

White City Council Meeting Minutes

March 6, 2017

White City Council met on March 6, meeting came to order at 7:02 with all council members present.

The agenda for the meeting was reviewed and updated to include discussion of Cattleman's Association meeting, setting date for the Equalization meeting, and the addition of an executive session to discuss personnel issues. Motion made by Kelm and seconded by Brandt to include the updated agenda. Minutes for the February meeting were also approved, Westberg made the motion and Hopfinger seconded it.

Financial billing statements were not formally printed, however several were presented for signatures. Motion made by Wilts and seconded by Kelm to approve the bills that were available at meeting time. Brandt abstained as she hadn't had a chance to review them.

Dan DeYoung advised that he would be on vacation from March 15th through the 22nd and has arranged for the Willmotts to take care of any snow removal if needed. Meters would be read before his leave. Francis Anderson would help with any water or electrical issues. There currently aren't any major issues to be dealt with.

White Health Care Center progress is still waiting federal loan approval. Hopfinger agreed to contact Casey Crabtree to complete the grant for this year's funding. Per Randy Hanson, the project has started moving forward and has passed through the first federal level, however, still waiting for further information.

McKnight Hall will be under construction for the next couple weeks as Randy Feucht has the wall board here and is ready to install. He requested permission to rent a scissor lift for an additional \$300 for a month, motion made by Hopfinger, seconded by Wilts to approve addition to bid. Westberg said she would call Midwest Glass to get door primed before installation and to get an invoice, so can get payment to them. She also will ask Cindy Willmott if she would be willing to paint the hall pillars and wall while the scissor lift is available, motion made by Hopfinger and seconded by Wilts. Westberg had also talked with Jeff Hanson regarding sound panels, however, this was tabled until we can get a sound study done by Sound Sensations after all the board is up and tiles are down. Wilts commented that the wall fans are distracting and wondered if there was any way to make them look better or replace them. She will request a bid from Francis for central air unit/heat unit as the 4 outside air conditioners will be removed with new wall board install.

Mary Raine, temporary finance officer, gave the updated status of the Finance Office. Currently, the 941 tax forms for 2016 have been sent in and paid for, however 2013-2015 still need to be completed. The tax reports had been paid, but paperwork not filed which will result in fines and penalties. A letter was drafted and sent to the IRS requesting forgiveness for late/past due paperwork in hopes that the fines and penalties would be waived.

Currently, the billing system is not allowing for new check processing as past years have not been closed and duplicate check numbers showing in the system. Mary had contacted Melanie Hanson as to how she had previously balanced the accounts, either with the Banyon billing system or Quickbooks, and she stated that she had used both. Bills are being paid, however, they aren't able to be entered into the billing system. Mary's suggestion is to get a state auditor into the office as soon as possible to help get things straightened out so we can move forward. Wilts motioned to contact the SD Municipal League to find out who is available, Hopfinger seconded the motion. Mary has a quote from Banyon to update the billing system to include payroll, however this will be tabled until the auditor has reviewed our situation and a new finance officer is in place.

An unemployment letter was filed by Chris Willmott and the city will complete the paperwork to protest the payout. No election petitions were received for the open council positions, so no election will be held in April. Mary's wages were discussed and due to the amount of work having to be completed, motion was made by Wilts and seconded by Kelm to raise her rate of pay to \$15 per hour plus mileage costs for training, effective March 1, 2017. All council members were in favor of the increase. Equalization meeting will need to be set and representative from the school board, Christine Sheffield contacted to attend. After reviewing billing statements, it was decided to disconnect the fax machine and number, and update the shop phone to rural Brookings to save on long distance charges. The city email seems to also fill up quickly, will need to contact Heartland to look into increasing storage or any other remedies.

Sherriff's report included a couple of open container citations, which the city attorney wanted clarification as to how the city wanted to proceed. Motion was made by Brandt and seconded by Wilts to proceed with paperwork on the citations.

The old ambulance is currently still in use, but the city has decided to declare it as surplus so that when the updated ambulance is completed, the city could sell or take bids to recoup costs. Motion was made by Wilts and seconded by Hopfinger.

Upcoming meeting dates: March 23rd, 2017 will be the Equalization meeting at 7pm. Notification will be published in the paper for 2 weeks prior. SD Municipal League has a meeting in DeSmet, SD on March 22, 2017 at 6pm and councilpersons Wilts and Westberg will be attending. Next council meeting will be held on April 3rd at 7pm at McKnight Hall. The SD Cattleman's Association will also be hosting an event in the hall on April 22nd.

Citywide cleanup day is scheduled for Friday, May 5, 2017 through Cooks Waste Management. Old business regarding the hall shingling project was discussed and it will be advertised for bids.

The Legion Post 88 will be hosting a blood pressure screening on April 22, 2017 from 9am to 11pm in the Legion room.

Financials were discussed and motion to disconnect past due balances made by Westberg, seconded by Wilts, unless arrangements are made by those affected.

Motion made by Kelm and seconded by Westberg to enter into executive session at 8:33 to discuss personnel issues. Council came out of session at 8:50, motion made by Hopfinger, seconded by Kelm. As per the city's personnel handbook and policies, no further payout for vacation time or sick leave will be paid out to Melanie Haber. Motion made by Westberg and seconded by Wilts, motion was approved by all.

Meeting adjourned at 9:05pm, motion made by Wilts and seconded by Kelm.