

**DELL RAPIDS CITY COUNCIL MINUTES**  
**Tuesday, January 3, 2012 at 7:30 p.m.**

Mayor Fiegen called the Dell Rapids City Council regular meeting to order at 7:30 p.m. at the Council Chambers in City Hall. The Pledge of Allegiance was recited and roll was taken finding the following Council Members present: Vice-President Keith DeLange, Mark Downs (arrived at 7:35), Craig Lauritzen, John Paul, David Sommerfeld (via Skype), Carrie Testerman, President Todd Wiebenga and Mayor Scott Fiegen. Absent: Doug Grovenburg.  
Staff Present: City Administrator, Justin Weiland, Finance Officer, LeAnn Kerzman and City Attorney, Dean Hammer.

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

**Minutes:** Wiebenga moved and Paul seconded to approve the minutes of the regular council meeting held on December 19, 2011. Motion carried unanimously.

**Claims Approved:** Paul moved and DeLange seconded to approve the following claims as presented. Sommerfeld abstained due to not receiving the information prior to review. Motion carried six (6) to six (6) in favor.  
Allied Oil & Tire, tires 2442.28; Argus Leader, publishing 343.19; Bunkers Oil, oil 332.70; Cardmember Services, recycling disposal and license renewal 248.70; County Fair, supply 6.42; Dells Electric, light repair 10,066.38; Delta Dental, insurance 684.80; Entringer Backhoe, water service dig 714.28; First National Bank, loan installments 57,423.06; Huewe Plumbing, metering repair 84.18; ICAP, Nov transit 3663.14; Kempf Construction, 15<sup>th</sup> St elevation repair 1849.49; MidAmerican Energy, natural gas 1181.11; Midwest Alarm, alarm loops 105.35; Minnehaha Community Water, water 8904.97; Northern Truck & Equipment, pump replacement 4556.91; Professional Mailing & Marketing, bill service 708.54; Sam's Club Discover, office supplies 167.95; South Eastern Council of Governments, dues 4500.00; SD DENR, three certifications 54.00; SD DOT, project engineering 1954.98; SDML, Workers Compensation 838.00; SD Public Health Lab, testing 327.00; SDRS, retirement 4700.70; Xcel Energy, street lights/electricity 3646.47.

**Added or Increased Salaries:** Public Works: Schildhauer, Larry, Director, 2% salary increase from \$63,336.00 to \$64,602.72; Library: Rogers, Megan, Library Clerk, 3% hourly increase from \$7.40 to \$7.62. Increases based upon performance review with increases effective as of the employee's anniversary date.

**Department Wages:** December 2011 – General Government \$11,889.80; Public Safety \$2451.76; Public Works \$23,625.99; Culture & Recreation \$5050.18.

**Resolution #2012-01 Transit Rates:** Weiland reported to the council that due to cuts to the funding of the transit system at the federal level, it is necessary to consider a rate increase. After discussion on the services provided, Testerman moved and Wiebenga seconded to approve a rate increase of \$6 for a Sioux Falls trip and \$2 for each in town use. Motion carried unanimously.

**RESOLUTION #2012-01**  
**Establishing Dell Rapids Transit System Rates**

**WHEREAS,** the City of Dell Rapids City Council has Transit System that is owned and operated by the City of Dell Rapids and managed by Inter-lakes Community Action Partnership (ICAP), and;

**WHEREAS,** the Transit System is available for Dell Rapids citizens of all ages;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Dell Rapids that the Transit rates for in town and Sioux Falls related trips will be as follows and will continue until such time as changes are warranted:

- (1) \$2.00 per in town trips
- (2) \$6.00 per Sioux Falls trips
- (3) Senior Citizens Free (\$1.75 donation appreciated)

Dated at Dell Rapids, South Dakota this 3<sup>rd</sup> day of January, 2012.

FOR THE GOVERNING BODY OF THE  
CITY OF DELL RAPIDS, SOUTH DAKOTA  
/s/ Scott Fiegen, Mayor

ATTEST:

/s/ LeAnn Kerzman, Finance Officer

**Resolution #2012-02 Credit Card Processing Fee:** Weiland discussed with the council the research being done through Kerzman to accept credit cards for city services. Discussion ensued. Downs moved and Testerman seconded to approve. Motion carried unanimously.

**RESOLUTION #2012-2**

**A RESOLUTION AUTHORIZING A PROCESSING FEE FOR CREDIT CARD, DEBIT CARD OR ELECTRONIC TRANSACTION PAYMENTS**

WHEREAS, SDCL 4-3-28 allows local governments, by resolutions, to establish and collect a processing fee associated with a credit card, debit card, or electronic transaction.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF DELL RAPIDS, SD:

That the City of Dell Rapids Finance Officer is hereby authorized, in his or her discretion, to accept a credit card, a debit card or an electronic payment as payment for a transaction. The Finance Officer is also authorized to impose a reasonable transaction fee for any such payment.

Dated at Dell Rapids, South Dakota on this 3rd day of January, 2012.

FOR THE GOVERNING BODY OF THE  
CITY OF DELL RAPIDS:  
/s/ Scott Fiegen, Mayor

ATTEST:

/s/ LeAnn Kerzman, Finance Officer

**Resolutions #2012-03 Payroll Resolution:** Weiland discussed with the council the method used in previous years of using CPI to determine the cost of living increase. Fiegen reminded the council they had acted last year to set the cost of living at 2%. Wiebenga added that merit would be determined upon review with a roll rate of 0 to 4%. Fiegen asked that Policy and Procedures members meet to review the pay plan. Lauritzen moved and DeLange seconded to approve the resolution with a 2% cost of living increase for employees and 0% for council and board members. Motion carried six (6) to one (1) with Sommerfeld voting nay.

**RESOLUTION #2012-03  
2012 PAYROLL RESOLUTION**

**WHEREAS,** effective and responsive delivery of City goods and services is dependent upon the employment of a highly competent and motivated workforce; and

**WHEREAS,** the City of Dell Rapids wishes to increase base wages for employees by giving a 2% cost of living adjustment to the wage scale for benefitted and part time employees and 0% for the City Council and Planning Commission.

**NOW, THEREFORE, BE IT RESOLVED,** that the Governing Body of the City of Dell Rapids hereby approves and adopts the following wage rates to be disbursed in the calendar year 2012.

**PROVIDED, HOWEVER,** the City may make wage increases for the completion of education requirements, for passing certification tests, for fulfillment of job requirements set at the date of employment, or for meritorious achievement.

<u>NAME</u>	<u>JOB TITLE</u>	<u>2012 WAGE</u>
<b>GENERAL GOVERNMENT</b>		
Justin Weiland	City Administrator	\$75,012.84 / yr
<b>FINANCE OFFICE</b>		
LeAnn Kerzman	Finance Officer	\$47,288.76 / yr
Diane LeBrun	Billing Clerk	\$17.33 / hr
<b>LIBRARY</b>		
Debra Huska	Library Director	\$39,880.78 / yr
Glen Kruger	Library Assistant	\$9.18 / hr
<b>PUBLIC WORKS</b>		
Larry Schildhauer	Public Works Director	\$65,894.77 / yr
Clarence Fjellanger	Asst. Public Works Director	\$23.84 / hr
Les Fenicle	Equipment Operator	\$21.23 / hr
Paul Wildermuth	Equipment Operator	\$17.02 / hr
Randy Decker	Laborer	\$15.36 / hr
David Schuch	Laborer	\$15.93 / hr
<b>PLANNING AND CODE ENFORCEMENT</b>		
Benjamin Gruis	Building Inspector	\$16.45 / hr

**PART TIME NON-BENEFITED**

<b>CITY COUNCIL</b>		
Scott Fiegen	Mayor	\$3,675.36 / yr
David Sommerfeld	Council Member	\$2,400.32 / yr
Keith Delange	Council Member	\$2,400.32 / yr
Todd Wiebenga	Council Member	\$2,400.32 / yr
Mark Downs	Council Member	\$2,400.32 / yr
Craig Lauritzen	Council Member	\$2,400.32 / yr
Carrie Testerman	Council Member	\$2,400.32 / yr
Doug Grovenburg	Council Member	\$2,400.32 / yr

John Paul	Council Member	\$2,400.32 / yr
<b>PLANNING COMMISSION</b>		
Bob Lamberty	Chairman	\$800.80 / yr
Roger Dearduff	Commissioner	\$800.80 / yr
Darrel Donelan	Commissioner	\$800.80 / yr
Dale Dunn	Commissioner	\$800.80 / yr
Mike Kroger	Commissioner	\$800.80 / yr
Paul Zweifel	Commissioner	\$800.80 / yr
Charlie Pleskac	Commissioner	\$800.80 / yr
<b>LIBRARY</b>		
Brittany Risty	Library Clerk	\$8.32 / hr
Megan Rodgers	Library Clerk	\$7.77 / hr
<b>BUILDINGS AND MAINTENANCE</b>		
Wilma Bogenhagen	Custodian	\$12.58 / hr

Dated at Dell Rapids, South Dakota this 3<sup>rd</sup> day of January, 2012.

FOR THE GOVERNING BODY OF THE  
CITY OF DELL RAPIDS, SOUTH DAKOTA  
/s/ Scott Fiegen, Mayor

ATTEST:

/s/ LeAnn Kerzman, Finance Officer

Executive Session was included within the agenda in the event council chose to discuss personnel issues. Executive session was not utilized.

**Trash Haulers License Renewal Applications:** Three applications have been received from the following haulers: A-Ok Sanitary, Hoffman Sanitation and Novak. City staff will see to the continued licensing of any haulers still operating within city limits. Lauritzen moved and Paul seconded to approve the three applications provided they have completed all of their requirements for the license. Motion carried unanimously.

**Visitors to be heard:** None.

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

- State Water Meeting for the consideration for the application for the radio read water meters will be this Thursday, January 5. To save the cost and time of a trip to Pierre, Weiland will be using the University Center in Sioux Falls to attend via video conference.
- Dells Bowl did receive their liquor license after application was submitted to the state to review.
- Joint meeting with Minnehaha County to be held on Tuesday, January 10, 2012 to discuss height restrictions within the joint jurisdictional area.
- Personnel – evaluations were conducted for two employees and merit raises were recommended between 2-3% for each.

**Treasurers Report** – A recap of all income and expenses, since the last meeting, were presented to the council for their review.

**Claims Approved for Payment by Other Municipal Boards** – Library Board Claims: Ecowater, rent 8.00; Ingram, 2 books 45.59; MicroMarketing, 5 books 165.46; MidAmerican Energy, natural gas 247.51.

Downs moved and Lauritzen seconded to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:35 p.m.

LeAnn Kerzman  
Finance Officer