

Regular Meeting, Ethan Town Board, 12-11-17

The Town of Ethan board met in regular session on December 11, 2017, at the Ethan City Hall at 5:35 pm. Trustees present were Lisa Hjellum, Jason Koch, Megan Perry, and Gregg Thibodeau; absent was Nancy Schoenfelder. City personnel present: Betty Raymond and Dave Duba.

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: Agenda was approved on motion by Koch, second by Perry.

APPROVAL OF MINUTES:

It was noted that the November minutes should have read side-by-side or UTV instead of 4-wheeler. Motion Koch, second Thibodeau to approve the minutes as corrected. Motion approved. Minutes from the Community Center were reviewed.

APPROVAL OF CLAIMS:

Motion Koch, second Thibodeau to approve the claims.

General, sewer, water, preservation and community center funds * employee and board wages – board wages \$415.57, employee wages \$3829.99; DENR, fee \$10.00; SD Retirement \$613.68; Aaron Electric, \$571.20; Agland Co-op, fuel \$216.33; Badger Meter, monthly charge \$70.09; Betty Raymond, mileage \$39.50; Brown & Saenger, supplies \$120.06; Campbell Supply, supplies \$79.06; Card Services, stamps \$204.00; Commercial Asphalt, \$2719.56; Daily Republic, publishing \$139.36; ELO Prof LLC, support \$1275.00; Ethan Coop Lumber, supplies \$3.18; Maxwell & Bowar, insurance \$13,641.00; Menards, supplies \$43.67; Mike's Corner, parts \$8.00; Morgan Theeler, dues \$20.00; Muth Electric, parts \$43.00; Northern Truck Equipment, parts \$680.15; NorthWestern Energy, utilities \$1239.62; Santel, telephone \$166.53; SD Department of Revenue, testing \$15.00; SD Finance Officers Assoc, dues \$40.00; SD Municipal Street Maintenance Assoc, dues \$35.00; SDML Workers' Comp Fund, insurance \$2362.00; Sign Pro, work apparel \$195.86; SPN, project admin fees \$410.00; Weber Sanitation, garbage service \$1310.00; QuickBooks Payroll Services \$3833.72; SD Dept of Revenue, sales tax \$81.75; US Treasury, employment taxes \$1437.30; USDA, loan payment \$1023.00; WorldPay, credit card machine charges \$25.35; Hanson Rural Water, tower/water \$4454.00.

FINANCIAL REPORTS: The Finance Officer presented the current financial statements to the Board. Reported that expense accounts are within budget with the exception of Streets and Board. It was suggested that funds be moved from the contingency fund as follows:

431 Streets and Highways	\$14,500.00
411 Board	\$ 2,000.00

Approved on motion by Thibodeau, second by Koch. Motion carried.

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

CITIZEN INPUT: None

OLD BUSINESS:

Equipment purchase/lease options were discussed. Council voted to purchase a side-by-side on motion by Thibodeau, second Perry. Also discussed a lease option for a small payloader to use this winter. After discussion council decided to try the lease program. Approved on motion by Thibodeau, second by Koch.

Supplemental Appropriation (2nd reading): Motion by Perry, second by Thibodeau to approve a budget change adding \$30,000 to expense to match income already received.

ORDINANCE NO 2017-2
SUPPLEMENTAL APPROPRIATIONS ORDINANCE

Be it ordained by the Town of Ethan that the following sum is supplementally appropriated to meet the obligations of the municipality.

451.9 Community Center	Community Center Fund
	<u>\$30,000.00</u>
Total Appropriations	<u>\$30,000.00</u>
Source of Funding	
Cash on hand	<u>\$30,000.00</u>

First Reading November 13, 2017
Second Reading December 11, 2017

Safe Routes to School: Project is completed except for making a change to the gap in the fence for the sidewalk. A request for partial payment was received. The City will pay the full amount and then be reimbursed by the State for the project. Approved on motion by Perry, second by Thibodeau.

NEW BUSINESS:

Motion was made by Perry, second by Koch, to change payroll from monthly to bi-weekly with the first payroll to be January 12 2018. The employee handbook will be updated accordingly.

EXECUTIVE SESSION: Motion Perry, second Koch to enter into executive session at 6:30 pm pursuant to SDCL 1-25-2 (1) for personnel reasons. Hjellum declared executive session over at 6:41 pm. Motion by Koch, second by Thibodeau, to increase Betty Raymond's wage to \$14.25 per hour beginning in January and to give bonuses to both employees.

The next regular board meeting is January 15th at 6:00 pm.

Motion by Thibodeau, second by Perry to adjourn at 6:50 pm.

Betty Raymond
Finance Officer

Lisa Hjellum
Chairman

Published once at the approximate cost of \$_____.