

Regular Meeting, Ethan Town Board, 8-8-16

The Town of Ethan board met in regular session August 8<sup>th</sup>, 2016 in the Ethan City Hall at 6:00 p.m. Trustees present were Lisa Hjellum, Jason Koch, Howard Caylor, Megan Perry and Logan Sorenson. City personnel present; Mac Tilberg, Bret Scott.

Chairperson Hjellum called the meeting to order and led the Pledge of Allegiance. All motions were unanimously voted as aye unless stated otherwise. Trustee Perry present at 6:07 p.m.

Motion by Perry, second Caylor, to approve the agenda.

#### APPROVAL OF MINUTES

Motion by Caylor, second Koch, to approve the minutes of July 11<sup>th</sup>, 2016 Regular meeting and minutes of the Community Center Committee of 7-19-2016.

#### APPROVAL OF CLAIMS

Motion by Perry, second Koch to approve the claims as presented. General, Sewer, Water, Preservation and Community Center Funds\* Employee and Board wages- board \$346.32; Noted that Sorenson was not at the July meeting and therefore will not receive a board wage for September, employees \$5,229.96; Hanson Rural Water, bulk water \$4,451.00 and loan repayment \$423.00; Agland Coop, fuel & supplies \$198.70 Brown and Sanger, supplies \$294.98 NorthWestern Energy, utilities \$899.42; Weber Sanitation, garbage service dumpster/contract; \$1,270; Aflac, Insurance \$73.12; SD Dept. of Revenue, sales tax \$105.54; USDA Rural Development, loan payment \$368.27; USDA Rural Development, loan payment \$1,023.00; US Treasury, payroll taxes \$1,116.37; World Pay, credit card machine \$40.20; Malcolm Tilberg, mileage, registration fees \$130.30; Annie Haag, reimbursement, Community Center postage, envelopes \$50.70; Avera Queen of Peace drug/alcohol testing, \$85.90; Badger meter, monthly meter charge \$68.80; Robert McFarland, water deposit refund \$85.00; Hope Kayl, water deposit refund; \$150.00; SD one-call, message fees \$2.10; SD retirement June/July contribution \$1,314.12; SD Dept. of Revenue, Motor Vehicle Registration, trailer \$21.20; Maxwell Bowar, Surety bonds USDA, \$525.00;

#### BUSINESS

Motion by Perry, second by Koch, to approve the engagement agreement with ELO Certified Accountants to provide QuickBooks accounting support. Tilberg reported their rates are \$67.50 per hour and will be used as needed to ensure proper accounting of all City funds.

Motion by Caylor, second by Perry to approve the \$500.00 Community Matching Grant application from Ethan American Legion Post 261.

Motion by Caylor, second Koch, to set the Finance Office hours from 8:00 a.m. to 4:00 p.m. Monday thru Thursday.

Motion by Hjellum, second by Koch to approve filing of nuisance abatement costs to the properties that have mowing or clean-up charges against them. The Finance Officer will report the filings to the board before October 1<sup>st</sup>, 2016. The board discussed the current nuisance letters sent to 5 property owners. Board members will contact each of the owners to assist them in determining what needs removed and when. It is expected the properties will be cleaned up yet this year.

Motion by Hjellum, second by Perry to receive quotes and hire a plumber and purchase materials to finish the bathrooms next to the museum not to exceed \$2,500.

The board reviewed preliminary numbers for the 2017 budget. Motion by Koch, second by Perry, to set a special meeting for August 22<sup>nd</sup>, 2016 at 6:00 p.m., for the purpose of finalizing the budget and introducing the 2017 appropriations ordinance on first reading.

#### EXECUTIVE SESSION

None

#### CITIZEN INPUT

None

#### REPORTS

Next regular meeting is September 12<sup>th</sup>, 2016.

Motion by Perry, second by Caylor to adjourn at 9:15 p.m.

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Mac Tilberg  
Finance Officer

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Lisa Hjellum  
Chairperson

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