

**MOBRIDGE CITY COUNCIL  
REGULAR MEETING  
December 21, 2015**

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 Monday, December 21, 2015 at 5:30 PM. Mayor Jamie Dietterle, Finance Officer Heather Beck, City Administrator Christine Goldsmith, City Attorney Rick Cain and the following council persons were present: Cox, Cerney, Henderson, O'Connell (by phone), and Carlson. Yellow Boy was absent.

**ADOPT AGENDA:**

The agenda was adopted on a motion by Carlson, second by Cerney and carried.

**MINUTES:**

Moved by Cox, second by Cerney and carried, to approve the minutes from the December 7, 2015 regular meeting.

**PUBLIC FORUM & VISITORS:**

**Deb Kahl, Walworth County Assessor** – Kahl made a request that the Council consider having their own Equalization board. Currently the board is consolidated with the County. Kahl feels that it would be a better process for the taxpayer and take some burden off the current consolidated board. She also informed the Council that an agreement for a consolidated board must be approved and presented to the County by the 2<sup>nd</sup> Tuesday in November per SD law.

Cain stated that in Oct of 1996 a Resolution was passed to create a consolidated board. His opinion is that since the board has meet in this manner ever since, the intention was for the Resolution to be a continuing one. He also stated that when he was involved in the past prior to the board consolidation, his opinion is that it was a waste of time to have a separate board. The Mayor stated the current process in place is working well. Carlson commented that it should be left as is.

Kahl requested a decision by March 1<sup>st</sup>.

Kahl also spoke of old special assessments that have been on the books for a number of years. These are properties that at some point the County has taken for unpaid taxes. Kahl is requested that the City forgive these assessments on these properties to clean them up. Cerney suggested that Cox review these properties and make a recommendation to the Council.

**Daron Brown, special assessments** – Brown had purchased a tax property from the County which also had special assessments on it. He's requested that the interest and other fees be waived. The Council will consider his request along with the others that Kahl brought forward.

**DEPT. HEAD REPORTS:**

**POLICE – PART TIME TO FULL TIME** – Moved by Carlson, second by Cerney and carried, to approve moving Candice Lutz from part time status to full time effective January 1, 2016 at her current wage.

**OLD BUSINESS:**

**SECOND READING ORDINANCE NO. 942** – Moved by Yellow Boy, second by Carlson and carried, to approve the second reading of ordinance no. 942, an ordinance in revision of ordinances 1-1-1.1 A and 1-1-2 and 1-1-3 of the ordinances of the City of Mobridge, South Dakota pertaining to personnel and expenditure policies.

**ORDINANCE NO. 942**

**AN ORDINANCE ENTITLED:  
AN ORDINANCE IN REVISION OF ORDINANCES  
1-1-1.1 A and 1-1-2 and 1-1-3 OF THE ORDINANCES  
OF THE CITY OF MOBRIDGE, SOUTH DAKOTA**

## **PERTAINING TO PERSONNEL AND EXPENDITURE POLICIES**

### **1-1-1.1: Personnel Manual**

A. Definition: All persons performing services for the city and who are not independent contractors shall be deemed employees.

### **1-1-2 Department Heads and Employees:**

**The Following Department Heads and employees shall be appointed by the Mayor.**

#### **Department Heads**

- \*Auditorium Superintendent
- \*Library Department Head
- \*Water and Sewer Superintendent
- \*Street Superintendent
- \*Chief of Police
- \*City Administrator

#### **Additional Full-Employees**

- \*Auditorium and Park Split-Time Assistant
- \*Deputy Finance Officer
- \*Patrolman (Uncertified, less than one year)
- \*Patrolman (Certified, less than one year)
- \*Patrolman (Certified, more than one year)
- \*Police Captain
- \*Police Sergeant
- \*Radio/911 Dispatcher (Uncertified)
- \*Radio/911 Dispatcher (Certified)
- \*Radio/911 Relief dispatcher (Uncertified)
- \*Radio/911 Relief Dispatcher (Certified)
- \*Street Department Personnel
- \*Properties Manager
- \*Water Plant Manager and Waste Water Plant Manager
- \*Waste Water and Water Plant Personnel
- \*Assistant Water Superintendent

#### **Permanent Part- Time Employees**

- \*Children's Librarian
- \*Library Aide

#### **Permanent Part- Time Employees**

- \*Library Relief Worker
- \*Library Custodians
- \*Lifeguard (No Experience)
- \*Lifeguard (One Year or More Experience)
- \*Park employee
- \*Swimming Pool Manager
- \*Swimming Pool Support Staff
- \*Laborer

#### **Other Appointed Employees**

- \*Fire Department Chief
- \*Fire Department Secretary
- \*Zoning Officer/Animal Control Officer/Code Enforcement Officer

**Elected Officials**

\*Mayor

\*Council Members

**1-1-3 APPOINTED Officials**

The City Finance Officer shall be appointed by the Mayor and approved by the Council. The City Finance Officer shall be the department head of the city finances. The Finance Officer shall qualify within thirty days after their appointment and, before entering upon the discharge of their duties, by taking and subscribing an oath of office in the form required by the constitution of this state and by furnishing an undertaking to the City of Mobridge to be approved by the City Council in such sums as said City Council shall prescribe by ordinance or resolution where the amount of such undertaking is not fixed by state law. Said bond shall be conditioned for the faithful discharging of the duties of their respective officers and to account for, pay over and deliver all money coming into their hands by virtue of their office, according to law. All such undertakings or bonds, after being approved, shall be filed with the City Finance Officer.

**2<sup>nd</sup> READING SUPPLEMENTAL BUDGET ORDINANCE** – Beck gave an update of the necessary supplements to the budget for the year 2015 and changes since the first reading. Moved by Henderson, second by Cerney and carried, to approve the 2<sup>nd</sup> reading of Ordinance No. 943, supplemental appropriations ordinance.

**NEW BUSINESS:**

**SPECIAL ASSESSMENTS SLATER OIL** – Due to an error, special assessments were applied to land that was leased by Slater Oil from the railroad. Moved by Cerney, second by Carlson and carried, to approve abating the special assessment to Slater Oil, Record No. 6590 in the amount of \$373.02.

**CAPITAL OUTLAY TRANSFERS** - Moved by Cerney, second by Henderson and carried, to approve the following capital outlay transfers which were in the 2015 Appropriations Ordinance: Auditorium - \$30,000; Riverfront Economic Development - \$30,000; Fire Equipment - \$15,000; Trails - \$20,000; E911 Center – \$5,000; and Street Equipment - \$40,000 and Storm Sewer - \$90,000.

**PAYMENT OF BILLS:**

Moved by Cerney, second by Henderson and carried, to approve the following bills for payment:

Aberdeen Finance Corp., garnishment-240.00 ;Aflac, insurance-1,231.41 ;Aqua-Pure, chemicals-2,800.00 ;Ascent Aviation Group, gasoline for resale-8,318.72 ;AT&T, utilities-221.26 ;Banner Associates, prof services-29,790.00 ;Butler Machinery, repairs-1,441.25 ;Cam Wal, street lights-286.91 ;Cardmember Services, other services/supplies-378.89 ;Chamber of Commerce, conference/prof services-11,852.51 ;Charles Dutt Electric, prof services-142.80 ;Ciavarella Design, prof services-1,875.00 ;Core Fitness, gym memberships-220.85 ;Davis Martin, prof services-500.00 ;Deputy Finance Officer, postage/supplies-120.25 ;Dish TV, utilities-41.00 ;Fastenal, supplies-191.85 ;Fitness Center, gym memberships-25.00 ;Fleet Services, gasoline-824.46 ;Gas N Goodies, diesel/supplies-632.43 ;Grand Central, gasoline/tire-101.47 ;Great Western Bank, payroll taxes-11,163.06 ;Hawkins, chemical-1,395.00 ;Hearing Health Clinics, prof services-70.00 ;Heartland Waste, prof services-80.00 ;High Point Networks, computer/other services-1,358.50 ;Homestead Building Supply, supplies-189.68 ;K&K Auto, supplies-35.53 ;Language Line Services, prof services-89.82 ;Lucky's Gas N More, diesel/oil/repairs-1,037.28 ;M&T Fire & Safety, supplies/uniforms-582.54 ;Marco, Inc., supplies-299.46 ;MDU, utilities-10,128.10 ;Metering Tech Solutions, meters-766.17 ;Mid American Research, supplies-452.52 ;Midco, utilities-105.00 ;Millers Machine, repairs-160.00 ;Mobridge Regional Hospital, prof services-141.00 ;Mobridge Tribune, publishing-131.20 ;MVTL Labs, water samples-262.00 ;Neves Uniforms, uniforms-674.85 ;Office Depot, supplies-577.25 ;Payless Foods, supplies-13.99 ;PowerPhone, prof services-729.00 ;Premier Equipment, supplies-24.72 ;Runnings Supply, supplies-2,736.06 ;Sanitation Products, repairs-919.87 ;SD Attorney General, scam fees-1,448.00 ;SD One Call, prof services-19.95 ;SD Retirement, retirement-17,291.91 ;SDRS Supplemental Retirement, retirement-175.00 ;Slater Oil, diesel/LP gas/gasoline-3,433.14 ;Unum Life Insurance, insurance-165.90 ;US Post Office, supplies-115.78 ;USA Blue Book, supplies-400.71 ;USDA-Rural Development, loan payment-2,925.00 ;USDA-Rural Development, loan payment-2,373.00 ;Valley Motors, repairs-104.99 ;Voyager Fleet, gasoline/diesel-603.58 ;Walworth County Community Health, prof services-130.00 ;Walworth County Treasurer, other services-39.00 ;Wellmark Blue Cross Blue Shield,

insurance-18,272.14 ;West River Telecommunications, phones-3,713.91 ;Westco Fountains, improvements-3,106.00.

Salaries: Administration-2358.40; City Administrator-2040.19; Police Department-22439.23; Street Department-4968.30; Park – 240.00; Library-2759.87; Auditorium-993.75; 24/7-192.32; Water Department-6699.40; and Sewer Department-4579.58.

There being no further business to come before the council, the meeting adjourned at 6:13 PM on a motion by Carlson, second by Cerney and carried.

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Heather Beck, Finance Officer  
Published once at the total approximate cost of \$

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Jamie Dietterle, Mayor