AGENDA

Mobridge City Council - Regular Meeting

Tuesday January 8, 2019 5:30 P.M.

Mobridge City Hall

1) **Call to Order & Roll Call**

2) **Pledge of Allegiance**

3) **Adopt Agenda**

4) **Approve Minutes**
   - December 11, 2018 Regular Meeting Minutes [1]
   - December 18, 2018 Special Meeting Minutes [2]

5) **Public Forum and Visitors*****

6) **Unfinished Business**
   -

7) **New Business**
   - Executive Session – Personnel
   - Approve Fire Dept roster [3]
   - Public hearing and approval of temporary malt beverage license [4]
   - Discuss and/or approve increase in cost of temporary liquor license applications
   - Designate Official Depositories for 2019 [5]
   - Designate the Mobridge Tribune as the Official Newspaper for 2019
   - Authorize Electronic or Early Payments for 2019 [6]
   - Set Election Date and approve joint election with the school [7]
   - Approve changing April meeting date to Wednesday, April 10, 2019
   - Approve cemetery deeds [8]
   - Approve Resolution 19-01, Salary Resolution [9]
   - Approve revisions to the Personnel Manual [10]
   - Approve the appointment of Duane Martin as Zoning Officer
   - Approve the contract with Olson Code Enforcement Services [11]
   - Approve the appointment of Jade Mound to the Mobridge Housing Authority Board
   - Approve the final pay request to Kyburz Construction for SH bathrooms [12]
   - Approve the Certificate of Completion for the SH bathroom project [13]
   - Approve amendment to airport runway project with KLJ [14]

8) **Discussion and Information Item**
   - Featured Artist – Brianna Hintz

9) **Approval of Travel Requests**
   - Christine Goldsmith to Pierre - Jan 31st - Commercial Applicator - Cat 7 Renewal
   - Christine Goldsmith to Pierre - Feb 11th - Commercial Applicator - Cat 6 Renewal
   - Christine travel to Aberdeen - Jan 9th - Commercial Applicator - Cat 12 Renewal
   - Ted Ford & Christine Goldsmith to Aberdeen - Jan 25th - Commercial Applicator - Cat 4 Renewal
   - Ted Ford & Ryan Enderson to Aberdeen - Feb 12th - Commercial Applicator - Cat 9 Renewal

10) **Payment of Bills** [15]

11) **Adjournment**

*** *The Public Forum and Visitors section offers the opportunity for anyone not listed on the Agenda to speak to the Councilpersons concerning important topics. The time will be limited to 5 minutes in length.*

****No action will be taken on items not on the Agenda.*

MOBRIDGE CITY COUNCIL
REGULAR MEETING
December 11, 2018

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 Tuesday, December 11, 2018 at 5:30 PM. Mayor Gene Cox, City Finance Officer Heather Beck, City Administrator Christine Goldsmith, and the following council persons were present: Mound (by phone), Laundreaux, Reichert, O'Connell, Yellow Boy and Carlson.

MAYOR FOR THE DAY: Recognized Mayor for the Day participant Amy Kulm.

AGENDA:
The agenda was approved on a motion by Reichert, second by Yellow Boy.

MINUTES:
Moved by Yellow Boy, second by O'Connell and carried, to approve the minutes from the November 11, 2018 regular meeting. Carlson abstained.

PUBLIC FORUM AND VISITORS:
Darrell Schlepp, Mobridge Rodeo Foundation, was present to discuss the City's contribution to the Rodeo Grounds Project. Last year the City had agreed to contribution $65,000 per year for three years into a Capital Outlay fund to be paid out in 2020. Schlepp stated that the lights and portions of the project are ahead of schedule and requested the City's contributions to date. After some discussion, moved by Yellow Boy, second by Carlson and carried, to approve issuing the Mobridge Rodeo Foundation the 2017 Capital Outlay reserve of $65,000.

Rich Galbraith, Mobridge Housing Administrator, was present at the request of the Council. Yellow Boy questioned him on what programs Mobridge Housing was pursuing besides the programs that were already in place. Yellow Boy pointed out that there is a lot of funds available to assist Mobridge with housing, but Mobridge Housing needs to apply for them. Galbriath stated that they are not going after any additional money and they are just managing the current programs. He stated he is hired by the Mobridge Housing Board and takes his direction from them. Mound questioned Galbriath on management fees and what was included in them. She also asked various questions on the current mortgage that the City is partially responsible for, should Mobridge Housing default on the loans. The Council would like to see more action from Mobridge Housing.

DEPT HEAD REPORTS:
Police Dept – Chief Shawn Madison
EMPLOYEE COMMENDATION – Chief Madison presented a Commendation to Cindy Rische for saving a life while out on nuisance duty.
STEP INCREASES – Moved by Yellow Boy, second by Mound and carried, to approve a step increase for Dispatcher Candice Lutz from $18.75 per hour to $18.99 effective November 13, 2018.
Moved by Yellow Boy, second by O'Connell and carried, to approve a step increase for Officer Nick Bratland from $20.38 per hour to $20.64 effective December 10, 2018.

Zoning/Code Enforcement – Officer Cindy Rische
BUILDING PERMITS – The following building permits were approved and issued by the Zoning Officer for the month of November: Rick Boldman-1017 3rd Avenue West-Remodeling house to include wall and windows; Jerry Theis-315 7th Avenue East-13'/20' canvas structure; Mobridge Rodeo Association-1100 E Grand Crossing-Demolition permit for concession stand; Dean Ulmer-16th Street Lot 709 -Move a 2009 trailer onto lot.

Water/Wastewater Department – Superintendent Kurt Schmaltz

ADVERTISING FOR BIDS OLD ARMORY ROOF – Schmaltz presented the Council roof specs for consideration. The current roof on the old armory leaks badly and needs repaired. The repair is in the budget for 2019. Moved by Carlson, second by O'Connell and carried, to approve advertising for the roof repairs.

STEP INCREASE – Moved by Laundreaux, second by Carlson and carried, to approve a level increase of water personnel William Pollock from $18.54 per hour to $18.87 effective November 26, 2018. Pollock passed his Level II exam.

UNFINISHED BUSINESS:

RE-ZONING ORDINANCE NO. 973 – Moved by Laundreaux, second by Carlson and carried, to approve the 2nd reading of ordinance no. 973, an ordinance entitled: an ordinance to re-zone Lots 14 and 15, Block 26, Fairview Addition to the City of Mobridge, South Dakota.

ORDINANCE NO. 973

AN ORDINANCE ENTITLED: AN ORDINANCE TO RE-ZONE W1/2NE1/4 of SECTION 13-124-80 WALWORTH COUNTY, SOUTH DAKOTA.

BE IT ORDAINED by the City of Mobridge, South Dakota:

That from and after the effective date of this ordinance, the following real estate is hereby re-zoned from Agriculture to Residential R-1: W1/2NE1/4 of Section 13-124-80, Walworth County, South Dakota.

The Official Zoning Map of the City of Mobridge is hereby changed and modified to reflect these zoning changes.

NEW BUSINESS:

PUBLIC HEARING FOR TEMPORARY LIQUOR LICENSE – Hearing no opinion for or against, moved by Carlson, second by Yellow Boy and carried, to approve a malt beverage/liquor license to Mobridge Regional Hospital Foundation March 2, 2019 for the a fundraising event at Scherr Howe Event Center.

PUBLIC HEARING FOR TEMPORARY LIQUOR LICENSE – Hearing no opinion for or against, moved by Yellow Boy, second by Laundreaux and carried, to approve a malt beverage/liquor license to Mobridge Chamber of Commerce January 18, 2019 for their annual meeting/banquet at Scherr Howe Event Center.

AIRPORT RECONSTRUCTION PROJECT BIDS – Six bids were received for the project. Project engineer Todd Goldsmith recommended approving the low bid with alternate 1 and 2. Moved by Carlson, second by Reichert and carried, to approve the bid from Morris, Inc. including alternates 1 and 2 in the amount of $4,320,010.40 and to sign a notice of award as to such.

NECOG AGREEMENT - Moved by Rische, second by O'Connell and carried, to approve the Joint Cooperative Agreement with Northeast Council of Governments (NECOG) for 2019 at a cost to the City of $1,611.08.

ABATEMENTS FOR THE CITY OF MOBRIDGE – Moved by Yellow Boy, second by Carlson and carried, to approve the abatement of properties, parcel no. 5172 in the amount of $31.75, parcel no. 6255 and parcel no. 6317 in the amount of $31.75. These are properties that the City of Mobridge owns and still has an old City assessment on them.

TRANSFER OF FUNDS – Moved by Reichert, second by O'Connell and carried, to approve the following operating transfers:

- $206,773 from PSAP (260) to General Fund (101)
- $50,000 from General Fund (101) to Pool Loan Fund (303)
- $5,000 from the General Fund (101) to Cemetery Fund (607)

CAPITAL OUTLAY ASSIGNMENTS - Moved by Yellow Boy, second by Carlson and carried, to approve the following capital outlay assignments: Fire Department - $20,000; Street Equipment - $30,000 and Rodeo Project - $65,000.

EXPENDITURE INCREASE FOR INSURANCE PAYMENTS – Moved by Reichert, second by Mound and carried, to approve the increase of expenditure line items due to insurance payments for damage from the July 2018 storm as follows: City Admin (41220) $655; Park (45200) $7,017; Airport (43500) $2,318; and Street (43100) $2,682.

FIRE DEPARTMENT OFFICERS - Moved by Mound, second by O'Connell and carried, to approve the following Officers for the Fire Department: Fire Chief – Doug Delaroi; Asst. Fire Chief – Zach Milliken; Secretary/Treas. – Scott Mertz; and Safety Officer – Ryan Ries.

EQUIPMENT TRASNFER – Moved by Yellow Boy, second by O'Connell and carried, to transfer to the Glenham Fire Department 8 air packs and 16 bottles as is. This equipment has been replaced with new and the department no longer has a need for it.

SUPPLEMENTAL APPROPRIATIONS ORDINANCE – Moved by Yellow Boy, second by Carlson and carried, to approve the 1st reading of the supplemental appropriations ordinance with the following addition: increase the line item 419 Other General Government by $65,000 and the Source of Funding Assigned Fund Balance to a total of $186,758.

DISCUSSION AND INFORMATION

SPECIAL COUNCIL MEETING – A special Council meeting is scheduled for December 18, 2018 at 5:30 PM.

PAYMENT OF BILLS:

Moved by Carlson, second by O'Connell and carried, to approve the following bills for payment: A&B Business, supplies-82.64 ; Aflac, insurance-838.88 ; At&T, utilities-48.22 ; Avera Occupational Medicine, other-79.00 ; Avera Occupational Medicine, other-50.00 ; Badger Meter, meters-780.00 ; Best Western Ramkota, travel-284.97 ; Brandon Rookey, other-150.00 ; Butler Machinery Co., repairs-18.04 ; Cain Law Office, attorney fees-210.00 ; Cam Wal Electric, utilities-536.28 ; Cardmember Service, other-164.55 ; Carlson Services, other-150.00 ; CenterPoint Large Print, books-46.74 ; Central Diesel, repairs-1,235.63 ; Century Link, utilities-935.40 ; Chamber of Commerce, other-9,582.45 ; Clerk of Courts, garnishment-900.00 ; Commercial Electronics, computer -2,786.50 ; Core & Main, repairs-1,090.92 ; Crawford Trucks, vehicle maintenance-425.54 ; Credit Collections Bureau, garnishment-286.24 ; Curtis Reichert, other-125.00 ; Dady Drug, supplies-8.97 ; Dakota Glass, vehicle maintenance-383.07 ; Dakota Pump & Control, repairs-1,260.21 ; Dish TV, utilities-28.02 ; Duane Martin, other-250.00 ; Eisemann Building Products, supplies-2,759.60 ; Ethanol Products, supplies-2,255.03 ; Farmers Union Oil Co., LP gas-4,875.47 ; Fleet Services, gasoline-1,285.91 ; Galls, uniforms-38.97 ; Gas N Goodies, gasoline-115.25 ; Gienger Sales, supplies-254.00 ; Great Western Bank, HS A contributions-2,504.80 ; Great Western Bank, payroll taxes-12,752.06 ; Great Western Bank, postage-155.31 ; Great Western Bank, travel/repairs-220.49 ; GTC Auto Parts, repairs-700.90 ; Hach Company, chemical-108.09 ; Heartland Waste, prof services-20,325.50 ; Hettinger Mobridge Candy, supplies-80.62 ; High Point Networks, computer repairs-3,364.50 ; Hoffman Law, attorney fees-712.50 ; In Control, prof services-3,879.60 ; Ingram, books-303.29 ; JC Electric, repairs-593.90 ; Johnson Controls, repairs-355.37 ; Kemnitz Construction, buildings-6,528.00 ; KLJ, prof services-10,053.56 ; Lance Stricklan, vehicle maintenance-130.00 ; Language Line Services, prof services-180.00 ; Larry's Lock & Key, repairs-45.00 ; Liz Ford, other-200.00 ; Locators & Supplies, supplies-109.89 ; Lucky's, diesel-178.99 ; Marco Technologies, prof services-101.25 ; MDU, utilities-19,429.80 ; Merkels, supplies-49.00 ; Michael Todd, repairs-395.35 ; Mobr Tribune, publishing-64.32 ; Mobridge Gas, repairs-313.32 ; Mobridge Hardware, supplies-804.54 ; Mobridge Tribune, publishing/supplies-940.55 ; Napa Auto Parts, repairs-9.98 ; Oahe Vet, prof services-470.00 ; Office Depot, supplies-401.72 ; Payless Foods, supplies-263.58 ; Payment Services Network, prof services-93.95 ; Pheasantland Industries, supplies-216.00 ; Plunketts Pest Control, prof services-59.66 ; Premier Equipment, equipment-3,965.00 ; Recorded Books, books-124.46 ; Redwood Toxicology, supplies-465.00 ; Riteway Business Forms, supplies-160.00 ; Runnings, supplies-1,329.70 ; Sanitation Products, repairs-1,762.49 ; SD

Dept of Revenue, water samples-311.00 ; SD One Call, prof services-37.80 ; SD Retirement, retirement-13,732.56 ; SD State Treasurer, sales tax-1,670.07 ; SD WARN, prof services-100.00 ; SD WARN, prof services-100.00 ; SDRS Supplemental Retirement, retirement-75.00 ; Servall, supplies-29.47 ; Slater Oil, diesel-299.63 ; Slater Oil, gasoline/diesel-2,062.80 ; The Open Canvas, prof services-37.85 ; Tom Singer, other-250.00 ; Tri State Water, supplies-8.85 ; Tumbleson Lawn Service, prof services-495.00 ; Tyler Hearnon, prof services-3,950.00 ; United Accounts, garnishment-810.03 ; Unum Life Ins., insurance-115.50 ; US Bank, loan payments-33,274.67 ; US Bank, loan payments-24,950.13 ; US Post Office, postage-558.04 ; USDA-Rural Development, loan payment-2,925.00 ; USDA-Rural Development, loan payment-2,373.00 ; Valley Telecomm., utilities-865.16 ; Venture Comm., utilities-424.09 ; Verizon Wireless, cell phone-474.48 ; Watershed Roofing, MYO shed-2,974.93 ; Wellmark BC/BS, health insurance-15,777.91 ; West River Telecommunications, utilities-3,404.03 ; Western Equipment Finance, mowing-1,004.09 ; William Pollock, travel-122.00.

Salaries: Administration-8955.65; City Administrator-4,458.70; Police Dept-54245.19; Fire Dept-550.00; Street Dept-9460.73; Regulation & Inspection-2289.60; Park Dept-2840.52; Library-5884.59; Auditorium – 262.74; 24/7-805.28; Water Dept-14815.49; Sewer Dept-9952.34.

The Mayor asked for questions from the audience. Discussion occurred on various issues.

There being no further business to come before the council, the meeting adjourned at 6:33 PM on a motion by Carlson, second by Laundreaux and carried.

_____ _____

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

Gene Cox, Mayor

MOBRIDGE CITY COUNCIL
SPECIAL MEETING
December 18, 2018

Pursuant to due call and notice thereof, a Special Meeting of the Common Council of the City of Mobridge, South Dakota was held at the City Hall in said City on Tuesday December 18, 2018 at 5:30 PM. Mayor Gene Cox, City Administrator Christine Goldsmith, Finance Officer Heather Beck and the following councilpersons were present: Mound, Laundreaux (by phone), Reichert, O'Connell, and Carlson. Yellow Boy was absent.

2nd READING SUPPLEMENTAL APPROPRIATIONS ORDINANCE – Moved by Reichert, second by O'Connell and carried, to approve the 2nd reading of the supplemental appropriations.

ORDINANCE NO. 973
SUPPLEMENTAL APPROPRIATION ORDINANCE

BE IT ORDAINED by the Common Council of the City of Mobridge, South Dakota, that the following sum is supplementally appropriated to meet the obligations of the municipality.

	General Fund	PSAP 911 Fund	3B Fund	Storm Sewer Loan Fund	Pool Loan Fund	Airport Fund	Total
410 General Government							
411.1 Board, Council or Commission	0						0
412.1 Mayor	0						0
412.2 City Administrator	2,000						2,000
413.0 Elections	0						0
414.2 Finance Officer	0						0
419 Other General Government	0						0
419 Other General Government	0						0
419.11 Advertising	65,000						65,000
419.2 General Government Buildings	0						0
419.8 Old City Hall	500						500
Total General Government	67,500	0	0	0	0	0	67,500
420 Public Safety							
421 Police	0	240,000					240,000
422 Fire	70,000						70,000
429 Other Protection	0						0
Total Public Safety	70,000	240,000	0	0	0	0	310,000
430 Public Works							
431 Highways and Streets	0						0
431.01 Street Reconstruction Project	0						0
431.1 Entrance Signs	0						0
432.3 Solid Waste Collection	0						0
433 Water	0						0
435 Airport							0
437 Cemetery							0
Total Public Works	0	0	0	0	0	0	0

440 Health and Welfare							
441.1 Regulation & Inspection	0						0
441.3 West Nile	0						0
Total Health and Welfare	0	0	0	0	0	0	0
450 Culture and Recreation							
451 Pool	0						0
452 Parks	0						0
452.1 Trails	0						0
455 Library	0						0
456 Auditorium	228,000						228,000
458 Museum	0						0
Total Culture and Recreation	228,000	0	0	0	0	0	228,000
460 Conservation and Development							
465 Economic Development & Assistance			0				0
465.2 Planning and Zoning	0						0
465.3 Riverfront Development	0						0
Total Conservation and Development	0	0	0	0	0	0	0
470 Debt Service							0
471.56 RR Crossing SIB Loan	0						0
Total Miscellaneous	0	0	0	0	0	0	0
490 Miscellaneous							
499 Liquor	0						0
Total Miscellaneous	0	0	0	0	0	0	0
510 Other Financial Uses							
511 Operating Transfers Out	0						0
Total Appropriations	365,500	240,000	0	0	0	0	605,500
Source of Funding							
Unassigned Fund Balance	179,327	97,104	0	0	0	0	276,431
Assigned Fund Balance	121,758						
310 Taxes							0
330 Intergovernmental Revenue		142,896					142,896
340 Charges for Goods and Services							0
360 Miscellaneous Revenue	64,415						64,415
385 Airport Revenue							0
367 Other Contributions							0
390 Other Sources							0
39110 Operating Transfers In							0
Total Means for Finance	365,500	240,000	0	0	0	0	483,742

Mound entered the meeting at 5:33 PM.

PRISONER TRANSPORT PROPOSAL WITH WALWORTH COUNTY - Moved by Carlson, second by O'Connell and carried, to approve the proposal with Walworth County for prisoner transport to Faulk County. The proposal included loaded wages for 4 certified police officers plus various other expenses and in the amount of $271,182.66 per year.

TEMPORARY ZONING OFFICER – Due to the transfer of current zoning officer Cindy Rische to a dispatch position, the City needs to appoint a replacement. Moved by Carlson, second by Laundreaux and carried, to approve Christine Goldsmith as temporary zoning officer until a permanent replacement can be found.

There being no further business to come before Council, moved by Reichert, second by Mound and carried, to adjourn the meeting at 5:57 PM.

_____
Heather Beck, Finance Officer

_____
Gene Cox, Mayor

Published once at the total approximate cost of $

City of Mobridge

Memo

To: Council Members

From: Heather Beck

Date: January 8, 2019

Re: Volunteer Firefighters

In order for the volunteer firefighters to be covered under the City's work comp, the Council must approve the list of volunteers. I would ask the Council make a motion to approve the following volunteers for the fire department:

Chief – Doug Delaroi
Assistant Chief – James Bieber
Secretary/Treasurer – Scott Mertz
Equipment & Training – Ryan Ries
Fireman – Jason Voegele
Fireman – Justin Wiest
Fireman – Kelly Silbernagel
Fireman – Ed Ries
Fireman – Kris Mossett
Fireman – Steve Schneider Jr.
Fireman – Brent Wiederholt
Fireman – Mitch Voller
Fireman – Craig Schaefbauer
Fireman – Justin Saddler
Fireman – Kody Conlon

Please let me know if you have any questions.

Thanks,

Heather

CITY OF MOBRIDGE
APPLICATION FOR TEMPORARY ON-SALE / BEER / WINE PERMIT

PAID
NOV 28 20
City of Mobridge

Under SDCL 35-4 any municipality may issue a special malt beverage retailers' license, a special retail on-sale wine dealers' license and a special on-sale license to any civic, charitable, educational, or fraternal organization and to any other person who is licensed pursuant to SDCL 35-4-2 (4)(on -sale) 35-4-2 (12) (wine) 35-4-2(16) (malt beverage) in conjunction with a special event within the municipality. Educational does not include any elementary, secondary, or higher educational institution in the public school system of this state. Any license cannot exceed fifteen consecutive days. If there is a street dance, qualified security personnel must be provided to maintain order during the street dance. A fee in the sum of $50.00 per day of the event must accompany this application. (2010)

Name of Applicant: Mobridge Area Chamber of Commerce
Organization, club, corporation, individual

Name of Person Completing Application: Dana Soto

Address of Applicant: 212 n main St, Mobridge, SD 57601
Street address, city, state, zip

Telephone # of Applicant: 845-2500 (605-281-0142
Day *Evening* *Cell*

Name of Event Chairperson (in case of emergency): Dana Soto / Stephanie Fiddler

Telephone Numbers: 845-2500, 845-3673 (605)281-0142
Day *Evening* *Cell*

Name of Event: I Hate Winter

Purpose of Event: fundraiser

Date(s) of Event: From: 02/09/2019 (mm/dd/yyyy) To and Including: 02/09/2019 (mm/dd/yyyy)

Event Times: Start Time: 10 Am End Time: 11pm

Alcohol Served: Start Time: 11 Am End Time: 11pm

Type of Alcohol to be served: [X] Beer [ ] Wine [ ] Liquor

Location of Event (describe location and attach diagram of enclosed area with egress(s) clearly marked where the alcohol is to be possessed or consumed):

Scherr Howe Event Center

Approximate number of persons expected to attend: 100

Describe Security to be Provided and Name of Security:

Chamber board

PAID
NOV 19 2018
City of Mobridge
$50.00

CITY OF MOBRIDGE
APPLICATION FOR TEMPORARY ON-SALE / BEER / WINE PERMIT

Under SDCL 35-4 any municipality may issue a special malt beverage retailers' license, a special retail on-sale wine dealers' license and a special on-sale license to any civic, charitable, educational, or fraternal organization and to any other person who is licensed pursuant to SDCL 35-4-2 (4)(on -sale) 35-4-2 (12) (wine) 35-4-2(16) (malt beverage) in conjunction with a special event within the municipality. Educational does not include any elementary, secondary, or higher educational institution in the public school system of this state. Any license cannot exceed fifteen consecutive days. If there is a street dance, qualified security personnel must be provided to maintain order during the street dance. A fee in the sum of $50.00 per day of the event must accompany this application. (2010)

Name of Applicant: Mobridge Pink Ladies
Organization, club, corporation, individual

Name of Person Completing Application: Katie Larson

Address of Applicant: 114 3rd St. E. Mobridge, SD 57601
Street address, city, state, zip

Telephone # of Applicant: 605-845-2202 Lesley 701-928-0043 - Katie
Day *Evening* *Cell*

Name of Event Chairperson (in case of emergency): Lesley Fischer

Telephone Numbers: 605-848-2062 605-848-2062
Day *Evening* *Cell*

Name of Event: 1st Annual Pink Ladies CO-ed Volleyball Tourney

Purpose of Event: Fundraising

Date(s) of Event: From: 01/19/2019 To and Including: 01/20/2019
mm/dd/yyyy mm/dd/yyyy

Event Times: Start Time: 9:00 am End Time: 12:00 am

Alcohol Served: Start Time: 10:00 a.m. End Time: 12:00 am

Type of Alcohol to be served: [X] Beer [ ] Wine [ ] Liquor

Location of Event (describe location and attach diagram of enclosed area with egress(s) clearly marked where the alcohol is to be possessed or consumed):
Scherre Howe

Approximate number of persons expected to attend: 120

Describe Security to be Provided and Name of Security: mitch Sandland
and Lesley Fischer Shawn Sandland

City of Mobridge

Memo

To: Council Members

From: Heather Beck

Date: January 8, 2019

Re: Official Depositories

Hello,

Each year at the first meeting of January the council designates the official depositories for the coming year. For 2019, I ask that the council designate the following as official depositories:

Dacotah Bank
Great Western Bank
Wells Fargo Bank
SD Public Funds Investment Trust

Thanks,

Heather

City of Mobridge

Memo

To: Council Members

From: Heather Beck

Date: January 8, 2019

Re: Electronic Payments

There are certain payments that I make that may not be approved in the payment of bills prior to the payment being made due to the due dates of the payments or the payment process required by the vendor. For example, I may pay the credit card bill online before the next meeting so I can make the due date and avoid a late fee.

The auditors have recommended that I get approval from the council to make these types of payments each year. Below is a list of vendors that I would like to have authorization to pay electronically and/or prior to the next council meeting if necessary for 2019.

VENDOR	FOR
Cardmember Services	Various Charges
Century Link	PSAP Utilities
Clerk of Courts	Wage Garnishment
Credit Collections Bureau	Wage Garnishment
Deposit Refunds	Scherr Howe
Dish TV	Utilities
First National Bank	Loan Payments
Fleet Services	Gasoline Fleet Card
Great Western Bank	Payroll Tax Deposits/Various Charges
Kansas City Life	Insurance
Marco	Copier Lease
Midco	Utilities
SD Retirement System	Retirement Remittance
SDRS Supplemental Retirement	Supplemental Retirement
SD State Treasurer	Sales Tax Report
SD Unemployment Insurance Division	Unemployment Insurance
USDA Rural Development	Armory Loan Payments
Venture Communications	PSAP Utilities
Verizon Wireless	Cell Phones
United Accounts	Wage Garnishment
US Bank	Loan Payments
Wellmark Blue Cross Blue Shield	Health Insurance

Thanks,

Heather

City of Mobridge

Memo

To: Council Members

From: Heather Beck

Date: January 8, 2019

Re: Election Date

Hello,

The council is required to set the date of the annual municipal election no later than the first meeting in January. Therefore, I would ask that the council make a motion to hold the annual municipal election on Tuesday, April 9, 2019.

I would also ask that the council make a motion to approve combining the election with the school district to share costs and approve the Mayor signing the agreement.

Thanks,

Heather

Those positions up for re-election:

Curtis Reichert – Ward 1
Tony Yellow Boy – Ward 2
Jade Mound – Ward 3

THIS DOCUMENT PREPARED BY:
City of Mobridge
114 1st Ave E
Mobridge, SD 57601
605-845-3509

GREENWOOD CEMETERY DEED

THIS INDENTURE made this 8th day of January 2019, by and between Roger Krone and Faye Krone, married, 305 11th Avenue East, Mobridge, SD 57601, Grantor, and Don Dupper and Gloria Dupper, married, whose address is PO Box 224, Faith, SD 57626, as Grantee,

WITNESSETH:

That the Grantor, in consideration of the sum of $1.00 and other valuable consideration in hand paid by the Grantee, the receipt whereof is hereby acknowledged, does hereby Grant, Bargain, Sell and Convey unto said Grantee, her heirs and assigns, forever, the exclusive and entire right of interment or sepulture in Grave Number 3 and 4, in Lot Number 22, in Block E as shown and numbered on the plat of the Greenwood Cemetery 1st Addition, now owned by the City of Mobridge, South Dakota, which is on file and of record in the office of the Register of Deeds of Walworth County, South Dakota, and recorded on page 44, Plat Book No. 4 of said Walworth County, South Dakota on November 8, 1961, together with all the ways, rights and privileges and appurtenances thereunto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the said burial lot unto the said Grantee, her heirs and assigns forever for the purpose of Sepulture alone. AND UPON THIS CONDITION, that no sale or transfer of said burial lot of right of Interment shall be valid until the same shall be duly approved by the City Council and noticed and entered upon the books of said City kept for that purpose. AND UPON CONDITION ALSO, that the said burial lot shall at all times hereafter, and the owners thereof, be subject to the rules, regulations, conditions, restrictions, ordinances and provisions made at this time, or created hereafter, by the City Council of the City of Mobridge, for the government of lot holders, and visitors to the said cemetery.

Roger Krone

Faye Krone

STATE SOUTH DAKOTA)
:SS Exempt from Transfer Fee SDCL 43-4-22(13)
COUNTY OF Walworth)

On this 8 day of Jan., 2019, before me, the undersigned officer, a Notary Public, personally appeared Roger Krone and Faye Krone, known to me or satisfactorily proven to be the persons whose names are subscribed to the within instrument and acknowledged that she executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

NOTARY PUBLIC, State of South Dakota

My commission expires: My Commission Expires August 28, 2020

(SEAL)

HEATHER BECK NOTARY SEAL PUBLIC SOUTH DAKOTA

THIS DOCUMENT PREPARED BY:
City of Mobridge
114 1ST Ave. E
Mobridge, SD 57601
605-845-3509

GREENWOOD CEMETERY DEED

THIS INDENTURE made this 8th day of January 2019, by and between City of Mobridge, a municipal corporation, of the county of Walworth and the State of South Dakota, Grantor, and Wanda Jean Martin, single, who's address is PO Box 3, Ellsworth, MN 56129

WITNESSETH:

That the Grantor, in consideration of the sum of $400.00 and other valuable consideration in hand paid by the Grantees, the receipt whereof is hereby acknowledged, does hereby Grant, Bargain, Sell and Convey unto said Grantee, her heirs and assigns, forever, the exclusive and entire right of interment or sepulture in Grave Numbers 4, in Lot 104, in Block H as shown and numbered on the plat of the Greenwood Cemetery 1st Addition, now owned by the City of Mobridge, South Dakota, which is on file and of record in the office of the Register of Deeds of Walworth County, South Dakota, and recorded on page 44, Plat Book No. 4 of said Walworth County, South Dakota on November 8, 1961, together with all the ways, rights and privileges and appurtenances thereunto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the said burial lot unto the said Grantee, her heirs and assigns forever for the purpose of Sepulture alone. AND UPON THIS CONDITION, that no sale or transfer of said burial lot of right of Interment shall be valid until the same shall be duly approved by the City Council and noticed and entered upon the books of said City kept for that purpose. AND UPON CONDITION ALSO, that the said burial lot shall at all times hereafter, and the owners thereof, be subject to the rules, regulations, conditions, restrictions, ordinances and provisions made at this time, or created hereafter, by the City Council of the City of Mobridge, for the government of lot holders, and visitors to the said cemetery.

IN WITNESS WHEREOF this indenture is the act and deed of the said City of Mobridge for the uses and purposes therein mentioned, the Mayor of the City, and the City Finance Officer of Mobridge, South Dakota, have hereunto subscribed their names in accordance with the provisions of the Ordinances of the City of Mobridge to Establish, Maintain and Regulate a Municipal Cemetery, and the Finance Officer has affixed hereto the Corporate Seal of the said City of Mobridge.

ATTEST:

_____ _____

City Finance Officer City Mayor

Seal

State of South Dakota) ss
County of Walworth)

On this _____day of January, A.D. 2019, before me a Notary Public in and for said county and State, personally appeared Gene Cox and Heather Beck known to me to be the Mayor and City Finance Officer respectively, of the City of Mobridge, South Dakota, who executed the annexed instrument as such Mayor and City Finance Officer, and acknowledged to me that they executed the same, and affixed thereto the Corporate Seal of the City of Mobridge.

_____

Notary Public

RESOLUTION 19-01

WHEREAS, the following offices or positions of the City are created by statute or ordinance (Mobridge Ordinance 1-1-2); and
WHEREAS, the compensation must be set for each employee (Mobridge Ordinance 1-1-1[25]);
NOW THEREFORE, BE IT RESOLVED that the following compensation shall be set for 2019;

Name	Position	Hourly	Annually
Cox, Gene	Mayor		$9,270.00
Laundreaux, Jeffrey	Councilperson		$6,180.00
Mound, Jade	Councilperson		$6,180.00
Reichert, Curtis	Councilperson		$6,180.00
Carlson, Randy	Councilperson		$6,180.00
O'Connell, Thomas	Councilperson		$6,180.00
Yellow Boy, Tony	Councilperson		$6,180.00
DeLaroi, Doug	Fire Chief		$4,500.00
Bieber, James	Assistant Fire Chief		$600.00
Mertz, Scott	Fire Dept Sec-Treas		$900.00
Ries, Ryan	Fire Safety Officer		$600.00
Goldsmith, Christine	City Administrator		$65,000.00
Beck, Heather	Finance Officer	$28.84	
Hintz, Anna	Deputy Finance Officer	$16.12	
Blankartz, Donald	Waste Water Plant Manager	$21.44	
Kaiser, Charles Bo	Water Dept	$17.37	
Keller, Chris	Water Dept	$18.17	
Naasz, Boyd	Water Plant Manager	$22.86	
Pollock, William	Water Plant Operator	$19.43	
Schilling, Dean	Part Time Waste Water Plant Operator	$35.00	
Schmaltz, Kurt	Water & Waste Water Superintendent		$56,493.00
Bohle, Allen T.	Investigator	$26.90	
Bratland, Nick	Police Officer	$21.25	
Chappell, Linda	Dispatcher	$19.03	
Farmen, Lesley	Fill In Police Officer	$21.59	
Fischer, Tammie Rae	Dispatcher	$20.37	
Ford, Elizabeth	Dispatcher	$18.22	
Frank, Sandy	Dispatcher	$15.14	
Godkin, Carol	24/7 Administrator	$14.81	
Johnson, Brooks	911 Coordinator	$22.23	
Kienholz, Kyle	Police Officer	$21.25	
Lutz, Candice	Dispatcher	$19.55	
Madison, Shawn	Police Chief		$64,062.00
Maier, Laura	Dispatcher	$20.37	
Norder, Ashton	Police Officer	$22.07	
Open	Dispatcher	$15.14	
Pepin, Nate	Police Officer	$21.25	
Rische, Cindy	Dispatcher	$15.14	
Romans, Teresa	24/7 Administrator	$14.81	
Strickland, Thomas	Captain		$53,886.00
Baumann, Dwight	Fill In Street Maintenance	$18.00	
Enderson, Ryan	Superintendent	$22.73	
Open	Street Maintenance - Starting	$15.63	
Reichert, Matthew	Street Maintenance	$18.98	
Ford, Ted	Properties Manager	$17.31	
Baumann, Jordan	Part-time Properties	$9.33	
Berg, Vickie	Part-time Librarian	$11.41	
Bieber, Karla	Library Director	$19.45	
Wilson, Staci	Assistant Librarian	$12.04	
Fuhrer, Mark	Library Custodian	$12.91	
Chandler, Linda	Part-time Librarian	$11.71	
Rabenburg, Judy	Part-time Librarian	$11.71	
Shadduck, Julie	Part-time Librarian	$12.91	
Walther, Mark	Student Librarian	$9.11	

Dated this 8th day of January 2019.
ATTEST:

Gene Cox, Mayor

Heather Beck, Finance Officer

POLICY #2: GENERAL POLICIES

2.1 Equal Employment Opportunity

It is the policy of the City of Mobridge to recruit, hire, train, promote, discipline and discharge all applicants and employees equally and without regard to race, religion, creed, color, national origin, sex, age, disability, political affiliation, marital status, or any other basis prohibited by state or federal law. Violations of this policy by any City employee may be cause for immediate disciplinary action. Any employee who feels they have been discriminated against according to this policy should bring this concern to his/her department head or higher authority.

2.2 Sexual Harassment/Anti Harassment

The City of Mobridge is committed to providing a work environment that is free from discrimination and harassment. To maintain this commitment, the City will not tolerate **any** form of harassment, including sexual harassment. Harassment on the basis of race, religion, color, national origin, sex, age, disability or any other basis prohibited by state or federal law will not be tolerated. Employees must avoid any conduct that could be viewed as harassing or offensive even if the conduct does not violate federal or state law. Harassment and offensive behavior may take different forms and may be verbal, non-verbal or physical in nature. Under this policy, sexual harassment is defined as behavior of a sexual nature which is unwelcome and personally offensive to its recipient. It is a form of employee misconduct which is demeaning to another person and undermines the integrity of the employment relationship. This sexual harassment policy also applies to same-sex harassment.

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. By threat or insinuation, either explicitly or implicitly, an employee's refusal to submit to sexual advances or refusal to tolerate or participate in unwanted conduct or communication of a sexual nature will adversely affect the employee's terms and conditions of employment, including but not limited to wages, advancement, evaluation, assigned duties, shift assignment, career development, etc.
2. Any conduct or communication of a sexual nature has the purpose or effect of substantially interfering with work performance or of creating a hostile, intimidating, or offensive employment environment that may be considered offensive to another employee, including but not limited to:

- repeated sexual flirtations, advances, or propositions;
- continual or repeated verbal abuse of a sexual nature;
- foul language;
- unwanted physical contact;
- graphic verbal commentaries about an individual's body or manner;
- sexually degrading words used to describe the individual;
- the display of sexually explicit pictures, cartoons, or other materials.

Any employee who feels he/she has been harassed or that his/her personal rights have been violated should immediately report the matter to the immediate department head unless the department head is the offending party. If the department head is unavailable, or the employee believes that it would be inappropriate to contact his/her department head, the employee should immediately contact the City Administrator or the Mayor. Any department head or manager who becomes aware of any possible harassment shall immediately advise the City Administrator or the Mayor. The City will make a thorough, confidential, and impartial investigation of the complaint. All employees must cooperate with any such investigation. The City will take prompt remedial measures to immediately end the offending action. Harassment of any kind in the work place is prohibited by Federal and State law, whether committed by department head or non-department head employees, and will not be tolerated. Retaliation or intimidation directed toward a complaining party is also prohibited by law and will not be tolerated by the City under any circumstances. A legitimate complaint of sexual harassment will not have any bearing on the terms and conditions of employment of the complaining party, including but not limited to wages, advancement, evaluations, assigned duties, shift assignments, career development, etc. The City will not tolerate sexual harassment of or by any non-employees, such as customers, visitors, or others. A formal complaint of harassment may be initiated in lieu of, during, or following this informal process as provided by State or Federal law. All employees, including department heads and managers, are responsible for reminding employees on a reoccurring basis of this policy, and all are responsible for assuring that this work place is free of harassment. Violations of the above stated policy by any employer, department head, coworker, or other employee may be cause for immediate disciplinary action.

2.3 Seat Belt Policy

The City of Mobridge is committed to doing everything possible to prevent injury to employees, prevent damage to property and to protect the employees and the public from the results of accidents. The City realizes that safety belts are an important and efficient means to accomplish this goal. Thus, it is the policy that all City employees and their passengers shall be required to use seat belts when driving any city owned or leased vehicle (if equipped with seat belts) or while driving their personal vehicle on official City business. Failure to comply with this policy may result in disciplinary action.

2.4 Smoking

It is the policy of the City of Mobridge that smoking, including electronic cigarettes, shall not be permitted in city buildings, facilities, vehicles or enclosed equipment, except in designated smoking areas.

2.5 Outside Employment

Employees shall not accept additional outside employment except with the prior written approval of their department head. Such approval will not be granted when additional employment will interfere, conflict with or adversely affect the employee's City duties and responsibilities. The department head may rescind prior approval if the additional

off to the side of the road and safely stop the vehicle before placing or accepting a call or using a 2 way radio. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions and shall hold the City harmless therefrom. All camera equipped mobile devices must be turned off and put away in areas where employees have an expectation of privacy, such as restrooms, except in the case of emergencies. All picture taking and videotaping is prohibited unless approved by management or is necessary to perform job duties. Violations of this policy may lead to disciplinary action.

2.14 Safety Rules

The City of Mobridge desires to conduct all of its operations in the safest manner possible. Compliance with the General Safety Rules listed below will assist us in achieving this objective. These rules are minimum and your continued awareness and cooperation in providing a safe place to work is a vital part of your job.

1. Whenever you are involved in any accident that results in personal injury or damage to property, no matter how small, the accident must be reported. Get first aid promptly.
2. Report immediately any condition or practice you think might cause injury or damage to equipment or person(s).
3. Do not operate any equipment which, in your opinion, is not in a safe condition.
4. All prescribed safety and personal protective equipment should be used as required and maintained in working condition.
5. When lifting, use the approved lifting technique, i.e. bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible. Get help for heavy loads.
6. Do not horseplay; avoid distracting others; be courteous.
7. Always use the right tools and equipment for the job. Use them safely, properly and only when authorized.
8. Good housekeeping should always be practiced. Return all tools, equipment, and material to their proper places. Disorder wastes time, energy, and materials, and will often result in injury.
9. The use of drugs and/or intoxicating beverages are prohibited.
10. It is the City's position that various jobs of the City pose an increased risk of an employee contacting Hepatitus and/or Tetnaus. Upon request of the Employee's supervisor or upon the request of an Employee an employee shall be inoculated for Hepatitus and/or Tetnaus. The City shall pay the costs of the inoculation. An employee may decline such inoculation for religious reasons by execution of a Waiver document which is approved by the City.

2.14.1 Violence in the Workplace Prohibited

Policy Statement: The City of Mobridge unequivocally condemns harassing, intimidating, threatening, or assaulting behavior, speech or actions by any City employee against fellow regular full-time, part-time, and temporary employees or the public at and away from the workplace. In addition, the City will not tolerate intentional damage to public or personal property by City employees.

5.3 Standard Work Day

The standard work day for City employees will begin as set by the employing department. Break periods shall be determined by the Department Heads of the various departments and may not be accumulated for time off nor can lunch periods be worked and then claimed as overtime. Emergencies may require that employees work more than eight hours in a day but shall be compensated with equal time off within the same work week (flex time) or through overtime pay. Overtime shall be paid for work over 40 hours per week.

5.3.1 Time Worked

If less than a full hour is worked, the amount of time recorded on the timesheet should be rounded to the nearest quarter-hour. **If the employee has paid time off (sick and/or vacation time) during the same week as hours worked, the sum of all hours (worked and paid time off) will not add up to more than 40 hours for the week. If it does, the employee should subtract hours worked from PTO hours to not exceed 40 hours for the week. Weeks that include Holiday Pay are exempt from this rule.**

5.3.2 Daylight Savings Time

The hour an employee loses each spring (by working seven of a scheduled eight-hour shift) must be charged to vacation or, with supervisory approval, be made up within the same work week.

The extra hour an employee works each fall (by working nine hours rather than the scheduled eight) must be paid to the employee within the guidelines for overtime provisions under the Fair Labor Standards Act.

5.4 Call Back Pay

Any employee who is called in to work outside of his/her regular shift or schedule shall receive a minimum of 1 hour of pay. The 1 hour minimum shall not apply, however, to employees who are called in to begin work prior to the start of their shift and work continuously into their shift, or to employees who work their entire shift and are held over after the completion of the shift or work additional time, provided the City permits in both cases the employee to work his/her regular scheduled shift for that day. The 1 hour minimum also does not apply if the employee is scheduled to be called in outside of normal working hours, unless the employee is scheduled to appear in court on behalf of the City. Refer to Overtime pay 5.6 for hours in excess of 40.

5.5 Flex time

The City Council reserves the right to authorize flexible work hours within the 40 hour work week in situations where it is appropriate or necessary. Employees must still adhere to the standard 40 hour work week unless flex time or overtime has been approved by their department head.

5.6 Overtime

Eligible employees may be required to work overtime when determined necessary by their department head or the governing board. Overtime is defined as time that is worked

9.1 Disciplinary Action

Disciplinary actions shall be applied when the proper authority determines such actions are necessary. A disciplinary action may be in the form of oral reprimand, written reprimand, suspension, demotion or reassignment, or dismissal as defined below. The municipality may, but is not required to, apply these actions progressively. The City Attorney and City Administrator shall be notified of any of the following except oral reprimands.

9.1.1 Causes for Disciplinary Action

A municipal employee who violates, or is guilty of, any of the following will be subject to disciplinary action:

1. Has been convicted of a felony.
2. Is a member of a sub-verse organization or knowingly or willfully violates the laws of the United States, the State of South Dakota, the Ordinance of any city, county or municipality of the State, or any department rules and regulations.
3. Is offensive in his/her conduct or uses abusive language in public or toward public, city officials, or fellow employees.
4. Reports for work under the influence of alcoholic beverages, reports to work under the influence of drugs, uses alcoholic beverages or drugs on the job, or is considered by the department head to be in an unsafe condition for work.
5. Is absent without reasonable cause.
6. Is tardy without reasonable cause.
7. Fails to follow good safety practices while on the job.
8. Refuses or fails to perform job assignments.
9. Refuses or fails to follow the order of a supervisor.
10. Gambling while on the job.
11. Fails to pay or make reasonable provisions for future payments of debt.
12. Falsifies municipal records, i.e. employment application blank, time cards, etc.
13. Has unauthorized possession of weapons while on the job.
14. Misappropriates, steals, or willfully damages municipal or private property.
15. Loiters during working time.
16. Engages in horseplay during work hours.
17. Fights.
18. Leaves work early without permission.
19. Posts unauthorized notices or other material.
20. Displays conduct unbecoming of a municipal employee.
21. Engages in improper political activity.

9.1.2 Oral Reprimand

The department head may orally reprimand an employee. This informal disciplinary consultation may be documented on an employee's performance appraisal or referenced in further progressive disciplinary actions.

9.1.3 Written Reprimand

The department head may discipline an employee by written reprimand.

OCCS

"Olson Consulting/Contracting Service"

Dennis "Mike" Olson
Code Enforcement Specialist
2210 15th Ave SE, Aberdeen, SD 57401
occsmike@gmail.com
(605) 216-3679

Olson Consulting Service

Dennis M. Olson has 21 years of law enforcement experience and an additional 16 years of Code Enforcement experience, all of which have been in South Dakota.

The goal and purpose of my consulting business will be to meet with South Dakota communities that are searching for assistance with Code Enforcement issues. Identifying what ordinances and codes are presently available to the community and offer changes that would enhance enforcement efforts. The business will assist in describing the different methods in gaining compliance with property owners. If the client is interested, the business will then assist in the organization, implementation and/or training of a code enforcement officer/program.

Olson Contracting Service

If the client wishes Olson to perform investigations and enforcement actions for the client, he would then be appointed by the council/board as the code enforcement officer of the community and as an independent contractor. The scope of work is outlined in a separate document which will be provided upon request.

Fees:

Hourly Rate – **2018** - $75.00 per hour
Mileage - $.50 per mile
Lodging & Meals reimbursed at actual cost

AGREEMENT

This Agreement is made and entered into between Dennis "Mike" Olson, d/b/a OCCS Consulting/Contracting Service ("OCCS") of Aberdeen, Brown County, South Dakota, hereinafter referred to as OCCS and _____, a municipality existing under the laws of the State of South Dakota, hereinafter referred to as client.

For and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Scope of Work.** OCCS shall perform in a competent and professional manner consulting/contracting services consisting of the following:

(a) OCCS will review all current ordinances that affect the proper maintenance of properties. After review, OCCS will make recommendations for any changes and/or adoptions that reflect current local, state and national standards that will enhance the efforts of enforcement activities.

(b) A complete and independent inspection of the community will be conducted by OCCS to identify code violations that relate to property maintenance issues. These issues include the proper maintenance of building exteriors (commercial and residential), maintenance of yard areas (junk, debris, garbage, unlicensed/inoperable vehicles, etc), and safety issues in commercial and residential areas (dangerous buildings, corner visibility, sidewalks, obstructions, stairways, etc.).

(c) Violations will be documented through photographs, written reports and files made for each property. These files will be kept in the possession of the community for future updates and procedures. Once the community board/council determines their approach to these violations, OCCS will issue the proper document to the property owner. OCCS will answer to all property owner's concerns, questions and requests. The Client will not be involved with the negotiations or arguments of the property owner and will defer all calls or concerns to OCCS. If the property owner files a proper appeal, the City Board/Council or Board of Adjustment will hear the appeal and rule accordingly. OCCS will complete follow-up inspections to verify compliance. If, after a reasonable time has been given, the property owner fails to comply with a legal Notice, and due process has been afforded the same, OCCS will initiate abatement proceedings. OCCS will assist and direct in the proper removal of all violations.

2. **Completion.** OCCS shall commence work on a date and time provided by Client and will work as expeditiously as is consistent with professional skill and care.

3. **Payment**. Client shall place a retainer in the sum of $1,500 with OCCS annually. The hourly rates for work performed by OCCS shall not exceed $75.00 per hour. If the work performed is in excess of $1,500 annually, then and in that event, Client agrees to pay invoices submitted by OCCS in a timely manner after the receipt of the invoice. In the event OCCS does not meet the $1,500 retainer, any excess will be carried over to the next year or will be refunded at the request of Client.

4. **Non-Assignability**. Both parties recognize that this contract is one for personal services and cannot be transferred, assigned, or sublet by either party without prior written consent of the other.

5. **Term of Agreement.** This Agreement shall be for a period of one year from the date of the execution of the Agreement and shall automatically renew annually unless written notice is provided by either party within thirty days of the date of the expiration of the Agreement. All notices shall be given in writing addressed to the other party. No fees shall be earned after the effective date of the termination. Upon any termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other material prepared by OCCS pursuant to this Agreement shall become the property of the Client.

6. **Independent Contractor Status**. It is expressly acknowledged and understood by the parties that nothing contained in this agreement shall result in, or be construed as establishing an employment relationship. OCCS shall be, and shall perform as, an independent Contractor who agrees to use his best efforts to provide the services on behalf of the Client. The manner and means of conducting the work are under the sole control of OCCS. None of the benefits provided by Client to its employees including, but not limited to, workers' compensation insurance and unemployment insurance, are available from Client to OCCS. OCCS shall be solely and entirely responsible for his acts during the performance of this contract. OCCS shall indemnify Client against all liability and loss in connection with, and shall assume full responsibility for payment of all federal, state and local taxes or contributions imposed or required under unemployment insurance, social security and income tax law, with respect to performance of the services agreed to herein.

7. **Indemnification**. OCCS agrees to indemnity and hold harmless the Client, its officers, employees, insurers, and self-insurance pool from and against all liability, claims, and demands, on account of injury, loss or damage which arise out of or are in any manner, connected with this contract or the scope of work.

8. **Completeness of Agreement**. It is expressly agreed that this agreement contains the entire undertaking of the parties relevant to the subject matter thereof and there are no verbal or written representations, agreements, warranties or promises pertaining to the project matter thereof not expressly incorporated in this writing.

9. **Waiver**. No term, covenant, or condition of this Agreement can be waived except by the written consent of the Client, and forbearance or indulgence by the

Client in any regard whatsoever shall not constitute a waiver of any term, covenant, or condition to be performed by OCCS Until complete performance by OCCS of this Agreement, the City shall be entitled to invoke any remedy available to it under this Agreement by law despite any such forbearance or indulgence.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement.

Dated _____

_____
Dennis "Mike" Olson,
d/b/a Olson Consulting/Contracting Service
"OCCS"

Dated _____

_____
Client

12.

APPLICATION AND CERTIFICATE FOR PAYMENT

To Owner: *City of Mobridge*
114 1st Avenue E
Mobridge, SD 57601

Project: *Scherr-Howe Arena ADA Restroom Remodel*
212 Main Street
Mobridge, SD 57601

Application No.: ~~10~~ 9
Period To: *12/31/18*
Project Nos.: *18010*

Distribution to:
☑ Owner
☑ Architect
☑ Contractor

From Contractor: *Kyburz Carlson Construction*
729 Circle Drive
Aberdeen, SD 57401

Via Architect: *Ciavarella Design Inc.*
410 W 2nd Ave Suite 4
Mitchell, SD 57301

Contract Date: *02/22/18*

Invoice #: 18010-0010

FINAL

Contract For: *Remodel to provide ADA restrooms/Other*

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

1. Original Contract Sum		$	*219,500*
2. Net Change by Change Orders		$	*1,409*
3. Contract Sum to Date (Line 1 ± 2)		$	*220,909*
4. Total Completed & Stored to Date		$	*220,909*
5. Retainage:			
a. of Completed Work	$ -		
b. of Stored Material	$ -		
Total Retainage (Line 5a + 5b)		$	-
6. Total Earned Less Retainage (Line 4 less Line 5 Total)		$	*220,909*
7. Less Previous Certificates for Payment (Line 6 from prior Certificate)		$	*213,409*
8. Current Payment Due		$	*7,500*
9. Balance to Finish, Including Retainage (Line 3 less Line 6)		$	-

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	$ *1,409*	$ -
Total approved this Month		$ -
TOTALS	$ *1,409*	$ -
NET CHANGES by Change Order	***$1,409***	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: Kyburz-Carlson Construction Co.

By: Matthew aBeaner Date: December 12, 2018

Matthew Beaner, President

State of: South Dakota

County of: Brown

Subscribed and sworn to before me this 12 day of December 2018

Notary Public: Jennifer Law

My Commission expires: October 6, 2024

JENNIFER LAW
Notary Public
SEAL
State of South Dakota

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: $ 7,500.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

Architect: Ciavarella Design, Inc.

By: Brad Cuff Date: 12/17/2018

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use column I on contracts where variable retainage for line items may apply.

Application Number: 10
Application Date: 12/12/18
Period To: 12/31/18
Contractor Project No.: 18010

A #	B Description of Work	C Scheduled Value	D From Previous Application (D+E)	E This Period	F Materials Presently Stored	G Total Completed And Stored (D+E+F)	H % (G/C)	I Balance To Finish (C-G)	J Retainage
1	General Requirements	33,505	33,505	0	0	33,505	100%	0	0
2	Demolition	5,328	5,328	0	0	5,328	100%	0	0
3	Concrete	4,288	4,288	0	0	4,288	100%	0	0
4	Metal Fabs	3,482	3,482	0	0	3,482	100%	0	0
5	Sheathing, Trims, Casework	6,698	6,698	0	0	6,698	100%	0	0
6	Insulation & Sealants	1,701	1,701	0	0	1,701	100%	0	0
7	Doors/Glazing/Hardware	19,638	19,638	0	0	19,638	100%	0	0
8	Framing/Drywall/Finishes	43,156	43,156	0	0	43,156	100%	0	0
9	Toilet Compartments & Accessc	8,294	8,294	0	0	8,294	100%	0	0
10	Plumbing	35,000	35,000	0	0	35,000	100%	0	0
11	HVAC	12,407	12,407	0	0	12,407	100%	0	0
12	Electrical	38,970	38,970	0	0	38,970	100%	0	0
13	Insurance/Bonds	2,641	2,641	0	0	2,641	100%	0	0
14	SD Excise Tax	4,392	4,392	0	0	4,392	100%	0	0
15	Change Order #1	1,409	1,409	0	0	1,409	100%	0	0
16						0		0	0
17						0		0	0
18						0		0	0
19						0		0	0
20						0		0	0
						0		0	0
						0		0	0
						0		0	0
						0		0	0
						0		0	0
						0		0	0
						0		0	0
						0		0	0
						0		0	0
						0		0	0
						0		0	0
	TOTALS	220,909	220,909	0	0	220,909	100%	0	0

CERTIFICATE OF SUBSTANTIAL COMPLETION

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

CIAVARELLA DESIGN

13.

PROJECT:
(Name and address)
Scherr - Howe Arena ADA Restroom Remodel,
212 Main Street, Mobridge SD 57601

PROJECT NO.:

CONTRACT FOR:

CONTRACT DATE: February 22, 2018

TO OWNER:
(Name and address)
City of Mobridge
114 1st. Avenue E.
Mobridge, SD 57601

TO CONTRACTOR.: Kyburz - Carlson Construction Co.
(Name and address)
729 Circle Drive
Aberdeen, SD 57401

DATE OF ISSUANCE:
PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as
September 30, 2018

which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

See punch list dated 10/04/2018 for remaining
items to be completed (6 pages).

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Ciavarella Design, Inc.		
ARCHITECT	BY	10/29/2018 DATE

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

Kyburz-Carlson Construction		
CONTRACTOR	BY	10/29/2018 DATE

The Owner accepts the work or designated portion thereof as substantially complete and will assume full possession thereof at _____ (time) on _____ (date).

OWNER	BY	DATE

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note - Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES
FOR
AIRPORT PROJECT NUMBER AIP 3-46-0038-012-2018

Amendment No. 1

Background Data

a.	Effective Date of Engineer-Owner Agreement:	September 10, 2018
b.	Engineer:	Kadrmas, Lee & Jackson, Inc.
c.	Owner:	City of Mobridge
d.	Project:	Reconstruction of Runway 12-30 and Apron Taxiway Connector, Expansion of Runway 12-30 Turnarounds, Replacement of Runway 12-30 PAPIs (FAA AIP No. 3-46-0038-012-2018)
e.	This Part of the Project:	Construction Administration/Construction Observation/Closeout

Nature of Amendment (check all that apply)

- ☒ Additional services to be performed by Engineer
- ☐ Modifications to services of Engineer
- ☐ Modifications to responsibilities of Owner
- ☒ Modifications to payment to Engineer
- ☒ Modifications to time(s) for rendering Services

Description of Additional Services

The original CA/CO agreement was to cover the base bid (runway reconstruction) only. At the December council meeting, the City approved including both Alternate 1 (runway turnarounds) and Alternate 2 (PAPIs) in the award to the contractor. The additional work adds 10 additional calendar days beyond the base bid 100 calendar days to the contractor's schedule.

Additionally, due to the rephasing of the project to relocate the contractor access to the south end of the airport for the project rebid, the FAA required additional cultural resources survey with Tribal monitoring for the new access. The work required an additional field survey with tribal monitoring, cultural resources report and revised environmental documentation (CATEX).

Lastly, the project was rebid due to delays in the approval of the supplemental FAA funding grant. The amendment covers additional costs for bidding assistance and plan distribution for the rebid.

All additional services listed have been determined to be AIP eligible expenses by the FAA as per an 11/13/18 email from Brian Schuck.

Refer to Attachment A for a detailed scope of services and Attachment B for a summary of tasks, personnel hours and rates.

Agreement Summary

a. Original agreement amount:	$ 226,106.00
b. Net change for prior amendments:	$ 0.00
c. This amendment amount:	$ 28,969.30
d. Adjusted Agreement amount:	$ 255,075.30

Engineer and Owner hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is December 18, 2018.

ENGINEER: Kaderlas, Lee & Jackson, Inc.	OWNER: City of Mobridge
By:	By:
Name: Steve Synhorst	Name: Gene Cox
Title: Vice President	Title: Mayor
Date Signed: 12/14/18	Date Signed:

Attachment B
Mobridge Municipal Airport
Mobridge, South Dakota
KLJ #1805-01257, AIP #3-46-0038-012-2018
Hourly Rate and Cost Breakdown

PHASE: Construction Administration and Observation - Amendment 1
Estimate based on 8 extra working days

KLJ Title	Engineer IV	Engineer III	Engineer I	Engineering Technician II	Survey IV	Surveyor III	Surveyor I	Archaeologist II	Archaeologist III	Environmental Planner III	Task Direct Labor Cost
Project Administration											
Project Scoping Meeting with Owner											$ -
Prepare Project Detailed Scope of Services and Schedule											-
Project Detailed Scope of Services Review with FAA											-
Engineering Detailed Scope of Services and Hour Negotiations											-
Agreement for Professional Services											-
Prepare and Coordinate Subconsultant Agreements											-
Independent Fee Document Preparation											-
Subtotal											$ -
Project Management											
Project Budget Setup											$ -
Bi-Weekly Budget Review/Projections											-
Monthly Invoicing											-
FAA Grant Application											-
Monthly Status Reports											-
FAA Quarterly Reports											-
DBE Reporting											-
Prepare SDDOT Audit Review Information											-
Subtotal											$ -
Construction Administration											
Overall Project Management											$ -
Bidding Assistance - Rebid	8	12	4								1,100.00
Additional Environmental for South Access	2	3						29	5	6	1,311.00
Quality Acceptance Construction Materials Testing											-
Prepare Construction Management Plan											-
Prepare and Conduct Pre-Construction Conference											-
~~Prepare and Conduct Pre-Phase Meetings~~											-
Shop Drawing/Certification Review											-
Review Contractor Requests for Information (RFI) and Responses											-
Prepare Change Orders											-
Prepare Periodical Estimates			4								120.00
Project Records and Payrolls											-
Weekly Construction Progress Meetings	4	4	4								520.00
Conduct Substantial/Punchlist Inspection of Project											-
Conduct Final Inspection of Project											-
Subconsultant Coordination											-
Analyzing Grades per FAA Requirement											-
P-401 QA Analysis Forms											-
Periodic Client Meetings											-
~~Tribal Monitoring Coordination~~											-
FAA Grant Coordination / Reimbursement Processing											-
Subtotal											$ 3,051.00
Construction Observation											
Construction Surveying - Establish Project Control											$ -
Contractor Staking QA/QC - P-152 Check Shots					1	3	3				222.00
Contractor Staking QA/QC - Salvaged Subgrade Check Shots						3	3				180.00
Contractor Staking QA/QC - P-154 Check Shots						3	3				180.00
Contractor Staking QA/QC - P-208 Check Shots					1	3	3				222.00
Contractor Staking QA/QC - Other											-
Observation - Full Time and Periodic	10	14	70	18							3,820.00
~~Aeronautical Survey Services~~											-
Subtotal											$ 4,624.00
Total Hours	24	33	82	18	2	12	12	29	5	6	
Hourly Rate	$55.00	$45.00	$30.00	$30.00	$42.00	$35.00	$25.00	$24.00	$32.00	$35.00	

Direct Labor Total	**$ 7,675.00**
Indirect Labor Total (1.8155 Overhead Rate)	**$ 13,933.96**
Direct and Indirect Labor Total	**$ 21,608.96**
Fixed Fee (13%)	**$ 2,809.16**
Cost of Facilities (0.96%)	**$ 73.68**
Subtotal	**$ 24,491.80**

Expenses				
Air Charter	N/A	per trip @	0	$ -
Per Diem	$ 150.00	per day @	7	$ 1,050.00
Vehicle Usage	$ 20.00	per day @	0	
Materials and Supplies				$ -
Subconsultant Services	Aaron Swan & Assoc (Alt 1 & 2)			$ 3,027.50
	Tribal Monitoring			400

Expenses Total	**$ 4,477.50**
CA/CO Total Cost - Amendment 1	**$ 28,969.30**

ADMINISTRATION	1/8/2019
Salaries	8,921.90
Aflac, insurance	838.88
Cain Law Office, attorney fees	680.00
Clerk of Courts, garnishment	600.00
Credit Collections Bureau, garnishment	286.24
Dakota Radio Group, deposit refund	364.50
Great Western Bank, HS A contributions	2,504.80
Great Western Bank, payroll taxes	11,502.25
Hoffman Law, attorney fees	225.00
Jensen Rock & Sand, refund	35.68
Marco, Inc., copier	41.56
Mobridge Tribune, publishing	391.87
Northern Plains Coop, deposit refund	640.84
Office Depot, supplies	23.65
Payment Services Network, prof services	
SD Retirement, retirement	12,966.82
SD State Treasurer, sales tax	1,748.00
SDML Work Comp, work comp	438.91
SDML, dues	2,602.48
SDRS Supplemental Retirement, retirement	150.00
United Accounts, garnishment	540.02
US Post Office, postage	600.00
Wellmark BC/BS, health insurance	16,180.61
West River Telecommunications, utilities	
Wrike, software	264.53
	62,548.54

CITY ADMINISTRATOR	
Salaries	4,458.70
Marco, Inc., copier	41.56
SDML Work Comp, work comp	212.68
The Open Canvas, supplies	39.60
West River Telecommunications, utilities	
Wrike, software	264.53
	5,017.07

GOVERNMENT BUILDINGS	
MDU, utilities	316.40
Amazon, supplies	147.45
Midco, utilities	105.00
Tri State Water, supplies	
	568.85

OLD CITY HALL	
MDU, utilities	496.58
	496.58

POLICE DEPARTMENT	
Salaries	49,531.78
CDW, computers	1,393.29
Fleet Services, gasoline	
Gienger Sales, supplies	76.00
Grand Central, vehicle maintenance	21.30
High Point Networks, computer repairs	536.25
Homestead Building Supplies, building	371.47
Marco, Inc., copier	41.56
MDU, utilities	632.80
Mobridge Hardware, supplies	23.99
Napa, vehicle maintenance	8.48
Oahe Vet, prof services	250.00

LIBRARY	
Salaries	6,248.76
Ingram, books	81.25
CenterPoint Large Print, books	46.74
Ingram, books	25.41
JFJ Disc Repair, supplies	55.80
Library Director, supplies/other	42.53
MDU, utilities	790.09
Merkels, supplies	25.75
Mobridge Hardware, supplies	20.90
Office Depot, supplies	77.75
SD Historical Society, other	40.00
SDML Work Comp, work comp	572.49
Servall, supplies	29.47
West River Telecommunications, utilities	
	8,056.94

AUDITORIUM	
Salaries	335.22
Hettinger Mobridge Candy, supplies	81.63
MDU, utilities	38.49
Mobridge Hardware, supplies	96.95
Runnings, supplies	
West River Telecommunications, utilities	
Wrike, software	264.53
	816.82

NATIONAL GUARD ARMORY	
USDA-Rural Development, loan payment	2,925.00
	2,925.00

ZONING	
Verizon Wireless, cell phone	27.18
Wrike, software	264.57
	291.75

WEST NILE	
Adapco, supplies	3,056.17
Wrike, software	264.53
	3,320.70

3B	
Chamber of Commerce, other	10,063.02
	10,063.02

PSAP	
At&T, utilities	
Century Link, utilities	1,611.03
High Point Networks, computer repairs/software	453.75
Language Line Services, prof services	
NetMotion, computer software	9,843.75
Valley Telecomm., utilities	939.16
Venture Comm., utilities	424.09
Verizon Wireless, cell phone	40.01
West River Telecommunications, utilities	
	13,311.79

24/7	
Salaries	949.08
SD Attorney General, PBT fees	1,177.00
	2,126.08

LIQUOR	
Mobridge Tribune, publishing	18.34
	18.34

Runnings, supplies	50.99
SDML Work Comp, work comp	24,526.29
Verizon Wireless, cell phone	134.88
West River Telecommunications, utilities	
	77,599.08

FIRE DEPARTMENT

Salaries	550.00
Allegiant Emergency Services, prof services	909.30
Heiman Fire Equipment, repairs	1,360.15
MDU, utilities	496.58
Mobridge Hardware, supplies	27.98
SDML Work Comp, work comp	589.07
West River Telecommunications, utilities	
	3,933.08

OTHER PROTECTION

MDU, utilities	24.03
	24.03

SOLID WASTE COLLECTION

Heartland Waste, prof services	20,285.75
	20,285.75

STREET DEPARTMENT

Salaries	9,272.00
Cam Wal Electric, utilities	
Central Diesel, vehicle maintenance	43.22
Farmers Union Oil Co., LP gas	907.31
GTC Auto Parts, repairs	106.74
Homested Building Supplies, repairs	37.44
MDU, utilities	6,698.79
Merkels, supplies	27.96
Michael Todd, repairs	278.00
Mobridge Hardware, supplies	27.98
Quenzer Electric, other than buildings	9,750.00
Runnings, supplies	714.45
SDML Work Comp, work comp	8,331.82
Verizon Wireless, cell phone	31.17
Wrike, software	264.53
West River Telecommunications, utilities	
	27,219.41

REGULATION AND INSPECTION

Salaries	2,289.60
Heartland Waste, prof services	80.00
Marco, copier	41.59
Verizon Wireless, cell phone	27.18
West River Telecommunications, utilities	
	2,438.37

POOL

MDU, utilities	66.60
SDML Work Comp, work comp	1,964.22
Wrike, software	264.53
	2,295.35

PARK DEPARTMENT

Salaries	2,689.60
Adapco, spraying	3,056.18
Gas N Goodies, gasoline	144.26
JGE, repairs	213.43
MDU, utilities	442.86
Mid-American Research Chemical, supplies	206.50

WATER DEPARTMENT

Salaries	13,742.20
Dakota Pump & Control, repairs	200.00
Eggers Electric Motor, repairs	239.35
Farmers Union Oil Co., LP gas	2,189.60
Graymont, chemical	4,201.17
Hawkins, chemicals	732.00
Marco, Inc., copier	41.56
Matheson Tri Gas, supplies	57.76
MDU, utilities	787.73
Metering & Tech Solutions, water meters	525.58
Mobridge Hardware, supplies	209.70
Office Depot, supplies	68.64
Runnings, supplies	227.68
SD DENR, prof services	66.00
SD Dept of Health, water samples	178.00
SD One Call, prof services	7.87
SDML Work Comp, work comp	7,244.49
SDWWA, dues	60.00
US Bank, loan payments	
US Post Office, postage	254.38
USA Blue Book, supplies	371.87
USDA-Rural Development, loan payment	2,373.00
Verizon Wireless, cell phone	106.33
West River Telecommunications, utilities	
Wrike, software	132.26
	34,017.17

SEWER DEPARTMENT

Salaries	9,919.60
Dean Schilling, uniforms	80.00
Deputy Finance Officer, postage	17.70
Farmers Union Oil Co., LP gas	3,554.88
Fisher Scientific, chemicals	1,093.82
Marco, Inc., copier	41.56
Matheson Tri Gas, supplies	57.76
MDU, utilities	4,130.19
Merkels, supplies	48.40
Minnesota Valley Testing, water samples	120.00
Mobridge Hardware, supplies	117.76
Office Depot, supplies	68.65
Runnings, supplies	11.97
SD DENR, prof services	3,550.00
SD Dept of Health, water samples	299.00
SD One Call, prof services	7.88
SDML Work Comp, work comp	3,714.65
US Bank, loan payments	
US Post Office, postage	254.38
Verizon Wireless, cell phone	51.97
Wrike, software	132.26
West River Telecommunications, utilities	
	27,272.43

AIRPORT

Cam Wal Electric, utilities	
Dish TV, utilities	28.02
Farmers Union Oil Co., LP gas	560.33
GTC Auto Parts, repairs	9.11
Hoffman Law, legal fees	80.00
MDU, utilities	606.90

Runnings, supplies	287.72
SDML Work Comp, work comp	2,421.38
Verizon Wireless, cell phone	54.27
Western Equipment Finance, mowing	1,004.09
Wrike, software	264.53
	10,784.82

Runnings, supplies	12.99
Tyler Hearnon, prof services	3,950.00
West River Telecommunications, utilities	
	5,247.35
CEMETERY	
Gregg's Drilling & Excavating, prof services	2,750.00
MDU, utilities	49.86
	2,799.86
	323,478.18