

REGULAR MONTHLY MEETING APPROVED MINUTES
BALTIMORE CITY COUNCIL
June 13, 2023 7:00 PM BALTIMORE CITY HALL
130 ST. OLAF AVENUE BALTIMORE, SOUTH DAKOTA

- I. CALL TO ORDER - Mayor Mclsaac called the meeting to order at 7:00pm in the Baltimore City Hall, 130 St Olaf Avenue.
- II. ROLL CALL Answering roll call were Councilpersons Sinding, Oien, McGreevy and Schreurs. Also in attendance were City Attorney John Hughes, Justin Heim with ISG, outgoing Finance Officer Linda Hunnel and incoming Finance Officer Lacey Branham, Maintenance Supervisor Ryan Rods and Community Relations Manager Lacey Harrington.
- III. PLEDGE OF ALLEGIANCE - Mayor Mclsaac led the meeting in the Pledge of Allegiance.
- IV. APPROVAL OF MINUTES
 - a. 5.16.23 Minutes - Schreurs made a motion to approve the May 16, 2023 Minutes. Seconded by Oien. Motioned carried, all voting aye.
 - b. 5.23.23 Minutes- Councilman Schreurs had the following amendments, OLD BUSINESS c.: "~~Sinding~~ Schreurs made a motion to hire Lacey Branham as Finance Officer with a salary of \$50,000 per year and benefits listed in the employee handbook. Seconded by ~~Oien~~ McGreevy. Motion carried, all ayes. ~~Schreurs~~ Sinding made a motion to hire Lacey Harrington for Community Relations Manager with a salary of \$50,000 per year and benefits listed in the employee handbook. Seconded by ~~McGreevy~~ Oien. Motion carried, all ayes." Motion by Schreurs, second by Oien, to approve the 5.23.23 minutes as amended. All aye.
- V. APPROVAL OF CLAIMS PAYABLE - Motion by Sinding, second by Oien, to approve the June 13th claims as presented. Motioned carried, all voting aye.
- VI. PUBLIC TIME – Wendy Solberg, 441 3rd Street, reported that she has had problems unloading kayaks from the boat ramp at River Park Campground due to people using the boat ramp to sit on. Solberg thought there was a sign there in the past regarding this issue. Fods will check into this. Schreurs cautioned against getting into any confrontations with the campers; to call 911 if problems arise.
- VII. OLD BUSINESS
 - a. American Legion - Jeff Mott, Legion Commander, was absent from the meeting but had informed the Mayor that six panels and a memorial rock will be installed by the end of summer.
 - b. Harboring Chickens in City Limits-Citizen Marcie Linton, 102 Nidaros, had provided the council with ordinances from other cities regarding harboring chickens. Mayor Mclsaac asked Councilmen Sinding and Oien to go over the ordinances and draft an ordinance for the City of Baltimore by the next meeting.
 - c. Ash Tree Borer Discussion-Sinding said it would be nice if discounts could be available if one greenhouse was used by citizens needing replacement trees. Fods said that boulevard trees would not be replaced as city ordinance now prevents this. A registered arborist can treat trees and mark them for saving. The City will take an ash tree ROW inventory to get an idea of the number of trees potentially involved.
 - d. Resolution 23-01-Fines and Fees. Hunnel has been researching the resolution and, with the guidance of City Attorney John Hughes, will add to and clarify items on the resolution.
- VIII. NEW BUSINESS
 - a. Peddlers Permit- Southwestern Adventures Educational Books. As all paperwork was complete, Schreurs made a motion to approve the Peddlers License presented. Sinding seconded, motion carried, all voting aye.
 - b. Bank Resolution- The Mayor and Council reviewed the Description of Power section of Ordinance 22-07, and approved all powers granted previously to Mclsaac, Hunnel and Schreurs to Mayor Mclsaac, newly

appointed Finance Officer Lacey Branham and Council President Nikki Oien. Motion to approve First National Bank Resolution 22-02 was made by Schreurs. Oien seconded. Motion carried, all voting aye.

- c. Street Closure Request- Aana Avenue and 6th Street-Gregg Bartling asked that Aana and 6th be closed for a neighborhood party on July 4, 2023. Motion to approve the street closure by McGreevy, second by Oien. Motion carried, all voting aye.
- d. Fireworks Permit-Angela and Ryan Munson asked for a July 1st Fireworks Permit, which was outside of the July 3 & 4 dates approved by Council. Motion to approve the July 1st Fireworks Permit by Schreurs. Second by McGreevy. Motion carried, all voting aye.

IX. ENGINEERING UPDATE

- a. Baltic Heights Park. Council discussed the proposed multi-use basketball courts. Motion by Sinding, second by McGreevy to approve I&S Group to perform engineering specs on the multi-use courts; and give Mayor Mclsaac approval and direction to sign such contracts. Motion carried, all voting aye. Mayor Mclsaac asked that a Baltic Heights Park committee be formed with 3-5 citizens.

X. PUBLIC WORKS UPDATE

- a. Alley-Ryan Fods, Maintenance Supervisor, stated that there have been complaints from a property owner in Baltic concerning drainage problems in his alleyway. Fods said this issue is hard to solve because other properties could become involved if changes in elevation or grading were done. Mayor Mclsaac suggested a meeting with Ed Wilson, Ryan Sinding, Travis Schreurs, and Justin Heims of I&S Group to discuss the issue and a possible solution.
- b. Street Repair- Fods spoke on street budget funds remaining and various quotes he is obtaining for 2023 projects.
- c. Dust Control- Fods is obtaining quotes for dust control and gravel on fifth street. Schreurs made a motion to approve Fods entering into a contract not to exceed \$6000 for the project of dust control and gravel. Oien seconded. Motion carried, all voting aye.
- d. Lagoon Cleaning-Fods reported that the lagoon had not been dredged in over 15 years. Motioned by Schreurs to have maintenance done this summer totaling \$5940. Seconded by McGreevy
- e. New Addition- Fods said that there is an option of blowing in insulation and spray foam for a better seal in the new meeting room addition and old meeting room ceiling. This would be done at an increased cost. To offset the cost, the cabinetry in the bid could be deleted. Council agreed to this.

XI. FINANCE OFFICER UPDATE

- a. Elected Officials\SDML Conference – Councilman McGreevy had expressed interest in attending an elected official training conference. Hunnel will research the SDML conference to see if this is a good fit for elected officials. It was decided if any councilman chose to attend the Elected Officials Workshop in Pierre the City of Baltic would pay expenses for the event.
- b. Move 7/11 Meeting Date to 7/18- Due to the absence of Hunnel early July and the new office staff training underway, the meeting date was changed to 7 PM, July 18, 2023 in the Baltic City Hall.
- c. Revenue and Expense Report- Hunnel gave council May R&E reports for review.
- d. Implement Credit for ACH Sign-up- Hunnel asked if the council would approve a credit for autopay, or ACH payment on Utility bills in order to boost enrollment. Schreurs motioned to allow a 'First Time' ACH sign up credit of \$20 to Baltic Utility customers. Oien seconded the motion. Motion carried, all voting aye.
- e. 2022 Annual Report- Mayor Mclsaac, along with Hunnel and Branham, had met with auditors Schoenfish & CO. concerning the 20-21 Municipal Audit. There were no serious deficiencies. This audit will be published on the city website. The 2022 Annual Report will be starting on this month by the auditing company.

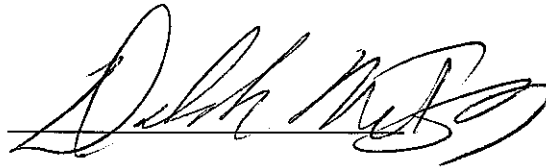
XII. COMMUNITY RELATIONS MANAGER

- a. Dog Days- Mayor Mclsaac said the Dog Days Committee had disbanded, giving the City permission to take over where the previous group left off. Lacey Harrington, Community Relations Manager, has been working on the festivities and has 12 of 21 events confirmed. Volunteers would be greatly appreciated. There will also be a meeting on Monday, June 19th to discuss Dog Days. Great Job Lacey!
 - b. Communications Strategy- Lacey Harrington has been working on citizen communications. A City of Baltic newsletter is in the works. Please make sure that we have your email address. New residents will also receive a welcome bag. Harrington is also planning a welcoming committee for new residents. Mayor Mclsaac said she would also like to break down meeting highlights into smaller, user-friendly segments for the website and Facebook.
- XIII. LEGAL UPDATES John Hughes, City Attorney, said there were two court cases coming up on the calendar. The Recall Petition hearing in Minnehaha County Circuit Court would be June 15, 2023 at 9:00 AM. On June 26th Judge Barnett should rule over City Attorney Fees being assessed to Grant Park Capital. All information obtained will be posted to the city's website. City employee Ryan Fods asked about a situation where a camper in River Park was going to be removed due to not registering or paying. Hughes will look into the correct way to handle this situation.
- XIV. COUNCIL/MAYOR UPDATE – No Report
- XV. EXECUTIVE SESSION pm per SDCL 1-25-2 SDCL 1-25-2 (1) Matters Relating to Personnel (3) for Matters Relating to Legal Counsel and SDCL 1-25-2 (4) for Matters Relating to Contract Negotiations. NO EXECUTIVE SESSION WAS CALLED.
- XVI. ADJOURNMENT – Schreurs motioned for adjournment at 8:46 PM. Seconded by Sinding. Motioned carried, all voting aye.

Respectfully submitted,



Linda D. Hunnel, Finance Officer



Deborah Mclsaac, Mayor