

Regular Meeting, Ethan Town Board, 2-11-19

The Town of Ethan board met in regular session on February 11, 2019, at 6:00 pm in the Ethan City Hall. Trustees present were Lisa Hjellum, Jason Koch, Nancy Schoenfelder, and Megan Perry; absent was Gregg Thibodeau. City personnel present: Betty Raymond.

Chairman Hjellum called the meeting to order and led the Pledge of Allegiance.
All motions were unanimously voted as aye unless stated otherwise.

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

Schoenfelder asked that the minutes from January 14th under citizen input be changed to read "a water account" instead of "Fire District". Also, the Finance Officer wages were incorrectly stated as \$15.00 per hour and should read \$15.50 per hour. Minutes as changed were approved on motion by Schoenfelder, second by Koch. No minutes from the Community Center.

APPROVAL OF CLAIMS:

Motion Perry, second Koch to approve the claims.

General, sewer, water, preservation and community center funds * employee and board wages – board wages \$300.13, Finance wages \$1220.80; Public Works wages, \$2906.46; Kim & Kelly Goldammer, replacement refund ck \$28.00; SD Retirement, \$634.18; Badger Meter, monthly charge \$70.95; Bender's Sewer & Drain, ECC \$677.29; CMC Excavation, water leak \$1719.77; Daily Republic, publishing \$40.03; Dakota Pump, repairs \$268.37; Ethan Community Center, matching funds \$500.00; Innovative Office Supplies, supplies \$18.25; McLeod's Printing, supplies \$71.26; Miller Gravel, street patch \$250.00; Mike's Corner, fuel \$496.76; Mitchell Clinic, vaccination \$104.00; NorthWestern Energy, utilities \$2350.38; Parkston Advance, \$71.65; Santel, telephone \$152.49; SD Dept of Health, lab \$689.00; SD One Call \$9.63; SPN, drainage study \$12,500.00; Sun Gold Sports, plaque \$22.00; Weber Sanitation, garbage service \$1350.00; QuickBooks Payroll Services \$4127.26; SD Dept of Revenue, sales tax \$101.01; US Treasury, employment taxes \$1396.44; US Bank, loan payment \$6399.24; USDA, loan payment \$1023.00; WorldPay, credit card charges \$42.78; Hanson Rural Water, tower/water \$3993.90.

FINANCIAL REPORTS:

Finance Officer discussed the current financials and the comparison to last year.

WATER/SEWER REPORT: The Board reviewed the water loss report.

CITIZEN INPUT: None

OLD BUSINESS:

Community Center: Quotes were received for the basement carpet cleaning. Since the cleaner is available it was decided to also do City Hall. The Finance Officer will contact Extreme Clean to set a date for cleaning. Schoenfelder suggested looking into purchasing a household carpet cleaner for future small issues.

Ordinances: Changes from a previous meeting to Ordinance 6 had no further discussion. Finance Officer presented an ordinance from another town regarding junked, abandoned or excessive vehicles. The council asked her to incorporate that ordinance into Chapter 7. There no changes to Chapter 8. Reviews will continue next month.

Fire District Water Billing: Discussed various options for assisting the Fire District with the water billing. Suggestions included a donation to the Fire Department or possibly taking on their snow removal instead of a monetary donation. Discussion tabled on motion by Perry, second by Hjellum, until information is obtained and full board is present.

Water Study: Discussed the options presented in the water study but no plans will be implemented this year.

Depot Street Extension: Finance Officer shared the project rejection letter in which it was suggested that we reapply. The council asked the Finance Officer to contact District III to start the application.

Verdesian Donation: Preliminary discussion for using the donation funds was held. Suggestions included replacing trees in the park and the water tower area possibly with a Forestry Grant, additional picnic tables and possible landscaping at the Community Center. No action will be taken at this time.

Amend Newspaper Designation: Due to SDCL 17-2-11 we must change the official newspaper from the Parkston Advance to the Daily Republic. Motion to rescind the previous designation made by Perry, second by Hjellum. Motion to approve the Daily Republic as the official newspaper made by Perry, second by Koch.

NEW BUSINESS:

Code Enforcement Officer: Finance Officer shared information about possibly contracting with an independent party to do code enforcement. She also stated that the Municipal League is in the process of hiring a code enforcer to be shared by small communities. No action will be taken until further information is obtained.

Internal Control Policy: Finance Officer asked that an Internal Control Policy be adopted as that is a policy needed during audit. Policy approved on motion by Schoenfelder, second by Koch.

Request for Information: Finance Officer requested approval for the use of a new form which would require anyone requesting public information to do so in writing thereby giving the Finance Officer time to properly research the information. Also on the form is a possible charge for copies if there are numerous copies being made. Approved on motion by Perry, second by Hjellum.

EXECUTIVE SESSION: none

The next regular board meeting is March 11th at 6:00 pm.

Motion by Schoenfelder, second by Perry to adjourn at 7:35 pm.

Betty Raymond
Finance Officer

Lisa Hjellum
Chairman

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