Boyer Trucks Sioux Falls, Supplies-$607.26; Break Time Portables, Rental-$95.00;

02-19-19

49
Bridgewater Emery School District, Corn Palace Games-$247.00; Brosz Engineering, 2018-22B P.E. #5-$3,565.00; Buhl's Drycleaning, Service-$62.00; C & B Operations, Supplies-$402.68; Campbell Supply, Supplies-$808.78; Carquest Auto Parts, Supplies-$504.10; CDW Government, Supplies-$1,644.45; Center Point Large Print, Books-$89.28; Central Electric, Utilities-$12,051.30; Century Link, Utilities-$61.06; Century Link, Utilities-$14,771.47; City of Mitchell, Bid Tax-$2,170.50; Coborns, Contract Services-$720.00; Coca Cola Bottling, Supplies-$1,317.40; Core & Main, Supplies-$7,148.16; Core-Mark Midcontinent, Supplies-$4,630.09; Corporate Translation Service, Translation Service-$90.26; County Fair, Supplies-$307.89; County Fair, Contract Services-$765.00; Dakota Pump, Repairs-$283.47; Dakota Supply Group, Supplies-$354.44; Dale's A-1 Transmission, Police Tow-$300.00; Dan Johnson, Service-$73.00; Dan London, Supplies-$52.69; Darrington Water Conditioning, Rental-$78.48; Davison County Register of Deeds, Copies-$30.00; Davison Rural Water Systems, Utilities-$83.25; Delta Dental Plan of South Dakota, Dental Premiums, $14,682.10; Department of Environment, January Fees-$1,952.25; Department of Social Services, Child Support-$1,275.22; Dianne Way, Corn Palace Games-$50.00; Dick's Towing, Police Tow-$240.00; Direct Digital Control, Repairs-$50.00; Dug Out, Contract Services-$679.00; Educational Development, Books-$134.99; Farmers Alliance, Supplies-$428.77; Fastenal, Supplies-$727.45; Forum Communications, Advertising-$3,123.08; Freddie's Electric Motor, Supplies-$354.10; Frederick Blanch, Book-$23.65; Future IQ Partners, Professional Service-$13,300.00; Gale, Book-$1,141.71; Gaylen's Homegrown Popcorn, Supplies-$729.60; Gempler's, Supplies-$235.95; Golden West Technologies, Supplies-$90.14; Graham Tire, Supplies-$25.00; Grainger, Supplies-$88.08; Great Western Tire, Supplies-$1,723.28; Hach, Supplies-$1,503.26; Henry Schein, Supplies-$375.00; Howes Oil, Supplies-$13,513.25; Infrastructure Design Group, 2018-38 P.E. #1-$11,983.30; Innovative Office Solution, Supplies-$17.96; Integrity Transcription, Transcribing Service-$507.85; International Municipal Law, Renewal-$625.00; Interstate Office Products, Supplies-$220.10; Jason Tuttle, Supplies-$189.99; JCL Solutions, Supplies-$519.34; Jeff Hanson, Reimbursement-$29.98; Jones Supplies, Supplies-$1,070.47; Joshua D Rempfer, Equipment-$999.01; Junior Library Guild, Books-$1,244.40; Kimball-Midwest, Supplies-$24.98; Kohrmer Plumbing, Repair-$180.04; Kyleena Dumas, Reimbursement-$100.00; Lakeview Veterinary Clinic, Service Dog Tommy-$1,020.95; Larry's I-90 Service, Supplies-$5,200.00; Leisure Design Systems, Supplies-$995.00; Locators and Supplies, Supplies-$59.99; Lori Schmidt, Corn Palace Games-$80.00; M & L Repair, Repair-$100.64; M & T Fire and Safety, Supplies-$320.00; Make It Mine Designs, Supplies-$10.00; Masimo Americas, Repair-$249.00; Master Blaster Cleaning Equipment, Supplies-$168.78; McLeod's Printing, Supplies-$385.50; Menard's, Supplies-$1,023.24; Meyers Oil, Supplies-$1,172.00; Midamerica Book, Books-$562.50; Midcontinent Communication, Publishing-$1,869.00; Midwest Turf & Irrigation, Supplies-$1,721.09; Minnesota Valley Testing, Lab-$2,070.00; Miracle Recreation, Supplies-$92.00; Mitchell Area Convention Visitors Bureau, 2019 Funding-February-$22,750.00; Mitchell Boys Basketball, Instructor Fees-$400.00;
Mitchell Girls Basketball, Instructor Fees-$400.00; Mitchell Iron & Supply, Supplies-$572.37; Mitchell Park & Recreation, Volleyball Revenue-$2,846.29; Mitchell Power Equipment, Supplies-$8.00; Mitchell Rotary Club, Dues-$120.00; Mitchell School District, Utilities-$1,546.00; Mitchell Telecom, Utilities-$9,146.60; Mitchell United Way, United Way Deductions-$473.11; Mitchell Youth Wrestling, Instructor Fees-$2,032.00; Modern Marketing, Supplies-$190.41; Mount Vernon School District, Contract Services-$42.35; Mueller Lumber, Supplies-$45.03; Muth Electric, Repair-$926.42; Napa Auto Parts, Supplies-$414.72; Nedved Media, Advertising-$1,082.52; Nena, 2019 Dues-$142.00; Northwestern Energy & Communications, Utilities-$61,926.95; Online Computer Library Center, Cataloging-$341.81; Omnigraphics, Book-$240.75; Overdrive, Supplies-$1,508.30; Palace City Lion's Club, Contract Services-$1,205.02; Parkston Boom's Restaurant, Contract Services-$2,370.50; Paulson Air, Supplies-$140.76; Penguin Random House, Supplies-$30.00; Penguin Management, Service-$1,134.00; Pepsi Cola, Supplies-$382.50; Powerphone, Recertification-$129.00; Premier Pest Control, Contract Services-$175.00; Qualified Presort, Contract Service-$1,260.21; Recorded Books, Supplies-$498.80; Reporting Systems, Subscriptions-$3,696.00; Ron's Bicycle and Locksmith, Supplies-$227.00; S & M Printing, Supplies-$192.00; Saga Communications of South Dakota, Contract-$377.00; Santel Communications, Utilities-$1,677.23; Satcom Global, Contract Plan-$42.75; Schmucker Paul & Nohr, 2018-34 P.E. #4-$45,720.00; Scholastic Library Publish, Books-$152.10; Scott Supply, Supplies-$492.81; South Dakota Association of Fairs & Celebrations, Membership-$75.00; South Dakota Department of Health, Lab-$60.00; South Dakota Department of Revenue, License Plate-$3.00; South Dakota Newspaper Services, Advertising-$458.88; South Dakota Planners Association, 2019-2020 Dues-$50.00; South Dakota Retirement System, Retirement Contributions-$49,994.88; South Dakota-Supplemental Retirement, Supplemental Retirement-$25,858.96; South Dakota-Supplemental Roth 457, Roth 457 Contributions-$425.00; South Dakota Solid Waste Management, Travel-$1,200.00; Sherwin-Williams, Supplies-$6.42; Sign Pro, Supplies-$4.30; Smart Apple Media, Books-$585.47; Standard Insurance Company, Life Insurance-$2,242.26; Staples Advantage, Supplies-$1,703.93; Sturdevant's Auto Parts, Supplies-$2,769.72; Sun Gold Sports, Supplies-$197.00; Terry Johnson, Travel-$28.00; Tessier's, Repairs-$1,743.07; Thomson Reuters – West, January Charges-$642.76; Three-D Specialties, Supplies-$170.28; Thune True Value Hardware, Supplies-$125.00; Ticketforce, Usage Fees-$104.60; Traditions Meal Solutions, Supplies-$4,039.00; Transource, Repairs-$1,719.48; Trizetto Provider Solution, Claims-$92.21; United Parcel Service Store #4227, Shipping-$188.91; United States Postal Service, Postage-$75.33; Verizon Wireless, Utilities-$2,035.75; Vern Eide Chevrolet Buick, Supplies-$7.48; Walmart, Supplies-$43.72; Watertown Wholesale, Supplies-$208.82; Wellmark Blue Cross Blue Shield, Medical Expenses-$3,021.00; Wheelco Brake & Supply, Supplies-$474.08; Wholesale Electronics, Supplies-$26.07; Wright Brothers Aviation, Maintenance Contract-$500.00; Wage Works, Flex Expense-$3,829.31; Wellmark, Administration, Prescriptions, Medical, Refunds-$138,412.34.
Members present voting aye: Allen, Barington, McCardle, Rice, Sabers, Smith. Members present voting nay: none. Motion carried.

**CITIZENS INPUT:**

Council Member Steve Rice stated that Lake Mitchell Campground submitted BID Tax #2 on camping sites for 2018.

Mayor Bob Everson stated that February 19, 2019 at 5:00 p.m. was the last day and time that the Kelley land/house purchase near Lake Mitchell could be referred and no one submitted a petition.

**COMMITTEE REPORT:**

Traffic Commission met at 6:00 p.m. on February 19, 2019 on the following items:

A request from Jennifer Jackson, located at 108 East 3rd Avenue, to designate the first parking spot in front of her salon as a handicapped parking spot was approved.

A request to change the parking signage on the ½ Block of the 100 Block of West 6th to “No Parking from 3:00 a.m. to 4:30 a.m.” was denied.

A request to change the parking signage at the 100 Block of South Main to “No Parking 3:00 a.m. to 4:30 a.m.” was approved.

A request to close Main Street between 6th & 7th Avenues on Tuesday, April 30th, 2019 from 8:00 a.m. until approximately noon for the Shrine Circus senior show was approved.

A request to allow overnight parking in the City Hall Parking Lot from Sunday, April 28, 2019 until Thursday, May 2, 2019 for the Circus campers and trailers was approved.

Moved by Allen, seconded by Rice, to approve the Traffic Commission report. Motion carried.

**HEARINGS:**

It was advised that this is the date and time set for hearing on the application to transfer Retail (On-Sale) Liquor License RL-5759 from MG Oil Company DBA Thirsty’s, 1801 North Main Street, Suite 1, Mitchell, SD to MG Oil Company DBA Thirsty’s, 1500 North Duff, Suite B, Mitchell, SD (This license will be inactive). Notice of hearing has been given and affidavit of publication is on file. Moved by Smith, seconded by McCardle, to approve said application. Motion carried with Barington abstaining.

It was advised that this is the date and time set for hearing on the application to transfer Retail (On-Off Sale) Malt Beverage License RB-3133 from Meyers Oil Company Inc. DBA D'Luxe Casino, 1510 S Burr St, Suite C, Mitchell, SD to Hohn Partnership, LLC, 1510 S Burr St, Suite
C, Mitchell, SD. Notice of hearing has been given and affidavit of publication is on file. Moved by McCardle, seconded by Rice, to approve said application. Motion carried.

CONSIDER APPROVAL:

Moved by Allen, seconded by Rice, to approve and authorize the Mayor to sign as the Governing Body Head and Lyndon Overweg to sign as the Agency Head for Agreement #A2019-05, Equitable Sharing Agreement & Certification with the Federal Government. Motion carried.

Moved by Rice, seconded by Barington, to approve and authorize the Mayor to sign Agreement #A2019-06, 2018 Airport Pavement Maintenance State Financial Assistance with SDDOT. This agreement will match up to 5% of the cost of the project with an estimated cost of $151,058.05 with $7,552.90 to be paid by the City of Mitchell. Motion carried.

Moved by Rice, seconded by Allen, to approve and authorize the Mayor to sign Agreement #A2019-07, Airport Runway Reconstruction Design Soil Investigation and Reporting with Helms and Associates, Inc. for reconstruction design with an estimated cost of $12,570.00. Motion carried.

Moved by Sabers, seconded by McCardle, to approve and authorize the Mayor to sign Agreement #A2019-08, Indoor Pool Settlement Agreement with Puetz Construction. Motion carried.

RESOLUTIONS:

Moved by Allen, seconded by Barington, to approve Resolution #R2019-15, A Resolution Authorizing an Application for Financial Assistance, Authorizing the Execution and Submittal of the Application, and Designating an Authorized Representative to Certify and Sign Payment Requests, as follows:

**RESOLUTION NO. 2019-15**

RESOLUTION AUTHORIZING AN APPLICATION FOR FINANCIAL ASSISTANCE, AUTHORIZING THE EXECUTION AND SUBMITTAL OF THE APPLICATION, AND DESIGNATING AN AUTHORIZED REPRESENTATIVE TO CERTIFY AND SIGN PAYMENT REQUESTS.

WHEREAS, the City of Mitchell (the “City”) has determined it is necessary to proceed with improvements to the City’s drinking water system, including but not limited to the North Sanborn Boulevard Water System Improvements Project (the “Project”); and

WHEREAS, the City has determined that financial assistance will be necessary to undertake the Project and an application for financial assistance to the South Dakota Board of Water and Natural Resources (the “Board”) is being prepared; and
WHEREAS, it is necessary to designate an authorized representative to execute and submit the Application on behalf of the City and to certify and sign payment requests in the event financial assistance is awarded for the Project,

NOW THEREFORE BE IT RESOLVED by the City as follows:

1. The City hereby approves the submission of an Application for financial assistance in an amount not to exceed $1,028,000 to the South Dakota Board of Water and Natural Resources for the Project.

2. The City Administrator is hereby authorized to execute the Application and submit it to the South Dakota Board of Water and Natural Resources, and to execute and deliver such other documents and perform all acts necessary to effectuate the Application for financial assistance.

3. The City Administrator is hereby designated as the authorized representative of the City to do all things on its behalf to certify and sign payment requests in the event financial assistance is awarded for the Project.

Motion carried and resolution declared duly adopted.

Moved by McCordle, seconded by Rice, to approve Resolution #R2019-16, Resolution Authorizing an Application for Financial Assistance, Authorizing the Execution and Submittal of the Application, and Designating an Authorized Representative to Certify and Sign Payment Requests, as follows:

RESOLUTION NO. 2019-16

RESOLUTION AUTHORIZING AN APPLICATION FOR FINANCIAL ASSISTANCE, AUTHORIZING THE EXECUTION AND SUBMITTAL OF THE APPLICATION, AND DESIGNATING AN AUTHORIZED REPRESENTATIVE TO CERTIFY AND SIGN PAYMENT REQUESTS.

WHEREAS, the City of Mitchell (the “City”) has determined it is necessary to proceed with improvements to the City’s wastewater system, including but not limited to the North Sanborn Boulevard Storm Water and Sanitary Sewer Improvements Project, and the implementation of Non-Point Source Measures (the “Projects”); and

WHEREAS, the City has determined that financial assistance will be necessary to undertake the Projects and an application for financial assistance to the South Dakota Board of Water and Natural Resources (the “Board”) is being prepared; and

WHEREAS, it is necessary to designate an authorized representative to execute and submit the Application on behalf of the City and to certify and sign payment requests in the event financial assistance is awarded for the Projects.
NOW THEREFORE BE IT RESOLVED by the City as follows:

1. The City hereby approves the submission of an Application for financial assistance in an amount not to exceed $7,832,000 for the North Sanborn Boulevard Storm Water and Sanitary Sewer Improvements Project, and $780,750 for Non-Point Source Measures to the South Dakota Board of Water and Natural Resources for the Projects.

2. The City Administrator is hereby authorized to execute the Application and submit it to the South Dakota Board of Water and Natural Resources, and to execute and deliver such other documents and perform all acts necessary to effectuate the Application for financial assistance.

3. The City Administrator is hereby designated as the authorized representative of the City to do all things on its behalf to certify and sign payment requests in the event financial assistance is awarded for the Projects.

Motion carried and resolution declared duly adopted.

Moved by Rice, seconded by Sabers, to approve Resolution #R2019-17, A Resolution Amending the 2019 Compensation Plan for the City of Mitchell

RESOLUTION #R2019-17

A RESOLUTION AMENDING THE 2019 COMPENSATION PLAN FOR THE CITY OF MITCHELL

BE IT RESOLVED, THAT THE FY2019 COMPENSATION PLAN FOR THE CITY OF MITCHELL BE REVISED TO INCLUDE THE POSITION LISTED BELOW WHICH WAS INCLUDED IN THE FY2019 BUDGET.

<table>
<thead>
<tr>
<th>Dept</th>
<th>Job Title</th>
<th>Wage Grade</th>
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<tr>
<td>PW</td>
<td>City Engineer</td>
<td>24</td>
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</table>

The purpose of the salary schedule is to establish the base compensation for employees, officers, and elected officials. Each approved grade that contains steps, allow employees to progress through the wage range annually, based on performance. The adopted compensation plan is the base pay provisions for the City of Mitchell, and does not reflect additional agreements made as part of collective bargaining unit agreements approved by the City of Mitchell.

Motion carried and resolution declared duly adopted.
Moved by McCordle, seconded by Rice, to amend Resolution #R2019-18, A Resolution Authorizing the Execution, Terms, Issuance, Sale and Payment of Sales Tax Revenue Bonds, Series 2019 in the Aggregate Principal Amount not to Exceed Four Million Two Hundred Thousand and No/100 ($4,200,000.00) to Aggregate Principal Amount not to exceed Four Million One Hundred Thousand and No/100 (4,100,000.00). Motion carried. Moved by Rice, seconded by McCordle, to approve amended Resolution #R2019-18. Motion carried and resolution declared duly adopted.

This resolution will be published separately from these proceedings.

EXECUTIVE SESSION:

Moved by Smith, seconded by McCordle, to go into Executive Session as permitted by SDCL 1-25-2 (3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters. Motion carried.

Mayor Everson declared the board out of executive session at 7:05 p.m. and the City Council to reconvene in regular session at 7:06 p.m.

ADJOURN:

There being no further business to come before the meeting, Mayor Everson adjourned the meeting.

[Signature]
Michelle Bathke
Finance Officer

Published once at the approximate cost of ______________.