**LEOLA CITY COUNCIL MEETING**

**June 3, 2019**

**The Leola City Council met in the Council Room of the Municipal Building in regular session on Monday, June 3rd, 2019. Mayor Thomas Theisen called the meeting to order at 7:30 P.M. with the following Council Members present, Gayle Seibel, Jackie Rau, Lindsey Bollinger, Richard Reis and Michael Yost, along with the Finance Officer Kappes. Absent: Tim Collins. Also, present were Denise Brandner, Mike Waltman, Jace Reis, Steve Siebel and Jeff Tschappat.**

**Council Member M. Yost moved, with a second by Council Member L. Bollinger, to approve the Minutes of the May Meetings. All present Council Members voted in favor. Motion carried**

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

**The Finance Officer Kappes presented financial report on the Golf Association’s Golf Tournaments and Financial Report from Golf Association Treasurer Deb Weiszhaar. Mike Waltman updated the Council on activity at the Golf Course and discussed the three phases work done at the Golf Course along with donated work. He also discussed the lowering of the Golf Course Budget in 2020.**

**Mike Waltman discussed the budgeted monies for the Fireworks**

**The Council examined the bills:**

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

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

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

**Library Payroll May-Librarians & Fill-in Hours 801.89**

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

**Gov’t Bldg. Payroll-Janitor May Janitor Hours-Zulma Velazquez 772.49**

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

**Council & Mayor Payroll 2nd Quarter Council Meeting Pay 5,172.59**

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

**AED Superstore-Allied 100 Lithium Battery, Adult & Pediatric Electrode Pads-4 Each 1,029.60**

**American Solution for Business Office Supplies 187.98**

**Ameripride Linen & Uniform Services Paper Service, Mops, Deodorizers, etc. minus $2.00 Credit 92.74**

**Agtegra Cooperation Miscellaneous Parts & Repairs 812.80**

**Beck Law Office Professional Services & Project Easements 1,243.50**

**CorTrust Bank Nonsufficient Return Check Charge 4.00**

**Dakota Fluid Power, Inc. Pump Repair on Loader & Freight 1293.78**

**Dakota Supply Company Water Supplies 3,115.58**

**Dependable Sanitation Inc. City Regular Garbage Collection 91.00**

**4DK Electric**  **Labor on Light in Library 53.30**

**Fuller, Justin & Lindsey Water Deposit Refund After use 100.00**

**Gary’s Engine & Repair 6 Blades 185.70**

**Gene’s Oil Company May Gas & Diesel 614.47**

**Homestead Building Supply Supplies & Materials 90.61**

**J. Gross Equipment, Inc. Deck Support Arms & Ignition Switch w/Keys & Freight 148.71**

**Leola Fireworks Association Fireworks Donation 500.00**

**Leola High School Silver Yearbook Sponsorship 100.00**

**Leola Public Library Reimbursement for Books, Subscriptions 59.54**

**McPherson County Herald Publishing –Mayor & Council – Sanitation 297.56**

**Montana-Dakota Utilities May Electricity 2,589.88**

**Moser Excavating & Trucking, LLC 2” GR SUB Water Pump Rental 255.10**

**Newman Signs, Inc. 12 10ft. U-Channel Posts & Freight 270.66**

**Olson, Dennis M. Labor Code Enforcement Officer & Expenses Over Contract 252.55**

**Pickell, Rachel Reimbursement for Lifeguard Certification 190.00**

**Ramkota Inn Pierre Rooms at Finance Officer’s School 396.00**

**Ramkota Inn Pierre 4 Rooms at Budget & Debit Credit Meeting 408.00**

**Readi Tech-DRN Labor on Computers-Lib 23.70**

**Rod Hoffman Construction Labor Digging to Fix 4 Curb Stop, Blade Street & Slope Ditch 1,925.00**

**Rural Development 86th Loan Payment-Sewer Project 4,021.00**

**South Dakota Municipal League Registration to Budget and Debit & Credit Meeting 200.00**

**South Dakota Public Health Laboratory May Coliform Water Testing & Lagoon Discharge Testing 183.00**

**Ten – 45 Grocery Cleaning Supplies -Govt Bldgs. 16.25**

**Titan Machinery/Productivity Plus Account Mower Supplies & Parts 343.75**

**TrueNorth Steel, Inc. Culverts at Lagoon 2,548.00 Valley Telecommunications Phones, Faxing & Internet 395.13**

**Vega, Isma D****. Water Deposit Refund After use 23.00**

**Walz, Pam DVD & Book Reimbursement 210.88**

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

**WEB Water May Water Use $5,724.85 Minus $25.00 WEB Certificate 5,699.85**

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

**Helms & Associates 75% Bidding Complete 1,375.00**

**Helms & Associates As Per Project Engineering Agreement 1,342.50**

**TOTAL WATER PROJECT ENGINEERING TO BE PAID ONCE SRF MONIES ARE RECEIVED-TOTAL 2,717.50**

**WATER PROJECT BILLS APPROVED & PAID WITH LOAN FUNDING RECEIVED**

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

**Helms & Associates 50% Bidding Complete 2,750.00**

**Helms & Associates 100% Contract Complete 166,500.00**

**TOTAL WATER PROJECT PAID AFTER FUNDING WAS RECEIVED TOTAL $188,160.00**

**TOTAL WATER PROJECT SRF FUNDING RECEIVED TO DATE $188,160.00**

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

**Check Held**

**Leola Golf Association Donation to Run Golf Course 12,000.00**

**After discussion Council Member Reis moved, with a second by Council Member L. Bollinger to approve the above bills, including the tabled voucher for the Leola Golf Association for $12,000.00 to run the Golf Course, and to pay Helm’s Associates $2,717.50 once RSF Loan Funding are received. All present Council Members voted in favor. Motion carried. SRF will also be requested in the amount of $110.25 for publishing of the water project bids and $1,243.50 for legal fees on project utility easements and construction contract review for a total of $4,071.25.**

**Kristin Outtrim, Economic Development Director was unable to attend the meeting. Council Member Seibel was thanked and complimented on how nice the painted pergolas, with signs, looked.**

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

**The Council discussed the estimate from Flints Hills of $14,057.71, with a June 9th start date. The Council discussed the water project and possible road work to be done.**

**Trevor Zantow, Sarah and Ryan Casey and Lucas Hoover, Engineer for Helm’s & Associates joined the meeting.**

**The Council discussed mowing at the Lagoon and Restricted Use Site.**

**The unfixed loader was discussed and Mayor Theisen will contact Chase Martin, who was hired to repair the loader.**

**The Council discussed the inspection/unacceptable compliance report manner of the Restricted Use Site concerning items at the site not allowed and items in the wrong location.**

**The Council discussed the need of drainage work on the corner of Moulton Street and Sherman Street to the corner of Williams Street and Sherman Street.**

**Kyra Moser joined the meeting at 8:15 PM.**

**Lucas Hoover, Helms & Associated went over quotes received from suppliers in the amount of $73,231.80, from Milbank WinWater, Core & Main in the amount $123,553.97 and Ferguson Waterworks in the amount of $109,775.00.  Tim Collins joined the meeting at 8:40 PM.  After discussion, Council Member Collins moved, with a second by Council Member Rau, to approve the quote from Milbank WinWater in the amount of $73,231.80, with the ability to pick and choose between mechanical meters, ultra sonic or mag meters.  All Council Members voted in favor.  Motion carried.**

**Council Member Collins moved, with a second by Council Member M. Yost, to have Helms & Associates advertise for bids on the Pump House.  All Council Members voted in favor.  Motion carried.**

**The Council discussed the ability to get inside of houses to switch out the meters and Council Member Collins went through the process Dahme’s use to remove the meters and while water is off and the new meter should be put in by maintenance before water serve is restored to the property.  Council Member Collins told the Council if Dahme starts working before Rhubarb Days they will work around the area.  Until waterlines are back up working hoses will be used.**

**Lucas Hoover will be sending out the SDDENR Drinking Water Preconstruction Conference Report.**

**Lucas Hoover also went over the Preconstruction Meeting held May 28th at 1:30 PM.  Finance Officer Kappes will contact the property owners with needed utility easements for the water project, so they can be signed in front of a notary.**

**The water lines that were froze are all back to working and the hoses paid for by the city will be returned.**

**Holly Mueller, Pool Manager updated the Council on the pool and thanked Council Member Collins for the cement work he did at the pool. She also discussed the possibility of getting lifeguards from Faulkton to give swimming lessons. The pool’s need for more lifeguards was discussed along with, interested lifeguards needed to be fifteen years of age to be certified. The undeposited pool funds of $55.00 from 2018 will be used as miscellaneous cash to start the pool.**

**The Council discussed the 2” semi trash pump quit working while working at the pool and one was rented from Moser Excavating for $255.10. After discussion, Council Member Collins moved, with a second by Council Member Rau, to approve up to $500.00 to purchase a 2” semi trash pump. All Council Members voted in favor. Motion carried.**

**The Council discussed the stocking of fish at Lundquist Dam, and the list we are on to continually be stocked with channel catfish, croppies, blue gills and bass. Game Fish & Park will be netting fish in Lundquist Dam to check on fish species and numbers.**

**Sarah and Ryan Casey, from Parent Leaders 4-H, came before he Council to discuss the 4-H grounds, and plan to extend the wash rack and add 20 ft. of cement onto the city’s dump station, while correcting the draining issues and getting the flow to the drain. After further discussion, Council Member Reis moved, with a second by Council Member Collins, to have the city help with the concrete and dirt. Council Member Rau abstained from voting. All other Council Members voted in favor. Motion carried.**

**The Council discussed ruts out by the dock at Lundquist Dam. The water tank will be taken to the Leola City Park this week and mosquito pucks will be put in the lake to help eliminate the mosquitos.**

**The Council discussed the benches and picnic tables needed attention by staining or painting. After discussion, Saturday, June 22, 2019 was set as the Volunteer Paint Day and to meet up at the 4-H Shelter.**

**Council Member Rau moved, with a second by Council Member L. Bollinger, to enter into the State of SD Land Water Conservation Fund Assistance Agreement with SD Department of Game, Fish and Parks, Division of Parks and Recreation Title 46-01515, Leola Pool Liner to be installed in the Outdoor swimming pool, with Land & Water Conservation Funds. All Council Members voted in favor. Motion carried. The Agreement was sign by Mayor Theisen and attested by Finance Officer Kappes. No work can begin on the project until we receive a Notice to Proceed.**

**After discussion of renting the 1000-gallon tank from the Ellendale Farmers Union for $100.00 a year it was decided Assistance Finance Officer Deb Weiszhaar will inform the contact person from Ellendale Farmers Union.**

**The Monthly Library Report was examined by the Council.**

**The Council discussed the updated letters sent and updated list of property owners contacted by** **Code Enforcement Officer Mike Olson. The Council was unable to contact Mike Olson for a conference call. Mayor Theisen will meet with Mike Olson, Code Enforcement Officer on updating City Ordinance and enforcing fines.**

**Council Member Richard Reis and Jace Reis left the Council Meeting at 10:10 PM.**

**Denise Brandner, LDC/LCAC-Rhubarb Committee went over the parade route, streets to be roped off and other matters pertaining to Rhubarb Days. Kyra Moser also discussed the carding for alcohol, wrist bands being issued and other things pertaining to Rhubarb Days**

**Finance Officer Kappes informed the Council she had spoken to Eric Senger, Executive Director at Northeast Council of Governments, concerning setting the renewing of Building Permit fees at $30.00 for the first renewal, $100.00 for the second renewal and $500.00 for the third-year. He questioned how it would be imposed for the properties unfinished inside and not noticeable from the outside but will check with other planning districts, Zoning Ordinances and City’s if it was legally possible to do and will be getting back to her.**

**The Council discussed the City’s cat problem and reviewed the cat description form and cat registration form with proof of vaccinations. Council Member L. Bollinger moved, with a second by Council Member Collins to start registering cats and have all cats registered by August 1st, 2019. All present Council Members voted in favor. Motion carried.**

**Steve Seibel left the Council Meeting.**

**The Council discussed the use of city vehicles when on emergency calls. No action was taken.**

**The Council discussed Kalen Thomas-spraying the small baseball field on the agenda and unsure of what was being requested. The Council granted Kalen Thomas permission to spray and fertilize the small ballfield.**

**Finance Officer Kappes requested clarification when the Council wanted to begin the budget process for 2020. After discussion, it was decided to have the regular monthly meeting on Monday, August 5th and to have a Special Meeting on August 13th to do the 2020 Budget and possible 1st reading.**

**Council Member Seibel moved, with a second by Council Member M. Yost, to back the Housing and Redevelopment Commission. All present Council Members voted in favor. Motion carried.**

**The Council discussed the upcoming Finance Officer’s school in Pierre to be attended by Finance Officer Kappes and Assistant Finance Officer Weiszhaar on June 12th,13th and 14th at which time the City office will be closed and the Debit/Credit Meetings and Budget Meetings to be attend by Council Member Seibel, Mayor Theisen, Finance Officer Kappes and Assistant Finance Officer Weiszhaar to be held in Pierre on June 25th and 26th at which time the City Office will also be closed.**

**The Council discussed the upcoming Council Member training to be held in Britton on July 23, 2019. After discussion it was decided Council Member Seibel will attend the board training in Britton.   
 At 10:50 PM Council Member Rau moved to go into executive to discuss personnel matters with Jeff Tschappat and Finance Officer Kappes. Council Member M. Yost seconded the motion. All present Council Members voted in favor. At 11:10 PM Mayor Theisen declared the Council out of Executive Session. Council Member Seibel moved to pay Jeff Tschappat the 64.5 hours at $13.00, upon agreement. Council Member Rau seconded the motion. All Council Members voted in favor. Motion carried. Council Member Seibel left the Council Meeting at 11:10 P.M.**

**The Council discussed the location of the City’s four AED’s to be placed on the inventory.**

**The Council discussed the Experience Works Program and Mayor Theisen will contact on the possibility of the city receiving someone qualified for the program in our area.**

**There being no further business, Council Member Rau moved, with a second by Council Member**

**Collins, to adjourn. All Council Member voted in favor. Motion carried.**

**The Leola City Council will meet in regular session on Monday, July 1st at 7:30 P.M. in the Council**

**Room of the Municipal Building.**

**ATTEST:**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thomas W. Theisen, Mayor of Leola**

**Candice Kappes, Finance Officer**

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