

## **Elkton City Council Minutes**

**March 9, 2022**

The Elkton City Council meeting was called to order by Mayor Charles Remund at 7:00 PM. Council members present were Jordan Beck, David Bierman, Bill Kuehl and Greg Nelson. Council member Scott Stuefen was not in attendance. Also in attendance, Jessica Jensen with the Elkton Record and several residents.

Motion by Kuehl, second by Bierman to approve the agenda with addition of a MOU. All in favor – motion carried.

A letter of resignation for council member John Miraglia. Motion by Nelson, second by Beck to accept the resignation. All in favor – motion carried.

Motion by Bierman, second by Kuehl to approve the February 7 regular meeting minutes. All in favor – motion carried.

During citizen comments, JoAnn Houselog asked the council to provide another basketball hoop in the park for a 3 on 3 tournament this summer. The council agreed to provide another hoop. Inquiry about a soccer program, and who is responsible for any injuries that may occur at the park.

Several landlords requested more information on the new rental ordinance and inspection. The check list the inspector will use will be provided to each of the owners of rental property.

Steve Jensen, Public Works Director was on hand and gave his report. They continue to plow and haul snow as needed. The drain tiles are frozen up, causing issues with drainage and the need to pump. They will work on opening up the tiles to facilitate drainage. The controls in the rural water pit need upgrading. The cost is \$9200.00, Brookings Duel Rural water will pay for half and the city will be responsible for the remaining amount.

Bar Manager, Courtney Nelson was on hand to give her report. The till is causing issues, freezing up constantly. The cost of an upgraded system is \$1748.56. It was encouraged to have a back up computer for an additional cost of \$500.00. The cost to install gutters on the south side of the building by the off sale door is \$270.00. A quote for a new ice machine is coming from Green Energy Solutions. Nelson is looking into expanding the patio, they fight water problems every spring. The bar will have a St. Patrick's Day celebration on Saturday, March 19<sup>th</sup> with a parade, and DJ. The taco truck will also be in town for the event.

Susan Schuurman, Finance Officer presented the council with the cost of setting up the ability to take credit cards in office. The council felt the cost was too high for the small number of individuals that would use the service. The auditor was in and expects the audit to be complete by the end of the month.

There was no report for the Fire Department and Ambulance.

City Librarian, Sherry Bauman was not in attendance but left her report. Story hour and daycare deliveries continue. A magician has been hired for the Summer Reading program. Bauman is working on the summer program; she is also working on the Public Library Survey. The next library board meeting is Wednesday, March 16<sup>th</sup> at 5:00 PM.

The council reviewed the budget overview.

The council reviewed a replat for property owned by Norgaard Willert LLC. Motion by Nelson, second by Kuehl to accept the replat of Lot 12A and 13A of Block 14, being a replat of Lots 12-15 of Block 14 of plat entitled blocks 14 to 26, inclusive and outlots E, F, G, H, K, L, M, & N. All in favor – motion carried.

City Infrastructure Improvement update: Phase I funded projects are complete. Third and Beaver Street lift station, lien waivers have been received and final acceptance has been issued. Final engineering invoices have been submitted, contractor's application for payment #7 is presented to the council for approval in the amount of \$17,961.47, this payment will close out the project. Utility Improvements Phase II, contract expects to start around July 1<sup>st</sup>. Motion by Beck, second by Bierman to approve payment #7 in the amount of \$17,961.47 to Premier Contracting. All in favor – motion carried.

The council approved the purchase of a snow bucket for the skid loader. Motion by Kuehl, second by Nelson to purchase from Bobcat in the amount of \$2232.45. All in favor – motion carried.

The council presented updates to the city's personnel policy manual. These will be added and the updated manual presented for council approval. There was a MOU of Authorization and agreement to permit access on a property a developer is interested in to build an apartment building that would also house a clinic. The MOU allows for the developer to research the investment before purchasing the property.

Motion by Bierman, second by Nelson to approve payment of the March bills. All in favor – motion carried.

Motion by Kuehl, second by Nelson to adjourn the council meeting at 8:36 PM. All in favor – motion carried.

### **March 2022 payments**

Aflac 67.00 insurance; A-OX welding 36.33 shop supplies; Aramark 439.26 bar mats, c-ctr supplies; \*AT&T 162.74 cell service; BankStar Insurance 128.10 fidelity bond; Beal Distributing 5372.40 beer purchases; Bobcat of Brookings 200.00 rental of snow bucket; Britzman, Steve 84.00 lawyer fees; Br. Co. Sheriff's Dept 2862.44 contract law enforcement; Br. Deuel Rural Water System 4151.90 water purchased; Century Business Products 70.63 library copier lease, copies; Chesterman 175.00 pop purchased; CHS 950.53 propane, misc supplies; City of Elkton 299.05 utility fees; Colonial Life 389.82 insurance; Cook's Wastepaper 3880.30 contract garbage; Dakota Beverage Co 2555.67 beer purchases; Dept of Revenue 2216.55 sales tax remittance; Double D Gravel 200.64 water dept supplies; EFTPS 3520.24 federal tax payments; Elkton Lumber 10.92 c-ctr supplies; Elkton Plumbing 1061.97 bar, water dept maintenance; Grainger 1176.70 water tower pump; Harry's Frozen Food 990.50 pizzas for bar; Henry's 1947.65 bar supplies; HyVee 40.00 funeral flowers; Independent Audit Services 6500.00 audit services; ITC 774.10 phone & internet service; ITMation Corporation 843.60 POS annual support; Jensen, Steve 70.00 phone reimbursement; \*Johnson Bros 1616.52 liquor purchases; Johnson Bros 2217.06 liquor purchases; LEAF 41.00 finance office copier lease; Lowes 428.04 bar maintenance; Nelson, Courtney 47.64 reimbursement for mileage, phone reimbursement; Nelson, Terry 30.00 phone reimbursement; One Office Solution 20.51 copier maintenance, copies; Ottertail 2192.07 electricity; Postmaster 178.00 postage; \*Republic Beverage Company 571.50 liquor purchases; RFD News 190.72 publications;

Runnings 284.09 shop, water dept supplies; Schuurman, Susan 47.64 mileage, phone reimbursement; SD Retirement 1735.12 retirement payment; Sioux Valley Energy 55.00 lagoon electricity; Skyview 575.06 fuel purchases; \*Southern Glazer's 833.70 liquor purchases; Southern Glazer's 443.88 liquor purchases; Team Lab 516.50 weed spray; United Lab 592.17 park supplies; \*Visa 228.95 finance, library software; \*Visa – Street 21.27 street supplies; \*Visa – Bar 280.87 bar supplies; Wellmark BC/BS 2724.62 health insurance. **\*denotes already pd. \*Payroll:** Mayor/Council 925.88; Finance 3415.16; C-ctr 104.01; Street 2465.17; Library 1087.24; Bar 5823.05; Water 2651.38; Sewer 2465.12.