



**BOARD OF COMMISSIONERS
AGENDA**

MARCH 22, 2021

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

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

<https://zoom.us/j/97133822185>

CALL TO ORDER

You can also dial in using your phone.

+1 312 626 6799

ROLL CALL

Meeting ID: 971 3382 2185

ADOPT AGENDA

APPEARANCES / ACKNOWLEDGEMENTS

CONSENT CALENDAR

- 1) Minutes - March 15, 2021
- 2) Board of Equalization Minutes - March 15, 2021
- 3) Claims for Approval - March 24, 2021
- 4) Personnel - March

UNFINISHED BUSINESS

NEW BUSINESS

- 1) Authorize Mayor to Sign Agreement for Madison Municipal Airport
Midwest Wildlife Services LLC - Wildlife Management Consulting Agreement
- 2) Provide Direction to Staff Regarding 2021 Opening of Madison Aquatic Center

PUBLIC COMMENT

ANNOUNCEMENTS

EXECUTIVE SESSION

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**

March 8, 2021
Regular

The Board of Commissioners of the City of Madison met in regular session following the Board of Equalization at 5:49pm on the 15th day of March with the following members present on roll call: Mayor Marshall Dennert and Commissioners Adam Shaw, Robert Thill, Jeræ Wire and Mike Waldner (via teleconference).

Motion by Commissioner Shaw to adopt the March 15, 2021 agenda. Motion seconded by Commissioner Wire. Upon roll call, motion carried unanimously.

Motion by Commissioner Wire, second by Commissioner Shaw, to approve the following items on the consent calendar: Minutes - March 8, 2021, Claims for Approval - March 17, 2021, Claims for Ratification - March 5, 2021, Cash Balances, Gross Salaries, Bills for Ratification - February. Upon roll call, motion carried unanimously.

Claims for Approval - March 17, 2021:

Alpha Media USA LLC Advertising 692.53; American Red Cross First Aid/CPR/AED 424.00; Appera Mat Rentals 167.78; Avenu Insights & Analytics Jan & Feb Application Host 6,276.74; Baker & Taylor Books 50.96; Banner Associates Inc Madison Park Creek Walls 18,180.92; Big Sioux Community Water Sys Feb Usage 6,125.64; Blackstone Publishing Books 80.58; Carquest of Madison Shop Supplies 35.97; Centurylink QC March Phone Bill 90.84; City of Brookings Landfill Gate Fees 2,956.80; Classic Convenience Inc Fuel 72.22; Creative Product Source Inc Tote Bags 926.67; D&T Ventures LLC Mar Website Support 360.50; Dakota State University Elev Contract/Repairs 238.69; Daxko LLC Mar Spectrum Software 1,634.56; East Dakota Transit Inc 2021 Funding 14,250.00; East River Electric Power Coop February Transmission 29,162.84; F&M Coop Oil Co Fuel 117.35; First Bank & Trust Heartland/Jan Whole 429,738.92; Fox Print Printing & Graphics Dry Erase Check Blanks 42.68; Fox Promo LLC Sew on Patches 25.00; Gale Cengage Learning Books 91.17; Greatland Corporation Yearli Filing Services 99.00; Grey House Publishing Inc Books 319.50; Hauff Mid America Sports Inc Field Paint 519.50; Hillyard Inc Cleaners/Garbage Liners 730.29; Hunter Publishing Inc Minutes/Help Wanted 545.58; Ingram Co Books 1,182.67; Jones Ace Hardware Clamps/Rakes/Reflectors 88.79; Kapco Book Covers/Repair Tape 349.22; Krug Products Inc Couplers 217.98; Lake County International Inc Broom Swing Plate #12B 425.39; Lewis Drugs Inc Binders/Labels/Calendar 49.34; Lewis&Clark Regional Water Sys Feb 2021 Fees 270.00; Midwest Turf & Irrigation Repairs #18 223.63; Municode Initial Payment 5,230.00; Nationwide Hotel Guides Full-Page Color Ad 495.00; Northwestern Energy Utilities 1,619.86; O Reilly Automotive Inc Filters 259.21; Office Peeps Inc Pencils/Tape 8.48; Open Access Technology Int'l AMI Milestone 03 160.74; Piedmont Plastics Inc Snow Box Liner 375.25; Prostrullo Auto Plaza Co 2021 Ford Interceptor 37,006.88; Push Pedal Pull Inc Treadmill Belts/Deck 978.03; Running Supply Inc Sprinkler/Saw Blade/Drill Bits 240.53; Rural Electric Supply Coop Ground Sleeves/Basements 3,080.00; Sanitation Products Inc Wire 375.00; SD Dept of Environment Operator Certification Exams 30.00; SD Federal Property Agency Shop Heater 150.00; SD One Call Message Fees 10.64; Streichers Inc Uniform Pants 199.97; Stuart Irby Tool Co Torque Wrench 133.60; Sturdevants Madison Inc Filters/Headlight Bulbs 141.22; The Penworthy Co LLC Books 329.93; US Dept of Energy February 2021 Service 119,737.30; Valiant Living Inc Contracted Expenses 5,096.00; Visual Gov Solutions LLC Feb Process Fee 5,436.21; Wellmark Claims Process Fee 1,128.60; Wheelco Brake & Supply Inc Filters 53.58.

Claims for Ratification - March 5, 2021:

Aflac PR#5 Deduction 3,026.79; City of Madison - Flex One PR#5 Deduction 1,533.84; Delta Dental of South Dakota PR#5 Deduction 5,646.40; Health Pool of South Dakota PR#5 Deduction 35,778.70; IBEW Local #426 PR#5 Deduction 439.00; Office of Child Support Enforcement PR#5 Deduction 900.00; SDRS PR#5 Deduction 19,396.25; SDSRP PR#5 Deduction 2,695.50; Teamsters Local Union No. 120 PR#5 Deduction 599.00.

Cash Balances - February:

General - \$7,308,659.72; Park & Recreation - \$1,298,808.61; Lodging & Entertainment Tax - \$-4,760.75; Community Development - \$27,063.30; 2nd Cent Sales Tax - \$1,075,935.76; Special Maintenance Fee - \$1,029,635.70; 2019 September Flood - \$39,033.89; Swimming Pool Debt Service - \$333,103.88; Gerry Maloney Nature Area - \$-46,629.12; Water - \$2,549,813.74; Electric - \$3,312,656.27; Sewer - \$1,843,032.64; Community Center - \$166,791.45; Solid Waste - \$560,437.66; Recycling Center - \$200,566.25; Cafeteria Plan - \$-314.99.

Gross Salaries - February:

Mayor & Commission \$4,194.22; Finance \$16,185.95; General Government Buildings \$681.54; Engineer \$13,220.10; Police \$62,273.17; Fire \$5,391.78; Highways & Streets \$32,373.01; Airport \$1,762.72; Library \$18,157.18; Planning & Zoning \$300.00; Park & Recreation \$14,457.93; Water \$30,915.00; Electric \$60,032.59; Sewer \$34,207.90; Community Center \$53,486.86; Solid Waste Collection \$7,264.94; Recycling \$3,365.54.

Bills for Ratification - February:

Heartland Payment System Fees - Airport \$89.25; CSI Fees - Community Center \$144.85; IRS Electronic Tax Payment #3 \$37,362.58; Wells Fargo Bank Client Analysis Service Charge \$566.28; Wells Fargo Bank BankCard Disent/Interch Fees \$1,345.42; Money Movers Inc Program Processing Fees \$8.00; Healthy Contributions Program Processing Fees \$6.05; IRS Electronic Tax Payment #4 \$39,252.11; SD Department of Revenue Sales Tax \$44,486.51.

This being the time and place set for the Public Hearing Upon Application for Sale of Alcoholic Beverages, and as no public comment was heard, motion by Commissioner Shaw to transfer the retail (on-sale) liquor license from Stadium Sports Grill Madison Inc/Stadium Sports Grill - Madison to BMS Goat LLC/Stadium Sports Grill. Motion seconded by Commissioner Thill. Upon roll call, motion carried unanimously.

Motion by Commissioner Shaw, second by Commissioner Wire, to approve 1st reading of Ordinance No. 1631 - Amend Chapter 6 - Buildings. Said ordinance adopts the 2018 Building Code. Upon roll call, motion carried unanimously.

Motion by Commissioner Wire, second by Commissioner Thill, to approve 1st reading of Ordinance No. 1632 - Amend Chapter 8 - Fire Prevention and Protection - Article 2 - Fire Prevention. Said ordinance would adopt the 2018 Fire Code. Upon roll call, motion carried unanimously.

Motion by Commissioner Shaw, second by Commissioner Thill, to ratify the mayor's signature on a hazard mitigation proposal for water control facility sites (Memorial Park) Site 2, FEMA Project 135906 - 2019 September Flood Applicant #4469DR-SD. Updates to the location are over and above standard repairs to help with flood mitigation. Upon roll call, motion carried unanimously.

Motion by Commissioner Thill, second by Commissioner Shaw, to adopt Resolution No. 2021-05 - Bridge Inspections. Upon roll call, motion carried unanimously.

RESOLUTION NO. 2021-05

A RESOLUTION TO REQUEST THE SD DEPARTMENT OF TRANSPORTATION TO HIRE BANNER ASSOCIATES, INC. FOR BRIDGE INSPECTION WORK

WHEREAS, 23 CFR 650, Subpart C, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years; and

WHEREAS, the City of Madison is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MADISON, SOUTH DAKOTA:

That the City requests the SD DOT to hire Banner Associates, Inc. for the inspection work. SD DOT will secure Federal approvals, make payments to the consulting engineer for inspection services rendered and bill the City for 20% of the cost. The City will be responsible for the required 20% matching funds.

Dated this 15th day of March, 2021.

CITY OF MADISON

/s/Marshall Dennert

Mayor

ATTEST: /s/Sonya Wilt

Motion by Commissioner Shaw, second by Commissioner Wire, to adopt Resolution No. 2021-06 - Approve Preliminary Plat - West Center Addition. Upon roll call, motion carried unanimously.

RESOLUTION NO. 2021-06

A RESOLUTION TO APPROVE A PRELIMINARY PLAT

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MADISON, SOUTH DAKOTA:

That the preliminary plat of West Center Addition to the City of Madison is hereby approved and that the City Finance Officer of the City of Madison is hereby directed to endorse on such plat a copy of this resolution and certify the same thereon.

Dated this 15th day of March, 2021.

CITY OF MADISON

/s/Marshall Dennert

Mayor

ATTEST: /s/Sonya Wilt

Finance Officer

Motion by Commissioner Shaw, second by Commissioner Thill, to adopt Resolution No. 2021-07 - Credit Card Processing Fees. Upon roll call, motion carried unanimously.

RESOLUTION NO. 2021-07

A RESOLUTION TO CHARGE A TRANSACTION PROCESSING FEE FOR PAYMENT OF CITY GOODS AND SERVICES USING CREDIT CARDS, CHARGE CARDS, DEBIT CARDS, AND E-CHECKS

WHEREAS, the City of Madison accepts credit cards, charge cards, debit cards, and e-Checks, for any payment of any kind including, but not limited to taxes, fines, interest, penalties, special assessments, fees, rates, charges, memberships, or money due the city.

WHEREAS, the Board of City Commissioners having determined that it is in the best interest of the City of Madison to charge the customer a convenience fee to cover transaction processing costs for the use of credit cards, charge cards, debit cards and e-checks.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MADISON, SOUTH DAKOTA:

A payer desiring to pay by credit card, charge card, debit card, or e-check, shall bear the cost of processing the transaction in the amount determined by the Finance Office, not to exceed the fees charged by the processor.

Dated this 15th day of March, 2021.

CITY OF MADISON

/s/Marshall Dennert
Mayor

ATTEST: /s/Sonya Wilt
Finance Officer

Bid No. 900 for Sidewalk Improvement Project 2021-1 was reviewed. Big Al's Contracting Inc - \$208,238.55, J&M Construction - \$196,269.85. Motion by Commissioner Waldner, second by Commissioner Shaw to Award Bid No. 900 to J&M Construction. Upon roll call, motion carried unanimously.

Motion by Commissioner Thill, second by Commissioner Wire, to set the bid date of April 6, 2021 at 1:30pm for Bid No. 901 - Water Main Improvement Project 2021- 2. Upon roll call, motion carried unanimously.

Motion by Commissioner Thill, second by Commissioner Shaw, to set the bid date of April 8, 2021 at 3:00pm for AIP 3-46-0029-020-2021 - Construct South GA Apron Expansion. Upon roll call, motion carried unanimously.

Motion by Commissioner Shaw, second by Commissioner Thill, to declare miscellaneous electronics as surplus property, appoint Jerae Wire, Gary Gonyo, and Sonya Wilt as appraisers and authorize for the proper disposal. Upon roll call, motion carried unanimously.

Mayor Dennert announced there is a vacancy on the Planning Commission Board of Adjustment for an alternate. Anyone who is interested, should contact the Finance Office.

Appreciation was given to the streets department for their response and work with the snowfall.

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

The Board of Commissioners adjourned at 6:33pm.

/s/Sonya Wilt
Finance Officer

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

15 March 2021
Regular

The Board of Commissioners of the City of Madison met as the Board of Equalization at 5:30pm on the 15th day of March with the following members present on roll call: Mayor Marshall Dennert and Commissioners Adam Shaw, Robert Thill, and Jerae Wire.

Motion by Commissioner Thill to adopt the March 15th agenda, second by Commissioner Wire. Upon roll call, motion carried.

Commissioner Waldner joined the meeting via teleconference at 5:39pm.

Mary Becker was present to appeal her 2021 real property assessment of 518 N Egan Ave. The N 130' NW ¼, Blk 3, Kennedy's Extension was assessed at a total value of \$177,000. Mary requested her value be adjusted to \$125,000 due to condition of her home compared to others in a 3-block area. Motion by Commissioner Thill, second by Commissioner Shaw, to leave the value as it is, and suggested the Director of Equalization needs to review the property. Upon roll call, motion carried unanimously.

The 2021 Assessment Roll was reviewed with no changes recommended.

Motion by Commissioner Shaw to adjourn, second by Commissioner Thill. Motion carried unanimously.

The Board of Equalization adjourned at 5:48pm.

/s/Sonya Wilt
Finance Officer

CITY OF MADISON
PERSONNEL
MARCH 2021

NAME	EFFECTIVE DATE	PRESENT STATUS	RECOMMENDED STATUS	PRESENT RATE/SALARY	RECOMMENDED RATE/SALARY	POSITION	FUND	DEPARTMENT
Denne, Oakley	2/3/2021	FT	FT	\$29.36	\$31.31	Apprentice Lineman	Electric	Electric
Maxwell, Bella	3/1/2021	PT<20	PT<20	\$10.85	\$11.25	WSI	Community Center	Aquatics
Maxwell, Bella	3/1/2021	PT<20	PT<20	\$10.85	\$11.00	Lifeguard	Community Center	Aquatics
Stiebe, Olivia	3/2/2021	NA	PT<20	NA	\$9.45	After School Program Assistant	Community Center	After School Program
Anderson, Maria	3/2/2021	NA	PT<20	NA	\$11.05	Group Instructor	Community Center	Fitness
Kaiser, Jacob	3/2/2021	NA	PT<20	NA	\$9.45	Recreation Assistant	Community Center	Recreation
Jones, Amy	3/11/2021	NA	PT<20	NA	\$11.25	WSI	Community Center	Aquatics



CONSULTING SERVICES AGREEMENT

MWS Project #: 21010

Project Effective Date: March 20, 2021

Consultant Information:

Midwest Wildlife Services, LLC
P.O. Box 1102
Pierre, SD 57501
605-280-0704
Contact: Tim Pugh

Client information:

Name: City of Madison, SD
Contact: Chad Comes, PE Cell #: _____ Business #: 605-256-7514
Billing Address: 116 W Center Street Email: chad.comes@cityofmadisonsd.com
City: Madison State: South Dakota Zip Code: 57042

Project Description: With respect to aircraft wildlife hazards associated with alfalfa at the Madison Municipal Airport (MDS), provide an opinion letter concerning potential rotational crops to improve soil nutrients.

Detailed Description of MWS Services:

- A. Review the 2008 MDS Wildlife Hazard Site Visit Report
- B. Review the 2013 Wildlife Hazard Opinion on the Madison Municipal Airfield Habitat Management Plan
- C. Review the 2014 MDS Wildlife Hazard Management Plan
- D. Provide a written report that:
 - 1. Reviews the relevant wildlife hazard issues/concerns at MDS with respect to the current alfalfa management.
 - 2. Discusses potential rotational crops and their potential for increased wildlife hazards.
 - 3. Provides recommendations on the rotational crops that will have the least influence on airport wildlife hazards.

Project Location: Madison Municipal Airport, Madison, SD, Lake County

Estimated Completion Date: 4/15/2021

The Amount that Client Will Pay Midwest Wildlife Services for this Project: \$ 800.00

Special Considerations: The City of Madison, SD agrees to provide MWS with a South Dakota Sales Tax "Certificate of Exemption", or pay an additional 6.5 % sales tax (\$52.00)

Terms and Conditions:

- Work will be completed by a "qualified wildlife airport biologist" as defined by FAA Advisory Circular 150/5200 – 36B.
- MWS will submit an invoice at the completion of the work. The Client will pay MWS's invoice within thirty (30) days of receipt of invoice.
- MWS will comply with all federal, state, and local laws, regulations, ordinances, guidelines, permits, and requirements applicable to providing services pursuant to the Agreement and will be solely responsible for obtaining current information on such requirements.
- This Agreement may be modified or amended only by written instrument signed by both parties.
- This Agreement can be terminated upon thirty (30) days written notice by either party.
- Upon execution of this agreement, MWS shall proceed immediately with the performance of its services.
- This Agreement is to be governed by the law of the state in which the Project is located.
- Throughout the duration of this Agreement, MWS agrees to provide evidence of insurance coverages not less than the types and amounts specified below.
 - Professional Liability Insurance, with minimum aggregate limits of \$1,000,000 / \$1,000,000.
 - Workers Compensation Insurance as required by South Dakota law.
 - Automobile Liability insurance with a minimum of \$1,000,000 combined single limit.
 - Commercial General Liability Insurance: with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, written on an "occurrence" basis. The policy shall be written or endorsed to include the following provisions:
 - Products/completed operations aggregate of \$1,000,000
 - Commercial General Liability policy will be endorsed to include the Client as additional insured's with respect to the project.
- Certificates evidencing required insurance shall be provided to the Client upon execution of the agreement and prior to commencement of services or work. Certificates shall provide not less than 30 days notification to Client prior to cancellation or material change in coverage.

IN WITNESS WHEREOF, the parties hereto have executed this agreement and the Client hereby authorizes the above-described services to be performed by Midwest Wildlife Services, LLC under the above terms and conditions set forth.

Client: City of Madison, SD Signature: _____

Date: _____ Printed Name
& Title: Marshall Dennert, Mayor

Midwest Wildlife Services, LLC ("MWS") Signature: 

Date: March 8, 2021 Printed Name
& Title: Tim Pugh, Wildlife Biologist