

DELL RAPIDS CITY COUNCIL MINUTES

Monday, January 4, 2016 at 7:30 p.m.

Mayor 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: Mike Geraets, Mike Sterud, Mary Klockman, Mark Crisp, Tom Earley, Lee Burggraff, Gary Haak and Dave Sommerfeld (Via Skype).

Staff present: Administrator Justin Weiland, Finance Officer Claire Baartman, and City Attorney Dean Hammer

Absent: None

Community Members Present (who addressed the Council):

William Boever of 202 Sunset Dr., Dell Rapids.

Pledge of Allegiance was recited.

Approval of Agenda: Haak motioned to approve the agenda, seconded by Burggraff.

Roll Call: Geraets-Aye, Sterud-Aye, Klockman-Aye, Crisp-Aye, Earley-Aye, Burggraff – Aye, Haak-Aye, Sommerfeld-Aye. Motion carried 8-0.

Approval of Minutes December 21, 2015 Regular Session: Geraets requested to change 1.) 2002 ¾ Ton Chevrolet Pickup bid winner to Brett (G)ruis and 2.) ... Old 77 to establish the south 40 fee(t). Motion by Earley to approve the Minutes of the December 21, 2015 Regular session with corrections as noted above, seconded by Geraets.

Roll Call: Geraets-Aye, Sterud-Aye, Klockman-Aye, Crisp-Aye, Earley-Aye, Burggraff – Aye, Haak-Aye, Sommerfeld-Aye. Motion carried 8-0.

Visitors to be Heard: Mr. Boever, of 202 Sunset Drive, addressed the Council asking about the City's Ordinance on snow removal. City Administrator Weiland indicated per the City Ordinance property owners/tenants are to remove snow and ice from sidewalks within 24 hours after the termination of any snowfall. Over the past couple years the ordinance has been exercised on a complaint only basis and only after a snow emergency has been declared. The Council thanked Mr. Boever for bringing this to their attention.

Plat of Lot 15 in Block 1 of Mergen's Addition to the City of Dell Rapids

The Planning Commission met on December 22nd and approved the Plat. Crisp motioned to approve the Plat of Lot 15 in Block 1 of Mergen's Addition to the City of Dell Rapids, seconded by Burggraff.

Roll Call: Geraets-Aye, Sterud-Aye, Klockman-Aye, Crisp-Aye, Earley-Aye, Burggraff – Aye, Haak-Aye, Sommerfeld-Aye. Motion carried 8-0.

Old Business (None)

New Business

Appoint Vice President of Council

It came to the City Administrator's attention that the Council has not yet selected a Council Vice-President. Haak nominated Klockman, seconded by Sterud. Klockman nominated Earley, seconded by Geraets. A ballot vote was taken by writing 'Klockman' or 'Earley' and turn it into Finance Officer Baartman. Vote results Klockman 4, Earley 4. Mayor Fiegen broke the tie by voting for Earley.

Resolution 2016-1: 2016 Payroll Resolution

The City Council has the responsibility of passing a resolution that reflects the City Wages earned by City Employees, City Council, and City Planning Commission. According to the adopted pay plan policy the City Council has used the Consumer Price Index (CPI) to assist with determining the Cost of Living Increase (COLA). Recommend the Council discuss the Payroll Resolution and make a motion adopting a specific percentage increase. Geraets motioned for a 0% COLA pay increase for 2016, seconded by Crisp. Roll Call: Geraets-Aye, Sterud-Aye, Klockman-Aye, Crisp-Aye, Earley-Aye, Burggraff – Aye, Haak-Nay, Sommerfeld-Aye. Motion carried 7-1.

**RESOLUTION #2016-01
2016 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 0% cost of living adjustment to the wage scale for benefitted and part time employees.

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 2016.

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>2016 WAGE</u>
GENERAL GOVERNMENT		
Justin Weiland	City Administrator	\$86,153.60 / yr
FINANCE OFFICE		
Claire Baartman	Finance Officer	\$56,284.80 / yr
Diane LeBrun	Billing Clerk	\$19.22 / hr
LIBRARY		
Brittany Moeller	Library Director	\$42,465.28 / yr
Sherry Brandner	Library Clerk	\$11.99 / hr
PUBLIC WORKS		
Larry Schildhauer	Public Works Director	\$72,760.48 / yr
Clarence Fjellanger	Asst. Public Works Director	\$27.12 / hr
Les Fenicle	Equipment Operator	\$23.66 / hr
Paul Wildermuth	Equipment Operator	\$18.97 / hr
David Schuch	Laborer	\$17.93 / hr
Chris Mergen	Equipment Operator	\$18.05 / hr
PLANNING AND CODE ENFORCEMENT		
Benjamin Gruis	Building Inspector	\$18.52 / hr

Set Shared School Board/City Council Election – April 12th, 2016

City staff has organized to combine our election with the Dell Rapids School District for an April 12th election date to be held at the Lutheran Church. The following is a list of vacancy of the Council: Ward 1 – Gary Haak, Ward 2 – Mark Crisp (3 year term), Ward 2 – Tom Earley (2 year term), Ward 3 – Mike Geraets, Ward 4 – Lee Burggraff. Petitions can begin circulation on January 29th and must be submitted by 5PM on February 26th. Burggraff motioned to set the shared School Board/City Council Election on April 12th, 2016, seconded by Haak.

Roll Call: Geraets-Aye, Sterud-Aye, Klockman-Aye, Crisp-Aye, Earley-Aye, Burggraff – Aye, Haak-Aye, Sommerfeld-Aye. Motion carried 8-0.

Old Dutch Inn 2016 Liquor License – Request for Cancellation and Reimbursement

As of December 31st the Old Dutch Inn is closed their doors. As they have already paid and been approved for their 2016 Liquor License (and will not use it) they have asked for a reimbursement of the \$1,200 fee. Crisp motioned to reimburse Old Dutch Inn the \$1,200 fee and cancel the 2016 Liquor Agreement, seconded by Klockman.

Roll Call: Geraets-Aye, Sterud-Aye, Klockman-Aye, Crisp-Aye, Earley-Aye, Burggraff – Abstain, Haak-Aye, Sommerfeld-Aye. Motion carried 7-1.

Claims Payable

Burggraff moved to approve the claims as presented, seconded by Haak.

Roll Call: Geraets-Aye, Sterud-Aye, Klockman-Aye, Crisp-Aye, Earley-Aye, Burggraff – Aye, Haak-Aye, Sommerfeld-Abstain. Motion carried 7-1.

A-OX WELDING SUPPLY COMPANY, INC	CYL RENTAL/OXYGEN	GENERAL FUND	47.75
ADVANCED SYSTEMS INC	COPIER CONTRACT - LIBRARY	GENERAL FUND	33.07
ARGUS LEADER	DECEMBER BILL	GENERAL FUND	785.73
BOOK PAGE	2016 SUBSCRIPTION	GENERAL FUND	300.00
BX CIVIL & CONSTRUCTION	SNOW REMOVAL	GENERAL FUND	4,916.25
CITY OF DELL RAPIDS	WATER/SEWER	GENERAL FUND	113.19
COUNTY FAIR FOODS, INC	WATER SUPPLIES	WATER FUND	9.57
DAKOTA BEVERAGE CO, INC.	DECEMBER MALT	LIQUOR FUND	28,104.14
DAKOTA TECHNOLOGY CONSULTING	REPLACE LIBRARY SERVER	GENERAL FUND	952.02
DAKOTACARE	HEALTH INSURANCE	GENERAL FUND	4,725.37
	HEALTH INSURANCE	WATER FUND	1,704.06
	HEALTH INSURANCE	WASTEWATER FUND	1,704.04
DAUBY'S SPORTS CENTER	BASEBALL EQUIPMENT	GENERAL FUND	1,071.00
DELLS PLUMBING	LIBRARY MENS RESTROOM	GENERAL FUND	71.42
DELTA DENTAL	DENTAL INS	GENERAL FUND	427.33
	PAYROLL DEDUCTION	WATER FUND	120.39
	PAYROLL DEDUCTION	WASTEWATER FUND	120.38
EFTPS	FED/FICAWITHHOLDING	GENERAL FUND	3,814.45
	FED/FICAWITHHOLDING	WATER FUND	938.87
	FED/FICAWITHHOLDING	WASTEWATER FUND	938.86
FIRST BANK CARD	ICMA/PLANNER	GENERAL FUND	1,100.20
	WATER SUPPLIES	WATER FUND	545.25

GLOBAL DISTRIBUTING	DECEMBER MALT	LIQUOR FUND	77.00
GOLDEN WEST TELECOMMUNICATIONS	DECEMBER TELE. BILL	GENERAL FUND	428.55
	DECEMBER TELE. BILL	LIQUOR FUND	46.27
	DECEMBER TELE. BILL	WATER FUND	168.71
	DECEMBER TELE. BILL	WASTEWATER FUND	209.61
GRUIS, KARLA	CLEAN CH AND LIB 32 HRS	GENERAL FUND	640.00
LG EVERIST, INC	SAND - SNOW SUPPLIES	GENERAL FUND	2,347.08
MIDAMERICAN ENERGY COMPANY	DECEMBER UTILITY	GENERAL FUND	787.94
	DECEMBER UTILITY	WATER FUND	46.48
	DECEMBER UTILITY	WASTEWATER FUND	46.48
NEOPOST RENTAL	RENTAL JANUARY - APRIL	GENERAL FUND	74.85
PENWORTHY	10 BOOKS	GENERAL FUND	159.90
PRAIRIE BERRY WINERY	DECEMBER WINE	LIQUOR FUND	726.00
FODNESS, JEFF	DEPOSIT REFUND	WATER FUND	12.41
JAKES, BILL	DEPOSIT REFUND	WATER FUND	8.11
MUSTIAN, SEAN	DEPOSIT REFUND	WATER FUND	8.11
THOMPSON, GARY	DEPOSIT REFUND	WATER FUND	22.07
REPUBLIC NATIONAL DISTRIBUTING CO	DEC LIQUOR 1ST HALF	LIQUOR FUND	10,399.57
RESTAURANT EQUIPMENT REPAIR OF SF INC	ICE MACHINE REPAIR	LIQUOR FUND	282.23
SCHADE VINEYARD	DECEMBER WINE	LIQUOR FUND	528.00
SD STATE TREASURER, DEPT OF REVENUE 1	STATE	GENERAL FUND	21.75
	1 12.01-12.15.15 LOTTERY	LIQUOR FUND	1,446.89
SDRS SUPPLEMENTAL RETIREMENT PLAN	ROTH RETIREMENT	GENERAL FUND	145.00
	ROTH RETIREMENT	WATER FUND	25.00
	ROTH RETIREMENT	WASTEWATER FUND	25.00
SOUTH DAKOTA RETIREMENT SYSTEM	RETIREMENT	GENERAL FUND	1,787.77
	RETIREMENT	WATER FUND	470.09
	RETIREMENT	WASTEWATER FUND	470.08
SOUTH EAST AREA FINANCE OFFICERS GROUP	SEAFOG 2016 DUES	GENERAL FUND	60.00
STRAWBALE WINERY	DECEMBER WINE	LIQUOR FUND	264.00
THOMPSON REUTERS, PROFESSIONAL SOFTWARE	FIXED ASSET SYSTEM 2/2	GENERAL FUND	1,012.30
TYLER TECHNOLOGIES	2.1.16-1.31.17 SUITE MAINT	GENERAL FUND	613.89
XCEL ENERGY	UTILITY BILL	GENERAL FUND	113.34
PAYROLL EXPENSES	DECEMBER PAYROLL	GENERAL FUND	48,380.05
		WATER FUND	11,944.16
		WASTEWATER FUND	11,944.18

Administrator Report:

Warming House Deadwood Fund Grant – Update: The City has received a grant award of \$10,000 from the State Historical Society for the purpose of restoring the Warming House. This is a matching grant that the local community group has pledged to cover either in raised funds or in-kind contributions. City Administration plans to meet with the group in the near future to hear and discuss their plans to raise the matching funds and specifics on the improvements that will be made to the structure.

WWTF Planning and Design – Update: City Administrator Weiland and Public Works Director Schildhauer are meeting with DGR the first week of January to discuss scoping and design for the WWTF. The Council will need to decide several aspects of the project such as whether to spec a steel building or a concrete tip up structure. DGR plans to provide estimated costs for each option. The City will also need to decide which supplier best fits our needs for the SBR equipment. The SCADA system, the mechanical operation of the plant, will also need to be researched and a design selected. Council Member Haak has requested that DGR provide the City with a cost estimate for their design work on the facility. In order for DGR to provide an accurate estimate for their services it is necessary for the City to make decisions on the areas listed above as these decisions will affect their cost of services. Following the meeting with DGR, Administration will bring specific items for the Council to make a decision on for final design. Administration has also discussed with DGR the option of forming a committee of the Council to assist with making these decisions. The Council should discuss this option at Monday's meeting. –During the meeting Mayor Fiegen stated that the Utilities Committee (Sommerfeld, Crisp, and Earley) should be the committee assigned to the WWTF project as this project is utility based.

SDML Legislative Rib Dinner – February 2nd and 3rd: The SDML Rib Dinner and legislative day at the capital is scheduled for the evening of February 2nd and 3rd. Please let Administrator Weiland know immediately if you plan to attend. This event serves as a good opportunity to visit with the Legislative representatives to provide them with recommendations on issues important to municipalities.

January 18th (MLK Day) Regular meeting and February 15th (Presidents Day) Regular Meeting – Tuesday Meeting Dates: Martin Luther King Jr. day is January 18th and Presidents Day is February 15th. Both are employee holidays for City staff. The Council has historically moved the meetings to the following day (Tuesday). Administration is recommending holding these meetings on Tuesday January 19th and Tuesday February 16th. – Earley moved to move the meetings regular meetings on January 18th and February 15th to January 19th and February 16th, respectively, seconded by Crisp. Roll Call: Geraets-Aye, Sterud-Aye, Klockman-Aye, Crisp-Aye, Earley-Aye, Burggraff – Aye, Haak-Aye, Sommerfeld-Aye. Motion carried 8-0. Motion carried 8-0.

Sales Tax and Building Permit Report – Update: The sales tax took a small dip in October and November but the City is still on track to exceed the 2014 sales tax by well over 8%. The building permit valuation issued total \$11,816,021.31 compared to \$6,352,959 in 2014. Last year, 2015, has even exceeded the 2013 unprecedented year of \$9.4 million (County Fair, Casey's General Store, and the Family Dollar). This has been a very positive year for growth in our community.

Motion to adjourn at 8:07 p.m. by Burggraff, second by Haak.

Roll Call: Geraets-Aye, Sterud-Aye, Klockman-Aye, Crisp-Aye, Earley-Aye, Burggraff – Aye, Haak-Aye, Sommerfeld-Aye. Motion carried 8-0.