

**CITY OF FREEMAN
CITY COUNCIL | REGULAR SESSION
TUESDAY, JANUARY 24, 2023
6:30 P.M. | CITY HALL COUNCIL CHAMBERS
AGENDA**

ROLL CALL

MINUTES OF JANUARY 10, 2023 REGULAR MEETING

VOUCHERS

PUBLIC INPUT

GOLF COURSE EQUIPMENT

HAY BIDS

TRAFFIC SIGN GRANTS

EMPLOYEE HANDBOOK CHANGES

DEVELOPMENT & MARKETING REPORT

OTHER BUSINESS

NEXT MEETING DATE – TUESDAY, FEBRUARY 7, 2023 @ 6:30 PM

EXECUTIVE SESSION PURSUANT TO SDCL 1-25-2(1) – PERSONNEL

ADJOURN

**This meeting will be livestreamed via the link posted in the “Government” section at
CityofFreeman.org & on Golden West Cable channel 90.**

Council Minutes
Regular Session
Tuesday, January 10, 2023

The Freeman City Council met in regular session on Tuesday, January 10, 2023 at 6:30 pm at City Hall in Freeman. Mayor Michael Walter called the meeting to order and the following members were present: Charles Gering, Blaine Saarie, Tabitha Schoenwald, Clifford Tjaden, Elizabeth Waltner and Steve Waltner. Also attending were Finance Officer Lisa Edelman, Jeremy Waltner from the Courier, Duane Walters, Carol Eisenbeis, Scott Brewer, Jeff Buechler.

Minutes

S. Waltner moved to accept the minutes of the December 20, 2022 regular meeting as presented. Saarie seconded the motion. All votes aye.

Vouchers

Tjaden moved to approve the vouchers listed below. Gering seconded the motion. Roll call: All votes aye.

PAYROLL – FINANCE	4203.86	FENSEL’S ELECTRIC, supplies	99.35
PAYROLL – MARKETING	4944.62	FREEMAN SHOPPING CENTER, supplies	128.50
PAYROLL – POLICE	13082.44	GOLDEN WEST, telephone service	966.09
PAYROLL – FIRE	1419.12	JP COOKE, tags	83.95
PAYROLL – PUBLIC SAFETY	96.68	JUNIOR LIBRARY GUILD, books	1088.64
PAYROLL – STREETS	163.10	KOERNER CONSTRUCTION, haul snow	1403.06
PAYROLL – SEWER	3658.79	MAGAZINE SUBSCRIPTION SERVICE	489.57
PAYROLL – REFUSE	4502.88	MATHESON, ambulance supplies	78.29
PAYROLL – RECYCLE	4461.46	MIDWEST ALARM, quarterly fee	125.17
PAYROLL – WATER	10008.72	MIKE HARTMAN, refund	34.25
PAYROLL – AMBULANCE	8408.64	MR G’S, repair	473.00
PAYROLL – PARK/POOL	272.62	NAPA, supplies	242.72
PAYROLL – GOLF COURSE	5233.98	NORTHWESTERN ENERGY, electric & gas	8407.87
PAYROLL – LIBRARY	9444.90	PITNEY BOWES, postage	604.50
PAYROLL – COMMUNITY CENTER	522.00	PLUNKETT’S pest control	95.70
PAYROLL – ECONOMIC DEVELOPMENT	1000.00	R & R PRODUCTS, repair	278.81
MERCHANTS STATE BANK, 941 deposit	13901.44	RITEWAY, utility bill cards	550.08
SD RETIREMENT	7345.12	SCOTT BREWER, postage	25.50
ACH FEES, payroll & utilities	30.00	SD DEPT OF AG & NATURAL RESOURCES	1500.00
APPEARA, rugs	113.06	SD DEPT OF HEALTH, testing	90.00
BOOK SYSTEMS, subscription renewal	1190.00	SD DEPT OF REVENUE, sales tax	1024.08
B-Y WATER, water purchase	4996.52	SECOND CENTURY PUBLISHING	1008.26
B-Y WATER INTEREST	3168.00	SIOUX INTERNATIONAL, repair	1773.15
C & B OPERATIONS, repair	3082.90	SOUTHEASTERN ELECTRIC, electric	2527.42
CHS, fuel	1995.01	SQUARE, monthly subscription	35.00
CITY OF FREEMAN, utilities	44.00	STERN OIL COMPANY, fuel	1391.25
CITY OF MITCHELL LANDFILL, garbage fees	3071.04	TOTAL STOP, fuel	914.26
DAKOTA PUMP, repair	2763.04	US POST OFFICE, box rent	108.00
DISTRICT III, annual dues	2519.00	VERIZON, police cell phone	93.62

VOUCHERS	69859.22
SALARIES	71423.81
TOTAL VOUCHERS & SALARIES	141283.03

Financial Report

Saarie moved to approve the financial report as presented. Tjaden seconded the motion. Roll call: all votes aye.

Sale of Municipal Property

Jeff Buechler representing the Freeman Community Development Corporation informed the group that there was a party interested in the elevator lot property. Saarie moved to sell the elevator property to the Freeman Community Development Corporation for \$13,000.00. Tjaden seconded the motion. Roll call aye votes: Saarie, Schoenwald, Tjaden, E. Waltner and S. Waltner. No votes: Gering. Motion carries 5-1.

Vetoed Police Cell Phone Resolution

Mayor Walter vetoed the motion to allow the police department to switch the police cell phones to AT & T because it was not listed on the agenda and no information was given to the council. Chief Brewer presented a quote from First Net explaining the features and costs for the police cell phones. Saarie moved to change the police cell phones to the First Net plan. E. Waltner seconded the motion. Roll call: all votes aye.

Joint Election Agreement

S. Waltner moved to enter into an agreement with the Freeman School District 33-1 to hold a joint election on April 11, 2023 if needed, per agreement. Saarie seconded the motion. Roll call: all votes aye.

Appoint Library Board Members

E. Waltner moved to appoint Nikki Tietje and Ashley Holzwarth as trustees for the Freeman Public Library. S. Waltner seconded the motion. All votes aye.

Other Business

Gering: Requested that residents shovel out the fire hydrants near their property.

Schoenwald: Asked about snow gates for the plows. It was stated that snow plows only work for 3-6 inches of snow and can only be used on the maintainer. The City of Freeman uses a snow plow to clear the residential areas because they need to get the roads opened quickly.

Saarie: Reminded residents that they cannot blow snow into the street from their sidewalks or driveway.

Brewer: Informed the council that the new police and street vehicles should be delivered by February.

Walters: Informed the council that the water tower computer panel quit working Friday evening and a temporary fix was made on Saturday. Dakota Pump will be in town later this week to evaluate the panel and give a price for the repair. He also wanted to update the council that Main Street was closed during snow removal because the pile was too big for the drivers to safely remove the snow with other vehicles traveling in that area.

Next Meeting Date

The next meeting of the Freeman City Council will take place on Tuesday, January 24, 2022 at 6:30 pm.

Executive Session

S. Waltner moved to go into Executive Session at 7:00 pm pursuant to SDCL 1-25-2(1) personnel. E. Waltner seconded the motion. All votes aye.

S. Waltner declared out of executive session at 7:34 pm.

Adjournment

Saarie moved to adjourn at 7:34 pm. Tjaden seconded motion. All votes aye.

Lisa Edelman, Finance Officer

Michael Walter, Mayor

Golf Course Equipment Inventory

Year	Make	Model	Type	Remarks
1990	Cushman	Truckster	Utility	Broke Down - Needs Motor and Transmission - limited parts available
2012	Cushman	Truckster	Sprayer	
2019	Dakota	Turf Tender 410	Top Dresser\Sander	
2010	JD	2500 E	Greens Mower	Needs new cutting heads - \$12,500
2011	JD	1500	Fairway Mower	
2004	Toro	Reelmaster 5200 D	Fairway Mower	Driving Range and rough around Fairways and Greens
1991	JD	970	Tractor	
1990	Jacsonson	Greens King IV	Tee & Collar Mower	
2010	JD	1434	Rough Mower	Surplus from City
2013	JD	1434	Rough Mower\Cab	Surplus from City - Limited Capabilites
1984	Jacobson	Turf Cat	Rough Mower	Broke Down - Can't find parts
1980	Jacobson		Verta Cutter	
1979	Jacobson		Roller	



Sign Solutions

USA

2501 8th Ave NW, West Fargo, ND 58078 * PO Box 1408, Fargo, ND 58107-1408

844-303-3531 * Office: 701-237-1255 * Fax: 701-293-7811

Email: sales@signsolutionsusa.com * Website: www.signsolutionsusa.com

QUOTE # 7004

QUOTE DATE 01/13/2023

Bill to:

City of Freeman
PO Box 178
Freeman, SD 57029

Ship to:

Scott Brewer
City of Freeman
185 E 3rd ST
Freeman, SD 57029
605.925.7127
FOB Terms: FOB Destination - Prepay & Add

Cust #	Customer PO #	Requested By	Awarded Date	Exp. Ship Date	Salesperson	Job Assigned	Terms
127263		Scott Brewer		02/10/2023	Justin Ward		Due Upon Completion

Line	Material	Description	Weight	Quantity	Unit Price	Amount
1	81146	DG3 .080 30" X 30" Standard Sign - W11-2 // Ped Crossing // DG3-FLUOR FL Yellow/Green 4083 // Federal	47.64	6.00 EA	\$71.46666	\$428.80
2	99540	Shipping & Handling	0.00	1.00 EA	\$82.57500	\$82.58
Total Weight			47.64			
Sales Tax						\$33.25
Total Quote						\$544.63

Notes:

Authorized Signature: _____

Date: _____

Customer Ref/PO #: _____

Freight Guidelines for enclosed truck, van or anything else that is not a flat bed:

Bundles

- One to a max of 4 bundles (25 ea.) no more than 14ft in length, or a max of 4500lbs total weight. Any shipments exceeding these guidelines must ship on flat bed.

Pallets

- Any number of pallets in a enclosed trailer if total quantity falls within size and weight of carrier's guidelines.

Material only sale. All orders and sales are final. Unless otherwise specified above, payment due upon receipt of material. For special order items, unless otherwise specified above, payment due prior to ordering. Unless otherwise specified above, all material FOB the Sign Solutions USA, LLC office providing this Quote. This Quote is valid for 15 days unless otherwise specified above. Acceptance of the material specified in this Quote constitutes acceptance of the terms in this Quote, regardless of signature. In the event of any conflict between the terms of this Quote and any purchase order or other agreement with the Purchaser, the terms of this Quote will govern. This Quote is made effective as of the date issued, sets forth the goods, supplies or materials to be provided by Sign Solutions USA, LLC and is further subject to the terms and conditions detailed at <https://www.signsolutionsusa.com/terms-and-conditions/>, which are incorporated herein by reference.

SOUTH DAKOTA MUNICIPAL STREET MAINTENANCE ASSOCIATION

— An Affiliate of the South Dakota Municipal League —

Traffic Control Device Grant Application

Name: Scott Brewer

Title: Chief of Police

Email Address: scott@cityoffreeman.org

Mailing address: 185 E. 3rd St. Freeman, SD 57029

Municipality: City of Freeman

Provide a description of what type of Traffic Control Device you are purchasing.

30x30 Pedistrian Crossing Signs Fluorescent Yello/Green

Provide an explanation for the need for the device in your community.

I am requesting the above traffic control signs for the crosswalks located near the Freeman High School and the Freeman Academy.

The City of Freeman also has a crosswalk at 6th and Wipf St. which is used for school kids and the community for our walkers and

runners that exercise through the City.

Estimate of Traffic Control Device expense:

\$ <u>544.63</u>	Traffic Control Device
\$ _____	Other: _____
\$ _____	Total

Applicant must be a member of the South Dakota Municipal Street Maintenance Association.

SDMSMA will award up to four \$2,500 grants on an annual basis to help offset the cost of Traffic Control Devices. Funds requested for Traffic Control Devices such as speed display units, traffic count units and other flashing warning signs for pedestrians or other uses will be considered. **A letter of approval from your city council or a copy of the meeting minutes demonstrating approval of the purchase of the traffic control device must accompany this application.**

Funds will be paid to Grantees on a reimbursement basis. Grantees are responsible for submitting all receipts to the SDML for reimbursement. All reimbursement costs are subject to SDMSMA board approval.

Please submit the completed application to SDML, 208 Island Drive, Ft. Pierre, SD 57532 or fax to 605-224-8655 no later than **April 1, 2022** to be considered for the grant.



DEVELOPMENT & MARKETING COORDINATOR REPORT FREEMAN CITY COUNCIL | JANUARY 24, 2023

Relaying time-sensitive communication on behalf of the City of Freeman is one of my assigned responsibilities, with a significant amount of information needing to be relayed recently, especially due to weather. I also follow up on and relay communication for the purpose of marketing the Freeman community and addressing economic development opportunities. These are the different platforms that I've utilized since my December report to the council.

- **CITYWIDE TEXT NOTIFICATIONS** – I generate text notifications on behalf of the City of Freeman. I'm also responsible for updating and adding phone numbers to the database as more community residents choose to opt in. I send out confirmation texts as numbers are added and have generated 11 character-limited, citywide texts since my last report.
- **VOICE CALL NOTIFICATIONS** – I also record voice calls for a much smaller group of recipients; I've sent out nine of these notifications within the same time period.
- **"BREAKING NEWS" POSTS ON CITY OF FREEMAN WEBSITE** – Since my last report, I've added 16 news items to the "Breaking News" feed found on our homepage at CityofFreeman.org.
- **CITY OF FREEMAN FACEBOOK PAGE** – This is another place I post time-sensitive information. These Facebook posts are public and can be viewed by all; having a Facebook account is not necessary for viewing the information.
- **COURIER WEBSITE** – We are fortunate to have a local journalist willing and available to partner with us for the purpose of making time-sensitive information available. Courtesy of *The Courier*, you'll find these notices online at FreemanSD.com.
- **KELO TV** – I provide snow emergency details that air as crawls on TV; the same information can also be easily found by accessing the drop-down "Weather" menu at KeloLand.com. To date, only two snow emergencies have been called by our street superintendent.
- **DAKOTA NEWS NOW** – I also submit snow emergency information that is then posted online and also scrolls on KDLT and KSFY TV.
- **HOT COUNTRY 93.1 RADIO** – Every Monday (including holidays), I write a record a new "Hometown Happenings" segment to showcase Freeman. This 2-minute segment is made possible by local sponsors and is also available online throughout the week. You'll find it linked in the "Community" section at CityofFreeman.org.
- **FREEMAN DEVELOPMENT-EXPERIENCE FREEMAN SD FACEBOOK PAGE** – This is a marketing page that I administer for the Freeman Community Development Corporation. Content shared on this Facebook page is public, as well; an account is not required to access the posts.
- **"EXPERIENCE FREEMAN, SD" WEBSITE** – Adding a wealth of calendar items and graphics has been my biggest focus with this relatively new website made possible by FCDC and a local business partner. We are showcasing Freeman as a great place to live, work, and play. Discounts are currently available for posting employment opportunities.
- **"DEALING IN DEVELOPMENT" COLUMN** – My latest column for *The Courier* focused on the need for collaborative efforts to address our community's child care challenge.
- **COURIER PRESS RELEASES** – A local newspaper is a significant economic asset for a community and the marketing exposure provided by a journalist devoted to telling "our" story

should not be underestimated. I frequently provide content to be published, as well as news tips. The most recent press releases I've written appeared in the January 5 Courier; they focused on the Freeman Recycling Center and FCDC's upcoming annual meeting.

- **MITCHELL REPUBLIC** – Erik Kaufman recently visited with me regarding several topics. Information from the interview he did with me about Schmeckfest was included in an article published earlier this month; it was also reprinted in The Courier.
- **VALLEY VIEW GOLF COURSE WEBSITE & FACEBOOK PAGE** – While we are currently in the off-season, there have been some recent opportunities for posting relevant information on Valley View's Facebook page. Our 9-hole golf course receives positive feedback from those who golf there and serves as a tremendous tool for marketing Freeman to guests and future residents.
- **GOLDEN WEST CABLE CHANNEL 90** – I create the content that streams on our local cable channel when the station is not being utilized by Bethany Church, the primary channel-holder. This is a great opportunity for showcasing Freeman with information and photos. Channel 90 airs in multiple communities and we're finding that the content empowers our local viewers to serve as word-of-mouth marketers for the Freeman community. When people have a sense of pride in their community, they become the best ambassadors for encouraging others to visit, shop, and live in Freeman. We also relay the City of Freeman's YouTube channel stream of our council meetings on Channel 90, with Councilor Waltner running the cameras for that purpose.
- **YOUTUBE** – I've created a number of videos both recently and in previous months. Those have aired in various places, but I have been recently started adding them to the Experience Freeman YouTube channel. An online presence is very important and short videos that feature appealing images have been found to play a significant role in marketing and attracting attention to a community.
- **EMAIL** – I serve as a point person for communication relating to the Freeman Community Development Corporation and for the Growth Foundation's Freeman Facelift Grant. I follow up and relay relevant information to various groups and individuals on behalf of those entities.
- **MAILINGS** – Preparing development corporation materials – organization overview, member enrollment form, member listing, and invitations – and mailing them out in advance of FCDC's annual meeting were also among my approved communication tasks in the past month.
- **CONFERENCE** – I recently participated in the SD Governor's Conference on Tourism in Pierre. The conference sessions were outstanding & I was provided with many opportunities to connect with legislators and other economic development professionals. The City of Freeman was recognized at the conclusion of the event when the South Dakota Chislic Festival was honored with the Peter Norbeck Award for Excellence in Tourism Innovation. Congratulations to the festival for their ongoing efforts in developing the festival and attracting guests to Freeman!
- **PROFESSIONAL ORGANIZATIONS** – Ongoing communication with representatives from the SD Economic Development Professionals Association, SD Governor's Office of Economic Development, District III, and Dakota Resources is a vital aspect of what I do for the purpose of keeping up-to-date with regard to available economic opportunities. The South Dakota legislature is currently in session; consequently, I'm in communication with our District 19 delegation in Pierre. I attend and provide reports for FCDC meetings, participate in Healthy Hometown meetings, and have gathered and submitted the necessary documentation, as approved, for maintaining Freeman's Tree City USA status prior to the year-end deadline.

Respectfully Submitted by Carol J. Eisenbeis
Development & Marketing Coordinator | City of Freeman, SD