

**BERESFORD CITY COUNCIL  
REGULAR MEETING AGENDA  
Tuesday, September 3, 2024, 7:00 P.M.  
Beresford City Council Chambers – 103 N. 3<sup>rd</sup> St.**

[1] – Pledge of Allegiance

[2] – Call to Order & Roll Call

[3] – Adopt Agenda

[4] – Approve Minutes – August 19, 2024

[5] – Visitors to be heard

[6] – Committee and Mayor Reports

- Community Events Calendar Policy

[7] – Department Head and City Administrator Reports

- Mike Schurch, police chief, additional costs for sidewalk and approach for new Police Garage
- Jane Norling, Library Director
  - Review wages for Summer Library Assistant, Children’s Librarian, Librarian and Custodian
  - Authorize advertising for p/t librarian

[8] – Old Business

- Discussion on what to do with City Hall and City Council Chambers after move to new City Hall

[9] – New Business

- Resolution 2024-14 – Transportation Alternatives Program Grant Application
- Banner Associates proposal for Water System Facility Plant Amendment
- Pay Request #6, Beresford Wastewater Treatment Facility Improvements
- Step pay increase for BeresfordTel employee Tony Laurvick
- P/T hire for Bridges Course Maintenance
- Letter from IBEW
- Volunteer Fire Fighter Additions to Fire Dept.
- Set Special Meeting date of Sept. 23, 2024 for public hearing for plat review of Bak Housing Development
- Subsidy Drawdown Request - Beresford Cemetery Association

[10] – Discussion and Information Items

- Bid opening on Bridges Patio Addition, 2:00 pm Sept. 5

[11] – Approval of Travel Requests

[12] – Payment of Bills

[13] – Adjournment

Welcome to your City Council Meeting

If you wish to participate in the discussion, the meeting provides several opportunities:

1. After the minutes are approved and public hearings are held, the mayor will ask if any visitors wish to be heard. Any item **NOT** on the agenda may be discussed. Items requiring action will then be placed on the next city council agenda for formal action.
2. During the discussion of agenda topics, anyone may comment if the Council is accepting public testimony. The mayor may recognize you if you raise your hand. Please state your name and address for the city minutes. Discussion occurs before motions are made and seconded. Discussion also occurs after the motion is seconded and before the vote.

If you would like to join the meeting via Zoom, please follow the instructions below.

Topic: Beresford City Council Meeting

Time: September 3, 2024, 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/8410157004?pwd=K0xERjZtbmw4Z3A2anVoT3JjbjFpdz09&omn=87980679574>

Meeting ID: 84 101 57004

Passcode: Beresford

Dial by your location

+1-253-205-0468 US

## BERESFORD CITY COUNCIL

Monday, August 19, 2024

The Beresford City Council met in regular session in City Council Chambers at 7:00 p.m. The pledge of allegiance was recited.

**Members Present:** Mayor Eli Seeley presiding, Sarah Antonson, Pat Bickett, Larry Rohrer, Art Schott, Mike Tiedeman

**Members Absent:** Will Roelke

**Also Present:** Finance Officer Elaine Johnson, City Administrator Jerry Zeimetz, City Attorney Tom Frieberg, Librarian Jane Norling, Electric Supt. Mike Antonson, Street/Water/Sewer Supt. Jeff Heidebrecht, players and family of 14U baseball team, summer reading program participants and parents, The Republic reporter Anita Dixon

**Adopt Agenda:** A motion to adopt the agenda as amended was made by Tiedeman and seconded by Schott. All present Council members voted aye; motion carried.

**Approve Minutes:** A motion to approve the August 5, 2024 meeting minutes was made by Tiedeman and seconded by Rohrer. All present Council members voted aye; motion carried.

### **Community Recognition:**

- **Summer Reading Program:** Mayor Seeley and Librarian Jane Norling recognized the winners of the Beresford Summer Reading Program. Council congratulated all participants and thanked Norling for organizing another successful program.
- **Sportsmanship Award:** Mayor Seeley shared background information about the 14U Black Sox baseball team and their opportunity to host the SD VFW 14U State Tournament. The Beresford Black Sox placed third in the tournament and received the Louie Thury Sportsmanship Award. Council congratulated the coaches and team for this recognition.

### **Visitors to be Heard:**

- **Beresford Chamber of Commerce:** Local business owners Shania Rozeboom, Makayla Johnsen, Michelle Bendt and Chelsea Fitzgerald informed Council of their intent to reactivate/reform the Chamber of Commerce. They explained the purpose, goals, and some upcoming events. Following discussion, Mayor Seeley shared information about other organizations that may be interested in assisting the Chamber and asked them to bring ideas for a billboard to Council.
- **Beresford FFA:** The Beresford HS Ag Issues Team will be representing South Dakota at the National FFA Convention. They shared their presentation on the pros and cons of Eminent Domain from different viewpoints. Council complimented them and thanked them for the presentation.

### **Committee and Mayor Reports:** Mayor Seeley gave a report on the following items:

- **AED Reassignment:** An Automated External Defibrillator (AED) is currently located at the Bridges Golf Course and another one is designated for the north ballfield complex. As the north ballfield is not being used at this time, the AED will be used by the Beresford Ambulance staff.
- **Child Care Task Force Updates:** The recently established Child Care Task Force has developed a survey that will gather pertinent information about childcare needs in our community. They plan to meet with the Foundation that includes the Beresford Area Foundation to ascertain what grants may be available to assist with beginning costs for daycares. He will provide updates as available.
- **Beresford School District Strategic Planning Session:** Supt. Degen invited Council to participate in part of the Beresford School District's strategic planning session on Sept. 23. Mayor Seeley would like two Council members to join him at this session.

### **Department Head and City Administrator Report:** Finance Officer Johnson presented the following:

- **2023 Audit Report:** A letter of acceptance of the 2023 audit was received from the SD Dept. of Legislative Audit. She noted there were no findings; the report will be posted on the City of Beresford website. Schott made a motion, second by Antonson, to accept the 2023 Audit. All present Council members voted aye; motion passed.

- **July 2024 Financial Report:** Johnson highlighted some out-of-the-ordinary expenditures for the month. Following brief discussion, a motion was made by Schott, second by Tiedeman, to accept the July 2024 financial report. All present Council members voted aye; motion carried.
- **Furniture for City Hall:** Council reviewed the proposal for office furniture for the new City Hall building. Schott made a motion to purchase office furniture from Innovative Office Solutions for the new City Hall building through the State of South Dakota's State Contract #17549, at a price of \$65,217.65. The motion was seconded by Bickett, and all present Council members voted aye; motion carried.

**Old Business:**

- **Resolution 2024-13 – Initiated Measure 28:** Following review and discussion of three versions of the proposed Resolution, a motion was made by Rohrer, second by Schott, to approve version #2 of Resolution 2024-13 – Initiated Measure 28. All present Council members voted aye; motion passed.

CITY OF BERESFORD, SOUTH DAKOTA  
RESOLUTION 2024-13

WHEREAS Initiated Measure 28 was certified for the November 2024 General Election Ballot by the South Dakota Secretary of State;

WHEREAS Initiated Measure 28, if passed, would remove state, municipal and tribal taxes on all items sold for human consumption except alcohol and prepared food;

WHEREAS The City of Beresford estimates annual lost revenue of \$190,000 as a result of its passage.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Beresford, that if Initiated Measure 28 is passed by voters in South Dakota, the city council would need to find other revenue to make up for the short fall and/or cut expenses accordingly.

Dated this 19<sup>th</sup> day of August 2024

ATTEST:

\_\_\_\_\_  
Eli Seeley, Mayor

\_\_\_\_\_  
Elaine Johnson, Finance Officer

- **Dakota Mainstem Application:** Zeimetz reviewed the proposal from Dakota Mainstem Regional Water System. Following discussion, with input from S/W/S Supt. Heidebrecht, Council will not take any action at this time in regard to membership.
- **Capital Improvement Plan Proposal from ISG:** Zeimetz reviewed the CIP proposal that was presented by Steve Watson of ISG at the July 15, 2024 meeting. Following discussion, Council agreed to consider the proposal at a later date to allow for budgeting anticipated costs.
- **Proposed Bake Path:** Zeimetz met with Pat Carey (Banner Engineering), Brian Rogness (DOT transportation planning engineer) and Greg Rothschadl (Yankton Area DOT engineer) to discuss options for extending the bike path along South 3<sup>rd</sup> St. to South 7<sup>th</sup> St. After assessment of the area and consideration of several options, they concluded engineering this project will be challenging and stressed the importance of community support. Following discussion of feasibility of the project, a motion was made by Tiedeman, second by Antonson, to support application for a grant request. All present Council members voted aye; motion carried.
- **SD Hwy 46 Expansion:** Due to the SD Hwy 46 expansion project, the City has been notified they need to move electric facilities along East 13<sup>th</sup> St. and SD Hwy 46 by Spring of 2025. Electric Supt. Antonson shared a map of the area and outlined what needs to be done for this project.

**New Business**

- **L&C Regional Water System True-Up Payment:** Zeimetz explained that true-up payments to Lewis & Clark Regional Water System continue to increase due to indexing. To avoid additional costs, he recommended the City make the final payment. Schott made a motion, second by Tiedeman, to

pay L&C Regional Water System \$136,308.32 for the final true up for water. All present Council members voted aye; motion carried.

- **Change Order #2:** Zeimetz summarized the issue with one of the four SAGR beds for Beresford Wastewater Treatment Facility Improvements Project that requires repair before proceeding. Schott made a motion to approve Change Order #2 for the Beresford Wastewater Treatment Facility improvements at a cost of \$39,687.60. Bickett seconded the motion, and all present Council members voted aye; motion carried.
- **Hire for Bridges Clubhouse:** A motion was made by Tiedeman, second by Antonson, to approve hiring Megan Buum as a part-time bartender/server at the Bridges Clubhouse at \$11.20/hour. All present Council members voted aye; motion carried.
- **Resignation:** Schott made a motion, second by Rohrer, to accept the resignation letter from Beresford Library employee Jennifer Clever. All present Council members voted aye; motion carried.
- **City Hall Building/Council Chambers:** Discussion was held regarding options for City Hall and City Council Chambers once they are vacated. Council will review options at a future meeting.

#### **Discussion and Information Items**

- An invitation to tour the L&C Regional Water System treatment plant and wellfield was shared.
- The next regular meeting will be Tuesday, Sept. 3 due to Labor Day holiday.

**Approval of Travel Requests:** A motion was made by Schott, second by Antonson, to approve the following travel requests. All present Council members voted aye; motion carried.

- SDML Annual Conf., SF, Oct. 8-11, Johnson, Zeimetz, Schurch, Seeley, Antonson, Heidebrecht
- Law Enforcement Training Center, training, Aug. 20-23, Pierre, Defries

**Payment of Bills:** A motion to approve payment of the following bills was made by Bickett and seconded by Tiedeman. All present Council members voted aye; motion carried.

A-1 Portable Toilets, rental, \$150.00; Aaron's Pro Window Cleaning, \$70.00; AFLAC, insurance, \$2283.26 & \$915.39; Altec Ind, annual inspection, \$2684.77; Azar Computer Software, digital service center, \$250.00; Baker & Taylor, books, \$237.86; Bally Sports North, affiliate fees, \$2297.64; Beal Dist, beer, \$1397.90; Bierschbach Equip, equipment, \$408.00; Big 10, affiliate fees, \$83.22; Book Systems, hosting fee, \$1905.00; Border States Elec, hardware/equip, \$1317.46; Capital One Trade Credit, buildings & imp, \$6480.39; Cengage Learning, book, \$65.58; Center Point Large Print, books, \$113.98;

Chesterman Co, resale, \$1045.75; City of SF, tipping fees, \$6413.55; Core & Main LP, repair, \$6849.31; DAD's Auto, repair, \$655.00; Dakota Beverage, beer, \$2163.40; Dakota Fluid Power, supplies, \$89.29; Dexter Pump Serv, repair, \$1400.00; Eastway Auto, repair, \$289.84; Eide Bailly, Office 365, \$210.50; Express Comm, settlement, \$1121.40; FARR Tech, server work, \$947.50; Flowers by Bob, memorial, \$80.00; Frantzen Reporting, transcription fee, \$46.50; Geotek Eng & Testing, utility extension, \$4500.00; GT Golf Supplies, golf merch, \$17.50; Hawkins, pool chemicals, \$1742.32;

Heartland Payment Systems, CC fees, \$2955.00; Heggies Pizza, food, \$82.70; Jeff Heidebrecht, supplies, \$188.78; iconective, annual operating expense, \$325.63; Interstate TRS, TRS fund, \$332.16; Johnsen H&C, AC unit, \$1530.62; Johnson Bros. Famous Brands, liquor, \$447.61; K&M Tire, tires, \$972.00; KCL Group Benefits, insurance, \$142.50; Menards, supplies, \$151.91; Michael Todd & Co, hydrant markers, \$650.18; Mid America Computer Corp, billing fees, \$3615.56; MidAmerican Energy, natural gas, \$499.18; Midwest Tape, DVDs, \$103.71; Motion Picture Lic Corp, license, \$191.86;

Mr Golf Car, 30 leased cars, \$4350.00; New Century Press, publishing, \$89.60; Nexstar Broadcasting, affiliate fees, \$3103.40; Olsen's Pest Tech, service, \$285.00; Overdrive, books, \$668.42; Performance Foodservice, food, \$1323.65; Quill, supplies, \$331.89; Ben Reiter, mileage, \$42.88; Rivista, magazine subscriptions, \$1237.50; Roo's Sanitation, disposal service, \$9954.19; Rovi Guides, guides, \$744.32; SDN Comm, internet access, \$3469.92; Showtime Networks, affiliate fees, \$16.32; Simplot Grower Sol, sewer lagoons, \$428.41; Sturdevant's Auto Parts, parts, \$28.98;

Temple Ag & Auto Supply, supplies, \$182.98; The Fillin' Station, repair, \$41.50; Twite Const, bond, \$20,505.00; US Bank, 2014 & 2016 Clean Water SRF, \$27,792.93; Verizon Wireless, cell phone service, \$970.99; Washington National, insurance, \$84.30; Wellmark BC/BS, health insurance, \$41,641.80; Wells Fargo, credit card charges, \$3768.35; Wholesale Supply, supplies, \$880.75; Zabel Steel, supplies, \$120.32.

**Adjournment:** As there was no further business, Mayor Seeley adjourned the meeting at 9:02 p.m.

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Elaine Johnson, Finance Officer  
Recorded by Kathy Stuessi

# **City of Beresford Community Events Calendar Policy**

## **1. Purpose**

The purpose of this policy is to provide guidelines for the inclusion of events on the City of Beresford Community Events Calendar, ensuring that all listed events promote community engagement, foster civic pride, and contribute to the overall well-being of the town's residents.

## **2. Scope**

This policy applies to all events submitted for inclusion on the Community Events Calendar, which is accessible via the City's official website.

## **3. Eligible Events**

Events eligible for inclusion on the Community Events Calendar must meet the following criteria:

**Community Engagement:** Events must promote a sense of community engagement and be open to the general public.

**Local Focus:** Events must be located within the city limits of Beresford or have a direct connection to the community.

### **Categories of Events:**

**Sports:** Local sporting events, tournaments, youth sports leagues, and recreational activities.

**Festivals & Celebrations:** Annual town festivals (Old Fashioned Days), fall festivals, holiday celebrations, parades (Homecoming, Christmas), and other cultural or seasonal events.

**Fundraisers:** Fundraising events that benefit local organizations, charities, or community causes.

**Economic Development:** Events promoting local businesses, economic development activities, job fairs, and business expos.

**City Business:** Public meetings, city council sessions, town hall meetings, and other official city business.

**Chamber of Commerce Activities:** Events organized or endorsed by the Chamber of Commerce, including business networking events, workshops, and ribbon-cutting ceremonies.

**Seniors Events:** Activities and events specifically designed for the senior citizen community, including social gatherings, health fairs, and educational programs.

Public Safety Events: Events related to public safety, including community safety fairs, emergency preparedness workshops, and police or fire department open houses.

#### **4. Exclusions**

The following events are not eligible for inclusion on the Community Events Calendar:

Private Events: Personal celebrations such as weddings, birthdays, and private parties.

Commercial Advertising: Events that primarily serve as a promotion for a business or product without a broader community engagement focus.

Political Campaigning: Events specifically related to political campaigning for individual candidates or parties.

Non-Local Events: Events occurring outside the city limits that do not have a direct connection to Beresford.

#### **5. Submission Guidelines**

Who Can Submit: Event submissions can be made by city officials, local organizations, non-profits, and community members.

Submission Process: Events must be submitted through the official event submission form available on the City's website.

Required Information: Submissions must include the event name, date, time, location, a brief description, and contact information for the event organizer.

Submission Deadline: Events should be submitted at least two weeks in advance to ensure timely inclusion on the calendar.

#### **6. Review & Approval**

Review Process: All event submissions will be reviewed by the City's Community Events Coordinator or a designated staff member to ensure compliance with this policy.

Approval Criteria: Events will be approved based on their alignment with the eligible event categories and the overall goals of community engagement.

Notification: Event organizers will be notified of the approval or rejection of their submission within five business days.

#### **7. Calendar Maintenance**

Updates: The Community Events Calendar will be regularly updated to ensure accuracy and relevance.

Event Cancellations: In the event of a cancellation, organizers must notify the City immediately so the calendar can be updated accordingly.

#### **8. Disclaimer**

The City of Beresford reserves the right to reject any event submission that does not align with the values, goals, or criteria outlined in this policy. The City also reserves the right to remove events from the calendar if necessary.

#### **9. Policy Review**

This policy will be reviewed annually by the City Council or a designated committee to ensure it remains relevant and effective.



Change -

August 23, 2024

To: City of Beresford (Police Dept) **Estimate**

From: AMC Concrete

Pour and finish 12'x29' and 12'x59.5' approach/driveway.

\$7,400.00

Maybe pour 11'x15' sidewalk.

\$1,100.00

+2% excise tax

**Total=\$8,500.00**

*Thanks!*

AMC Concrete

46654 300<sup>th</sup> Street

Beresford, SD 57004

## Jerry Zeimetz

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**From:** Beresford Library Director <librarydirector@beresfordlibrary.com>  
**Sent:** Thursday, August 29, 2024 9:50 AM  
**To:** Jerry Zeimetz; Elaine Johnson; eliseeley@gmail.com  
**Subject:** [\*EXT\*]Wage increase request  
**Attachments:** 2024 wage increase request.xlsx

**Importance:** High

**CAUTION:** This email originated from outside of the City of Beresford. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Jerry, Elaine and Mayor Eli,

Last night the library board met for our regular meeting and budget review for 2025. All of the board members were quite concerned about the wages we are going to advertise for the librarian position (\$15.66). They felt they were much too low and were not up to today's standards. Please review the attached request. The board suggested we request \$3.00 per hour increase for the scale and current employees. I would like to be added to the upcoming city council agenda about this issue.

Please comment or call with questions or concerns or anything I missed concerning the wages.

The last current wage that I have for Barb is \$18.43 and Annie is \$18.15. Barb has been here about 22 years and Annie about 18 years.

*Jane Norling*

Library Director

Beresford Public Library

115 S. 3<sup>rd</sup> St.

Beresford, SD 57004

605-763-2782

**Please note my new email address is [librarydirector@beresfordlibrary.com](mailto:librarydirector@beresfordlibrary.com)**

[www.beresfordlibrary.com](http://www.beresfordlibrary.com)

[www.facebook.com/beresfordlibrary](https://www.facebook.com/beresfordlibrary)



Summer Library Assistant		Children's Librarian		Proposed wages	
\$ 12.06	\$ 16.34	\$ 15.66	\$ 19.34	\$ 18.66	
\$ 12.40	\$ 16.79	\$ 16.10	\$ 19.79	\$ 19.10	
\$ 12.73	\$ 17.24	\$ 16.53	\$ 20.24	\$ 19.53	
\$ 13.07	\$ 17.70	\$ 16.97	\$ 20.70	\$ 19.97	
\$ 13.40	\$ 18.15	\$ 17.40	\$ 21.15	\$ 20.40	

The library board met on Wednesday, August 28th and during our meeting we discussed hiring the new librarian and the board unanimously felt the wages were much too low. The comments were that the dollar store pays \$20.00 per hour and a board member stated she cannot hire anyone for any position under \$22.00 per hour. The board suggested we ask for a \$3.00 an hour raise for the scale and current employees. I looked at this years school salaries and the paraprofessionals are making from \$16.35 to \$19.95 per hour. [redacted] is making \$19.00 as a library aide. The board requested we ask for a \$3.00 an hour raise for the scale and current employees. I am planning to advertise and hire at the librarian wage unless I get a well qualified person for the children's librarian position.

2023

Barb worked 1665 hours  
 Annie worked 1194 hours  
 Jennifer worked 844 hours  
 3,703 total hours for part-time so a \$3.00 an hour increase for my 3 part time employees would be \$11,109.00 additional dollars plus approximately another \$750.00 for social security match.

Also, they are paying \$18.90 an hour for custodians at school so you need to look at all of the custodian wages for the city. It is very hard to find someone to clean.

RESOLUTION 2024-14

TRANSPORTATION ALTERNATIVES PROGRAM GRANT APPLICATION TO THE  
SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION

**WHEREAS** the City of Beresford desires assistance from the South Dakota Department of Transportation – Transportation Alternatives Program for the purpose of constructing a bike path along 3<sup>rd</sup> street; and

**WHEREAS** the City Council hereby commits to the continued maintenance and operation of the trail; and

**WHEREAS** the City Council hereby commits local match of not less than 18.05 percent of the project; and

**WHEREAS** the City Council acknowledges its responsibility to secure right-of-way or easements for construction.

**NOW THEREFORE BE IT RESOLVED** that the City Council hereby authorizes the filing of a grant application, including all understanding and assurances contained therein, for the Transportation Alternatives Grant Program, and hereby authorizes the Mayor to in connection with the application and to provide such additional information as may be required.

Adopted this 3rd day of September, 2024.

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Eli Seeley, Mayor

ATTEST:

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Elaine Johnson, Finance Officer



Banner Associates, Inc.  
409 22nd Avenue South  
Brookings, SD 57006  
Tel 605.692.6342  
Toll Free 855.323.6342  
[www.bannerassociates.com](http://www.bannerassociates.com)

August 13, 2024

Jerry Zeimetz  
City Administrator  
101 North Third Street  
Beresford, SD 57004

RE: Letter of Contract – City of Beresford Water System PER Amendment

Dear Mr. Zeimetz:

Banner Associates, Inc. (“Banner”) is pleased to submit this letter contract for professional engineering services to prepare an amendment to the December 2022 Water Facility Plan for the City of Beresford. The previous water facility plans evaluated alternatives for water distribution system improvements; evaluated recommended improvements to the water system; and were used to secure the current ARPA and SRF funding. This proposed update will be a collaboration between the City of Beresford and Banner to evaluate approaches for funding the upcoming Lewis and Clark Regional Water System (LCRWS) expansion project.

This letter contract is submitted in response to the need to amend the 2022 Water Facility Plan to evaluate alternatives to fund the LCRWS expansion project that is planned for payments to some due in 2025 to 2031. Attachment 1, “Scope of Services” defines the work to be completed and the schedule for completion.

The fee for basic services will be billed as an hourly not to exceed fee of \$10,000.00. The basis for the estimate of costs for professional services is included in Attachment 2 “Schedule of Labor Rates and Expenses - 2024”.

If this agreement meets with your approval, please sign and date the acceptance block below and return one copy to Banner. Please do not hesitate to contact our office if you have any questions regarding this matter.



Sincerely,

Pat Carey, PE  
Senior Vice President

Attachments: Attachment 1, Scope of Engineering Services,  
Attachment 2, Schedule of Labor Rates and Expenses – 2024  
Attachment 3, General Conditions

**ACKNOWLEDGMENT OF ACCEPTANCE**

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024

For: City of Beresford, SD

By: \_\_\_\_\_

Title: \_\_\_\_\_



## **Attachment 1 Scope of Services Water Facility Plan Amendment**

The City of Beresford had previously completed a Facility Plan for their water system in October of 2022. That document evaluated alternatives to their water distribution system and concluded with recommended alternatives and cost estimates for the proposed improvements.

Beresford is now looking for further evaluation of options related to funding the proposed Lewis and Clark Regional Water System expansion scheduled for payments starting in 2025 to 2031. Rather than create a new document, an amendment to the previous Facility Plan will be created to document the changes, outline improvements, evaluate rate impacts to users, and assist with securing funding for the expansion project. The result of this expansion to the City of Beresford will be an increase in daily volume of water available for use and sale.

Preparation of a Facility Plan Amendment will require the following tasks:

### **TASK NO. 100 – FACILITY PLAN AMENDMENT**

At the onset of the facility plan amendment process, City staff and Banner will hold a kick-off meeting to discuss the City's long-term water system goals. The project team will also review the previous Facility Plan alternatives, alternative costs, evaluation of alternatives, selected alternative and proposed project schedule. The results of this discussion will be used to outline the changes needed to the facility plan by means of the amendment.

Opinions of project costs will be updated based on planning information provided by LCRWS. The results of alternative evaluation will be documented in the draft amendment provided to City Staff for review and comment.

City Staff and Banner will hold a draft amendment review meeting to assess the results of evaluation and discuss the city's review comments. The meeting will also outline the recommended project, project phasing and project schedule to be used in preparation of the final facility plan amendment for presentation to the City Council.



Banner will complete the following items associated with Task NO. 100:

- ✓ Alternative evaluation
- ✓ Preparation of project costs for each alternative
- ✓ Environmental Review and Clearance Letters
- ✓ User rate impacts for selective alternatives
- ✓ Comparison of alternatives
- ✓ Implementation schedule

## **TASK NO. 200 – REPORT PREPARATION**

Banner will prepare a draft water facility plan amendment for review and comment. Banner will appropriately address comments received and proceed with a final version of the Facility Plan Amendment for acceptance by the City and the SDDANR.

## **TASK NO. 300 - PUBLIC PARTICIPATION AND EDUCATION**

The facility planning process requires that a public hearing be held. Banner will facilitate the public hearing during a regularly scheduled City Council meeting. At that meeting, Banner will present the project and its costs, and provide information on the impacts on user rates. Banner will provide exhibits and maps to assist in providing a better understanding of the problems and proposed improvements to facilitate discussions. If requested, we can provide a summary of comments and responses received during the public participation events. The City of Beresford will be responsible for publishing the “Notice of Public Hearing” in an appropriate legal newspaper 10 days prior to the hearing. A copy of the affidavit of publication will be required for inclusion with the final Facility Plan Amendment.

## **DELIVERABLE PRODUCT OF SERVICES PROVIDED**

Five (5) copies of the draft report will be prepared. Five (5) copies of the final report will be provided. This task assumes one (1) meeting with City staff to review the final facility plan amendment.

## **PROJECT SCHEDULE**

Completion of the Water System Facility Plan Amendment will require a total of 4 months including facility plan review, alternative modifications, opinion of cost updating and preparation of the amendment. Based on our current knowledge of the schedule for the project, Banner agrees to complete the facility plan according to the following schedule:





Notice to Proceed .....	September 3, 2024
Submit Draft Amendment to City Staff .....	End of November 2024
Submit Final Amendment and Present Findings to Council.....	January 2025
Public Hearing .....	February 2025

If the notice to proceed is delayed, the subsequent dates will also have to be adjusted by a corresponding amount of time.

**End of Attachment 1**





Banner Associates, Inc.  
 409 22nd Avenue South  
 Brookings, SD 57006  
 Tel 605.692.6342  
 Toll Free 855.323.6342  
[www.bannerassociates.com](http://www.bannerassociates.com)

## SCHEDULE OF LABOR RATES AND EXPENSES

January 2024

Administrative .....	\$65.00 to \$185.00/Hour
Surveying/Geomatics.....	\$75.00 to \$170.00/Hour
Technicians.....	\$75.00 to \$130.00/Hour
Environmental Scientist.....	\$75.00 to \$175.00/Hour
Staff Engineer .....	\$95.00 to \$120.00/Hour
Project Engineer .....	\$110.00 to \$175.00/Hour
Project Manager .....	\$140.00 to \$275.00/Hour

1. Meals at State Rates.
2. Lodging at actual cost.
3. Reimbursables:
 

Mileage.....	\$0.73/Mile
Photocopy .....	0.05/Copy
Black & White 11x17 Laser Prints.....	0.10/Sheet
4. All other direct project expenses at actual cost of materials.

Rates are subject to change annually.

## GENERAL CONDITIONS

**Agreement.** The entire Agreement between the Client and Banner shall consist of the Letter of Contract, the Schedule of Labor Rates and Expenses and these General Conditions ("Agreement"). The Agreement represents the entire, integrated Agreement and supersedes all other negotiations, representations or agreements, either written or oral. The Agreement may be amended only by written agreement of the Parties. Banner's services are limited to those specifically identified in the Agreement.

**Authorization to Proceed.** Execution of this Agreement by the Client will be authorization for Banner to proceed with the Services, unless otherwise provided in the Agreement.

**Cost Opinions.** Any opinion of cost provided by Banner will be on a basis of experience and judgment, but, since construction costs are dependent upon many market and other conditions over which Banner has no control, Banner shall not be responsible for variations between actual costs and any opinion of cost.

**Standard of Care.** In the performance of its professional services, Banner will use that degree of care and skill ordinarily exercised by similarly situated professionals under like and similar circumstances. No express or implied warranties are applicable to, or provided with, any of Banner's services

**Payment.** Monthly invoices will include charges incurred during the preceding month. Payment of the invoice is due within thirty (30) days following the date of the invoice. A charge of one and one-half percent (1 1/2%) per month, or the maximum legal rate for commercial accounts, whichever is less, will be charged for late payment. Client shall be responsible for reimbursing Banner for all costs incurred in collecting delinquent amounts owed by Client.

**Termination.** This Agreement may be terminated for convenience upon 30 days' written notice, or for cause, if either party fails to substantially perform as required under the Agreement through no fault of the other party and does not commence to diligently correct such nonperformance within 5 days of receipt of written notice. Upon termination, Banner will be paid for all services authorized and performed up to the termination date ~~plus reasonable termination expenses incurred by Banner as a result of the termination.~~ This Agreement will otherwise terminate upon completion of all applicable requirements of the Agreement. The Indemnity and Limitation of Liability Provision shall survive any termination of this Agreement.

**Indemnity and Limitation of Liability.** The Client agrees to defend, indemnify and hold Banner and its professionals, officers, employees representatives and agents harmless from and against all claims, costs, expenses (including attorney's fees and expenses) asserted against Banner in connection with the Project, including, but not limited to claims involving hazardous substances, except to the extent caused by the sole negligence of Banner. ~~Banner's liability to the Client for losses, damages or injuries arising out of the performance of Banner's services or the Project will be limited to a sum not to exceed the greater of \$50,000 or Banner's fee (to a maximum of \$1,000,000 or the amount of any insurance available to cover such liability if less than \$1,000,000).~~

**Severability.** If any provision of this Agreement is held to be invalid or unenforceable, the remainder of the Agreement shall not be affected and shall continue to be valid and enforceable to the fullest extent permitted by law.

**Hazardous Substances.** Unless specifically stated in this Agreement, Banner shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site

**Interpretation.** This Agreement and any claims or disputes arising out of, or relating to, the Agreement shall be governed by the laws of the State of South Dakota, other than any choice of law provisions under South Dakota law.

**No Third Party Beneficiaries.** This Agreement is for the sole benefit of Client and Banner and nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, any third party against either Client or Banner.

**Responsibility for Construction.** The Client agrees that in accordance with generally accepted construction industry standards, Banner shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, since they are solely the responsibility of the contractor, and Banner shall not have control over or charge of, and shall not be responsible for, acts or omissions of the contractor, including, but not limited to the contractor's failure to perform its work in accordance with industry standards and the requirements of any plans and specifications.

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Beresford</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>Banner</u>	<b>Engineer's Project No.:</b> _____
<b>Contractor:</b> <u>SiteWorks Inc</u>	<b>Contractor's Project No.:</b> _____
<b>Project:</b> <u>Beresford Wastewater Treatment Facility (WWTF)</u>	
<b>Contract:</b> <u>Beresford Wastewater Treatment Facility SAGR Units</u>	
<b>Application No.:</b> <u>6</u>	<b>Application Date:</b> <u>8/27/2024</u>
<b>Application Period:</b> <b>From</b> <u>7/26/2024</u> <b>to</b> <u>8/27/2024</u>	

1. Original Contract Price		\$ 6,850,000.00
2. Net change by Change Orders		\$ 49,851.55
3. Current Contract Price (Line 1 + Line 2)		\$ 6,899,851.55
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		\$ 2,732,094.52
5. Retainage		
a. 10% X \$ 2,732,094.52 Work Completed =		\$ 273,209.45
b. 10% X \$ - Stored Materials =		\$ -
c. Total Retainage (Line 5.a + Line 5.b)		\$ 273,209.45
6. Amount eligible to date (Line 4 - Line 5.c)		\$ 2,458,885.07
7. Less previous payments (Line 6 from prior application)		\$ 1,812,111.70
8. Amount due this application		\$ 646,773.37
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)		\$ 4,440,966.48

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** SiteWorks Inc

**Signature:** *Jon Kraft* **Date:** 8/27/24

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u><i>Christa V.H. Tinnor</i></u>	<b>By:</b> _____
<b>Title:</b> <u>Project Manager</u>	<b>Title:</b> _____
<b>Date:</b> <u>8/28/24</u>	<b>Date:</b> _____

**Approved by Funding Agency**

<b>By:</b> _____	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____





## Jerry Zeimetz

---

**From:** Austin Hansen  
**Sent:** Monday, August 26, 2024 12:16 PM  
**To:** Rachel Johnson  
**Cc:** Elaine Johnson; Jerry Zeimetz  
**Subject:** RE: T. Laurvick - Step Up

Rachel,

I recommend the step pay increase for Tony Laurvick from \$36.38/hr to \$37.32/hr or 100% of the scale for a total hourly wage of \$37.48/hr with his \$0.16/hr longevity pay.

Thanks,



O: (605)763-2500 C: (605)214-5813 Email: [austinh@beresfordtel.com](mailto:austinh@beresfordtel.com)

Web: [www.beresfordtel.com](http://www.beresfordtel.com) Address: 101 N 3<sup>rd</sup> St, Beresford, SD 57004

**From:** Rachel Johnson <[rachel@beresfordsd.com](mailto:rachel@beresfordsd.com)>  
**Sent:** Monday, August 26, 2024 10:26 AM  
**To:** Austin Hansen <[austinh@beresfordtel.com](mailto:austinh@beresfordtel.com)>  
**Cc:** Elaine Johnson <[elaine@beresfordsd.com](mailto:elaine@beresfordsd.com)>; Jerry Zeimetz <[jerry@beresfordsd.com](mailto:jerry@beresfordsd.com)>  
**Subject:** T. Laurvick - Step Up

Good Afternoon!

Tony L. is up for a step pay increase on 9/8/2024 from \$36.38/hr. to \$37.32/hr. Tony has \$0.16 longevity, so his total wage with longevity would be \$37.48. This would be at 100% of the scale. Please advise your recommendation. This would get put on the 9/3/24 Council agenda and would become effective on the 9/20/24 payroll. Please let me know if you have any questions!

Thank you!

*Rachel Johnson*

City of Beresford/Finance Assistant

Email: [rachel@beresfordsd.com](mailto:rachel@beresfordsd.com)

Phone: (605)763-2008

101 N 3<sup>rd</sup> St Beresford, SD 57004

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# International Brotherhood of Electrical Workers



## Local Union 426

3725 N 4<sup>th</sup> Ave, Sioux Falls, SD 57104  
Tel. (605) 336-0370 Fax (605)335-7672  
www.ibewsd.com office@ibew426.com



August 22, 2024

City of Beresford  
Attn: Jerry Zeimetz-City Administrator  
101 N. 3rd St.  
Beresford, SD 57004

Dear Jerry:

According to the terms of the agreement between the City of Beresford and Local 426, IBEW, we hereby open said agreement for the purpose of discussing the following proposals:

**Proposal 1: Appendix "A"**

We propose a pay increase to keep us abreast of our industry.

**Proposal 2:** The Local reserves the right to discuss other proposals and policy clarifications during the course of contract negotiations i.e., length of contract, etc.

The Union would like to start negotiations as soon as possible. Please let me know when you and your team would like to meet.

Sincerely,

A handwritten signature in black ink, appearing to read "Dylan Meyer".

Dylan Meyer-Business Manager  
IBEW ~ Local 426

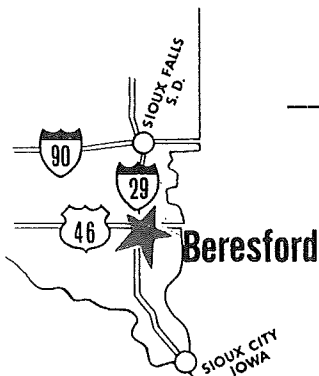
cc: Tom Frieberg  
Keith Kropuenske

RECEIVED

AUG 26 AM.  
2024







101 N. Third  
Beresford, S.D. 57004-1796  
PHONE: (605) 763-2008  
FAX: (605) 763-2329

**MUNICIPAL SUBSIDY DRAWDOWN REQUEST**

**CITY OF BERESFORD**

Beresford Cemetery Association hereby requests the drawdown of the monetary subsidy appropriated for the agency on the FY2024 Municipal Budget in the amount of \$1,500.00.

Attached is the required financial statement to be filed in lieu of a formal audit, as per statute.

Authorized Signature: Dr. Jenk  
Date: 8/28/24



FIRST SAVINGS BANK  
 5800 S WESTERN AVE  
 SIOUX FALLS, SD 57108

006 00001 01  
 ACCOUNT:

PAGE: 1  
 2046 07/31/2024

TELEPHONE: 605-763-2009

415 1 AV 0.545

000515

BERESFORD CEMETERY ASSOC  
 DON JERVIK  
 307 N 5TH ST  
 BERESFORD SD 57004-1749

www.firstsavingsbanks.com

REGULAR CHECKING ACCOUNT 2046

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			06/28/24	14,044.11
DEPOSIT		90.00	07/01/24	14,134.11
CHECK # 1211	525.00		07/03/24	13,609.11
CHECK # 1212	525.00		07/03/24	13,084.11
DEPOSIT		100.00	07/05/24	13,184.11
DEPOSIT		50.00	07/10/24	13,234.11
CHECK # 1213	200.00		07/10/24	13,034.11
DEPOSIT		100.00	07/15/24	13,134.11
CHECK # 1214	525.00		07/16/24	12,609.11
BALANCE THIS STATEMENT .....			07/31/24	12,609.11

TOTAL DAYS IN STATEMENT PERIOD 06/29/24 THROUGH 07/31/24: 33

TOTAL CREDITS (4) 340.00 MINIMUM BALANCE 12,609.11  
 TOTAL DEBITS (4) 1,775.00 AVG AVAILABLE BALANCE 12,984.71

YOUR CHECKS SEQUENCED

DATE...CHECK #.....AMOUNT	DATE...CHECK #.....AMOUNT	DATE...CHECK #.....AMOUNT
07/03 1211 525.00	07/10 1213 200.00	
07/03 1212 525.00	07/16 1214 525.00	

- END OF STATEMENT -

ADVERTISEMENT TO BIDDERS  
CITY OF BERESFORD – BRIDGES AT BERESFORD PATIO ADDITION

Sealed bids will be received by the City of Beresford at 101 N. 3<sup>rd</sup> St., Beresford, SD 57004 until **2:00 PM on the 5<sup>th</sup> day of September, 2024** for the construction of a new outdoor covered patio located at the Bridges at Beresford Clubhouse, located at 601 S. 7<sup>th</sup> St. The bids will then be publicly opened and read at that time by a representative appointed by the City. The awarding of the bids may be made at the next regular meeting of the City Council.

Bidders are advised that faxed bids will be rejected and that overnight delivery of bids may no meet the closing time deadline.

Bidding documents will be available no later than **Thursday, August 8<sup>th</sup>**. A pre-bid meeting will be held on **Thursday, August 22<sup>nd</sup> at 2:00 PM in the Beresford City Council Chambers at 103 N. 3<sup>rd</sup> St., Beresford,** for interested bidders.

The bid documents have been placed on file at the City Office and are available to the prime bidders and mechanical and electrical sub-bidders from RSA at 2307 W. 57<sup>th</sup> St. Ste 101., Sioux Falls, SD 57108, 605-336-6891 for a refundable deposit of \$100.00. Electronic copies of all bid documents will be the preferred method of delivery to all interested bidders and will be available online. Access to electronic copies must be requested through RSA.

Bids must be accompanied by a certified check, cashier's check, or a bank draft, payable to the City of Beresford in the amount equal to five percent (5%) of the amount bid, or a bid bond of ten percent (10%) is also acceptable.

The City of Beresford reserves the right to waive any irregularities deemed not advantageous to them and to reject any and all bids.

BY ORDER OF THE BERESFORD CITY COUNCIL OF BERESFORD, SOUTH DAKOTA

Dated this 15<sup>th</sup> day of July 2024

\_\_\_\_\_  
Jerry Zeimetz, City Administrator

Publication Data:  
Legal Paper – two times  
August 1 and August 8, 2024  
Publication Cost \$ \_\_\_\_\_