

**MOBRIDGE CITY COUNCIL
REGULAR MEETING
April 12, 2023**

Pursuant to due call and notice thereof, a Regular Meeting of the Common Council of the City of Mobridge, South Dakota was held in City Hall in said City on Wednesday, April 12, 2023 at 5:30 PM. Mayor Gene Cox, City Administrator/Finance Officer Heather Beck and the following councilpersons were present: Mound, Cerney, Reichert, Kemnitz and Carlson. Jensen was absent.

AGENDA:

The agenda was approved on a motion by Carlson, second by Reichert and carried.

MINUTES:

Moved by Reichert, second by Cerney and carried, to approve the minutes from the March 8, 2023 regular meeting. Moved by Carlson, second by Cerney and carried, to approve the minutes from the March 20, 2023 equalization meeting.

PUBLIC FORUM & VISITORS:

Bridge City Coin Club – The Club was present to inform the Council about Coin Club. Coin Week is April 16-22nd. In honor of Coin Week, the Mayor proclaimed April 16-22, 2023 as National Coin Week in Mobridge.

Mobridge Chamber of Commerce – Katy Hutchins, Doug Heil and Jesse Konold was present to discuss the Chamber functions and financial needs from the City.

DEPT HEAD REPORTS:

Police Department –

E911 Coordinator/Dispatch Supervisor – Moved by Mound, second by Cerney and carried, to approve a salary increase for Captain Justin Jungwirth increasing his salary from \$63,888 to \$71,888 per year. Captain Jungwirth added all the duties and responsibilities of the E911 Coordinator/Dispatch Supervisor to his Captain role.

Surplus Vehicle – Moved by Carlson, second by Reichert and carried, to approve the transfer of the 2010 Chevy Tahoe to Walworth County Sheriff Office. This is a vehicle that had been surplus from the police department.

Water/Wastewater Department –

PAY REQUEST FOR WW PROJECT – Moved by Reichert, second by Mound and carried, to approve Pay Request No. 8 to Northern Plains Contracting, Inc. for the wastewater treatment plant headworks improvement project in the amount of \$73,245.00.

SEASONAL RE-HIRE – Moved by Kemnitz, second by Carlson and carried, to approve the re-hire of Killian Warner for the a 2023 seasonal summer employee at \$15.25 per hour.

Fire Dept – Chief Doug Delaroi

INCREASE EXP BUDGET – Moved by Reichert, second by Mound and carried, to increase the fire department expenditure budget by \$7,261 to account for an insurance payment. The department lost equipment in a fire.

Zoning

BUILDING PERMITS - The following building permit was approved by the Zoning Officer for the month of March 2023: Kerry Droog, South Thunder RD, 36x40 Garage; Klein Foundation, Inc., 1820 West Grand Crossing, 10x16 prebuilt building.

DENIED BUILDING PERMIT – A building permit that was previously denied by the zoning officer was presented to the Council. The permit was denied due to the age of the home when the permit was applied

for, instead of back in 2018 when it was originally moved onto the property. In 2018, the mobile home was in compliance. Moved by Carlson, second by Mound and carried, to approve the building permit to Jack Shillingstad for a mobile home located at Lot 6E, Subd of Tract 6 Schmitz Resurvey of NE1/4 19-124-79.

NEW BUSINESS:

TRANSFER OF LIQUOR LICENSE – A public hearing was held to consider a request to transfer a liquor license from Dacotah Bank. Hearing no opinion for or against, moved by Carlson, second by Mound and carried, to approve the transfer of a retail on-sale liquor license located at Lot 11, Block 6, Original, Mobridge, SD from Dacotah Bank to Arcade Bar, LLC.

BROWN BAG PERMIT – A public hearing was held to consider a brown bag permit. Hearing no opinion for or against, moved by Kennnitz, second by Carlson and carried, to approve a brown bag permit for the Mobridge Chamber of Commerce to be held at South Main June 10, 2023.

NEW POSITION AND JOB DESCRIPTION – Discussion was held regarding the proposed position of Recreation and City Events Manager. Moved by Cerney, second by Mound and carried, to approve creating the full-time position of Recreation and City Events Manager, along with the job description. Funding for the remaining 2023 will be from trails - \$10,000 and contingency - \$10,000. 2024 funding will be discussed during the budget process.

NEW HIRE – Beck recommended the promotion of Monica Weninger to the position of Recreation and City Events Manager. Weninger has served the City as Pool Manager for the last 3 years. Moved by Carlson, second by Cerney and carried, to approve the promotion of Monica Weninger to Recreation and City Events Manager at \$20.00 per hour with full benefits effective on start date to be determined.

2023 POOL STAFF – Moved by Reichert, second by Mound and carried, to approve the following pool staff for 2023: **Monica Weninger-Schmaltz, Manager \$3,182 per month during pool season; WSI - \$13.25;** Bryson Vetch; Logan Vetch; Phoebe Schmaltz; **Guards - \$12.50;** Amber Vetch; Brooke Schlomer; Corbin Stoick; Grace Overland; Noelia Leon; Sophia Overland; Haidyn Stangl; Kaitylynn Perman; Kennedy Hohle; Selena Arpan; and Simon Fried; **Concessions - 10.80;** Spirit Barton; Kale Knutson; Claire Heil; Becca Cox; Megan Malmedal; and Peter Fried; **Assistants – 13.00** Naomie Wessel and Jolaine Bain.

CEMETERY RATES – The contractor that provides grave digging services have increased their rates. The City does not charge any additional fees to the grave digging. A resolution was presented to the Council to reflect the contractor’s new rates. Moved by Reichert, second by Cerney and carried, to approve Resolution 23-02, Setting Cemetery Fees.

**RESOLUTION NO. 23-02
SETTING CEMETERY FEES**

WHEREAS, revised Ordinance 9-9-5 permits the City to set fees pertaining to Cemetery matters by resolution and the City desires to set said fees.

NOW THEREFORE, be it RESOLVED, that to become effective on the 10th day of May, 2023 fees for Cemetery Purposes shall be established as follows:

a) There shall be paid to the City of Mobridge for the purchase of burial lots, or parts of lots, at Greenwood Cemetery and at Mobridge Municipal Cemetery, including perpetual care, the sum of \$400.00, per grave site on the lot or part of lot purchased.

b) The City of Mobridge will open and close all graves at both Greenwood Cemetery and Mobridge Municipal Cemetery. There shall be paid to the City of Mobridge for the opening and closing of graves and disinterment services the following sums:

1. For regular sized graves the sum of \$750.00, per grave site during the months of May, June, July, August, September and October and the sum of \$900.00 per grave site during the months of November, December, January, February, March and April.
2. For undersized graves (for babies), the sum of \$350.00, per grave site.

3. For the burial of cremains (12” x 4’ hole) the sum of \$350.00.
4. In the event the opening and closing of a grave shall be for a grave which will be deeper than 7 feet for the purposes of containing at some time Double Stacked graves, the opening and closing charge for the first grave shall be the sum of \$1,100.00 during the months of May, June, July, August, September and October and the sum of \$1,250.00 per grave site between the months of November, December, January, February, March and April. The opening and closing charge for the second grave shall be the same as for a regular sized grave as set forth in paragraph 1 above.
5. All disinterment services shall be charged a fee based upon the rate of \$400.00 per hour.

c) All transfers of any lot or parts of lots or of a single grave to another person by the owners thereof shall be in writing in the form of a Deed as prescribed by law. Such transfer shall not be complete or recognized by the City of Mobridge, or burial of a body be permitted therein by such purchaser until the instrument, or Deed, or the transfer thereof, shall have been filed with the Finance Officer of the City of Mobridge, South Dakota, for which recording the person recording same shall pay to the Walworth County Register of Deeds a recording fee of \$30.00.

CEMETERY DEED – Moved by Carlson, second by Kemnitz and carried, to approve the cemetery deed, transferring Graves 7 and 8, Block 92, Block P in Greenwood Cemetery from the City of Mobridge to Ronald Maier and Cindy Maier.

STEP INCREASE – Moved by Kemnitz, second by Cerney and carried, to approve a step increase for Wyatt Bieber, street department, increasing his hourly wage from \$19.03 to \$19.63 effective April 10, 2023. Bieber became a certified Commercial Applicator.

STEP INCREASE – Moved by Reichert, second by Mound and carried, to approve a step increase for Josh Fischer, street department, increasing his hourly wage from \$21.21 to \$21.73 effective February 27, 2023.

CAPITAL IMPROVEMENT PLAN – Beck informed the Council that the City was awarded a \$15,000 grant from SD Governor’s Office of Economic Development to pay for a 5 year capital improvement plan. The cost to the City is \$15,000. Moved by Carlson, second by Reichert and carried, to defer action until the next meeting.

DISCUSSION AND INFORMATION:

FINANCIAL STATEMENT – Beck presented a financial statement to the Council.

LEASE OF PUBLIC PROPERTY – The City was asked to lease a space at the water/wastewater shop for a tow company. The Council discussed various options and directed Beck to put together a list of proposals for the next meeting.

FUNDRAISER – Cerney reminded the Council of the fundraiser for the pool shades at the golf course on April 21, 2023. This is being put on by the Oahe Hills Golf Course.

PAYMENT OF BILLS:

Moved by Cerney, second by Carlson and carried, to approve the following bills for payment: Accounts Management Inc., garnishment 341.10; Aflac, insurance 691.26; Aqua-Pure Inc., chemicals 9,620.62; Badger Meter, prof. services 406.86; Brady Fuhrer, travel & conference 331.85; Bridgemark Insurance Solutions, liability insurance 375.00; Butler Machinery, equipment maintenance/repair & maintenance 4,433.90; Cain Law Office, attorney/prof. services 780.00; Cam Wal Electric, street lights/utilities 654.80; Capital Trophy, prof. services 43.50; Cardmember Services, prof. services 81.59; Carlson Services, repair & maintenance 1,250.00; Center Point Large Print, books 49.14; CenturyLink, utilities 10,750.00; Chamber of Commerce, other 10,141.76; Collaborative Summer Library Program, supplies 57.47; Core & Main, supplies 489.20; Courtney Nicholson, refund 100.00; Credit Collections

Bureau, garnishment 780.06; Cummins Sales & Services, repair & maintenance 403.22; Dady Drug, supplies 73.65; Dakota Glass & Alignment, supplies/vehicle maintenance 181.18; Dakota Pump & Controls, improve other than buildings/repair & maintenance 20,325.54; Delta Dental of SD, dental 475.00; Deputy Finance, postage 781.38; Dish TV, utilities 53.34; Environmental Resource Associates, water sample 648.12; Fair Manufacturing, equipment maintenance 281.77; First Interstate Bank, HSA contributions/payroll taxes 51,647.96; Fisher Scientific, chemicals 1,855.92; Fleet Services, gasoline 1,899.07; Gas N Goodies, supplies 44.97; Graham Tire, truck maintenance 991.80; Grand Central, vehicle maintenance 14.00; Graymont, chemicals 5,226.36; GTC Auto Parts, machinery & equipment/sup. For inhouse repairs/supplies/supplies 1,629.35; Hawkins, chemicals 2,641.00; Heartland Waste, prof services 20,933.40; High Point Network, computer software & hardware 1,642.00; Homestead Building Supplies, supplies/buildings 1,516.04; Ingram, books 287.13; Interstate All Battery Center, repair & maintenance 119.96; Jensen Rentals, other services 60.00; John Deere Financial, equipment maintenance 2,432.79; KCL, insurance 450.88; Keifer Aquatics, Uniforms/equipment 922.13; Kipp Brothers, supplies 154.89; KLJ, prof. services 2,737.26; Language Line Service, prof. services 253.17; Library Director, supplies 37.15; MacQueen Emergency, supplies 128.03; Marco, copier lease 351.28; Mastercard, office supplies/truck maintenance/other services/prof. services/ supplies 584.10; McLeod's Printing & Office Supply, supplies 198.61; MDU, utilities/street lights 22,857.58; Merkel's Foods, supplies 79.18; Metering & Technology, water meters 152.35; Michael Todd Industrial Supply, snow removal 1,164.14; Midco, utilities 370.78; Milbank Winwater Works, supplies 949.70; Minnesota Valley Testing, water sample 711.70; Mobridge Hardware, buildings maintenance/supplies/sup. for inhouse repairs/small tools/machinery & equipment/repair & maintenance 2,087.40; Mobridge Tribune, publishing 313.66; Moore Engineering, other capital/prof. services 110,415.00; Northern Balance & Scale, Inc., prof. services 201.00; Northern Plains Contracting, other credits 73,245.00; Oahe Vet, prof. services 320.00; ODP Business Solutions, computer software & hardware/furniture 336.98; Office of Fire Marshal, prof. services 160.00; Paylessfoods, supplies 146.80; Payment Service Networks, credit card fees 54.95; Plunkett's Pest Control, prof. services 66.39; Quenzer Electric, prof. services 369.34; Raymond Geddes Co. Inc., supplies 154.76; Runnings Supply, repair & maintenance/small tools/supplies/building maintenance/equipment maintenance 1,128.83; Sanitation Products, equipment maintenance 938.12; SD Attorney General, participation fees 1,647.00; SD Child Support Payment Center, garnishment 559.38; SD Dept. of Health, water samples 519.00; SD Federal Property Agency, supplies 73.00; SD One Call, prof. services 4.20; SD Retirement System, retirement 16,830.56; SD Sheriff's Association, travel & conference 85.00; SD State Treasurer, sales tax 1,816.85; SD Unemployment Insurance, unemployment compensation 2,958.11; SDRS Supplemental Retirement, retirement 525.00; Servall, supplies 50.66; Share Corporation, supplies 744.00; Slater Oil & LP Gas, LP gas/diesel/gasoline 31,413.83; Spink County Sheriff's Office, supplies 9.85; Steve & Theresa Schneider, refund 2,492.19; Sweeney, prof. services 1,008.00; Tri-State Water, supplies 37.05; Uniform Center, uniform & equipment 646.91; US Bank, loan payment 45,724.48; USA BlueBook, chemicals 363.51; USDA-Rural Development, loan payment 5,298.00; Valley Telecommunications, utilities 1,653.32; Venture Communications, utilities 424.09; Verizon, telephone/utilities 251.35; Wade Desart, refund 60.74; Wellmark, insurance 13,810.73; West River Telecommunications, utilities 3,515.97; Western Communications, radio maintenance 100.00; Western Rancher, prof. services 57.00.

Salaries: Administration – 11525.76; City Administrator – 3140.82; Police Dept – 95683.35; Fire Dept – 700.00; Street Dept- 20243.20; Zoning – 1508.79; Library -9170.40; 24/7 -2120.37; Water Department – 31426.26; Sewer Department -20641.21; and Airport – 813.75.

There being no further business to come before the council, the meeting adjourned at 6:31 PM on a motion by Carlson, second by Kemnitz and carried.

Heather Beck, Finance Officer

Gene Cox, Mayor

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