REGULAR MEETING OF THE CITY COUNCIL
COUNCIL CHAMBERS, CITY HALL
MITCHELL, SOUTH DAKOTA

December 16, 2024
6:00 P.M.

PRESENT: Marty Barington, Mike Bathke, John Doescher, Tim Goldammer, Kevin McCardle, Dan Sabers, Jeffrey Smith, Susan Tjarks

ABSENT:

PRESIDING: Mayor Jordan Hanson

AGENDA:

Moved by Sabers, seconded by Tjarks, to approve the following items on the consent agenda:

a. City Council Minutes
  1. City Council December 2, 2024
b. Committee Reports
  1. Planning Commission November 25, 2024
  2. Planning Commission December 9, 2024 (unsigned)
c. Department Reports
  1. Sales Tax Collections (November)
  2. Finance (November)
  3. Building Permits (November)
  4. Police (November)
  5. Fire (November)
  6. Code Enforcement (November)
  7. Palace Transit (October)
  8. Water (November)
d. Automatic Supplement
  1. TID #8-Highland in the amount of $190,000 from tax revenue
  2. TID #9-Vantage Point in the amount of $6,000 from tax revenue
  3. TID #14-Pepsi in the amount of $2,000 from tax revenue
  4. TID #16-Innovative in the amount of $38,000 from tax revenue
  5. TID #24-Performance Pet in the amount of $66,000 from tax revenue
  6. TID #26-Western Building in the amount of $2,000 from tax revenue
  7. TID #27-Fiala in the amount of $15,000 from tax revenue
  8. TID #28-Flats on Havens in the amount of $6,000 from tax revenue
  9. TID #29-Woolworth in the amount of $2,000 from tax revenue
  10. EMS in the amount of $76,726.89 from grant funds
  11. Police in the amount of $1,210.65 from insurance proceeds

12. Parks in the amount of $945.49 from a donation of funds
13. Parks in the amount of $616.00 from grant funds

e. Raffle Permits
1. Mitchell Masonic Hall with the drawing to be held on January 9, 2025
2. Mitchell/Alexandria/Emery Pink Ladies Dart League with the drawing to be held on January 25, 2025
3. SD Shooting Sports Foundation with the drawing to be held on June 1, 2025

f. Reclassify Corn Palace Fund from #202-Special Revenue Fund to #613-Enterprise Fund for 2024
g. 2025 Employee Benefits
h. Acceptance of Leary Firefighters Foundation Grant
i. Sub-Recipient Agreement with the State of South Dakota Department of Public Safety Office of Emergency Management
j. Application for Solid Waste Management Program Grant for Tractor-Scraper Project #2025-02
k. Volunteer Board Appointments
1. Reappoint Ben Kalovsky to the Business Improvement Board #3 for a term to run from January 2025-December 2027
2. Reappoint Melissa Schwalm to the Business Improvement Board #3 for a term to run from January 2025-December 2027
3. Appoint Bobbi Anderberg to fill an unexpired term (Hotel Representative) to the Business Improvement District Board #4 for a term to run from January 2025-December 2026
4. Reappoint Tim Smith to the Sports & Events Advisory Committee for a term to run from January 2025-December 2027

l. Volunteer List
m. Set date for bid opening 1:30 PM, December 18, 2024 for 2nd/4th & Main Streetscape Project #2023-21
n. Pay Estimates December 16, 2024

Pay Estimate #19 in the amount of $9,142.80 for Above Ground Storage Tank #2020-20 contracted to Rice Lake West
Pay Estimate #33 in the amount of $9,740.50 for Lake Mitchell-Phase II #2021-20 contracted to Barr Engineering
Pay Estimate #13 in the amount of $32,000.00 for Spruce Street Railroad Crossing #2021-39 contracted to Brosz Engineering
Pay Estimate #4 in the amount of $1,654,543.22 for Waste Water Treatment Plant-Phase II #2022-01 contracted to John T. Jones Construction
Pay Estimate #1 in the amount of $36,565.00 for 7th & Main Signal Replacement #2022-08 contracted to Traffic Control Corporation
Pay Estimate #13 in the amount of $37,911.25 for 3rd & Main Streetscape #2022-26 contracted to McLaury Engineering
Pay Estimate #8 in the amount of $1,074.50 for Lake Mitchell Jetty #2023-03 contracted to Shive-Hattery
Pay Estimate #3 in the amount of $66,510.85 for Cadwell Booster Station #2023-19 contracted to 605 Companies Inc.
Pay Estimate #11 in the amount of $2,451.45 for 2nd/4th & Main Street #2023-21 contracted to McLaury Engineering

Pay Estimate #7 in the amount of $2,960.00 for West End Bridge #2023-23 contracted to Brosz Engineering
Pay Estimate #1 in the amount of $119,662.00 for Dump Truck Chassis #2024-18 contracted to I-State Truck Center
Pay Estimate #3 in the amount of $10,000.00 for Airport Snow Removal #2024-22 contracted to Quality Cut Lawn
Pay Estimate #5 in the amount of $2,620.00 for Old Landfill Leachate Monitoring #2024-28 contracted to GeoTek Engineering
Pay Estimate #5 in the amount of $3,940.00 for New Landfill Monitoring #2024-29 contracted to GeoTek Engineering
Pay Estimate #1 in the amount of $105,170.00 for Walking Floor Trailer #2024-31 contracted to Wilkens Industries

o. Approve Bills. Payroll, Salary Adjustments and New Employee Hires and Authorize Payment of Recurring and other expenses in advance as approved by the Finance Officer

PAYROLL NOVEMBER 24, 2024 – DECEMBER 7, 2024: City Council $3,626.48, Mayor $1,567.54, City Administrator $6,869.23, Administrative Boards $2,325.00, Attorney $5,732.08, Finance $17,991.17, Human Resources $4,692.72, Municipal Building $3,743.73, Information Technology $3,786.77, Police $88,482.35, Traffic $5,242.50, Fire $45,838.32, Street $41,300.26, Public Works $30,349.98, Cemetery $6,417.95, Animal Control $1,711.52, Library $21,072.32, Recreation & Aquatics $9,295.62, Recreation Center $21,325.82, Sports Complexes $12,019.74, Parks $15,655.58, Supervision $4,205.31, Corn Palace $20,188.18, E911 $31,976.64, Palace Transit $33,359.29, JVCC $2,270.85, Nutrition $5,212.72, Airport $2,840.81, Water Distribution $19,364.29, Sewer $17,874.72, Recycling Program $9,171.27, Waste Collection $8,330.59, Landfill $12,073.27, Golf Course $4,667.24, Emergency Medical Services $40,488.59

NEW HIRES:

CORN PALACE: Aspen Opperman-$11.20

PALACE TRANSIT: Claire Stanley Ruff-$12.70

RECREATION CENTER: Kimberly Gamber-$11.70, Emmarie Hilton-$15.00

SALARY ADJUSTMENTS:

CORN PALACE: Kassedy Knippling-$12.20

FIRE: Carter Star-$23.271

POLICE: Seth Vanden Hoek-$29.935

STREET: Jeffrey Hurt-$28.787

WASTE WATER: Joseph King-$23.615

TERMINATIONS:

EMS: Kevin Glover

WARRANTS: 3D Security, Monitoring-$600.00; 605 Companies, 2023-19 P.E. #3-$66,510.85; A&B Business Solutions, Print Services-$5,058.04; A-Ox Welding Supply, Refund-$240.99; ABC Harris Publishing, Advertising-$583.20; ACP International/Sa-So, Maintenance-$854.06; AFSCME Council 65, Union Dues-$478.80; Amazon Capital Services, Supplies-$306.31; Aqua-Pure, Supplies-$1,687.50; AT&T Mobility - Palace Transit, Utilities-$540.48; AT&T Mobility - Police Dep, Utilities-$1,068.80; Atlantic Signal, Supplies-$12,890.00; Avera Occupational Medicine, Physicals-$1,349.00; Avera Queen of Peace Nutrition, Supplies-$195.00; Axon Enterprise, Software-$21,383.90; B-Y Water District, Testing-$61,215.91; Bailey Metal Fabricators, Supplies-$89.79; Baker & Taylor, Books-$780.98; Barr Engineering, 2021-20 P.E. #PH2-33-$9,740.50; Bechen Electric, Maintenance-$1,140.54; Big Daddy D's, Contract Services-$3,870.90; Blackstone Publishing, Audiobooks-$330.20; Brosz Engineering, 2021-39 P.E. #13-$34,960.00; Buhl's Drycleaners & Linen, Laundry Service-$125.00; Builders First Source, Supplies-$295.20; C&B Operations, Repair-$399.32; Carquest Auto Parts. Supplies-$767.16; Cengage Learning Inc/Gale, Books-$307.90; Center Point Large Print, Books-$97.08; Century Link, Utilities-$67.84; CHS Farmers Alliance, Supplies-$4,611.11; Cindy Roth, Reimbursement-$482.20; City of Mitchell, Utilities-$16,324.25; City of Mitchell, Membership Fee-$4,500.00; City of Mitchell, Hotel Tax-$32.00; CNA Surety Direct Bill, Notary Bond-$50.00; Coborns, Contract Services-$1,415.89; Column Software, Advertising-$581.48; Commercial Asphalt, Supplies-$11,384.80; Core & Main, Supplies-$27,177.59; Corn Palace, Supplies-$30.00; Corporate Translation Service, Translation Services-$239.59; County Fair, Contract Services-$1,534.40; CTAA, Membership Dues-$550.00; CTM Services, Maintenance-$212.25; Cummins Sales & Service, Maintenance-$608.77; Custom Plus Collision Center, Maintenance-$1,210.65; Dakota Data Shred, Shredding Service-$193.76; Dakota Green Landscape, Utilities-$3,884.00; Dakota Oyate Challenge, Sports Authority Promo-$5,000.00; Dakota Pro Striping, Maintenance-$4,744.90; Dakota Supply Group, Maintenance-$1,093.01; Darrington Water Conditioning-Rental-$46.00; Davison County Register of Deeds, Improvements-$104.00; Davison County Treasurer, Title and Registration-$26.70; Davison Rural Water System, Utilities-$121.75; Degen Stump Removal, Maintenance-$1,500.00; Demco, Supplies-$613.99; Department of Agriculture, Solid Waste Surcharge-$2,516.08; Department of Social Services, Child Support-$633.69; Diesel Laptops, Supplies-$1,545.00; DMC Wear Parts, Supplies-$8,500.00; Elfstrand's Ace Hardware, Supplies-$302.95; Eurofins Environment Testing, Testing-$2,406.00; Fastenal, Supplies-$240.42; Fedex, Mailing-$18.07; First Dakota National Bank, TID #20-Morris-$9,429.17; Fisher Scientific, Supplies-$529.95; Flats On Havens, TID #28-$5,851.76; Fleetpride, Supplies-$880.45; Flowbird America, Monitoring-$138.00; Galls, Supplies-$210.56; Geotek Engineering & Testing, 2024-28 P.E. #5-$6,560.00; Governors Inn Travelodge, Travel-$109.00; Great Western Tire, Supplies-$967.46; Groeneweg Construction, Fiala Housing-TID #27-$19,402.72; Guardian Alliance Technology, Software-$100.00; Harlow's Bus Sales, Maintenance-$228.19; Harve's Pro Prints, Repair-$50.00; Hawkins, Supplies-$20.00; Howes Oil, Supplies-$18,830.03; I-State Truck Center, 2024-18 P.E. #1-$119,662.00; ICan, Advertising-$750.00; Ingram Library Services, Book-$4,474.62; Innovative Systems, TID #16-Innovative-$107,072.24; Interstate

Office Products, Supplies-$629.65; Iverson, Parts-$1,187.06; Jason Dicus, Reimbursed-$100.01; Jason Tuttle, Reimburse-$229.95; Jaylon Tollefson, Reimburse-$206.91; JCL Solutions, Supplies-$52.00; Jeremy Nielsen, Reimbursement-$70.01; John Adamo, Woolworth-TID #29-$1,043.63; John Hegg, Reimbursed-$188.86; John T Jones Construction, 2022-1 P.E. #4-$1,654,543.22; Johnson Controls, Repair-$8,799.13; Jones Supplies, Supplies-$1,002.78; Lakeview Veterinary Clinic, Management-$927.57; Larry's I-90 Service, Supplies-$59.74; Locators and Supplies, Supplies-$870.05; Luke Nagel, Reimbursed-$59.49; M&T Fire and Safety, Supplies-$664.65; Make it Mine Designs, Supplies-$166.15; McLaury Engineering, 2022-26 P.E. #13-$40,362.70; McLeod's Printing, Supplies-$547.60; Mega Wash, Car Washes-$12.00; Menard's, Supplies-$844.35; Mettler Implement, Repairs-$443.78; Michael Dufek, Reimburse-$38.89; Midcontinent Communication, Utilities-$8.00; Midcontinent Communication, Advertising-$1,667.50; Midwest Fire & Safety, Supplies-$75.00; Midwest Laboratories, Testing-$262.01; Midwest Petroleum Equipment, Supplies-$4,082.09; Millborn Seeds, Supplies-$22,680.00; Millennium Recycling, Single Stream Fee-$809.40; Minnesota Knife, Maintenance-$720.00; Mitchell Animal Rescue, Management-$350.00; Mitchell Area Development, TID Reimbursements-$165,374.05; Mitchell Concrete Product, Supplies-$830.25; Mitchell Convention & Visitors Bureau, December 2024 Funding-$21,200.00; Mitchell Iron & Supply, Supplies-$35.56; Mitchell Recreation Center, Membership Fee-$9,000.00; Mitchell School District, Utilities-$1,910.36; Mitchell Telecom, Utilities-$2,899.60; Mount Vernon School District, Contract Services-$174.00; Mueller Lumber, Supplies-$57.72; Muth Electric, Repair-$3,270.12; N-Able Technologies, Supplies-$105.12; Napa Central, Supplies-$141.40; Northern Lake Service, Lab Tests-$840.00; Northwestern Energy, Utilities-$67,914.04; O'Reilly Automotive, Supplies-$233.96; One Source The Background, Background Check-$308.00; Overdrive, Ebook-$209.98; Pepsi Cola, Supplies-$712.77; Petty Cash, Reimburse-$66.74; Ponderosa Service, Improvements-$1,600.00; Premier Equipment, Maintenance-$14,500.00; Premier Specialty Vehicles, Maintenance-$53.83; Public Health Laboratory, Testing-$345.00; Qualified Presort, Postage-$260.98; Quality Cut Lawn & Tree Service, Snow Removal Contract-$10,000.00; Quick Med Claims, Contract-$4,985.57; Randy Hanten, Reimburse-$114.95; Rice Lake West, 2020-20 P.E. #19-$9,142.80; Runnings Supply, Supplies-$2,004.87; S&M Printing, Supplies-$41.00; Saber Shred Solutions, Maintenance-$7,726.80; Saga Communications of South Dakota, Advertising-$574.00; Sanford Health Mitchell, Supplies-$170.00; Santel Communications, Utilities-$30.00; Sarah Sebert, Refund-$50.00; Schoenfelder Construction, Supplies-$260.00; Schoenfelder Portables, Rental-$170.00; South Dakota Municipal League. Conference Fee-$100.00; South Dakota Public Assurance Alliance, Liability-$304.58; South Dakota-Supplemental Retirement, Supplemental Retirement-$3,317.50; South Dakota-Supplemental Roth 457, Roth 457 Contributions-$2,092.50; Secretary of State, Notary Fee-$60.00; Shive-Hattery, 2023-3 P.E. #8-$1,074.50; Stan Houston Equipment, Supplies-$224.86; Standard Insurance, Life Insurance-$429.59; Staples, Supplies-$1,135.35; Streicher's, Supplies-$1,455.66; Sturdevants Auto Value, Supplies-$1,850.88; Subway, Planning Commission Meals-$107.88; Sun Gold Sports, Supplies-$147.50; Taylor Concrete Construction, Maintenance-$800.00; Teamsters Local No. 120, Union Dues-$1,316.00; The Dugout, Contract Services-$2,451.00; Thomsen Enterprises, TIF #8/Bid #1-Promissory Note-$100,000.00; Thomson Reuters West, Subscription-$824.82; Thune True Value & Appliance, Supplies-$122.19; TMA Stores, Supplies-$1,209.20; Traf-Sys, Supplies-$240.00; Traffic Control, 2022-8 P.E. #1-$36,565.00; Transource, Supplies-$139.64; Travis Platt, Reimburse-$97.05; Tri-State Cemetery Service, Maintenance-$300.00; Two Way Solutions, License Renewal-$299.00; Tylor Cassingham, Reimbursement-$132.76; United Rotary Brush, Maintenance-$1,016.32; Upper

Midwest Garage Door, Repair-$852.04; UPS Store #4227, Shipping-$193.70; USA Buebook, Supplies-$175.62; Verizon Wireless, Utilities-$762.93; Vestis, Maintenance-$325.11; Walmart/Capital One, Supplies-$394.59; Wilkens Industries, 2024-31 P.E. #1-$105,170.00; Zello, Supplies-$1,550.40; Microsoft, Subscription-910.00; The Safe Place of Eastern South Dakota, CDBG Safehouse-$334,758.20; US Bank, Bond Payments-$235,343.75; US Bank, Bond Payments-$769,178.75; Wage Works, 6.664.15; Wellmark of South Dakota, Administration, Prescription, Medical-$153,781.60.

Members present voting aye: Barington, Bathke, Doescher, Goldammer, McCardle, Sabers, Smith, Tjarks. Members present voting nay: none. Motion carried.

CITIZENS INPUT:

Karen Pooley of the Mitchell Food Pantry commented on the Thanksgiving food box giveaway. Two hundred boxes were planned, however more were given away, each box contained food worth $53.63.

MAYOR & CITY COUNCIL DISCUSSION ITEMS:

Council Member Tim Goldammer stated the Corn Palace Board discussed and approved some rate increases for 2025.

Council Member Kevin McCardle stated he has had many complaints concerning the audio of the Mitchell Telecom stream during City Council meetings and basketball games.

CONSIDER APPROVAL:

Moved by Goldammer, seconded by McCardle, to approve Mayor Hanson's recommendation to appoint Dave Sietsema as the Corn Palace Director. Motion carried.

HEARING:

It was advised that this is the date and time set for hearing on the application of Radhe LLC dba Thunderbird Lodge, 1601 South Burr Street for a new Retail (on-off sale) Malt Beverage & SD Farm Wine License (Video lottery is not included). Notice of hearing has been given and affidavit of publication is on file. Moved by McCardle, seconded by Goldammer, to approve said application. Motion carried.

It was advised that this is the date and time set for hearing on the application of Corn Palace Shrine Club for a Special Event Liquor License located at The Masonic Hall on January 15, 2025 for the Chamber Banquet. Notice of hearing has been given and affidavit of publication is on file. Moved by Sabers, seconded by Goldammer, to approve said application. Motion carried.

AWARD BID:

Bids were opened and read on Rock Salt Project #2024-34 on the 26th day of November, 2024. Moved by Tjarks, seconded by McCardle, to award, as follows:

ROCK SALT
PROJECT #2024-34

Blackstrap Inc, PO Box 258, Neligh, NE 68756

Unit Price $72.45/ton

Motion carried.

CONSIDER APPROVAL:

Moved by Tjarks, seconded by Barington, to approve the request by the Davison County Commission to remove the "15 Minute Parking" signs in front of the Davison County Courthouse on the north side of 200 East 4th Avenue. Motion carried.

Moved by McCardle, seconded by Barington, to approve the request for one new street light at 23rd and the west entrance to the Cemetery. Motion carried.

Moved by Goldammer, seconded by Smith, to approve Agreement #A2024-57, Airport Design & Reconstruction of Runway 18/36 AIP #A-3-46-0037-035-2025 with Helms & Associates for engineering services in an amount not to exceed $981,619.00. Motion carried.

RESOLUTIONS:

Moved by Goldammer, seconded by Tjarks, to approve Resolution #R2024-80, Plat of Lot 3, Block 6 of the Woods First Addition, as follows:

RESOLUTION #R2024-80

WHEREAS, it appears that the City Planning Commission of the City of Mitchell, South Dakota, did duly consider and did recommend the approval and adoption of the hereinafter described plat, at its meeting held on the 9th day of December, 2024; and

WHEREAS, it appears from an examination of the PLAT OF LOT 3, BLOCK 6 OF THE WOODS FIRST ADDITION, A SUBDIVISION OF THE E 1/2 OF THE SW 1/4 OF SECTION 23, T 103 N, R 60 W OF THE 5TH P.M., CITY OF MITCHELL, DAVISON COUNTY, SOUTH DAKOTA, as prepared by Jeremy A. Wolbrink, a duly licensed Land Surveyor in and for the State of South Dakota, that said is in accordance with the system of streets and alleys set forth in the master plan adopted by the City Planning Commission of the City of Mitchell, South Dakota, and that such plat has been prepared according to law;

THEREFORE, be it resolved by the City Council of Mitchell, PLAT OF LOT 3, BLOCK 6 OF THE WOODS FIRST ADDITION, A SUBDIVISION OF THE E 1/2 OF THE SW 1/4 OF SECTION 23, T 103 N, R 60 W OF THE 5TH P.M., CITY OF MITCHELL, DAVISON COUNTY, SOUTH DAKOTA, as prepared by Jeremy A. Wolbrink, be and the same is approved and the description set forth therein and the accompanying surveyor's certificate shall prevail.

Motion carried and resolution declared duly adopted.

HEARING:

It was advised that this is the date and time set for hearing to upgrade water facilities, wastewater facilities, and storm sewer facilities along East 5th Avenue from Burr Street to Foster Street. Public Works Director Joe Schroeder reviewed the details of the project. The funds could be either a grant from the state Consolidated Water Facilities Construction Program or a loan from the Clean Water State Revolving Fund Program (Wastewater and Storm Sewer) up to $2,350,000.00, the expected loan term is 20 years at 3.50% and/or a loan from the Drinking Water State Revolving Fund Program (Water) up to $1,325,000.00, the expected loan term is 30 years at 3.25%.

RESOLUTIONS:

Moved by McCardle, seconded by Bathke, to approve Resolution #R2024-81, Authorizing Applications for Financial Assistance for 5th from Main to Foster and Authorizing the Mayor as the Designated Signatory for the Project, as follows:

RESOLUTION #R2024-81

RESOLUTION AUTHORIZING APPLICATIONS FOR FINANCIAL ASSISTANCE, AUTHORIZING THE EXECUTION AND SUBMITTAL OF THE APPLICATIONS, AND DESIGNATING AN AUTHORIZED REPRESENTATIVE TO CERTIFY AND SIGN PAYMENT REQUESTS.

WHEREAS the City of Mitchell (the "City") has determined it is necessary to proceed with the Fifth Avenue Utilities Project (the "Project"); and

WHEREAS the City has determined that financial assistance will be necessary to undertake the Project and applications for the additional financial assistance to the South Dakota Board of Water and Natural Resources are being prepared; and

WHEREAS it is necessary to designate an authorized representative to execute and submit the Applications on behalf of the City and to certify and sign payment requests in the event financial assistance is awarded for the Project,

NOW THEREFORE BE IT RESOLVED by the City as follows:

1. The City hereby approves the submission of a Clean Water SRF application for financial assistance in an amount not to exceed **$2,350,000** to the South Dakota Board of Water and Natural Resources for the Project.

2. The City also hereby approves the submission of a Drinking Water SRF application for financial assistance in an amount not to exceed **$1,325,000** to the South Dakota Board of Water and Natural Resources for the Project.

3. The Mayor is hereby authorized to execute the Applications and submit them to the South Dakota Board of Water and Natural Resources, and to execute and deliver such other documents and perform all acts necessary to effectuate the Applications for financial assistance.

4. The Mayor is hereby designated as the authorized representative of the City to do all things on its behalf to certify and sign payment requests in the event financial assistance is awarded for the Project.

Motion carried and resolution declared duly adopted.

Moved by Tjarks, seconded by Goldammer, to approve Resolution #R2024-82, Contingency Transfer for Fiscal Year 2024, as follows:

RESOLUTION #R2024-82
CONTINGENCY TRANSFER

WHEREAS, the City of Mitchell has included in the 2024 Annual Budget a contingency item which may be appropriated by resolution of the governing board to any other appropriation amount that is deemed insufficient during the year, and

WHEREAS, the budget item for the following is insufficient and it was deemed necessary that appropriation be transferred for the 2024 budget, as follows:

GENERAL FUND
ELECTION

101-41300-42900	Election	$12,500

MUNICIPAL BUILDINGS

101-41920-42520	Repairs- City Hall	$10,000
101-41920-42811	Utilities City Hall	$2,000

POLICE

101-42110-41700	Compensated Absences	$34,000
101-42110-42500	Repair & Maintenance	$16,000

TRAFFIC

101-42130-41110	Overtime	$2,500
101-42130-42500	Repairs	$2,000
101-42130-42545	Paint	$1,000
101-42130-42550	Construction Signing	$1,100
101-42130-42570	Repairs- Traffic Accidents	$54,000
101-42130-42835	Utilities- Street Lights	$24,000

FIRE

101-42200-42500	Repair & Maintenance	$20,000
101-42200-43300	Improvements Other Than Buildings	$7,000
101-42200-43400	Machinery & Equipment	$3,000

SNOW REMOVAL

101-43130-43500	Snow Removal Equipment	$20,500

STORM DRAINAGE

101-43150-42600	Supplies & Materials	$5,000

CEMETERY

101-43700-41120	Part-Time	$6,000

LIBRARY

101-45500-41700	Compensated Absences	$17,000

TRANSFERS OUT

101-49000-51101	Transfer out to Park	$150,000
101-49000-51102	Transfer out to Community Services	$100,000
101-49000-51104	Transfer out to Airport	$50,000
101-49000-51105	Transfer out to Corn Palace	$200,000

NOW THEREFORE, BE IT RESOLVED, that the transfer from contingency be approved.

Motion carried and resolution declared duly adopted.

Moved by Tjarks, seconded by Smith, to approve Resolution #R2024-83, A Resolution Approving the 2025 Compensation & Classification Plan for the City of Mitchell, as follows:

RESOLUTION #R2024-83
A RESOLUTION APPROVING THE 2025 COMPENSATION PLAN FOR THE CITY OF MITCHELL

BE IT RESOLVED, THAT THE FOLLOWING COMPENSATION PLAN FOR THE CITY OF MITCHELL BE APPROVED FOR FY2025.

The purpose of the salary schedule is to establish the base compensation for employees, officers, and elected officials. Each approved grade that contains steps, allow employees to progress through the wage range annually, based on performance. The adopted compensation plan is the base pay provisions for the City of Mitchell, and does not reflect additional agreements made as part of collective bargaining unit agreements approved by the City of Mitchell.

ELECTED OFFICIALS

Mayor	$41,979
City Councilors	$12,140

APPOINTED/ HIRED FULL TIME POSITIONS

Dept	Job Title	Wage Grade	FLSA Status
ADM	City Administrator	27	E
CA	Chief of Police	25	E
PD	City Attorney	25	E
FIN	Finance Officer	25	E
PW	Public Works Director- City Engineer	25	E
FD	Chief of Fire/EMS	24	E
PR	Parks and Recreation Director	24	E
CS	Community Services Director	23	E
CP	Corn Palace Director	23	E
HR	Human Resources Director	23	E
LIB	Library Director	22	E
PD	Police Lieutenant	22	E
PW	Street and Sanitation Superintendent	22	E
PW	Utilities Superintendent	22	E
FD	Battalion Chief (3 FTE)	21	N
PW	Building Official	21	E
PW	City Planner	21	E
PW	Engineer I	21	E
FD	Fire Marshal	21	E*
GC	Golf (Class A) & Cemetery Superintendent	21	E
PR	Parks Operation Superintendent	21	E
PR	Recreation Superintendent	21	E
PR	Sports Complex Superintendent	21	E
PW	Engineering Project Supervisor	20	E
PD	Police Sergeant (4 FTE)	20	N

PD	Police Sergeant- Investigations	20	N
PW	Airport Manager	19	E
PW	Assistant Street Superintendent	19	E*
FIN	Deputy Finance Officer	19	E
ADM	IT Administrator	19	E
PW	Solid Waste Manager	19	E*
CS	Transit Operations Supervisor	19	E
PW	Wastewater Services Supervisor	19	N
PW	Water Services Supervisor	19	N
PD	Communications Supervisor	18	E
FD	Firefighter/Paramedic (10 FTE)	18[1]	N
PD	Detective (3 FTE)	17	N
PW	Shop Supervisor	17	N
PW	Traffic Technician Supervisor	17	E*
ADM	Administrative Coordinator- Special Events	16	E
LIB	Adult &Young Services Librarian	16	N
CP	Box Office/Concessions Supervisor	16	E
GC	Cemetery Sexton	16	N
LIB	Children's Services Librarian	16	N
PW	Engineering Technician (2 FTE)	16	N
FD	Firefighter/EMT (11 FTE) [1]	16[1]	N
PD	Police Officer (19 FTE)	16	N
PD/ FD	Police/Fire Administrative Specialist	16	N
PR	Recreation Coordinator (3 FTE)	16	N
LIB	Cataloguer	14	N
PD	Code Enforcement (Non-Certified)	14	N
CS	Community Services Coordinator	14	N
PW	Mechanic (3 FTE)	14	N
PR	Parks Crewleader	14	N
FIN	Payroll and Accounts Receivable Specialist	14	N
PR	Sports Complex Crewleader	14	N
PW	Traffic Technician	14	N
PW	Heavy Equipment Operator (7 FTE)	13	N
CS	Transit Dispatch Coordinator	13	N
PW	Utility Operator I (Water / Wastewater) (8 FTE)	13 [2]	N
PW	Waste-Water Pre-Treatment Assistant	13 [2]	N
FIN	Accounting and Administrative Technician	12	N
FIN	Accounts Payable Technician	12	N
CS	Administrative Assistant	12	N
PR	Administrative Assistant	12	N
PW	Administrative Assistant (2 FTE)	12	N
CP	Building Maintenance Technician (2 FTE)	12	N
LIB	Building Maintenance Technician (1 FTE)	12	N
PD	Communications Specialist (11 FTE)	12	N
GC	Golf Specialist	12	N

PR	Parks Specialist (6 FTE)	12	N
PR	Recreation Maintenance Specialist	12	N
PW	Refuse Collector/Driver (4 FTE)	12	N
PW	Truck Driver and Equipment Operator (5 FTE)	12	N
FIN	Utility Billing Technician	12	N
CS	Transit Operator (7 FTE)	11	N
PD	Administrative Secretary	10	N
PR	Administrative Secretary	10	N
LIB	Circulation Assistant (2 FTE)	10	N
PW	Landfill Scale Master	10	N
PW	Non-Certified Utility Operator	10 [3]	N
PR	Personal Trainer	10	N
CP	Building Custodian (3 FTE)	8	N

[1] Firefighter EMTs are eligible to move up to firefighter/paramedic with possession of paramedic certification.

[2] Move to grade 14 with possession of Class II license, grade 15 with possession of Class III license.

[3] Non-Certified Operators at hired at this level. Once they receive certification, they move to Utility Operator I.

* Meets FLSA Exemption, position is paid hourly

	A	B	C	D	E	F	G	H	I	J	K
1	27,972	28,531	29,102	29,684	30,278	30,883	31,501	32,131	32,773	33,429	34,097
2	29,388	29,976	30,575	31,187	31,810	32,447	33,095	33,757	34,433	35,121	35,824
3	30,876	31,493	32,123	32,765	33,421	34,089	34,771	35,466	36,176	36,899	37,637
4	32,439	33,087	33,749	34,424	35,113	35,815	36,531	37,262	38,007	38,767	39,543
5	34,081	34.763	35,458	36,167	36,890	37,628	38,381	39,148	39,931	40.730	41,544
6	35,806	36,522	37,253	37,998	38,758	39,533	40,324	41,130	41,953	42,792	43,648
7	37,619	38,371	39,139	39,921	40,720	41,534	42,365	43,212	44,077	44,958	45,857
8	39,523	40.314	41,120	41,943	42,781	43,637	44,510	45,400	46,308	47,234	48,179
9	41,524	42,355	43,202	44,066	44,947	45,846	46,763	47,698	48,652	49,625	50,618
10	43,626	44,499	45,389	46,297	47,223	48,167	49,130	50,113	51,115	52,138	53,180
11	45,835	46,752	47,687	48,640	49,613	50,606	51,618	52,650	53,703	54,777	55,873
12	48,155	49,119	50,101	51,103	52,125	53,167	54,231	55,315	56,422	57,550	58,701
13	50,593	51,605	52,637	53,690	54,764	55,859	56,976	58,116	59,278	60,464	61,673
14	53,155	54,218	55,302	56,408	57,536	58,687	59,861	61,058	62,279	63,525	64,795
15	55,845	56,962	58,102	59,264	60,449	61,658	62,891	64,149	65,432	66,741	68,075
16	58,673	59,846	61,043	62,264	63,509	64,779	66,075	67,396	68,744	70,119	71,522
17	61,643	62,876	64,133	65,416	66,724	68,059	69,420	70,808	72,225	73,669	75,142
18	64,764	66,059	67,380	68,728	70,102	71,504	72,934	74,393	75,881	77,399	78,947
19	68,042	69,403	70,791	72,207	73,651	75,124	76,627	78,159	79,722	81,317	82,943
20	71,487	72,917	74,375	75,863	77,380	78,927	80,506	82,116	83,758	85,434	87,142
21	78,908	80,486	82,096	83,738	85,413	87,121	88,863	90,641	92,454	94,303	96,189
22	87,100	88,842	90,619	92,431	94.280	96,165	98,089	100,050	102,051	104.092	106,174
23	96,142	98,065	100,026	102,027	104,067	106,149	108,272	110,437	112,646	114,899	117,197
24	106,123	108,245	110,410	112,618	114,871	117,168	119,511	121,902	124,340	126,827	129,363
25	117,140	119,482	121,872	124,310	126,796	129,332	131,918	134,557	137,248	139,993	142,793
26	129,300	131,886	134,524	137,215	139,959	142,758	145,613	148,525	151,496	154,526	157,616
27	142.723	145,578	148,489	151,459	154,488	157.578	160,730	163,944	167,223	170,568	173.979

L	M	N	O	P	Q	R	S	T	U	V	Grade
34,779	35,475	36,184	36.908	37.646	38,399	39,167	39,951	40,750	41,565	42,396	1
36,540	37,271	38,016	38,777	39,552	40,343	41,150	41,973	42,813	43,669	44,542	2
38,390	39,158	39,941	40,740	41,554	42,386	43,233	44,098	44,980	45,880	46,797	3
40,333	41,140	41,963	42,802	43,658	44,531	45,422	46,330	47,257	48,202	49,166	4
42,375	43,223	44,087	44,969	45,868	46,786	47,721	48,676	49,649	50,642	51,655	5
44,521	45,411	46,319	47,246	48,190	49,154	50,137	51,140	52,163	53,206	54,270	6

46,774	47,710	48,664	49,637	50,630	51,643	52,676	53,729	54,804	55,900	57,018	**7**
49,142	50,125	51,128	52,150	53,193	54,257	55,342	56,449	57,578	58,730	59,904	**8**
51,630	52,663	53,716	54,790	55,886	57,004	58,144	59,307	60,493	61,703	62,937	**9**
54,244	55,329	56,435	57,564	58,715	59,890	61,088	62,309	63,555	64,827	66,123	**10**
56,990	58,130	59,292	60,478	61,688	62,922	64,180	65,464	66,773	68,108	69,471	**11**
59,875	61,073	62,294	63,540	64,811	66,107	67,429	68,778	70,153	71,556	72,988	**12**
62,906	64,164	65,448	66,757	68,092	69,454	70,843	72,260	73,705	75,179	76,683	**13**
66,091	67,413	68,761	70,136	71,539	72,970	74,429	75,918	77,436	78,985	80,565	**14**
69,437	70,826	72,242	73,687	75,161	76,664	78,197	79,761	81,356	82,983	84,643	**15**
72,952	74,411	75,899	77,417	78,966	80,545	82,156	83,799	85,475	87,185	88,928	**16**
76,645	78,178	79,742	81,337	82,963	84,623	86,315	88,041	89,802	91,598	93,430	**17**
80,525	82,136	83,779	85,454	87,163	88,907	90,685	92,498	94,348	96,235	98,160	**18**
84,602	86,294	88,020	89,780	91,576	93,408	95,276	97,181	99,125	101,107	103,129	**19**
88,885	90,663	92,476	94,326	96,212	98,136	100,099	102,101	104,143	106,226	108,350	**20**
98,112	100,075	102,076	104,118	106,200	108,324	110,491	112,700	114,954	117,253	119,599	**21**
108,298	110,464	112,673	114,926	117,225	119,570	121,961	124,400	126,888	129,426	132,014	**22**
119,541	121,931	124,370	126,857	129,394	131,982	134,622	137,314	140,061	142,862	145,719	**23**
131,950	134,589	137,281	140,027	142,827	145,684	148,598	151,569	154,601	157,693	160,847	**24**
145,648	148,561	151,533	154,563	157,655	160,808	164,024	167,304	170,650	174,063	177,545	**25**
160,769	163,984	167,264	170,609	174,021	177,502	181,052	184,673	188,366	192,133	195,976	**26**
177,459	181,008	184,628	188,320	192,087	195,929	199,847	203,844	207,921	212,079	216,321	**27**

GRADED PART TIME / SEASONAL POSITIONS

Dept	**Job Title**	**Grade**
PR- REC	Basketball Scorekeepers (12 PT)	1
CP	Box Office/ Event/ Concessions (25 PT)	1
PR-R&AQ	Coaches (20 PT)	1
PR-SPORT	Concessions (10 PT)	1
PR-R&AQ	Front Desk (2 PT)	1
PR-R&AQ	Concessions/Front Desk (14 PT)	1
PR-REC	Front Desk (14 PT)	1
CS	Janitorial (1 PT)	1
PR-REC	Janitorial (3 PT)	1
PW-SS	Janitorial (1 PT)	1
PR- SPORT	Maintenance Ice Arena (3 PT)	1
CS	Nutrition Site Coordinator (4 PT)	1
PR-SPORT	Open Skate (7PT)	1
PR-PARKS	Park Explorers (3 PT)	1
CP	Camera Technicians (2 PT)	2
LIB	Circulation Desk Staff (4 PT)	2
CP	Daytime Concessions (1 PT)	2 **
CP	Decorator I (12 PT)	2
CS	Office Assistant (1 PT)	2
PR-REC	Program Instructors (10 PT)	2
PR-R&A	Program Instructors (20 PT)	2
CP	Decorator II (8 PT)	3
GC- GOLF	Equipment Operators (5 PT)	3
GC- CEM	Grounds Maintenance I (2 PT)	3
PR-PARK	Grounds Maintenance I (11 PT)	3
PR-SPORT	Grounds Maintenance I (15 PT)	3
PR-R&AQ	Lifeguards (30 PT)	3-starting at step 2

PR-REC	Lifeguards (20 PT)	3-starting at step 2
CS-NUTR	Nutrition / Van Driver (1 PT)	3
PR- R&A	Aquatic Center Assistant Manager (6 PT)	4
PR-REC	Aquatic Center Assistant Manager (6 PT)	4
PR- R&AQ	Concession Manager (2 PT)	4
PR-SPORT	Concession Supervisor (4 PT)	4
CP	Box Office/ Concessions Lead (1 PT)	4
CP	Decorator III (4 PT)	4
PR-PARK	Grounds Maintenance II (5 PT)	4
PR-SPORT	Grounds Maintenance II (3 PT)	4
PR-R&AQ	Lifeguard/Water Safety Instructor (30 PT)	4-starting at step 3
PR-REC	Lifeguard/Water Safety Instructor (20 PT)	4-starting at step 3
PR-SPORT	Maintenance II- Ice Arena (8 PT)	4
GC- CEM	Maintenance & Repair (2 PT)	4
GC- GOLF	Maintenance & Repair (3 PT)	4
PR- R&AQ	Program Supervisors (8 PT)	4
PR- REC	Program Supervisors (8 PT)	4
CS- JVCC	Activity Coordinator (1 PT)	5
CS-JVCC/Transit	Activity/ Transit Coordinator (1 PT)	5 **
PR- R&AQ	Aquatic Center Manager (6 PT)	5
PR- REC	Aquatic Center Manager (3 PT)	5
PR-CAMP	Campground Hosts (4 PT)	5
PR-REC	Preschool Instructor (2 PT)	5 **
PR- PARKS	Mosquito Control (1 PT)	5
PW-Collection	Maintenance (1 PT)	5
PW-Landfill	Maintenance (1 PT)	5
PW-Recycling	Maintenance (1 PT)	5
PW-Street	Maintenance (1 PT)	5
PR-Park	Park Explorer Supervisor (1 PT)	5
PW-Traffic	Traffic Assistant (2 PT)	5
PW-Water	Utilities Laborer (1 PT)	5
PW-Wastewater	Utilities Laborer (1 PT)	5

**PT positions that qualify for SDRS

	A	B	C	D	E
1	$11.50	$12.20	$12.70	$13.20	$13.70
2	$12.20	$12.70	$13.20	$13.70	$14.20
3	$12.70	$13.70	$14.20	$14.70	$15.20
4	$13.70	$14.20	$14.70	$15.20	$15.70
5	$15.20	$15.70	$16.20	$16.70	$17.20

NON- GRADED PART TIME POSITIONS

CS-TRAN	Transit Operators (10 PT)	Grade 11 (FT Plan) step A only

CS-TRAN	Transit Operators (2 PT)**	Grade 11 (FT Plan) step A only
CP	Bartender- special events (6 PT)	$15/hour
FIN	Finance Office Assistant (1 PT)	Grade 10,(FT Plan) step A only
FIRE	EMS Only (5 PT)	per IAFF agreement (WG 14)
FIRE	Firefighter/ EMT (2 PT)	per IAFF agreement (WG 16)
FIRE	Firefighter/Paramedic (1 PT)	per IAFF agreement (WG 18)
PD-E911	Communications Specialist (4 PT)	Grade 12 (FT Plan) step A only
PD	Evidence Technician (1 PT)	Grade 10 (FT Plan) step A only
PR-REC	Fitness Instructors (12 PT)	$13-15/hour
PR-R&AQ	Officials & Referees (20 PT)	$20/game
PR-REC	Officials & Referees (13 PT)	$20/game
PR-REC	Preschool Administrator (1 PT)**	$20/hour
PW-Admin	PW Intern (1PT)	$18/hour
ADMIN	Administrative Intern (1 PT)	$18/hour

**PT positions that qualify for SDRS

Motion carried and resolution declared duly adopted.

ORDINANCE:

Moved by McCardle, seconded by Barington, to place Ordinance #O2024-13, Supplemental Appropriation Ordinance for the City of Mitchell, Davison County, South Dakota for Fiscal Year 2024 on second reading. Motion carried. Moved by Barington, seconded by Smith, to adopt Ordinance #O2024-13, Supplemental Appropriation Ordinance for the City of Mitchell, Davison County, South Dakota for Fiscal Year 2024, as follows:

ORDINANCE NO. O2024-13
SUPPLEMENTAL APPROPRIATION ORDINANCE
CITY OF MITCHELL, DAVISON COUNTY, SOUTH DAKOTA

BE IT ORDAINED, BY THE CITY OF MITCHELL, DAVISON COUNTY, SOUTH DAKOTA, that the following sums be appropriated to authorize certain expenditures and to meet certain obligations for the year 2024 according to statute. All appropriations will come from cash balance and financing in the listed funds.

GENERAL FUND
CITY COUNCIL

101-41110-42950	CDBG Safehouse	$1,500,000

MAYOR'S OFFICE

101-41210-43300	Veteran's Park	$ 6,700

PARK FUND
RECREATION & AQUATICS

201-45110-42602	Pool Chemicals	$ 4,300
201-45110-42850	Utilities- Aquatics	$ 7,700

RECREATION CENTER

201-45140-41700	Compensated Absences	$ 30,000
201-45140-42500	Repairs & Maintenance	$ 70,000

SPORTS COMPLEX

201-45160-41110	Overtime	$ 500
201-45160-42200	Professional Services	$ 800
201-45160-42500	Repairs & Maintenance	$ 10,500
201-45160-43320	Capital Improvements- Press Box	$ 9,000

PARKS

201-45210-42600	Supplies & Materials	$ 2,500
201-45210-42900	Mosquito Program	$ 2,250
201-45210-43200	Capital Buildings	$ 4,500

SUPERVISON

201-45220-41700	Compensated Absences	$ 13,275
201-45220-42100	Insurance	$ 10,500

CORN PALACE FUND

202-45650-41110	Overtime	$ 7,000
202-45650-41120	Part-time	$ 56,000
202-45650-41700	Compensated Absences	$ 20,000
202-45650-42100	Insurance	$ 5,000
202-45650-42320	Advertising	$ 6,500
202-45650-42400	Rental- Sound/Light	$ 9,500
202-45650-42500	Repairs & Maintenance	$4,500
202-45650-42520	Contract Services- Alcohol	$ 2,000
202-45650-42610	Cost of Goods Sold	$ 32,000
202-45650-42615	Cost of Goods Sold- Alcohol	$ 3,400
202-45650-42620	Gas & Fuel	$ 500
202-45650-42700	Travel, Conference, Dues	$ 500
202-45650-42830	Utilities- Water/Sewer	$ 8,000
202-45650-42850	Corn Palace Plaza Utilities	$ 5,000
202-45650-42900	Ticketing Fees	$ 6,000
202-45650-42902	Labor- Ushers	$ 2,500
202-45650-42905	Entertainment	$ 27,000
202-45650-42931	Tourism Tax 1.5%	$ 3,500

BUSINESS IMPROVEMENT DISTRICT #4 FUND

209-46530-42900	Board Projects	$ 30,000
209-46530-42920	Sports Authority Promotion	$50,000

BUSINESS IMPROVEMENT DISTRICT #3 FUND

213-46311-42910	Streetscape	$ 100,000
213-46311-42950	Publication Costs	$ 1,000

COMMUNITY SERVICES FUND

PALACE TRANSIT

218-45150-41110	Overtime	$ 6,000
218-45150-41700	Compensated Absences	$ 1,000
218-45150-42110	Insurance	$ 2,000
218-45150-42320	Advertising	$ 500
218-45150-42500	Repairs & Maintenance	$ 4,500
218-45150-42920	Computer Software Support	$ 3,000
218-45150-43410	Passenger Bus	$ 43,000
218-45150-43440	Office Equipment	$ 1,500

JVCC

218-45180-42900	Fundraising	$ 6,000

AIRPORT FUND

230-43500-41700	Compensated Absences	$ 15,500
230-43500-42510	Pavement Maintenance	$ 5,500

Members present voting aye: Barington, Bathke, Doescher, Goldammer, McCardle, Sabers, Smith, Tjarks. Members present voting nay: none. Motion carried and ordinance declared duly adopted.

Moved by Sabers, seconded by Goldammer, to place Ordinance #O2024-14, Updating Hours of Operation for Medical Cannabis Dispensaries on first reading. Motion carried.

DISCUSSION:

City Attorney Justin Johnson reviewed the medical cannabis dispensary buffer zones if parks were added. Currently, medical cannabis dispensaries are permitted in HB-Highway Oriented Business District, TWC-Transportation, Warehousing, and Commercial District, and I-Industrial District. There are buffer zones of 300' around all educational institutions, religious institutions, childcare centers (excluding family residential childcare), preschools, nurseries, detention facilities, and mental health facilities (state law has a larger buffer of 1000' for schools).

Engineering Project Supervisor Terry Johnson reviewed areas to be completed as a part of the 2025 sidewalk assessment process.

ADJOURN:

There being no further business to come before the meeting, Mayor Hanson adjourned the meeting.

Michelle Bathke

Michelle Bathke
Finance Officer

Published once at the approximate cost of _____________.