



North Sioux City, South Dakota
Regular Meeting of the City Council
September 19, 2016 – 7:00 p.m.
City Hall

PROPOSED AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Approval of Minutes: September 6, 2016, Regular Meeting
- F. Agenda Items
 - 1. James Van Cleave – Eagle Scout Project at Veteran’s Memorial
 - 2. Sioux City Fats, Oils, Grease (FOG) Presentation
 - 3. River Dr. Lift Station Bid Award
 - 4. Plat – Lots 23 & 23A of Bruneau Addition
 - 5. Plat – Lots 7A & 8A Block 3 of Suncoast Add
 - 6. Plat – Lots 45B and 46B of Tract 4 River Valley
 - 7. Plat – Lots 61 and 62 of Tract 4 River Valley
 - 8. Plat – N ½ of the SW ¼ Section 15 River Valley
 - 9. Rezoning Hearing – Lot 2 Tract 1 Flynn - NSCEDC
 - 10. Rezoning Hearing – Lot B of Lot A Flynn – NSCEDC
 - 11. Handbook Revisions – September 2016
 - 12. FY 2017 Budget
- G. Community and Council Input
- H. Approval of Bills
- I. Adjournment

*SDCL 1-25-2 (sections 1-5) allows a majority of the body present to vote to close a meeting when discussion revolves around personnel, legal matters or contract negotiations. Meetings may also be closed for certain economic development matters (SDCL 9-34-19).

UNAPPROVED
North Sioux City, South Dakota
City Council Regular Meeting Minutes
September 6, 2016

Meeting called to order at 7:00 p.m. by Mayor Fredericksen. Beavers, Berg, Christiansen, Cropley, Parks, Slater, Reiff and Verdoorn were present. Also in attendance were City Attorney Darrell Jesse, City Administrator Ted Cherry and Finance Officer Susan Kloostra.

Mayor Fredericksen led the Pledge of Allegiance.

Cropley requested to add SD Representative Jim Bolin to the agenda. Kloostra asked to add the Westshore Construction Project change order to the agenda. Motion by Cropley second by Parks to approve the agenda as amended. Unanimous.

Motion by Christiansen second by Reiff to approve the August 15 Regular Council Meeting Minutes. Unanimous.

Representative Jim Bolin spoke briefly regarding upcoming legislation that would allow cities (excluding Rapid City and Sioux Falls) to have an additional one cent tax for designated infrastructure projects with a designated timeframe, after a passing vote from residents. Representative Bolin encouraged Council to watch for this bill.

Cherry submitted revisions to the handbook. Items were brought to light following the last update. The revisions presented will address those concerns. Discussion was held. Several comments were made in regards to having enough time to adequately review the proposed changes. Christiansen made a motion to table the handbook changes. Berg seconded the motion. Unanimous.

The Parks Board has submitted a proposal for Council's approval. The request is to purchase fitness equipment which would be added in two locations along the bike trail on Streeter Drive. Cherry reported insurance costs would be covered under our general liability policy and the money is in the FY2016 appropriations. Cherry required the Board to include in the proposal labor costs. While contract labor was included, the Parks Board would prefer to utilize the Public Works department. Council spoke favorably about the proposal, however there were concerns about committing the Public Works department to install the equipment. Berg suggested the Board look into volunteers from the community. Motion by Christiansen second by Cropley to approve the project up to \$18,574.00. Unanimous.

Council approved advertising for bids to upgrade the Casey's Lift Station. City Engineer Greg Meyer reported no bids were received as contractors could not commit to completing the project in the original timeframe. Meyer recommended changing bid specs to change the completion in 2017. Motion by Parks second by Berg to approve the revised bid as presented. Unanimous.

In 2013, Council had approved a perpetual schedule for the city-wide clean-ups to aid in securing dumpsters from the waste provider. The fall clean-up was scheduled for the second weekend in October, which typically falls on the Native American Day holiday weekend. The request was to move the fall clean-up to a different weekend. Motion by Parks to schedule the 2016 fall clean-up on the third weekend and then in 2017 the first weekend of October. Motion was seconded by Beavers. Unanimous.

A final survey plat from Brown Wegher Construction was presented to Council, following approval of the Planning Commission. Motion by Cropley second by Christiansen to approve the final survey plat as presented. Unanimous.
Lots 72 and 73 of Tract 4 of River Valley Addition, North Sioux City, Union County, South Dakota

The 2017 Fiscal Year Municipal Budget was presented to Council for the first reading. Mayor Fredericksen started the discussion and asked Cherry to facilitate the reading. Cherry stated the budget package was completed with

the collaboration of the Mayor, Kloostra, department managers and the City Engineer. Cherry guided the Council through the budget narrative by fund and presenting a balanced budget for each.

Council took a recess at 8:04 p.m. and reconvened at 8:11 p.m.

Budget discussion continued. Key points addressed were: capital projects, necessary projects to maintain infrastructure, consideration given to sewer capacity requirements due to housing growth as well as commercial expansion and new businesses, SECOG's ability to aide in potential funding sources for projects, looking at the enterprise funds to ensure solvency, reactivating the storm drainage fund to address levee certification and drainage infrastructure, health insurance plan changes, and wage and benefit increases, while built into the budget, are discretionary based on Council's approval.

Motion by Parks with a second by Christiansen to approved the first reading of the FY2017 Budget as presented. Unanimous.

Community/council input:

- 1) Andrea Feller shared with Council that on her paycheck her employer provides not only her wages earned, but all benefits she receives which make up her total compensation package.
- 2) Kloostra commended the Council about the wages and benefits discussion. Having attended for the last five years, Kloostra felt the comments were the most productive, helpful and balanced of all the years.
- 3) Cherry reminded the Council of the flyer in their packet for the convention to raise awareness regarding human trafficking. It takes place in Sioux City on September 10 and 17, 2016.
- 4) Parks asked Chief Headid regarding animal tags since the animal ordinance had been passed.
- 5) Kloostra advised that the Senior Center will have modified hours the week of September 6. Parks inquired about the Farmers Market. Kloostra reported increased participation after advertising via the newspaper, email distribution and the City's advertisement on Cable Channel 98.

Motion by Beavers second by Parks to approve the bills as presented. Unanimous.

AMERICAN STAMP & MKTG	83.25	SELF-INKING STAMP (2)
BADER'S HIGHWAY & STREETS	21,656.00	CRACK SEALING (8 LOCATIONS)
BARKLEY ASPHALT, INC	7,980.00	ASPHALT-BASKETBALL COURTS
BARNES & NOBLES INC	29.23	BOOKS (3)
BOMGAARS	270.40	CAR BATTERY (2), KEY TAG SUPPLIES
CENTER POINT LGE PRINT	134.22	BOOKS (6)
CITY OF KEARNEY	15.00	BOOK
CRARY, HUFF, INKSTER, SHEEHAN	3,277.50	AUG2016 LEGAL FEES
DEMCO, INC	338.91	STAMP, TAPE (4) ,DISPLAY BIN(4)
FAMILY HEALTH CARE OF SIOUXLAN	145.00	OFFICE VISIT-AVALOS
FOUR SEASONS NORTH	124.75	SEP2016 FITNESS MEMBERSHIP
GCR TIRES & SERVICE	118.00	WATER TRUCK SERVICE CALL
GILL CONSTRUCTION	339,693.28	WESTSHORE RECONSTRUCTION
GILL HAULING	8,606.45	AUG2016 RESIDENTIAL WASTE
GREER, CASEY	25.00	BLDG RENTAL FOLLOW-UP 8/6/16
H2O 4 U	22.00	BOTTLED WATER
HAWKINS, INC	5,571.51	CHLORINE (5), POTASSIUM
HD SUPPLY WATERWORKS	386.18	WIRE FOR RF BOXES
HERITAGE FLAG & BANNER, INC.	673.00	FLAGS (11)
INGRAM LIBRARY SERVICES	1,197.25	BOOKS (91), DVD (2)
JACK'S UNIFORMS & EQUIPMENT	109.95	CLOTHING ALLOWANCE
K & P SERVICES, INC	441.05	JUL2016 PARKS TOILET RENTALS
KEVIN ODELL ELECTRIC, INC.	311.93	REPAIRED WIRING-BLOWER MOTORS
LAFLEUR AUTO SALES	317.90	UNIT 4-REPLACE EXHAUST GASKET
MB CLEANING	1,755.00	CLEANING-(4 LOCATIONS)
MJ MINOR UTILITY CONTRACTOR	2,572.50	SIOUX LAUNDRY LIFT STATION REPAIR
MOVIE LICENSING USA	262.00	SEP16-AUG17 SITE LICENSE
MPH INDUSTRIES, INC.	33.00	CABLE ACCESSORIES
NAT'L ASSOC OF TOWN WATCH	2,561.20	2016 NAT NIGHT OUT SUPPLIES
O'REILLY AUTOMOTIVE, INC.	273.28	OIL FILTER (7), WIPER FLD (6)
IOWA OFFICE SUPPLY	193.76	BINDERS (12)
OFFICE SYSTEMS CO	164.35	SEP2016 COPY & LEASE EXP
ONE OFFICE SOLUTION	287.42	COPY PAPER (10), TONER (2),
PIONEER AUTO	592.20	MOUNT & BALANCE 4 TIRES
JAMES POTRATZ	2,200.00	DIKE MOWING

PRESTO-X COMPANY	312.86	AUG2016 PEST CONTROL (5 LOCATIONS)
QUAM, BERGLIN, & POST PC	3,000.00	COMPILATION REPORT
GARY ROAN	1,080.00	JUL-AUG 2016 INSPECTIONS, MTGS,
ROBERTSON IMPLEMENT CO	964.03	REPAIRS ON GRAVELY MOWER
SCHIMBERG COMPANY	99.56	PARTS (36)
SD ASSOC OF RURAL WATER SYS	675.00	ANNUAL DUES-CLASS B MEMBER
SD DEPT OF REV & REGULATION	21.20	PLATES-POLARIS RANGER
SD PUBLIC ASSURANCE ALLIANCE	1,858.06	ADD- UNDERGROUND WATER TANK
SD DEPT OF HEALTH	297.00	BOD, SOLIDS, COLI
SIOUX CITY JOURNAL	347.71	SUBSCRIPTION-LIB
SIOUXLAND GRASS & FORAGE	42.50	TURF MIX (2)
STOUT, MICHELLE	131.12	REIMB-SUMMER REC PROGRAM
STRUCTURAL CONCRETE INC.	19,813.00	PAVING POLICE STATION
TOWN & COUNTRY LAWN SERVICE	969.00	JUL 2016 WEED CTRL (5 LOCATIONS)
VERIZON WIRELESS	925.68	AUG2016 CELL CHARGES
VERMILLION PLAIN TALK	42.00	SUBSCRIPTION RENEWAL
ZEISLER CONSTRUCTION, INC	4,925.00	REPLACE VALVE-IZAACK WALTON DR

As required by SDCL 6-1-10, the following is a list of the August 2016 payroll by department:

Finance/Admin	\$15,369.26
Library	\$7,397.11
Police	\$31,528.10
Public Works	\$25,250.48

Motion by Christiansen second by Beavers to adjourn at 9:41 p.m. Unanimous.

Approved

Randy Fredericksen, Mayor

Attested

Susan Kloostra, Finance Officer



City Council MEMO

504 River Drive
North Sioux City, SD 57049
Phone (605) 232-4276
Fax (605) 232-0506

To: North Sioux City City Council
From: Ted Cherry – City Administrator
Date: 9/19/2016
Re: James Van Cleave Eagle Scout Project – Veteran’s Memorial

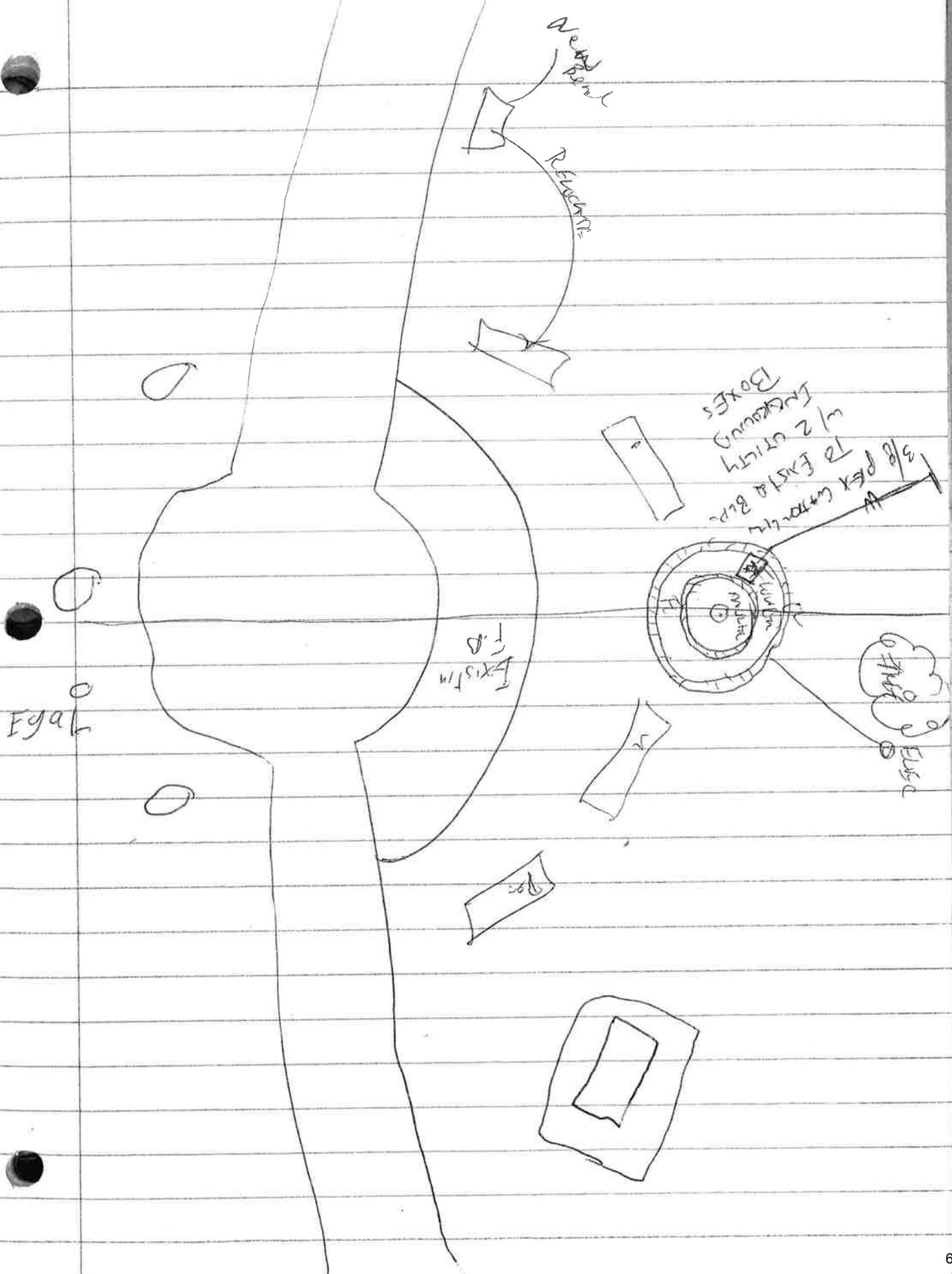
Background: In August, 2015 the City Council approved James Van Cleave to do an improvement project at the Veteran’s Memorial which would be for his Eagle Scout Project. The approval was contingent upon him speaking with the VFW and the Parks Board for their approval. The VFW approved the project and the Parks Board had a few revisions to the project they wanted to see.

The Parks Board asked that he not place the fountain in front of the benches so the view of the memorial would not be obstructed. James has created a new plan that would take into account these concerns. The fountain would be moved back, but would still have electric and water ran to it for the purposes of keeping the fountain running.

Attached are pictures of the fountain and the eagle. The eagle is not a final design, but gives the general direction which James is trying to go. Also, there is a general layout of what the design of the overall project is.

Financial Consideration: None, James has raised all funds associated with the project.

Recommendation: The administration would recommend the approval of the design and layout of the project. When James has a final design on the eagle this can be provided to the Parks Board and the Council.

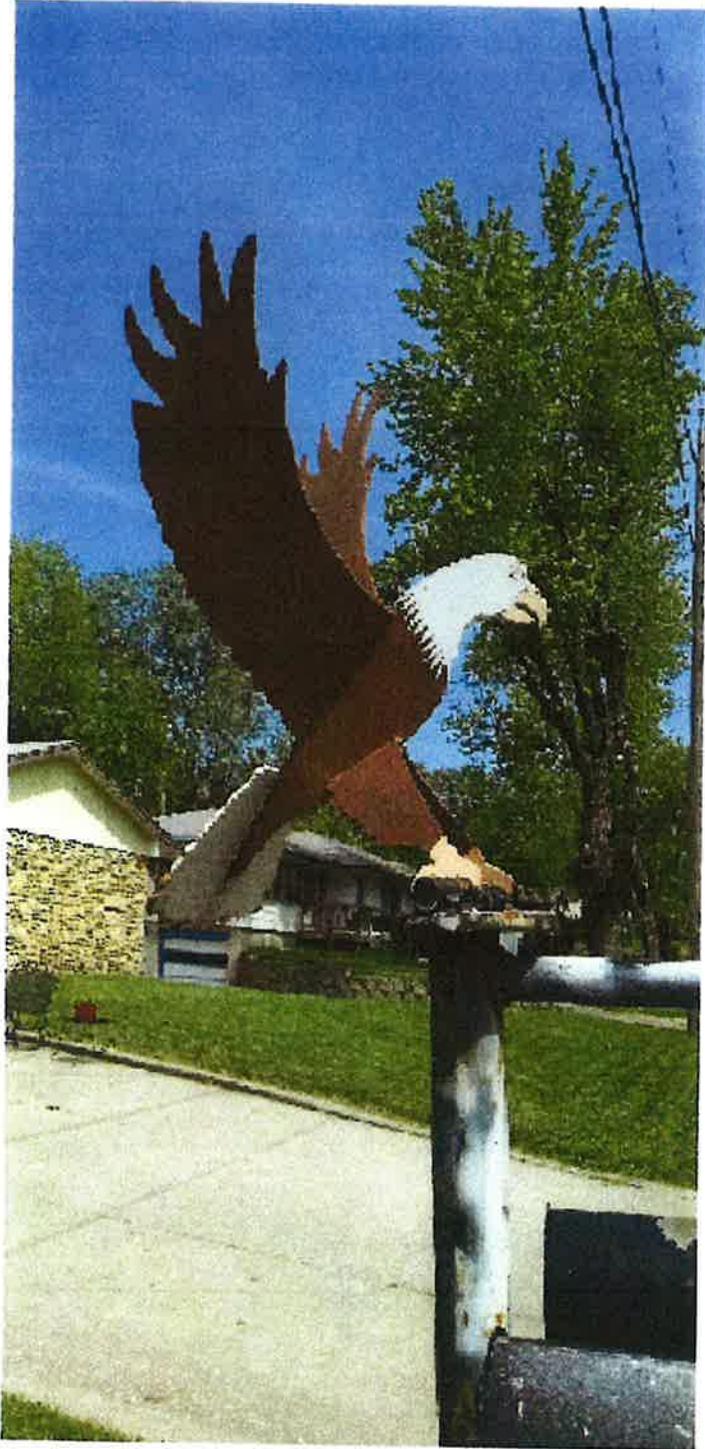




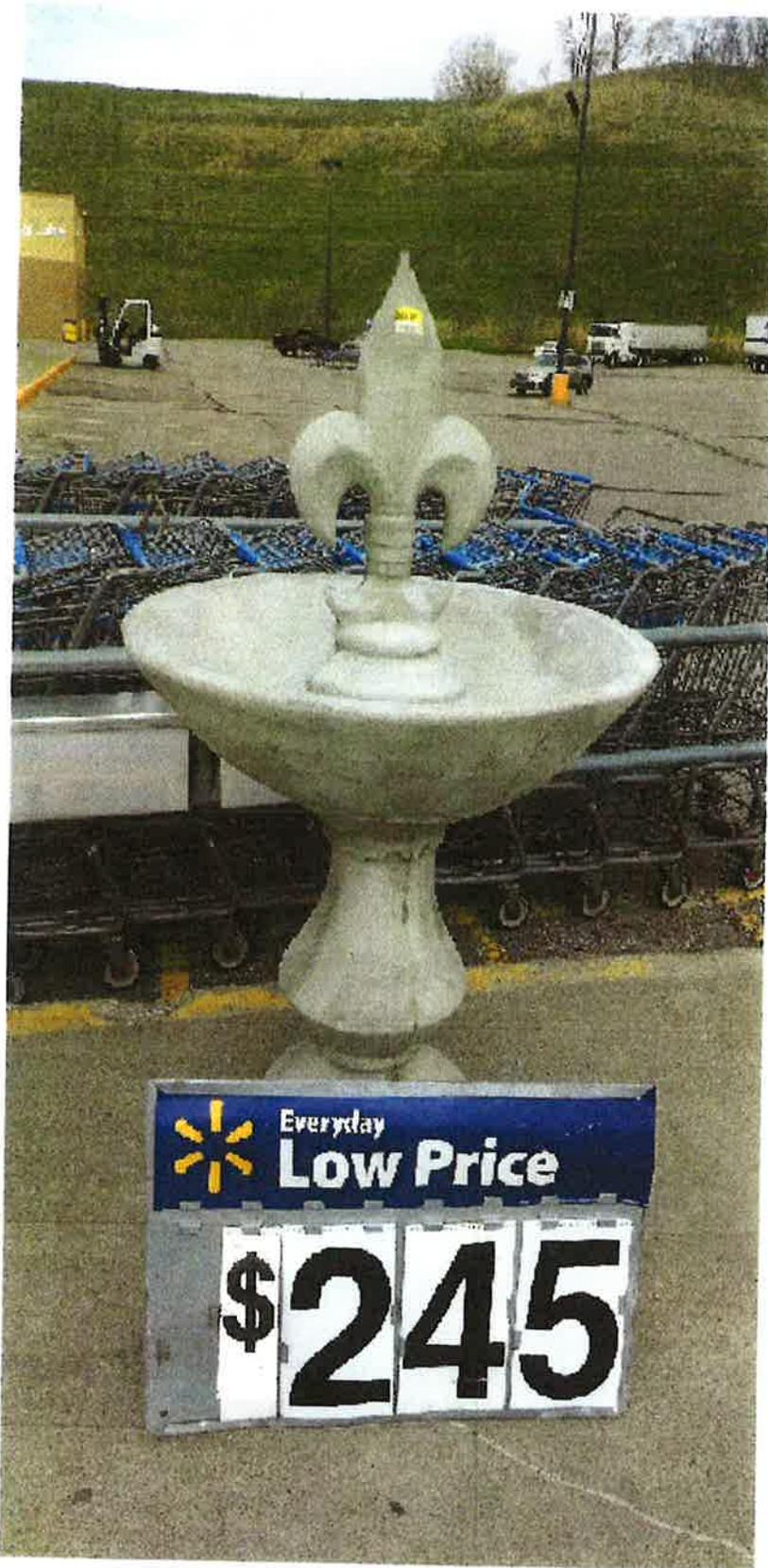
3D model



eagle



eagle



*wrong
price*

Fountain



PRODUCT SEARCH

Item Numbers

- Tables & Benches**
- Birdbaths & Feeders**
- Fountains**
- Fountain Accessories**
- Planters**
- Statuary**
- Animals**
- Pedestals**
- Ornaments & Finials**
- Custom Finishes**
- Pottery**

Fountains



Click on image for larger view



Fleur De Leis

Item Number: 04-8932

Dimensions: 54"h x 36"dia

Weight: 432 lb

Description: Component Parts Top-Bottom:
 34-1714
 14-9204
 22-3318

Pump sold separate:
 120 pump 54-0120
 Hose Kit: 55-B
 Shown in Aged Pine

[<< Back to Products](#)



City of Sioux City
Pretreatment Department
3100 S. Lewis Blvd
Sioux City, IA 51106
(712) 224-5178
(712) 279-6191 (fax)
vbaker@sioux-city.org



June 22, 2016

Dear Owners and Managers of Food Service Establishments,

RE: City of Sioux City Fats, Oils, and Grease (FOG) Ordinance Chapter 13.14

The Pretreatment Department is committed to providing safe, cost-effective wastewater service to commercial and residential customers within our service area. We are equally dedicated to operating our wastewater system in an environmentally responsible manner. The City of Sioux City recently adopted an ordinance to limit and control the introduction of fats, oils and grease into the sanitary sewer system. This ordinance in its entirety can be located on the City of Sioux City website, under the municipal code tab.

The FOG ordinance is the result of a mandate from the EPA which requires each municipality to install a program of oil and grease control to aid in the prevention of sanitary sewer blockages and overflows that adversely impact public health and the environment. All food service establishments (FSEs) will be categorized based on nature of business, capacity, and meals served. Once, the registration process is completed and categorization is determined the requirements for FSEs are as follows:

- The FSE will be required to install the proper grease control mechanism.
- Grease traps can be cleaned in-house, complete with a maintenance log, at a minimum weekly, or when total FOG and solids reach 25% of the design liquid level, whichever comes first.
- Grease Interceptors shall be cleaned, complete with a maintenance log, at three (3) month intervals or when total FOG and solids reach 25% of the design liquid level, whichever comes first. Owner or operator of the FSE shall employ a waste hauler that is licensed and certified by the Pretreatment Department.
- The introduction of enzymes, emulsifying chemicals, bacteria, hot water or other agents into a grease control mechanism to dissolve or emulsify grease is prohibited, unless prior written approval is received from the Director.
- FSEs established prior to April 1, 2015 will be grandfathered under their current system/practice; however, if any of the following take place, included but not limited to: the facility is renovated; if an existing FSE applies for a building permit valued at \$50,000 or more; or if an existing FSE does not adequately operate and maintain existing grease removal devices or use Best Management Practices (BMPs) to meet FOG discharge limits; and/or are found to be the source of a sanitary sewer overflow(SSO), basement back-up, or other negative impact on

the environment and/or public health, this grandfathered status will be voided which then all sections of the ordinance will be in full effect.

The Pretreatment Department is developing a more comprehensive grease control program to eliminate this problem, which will affect your business. During the next 18 months, a Pretreatment Department representative will visit each FSE within the City of Sioux City to collect data on facility operation, grease control practices and distribute educational material regarding the FOG program.

Studies have shown the most cost-effective way to protect the sewer system, public health and the environment from the effects of FOG is to change kitchen practices and catch FOG at the source. BMPs are a series of activities that effectively manage and control disposal of FOG waste generated from the operation of FSEs. The FOG program considers BMPs clean kitchen practices that focus on good housekeeping, employee training, spill control plans, recycling and proper waste disposal methods.

A registration form is included with this letter. Please fill it out accurately and in its entirety for this shall be the FSEs initial legal binding document. These registration forms are due to the Pretreatment Office by **August 1, 2016**. Failure to return the information in the stated time frame may result in a Notice of Violation from the Pretreatment Department. Forms may be returned via USPS, fax, or email. Refer to the top of this letter for mailing information.

Regardless of the nature of business, grandfather status, and/or amount, if any, of fats, oils, and grease produced within your establishment, you are required to fill out the registration form. It is the discretion of the Director to classify a facility as exempt. **If you feel you are exempt, you are still required to fill out the form in its entirety and return in the allotted time period.**

If you have questions or would like additional information, please call Vicki Baker at (712) 224-5178 or Desiree McCaslen at (712) 279-6987. You are a valued customer of the City of Sioux City Pretreatment Department and we appreciate your cooperation in making our city safe for the public and our environment.

Sincerely,
Vicki Baker
Laboratory Manager
City of Sioux City Pretreatment Department



City of Sioux City
Food Service Establishment (FSE)
Fats, Oils, and Grease (FOG) Control Mechanism
Registration Form

Please complete a separate registration form for EACH grease control mechanism (GCM) located at your Food Service Establishment (FSE).

FSE Name: _____ FSE Phone: _____
 FSE Street Address: _____ FSE Zip Code: _____

FSE Location: Detached Unit ___ Complex / Mall / Strip-Mall ___

FSE Type (Check all that apply):

Southern Sports Grill Italian Steakhouse Ice Cream BBQ
 Commercial Cafeteria Sandwich/Soup Japanese Western Grocery
 Middle Eastern Smoothies Chinese Corporate Cafeteria Burgers
 Pizzeria Mexican Yogurt School Cafeteria Seafood
 Fast Food Vietnamese Convenience Store Hotel Coffee House
 Day Care Bed & Breakfast Church Caterer Care Institution
 Other _____ Seasonal (explain) _____

Contact Name: _____ Position: _____
 Contact Address: _____
 City: _____ State: _____ Zip: _____
 Contact Email: _____
 Contact Phone: _____ Ext: _____ Fax: _____

Number of Fixtures:

<input type="checkbox"/> Deep Fryers	<input type="checkbox"/> 3-Compartment Sinks	<input type="checkbox"/> Garbage Disposal
<input type="checkbox"/> Pre-Wash Sinks	<input type="checkbox"/> Grills	<input type="checkbox"/> 2-Compartment Sinks
<input type="checkbox"/> Wok Ranges	<input type="checkbox"/> Ovens	<input type="checkbox"/> 1-Compartment Sinks
<input type="checkbox"/> Mop Sinks	<input type="checkbox"/> Other _____	<input type="checkbox"/> Dishwasher

GCM Location/Type: ___ Exterior Interceptor ___ Interior Under Sink Trap
 ___ Interior Floor Trap ___ No GCM installed ___ Other _____

GCM Size: _____ gallons ___ lb ___ gpm

GCM Manufacturer (If unknown, leave blank):

GCM Model (If unknown, leave blank):

GCM Service Company (If unknown, leave blank):

Cleaning Frequency: ___ Daily ___ Bi-Weekly ___ Weekly ___ Quarterly ___ Annually

*It is the responsibility of the FSE to keep records of cleaning/pumping schedules on site for 3 years

Pumping Service Company (If unknown, leave blank):

Yellow/Fryer Grease Rendering Company:

Yellow/Fryer Grease Rendering Container on-site? ___ Yes ___ No

If yes, Yellow/Fryer Grease Rendering Container within secondary containment? ___ Yes ___ No

Seating Occupancy: _____

Number of meals served daily (average): _____

Do you currently/have you ever used any products to help with FOG removal (i.e. chemicals, bio-augmentation, etc.) ___ Yes ___ No

If yes, please explain: _____

Other comments or information: _____

I, (Print Name) _____, certify that to the best of my knowledge the above statements to be correct.

(Signature) _____ (Date) _____

After completing, submit the GCM Registration Form to the **Laboratory Supervisor:**

Mailed copies can be sent to:

City of Sioux City WWTP

C/O Vicki Baker

3100 S. Lewis Blvd

Sioux City, IA 51106

Faxes can be sent to: (712) 279-6191

Scanned copies can be sent to: vbaker@sioux-city.org



City Council MEMO

504 River Drive
North Sioux City, SD 57049
Phone (605) 232-4276
Fax (605) 232-0506

To: North Sioux City City Council
From: Ted Cherry – City Administrator
Date: 9/19/2016
Re: River Dr. Lift Station Bid Award

Background: During the July 5th City Council meeting the City Council asked for bids advertisements to be placed in local papers and to set a bid opening date of 9/15/2016. The bid is to replace the generator that is currently located at the River Drive/Miller Lift Station.

The current generator is approximately 40 years old and is a 300 gallon 150Kw machine. It is a manual generator that requires a manual start in the case of an emergency. The new generator would automatically turn on in the case of a power outage and would be an update to the current sewage system infrastructure. The new generator would be a 300 gallon 150Kw. The new generator would use the existing concrete pad and small improvements to the electrical will need to be made.

The City may be able to repurpose the existing generator for another purpose or would surplus the property for sale.

The city received two bids for the project which are indicated on the next page. The low bid came in \$30,330 below the engineers estimate.

Financial Consideration: \$69,670.00 for the purchase of the new generator

Recommendation: The administration would recommend awarding the contract for the new generator to be located at the River Drive lift station to Mitchell Electric in the amount of \$69,670.00.

TABULATION OF BIDS
NORTH SIOUX CITY
RIVER DRIVE GENERATOR
 14-Sep-16

Bidder	Bid Bond 10%	Bid Amount	Alternate One Amount
Odell Electric	Yes	\$83,190.00	\$1,200.00
Mitchell Electric	Yes	\$69,670.00	No Bid
Engineer's Est.	N/A	\$100,000.00	\$5,000.00



City Council MEMO

504 River Drive
North Sioux City, SD 57049
Phone (605) 232-4276
Fax (605) 232-0506

To: North Sioux City City Council
From: Ted Cherry – City Administrator
Date: 9/19/2016
Re: Plat – Lot 23 & 23A Bruneau Plat

Background: Jeffrey and Jeanne Steinkamp have requested a re-plat of their property to add the accretion ground to their property.

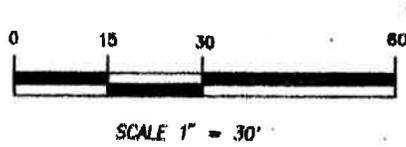
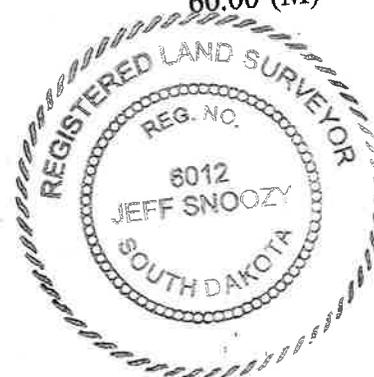
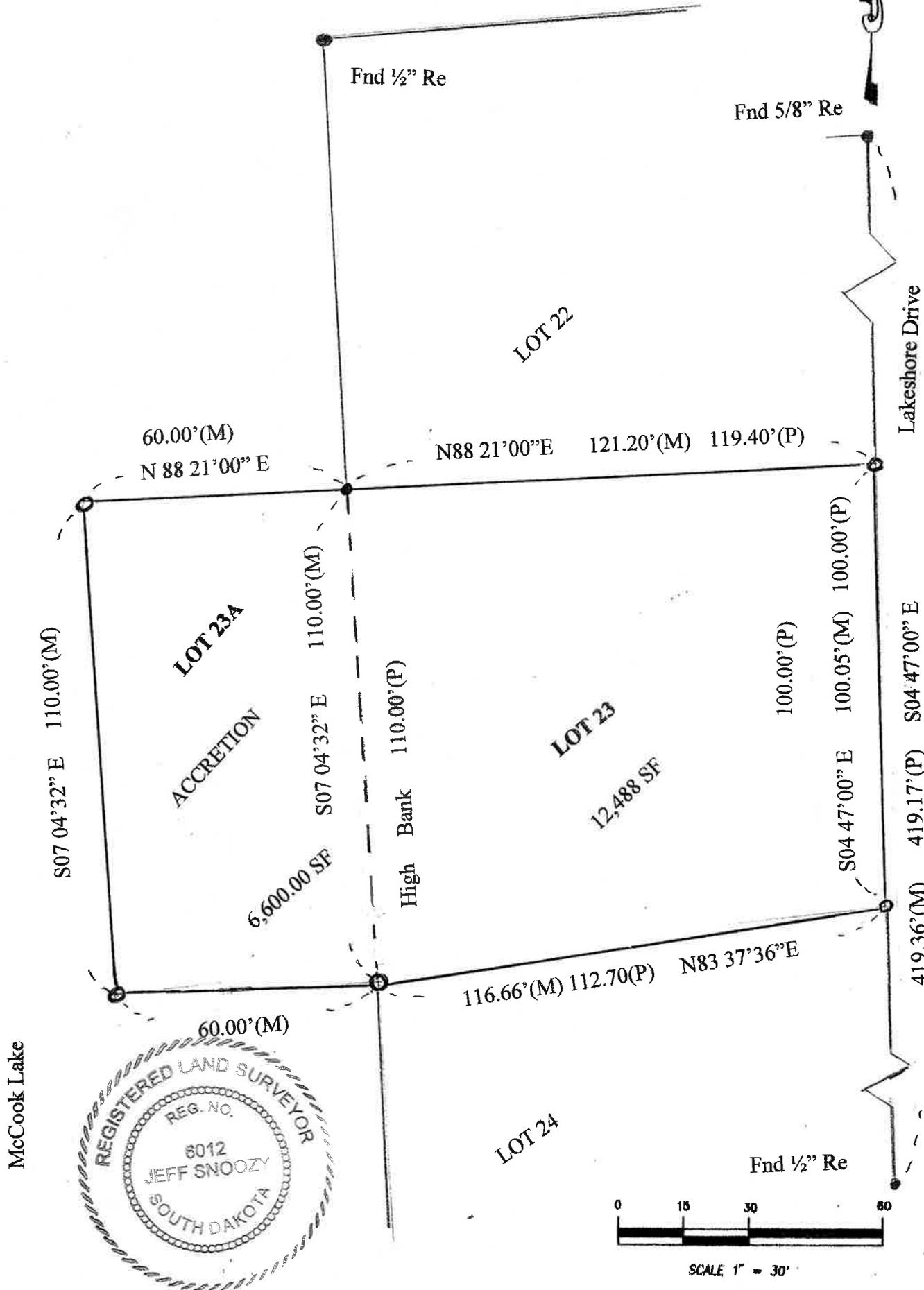
The plat was approved by the North Sioux City Planning Commission on 9/14/2016

Financial Consideration: none

Recommendation: Administration recommends the approval of the plat as presented.

PLAT OF SURVEY

Legal: Lot 23 and 23A, Re-Plat of Bruneau Plat
 in the SW1/4, Section 10, T89N, R49W,
 5th P.M., North Sioux City, Union
 County, South Dakota



Note: Bearings Assumed

LEGEND

- FOUND PIN AS NOTED
- SET CAPPED PIN
- (R) RECORD DISTANCE
- (M) MEASURED DISTANCE

CERTIFICATION:

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF SOUTH DAKOTA.

Jeff Snoozy 9/12/16
 JEFF SNOOZY, PLS #601E DATE
 LICENSE RENEWAL DATE: DEC. 31, 2017 SHEETS COVERED BY THIS SEAL 3

SNOOZY SURVEYING
 18 ALGONA DRIVE
 NORTH SIOUX CITY, SD 57049
 605-338-2222
 716-381-8728

CLIENT: Jeff Stienkamp
 ADDRESS:

SURVEYED BY: JSS DATE:
 DRAWN BY: ANG DATE:
 PAGE 1 OF 2 19

RESOLUTION BY THE CITY COUNCIL:

Be it resolved by the City Council of North Sioux City, Union County, South Dakota, that the above plat represents Lot 23 and Lot 23A (Accretion Ground to Lot 23), in the Re-Plat of Bruneau Plat, in the Southwest Quarter of Section 10, Township 89 North, Range 48 West of the 5th Principal Meridian, North Sioux City, Union County, South Dakota, be and the same is hereby approved.

I, undersigned, City Finance Officer of the City of North Sioux City, Union County, South Dakota, do hereby certify that the above is a true and correct copy of the Resolution passed by the City of North Sioux City, Union County, South Dakota, at their regular meeting on the _____ day of _____ 20_____

City Finance Officer, North Sioux City

Mayor, City of North Sioux City

CERTIFICATE OF COUNTY TREASURER

State of South Dakota, County of Union

I, the undersigned, County Treasurer of Union County, South Dakota, do hereby certify that all taxes which are liens upon the land included in this plat, are shown by the records of my office have been paid in full.

County Treasurer

Date

CERTIFICATE OF DIRECTOR OF EQUALIZATION

State of South Dakota, County of Union

I, the undersigned, Director of Equalization of Union County, South Dakota, Do hereby certify that a copy of the above plat has been filed in my office.

Director of Equalization

Date

CERTIFICATE OF COUNTY REGISTER OF DEEDS

State of South Dakota, County of Union

I, the undersigned, Register of Deeds for Union County, South Dakota, do hereby certify that that this plat has been filed for record this _____ day of _____, 20_____, at _____ o'clock _____ M. and filed in book _____ of Plats on Page _____ therein.

County Register of Deeds



City Council MEMO

504 River Drive
North Sioux City, SD 57049
Phone (605) 232-4276
Fax (605) 232-0506

To: North Sioux City City Council
From: Ted Cherry – City Administrator
Date: 9/19/2016
Re: Plat – Suncoast Addition Lots 7a & 8a

Background: Dave and Debra Mitchell are asking to plat lots 7A and 8A of Block 3 Suncoast Addition. This would add the accretion ground to the existing lots and create larger lot sizes.

The plat was approved by the North Sioux City Planning Commission on 9/14/2016

Financial Consideration: none

Recommendation: Administration recommends the approval of the plat as presented.

RESOLUTION BY THE CITY COUNCIL:

Be it resolved by the City Council of North Sioux City, Union County, South Dakota, that the above plat represents Lot 7A and Lot 8A, Block 3, Suncoast First Filing and Accretion ground thereto, North Sioux City, Union County, South Dakota, be and the same is hereby approved.

I, undersigned, City Finance Officer of the City of North Sioux City, Union County, South Dakota, do hereby certify that the above is a true and correct copy of the Resolution passed by the City of North Sioux City, Union County, South Dakota, at their regular meeting on the _____ day of _____ 20_____

City Finance Officer, North Sioux City

Mayor, City of North Sioux City

CERTIFICATE OF COUNTY TREASURER

State of South Dakota, County of Union

I, the undersigned, County Treasurer of Union County, South Dakota, do hereby certify that all taxes which are liens upon the land included in this plat, are shown by the records of my office have been paid in full.

County Treasurer

Date

CERTIFICATE OF DIRECTOR OF EQUALIZATION

State of South Dakota, County of Union

I, the undersigned, Director of Equalization of Union County, South Dakota, Do hereby certify that a copy of the above plat has been filed in my office.

Director of Equalization

Date

CERTIFICATE OF COUNTY REGISTER OF DEEDS

State of South Dakota, County of Union

I, the undersigned, Register of Deeds for Union County, South Dakota, do hereby certify that that this plat has been filed for record this _____ day of _____, 20_____, at _____ o'clock _____ M. and filed in book _____ of Plats on Page _____ therein.

County Register of Deeds



City Council MEMO

504 River Drive
North Sioux City, SD 57049
Phone (605) 232-4276
Fax (605) 232-0506

To: North Sioux City City Council
From: Ted Cherry – City Administrator
Date: 9/19/2016
Re: Plat – River Valley Lots 45B & 46B

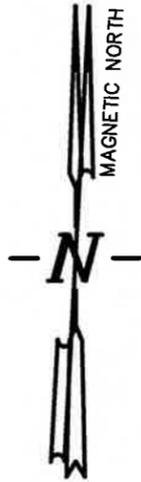
Background: DeRocher Brothers Construction is requesting the vacation of lots 44A through 46A of River Valley Addition and replatting them as lots 45B & 46B. This change would allow them to build a twinhome. When the original plat was done they were going to try and do a three-plex building, but zoning regulations do not allow for that type of house.

The plat was approved by the North Sioux City Planning Commission on 9/14/2016

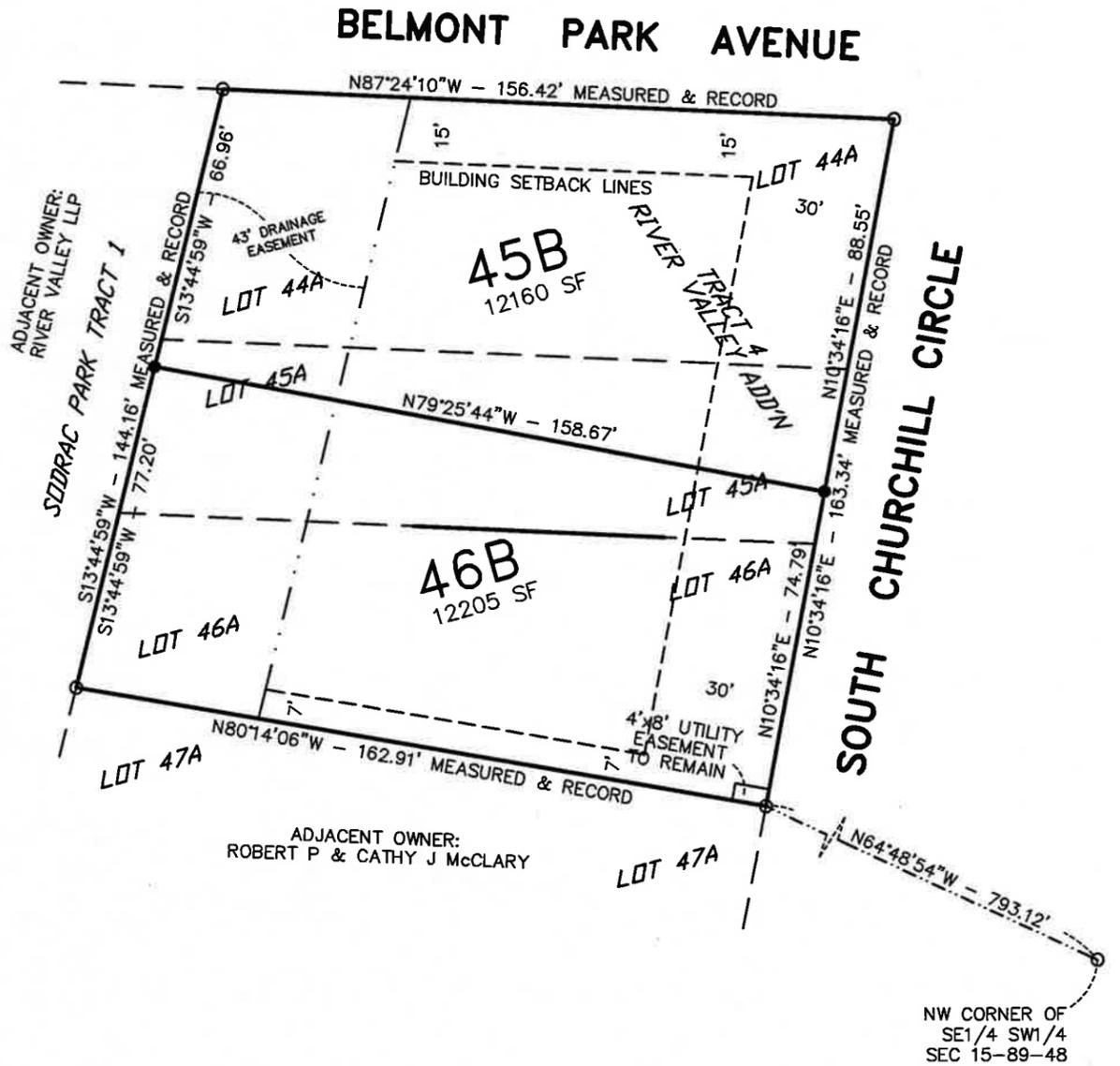
Financial Consideration: none

Recommendation: Administration recommends the approval of the plat as presented.

**PLAT OF
LOTS 45B & 46B OF TRACT 4 OF
RIVER VALLEY ADDITION
NORTH SIOUX CITY, UNION COUNTY, SOUTH DAKOTA**
VACATING LOTS 44A THRU 46A OF TRACT 4
RECORDED IN BOOK 32 OF PLATS ON PAGE 42 THEREIN



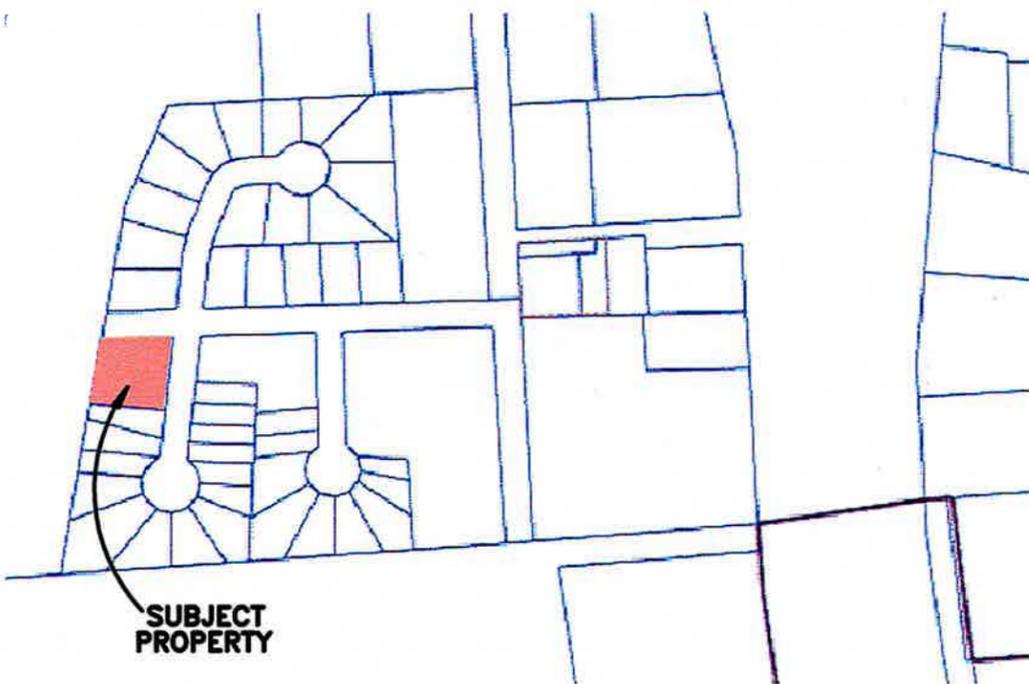
MAGNETIC DECLINATION 3'5" EAST
AS PER NOAA NATIONAL CENTERS
FOR ENVIRONMENTAL INFORMATION



- INDICATES FOUND 1/2" Ø IRON PIN UNLESS OTHERWISE INDICATED
- INDICATES SET 1/2" IRON PIN W/ YELLOW CAP #4544

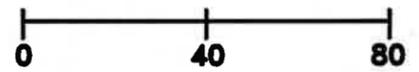
TOTAL AREA IN ADDITION: 0.559 ACRES

VICINITY MAP
SCALE 1" = 400'



PLOT DATE: SEPTEMBER 9, 2016

SCALE: 1" = 40'



SHEET 1 OF 2

PREPARED BY
MLS & ASSOCIATES, PLC
201 BENSON BUILDING
SIOUX CITY, IOWA
(712) 258-6844

**PLAT OF
LOTS 45B & 46B OF TRACT 4 OF
RIVER VALLEY ADDITION
NORTH SIOUX CITY, UNION COUNTY, SOUTH DAKOTA
VACATING LOTS 44A THRU 46A OF TRACT 4
RECORDED IN BOOK 32 OF PLATS ON PAGE 42 THEREIN**

PLOT DATE: SEPTEMBER 9, 2016
SHEET 2 OF 2

NORTH SIOUX CITY PLANNING COMMISSION

BE IT RESOLVED BY THE NORTH SIOUX CITY PLANNING COMMISSION THAT THE ATTACHED PLAT OF LOTS 45B & 46B OF TRACT 4, RIVER VALLEY ADDITION, NORTH SIOUX CITY, UNION COUNTY, SOUTH DAKOTA, BE AND THE SAME IS HEREBY APPROVED.

SURVEYOR'S CERTIFICATION

I, DOUGLAS J. MORDHORST, A REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF SOUTH DAKOTA, DO HEREBY CERTIFY THAT ON OR BEFORE SEPTEMBER 9, 2016, I HAVE SURVEYED AND PLATTED LOTS 45B & 46B OF TRACT 4 OF RIVER VALLEY ADDITION, NORTH SIOUX CITY, UNION COUNTY, SOUTH DAKOTA, WITH ACRES AND DIMENSIONS OF SAID PLATTED LOTS AS SHOWN ON THIS PLAT.

PURSUANT TO SDCL 11-3-20.1 TO 11-3-20.4 INCLUSIVE, THE APPROVAL AND FILING OF THIS PLAT VACATES LOTS 44A, 45A & 46A OF TRACT 4, RIVER VALLEY ADDITION, UNION COUNTY, SOUTH DAKOTA, RECORDED IN BOOK 32 OF PLATS ON PAGE 42 THEREIN.

I FURTHER CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE WITHIN AND FOREGOING PLAT HAS BEEN PREPARED FOLLOWING GENERALLY ACCEPTED PROFESSIONAL STANDARDS FOR TITLE SURVEYS. ANY CERTIFICATION EXPRESSED OR IMPLIED HEREIN APPLIES ONLY TO THE INDIVIDUAL(S), ASSOCIATION(S), AGENCY(S), AND/OR CORPORATION(S) EXPLICITLY LISTED. ANY CERTIFICATION, EXPRESSED OR IMPLIED HEREIN IS INVALID WITHOUT THE ORIGINAL SIGNATURE OF "DOUGLAS J. MORDHORST".

DATED THIS _____ DAY OF _____, 2016.

CHAIRMAN PLANNING COMMISSION

NORTH SIOUX CITY COUNCIL RESOLUTION

BE IT RESOLVED BY THE NORTH SIOUX CITY COUNCIL THAT THE ATTACHED PLAT OF LOTS 45B & 46B OF TRACT 4, RIVER VALLEY ADDITION, NORTH SIOUX CITY, UNION COUNTY, SOUTH DAKOTA, BE AND THE SAME IS HEREBY APPROVED.

I, _____, CITY FINANCE OFFICER OF THE CITY OF NORTH SIOUX CITY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT THE WITHIN AND FOREGOING IS A TRUE AND CORRECT COPY OF THE RESOLUTION PASSED BY THE CITY COUNCIL AT ITS REGULAR MEETING ON

THE _____ DAY OF _____, 2016.

CITY FINANCE OFFICER

MAYOR

DATED THIS 9th DAY OF September, 2016.

Douglas J. Mordhorst
DOUGLAS J. MORDHORST REG. NO. 4544



OWNER'S CERTIFICATE

I/WE THE UNDERSIGNED, DO HEREBY CERTIFY THAT I/WE AM/ARE THE OWNER/OWNERS OF THE PROPERTY AS DESCRIBED ON THE ATTACHED CERTIFICATE OF DOUGLAS J. MORDHORST, THAT SAID PLAT HAS BEEN MADE AT MY/OUR REQUEST AND UNDER MY/OUR DIRECTION FOR THE PURPOSE OF TRANSFER, AND I/WE FURTHER CERTIFY THAT THE DEVELOPMENT OF THIS LAND SHALL CONFORM TO ALL EXISTING ZONING, SUBDIVISION AND EROSION AND SEDIMENT CONTROL REGULATIONS AS ARE APPLICABLE TO THIS PROPERTY.

DATED THIS 13 DAY OF September, 2016

BY: *Corey Derocher*
COREY DEROCHE
OWNER OF DEROCHE BROTHERS CONSTRUCTION LLC

COUNTY TREASURER'S CERTIFICATE

I, THE UNDERSIGNED, COUNTY TREASURER FOR UNION COUNTY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT ALL TAXES WHICH ARE LIENS UPON ANY LAND INCLUDED IN THIS PLAT, AS SHOWN BY THE RECORDS OF MY OFFICE HAVE BEEN PAID IN FULL.

DATED THIS _____ DAY OF _____, 2016.

COUNTY TREASURER

DIRECTOR OF EQUALIZATION

I, THE UNDERSIGNED, COUNTY DIRECTOR OF EQUALIZATION FOR UNION COUNTY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT A COPY OF THE ABOVE PLAT HAS BEEN FILED AT MY OFFICE.

DATED THIS _____ DAY OF _____, 2016.

DIRECTOR OF EQUALIZATION

STATE OF Iowa
COUNTY OF Woodbury } ss ACKNOWLEDGMENT

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON
THE 13 DAY OF Sept, 2016, BY
COREY DEROCHE.

Julie A. Karrer
NOTARY PUBLIC IN AND FOR UNION COUNTY, SOUTH DAKOTA
woodbury Co

REGISTER OF DEEDS

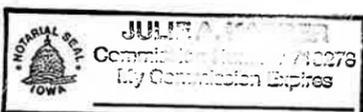
I, THE UNDERSIGNED, REGISTER OF DEEDS FOR UNION COUNTY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT THIS PLAT HAS BEEN FILED

FOR RECORD THIS _____ DAY OF _____, 2016 AT

_____ O' CLOCK _____ M., AND HAS BEEN FILED IN BOOK _____

OF PLATS ON PAGE _____ THEREIN.

REGISTER OF DEEDS





City Council MEMO

504 River Drive
North Sioux City, SD 57049
Phone (605) 232-4276
Fax (605) 232-0506

To: North Sioux City City Council
From: Ted Cherry – City Administrator
Date: 9/19/2016
Re: Plat – River Valley Lots 61&62

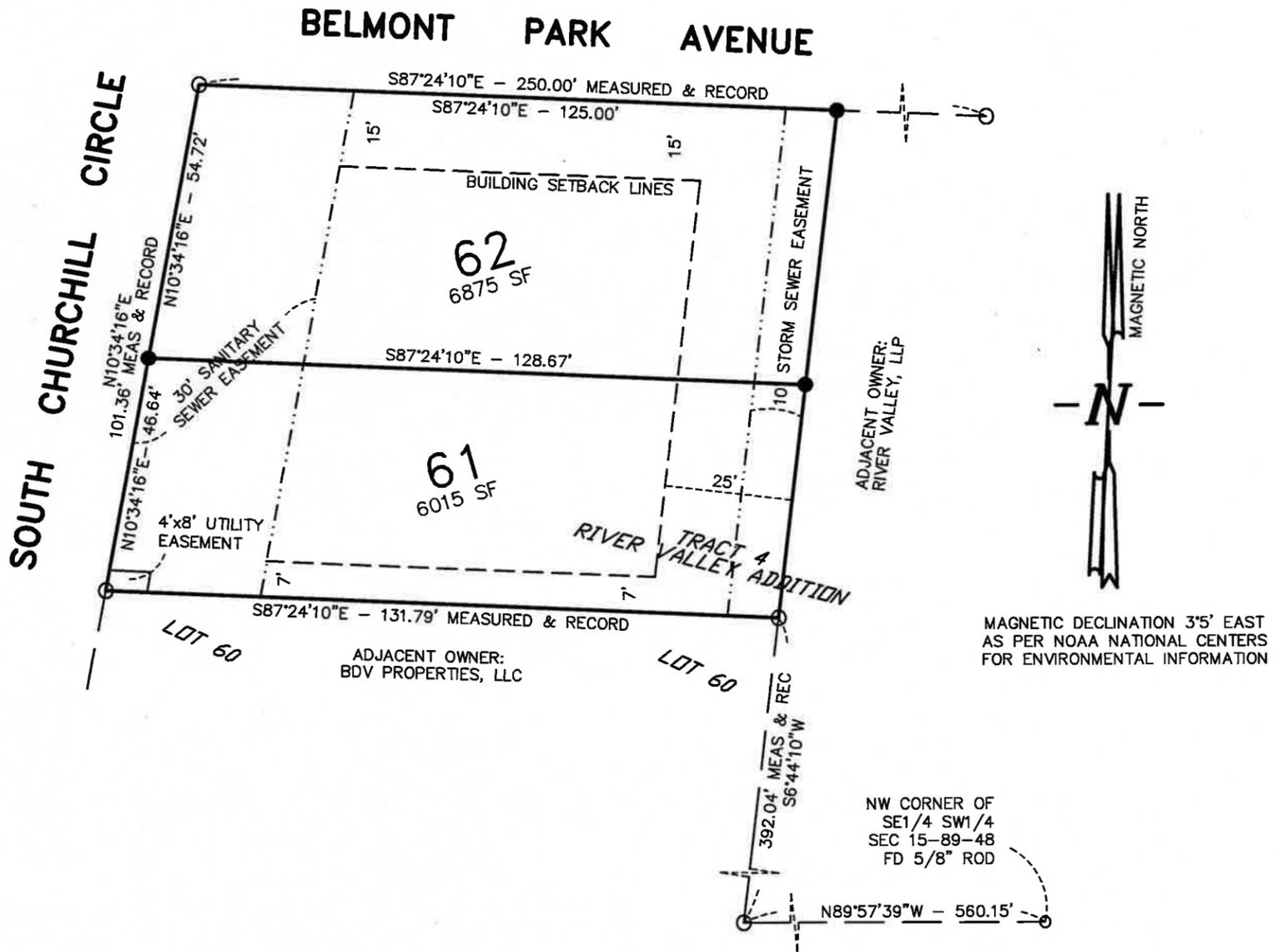
Background: Brown Wegher is asking to plat lots 61 and 62 of the River Valley addition. This will be utilized as a twinhome.

The plat was approved by the North Sioux City Planning Commission on 9/14/2016

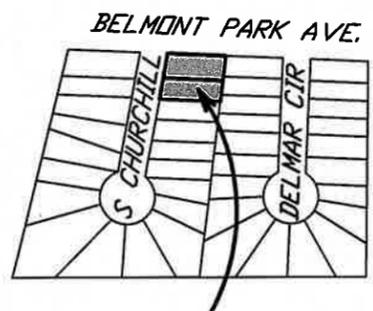
Financial Consideration: none

Recommendation: Administration recommends the approval of the plat as presented.

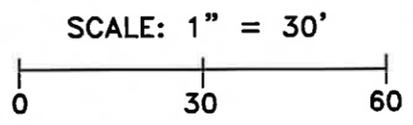
**PLAT OF
LOTS 61 AND 62 OF TRACT 4 OF
RIVER VALLEY ADDITION
NORTH SIOUX CITY, UNION COUNTY, SOUTH DAKOTA**



VICINITY MAP
SCALE 1" = 400'



- INDICATES FOUND 1/2" Ø IRON PIN UNLESS OTHERWISE INDICATED
 - INDICATES SET 1/2" IRON PIN W/ YELLOW CAP #4544
- TOTAL AREA IN ADDITION: 0.296 ACRES



PLOT DATE: SEPTEMBER 1, 2016
SHEET 1 OF 2

PREPARED BY
MLS & ASSOCIATES, PLC
201 BENSON BUILDING
SIOUX CITY, IOWA
(712) 258-6844

**PLAT OF
LOTS 61 AND 62 OF TRACT 4 OF
RIVER VALLEY ADDITION
NORTH SIOUX CITY, UNION COUNTY, SOUTH DAKOTA**

PLOT DATE: SEPTEMBER 1, 2016
SHEET 2 OF 2

NORTH SIOUX CITY PLANNING COMMISSION

BE IT RESOLVED BY THE NORTH SIOUX CITY PLANNING COMMISSION THAT THE ATTACHED PLAT OF LOTS 61 AND 62 OF TRACT 4 OF RIVER VALLEY ADDITION, NORTH SIOUX CITY, UNION COUNTY, SOUTH DAKOTA, BE AND THE SAME IS HEREBY APPROVED.

SURVEYOR'S CERTIFICATION

I, DOUGLAS J. MORDHORST, A REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF SOUTH DAKOTA, DO HEREBY CERTIFY THAT ON OR BEFORE SEPTEMBER 1, 2016, I HAVE SURVEYED AND PLATTED LOTS 61 AND 62 OF TRACT 4 OF RIVER VALLEY ADDITION, NORTH SIOUX CITY, UNION COUNTY, SOUTH DAKOTA, WITH ACRES AND DIMENSIONS OF SAID PLATTED LOTS AS SHOWN ON THIS PLAT.

I FURTHER CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE WITHIN AND FOREGOING PLAT HAS BEEN PREPARED FOLLOWING GENERALLY ACCEPTED PROFESSIONAL STANDARDS FOR TITLE SURVEYS. ANY CERTIFICATION EXPRESSED OR IMPLIED HEREIN APPLIES ONLY TO THE INDIVIDUAL(S), ASSOCIATION(S), AGENCY(S), AND/OR CORPORATION(S) EXPLICITLY LISTED. ANY CERTIFICATION, EXPRESSED OR IMPLIED HEREIN IS INVALID WITHOUT THE ORIGINAL SIGNATURE OF "DOUGLAS J. MORDHORST".

DATED THIS _____ DAY OF _____, 2016.

CHAIRMAN PLANNING COMMISSION

NORTH SIOUX CITY COUNCIL RESOLUTION

BE IT RESOLVED BY THE NORTH SIOUX CITY COUNCIL THAT THE ATTACHED PLAT OF LOTS 61 AND 62 OF TRACT 4 OF RIVER VALLEY ADDITION, NORTH SIOUX CITY, UNION COUNTY, SOUTH DAKOTA, BE AND THE SAME IS HEREBY APPROVED.

I, _____, CITY FINANCE OFFICER OF THE CITY OF NORTH SIOUX CITY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT THE WITHIN AND FOREGOING IS A TRUE AND CORRECT COPY OF THE RESOLUTION PASSED BY THE CITY COUNCIL AT ITS REGULAR MEETING ON

THE _____ DAY OF _____, 2016.

CITY FINANCE OFFICER

MAYOR

OWNER'S CERTIFICATE

I/WE THE UNDERSIGNED, DO HEREBY CERTIFY THAT I/WE AM/ARE THE OWNER/OWNERS OF THE PROPERTY AS DESCRIBED ON THE ATTACHED CERTIFICATE OF DOUGLAS J. MORDHORST, THAT SAID PLAT HAS BEEN MADE AT MY/OUR REQUEST AND UNDER MY/OUR DIRECTION FOR THE PURPOSE OF TRANSFER, AND I/WE FURTHER CERTIFY THAT THE DEVELOPMENT OF THIS LAND SHALL CONFORM TO ALL EXISTING ZONING, SUBDIVISION AND EROSION AND SEDIMENT CONTROL REGULATIONS AS ARE APPLICABLE TO THIS PROPERTY.

DATED THIS 12 DAY OF September, 2016

RIVER VALLEY, LLP
BY RICK WEGHER, MANAGING PARTNER

COUNTY TREASURER'S CERTIFICATE

I, THE UNDERSIGNED, COUNTY TREASURER FOR UNION COUNTY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT ALL TAXES WHICH ARE LIENS UPON ANY LAND INCLUDED IN THIS PLAT, AS SHOWN BY THE RECORDS OF MY OFFICE HAVE BEEN PAID IN FULL.

DATED THIS _____ DAY OF _____, 2016.

COUNTY TREASURER

DIRECTOR OF EQUALIZATION

I, THE UNDERSIGNED, COUNTY DIRECTOR OF EQUALIZATION FOR UNION COUNTY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT A COPY OF THE ABOVE PLAT HAS BEEN FILED AT MY OFFICE.

DATED THIS _____ DAY OF _____, 2016.

DIRECTOR OF EQUALIZATION

STATE OF South Dakota }
COUNTY OF Union } ss ACKNOWLEDGMENT

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON
THE 12 DAY OF September, 2016, BY
RICK WEGHER

Jane Parmeter
NOTARY PUBLIC IN AND FOR SAID COUNTY AND SAID STATE



Expires March 3, 2021

REGISTER OF DEEDS

I, THE UNDERSIGNED, REGISTER OF DEEDS FOR UNION COUNTY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT THIS PLAT HAS BEEN FILED

FOR RECORD THIS _____ DAY OF _____ 2016 AT
_____ O' CLOCK _____ M., AND HAS BEEN FILED IN BOOK _____
OF PLATS ON PAGE _____ THEREIN.

REGISTER OF DEEDS



City Council MEMO

504 River Drive
North Sioux City, SD 57049
Phone (605) 232-4276
Fax (605) 232-0506

To: North Sioux City City Council
From: Ted Cherry – City Administrator
Date: 9/19/2016
Re: Plat – River Valley Tract 11

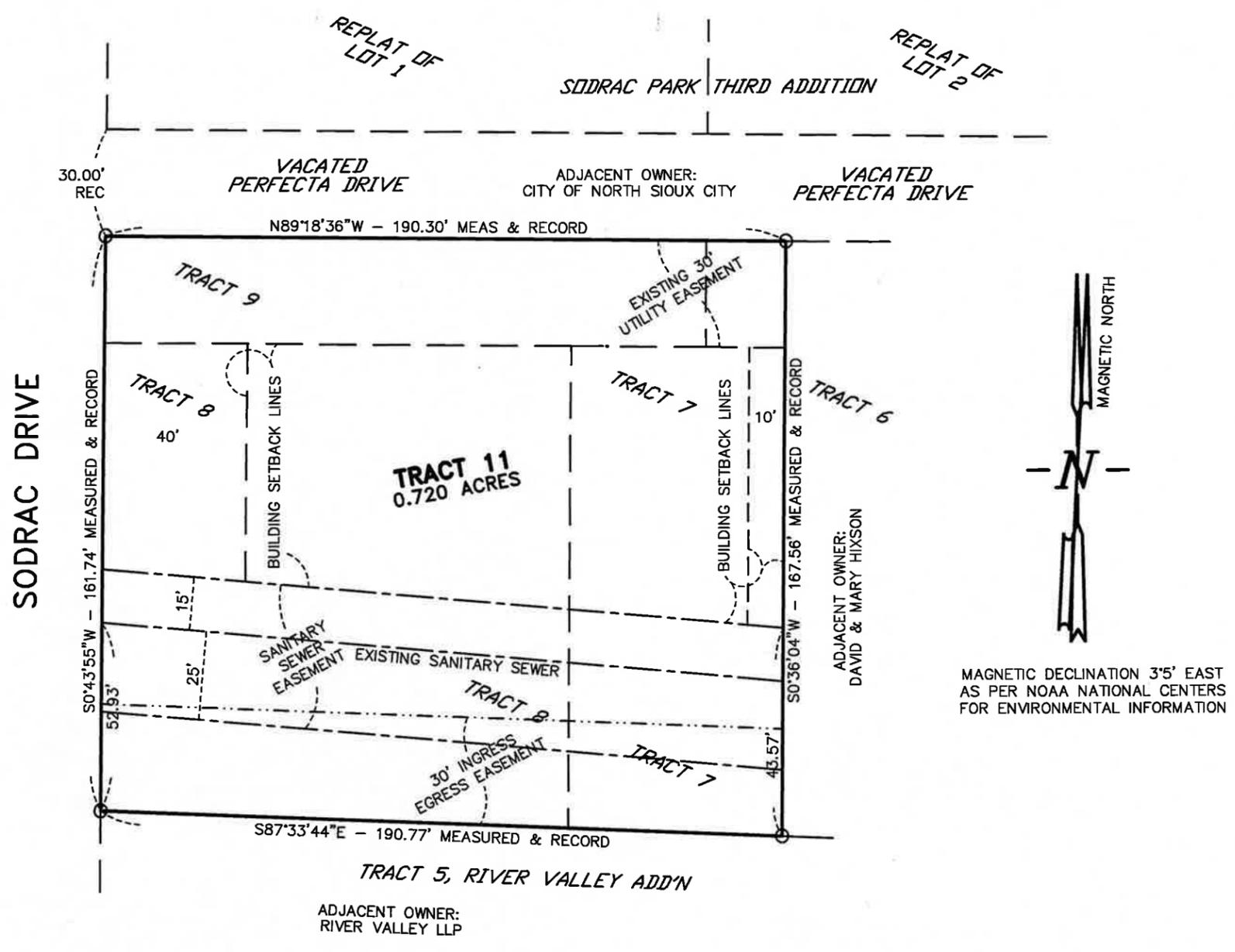
Background: Brown Wegher is asking to plat tract 11 in the River Valley Addition. The purpose is to locate a business on the property.

The plat was approved by the North Sioux City Planning Commission on 9/14/2016

Financial Consideration: none

Recommendation: Administration recommends the approval of the plat as presented.

**PLAT OF
RIVER VALLEY ADDITION**
IN THE N1/2 OF THE SW1/4 OF SECTION 15, T89N, R48W
5TH P.M., NORTH SIOUX CITY, UNION COUNTY, SOUTH DAKOTA
TRACT 11
VACATING TRACT 7, 8 & 9, RIVER VALLEY ADDITION
RECORDED IN BOOK 28 OF PLATS ON PAGE 5 THEREIN



- INDICATES FOUND 1/2" Ø IRON PIN UNLESS OTHERWISE INDICATED
 - INDICATES SET 1/2" IRON PIN W/ YELLOW CAP #4544
- TOTAL AREA IN ADDITION: 0.720 ACRES

VICINITY MAP
SCALE 1" = 400'



PLOT DATE: SEPTEMBER 2, 2016
SCALE: 1" = 40'
0 40 80
SHEET 1 OF 2

PREPARED BY
MLS & ASSOCIATES, PLC
201 BENSON BUILDING
SIOUX CITY, IOWA
(712) 258-6844



City Council MEMO

504 River Drive
North Sioux City, SD 57049
Phone (605) 232-4276
Fax (605) 232-0506

To: North Sioux City City Council
From: Ted Cherry – City Administrator
Date: 9/19/2016
Re: Rezoning Hearing – Flynn Lot 2 Tract 1

Background: The North Sioux City Economic Development Corporation has requested the land be rezoned from Residential R-1 to Light Industrial L-I. This is approximately 7 acres which the NSCEDC plans to sell for development purposes. The council set a hearing date for 9/19/2016 at the regular meeting on 8/15/2016

The Planning Commission had a hearing on 8/10/2016 and passed the rezone request unanimously. The Council has an obligation to set a hearing date.

Proper notification was presented in the local newspaper and was posted on the property

Financial Consideration: Publication of hearing date in the North Sioux Times

Recommendation: Administration recommends approval of the rezoning request for Lot 2 of Flynn Tract 1

City of North Sioux City – Zoning Change Application

Name and address of property owner:

North Sioux City Economic Development Corporation

504 River Drive, North Sioux City, SD 57049

Name Eugene & Cheryl Flynn

Address

Legal Description of the land on which such permit is requested:

Lot 2 of Flynn Tract 1, being a part of Lot A in Section 10, Township 89 North, Range 48, West of the 5th P.M., Union County, South Dakota

Present Zoning

R-1 - Residential

District Classification:

Applicant Name: North Sioux City Economic Development Corporation

Address 504 River Drive, North Sioux City, SD 57049

Phone #'s (C) (712) 444-0826

(W) (605) 232-4510

Reason for Zoning Change:

Rezone land from R-1 - Residential to L-1 - Light Industrial to allow for business development.

SIGNATURE IS REQUIRED TO PROCESS APPLICATION

SIGNATURE

Paige Petersen

DATE

7/7/2016

FOR OFFICE USE ONLY

Date of P&Z Hearing

___/___/___

Approved Deny

Date of City Council Hearing

___/___/___

Approved Deny

Dates of Publications

___/___/___

and

___/___/___

APPROVED BY:

Date:



Overview



Legend

-  Corporate Limits
-  Political Township
-  Parcels

Parcel ID	05.07.10.1050	Alternate ID	n/a	Owner Address	NORTH SIOUX CITY
Sec/Twp/Rng	10-89-48	Class	CITY		504 RIVER DR
Property Address	N HWY 105	Acreage	n/a		NORTH SIOUX CITY SD 57049
District	11618				
Brief Tax Description	REPLAT LOT 2 FLYNN TR 1 BEING A PART OF LOT A (7.29A)				
	(Note: Not to be used on legal documents)				

Date created: 7/8/2016

 Developed by
The Schneider Corporation



City Council MEMO

504 River Drive
North Sioux City, SD 57049
Phone (605) 232-4276
Fax (605) 232-0506

To: North Sioux City City Council
From: Ted Cherry – City Administrator
Date: 8/19/2016
Re: Rezoning Hearing – Flynn Lot B of Lot A

Background: The North Sioux City Economic Development Corporation has requested the land be rezoned from Agricultural A to Light Industrial L-I. This is approximately 42 acres which the NSCEDC plans to sell for development purposes. The City Council set a hearing date of 9/19/2016 at the regular meeting on August 15, 2016.

The Planning Commission had a hearing on 8/10/2016 and passed the rezone request unanimously. The Council has an obligation to set a hearing date.

Financial Consideration: Publication of hearing date in the North Sioux Times

Recommendation: Administration recommends the approval of the rezoning request for Flynn Lot B of Lot A Flynn Tract 6

City of North Sioux City – Zoning Change Application

Name and address of property owner:

North Sioux City Economic Development Corporation

504 River Drive, North Sioux City, SD 57049

Name Eugene & Cheryl Flynn

Address

Legal Description of the land on which such permit is requested:

Lot B of Lot A in the Northeast Quarter, the Southeast of the Northwest Quarter of Section 10, Township 89 North, Range 48, West of the 5th P.M., less Flynn Tract 6 consisting of Lots 1 and 2, as platted in Book 29 of Plats on Page 14, North Sioux City, Union County, South Dakota

Present Zoning

AG - Agricultural

District Classification:

Applicant Name: North Sioux City Economic Development Corporation

Address 504 River Drive, North Sioux City, SD 57049

Phone #'s (C) (712) 444-0826

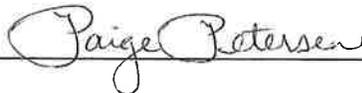
(W) (605) 232-4510

Reason for Zoning Change:

Rezone land from AG - Agricultural to L-1 - Light Industrial to allow for business development.

SIGNATURE IS REQUIRED TO PROCESS APPLICATION

SIGNATURE _____



DATE _____

7/7/2016

FOR OFFICE USE ONLY

Date of P&Z Hearing _____

Approved Deny

Date of City Council Hearing _____

Approved Deny

Dates of Publications _____ and _____

APPROVED BY:

Date:



Overview



Legend

-  Corporate Limits
-  Political Township
-  Parcels

Parcel ID	05.07.10.2060	Alternate ID	n/a	Owner Address	NORTH SIOUX CITY
Sec/Twp/Rng	--	Class	CITY		504 RIVER DR
Property Address		Acreage	n/a		NORTH SIOUX CITY SD 57049
District	05618A				
Brief Tax Description	LOT B OF LOT A IN NE1/4, SE1/4 & NW1/4 LESS LOTS 1 & 2 OF FLYNN TR 6				
	(Note: Not to be used on legal documents)				

Date created: 7/7/2016

 Developed by
The Schneider Corporation



City Council MEMO

504 River Drive
North Sioux City, SD 57049
Phone (605) 232-4276
Fax (605) 232-0506

To: North Sioux City City Council
From: Ted Cherry – City Administrator
Date: 9/16/2016
Re: Handbook Revisions – Sept. 2016

Background: Per the request of a number of city employees and members of the City Council some changes were made to handbook approved 7/18/2016. These changes address concerns with overtime pay call back periods, the number of on call hours per weekend day, holiday, vacation and sick time. There is also new wording added to address longevity, certifications, and the HSA account.

Current standards only require an employer to pay overtime in a situation worked more than 40 hours in the standard work week. The proposed changes would include, in the standard week, hours used for holiday, vacation, and sick time. The changes would also have employees receiving overtime for call back times and not just for hours worked over 40 during the week.

Financial Consideration: None

Recommendation: The administration would recommend council to define if these changes are appropriate or if they would like to leave wording in the original context. Council can choose sections for approval.

The City's policy in employment is to hire and promote on the basis of an individual's merit, knowledge, skills, and abilities and avoid circumstances of favoritism. Thus, the employment of immediate family members where one member would hire, supervise, discipline or otherwise judge the performance of the above is prohibited. Immediate family is defined as: parents, step-parents, spouse, children, stepchildren, brothers, sisters, step-brothers, step-sisters, grandparents, grandchildren or an individual who has acquired any of the above status through marriage.

This shall not apply to elected officials, but elected officials should be aware of abstaining from decisions which would affect the direct well-being of immediate family members.

4.13 Probation Period:

Every employee hired by the City must complete a 6-month training period for the purpose of assessing the individual's ability to perform their assigned duties. Such employment may be terminated if either the City or the employee feels this is the appropriate action. There is no notice required of either party for such termination and no due process procedures will be held by the City for any disciplinary action during this time period. During this training period an employee shall accrue both sick and vacation leave at the regularly scheduled rate. Sick leave may be used as necessary at this time, however, the employee is not entitled to use their accrued vacation leave until completion of their training period. An employee-in-training is entitled to paid holidays as observed by the City. At the discretion of the employer, the training period may be extended by an additional 3 months.

POLICY 5: HOURS OF WORK

5.1 General Policy:

It is the City's intent to create a standard work week within which an employee is expected to perform City services. The City also realizes that emergency and extenuating circumstances may arise in which an employee is required to work variable hours. Nothing within this policy is meant as a guarantee to the number of hours, either daily or weekly, that an employee may be required to work. However, it is the City's policy that every employee be treated equally and fairly when expected to work odd or extended hours.

5.2 Standard Work Week:

The standard 40-hour work week, unless otherwise stated, for the purpose of calculating pay and overtime shall begin at ~~12:00~~ 12:00 a.m. Sunday and end on ~~12:00~~ 11:59 p.m. Saturday.

5.3 Standard Work Day:

The standard eight-hour work day for City employees will begin as set by the employing department, including a 60-minute break for lunch and a 15-minute break period in both the morning and afternoon. Certain departments may choose to use a 30-minute lunch break period. Break periods may not be accumulated for time off. Emergencies may require that employees work more than eight hours in a day but shall be compensated with equal time off within the same work week (flex time) or through the accumulation of overtime if over 40 hours are worked in the week. The Police Union contract shall supersede this section, 5.3, for work hours/periods.

5.3.1 Time Worked

If less than a full hour is worked, the amount of time recorded on the timesheet should be rounded to the nearest quarter-hour.

5.3.2 Daylight Savings Time

The hour an employee loses each spring (by working seven of a scheduled eight-hour shift) must be charged to vacation or, with supervisory approval, be made up within the same work week. The extra hour an employee works each fall (by working nine hours rather than the scheduled eight) must be paid to the employee within the guidelines for overtime provisions under the Fair Labor Standards Act.

5.4 Call Back Pay:

~~Any employee who is called in to work outside of his/her regular shift or schedule shall receive pay at their regular rate of pay. Any time over 40 hours within one pay week will constitute as overtime. It is the responsibility of each department supervisor to maintain and control the amount of overtime being approved. Employees who are required to report for work during hours when they are normally schedule to be off shall receive time and one-half (1 ½). This minimum shall not apply to work performed immediately before or immediately after an employee's regular work shift.~~

5.5 On-Call Time:

A Department may make stand-by arrangements which will be rotated among qualified employees. The employees on stand-by shall keep themselves available for immediate service that may arise and shall furnish the supervisor with a telephone number where the employee can be reached or the employee may be required to carry a radio or cell phone.

A ~~streets department~~public works employee On-Call shall receive ~~43~~ hours overtime pay for each weekend day On-Call, overtime pay for each call out, and \$2 per hour for every hour on call in which the employee is not receiving overtime pay. An On-Call week shall run from Sunday to Saturday to coincide with the standard working week. If On-Call responsibilities is divided between two employees it shall be done for 24-hour day long periods and shall be approved by the supervisor.

5.6 Overtime:

Employees may be required to work overtime when determined necessary by their supervisor or the City. Overtime is defined as time that is worked in excess of the first 40 hours within the standard work week and does ~~not~~ include hours paid but not worked such as holidays, vacation days or sick days. Except in emergency situations and for on call employees, all overtime must be authorized by the employee's department head prior to the working of such hours. Overtime is to be authorized only if the work cannot be otherwise done during normal work hours. Insofar as possible, the opportunity to work overtime shall be distributed as equally as practicable by the City among the employees in each department.

Overtime compensation for all overtime eligible employees shall be at the rate of one and one-half (150%) of the employee's regular hourly rate. As stated above, time paid for but not worked (holidays etc.) does not count toward hours worked for the purpose of calculating overtime hours. However, if an employee is required to work on a holiday the City will follow the holiday policy as found in 7.11.

Accrual of overtime without prior authorization may result in disciplinary procedures.

The police union contract shall state its own working week hours and overtime schedule.

5.7 Exemptions to Overtime:

The following employees are exempt from the overtime standards:

- 1) Appointive officers (if determined to be FLSA exempt)
- 2) Executive, Administrative, and Professional employees.

5.8 Attendance:

All City employees are expected to be at work on time and during their regularly scheduled hours. Employees who are unable to report for work on time are required to notify their immediate supervisor or the City Administrator prior to their being absent, unless an emergency exists. If an emergency situation exists, the employee is expected to notify the proper authority as soon as reasonably possible. Except in cases of an emergency, if an employee is absent more than 3 consecutive days without proper notification, the employee will be considered to have voluntarily resigned their position and/or may be discharged from City service.

5.9 Time Sheets/Cards:

For the purpose of calculating and issuing pay checks, each employee's time sheet is a record of their regular hours worked, overtime worked, and vacation or sick leave used. Timesheets are the responsibility of each individual employee to calculate their time correctly. Every employee and their supervisor must sign their time sheet to verify that

6.7 Travel and Reimbursement of Expenses:

6.7.1 General Policy

It is the policy of the City that employees be fully reimbursed for necessary and reasonable job related travel expenses.

6.7.2 Travel Approval Required

All travel must be approved by the City Administrator or designated authority prior to the date of travel except in emergency instances.

6.7.3 In-State Travel Expenses

Per diem rates for approved in-state travel shall be paid at the current state rate.

6.7.4 Out-of-State Travel Expenses

Per diem rates for approved travel outside the state of South Dakota shall be paid at the current state rate.

6.7.5 Meal Allowance - Schedule for Computation

The City will use the State of South Dakota per diem for meal allowances. The City may reimburse fully for meals where a full receipt is provided. Any tipping on meals shall not be over 18%. There shall be no reimbursement for a meal that is provided for the employee through the course of travel including, but not limited to, hotel provided breakfasts, conference provided meals, or meals paid for by a third party.

6.7.6 Receipts Required for Lodging

Receipts are required for all lodging expenses for reimbursement.

6.7.7 Mileage Rate

When employees may use their private vehicles for approved travel, mileage shall be paid at the current state rate.

6.8 Health Savings Account (HSA)

A contribution amount of \$1,750 per employee on single insurance and \$3,500 per employee on family insurance shall be deposited to each employee's HSA account each year. This deposit shall be made available to each employee before the first payroll of the year.

If the status of the employee changes during the year, the contribution amount will be modified on a prorated basis from the month following the date of change. For example, if a single employee would get married on July 10th, the City will contribute the difference between the single rate and family rate prorated by the number of full calendar months remaining in the year.

If an employee changes from a family rate to a single rate, or if an employee leaves the employment of the City, the employee may be required to return the overpaid portion contributed to their HSA account to the City.

6.9 Longevity Pay

At the beginning of the sixth year of service with the City, employees shall be paid longevity pay based on their date of hire, at a rate of \$25.00 for each year of completed service, to be paid annually in a separate check on first payroll date of December.

6.10 State License Certification

Employees receiving and maintaining State License Certification in the following areas: water treatment, water distribution, waste water treatment, waste water collection, general spraying, mosquito spraying, and weed sprayer licenses shall receive an additional \$.25 per hour above their hourly wage.

POLICY 7: LEAVES OF ABSENCE

7.1 General Policy:

Leaves of absence for vacation and sick leave are considered a benefit and privilege offered by the City. Leaves are not granted automatically, but are to be requested by the employee. Reasonable effort will be made to ensure that all employees are treated equally and fairly. In some instances, it may not be possible to grant all leaves requested during busy times or emergency situations, however reasonable effort will be made to grant requests. Employees anticipating a leave of absence are encouraged to apply for such leave as soon as possible.

7.2 Vacation Leave:

Paid vacation leave will be granted to all qualified employees (see policy 3).
Vacation leave will accrue at a rate according to the following schedule:

- 0 – 3 years 3.08 hours/pay period (2 weeks per year)
- 3 – 10 years 4.62 hours/pay period (3 weeks per year)
- > 10 years 6.15 hours/pay period (4 weeks per year)

Employees on leaves of absence without pay or suspensions without pay do not accrue vacation leave benefits. Employees-in-training (probationary employees) accrue vacation

7.10.4 Returning from Leave

When you are able to return to work following a leave because of your own serious health condition, you should attempt to give the City at least one week's notice by mailing, hand delivering, or faxing to the City Administrator a medical certification stating that you are able to resume work. However, you should make sure that the City receives this notice no later than two business days before your return to work at the conclusion of your leave. If your FMLA leave resulted from a workers' compensation injury, your health care provider may send an updated medical work status form to the City Administrator as soon as your return to work date is known, even if less than two business days before your return to work.

7.11 Holidays:

The City recognizes and observes the following as paid holiday for eligible employees:

New Year's Day, January 1
Martin Luther King Jr. Day, 3rd Monday in January
Presidents' Day, 3rd Monday in February
Memorial Day, Last Monday in May
Independence Day, July 4
Labor Day, 1st Monday in September
Native Americans' Day, 2nd Monday in October
Veterans' Day, November 11
Thanksgiving Day, 4th Thursday in November
Christmas Day, December 25

When a holiday falls on a Saturday, the preceding Friday is observed as the paid holiday for eligible City employees. If a holiday falls on a Sunday, it is observed on the following Monday.

On occasion the President of the United States or the Governor of the State of South Dakota designates holidays. In the event that this occurs the City of North Sioux City shall also recognize these dates on the same date as recognized by the State of South Dakota.

Employees ineligible for paid holiday leave will be granted a day off without pay in observance of a holiday.

An employee required to work on a paid holiday observed by the City will receive an extra 8 hours of regular pay. Individuals who perform work on a shift, or are called in to work, shall be paid the holiday pay and be compensated at one and one-half (1 ½) times the normal rate of pay for hours worked on the holiday.

7.12 Leave Slips:

Thank You for the beautiful
Flowers

We wish to acknowledge with sincere
thanks the kind expression
of your sympathy

The Hogan Family