

DELL RAPIDS CITY COUNCIL MINUTES

Monday, January 7, 2013 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, Keith DeLange, Mark Downs, Vice-President Craig Lauritzen, David Sommerfeld (via Skype), Todd Wiebenga and Mayor Scott Fiegen. Absent: Jim Rueckert (arrived at 8:20 p.m.) and President Carrie Testerman. Staff Present: Administrator, Justin Weiland, Finance Officer, LeAnn Kerzman, and City Attorney, Dean Hammer.

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

Minutes: Lauritzen moved to approve the minutes of the regular meeting held on December 17, 2012. DeLange seconded. Motion carried unanimously.

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

2012 Claims: A-Ox Welding, cylinder rental 21.00; Argus Leader, publishing 175.43; Borns Group, Dec billing 743.89; Bunkers Oil, fuel/oil 4366.55; bx civil, snow removal 7633.75; Cardmember Services, Franklin Covey refill 74.05; City of Dell Rapids, utilities 93.14; Cubby's, fuel 82.87; Dakota Supply Group, quick connect 22.55; DR Ace Hardware, supplies 280.39; Dells Diesel maintenance 2532.37; Dells Electric, building upgrades 3181.46; Dells Farm & Tire, skid loader tires 852.00; Delta Dental, insurance 610.30; DGR, engineering 10,147.13; Gaspar, Brian, server repair 230.00; Hoffman Sanitation, trash collection 75.00; ICAP, transit 2894.29; Jasper Stone, bench 570.00; LG Everist, salt sand 4706.87; Linweld, tank rental 33.48; Magnuson, Lisa, maintenance 284.00; MidAmerican Energy, gas 987.24; Minnehaha Community Water, water 8962.09; Minnehaha County Register of Deeds, filing fee 30.00; NAPA, supplies 114.31; Northern States Supply, wrench 439.80; Sam's Club Discover, supplies 416.25; SD Public Health Lab, testing 469.00; SD Retirement, retirement 7610.12; Shell Fleet, fuel 201.21; Tender Lawn Care, snow removal 345.00; Vantek, repair 58.00; Xcel Energy, electricity 3918.83.

2013 Claims: Argus Leader, publishing 359.22; DakotaCare, flex 55.00; First National Bank, loan payments 77,868.43; Golden West, telecommunications 835.43; Midwest Alarm, alarm loops 105.35; SD Assoc. of Code Enforcement, dues 40.00; SD Building Officials Association, dues 55.00; SD City Management Assoc., dues 150.00; SD DENR, discharge permit 2500.00; SD Governmental Finance Officers Assoc., dues 70.00; SD Human Resource Assoc., dues 25.00; SD Municipal League, dues/Legislative dinner 2102.54; SD Liquor Control Association, dues 25.00; SD Street Maintenance Assoc., dues 35.00; SD Water & Wastewater Assoc., dues 10.00; SDML Workers Compensation Fund, insurance 13508.00; South East Area Finance Officer Assoc., dues 100.00; SECOG, dues 4635.00; Tyler Technologies, software maintenance 530.30; US Post Office, rent/postage 200.00.

Salaries of Officers and Employees: see Payroll Resolution 2013-2.

Added or Increased Salaries: see Payroll Resolution 2013-12.

Resolutions and Ordinances – Resolution 2013-01: Weiland prefaced the presentation of Resolution 2013-01 by sharing the repair and maintenance schedule for the city owned transit bus. A grant opportunity is available for the purchase of a transit bus. The existing bus was purchased with the same funding share with state and federal government funds in 2003. Downs moved to approve Resolution 2013-01 in support of application for funding. Lauritzen seconded. Motion carried unanimously.

RESOLUTION #2013-01

Support of Transit Capital Assistance Grant

WHEREAS, the City of Dell Rapids supports the continued services of the public transit system

WHEREAS, the City of Dell Rapids has the need to upgrade the current 14 passenger bus for continued access to public transit in our community; and

WHEREAS, the community is proud to offer the amenity of public transit to those in need of transportation both within Dell Rapids and outside of our community;

WHEREAS, the City Council desires funding assistance from the Capital Assistance Grant Program of the Department of Transportation the Federal Highway Administration for this improvement;

NOW, THEREFORE, BE IT RESOLVED that the Dell Rapids City Council hereby supports and authorizes the filing of an application, including all understandings and assurances contained therein, for the Capital Assistance Grant, and directs the City Administrator to provide such additional information as may be required by the State of South Dakota and Federal Highway Administration.

Dated at Dell Rapids, South Dakota this 7th day of January, 2013.

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

ATTEST:

/s/ LeAnn Kerzman, Finance Officer

Resolution 2013-02 – 2013 Payroll Resolution: Weiland presented Resolution 2013-12 for the council to consider a cost of living increase of 1.8%. Cost of living rate used from Nov of 2012, which is the most current data available for reference. Motion by Rueckert to adopt Resolution 2013-12 Payroll Resolution of 1.8% increase. Second by Andrews. Motion carried unanimously.

RESOLUTION #2013-02
2013 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 1.8% cost of living adjustment to the wage scale for benefitted and part time employees and 1.8% 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 2013.

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>
GENERAL GOVERNMENT		
Justin Weiland	City Administrator	\$77,890.34 / yr
FINANCE OFFICE		
LeAnn Kerzman	Finance Officer	\$49,102.76 / yr
Diane LeBrun	Billing Clerk	\$17.91 / hr
LIBRARY		
Debra Huska	Library Director	\$40,598.63 / yr
PUBLIC WORKS		
Larry Schildhauer	Public Works Director	\$68,422.50 / yr
Clarence Fjellanger	Asst. Public Works Director	\$24.76 / hr
Les Fenicle	Equipment Operator	\$22.05 / hr
Paul Wildermuth	Equipment Operator	\$17.67 / hr
Randy Decker	Laborer	\$15.95 / hr
David Schuch	Laborer	\$16.54 / hr
PLANNING AND CODE ENFORCEMENT		
Benjamin Gruis	Building Inspector	\$17.24 / hr
PART TIME NON-BENEFITED		
CITY COUNCIL		
Scott Fiegen	Mayor	\$3,741.51 / yr

David Sommerfeld	Council Member	\$2,443.53 / yr
Keith DeLange	Council Member	\$2,443.53 / yr
Todd Wiebenga	Council Member	\$2,443.53 / yr
Mark Downs	Council Member	\$2,443.53 / yr
Craig Lauritzen	Council Member	\$2,443.53 / yr
Carrie Testerman	Council Member	\$2,443.53 / yr
Doug Grovenburg	Council Member	\$2,443.53 / yr
John Paul	Council Member	\$2,443.53 / yr

PLANNING COMMISSION

Bob Lamberty	Chairman	\$815.21 / yr
Roger Dearduff	Commissioner	\$815.21 / yr
Darrel Donelan	Commissioner	\$815.21 / yr
Paul Zweifel	Commissioner	\$815.21 / yr
Mike Kroger	Commissioner	\$815.21 / yr
Paul Zweifel	Commissioner	\$815.21 / yr
Charlie Pleskac	Commissioner	\$815.21 / yr

LIBRARY

Brittany Risty	Library Clerk	\$8.47 / hr
Megan Rodgers	Library Clerk	\$8.14 / hr
Judi Webb	Library Clerk	\$8.14 / hr

Dated at Dell Rapids, South Dakota this 7th day of January, 2013.

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

ATTEST:

/s/ LeAnn Kerzman, Finance Officer

Visitors to be heard: None.

Right-of-Way Obstruction: Mr. Wayne Mitchell was present to contest the request to remove reflectors placed within the street right-of-way along 7th Street. Lauritzen moved to allow the placement of the reflectors as long as they are a breakable material that will give way on impact. Wiebenga seconded. Motion carried four to two with Downs and Sommerfeld voting nay.

Library - Future Building Project: Mark Aspaas addressed the council to request they approve the continued placement of the utilities under the existing library structure. After much discussion, Mayor Fiegen stated that the decision on the utility placement is a possibility but the project continues to be underfunded and can't proceed until funding is secured. The city is not currently in the position to fund the difference. Downs moved to table the item so SEH could review their plan to see if they can make changes that will remain within the budget available. Andrews seconded. Motion carried unanimously.

Water Tower Lease Agreement – AT&T: Options again presented for lease renewal for AT&T equipment housed on the city owned water tower. Weiland requested consensus from the council in order to negotiate with their representative. Consensus is to leave the agreement as it stands.

Past Due Utility Collection – Write-off Request: Mr. Mark Crisp was present to request a utility bill for account number 01-01540-05 in the amount of \$127.50 which was assessed against said property tax be written-off as a bad debt as others were done in the same manner last year. Downs moved to write-off the debt and issue a credit check back to Mr. Crisp. Rueckert seconded. Motion carried unanimously.

2013 Trash Haulers License Renewal: Application received from Van Dyke Sanitation. Downs moved to approve the application. Lauritzen seconded. Motion carried.

City Administrators Report – Weiland reported on the following:

- Due to the Martin Luther King upcoming holiday, City Council meeting will be held on Tuesday, Jan 22nd instead of the standard Monday meeting.
- Water rate surcharge of \$3.00 per meter and wastewater rate increase will be reflected on the next (January) billing.
- SDDOT Public Informational meeting will be held on Tuesday, January 15, 2013 at 7:30 p.m. at the Events Center for the purpose of discussion regarding the reconstruction of Hwy 115.
- SDML Legislative Rib Dinner and day at the legislature will be held on February 5 and 6th in Pierre. Confirmed attending are Weiland, Hammer, Kerzman, Testerman, Rueckert and Fiegen.
- Sales tax totals are down by 5.5%. Chart provided for reference.

Claims Approved for Payment by Other Municipal Boards: Library Board Claims: Sam's Club, camera/book/DVD 134.11.

Treasurers Report: A recap of all incomes and expenses, since the last report, were presented to the council for their review.

Executive Session: Executive session was requested for the purpose of personnel matters pursuant to SDCL 1-25-2. Andrews moved to enter into executive session at 9:20. Wiebenga seconded. Motion carried unanimously. The council returned from executive session at 9:25 p.m.

Motion by Andrews Second by Rueckert to deny the request of the Library Board to remove the Library Director Personnel file memo. Motion carried unanimously with all voting aye.

Lauritzen moved and Andrews seconded to adjourn. Motion carried. Meeting adjourned at 9:32 p.m.

LeAnn Kerzman, Finance Officer