

Regular Meeting, Ethan Town Board, 8-10-09

The Town of Ethan board met in regular session on August 10, 2009 at the Town Hall at 7:00 pm. Members present were Nancy Schoenfelder, Josh Franks and Chad McGuire. Others present were Sonya Hesse, Brett Scott, Dale Meinke & Gallus Thill.

Chairman Schoenfelder called the meeting to order and led the pledge of allegiance.  
All motions were unanimously voted as aye unless stated otherwise.

Motion McGuire, second Franks to approve the agenda.

#### OLD BUSINESS

The park board had given a financial report and a list of projects to the town board. No one from the park board was present so the reports were just reviewed.

Second reading of the revision to Ordinance 2.3.6 was read. This revised ordinance will be adopted 30 days after publication. Motion Franks, second McGuire to approve the second reading of the revised ordinance.

A REVISION TO CHAPTER 2.3.6 TO AMEND THIS SECTION TO READ AS FOLLOWS:

#### **Section 2.3.6 Regular Meetings**

The regular meetings of the Board of Trustees shall be held on the first Monday after the first Wednesday of each month. If the meeting date falls on a holiday a new meeting date will be set by resolution. All meetings in all months shall have a start time set by resolution.

First Reading: July 7, 2009  
Second Reading: August 10, 2009

The board talked again about moving the current city shop to have it located by the pump house. Motion Franks, second McGuire to have the shop moved. It was also decided to apply for an energy grant to put in new insulation, doors, windows and heating once the shop has been moved.

A new agreement was received by the Davison County Sheriff's Department. The sheriff dept wants to increase the rate from \$600 to \$500 a month and lower the hours from 25 to 20 a month. There are several things the board brought up that they would like to have added to the agreement. It was decided to table this until the September meeting so all board members can input suggestions before talking to the sheriff department.

#### NEW BUSINESS

A letter was received from SD Municipal League about some bonds that could be available for various projects. More information will be obtained on this and brought back to the board.

It was agreed to purchase a credit card for city use after the auditor advised we can not have a debit card. Hesse presented the information to the board. Motion McGuire, second Franks to submit an application to UMB Bank in Kansas City MO with a monthly limit of \$500 for the finance officer, \$500 for the maintenance superintendent and \$500 for board members. The following resolution will be set for the policy for the issuance of the credit card.

#### **A RESOLUTION ESTABLISHING POLICY FOR THE ISSUANCE OF TOWN RELATED BUSINESS / TRAVEL CREDIT CARDS.**

**WHEREAS**, the town board of the Town of Ethan, South Dakota, has determined that Town of Ethan credit cards with a maximum limit of \$1,500.00 would be beneficial for the management of, and efficiency of, the Town of Ethan;

**NOW THEREFORE BE IT RESOLVED** by the Town of Ethan, said credit cards shall be authorized for the following purchases on behalf of the Town of Ethan:

1. Town vehicle gas and/or repairs while use/travel on Town business;
2. Purchases from a vendor where an open account cannot be established

**NOW THEREFORE BE IT RESOLVED** by the Town of Ethan that use of Town cards by employees/officials shall be governed by the following policies:

1. All credit card receipts are to be coded by the department head and turned in to the Finance Office;
2. The card will be issued to each department and is the responsibility of the department;
3. Lost cards are to be reported to the Finance Office immediately by the department head;
4. Misuse of the credit card made in violation of the Town of Ethan Personnel Manual will be deducted from the paycheck of the employee who signed out the cards. That employee may be subject to further disciplinary action in

accordance with the Personnel Manual. Depending on the circumstances, the Town may also decide to pursue criminal charges;

**NOW THEREFORE BE IT RESOLVED** by the town board of the Town of Ethan that three Town credit cards shall be issued for travel purposes, to be kept in the safe in the Town Finance Office, to be checked out by an employee/official for travel purposes for Town business. Each employee/official is required to sign out the card before they leave and sign it back in the next working day after their return. Employees and Officials shall be required to sign the sign-out sheet agreeing to the following terms:

1. Motels, food, gas, and/or repairs are eligible uses of the credit cards pursuant to the Town of Ethan Personnel Manual;
2. By checking out a Town credit card, the employee/official assumes all responsibility for the card, and purchases made with the card until checked back in to the Finance Office;
3. All credit card receipts are to be coded by the employee/official and turned in to the Finance office within 3 working days from end of travel period;
4. Lost cards are to be reported to the Finance Office immediately by the employee/official;
5. Misuse of the credit card made in violation of the Town of Ethan Personnel Manual will be deducted from the paycheck of the person who signed out the card. That person may be subject to further disciplinary action in accordance with the Personnel Manual. Depending on the circumstances, the Town may also decide to pursue criminal charges.

Jacob Aragon asked the board about a culvert at his property so he can put in a driveway and sidewalk. He would like to do the sidewalk now and then put asphalt on the driveway next year. Brett will check on the culvert with Jacob.

A revised agreement was reviewed from SPN for the drainage projects. At the July 28, 2009 special meeting it was decided to drop the Poplar Street project. Motion Franks, second McGuire to accept the new agreement with SPN.

The topic of changing the sewer rates will be tabled until the September board meeting due to only 3 board members being present.

#### REPORTS

Brett Scott reported that the chip sealing will take place the week of August 17<sup>th</sup>. The area to be sealed will be the 17 blocks of new asphalt.

Hespe had a request to attend the SD Municipal League Annual Conference in Watertown in October. Motion Franks, second McGuire to pay for the registration, motel and mileage.

Due to the next meeting falling on Labor Day, the September board meeting is rescheduled for Tuesday, September 8 at 7:00 pm.

#### APPROVAL OF MINUTES

Motion McGuire, second Franks to approve the minutes of the July 7 regular meeting and the July 28 special meeting.

#### APPROVAL OF CLAIMS

Motion Franks, second McGuire to approve the claims.

#### General Fund

1	Brett Scott	salary	
2	Chad McGuire	wages	\$83.12
3	Josh Franks	wages	\$83.12
4	Nancy Schoenfelder	wages	\$83.12
5	Robert Fitzgerald	wages	\$83.12
6	Sonya Hespe	wages	\$667.35
7	Agland Coop	reimburse coupon from clean-up day	\$20.00
8	Agland Coop	fuel & oil	\$275.05
9	Campbell Supply	supplies	\$200.02
10	Daily Republic	publishing	\$274.95
11	Dennis Puepke	backhoe work	\$50.00
12	Ethan Coop Lumber	supplies	\$4.79
13	Farmers State Bank	payroll taxes	\$665.02
14	Menards	supplies	\$20.15
15	Mitchell Iron & Supply	supplies	\$29.13

16	Morgan Theeler LLP	legal fees	\$351.00
17	Nancy Schoenfelder	mileage to Elk Point & Yankton	\$98.00
18	NW Energy	street light 409.39; fire hall 10.50	\$419.89
19	One Call Systems	bi-annual fee	\$14.70
20	Petty Cash	postage	\$139.97
21	Randy Schoenfelder	carpet cleaning	\$125.00
22	Santel	telephone	\$89.54
23	Scheetz Implement	mist sprayer & chemical	\$3,370.00
24	SD Retirement	retirement	\$276.60
25	Terry Mathis	mileage for elected officials workshop	\$132.00
26	Topkote	crack seal balance from 2008	\$447.32
27	USDA - RD	monthly loan payment	\$1,023.00
28	USDA - RD	monthly loan payment	\$368.27
29	Wal-Mart	digital camera	\$169.60
30	Weber Sanitation	garbage service	\$1,250.00

\*\*\* previously approved claim Brett Scott \$1407.18

**Water Fund**

1	Brett Scott	salary	
2	Hanson Rural Water	8/09 usage	
3	Hanson Rural Water	Kogel Archaeological services	\$374.15
4	Lemke Digging	meter pit installation	\$1,298.91
5	NW Energy	utilities	\$17.55
6	SD Assoc Rural Water	annual dues	\$310.00
7	SD Dept of Revenue	water testing	\$104.00

\*\*\* previously approved claim Hanson Rural Water March usage \$2,888.60 ; Brett Scott \$469.06

**Sewer Fund**

1	Brett Scott	salary	
2	NW Energy	utilities	\$28.20
3	Pioneer Research	chemical	\$363.48
4	Santel	telephone	\$30.41

\*\*\* previously approved claim Brett Scott \$469.06

Motion Franks, second McGuire to adjourn at 9:13 pm.

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Sonya Hespe  
Finance Officer

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Nancy Schoenfelder  
Chairman

Published once at the approximate cost of \$           .