

## **City Council Agenda**

City Council Chambers, City Hall, 612 N. Main Street

January 16, 2018

*Committee Meetings (if any) will be first; immediately followed by the City Council Meeting.*

**1. 6:00 P.m. Call To Order**

**2. Pledge Of Allegiance**

**3. Invocation: First United Methodist**

**4. Roll Call**

**5. Approval Of Consent Agenda Items**

*Items appearing on the Consent Agenda may be removed by a City Council Member for discussion at the beginning of the formal agenda items.*

**A. City Council Minutes**

Documents:

[MINUTES 01 02 18.PDF](#)

**B. Committee Meeting Minutes**

Documents:

[PLANNINGCOMMMIN12112017.PDF](#)

**C. Department Reports**

Documents:

[FINANCE DEPARTMENT REPORT-DEC.PDF](#)  
[SALES TAX COLLECTIONS-DEC.PDF](#)  
[CODE ENFORCEMENT MONITORING REPORT JANUARY 10, 2018.PDF](#)  
[BUILDING PERMITS - DECEMBER 2017.PDF](#)  
[SIDEWALK SNOW REMOVAL \(DECEMBER\).PDF](#)  
[POLICE \(DECEMBER\).PDF](#)  
[FIRE \(DECEMBER\).PDF](#)  
[EMS \(DECEMBER\).PDF](#)  
[FIRE EMS COMBINED \(DECEMBER\).PDF](#)  
[AIRPORT \(DECEMBER\).PDF](#)  
[WATER \(DECEMBER\).PDF](#)  
[WATER DISTRIBUTION \(DECEMBER\).PDF](#)

**D. Appointment Of Harlan Quenzer To The City Planning Commission**

**E. Action To Approve A Grant Application For The Mitchell Municipal Airport**

Documents:

[STAFF REPORT AIRPORT GRANT.PDF](#)  
[AIRPORT GRANT APPLICATION.PDF](#)

**F. Set Date For Bid Opening 1:30 PM, February 13, 2017 For Asphalt/Concrete Crushing City Project #2018-9**

Documents:

**G. Change Order #1 Veterans Park Schedules 8 & 9 City Project #2016-43 To Watertown Monument Works**

Documents:

[CHANGE ORDER 1-FINAL FOR VETERANS PARK CITY PROJECT 2016-43 TO WATERTOWN MONUMENT WORKS SCHEDULES 8 AND 9 STAFF REPORT.PDF](#)

[CHANGE ORDER 1-FINAL FOR VETERANS PARK CITY PROJECT 2016-43 TO WATERTOWN MONUMENT WORKS SCHEDULES 8 AND 9 SUPPORTING DOCUMENTATION.PDF](#)

**H. Change Order #1 20th Avenue Utility And Street Improvements #2017-11 To Schoenfelder Construction Inc.**

Documents:

[CHANGE ORDER 1 FOR 20TH AVENUE UTILITY AND STREET IMPROVEMENTS 2017-11 TO SCHOENFELDER CONSTRUCTION STAFF REPORT.PDF](#)

[CHANGE ORDER 1 FOR 20TH AVENUE UTILITY AND STREET IMPROVEMENTS 2017-11 TO SCHOENFELDER CONSTRUCTION SUPPORTING DOCUMENTATION.PDF](#)

**I. Gas & Fuel Quotation**

Documents:

[JANUARY 16, 2018 MEETING.PDF](#)

[JANUARY 8, 2018 FUEL.PDF](#)

**J. Pay Estimates January 16, 2018**

Documents:

[PAY ESTIMATE SCHEDULE STAFF REPORT JANUARY 16, 2018.PDF](#)

[PAY ESTIMATE SCHEDULE JANUARY 16, 2018.PDF](#)

**K. Approve Bills, Payroll, Salary Adjustments And New Employee Hires And Authorize Payment Of Recurring And Other Expenses In Advance As Approved By The Finance Officer**

Documents:

[AP REGULAR PAYMENT REGISTER CLAIMS.PDF](#)

[AP PAYMENT REGISTER.PDF](#)

**6. Motion To Approve, Request Public Comment, Roll Call**

**7. Citizens Input**

*If you need to address the Mayor and members of the City Council on an item that was not on the agenda, excluding personnel items, please come forward to the podium and state your name and your concern. Presentations are limited to three minutes. Items will be considered but no action will be taken at this time.*

**8. Hearing**

*On the application of Karmen McCain dba Cafe Teresa, 312 North Main Street, Mitchell, SD for a new Retail (ON/Off) Sale Wine License*

Documents:

[STAFF REPORT HEARING1.PDF](#)

[MCCAIN APPLICATION.PDF](#)

**9. BOARD OF ADJUSTMENT: Entertain A Motion For The City Council To Recess And Sit As The Board Of Adjustment.**

**10. Action To Set Date For Board Of Adjustment Hearing 2/5/2018**

*Gary & Margaret Schlaffman have applied for a conditional use/variance to replace existing off-premise signs (11 billboards) and increase the size more than 300 square feet in sign area, but less than 600 square feet on the property legally described as SE 1/4 including Lot A of Moneke's Subdivision, Ex H2 & Schlaffman Tract 1, Mitchell Township, Section 26-103-60 and SW 1/4 Ex H2 & H2 & Lot A of Mitchell Landfill 1st Addition, Mitchell Township, 25-103-60, Davison County, SD. The property is in the process of being rezoned.*

Documents:

[AGENDAREQUESTSCHLAFFMANCUPVAR.PDF](#)

**11. Hearing On Amber Kurtenbach, 801 W 7th Ave, Mitchell, SD**

*This was tabled on the December 18, 2017 Meeting. Amber Kurtenbach has applied for a conditional use permit to operate a family residential child care center at her residence located at 801 W. 7th Ave, legally described as Lots 1 & 2, Block 27, Rowley's 2nd Addition, City of Mitchell, Davison County, South Dakota. The property is zoned R2 Single Family Residential District.*

Documents:

[AGENDAREQUESTKURTENBACH.PDF](#)  
[KURTENBACHAPP.PDF](#)  
[NOHKURTENBACH.PDF](#)  
[KURTENBACHLETTER.PDF](#)  
[KURTENBACHNEIGHBORLISTING.PDF](#)  
[KURTENBACHNEIGHBORLETTERS.PDF](#)  
[KURTENBACHMAP.PDF](#)  
[L12B27 ROWLEYS 2ND.PDF](#)

**12. RECONVENE AS CITY COUNCIL: Entertain A Motion For The Board Of Adjustment To Adjourn And The City Council To Reconvene In Regular Session.**

**13. Discussion On The Mitchell Area Community Theater**

Documents:

[STAFF REPORT ACT BUILDING.PDF](#)  
[BALLOON MUSEUM DOCS.PDF](#)

**14. Action To Award Bid For 2008 Or Newer Regenerative Air Sweeper City Project #2018-20**

Documents:

[AWARD BID FOR 2008 OR NEWER REGENERATIVE AIR SWEEPER CITY PROJECT 2018-20 STAFF REPORT.PDF](#)  
[BID TABULATION FOR 2008 OR NEWER REGENERATIVE AIR SWEEPER CITY PROJECT 2018-20.PDF](#)

**15. Action To Award Bid For Cemetery Utility Dump Vehicle #2018-23 Under National IPA Bid Award To Midwest Turf & Irrigation**

Documents:

[CEMETERY UTILITY DUMP VEHICLE 2018-23 STAFF REPORT.PDF](#)  
[CEMETERY UTILITY DUMP VEHICLE 2018-23 SUPPORTING DOCUMENTATION.PDF](#)  
[UTILITY DUMP VEHICLE TRADE IN.PDF](#)

**16. Action On Resolution #R2018-03, A Plat Of D.W.U, Lot RH-1, A Subdivision Of The Replat Of Dakota Wesleyan University Campus, City Of Mitchell, Davison County, South Dakota**

Documents:

[AGENDAREQUESTPLATDWU.PDF](#)  
[R2018-03.PDF](#)  
[PLATDWUR201803.PDF](#)  
[DWU LRH-1.PDF](#)

**17. Action To Approve Resolution #R2018-04, Dissolving Tax Increment District #5**

Documents:

[STAFF REPORT-DISSOLVING TAX INCREMENT 5.PDF](#)  
[R2018-04-DISSOLVING TAX INCREMENT DISTRICT 5.PDF](#)

**18. Action On Resolution #R2018-05 Hearing On And Approval Of Jitters Demolition Plan**

Documents:

[AGENDA ITEM- JITTERS DEMOLITION.PDF](#)  
[RESOLUTION R2018-05 - 512 N MAIN DEMO.PDF](#)  
[PROJECT NOTICE NARRATIVE- 11-10-16.PDF](#)  
[SHPO LETTER- 11-21-16.PDF](#)  
[PUTNAM SUPPLEMENT LETTER - 3-15-17.PDF](#)  
[HISTORICAL EXHIBITS.PDF](#)  
[MITCHELL HISTORIC SOCIETY MINUTES JANUARY 18 -2017.PDF](#)  
[SITE PICTURES 1 OF 2.PDF](#)  
[SITE PICTURES 2 OF 2.PDF](#)  
[CODE ENFORCEMENT REPORT.PDF](#)  
[FIRE MARSHALL REPORT.PDF](#)  
[SHPO LETTER- 4-3-17.PDF](#)  
[LARRY JIRSA REPORT- JITTERS BUILDING.PDF](#)

**19. First Reading Of Ordinance #O2018-01 An Ordinance Of The City Of Mitchell, Davison County, South Dakota, That Changes The Zoning District Classification Of The Real Property Legally Described As; SE 1/4 Including Lot A Of Moneke's Subdivision, Ex H2 & Schlaffman Tract 1, Mitchell Township 25-103-60 And SW 1/4 Ex H2 & H2 & Ex Lot A Of Mitchell Landfill 1st Addition, Mitchell Township 25, 103-60, Davison County, SD From UD Urban Development District To Highway Oriented Business District And The Official Zoning Map Be Changed To Reflect The Same**

Documents:

[AGENDAREQUESTSCHLAFFMANREZONE.PDF](#)  
[NOHSCHLAFFMAN.PDF](#)  
[SCHLAFFMANMAPS.PDF](#)

**20. Action To Approve Agreement #A2018-01 An Agreement For Professional Services For The Sanborn Construction Project (Phase I) To Include The Bidding And Construction Phases**

Documents:

[STAFF REPORT SANBORN PROFESSIONAL SERVICES AGREEMENT.PDF](#)  
[SANBORN AGREEMENT.PDF](#)

**21. Action To Approve Agreement #A2018-02 An Engineering Services Agreement**

**Between The City Of Mitchell & SPN For The West Side Water Tank Painting And South Side Water Tank Paint Repairs**

Documents:

[STAFF REPORT AGREEMENT FOR WATER TOWER PAINTING.PDF](#)

[WEST SIDE TANK PAINTING AND SOUTH SIDE TANK REPAIR AGREEMENT.PDF](#)

**22. Motion To Adjourn**

**23. FOR COUNCIL INFORMATION: Planning Commission Minutes 01/08/2018**

Documents:

[PLANNINGCOMMMIN182018.PDF](#)

Individuals with disabilities who require special assistance to take part in this meeting may contact one of the following at City Hall (605) 995-8420 at least 24 hours prior to the meeting with requests for assistance: Human Resources Officer, Finance Officer, Public Works Director, or City Administrator.