

DELL RAPIDS CITY COUNCIL MINUTES

Monday, October 7, 2013 at 7:30 p.m.

President David Sommerfeld called the meeting to order at 7:30 p.m. at the Dell Rapids City Council Chambers. The Roll was called finding the following members present: Chad Andrews, Lee Burggraff, Mark Crisp, Mike Geraets, Paul Miles, and President David Sommerfeld. Absent: Gary Haak, Vice President Craig Lauritzen (arrived at 7:32 p.m.) and Mayor Scott Fiegen.

Staff Present: Administrator Justin Weiland, Finance Officer LeAnn Kerzman, and City Attorney Dean Hammer. Pledge of Allegiance was recited.

Approval of Agenda: Miles moved to approve the agenda. Second by Andrews. Motion carried.

Approval of Minutes: Crisp moved to approve the minutes of the regular meeting held on September 16, 2013. Miles seconded. Motion carried.

Claims Approved: Burggraff moved to approve the claims as presented. Second by Geraets. Motion carried. A-Ox Welding Supply, rental 22.32; Ackerman Refrigeration, cooler repair 226.00; American Underground Sprinkler, repair 285.00; Argus Leader, publishing 640.51; Borns Group, billing 762.81; Cardmember Service, postage 5.80; City of Dell Rapids, utilities 5019.42; City of Sioux Falls, testing 53.10; Concrete Materials, asphalt 7073.35; Dakota Supply Group, culvert/meter supply 3039.06; Dakota Technology Consulting, insurance 7668.44; Dell Rapids Ace, supply 246.90; Dell Rapids Coop Grain, seed 412.50; Dells Electric, repair 821.23; Dells Farm & Tire, supply 258.00; Dells Materials, supply 2447.00; Dells Plumbing, repair 190.17; Delta Dental, insurance 610.30; DGR, engineering 32,892.98; EFTPS, withholding 4838.70; First National Bank, loan payments 77,868.43; GeoTek Engineering, testing 1602.50; GoldenWest, telecommunications 820.55; Gruis, Karla, maintenance 816.00; HD Supply Waterworks, supply 350.00; Hoffman Sanitation, utility 75.00; ICAP, Aug transit 3369.33; Justin Goodwin Agency, refund 29.37; KMWF & Associates, 2011 audit 1700.00; Koopman & Sons, propane contract 2860.00; Lacey's Portable Restrooms, rental 500.00; LG Everist, supplies 991.10; Linweld, rental 33.30; Metro Construction, pay request #5, \$584,453.18; MidAmerican Energy Company, natural gas 35.62; Minnehaha Community Water, Oct water 13,354.59; NAPA Auto Parts, parts 461.20; Roemen's Automotive, transit repair 176.95; Sam's Club, late fee 39.99; Sam's Club/Discover, office supply/travel expenses 412.39; SD Association of Government Accountants, conference registration 210.00; SD One Call, locates 259.68; SD State Treasurer, sales tax/lottery 3147.94; SD Retirement System, 4531.04; Sioux Falls Area Humane Society, Aug animal control 153.69; Sioux Falls Rubber Stamp, supply 26.75; Titan Machinery, cutting edge 1276.82; Verizon Wireless, cell bill 92.48; Weiland, Justin, ICMA hotel reimburse 751.92; Xcel Energy, electricity/street lighting 4882.64; Young Broadcasting, advertising 188.00.

Added or Increased Salaries: Library – Fritz, Rebecca additional duties wage increase from \$9.00/hour to \$9.50/hour. Huska, Deb re-hire as part-time, temporary Librarian, wage of \$15.00 per hour for less than ten hours per week. Public Safety: Ben Gruis 1.5% merit increase from \$17.24 per hour to \$17.50 per hour. Public Works: Clarence Fjellanger 2% merit increase from \$24.76 per hour to \$25.26 per hour. September payroll - General Government: 11,955.14; Public Safety 2482.56; Public Works 8470.36; Parks 1732.14; Library 2089.53; Water 7213.88; Wastewater 7213.89.

Outdoor Event Permit – Halloween Trick or Treat: Application received from Thelma Busk, Deb Mergen and Diane Bunkers representing the downtown business to close 4th Street to host Trick or Treating on Friday, October 25 from 4 p.m. along 4th Street between Orleans and Clarke Avenues. Lauritzen moved to approve and waive the \$100 application fee. Andrews seconded. Motion carried.

15th Street/State Ave/Garfield Ave Improvement Project: Trent Bruce, PE of DGR Engineering, briefed the council on the project to date and presented pay request #5 in the amount of \$584,453.18 for work completed through September 26, 2013. Majority of cost is for concrete installation and pipe to cross the river. Lauritzen moved to approve pay request #5 to Metro Construction in the amount of \$584,453.18. Miles seconded. Motion carried.

Jim Schildhauer, resident at 409 E 15th St, had concerns regarding the removal of a tree that was within the right-of-way. Council members met on site with Mr. Schildhauer to discuss. Motion by Crisp to provide up to a seven inch diameter trunk tree to replace the one removed. Burggraff seconded. Motion carried.

Surplus Property Committee – Plat Discussion: Weiland presented a proposed date of November 25th for the auction of surplus property. Burggraff recommended a Saturday date instead. Surplus Committee members will meet with Public Works Director Schildhauer and Weiland to review additional items to be considered for surplus. Consensus of the council to enlist the services of Lee Burggraff to conduct the auction.

Economic Development Corporation – Report: Geraets had requested a report be made to the council and item B was on the agenda to discuss sewer extension to the west. Crisp moved to table the discussion. Miles seconded. Motion carried.

Library - Director Job Description/Wages: Weiland presented the job description for the Library Director which the Library Board has approved for inclusion within the Personnel Manual. Andrews moved to approve. Miles seconded. Motion carried.

Library Board requested a wage change for Rebecca Fritz because of additional duties because of this transition from \$9.00 per hour to \$9.50 per hour. Miles moved to approve. Geraets seconded. Motion carried.

Library Board also requested a wage established for Deb Huska to perform Director duties on a part-time temporary basis at a rate of \$15.00 per hour at a maximum of 10 (ten) hours per week. Miles moved to hire Deb Huska as part-time temporary to fill Director responsibilities at a rate of \$15.00 per hour with a maximum of 10 (ten) hours per week. Second by Burggraff. Motion carried.

2012 Audit – Letter of Engagement: Weiland presented a Letter of Engagement for auditing services requested from KMWF & Associates for the fiscal year 2012 at a rate not to exceed \$15,900. Lauritzen moved to approve. Miles seconded. Motion carried.

Rubble Site – Fall Free Access: Weiland informed the council that it has been historically granted to allow access to the Rubble Site for free in the spring and fall of each year for the purpose of helping clear nuisance properties from unwanted clutter. Request to again offer free access. Andrews moved to allow free access to the Rubble Site on Saturday, October 26 and again on Saturday, November 2. Seconded by Burggraff. Weiland clarified that Rubble Site hours on Saturdays are from 9 a.m. to 4 p.m. and white goods (appliances)

City Administrators Report – Weiland reported on the following:

- Merit reviews have been conducted for the following: Ben Gruis 1.5% increase from \$17.24 per hour to \$17.50 per hour; Clarence Fjellanger 2% increase from \$24.76 per hour to \$25.26 per hour.
- Urban Rural Service District – Planning and Zoning will hear on Tuesday, October 22 at 7 p.m. in council chambers. Existing properties designation would be up to the council if implemented.
- Dakota Fence will be assisting city staff with playground equipment install beginning October 21.
- Garfield Bridge replacement plan with the state if finalized. Bidding is currently planned for December and awarding in January.
- Notices have been sent to unpaid utility and nuisance abatement accounts for a Public Hearing to be held on November 21 at the next council meeting.
- SDML Annual Conference begins on Tuesday, October 8 and goes until Friday, October 11 in Aberdeen. Five attending. Weiland attended ICMA conference in Boston and thanks the council for approving his attendance at such an informative educational event.

Treasurer’s Report: A recap, of all income and expenses that occurred since the last meeting, was presented to the council.

Crisp moved to adjourn. Andrews seconded. Motion carried. Meeting adjourned at 8:47 p.m.

LeAnn Kerzman
Finance Officer