**LEOLA CITY COUNCIL MEETING**

**April 1, 2019**

 **The Leola City Council met in the Council Room of the Municipal Building in regular session on Monday, April 1st, 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, Tim Collins, Richard Reis and Michael Yost, along with the Finance Officer Kappes. Absent: None. Also, present were Kristin Outtrim,** **Steering Community** **Economic Development Director, Jacki Hoffman, Keenan Stoecker, Brandon Pickell, Gayle and Steve Siebel.**

 **Council Member Reis moved, with a second by Council Member L. Bollinger, to approve the March Minutes. All Council Members voted in favor. Motion carried**

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

 **Terry Hoffman joined the meeting at 7:35 P.M.**

 **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 & Mayor Payroll 1st Qtr. Mayor & Council & Equalization Meeting Pay 5,543.98**

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

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

**Library Payroll March-Librarians & Fill-in Hours 815.88**

**Fill-in Maintenance Payroll March Pick up Maintenance Street Hours -R. Hartinger 235.11**

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

**Agtegra Cooperation Miscellaneous Parts & Repairs 216.84**

**American Solution for Business Ink Cartridges, Calculator Tape, Covers for Books 294.01**

**Ameripride Linen & Uniform Services Paper Service, Mops, Deodorizers, etc. 87.74**

**Bell, Michael Francis Bell’s Water Deposit Refund After Water & Sewer Use 24.00**

**Bollinger Construction, LLC Equipment, Manhours & Parts to Fix Water Leak by Spitzer’s 673.00**

**Curt’s Repair Labor on Chevy Sidemirror & Repair Door Hinges 125.00**

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

**Diesel Machinery, Inc. Loader Parts 758.35**

**Gene’s Oil Company March Gas & Diesel 1,382.37**

**J&R Plumbing, Heating & AC, LLC. Clean Sewer at Shop 120.00**

**Kappes, Candice Filing fees 30.00**

**Leibel, Dana Mileage to Redfield & Back to Leola 67.20**

**Leola Public Library Reimbursement for Books, Subscriptions 120.05**

**Les’s Standard Labor on 2 Furnaces at Library Building 1,053.39**

**McLeods Printing & Office Supply Election Supplies 84.05**

**McPherson County Herald Publishing - Mayor & Council 408.97**

**Montana-Dakota Utilities Electricity Minus Electric Tax Act Refund 3,094.87**

**North Central Heritage Museum 2019 Donation 100.00**

**Northeast Finance officer’s Group Registration to NEFOG Meeting in Aberdeen 10.00**

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

**Rural Development 84th Loan Payment-Sewer Project 4,021.00**

**Share Corporation Pool Supplies & Freight 2,482.07**

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

**South Dakota Gov’t Finance Officer’s Assn. Registration-Finance Officer’s School in Pierre 175.00**

**SDML Worker’s Compensation Fund** **Additional Billing Due from Audit 286.00**

**South Dakota Rural Water Attempting to Open Three Frozen Water Lines 375.00**

**Ten – 45 Grocery Cleaning Supplies & Garbage Bags-Govt Bldgs. 51.56**

**Theisen, Thomas W. Two Heated Hoses Picked Up at Corral Sales in Bismarck 459.90**

**Valley Telecommunications Phones, Faxing & Internet 390.98**

**Walz, Pam DVD & Book Reimbursement 120.05**

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

**WEB Water March Water Use $5,715.40 Minus $25.00 WEB Certificate 5,690.40**

**Yost, Michael** **Mileage to Redfield from Aberdeen & Back to Leola 51.12**

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

**Helms & Associates 95% Contract Complete 41,625.00**

**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**

**Helms & Associates 70% Contract Complete 24,975.00**

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

**TOTAL WATER PROJECT ENGINEERING TO BE PAID ONCE FUNDING IS RECEIVED TOTAL $135,460.00**

**TOTAL WATER PROJECT RSF FUNDING RECEIVED TO DATE $135,460.00**

**Innovation Grant Monies yet to be spent by the Steering Committee 1,600.00**

 **After discussion Council Member Leibel moved, with a second by Council Member M. Yost to approve the above bills. All 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 $41,625.00 for 95% contract complete to be paid once the total of $41,625.00 of RSF Loan Funding is received. All Council Members voted in favor. Motion carried. Mayor Lipke signed the approval of the Helm’s & Associate bill and the request for the $41, 625.00 in RSF Loan Funds.**

 **The Pool Liner Grant was discussed. Finance Officer Kappes informed them according to Randy Kittle all the projects were sent to NPS to start the approval process, since the LWCF grants federal funds have a process they need to go through and it would be June before city’s have access to funds so once funds are available we should get notice to proceed on our pool liner project and hopefully things could be lined up to begin work this fall after the pool closes for the season or early spring of 2020.**

 **Finance Officer Kappes informed the Council the Transportation Alternatives Grant Agreement has been signed and returned and she explained that the project design cannot begin until after the work order is signed with the consultant and a notice to process has been issued to the city.**

 **Jacki Hoffman and Kristin Outtrim, Economic Development Director for the Steering Committee addressed the Council that they met with Department of Transportation on permission concerning the wayfinding signs and locations to post the wayfinding signs. We needed to supply the posts, or the signs can be put on existing MDU electrical post if permission is given by MDU. Outtrim was preparing a packet to be submitted to DOT. In discussing the needed Ordinance with City Attorney Vaughn Beck, they were informed the needed city ordinances pertaining to signage already existed and only a resolution for the Wayfinding Signs were needed. It was decided a copy of these City’s Ordinances should be sent along with the following Resolution.**

**RESOLUTION 2019 - 02**

**CITY OF LEOLA**

**WAYFINDING SIGN PROGRAM**

WHEREAS, the Department of Transportation has provided wayfinding signs for points of interest within the City of Leola; and

WHEREAS, the City of Leola concurs that the wayfinding signs are designed to protect and promote the general welfare, health and safety of persons within the City of Leola; and

NOW, BE IT RESOLVED, by the City Council of the City of Leola to accept the design, location, placement, and maintenance of the wayfinding signs as previously approved by the Department of Transportation; and

BE IT ALSO RESOLVED, by the City Council of the City of Leola that the City of Leola will comply with the Community Wayfinding Program.

Motion by Council Member Rau

Seconded by Council Member Reis

Voting All Aye: Council Member Collins, Council Member L. Bollinger, Council Member M. Yost, Council Member Leibel, Council Member Rau and Council Member Reis. Resolution 2019 - 02 Passed

Dated this 1st day of April, 2019.

(SEAL)

 City of Leola, South Dakota \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Jessica Lipke, Mayor

ATTEST:

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 Candice Kappes, Finance Officer

 **Kristin Outtrim, Economic Development Director discussed with the Council the pergolas, and the 63 donators toward boards for** **pergolas received by the Park Committee and purchasing two wayfinding signs at $37.00 listing half the donators to be posted on each sign in each pergola. Council Member L. Bollinger, also being on the Park Committee said the Park Committee would pay for the two signs and the remaining Park Committee Funds will be donated to the Summer Baseball Program. The** **Park Committee- City Bank Account will be closed and Park Committee disbanded. She informed the Council Saturday, April 27th will be the day set for a painting party in the parks.**

 **Kristin Outtrim, Economic Development Director discussed with the Council the Steering Committee was pursuing funds for a school stage curtain quoted to be approximately $15,000.00 and for a track tent and they will be advertising and fundraising to raise money.**

 **At 8:00 P.M., McPherson County Deputy Sheriff Allie Hilgemann presented the Council with the Monthly County Law Enforcement Report. The Council thanked Allie for coming.**

 **Public Comments: Thomas Theisen spoke to the Council about the frozen water line. Which is believed to be on the City’s portion of the waterline and that he would like to be reimbursed the cost of the heater water hoses purchased to supply him water from Richard Reis house. The Council had approved the cost of the hoses in the bills and was presented a check for the amount. The Council discussed the three properties with frozen water lines and that towns all over were have the same issues. Once it starts to warm up the frost goes deeper underground.**

 **No one else wished to be addressed under Public Comments.**

 **The Council discussed the Water Project, Finance Officer Kappes informed the Council, Helm’s & Associates plan to advertise for bids on the water project in the April 11th and April 18th editions of the McPherson County Herald, with bid opening set for Thursday, April 25th at 3:00 P.M. which we won’t need to hold an official meeting. Notice of Awarding the bids for the Water Project will be at the Monday, May 6th Council Meeting.**

 **The Council was asked if the roads would be tore up during the Rhubarb Days Celebration, the** **Council informed them the project was projected to begin in June and Council Member Collin’s said once the bids are awarded there is the possibility of working with whoever the contractor is, to work around that area of town if the project has begun. He also discussed the process of supplying water to the properties during the project.**

 **The Council discussed snow being moved off a lot and piled on the street and after a couple days moved by the city and if the property owner should be billed and it was decided not to bill this time but if the situation happened again the property should be posted, and property owner billed. Finance Officer Kappes informed the Council she received a check from the St. James Church for fuel and because fuel was paid for, she was instructed to return the check to the St. James Church.**

 **The Council visited with Chase Martin concerning work being done on the city’s loader and the loader parts in Fargo N.D. and Aberdeen would need to be picked up to finish fixing the city loader. Council discussed the fact, Martin was contracted to fix the loader at $90.00 an hour and a loader was leased without a quorum of the Council aware of it or a meeting. The fact the loader broke and the forecast of a lot of snow and blizzard coming, it was needed, and loader was rented at $100.00 a day and $80.00 per loader hourly use or an unknown monthly rate from Mitzel’s and it wasn’t expected to take more than a week for repairs. Finance Officer Kappes stated she was aware the City guys contacted different suppliers and contacted Mayor Lipke of the cheapest supplier that had a loader that worked with the city’s coupler. It was decided to contact Mitzel’s of the monthly rate and send the loader back. Chase Martin left the meeting at 8:25 P.M. and Karl Moser and Ray Geffre joined the meeting.**

 **Finance Officer Kappes informed the Council she received a notice and admission of service, she filled out and returned it to SD Housing Authority concerning their action to foreclose a mortgage on a property on Moulton.**

 **Karl Moser and Ray Geffre spoke to the Council on the city reimbursing Ray Geffre purchases need to furnish him water from Moser’s property and felt it happening now for the second time wanted to be reimbursed labor. Council Member Collins moved, with a second by Council Member Rau, to reimburse Ray Geffre $137.02 for supplies and $180.00 for labor. All Council Members voted in favor. Motion carried.**

 **The Council discussed that SD Rural Water was here three times to thaw the water lines at $125.00 and that they believed there was like a 90-degree elbow and were unable to thaw the frozen pipes. Finance Officer Kappes informed the Council original property owners owned both the water and sewer lines all the way to the water main and in 1988 before that waterline improvement project the city took procession of the water lines so we could do the water project improvements. Prior to the city taking procession, property owners would hire a contractor and he made a deal to include more than one property owners service on each tap on to the main to save property owners money. Which is most likely causing the problem. The Property owners asked the Council to compensated for the water use. After discussion,** **Council Member Bollinger moved to adjust the water owed by averaging the last six months water use for all property owners involved. Council Member Rau seconded the motion and upon roll call vote: Council Member M. Yost -No, Council Member Bollinger-Yes, Council Member Leibel-No, Council Member Collins-No, Council Member Rau-Yes, Council Member Reis Abstained. Motion failed.**

 **Council Member Leibel moved to waive the water fees and pay for only the sewer charges for all property owners involved. Council Member Collins seconded the motion and upon roll call vote: Council Member M. Yost -No, Council Member Bollinger-Yes, Council Member Leibel-Yes, Council Member Collins-Yes, Council Member Rau-Yes, Council Member Reis Abstained. Motion carried.**

 **Water service being off over the winter at the old Bank Lodge and is froze up now that they requested service. Jerome Mack was requesting to run heated hose from Swine Robotics to the old Bank Lodge going across the street. The Semi traffic and possible hose damage was discussed. It was decided he should check with the Homestead and run hose across the alley and mark with cones and block off the area so vehicle can’t damage the hose.**

 **The Finance Officer informed the Council no lifeguard applications have been turn in and that Holly Mueller let Finance Officer Kappes know she planned to Manage the Pool for the upcoming Pool Season. The Council discussed those lifeguards to return for the second year as agreed upon with the reimbursement of the cost of certification.**

 **Mayor Lipke discussed with the Council the Trex Plastic Collection Company’s 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.**

 **The Council discussed the propane tank by the Citizen’s Center for the generator with Terry Hoffman. The Council told him they didn’t intend to surplus the propane tank and couldn’t just sell it due to surplus laws. If need to, it would be traded in for a larger propane tank. Council Member Collins will contact research into how/why the size of the tank changes the pressure to run the generator depending on the size propane tank the city has. Council Member Rau will furnish Council Member Collins with information on the generator.**

 **The Council discussed the 800-1000 C9 incandescent light bulbs stored at the City’s shop. Council Member Reis moved, with a second by Council Member M. Yost, moved to surplus the C9 incandescent light bulbs for sale in the SDML magazine at $.10 apiece. All Council Members voted in favor. Motion carried.**

 **Council Member Reis moved, with a second by Council Member Leibel to accept the Monthly Library Report. All Council Members voted in favor. Motion carried.**

 **March issued Building Permits: None. The Council discussed the next quarterly zoning board meeting to be held at 7:00 P.M. on Monday, May 6th, prior to City Council. Council Member Reis informed the Council no building permits were issued in the month of March, with one issued today, which was being held for the property owners’ signature. It was decided to have the Zoning Board consider raising the cost to renew expired building permits and have the Finance Officer add it to the Zoning Board’s May Agenda.**

 **The Finance Officer informed the Council, Election will be in the Meeting Room of the Municipal Building on Tuesday, 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. The appointed Election Workers are Deb Weiszhaar, Maria Evans, Elaine Geffre, Susan Hoffman and Donna Schaible. Election Board will also be ballot counters, with Election School before Election Day and will receive $10.00 per hour as the Official Election Board. The Council will meet as a Canvassing Board in Special Session to canvas votes on Thursday, April 11th at 7:30 P.M.**

 **The Council reviewed and discussed the changes made to the application and license for a breeder’s license. The Yearly Dog Breeder’s License fee of $750.00 per year set at the March Meeting as discussed along with having it expire on December 31st along with the regular dog tags.**

 **The Council discussed the Large Item Collection set for Saturday May 4th. The Consignment Sale is scheduled for Sunday, May 5th. Dependable Sanitation will bring the roll off around May 1st and pick it back up around May 15th.**

 **Finance Officer Kappes informed the Council the 2018 Water Quality Report has been distributed to most of the consumers and the Council granted the finance office permission to mail out the remaining reports.**

 **Finance Officer Kappes informed the Council she contacted Jess Whitlock from Cahill& Bauer and she will be sending us a quote for audits for the years of 2018, 2019 and 2020, due to the off year being during the water project.**

**Finance Officer Kappes informed the Council the bi yearly NEFOG Meeting will be April 18th in Aberdeen and the date for Finance Officers’ School in Pierre will be June 12th through June 14th to be attended by her and Assistant Finance Officer Deb Weiszhaar.**

 **Finance Officer Kappes informed the Council the RB Licenses-G’s Convenience, Billy’s Bar & Grill, & Ten-45 -Now All RB=on-off SD Wine & Malt Renewals need to be tabled until the May Meeting. Applications are usually here by the April Meeting, but it may be due to the early meeting date.**

 **Council Member Rau brought up complaints she has received about wild, stray cats and the possibility of setting up a data base with pictures of cats with collars. The possibility of restricting the number of cats, or licensing cats was discussed. It was decided to table the cat issue until the May Council Meeting.**

 **Council Member Rau updated the rest of the Council on the SDML District Meeting held in Redfield. The unifying sales tax and removing taxing of internet services will be lowering the revenue in 2020. No Public Comments are allowed at Special Council Meetings only the reason for the Special Meeting can be discussed. Finance Officer Kappes hopes the increase of sales tax on internet sales will equal out the loss of sales tax we won’t receive from internet sales.**

**Finance Officer Kappes informed the Council SD Rural Water was here and updated the SEMS Vulnerability Study and Emergency Response Plan. Which has been returned, copied with a copy in the Council Room in case of an emergency with a backup copy filed in the Finance Office.**

 **The Council granted** **Jeff Tschappat permission to attend the Van Deist Meeting on mosquitoes and calibrating the sprayer on Wednesday, April 24th in Aberdeen at Wylie Park.**

 **The Council reviewed the Leola Economic Development Annual Report.**

 **Council received Emerald Ash Borer information sent out from the SDML.**

 **AED Battery and other items possibly needed for the city’s AED were discussed.**

 **Finance Officer Kappes informed the Council, Gary Drew was here for a SDML Work Comp audit on Thursday, March 28th and went over available discounts we receive.**

 **Thomas Theisen spoke to the Council about the city filling out an application for Heartland and that no purchases were necessary to have an account and that he felt the Monthly Treasurer’s Report would be enough income information without needing all the city’s bank account information. The City’s agreement with Ameripride for service was discussed and that we could still have an agreement with Heartland not committing to any type of monthly service. It was decided Finance Officer Kappes would fill out the Heartland application.**

 **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 Special Session to canvas votes at 7:30 P.M. on Thursday, April 11th and in regular session at 7:30 P.M. on Monday, May 6th, 2019 in the Council Room of the Municipal.**

**ATTEST:**

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

 **Candice Kappes, Finance Officer**

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