

APPROVED MINUTES
BALTIC CITY COUNCIL MEETING
September 13, 2023 7:00 PM BALTIC CITY HALL
130 ST. OLAF AVENUE BALTIC, SOUTH DAKOTA

CALL TO ORDER - Mayor Mclsaac called the meeting to order at 7:12 PM in the Baltic City Hall, 130 St Olaf Avenue.

ROLL CALL - Answering roll call were Aldermen Sinding, Oien, McGreevy and Schreurs. Also in attendance were City Attorney Hughes, ISG Engineer Heim, Maintenance Supervisor Fods, CRM Harrington and Finance Officer Branham.

PLEDGE OF ALLEGIANCE - Mayor Mclsaac led the meeting in the Pledge of Allegiance.

APPROVAL OF MINUTES

Alderman Schreurs had the following correction to the July 18th Regular Monthly Meeting – EXECUTIVE SESSION, CORRECTION: 'Council came out of Executive Session at 9:23 pm, not the recorded time of 8:44. Sinding motion to approved with the above edit, Oien seconded. Motion carried, all voting aye.

Schreurs made a motion to approve the August 8th Regular Monthly Meeting Minutes as submitted. Seconded by Sinding. Motion carried, all voting aye.

APPROVAL OF CLAIMS PAYABLE

Council discussed Raztech's billing of I.T. Cloud storage. The record storage with Raztech will continue at his time. Oien made a motion to approve September 13th Claims, seconded by Sinding. Motion carried, all voting aye.

PUBLIC TIME Mrs. Linton of Nidaros Avenue asked if there was any new information about owning chickens within city limits. Council will place this item on the agenda for next month. There were no other comments during public time.

Mayor Mclsaac suggested moving OLD BUSINESS-City Employee Wage Review to after UPDATES to accommodate those attending for their agenda items. Sinding made the motion to move the reviews, Oien seconded. All ayes, motion passed.

OLD BUSINESS

Ballfield Use – Mayor Mclsaac would like to move forward with the Facility Use Agreement. Sinding made a motion to accept and authorize the mayor to sign the agreement, McGreevy seconded. Motion carried. All voting aye.

NEW BUSINESS

Fire Department Contract Review-Mayor Mclsaac reviewed the fire department contract. Attorney Hughes suggested that he edit the agreement, not to change the terms but to clear up the language.

Hughes said the terms could be approved tonight. Motion to approve the contract and allow Mayor Mclsaac to sign the agreement was made by Schreurs, Sinding seconded. All ayes. Motion carried.

Coffee with Council - Discussion was held on scheduling the next 'Coffee with Council.' October 7th from 9 am to 11am was agreed upon. The meeting format (city issues, new citizens, questions for the mayor), and the frequency of meetings, depending on attendance, was also discussed.

Annual Report & Engagement Letter – Mclsaac read the service agreement contract from Schoenfish on the scope of work that they will perform for the 2022 Annual Audit. Schreurs made a motion to approve the Mayor's signing of that agreement, Sinding seconded. All ayes. Motion carried.

CANVASSING OF SEPTEMBER 12, 2023 ELECTION Mayor Mclsaac stepped down for the canvassing of the September 12th Special Election. President of the Council, Nikki Oien, stepped in. The vote of the September 12th Special Election was canvassed by the city council, acting as the official counting board. The Official Counting Board confirmed that final official results were Deborah Mclsaac, 301 votes and Jamie Ingemansen 224 votes, with Deborah Mclsaac winning the election. Many thanks to the Election Board of Kathy Faith, Dave Linton, and Julie Hansen for their hard work and dedication on Election Day.

ENGINEERING UPDATE

Capital Improvement Plan – Heim has been working with the CIP group of citizens and officials and would like to have the plans to the council members before Coffee with Council on October 7th.

Detention Basin – Heim is working with Banner on the new detention basin and stated it will probably be the end of September before permitting is approved. Concerns about the upstream areas of the basin and Bulldog Ave. were discussed. The final punch list will include the stormwater issue. Fods raised a concern about the bike path not having grass where water has eroded. There will be a cost to rehabilitate the area due to the weeds and water standing in low spots. Discussion is needed so both parties can agree on the costs of these issues.

Baltic Heights Park – Heim is working on this plan and is nearing completion. Mayor Mclsaac discussed the possibility of adding a 3rd baseball field.

Water Main Looping/ Oak & Ash – Plans will be submitted and resubmitted to Banner before moving forward with this. Start dates for the project will depend on contractor availability. The 6th & 7th street project will hopefully be this fall, with portions of 4th & 5th street possible. The city plans on saving as many trees as possible and will provide a map. Heim assured the Council that if there are interruptions in service with the water main looping, a 7-day notice will be provided with a follow up 48 hour notice. If the construction directly affects specific homes, Utility Superintendent Fods will knock on doors with updates.

MAINTENANCE UPDATE

School Crossing Signs These signs are budgeted for next year as the blinking school signs are getting old and need to be updated. The cost per sign is approximately \$2700.

Playground Equipment – Fods received 2 bids totaling \$8,167.19, which doesn't include wood chips, to be budgeted for the following year. The cost of wood chips would be approximately \$4,300. There are two swing sets needed (Water Tower Park and Berg Park), with a total of 2 toddler swings and 2 belt swings. Fods was previously approved for \$8,000 but costs came in at \$8,167.19, there will also have to hire a contractor for a large tree removal. Schreurs made a motion to have Ryan sign both contracts to get the playground equipment ordered and shipped. Sinding seconded. All ayes, motion carried.

Fods requested approval to have crack sealing done in the Baltic Heights parking lot at a cost of \$6,220. Sinding made a motion to approve the expenditure of \$6220, Oien seconded. All ayes, motion carried.

Equipment Request - Push Box - \$12,220, Schreurs explained that we need to make it a priority to purchase snow removal equipment to maximize efficiency. Fods said this push box is 3x the size of current capacity. Last year's big snowfall took 2 days at 16 hours per day. This equipment would cut plowing time by 2/3, to less than one day.

Broom for Skid Loader – Bobcat brand 84" broom for \$7,690.93. Fods said as we take on the new additions, we need equipment to get a clean sweep of the streets. Fods is trying to maximize the snow removal budget. Schreurs agreed this would be necessary and a good purchase. Motion to approve the Bobcat 84" Snow Broom was made by Schreurs. Oien seconded. All ayes, motion carried.

12' Plow – The City currently has a 10' plow which uses \$1500 cutting edges. Fods feels a new 12' plow with lower cost cutting edges would be a big benefit to the city. The age of payload, specs and benefits of replacing was also discussed.

Street Lighting – Xcel Energy will come out and give an estimate on what additional lights will cost. Excel doesn't perform a light survey; either we request a specific spot or have an engineer do this.

FINANCE OFFICE UPDATE

MCWC – MCWC's new rate increase for water will be 15%. The City will have to raise our rates as we operate on such a narrow margin. MCWC's higher rates will start in January.

Welcome Sign – Branham announced the new Baltic Welcome sign is done and will be installed next week. The business advertisement sign was also discussed.

Wage Increase – Lagoon Certification – Ben Gruis completed his Lagoon Certification and passed the test. There is a negotiated \$0.50 increase for every certification obtained. McGreevy made a motion to approve the wage increase. Schreurs seconded. All ayes, motion carried.

ACH Sign Up – Branham reported out of the 500 meters, 120 residents are signed up for ACH debit for Utility Billing. The \$20.00 credit special on new ACH sign ups has been a big success. Branham thanked the council for allowing this promotion as it saves office staff time.

Badger Meters – Fods stated that Water Meter battery lifespan is 20 years. We will need to discuss budgeting and updating meters into our standard water budget.

COMMUNITY RELATIONS UPDATE

Newsletter - Harrington reported that the first newsletter will be going out soon. If a citizen doesn't have an email, the city will mail them a newsletter. The newsletter will have information such as upcoming events, blogs, pertinent ordinances, and new ordinance announcements, etc.

LEGAL UPDATES – No action taken.

COUNCIL UPDATE- NIKKI OIEN Possible fall cleanup – A citizen asked Nikki if we could start doing this each spring and fall. Lacey Branham contacted Garbage N More, and they said it is written in their ordinance with the landfill in Sioux Falls that there is only one event per city, per year. Therefore, a fall clean up event would cost the City \$3,500-\$5,000 plus labor and use of equipment.

CITY WAGE REVIEW

Motion to go into Executive Session at 8:50 pm by Sinding.

EXECUTIVE SESSION pm per SDCL 1-25-2 SDCL 1-25-2 (1) Matters Relating to Officers or Personnel.

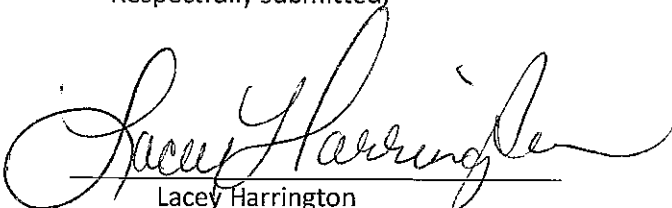
Motion to come out of Executive Session at 9:17 pm made by Oien, seconded by Sinding. All ayes, motion carried.

Mayor Deborah McIsaac explained that it was negotiated with employees they should expect an adjustment to their income on their anniversary. As this hasn't been done, Council wanted to get this item settled as well as making wage adjustments retroactive to the beginning of 2023 for those employees who have surpassed their one-year anniversary. Another adjustment at the end of 2023, after performance evaluations, will be given and all further wage increases will be on a yearly basis for all employees.

Sinding made a motion to give city employees a 4% raise retroactive from the starting date on their annual anniversary, and then to re-evaluate with another adjustment at the end of the year. Motion seconded by McGreevy. All ayes, motion carried.

ADJOURNMENT There being no further business before Council, Sinding made a motion to adjourn at 9:20 pm. Second by Schreurs. All ayes. Motion carried.

Respectfully submitted,



Lacey Harrington
Community Relations Manager



Deborah McIsaac
Mayor