

**Unapproved Minutes of
REDFIELD CITY COUNCIL**

December 18, 2023

7:00 p.m.

The City Council met in regular session via teleconference and at City Hall on Monday, December 18, 2023 at 7:00 p.m.

MEMBERS PRESENT: Mayor Frank Schwartz, Mike Siebrecht via Zoom, Jessi Lewis, Amy Akin via Zoom, Matthew Weller, Brent Derscheid and Keith Gall

MEMBERS ABSENT: Joe Morrissette

STAFF PRESENT: Adam L. Hansen and City Attorney Kristen Kochebian

VISITORS: Andy Rindelaub, Seth Domke, Chloe Zens, Jersey Morrison, Lilly Blume

CALL TO ORDER: Mayor Schwartz called the meeting to order at 7:00 p.m.

ADOPT AGENDA: Motion by Lewis, seconded by Derscheid to adopt the agenda as presented. Motion carried.

MINUTES: Motion by Derscheid, seconded by Weller to approve the December 4, 2023 minutes. Motion carried.

CONSENT CALENDAR:

Motion by Lewis, seconded by Derscheid to approve the following items on the consent calendar:
Departments' Reports:

A. Senior Citizens Report – Minutes dated December, 2023

Receive and place on file. Motion carried.

REPORTS:

Hospital Report – Motion by Lewis, seconded by Derscheid to approve the CMH Hospital minutes dated December 13, 2023. Motion carried.

VISITORS/PUBLIC TIME:

None

OLD BUSINESS:

Notice of Code Enforcement Activities – Rindelaub's report was presented to the council. Various properties were discussed.

Change Order #5A – Dahme Construction, Inc. – Water & Wastewater System Improvements Project, Phase I – Motion by Lewis, seconded by Derscheid to approve Change Order #5A in the amount of (-\$392,791.67) to Dahme Construction, Inc. Motion carried on a roll call vote with all members voting "Yes."

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Pay Request #20A – Dahme Construction, Inc. – Water & Wastewater System Improvements Project, Phase I – Motion by Weller, seconded by Lewis to approve Pay Request #20A Water and Wastewater Improvements Project, Phase 1 in the amount of \$94,622.67 to Dahme Construction, Inc. Motion carried on a roll call vote with all members voting “Yes.”

Change Order #4 – J&J Earth Works, Inc. – Water & Wastewater System Improvements Project, Phase I – Motion by Lewis, seconded by Weller to approve Change Order #4A in the amount of (-\$7,905.00) to J&J Earth Works, Inc. Motion carried on a roll call vote with all members voting “Yes.”

Pay Request #12 (Final) J&J Earth Works, Inc. – Water & Wastewater System Improvements Project, Phase I – Motion by Lewis, seconded by Derscheid to approve Pay Request #12B Water and Wastewater Improvements Project, Phase I in the amount of \$20,000.00 to J&J Earth Works, Inc. Motion carried on a roll call vote with all members voting “Yes.”

Pay Request #11 – H & W Contracting, LLC – Water & Wastewater System Improvements Project, Phase II – Motion by Lewis, seconded by Derscheid to approve Pay Request #11 Water and Wastewater Improvements Project, Phase II in the amount of \$299,818.87 to H&W Contracting, LLC. Motion carried on a roll call vote with all members voting “Yes.”

NEW BUSINESS:

2024 Business Licenses – Motion by Lewis, seconded by Weller to approve the following business licenses: Starter’s Lanes & Sports Lounge, CJ & Co, Matt’s Tree Service, Clausen Sanitation, Inc., Chrystals, LLC, and Wright Tree Service. Motion carried.

Advertise for 2024 Summer Help – Motion by Derscheid, seconded by Lewis to approve advertising for 2024 summer help. Motion carried.

2024 Safety Training Classes on Feb. 13 & 14, 2024 in Aberdeen – Motion by Lewis, seconded by Derscheid to send all street, water, and sewer department employees to the training. Motion carried.

Approve Firefighters for Workers Compensation Insurance Purposes – Motion by Weller, seconded by Derscheid to approve the following firefighters for workers compensation insurance purposes for the year 2024: Bob Tiff, Brysen Seaman, Chris Gruenwald, Clae Hoots, Corey Jessen, Craig Carr, Darvin Dickhaut, Dave Michaelis, Gene Clausen, Isaac Appel, Jay Hermann, Jeff Carr, Jeff Uzzle, Jesse Rothacker, Jessi Lewis, Joe Meyer, Jordan Zens, Kendall Stroud, Lee Boyles, Logan Arthurs, Mark Phillips, Mike Sanders, Nate Klinkhammer, Pat Schulte, Richard Gruenwald, Rob Lewis, Russ Jessen, Shane Pederson, Simon Appel, Stefan Schroeder, Steve Gabriel, Steven Rernleitner, Tim Baxter, Tracey Schroeder and Wesley Rothacker III. Motion carried.

2024 SD Association of Rural Water Systems Annual Technical Conference on Jan. 9-11, 2024 in Pierre – Motion by Lewis, seconded by Derscheid to send Supt. Moore to the conference. Motion carried.

Pay Request #6 – North Star Logistics LLC dba Sentry Crane – Redfield EMT Center – Motion by Derscheid, seconded by Weller to approve Pay Request #6 North Star Logistics LLC dba Sentry Crane in the amount of \$135,808.91 for the Redfield EMT Center. Motion carried on a roll call vote with all members voting “Yes.”

New Phone System – Motion by Siebrecht, seconded by Gall to approve the quote of \$14,979.80 from Marco. Motion carried.

Change Order #2 – H & W Contracting, LLC – Water & Wastewater System Improvements Project, Phase II – Motion by Weller, seconded by Lewis to approve Change Order #2 in the amount of (-\$448,620.75) to H&W Contracting, LLC. Motion carried on a roll call vote with all members voting “Yes.”

ORDINANCES AND RESOLUTIONS:

Resolution No. 2023-09 (Part-Time Employee Classifications and Salary Ranges) was read by Hansen.

RESOLUTION NO. 2023-09

SUBJECT: PART-TIME EMPLOYEE CLASSIFICATIONS AND SALARY RANGES

BE IT RESOLVED by the City of Redfield, South Dakota, that the following part-time and seasonal employee job classifications and salary ranges are established:

Classifications

- Class 1: Swimming Pool Manager, Depot Curator, Concessions Manager
- Class 2: Assistant Pool Manager, Ball Diamond Caretaker, Recreation Assistants
- Class 3: Temporary Heavy Equipment Operators-CDL, Non CDL
- Class 4: Emergency Snow Removal-CDL
- Class 5: Library Teacher (Story Hour/Summer Reading)
- Class 6: Landfill Operator
- Class 7: Public Works Seasonal Maintenance
- Class 8: Public Works Seasonal Maintenance Heavy Equipment Operator/Supervisor
- Class 9: Ball Diamond Caretaker Manager
- Class 10: All other part-time and seasonal employees
- Class 11: Park and Recreation Head Referee & Plate Umpire
- Class 12: Park and Recreation Secondary Referee & Umpire

	<u>Begin</u>	<u>Increase</u>
Class 1	14.00	Same % of Full Time Employees
Class 2	13.00	Same % of Full Time Employees
Class 3	20.00CDL 15.00 NonCDL	Same % of Full Time Employees
Class 4	25.00	Same % of Full Time Employees
Class 5	20.00	Same % of Full Time Employees
Class 6	15.00	Same % of Full Time Employees

Class 7	15.00		Same % of Full Time Employees
Class 8	20.00		Same % of Full Time Employees
Class 9	16.00		Same % of Full Time Employees
Class 10	13.00		Same % of Full Time Employees
Class 11	30.00/per game	N/A	
Class 12	20.00/per game	N/A	

Years of service only apply within a particular class.

- If a person changes from one class (i.e. Class 3) to another class (i.e. Class 1), the person starts over again at year one of the new class.
- No part time position will receive the yearly increase unless they have worked a minimum of 125 hours in the preceding year.
- The increase from beginning rate to 2nd year and all subsequent step increases will occur on January 1st of the year after one full year of employment is completed.
- Part-time employees will not receive annual raises other than the percentage increase per year; if for any reason full time employees do not receive a raise no part time raises will occur.
- All employees will start at the beginning wage effective 3/5/2023 with no credit for years of service to that date except those employees currently above the beginning wage will stay at the beginning wage until the increase catches up with their current hourly rate.

Adopted this 18th day of December, 2023.

Frank Schwartz, Mayor

ATTEST

Adam Hansen, Finance Officer
 Published: December 27, 2023
 Adopted: December 18, 2023

Motion by Weller, seconded by Gall to approve Resolution No. 2023-09. Motion carried on a roll call vote with all members voting "Yes."

INFORMATION AND DISCUSSION ITEMS:

Special City Council Meeting – The meeting will be held on December 28th at noon.

Exit: Zens, Domke, Morrison, Blume @ 7:29 p.m.

COUNCIL MEMBER REPORTS:

Lewis updated the Council on the street, water, and sewer departments.

Akin inquired about placing a DARE sign in Redfield.

PAY CLAIMS:

City Prepaid \$54,186.12

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City Unpaid	\$43,040.56
Hospital & Clinic Prepaid	\$120,607.75
Hospital & Clinic Unpaid	\$312,726.44

Additional Claims:

Motion by Lewis, seconded by Derscheid to pay the above claims to Clausen Sanitation \$13,216.00 for monthly garbage collection, Midcontinent Communications \$41.06 for phone services, Mead & Hunt \$5,000.00 for engineering fees review, Dahme Construction, Inc. \$94,622.67 for pay request #20A Water & Wastewater System Improvements Project, Phase I, J&J Earthworks Inc. \$20,000.00 for pay request #12B Water & Wastewater System Improvements Project, Phase I, H & W Contracting, LLC, \$299,818.87 for pay request #11 Water & Wastewater System Improvements Project, Phase II. Motion carried on a roll call vote with all members voting "Yes."

Exit: Rindelaub @ 7:33 p.m.

Motion by Weller, seconded by Lewis to enter executive session per SDCL 1-25-2 (1) at 7:34 p.m. Motion carried.

Mayor Schwartz declared out of executive session at 7:48 p.m.

Hire Chamber/Tourism Director – Motion by Lewis, seconded by Derscheid to hire Lisa Zens at an hourly rate of \$27.64 per hour as the Chamber/Tourism Director. Motion carried.

There being no further business, meeting was adjourned at 7:49 p.m.

Frank Schwartz
Mayor

Adam L. Hansen
Finance Officer

Recorder: Adam L. Hansen