

DELL RAPIDS CITY COUNCIL MINUTES

Monday, November 5, 2012 at 7:30 p.m.

Mayor Fiegen called the meeting to order at 7:30 p.m. at the Dell Rapids City Council Chambers. The Pledge of Allegiance was recited and roll was taken finding the following Council Members present: Chad Andrews, Ketih DeLange, Mark Downs, Vice-President Craig Lauritzen, Jim Rueckert, David Sommerfeld, President Carrie Testerman and Mayor Scott Fiegen. Absent: Todd Wiebenga. Staff Present: Administrator, Justin Weiland, Finance Officer, LeAnn Kerzman and City Attorney, Dean Hammer.

Approval of Agenda: Testerman moved and Sommerfeld seconded the approval of the agenda. Motion carried unanimously.

Minutes: Lauritzen moved to approve the minutes of the regular meeting held on October 15, 2012. Downs seconded. Motion carried unanimously.

Lauritzen moved to approve the minutes of the special meeting held on October 22, 2012. Andrews seconded. Motion carried unanimously.

Claims Approved: Downs moved and Lauritzen seconded to approve the following claims as presented. Motion carried unanimously.

A-Ox Welding Supply, cylinders 86.71; A-Tech Sewer, clean & televise 8307.50; Argus Leader, publishing/subscription 238.76; Bierschbach Equipment, hammer rental 450.00; Borns Group, Oct billing 741.81; Bunkers Oil, fuel 3634.00; Buskerud Construction, rec trail #11-final 24,826.65; Cardmember Services, JW travel expenses 566.08; Cardmember Services, DH travel 74.99; City of Dell Rapids, utilities 230.59; City of Sioux Falls, water testing 244.80; Concrete Materials, asphalt 648.70; Creative Forms & Concepts, paper supply 113.39; Dakota Supply Group, wire & adapters 230.38; Dakota Care, insurance 6298.30; Dakota Care, flex reimbursement 45.00; Decker, Randy, clothing reimbursement 200.00; Dell Rapids Ace, anti-freeze/paint 329.35; Dell Rapids Lumber, sheet metal for city shop 15,544.93; Dells Electric, city shop updates, light repair, siren 7597.42; Dells Farm & Tire, repair 56.00; Dells Materials, mix 1196.00; Dells Plumbing, repair E 8th St 51.02; Delta Dental, insurance 586.60; DeWild, Grant & Reckert, engineering 13,751.24; Fenicle, Les, clothing/safety glasses reimbursement 350.00; GoldenWest, telecommunications 777.94; Hawkins, water treatment chemical 1692.10; HD Supply Waterworks, water distribution parts 1265.08; ICAP, July & Sept transit 5874.83; Koopman & Sons, propane contract 2340.00; Lacey's Portable Restrooms, rental 240.00; Linweld, tank rentals 33.48; Mid American Energy, natural gas 84.98; Midwest Alarm, alarm loops 105.35; Minnehaha Community Water, water 9,292.57; NAPA Auto Parts, oil/anti-freeze 74.26; Norby's, ceiling tile reimbursement 227.26; Old Dutch Inn, mayor's meeting 57.68; Quality Heating & A/C, a/c unit repair 72.01; Raise Rite Inc, concrete lift 5079.40; Reit, Kim, utility refund 11.73; Richter Heating & Cooling, shop furnace 2704.09; Sam's Club/Discover, office supply/travel 124.80; Shell Fleet, fuel 429.43; SD Retirement System, retirement 4623.40; SD Unemployment Insurance, 3rd quarter 50.37; Sioux Falls Humane Society, animal control 433.65; Vandersnick excavating, water break 4th & Clark 387.75; Vantek communications, battery 40.00; Virg's Service, repair 165.53; Wiland, Justin, travel reimbursement 146.66; Xcel Energy, electricity 4262.04.

Added or Increased Salaries: General Government: Weiland, Justin annual review salary increase of 2% from \$75,012.84 to \$76,513.10.

Visitors to be heard: None present.

Sioux River Red Rock Trail – Change Order #3: Change Order #3 is for an increase in final quantities for an amount of \$2,733.16 for Buskerud Construction. Motion by Lauritzen to approve the change order contingent upon final approval by SD DOT for funding purposes. Second by DeLange. Motion carried unanimously.

Sioux River Red Rock Trail - Pay Request #11, Final: Final Pay request for the recreational bike trail has been submitted in the amount of \$24,826.65 for Buskerud Construction. Motion by Sommerfeld to approve final pay request #11 in the amount of \$24,826.65 contingent upon approval of SD DOT. Second by Andrews. Motion carried unanimously.

General Government Buildings – City Hall Improvements Quote: Weiland presented a quote for partial door and window replacement and wall repair for the City Hall building. Quote was updated with commercial grade materials at the council’s request for a total bid of \$17,582.00 from R.P. Klein Construction. Intent is to weatherize and protect from further erosion damage. Lauritzen moved to approve the quote and continue with the improvements. Rueckert seconded. Motion carried unanimously.

Snow Removal Contract 2012-2013 Season: Weiland presented a quote for snow removal assistance for downtown with man and equipment hours submitted by Buskerud Construction. Lauritzen moved to approve the contract as presented. DeLange seconded. Motion carried unanimously.

Dell Rapids Development Corporation – Survey work request for payment: Weiland informed the council that the Dell Rapids Development Corporation has survey work performed on property owned by them and are requesting assistance from the council in paying for the cost of the survey work for a total of \$893.47. They expect to incur future costs in making the site ‘build ready’ and would appreciate the council’s assistance. Lauritzen moved to approve the reimbursement of the expense with the reminder that the council should be approached prior to the work being performed if they are expected to consider the payment of the expense. Testerman seconded. Motion carried unanimously.

Administrative Leave – Governors Declaration: Governor Daugaard declared administrative leave on Friday, November 23rd and Monday, December 24th for employees of the Executive Branch of agencies under the direct control of the Governor. Weiland informed the council that the personnel manual revisions that are currently being worked on in committee; would include these two days as future holidays for employees in exchange for two current holidays. This will relieve the council from having to discuss this matter each year. DeLange moved to approve closing city offices for the day after Thanksgiving and Christmas Eve. Testerman seconded. Motion carried unanimously.

City Administrators Report – Weiland reported on the following:

- Resolution of Necessity for 15th Street Phase II to be held on November 19.
- Personnel Policy Update – Manual is prepared except for the sick leave which is still under discussion.
- Raise Rite Inc. performed ‘mudjacking’ to 4th Street in order to raise concrete slabs by filling material under the concrete and lifting them instead of cutting and replacing entire slabs. Work went well and the roadway is noticeably smoother.
- Library Building Project alternative suggestion for utility placement under the building was not deemed acceptable by the city engineers. Preferred location is within the right-of-way as is standard.
- SDML Region III meeting will be hosted by Dell Rapids on March 27 at The Grand Opera House. Preparations are underway.

- City Maintenance Shop is receiving new sheet metal, windows, furnace, and burying electrical service.
- Fire Department and City are discussing a separation of entities. Both are currently sharing the same tax id number and causes confusion on the separation of each.

Claims Approved for Payment by Other Municipal Boards – Library Board Claims: Mid American Energy, natural gas 38.53; Sam’s Club, books 156.65.

Executive Session pursuant to SDCL 1-25-2(1) for personnel: Downs moved and DeLange seconded the council enter executive session at 8:28 p.m. for the purpose of personnel. Motion carried unanimously. The council returned at 9:55 p.m.

Andrews moved to terminate Aubrey Schaaf effective October 30, 2012. Second by Lauritzen. Motion carried unanimously.

Motion by Testerman to amend Administrator Weiland’s Employment Agreement regarding severance pay if terminated for any reason other than cause. Second by Lauritzen. Motion carried unanimously.

Motion by Andrews to approve a 2% merit increase for Justin Weiland effective to anniversary date of October 25th. Second by Downs. Motion carried unanimously.

Lauritzen moved and Andrews seconded to adjourn. Motion carried. Meeting adjourned at 10:00 p.m.

LeAnn Kerzman, Finance Officer