



**CITY COMMISSION ROOM
PIERRE, SOUTH DAKOTA
November 19, 2013**

The City of Pierre Board of Commissioners met in regular session on November 19, 2013 at 5:30 pm with Commissioners Goodman, Harding, Huizenga, Mehlhaff and Mayor Gill present for roll call. Gordon Koch and Loren Schaefer signed the guest register.

The Pledge of Allegiance was recited.

The agenda was approved as amended. 5 Year Airport Engineer Selection was moved up after Pierre Airport Project Validation Form.

Mayor Gill presented the Zonta say NO to Domestic Violence Proclamation to Carrie Jacobsen.

Commissioner Huizenga moved and Commissioner Harding seconded to approve the consent calendar which consisted of 1) Minutes- Regular Meeting November 12, 2013; 2) Board of Adjustment Appointment – G. Andy Johnson; 3) Firefighter Application – Jarid Maskovich; 4) New Hire – Kyle Kurth, Staff Engineer; 5) Reschedule November 19th CDBG Public Hearing for December 3rd; 6) Claims. Unanimous approval.

Loren Schaefer, Brosz Engineering, presented an overview of the previously presented Administrative Space Study performed on City Hall. The study reviewed the condition of City Hall facility, HVAC, electrical, technology systems and effectiveness of the administrative space, as a request from the Public Facilities Task Force subcommittee assigned to Administrative Space. Loren updated a couple comments regarding the anticipated remaining life of some of the HVAC systems, due to recent failure of the Air Conditioning unit. Loren explained that the original estimate of 5 years was probably overstated, but he's not surprised at the failure because all of the systems in the building are the original units and far past their expected useful life and could fail at any time. Loren's summary included a sound conclusion that the condition and expected useful life of City Hall is in failure mode and any repairs or renovations should be considered carefully. There are structural challenges with the existing building that would very expensive to remedy with a remodel, including non-existing ventilation system, required ADA compliance, asbestos, lead paint, and mold removal. If a decision is made to build a new City Hall in 5 or 10 years, then failed systems should only be replaced with 5-10 year units or when possible with units that could be relocated into a new building. Bob Sutton, Chair of the Administrative Subcommittee, explained that the Committee asked for another review of the study for follow up and consideration before they make a recommendation to the Public Facilities Task Force that will be considered before coming to the City Commission. Bob explained that this will happen in the near future. Mayor Gill commented that she looks forward to a recommendation from the Task Force and further discussion will be forth coming.

Twila Hight, Finance Officer, presented an overview of proposed changes to several items within the Fee Schedule, which would be effective January 1, 2014. Areas of increases include, cemetery, excavations, recycling, electric meter testing, water hydrant meters, and miscellaneous police administrative fees. Mayor Gill commented that the Fee Schedule will be posted on the City's web site and would be brought back next week for final action.

John Childs, City Engineer, presented the Airport Validation Form as required by the Federal Aviation Administration (FAA). The FAA requires airports to present a 5 year project plan for the use of Airport Improvement Plan (AIP) Funds. The 2014 projects include Runway 725 Fence Relocation, Fog/Seal Remark Runway and Taxiways, purchase of snow removal truck/sander, Wildlife Assessment, and Apron Reconstruction design and geotechnical services. These projects are included in the 2014 budget, funded by \$1 million AIP allotment. Commissioner Goodman moved and Commissioner Huizenga seconded to approve the Airport Validation Form as presented and authorize the Mayor to sign. Unanimous approval.

John Childs, City Engineer, requested the Airport 5-year contracted Engineer be awarded to Kadrmas, Lee, and Jackson Engineering (KLJ). Requests for Proposals was issued and KLJ was the only response. The FAA requires a 5-year contract for Airport Engineering, to ensure qualified, familiar, and consistent grant compliance. KLJ is the current contracted Engineer and the City has been very pleased with their expertise with the FAA and AIP grant process. Commissioner Goodman moved and Commissioner Huizenga seconded to accept the Engineer proposal and designate KLJ as the 5 year Airport Engineer. Unanimous approval.

Brad Palmer, Utilities Director, presented a request to give the Electric Rate Ordinance effective January 1, 2014 first reading. The Ordinance increases the Electric Rates by 3.75%, which includes the 2% increase related to the funding of the Electrical Infrastructure Improvement Project and 1.75% pass through due to a rate increase from the Missouri River Energy Services power provider. Brad reminded the Commission that the existing rates include a 3.5% increase for flood recovery that was set to expire on December 31, 2013 and this has been extended. The same 3.5% increase will remain in effect for the Water and Wastewater Rates and the Ordinance to extend this will be brought forward next week. Commissioner Huizenga gave first reading to the Electric Rate Ordinance 1724 AN ORDINANCE AMENDING SECTIONS 4-2-402 OF ORDINANCE 1265 IN REVISION OF ORDINANCES OF THE CITY OF PIERRE, SD, AS AMENDED, RELATING TO ELECTRIC SERVICE CHARGES AND RATES.

Brad Palmer, Utilities Director, presented the Snow Route process. A copy of the City's snow routes will be mailed with the November utility bills and is also available on the City's web site.

Commissioner Goodman explained that the Deer Management Task Force met on November 7 and considered the counts of deer, number of deer related accidents within the City, and reported property damage and decided to request a harvest of 20 antlerless deer from the SD Department of Game, Fish, and Parks. The Task Force also decided to work with Sportsman Against Hunger this year and donate all deer to the Pierre/Ft. Pierre Food Pantry. In prior years citizens could call in to get on the list for a deer, but this year all deer will be donated to the Food Pantry. Commissioner Huizenga explained that he received a comment from Mike Farris, who was unable to attend the meeting, indicating he is not in favor of the harvest. Commissioner Goodman commented that she appreciates the comment and indicated that the Task Force does not take the decision lightly and considers all available information and has a thorough discussion before a decision is agreed upon. Commissioner Goodman moved and Commissioner Mehlhaff seconded to accept the recommendation from the Deer Management Task Force to request a kill permit for 20 antlerless deer from SDGFP and work with Sportsman Against Hunger to donate all deer to the Pierre/Ft. Pierre Food Pantry. Unanimous approval.

Twila Hight, Finance Officer, presented Ordinance 1727 a 2013 Budget Supplement to add expenditure authority for the recent Electric Land purchase for \$350,000 using designated electric reserves. Commissioner Huizenga gave first reading to Ordinance 1727 AN ORDINANCE ENTITLED AN APPROPRIATION ORDINANCE SUPPLEMENTAL TO ORDINANCE 1709, THE 2013 ANNUAL APPROPRIATION ORDINANCE, TO APPROPRIATE FUNDS FOR NECESSARY FUNCTIONS OF GOVERNMENT FOR WHICH NO APPROPRIATIONS OR INSUFFICIENT APPROPRIATIONS WERE PROVIDED.

Mayor Gill explained that Christmas Eve and New Year's Eve both fall on a Tuesday. In past years, the Commission has traditionally not held a meeting between Christmas and New Year's. Gill proposed to again not hold a meeting between the two holidays and to move the Christmas Eve meeting to Monday night instead, to allow City Commission and staff time with their families for the Holidays. Mayor Gill moved and Commissioner Mehlhaff seconded to hold City Commission Meeting on Monday December 23rd rather than Tuesday December 24th and cancel the meeting on December 31st. Unanimous approval.

Commissioner Huizenga moved and Commissioner Harding seconded to adjourn for Executive Session for Legal Issues under SDCL 1-25-2 (3). 7:30 pm. Unanimous approval.

Commissioner Goodman moved and Commissioner Huizenga seconded to reconvene. Unanimous approval.

Commissioner Mehlhaff moved and Commissioner Harding seconded to adjourn. 7:50pm Unanimous approval.

Twila Hight
Finance Officer

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