

Minutes for September 14, 2015 City Council Meeting

The meeting of the Eureka City Council was called to order on September 14, 2015, at 7:00 p.m. by Mayor Opp in the council room of the Municipal Building with the following present: Mayor Opp, Council members: Bertsch, Billotto, Heilman, Obenauer, Regula, Weisbeck, Finance Officer Gruebele, and City Attorney Marshall Lovrien. Others present: Anita Duquette, Mary Lou Gruebele, Kaitlyn Pelton, Kristi Gonska, Chris Gonska, and Jake McCluskey.

Any changes or additions: Telephone pole. Motion by Weisbeck, seconded by Regula to accept the changes and additions to the agenda. All voted aye. Motion carried.

There was discussion on publishing building permits in the minutes. The decision was to continue to publish the approval of the building permits with no listing of names.

Rob Grajczyk and Tricia Grajczyk joined the meeting.

Motion by Bertsch, seconded by Heilman to approve the August 10, 2015 city council meeting minutes and the August 25, 2015 special city council meeting minutes. All voted aye. Motion carried.

At 7:05 p.m. the application from the Eureka Fire Department for a temporary malt beverage license for the sale of malt beverage on October 17, 2015, at the Eureka Fire Hall for the Annual Hunter's Steak Fry was presented. Motion by Billotto, and seconded by Weisbeck to approve the temporary malt beverage license for the Annual Hunter's Steak Fry on October 17, 2015. All voted aye. Motion carried.

Citizen Open Forum: Anita Duquette asked what happened with the wood for the bleachers. Council's response was that some was used for composite decking and the rest is currently in inventory. If it is not used some may be sold as surplus property.

Ken Martin joined the meeting.

Anita Duquette also addressed that her son, Brandon, who used to work for the City, has received three phone calls from the City since his employment ended with them. She stated one not so nice. She has heard that it has been said that Brandon "doesn't know stress". She would like the degrading of her son to stop. Anita also addressed Mayor Opp that it was said that he had talked to her son, Travis, about his yard. Anita said that Mayor Opp did not talk about his yard, but only asked about Travis's fence. Anita concluded to tell the truth and no slandering her childrens' names.

Weisbeck spoke about the driveway into the post office parking is being blocked by citizens who are parking there and running into the post office. However, when that driveway is blocked citizens are not able to access the handicap parking. The City will paint the driveway by the post office blue so the driveway will not be blocked.

Jayne Arnold and Gregg Arnold joined the meeting.

Mary Lou Gruebele left the meeting.

The City reviewed the proposal from Jake McCluskey on the set up and maintenance of a city website. Mayor Opp spoke with Kaitlyn Pelton and Jaci Eberhart both with ECDC and they intend to keep their ECDC website. Jake McCluskey stated there will be extra work up front, but the hours per month required will drop off. The website could be up and running by November. Regula was concerned on cost and felt the City should explore other options before moving forward. Regula felt the City should work with ECDC and suggested to work together to keep their current website up-to-date. Weisbeck was concerned about cost as well. Jake stated in a year maintaining and updating the website would cost nothing if someone else was trained. He said he prefers training and someone could be trained for free. Bertsch suggested the City check with other cities who have .gov websites and get information on cost and what the website is doing for their cities. Jake stated that .gov websites will rank higher on Google and this would help Eureka businesses be found when someone searches online. Jake recommends a .gov website and said he checked and www.eurekasd.gov would be an available website address. Finance Officer Gruebele will contact other SD cities and gather website information and other options to present at the next meeting.

Motion by Regula, seconded by Weisbeck to approve the bills as presented. Obenauer abstained. All voted aye. Motion carried. Bills for September 14, 2015: Northern Plains, pre-paid propane \$4000.00; SD Dept of Revenue, driver's license \$559.00; Servall, cleaning supplies \$100.14; Northern Plains, fuel oil/diesel \$620.16; Matheson, acetylene \$9.61; Dakota Cloud Recovery, computer back-up \$151.67; A&B Business, maintenance/supplies \$276.99; Ken's, supplies \$11.48; Mark Opp, meals reimbursement \$145.84; Vilas Pharmacy, supplies \$22.77; JP Lumber, supplies \$98.93; Les's Standard, labor/air conditioner \$97.50; Bantz, Gosch, & Cremer, attorney fees \$1343.15; The Stop, gas \$313.65; Heartland Waste, sanitation fees \$5114.60; Pheasantland Industries, work apparel \$209.37; Postmaster, water billing postage/stamps \$549.00; Northwest Blade, advertising/publishing \$304.39; SD Assoc. of Rural Water Systems, annual dues \$410.00; Premier Equipment, supplies \$61.95; Susan Fischer, books \$591.56; Aberdeen News, advertising/job ad \$899.79; SD Dept of Transportation, outdoor advertising renewal \$16.00; Valleytel, phones/utilities \$386.78; MDU, utilities \$4726.78; Arlo Bertsch, meal reimbursement \$140.00; Gregg Arnold, supplies \$6.64; Avera Occupational Medicine, new hire/drug testing \$57.40; 4DK Electric, labor/material/park \$4102.20; SD Dept of Env. & Natural Resources, annual drinking water fee \$600.00; Great Plains Bank, utilities \$14.70; Great Plains Bank, payroll \$2165.04; Great Plains Bank, interest owed/artesian well \$380.83; SD Retirement System, SD retirement \$487.80; Wellmark, health insurance \$1093.78; WEB, water \$7102.40; FEM, utilities \$588.71; Eureka Comm. Health Services/Avera, hospital debt \$6250.00; American Legion, supplies/baseball program \$2000.00; ECDC, economic development \$5500.00; McPherson County Auditor, police contract \$3500.00; SD State Treasurer, sales tax \$38.52; Obenauer Sand & Gravel, rip-rap/lake \$24,487.50; Federal Licensing Inc., two-way radio license fees \$124.00; SD One Call, message fees \$6.30; Dakota Cloud Recovery, computer back up \$149.43.

Motion by Bertsch, seconded by Billotto to approve the financials. All voted aye. Motion carried.

Motion by Weisbeck, seconded by Obenauer to approve the building permits. All voted aye. Motion carried.

Kristi Gonska and Kaitlyn Pelton left the meeting.

Finance Officer Gruebele presented the following estimates/quote: Frigidaire refrigerator/freezer for City building from Les's Standard; Labor/material to add outlets in City building from 4DK Electric; Prep and painting of walls in City office, City Councilroom, and Police room from Daren Fischer Painting; and two desks for City office from A&B Business. Regula asked about the cost and size of the refrigerator. Council discussed purchasing it local.

Motion by Weisbeck, seconded by Heilman to purchase the desks from A&B Business. All voted aye. Motion carried.

Motion by Obenauer, seconded by Regula to approve the painting estimate from Daren Fischer and adding the painting of the two City building restrooms. All voted aye. Motion carried.

Motion by Weisbeck, seconded by Bertsch to purchase the Frigidaire refrigerator/freezer from Les's Standard for \$344.00. All voted aye. Motion carried.

Motion by Heilman, seconded by Weisbeck to approve the labor/material estimate from 4DK Electric to add outlets in the City building. All voted aye. Motion carried.

Finance Officer Gruebele presented the City of Eureka's employee health insurance renewal information. The City will have a 3.73% decrease in their renewal rate. Currently, the City covers 100% of employee only health insurance. The city employees have asked the Council to consider 80%/20% coverage of the Family plan. Tabled until October's meeting.

Finance Officer Gruebele will check into the possibility of paying employees biweekly instead of monthly. Motion by Bertsch, seconded by Obenauer to approve the payroll report. All voted aye. Motion carried.

Motion by Weisbeck, seconded by Bertsch to approve the application from the Wolff Den to permit the establishment to be open until 2:00 a.m. on October 16 and 17, 2015. All voted aye. Motion carried.

Motion by Regula, seconded by Heilman to approve the SD045 Area Chapter of Ducks Unlimited to conduct raffles for its fundraising event. They will have their annual banquet on October 24, 2015, at the Eureka Municipal Golf Course Club House. All voted aye. Motion carried.

Deputy Smith was on vacation and unable to attend meeting. He will provide the City Council with this month's police report at next month's meeting. Finance Officer Gruebele presented a question from Deputy Smith to the council regarding the ordinance for Jacob Brakes. Currently, the ordinance states that penalties for violating this section shall be not more than \$200.00. Deputy Smith was asking for clarification. Motion by Weisbeck, seconded by Regula to amend the Ordinance 10.38.070 to state that penalties for violating this section shall be \$100.00 for the first offense and \$200.00 for the second offense. All voted aye. Motion carried.

Gregg Arnold was sworn in as the Director of Public Works.

Gregg Arnold gave many thanks and appreciation to Ron Hemmingson for all his help and training. They have been working on the appearance of the town for the upcoming Schmeckfest celebration. Gregg stated he has a vision and some ideas for improvements.

There was discussion on the budget for 2016. Finance Officer Gruebele asked about waterline project and if asphalt for streets was budgeted. Council said it should be covered with the budgeted amount. Gruebele also informed Council that Doreen Lang's wages were not discussed yet. Gruebele was able to figure out salaries/wages under the Police account is for Code Enforcement and recommended budgeting for that and 911 fax charges.

ECDC and the \$5,000 proposed to be budgeted was discussed. Obenauer suggested moving that \$5,000 to the Streets account. Regula suggested leaving the \$5,000 for ECDC and working with them on a website. Bertsch suggested moving the \$5,000 to the Promoting the City Special Fund and donating \$5,000 to the new school for landscaping. Billotto also suggested helping with ECDC's website and felt that the City should first talk with ECDC. Heilman remarked that a website won't be \$5000 every year and also suggested moving the \$5,000 to the Promoting the City Special Fund. Billotto was not in favor of taking the \$5,000 away from ECDC. She did not feel it was right. Obenauer felt they have to use good business sense. Weisbeck agreed it is the City's budget and remarked on the repairs/maintenance needed for the building. Obenauer remarked thoughts about giving ECDC the building. Weisbeck stated it is about what is getting accomplished. Discussion concluded and a decision was made to move the \$5,000 from the Economic Development account to the Promoting the City Special Fund account.

Council also decided to move \$2,000 from the Parks account to distribute in the Police account for Code Enforcement, as well as, the department accounts with Social Security/Medicare and Retirement.

Rob Grajczyk and Tricia Grajczyk left the meeting.

Regula and Finance Officer Gruebele are continuing to work on updating the Personnel Policy Manual. There needs to be discussion on the vacation policy.

The ordinance drafted for water outside city limits was discussed. City Attorney Marshall Lovrien spoke on the ordinance drafted and explained that the City cannot set certain stipulations for different individuals. If the ordinance was enacted it would encompass all individuals and each would need to be treated the same following the ordinance.

Anita Duquette left the meeting.

Discussion concluded and it was the consensus of the Council to not change the current ordinance.

Motion by Heilman, seconded by Bertsch to go into executive session at 9:00 p.m. All voted aye. Motion carried. Mayor Opp asked Director of Public Works, Gregg Arnold, to stay in executive session. Arnold left executive session at 9:35 p.m.

At 10:06 p.m. motion by Weisbeck, seconded by Regula to come out of executive session. All voted aye. Motion carried.

Motion by Billotto, seconded by Regula to increase the wage rate for Doreen Lang to \$8.50 per hour effective January 1, 2016. All voted aye. Motion carried.

Motion by Heilman, seconded by Bertsch to hire Kyle Hemeyer for the Assistant Public Works Director/General Maintenance position at \$17.00 per hour. All voted aye. Motion carried.

Offer extended to Kyle Hemeyer for the Assistant Public Works Director/General Maintenance position. Kyle accepted the offer at \$17.00 per hour with a probationary period and completion of evaluation at 90 days.

Motion by Bertsch, seconded by Heilman to approve the second reading of the 2016 budget and Appropriation Ordinance 2015O-1. 5 voted aye. Billotto-no. Motion carried.

**ORDINANCE 2015O-1
2016 BUDGET APPROPRIATION ORDINANCE**

Part I: Be it ordained by the City of Eureka, SD that the following sums are appropriated to meet the obligations of the City of Eureka.

	GENERAL	DEBT	CAPITAL
	<u>FUND</u>	<u>SERVICE</u>	<u>PROJECTS</u>
		<u>FUND</u>	<u>FUND</u>
<u>Governmental Funds</u>			
410 General Government			
410 Contingency	\$55,510.25		
411 Ordinance and Publication	\$4,500.00		
412 Mayor and Council	\$21,400.00		
413 Elections	\$925.00		
414 Attorney	\$10,000.00		
415 Finance Officer	\$128,455.00		
416 General Government Buildings	\$76,500.00		
417 General Government Insurance	\$6,600.00		
418 Advertising	<u>\$500.00</u>		
Total General Government	\$304,390.25		
420 Public Safety			
421 Police	\$43,305.00		
422 Fire Department - Fire Hall	\$ -		
429 Other - Sirens	<u>\$10,000.00</u>		
Total Public Safety	\$53,305.00		
430 Public Works			

431 Highways and Streets	\$268,360.00	
432 Street Lights	\$36,500.00	
432 Sanitation/Rubble	\$77,705.00	
433 Snow Removal	\$138,380.00	
435 Airport	<u>\$5,400.00</u>	
Total Public Works	\$526,345.00	
440 Health and Welfare		
441 West Nile	\$1,775.00	
447 Hospitals-debt retirement	<u>\$12,500.00</u>	
Total Health and Welfare	\$14,275.00	
450 Culture and Recreation		
451 Senior Center	\$1,500.00	
451 Bus	\$1,500.00	
452 Parks	\$132,075.00	
455 Library	\$16,325.00	
458 Museum	<u>\$5,000.00</u>	
Total Culture and Recreation	\$156,400.00	
4650 Economic Development	\$ -	
4653 Promoting the City	\$61,000.00	
4653 Avera Health Care	<u>\$50,000.00</u>	
	<u>\$111,000.00</u>	
4700 Debt Service		\$16,295.00
Total 2016 Appropriations	1,165,715.25	16,295.00

Part II: The following designates the fund or funds that money derived from the following sources is applied to.

	GENERAL	DEBT	CAPITAL
	<u>FUND</u>	<u>FUND</u>	<u>FUND</u>
<u>Governmental Funds</u>			
Unobligated Cash	\$403,908.65		
310 Taxes	\$288,750.00	\$16,295.00	
General Tax Levy	\$295,866.60		
320 Licenses and Permits	\$5,390.00		
330 Intergovernmental Revenue	\$61,400.00		

340 Charges for Goods and Services	\$4,050.00	
360 Miscellaneous Revenue	\$14,850.00	
380 Sanitation/Rubble	\$91,500.00	
391 Other sources - Federal FAA Funds	\$ -	
391 Other Sources - State Share FAA Funds	\$ -	
Transfer from General to Capital Projects Fund	\$ _____	
Total Means of Finance	1,165,715.25	16,295.00

Proprietary Funds

602 Water

Source	\$25,000.00
Power	\$12,000.00
Purification	\$3,000.00
Distribution	\$75,000.00
Administration	\$103,015.00
Water Revenue Bonds	<u>\$16,000.00</u>
Total Water	\$234,015.00

604 Sewer & Federal Funding **\$169,480.00**

Total Water and Sewer **\$403,495.00**

Total Proprietary Means of Finance

	<u>Water</u>	<u>Sewer</u>	<u>Sanitation</u>
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>
Beginning Retained Earnings	1,878,866.12	1,839,779.04	
Estimated Revenue	157,600.00	179,000.00	
Total Available	2,036,466.12	2,018,779.04	
Less Appropriations (Expenses)	234,015.00	169,480.00	
Transfer In	-	-	
Estimated Surplus	1,802,451.12	1,849,299.04	
Less Estimated Surplus Retained	1,802,451.12	1,849,299.04	
Estimated Surplus to be transferred to Governmental Funds	-	-	

The Finance Officer is directed to certify the following dollar amount of tax levies made in this ordinance to the McPherson County Auditor.

County Auditor says that our growth is 1.5%. This amounts to \$4,313.34.

The taxes levied for this current year are \$287,556.23; therefore, our maximum tax request for 2016 is \$295,866.60.

Dated this 14th day of September 2015

First Reading: August 25, 2015

Second Reading: September 14, 2015

Published: October 1, 2015

Effective Date: October 22, 2015

Mark W. Opp - Mayor

ATTEST: Nicole Gruebele, Finance Officer

Motion by Weisbeck, seconded by Obenauer to accept the offer from Delbert Schrum for the recycle trailer for \$150.00. All voted aye. Motion carried.

The City will participate in the upcoming Schmeckfest parade. The City is also signed up for the Homecoming parade and will use Dennis Heilman's golf cart.

Motion by Weisbeck, seconded by Obenauer to approve time off to Assistant Finance Officer, Paulette Bauer, for October 19-21, 2015. All voted aye. Motion carried.

Motion by Bertsch, seconded by Heilman to approve time off to Finance Officer Gruebele for October 7-9, 2015, and for January 22, 25-29, 2016. All voted aye. Motion carried.

Motion by Weisbeck, seconded by Billotto for Director of Public Works, Gregg Arnold, and Assistant Finance Officer, Paulette Bauer, to attend the SDML Conference in Watertown on October 6-9, 2015. All voted aye. Motion carried. Office will be closed October 7-9, 2015.

Motion by Billotto, seconded by Heilman for Finance Officer Gruebele to attend the Election Workshop in Pierre on November 19, 2015.

Motion by Regula, seconded by Billotto to accept the Audit Report Letter from the SD Department of Legislative Audit. All voted aye. Motion carried.

Motion by Weisbeck, seconded by Bertsch to renew the ad in the SD Glacial Lakes & Prairies Tourism Association 2016 Regional Guide. All voted aye. Motion carried.

Council reviewed the estimate for tile removal and installation for the ambulance meeting room floor. A suggestion was made to look into carpeting as an option. Mayor Opp will contact and look into carpeting for the ambulance meeting room floor.

There was discussion on amending the City's vacation policy. There was discussion about who receives vacation time as a benefit, when those individuals should be able to use that benefit, how vacation time should accrue, and payment of vacation time upon resignation, separation, or retirement. Finance Officer Gruebele will calculate an hourly rate of accrual for vacation time based on an employee's years of service. Council discussed setting the amount of time an employee would have to wait before being able to use their vacation time. It was discussed that after 90 days of employment an employee would be able to use their vacation time. Regula and Finance Officer Gruebele will meet to continue to work on updating the Personnel Policy Manual including the vacation policy.

Mayor Opp contacted Scott Heimer to fix the artesian well. He should be coming by the end of September. It shouldn't be any later than the end of October.

Billotto corrected that agenda item should have been light pole rather than telephone pole. Billotto discussed that the light went out at Clyde Ottenbacher's residence. Billotto stated that Francis Schwingler and Robert Gab both contacted her about the possibility of putting up another street light in their area. Weisbeck will check the street and lighting out in that area.

Motion by Bertsch, seconded by Billotto to adjourn the meeting at 11:03 p.m. All voted aye. Motion carried.

Mayor Mark W. Opp

Nicole Gruebele, Finance Officer