

**Utility Commission**  
**January 3, 2023**  
**MEETING HELD IN-PERSON AND VIA TELECONFERENCE**

The regular scheduled meeting of the Delmar Utility Commission was called to order by Commissioner Unsell. This meeting is available to the public, in person and via teleconference. The phone number and access code for accessibility to the meeting for the general public is posted on the meeting agenda. In attendance were Council Member Morris, Commissioners Shaffer and Unsell, Commission Member Dewald, Town Manager Jeff Fleetwood, and Clerk of Council Vondell Spencer. Guests: Mayor Thomas Bauer, Vincent Luca, Penny Glasgow and Andy O'Neal.

Commissioner Unsell took a roll call for attendance to establish a quorum and all were present. A quorum was established.

**Approval of Minutes**

A motion was made, seconded (Shaffer/Morris) and carried to approve the December 7, 2022 minutes with modifications to page 1 first paragraph last sentence, second paragraph by inserting the word inspect and if in the first and third sentence. Also, page 2 third paragraph by adding the words arrived and which is. Commissioner Unsell took a roll call vote and the motion was passed 4 Ayes.

**Unfinished Business –**

None.

**New Business/Town Manager Report –**

Town Mgr. Fleetwood presented a budget reallocation request for a replacement Variable Frequency Drive (VFD) which is located in Wood Creek at the Town's lift station. The VFD controls the motors and the SCADA for the system in that location. He said \$11,275.00 would be transferred from the Outside Skilled Services Account to the Capital Outlay Account to cover the replacement of the VFD. The budget line increase would be in Capital Outlay in the amount of \$11,275.00.

Commissioner Unsell called for a motion to approve the budget reallocation request of \$11,275.00 for a Variable Frequency Drive. The motion was made/seconded (Dewald/Morris) and carried by roll call vote of 4 Ayes.

Town Mgr. Fleetwood reported well number 3B wellness check is complete. Well number 3A located at the PW yard was scheduled for a wellness check in January but A.C. Schultes is having issues with employee illness and a death. The wellness check is now scheduled for February 2023.

He further reported the PAC tower materials for maintenance have arrived. The Town received an invoice from Layne Christensen Company that said they finished the maintenance. The materials are still sitting in the PW yard. WTP Superintendent, Sophia Oberton, made contact with Layne Christensen Company and the maintenance will be done sometime in January as planned.

Town Mgr. Fleetwood mentioned January 27<sup>th</sup> at 1:30 p.m. two new police officers Darrell Powell and Zachary Walters will be sworn in at Camelot Hall. He invited everyone to the ceremony.

He further mentioned in mid-February, date and time to be announced, the Town will have service recognition for the Town employees. The concept for recognition will be done at: one year and then five-year increments. This service recognition captures the employee's tenure at the end of the prior calendar year December 31, 2022. The goal is to try to do something with the employee group on a monthly basis that brings everybody together and the citizens can be part of that.

Town Mgr. Fleetwood said March/April the Town will try to do the rededication of State St. Park. The new sign for the park will be delivered tomorrow, new grills have arrived and picnic tables have been ordered.

He further said the West Tot Lot playground equipment is installed, the Cpl. Keith Heacock Memorial is ready and should arrive any day now, new engineered wood fiber mulch is installed and the chain link fence that will run around the perimeter of the West Tot Lot will be installed but right now it's too wet.

Town Mgr. Fleetwood shared on the eastside of State St. Park from Sixth St. to Seventh St. there are two storm drains in the park that drain east. There is a storm drain in the middle of Sixth St. that drains east right down the property lines all the way to Seventh St. PW had the drains videoed and jetted on Friday because there was an issue with water backup. The terracotta pipes have started to collapse. He said he wanted to speak with DBf to see if the lines could be slip lined. The alternative would be to reroute that piping either going over to Grove St. or State St. into the drains there.

He further shared, at State St. Park there were two new benches set up and in place.

Town Mgr. Fleetwood said at the Mayor and Commissioners meeting January 9<sup>th</sup>, they will be presenting the Girls Field Hockey Team with a plaque. He invited the Utility Commission as well as the DE Elected Officials.

## **Council Comments**

Commissioner Shaffer had no comment.

Commission Member Dewald commented her alma mater, South Dakota University Jackrabbits, will be in the small division one championship this Sunday at 1:00 p.m. They are playing the North Dakota State University Bisons. The two universities are one hundred miles apart but they have to go to Frisco, Texas which is eighteen hundred miles to play the game. This is their third year in a row of being in the national championship game and they have lost the last two. A conversation ensued.

Council Member Morris inquired if the cleaning of the PAC tower's interior included the cleaning of the outside of the tower? Town Mgr. Fleetwood answered yes. Council Member Morris further asked the timeline for the power washing/cleaning of the water tower by the WTP. Town Mgr. Fleetwood answered that is an expensive venture and it will probably be budgeted for next year.

Deputy Mayor Unsell wished everyone a Happy New Year.

**Public Comments –**

None.

**Adjournment**

A motion was made, seconded (Shaffer/Dewald) and carried to adjourn. By roll call, the motion passed with 4 Ayes.

Clerk of Council

Vondell Spencer