

MINUTES OF CANTON CITY COMMISSION MEETING
DECEMBER 21, 2015

The Canton City Commission met at the Depot Viking Room, on Monday, December 21st, 2015 at 7:00 p.m. with the following members present: Commissioners Anderson, Devick, Eich, Ekle, Ziebarth and Mayor Smith.

Commissioner Toso, Townsend and Elrod were absent at the time of roll call.

Also present were Interim City Manager Cwach and Deputy Finance Officer Leffler.

Guests who signed in are as follows: Myron Adam, Lacey Schmeling, Bill Thorson, Jeff Fossum, David Miller, Larissa Van Beek, Andy Wilcox, Lucy Wilcox, Gert Havelaar, and Chuck Andreson.

The Pledge of Allegiance was recited.

CONSENT CALENDAR

Commissioner Devick moved and Commissioner Ziebarth seconded to approve the consent calendar consisting of the following: 1) to approve the minutes, from the December 4th, 2015 Special Meeting, December 5th Special Meeting, December 7th Regular Commission meeting, and December 10th Special Meeting and that they are signed and published; 2) to approve the warrants to be listed at the end of the minutes; 3) to approve the November month-end reports; and 4) to approve the agenda. Unanimous Approval.

VISITOR DIALOGUE:

Commissioner Townsend arrived.

SRF PUBLIC HEARING – DAKOTA STREET PROJECT

This being the time and place for a public hearing for the SRF Funding for the Dakota Street project. Mayor Smith opened the hearing. Myron Adam, JSA and Lacey Schmeling, SECOG were present to report on the process so far; concerning the need to do this project, the options, and costs involved and the applications for State Revolving Fund finances. There were no proponents, nor opponents to be heard. Mayor Smith closed the hearing and invited discussion from the Commissioners.

Commissioner Anderson moved and Commissioner Ziebarth seconded to approve the applications for the SRF funding, the Cost and Effectiveness Certification Form and the following Resolutions for the SRF funding, that the Resolutions be given a number and authorize the Mayor to sign the Resolutions, applications and the Cost and Effectiveness Certification Form. Unanimous Approval.

RESOLUTION NO. 1233

RESOLUTION AUTHORIZING AN APPLICATION FOR FINANCIAL ASSISTANCE, AUTHORIZING THE EXECUTION AND SUBMITTAL OF THE APPLICATION, AND DESIGNATING AN AUTHORIZED REPRESENTATIVE TO CERTIFY AND SIGN PAYMENT REQUESTS.

WHEREAS, the City of Canton (the "City") has determined it is necessary to proceed with improvements to its Wastewater System, including but not limited to Dakota Street-Phase I Project (the "Project"); and

WHEREAS, the City has determined that financial assistance will be necessary to undertake the Project and an application for financial assistance to the South Dakota Board of Water and Natural Resources (the "Board") will be prepared; and

WHEREAS, it is necessary to designate an authorized representative to execute and submit the Application on behalf of the City and to certify and sign payment requests in the event financial assistance is awarded for the Project,

NOW THEREFORE BE IT RESOLVED by the City as follows:

1. The City hereby approves the submission of an Application for financial assistance in an amount not to exceed \$1,648,000 to the South Dakota Board of Water and Natural Resources for the Project.

2. The Mayor is hereby authorized to execute the Application and submit it to the South Dakota Board of Water and Natural Resources, and to execute and deliver such other documents and perform all acts necessary to effectuate the Application for financial assistance.

3. The Mayor is hereby designated as the authorized representative of the City to do all things on its behalf to certify and sign payment requests in the event financial assistance is awarded for the Project.

Adopted in Canton, South Dakota, on this 21st day of December, 2015.

APPROVED:

Charles Smith, Mayor
City of Canton

(Seal)

Attest: _____
City of Canton Finance Officer

RESOLUTION NO. 1234

RESOLUTION AUTHORIZING AN APPLICATION FOR FINANCIAL ASSISTANCE, AUTHORIZING THE EXECUTION AND SUBMITTAL OF THE APPLICATION, AND DESIGNATING AN AUTHORIZED REPRESENTATIVE TO CERTIFY AND SIGN PAYMENT REQUESTS.

WHEREAS, the City of Canton (the "City") has determined it is necessary to proceed with improvements to its Drinking Water System, including but not limited to Dakota Street-Phase I Project (the "Project"); and

WHEREAS, the City has determined that financial assistance will be necessary to undertake the Project and an application for financial assistance to the South Dakota Board of Water and Natural Resources (the "Board") will be prepared; and

WHEREAS, it is necessary to designate an authorized representative to execute and submit the Application on behalf of the City and to certify and sign payment requests in the event financial assistance is awarded for the Project,

NOW THEREFORE BE IT RESOLVED by the City as follows:

1. The City hereby approves the submission of an Application for financial assistance in an amount not to exceed \$760,000 to the South Dakota Board of Water and Natural Resources for the Project.

2. The Mayor is hereby authorized to execute the Application and submit it to the South Dakota Board of Water and Natural Resources, and to execute and deliver such other documents and perform all acts necessary to effectuate the Application for financial assistance.

3. The Mayor is hereby designated as the authorized representative of the City to do all things on its behalf to certify and sign payment requests in the event financial assistance is awarded for the Project.

Adopted in Canton, South Dakota, on this 21st day of December, 2015.

APPROVED:

Charles Smith, Mayor
City of Canton

(Seal)

Attest: _____
City of Canton Finance Officer

2016 SALARY RESOLUTION

Commissioner Devick moved and Commissioner Anderson seconded to approve the following 2016 Salary Resolution, that it be given a number, signed and published as required by State law. Unanimous Approval.

RESOLUTION # 1235

CITY OF CANTON
2016 PAYROLL 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 effectively and responsibly serve the community; and

WHEREAS, the City of Canton, as an employer, makes periodic adjustments to wages and compensation for inflation, regulatory requirements, and in comparison to other employers; and WHEREAS, Full-Time Police Personnel's Hourly Rate is based on a work schedule of 2,184 hours/year, and all other City Full-time Personnel's Hourly Rate is based on a work schedule of 2,080 hours/year.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Canton hereby approves and adopts the following wage rates for 2016 payment schedule

ELECTED OFFICIALS

Mayor: Charles Smith/\$46.15/Bi-Weekly **City Commission:** Farrell Anderson/\$46.15/Bi-Weekly; John Devick/\$46.15/Bi-Weekly; Shelly Eich/\$46.15/Bi-Weekly; Richard Ekle/\$46.15/Bi-Weekly; Kari Elrod/\$46.15/Bi-Weekly; Jonathan Toso/\$46.15/Bi-Weekly; Kristen Townsend/\$46.15/Bi-Weekly; Steve Ziebarth/46.15/Bi-Weekly

FULL-TIME/PART-TIME:

Building Inspector: Eric Eneboe/\$25.00 per inspection plus mileage **Custodial:** Marge Buysman/\$13.06; Ron Buysman/\$13.06; **Finance:** Kyle Cwach/\$35.56; Karen Leffler/\$23.15; Tiffany VanDeKieft/\$14.50 **General Government:** Larissa Van Beek/\$15.86; Carol Mulder/\$12.02 **Library:** Edith Nelson/\$23.66; Jonette Chaon/\$10.82; Levi Magnuson/\$10.57; Laura Olson/\$11.30; Tracey Zylstra/\$13.47 **Parks & Recreation:** Mark Swier/\$15.56 **Police:** David Miller/\$32.34; David Jacobs/\$24.66; Patrick McGawley/\$18.52; Michael Meinzer/\$18.52; Christine Reitsma/\$19.93; Joseph Carlson/\$18.02; Travis Johns/\$18.02; Steve Lowry/\$18.02 **Public Works:** Bill Thorson/\$32.34; Ryan Vandemore/\$22.36; Justin Blade/\$17.82; Chris Krogmann/\$15.19; Dalton Nelson/\$8.94 **Rubble Site:** Gary Jones/\$9.60; Laurie Gates/\$9.03 **Snow Removal:** David Baldwin/\$10.95; Craig Dittberner/\$10.95; Kelly Eilers/\$11.48; Sherman Gardner/\$10.95; Andy McCann/\$10.95; Gary Renli/\$10.95; Dwaine Tiedemann/\$10.95; **Water & Sewer:** Jeff Fossum/\$29.19; Russell Doty/\$15.19; Steve Erickson/\$15.19

PROVIDED, HOWEVER, the City Manager 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, and the City Manager may make meritorious wage increases for Department Heads within the budgetary appropriation of the respective departments.

Dated at Canton, South Dakota this 21st day of December 2015.

FOR THE GOVERNING BODY OF THE
CITY OF CANTON, SOUTH DAKOTA

By _____
Charles Smith, Mayor

ATTEST:

By _____
Kyle Cwach, Finance Officer

Adopted: 12/21/2015
Publish: 12/31/2015

Published once at the approximate cost of _____.

2016 EMPLOYEE WELLNESS PROGRAM

Commissioner Ziebarth moved and Commissioner Townsend seconded to approve DakotaCare's year-long wellness program and the FITBIT program for 2016 and authorize the Mayor to sign. Commissioners Anderson, Devick, Eich, Townsend, Ziebarth, and Mayor Smith voted aye. Commissioner Ekle voted nay. Motion Carried.

SANFORD CANTON-INWOOD AMBULANCE LEASE AMENDMENT

Commissioner Devick moved and Commissioner Ziebarth seconded to approve the amendment increasing the rent to \$150.00 for use of the Fire Hall. Unanimous Approval.

2016 FEE SCHEDULE

Commissioner Devick moved and Commissioner Eich seconded to approve the proposed changes to the 2016 Fee Schedule as recommended by the City Staff, as presented and on file. Unanimous Approval.

CWSRF CERTIFICATION OF PROJECT COMPLETION

Commissioner Ziebarth moved and Commissioner Devick seconded to approve the Certificate of Project Completion for the Beaver Creek Life Station Project and authorize the Mayor to sign. Unanimous Approval.

2015 AUDIT CONTRACT

Commissioner Devick moved and Commissioner Eich seconded to approve the Audit Engagement Letter for the 2015 Audit, as presented and on file, with the fee for \$9,900.00 and authorize the Mayor to sign. Unanimous Approval.

CONNECTING KIDS CONTRACT FOR 2016

Commissioner Ziebarth moved and Commissioner Eich seconded to approve the contract for the Connecting Kids program for 2016, as presented and on file, and authorize the Mayor to sign. Unanimous Approval.

DIALOGUE

Interim City Manager Cwach commented on:

The City Offices will be closed on Thursday afternoon and Friday to observe the Christmas Holidays.

The Library and the rubble site will be closed as well.

City staff visited the holiday open houses last week.

Please have the Employee of the Year nominations in by December 31st, as well as the RSVP's for the City Employee Appreciation Banquet.

Commissioner Eich reported:

That she has received a phone call regarding the pickup of garbage by the garbage haulers before 6:00am.

Mayor Smith wished everyone a Merry Christmas and Happy New Year.

ADJOURN

Commissioner Devick moved and Commissioner Eich seconded to adjourn. Unanimous Approval.

Karen K. Leffler
Deputy Finance Officer

WARRANTS:

12-11-15: Adapco, 9600.00, chemical supplies; AUS Sioux City, 200.83, supplies; Baker & Taylor, 422.41, books; Barnes & Nobles, Inc., 166.41, books; Andrew Bremseth, 205.33, travel reimbursement; Brodart Co., 5.00, supplies; C & R Supply, Inc, 37.00, supplies; Canton Public Library, 18.90, postage; Canton Sunshine Foods, 23.01, supplies; CHR Solutions, 663.31, bill processing; Companion Animal Clinic, Inc., 618.00 animal fees; Digital Dolphin Supplies; 104.00, supplies; G & K Services, Inc., 163.24, uniforms; Garden of Eat'n, 67.59, City Manager search; Good-Land Pump Service, Inc., 55753.24, main lift pump; Hoffman Oil Co., 513.06, repairs; Lawson Products, Inc., 307.62, parts; Karen Leffler, 25.20, travel; Marco NW 7128, 56.08, maintenance; MidAmerican Books, 138.27, books; MidAmerican Energy Co., 148.98, heating; Midwest Alarm Co., Inc., 438.00, services; Edith Nelson, 21.00, travel; Office Elements, 71.54, supplies; Laura Olson, 21.00, travel; Pedersen Painting, 1715.00, Police Dept Bldg, Pfeifer Implement Co. Inc., 3700.00, sweeper; Pump N Pak, 279.01, gas; Raymons Lawn Service, 57.00, abatement; Sanitation Products, Inc., 417.25, equipment; SD DENR, 60.00, certification; SD One Call, 22.96, locates; SDWWA, 30.00, certification; Sioux Falls Networks, 139.00, filter; Southeastern Electric Co-op, 67.14, electricity; Verizon Wireless, 624.76, phone; Wash & Ride LLC, 52.00, car washes; Wellmark of SD, 13949.60, insurance; Xcel Energy, 12835.90, electricity.

12-17-15: Amazon, 452.48, books; Arrow Energy, Inc., 2948.31, aviation gas; Brodart Co., 68.42, supplies; CenturyLink, 253.76, circuit; Concrete Materials, Inc., 3137.05, salt-sand supplies; Continental Research Corp., 3034.42, chemical supplies; Dakota Supply Group, 7589.60, equipment; Danko Emergency Equipment, 553.32, boots; Display Sales, 410.88, supplies; Fastenal Company, 91.06, supplies; G & K Services, Inc., 163.24, uniforms; Grainger, 453.47, supplies; Johnson Feed, Inc., 129.71, service; Justice Fire & Safety, LLC, 988.00, extinguisher service; Metering & Technology, 395.00, supplies; Micromarketing, LLC, 201.93, books; Mid-American Research Chemicals, 930.38, supplies; Neves Uniforms & Equipment, 695.00, vest; Petty Cash Account, 54.46, cleaning & supplies; Recreation Supply Co., 4878.00, equipment; Rural Route 1 Services, 84.75, mats; Sanford Health, 390.00, shots; Stern Oil Co., 3380.00, fuel; Tatu Trucking, 360.00, trucking; Brimeyer Fursman, LLC, 8900.00, city manager search; Thomson-West, 92.25, law books.

12-17-15: Aflac, 813.98, employee deductions; Colonial Life, 13.68, employee deductions; Delta Dental Plan of SD, 227.10, employee deductions; Farmers State Bank, 27388.31, payroll; First Bank & Trust, 5526.54, social security, First Bank & Trust, 3547.15, federal withholding; Home Federal Savings Bank, 2182.46, HSA Payments; LegalShield, 120.61, employee deductions; Office of Child Support, 132.50, employee deductions; SDRS, 9625.44, retirement; SDRS Supplemental, 232.50, SDRS 457; Assurant Employee Benefits, 117.00, life insurance; BY DEPT: Commission, 415.35; Finance Office, 6510.25; City Manager, 1483.21; Public Building, 2119.72; Police 10018.86; Street, 6464.23; Snow, 1873.77; Rubble, 484.34; Sewer, 2719.94; Water, 2723.83; Parks, 1149.60; Library, 3620.25.