

**BERESFORD CITY COUNCIL
REGULAR MEETING AGENDA
Monday, January 3, 2022 7:00 P.M.
Beresford City Council Chambers – 103 N. 3rd St.**

[1] – Call to Order & Roll Call

[2] – Adopt Agenda

[3] – Approve Minutes – December 20 and December 29, 2021

[4] – Visitors to be heard

[5] – Committee/Mayor Reports

- Finance & Utility Committee – Liquor Store Operations Review

[6] – Department Head and City Administrator Reports

- Elaine Johnson – Finance Officer
 - Year-end Financial adjustments
 - SD minimum wage increases to \$9.95/hr.
 - 2022 Federal Mileage Rate increase from .56/mile to .585
- Jerry Zeimetz – City Administrator
 - Consider refunding of 2016 swimming pool bonds for lower interest rate

[7] – Old Business

- Consider second reading and adoption of Supplemental Appropriation Ordinance 2021-11

[8] – New Business

- Declare legal newspaper for the City of Beresford – Beresford Republic
- Declare official depositories for the City of Beresford – First Savings Bank, First Dakota National Bank, First Bank & Trust, US Bank and SD Public Funds Investment Trust
- Set election date of April 12, 2022 and approve joint election with Beresford Schools
- Resolution 2022-01 – 2022 employee wages

[9] – Discussion & Information Items

- List of Volunteer Fire Fighters to include in City Council minutes
- Next regular City Council Meeting – Tuesday, January 18, due to Martin Luther King Holiday

[10] – Travel Requests

- Joint Utility Training School, Sioux Falls, Jan. 18-20, Antonson

[11] – Payment of Bills

[12] – Adjournment

Welcome to your City Council Meeting

If you wish to participate in the discussion, the meeting provides several opportunities:

1. After the minutes are approved and public hearings are held, the mayor will ask if any visitors wish to be heard. Any item **NOT** on the agenda may be discussed. Items requiring action will then be placed on the next city council agenda for formal action.
2. During the discussion of agenda topics, anyone may comment if the Council is accepting public testimony. The mayor may recognize you if you raise your hand. Please state your name and address for the city minutes. Discussion occurs before motions are made and seconded. Discussion also occurs after the motion is seconded and before the vote.

If you would like to join the meeting via Zoom, please follow the instructions below.

Topic: City Council Meeting Monday January 3, 2022

Time: Jan. 3, 2022 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5460780834?pwd=bittbHg1QjJ5SSDYxaUFOb0VGZ3crQT09>

Meeting ID: 546 078 0834

Passcode: Beresford

One tap mobile

+12532158782,,5460780834#,,,,,0#,,140120663# US (Tacoma)

+13462487799,,5460780834#,,,,,0#,,140120663# US (Houston)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 546 078 0834

Passcode: 140120663

Find your local number: <https://us02web.zoom.us/j/5460780834?pwd=bittbHg1QjJ5SSDYxaUFOb0VGZ3crQT09>

Beresford City Council
Monday, December 20, 2021

The Beresford City Council met in regular session in City Council Chambers on Monday, December 20, 2021 at 7:00 p.m.

Members Present: Mayor Nathan Anderson presiding, Troy Boone, Troy Doeden, Will Roelke, Art Schott, Teresa Sveeggen, Mike Tiedeman

Also Present: Elaine Johnson, Finance Officer; Jerry Zeimetz, City Administrator; Tom Frieberg, City Attorney

Adopt Agenda: Doeden made a motion to adopt the agenda as amended. The motion was seconded by Sveeggen and all present Council members voted aye; motion carried.

Minutes: A motion to approve the December 6, 2021 meeting minutes was made by Doeden, second by Boone. All present Council members voted aye; motion carried.

Committee Reports: Doeden reported that the Finance & Utilities Committee (Doeden, Sveeggen, Tiedeman) met with Austin Hansen, BMTC General Manager. Hansen informed the committee that all businesses in Beresford will be converted to fiber by the end of the week. They are also moving forward with plans to upgrade phone systems to a system managed by SDN that will reduce costs for customers and increase revenue. A \$128,000 dividend received from SDN will help fund this investment in new technology.

Department Head and City Administrator Reports

Mike Antonson - Electric Dept.

- **Truck Purchase:** Antonson provided a quote for a 2022 Ford F-350 4x4 SD Super Cab for the Electric Dept. After review and discussion, Council approved the request to move forward with the purchase, which is included in the 2022 budget.

Elaine Johnson - Finance Officer

- **November 2021 Financial Report:** Johnson highlighted some of the expenditures from the November financial reports, which include Library purchases made with American Rescue Plan Act funds (ARPA) and reimbursement to Lincoln Co. for an overpayment of tax revenue. A motion to accept the November, 2021 financial reports was made by Tiedeman and seconded by Boone. All present Council members voted aye; motion carried.
- **Quam, Berglin & Post Engagement Letter:** A motion was made by Tiedeman and seconded by Boone to accept the engagement letter from Quam, Berglin and Post for an audit of 2021 financial records. All present Council Members voted aye; motion carried.
- **Quam, Berglin & Post Contract:** A motion was made by Schott and seconded by Sveeggen to approve the contract with Quam, Berglin and Post to prepare 2021 Annual Report Financial Statement. All present Council Members voted aye; motion carried.

Old Business

- **Consider Ordinance 2021-10:** The first reading of Ordinance #2021-10 An Ordinance Amending Title 2, Chapter 2.02 Section 2.0201 A, B and C of the Beresford City Ordinances and Defining the Ward Boundaries for the City of Beresford was read and placed on file at City Hall.

New Business

- **Consider Resolution 2021-13:** Following explanation by City Administrator Zeimetz as it pertains to the clean water system, a motion was made by Schott, second by Sveeggen, to approve Resolution 2021-13: A resolution authorizing an application for financial assistance, authorizing the execution

and submittal of the application, and designating authorized representatives to certify and sign payment requests. All present Council members voted aye; motion carried.

RESOLUTION 2021-13

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

WHEREAS, the City of Beresford (the "City") has determined it is necessary to proceed with improvements to its Clean Water System, including but not limited to Wastewater Collection and Treatment Improvements (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") will be 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 \$14, 436,000 to the Board for the Project.
2. The Mayor and Council President are hereby authorized to execute the Application and submit it to the Board, and to execute and deliver such other documents and perform all acts necessary to effectuate the Application for financial assistance.
3. The Mayor and Council President are hereby designated as authorized representatives 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.

Adopted at Beresford, South Dakota, this 20th day of December, 2021.

APPROVED:

Nathan Anderson Mayor
City of Beresford

(Seal)

Attest: _____
Elaine Johnson, City Finance Officer

- **Consider Resolution 2021-14:** Following explanation by City Administrator Zeimetz as it pertains to the drinking water system, a motion was made by Boone, second by Sveeggen, to approve Resolution 2021-14: A resolution authorizing an application for financial assistance, authorizing the execution and submittal of the application, and designating authorized representatives to certify and sign payment requests. All present Council members voted aye; motion carried.

**Beresford City Council Special Meeting
Wednesday, December 29, 2021**

The Beresford City Council met in special session at the City Council Chambers at 4:00 p.m.

Members present: Mayor Nathan Anderson, Troy Boone, Gerald Dahlin, Troy Doeden, Art Schott, Teresa Sveeggen and Mike Tiedeman

Also Present: Elaine Johnson, Finance Officer, Jerry Zeimetz, City Administrator, and Tom Frieberg, City Attorney

Adopt Agenda: A motion was made by Tiedeman and seconded by Doeden to adopt the agenda. All present Council Members voted aye; motion carried.

Old Business:

Consider 2nd Reading and adoption of Ordinance 2021-10: A motion by Doeden, seconded by Tiedeman to approve the second reading and adoption of Ordinance #2021-10, an Ordinance Amending Title 2, Chapter 2.02 Section 2.0201 of the Beresford City Ordinances and Defining the Ward Boundaries for the City of Beresford. All present Council Members voted aye; motion carried.

Ordinance #2021-10 (published separate of minutes)

New Business:

Resolution 2021-15 Contingency Fund Transfers: A motion by Doeden, seconded by Tiedeman to approve Resolution #2021-15 Contingency Fund Transfers. All present Council Members voted aye; motion carried.

RESOLUTION 2021-15

Subject: Contingency Fund Transfers

Be it resolved, that the following transfers are made from the contingency fund for fiscal year 2021.

Transfers to:

Swimming Pool	
101-4530-41103 Part-time salaries	\$10,000
101-4530-42801 Water/Sewer/Garbage	\$ 4,000
101-4530-42803 Heating/Natural Gas	\$ 2,000
Fire Dept.	
101-4220-42503 Machinery & Vehicles	\$ 6,000

Transfer from Account:

101-4110-45900 Contingency Funds	\$22,000
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Adopted this 29th day of December, 2021.

Nathan Anderson, Mayor

Attest:

Elaine Johnson, Finance Officer

2021 Year End Transfers to General Fund: A motion by Doeden, seconded by Tiedeman to approve the 2021-year end transfers to the General Fund. All present Council Members voted aye; motion carried.

2021 Year-End Transfers

December 29, 2021

Transfer from:

Electric	603-4340-51100	\$235,000 (down from \$350,000 that was budgeted)
Telephone	611-4380-51100	\$235,000 (down from \$350,000 that was budgeted)
Solid Waste	612-4320-51100	<u>\$ 30,000</u>
		\$500,000

Transfer to:

General Fund	101-390-3911	\$500,000
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2021 Year End Transfer to reserves to South Dakota FIT: A motion by Sveeggen, seconded by Tiedeman to approve the 2021-year end transfers to reserves to SD FIT. All present Council Members voted aye, motion carried.

2021 Transfer of Funds to SD Public Funds Investment Trust

Fire Department	\$ 50,000	Payment #6 \$30,000 on Funds Borrowed from FIT for Ladder truck (\$12,500 remain), \$20,000 from Liquor & Malt Beverage tax for new equipment replacement
Street Department	\$ 75,000	Equipment replacement
Swimming Pool	\$ 10,000	Paint Pool
Library	\$ 5,000	Building repairs
Electric Dept.	\$360,000	New construction and equipment replacement
Sewer Dept.	\$ 15,000	Sewer Main repairs
Telephone Dept.	<u>\$200,000</u>	New construction and equipment replacement
Total to SD FIT	\$715,000	

Supplemental Appropriations Ordinance 2021-11: The first reading of Ordinance #2021-11 Supplemental Appropriations was read and placed on file at City Hall.

Council approval to submit unclaimed property of \$2,036.40 to the State of SD: A motion by Tiedeman, seconded by Schott to approve submitting the unclaimed property of \$2,036.40 to the State of SD. All present Council Members voted aye; motion carried.

Payment of Bills: A motion was made by Doeden and seconded by Tiedeman to approve payment of the bills listed below. All present Council Members voted aye; motion carried.

B & T's BBQ Benjamin Fahlberg, Christmas luncheon, \$646.00; Beal Distributing, beer, \$1154.10; Beresford Republic, publications, \$437.23; Border States Electric, personal safety equipment, \$866.70; Core & Main, hydrant supplies, \$3,471.06; Dakota Beverage, beer, \$333.10; EFTPS, Federal Excise Tax, \$563.09; Jeff Heidebrecht, clothing allowance, \$196.96; Lands' End, clothing, \$1424.88; SD Dept of Health, lab fees, \$807.00; SDN Communications, TPI Power Training, \$1900.00; Jason Strand, clothing allowance, \$351.42; Transource, Volvo repair, \$2163.06; Twite Construction, clubhouse sunroom repair, \$1901.41; Wholesale Supply, resale, \$315.23.

Adjournment: There being no further business, Mayor Anderson adjourned the meeting at 4:12 p.m.

Elaine Johnson, Finance Officer

2022 South Dakota Minimum Wage Requirement

\$9.95/HOUR

MINIMUM WAGE

See *SDCL 60-11-3 and 60-11-3.2*. Employers with tipped employees must pay a cash wage of no less than \$4.975 per hour, which is no less than 50% of the state minimum wage. See *SDCL 60-11-3.1*. **South Dakota state minimum requirements apply to all employees**; however, no minimum wage requirements apply to independent contractors.

CONTACT

For questions or to report a violation, contact the DLR Division of Labor and Management, Wage and Hour Office at: 123 W. Missouri Ave.

Pierre, SD 57501

Phone: 605.773.3681

Fax: 605.773.4211

Additional information from the South Dakota Department of Labor and Regulation available at dlr.sd.gov/employment_laws.



IRS issues standard mileage rates for 2022

IR-2021-251, December 17, 2021

WASHINGTON — The Internal Revenue Service today issued the 2022 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2022, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- **58.5 cents per mile driven for business use**, up 2.5 cents from the rate for 2021,
- 18 cents per mile driven for medical, or moving purposes for qualified active-duty members of the Armed Forces, up 2 cents from the rate for 2021 and
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2021.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

Notice 22-03 [PDF](#), contains the optional 2022 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2022 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

ORDINANCE 2021-11
Supplemental Appropriation Ordinance

SUBJECT: An Ordinance to Supplement FY 2021 Appropriations and Declare an Emergency.

BE IT ORDAINED by the City of Beresford, SD that the following sums be appropriated to supplement the FY 2021 Budget:

Section I: Appropriations: The following sums are appropriated for the project as described;

Acct. No. 101-4520-41103	Part-time Wage	Parks	\$12,000.00
Acct. No. 101-4520-42501	Buildings & Grounds	Parks	\$ 2,500.00
Acct. No. 101-4520-42801	Water/sewer/garbage	Parks	\$ 2,500.00
Acct. No. 101-4520-43200	Buildings & Improvements	Parks	\$38,000.00
Acct. No. 101-4550-43505	Computer Equipment	Library	\$25,000.00
<u>Total Appropriations</u>			<u>\$80,000.00</u>

Section II: Means of Finance:

Cash on Hand	\$80,000.00
<u>Total Means of Finance</u>	<u>\$80,000.00</u>

Section III: Emergency Clause: The effective date of this ordinance shall be the date of passage due to the end of the fiscal year being less than twenty days from the date of final passage.

Nathan Anderson, Mayor

Attest: Elaine Johnson, Finance Officer

First Reading: December 29, 2021
Second Reading and Adoption: January 3, 2022
Effective: January 3, 2022
Published: January 13, 2022

RESOLUTION 2022-01
A Resolution Establishing the Salaries for 2022

WHEREAS, SDCL 9-14-28 requires that the governing body of every municipality shall fix and determine by ordinance or resolution, the amount of salaries and compensation of all municipal officers and the time at which the same shall be paid; and

WHEREAS, the City Council shall publish the salaries for compliance with the provision of SDCL.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the following resolution be passed, approved and effective beginning January 1, 2022. The Mayor, City Council, and Planning & Zoning Board shall be paid quarterly, and all other officers and employees shall be paid bi-weekly at the following yearly salary or hourly wage.

Full-Time Employees			
Mayor - Nathan Anderson	\$4,400/annual	Telephone - Anthony Laurvick	\$28.84/hour
Council Member Ward 1 - Art Schott	\$3,700/annual	Telephone - John Ganschow	\$20.57/hour
Council Member Ward 1 - Troy Boone	\$3,700/annual	Electric Supt. - Michael Antonson	\$90,124.80/annual
Council Member Ward 2 - William Roelke	\$3,700/annual	Electric Lead Lineman - Joe Knutson	\$36.70/hour
Council Member Ward 2 - Michael Tiedeman	\$3,700/annual	Electric Lineman - Alex Thompson	\$33.20/hour
Council Member Ward 3 - Troy Doeden	\$3,700/annual	Electric Lineman - Tucker Foxhoven	\$33.20/hour
Council Member Ward 3 - Teresa Sveeggen	\$3,700/annual	Parks/Golf Course Supt. - Greg Bates	\$62,249.60/annual
Planning & Zoning - Stanford Peterson	\$900/annual	GC/Parks/Public Works - Jason Strand	\$18.29/hour
Planning & Zoning - Larry Bork	\$900/annual	Event Center/Clubhouse Mgr.- Benjamin Reiter	\$62,000/annual
Planning & Zoning - Len Hofer	\$900/annual	Street/Water/Sewer Supt.- Jeff Heidebrecht	\$36.12/hour
Planning & Zoning - Bradley Muller	\$900/annual	Street/Water/Sewer - Keith Kropuenske	\$26.44/hour
Planning & Zoning - Michael Borah	\$900/annual	Street/Water/Sewer - Cameron Voegeli	\$24.00/hour
City Administrator - Jerry Zeimetz	\$108,499.20/annual	Street/Water/Sewer - James Bern	\$23.82/hour
Finance Officer - Elaine Johnson	\$73,374.40/annual	Liquor Store Manager - Maverick Ivarsen	\$16.50/hour
Finance Assistant - Renee Goltz	\$21.75/hour	Head Librarian - Jane Norling	\$54,999.20/annual
Finance Assistant - Kathy Stuessi	\$21.15/hour	Asst. Librarian (80% Status) - Barb Bailey	\$16.69/hour
Finance Assistant - Alison O'Connell	\$20.06/hour	Police Chief - Michael Schurch	\$33.00/hour
Telephone Superintendent - Austin Hansen	\$93,124.80/annual	Police Sergeant - Michael Meinzer	\$27.85/hour
Telephone - Beth Rasmussen	\$55,764.80/annual	Police Officer - Alex Defries	\$24.69/hour
Telephone - Rob Van Ballegooyen	\$34.03/hour	Police Officer - Tyson Bullis	\$24.05/hour
Telephone - Aaron Mayer	\$33.79/hour	Police Officer - Kipp Stearns	\$22.16/hour
Part-Time Employees			
City Hall Custodian - Nancy Sveeggen	\$13.25/hour	Liquor Store - Donald Jervik	\$9.95/hour
Clubhouse/Event Center - Susan Lyle	\$9.95/hour	Liquor Store - Joshua Kobernusz	\$9.95/hour
Clubhouse/Event Center - Jeffrey Cordell	\$11.15/hour	Liquor Store - Veronica Witt	\$9.95/hour
Clubhouse/Event Center - Jan Antonson	\$13.65/hour	Liquor Store - Heather Moody	\$9.95/hour
Clubhouse/Event Center - Melissa Eastman	\$10.28/hour	Liquor Store - Emily Hendrickson	\$9.95/hour
Clubhouse/Event Center - Tracy St. Pierre	\$9.95/hour	Liquor Store Custodian - Lacey Longman	\$13.05/hour
Clubhouse/Event Center - Jeanine Lohre (admin)	\$12.50/hour	Police - Joseph Mattson	\$20.00/hour
Clubhouse/Event Center - Jeanine Lohre	\$9.95/hour	Police - Scott Roberts	\$20.00/hour
Clubhouse/Event Center - Roxy Johnson	\$9.95/hour	Police - Adrian Hoesli	\$20.00/hour
Library Custodian - Maria Garcia	\$12.85/hour	Police - Daniel Brady	\$20.00/hour
Library - Annie Crist	\$15.85/hour	Rubble/Recycling - Thomas Cotton	\$12.80/hour
Library - Sasha Huether	14.95/hour	Rubble/Recycling - Christian Christopherson	\$12.25/hour
Library - Aerica Schroeder	\$10.75/hour	Street/Water/Sewer - William Sebern	\$27.40/hour
Liquor Store - Brian Ivarsen	\$10.57/hour	Street/Water/Sewer - Donald Hubert	\$19.00/hour

RESOLUTION 2022-01
A Resolution Establishing the Salaries for 2022

BE IS FURTHER RESOLVED that the Mayor and Council shall determine all foregoing salaries and wages.

Dated this _____ day of January, 2022.

Nathan Anderson, Mayor

ATTEST:

Elaine Johnson, Finance Officer

City of Beresford Travel Voucher

Name: Mike Antonson

1. Destination & Location of Event: Ramkota - Sioux Falls

2. Reason for travel: JUTS - Joint Utility Training School
(Meeting Agenda, Training Schedule or other supporting documentation must be attached.)

3. Place of departure: Electric Shop

4. Departure time & date: 7:00AM - 1/18/22

5. Arrival time & date: 8:00AM - 1/18/22

6. Cost of Lodging: Unknown

Departure from destination:

7. Departure time & date: 3:00 PM - 1/20/22

8. Arrival time & date: 4:00 PM - 1/20/22

Transportation:

Personal Vehicle:

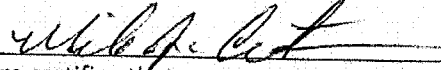
Mileage claimed: _____
(Mileage reimbursement will be paid at the IRS Federal rate.)

City Owned Vehicle:

Commercial Transportation:

Cost of commercial transportation: _____

Meals claimed: _____
(Meals will be reimbursed at the state rate if not provided by the event host.)

Signature:  Date: 12/28/21

My signature certifies that expenses incurred for travel and the above statements are true and accurate to the best of my knowledge.

Approving Signature for Travel: _____

Finance Officer Signature: _____