

The Estelline City Council met on Wednesday, June 1, 2022 at the Estelline City Office. Those present included Mayor Zafft, Ryan Miller, Cheryl Squires, Josh Cokens, Mike Gunderson, Ross Brandsrud, Julie Rieckman, Mary Saathoff, Mike Ward and Jason Hanssen. Also present: Jenna Aderhold, Heather Marson, Susan Linneman, Cynthia Johnson, Linda Hoffelt, Jan Johnson, 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 R. Brandsrud. With all voting aye, motion carried.

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

Heather Marson presented information regarding sewer backup at their property. Information will be sent to the city's insurance company.

The minutes of the May 4th meeting were presented for approval. Motion by J. Rieckman, second by M. Gunderson 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 M. Gunderson, second by C. Squires. With all voting aye, motion carried.

The monthly bills for the City and Estelline Nursing & Care Center were reviewed. Motion was made by J. Cokens, second by R. Brandsrud to approve all bills presented. With all voting aye, motion carried.

City Bills approved included:

AMBULANCE

ITC, telephone \$91.50; AT & T, cell phone \$45.64; First Net, wireless \$80.08; Estelline Community Oil, fuel \$87.20; Bound Tree, supplies \$621.79; SD Dept of Health, license \$12.00;

PUBLICATIONS

Estelline Journal, minutes/notices \$188.40;

LEGAL

Delzer Law Firm, legal fees \$130.00;

ELECTRIC

WAPA, power \$10,661.36; Heartland, power \$13,611.72; East River, transmission \$2,304.96; ITC, load mgmt. internet \$88.85; SD Dept of Revenue, sales tax \$2,799.56; Eframson Electric, repairs/installations \$4168.99;

BUILDING

ITC, telephone \$58.81; Light & Power, utilities \$760.96; Marjorie Warborg, maint. \$255.00;

FIRE

Light & Power, utilities \$114.23; Estelline Community Oil, fuel \$73.67; Macqueen Equipment, pants, jackets, hose \$10,075.34;

MAYOR & COUNCIL

Donald Zafft, council fee/governing board \$475.00; Ryan Miller, council fee/governing board \$150.00; 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; Julie Rieckman, council fee/governing board \$175.00;

FINANCE OFFICE

ITC, telephone \$162.22; Light & Power, utilities \$332.31; Mary Saathoff, mileage-sheriff meetings \$35.70 Office Peeps, supplies \$16.28; wages \$5604.22.

SOLID WASTE

Cook's Wastepaper, garbage collection \$4,975.74; SD Dept of Revenue, sales tax \$286.49;

POLICE

Hamlin County, contract law \$4030.00;

SEWER

Light & Power, utilities \$241.55; Nitteberg Construction, sewer-S. 4th St. \$19,293.30; Menards, supplies \$105.28;

STREET

Light & Power, utilities \$411.60; Estelline Community Oil, fuel/supplies \$632.29; Nitteberg Construcion, N. Ridge Road street work \$7438.49; wages \$4101.36;

LANDFILL

AT& T, cell phone \$45.64; Jerry Hofer, landfill attendant \$180.00; wages \$195.30;

SIGN

Light & Power, utilities \$22.63; AT & T, wireless \$37.44;

REFLECTION PARK

Light & Power, utilities \$3.54;

WATER

Light & Power, utilities \$500.68; SD Public Health Lab, water samples \$28.00; Hawkins, chemicals \$731.78; Efraimson Electric, water tower chemical room repair \$3928.54; Nitteberg Construction, water S.4th St, \$19,293.30; wages \$4635.85;

PARK

Dales Sinclair, battery/fuel \$339.25; Efraimson Electric, ball field circuits \$3659.70; Bryan Rock, ball diamond rock \$1476.23;

POOL

Hawkins, chemicals \$1168.04; Heather Hall, pump parts \$106.71; The Lifeguard Store, supplies \$337.11; Menards, supplies \$615.35;

MISC.

Equipment Super Savers, equipment savings acct. \$4983.34; Wellmark Blue Cross, health insurance \$1440.04; Delta Dental, insurance \$93.60; American Family, insurance \$347.71; SD Retirement, retirement \$1720.98; Flex One Account, cafeteria plan \$152.30; Avesis, vision ins. \$23.06; Ins. Account, funding \$250.00; Petty Cash, replenish fund \$40.00; Wards Store, supplies \$83.94; EMC Ins. CO. liability ins. \$11,615.25; Nitteberg Construction, storm/tree removal \$7,191.00.

ENCC Payables: \$67,473.07

ENCC Payroll: \$157,863.72

Mayor Zafft reported that they are starting to get caught up on cleaning after the storm. The pool is up and running. The Community Oil electrical meter had a malfunction due to a bird nest. Jason Hanssen, administrator reported that ENCC had a gain of \$244,093.36 for the month of May due to a 20% retroactive payment received from Medicaid. The current census is at 55. They are seeing growth in admissions and have received some residents from the Clear Lake nursing home. The DON position has been filled.

Cheryl Squires reported that at the Estelline Area Economic Development did meet on May 31, but Cheryl did not attend as she was out of town.

Old Business:

None.

New Business:

Application No. V22-02, a variance request by Jami & Jennifer Jensen to permit the building of a 40' X 60' personal storage garage with fourteen (14) foot sidewalls in a Residentially Zoned area at 301 6th St. S., Original Plat, Lot 5, Block 29, Estelline, SD, was presented for review. With there being no opposition to the request, motion was made by M. Gunderson, second by R. Miller to approve variance No.V22-02. With all voting aye, motion carried.

Members of the historical society were present and gave an update on their accomplishments since starting the group. They have decided to dissolve the group and will no longer be renting the former library building. Items they have collected will be advertised so they can get the building emptied.

Building permits were presented as follows:

Jami & Jennifer Jensen - 40' x 60' shed

Basil Pottratz - 8'x 28' front porch, 12' x 24' rear deck, 10' x 14' garage addition

Dwight Reitz – shed

Ryan Miller – 12' x 20' cement pad

Motion was made by J. Rieckman, second by J. Cokens to approve the building permits. With all voting aye, motion carried.

Jason Hanssen presented the following ENCC policies for approval:

FIT Testing

Attendance and Punctuality

Disciplinary Action

Emergency Staffing

Motion to approve the policies was made by M. Gunderson, second by J. Cokens with revision to the Attendance and Punctuality and Disciplinary Action policy language to include all city employees.

With all voting aye, motion carried.

Contract Law for 2023 was presented for approval. The county commissioners are asking for an increase from \$31.00/hour to \$37.00/hour and quarterly payment of \$681.39 for non-emergency calls

received by Watertown Dispatch. Current contract is for 30 hours weekly. Motion was made by M. Gunderson, second by C. Squires to approve a contract for 25 hours per week at \$37.00 per hour. With all voting aye, motion carried.

Resolution No. 2022-03 was presented for approval as follows:

RESOLUTION No. 2022-03

CREDIT CARD ACQUISITION AND USE POLICY

WHEREAS: The City of Estelline Common Council has determined that the City has a need for a credit card as authorized by SDCL 4-3-27,

NOW THEREFORE, BE IT RESOLVED, that the Finance Officer and the Estelline Nursing and Care Center Office Manager (herein after referred to as the “designated official”) are hereby authorized to acquire and use credit cards for the purchase of certain necessities on behalf of and for the benefit of the City of Estelline/Estelline Nursing & Care Center, in accordance with the policies set out below:

The credit line for said card shall not exceed \$1,000.00.

All purchases in excess of \$500.00 must be preapproved by the City Council.

The credit card shall remain in the custody of the designated official at all times, except when entrusted to an employee for an authorized use.

When the credit card is used by any city employee, the card shall immediately be returned to the designated official, along with a copy of the receipt, and an invoice or other documentation stating what the card was used for. Credit card numbers are **NOT** to be kept “on file” for any vendor.

The credit card shall be used for the purchase of meeting registration, motel room guarantees, motel room payment, meals, or the purchase of supplies that cannot be accomplished by the issuance of a purchase order and billed directly to the City/Nursing Home to be processed in the normal warrant process. The card may be used to purchase gas/fuel for city owned vehicles only. The card may also be used to pay for purchases through the internet if it is the only means of payment accepted by the vendor and the normal warrant process cannot be used.

Any perks, credits or items of value earned because of the use of said cards shall only be used for the benefit of the City/Nursing Home and not for that of any employee, unless authorized by the governing body.

Dated this 1st day of June, 2022.

Donald Zafft, Mayor

Motion was made by J. Cokens, second by J. Rieckman to approve Resolution No. 2022-03. With all voting aye, motion carried.

Shane Waterman with IMEG presented a proposal for engineering services for a housing development in Estelline. The Preliminary Plan scope of work is as follows: prepare proposed preliminary right of way, utility infrastructure, drainage plan, and proposed lot dimensions for a fixed fee of \$25,000. Motion was made by J. Cokens, second by M. Gunderson to approve the proposal. With all voting aye, motion carried.

A motion was made by R. Brandsrud, second by J. Rieckman to move into Executive Session as per SDCL 1-25-2 (1) at 7:25 PM for Wage Review. With all voting aye, motion carried. Mayor Zafft declared out of Executive Session at 7:40 PM.

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

ENCC

Alexis Vomacka, CNA \$20.00

Kate Wegner, CNA \$20.00

Makenzie Hendricks, CNA \$20.00

Cynthia Jacobo, CNA \$20.00

Marie Dunn, CNA \$16.40

New Hires:

Elizaberth Will, Diet.Aide \$15.00

Abby Tekrony, Diet.Aide \$15.00

2022 Swimming Pool Recommendations

Nataley Ebbers (certification received) \$11.00

Madelyn Ebbers \$11.50

Danielle Hawley \$11.50

Braxton Saathoff \$11.50

Trey Cass \$11.50

Maci Koppman Co-Manager \$15.00

Renee Luckhurst Co- Manager \$15.00

With there being no further business, motion to adjourn at 7:41PM was made by J. Cokens, second by R. Brandsrud. With all voting aye, motion carried.

Donald Zafft, Mayor

Mary Saathoff, Finance Officer