

OFFICIAL PROCEEDINGS  
CITY OF HERREID, SOUTH DAKOTA  
JANUARY 7, 2025  
Herreid City Hall  
102 Main St N.  
Herreid, SD 57632

**I. Call to Order**

The Herreid City Council was called to order by Council President, Adrienne Dupper, on the above date at 7:00pm at the Herreid City Hall.

**II. Roll Call**

The following members were present: Adrienne Dupper, Kim Rossow, Brady Vander Vorst, and Troy Fuehrer, Bob Rossow, and Canaan Winthrop Mayor Gary Weismantel was absent. Also present were: Keith Hall, Finance Officer; Alan Allbee, Deputy Finance Officer; Brett Van Vugt; Maintenance; Karen Speidel, Selby Record; LeAnda Staebner, Prairie Pioneer; Mark Kroontje, City Attorney.

**III. Approval of Agenda**

Moved by Winthrop, seconded by B. Rossow to approve the agenda. All members present voted aye; motion carried.

**IV. Approval of Minutes**

Moved by Fuehrer, seconded by B. Rossow to approve the December 2, 2024 meeting minutes. All members present voted aye; motion carried.

**V. Approval of Claims**

Moved by Vander Vorst, seconded by K. Rossow to approve the normal claims for December, 2024. All members present voted aye; motion carried. Moved by Vander Vorst, seconded by Fuehrer to approve the additional claims. All members present voted aye; motion carried. Additional claims included: Sabertooth Electric, Annual Inspection for \$1,400.00; J&R Plumbing, Pool Repairs & Winterization for \$5212.66; NECOG, 2025 Annual Dues for \$1,777.30.

**December 2024 Claims**

|                             |                         |            |
|-----------------------------|-------------------------|------------|
| 24/7 Gas                    | Fuel                    | \$393.13   |
| Ace Hardware                | Supplies                | \$51.96    |
| Alan Allbee                 | Mileage Reimbursement   | \$129.69   |
| Associated Pool Builders    | Winterizing             | \$1,425.00 |
| Kathy Bohle                 | Fitness Center Cleaning | \$100.00   |
| Campbell County Bank        | Service Fee             | \$20.40    |
| Campbell County Sheriff     | Services                | \$3,112.80 |
| Code Enforcement Specialist | Services                | \$761.72   |
| Curtis Rud Oil              | LP Fuel                 | \$631.25   |
| David Nistler Concrete      | Sidewalk Repairs        | \$3,549.60 |
| Elmer's Welding             | Repair Services         | \$235.00   |
| Financial Agent             | Payroll Taxes           | \$2,504.77 |
| Fresh Start Market          | Supplies                | \$72.24    |
| Keith Hall                  | Mileage Reimbursement   | \$291.20   |
| Heartland Waste             | Garbage Collection      | \$5,670.00 |
| Herreid Lumber              | Supplies & Materials    | \$35.78    |
| Herreid Super Stop          | Fuel                    | \$161.67   |
| Chris Huber                 | Installation Services   | \$830.00   |
| Kroontje Law Offices        | Legal Services          | \$720.86   |
| Lapka Surveying             | Surveying               | \$500.00   |

|                    |                                  |            |
|--------------------|----------------------------------|------------|
| Erika Larson       | Park Sign                        | \$59.80    |
| MDU                | Utilities                        | \$951.20   |
| Northwest Blade    | Publishing                       | \$68.00    |
| Prairie Pioneer    | Publishing                       | \$421.66   |
| Prairie Wrencher   | Repair Services                  | \$409.50   |
| Todd Pudwill       | Services                         | \$1,500.00 |
| Louise Quaschnick  | Landscaping                      | \$100.00   |
| Quill Corp         | Supplies                         | \$306.29   |
| Rieker Electric    | Supplies                         | \$44.88    |
| Runnings           | Supplies                         | \$51.15    |
| SD Dept of Health  | Sampling Fees                    | \$165.00   |
| SD Dept of Revenue | Sales Tax                        | \$383.15   |
| SD One Call        | Locates                          | \$5.60     |
| SD Retirement      | Retirement Contributions         | \$1,105.10 |
| Selby Record       | Publishing                       | \$62.50    |
| Servall            | Linen Services                   | \$37.21    |
| USDA               | Loan Payments for Sewer Projects | \$7,727.00 |
| Brett Van Vugt     | Mileage Reimbursement            | \$358.53   |
| Valley Telco       | Utilities                        | \$336.02   |
| Visa               | Supplies & Fees                  | \$2,686.74 |
| WEB Water          | Bulk Water                       | \$8,505.77 |

#### **Payroll**

|              |            |
|--------------|------------|
| Finance Dept | \$3,599.27 |
| Streets Dept | \$1,814.46 |
| Water Dept   | \$1,497.06 |
| Sewer Dept   | \$1,497.06 |
| Parks Dept   | \$362.89   |

**Total Payroll    \$8,770.74**

## **VI. Public Comments**

Heard concerns of water pressure, poor fitness center cleaning, a parking violation issue, and equipment sitting too far in the roadway on the corner of 1<sup>st</sup> & Elm St.

## **VII. Old Business**

### **a. Pool**

Moved to Executive Session SDCL 1-25-2 (4) legal

At 7:16pm, the motion was made by Dupper and seconded by Winthrop to go into Executive Session pursuant to SDCL 1-25-2 (4) legal. All members present voted aye; motion carried. At 7:40pm, Council President Dupper declared the council out of Executive Session. No action was taken.

### **b. Rubble Site**

Held discussion concerning the need to establish a system of charging dumping fees at the rubble site to help cover the expenses of maintaining the grounds. Heard that by doing that and having an attendant during hours of operation would help curb theft and illegal dumping among other issues. No action was taken at this time as the council will continue to research options for structuring a charging system and staffing.

## **VIII. New Business**

### **a. 2025 NECOG Annual Agreement**

Moved by K. Rossow, seconded by B. Rossow to approve the NECOG renewal agreement for 2025. All members present voted aye; motion carried.

**b. 2025 Code Enforcement Agreement**

Moved by K. Rossow, seconded by Fuehrer to approve the Code Enforcement agreement for 2025. All members present voted aye; motion carried. The agreement will include a \$1,500.00 retainer fee and a new mileage rate.

**c. 2025-01 Yearly Payroll Resolution**

Moved by K. Rossow, seconded by Vander Vorst to approve the 2025-01 Yearly Payroll Resolution as read. All members present voted aye; motion carried.

**YEARLY PAYROLL RESOLUTION**

**2025-01**

PAYROLL PUBLICATION: WHERE AS SDCL 6-1-10 provides that the governing board of Each municipality shall publish with the minutes of the first meeting following the beginning of the fiscal year a complete list of salaries of all officers and employees and thereafter shall publish once any salary paid to any officer or employee who has been added or whose salary had been changed. The governing board shall publish, in their minutes, at least monthly, a total of payroll by department.

NOW THEREFORE BE IT RESOLVED that the entire wage schedule for the City of Herreid for the year 2025 includes wage increases, and be published as follows: Mayor, Gary Weismantel \$600/year, plus \$60 per meeting attended; Council Members: Adrienne Dupper, Troy Fuehrer, Brady Vander Vorst, Kim Rossow, Canaan Winthrop, and Robert Rossow \$500/year, plus \$50 per meeting attended; Maintenance Supervisor, Brett Van Vugt \$23.00/hour, plus \$3.50/hour in-lieu-of insurance; Finance Officer, Keith Hall \$26.50/hour, plus \$3.50/hour in-lieu-of insurance; Part-time Deputy Finance Officer Alan Allbee \$16.00/hour, Part-time Maintenance Rick Quaschnick \$17.00/hour. The mayor and council will be paid quarterly; full-time, part-time and/or seasonal will be paid monthly.

**d. 2025 DPC Agreement**

Moved by Fuehrer, seconded by Vander Vorst to approve the Dakota Pump & Control agreement for 2025. All members present voted aye; motion carried. It includes annual inspection of the sewer lift station.

**e. 2025 SDML Affiliate Renewals**

Moved by K. Rossow, seconded by Fuehrer to approve renewal with the following SDML affiliate organizations for 2025; Finance Officers Association at \$70, Human Resources Association at \$25, Street Maintenance Association at \$35, and Airport Association at \$50 for a total of \$180. All members present voted aye; motion carried.

**f. 2025 Elections**

Moved by K. Rossow, seconded by Vander Vorst to combine the 2025 election with Herreid School on Tuesday, April 9, 2025. FO Hall reported the following vacancies: Mayor-2 yr term, Ward I Alderman-2 yr term, Ward I Alderman-1 yr term, Ward II Alderman-2 yr term, Ward III Alderman-1 yr term and Ward III Alderman 2 yr term. Heard that earliest date to circulate and file nominating petitions will be Friday, January 31<sup>st</sup> and the deadline to file nominating petitions will be Friday, February 28<sup>th</sup>, 5:00PM.

**g. Notary Commission(s)**

Moved by K. Rossow, seconded by Fuehrer to approve FO Hall to renew his notary commission which is set to expire in February, and to approve Deputy FO Allbee to apply for his notary commission. The total cost for all will be \$160. All members present voted aye; motion carried.

**h. CD Renewal**

Heard that a CD for \$100,000 for the sewer department is set to mature on January 12<sup>th</sup> and that the CC Bank currently has a 5-month, 4.3% interest CD offer. Motion was made by K.

Rossow, seconded by Fuehrer to move the \$100,000 to the 5-month, 4.3% interest CD upon the current CD maturing date. All members present voted aye; motion carried.

**i. Fitness Center Cleaning 2025**

Moved to Executive Session pursuant to SDCL 1-25-2 (1) Personnel

**j. Municipal Gov Day at the Legislature**

Heard that the annual Municipal Gov Day at the Legislature in Pierre is set for Feb 4<sup>th</sup>-5<sup>th</sup> and the deadline for registration is January 31<sup>st</sup>.

**k. Fee Schedule**

Heard that there were a couple of fees on the city fee schedule that needed correcting and that a rate also needed to be established for when the city sales bulk water from the city well. Both items were discussed and the corrections will be addressed in a resolution at the February meeting.

**l. City Holiday Observation**

Briefly discussed special holiday occasions, no action was taken.

**m. Sewer Line Issue**

Discussed a sewer backup that happened recently, and it had been determined to be a city issue. Because it was determined to be so, the city will reimburse the resident for certain expenses involved in the situation. More information will be coming in over the next few weeks. Moved by K. Rossow, seconded by Winthrop to approve the payment of \$376.54 to Eureka Plumbing for the work they did on the sewer line issue. All members present voted aye; motion carried.

**n. Street Lights**

Received a quote from Schaeffbauer Electric for replacement of the lights on main street. The replacement would convert each light over to LED units. The quote was for \$736.68 for each light and included the new fixture plus labor but excluded boom lift rental. The quoted price is for the 7 fixtures that are currently out, but it was noted that there could be a discount if the city purchased all 26 at one time and then just replaced them as needed. After further discussion, a motion was made by K. Rossow, seconded by B. Rossow to order all 26 light fixtures. All members present voted aye; motion carried.

**o. Community Center**

Held discussion on possible rate changes for community center rentals and skating. No actions were taken as the council will confer with CAG to discuss.

**p. Airport Land Lease**

Heard from FO Hall that the current airport land agreement has expired and that he will be taking necessary steps for renewal.

**IX. Maintenance Report**

Heard from Van Vugt on a couple of minor updates.

**X. Finance Report**

Discussed delinquent utility accounts and reviewed financial reports.

**XI. Executive Session – SDCL 1-25-2 (1) personnel**

At 8:40pm, the motion was made by Vander Vorst and seconded by B. Rossow to go into Executive Session pursuant to SDCL 1-25-2 (1) Personnel. All members present voted aye; motion carried. At 9:40pm, Council President Dupper declared the council out of Executive Session. Upon coming out of Executive Session, motion was made by K. Rossow and seconded by Fuehrer to award the following salary raises for 2025; Fo Hall \$2/hr, Deputy FO \$1/hr with a follow up performance review at his next anniversary date, Maintenance Van Vugt \$1/hr. and any seasonal staff wages to remain the same until seasonal hiring. All members present voted aye; motion carried.

**XII. Executive Session – SDCL 1-25-2 (4) legal**

**XIII. Next Meeting**

The next regularly scheduled Council meeting is scheduled for Monday, February 3, 2025 at 7:00pm.

**XIV. Adjournment**

With no further business, the meeting was adjourned at 9:45 pm

APPROVED:

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Adrienne Dupper, Board President

ATTEST:

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Keith Hall, Finance Officer

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