

**CITY OF FREEMAN  
CITY COUNCIL | REGULAR SESSION  
TUESDAY, NOVEMBER 21, 2023  
6:30 P.M. | CITY HALL COUNCIL CHAMBERS  
AGENDA**

**ROLL CALL**

**MINUTES OF NOVEMBER 7, 2023 REGULAR MEETING**

**VOUCHERS**

**PUBLIC INPUT**

**2<sup>ND</sup> READING ORDINANCE 2023-07 – WATER RATES**

**2<sup>ND</sup> READING ORDINANCE 2023-08 – SUPPLEMENTAL BUDGET**

**RUBBLE SITE ELECTRICITY**

**DEVELOPMENT & MARKETING REPORT**

**OTHER BUSINESS**

**NEXT MEETING DATE – TUESDAY, DECEMBER 5, 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, November 7, 2023**

The Freeman City Council met in regular session on Tuesday, November 7, 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, LeAnn Kaufman and Duane Walters.

**Minutes**

S. Waltner moved to accept the minutes of the October 17, 2023 regular meeting as presented. E. Waltner 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 – COUNCIL	6960.00	JAMBOREE, supplies	202.88
PAYROLL – FINANCE	2819.24	JH DIESEL, repair	1677.59
PAYROLL – MARKETING	3541.46	KLEINSASSER'S, repair	3625.96
PAYROLL – POLICE	9794.41	KNODEL CONTRACTORS, gravel	777.89
PAYROLL – PUBLIC SAFETY	134.08	KRIPPNER CUSTOM PUMPING, lagoon	1875.00
PAYROLL – STREETS	2086.31	LAWNS UNLIMITED, fertilizer	535.00
PAYROLL – SEWER	5618.89	LESLIE KEIERLEBER, cleaning	890.00
PAYROLL – REFUSE	4964.81	MATHESON, amb supplies	85.73
PAYROLL – RECYCLE	2199.69	M C & R POOLS, winterize pool	1280.04
PAYROLL – WATER	5788.51	MR G'S, repair	134.90
PAYROLL – AMBULANCE	2808.47	NAPA, repair	8.99
PAYROLL – PARK/POOL	1244.13	NORTHWESTERN ENERGY, electric & gas	7206.33
PAYROLL – GOLF COURSE	11810.54	PERFORMANCE FOOD SERVICE, resale	1380.81
PAYROLL – LIBRARY	7093.44	PITNEY BOWES, postage	300.00
PAYROLL – ECONOMIC DEVELOPMENT	220.00	PITNEY BOWES, lease	165.54
MERCHANTS STATE BANK, 941 deposit	12342.04	PLUNKETT'S, pest control	99.53
ACH FEES, payroll & utilities	30.00	PRINTED IMPRESSIONS, advertising	130.00
APPEARA, rugs	116.76	RURAL MFG, repair	29.34
AVERA OCCUPATIONAL, DOT testing	108.50	SAARIE AUTO BODY, repair	1022.74
BANYON DATA SYSTEMS, annual support	3600.00	SANITATION PRODUCTS, repair	2279.11
BARNES & NOBLE, library books	105.53	SD DEPT OF HEALTH, testing	256.00
B-Y WATER, water purchase	6319.95	SD DEPT OF PUBLIC SAFETY, license renew	88.00
B-Y WATER INTEREST	3168.00	SD DEPT OF REVENUE, sales tax	2759.92
C & B OPERATIONS, repair	2052.97	SDGA, membership	25.00
CARDMEMBER SERVICES, supplies	908.41	SDML, annual dues	1574.27
CHS, fuel	1899.23	SECOND CENTURY PRINTING, publishing	323.81
CITY OF FREEMAN, utilities	44.00	SIOUX INTERNATIONAL, repair	436.35
CITY OF MITCHELL LANDFILL, garbage fees	3744.48	SOUTHEASTERN ELECTRIC, electric	2927.38
CMC EXCAVATION, repair	6494.09	SPECIALTY AUTOMOTIVE, repair	212.64
CORE & MAIN, annual support	16858.20	SQUARE, monthly subscription	35.00

DOUBLE H PAVING, asphalt	161078.92	STAN HOUSTON CO, rental	600.00
EDWARDS TREE SERVICE, tree trimming	1375.00	STERN OIL COMPANY, fuel	1344.70
FINK LAW OFFICE, legal	165.58	TOTAL STOP, fuel	2604.77
FIRST NET, police cell phone	107.06	TWISTED METAL GARAGE, repair	125.00
FREEMAN SHOPPING CENTER, resale	1150.41	VAN DIEST SUPPLY, mosquito spray	2041.88
GOLDEN WEST, telephone service	1316.67		
		VOUCHERS	262047.90
		SALARIES	67083.98
		TOTAL VOUCHERS & SALARIES	329131.88

## Financial Report

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

## Banking Access

Saarie moved to approve the following banking access levels for the City of Freeman. E. Waltner seconded the motion. Roll call: all votes aye.

Mayor – signer, balance inquiry and statements

President – signer

Finance Officer – signer, balance inquiry, statements, internet banking access, initiate ACH files

Administrative Assistant – signer, initiate ACH files

## Retirements

Gering moved to acknowledge the retirements of John Butkus effective November 1, 2023 and Carol Eisenbeis effective December 29, 2023. E. Waltner seconded the motion. Roll call: all votes aye.

The council thanked John and Carol for their years of service.

Schoenwald moved to advertise for a development & marketing coordinator. Saarie seconded the motion. Roll call: all votes aye.

E. Waltner moved to advertise for a greenskeeper for the golf course. Saarie seconded the motion. Roll call: all votes aye.

## Copier Purchase

S. Waltner moved to purchase a new Toshiba copier in the amount of \$3798.45 for City Hall and include the maintenance agreement with A & B Business Solutions. Saarie seconded the motion. Roll call: all votes aye.

## Conference Request Form

Saarie moved to approve the conference request form as presented. Tjaden seconded the motion. Roll call: all votes aye. This new form will be added to the personnel handbook documents.

## Sewer Rates

Edelman presented 2 requests to reduce sewer rates for October due to lawn watering. Saarie moved to adjust the sewer rate for Peg Waltner to \$16.00 and Priscilla Hofer to \$93.10 based on their winter average due to lawn watering in October. Schoenwald seconded the motion. Roll call: all votes aye.

### **1<sup>st</sup> Reading Ordinance 2023-07 – Water Rates**

Council gave 1<sup>st</sup> reading to Ordinance 2023-07 to amend the water rates ordinance.

### **1<sup>st</sup> Reading Ordinance 2023-08 – Supplemental Budget**

Council gave 1<sup>st</sup> reading to Ordinance 2023-08 to supplement the street, police, fire, golf, library, economic development, debt service departments and water fund.

### **Alcohol License Renewals**

Saarie moved to approve the off-sale liquor license for Freeman Shopping Center, the on-sale/off-sale wine license for Dollar General, the on-sale liquor license for Hootz, the off-sale liquor license for Hootz, the off-sale liquor license for Casey's and the on-sale liquor license for Valley View Golf Course for 2024.

E. Waltner seconded the motion. Roll call: all votes aye.

### **Other Business**

Tjaden: Asked about the definition of a front yard. He suggested that the fence ordinance be changed to allow a conditional use or variance.

Schoenwald: Asked about the sign project completion process. Walters stated that some signs could be consolidated once the State inspector says the project is complete. Asked the police chief to address the residents on his videos regarding the no U-turn signs on Main Street.

S. Waltner: Informed the group that the rubble site shed that was ordered is not available, so another shed will be ordered and delivered. He asked if power should be run to put heat and electricity in the shed.

E. Waltner: Advised that the library will be changing the hours starting in 2024 to 10 am to 5:30 pm Monday, Tuesday, Wednesday and Friday, 10 am to 7 pm Thursday and 10 am to 1 pm Saturday. They will also reduce the drivers license renewals to once a month due to decreased appointments. She stated that the golf course is continuing to work to keep expenses down.

Saarie: Informed the council that the sidewalks that need repair from the Main Street project will not get fixed until next summer. Updated the group on the salt containment for the street department, cement blocks will be used this winter and a roof will need to be added next summer.

Walters: Updated the council on the lagoon repair process. Due to the colder temps, the remaining work will need to be completed next year.

### **Next Meeting Date**

The next meeting of the Freeman City Council will take place on Tuesday, November 21, 2023 at 6:30 pm.

### **Executive Session**

S. Waltner moved to go into Executive Session at 7:41 pm pursuant to SDCL 1-25-2(1) personnel and SDCL 1-25-2(4) contract negotiation. Saarie seconded the motion. All votes aye.

S. Waltner declared out of executive session at 8:05 pm.

### **Adjournment**

Tjaden moved to adjourn at 8:05 pm. Saarie seconded motion. All votes aye.



# ORDINANCE 2023-07

## AN ORDINANCE AMENDING SECTION 9.0112

BE IT ORDAINED BY THE CITY OF FREEMAN, HUTCHINSON COUNTY, SOUTH DAKOTA, THAT TITLE 9, SECTION 9.0112 - BE AMENDED TO READ AS FOLLOWS:

### 9.0112 Water Rates

Effective January 1, 2024, the rates for the City water sold or furnished by the City of Freeman shall be increased from the previous rates as adopted in Ordinance #2020-4 and thereafter revised at the following monthly rates, to wit:

1. For any amount up to 1,000 gallons, the sum of \$17.25 per month which shall be the minimum charge; provided however that users who are certified to be a recipient of fuel assistance under the Low-Income Energy Assistance Program (LIEAP) shall after application to the Municipal Finance Officer pay a monthly minimum charge of \$10.25 for the first 1,000 gallons;
2. From 1,000 gallons to 499,999 gallons per month, the sum of \$5.12 per 1,000 gallons together with the above rate;
3. For usage of 500,000 gallons and over per month, the sum of \$3.55 per 1,000 gallons, which rate shall be for all gallons used, and not cumulative with the above rates.

The City Council is authorized to make special rates with consumers using an extra-large amount of water for commercial purposes; also, to builders and contractors for water used during the construction of buildings and other projects.

The charge for water loaded into tanks or other containers at the water plant or any other authorized place shall be \$6.50 per 1,000 gallons.

The City Council may adjust any of the rates in this Section from time to time by resolution.

Dates this 21<sup>st</sup> day of November, 2023.

\_\_\_\_\_  
Blaine Saarie, President

(SEAL)

ATTEST:

\_\_\_\_\_  
Lisa Edelman, Finance Officer

First Reading: November 7, 2023

Second Reading: November 21, 2023

Published: November 30, 2023

Effective Date: January 1, 2024

**SUPPLEMENTAL APPROPRIATIONS ORDINANCE 2023-08**

An ordinance providing for the appropriations to supplement the street, police, fire, golf, library, economic development, debt service departments and water fund.

**BE IT ORDAINED** by the City of Freeman, Hutchinson County, South Dakota, that the following sums are supplementally appropriated to meet the obligations of the municipality.

Section I: Appropriations:

**#101 General Fund:**

**Police 42100**

4211 Liability Insurance	\$ 1,200.00
4250 Repair	\$ 3,100.00
4340 Equipment	\$ 2,000.00
4346 Computers	\$ 7,500.00

**Fire 42200**

4213 Physical Damage Insurance	\$ 2,700.00
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**Streets 43100**

4254 Street Oiling	\$ 45,000.00
4330 Improvements	\$ 14,000.00
4340 Equipment	\$ 46,000.00

**Golf Course 45100**

4110 Salary	\$ 7,000.00
4250 Repair	\$ 8,500.00
4260 Supplies	\$ 6,000.00
4262 Materials for Resale	\$ 53,000.00
4266 Sales Tax	\$ 12,000.00
4330 Improvements	\$ 6,500.00

**Library 45500**

4110 Salary	\$ 3,000.00
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**Economic Development**

4651 Economic Development	\$ 24,500.00
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**Debt Service**

4410 Principal	\$ 9,500.00
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**#602 Water Fund**

4250 Repair	<u>\$ 17,500.00</u>
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*Total Appropriations:* **\$ 269,000.00**

Section II: Source of Funding:

**#101 General Fund:**

1010 Unassigned Fund Balance	\$ 151,500.00
3461 Golf Income	\$ 100,000.00

**#602 Water Fund:**

3359 Other Revenue – Insurance	\$ 17,500.00
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*Total Sources of Funding:*      \$ 269,000.00

SIGNED: \_\_\_\_\_

Blaine Saarie, President

(SEAL)

ATTEST: \_\_\_\_\_

Lisa Edelman, Finance Officer

First Reading: November 7, 2023

Second Reading: November 21, 2023

Publish: November 30, 2023



**VALLEY ELECTRIC LLC**  
 PO Box 729  
 Freeman, SD 57029 US  
 605-925-4313  
 valleyllc7981@yahoo.com

# Estimate 1113



**ADDRESS**

City of Freeman  
 Box 178  
 Freeman, SD 57029

**DATE**  
 11/05/2023

**TOTAL**  
**\$2,346.94**

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Total Material -			2,300.00T
	Total Labor -			0.00T

Estimate Only. Estimate is to supply power to a new shed in the city dump. Estimate includes overhead wire to a customer supplied and installed pole outside of the building. Power will be run down the pole to a meter can and then ran into the building to a 100 amp panel. The estimate includes an outside pole light and one light and switch and one GFCI outlet inside the building. Also included is the install of an electric heater. Material prices are subject to change at any time

SUBTOTAL	2,300.00
TAX	46.94
<b>TOTAL</b>	<b>\$2,346.94</b>

THANK YOU.

Accepted By

Accepted Date



DEVELOPMENT & MARKETING REPORT  
FREEMAN CITY COUNCIL | DECEMBER 21, 2023  
CAROL J. EISENBEIS, DEVELOPMENT & MARKETING COORDINATOR

GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT  
COMMUNITY BASED

### Child Care Grant

I submitted a collaborative planning grant proposal in the amount of \$19,800 to the SD GOED for a feasibility study & consulting. Freeman's innovative & collaborative proposal focuses on involving senior members of the community, Spanish immersion, and certification pathways through local schools. Ten strong letters of support accompanied this application.



Every Monday morning – including holidays, vacation days & times when I happen to be out of town - I write & record a "Hometown Happenings" segment. It airs on Hot Country 93.1 Radio on Mondays & is also archived online, with a link on our City of Freeman website.

### Outstanding COMMUNITY VOLUNTEER AWARDS



At the request of FCDC's Healthy Hometown Team, I created criteria, documents & links for the purpose of recognizing community members for their volunteer efforts, with nominations accepted through Dec. 22.

Authored a column – "Forward, together, in the same direction" - for the Nov. 2 edition of The Courier.

THE COURIER

### FORUM

THE VOICES OF THE PEOPLE

### DEALING IN DEVELOPMENT



To date, I've arranged for, interviewed, photographed & summarized content for a total of 60 FCDC business member Spotlight features that appear in The Courier.



**EXPERIENCE FREEMAN**  
Experience our beautiful green spaces, unique shopping venues, annual festivals, & so much more in Freeman. Conveniently located along Hwy. 81 & centrally situated between Sioux Falls, Yankton, & Mitchell, we welcome you to come for a day or plan to stay. Live, work & play in Freeman!  
Freeman, SD 57029 | (605) 925-4444  
www.ExperienceFreemanSD.com



I finalized & renewed Experience Freeman advertising for FCDC with Southeast SD Tourism to include enhanced publication listings (state & regional), a display ad & a statewide Adventure Map listing.

More than 100 trick-or-treaters visited City Hall for the Halloween Passport event! I arranged for a drawing from the passports submitted, contacted parents, and mailed letters - along with \$10 of Freeman Bucks - to each of the 10 lucky winners! Families again expressed appreciation for this fun event sponsored by FCDC!



CityofFreeman.org



ExperienceFreemanSD.com



As administrator of the City of Freeman's website & FCDC's ExperienceFreemanSD.com website, I make frequent updates while striving to keep the community & beyond informed with accurate information. If you haven't visited these verified websites recently, it's well worth your time to use the QR code or web address to do some exploring.

The "Calendar" feature at the top of the page on the Experience site provides an excellent platform for accessing valuable information. It's time-consuming to continually update, but having a graphic, map, website links and more available for EACH event is something I'm so glad we've been able to implement. I also write the "Current Events & News" blog items, with the most recent showing up at the bottom of the homepage. An underutilized feature is the "Employer Portal" which is a completely FREE platform where FCDC-member businesses can post employment opportunities. I receive an email when new posts are submitted & then I go in on the back end to approve them,

I routinely write & post relevant "Breaking News" items on the City of Freeman's website & make other updates. (Our finance officer posts the council documents.)



Our local cable TV channel serves as an avenue for relaying information & is an important advertising tool. I continually update the streaming content with background music & am intentional about showcasing images of our community's many assets. It streams in the office at City Hall, as well.

The Experience Freeman YouTube channel currently features approx. 40 Freeman videos.

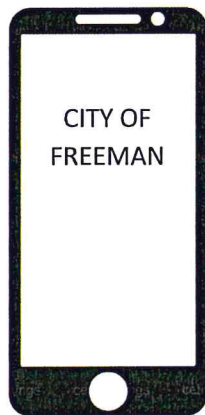


Find us on Facebook

I create Facebook posts for 3 pages: City of Freeman, Freeman Development-Experience Freeman, & Valley View Golf Course. Following & visiting these public pages (even if you don't use Facebook) helps draw positive attention to Freeman. Clicks get more clicks!



I've worked with a team from FCDC to arrange for a Hometown Christmas event on Nov. 30. I've created & rolled out advertising for the festivities that will include more than two dozen booths featuring vendors, activities, food, & prizes!



**CITIWIDE CALL & TEXT NOTIFICATION SERVICE**

I continue to add phone numbers to our city-wide call & text service as people opt in. I send confirmation texts, as well as messages on behalf of the City.



I compose multiple press releases on behalf of the City & FCDC. I also create ads submitted to the Courier & Area Wide Connection.

I help to cover OFFICES AT CITY HALL by answering phones, providing receipts, as well as opening & closing, as needed, in the absence of other staff. I also routinely respond to a wide variety of other inquiries on a daily basis.