**LEOLA CITY COUNCIL MEETING**

**February 4, 2019**

**The Leola City Council met in the Council Room of the Municipal Building in regular session on Monday, February 4th, 2019. Mayor Jessica Lipke called the meeting to order at 7:30 P.M. with the following Council Members present: Richard Reis, Dana Leibel, Jackie Rau and Michael Yost, along with the Finance Officer Kappes. Absent: Tim Collins and Lindsey Bollinger. Also, present Henry and Leila Lipke.**

**Council Member Leibel moved, with a second by Council Member Michael Yost, to approve the minutes of the January 7th Council Meeting, with the following correction to a portion of Payroll Resolution19-01 Salaried Employees:**

**2019 MONTHLY SALARIED EMPLOYEES: (1/2 Paid Bi-Monthly)**

**Dan Yost - -Employment Date-9-8-2014 Wage was 2118.99 at 0%= 0.00 increase = 2,118.99 x 12 months = 24,929.28 Plus insurance amount of 677.75 = $2,796.74 x 12 = 33,560.88 div 2080 = $16.14 (No Insurance figured with 25,427.88 div by 2080 = $12.22, Maintenance-Streets & Park - Dan Yost- $2,796.74, Total Maintenance-Parks & Street Department-plus benefit matches $3,178.49. Longevity Pay for each year Paid in December**

**Jeff Tschappat -- Employment Date-2-1-2007 Wage was 2,252.69 x 0% = 0.00 =2,252.69. Maintenance Department Payroll-2,252.69. $2,252.69 x 12 months = 27,032.28 div 2080 = $13.00 per hour. Total Maintenance Department – plus benefit matches $3,237.93. ($50.00 Special Meeting Pay). $100.00 Longevity Pay for each year Paid in December.**

**Candice Kappes - -Employment Date- 11-7-1988 Wage was 2,711.60 x 2% = 54.23 = 2,765.83 2765.83 x 12 = 33,189.96 div 2080 = $15.96. Finance Officer Payroll--$2765.83. Total Finance Department –plus benefit matches-$3841.12. $50.00 Regular & Special Council Meeting pay.**

**Full-time ($50.00 Special Meeting Pay)** **$100.00 Longevity Pay for each year Paid in December.**

**All present Council Members voted in favor of the correction to the January 7th minutes. Motion carried.**

**Council Member Rau moved, with a second by Council Member Leibel, to accept the Monthly Treasurer’s Report. All present Council Members voted in favor. Motion carried.**

**The Council examined the following bills:**

**Maintenance Salaried Payroll February Streets & Park Fund Salary, Matches & Benefits 3,178.49**

**Maintenance Salaried Payroll February Streets & Park Fund Salary, Matches & Benefits 3,237.93**

**Finance Office Salaried Payroll February Finance Office Salary, Matches & Benefits 3,841.12**

**Council Payroll January Hours-C & M Citizen’s Food Boxes Pay-P. Walz 19.59**

**Gov’t Bldg. Payroll-Janitor January Janitor Hours-Zulma Velazquez 772.50**

**Library Payroll January-Librarians Hours 759.04**

**Office Department Payroll January Hours- D. Weiszhaar 772.50**

**Zoning Payroll-Reis January-Building Permits, etc. 21.53**

**Agtegra Cooperation Miscellaneous Parts & Truck Tire Labor 677.81**

**American Solution for Business 3 Receipt Books 125.07**

**Ameripride Linen & Uniform Services Paper Service, Mops, Deodorizers, etc. 126.04**

**Butler Machinery Company Nuts & Bolts 67.75**

**CorTrust Visa 2 Angles & Cutting Charge 32.86 Dakota Elevator Mileage & Repairs to Elevator Switch at Leola Citizen’s Center 636.25**

**Dependable Sanitation Inc. City & Remaining Seasonal Regular Garbage Collection 58.01**

**Geffdog Designs Handicapped Restroom Sign 35.15**

**Gene’s Oil Company January Gas & Diesel 1,820.15**

**Heier’s Body & Repair Shop LLC Towing Service Mileage 180.00**

**Homestead Building Supply Supplies & Materials 77.99**

**J & R Plumbing Heating and AC LLC Labor & Materials to Install Sink in Citizen Center Basement 110.32**

**Candice Kappes Expense, Mileage to A.R. Workshop, Frederick & Helms & Associates 99.20**

**Leola Public Library Reimbursement for Books, Subscriptions 105.62**

**McPherson County Herald Publishing - Mayor & Council 220.46**

**Montana-Dakota Utilities Electricity 3,131.19**

**Readi Tech-DRN Labor on Computers-Lib 11.85**

**Runnings Diesel Fuel Treatment 25.98**

**Rural Development 82nd Loan Payment-Sewer Project 4,021.00**

**South Dakota Dept. of Revenue-Lab January Coliform Water Testing 15.00**

**South Dakota One Call 4th Quarter Locates 14.98**

**South Dakota Assn. of Towns & Townships Membership Dues 254.25**

**Ten – 45 Grocery Cleaning Supplies-Govt Bldgs. 43.77**

**Titan Machinery/Productivity Plus Account Supplies & Parts 65.96**

**Valley Telecommunications Phones, Faxing & Internet 396.61**

**Walz, Pam DVD & Book Reimbursement 124.21**

**Walz, Pam Reimbursement-Mileage - Food Baskets 33.60**

**WEB Water January Water Use 5,605.15**

**Weiszhaar, Deb Expense Annual Report Workshop 11.00**

**Westside Heating and AC LLC Propane at Shop 220.11**

**BILLS TO BE TABLED**

**Leola Economic Development Steering Committee-Dev. City & School-Contracted Economic Dev. Grant Writer 10,000.00**

**WATER PROJECT BILLS TO BE APPROVED & PAID ONCE FUNDING IS RECEIVED**

**Helms & Associates 55% Contract Complete 16,650.00**

**TOTAL 16,650.00**

**WATER PROJECT BILLS APPROVED TO BE PAID ONCE FUNDING IS RECEIVED**

**Meirhenry Sargent LLP Bond Counsel Services 18,910.00**

**Helms & Associates 3% Contract Complete 4,995.00**

**Helms & Associates 5% Contract Complete 8,325.00**

**Helms & Associates 11% Contract Complete 4,995.00**

**Helms & Associates 20% Contract Complete 14,985.00**

**Helms & Associates 45% Contract Complete 41,625.00**

**Helms & Associates Total Helm’s 74,925.00**

**TOTAL WATER PROJECT SUBMITTED AND WAITING FOR LOAN FUNDING $93,835.00**

**TOTAL WATER PROJECT ENGINEERING TO BE PAID ONCE FUNDING IS RECEIVED $110,485.00**

**After discussion, Council Member Reis moved, with a second by Council Member Reis to approve the above bills. Except to table the bill for $10,000.00 to Leola Economic Development for Steering Committee monies to hire a Grant Writer, and to pay the additional $16,650.00 for Helm’s Associates with 55% Contract Engineering Complete, totaling $110,485.00 in bills to be paid once funding is received. All present Council Members voted in favor. Motion carried.**

**The Council discussed the Pool Liner Grant Application for $57,313.00 from Game, Fish & Parks was still on hold for funding approval through the National Park System.**

**The City of Leola received a letter from SDDOT that we have been selected to receive up to $241,342.75 in Federal TA funding to complete engineering and construction of phase one of the Leola Shared Use Path. The City’s commitment is $53,157.25 with paperwork and project agreements to be signed before a notice to proceed is issued. The City Council thanked Julie Johnson, who was instrumental in helping the City get the Trails Grant, she also informed the city, work on the project wouldn’t begin until next year due to paperwork and bidding.**

**The Council discussed the Steering Committee’s wayfinding signs and it was decided to discuss this again in the spring.**

**The Council discussed that the Steering Committee had advertised for applications a new Economic Development Person to replace Julie Johnson to assist with economic development and finding/assisting with grants for the City of Leola, Leola School and Leola Development Corporation.**

**The Finance Officer Kappes updated the Council on the City’s first draw down request of $93,835.00 for DENR Loan Funds for the monies to pay $18,910.00 to Meierhenry’s Office and $74,925.00 to Helm’s & Associates previously approved Water Project Expenses have been submitted and will be paid once funds are received. A second draw down for DENR Loan Funds for the $16,650.00 for Helm’s will be submitted.**

**Finance Officer Kappes also discussed Win Water electronic meter reading system options, electronic read meter discussed at the meeting her and Tschappat attended at Helm’s & Associates. They also discussed some of the Win Water meters having the option to disconnect water services from the office, Finance Officer Kappes and Assistant Finance Officer Weiszhaar went to Frederick and met with Finance Officer Diana Bruns on the electronic water meter system that download into her computer and gets converts to her Green Mountain Software, without the option of disconnecting from the office but was unsure if purchasing meters having the option were available to be purchased. After Frederick’s initial costs to purchase 130 badger meters, the Beacon System and setting up system for approximately $28,000.00, they pay an additional $.84 per meter monthly, and yearly tech support to Beacon and Green Mountain. The City would need approximately 250 or more electronic read meters.**

**The Council discussed a snow bucket for the telehandler.**

**McPherson County Deputy Sheriff Allie Hilgemann presented the Council with the Monthly County Law Enforcement Report.**

**As advertised, a Public Hearing on the Special Events License was held. There being no one present objecting to the issuance, Council Member Rau moved, with a second by Council Member Reis, to approve the Special Event License for the Leola Fire Department to hold the Firemen’s Casino Night at the Legion Hall on Saturday, March 9th, 2019, with March 16th, 2019 being the alternate snow date. All present Council Members voted in favor. Motion carried.**

**The Council discussed the street signage maps and correction/changes they wanted. Council Member Michael Yost moved to approve Clark Engineering street signage maps with the corrections made by the Council and to fax the changes to April Buller at Clark Engineering. Council Member Rau seconded the motion. All present Council Members voted in favor. Motion carried.**

**Finance Office Kappes informed the Council the GovPay.Net card slider had now arrived and the system can be set up and start collecting online, per phone or sliding card payments in the office. No water or sewer payments will be approved or accepted without a water meter reading.**

**The Council discussed the door rugs at the west side of the Library Building, it was decided to have the city guys pressure wash them clean and hang to dry at the shop.**

**The Council granted the fire department permission to use the City’s skidster when needed.**

**The Council reviewed Mike Olson’s 2018 Code Enforcement update on abatements and action taken which was omitted at the January Meeting**

**The Council examined the Monthly Library Report and Library expense. revenue and year-end balance.**

**January Building Permits Issued: #19-02 Kip & Alicia Bauley and #19-03 Kalen Thomas.**

**The Council discussed the Dog Tags not purchased by February 1st and that the four dog owners are now subject to the additional $200.00 fine per dog.**

**The Council discussed the pesticide applicators and pesticide dealers G & 9 class in Aberdeen on February 12th to be attended by Jeff Tschappat.**

**Finance Officer Kappes informed the Council if an Election is needed it will be on Tuesday, April 9th in the Meeting Room of the Municipal Building. Last day to file or withdrawn a petition is 5:00 P.M. on Friday, February 22nd.**

**At 8:30 P.M., Scott Schauer came before the Council to speak to them about his drainage/fence line project NW of town which he had engineered by Helm’s & Associates. He planned to meet with the McPherson County Drainage Board on Tuesday, February 5th. Schauer went over his plan, the maps and the proposed difference in drainage with and without the fence. Scott Schauer left the meeting.**

**The Council Member Leibel explained the business plan for Loan Application #028 with the Council. Council Member Michael Yost moved, with a second by Council Member Leibel, to approve Revolving Loan Application #028 Jim’s Woodshop for Jim & Gwen Wolf for $23,000.00. $12,000.00 to purchase a building and lot to have a show room and workshop to build his furniture, etc. and up to $11,000.00 to purchase skidster with all stipulations and recommendations set by the Credit Board. All Council Members voted in favor. Motion carried**

**The Council discussed the SDML District Meeting to be held in our district in Redfield on Thursday, March 28th, 2019 with a registration fee of $25.00. Those planning to attend and those bringing a spouse should know at the March 4th Meeting, along with the registration fee for their spouse if attending**

**Henry, Leila and Mayor Jessica Lipke left the meeting at 9:30 P.M. Council Present Michael Yost presided over the meeting in the mayor’s absence.**

**The Council discussed problems with heat at the Library Building and water in the fuel tank. It was decided to lock the fuel tank.**

**The Council discussed the half price on Quasquicentennial items.**

**The Council discussed work hours and comp-time.**

**There being no further business, Council Member Rau moved, with a second by Council Member Reis, to adjourn. All present Council Members voted in favor. Motion carried.**

**The Leola City Council will meet in the Council Room of the Municipal Building in regular session at 7:30 P.M. on Monday, March 4th, 2019 and again as a Local Board of Equalization, with school representation on Monday, March 18th, 2019.**

**ATTEST:**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jessica Lipke, Mayor of Leola**

**Candice Kappes, Finance Officer**

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