

City of Baltic  
Regular Monthly Meeting Minutes  
Baltic City Hall 130 St. Olaf Ave.  
June 14, 2022 7:00 PM

I. CALL TO ORDER

Mayor Mclsaac called the meeting to order at 7:00 PM in the Baltic City Hall.

II. ROLL CALL

Answering roll call were Councilpersons Oien, Sinding and Schreurs. Councilman Tidemann was absent with notice. Also present was City Attorney John Hughes, Maintenance Supervisor Ryan Fods, Planning & Zoning Chairman Ed Wilson, Community Relations Director Lacey Branham and Finance Office Linda Hunnel.

III. PLEDGE OF ALLEGIANCE

Mayor Mclsaac led the audience in the Pledge of Allegiance.

IV. APPROVAL OF MINUTES\_ JUNE 1, 2022

Schreurs made a motion to approve the following amendments to the June 1,2022 minutes:

Under Old Business, a. Second Reading of Ord. 300 "an Ordinance Repealing Ord. 295" replacing "An Ordinance Appealing Ord. 295".

Under New Business d. IT Services Third paragraph. "Tidemann made a motion to delegate City Attorney John Hughes to execute Computer Forensic Resources for Attorney-Client privilege matters". Should read "Tidemann made a motion to delegate City Attorney John Hughes to execute the Computer Forensic Resources service agreement for Attorney-Client privilege matters".

New Business-last paragraph. "A citizen inquired into the Forensic Resources motion." Should read "Tony Lee inquired into the Computer Forensic Resources motion."

Finance Officer Note: Resolution 2022-04 Approved June 1, 2022

Clarification- First National Bank Agent Description of Power:

(2) Open any deposit or share account(s) in the name of the Corporation. Linda Hunnel and Travis Schreurs.

(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution. Linda Hunnel, Deborah Mclsaac, Travis Schreurs.

(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidence of indebtedness. Linda Hunnel and Travis Schreurs.

(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bill of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment. Linda Hunnel and Travis Schreurs.

(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution. Linda Hunnel, Deb Mclsaac and Travis Schreurs.

Schreurs made a motion to approve the amended June 1,2022 Minutes. Sinding seconded Motion carried, all voting aye.

## V. APPROVAL OF JUNE 14, 2022 CLAIMS

Motion by Schreurs, second by Sinding, to approve the June 14, 2022 Claims as submitted by the Finance Officer. Motion carried, all voting aye.

## VI. PUBLIC TIME

Dave Siemonsma of 474<sup>th</sup> Avenue questioned paving over the berm in the new development for a bike path which he stated wasn't in the approved plans, asked about set back requirements, complained about speeding semi trucks and dust control, and voiced concern over the silt\mud in his pasture.

Mayor Mclsaac produced the development plans; P&Z Chairman Ed Wilson located the bike path that was shown in the engineer's plans. Wilson will also look into set backs. Councilman Sinding talked about erosion control and asked if the township would be willing to help with dust control. Ryan Fods was asked to look into this. Finance Officer Hunnel was asked to research the statute on speed limit signage.

Deb Qualseith from 4<sup>th</sup> Street said speed limit signs aren't enough, they need to be enforced.

### VI. OLD BUSINESS

#### a. Philips Crossing and Grant Park Capital-Erosion Control

P&Z Chairman Ed Wilson contacted the SD DANR concerning the erosion status of the new development. He had contacted Kelli Buscher of the DANR and met with her June 5<sup>th</sup> along with Brian Hefty and Mike Wendland. DANR records showed that no reports on the status of the development had been completed. The development was required to get the dirt off the street immediately and were to fill all washouts and remove silt from the school and Murphy's Pond. There is a large list of repairs and restoration that need to be completed. Wilson said there should have been soil stabilization in place last July. Grant Park will be responsible for repairing damage to property and clean up.

Diana Nohava of 5<sup>th</sup> Street complained of the cleanup needed on her yard. Mayor Mclsaac said City Hall will create a form that lists the cleanup process that citizens can report to the DANR.

There was discussion on the retention pond on the south side of the development. Ed Wilson said if the problem continues Banner Engineering will have to address it so that the pond drains the way it was designed to. Nick Langland of 6<sup>th</sup> Street reported that his back yard has washed away. Mayor Mclsaac suggested taking pictures to document erosion and property damage situations. She also thanked Ed Wilson for his efforts with the SD DANR. A summary memo will be posted on the website. City Attorney John Hughes said the problem has to be fixed. John Sinding of 4<sup>th</sup> Street asked about completion dates. The Mayor said until new erosion control procedures are accepted by the City, the City is not required to accept the infrastructure, roads, etc. of the development. Dave Karl of 6<sup>th</sup> Street asked what could be done to enforce the State's requirements; could building permits stop being issued. The Mayor said that there were many tools the City had to insure that States requirements were being followed: the issuance of building permits was only one of them.

Mayor Mclsaac asked citizens to join the City's text Service by texting BALTIC to 91896. This is a great way to stay updated on city events.

#### b. Fourth and Fifth Street Paving

Double H Paving recently called Mayor Mclsaac about paving 4<sup>th</sup> and 5<sup>th</sup> Streets as soon as possible. Although there are 2022 funds available for paving 4<sup>th</sup> Street, there aren't sufficient funds in the Street Dept. for the larger project, 5<sup>th</sup> Street. The Mayor asked if the Council would move forward with the 4<sup>th</sup> Street paving project, which was approved by the previous Council last year. Ryan Fods will have Double H Paving move forward with 4<sup>th</sup> Street paving. Councilman Schreurs said there was a dip in the road on 4<sup>th</sup> Street that had been discussed last year. Zach Nebben asked if 4<sup>th</sup> Street pricing would still be honored this year. Ryan Fods will also check on this. Nohova complained that neighbors weren't mowing the weeds in the right of way and Siemonsma also complained about weed control.

c. Mowing Service

As the maintenance department is not fully staffed to date, a mowing service was hired to mow the parks as an emergency act. The City is currently seeking additional bids for mowing.

d. Utility Billing

Finance Officer Hunnel gave a report on missing utility bills with the help of info gathered by Lacey Branham, Community Relations Manager. Although there is a cross section of complaints, the majority of missing bills seem to be from those signed up for emailed bills. City Hall staff will continue to work to repair and correct the utility billing process.

e. Shopping Guide

Mayor Mclsaac asked Council to consider renting space in the Shopping Guide for 52 weeks as a method of keeping citizens, including those who do not use social media, up to date on current and upcoming events in the city. Councilman Schreurs said he would rather see free services used such as the city website. There was discussion that not all citizens utilize technology, however the Shopping Guide reaches every mailbox in the city each week. Councilwoman Oien made a motion to rent the Shopping Guide for 52 weeks with a \$120, 6 column by 4 inch space on page 3, starting July, with the ability to adjust the space as needed. Sinding seconded. Motion carried, all voting aye.

f. Alliance Sign (5<sup>th</sup> and Lovely Avenue) Mayor Mclsaac said the discussion on the Alliance sign at the last meeting was on the wrong location, this sign is on private land within the city and replaces one lost in a storm. Motion by Schreurs to approve the Alliance Communications sign design. Second by Sinding. Motion carried, all voting aye.

g. City Administrator Position

Mayor Mclsaac announced that Rebecca Wulf is no longer employed by the City as of June 8, 2022. City Attorney John Hughes commented that by state statute, the Mayor in an aldermanic form of municipal government such as the City of Baltic is the chief executive officer of the municipality. The City Administrator position is not a City Manager as defined by statute. Hughes recommended that the City return to the staff structure that is provided by state statutes until such time as the citizens of Baltic may investigate down the road on the pros and cons of a City Manager. Hughes said that Baltic Ordinances require a Finance Officer and a Maintenance Superintendent. Motion by Sinding, second by Oien to eliminate the City Administrator position. Motion carried, all voting aye.

NEW BUSINESS

- a. Res.22-05 Drinking Water Facilities Improvements  
Motion by Schreurs, second by Oien to approve Resolution 22.05. Motion carried, all voting aye.
- b. Res. 22-06 Sewer Facilities Improvements  
Motion by Sinding, second by Schreurs to approve Res. 22-06. Motion carried, all voting aye.
- c. Planning and Zoning Appointment  
As there was one position remaining on the P&Z Board, Mayor Mclsaac recommended Debbie Murphy to fill that position. Oien made the motion to appoint Debbie Murphy to the P&Z Board. Second by Sinding. Motion carried, all voting aye.
- d. Paul Clarke-Interim Building Inspector Contract Hire  
Sinding made a motion to hire Paul Clarke as the Interim Building Inspector for the City of Baltic as a contract employee for a rate of \$25 per hour, \$35 per inspection, mileage of 62.5 cents (IRS rate), no benefits. Oien seconded. Motion carried, all voting aye.
- e. Habitat for Humanity House  
Mayor Mclsaac announce a Habitat for Humanity house is coming to 110 Morefield Avenue.
- f. American Legion Lease  
Mayor Mclsaac said city council meetings would be held at City Hall as all records were readily available during the meetings. The yearly lease at the American Legion has been paid and the Legion will be a good fit for various committees to meet there.
- g. HVAC Repair-City Hall  
The Heating\Cooling units have not been working at City Hall. Huber Electric found an easy fix for two of the units. The third unit is being worked on by an HVAC company.
- h. July 5<sup>th</sup> Request for Fireworks  
Cullin Winter of Backyard Pyrotechnics LLC. requested a special permit to have a family fireworks show on July 5<sup>th</sup> at 10 PM. Shreurs motioned to approve the request under the condition of Mr. Winter paying a \$25 fee and a \$100 refundable cleaning deposit. Sinding seconded the motion. Motion carried, all voting aye. Mr. Winter asked about the city hosting a Fireworks Display. Mayor Mclsaac said his contact information had been forwarded to the Community Events Committee.
- i. Peddlers License  
Southwestern Advantage Educational Books had inquired into a peddlers license. They will need to produce the proper paperwork at the July 12<sup>th</sup> Regular Monthly Meeting. Residents are encouraged to ask door to door salesmen if they have obtained a peddlers permit from City Hall.
- j. Two Year Municipal Audit begins July 28<sup>th</sup>  
F.O. Hunnel said an in depth audit by Schoenfish & CO. will begin July 28<sup>th</sup>. The audit will require a lot of prep work by the Finance Office during this time. The completed audit will take a few months but all results will be public knowledge and published in the legal paper and on the city website.
- k. Dirt Bike and Golf Cart Discussion  
  
Hunnel presented South Dakota Codified Law Statute 32-20-1,2,4 regarding driving dirt bikes, golf carts and go carts within city limits. Drivers of vehicles over 50cc must be licensed drivers  
  
If you witness underage or reckless driving, you are encouraged to call 911.
- l. Volunteer Recognition

Mayor Mclsaac thanked the following volunteers for their efforts in making the City of Baltic run smoothly: Nikki Oien, Marcy Linton and Linda Hunnel's grandson Noah for weeding and beautifying the City Hall flower bed, Barb Haux, Kelly Willhelmsen and Doug Nohova of the BAA for mowing the infields and picking up sticks and branches on the field. Deb Qualseth and Sallie Franchuk for their work in the community gardens and Deb Murphy and Kathy Faith for volunteering to answer phones and greet customers at city hall during the first weeks of transition. If you see a good deed, report it to City Hall for recognition at a city meeting.

VII. ADJOURNMENT

There being no further business before Council, Schreurs motioned to adjourn at 942 PM. Second by Sinding. Motion Carried, all voting aye. The next regular meeting of the Baltic City Council will be July 12, 2022 at 7pm in the Baltic City Hall.

This meeting was recorded and can be viewed in its entirety on the city's website, [baltic.govoffice.com](http://baltic.govoffice.com).

Respectfully Submitted,

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Linda D. Hunnel

Finance Officer

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Deborah Mclsaac

Mayor

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