

City of Tea  
Regular Meeting  
February 3, 2020

A regular meeting of the Tea City Council was held at Tea City Hall on February 3, 2020 at 7:00 pm.

Mayor John Lawler called the meeting to order at 7:00 with the following members present: Sidney Munson, Jim Erck, Casey Voelker, Chuck Ortmeier, Joe Weis and Todd Boots. Also present: City Administrator Dan Zulkosky, Planning & Zoning Administrator Kevin Nissen, Police Chief Jessica Quigley and Finance Officer Dawn Murphy.

**CONSENT AGENDA. MOTION 20-10. MOTION** by Weis, seconded by Ortmeier to approve the February 3, 2020 consent agenda consisting of the following items:

1. Approval of the February 3, 2020 Agenda
2. Approval of the January 20, 2020 Minutes
3. Approval of February 3, 2020 Claims (will be listed at the end of the minutes)

All members voted AYE.

**PUBLIC COMMENTS.** Shawna Kleinwolterink with Plains Commerce Bank presented Police Chief Jessica Quigley with the Sioux Empire Hero Award for February. Chief Quigley was honored for being a well-respected member of the law enforcement community by being caring, compassionate and professional.

**NUISANCE COMPLAINT.** Doug and Stephanie Henry were present to contest a barking dog complaint. The police department have had numerous complaints regarding their barking dogs. Discussion followed and no action was taken.

**PROJECT CHANGE ORDER.** Engineer Ben Scholtz presented a change order for the 85<sup>th</sup> St. Meter Construction Project. This would add a 1" low flow bypass control valve to handle the current small demands. **MOTION 20-11. MOTION** by Munson, seconded by Voelker to approve Contract B Meter Station Construction for the 85<sup>th</sup> St. Water Supply Connection and Metering Station Contract Change Order #2 to AB Contracting, Inc., \$5,430.91. All members voted AYE.

**HAZARD MITIGATION GRANT PROGRAM AGENT. MOTION 20-12. RESOLUTION 20-02-01. MOTION** by Ortmeier, seconded by Weis to approve the following resolution. All members voted AYE. **HAZARD MITIGATION GRANT PROGRAM. APPOINTMENT OF APPLICANT. WHEREAS**, the City of Tea, South Dakota is submitting a Hazard Mitigation Grant project to the Federal Emergency Management Agency and the State of South Dakota; and **WHEREAS**, the City of Tea is required to appoint an Applicant Agent for the purpose of signing documents and assuring the completion of all application documents; **NOW THEREFORE BE IT RESOLVED** that the City of Tea appoints City Administrator Dan Zulkosky as the authorized Applicant Agent. Dated this 3rd day of February 2020.

John M. Lawler, Mayor

ATTEST: Dawn R. Murphy

**CREDIT CARD POLICY. MOTOIN 20-13. RESOLUTION 20-02-02. MOTION** by Ortmeier, seconded by Voelker to approve the following resolution. All members voted AYE. **CREDIT CARD/ELECTRONIC TRANSACTIONS POLICY** **WHEREAS**, SDCL 4-3-27 authorizes the use of credit cards and electronic transactions by local government officials and employees for the purchase of materials, supplies, equipment, or other authorized transactions for the benefit of the local government entity; and **WHEREAS**, SDCL 4-3-27 requires that the governing board establish policies providing for the use and accountability of credit card purchases and electronic transactions; and **WHEREAS**, the City of Tea Council has determined that the City has a need for credit cards and electronic transactions for the purchase of materials, supplies, equipment, or other authorized transactions; when such expenses are for the benefit of the local government entity **NOW THEREFORE BE IT RESOLVED** by the City of Tea that the following policy is adopted to govern the use of City issued credit cards and electronic transactions by City employees:

1. All purchases made with a City issued credit card or by electronic transaction shall be accounted for with purchase receipts retained from the point of sale at which the item(s) were

purchased. The Supervisor is responsible for submitting detailed receipts and is responsible to ensure that duplicate receipts are obtained if the original receipts are lost. He/She will initiate a purchase request to account for charges made on that Department's credit card. The purchaser will advise the vendor that the purchase is tax exempt.

2. Proper documentation of each charge must be forwarded to the City Administrator. If proper documentation is not received, the payment of the charge is the responsibility of the employee and may be deducted from the employee's pay.

3. The City Administrator shall audit the credit card receipts, reconcile the credit card statements and give to the Finance Officer for payment by the City.

4. Any transaction must comply with all applicable City policies.

5. Cash advances are prohibited

6. City issued credit cards or any electronic transactions may not be used to pay for any item which does not directly benefit the City of Tea.

7. The credit card accounts shall be administered by the City Administrator and a designee from each Department may be assigned to oversee the usage, limits, and processing for that Department.

8. Personal use of the credit card or any electronic transaction is strictly prohibited. Misuse of a City issued credit card or any electronic transaction will be considered grounds for disciplinary action up to and including termination. All improper charges are the responsibility of the employee.

9. Any perks, credits or items of value earned through the use of said City issued credit card shall only be used for the benefit of the City and not for that of any employee. Additional cardholder responsibilities will be communicated as necessary.

Dated this 3<sup>rd</sup> day of February 2020.

John M. Lawler, Mayor

ATTEST: Dawn R. Murphy, Finance Officer

MOTION 20-14. MOTION by Weis, seconded by Ortmeier to adjourn at 7:45 pm. All member voted AYE.

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John M. Lawler

ATTEST:

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Dawn R. Murphy, Finance Officer

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**CITY OF TEA  
 WARRANTS PAID FEBRUARY 2020**

**FINANCE 4142**

Banyon Data	Support	795.00
Innovative Office Solutions	Supplies	155.32
KCL Group Benefits	Insurance	358.76
Welmark	Insurance	6,573.74

**PLANNING & ZONING 4650**

Banyon Data	Support	965.00
Code Works	Plan reviews	359.70
Lincoln County Economic Development	2020 Dues	5,200.00
Odland, Tim	Inspections	2,625.00

**GOVERNMENT BUILDINGS 4192**

Best Buy	Anti virus	106.49
City of Tea	Water Bill- Community Building 200 W. Maple	62.30
City of Tea	Water Bill, City Hall, 600 E 1st High Flow	82.00
City of Tea	Water Bill-City Hall 600 E 1st	73.60
City of Tea	Water Bill- Maintenance Shop	82.80
SD Dept. of Public Safety	Boiler inspections	180.00
Vast	Maint. Bldg.	123.03
Xcel Energy	Maint Bldg	143.85
Xcel Energy	200 W. Maple	132.29
Xcel Energy	600 E. 1st St	918.11

**PUBLIC SAFETY 4210**

A & B Business Solutions	Toner	288.30
Anderson, Darla	Cleaning	50.00
Cenex Credit Card	Gasoline	70.49
City of Tea	Water Bill	58.40
Elbo Computing Resources	Computer support	586.26
Innovative Office Solutions	Supplies	23.50
Vantek	Belt clip	25.05
Xcel	Services	207.74
Xcel	Siren	22.47

**HIGHWAY/STREET 4312**

Casey's	Gasoline	62.33
Bumblebee-Gibson	Mag chloride	2,094.10
City of Sioux Falls	Replace pedestrian crossing box	229.35
Concrete Materials	Salt sand	1,909.96
Dakota Quality Service	Repair air brakes	176.61
Napa Auto Parts	Shop supplies	99.84

Novus Glass	Replace truck window	225.00
Ralph's Repair	Repair tire	26.00
SD DENR	Storm Water Permit	250.00
Southeastern Electric	Bakker Landing	251.09
Wandler, Linus	Repair mailbox	25.27
Xcel	7th St. lights	16.00

**PARKS/RECREATION 4501**

Menards	Restroom remodel	1,348.68
Xcel Energy	Athletic Complex	397.05

**WATER 601**

Banyon Data	Support	397.50
Banyon Data	Beacon Meter Device Module	197.50
Casey's	Gasoline	62.33
Innovative Office Solutions	Supplies	155.32
SD DENR	Certifications	12.00
Sorlien Electric Inc.	Meter building generator	8,010.22
Xcel Energy	2nd St. tower	19.64
Xcel Energy	Rural Water	14.86
Xcel Energy	Brian St. tower	147.46

**SEWER 604**

American Engineering Testing	Sewer samples	324.00
Banyon Data	Support	397.50
Banyon Data	Beacon Meter Device Module	197.50
Casey's	Gasoline	62.31
Hydro Tech Service	Pull pumps	663.00
Innovative Office Solutions	Supplies	155.34
SD DENR	Certifications	24.00
Xcel Energy	W 5th St. lift station	109.40
Xcel Energy	Lagoon building	1,711.32
Xcel Energy	S. Lift Station	493.79

**3RD PENNEY 211**

Xcel Energy	Pool	271.10
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**TEA POT DAYS FUND 750**

Dakota Kids Pedal Pull	Deposit	200.00
John King Music, LLC	Deposit	2,250.00

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**TOTAL 43,256.57**

DEPARTMENT	GROSS			TOTAL
	PAY	SS/MED	RETIRMENT	
Legislative 4111	5,250.00	401.63		5,651.63
Executive 4121	3,000.00	229.50		3,229.50
Administrator 4122	7,422.84	567.86	445.38	8,436.08
Finance 4142	6,318.33	483.33	379.10	7,180.76
Public Safety 4210	34,335.29	2,515.82	2,466.53	39,317.64
Highway/Streets 4311	13,027.65	981.90	604.53	14,614.08
Recreation 4501	2,736.80	200.08	164.21	3,101.09
Planning & Zoning 4650	5,830.94	441.25	349.85	6,622.04
Water Distribution 4334	6,663.15	505.58	398.29	7,567.02
Water Clerk 4335	1,284.67	96.74	77.08	1,458.49
Sewer Administration 4321	6,665.07	505.81	398.42	7,569.30
Sewer Sanitary Clerk 4322	1,284.66	96.72	77.08	1,458.46
<b>TOTAL JANUARY PAYROLL</b>	<b>93,819.40</b>	<b>7,026.22</b>	<b>5,360.47</b>	<b>106,206.09</b>

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