

**MINUTES OF THE REGULAR MEETING OF THE SALEM CITY COUNCIL HELD IN THE COUNCIL ROOM OF CITY HALL IN SALEM SOUTH DAKOTA ON MONDAY, JANUARY 7, 2013 AT 6:00 P.M.**

Mayor Robin Rayman called the meeting to order with Council Members George Eichacker, Laura Gessner, Ben Johnson, Ron Mayrose, Doug Mokros and Terry Forster present. Foreman William Selland and McCook County EMS Director Brad Stiefvater were also present.

Motion Mokros, second Gessner, carried, to approve the minutes of December 10, 2012 as written.

Motion Eichacker, second Johnson, carried, to approve the following reports: the Finance report stating a balance of \$2,213,456.26 for all funds and includes all investments and cash on hand; sewer pumpage of 2,682,000 gallons; water pumpage of 2,360,000 gallons; and the bacteriology and fluoride reports are satisfactory.

Motion Mokros, second Gessner, carried, to approve the monthly police report from the McCook County Sheriff Dept.

Motion Mokros, second Gessner, carried, to approve the Foreman report presented by Foreman Selland. The following items were discussed:

- Grandstand demolition bids were opened and reviewed. Two bids were received: 1) Matthaai Excavating - \$2958.00 for demolition and removal and \$2,448.00 for demolition with City removal; 2) Twedt Construction Inc – \$0.00. The bid stated the project to demolish and haul away is a donation to the Salem Baseball Field.
- Christopher Fink's parking ticket for parking after 2" of snow. Due to a health condition and no family around he was unable to move his vehicle so asking Council to forgive his ticket.
- Snow Hauling Contracts were reviewed.
- Discussion on renting out stalls at the building North of the Armory, leasing a tractor through a John Deere program for 8months, and purchasing a 9' disc mower for behind the tractor.

Discussion on the rent of the building north of the armory included the question on the legality of the City renting out stalls. It is legal for a City to lease a building through proper procedure, but renting out individual stalls may not be a legal business for a city – Finance Officer Heumiller stated she is waiting on a determination from SDML.

Motion Mokros, second Johnson, carried, to approve the donation of the demolition and removal of the baseball field grandstand from Twedt Construction Inc. Council extends a thank you to Twedt for the generous donation.

Motion Mayrose, second Johnson, to forgive the parking ticket of Christopher Fink due to his health circumstances.

Motion Eichacker, second Mayrose, carried, to approve the following snow hauling contracts for 2013: Twedt Construction, \$100.00 per hour for a 24' box; Matthaai Excavating and Gene Sandine \$80.00 per hour for a Tandem truck.

Consensus of the Council is to obtain quotes on a 9' disc mower; and lease options on both an 80 HP & 100 HP tractor for review at the February 11, 2013 meeting.

Committee reports were given.

Motion Mayrose, second Mokros, carried, to enter into executive session at 6:30 p.m. to discuss personnel performance - SDCL 1-25-2 (1).

Mayor Rayman declared out of executive session at 7:08 p.m.

Brad Stiefvater, McCook County EMS Director, met with the Council to discuss the use of the building north of the Armory to store four (4) EMS trailers (2 stalls). Current housing of the trailers is in areas where access is difficult, especially during the winter months. The trailers house emergency shelter supplies, medical supplies and equipment. Since the Salem Armory is considered the McCook County Emergency Shelter it would be beneficial to have the trailers housed closer to the facility. The placement of the trailers at the armory would also centrally locate them in McCook County for any emergency response need. A generator (part of equipment on trailers) is capable of powering the building if needed.

Motion Mokros, second Mayrose, to allow McCook County EMS to house equipment and trailers in the cold storage building north of the armory, understanding the building will be a "Joint Use" with the City. On roll call, five votes "Aye" (Eichacker, Johnson, Mayrose, Gessner, Mokros); one vote "Nay" (Forster). Motion carried.

Stiefvater also discussed the City moving the security cameras from the Armory to City Hall and the WTP. Stiefvater stated this would be allowed as the Water Treatment Plant is considered critical infrastructure under the grant the cameras were purchased. It currently would be a better use for the cameras since the guard unit is no longer at the armory. The only requirement Stiefvater has as administrator of grant is if they are removed from the armory they need to be used they can't sit on a shelf.

Consensus of the Council is to move the cameras to City Hall and WTP.

Motion Forster, second Mokros, carried, to terminate Robert Rayman's employment with the City of Salem as he is no longer capable of performing his job duties; effective date will be upon his return from leave and consultation with committee. Payment of accrued leave will be paid out through the SDRS Special Pay Plan according to personnel manual and Resolution #2004-007.

Motion Mayrose, second Gessner, carried, to approve the 2013 annual donations of \$1,000.00 to the Senior Citizens; \$500.00 to the Salem Community Library; and \$2,000.00 to the Progressive Salem Association.

Motion Mokros, second Johnson, carried, to approve the following claims:

**PAYROLL:** FINANCE OFFICE \$3378.04; CITY HALL \$45.43; STREETS \$1463.85; SNOW \$893.99; STORM/SE \$99.94; BURN SITE \$413.05; PARKS \$104.91; ARMORY \$2457.11; WATER \$3045.81; SEWER \$1385.71; PAYROLL TAXES \$959.49; CITY SHARE: HEALTH \$2499.84; DENTAL \$94.78; AFLAC \$107.52; RETIREMENT \$773.32.

**CLAIMS:** AMERICAN SECURITY CABINET, DEPOSITORY CABINET, 1117.00; AMERIPRIDE SERVICES INC, ARMORY & CITY HALL RUG SERVICE, 141.25; AVERA QUEEN OF PEACE, DRUG TESTING FEE, 51.40; CASSIE BENSON, DEPOSIT REFUND, 83.38; CENTRAL FARMERS CO-OP, DIESEL FUEL – SNOW, 1117.80; DAKOTA PUMP & CONTROL, LIFT STATION – COUPLING, 70.08; DAVE'S ELECTRIC, LAGOON PUMP STATION REPAIRS, 803.70; DENR - FOSS BUILDING, 2013 OP CERTIFICATE RENEWAL, 36.00; DEPT OF REVENUE – REMITT, TESTING FEES WATER/SEWER, 1400.00; GENE SANDINE, SNOW HAULING 1.75 HRS, 131.25; GESSNER WELDING INC, REPAIR - MAINTAINER BLADE & SUPPLIES, 648.10; HAWKINS INC, WTP CHECK VALVE & METER PARTS, 78.54; WTP – CHEMICALS, 1000.50; HD SUPPLY WATERWORKS, DISTRIBUTION SUPPLIES & METER PARTS, 107.78; WTP – (40) FILTERS, 543.60; INTERSTATE POWER SYSTEMS, ARMORY GENERATOR SERVICE, 304.64; JOHNSON BROTHERS FAMOUS BRANDS, MERCHANDISE OPERATING AGREEMENTS, 5022.22; LOIS MELTON, DEPOSIT REFUND, 25.00; MC&R POOLS INC, WADER POOL WINTERIZING, 825.00; MCCOOK COUNTY AUDITOR, JAN 2013 LAW ENFORCEMENT, 6985.34; MCCOOK COUNTY HIGHWAY, COLD MIX - STREET REPAIRS, 1901.12; MID-AMERICAN RESEARCH CHEMICAL, ARMORY - SEWER CLEANING SUPPLIES, 699.00; POOL CHEMICALS, 9693.32; PARK & STREET - WEED CONTROL CHEMICALS, 2082.98; MIDAMERICAN ENERGY CO, UTILITIES, 1000.93; NOVAK SANITARY SERVICE, UTILITIES, 6308.75; PETTY CASH - FINANCE OFFICE, POSTAGE: FINOFF/WATER/SEWER, 135.95; QUILL CORPORATION, UB BILL CASH RECEIPT BOOKS, 84.95; R & S SANITATION INC, GARBAGE SERVICE DEC'12, 132.50; REPUBLIC BEVERAGE COMPANY, MERCHANDISE OPERATING AGREEMENTS, 5051.95; S.E.C.O.G., 2013 MEMBERSHIP DUES, 2053.00; S.E.A.F.O.G, 2013 MEMBERSHIP DUES, 50.00; SALEM COMMUNITY LIBRARY, 2013 DONATION FOR BOOKS, 500.00; SALEM FARMERS MARKET, OPEN HOUSE SUPPLIES, 18.75; SALEM LUMBER CO, CONCESSION/RESTROOM BUILDING SOFTBALL FIELD, 2341.45; SALEM SENIOR CITIZENS, 2013 DONATION - RENT/INSURANCE, 1000.00; SALEM SPECIAL, DEC'12 PUBLICATIONS, 195.66; SALEM WATER DEPARTMENT, UTILITIES – ARMORY/SHOP, 119.74; SALEM WATER WORKS, DEPOSITS APPLIED TO FINAL BILL, BENSON, CASSIE, 16.62; LLB PROPERTIES, 60.00; SD ASSN OF RURAL WATER SYSTEM, 2013 MEMBERSHIP DUES, 475.00; SD ASSOCIATION OF CODE ENFORCE, 2013 MEMBERSHIP DUES, 40.00; SD D.E.N.R., 2013 WASTEWATER FEE, 1500.00; SD GOVERNMENT FIN. OFFICER ASSN, 2013 MEMBERSHIP DUES, 70.00; SD HUMAN RESOURCE ASSN, 2013 MEMBERSHIP DUES, 25.00 SD MUNICIPAL LEAGUE, 2013 MEMBERSHIP DUES, 978.35; SD STREET MAINTENANCE ASSOC, 2013 MEMBERSHIP DUES, 35.00; SDAK MUNI-ATTORNEY ASSOC, 2013 DUES – GERLACH, 20.00; SDWWA, 2013 MEMBERSHIP DUES, 10.00; SERVALL TOWEL & LINEN,

TOWEL SERVICE – SHOP, 16.80; SHORT STOP, FUEL PURCHASES, 667.70; SIOUX FALLS NETWORKS, COMPUTER BACKUP SERVICE, 14.00; SIOUX FALLS TWO WAY RADIO, FIRE DEPT - (3) RADIOS WITH MICS, 1434.00; SOUTH DAKOTA DEPARTMENT OF LABOR, 4TH QTR 2012 UNEMPLOYMENT, .82; SOUTH DAKOTA ONE CALL, DEC'12 LOCATES, 1.05; SOUTHEASTERN ELECTRIC CO, UTILITIES, 105.59; STATE TREASURER, DEC'12 SALES TAX, 477.53; STURDEVANT'S - SALEM INC, SUPPLIES: SNOW/STREET/ARMORY, 589.58; T & C'S PIT STOP INC, OPEN HOUSE SUPPLIES, 59.90; THE FIRST NATIONAL BANK, CW LOAN #C461057-01, 9031.29; CW LOAN #C461057-02, 6614.14; DW LOAN #C462057-02, 5608.38; DW LOAN #C462057-03, 7588.60; TRIOTEL COMMUNICATIONS INC, UTILITIES, 338.50; U.S. POSTAL SERVICE, (4) BOXES STAMPED ENVELOPES, 1089.80; U.S. POSTMASTER,(3) ROLLS .33 CENT STAMPS UB BILLS,99.00; VERIZON WIRELESS, UTILITIES, 84.68; WESTECH ENGINEERING INC, COMPUTER REPLACEMENT WTP, 3645.00; XCEL ENERGY, UTILITIES DEC'12, 6933.05; ZAPP HARDWARE, SUPPLIES: CHALL/STREET/ARMORY, 143.41; KUNDERT-WILLIAMS INSURANCE, 2013 RENEWAL PREMIUM, 35580.00; SDML WORKERS COMP FUND, 2013 RENEWAL PREMIUM, 4790.00; TYLER TECHNOLOGIES INC, 2013 MAINTENANCE FEES, 3124.04.

Motion Johnson, second Mokros, carried, to approve the following Salem City Council declaration:  
 “The City of Salem does not discriminate on basis of handicapped status in the admission, or access to, or treatment, or employment in its programs or activities.”

Motion Eichacker, second Gessner, carried, to designate the Salem Special as the city’s legal publication.

Motion Mayrose, second Gessner, carried, to designate First Dakota National Bank, Service First Credit Union and South Dakota Public Funds Investment Trust as the legal depositories for the City of Salem.

Motion Mayrose, second Mokros, carried, to approve the following resolution:

**RESOLUTION 2013-001**

**WHEREAS**, in compliance with SDCL 6-1-10, which states that a complete list of all salaries paid to all city officials and employees be established by resolution and published in the minutes of the first meeting of the fiscal year and thereafter published monthly by department;

**NOW THEREFORE BE IS RESOLVED**, that the following is a list of all said salaries:

**FISCAL YEAR 2012**

**GROSS ANNUAL WAGE:**

NAME	POSITION	SALARY	PER MEETING
Rayman, Robin	Mayor	2000.00	50.00
Gessner, Laura	Council President	1000.00	40.00
Johnson, Ben	Council Vice-President	1000.00	35.00
Mayrose, Ron	Council Member	1000.00	35.00
Mokros, Doug	Council Member	1000.00	35.00
Eichacker, George	Council Member	1000.00	35.00
Forster, Terry	Council Member	1000.00	35.00
Eichacker, Cathy	Zoning Administrator	1000.00	35.00

**GROSS BI-WEEKLY SALARY:**

NAME	POSITION	SALARY
Heumiller, Lori	Finance Officer	1624.82

**HOURLY WAGE:**

<b>NAME</b>	<b>POSITION</b>	<b>PER HOUR</b>
Selland, William	Water-Sewer Supt./Forman	18.90
Mentele, Brian	Street Facility Maintenance	14.32
Eich, Alycia	Asst. Finance Officer	12.73
Schillinger, Nate	"Burn site" Custodian	8.94
Scholten, Kenneth	Asst. "Burn site" Custodian	8.94

Dated this 7<sup>th</sup> day of January 2013 in Salem, South Dakota.

Robin Rayman  
Mayor

ATTEST:

Lori Heumiller  
Finance Officer

Motion Mokros, second Johnson, carried, to adopt the "Sidewalk Complaint" policy. The policy is on file at City Hall.

Motion Forster, second Mokros, carried, to adopt the "Sidewalk Replacement Program" policy. The policy is on file at City Hall.

Motion Eichacker, second Johnson, carried, to approve the following 2013 Salem Volunteer Fire Department Roster; John Staebell; Paul Deters; Tom Peterson; Nathan Olinger; Ken Scott; Jason Lunders; Bill Eichacker; Paul Eich; Marvin E. Johnson; Tony Kerkhove; Gerald Mead; Curtis Gessner; John Oyen; Todd Matthies; Trevor Mead; Michael Hanisch; Bobbi Jo Olinger, Tracy Morehead, Josh Blindert and Jeremy Matthies.

Finance Officer Heumiller reviewed the end of year financial status of all funds with the Council.

Motion Mokros, second Forster, carried, to transfer \$4,253.00 from the Filter Replacement Reserve and \$6,672.00 from the Equipment Repair/Replacement Reserve in the Water Fund to Cash on Hand in the Water Fund for the purchases of the WTP spare computer components and (2) dehumidifiers, effective on the December 2012 Financial Statement.

Motion Forster, second Gessner, carried, to designated \$225,000.00 for the 2014 Budget in the General Fund.

Motion Forster, second Gessner, carried, to designate \$60,000 to the Summer Recreation Complex Improvements in the Capital Reserve account in the General Fund.

Motion Mokros, second Mayrose, carried, to designate \$15,733.00 to the Equipment – Capital Outlay account in the General Fund.

Motion Mayrose, second Gessner, carried, to designate \$100,000.00 to the Main Street Lightning Project in the Capital Reserve account in the General Fund.

Motion Gessner, second Mokros, carried, to donate the (3) radios with mics purchased in December 2012 from Two Way Radio, Invoice #262250, to the Salem Volunteer Fire Department.

Motion Mokros, second Gessner, carried, to adjourn.

Dated this 7<sup>th</sup> day of January 2013, at Salem, South Dakota.

Robin Rayman  
Mayor

ATTEST:

Lori Heumiller  
Finance Officer

Published once at the approximate cost of \_\_\_\_\_.