**LEOLA CITY COUNCIL MEETING**

**March 4, 2019**

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

**Council Member Leibel moved, with a second by Council Member Michael Yost, to approve the minutes of the February 4th Council Meeting, with the correction to the following sentences {After discussion, Council Member Rau moved, with a second by Council Member Reis to approve the above bills.} and {Council President Michael Yost presided over the Council Meeting in the Mayor’s absence, instead of Council Present Michael Yost}. All present Council Members voted in favor of the corrections to the February 4th minutes. Motion carried.**

**Council Member Leibel moved, with a second by Council Member Bollinger, 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 March Streets & Park Fund Salary, Matches & Benefits**  **3,178.49**

**Maintenance Salaried Payroll March** **Water & Sewer Fund Salary, Matches & Benefits 3,237.93**

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

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

**Gov’t Bldg. Payroll-Janitor February Janitor Hours-Zulma Velazquez 965.62**

**Library Payroll February-Librarians Hours 1,069.29**

**Office Department Payroll February Hours- D. Weiszhaar 965.62**

**Zoning Payroll-Reis February-Building Permits, etc. 43.06**

**Credit Board Payroll February 1st Credit Board Meeting 188.41**

**Agtegra Cooperation Miscellaneous Parts & Repairs 73.84**

**Ameripride Linen & Uniform Services Paper Service, Mops, Deodorizers, etc. 89.74**

**Bollinger Construction, LLC Man & Machine Hauling Snow 464.29**

**CorTrust Bank Nonsufficient Return Check Charge 4.00**

**CorTrust Visa Dept of Ag-Registration to Mosquito Certification Class 50.00**

**Curt’s Repair Parts & Labor on Dresser & Compressed Oxygen 741.86**

**Dependable Sanitation Inc. City Regular Garbage Collection 58.00**

**EMC Insurance Due from Audit 4,082.00**

**Gene’s Oil Company February Gas & Diesel 1,387.27**

**Homestead Building Supply Supplies & Materials 169.32**

**Kappes, Candice Mileage to Helms & Associates 33.60**

**Leola Public Library Reimbursement for Books, Subscriptions 131.29**

**Mack Farms-Jerome Mack Water Deposit Refund Account #1205 100.00**

**McPherson County Herald Publishing - Mayor & Council 173.98**

**Mid-American Research Chemical Supplies & Paint-Pool 1,984.35**

**Montana-Dakota Utilities Electricity Minus Electric Tax Act Refund 2,471.99**

**Moser Excavating & Trucking LLC Man & Machine Hauling Snow 554.85**

**Readi Tech-DRN Labor on Computers-Lib 46.60**

**Rural Development 83rd Loan Payment-Sewer Project 4,021.00**

**Ryan’s Candy Case of Letter Size Paper 43.93**

**South Dakota Department of Revenue Tourism Due-Park Use & Sales Tax Due on Room Rent & Penalty 132.24**

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

**South Dakota Municipal League District Meeting Registrations for five @ $25.00 125.00**

**Ten – 45 Grocery Cleaning Supplies & Garbage Bags-Govt Bldgs. 64.02**

**Thee Glass Dokter Installed windshield on Dresser Loader 209.34**

**Valley Telecommunications Phones, Faxing & Internet 397.60**

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

**Walz, Pam DVD & Book Reimbursement 103.88**

**WEB Water February Water Use 5,047.60**

**Westside Heating and AC LLC Propane at Shop 823.29**

**REVOLVING LOANS ISSUED**

**Jim’s Woodshop – Jim & Gwen Wolf Portion of Revolving Loan #28 – Skidster 11,000.00**

**Jim’s Woodshop – Jim & Gwen Wolf Lots & Buildings at 545 Herried 12,000.00**

**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 70% Contract Complete 24,9750.00**

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

**TOTAL WATER PROJECT ENGINEERING TO BE PAID ONCE FUNDING IS RECEIVED TOTAL 41,625.00**

**WATER PROJECT BILLS APPROVED & PAID FUNDING IS RECEIVED**

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

**Helms & Associates 45% Contract Complete 74,925.00**

**TOTAL $93,835.00**

**TOTAL WATER PROJECT RSF LOAN FUNDING RECEIVED TO DATE $93,835.00**

**After discussion Council Member Rau moved, with a second by Council Member Leibel to approve the above bills. All present Council Members voted in favor. Motion carried.**

**Council Member Leibel moved, with a second by Council Member M. Yost to approve to pay Helm’s Associates $24,975.00 for 70% contract complete and the $16,650.00 with 55% contract complete previously approved once the total of $41,625.00 of RSF Loan Funding is received. All present Council Members voted in favor. Motion carried.**

**Denise Brandner addressed the Council, Kristin Outtrim was hired to be the Economic Development Person by the Steering Committee to replace Julie Johnson to be the Economic Development person for the Leola City, School and the LDC/LCAC. After discussion, Council Member Rau moved, with a second by Council Member Leibel, to pay the budgeted $10,000.00 to Leola Economic Development for Steering Committee to** **pay the Economic Development Person for the Leola City, Leola School** **and LDC/LCAC. All present Council Members voted in favor. Motion carried.**

**The Council discussed the SDDOT Transportation Alternatives Agreement. After discussion and viewing the agreement, Council Member Bollinger moved, with a second by Council Member M. Yost to enter into the SDDOT Transportation Alternatives Agreement and designate the Leola City Mayor as the authorizing representative and which empowers Mayor Lipke as the authority representative to sign this agreement and all needed grant paper work. All present Council Members voted in favor. Motion carried.**

**The Council discussed the Pool Liner Grant and the fact the City Finance Officer received a letter from Randy Kittle, Grant Coordinator from Game, Fish & Parks that our Pool Liner Grant Application had not yet been considered by the National Park System due to the government shut down, but funding was recommended through the Governor’s Office. Leola being listed in the SDML Magazine for receiving the grant was discussed. Finance Officer Kappes will contact Randy Kittle to see if it was approved through the National Park System and we just weren’t notified.**

**The Annual financial statements required by law of all organizations receiving city monies were discussed with the Steering Committee. The Council welcomed Kristin Outtrim, as the Economic Development Person and thanked Kristin Outtrim and Denise Brandner for coming.**

**A committee of the Council Members met with April Buller from Clark Engineering to go over the street signage corrections/changes to the maps previously faxed in. The new street signage is to be completed in 2020.**

**The Council discussed snow removal along with hiring side dumps. It was decided to use two trucks to remove and haul the snow piles from the streets, so one truck could be filled while the other is being hauled. Coming up with a snow removal plan was discussed.**

**Dave Ackerman called and emailed the City the state bid information on purchasing sand bags, nothing was decided at this time.**

**Finance Officer Kappes informed the Council the GovPayNet was set up for payments on the leolasd.com web site or at** [**www.GovPayNow.com**](http://www.GovPayNow.com)**. Those that have used it so far have come into the office to use their credit cards. The GovPayNet 2.65% charge or $1.00 minimum charge processed on each online or office transaction was discussed.**

**Finance Officer Kappes informed the Council the Surface Water Discharge Permit Renewal Application SD0022667 has been completed by Helm’s & Associates, sign by Mayor Lipke and submitted to DENR for approval.**

**Troy Grabowska came before the Council to discuss the water meter in his pit and is unable to read until the weather’s warm enough to pump out the meter pit to get a reading off the meter as the new meter doesn’t have a reader. Grabowska was receiving non-payment letters and he has the property rented out. The fact, if his renters doesn’t pay the debt reverts to the owner, the letter is letting owner know his renter isn’t paying. That it was between the owner and the renter. Paying monthly until the it’s able to be read would eliminate the letters. His renter being in the office in March of 2018 and he had estimated what he thought the usage would be for four months and would pump it out come spring but hadn’t been in since. The only payments since were made by Grabowska and no payments have been received in 2019.**

**Troy Grabowska also discussed his other property that was cut off approximately six years ago and still has no**

**Service and to make sure service would be restored as part of the Water Project. The Council said they would discuss this with Lucas Hoover when we speak to him via speaker phone due to the weather.**

**Ray Geffre came before the Council to discuss his frozen water line and the fact the last time it froze, they were unable to thaw the line out by the water main in the state highway. Finance Officer Kappes informed the Council, in 2014, SD Rural Water came out and tried to steam the frozen waterlines but were only able to open one of the three lines froze at the time. Properties with frozen waterlines could hook on the neighboring properties with neighboring services given discounts. It was decided Finance Officer Kappes would contact SD Rural Water to see if they could again come and maybe due to him just losing service, they could steam thaw it. The Council will also discuss this property with Lucas Hoover via speaker phone.**

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

**The Council discussed the water project plans to be sent to DENR and CDBG with Lucas Hoover, Engineer, Helm’s & Associates via the speaker phone. Bid Schedule A. will be for watermains, fire hydrants, gate valves, water services etc., Bid Schedule B will be for a new separate pumphouse, pumps, VFD’s generator, piping, etc. After review, advertise for bids, and possibly a May 6th award, with a June 15th start date, with chip sealing in the spring/summer of 2020. Engineer Hoovey discussed construction easements still needed in Grimes Addition and curb stops beyond the property line. He informed the Council the City is allowed by State Bid Laws to purchase water meters and remote read software directly as they are considered technology. He would assist on getting a few quotes. After meters are purchased, the installation will be bid. Meter installation will be about six weeks. The Council discussed with Lucas Hoover to make sure Troy Grabowska will be able to get access to water in Grimes Addition and to see and remedy Ray Geffre’s issue of freezing waterlines.**

**Council Member Leibel moved to give Helm’s & Associates authority to advertise for the water project bids. Council Member Michael Yost seconded the motion. All present Council Members voted in favor. Motion carried.**

**The Council discussed if Holly Mueller intended to manage the pool. Council Member Leibel moved, with a second by Council Member Rau seconded to advertise for Lifeguards for the 2019 Pool Season. All present Council Members voted in favor. Motion carried.**

**Mayor Lipke informed the Council the Trex Plastic Collection Company has a program if 500 pounds of plastics are collected in six months and you get a bench and the collection can be done twice a year.**

**At 9:30 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 met with the McPherson County Drainage Board on Tuesday, February 5th.and the Commissioners want to know if the City was for or against the project. After discussion, the Council informed Schauer with Council Member Leibel needing to abstain from voting a quorum wasn’t present to and the fact nothing could be done until spring, it was decided to table the decision until the April 1st Council Meeting.**

**Terry Hoffman was on the Agenda but not in attendance, Finance Officer Kappes informed the Council he was interested in the City’s propane tank by the Citizen’s Building. The Council discussed their plan to keep the propane tank.**

**The Council examined the Monthly Library Report and the Library’s Annual Survey.**

**February Building Permits Issued: None.**

**During Public Comment: Ray Geffre spoke about other people’s waterlines were not freezing up and the Council discussed the fact of the amount of use could be the reason. He also discussed and believed the piles of snow piling on the intersection entering the state highway corners were caused by DOT blading snow off the highways and that it helped the city moved some of the snow piling up and using two trucks to remove and haul the snow piles from the streets was a good idea. He also spoke to the Council about the Water Project planned to begin June 15th.**

**The Council discussed an Election will be needed on April 9th for a one-year term for mayor between incumbent Jessica L. Lipke and Thomas W. Theisen and a two-year term for Council Member Ward One between incumbent Dana Leibel and Gayle D. Seibel. A list of possible Election Workers for the five-person Election Board was discussed, along with Election School with the Board and hours of the Election and counting of ballots. Council Member L. Bollinger moved, with a second by Council Member M. Yost. All present Council Member voted in favor.**

**Council Member Tim Collins joined the meeting.**

**The Council reviewed and discussed the application and license for a breeder’s license, along with changes they wanted to the application and permit. Council Member Leibel moved, with a second by Council Member L. Bollinger, to set the Yearly Dog Breeder’s License fee at $750.00 per year.**

**Ray Geffre left the meeting at 10:30 P.M.**

**The Council discussed the SDML District Meeting to be held in our district in Redfield on Thursday,**

**March 21st, 2018 with a registration fee of $17.00. It was decided Mayor Lipke, Council Members Rau, Leibel,**

**M. Yost and Finance Officer Kappes would attend.**

**The Council discussed the Large Item Collection set for Saturday May 4th. Dependable Sanitation will bring the roll off around May 1st and pick it back up around May 15th.**

**The Finance Officer present the Council with a copy of the 2018 Water Quality Report which is being distributed to water users.**

**The Finance Officer present the Council with a copy of the 2018 Annual Report for Large Cash Basis Cities, which has been sent to the Department of Legislative Audit, posted on the City’s WEB site and sent to the newspaper and published. The Finance officer informed the Council due to taking in over $600,000.00 in revenue in 2018 were required to do the Large cash basis Annual Report and will also need to meet audit requirements. Finance Officer will speak to Rod Fortin at Department of Legislative Audit on if we needed audits the next three consecutive year or if it would be done after the water project is completed. She will also get the estimated cost of the audits from Jess Witlock at Cahill & Bauer.**

**The Council discussed the Consumer Price Index for 2019 on taxable for 2020 is 2.4%. Finance Officer**

**Kappes informed the Council CPI plus the amount of growth is the amount tax dollars collected can be**

**raised. She was still unaware of the cost of growth**

**The Council, along with school representation, will meet as the local equalization board on Monday, March 18th, 2019 at 7:30 P.M. To schedule an appointment to attend the equalization meeting, written notice must be sent**

**to the finance officer by March 14th, 2018 and form filled out. No other city business will be discussed**

**during the Local Board of Equalization. Property Owners need to go through local board to be allowed to go**

**on to McPherson County’s Board to discuss assessments.**

**The Council discussed the upcoming NEFOG Meeting in Aberdeen and granted the Finance Officer**

**Kappes permission to attend.**

**Finance Officer Kappes informed the Council she forwarded the information on the upcoming Code Enforcement Meeting in Pierre.**

**The Council discussed snow removal and that the skidster could be used to remove snow from the sidewalks, but snow still needed to be removed away from the building.**

**The easements needed to be signed before the water project were discussed.**

**The Council explained the EMC insurance audit with the Council.**

**The Council discussed the Paint SD information and it was decided to turn it over to the Steering Committee.**

**Finance Officer informed the Council SD Rural Water would be out to conduct and compile the SEMS information they need the Vulnerability Assessment Study and Emergency Response Plan.**

**Council Member Rau moved, with a second by Council Member L. Bollinger, to give Jeff Tschappat an extra month to use his vacation. All Council Members voted in favor, except Council Member M. Yost.**

**The Leola Fire Department ask that property owners clean out around the fire hydrants. The Council discussed the Fire Department was granted permission to use the city’s skidster to remove around the fire hydrants if needed.**

**There being no further business, Council Member Rau moved, with a second by Council Member Bollinger, 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 as a Local Board of Equalization, with school representation at 7:30 P.M. on Monday, March 18th, 2019 and in regular session at 7:30 P.M. on Monday, April 1st, 2019.**

**ATTEST:**

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

**Candice Kappes, Finance Officer**

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