**CITY OF BOWDLE**

**REGULAR MEETING MINUTES**

**SEPTEMBER 9, 2024**

**Public Forum**: The meeting started off with the City Council explaining to the public that no one on the council wanted to shut down Main Street or shut down the library. The council informed the public that to support the ongoing large-scale water and sewer project, 1% of the city's sales tax, around $82,000, is being allocated to help repay the loans that they secured for this crucial work. This project is essential for updating and maintaining the water and sewer systems, ensuring they meet current needs and future demands. However, to balance the budget and manage this significant financial commitment, they will need to implement substantial budget cuts across various city departments and services. They understand that these cuts may affect services that the community relies on, and they are working diligently to minimize the impact to the community. The Council’s goal is to ensure that the water and sewer improvements are completed successfully while maintaining as many of the city’s services as possible. The Council thanks everyone for their understanding and support as they are navigating these changes.

During forum, numerous attendees asked clarifying questions and expressed concerns regarding the proposed budget cuts. The primary areas of concern included the library. The questions aimed to seek further understanding of how the cuts would be implemented and what measures would be taken to mitigate potential negative effects.

Mayor Rick Boschee called the meeting, located at 2056 Main Street, to order at 9:05 pm. The following members were present: Rick Boschee, Rex Gab, Mike Gunderson, Darryn Barnhardt, Margaret Bobby, Russ Maier and Amber Shaykett. Also present: Finance Officer Carrie Poirier, Healthcare Administrator, Kirby Kleffman, Brooke Heilman, Rodney Schlecht, City Attorney Vaughn Beck, Jessica Casey, MAP, and an Edmunds County Deputy. There were 56 attendees. The list of names is on file at the city office. All present recited the Pledge of Allegiance. Tara Beitelspacher from The Pride recorded the meeting.

**Agenda:** Motion by Gunderson, seconded by Shaykett to approve the agenda. All voted yes. Motion carried.

**Minutes:** Motion by Gab, seconded by Gunderson, to approve the minutes of the regular meeting held on August 5, 2024, with a correction of Joell Bieber was elected as Secretary/Treasurer of the Healthcare Foundation and Lindsey Fuller will serve on the Healthcare Foundation Board. All voted yes. Motion carried.

**Healthcare Center:**  Kirby Kleffman, Healthcare Administrator read the July financial statements. The month showed a facility wide loss of (9849) with a YTD loss of (9849). July is the first month of the fiscal year. The breakdown includes Hospital loss of (19630). Nursing Home has a profit of 8104. The Clinic showed a profit of 1676. The council reviewed the statements. Kleffman also shared the July statistical report for the facility. The numbers are comparable to last month with clinic patients, up by 50-60.

Kleffman presented the facility personnel changes for the month of August. Savannah Sowards, LTC, FT $27.50, Separations: Chantelle Defender, LTC CNA, Tara Gaulrapp: Community Health Admissions Rep/Home Health CAN, Wage increases: Lynae Aman, 5-year increase, $38.20.

Kleffman discussed the policy for use of portable oscillating fans at Bowdle Healthcare. Fans must be cleaned monthly and be able to be taken apart. The hospital antibiotic stewardship program was also presented to the council and reviewed by Dr. Kessler. Real Radiology Telemedicine practitioners were reviewed and recommended to the Governing Board for appointment: Frank J Welte, MD, Robert Anton, MD, David Bulley, MD, Zi Xu, MD, and Oded Greenberg, MD. The following Telemedicine Practitioners from Avera were reviewed and recommended for appointment to the Governing Board: Andres Mendez-Hernandez, Shristi Upadhyay Banskota. Bailey Reindl, MD was reviewed and recommended to the Governing Board for appointment as Laboratory Medical Directory. Kleffman Proposed to remove 20-year experience cap when calculating new hire wage. Motion by Bobby, Second by Gab. All voted yes. Motion carried.

Payroll Healthcare Center (August):

Hospital/Nursing Home/Clinic, Wages, 360046.45, IRS/CorTrust Bank, N.A., Payroll Taxes, 81227.52

AFLAC, Employee Payroll Deductions, 2999.08, Accounts Management, garnishments, 472.00

Colonial Supplemental Insurance, Employee Payroll Deductions, 47.48, Delta Dental Plan, Employee Payroll Deductions, 4532.10, Secure Benefits Systems, Employee Payroll Deductions, 4242.92, Vision Service Plan, Insurance, 674.34 SD Retirement System, Pension, 39823.78, Washington National, Employee Payroll Deductions, 42.56, Wellmark, 75178.07

Healthcare Center Payment of Claims (August):

4D Kares, Med Surg, 11520.00, A&B Business Solutions, Admin/Clinic, General Supplies/Maint Contracts, 1488.22, Agiliti Health, Med/Surg, Lease, 3314.75, Arjo Inc, NH Equip, 559.27, Automatic Building Controls, Maintenance, 780.00, Avel ECare, Pharmacy Contracts, 5412.10, Avel eCare Medical, Emergency Maint. Contracts, 4873.61, Avera Health, Admin, HIM, Radiology, Services, 63419.80, Avera Health, Avera Pace, Admin, 500.00, Avera Medical Group, Radiology, 780.00, Avera Queen of Peacy, Admin, 107.00

Avera St. Lukes, Lab, 10195.80, Avera St. Lukes, Med Surg, Radiology, Pharmacy, 6682.81, Beadle Ford, Ambulance Repairs, 97.20, Bio-Rad, Lab, 357.30, Bowdle Building & Hardware, Plant, Supplies, 8.58, Brandon John Bertsch, Rad Prof, 10593.75, Brian Douglas Ermer, Med Surg, 4879.30, Brockel Storage Units, Admin, 75.00, CLIA Lab, Books, 150.00, Cardinal Health Rx, Pharmacy-Drugs, 51014.20, Carefusion Solutions, Pharmacy Contract, 457.00, Christopher Gillick, Radiology, 453.13, City of Bowdle, Utilities, 2232.95, Cole Papers, Houskeeping, 259.02, CorTrust Bank, Misc, 4125.03, DMS Health Tech, Radiology, 7743.11, Dakota Broadcasting, Administration, 110.00, Dakota Radio Group, Admin, 80.00, Dakota Woodworking, NH Repairs, 6955.26, DeWayne Syre, Repairs, 1187.23, eProvider Solutions, Admin, 732.24, EZ Way Inc, NH Equip, 296.70, Ecolab Instit, Nutrition, 93.56, Elite Medical Staff, NH, 16915.00, Erv’s Furniture, NH Repairs, 1214.73, Experian Healht, Admin, 1989.16, Extreme Cleaning, Nutrition Repairs, 1015.00, FFF Enterprises, Inc, Pharmacy Drugs, 20485.70, FedEx, Admin, 21.03, Fischer Healthcare, Lab Supply, 3827.87, G&R Controls, Repairs, 3520.16, Geffdog Designs, Benefits, 585.00, GetMed Staffing,, NH, 10887.50, Grainger, Repairs, 438.70, Hase Plumbing, Repairs, 858.71, Healthcare Services Group, BHC Nutrition/Laundry, 68567.93, Healthstream, Inc, Seminar, 28.75,, House of Glass, Repairs, 1464.82, Interstate Office, Supplies, 278.02, Joan Conlon, Transcript, 1130.42, Jung, Kayla, Radiology Prof. Serv, 2812.50, Kent A Roeker, Radiology, 1140.63, Linde Gas & Equipment, Med/Surg, Supply, 5305.44, McKesson Medical Surgical, Lab Supplies, 1266.83, McKesson Corp, Pharmacy, 50,027.29, Medical Review Consultants, Med/Surg Consult Fees, 110.00, Meghan Weigel, PT, 1221.48, Menards, Repairs, 309.23, Michelle Serr, Rad Prof, 687.50, Mid-Northern Electric, Repairs, 3512.88, Midwest Medical Insurance, Insurance, 7225.00, Mirion Technologies, Radiology, 897.48, Misc. Employee, Mileage, Admin, Supplies, 1608.26, BHC Foundation, Foundation, 245.52, Montana-Dakota, Utilities, 11655.39, Northland Healthcare, Radiology, 1290.00, Ortho-Clinical Diagnostics, Lab Supplies, 308.09,Owens & Minor, Inventory, 5982.84, Patient / Insurance Refunds, 2133.54, Performance Health Supply, NH, 313.89, Petty Cash, Supplies, 13.95, Pharmacy Data, Pharmacy, 2400.00, Premier Equipment, Repairs, 45.00, Pride of the Prairie, Advertising, 110.30, RR Donnelley, Inventory, 232.97, Reuer Sanitation, Garbage, 939.00, Robert Heilman, Repairs, 75.00, Roseanne Ullmann, Transcript, 1431.84, Runnings, Med Surg, 20.38, SD Division of Criminal Invest, Admin, 26.75, Servall, Housekeeping/Clinic, Supplies, 398.68, Sharla Ann Carda, Lab, 2070.48, SD Dept of Health, Med Surg, 22.00, Stephanie McDaniel, Housekeeping, 108.00, Stericycle, Inc, Med Surg, Contract, 84.40, Televox, Books, 34.83, The Watering Can, Admin, 100.00, Titan Nurse Staffing, Med Surg/NH, 17421.25, Tracy Wright, Nutrition, 388.05, Tri-State Water, Supply, 86.75, Turner Drug, Drugs/Pharmacy, Prof. Fees, Supply, 3483.59, United Accounts, Garnishments, 268.42, United Capital, NH, 3233.75, Venture Communications, Phone/TV, 2765.88. Motion by Maier seconded by Shaykett to approve the healthcare center payment of claims. All present voted yes. Motion carried.

**City**

Rodney Schlecht explained to the council that the bid for a water meter for the fire dept was$ 2571 as quoted by Core & Main. Dennis Schock mentioned that Agtegra might have one. The council tabled approving the quote until more information was obtained.

Water/Sewer Infrastructure Project: Mayor Boschee reported that Dahme Construction is stopping construction where they are at for the season. Should be finished the week of September 20th. They will start again next spring, weather dependent.

MaierHenry Resolutions: The Council passed bond resolutions 2024-5, 2024-6, 2024-7 and 2024-8. The Pride will publish the resolutions in their entirety. Motion by Maier, Second by Gab. All in favor. Motion carried.

Insurance: The Council discussed insurance bids by SDPAA for BEDC and HRC in comparison to current insurance pricing. The council tabled until HRC presented their insurance information.

Airport: There was discussion regarding the sale of the airport. The Council will check with City Attorney Vaughn Beck to see if there are any restrictions concerning future use. The council will also follow up with the State inspector to see if the airport could be made public again. It was also announced that there is a SDSU weather station easement on the property. If the property were to be sold the easement would need to be transferred.

Library Appointment: The Library Board appointed Michelle Kessel as the new Library Board President and Stacy Preszler as the Library Board VP. Motion made by Gab, Second by Gunderson. All in favor. Maier opposed Kessel appointment. Motion carried.

BEDC Appointment: Poirier asked that her role as BEDC Director be changed to Treasurer only and not be a paid position. The BEDC Board also asked the Council to appoint Shelby Barnhardt to the BEDC Board. Motion made by Bobby, Second by Shaykett. All in favor. Motion carried.

Fire Dept. Roster Approval: The Fire Department Volunteer Roster was presented to the Council. Motion made by Bobby to approve additions and removals. The roster will be on file at the finance office. Second by Barnhardt. All in favor. Motion carried.

Planning/Zoning Committee: Due to budget constraints, the planning and zoning committee will be asked to be volunteers. If they are unable to be volunteers, the city Council will take over this role. Motion made by Maier, Second by Shaykett. All in favor. Motion carried. Rex Gab abstained.

Administrative Safety Manual: F/O presented an administrative safety manual to the Council, required by the Worker’s Comp policy to be on file to receive a discount. Motion made by Bobby, Second by Barnhardt. All in favor. Motion carried.

F/O presented the council with the August Statement of Accounts, Monthly Receipts, Monthly Expenses and Water Usage Report. They were reviewed by the council.

City Receipts (August): CorTrust Bank, Interest, 9.16; Raymond James Interest, 793.67; State of SD, Sales Tax, 22321.17; State of SD, Mosquito Grant, 1240.00; Edmunds County, Property Tax, 4143.33, Motor Vehicle, 3306.10, Penalties, 76.22; Rubble Site Fees, 882.57; Water/Sys Maint/Late Fees/ Reconnects/Meter Deposit/Bulk, 283192.49, Water Debt 1, 1356.93, Water Debt 2, 1397.32; Sewer/Late Fees, 5222.66; Sewer Surcharge, 5440.25, Sewer Debt 1, 1323.27, Sewer Debt 2, 1385.95

City Payroll August: City Council Wages, 1850.00; City Finance Wages, 1447.88; Library, Wages, 2497.28; Streets Department, Wages, 3347.00; Econ Dev, Wages, 482.63; Water Wages, 2638.75; Sewer, Wages, 2638.75.

City Payment of Claims (August):

ARC Parts, repairs, 240.05, Arnold Peck, water deposit, 50.00, Bowdle Senior Center, donation, 100.00, Cahill Bauer, audit, 12750.00, City of Bowdle, utilities, 602.76, CorTrust Bank Visa, supplies, 1479.88, Dahme Construction, Main Street Project, 237940.03, FEM Electric, airport utilities, 76.21, Heiman Fire, supplies, 320.21

IMEG, Sewer Consulting, 24750.00, IMEG, Main Street Project, 19,948.34, Immense Impact, website, 665.00, Maurice Hoffman, Plan/Zoning, 50.00, Montana Dakota, utilities, 2588.21, NECOG, Main Street Project, 7500.00, Plunkett’s, pest control, 1421.78, Roger Jacobs, Plan/Zoning, 50.00, SD Dept of Health, water sample, 15.00, The Pride, publishing, 155.84, Venture, phone/internet, 162.16, USDA Rural Dev, loan payment, 3229.00, Scott, Weiszhaar, Plan/Zoning, 50.00, SD Dept of Revenue, sales tax, 51.09, Web Water Bottling, library, 19.50, Web Water, water supply, 10119.54

The F/O officer reported material defects reported in the 2022-2023 audit to the council. F/O reviewed the action plan that needs to be implemented by the council to correct the reported defects. The Council accepted the audit. Motion by Gunderson, Second by Shaykett. All in favor. Motion carried.

The City Council approved the 2nd pay request for Dahme Construction as reported by NECOG. Motion made by Maier, Second by Barnhardt. All in favor. Motion carried.

The Council discussed speaking with Kleffman, hospital Administrator about removing the 150.00 utility fee for the Community Center from the City budget. Mayor Boschee will address this.

The first reading of the 2025 Budget appropriation was presented to the Council. Motion made by Bobby to accept the first reading of the 2025 Budget appropriation, second by Shaykett. All in favor. Motion carried. The 1st reading of the 2025 Budget appropriation will be published in its entirety in the Pride of the Prairie newspaper on September 19, 2024.

The next regular council meeting is scheduled for Monday, October 7, 2024, at 7:00 pm. There will also be a special meeting for the 2nd reading of the budget on Monday, September 23rd at 7:00pm.

Motion by Shaykett, seconded by Gunderson, to adjourn at 11:10pm. All present voted yes. Motion carried.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Rick Boschee, Mayor Date

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Carrie Poirier, Finance Officer

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