

Mobridge Housing Authority Meeting

April 22, 2025

Mobridge City Hall

Called Meeting to order at 4:01 pm

Present: Board Members: Amy Cerney, Rylae Jensen, Jodi Madison, Misti Helm

City of Mobridge Housing Director Jamie Dietterle, Housing Authority Executive Director Rich Galbraith

Absent: Chris Fried

Quorum present.

No one present from the community here to speak.

Motion by Jensen; second by Helm to approve agenda with addition of Bylaws under 6b and open meeting laws under 8b. Motion carried unanimously.

March Minutes presented by Cerney. Motion by Jensen; second by Helm to approve minutes with clarification of minutes approved were from the January 2025 meeting. Motion carried unanimously.

Special Requests/Staff Reports:

Executive Director/RAM:

80 Vouchers with 10 home ownership. Roxanna has been busy scheduling orientations. Brown Palace has 42 mod rehab units. 12 from the voucher program. The 80 vouchers are spread throughout the County.

Galbraith presented the financials to date. A hard copy of the financials is kept at the Housing Authority Office.

Motion made by Helm to approve the financials as presented; second by Jensen. Motion carried unanimously.

Housing Director:

a. Dietterle gave an update on the property purchased last month by this board. Title search is currently being performed to clear the title. Mobridge Street Department cleared the lot and Carlson Services helped to remove the stumps. He is in contact with Paul Goehring from the CTE program at MPHS.

b. Dietterle gave an update on the conference he attended. He will be working with M. Nehls with code enforcement and identifying homeowners who may need assistance to work on the condition of their homes. He has met with the local manager of Costello apartments and town homes. He will be attending a meeting hosted by the New Economic Development Professionals Training. He will also be traveling to Herried, Redfield, Lemmon, Belle Fouché, and Aberdeen to meet with Housing Directors.

Finance Subcommittee:

a. Closed the two small CDS. These were deposited into the checking account from the 8 plex. This is reflected in the financial report.

Unfinished Business:

a. All the accounts have been changed to electronic delivery. Dietterle will be in contact with Deb at RAM for a copy of the 8 Plex account statement.

b. The updated bylaws were signed and notarized January 17, 2023 and were in the Housing Authority Office. No action was needed on this item.

New Business:

a. Motion made by Helm to approve Rose Weninger for read only access to the Home Owner Section 8 accounts; second by Jensen. Motion carried unanimously.

b. Galbraith gave an update of the Security Deposit grant received from SDHDA. These funds are available for everyone. Discussion held of how much of the deposit will be covered. Motion made by Cerney to fund the security deposits 100%; second by Helm. Motion carried unanimously.

Discussion:

**Quarterly meeting at Housing Authority office July 15, 2025 at 4:00pm.**

Motion made by Jensen to publish the meeting minutes on the City of Mobridge website; second by Helm. Motion carried unanimously. A link will be provided on the Housing Authority website.

Motion by Jensen; seconded by Helm to adjourn. Meeting adjourned.

Meeting adjourned at 5:17 pm.

Respectfully submitted,

Amy Cerney

## Mobridge Housing Authority Meeting

July 15, 2025

Mobridge City Hall

1) Called Meeting to order at 4:03 pm

Present: Board Members: Amy Cerney, Christ Fried, Misti Helm, Rylae Jensen, Jodi Madison

City of Mobridge Housing Director Jamie Dietterle, Housing Authority Executive Director Rich Galbraith via telephone

Absent: No one

Quorum present.

- 2) Jacob Macks with local manager Katelynn Aberle from Costello Properties gave a presentation on the properties in Mobridge they manage.
- 3) Motion by Madison ; second by Jensen to approve agenda. Motion carried unanimously.
- 4) April Minutes with email correspondence presented by Cerney. Motion by Jensen; second by Helm to approve minutes. Motion carried unanimously.
- 5) Special Requests/Staff Reports:

### Executive Director/RAM:

- a. Galbraith presented the financials through June 2025. A hard copy of the financials is kept at the Housing Authority Office. There are currently 83 funded vouchers with 10 issued but looking for housing.

Motion made by Cerney to approve the financials as presented; second by Madison. Motion carried unanimously.

### Housing Director:

- a. 218 Railroad Street update: There were medical liens on the property. The City Attorney is working on clearing this title.
- b. Dietterle gave an update on the Housing Conference he attended in June.

### Finance Subcommittee:

- a. All of the CDs have been combined into one CD at 3.95% which is due December 14, 2025.
- b. Discussed starting conversations with Dakota Community Bank and Trust about a low interest loan to fund future construction.

### Unfinished Business:

- a. Mobridge Housing does not file a tax return.

### New Business:

- a. Motion made by Madison to purchase lots Fourteen (14) and Fifteen (15) Block One (1), C.A. Drager Addition from KJD for \$1.00; second by Helm. Motion carried unanimously.
- b. Motion made by Cerney to offer BCB Outfitters/Jacobson \$10,000.00 for lots Mobridge Draeger's 1<sup>st</sup> Addition of Lot 17 and all Lot 18 Block 1 and Lot 16 and S 20' of Lot 17 Block 1. Second by Madison; Motion carried unanimously.
- c. Motion made by Cerney to partner with the MPHS CTE program; Second by Jensen. Motion carried unanimously.
- d. Motion by Jensen to approve Construction plan as presented; Second by Madison. Motion carried unanimously.
- e. Motion by Madison to authorize Dietterle to solicit bids from local contractor ; Second by Jensen. Motion carried unanimously.
- f. All board members signed the confidentiality agreement.
- g. East View Apartments in Faulkton, SD owner has decided to opt out of the program. Mobridge HA will now manage these 12 vouchers. Motion made by Helm; Second by Madison. Motion carried unanimously.

Discussion:

- a) Open meeting laws were provided to all board members.
- b) Discussion held regarding authorizing Dietterle to negotiate for lot purchases. Will add this to the agenda under new business.
- c) Discussion held on lot at 1109 N Main St. Will add to the next agenda.
- d) Special Meeting date: July 23, 2025 at 4:00pm. at Mobridge Housing Authority Office for Discussion Items.

**Quarterly meeting at Housing Authority office October 14, 2025 at 4:00pm.**

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Motion by Helm; seconded by Jensen to adjourn. Meeting adjourned.

Meeting adjourned at 6:32 pm.

Respectfully submitted,

Amy Cerney

Mobridge Housing Authority Special Meeting

July 23, 2025

Housing Authority Office

Called Meeting to order at 4:03pm

Present: Board Members: Amy Cerney, Chris Fried via telephone, Jodi Madison, Rylae Jensen

Also present: City of Mobridge Housing Director

Absent:

Quorum present.

Motion by Madison; second by Jensen to approve agenda. Motion carried.

New Business:

- a. Motion made by Cerney to approve City of Mobridge Housing Director to negotiate up to \$5,000.00 per property for a total of \$10,000.00 between meetings. If total amount exceeds \$10,000.00 a meeting will need to be called. Second by Madison. Motion carried.
- b. Motion made by Jensen to purchase lot S12 ½' Lot 5 and all of Lot 6, Block 17 Mobridge Main Park Addition to the City of Mobridge, Walworth County, SD for \$5,000.00 from Levi Haefner; second by Helm. Motion carried.

Motion by Helm; Second by Madison to adjourn into executive session. Motion carried. Meeting adjourned at 4: 18 pm.

Respectfully submitted,

Amy Cerney

Mobridge Housing Authority Special Meeting

August 21, 2025

Housing Authority Office

Called Meeting to order at 4:04 pm

Present: Board Members: Amy Cerney, Misti Helm, Jodi Madison

Rylae Jensen present via phone

Absent: Chris Fried

Quorum present.

Also present: Paul Goehring, Risa Fryhling, Clare Scholerman

Motion by Cerney; second by Helm to approve agenda. Motion carried unanimously.

New Business:

- a) Opening Bids: Full copies of all bids will be kept at City Hall for review.
  - i) Materials: Bids received from KR Building Products and Homestead Building Supplies.
    - (1) Motion made by Cerney, second by Helm to approve the bid from KR Building Products for 95,135.94 for building supplies and 23275.00 for cabinets. Bids for cabinets are approximate based on quality of supplies used. Motion carried unanimously.
  - ii) Plumbing and Heating: One bid received from Hase Plumbing and Heating
    - (1) Motion made by Cerney; second by Madison to accept the bid from Hase Plumbing and Heating for 18,619.00 for in floor heating, 12578.00 for Mini Split system, 23,500.00 for plumbing and 2531.46 for on demand water heater. Total for this bid is 57,228.46. Motion carried unanimously.
  - iii) Electric: Three bids received from M&M Electric, Milliken Electric, and Quenzer Electric.
    - (1) Motion made by Madison; second by Cerney to accept the bid from M&M Electric for 28,500.00. Motion carried unanimously.
  - iv) Water and Sewer: One bid received from Gregg's Drilling and Excavating.
    - (1) Motion made by Madison; second by Helm to accept the bid from Gregg's Drilling and Excavating for 8078.40. Motion carried unanimously.
  - v) Sitework and Concrete: One bid received for sitework from Jensen Rock and Sand and one bid for curb and gutter from Faehnrich Construction.
    - (1) Motion made by Madison; second by Helm to accept the bid from Jensen Rock and Sand for 44781.86. Motion carried unanimously.
    - (2) Motion made by Madison; second by Helm to accept the bid from Faehnrich Construction for 12,500.00 for curb and gutter. Motion carried unanimously.
- b) Two Governor's homes will be available in approximately 4 months. Dietterle will check on bids to have a basement and/or crawl space completed for the possibility of moving in a Governor's home at the Main Street property.

Discussion:

- a) Dietterle gave an update on Home REHAB program. He has met with a potential client who could utilize this program. Age requirement is 62 years or older. He also gave an update on the other qualifications of this program.
- b) Dietterle gave an update on properties which are available on 1<sup>st</sup> Ave W. No action taken.

Helm called to adjourn meeting at 5:09; second by Madison. Meeting adjourned.

Respectfully submitted,

Amy Cerney

Mobridge Housing Authority Meeting

October 21, 2025

Mobridge Housing Authority Office

1) Called Meeting to order at 4:03 pm

Present: Board Members: Amy Cerney, Christ Fried, Misti Helm, Jodi Madison

City of Mobridge Housing Director Jamie Dietterle, Housing Authority Executive Director Rich Galbraith via telephone

Absent: Rylae Jensen

Helm left meeting at 5:15pm. Mobridge Mayor Gene Cox came to meeting at 4:50

Quorum present.

- 2) No one present to speak from the community
- 3) Motion by Madison; second by Cerney to approve agenda. Motion passed unanimously.
- 4) Motion made by Madison to approve July 2025 minutes and the August 2025 special meeting minutes; second by Helm. Motion passed unanimously.
- 5) Special Requests/Staff Reports:

Executive Director/RAM:

- a. Galbraith presented the financials through September 2025. A hard copy of the financials is kept at the Housing Authority Office.  
Motion made by Helm to approve the financials as presented; second by Madison. Motion carried unanimously.
- b. 2026 Fair Market Rates were presented by Galbraith. Motion made by Helm to accept the 110% of the 2026 FMR; second by Cerney. Motion carried unanimously.
- c. 2026 Utility Allowance was presented by Galbraith. The Nelrod Company created the schedule. Motion made by Madison to accept the 2026 Utility Allowance Rates; second by Helm. Motion carried unanimously.

Housing Director:(Please see attached update from the Housing Director)

- a. Dietterle is currently working with two families with the HOME REHAB program. Both families have been approved for \$24,000.00 of Forgivable Loan Funds.
- b. Dietterle gave an update on the 202 3<sup>rd</sup> Ave West Property. Builder's Risk Insurance on home was purchased for 6 months through Bridgemark Ins.

Finance Subcommittee:

- a. Finance committee gave update on the checking account for fees with the home on 202 3<sup>rd</sup> Ave W property. Some money will need to be pulled from the CDs. No motion made at this time but the finance committee will gather more information.

- b. Finance committee presented a proposal for a low interest Construction loan using the properties and CD for collateral. Finance committee will gather more information and a special meeting will be scheduled.

Unfinished Business:

- a. Update given on the BCB outfitters/Jacobson property. The title is not free and clear so this property is on hold right now.
- b. Dietterle made an offer to Sauer's to buy the remaining small lot on 9<sup>th</sup> Ave E.
- c. Bids for basements and crawl received. Dietterle gave ideas for storing the house over the winter. Please see attached sheet for bids and all other relevant information. No action taken on this item.

New Business:

- a. 222 4<sup>th</sup> Ave W property is owned by the City of Mobridge on a tax deed. Because of the tax liens, more discussion will be had on this property.
- b. Dietterle presented an offer from Greg and Lorraine Mix to purchase three lots on 1<sup>st</sup> Ave W for \$1.00. Mayor of Mobridge was present during this item discussion. He will present to the Mobridge City Council to tear down the homes and pay for landfill fees. Motion made by Madison; second by Helm to purchase these lots for \$1.00.
- c. Discussed 406 5<sup>th</sup> Ave E lot. No action taken.
- d. Discussed the issue with the speed of the mail and landlords receiving checks. Galbraith presented having signed checks available with Galbraith and Helm's signatures. Checks and balances would be presented to the board by a recapture sheet every month. This would be signed off on by the board. Motion made by Helm; second by Cerney to have preprinted checks with the recapture sheet presented to the board every month. Motion carried unanimously.

Discussion:

- a) Discussed advertising for the new home. Dietterle will keep us updated.
- b) **Annual meeting at Housing Authority office January 13, 2026 at 4:00pm.**

Motion by Madison; seconded by Cerney to adjourn. Meeting adjourned.

Meeting adjourned at 5:45 pm.

Respectfully submitted,

Amy Cerney

## Housing Director Updates for 10-21-2025 Board Meeting

### \*Old business

#### -Update on HOME REHAB Program

\*I am currently working with two families on the HOME REHAB Program. Both have been approved for **\$24,000 of Forgivable Loan Funds**. Getting bids from contractors currently. One is rehabs for accessible walk-in shower, home accessibility, gutters on the rear of home for drainage, and windows on the main living area. The other is for flooring (Kitchen for sure), new tub/shower, one electrical fixture, chimney leak, and windows for the entire home. One more citizen to get application going, she recently fell and broke her arm, so hoping to meet with her soon.

#### -202 3rd Ave West Property/House Project

\*The title for the lot is now free and clear. Waiting to receive the Deed on it, but it is now Mobridge Housing & Redevelopment's property. Builder's Risk Insurance on home, through Bridgemark Ins, Zurich is the carrier. I paid a **6-months premium of \$466**, so it is in-force. Final Concrete pour is scheduled for tomorrow; walls are built and will then be installed. CTE students did a majority of the pex piping lay down, so we should see a reduce billing from HASE. Insulation going in around the foundation as well. We have temporary power/meter set up, a sleeve has been installed for wiring, etc. for WRT services (Added to Mobridge Housing Account but will not see any charges as we have no services) and sprinkler system as well. Paul's timeline and goal is to have the structure built and fully enclosed by Thanksgiving or soon after. Bob and Sam Reecy were kind enough to let us use their water to clean off the tools/equipment during the concrete pours-BIG THANK YOU to them!

- Jacobson Lot - Offer made and Purchase Agreement signed, Title Search Showed unclean title with his old Corporation of B & B outfitters. It was presented to him to have the opportunity to work on clearing the title. I did get in touch with Clint this past Friday, and he said that he wasn't aware of any issues with the title. I referred to the letter that our City Attorney sent to him, but he said that he didn't see it. I did forward the email to him that day. He said he would still like to sell and will work on resolving whatever needs to be cleaned up on the title. It's not a lien issue but a title issue as it was in BCB Outfitters and he had two partners involved, but it's now under Clint Jacobson. I let our City Attorney know about all of this, so I would recommend that we give him a little time to work on resolving the issues. This is all at his expense, according to our Purchase Agreement.

-Offer made to Sauer's to buy the remaining small lot that is behind Filler's Bakery, adjacent to the two lots we own. I plan to follow up with them.

-Governor's Home Foundations - Received bids from **Faehnrich Construction (\$30,400 for crawl space & \$82,300 for full basement)** and **Oahe Builders (\$39,000 for crawl space & \$79,866 for full basement)**. Oahe Builder's had full spec sheets to follow, so I feel this is the most accurate. If planning to get at least one from HAPI that they have extra, we could get one, have foundation prepared this fall is weather permits or next spring (would recommend crawl space option) and I have some ideas on how we can make this work, if the board wants to pursue a Governor's Home at this time. \*\*\*To move one of the Governor's Homes in, we would need to be ready in a few weeks. I feel that the 1109 N. Main Street lot is the only ideal one for a home currently, but there are a few issues with this lot demographic that give us a few challenges. If we were ready at this time, we would need a crane to set the home on the foundation, as the lot is too tight to drop the home directly on to the foundation. **Logan Electric from Gettysburg has a crane that is big enough and would charge \$7,500** to do this. Another option would be receiving the home, have it set over the winter on the City lot by MPHS, and then put a foundation in this next spring. **Milbank Home Movers could then move it, for a cost of \$12,000**. This doesn't include any utility lines that may need to be moved or permits. If we had a home sitting on our City lot, it would be nice to have it

there and show it with open houses. Negative side of things would be having to put it on a temporary block set up, and then having to carry liability insurance, and hoping that no issues would come about between the sitting time frame and then setting it on a foundation.

### **Finance Committee**

- Discuss/approve moving some funds from CD to checking for House Project Bills
- Discussion/Approve low interest Construction Loan proposal from Dakota Community Bank

### **\*New Business**

- Discuss/Approve acquiring lot on 222 4<sup>th</sup> Street West (Overby Property) from the City. 3 Business Liens against the property and 2 Walworth County Poor Liens- City would have to take care of these and help with legal aspect. This would be a great lot for a school home or Governor's Home. Mayor is in favor, but it would be a council decision. I think Heather wants to send me to the Walworth County Commissioners to make our case on this one and others, to get them to realize the importance of releasing poor liens. I know we can negotiate with the Business's that have liens.

**Approve Purchase 3 lots on 1<sup>st</sup> Ave West from Greg and Lorraine Mix for \$1.00. Lots are all 50 x 140 (7,000 sq ft, so big enough for individual home construction) Legal Description of the lots are: Lots Four (4), Five (5), and Six (6), Block Five, Original Plat to the Town, now City of Mobridge, Walworth County, SD, including all improvements thereon, subject to easements, covenants, and reservations of record.** One lot is clear, two will have homes to be removed (Mayor is in favor of this and would like the City to be the ones to remove/pay for removal-obviously a council decision) Titles are free and clear, and at least we would have the property, and keep it from someone else buying. This would be a great clean-up effort there, by getting rid of those dilapidated homes. These lots are just west of Freidel's Music and north of the old MDU plant. I am planning to work on a presentation to the Walworth County Commission to see if we can get an agreement in place to waive tipping fees on removal of dilapidated structures when working towards redevelopment. Brown County waives fees for the City of Aberdeen and now HAPI as well.

- Acquire lot at 406 5th Ave East (James Brown lot It has liens on it. Would be a good one to get, if we are interested, as it is adjacent to the property that New Freedom Baptist Church owns. I'm planning to reach out to the Pastor to see if they would be will to sell.

- Discussion on ideas to think about getting advertising out to sell our house that is being built

Mobridge Housing & Redevelopment Commission Board

Special Meeting November 19, 2025

Mobridge Housing Authority Office

Board President Chris Fried joined via phone and called the meeting to order at 2:04 pm.

Board Members Present: Chris Fried via phone, Jodi Madison, Rylae Jensen, & Misti Helm

Board Members Absent: Amy Cerney (With Amy's Absence, Board Vice President Jodi Madison was acting secretary)

Quorum Present.

Also present was Jamie Dietterle, Director of Housing for City of Mobridge/Mobridge Housing & Redevelopment Commission & Roxana Bradford (in the office, but not participating in the meeting today)

No one present from the media or press, and no one present here from the community

Motion by Jensen to call the meeting to order @ 2:04 pm; second by Helm. Motion carried

New Business:

- a. Update from Jamie Dietterle, Director of Housing, reporting to the board that he approached Dakota Community Bank regarding getting a line of credit or project loan fund started for redevelopment projects. Dakota Community Bank has been very supportive of local projects throughout the Mobridge community and the various communities they serve. Dietterle met with bank President Jim Hornbacher, and options were discussed. For the loan option, our best option to secure the loan would be to withdraw our current CD from Dakota Bank upon maturity in December and re-invest with Dakota Community Bank. CD would be used as collateral, along with the new project development property, which will be appraised. 20%-30% will be secured by CD leaving extra funds available for multiple projects and salary payments that will be needed. We will also be able to receive a \$50,000 unsecured line of credit/loan to take care of current expenses, until the December 18, 2025 maturity date of the CD.

-Motion was made by Jensen to approve the line of credit for the \$50,000 from Dakota Community Bank giving direction to 2 board members, or housing director and a board member, for the request to borrow money or open an account/pledge collateral.

This was seconded by Madison. Helm abstained. Motion carried.

-Motion was made by Madison to approve the loan with Dakota Community Bank for property on RR Street/202 3<sup>rd</sup> Ave West Property, also giving direction to 2 board members, or housing director and a board member, to sign documents for the loan. This was seconded by Jensen. Helm abstained. Motion carried. (Jamie Dietterle will get documentation to Dakota Community Bank, RFP need)

b. Motion by Jensen to open a checking account at Dakota Community Bank, requiring one signature on checks. Checks can be signed by housing director, or any one board member. Second by Madison. Helm abstained. Motion Carried.

c. Motion made by Madison to move the CD at Dakota Bank over to Dakota Community Bank in December after the maturity date of December 18, 2025. Second by Jensen. Helm abstained. Motion carried.

Motion by Jensen, second by Helm to adjourn meeting at 2:27 pm. Motion carried. Meeting adjourned at 2:27 pm.

Respectfully submitted,

Jamie Dietterle, Director of Housing