

The Clear Lake City Council met in regular session on Monday, April 6, 2015, at 6:30 p.m. in the Conference Room of the Municipal Building with Mayor Gordon Lee presiding. Those present were Aldermen Gary Eide, Scottie Hagen, Jamie Hintz, Carey Holt, Tim Hulscher and Ellen Schmahl. Also present were Karen Harford, Todd Boyd, Don Ebbers, and Ken Reiste. The Pledge of Allegiance was said.

The regular agenda for the April meeting was presented for review. Motion by Hintz, seconded by Hagen, to approve the regular agenda. All voted yes. Motion carried.

Motion by Eide, seconded by Hulscher, to approve the consent agenda, which included the following items: Approval of Consent Agenda; Approval of Minutes of Regular Meeting 3/9/15 & Special Meeting 3/16/15; Approve Monthly Financial Statement for the Month Ending 3/31/15; Sales Tax Subsidy \$25,333.35; Office Peeps 2015 Product Show-Watertown-Thurs. 4/30/15 (Karen, Val); 2015 Spring Mosquito Workshop-Sioux Falls-Thurs. 4/30/15 (Ray VanLiere); Water/Wastewater Operator Training-Watertown-Wed. & Thurs. 5/6 & 5/7/15 (Jim); Approve Temporary One-Day Permits: Pizza and Burger Shack (Ladies Night Out)-Apr. 29, 2015-WINE ONLY; Paul's Place (Graduation Party) May 9, 2015; Building Permits-Approved: Philip Anderson (deck), Gerald Aberle (10x20 storage building, cement sidewalk & driveway), Lynn Gudmundson (12x16 shed); Building Permits-Denied: Norberta Bekaert (12x20 shed), Dennis Evenson (16x26 house addition); New Construction Hook-up Permits: none; Demolition Permits: Gerald Aberle (remove sidewalk); Delinquent Water Bills; Approval of Warrants. Approval of all permits being subject to the condition that they are in accordance with all building codes and ordinances of the City. Approval of temporary one-day permits subject to all paperwork being completed, all fees paid, and proof of special events insurance coverage being provided. Upon a roll call vote, the following votes were cast: Eide-yes; Hagen-yes; Hintz-yes; Holt-yes; Hulscher-yes; Schmahl-yes. Motion carried.

At 6:35 p.m., the bid opening was held for cash rent of the lagoon pasture land containing approximately 70 acres, more or less. The following bids were submitted: John Hall, Jr. at \$25.00 per acre; Justin Bolden at \$35.00 per acre. Hall raised his bid to \$36.00 per acre. Bidding ceased. Motion by Hagen, seconded by Schmahl, to accept the high bid of \$36.00 per acre from John Hall, Jr. for a five-month lease period from May 1, 2015 to October 1, 2015. All voted yes. Motion carried.

Motion by Holt, seconded by Hulscher, to hold the second reading and passage of Ordinance No. 529, Amending Ordinance 8-2-12, AN ORDINANCE REGARDING CONSTRUCTION. Upon a roll-call vote, the following votes were cast: Eide-yes; Hagen-yes; Hintz-yes; Holt-yes; Hulscher-yes; Schmahl-yes. Motion carried.

Todd Boyd presented an amended garbage contract which increases the monthly residential garbage fee to \$13.80/mo. effective April 1, 2015, as requested by Bjerke Sanitation at the March council meeting. Motion by Holt, seconded by Hintz, to approve the amended garbage contract and authorize the Mayor to sign same. Upon a roll-call vote, the following votes were cast: Eide-yes; Hagen-yes; Hintz-yes; Holt-yes; Hulscher-yes; Schmahl-yes. Motion carried.

The following Resolutions were presented by the policy committee in March for council approval at this month's meeting:

### **RESOLUTION 2015-3**

#### **MEDIA POLICY - CITY OF CLEAR LAKE, SD**

From time to time during the course of your service for the City of Clear Lake, you may receive unsolicited contact from representatives of the media including but not limited to newspaper reporters, television and radio reporters and news people, and others. The purpose of this policy is to inform you of the proper steps to follow when such contact occurs.

1. The Mayor has been designated as the authorized spokesperson for the City in the event of communications with the media. In the Mayor's absence, the Council President shall be the designated authorized spokesperson for the City. If you receive contact from the media,

advise them that you cannot comment. The Mayor's contact information is available from the City Finance Officer.

2. In addition to referring members of the media to our designated contact person, notify your supervisor immediately of any media contact.
3. Media representatives may be persistent, but it's important for you to firmly state that you cannot comment. They will appreciate a referral to the City's designated spokesperson who may or may not be able to answer their questions.
4. When an incident occurs that could give rise to a claim against the City, yourself or fellow employees, please notify everyone that they may receive contact from the media and that they must be aware of and follow the City's media policy. It is important to remember not to comment on any occurrence and refer the media to the designated contact person.
5. Never give in to what is a natural urge to be helpful if you are contacted by the media. You must follow policy and the procedures described herein.
6. You should be friendly and not defensive or evasive when advising members of the media that you are not able to comment. As noted above, they will understand this position.
7. No comment means no comment. Do not explain or discuss any occurrence or event with the media unless you are authorized to do so as the designated spokesperson.
8. Keep in mind that whatever you say will be viewed as an official statement on behalf of your employer and your co-workers. This is yet another reason to follow the policy, make no comment, and direct the media representatives to the designated contact person.
9. If you are present during Executive Session of the City Council, where litigation or claims are discussed, keep in mind that executive sessions are privileged, that no record is made of these discussions, and that anyone present is absolutely forbidden to discuss the content of conversations which occur during the course of executive session.

Dated this 6<sup>th</sup> day of April, 2015.

(SEAL)

Gordon Lee, Mayor

ATTEST:

Karen Harford, Finance Officer

#### **RESOLUTION 2015-4**

#### **CELL PHONE POLICY - CITY OF CLEAR LAKE**

#### **AN EMPLOYEE POLICY ON TEXTING AND CELL PHONE USE WHILE DRIVING OR OPERATING CITY-OWNED EQUIPMENT**

This is a policy governing the use of cell phones and other handheld devices or texting while operating city-owned equipment and vehicles while performing work for the City.

Public Works employees and Rubble Site employee representatives are required to be in close contact with the City at all times. While cell phones are a necessary convenience, the City requires that employees follow the guidelines listed below for their own safety and the safety of others.

#### **POLICY**

All employees are required to be professional and conscientious at all times when using city-issued or personal cell phones during work time.

#### **Usage**

It is the City's policy that employees understand that use of cell phones to place calls or text while performing duties for the City should be for work-related matters. City-issued cell phones are strictly for business use only. Employees who choose to use their personal phone rather than a city-issued phone should limit the usage to work-related calls and texts during those hours while working for the City.

**Driving**

For the safety of our employees and others, it is important that employees pull over and stop at a safe location to dial, text, receive calls, or converse on the cell phone in any way. The City of Clear Lake reserves the right to amend or alter the terms of this policy at any time.

Violations of this policy will be subject to discipline.

Dated this 6<sup>th</sup> day of April, 2015.

(SEAL)

Gordon Lee, Mayor

ATTEST:

Karen Harford, Finance Officer

**RESOLUTION 2015-5**

**LOSS CONTROL POLICY - CITY OF CLEAR LAKE**

TO: ALL EMPLOYEES

\_\_\_\_\_(Employee’s Name)\_\_\_\_\_ is exposed to various liability risks associated with providing services to our citizens. These risks are most evident when incidents occur involving damage to property and injuries to personnel and our citizens. To protect our financial resources, we participate in the South Dakota Public Assurance Alliance (SDPAA), a group self-insurance pool of South Dakota public entities.

The objective of our Risk Management and Loss Control Program is to protect people and to preserve our assets and revenues. The following policy has been prepared with this in mind:

1. We will identify sources of loss to our property, our employees and the general public.
2. We will evaluate the impact of loss in terms of frequency and severity.
3. We will make every effort to control the causes of loss by and through a specific written Action Plan prepared by each department responsible for actual day-to-day activities.
4. We will eliminate sources of loss by corrective action or through the transfer of risk.
5. Where possible, we will obtain coverage in such amounts and in such areas as will provide protection against catastrophic loss.

It is the joint responsibility of the Risk Management Committee to see the Loss Control Program is implemented in accordance with this Policy Statement.

Each Department Head shall be responsible for a development of a Risk Analysis and Loss Control Program for their Department following the SDPAA Guidelines for a Loss Control Program.

Dated this 6<sup>th</sup> day of April, 2015.

(SEAL)

Gordon Lee, Mayor

ATTEST:

Karen Harford, Finance Officer

**RESOLUTION 2015-6**

**INSURANCE/LICENSE/MAINTENANCE REQUIREMENTS POLICY**

**CITY OF CLEAR LAKE, SD**

I, the undersigned, agree that as a requirement for driving a department-provided or personal vehicle during the course of my employment I will maintain a valid State of South Dakota Driver’s License. I further agree to let my supervisor know immediately if my driver’s license is suspended or revoked.

I, the undersigned, agree as a requirement for using my personal vehicle during the course of my employment with the City of Clear Lake, I will retain automobile liability insurance for bodily injury and property damage on the vehicle that I am driving for at least the minimums required by the State of South Dakota. I agree to let my supervisor know immediately if I should cancel or lose my insurance coverage. I further agree to maintain my vehicle in a safe operating condition.

**NAME:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

Dated this 6<sup>th</sup> day of April, 2015.

(SEAL)

Gordon Lee, Mayor

**ATTEST:**

**Karen Harford, Finance Officer**

## **RESOLUTION 2015-7**

### **Motor Vehicle Records Policy - City of Clear Lake**

#### **I. Introduction**

Operation of a City vehicle is both a privilege and a responsibility. The purpose of this policy is to serve as a minimum standard for the safe operation of vehicles and equipment owned by the City of Clear Lake, and to identify and monitor drivers who because of their driving practices, attitude, and/or driving history, pose a risk to the City, themselves and the general public. This policy covers all vehicles and equipment regardless of type and size, or condition. City employees are responsible for the vehicle or equipment in their possession. This policy applies to all City employees who are required to possess a valid South Dakota driver's license, including employees who receive authorization from their department head to operate a vehicle (personal and/or City issued) on City business.

#### **II. New Employee Qualifications**

Motor Vehicle Records (MVR's) will be examined prior to the start of employment and at least annually thereafter. The City of Clear Lake reserves the right to refuse employment based upon the criteria detailed in this guideline concerning an applicant's established driving history. Any conditional employment offer made for a position with driving duties shall be contingent upon an MVR meeting the required minimum standards set forth in this policy.

#### **III. License**

All employees operating City vehicles or equipment will have a valid driver's license in their possession during employment hours.

#### **IV. Motor Vehicle Records**

The Safety and Risk Management/Human Resource Manager will review Motor Vehicle Records (MVR's) annually for all City employees who are authorized to operate a vehicle on City business. All MVR's will be held to the grading criteria set forth in this policy. Motor Vehicle Records will also be reviewed in conjunction with any other work-related preventable collisions to determine an employee's eligibility to operate a vehicle on City business.

#### **V. Pre-Employment Motor Vehicle Records Check (MVR's) / Annual MVR's**

The following restrictions shall apply to the Motor Vehicle Records (MVR's) of initial hires into those positions requiring a valid South Dakota driver's license and/or Class A or Class B commercial driver's license (CDL) with air brakes:

- Any applicant who does not have a current license, or whose license is suspended shall not be approved for employment.
- Any applicant who, at the time of application, has more than 15 points accumulated over the last 12 consecutive months, or 22 points in any 24 consecutive months shall not be approved for employment.
- Any applicant having a history during the past 5 years of two or more suspensions or three or more revocations shall not be approved for employment.
- Any applicant who has been convicted of driving while intoxicated, impaired or under the influence of drugs or alcohol within the last three (3) years shall not be approved for employment.

The following restrictions shall apply to the Motor Vehicle Records (MVR's) of employees into positions where driving is required:

- Any employee who does not have a current South Dakota driver's license, or whose license is suspended, shall not be permitted to operate City vehicles or equipment.
- Any employee who has more than 15 points in any 12 consecutive months, or 22 points in any 24 consecutive months shall not be permitted to operate City vehicles or equipment.
- Any employee who has a history during the past 5 years of two or more suspensions or three or more revocations shall not be permitted to operate City vehicles or equipment.
- Any employee that has been convicted of driving while intoxicated, impaired or under the influence of drugs or alcohol within the last three (3) years shall not be permitted to operate City vehicles or equipment.

## **VI. Continuing Driver Qualifications**

This policy applies to all City employees, regardless of their job description. However, if your job requires driving, then you must maintain a valid South Dakota driver's license. Some City positions will not require that you routinely operate City-owned vehicles or equipment. Some positions will require that the employee only operate passenger cars and/or light duty pickups. Some employees will be required to possess a valid South Dakota driver's license with a Class A or Class B commercial driver license (CDL) with air brakes endorsement allowing them to operate the City's trucks and snow plows.

It is the employee's responsibility to inform his/her supervisor of any incidents that could potentially change his/her status as an employee who is authorized to operate a vehicle on City business. Employees are also required to report to their supervisor immediately any moving citations they receive that will affect their ability to operate a vehicle. Any employee who fails to report incidents that affect driving status will be removed from a driving position for a minimum of 30 days and will be subject to disciplinary actions up to and including termination. Additionally, the City of Clear Lake reserves the right to alter a job assignment of any employee due to driving record infractions occurring during employment. The following items must be reported as soon as possible after an incident and BEFORE operating a vehicle on City business:

- Refusing to submit to any test of intoxication/impairment conducted by law enforcement officials.
- Suspension of a driver's license as a result of a moving violation or operation of a motor vehicle without a valid driver's license.
- Charge or conviction of driving while intoxicated (DWI) or under the influence (DUI) involving any drug or alcohol use.
- Charge or conviction of failing to stop and report when involved in an accident.
- Charge or conviction of homicide or assault from the operation of a motor vehicle.
- Charge or conviction of reckless or dangerous driving.
- Attempting to elude a law enforcement official while operating a vehicle

## **VII. Best Practice Guidelines**

The following are some specific guidelines that will be exercised by operators of City vehicles and equipment:

### **a. Pre-Operations Inspection**

All mobile equipment will be inspected prior to daily operations. This will consist of at least a visual inspection to insure that there are no obvious mechanical conditions that are in need of repair. If conditions are noted the supervisor will be advised so a determination can be made as to whether or not to take the unit out of service for repairs.

**b. Housekeeping Within Vehicles and Equipment**

Vehicle compartments will be kept clear of materials that could constitute a safety hazard in the operation of the vehicle or equipment. Unsecured tools, loose debris, or other items that could contribute to an accident or blow out of the vehicle (i.e. trash) will be removed and dealt with immediately.

**c. Passenger Rules/Seat Belt Use**

Vehicles that are used to transport personnel, regardless of the distance, will be equipped with seating as supplied by the manufacturer. All passengers (including driver) will wear seat belts when the vehicle is in motion.

**d. Securing Materials**

The operator is responsible for ensuring that all materials are properly secured onto or in the vehicle before proceeding. If materials exceed the end of the vehicle, appropriate flags or lighting should be added to the end of the material.

**e. Warning Lights**

Many City vehicles are equipped with visual warning equipment for added safety when responding to emergency situations. This equipment must be maintained to protect the employees and public. When repairs are necessary, advise your supervisor so immediate maintenance can be performed.

**f. Cell Phone Use**

Operating a vehicle or equipment safely requires your full attention. Cell phones should be used as follows:

1. Place outgoing calls or texts when parked or pulled off onto the shoulder of the road.
2. Receive incoming calls or text messages once you have parked or pulled off onto the shoulder of the road. If necessary, allow voice mail to pick up and then return the call when you can park or pull over safely.

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**Table A. Point System for Moving Violation Convictions**

(According to the SD DMV South Dakota Point System (*Effective July 1, 1986*))

<b>Conviction</b>	<b>Points</b>
Driving while Intoxicated	10*
Reckless Driving	8
Eluding/Attempting to Elude	6
Drag Racing	6
Failure to Yield Right of Way	4
Improper Passing	4
Driving Wrong Side of Roadway	4
Stop Sign/Light Violation	3
Other moving violations	2

**\*State Law requires revocation of license for Driving While Intoxicated**

Any operator who accumulates 15 points in any 12 consecutive months, or 22 points in any 24 consecutive months is subject to driver license suspension.

**Periods of Suspension**

First Suspension.....60 Days Maximum  
Second Suspension.....6 Months Maximum  
Subsequent Suspension.....1 Year Maximum

Upon operator's request, a hearing is provided before suspension.

Where multiple offenses arise out of a single incident, points will be assessed on the offense carrying the highest point value.

No points will be assessed for speeding, standing, parking, equipment, size, or weight violations including speed limits set by the Department of Transportation for control of size and weight-related damage to highways.

Points are assessed on out-of-state convictions just as if the violations were committed in South Dakota.

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Dated this 6<sup>th</sup> day of April, 2015.

(SEAL)  
ATTEST:  
Karen Harford, Finance Officer

Gordon Lee, Mayor

**Resolution 2015-8  
Clear Lake Municipal Library Disaster Plan Policy**

**Introduction**

This plan will aid in dealing with a disaster, whether it be fire, water/wind damage, vandalism, or bomb threat, if the incident takes place during library hours. With prior planning and quick implementation of this disaster plan will hopefully limit damages.

The Librarian and Safety Officer will be responsible to regularly update the plan and respond to any disaster that occurs in the library.

**Prevention**

1. **911** is to be called immediately from any phone in building, or personal cell phone that may be available.
2. This disaster plan shall be reviewed at least annually. The Librarian will train new staff as needed, and annually review with current staff the proper use of fire extinguishers and emergency evacuation procedure(s).
3. Staff shall notify Librarian of any potential building hazards, repairs needed, or anything out of the ordinary (either outside or inside building). The Librarian will then alert the Finance Officer so proper action can be taken.
4. All exits and traffic areas will be kept clear of clutter in case of emergency evacuation. Map clearly defined evacuation routes and post in public areas.
5. If emergency supplies are kept in the library, staff should be aware of their location. Assembled emergency supplies list shall be reviewed yearly and supplies restocked if used or outdated. A supply of garbage bags, plastic gloves, paper towels, and other cleaning supplies are located in the janitor closet in the main hall of this building and can be used for small cleanup jobs. Larger cleanups will be done at the direction of the Librarian.
6. Any items donated to the library will be inspected as quickly as possible to prevent contaminating the library with mold, mildew, or insects.
7. Interior of computer equipment should be inspected and cleaned every year. Exterior maintenance will be done on a frequent basis.
8. Maintain computer hardware inventory sheets for all computers.

9. Librarian will maintain a list of the proper people to notify in case an emergency event occurs. Obtaining expert advice right at the beginning of a recovery effort can prevent mistakes and save valuable time.
10. (SEE ATTACHED PAGES FOR VARIOUS DISASTER PLANS)

**Response**

In the event of an emergency or disaster, the first person to observe the event should immediately **CALL 911**, if appropriate, and notify the Librarian. Also contact at least one of the following people: Safety Officer, Finance Officer, Mayor or City Council President.

All numbers listed below are in order of contact preference:

Librarian	Pam Taylor	(605)874-2858
Safety Officer/Public Works Supt.	Don Ebbers	(605)874-2787
Finance Officer	Karen Harford	(605)874-8470
Mayor	Gordon Lee	(605)874-2594
2014/2015 City Council President	Ellen Schmahl	(605)874-8167
Police, fire department, ambulance		911 – Deuel County Dispatch
Phone company	ITC	(605)-874-2181
Water & Sewer	City of Clear Lake	After hours call: (605)881-3394
Electric Co.		Ottertail Power 800-257-4044

**Procedures**

**1.** If a **fire** is small enough to be easily and immediately contained, use one of the fire extinguishers in your immediate area. If the fire cannot be easily contained, **CALL 911**. Immediately evacuate the Building, calmly and quickly, converging at predetermined location.

**If fire, flooding or water damage has occurred:**

Determine if professionals need to be called in for help, such as plumbers, electricians, etc. **DO NOT ENTER AN AREA THAT IS FLOODED UNTIL MAINTENANCE AND ELECTRICIANS HAVE DISCONNECTED THE ELECTRICITY.** After advising the Public Works Superintendent of the situation, and any danger has passed and the building has been declared safe, staff will implement such cleanup measures as possible in order to salvage library materials unless there is a physical hazard to safety.

Open windows and doors if the air is cool and dry, but not freezing. If electricity is functional, use electric fans to expel humid air from the building or use the air conditioner if that can be activated. Wear rubber gloves and remove any materials from puddles of water on floors. **DO NOT TURN UP THE HEAT.** This will prevent mold and mildew damage as much as possible.

**2.** If a **Power outage or blackout** has occurred, emergency lighting in the hallway will engage. Advise the Librarian and Public Works Superintendent or Finance Officer. Turn off electrical equipment, especially computers, to reduce power load. Secure the library, and calmly evacuate the building.

**3.** If **vandalism** has occurred, **DO NOT TOUCH ANYTHING** until directed to do so by authorities. **CALL 911.** After advising the Librarian, Public Works Superintendent or Finance Officer, visually scan the area and document what you can see.

**4.** If there is a **bomb threat**, **IMMEDIATELY EVACUATE THE BUILDING, THEN CALL 911.** Notify the Librarian.

**EMERGENCY: FIRE**

Whenever fire or smoke is discovered inside or in the immediate vicinity of the building, clear the building at once (this includes the bathrooms, and meeting room if occupied at the time).

In the case of a containable fire, the staff member who discovers it should attempt to put it out using a fire extinguisher.

If the fire is not containable, **CALL 911** immediately and remain calm. Insure an orderly departure from the building using the nearest exit. Check all areas (including bathrooms) to ensure everyone is evacuated. Staff and patrons should assemble at the northeast corner of the parking across the street on the south side of this building. Report whether everyone is out of the building or not.

In the case of a false alarm, the Librarian, or staff member in charge will do the following:

Always presume it is a fire until the Librarian or staff determines that it is not a real fire.



Evacuate the building in an orderly manner using the nearest exit. Staff should assemble in the parking lot directly across the street on the south side of this building, near the pole with the “no overnight parking” sign attached to it. Notify the Safety Officer, Finance Officer, or the on-call personnel for assistance. Make a sweep through the building to insure safety before allowing patrons to return to the library.

### **EMERGENCY: TORNADO WATCHES AND WARNINGS**

**TORNADO WATCH** is an alerting message given by the Weather Service when conditions are favorable for the development of severe thunderstorms or the potential for tornadoes. At this time, staff members should just be aware that that a watch is in effect, and be alert to changing conditions.

**TORNADO WARNING** is issued when a tornado has been sighted or detected on radar. If this occurs, a city warning siren will sound.

#### ***PROCEDURE DURING A WARNING:***

Librarian or staff member shall announce to the patrons “Attention Library Patrons! A tornado warning has been issued for this area. At this time, you are directed to go take shelter in the bathrooms across the hall. Library Personnel will assist you if needed. Adults may leave the building, but children under the age of 14 without a parent or guardian are encouraged to stay in the building. Again, a tornado warning has been issued for this area, and all patrons are directed to take shelter in the bathrooms immediately.”

The Librarian or staff member will make a sweep of the library to direct patrons to the bathroom area. If children are under the age of 14, and not with an adult, they will be highly encouraged to remain in the building and go to the bathroom areas. Adults with their children may make the decision to leave the building if they wish. Once all patrons are out of the library, Librarian or staff member will close and secure the Library doors. Front doors of the building should remain open in case anyone from the public should seek shelter. Patrons and Librarian or staff member should remain in the bathroom areas, (remember to take a flashlight and cell phone) until the All Clear siren is issued. Announce that the warning is over and allow patrons to return to the library if it is safe to do so.

### **EMERGENCY: First Aid**

Minor Injury – First aid kit is located in the kitchen on the south wall near the paper towel dispenser. Family may be contacted at the discretion of the staff member and/or injured party.

Obtain an incident report form from the Finance Office and complete it as soon as possible.

Major Injury – Call 911 and notify a family member if possible. Obtain an incident report form from the Finance Office and complete it as soon as possible.

Medical Emergency – Call 911 immediately and notify a family member if possible. Librarian or staff member should stay with the victim until help arrives.

### **EMERGENCY: Biohazard Safety**

Appropriate protective equipment (rubber gloves, soap, antiseptic, biohazard bags, etc.) will be needed to handle contaminated materials. These items can be found in the janitor closet in the main hallway.

Basic guidelines for safe handling of injured person(s) and/or body fluids (especially blood) include:

1. Put on rubber gloves before applying band-aids or bandages, or when cleaning up after an incident.
2. Put on rubber gloves before handling bags containing contaminated materials.
3. Discard gloves in a biohazard bag and wash hands immediately after exposure to body fluids.
4. Notify Librarian, Safety Officer, or Finance Officer to determine if referral to a medical facility might be necessary.
5. Obtain an incident report form from the Finance Officer and complete it as soon as possible.

### **EMERGENCY: Riot/Civil Disturbance/Unruly Patrons/Localized Vandalism, etc.**

#### **Minor Disturbance**

1. Call 911 to notify local authorities and ask for special patrols, if needed.
2. Be aware of any suspicious people or activities inside or outside the Library area.

3. Notify the Safety Officer or on-call personnel to promptly repair building damage, if necessary.

#### Major Disturbance

1. Call 911.
2. If necessary, evacuate and shut down the Library.
3. Have law enforcement safely escort staff and patrons to their vehicles.
4. Notify Safety Officer or on-call personnel to promptly repair building damage, if necessary.

#### **EMERGENCY: Weather Events (Extreme Cold, Blizzard, Freezing Rain, etc.)**

1. As weather deteriorates, encourage patrons to go home.
2. Stay alert to changing weather conditions.
3. Librarian or staff on duty will use their discretion to close the library due to inclement weather.
4. In the event of a severe thunderstorm, shut down computers, and do not use the telephone until the storm has passed.

#### **EMERGENCY CLOSINGS – CLEAR LAKE MUNICIPAL LIBRARY**

##### **Emergency Closing Criteria**

The following criteria may be used to determine if an emergency closing is necessary:

1. Does the situation pose a risk to patron health and/or safety?
2. Does the situation pose a risk to staff health and/or safety?
3. Is it safer to remain in the building during the situation?
4. Could travel to and from the building be hazardous to patrons and/or staff?
5. Will the situation affect the staff's ability to perform essential operations? If so, for how long?

##### **Emergency Closing Procedures**

1. Inform patrons of emergency closing. Post sign on front door of building.
2. If necessary, help children contact family or friends for a ride.

Dated this 6<sup>th</sup> day of April, 2015.

(SEAL)

Gordon Lee, Mayor

ATTEST:

Karen Harford, Finance Officer

These policies were suggested by the city's insurance carrier following an on-site loss control audit in November, 2014. Motion by Schmahl, seconded by Eide, to adopt Resolution 2015-3, Media Policy; Resolution 2015-4, Cell Phone Policy; Resolution 2015-5, Loss Control Policy; Resolution 2015-6, Insurance/License/Maintenance Requirements Policy; Resolution 2015-7, Motor Vehicle Records Policy; Resolution 2015-8, Clear Lake Municipal Library Disaster Plan Policy. Upon a roll-call vote, the following votes were cast: Eide-yes; Hagen-yes; Hintz-yes; Holt-yes; Hulscher-yes; Schmahl-yes. Motion carried.

Motion by Holt, seconded by Hagen, to adjourn as the Regular Council and reconvene as the Board of Adjustment. All voted yes. Motion carried.

At 6:40 p.m., a Public Hearing was held to consider the application of Norberta Bekaert for a variance of Clear Lake Zoning Ordinance 2.06.07, Area/Construction Regulations. The variance request is to allow applicant to place a moved-in 12x20 storage building closer to the rear property line than required by ordinance at the following location: Lots 9 & 10 in Block 10 of Wilcoxen's Addition to the City of Clear Lake, Deuel County, S.D., and located at 208 9<sup>th</sup> Avenue South. Norberta Bekaert was not present. Receipts reflecting notice were received from all adjoining landowners and no one appeared before the council with concerns or objections. Motion by Hintz, seconded by Eide, to grant the variance as requested, subject to the condition that it is in accordance with all other building codes and ordinances of the City. All voted yes. Motion carried.

Motion by Schmahl, seconded by Holt, to adjourn as the Board of Adjustments and reconvene as the Regular Council. All voted yes. Motion carried.

Motion by Schmahl, seconded by Hagen, to approve the moving permit application for Norberta Bekaert as requested, subject to the condition that it is in accordance with all other building codes and ordinances of the City. All voted yes. Motion carried.

At 6:45 p.m. Beth Niemeyer and Scott Mohror of Banner Associates met with the council to review bids received for the sanitary sewer improvement project and make contract award recommendations. Bids were opened publicly and read at 2:00 p.m. on April 1, 2015. The bids were as follows:

Vendor	Bid Security	Addendum Acknowledged	Unit Price Base Bid	Bid Alternative #1
1 Hydro Klean	10% Bid Bond	Yes	\$3,454,252.50	\$13,000.00
2 Musson Brothers Inc	5% Bid Bond	---	Bid Not Read	Bid Not Read
3 United Pipe Renewal Inc.	10% Bid Bond	Yes	\$2,534,823.55	\$15,310.00
4 Quam Construction Co Inc	10% Bid Bond	Yes	\$3,092,386.50	\$18,000.00

Banner Associates recommends awarding the contract to United Pipe Renewal, Inc.

Motion by Holt, seconded by Eide, to award the project contract to United Pipe Renewal, Inc., in the amount of \$2,534,823.55, together with bid alternative #1 at \$15,310.00, contingent on Rural Development concurrence. Upon a roll-call vote, the following votes were cast: Eide-yes; Hagen-yes; Hintz-yes; Holt-yes; Hulscher-yes; Schmahl-yes. Motion carried.

At 7:00 p.m., bids received for the 5<sup>th</sup> Avenue water project were reviewed. Bids were opened publicly and read at 2:30 p.m. on April 1, 2015. The bids for materials were as follows:

Vendor	Bid Security	Unit Price Base Bid
1 Milbank Winwater Works	10% Bid Bond	\$11,230.37
2 HD Supply Waterworks	10% Bid Bond	\$10,208.56
3 Quam Construction	10% Bid Bond	\$20,210.00

The bids for installation were as follows:

Vendor	Bid Security	Unit Price Base Bid
1 D&L Digging, Inc.	---	Bid Not Read
2 Prunty Construction Company, Inc.	10% Bid Bond	\$23,650.00
3 Quam Construction	10% Bid Bond	\$89,600.00

Motion by Schmahl, seconded by Hintz, to accept the low bid of \$10,208.56 from HD Supply Waterworks to supply materials for the 5<sup>th</sup> Avenue water project. Upon a roll-call vote, the following votes were cast: Eide-yes; Hagen-yes; Hintz-yes; Holt-yes; Hulscher-yes; Schmahl-yes. Motion carried.

Motion by Holt, seconded by Hagen, to accept the low bid of \$23,650.00 from Prunty Construction for installation of the water main for the 5<sup>th</sup> Avenue water project. Upon a roll-call vote, the following votes were cast: Eide-yes; Hagen-yes; Hintz-yes; Holt-yes; Hulscher-yes; Schmahl-yes. Motion carried.

At 7:15 p.m., Joe Blastick and Richard Schmahl of Pheasants Forever, met with the council to discuss tree planting at the nature habitat area near Ulven Park and the need for a variance to plant closer than 100' from the road right-of-way. Motion by Hintz, seconded by Hulscher, to authorize the mayor to sign the tree planting permit and variance application as owner of the property. All voted yes, with Schmahl abstaining. Motion carried.

Discussion was held on city-wide clean up. Tentative dates of June 1-6, 2015, were suggested. The rubble site will be open and staffed during regular hours that week for city residents to dispose of acceptable items free of charge, with the exception of refrigerant items, which will be charged the normal disposal rate. Elderly and disabled residents can get assistance with hauling acceptable items during those dates if prior arrangements are made with the Finance Office. Motion by Hagen, seconded by Holt, to hold city-wide clean up from June 1-6, 2015, for city residents to dispose of acceptable items at the rubble site during regular hours free of charge, with the exception of refrigerant items. All voted yes. Motion carried.

Motion by Holt, seconded by Hulscher, to offer residents of the City of Clear Lake a free rubble pass to the rubble site (with the exception of white goods), which will expire Saturday, October 31, 2015, to be sent out on the May utility bills. All voted yes. Motion carried.

At 7:30 p.m., Summer Rec committee members Lynn Simon and Luke Anderson met with the council to discuss their budget and request additional funds.

Comments were heard from the City Superintendent. A plate compactor has been purchased. A vault toilet for the city park has been ordered and should be delivered in June.

City Attorney Todd Boyd reviewed the activities his office had in the past month.

Comments were heard from the City Finance Officer. The kiddie slide for the pool has been ordered and should be delivered before the pool opens. The Pool Manager position has not been filled yet.

Comments were heard from the Mayor and City Council members.

Motion by Eide, seconded by Hulscher, to enter into executive session per SDCL 1-25-2(1), personnel, and SDCL 1-25-2(3), contractual matters, at 8:07 p.m. All voted yes. Motion carried. The Mayor declared the council out of executive session at 8:25 p.m. Motion by Holt, seconded by Hulscher, to table the Summer Rec request for additional funding, and ask them to come back in May for further discussion. All voted yes. Motion carried.

WARRANTS/SALARIES: Council-1275.00; Mayor-270.00; Finance Officer-3166.44; General Gov't Building-385.28; Streets-2686.88; Snow-827.59; Rubble Site-42.85; Airport-36.42; Park & Rec-605.94; Library-1709.06; Community Center-74.16; Water-2850.13; Sewer-5021.93; Consecoco-cancer ins.-81.15; SD Retirement System-retirement-2020.48; Health Pool of SD-health ins-4299.42; Delta Dental-dental ins-195.00; DCNB-FICA/WH-4389.56; Amy Tvedt-web design-37.50; AT&T-cell phones-83.11; Bjerke Sanitation-garbage-5304.70; BDRWS-water-6865.30; Deuel County Cenex-supplies-18.99; Gale/Cengage Learning-library books-200.59; City of Clear Lake- mo dept water use/final reads-566.21; Clear Lake Building Center-supplies-31.73; Clear Lake Courier-ads & publications-341.24; Clear Lake Volunteer Fire Dept.-per budget-16,100.00; Dakota Pump & Control-lagoon lift repairs-4716.34; Davis Typewriter-supplies-61.98; Deuel Co. Motor Supply-supplies-45.58; Deuel County Memorial Hospital-sales tax subsidy-25,333.35; Dept. of Revenue-water testing-4.00; Deuel County Auditor-police contract-5596.39; Deuel Cty Memorial Hosp.-refund cc deposit-200.00; Deuel County Treasurer-snow supplies-234.48; Forbes-library subscription-10.00; Gunderson Law Firm-legal fees-375.00; Good Housekeeping-library subscription-7.77; H-D Electric Coop Inc-electricity-217.90; HD Supply Waterworks-curb box repair lid-230.39; Health-library subscription-19.97; ITC-phone-624.51; Jim Shea-meter deposit refund-3.01; Karen Harford-travel exps-110.98; Kathy Rahlf-D.Toben meter dep ref-35.00; The Lifeguard Store-sw pool supplies-268.44; Lucky-library subscription-15.00; Maynard's Foods-supplies-4.99; Menards-chairs & str supplies-730.23; Michelle Carpenter-meter deposit refund-9.14; Milbank Winwater Works-supplies-24.14; Nathan Tjaden Machinery-pallet fork-750.00; Nikki Kannas-meter deposit refund-50.00; Northwestern Energy-natural gas-914.23; Office Peeps-FO supplies-26.05; Paul Brandt-G Brandt meter dep ref-50.00; Pitney Bowes Reserve Acct-postage-750.00; Sanford Health-2<sup>nd</sup> hepatitis shot-221.00; SD Municipal Street Maint Assn-street travel-50.00; SD State Treasurer-garbage sales tax-274.05; South Dakota Municipal League-Dist. 1 meeting-34.00; Servall Towel & Linen-mops & mats-35.91; Steve Rhody Services-wash windows-38.00; Supreme Welding-street supplies-20.43; Swenson Sales & Service-street supplies-44.67; Titan Machinery-Sioux Falls-compaction plate-1200.00; Unemployment Ins of SD-1<sup>st</sup> qtr unempl. ins-227.81.

There being no further business, Alderman Schmahl made a motion to adjourn at 8:27 p.m., seconded by Eide. All voted yes. Motion carried.

Karen Harford  
Finance Officer

Published once at an approximate cost of \$\_\_\_\_\_.