



**BOARD OF COMMISSIONERS
AGENDA**

NOVEMBER 15, 2021

5:30PM – COMMISSION ROOM – 116 W CENTER ST

Please join the Zoom meeting from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/87114487464>

You can also dial in using your phone.

+1 312 626 6799

Meeting ID: 882 7986 3136

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPT AGENDA

APPEARANCES/ACKNOWLEDGEMENTS

CONSENT CALENDAR

- 1) Minutes – November 8, 2021
- 2) Claims for Approval - November 17, 2021

UNFINISHED BUSINESS

- 1) Discuss & Approve Restructure of Engineering Department and remove job posting

NEW BUSINESS

- 1) Discussion and action to approve advertising a contract for part-time animal control duties
- 2) Discussion and action to approve Madison Aquatics Center improvements

PUBLIC COMMENT

ANNOUNCEMENTS

ADJOURN

Supplementary agenda information may be accessed at www.cityofmadisonsd.com
AGENDAS – CITY COMMISSION

If special accommodations are necessary to attend any Board of Commissioners meeting, please contact the Finance Office at (605) 256-7500 at least 24 hours before meeting time. All attempts shall be made to accommodate a request.

**CITY OF MADISON
BOARD OF COMMISSIONERS PROCEEDINGS
MADISON, SD 57042**

November 8, 2021
Regular

The Board of Commissioners of the City of Madison met in regular session at 5:30pm on the 8th day of November with the following members present on roll call: Mayor Marshall Dennert and Commissioners Jeremiah Corbin, Kelly Dybdahl, and Jerae Wire. Adam Shaw was present via Zoom.

The Pledge of Allegiance was recited.

Motion by Commissioner Corbin to adopt the November 8th agenda. Motion seconded by Commissioner Wire. Motion carried unanimously.

City Administrator Berreth presented community survey results on a variety of topics used to assisted in the preparation of the CIP plan.

Motion by Commissioner Dybdahl, second by Commissioner Corbin, to approve the following items on the consent calendar: Minutes – November 1, 2021, Claims for Approval – November 10, 2021, Claims for Ratification - October 29, 2021. Motion carried unanimously.

Claims for Approval - November 10, 2021:

American Red Cross Water Safety Instructor 195.00; Appeara Mat Rentals 25.23; AT&T Mobility Data Connect-Library 175.64; Avenu Insights & Analytics Oct App Host/Billing Extract 6,138.37; Baker & Taylor Books 95.20; Barger Electric LLC Install New Boiler 3,808.33; Bartels Cleaning Service MMU Cleaning Service 500.00; Borns Group Inc Utility Billing 2,049.34; Bound to Stay Bound Inc Books 38.57; Bowes Construction Apron Exp Const Final Pymt 56,860.48; Brock White Co LLC Patching Material 8,106.00; Builders FirstSource Concrete Mix 10.30; Butler Machinery Co Generator Inspection/Repair 1,344.52; Caldwell Tanks Water Tower Const-Pymt 4 276,071.04; Carquest of Madison Fuel/Filters/Lube/Misc 3,009.17; Christiansen Complete Water Water Fountain Filters 101.62; City of Sioux Falls Bacteria Tests 44.00; Classic Convenience Inc Fuel 511.00; Coles Petroleum Products Inc Fuel/Oil/Drum Exchange 7,674.56; Concrete Materials Hot Mix 276.10; Dakota State University Workstudy Wages 259.92; DSU Baseball Electronic Drop Off 400.00; EDM International Inc PhaseTrakker Cellular Serv 290.00; Elite Card Payment Center Lodging 4,501.72; Equipment Blades Inc Snow Plow Edges 5,152.00; F & M Coop Oil Co Fuel 263.02; First Bank & Trust Bond Interest 7,878.04; First Premier Bank Loan Interest 538.87; Graybar Electric Co Inc Disconnect/Runnings SL 374.52; Great America Financial Svcs Copier Agreements 558.32; Hach Co Chemicals 139.92; Hawkins Inc Install Pumps/Tanks/Chemicals 6,492.91; Hillyard Inc Replaced Vacuum Cord 138.70; Holiday Inn & Convention Ctr Lodging-SDML Conf-Spearfish 919.90; Houston Engineering NW 9th St & Union Ave Pjt 11,000.75; Hunter Publishing Inc Minutes/Resolutions/Lottery Ads 671.56; Ingram Co Books 73.60; J & J Earth Works Inc Water System Improvements 1,164,615.24; J & M Construction Sidewalk Improvement Project 25,950.27; Krug Products Inc Hose #32 70.41; Lake County International Inc Filter 11.70; Lake County Treasurer Fuel 606.96; Lake Veterinary Clinic Revolution-Cat 115.00; Lewis Drugs Inc Candy-Fall Events 112.39; Macksteel Warehouse Inc Bridge Rails/Handrails 5,888.17; Macs Repair Install Light Package 500.00; Madison Ace Hardware Shop Supplies/Spray Paint 21.99; Madison Grocery Store Inc Pop-Monster Bash/Candy 64.82; Madison Tires Inc Tires 1,891.95; Mamas Maid Service Cleaning Service/Supplies 1,357.50; Marco Technologies Copier Lease 275.47; Merles Carpet Cleaning MMU Carpet Cleaning 199.68; Micromarketing LLC Books 557.43; Minnaert/Randy Fuel-Safety Conf, Pierre 61.72; Motion Picture Licensing Corp Umbrella License-CC 852.88; Niche Academy LLC Online Subscription 1,000.00; North Central International SF Filters 548.82; O Reilly Automotive Inc Oil/Filters 92.58; OCLC Inc Cataloging Subscription 368.00; Office Peeps Inc Copier Paper/Batteries/Planner 47.68; Open Access Technology Int'l AMI03/CVR08 Milestones 2,720.00; OverDrive Books 1,635.76; Paraclete Press Inc Books 151.07; Powerplan OIB Fuel Conditioner/Wiper Blades 182.55; Productivity Plus Account Gutter Broom #32 414.00; Railroad Mgmt Co III LLC Powerline Crossing 313.34; Ramkota Hotel Lodging-Minnaert/Materese 122.00; Rowman & Littlefield Calendar of Events 2022 102.35; Running Supply Inc Anti-Freeze/Chain/Gloves/Paint 440.42; Safety Benefits Inc Conf Reg-Minnaert/Materese 130.00; Scholastic Inc Education Books 14.99; SD Police Chiefs Association Online Post Form-E 24.50; SD Rural Water ATC Conf Registration-Lawrence 250.00; Shpigler Consulting Inc AMI Operational Support 12,000.00;

Sioux Valley Energy Utilities-Landfill 55.00; Stuart Irby Tool Co Flame-Resistant T-Shirts 99.00; Sturdevants Madison Inc Gloves/Bearing/Filter/Misc 85.90; Twin Lakes Animal Clinic Revolution Plus-Cat 176.70; Tyler Technologies Inc Review Data/Reconcile 1,062.50; US Bank St Paul Admin Fees-Series 2016A/2013 1,400.00; Valiant Living Inc Contracted Services 5,096.00; Visual Gov Solutions LLC Oct Process Fee 6,460.60; Wheelco Brake & Supply Inc Filters #31 101.09;

Claims for Ratification – October 29, 2021

PR#19 Deductions: City of Madison - Flex One \$1,608.54; Office of Child Support Enforcement \$900.00; SDRS \$18,385.74; SDSRP \$2,270.50.

Motion by Wire seconded by Corbin to approve an increase in donation from \$85,000 to \$95,000 to the Greater Madison Chamber of Commerce for the 2022 Budget, Increasing General Fund Promotions by \$10,000 and increasing cash applied by \$10,000. Upon roll call vote, Commissioners Corbin, Dybdahl, & Wire voting Aye, a vote of Nay by Mayor Dennert, with Commissioner Shaw abstaining. Motion carried.

Motion by Commissioner Corbin, seconded by Commissioner Wire to approve sending reading of Ordinance No. 1640 – Appropriations for 2022. Upon roll call vote, Commissioners Wire, Corbin, Dybdahl, Shaw voting Aye, and Mayor Dennert voting Nay. Motion carried.

Motion by Commissioner Corbin, seconded by Commissioner Shaw to Approve Facility Plan Updates agreement with Banner Associates, Motion carried unanimously.

Motion by Commissioner Shaw, seconded by Commissioner Corbin to approve increasing number of volunteer fireman from 30-32. Motion carried unanimously.

Mayor Dennert gave an update on the status of the 2021 RD project as they wrap up the construction season.

Motion by Commissioner Shaw, second by Commissioner Wire, to enter into executive session pursuant to SDCL 1-25-2(3) at 6:13 pm. Motion carried unanimously.

Motion by Commissioner Corbin, second by Commissioner Dybdahl, to leave executive session at 6:27pm.

Motion by Commissioner Wire, second by Commissioner Corbin, to adjourn. Motion carried unanimously.

The Board of Commissioners adjourned at 6:28 pm.

/s/Sonya Wilt
Finance Officer



Memo

DATE: November 12, 2021

TO: Mayor and City Commission

FROM: Jameson Berreth, Madison City Administrator

SUBJECT: Proposed restructuring of Engineering department

This memo outlines a proposal to restructure the engineering department to operate without a Professional Engineer (PE) utilizing existing staff.

The City Engineer position became vacant in April 2021 with the position advertised in _____. The City received few applications thus far. Additionally, several other cities around the state are advertising for and struggling to hire City Engineers. The City Commission directed staff to examine whether a PE is necessary for typical City projects and if there was a way to restructure the department without a PE.

In the nine-year span from 2012 to 2020, there were one to two improvement projects designed and implemented by the Engineering department with a total of eleven projects. The City Engineer defined the scope and specifications of these projects, completed cost estimates, and oversaw bidding procedures. Engineering technicians completed surveying, designs, and construction administration. Staff believe these projects could be completed in the future without a PE in the department.

A primary question has been whether the city could design and implement more improvement projects within the department rather than contracting with an outside engineering firm. With appropriate resources, the City would be able to design and implement more lower-level improvement projects within the department without a PE. However, many projects, particularly large capital improvements, will always need to be completed by an outside engineering firm. This is due to either the size of the project, need for varying engineering expertise, and/or requirements by funding agencies.

Based on this information, the Commission expressed interest in restructuring the department without a PE. Staff propose the following as an alternative structure for the department.

Department Name: Engineering and Community Development
Staff

- Director of Engineering and Community Development
- Engineering Technician
- Building Official & Code Enforcement Officer
- Administrative Assistant

With the restructure, staff recommendation is to promote Ryan Hegg to the Director position. Hegg currently serves as the effective interim department head with consistently high performance. He has worked in the department for 16 years, bringing substantial experience



and dedication to the position. The engineering technician role would continue to be filled by Dan Whitlock. The Building Official & Code Enforcement Officer position is currently vacant and being advertised. Creation of the Administrative Assistant position is recommended to assist other staff with permitting, customer relations, and related work to increase staff productivity. Additionally, the position can be flexible where the employee assists other departments as needed when time allows.

If the Mayor and City Commission sees fit to proceed with the restructuring, staff will incorporate the changes into the 2022 Personnel Resolution to be discussed and approved during the meeting on November 22nd. Discussion and action to determine a process to select an engineering firm to serve as the official City Engineer would occur at a later time. An alternate option is to continue advertising for the city engineer position.

Staff recommendation is to proceed with the department restructuring with Hegg as the Director and cease advertising for a City Engineer.



November 12, 2021

Madison Outdoor Aquatics Center – Repairs Pricing Alternatives

Attn: Brad Lawrence

Alternative #1: Change the block used for the storage building to split faced block with a smooth colored block where the decorative brackets attach to the building.

Original Bid Amount:	\$194,400
Masonry Deduct:	(\$15,400)
Total:	\$179,000

Alternative #2: Eliminate the storage building

Original Bid Amount:	\$194,400
Storage Building Deduct:	(\$96,568)
Total:	\$97,432

Thank you for the opportunity to provide this proposal. If you have questions or wish to proceed, please call our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Wardner', written over a horizontal line.

Dan Wardner
Amert Construction Co., Inc.