

REGULAR MEETING OF THE COMMON COUNCIL OF THE CITY OF WAGNER, CHARLES MIX COUNTY, SOUTH DAKOTA, January 4, 2024, AT 5:30 PM.

PURSUANT TO DUE CALL AND NOTICE THEREOF, the regular January meeting was held Thursday, January 4, 2024, at City Hall at 5:30 PM. Present were Tammy Thornton-Mayor, City Administrator Debbra Houseman, City Attorney Beau Barrett and Councilmen: Rich Dufur, Tom Abdouch, Jamie Soukup, Colby Kirwan, and Dan Cimpl. Absent was Taylor Mohr. Others present were Mike Kazena-Public Works Director, Damon Griffith-Police Chief, Gene Niehus, Margaret Doom-Wagner Area Growth, Frank Kloucek, and Garret Juffer.

Mayor Thornton called the meeting to order at 5:30 pm.

The council stood and recited the Pledge of Allegiance.

Mayor Thornton asked if there were any conflicts of interest regarding any agenda items. No conflicts of interest were presented.

The agenda was presented for approval. Motion by Kirwan, second by Soukup to approve the agenda presented with the addition of short-term hangar rental and meeting time for the February 2024 Meeting. All in favor, motion carried.

Mayor Thornton opened the floor for public comment. There was no one present for public comment Mayor Thornton closed the public comment portion of the meeting.

The minutes from the December 4, 2023, Regular meeting and December 18, 2023, special meeting was reviewed. Motion by Dufur, second by Abdouch to approve the minutes from the Regular Meeting December 4, 2023, with a calculation error correction of claims paid for the month of November 2023 being \$97,769.27. All in favor, motion carried.

Motion by Cimpl, second by Soukup to approve the minutes for the December 18, 2023, Special Meeting with a calculation correction of Claims paid in the month of December 2023 being \$125,000.11. All in Favor, motion carried.

The Financial Statements were reviewed by the council. Motion by Cimpl, seconded by Dufur, to approve the Financial Statements presented for December 2023 as follows: Commercial State Bank General Checking Account Balance as of December 31, 2023, \$2,740,102.58, Wagner Library Account as of December 31, 2023, 2023, \$12,870.72, Wagner Lake Project \$1,512.94, City of Wagner Water Sewer Project Fund \$160,944.18, Commercial State Bank - CD \$399,864.40, CD \$398,268.45, CD \$343,058.05, First Dakota - CD \$204,495.10 and CD \$21,833.08. General Fund Expenditures for the month of December 2023 \$282,995.07. General Fund Revenue for the month of December 2023 \$251,331.94. Water Fund Expenditures for the month of December 2023 \$35,254.70. Water Fund Revenue for the month of December 2023, \$40,783.54. Sewer Fund Expenditures for the month of December 2023, \$24,150.75. Sewer Fund Revenue as of December 2023, \$31,320.13. All in favor, motion carried.

The council was informed for informational purposes that Sales Tax collection as of December 31, 2023, is \$86,954.60. Sales tax is down .98 from the previous year. Total Sales tax collection for 2023 is \$997,645.60.

The Bills and Claims were reviewed by the council. Motion by Kirwan, second by Abdouch to approve the Bill and Claims presented:

The Following Claims were presented for payment during the month of December 2023:

Date:	Vendor	Description	Amount
12/21/2023	Commercial State Bank	941 Payroll Taxes	\$ 613.51
12/21/2023	Supp Payroll 23.1	SPR 23-1	\$ 2,216.80
12/29/2023	Commercial State Bank	941 Payroll Taxes PP24	\$ 7,573.62
12/29/2023	Payroll	PP 24	\$ 24,683.88
		Transfer for reserve on 4th, 3rd Elm	
12/15/2023	Commercial State Bank	Project	\$ 457.40
12/15/2023	Commercial State Bank	Front Ave transfer for reserve	\$ 556.10
12/15/2023	Commercial State Bank	South Park transfer for reserve	\$ 196.90
12/20/2023	Commercial State Bank	941 Payroll Taxes Council Payroll	\$ 976.30
12/29/2023	Payroll	Council Payroll	\$ 3,781.85
12/31/2023	PSN	Monthly Fee	\$ 178.95
Total:			\$ 41,235.31

The above warrants have been paid during the month of December 2023.

Claims Presented for payment on January 4, 2024:

Date	Vendor	Description	Amount
1/4/2024	Amazon Capital Services	Batteries	\$ 116.62
	AT&T Mobility	Cell phone	\$ 333.37
	Avera Health Plans	Group Insurance	\$ 11,682.48
	Bomgaars	Supplies	\$ 40.33
	Brecke Pest Control	Spray Armory	\$ 120.00
		Renewal on Houseman's Notary	
	C.N.A. Surety	Bond	\$ 50.00
	Century Link	Long Distance Service	\$ 77.68
	City of Wagner	Water Use	\$ 1,316.62
	Commercial State Bank	Deposit Box Fee	\$ 20.00
	Commercial State Bank	Petty Cash	\$ 219.99
	Companion Life Insurance	Life Insurance	\$ 47.60
	Dave's Service	Tire Repair	\$ 25.00
	Ft Randall Telephone	Telephone and Internet	\$ 802.73
	Helm's & Associates	Wagner Airport Hangar Exp Admin	\$ 377.54
	Helm's & Associates	AWOS Design	\$ 4,619.88
	Johnson Controls	Maintenance Contract	\$ 6,623.88
	John Otte	Airport Management Jan 2024	\$ 875.00

JP Cooke Company	Pet Tags	\$	71.96
King Koin Laundry	Rugs	\$	172.50
Micheal Todd and Company	Chains for trucks	\$	538.45
MARC	Gloves	\$	60.00
Myers Sanitation	December Service	\$	1,157.58
Northwestern Energy	Electricity	\$	9,984.15
Pitney Bowes Global Finance	Postage machine	\$	172.11
Pitney Bowes Purchase Power	Postage Refill	\$	916.57
Planning & Dev Dist III	Annual Dues	\$	3,360.00
Quill Corporation	Supplies	\$	196.19
Quill Corporation	Supplies for the Office	\$	357.10
Randall Community Water	December 2023	\$	23,830.80
S&K Truck Repair & Wash	International Truck Mudflaps	\$	43.48
SD Assoc of Rural Water	Dues for 2024	\$	615.00
SDML Workers Comp	Work Comp 2024 Insurance	\$	20,022.00
SD Airport Management Assoc	2024 Dues	\$	50.00
SD Assoc of code Enforcement	2024 Dues	\$	75.00
SD Building Officials Assoc	2024 Dues	\$	55.00
SD City Management Assoc	2024 Dues	\$	150.00
SD Dept of Health	Lagoon Samples	\$	87.00
SD Govt Finance Officers Assoc	Dues 2024	\$	100.00
SD Human Resource Assoc	2024 Dues	\$	75.00
SDML Workers Comp	2024 Dues	\$	1,723.94
SD Municipal Street Maint Assoc	2024 Dues	\$	35.00
SD Police Chiefs Assoc	2024 Dues	\$	200.00
SD Public Assurance Alliance	Insurance on the 2024 International Truck	\$	1,149.64
SDSU Extension	Spraying Cert Renewal	\$	40.00
Stewart Bass	Police Clothing Reimbursement	\$	336.18
Ultimate Shine Car Wash	6 Car Washes	\$	72.00
USDA Rural Development	South Park Project Loan	\$	1,969.00
USDA Rural Development	Front & 1st Ave Project Loan	\$	5,561.00
USDA Rural Development	4th, 3rd, & Elm Project Loan	\$	4,574.00
Valley Pump & Casino	Fuel	\$	136.95
Vern Eide Ford	Repairs to the Ford Fusion	\$	209.69
Voyager Fleet Systems	Fuel for the vehicles	\$	1,540.24
Wagner Auto Supply	Spin on filter for Jetter	\$	18.99
Wagner Chamber of Commerce	2024 Dues	\$	870.00

Wagner Super Foods	Supplies	\$	74.05
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Total : \$ 107,949.29

All in favor, motion carried.

The council discussed the Sanitation Service bids for service to city properties for 2024 one bid for Service was received from J&J Sanitation. Motion by Kirwan, second by Dufur to approve entering into an agreement with J&J Sanitation for Garbage Services at the monthly cost of \$1,348.75. All in favor, motion carried.

The council reviewed a list of records presented for record destruction in accordance with SDCL. Motion by Cimpl, second by Dufur, to approve the destruction of the following records:

2018 Bank Statements, 2018 Receipt Register, 2018 Payable Register, 2018 Check Summary, 2018 Detailed Register, 2018 Journal Entries, 2018 Revenue and Expenditure Reports, 2009-2016 Work Comp Claims, SDPAA 2015 and 2016 Claims, Airport Insurance & Renewal 2016-2018, SDPAA Renewals 2014-2017, Dakota Care Insurance, 2016-2020 Malt Beverage and Farm Licenses, 2016-2019 Operating Agreements, 2016 &B 2017 Special Events Licenses, 2018 Liquor and Beer Statements and Distributors Invoices, 2018 Undeliverable Mail, 2003-2016 NSF Checks, 2013 ACH , 2013-2017 Shut Off Lists, 2016-2017 Water Receipt tickets, 2000-2014 Wastewater Sample Reports, 2018 Receipt Distribution and Entry Registers, 2007-2014 Water Sample Reports, 2017 Receipts, 2017 Revenue and Expenditure Reports, 2017 Accounts payable, 2017 Check Registers, 2017 Bank Statements, 2017 ACH transactions, 2015-2016 Quarterly Reports Unemployment and 941, 2015-2016 W-2's and 1099's, 2016 Sales Tax Receipts, 2016 Other State Receipts 2016-2017 Calendars, 2016 and 2017 Health Insurance, 2016 and 2017 Direct Deposits, 2018 Water and Sewer Bills, 2018 Payroll Registers, Timesheets, and Pay stubs, 2018 Accounts payable. All in favor, motion carried.

The council discussed becoming members of Hireclick to advertise for employees. The council was informed that other organizations using this advertising platform have had good results. Motion by Abdouch, second by Cimpl, to approve utilizing Hireclick as an advertising tool at the cost of \$149 per month for an Annual Membership. All in favor, motion carried.

A request to change the Cities pay schedule from semimonthly to bi-weekly was discussed. Motion by Dufur, second by Kirwan, to approve moving to a bi-weekly pay period designating a Sunday to Saturday work week pay day shall fall on the following Friday. All in favor, motion carried.

The council reviewed a request to allow employees to carryover 1 full year of vacation accrual and to also change the deadline to use leave to December 31st. Motion by Kirwan, second by Dufur to amend the employee policy manual to allow for the carryover of 1 Full year of accrual of vacation leave.

The 2024 Wages were reviewed. Motion by Cimpl, second by Abdouch to approve the 2024 wages as follows:

2024 Wages for the City of Wagner

Mayor	\$ 4,000.00
Council	\$ 1,800.00 with \$50 per Spec Mtg

HRC Board	\$ 30.00 per meeting
Planning Zoning Board	\$ 30.00 per meeting
Debra Houseman City Administrator	\$ 70,000.00 Annual Salary

Law Enforcement:

Chief Damon Griffith	\$ 28.50 per hour
Stewart Bass, School Resource Officer	\$ 57,507.00 annual Salary
Cameron Fields	\$ 25.00 per hour
Gene Niehus	\$ 25.00 per hour
Elijah Kuhlman	\$ 25.00 per hour
Night \$1.50 and Weekend Shift Differential of \$1.50 per hour	

City Finance Office:

Marilee Krcil	\$ 24.25 per hour
Kesa Alexander	\$ 24.00 per hour
Matt Williams-IT	\$ 50.00 per hour

Maintenance:

Micheal Kazena Public Works Director	\$ 29.00 per hour
Matt Foley	\$ 24.50 per hour
Richard Langdeaux	\$ 22.00 per hour
Mark Soukup	\$ 24.25 per hour

Library:

Anne Podhradsky	\$ 22.00 per hour
Nancy Reinbold	\$ 18.00 per hour

All in favor, motion carried.

A request to hire Schoenfish to complete the annual report was reviewed. Motion by Kirwan, second by Dufur to approve hiring Schoenfish to complete the Annual Report. All in favor, motion carried.

The council discussed the Armory Lease. The council directed Houseman to continue this item to the February Meeting.

The council discussed the Hangar previously occupied by Arlen Kucera. Kucera has vacated the Hangar, and another individual has been utilizing the hangar for storage and the hangar is littered with debris and is creating a nuisance at the Municipal Airport. The council Directed Houseman to send a letter to

the individual who is utilizing the Hangar and direct them to abate the nuisance within 14 days of receipt of the letter, and notify them that failure to do so will result in the City abating the nuisance assessing the cost of that abatement against the individual.

A request from Mike Jansen to rent an Airplane Hangar for 2 weeks for storage of his plane. Motion by Kirwan, second by Dufur to authorize the rental of a hangar for 14 days at a prorated rental fee. All in favor, motion carried.

The council was informed that Sharon Cihak had sewage back up in her basement as a result of the City main being clogged up. Cihak had hired Bender's to come down and open her line and as a result Cihak had endured the cost of \$546.93 which did not elevate the issue due to the City Main not flowing. Motion by Soukup, second by Cimpl to authorize the reimbursement of \$546.93 to Sharon Cihak for costs endured due to the sewer main being clogged. All in favor, motion carried.

The council discussed moving the meeting time to 5:30 pm for the February 2024 Regular Meeting. Motion by Abdouch, second by Soukup to approve 5:30 pm be the start time for the February 5, 2024, Regular Meeting. All in favor, motion carried.

Kirwan left the meeting at 6:38 pm.

Discussion began regarding the renewal of 3 CD's.

Kirwan entered the meeting at 6:41 pm.

Motion by Cimpl, second by Kirwan to authorize Houseman to negotiate the renewal of the following CD's \$343,058.05 accrual date 12/28/2023, \$398,268.45 accrual date 1/17/2024, \$399,864.40 accrual date 1/17/2024, at the most advantageous rate for the City. All in favor, motion carried.

Debra Houseman, City Administrator, reported that the Airport Lease letters have been mailed out, and lease payment is due by 2/15/2024.

With Regards to the Airport, the council was informed that there is one hangar space available. Houseman will be working on how to get that space filled.

Mike and Houseman are sitting down next week to work on Evaluations.

Houseman, informed the council that Wagner rated pretty high on the Community Access Grant, but have not received notification on a grant award.

Houseman, informed the Council that the Election April 9, 2024 first publication on vacancies will run in the paper on January 17, 2024, the publication will run for 2 consecutive weeks. Petitions will be available on January 26th and must be returned by February 23rd at 5:00 pm. The following vacancy's exist Ward 1 Dan Cimpl, Ward II Rich Dufur, Ward III Colby Kirwan.

Houseman, informed the council that Randall Water increased their rate from \$2.90 to \$3.20 per thousand gallons. The ordinance calls for a 1% increase annually. Houseman will be watching the impact of the Randall Water increase very closely over the next 2 months.

Mike Kazena, Public Works Director, was present to give the department reports. Kazena Informed the council that the new truck was taken to Sioux Falls for the plow installation. Kazena also stated that the new Torro mower arrived but there is a possible recall on the mower, so will be following up on that.

The council discussed the use of the dump truck from WBS during the snow clean up. The council also mentioned the snow clean up around fire hydrants and handicap ramps around town.

Damon Griffith, Police Chief, was present to give the Police Report. Griffith stated that he confirmed that the radio order with B&L Communications was never placed. Motion by Kirwan, second by Dufur to cancel the radio order with B&L Communications. All in favor, motion carried.

The purchase of new radios is continued to the February 2024 Regular Meeting.

The council discussed the surplus of and selling the Ford Fusion as an outfitted police vehicle. Houseman and Griffith will check into value of the car and discuss this again at the February 2024 Regular Meeting.

Margaret Doom, Director of Wagner Area Growth was present to give her director's report. Doom Stated that the Dakota Life Premier was a great success and she thanked Dan Cimpl and Tom Abdouch for attending the event. Doom stated that she has been working on some new things for the Farmer's Market which will support local growers. Doom reported that the Housing development talks are moving forward as real possibilities. Doom informed the council that she had attended an assisted living proforma as a possibility for Wagner. Doom also stated that she had attended a County Fair Board meeting where discussion was held regarding Wagner putting a bid in to move the Fair Grounds to Wagner.

Mayor Tammy Thornton informed the council that her December mornings with the Mayor she was visited by Sharon Haar who requested that the council look into addressing the drainage on 1st Street.

Mayor Thornton reopened the public comment portion of the meeting due to the meeting starting at an earlier time than the normal time.

Frank Kloucek was present to give the council copies of a letter from the late Leo Soukup.

Garret Juffer was present to request that the council meet with DOT and request that DOT complete the 5-lane portion of the Hwy 46 project first.

Motion by Cimpl, second by Abdouch to go into executive session for personnel in accordance with SDCL 1-25-2 (1). All in favor, motion carried.

Mayor Thornton declared the council out of executive session at 7:36 pm.

Motion by Dufur, second by Abdouch to adjourn the meeting at 7:37 pm. All in favor, motion carried.

Tammy Thornton, Mayor

ATTEST:

Debra Houseman, City Administrator/Finance Officer