

The Estelline City Council met on Wednesday, December 7, 2022 at the Estelline City Office. Those present included Mayor Zafft, Cheryl Squires, Josh Cokens, Mike Gunderson, Ross Brandsrud, Ryan Miller, Julie Rieckman, Mary Saathoff, and Jason Hanssen. Also present: Jason Saathoff, Shane Waterman.

Mayor Zafft called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Motion to adopt the agenda as printed was made by J. Rieckman, second by M. Gunderson. With all voting aye, motion carried.

Open Public Session pursuant to SCL 1-25-1:

No one was present.

The minutes of the November 2nd meeting were presented for approval. Motion by J. Rieckman, second by C. Squires to approve the meeting minutes as presented. With all voting aye, motion carried.

The Financial/Super Saver statements for the City and Estelline Nursing & Care Center were approved with a motion by R. Miller, second by R. Brandsrud. With all voting aye, motion carried. The monthly bills for the City and Estelline Nursing & Care Center were reviewed. Motion was made by M. Gunderson, second by J. Cokens to approve all bills presented. With all voting aye, motion carried.

City Bills approved included:

AMBULANCE

ITC, telephone \$92.13; AT & T, cell phone \$45.87; First Net, wireless \$51.08; Country Corner, fuel \$140.10; PCC, billing fees \$110.55; Estelline Community Oil, fuel \$145.18; Bound Tree, supplies \$70.36; SDEMSA, dues \$30.00; Sanford Health, EMS education \$100.00;

PUBLICATIONS

Estelline Journal, minutes/notices \$120.91;

LEGAL

Delzer Law Firm, legal fees \$574.60;

ELECTRIC

WAPA, power \$8,047.69; Heartland, power \$25,346.92; East River, transmission \$2,626.40; ITC, load mgmt. internet \$88.85; SD Dept of Revenue, sales tax \$2,678.52; Efraimson Electric, install light poles \$3428.54; Office Peeps, supplies \$404.69; Estelline Community Oil, supplies \$331.90; US Postal Service, postage/envelopes \$734.00; SD One Call, locates \$42.00; Ditch Witch, locator \$5473.27; wages \$3239.73;

BUILDING

ITC, telephone \$59.65; Light & Power, utilities \$642.88; Marjorie Warborg, maint. \$195.00; Estelline Community Oil, supplies \$343.89; Ryan Miller, supplies \$170.38;

FIRE

Light & Power, utilities \$112.92; Estelline Community Oil, fuel/LP \$1328.91; Heiman, fire ext. service \$42.00;

MAYOR & COUNCIL

Donald Zafft, council fee/governing board \$475.00; Mike Gunderson, council fee/governing board \$150.00; Cheryl Squires, council fee/governing board \$150.00; Josh Cokens, council fee/governing board \$150.00; Ross Brandsrud, council fee/governing board \$150.00; Ryan Miller, council fee/governing board \$150.00; Julie Rieckman, council fee/governing board \$175.00;

FINANCE OFFICE

ITC, telephone \$167.59; Light & Power, utilities \$100.28; Office Peeps, supplies \$40.59; wages \$5561.59;

SOLID WASTE

Cook's Wastepaper, garbage collection \$5,098.10; SD Dept of Revenue, sales tax \$294.44;

POLICE

Hamlin County, contract law \$4030.00;

SEWER

Light & Power, utilities \$248.31; NW Energy, utilities \$12.84; wages \$3664.44;

STREET

Light & Power, utilities \$473.25; Estelline Community Oil, fuel/tires \$1781.42; Transource, supplies \$27.96; GCC, monster blocks \$1275.00; Kibble Equipment John Deere, skid steer repairs \$1966.12; Popham Construction, street sweeping \$2635.00; Macksteel Warehouse, steel tube \$401.10;

LANDFILL

AT& T, cell phone \$45.74; wages \$455.70;

SIGN

Light & Power, utilities \$25.52; AT & T, wireless \$49.47;

REFLECTION PARK

Light & Power, utilities \$5.64;

WATER

Light & Power, utilities \$446.95; SD Public Health Lab, samples \$14.00;

PARK

Estelline Community Oil, mowing gas \$36.27;

POOL

Elite Drain Cleaning, jet pool lines \$277.50;

CAPITOL IMPROVEMENT

IMEG Engineering, fees \$5610.00

MISC.

Equipment Super Savers, equipment savings acct. \$4983.34; Wellmark Blue Cross, health insurance \$1582.46; Delta Dental, insurance \$98.28; American Family, insurance \$347.71; SD Retirement, retirement \$1495.90; Flex One Account, cafeteria plan \$152.30; Avesis, vision ins. \$11.53; Ins. Account, funding \$125.00; Wards Store, supplies \$340.20; SD Retirement Special Pay Plan, Lyle Vohlken \$6351.64; Petty Cash, replenish fund \$20.95.

ENCC Payables: \$102,646.55

ENCC Payroll: \$156,164.24

Mayor Zafft reported that some new street lights and poles have been installed on the north end of Main Street; the baseball fence has been repaired; \$900 was given to the Estelline Food Pantry from the Estelline Community Foundation fund.

Jason Hanssen, administrator reported that ENCC had a gain of \$28,739.05 for the month of November. The current census is at 53. The State Surveyors were here November 28 thru December 1st. The facility received 0 deficiencies. The hallway flooring project will start on January 2nd. The Christmas party with staff and residents will be December 23rd.

Cheryl Squires reported that Estelline Area Economic Development is working on the budget for the upcoming year. Inventory is about complete in the library and then some painting and repairs can be done. Their next meeting will be January 23, 2023.

Old Business:

None

New Business:

Jason Saathoff presented plans for a proposed house for one of the lots available on the North Ridge property. He would like to purchase a lot if the measurements are workable. Motion by J. Rieckman, second by J. Cokens to approve. With all voting aye, motion carried.

Shane Waterman from IMEG Engineering presented updated plans for the eastside housing addition. Lot sizes, streets, sewer, etc. were discussed. He will most likely have all this information incorporated into an update at the next meeting.

The 2023 Liquor License transfer/approval was presented for:

BV Enterprises, LLC DBA/Wards Shopping Center - Package Liquor-Off Sale and Retail Wine –On-Off Sale

A motion was made by J. Cokens, second by R. Brandsrud to approve these license transfers. With all voting aye, motion carried.

A quote was presented from Williams Carpet One for hallway flooring at ENCC for a cost of \$29,312.39. Motion was made by J. Cokens, second was made by C. Squires to approve the quote. With all voting aye, motion carried.

Contingency Transfer Resolution No. 2022-04 was presented as follows:

RESOLUTION 2022-04

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF ESTELLINE, that the amount of \$27,500.00 will be transferred from the Contingency budget to cover net operating expenses in the following department budgets:

101-41410-42200 Legal \$190

101-45200-42600 Park Supplies \$8,105

101-45200-45270 Sign Expense \$2,705
500-46500-42200 Capitol Project Professional \$16,500

Motion by Ryan Miller, second by Ross Brandsrud to approve. With all voting aye, motion carried.
Adopted and effective this 7th day of December, 2022.
Donald Zafft, Mayor

The audit proposal for the year ending 2022 was presented from Independent Audit Services, P.C. in the amount of \$7,000. Motion was made by R. Miller, second by J. Rieckman to approve. With all voting aye, motion carried.

The year end meeting date was set for December 29, 2022 at 8:00 AM

A motion was made by C. Squires, second by J. Cokens to move into Executive Session as per SDCL 1-25-2 (1) (3) at 7:08 PM. With all voting aye, motion carried. Mayor Zafft declared out of Executive Session at 8:37 PM.

Motion by M. Gunderson, second by J. Cokens to approve the wage review as presented. With all voting aye, motion carried.

ENCC

Dawn Mickey, Ldry Spvr \$17.40

Erika Hall, CNA \$18.42

Emily Westfield, RN \$29.63 6-Month

Amanda Trowbridge, DON \$43.40 6 Month

New Hires:

Brandon Schake, Maintenance Spvr. \$24.27

Johnathan Schnaible, Maintenance \$17.90

Motion was made by J. Rieckman, second by J. Cokens to allow a 4% cost of living for all employees for 2023 and to pay all city employees a yearend bonus based on the following schedule:

Non-benefit employees \$50.00 each

Part-time employees \$100.00 each

Full-time employees \$200.00 each

With all voting aye, motion carried.

With there being no further business, motion to adjourn at 8:42 PM was made by M. Gunderson, second by J. Cokens. With all voting aye, motion carried.

Donald Zafft, Mayor

Mary Saathoff, Finance Officer