

MINUTES OF CANTON CITY COMMISSION MEETING
JANUARY 7, 2013

The Canton City Commission met at the Depot Viking Room, on Monday, January 7th at 7:00 p.m. with the following members present: Commissioners Bogue, Bowling, Frick, Heikkila, Iverson, Toso and Mayor Smith. Commissioners Glenn and Elrod were absent at the time of roll call.

The Pledge of Allegiance was recited.

The agenda was approved.

CONSENT CALENDAR

Commissioner Frick moved and Commissioner Toso seconded to approve the consent calendar consisting of the following: 1) to approve the minutes from the December 17th, 2012 City Commission Meeting and that they are signed and published; 2) to approve the warrants to be listed at the end of the minutes. Unanimous approval.

CAPITAL IMPROVEMENT PLAN

Mayor Smith opened discussion on the Capital Improvement Plan.

Commissioner Glenn arrived.

There were no questions from those in attendance. Commissioner Toso pointed out that the CIP is more or less a road map.

COMMISSION 2013 APPOINTMENTS

Mayor Smith asked for a motion to approve the appointments as follows:

Finance Officer-Kyle Cwach

Head Librarian-Edith Nelson

City Attorney-Larry Nelson

Assistant City Attorney-Brenda Ask

Commissioner Bowling moved and Commissioner Heikkila seconded to approve the 2013 appointments as listed. Unanimous approval.

2013 OFFICIAL DEPOSITORIES

Mayor Smith asked for a motion to approve the depositories as follows:

Home Federal Bank

Farmers State Bank

First Bank & Trust

The South Dakota Public Funds Investment Trust

First National Bank of Sioux Falls

Security Savings Bank

Commissioner Bogue moved and Commissioner Bowling seconded to approve the City's Depositories as listed. Unanimous approval.

2013 OFFICIAL NEWSPAPER

Commissioner Frick moved and Commissioner Iverson seconded to approve The Sioux Valley News as the City's 2013 official newspaper. Unanimous approval.

CITY MANAGER 2013 APPOINTMENTS

Interim City Manager Cwach stated that the Fire Department appointments are pending the Fire Department election being held in April. Mr. Cwach made the following 2013 appointments:

Police Chief-David Miller

Health Official-Dr. Michelle Johnson

Fire Chief-Brian Severson

Fire Department Officers:

First Assistant Chief-Kyle Lease

Second Assistant Chief-Nate Laubach

Secretary-Matt Stensland

Treasurer-Tony Warejcka

City Steward Dan Anderson

Director of Rescue Services- Vacant

Public Works Superintendent-Bill Thorson

Water and Sewer Superintendent-Jeffrey Fossum.

COMBINED ELECTION

Commissioner Toso moved and Commissioner Bowling seconded to approve combining the City Election with the School Election on April 9th, 2013 should both have an election. Unanimous approval.

FIRST READING – ORDINANCE AMENDING FEES

Interim City Manager Cwach explained that the intention of this amendment is to remove the fees that are stated in the ordinances and allow the fees to be as set by State Law or by a fee schedule set by city resolution.

Commissioner Toso gave first reading for “An Ordinance of The City Of Canton, South Dakota Amending Title 5, Business Licenses and Regulations, Sections 5.05.040 Transfer, 5.05.060 Hauling Unit Permits, 5.08.060 Issuance of Licenses and Sale of Alcoholic Beverages by City (B), 5.16.250 Application Fee, 5.24.030 Application for License, 5.24.080 Renewal of License, and 5.24.090 Change of Location of Establishment.”

TIF DISTRICT BILLS

Commissioner Frick moved and Commissioner Bogue seconded to approve the TIF District bill from Winter Brothers Underground, completion of Phase 1 Utilities and Surfacing in the Canton Industrial Park, in the amount of \$23,493.08, and have the bill be forwarded to Lincoln County for payment. Unanimous approval.

CERTIFICATE OF COMPLETION – WINTER BROTHERS UNDERGROUND - PHASE 1

Commissioner Iverson moved and Commissioner Bowling seconded to approve the Winter Brothers Underground Certificate of Completion for the Phase 1-Utilities and Surfacing project in the Industrial Park and authorize the Mayor to sign. Unanimous approval.

2013 SALARY RESOLUTION

Commissioner Toso moved and Commissioner Frick seconded to approve the following Resolution and that it be given a number and be signed. Unanimous approval.

RESOLUTION NO. 1211
2013 WAGE AND SALARY RESOLUTION

WHEREAS, it is in the best interests of the City of Canton to pay a competitive wage to attract and retain the best employees to serve the community.

NOW, THEREFORE, the City Commissioners of the City of Canton hereby approve the following wage and salary rates for the calendar year 2013.

PROVIDED, HOWEVER, the commissioners may make wage increases for the following: completion of education requirements, passing certification tests, fulfillment of job requirements set a the date of employment, and length of service to the City. The Commission may also exceed set wage limits if agreed to by the Board of Commissioners.

MAYOR AND COMMISSIONERS

Charles Smith	Mayor	\$46.15 – Bi-Weekly
Elizabeth Bowling	Commissioner	\$46.15 – Bi-Weekly
Connie Bogue	Commissioner	\$46.15 – Bi-weekly
Kari Elrod	Commissioner	\$46.15 – Bi-weekly
Jon Frick	Commissioner	\$46.15 – Bi-weekly
Terry Glenn	Commissioner	\$46.15 – Bi-weekly
Rebecca Heikkila	Commissioner	\$46.15 – Bi-weekly
Mark Iverson	Commissioner	\$46.15 – Bi-weekly
Jonathan Toso	Commissioner	\$46.15 – Bi-weekly

CITY MANAGER

Jennifer DeJong	Administrative Assistant	\$16.56 – Hourly
Erin Filips	Utility Billing Clerk	\$13.46 – Hourly
Pat Dittberner	Asst Utility Billing Clerk	\$14.95 – Hourly
Marge Buysman	Facility Maintenance	\$12.16 – Hourly
Ron Buysman	Facility Maintenance	\$12.16 – Hourly
Chad Baker	Facility Maintenance	\$10.91 – Hourly
Melissa Baker	Facility Maintenance	\$10.91 – Hourly
Eric Eneboe	Building Inspector	\$25.00 per inspection Plus Mileage

FINANCE OFFICE

Kyle Cwach	Finance Officer	\$79,292.78 – Yearly
Karen Leffler	Deputy Finance Officer	\$20.51 – Hourly

POLICE*

David Miller	Chief of Police	\$65,782.08 – Yearly
David Jacobs	Assistant Chief of Police	\$21.82 – Hourly
Adam Dupic	Police Officer	\$18.49 – Hourly

Andrew Filips	Police Officer	\$17.15 – Hourly
Christine Reitsma	Police Officer	\$17.60 – Hourly
Joseph Carlson	Part-Time Police Officer	\$15.88 – Hourly
Steven Erickson	Part-Time Police Officer	\$15.88 – Hourly
Travis Johns	Part-Time Police Officer	\$15.88 – Hourly

STREETS-SNOW REMOVAL

Bill Thorson	Public Works Superintendent	\$60,132.80 – Yearly
Theo Dykstra	Street Maintenance	\$18.61 – Hourly
Benjamin Benson	Public Works Mechanic	\$14.08 – Hourly
Darwin Barton	Public Works Maintenance	\$13.08 – Hourly
Lawrence Ryken	Part-Time Street/Snow Removal	\$14.78 – Hourly
Craig Dittberner	Part-Time Snow Removal	\$10.41 – Hourly
Kelly Eilers	Part-Time Snow Removal	\$10.91 – Hourly
Sherman Gardner	Part-Time Snow Removal	\$10.41 – Hourly
Andy McCann	Part-Time Snow Removal	\$10.41 – Hourly
Dwaine Tiedemann	Part-Time Snow Removal	\$10.41 – Hourly

RUBBLE SITE

Laurie Gates	Rubble Site Attendant	\$8.58 – Hourly
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PARKS AND PARK AREA

Brad Deaver	Public Works Parks	\$13.47 – Hourly
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PUBLIC LIBRARY

Edith Nelson	Library Director	\$43,680.00 – Yearly
Iris Schultz	Library Assistant	\$15.01 – Hourly
Jessica Schutte	Library Assistant	\$10.28 – Hourly
Carol Thies	Library Assistant	\$11.65 – Hourly
Tracey Zylstra	Library Assistant	\$12.11 – Hourly

WATER AND SEWER

Jeff Fossum	Water/Wastewater Superintendent	\$55,452.80 – Yearly
Justin Blade	Water/Wastewater Operator	\$15.81 – Hourly
Ryan Vandemore	Water/Wastewater Operator	\$20.01 – Hourly

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

Board of Commissioners of
The City of Canton, South Dakota

Charles Smith, Mayor

ATTEST:
Kyle Cwach, Finance Officer

Adopted: January 7, 2013
Published: January 17, 2013

*Full-Time Police Personnel's Hourly Rate is based on a work schedule of 2,184 hour/year, whereas all other City Full-time Personnel's Hourly Rate is based on a work schedule of 2080 hours/year.

DIALOGUE:

Interim City Manager Cwach spoke on:

Beresford has invited surrounding cities to a Meth & Drug Awareness Workshop put on by SD Dept of Criminal Investigation. Most of the Canton city employees will be attending.

Jennifer DeJong's resignation effective the 18th of January. Advertising internally.

Chamber Annual Meeting on the 25th of January.

January 11th is the Employee Appreciation Banquet.

And asked for an executive session for personnel and legal issues.

Mayor Smith

Mentioned receiving a Holiday card from the City of Harrisburg.

Called for a special meeting for the Employee Appreciation Banquet.

Commissioner Bogue

Congratulated Arne Anderson for receiving the state Retailer of the Year award.

Congratulated Mayor Smith for his promotion at Gage Brothers Concrete Products to Vice President of Operations.

Commissioner Iverson

Inquired about the bill at Home and Farm and was told that it was for the rug at the Library.

Inquired as to where the Well #9 was located.

Commissioner Toso

Updated the commission on the Pool Project status.

Public Works Director Bill Thorson commented

That the hanging basket for the light poles looks to work very well.

Commissioner Bogue moved and Commissioner Frick seconded to go into executive session according to SDCL 1-25-2 for legal and personnel issues. Unanimous approval.

Commissioner Toso moved and Commissioner Bowling seconded to reconvene into regular session. Unanimous approval.

AMENDING SALARY RESOLUTION

Commissioner Toso moved and Commissioner Frick seconded to amend the Salary Resolution to include a 3% raise for Finance Officer Cwach. Unanimous approval.

Commissioner Toso moved and Commissioner Frick seconded to adjourn. Unanimous approval.

Karen K. Leffler
Deputy Finance Officer

WARRANTS:

12-21-12: Amazon, 518.47, books; Aramark Uniform Services, 88.77, uniforms; Canton Public Library, 40.99, postage; Dakota Care, 782.00, services; DEMCO Inc., 341.35, supplies; Dollar General Stores, 41.00, supplies; Erin Filips, 22.20, mileage; Follett Software, 495.00, maintenance; Good-Land Pump Service, Inc., 41438.52, pump repair; Grainger, 1644.43, supplies; JSA Consulting Engineers, 317.00, services; Kadrmas, Lee and Jackson, 6554.12, engineering; Micromarketing LLC, 32.95, books; MidAmerican Energy Co., 894.15, heating; Pheasantland Industries, 25.00, supplies; Raymons Lawn Service, 31.50, services; Rural Route 1 Services, 184.95, supplies, service; Safety Benefits, Inc., 130.00, services; SD Dept of Transportation, 2719.30, bridge work; Argus Leader, 47.98, subscription; Sioux Valley Environmental, 1132.00, meter; The Brimeyer Group, Inc., 5000.00, fees; Xcel Energy, 423.84, electricity.

12-21-12: Beal Distributing, Inc., 35449.23, beer purchases; Canton Sunshine Foods, 20.94, supplies; City of Canton, 150.53, water/sewer; Dakota Beverage, 22347.24, beer purchases; Johnson Brothers Famous Brands, 4383.01, liquor purchases; Republic National Distributing, 4682.84, liquor purchases.

12-21-12: Aflac, 863.12, employee deductions; Colonial Insurance, 13.68, employee deductions; Corp. Benefit Serv. of America, 117.66, employee deductions; Dakota Care, 11220.35, group insurance; Farmers State Bank, 32712.57, payroll; First Bank & Trust, 5814.81, social security; First Bank & Trust, 6170.23, federal withholding; FSA Section 125 Plan, 83.00, employee deductions; Home Federal Savings Bank, 1246.86, HSA Payments; Kansa Pymt Center, 93.69, employee deductions; New York Life, 40.00, employee deductions; Office of Child Support, 92.31, employee deductions; Pre-Paid Legal Services, Inc., 63.75, employee deductions; SDRS, 8738.75, retirement; SDRS Supplemental, 232.50, SDRS 457.

12-28-12 Aramark Uniform Services, 237.07, uniforms/supplies; Campbell Supply, 669.99, parts; City of Sioux Falls, 169.12, testing; Continental Research Corp., 329.68, chemicals; Grainger, 481.01, supplies; HD Supply Waterworks, 259.20, equipment; Home Team Consulting, 10470.08, consulting fees; Kadrmas, Lee and Jackson, 2487.92, engineering; Marco, 424.11, lease/maintenance; Marco NW7128, 87.90, maintenance; Mansard's East, 678.44, equipment/parts; Office Elements, 305.32, supplies; Petty Cash Account, 20.00, services; CenturyLink, 107.13, circuit; RDO Trust, 72.84, supplies; Staples Credit Plan, 61.99, supplies; Wheelco Brake & Supply Co., 100.00, supplies.

01-04-13: Allegiant Emergency Services, 415.00, testing; A-OK Sanitary Service, 560.00, garbage service; Aramark Uniform Services; 84.07, uniforms; Avera Health Works, 124.80, testing; Black Hills Chemical & Janitorial Supplies, 412.69, supplies; Canton Home and Farm Supply, 13480.69, supplies & carpet; D-P Tools, 75.36, tools; First Bank & Trust Co., 3293.79, supplies; Grainger, 669.89, shelving; Johnson Feed, Inc., 337.42, services; Kenny's Towing, Inc., 200.00, towing; Knology, 623.50, phone; Lawson Product, Inc., 404.57, supplies; Lincoln County Highway Dept., 3617.75, sand supplies; Mac's Inc., 30.00, supplies; Matheson Tri-Gas, Inc., 69.76, rental; McMaster -Carr, 423.96, supplies; Office Elements, 199.79, repairs; Plunketts Pest Control, 116.82, services; Pump & Pak, 779.40, gas; Raymons Lawn Service, 161.00, services; Reiners Trucking, 1140.00, snow removal; SD Airport Mgmt Assoc., 25.00, membership; SD Assn of Code Enforcement, 40.00, membership; SD Bldg Officials Assoc., 55.00, membership; SD City Management Assoc., 150.00, membership; SD DENR, 2500.00, waste water fee; SD Dept of Health, 479.00, testing; SD Government Finance Officers Assoc., 70.00, membership; SD Human Resources Assoc. 50.00, membership; SD Municipal League, 1665.90, membership; SD Municipal Liquor Control Assoc., 25.00, membership; SD Municipal Street Maint. Assoc., 35.00 membership; SD Police Chief's Assoc., 198.56, membership; SDWWA, 30.00, membership; SEAFOG, 50.00, membership; Southeastern Council of Govts., 4026.00, membership; Sioux Falls Networks, 710.00, supplies/service, Sioux Valley News, 608.77, publishing; Southeastern Electric Coop, 76.00, street lights; Sturdevant's Auto Parts, 1053.35, supplies/repairs; Sunset Aviation, 2570.00, rent and fee; Verizon Wireless, 1016.57, cell phones; Xcel Energy, 628.71, electricity; Zomer Plumbing & Htg, 111.95, furnace repair.