

**CITY OF FREEMAN
CITY COUNCIL | REGULAR SESSION
TUESDAY, OCTOBER 17, 2023
6:30 P.M. | CITY HALL COUNCIL CHAMBERS
AGENDA**

ROLL CALL

MINUTES OF OCTOBER 3, 2023 REGULAR MEETING

VOUCHERS

PUBLIC INPUT

QUONSET RENTAL

WATER RATES

DEVELOPMENT & MARKETING REPORT

OTHER BUSINESS

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

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

EXECUTIVE SESSION PURSUANT TO SDCL 1-25-2(4) – CONTRACT NEGOTIATION

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, October 3, 2023

The Freeman City Council met in regular session on Tuesday, October 3, 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 Carol Eisenbeis, Police Chief Jonathan Slevin and Duane Walters.

Minutes

S. Waltner moved to accept the minutes of the September 19, 2023 regular meeting as presented. Saarie seconded the motion. All votes aye.

Vouchers

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

PAYROLL – FINANCE	2819.24	FREEMAN LUMBER, supplies	505.46
PAYROLL – MARKETING	3541.46	GOLDEN WEST, telephone service	1332.26
PAYROLL – POLICE	10090.77	HUTCHINSON COUNTY TREASURER, plates	53.40
PAYROLL – PUBLIC SAFETY	93.47	JAMBOREE, supplies	221.39
PAYROLL – STREETS	2206.20	JH DIESEL, repair	384.99
PAYROLL – SEWER	5935.23	JOHNSON BROTHERS, liquor	387.44
PAYROLL – REFUSE	5294.36	KLEINSASSER’S, repair	356.16
PAYROLL – RECYCLE	3084.34	LESLIE KEIERLEBER, cleaning	700.00
PAYROLL – WATER	6185.22	MATHESON, amb supplies	83.35
PAYROLL – AMBULANCE	2920.75	MCLEOD’S PRINTING, bill cards	1095.30
PAYROLL – PARK/POOL	1330.83	MR G’S, repair	220.00
PAYROLL – GOLF COURSE	13381.33	NORTHWESTERN ENERGY, electric & gas	8471.05
PAYROLL – LIBRARY	6887.78	ONTIME TELECOM, text notifications	1565.89
MERCHANTS STATE BANK, 941 deposit	12138.56	PITNEY BOWES, postage	560.00
ACH FEES, payroll & utilities	30.00	PITNEY BOWES, supplies	210.07
APPEARA, rugs	116.76	PORTA PROS, portable toilet rental	155.00
BEAL, beer	185.00	SAARIE AUTO BODY, repair	336.02
B-Y WATER, water purchase	8357.32	SANITATION PRODUCTS, repair	27.45
B-Y WATER INTEREST	3168.00	SD DEPT OF HEALTH, testing	543.00
C & B OPERATIONS, repair	415.93	SD DEPT OF PUBLIC SAFETY, license renew	231.00
CARDMEMBER SERVICES, supplies	1527.90	SD DEPT OF REVENUE, sales tax	3497.86
CHS, fuel	3729.05	SECOND CENTURY PRINTING, publishing	1006.29
CITY OF FREEMAN, utilities	44.00	SIOUX INTERNATIONAL, repair	898.93
CITY OF MITCHELL LANDFILL, garbage fees	3760.32	SITE ONE, repair	353.96
CMC EXCAVATION, water leak repair	1594.65	SOUTHEASTERN ELECTRIC, electric	2270.88
DAKOTA BEVERAGE, beer	111.30	SQUARE, monthly subscription	35.00
DELL MARKETING, police computer	3718.86	STERN OIL COMPANY, fuel	774.91
EMERGENCY MEDICAL PRODUCTS, supplies	148.48	USA BLUEBOOK, supplies	71.33
FINK LAW OFFICE, legal	45.00	VAN WALL EQUIPMENT, repair	237.30

FIRST NET, police cell phone	106.72	WEIDENBACH CONSTRUCTION, concrete	256.50
		VOUCHERS	66040.04
		SALARIES	63770.98
		TOTAL VOUCHERS & SALARIES	129811.02

Financial Report

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

Hazard Mitigation Plan Letter of Support

John Clem from Planning & Development District III asked the City of Freeman to sign a letter of support for Freeman to participate when Hutchinson County updates its hazard mitigation plan. Gering moved to authorize Mayor Walter to sign a letter of support for the Hutchinson County hazard mitigation plan. S. Waltner seconded the motion. Roll call: all votes aye.

Other Business

Gering: Asked about the cut off light pole at the South end of Main Street.

S. Waltner: Asked if the police were following up on the tree trimming letters that were sent out.

E. Waltner: Stated that the edge along the North side of Lion's Park is very steep. Walters will be working on the ditching and edging in that area soon.

Saarie: Informed the council that the new storage unit is complete and asked about the drainage in that area. Noted that the new Main Street lights are still being adjusted so the light shines brighter along the street than on the sidewalk.

Walters: Stated that the lagoon is drained and Bender's is planning to work over the weekend to get this project completed. Informed the council that the water leak behind the baseball field has been repaired, but they found another leak that will need to be taken care of. Also stated that the garbage truck has been taken to Sioux Falls for repair, but it should not delay this week's garbage service.

Slevin: Informed the group that there has been vandalism in the parks.

Next Meeting Date

The next meeting of the Freeman City Council will take place on Tuesday, October 17, 2023 at 6:30 pm.

Adjournment

Saarie moved to adjourn at 6:50 pm. Tjaden seconded motion. All votes aye.

Lisa Edelman, Finance Officer

Michael Walter, Mayor

Rate History

<u>Ordinance #</u>	<u>First 1000 gallons</u>	<u>1001-499,000 gallons</u>	<u>500,000 & up</u>	<u>Bulk</u>
05-2012	16.00	4.50	2.96	5.00
01-2018	16.00	4.60	3.03	5.00
03-2019	16.25	4.85	3.28	5.00
04-2022	16.25	5.02	3.45	5.00

- There are a total of 619 accounts of which 222 use only minimum.
- Total average gallons used per month 4,803,444 with A.M.P.I. using 1,082,125 per month

Hook-Up Fee

Residential \$500.00

Commercial \$600.00

2023 Revenue and Expense history

<u>Month</u>	<u>Revenue</u>	<u>Expense</u>	<u>Difference</u>
January	21,220.97	19,443.46	+1,777.51
February	23,682.08	80,575.91*	-56893.83
March	25,180.55	18,250.79	+6,929.76
April	21,449.27	18,555.76	+2,893.45
May	32,102.60**	19,389.25	+12,713.08
June	23,837.84	24,662.07	- 824.23
July	38,478.70	35,847.11	+2,631.59
August	28,809.53	21,156.54	+7,652.99
September	31,382.88	21,542.07	+9,840.81

* Water Tower payment

** Reimbursement for damaged fire hydrant

Recommendations:

1. Raise Minimum 2% generating \$201.18 per month increase making the Minimum \$16.58
2. Raise Bulk 20% unknown increase making Bulk \$6.00
3. Raise Residential hook-up fee 20% making residential hook-up fee \$600.00
4. Raise Commercial hook-up fee 33.4% making commercial hook-up fee \$1000.00
5. Sewer Department loans the water department \$50,000 in 2023 to get water back in compliance using the water sales from the contractor well water to pay back sewer.



**DEVELOPMENT & MARKETING REPORT
FOR THE OCTOBER 17, 2023
MEETING OF THE FREEMAN CITY COUNCIL**

<p align="center">CHILDCARE FUNDING OPPORTUNITY</p>	<p>The most urgent and time-sensitive priority right now focuses on a funding opportunity that will be made available to address childcare needs throughout our state. ACCESS TO CHILDCARE IS AN ECONOMIC ISSUE. It plays a direct role in the ability to for businesses to attract and retain workforce and continue to operate; it is an issue that will require responses from multiple stakeholders. Approximately 20 communities will be able to receive up to \$50,000 in the form of a planning grant from the SD Governor's Office of Economic Development; the proposal DEADLINE OF OCTOBER 27 creates a tight timeline and it's recommended that the applications come from community economic development organizations. In order to receive funding, the application must present an innovative way to address the childcare crisis in our community and also include the collaborative involvement of multiple community entities.</p> <p>A second phase of funding is expected to result in just 4 awards of up to \$500,000 for implementation of the INNOVATIVE AND COLLABORATIVE PROPOSALS. One-on-one conversations have been taking place for the purpose of developing strategies; group sessions will be convened in upcoming days. For more details refer to my "Development" column in the October 12 Courier. The \$3 million that has been set aside for these grants will NOT stretch far and by NO means solve childcare crisis. We do, however, have the opportunity for a variety of stakeholders to come together to explore innovative and collaborative solutions for childcare in our community to also include after-school and extended hours care.</p>
<p align="center">HEALTHY HOMETOWN AWARD OF \$5,000</p>	<p>Last week, Freeman was named as a winner of a Healthy Hometown Powered by Wellmark Award for implementation of ongoing practices that promote healthy lifestyles. Freeman's Healthy Hometown Team was launched in 2018 through FCDC. I've participated in each of their meetings since May of 2019 and had the privilege of ACCEPTING THE \$5,000 AWARD at luncheon, along with Councilor Tabitha Schoenwald of Freeman Regional Health Services. The check will be payable to FCDC and used to provide benches or streetscaping elements that would enable people to linger, socialize, and more fully enjoy our recently reconstructed Main Street that now includes other enhanced safety and accessibility features.</p>
<p align="center">DRIVE-THRU HIRING EVENT</p>	<p>A thriving community relies on an adequate workforce. By the time this council meeting is held, Freeman's first-ever Drive-Thru Hiring Event will have taken place. Hosted by FCDC and the SD Department of Labor and Regulation in the Freeman Shopping Center parking lot on Oct. 16, the event allows interested individuals to drive through to pick up a bag of employment opportunities currently available in our community. I've invested a lot of time in ongoing communication with Freeman businesses in the process of facilitating their presence in this event in the form of flyers listing open positions. A total of 23 FREEMAN BUSINESSES and MORE THAN 60 LOCAL EMPLOYMENT OPPORTUNITIES will be featured.</p>
<p align="center">BUSINESS SPOTLIGHT FEATURES</p>	<p>Every week, I schedule times to meet with representatives from two local FCDC-member businesses for the purpose of providing the content for the FCDC Spotlight ads that have been appearing in each issue of The Courier. I take photos of the representatives, conduct a brief interview, summarize the content, and provide drafts of matching lengths to the representatives before submitting the photos and copy to The Courier in advance of the Monday noon deadline. My 51ST & 52ND SPOTLIGHTS are currently in the works!</p>
<p align="center">ECONOMIC DEVELOPMENT CONFERENCE</p>	<p>As a member of the SD ECONOMIC DEVELOPMENT PROFESSIONALS ASSOCIATION, I had the privilege of attending their annual conference held in Brookings last month. The membership and conference costs were paid for by FCDC and the conference was filled with valuable and inspiring content. Highlights included the opportunity to hear how communities and business owners have managed to revitalize and develop rundown and unoccupied buildings, effective strategies used to recruit workforce, updates on the childcare crisis, advice for communicating with legislators, an inspiring message about making a difference by Coach John Stiegelmeier, and myths dispelled in a keynote address by SD Secretary of Labor and Regulation Marcia Hultman.</p>
<p align="center">HOMETOWN HAPPENINGS</p>	<p>Every Monday – whether it's a holiday, a vacation day, or a regular business day - I write and record a segment that notes Freeman happenings. It airs twice that day on HOT COUNTRY 93.1 RADIO & is archived online.</p>
<p align="center">WEBSITES</p>	<p>Finance officer Lisa Edelman and I have done a number of updates on the CITY OF FREEMAN'S WEBSITE in the past month. Lisa's work has focused on the "Government Documents" section and I've made employment updates and posted 6 "Breaking News" items since my last report. Lisa updates The Fringe menu items on the GOLF FREEMAN, SD WEBSITE. For me, the biggest time commitment related to websites involves continually adding to and updating the detailed and interactive "Calendar" feature on the EXPERIENCE FREEMAN, SD WEBSITE. I also approve employment listings and write blog entries, as time allows.</p>

SOCIAL MEDIA	I create and share timely content, including photography and graphics for 3 FACEBOOK PAGES : City of Freeman, Freeman Development-Experience Freeman, and Valley View Golf Course-Freeman, SD.
GOLDEN WEST CABLE CHANNEL 90	I prepare the content that streams on our local cable channel when Bethany Church – the main channel holder – is not streaming content. We've had some technical difficulties in the past month, MOST of which have resolved. On channel 90, I display many of the EVENT GRAPHICS that I've already prepared for our online Experience Freeman calendar and for social media posts. I also prepare VISUAL CONTENT that showcases the many positive aspects we enjoy here in our community as a form of indirect marketing.
TEXT NOTIFICATION SERVICE	Since my last council report just less than a month ago, I've generated and sent a total of 9 TEXT NOTIFICATIONS ; 3 were city-wide notices, 4 were specific to the golf course, and 2 were groups of confirmation texts in response to new opt-ins. Once Becca Albrecht becomes acclimated to more of her primary responsibilities, the plan is to train and turn over the data entry aspects of the system (i.e. adding new phone numbers) to her, as they are of a clerical nature.
PRESS RELEASES & ADS	I routinely write press releases that appear in THE COURIER . I also create ads for a variety of events hosted by FCDC and provide those to The Courier and AREA WIDE CONNECTION .
HALLOWEEN PASSPORT EVENT	FCDC is again sponsoring a HALLOWEEN PASSPORT Event for kids on October 31 and I've been finalizing arrangements, communication, and advertising for that. The event will run from 3:30-5:45 PM, with all participating business either staying open until 5:45 or having a volunteer available to hand out treats and stamp passports until then. A consistent timeframe for all participating businesses is being implemented at the request of parents. Completed passports are to be left at the Vintage Vault by 6 PM. A drawing will result in five children each winning \$10 of Freeman Bucks.
FREEMAN BUCKS REBRAND	FREEMAN BUCKS now have a new look and a clearly marked expiration date. They feature the color gray, rather than gold, and can be purchased at Merchants State Bank in \$5 and \$20 increments. Made possible by FCDC, I've had new placards printed and laminated for all Freeman businesses to display; but haven't yet had the opportunity to distribute them.
VOLUNTEER AWARDS	FCDC's Healthy Hometown Team would like to RECOGNIZE COMMUNITY VOLUNTEERS at FCDC's annual meeting in February. They asked me to search out what other communities and organizations have done to recognize volunteers and put together a plan for criteria and nominations. I've done research and created documents that have been approved by the Hometown Team. Details will roll out in November, with nominations accepted through mid-December.
HOMETOWN CHRISTMAS	FCDC will again host a HOMETOWN CHRISTMAS Event at the Freeman Community Center. It will be held on Thursday, November 30 from 5-7:30 PM. Vendor participation will be headed up by Malynnda Penner and I will be relaying communication and preparing advertising and updated BINGO materials for the event.
WEBINARS & RESOURCES	I've participated in several webinars in the past month, with the most recent hosted by the GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT . I relay webinar invitations and resources provided by a variety of entities, including BETTER CULTURE and the SD RETAILERS ASSOCIATION . FCDC holds memberships with both of those organizations for the purpose of providing support to local businesses. Better Culture has provided access to an assortment of valuable resources designed to help businesses recruit, develop, and retain workforce.
TWO MONTHLY REPORTS	In addition to preparing and presenting a written REPORT TO THE COUNCIL for the second meeting of every month, I also follow-through with the requirement to prepare a separate FCDC REPORT that is sent to all member representatives in advance of FCDC meetings that take place on the first Monday of each month, with my most recent report provided for their Oct. 2 meeting.
SOUTH DAKOTA TOURISM	I'm in the process of formalizing the annual "Experience Freeman, SD" advertising plans for various SD TOURISM PUBLICATIONS on behalf of and with approval from FCDC.
TRANSIT SERVICE	I serve as the FREEMAN COMMUNITY TRANSIT'S representative as a member of the Brookings Area Transit Authority BOARD OF DIRECTORS . I participate in monthly board meetings via Zoom and serve as a liaison and advocate for our local transit service.
HOUSING	Our three local realtors have listed the WESTWARD VIEW properties and will equally split commissions of future sales. I field inquiries about available properties, remain in communication with realtors, and post information on social media. Lot sale revenue benefits the city, FCDC, and the community as a whole. I have not, however, been approved to spend any FCDC money on advertising; for that reason Experience Freeman social media posts have a limited reach.
CONFIDENTIAL & BEHIND-THE-SCENES	In addition to the work that I'm able to report on, I'm also involved in a variety of behind-the-scenes processes related to various aspects of development in the Freeman community, much of which is confidential. Not all of the work I do can or does take place in the office; a variety of ongoing processes regularly require off-site and/or after-hours for MEETINGS, PHONE CALLS, OR COMMUNICATION in addition to my time in the office.
CITY HALL COVERAGE	I have been providing front office coverage at City Hall, as needed, especially as we've been short-staffed for multiple months. I am so pleased that having BECCA ALBRECHT HERE FULL-TIME should now make it easier for me to tend to responsibilities directly related to my role without needing to first ensuring that the front office can be staffed.
SIGNAGE	Favorable comments about the KIOSKS installed near the Swimming Pool Park picnic shelters and City of Freeman Campground continue to be heard. The fact that they are well-lit at night is positive feature often noted. FCDC and the City of Freeman funded the purchase of the kiosks that arrived in February of 2022; installation took place in May of this year. We continue to await installation of SIGNAGE TO ALERT MOTORISTS TO SLOW THEIR SPEED FOR WHEELCHAIR TRAFFIC along one block of Albert Street where two wheelchair-bound youth reside. An initial request for signage was made in 2021, with additional follow-up in February of 2022. To officially expedite the installation of the signs, on June 20, 2023, the council directed the city's street team to install the signs (motion by Saarie, second by Tjaden).

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