

CITY OF SISSETON
Special City Council Meeting
December 29, 2022
AGENDA

Sisseton City Hall – 6:30 p.m.

Agenda:

1. Call to Order
2. Adopt Agenda
3. Bills Payable
4. Public Comment
5. Executive Session: SDCL 1-25-2 (1) Personnel
6. Resolutions & Ordinances:
 - a. Resolution 2022-9: Contingency Transfer
 - b. Ordinance 684: 2023 Salary/Wage Ordinance, Second Reading & Adoption
 - c. Ordinance 685: Supplemental Appropriation Ordinance, Second Reading & Adoption
7. Information/Discussion:
 - a. Special Meeting – Tuesday, January 3, 2023 5:30 p.m.
8. Such Additional Items Which May properly come before the Council
9. Adjourn

The public is welcome to join the City Council meeting virtually via zoom:

Go to website: zoom.us/join

Meeting ID: 879 3355 3340

Passcode: 761948

Or contact City Hall at 698-3391 and a link can be e-mailed to you

THE MEETING IS OPEN TO THE PUBLIC

RESOLUTION 2022-9

BE IT RESOLVED BY THE CITY COUNCIL for the City of Sisseton that: \$60,000.00 shall be transferred to the Snow Removal Department 101-43130 (\$15,000 to Salaries 101-43130-41100, \$20,000 to Repairs 101-43130-42500 and \$25,000 to Supplies 101-43130-42600) and \$5,000.00 shall be transferred to the Recreation Department 101-45110 (\$5,000 to Supplies 101-45110-42600) from the Contingency (101-41150-42900) Fund.

Dated at Sisseton, South Dakota this 29th day of December 2022.

THE CITY OF SISSETON

Terry Jaspers, Mayor

ATTEST:

Amber Kemnitz, Finance Officer

ORDINANCE 684

AN ORDINANCE ESTABLISHING ANNUAL SALARY AND WAGE LEVELS FOR THE PRINCIPAL EMPLOYEES AND OFFICIALS OF THE CITY OF SISSETON.

Be it ordained by the City Council for the City of Sisseton, South Dakota that:

Section One: The following levels of salary or wage, for the respective classifications of municipal employees are hereby established:

Officer/Employee wage

Terry Jaspers Mayor \$7368 yearly
Brittany Appel Council \$2973 yearly
DelRay German Council \$2973 yearly
Joseph Just Council \$2973 yearly
Connie Randolph Council \$2973 yearly
Lee Solberg Council \$2973 yearly
Paul Stapleton Council \$2973 yearly
(Mayor and Council will be paid a \$25.00 stipend for each special City Council meeting)
Amber Kemnitz Finance Officer \$60,780.00 yearly salary
Marie Deutsch Deputy Finance Officer \$20.90/hr
Michelle Moen City Hall Custodian \$17.00/hr
Jim Croymans Police Chief \$72,180.00 yearly salary
Jereme Stauss Sergeant \$29.50/hr
Austin Searles Patrol Officer/SRO \$22.50/hr
Meagan Lively PT Patrol Officer \$23.50/hr
Gary Spencer Water/Sewer Supt \$28.45/hr
Michael Sutton Water/Sewer Laborer \$23.95/hr
Myron Doud Street Supt/Safety Officer \$24.95/hr
Keith Griffin Equipment Operator \$18.95/hr
Brett Kellner Equipment Operator \$18.95/hr
Richard Oien Equipment Operator \$19.70/hr
Marvin Weyand Equipment Operator/Maintenance/Rubble Site \$21.45/hr
Tim German Sanitation Labor \$24.45/hr
Jack Cleveland Sanitation Labor \$19.95/hr
Ellen Lekness Liquor Store Manager \$22.15/hr
Katherine Oien Liquor Store Clerk \$19.90/hr
Jackie Agnew PT Liquor Store Clerk \$17.95/hr
Loren Greeley Jr. PT Liquor Store Clerk \$16.20/hr
Derrick Redday PT Liquor Store Clerk \$16.45/hr
Billi Rogalski PT Liquor Store Clerk \$16.70/hr
Lundee Stadtler PT Liquor Store Clerk \$16.95/hr
Jayne Nieland Librarian \$21.65/hr
Janet Schmidt Library Assistant \$16.40/hr
Sophia Moen PT Library Assistant \$12.45/hr
Betty Veflin PT Library Assistant \$14.70/hr

Section Two: Set by boards under City Council.

I. Recreation

Section Three: The following level of retainer fees for the respective classes of appointed municipal officials are hereby established.

A. City Engineer	Per job basis
B. City Attorney	5,355.00

Section Four: All full-time and part-time employees will be paid an annual salary or hourly wage based upon the attached pay scale (Exhibit A). Employees will earn an increase in pay at certain increments of length of employment as outlined in Exhibit A. Employees will receive additional pay increases when they receive certificates/licenses as outlined in Exhibit A. Pay increases will become effective on the first day of the pay period following the anniversary date of employee that places them into a new longevity category or have received a certificate/license which allows for an increase. Existing employees that are promoted to a new position or new employees with experience will be allowed to bring in up to 10 years of experience. City Council will determine appropriate placement based on any previous experience or qualifications.

Section Five: Travel rates for mileage shall be at state rates, per actual mile driven. The City of Sisseton will reimburse actual and necessary costs for lodging, registration fees, and incidental expenses to travel, upon presentation of receipts. Reimbursement for meals will be based on state rates, currently as follows: \$6.00 for breakfast, \$14.00 for lunch, \$20.00 for dinner, for a maximum of \$40.00 per day, in-state and \$10.00 for breakfast, \$18.00 for lunch, \$28.00 for dinner, for a maximum of \$56.00 per day, out-of-state. The breakfast meal may be claimed when leaving before 5:31 a.m. and returning after 7:59 a.m.; lunch may be claimed when leaving before 11:31 a.m. and returning after 12:59 p.m.; and dinner may be claimed when leaving before 5:31 p.m. and returning after 7:59 p.m.

Section Six: Salaries and wages provided herein shall be effective from and after twenty days after the date of publication, after final passage and adoption of this ordinance.

Section Seven: Sections, subsections, clauses, provisions, and portions of this ordinance are deemed severable and should any such item be declared by a court of competent jurisdiction to be unconstitutional or invalid, said determination shall not affect the validity of this ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

This ordinance shall take effect and be in force from and after twenty days after the date of publication, after final passage and adoption.

Passed this first reading this 12th day of December 2022.

Passed this second reading and adoption this 29th day of December 2022.

Terry Jaspers, Mayor

ATTEST:

Amber Kemnitz, Finance Officer

ORDINANCE 684 Exhibit A - City of Sisseton Pay Scale

<u>Full Time Positions</u>	<u>Base Rate Range</u> <u>Annual Salary</u>
Finance Officer	\$48,600 - \$58,600
Police Chief	\$60,000 - \$70,000

Salaried Positions receive the following longevity increases:

\$1,040.00/year at years 1, 3 & 6; \$1,560.00/year at years 10, 15, 20, 25 & 30

Salaried employees required to work on a designated paid holiday of the municipality will receive additional pay of \$25.00/hour for hours worked on the holiday.

Salaried employees who work in excess of 100 hours per pay period will receive additional pay at an hourly rate of \$23.50/hour for the hours in excess of 100.

	<u>Hourly Wage</u>
Deputy FO	\$18.90 - \$19.90
Sergeant	\$25.50 - \$26.50
Corporal	\$24.00 - \$25.00
Patrol Officer	\$22.50 - \$23.50
PT Patrol Officer	\$22.50 - \$23.50
Street Superintendent	\$21.70 - \$22.70
Street Equip Operator	\$18.95 - 19.95
Water/Sewer Superintendent	\$22.70 - \$24.70
Water/Sewer Operator	\$19.70 - \$21.70
Sanitation Laborer	\$18.95 - 19.95
Liquor Store Manager	\$18.90 - \$19.90
Liquor FT Clerk	\$17.40 - \$18.40
Head Librarian	\$18.40 - \$19.40
Library Assistant	\$14.40 - \$15.40

Full Time Positions and Part Time Patrol Officers receive the following longevity increases:

\$0.50/hour at years 1, 3 & 6; \$0.75/hour at years 10, 15, 20, 25 & 30

Police Dept. On Call Rate: \$5.00/hour; if called out employee will receive regular rate of pay for actual hours worked (1 hour min. per call). Salaried employee receives \$5.00/hour for all on call hours.

<u>Part Time Positions</u>	<u>Base Hourly Wage Rate</u>
PT Liquor Clerk	\$16.20
PT Library Clerk	\$12.45
PT Custodian	\$16.75

Part Time Positions receive the following longevity increases:

\$0.25/hour at years 1, 3 & 6; \$0.50/hour at years 10, 15, 20, 25 & 30

Any part time employee that is not eligible for holiday pay will receive double their hourly wage rate for hours worked on a holiday.

Pay increases for certificates/licenses:

Police Department	\$1.00/hr. increase for certified law enforcement officer
Police Department	\$0.25/hr. increase for firearm instructor certificate
Police Department	\$0.25/hr. increase for taser instructor certificate
Street Department	\$0.25/hr. increase for commercial applicator license
Library Department	\$1.00/hr. increase for certified librarian
Water Department	\$0.25/hr. increase for Class I water treatment certificate
Water Department	\$0.25/hr. increase for Class II water treatment certificate
Water Department	\$0.25/hr. increase for Class I water distribution certificate
Water Department	\$0.25/hr. increase for Class II water distribution certificate
Wastewater Department	\$0.25/hr. increase for Class I wastewater collection certificate
Wastewater Department	\$0.25/hr. increase for Class II wastewater collection certificate
Wastewater Department	\$0.25/hr. increase for stabilization pond certificate

ORDINANCE 685

Supplemental Appropriation Ordinance

Be it ordained by the City of Sisseton that the following sums are appropriated to meet the obligations of the municipality.

Part I

General Fund:

101-43500	Airport	
	Professional Services	99,430.00
	Supplies	22,000.00
101-44100	Health	
	Supplies	3,905.00
101-45110	Recreation	
	Supplies	750.00
101-45510	Library	
	Supplies	9,000.00
101-46500	Economic Dev. & Assistance	
	SEDC – Land Loan	190,000.00

Part II

The following designates the fund or funds that money from the following sources is applied to:

General Fund	
Federal Grants	118,760.00
State Grants	6,575.00
Private Donations	9,750.00
Unassigned Fund Balance	190,000.00

This ordinance shall take effect and be in force from and after twenty days after the date of publication, after final passage and adoption.

Terry Jaspers, Mayor

ATTEST:

Amber Kemnitz, Finance Officer

Passed this first reading this 12th day of December 2022.

Passed this second reading and adoption this 29th day of December 2022.