

## DELL RAPIDS CITY COUNCIL MINUTES

Monday, August 18, 2014 at 7:30 p.m.

Mayor Scott Fiegen called the Dell Rapids City Council meeting to order at 7:30 p.m. at the City Hall Council Chambers. The Roll was called finding the following members present: Chad Andrews (via Skype), Lee Burggraff, Mark Crisp, Mike Geraets, Paul Miles and President David Sommerfeld.

Absent: Gary Haak, Vice President Craig Lauritzen.

Staff Present: Administrator, Justin Weiland and Finance Officer, LeAnn Kerzman. City Attorney Dean Hammer was present.

Pledge of Allegiance was recited.

**Approval of Agenda:** Sommerfeld moved to approve the agenda. Motion seconded by Burggraff. Motion carried.

**Approval of Minutes:** Sommerfeld moved to approve the minutes of the regular meeting held on August 4, 2014. Miles seconded. Motion carried.

**Claims Approved:** Burggraff moved to approve the claims as presented. Second by Miles. Motion carried. Adapco, mosquito chemical 3967.14; Argus Leader, publishing 349.76; Beal Distributing, malt 33,430.65; Brobjorg, Hunter, refund 30.17; Bunkers Oil, fuel 1604.50; City of Dell Rapids, transfer to Library Building Fund 360,000.00; City of Sioux Falls, appliance disposal 91.08; Dakota Beverage, malt 30,235.15; Dakota Care, insurance 8008.46; Dell Rapids Ace, supply 558.64; Dell Rapids Coop Grain, chemical 526.25; Dell Rapids Lumber Company, supply 17.96; Dell Rapids Senior Citizen Center, annual support 2500.00; Dell Rapids Volunteer Fire Department, annual support 41,484.00; Dells Electric, repair 310.02; Dells Farm & Tire, repair 82.00; Dells Materials, supply 392.00; Dells Investment Group, 2<sup>nd</sup> lift asphalt on 12<sup>th</sup> St by detention pond 10,000.00; EFTPS, payroll liabilities 7481.44; Garbage N More, utility 75.00; Global Distributing, malt 205.05; Graybar, bulbs 479.52; Gruis, Karla, maintenance 442.00; Johnson Brothers Famous Brands, liquor 9092.13; Lewis Drug, notebooks 2.58; Linweld, rental 36.27; Malloy, tooling 37.10; Minnehaha County Sheriff, 3<sup>rd</sup> quarter 60,162.60; Roemen's Automotive, supply 191.95; SD State Treasurer, lottery/sales tax 2171.88; SDRS, supplemental retirement 200.00; Verizon Wireless, telecommunications 93.08; Vogt, Brown, Merry & Hammer, retainer 1900.00; Xcel Energy, electricity/street lighting 5615.94.

**Added or Increased Salaries:** General Government: Kerzman, LeAnn, Finance Officer duties after resignation of \$50.00 per hour; Library: Brandner, Sherry replaces full-time position of Megan Rodgers with a wage change from \$8.00 per hour to \$11.50 per hour; Webb, Judi review increase of 9.5% from 8.22 per hour to 9.00 per hour.

### **Resolutions & Ordinances – Ordinance #807 – Rezone Lots 15, 16 & 17 of Block 6 of Timber Ridge**

**Addition, First Reading:** Public Hearing was held to consider the rezone of Lots 15, 16 and 17 of Block 6 of Timber Ridge Addition from NRC, Natural Resource Conservation, to R-1, Single Family Residential. Weiland stated the action of the Planning Commission was to approve. Sommerfeld moved to approve. Geraets seconded. Burggraff and Crisp abstained. Motion carried.

**Visitors to be Heard:** None.

**Proposed Special Assessment Roll for Nuisance Abatement – Set Hearing:** A proposed special assessment roll was presented to the council for their consideration regarding nuisance abatement and uncollected utility. Burggraff moved to adopt the roll and set the public hearing for September 15, 2014. Geraets seconded. Motion carried.

**Budget Requests:** The council heard from interested non-profit groups that were requesting assistance from the city for their organizations. No actions taken.

Fire Department – Requested a 5% increase from \$41,484 to \$43,558.

Dell Rapids Ambulance – Ryan Sittig remain unchanged in the amount of \$40,000.

Dell Rapids Chamber of Commerce – Dan Ahlers requested an increase from \$12,000 to \$15,000.

Haven – Jessica Ostwald requested remain unchanged at \$6,600.

Dell Rapids Economic Development Corporation – No request received but within the proposed budget for \$35,400 from the Gross Receipts Fund and \$10,600 from the General Fund.

Dell Rapids Society for Historic Preservation – No request received but within the proposed budget unchanged at \$2,000.

Senior Citizen Center – No request received and within the budget unchanged from last year at \$2,500.

**Personnel – Resignation:** Weiland informed the council of the resignation of LeAnn Kerzman to be effective September 1, 2014. Mrs. Kerzman has been employed with the City of Dell Rapids since 2009. Job description shared with the council and position advertised. Miles moved to accept her resignation. Burggraff seconded. Motion carried.

**Appoint Interim Finance Officer** – Due to the nature of the position, an interim Finance Officer is necessary for the countersigning of documents while in transition. Burggraff moved to appoint Justin Weiland as interim Finance Officer. Sommerfeld seconded. Motion carried.

**Part-time Appointment:** Kerzman has agreed to assist with the continued duties of the position while the city is in transition. Crisp moved to approve the hiring of LeAnn Kerzman to perform the duties of the position at a rate of \$50.00 per hour. Geraets seconded. Motion carried.

**Personnel – Library:** Weiland stated that Library has requested a change within personnel positions due to the planned change in personnel at the end of September. Megan Rodgers has stated her intention to leave her position with the Library. Moeller requested the full-time position be offered at that time to Sherry Brandner. Also recommended review increase for Judi Webb from \$8.22 per hour to \$9.00 per hour. Sommerfeld moved to approve both as stated. Miles seconded. Motion carried.

**Streets – Traffic Count Data:** Trent Bruce of DGR presented traffic count data from four separate locations to provide information to the council regarding our most traveled roadways. The truck route was the most traveled of any route tested.

**Claims Approved for Payment by Other Municipal Boards:** Library Board: Advanced Systems Inc, copier contract 22.65; Book Systems, annual support 695.00; Ingram Library Services, 17 books 346.95; SD Library Network, user fee 675.00; Short Elliott Hendrickson, engineering 3647.68; Video Plus, 16 DVD's/maint 177.96.

**City Administrators Report** – Weiland reported on the following:

- Policy & Procedures committee has two issues to bring to the council and will be presented at the September 2<sup>nd</sup> meeting.
- The Dell Rapids Carnegie Library is the recipient of a Deadwood grant in the amount of \$6,663 for the improvements to the library for the intent of the windows.
- SE Sanitary Sewer Extension has completed blasting until they return for Beach Ave. Lift Station is set and equipment is planned for September.
- Garfield Avenue Bridge south abutment is nearly complete and coffer dam installed for the north.
- Special Meeting of the City Council to be held on Tuesday, August 19 at 7 p.m. for budget discussion.
- Regular council meeting in September falls on Labor Day and will therefore be held on Tuesday, September 2 at 7:30 p.m.
- SD Municipal League conference will be held in Spearfish on October 7-10. The council is invited to attend for educational sessions and networking with other South Dakota communities.

**Executive Session** – Sommerfeld moved to adjourn to executive session. Burggraff seconded. Motion carried. The council adjourned to executive session at 8:23 p.m. for the purpose of contract discussion pursuant to SDCL 1-25-2. The council returned from executive session at 8:33 p.m.

Burggraff moved to adjourn. Miles seconded. Council adjourned at 8:33 p.m.

LeAnn Kerzman  
Finance Officer