**LEOLA CITY COUNCIL MEETING**

**December 3, 2018**

 **The Leola City Council met in the Council Room of the Municipal Building in regular session on Monday, December 3rd, 2018. 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, Michael Yost, along with the Finance Officer Kappes. Absent: Lindsey Bollinger and Tim Collins. Also, present**: **Jacki Hoffman and April Buller, Clark Engineering.**

 **Council Member Rau moved, with a second by Council Member Leibel, to approve the minutes of the November 5th Council Meeting with the Council Member Tim Collins being absent from the Council**

**Meeting and to change to the amount bill from Display Sales for LED lights to $1,804.00 instead of $2,750.00 after being credited from returned strings of lights and LED bulbs incorrectly put in the November Minutes. All present Council Members voted in favor. Motion carried.**

 **Gayle and Steve Seibel joined the meeting at 7:32 P.M.**

 **Council Member Rau moved, with a second by Council Member M. Yost, 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 December Streets & Park Fund Salary, Matches & Benefits 3,178.49**

**Finance Office Salaried Payroll December Finance Office Salary, Matches & Benefits 3,759.49**

**Maintenance/Water & Sewer Dept. Payroll December Water & Sewer Salary, Matches & Benefits 3,237.93**

**Maintenance Streets & Park Payroll Yearly-$100.00 Longevity Pay-Each Year, Matches & Benefits 454.60**

**Maintenance/Water & Sewer Dept. Payroll** **Yearly-$100.00 Longevity Pay-Each Year, Matches & Benefits 1,363.80**

**Finance Office Payroll Yearly-$100.00 Longevity Pay-Each Year, Matches & Benefits 3,409****.50**

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

**Library Payroll November-Librarians Hours 743.78**

**Council & Mayor Payroll 4th Quarter Council Meeting &** **Special Council Meeting Pay 2,373.69**

**Council Payroll November Hours-C & M Citizen’s Food Boxes Pay-P. Walz 19.06**

**Gov’t Bldg. Payroll-Janitor November Janitor Hours-Zulma Velazquez 757.38**

**Office Department Payroll November Hours- D. Weiszhaar 757.38**

**Agtegra Cooperation Miscellaneous Parts 21.46**

**Ameripride Linen & Uniform Services Paper Service, Mops, Deodorizers, etc. 131.06**

**Beck Law Office Professional Services 175.00**

**Dependable Sanitation Inc. City & Remaining Seasonal Regular Garbage Collection 58.00**

**Dependable Sanitation Inc. Fall Clean up 667.66**

**Diesel Machinery, Inc. Telehandler Parts 495.91**

**EMC Insurance EMC Commercial Insurance 19,887.00**

**Gene’s Oil Company November Gas & Diesel 169.45**

**Hitchcock, Korisa Deposit refund After Water use 6.00**

**Homestead Building Supply Supplies & Materials 22.02**

**Leola Public Library Reimbursement for Books, Subscriptions & Supplies 151.17**

**McPherson County Herald Publishing - Mayor & Council 369.66**

**Montana-Dakota Utilities Electricity 2,465.32**

**Olson, Dennis M. Labor Code Enforcement Officer & Expenses Over Contract 1,224.20**

**Readi Tech-DRN Labor on Computers 69.50**

**Rod Hoffman Construction Labor Digging in Culvert & Re-slope Ditch 382.50**

**Rural Development 80th Loan Payment-Sewer Project 4,021.00**

**Sioux Falls Ramkota Inn 3 Nights at Hotel-Wastewater Certification Class Renewal Meetings 284.97**

**South Dakota Dept. of Revenue-Lab Oct. & Nov. Coliform Water Testing 30.00**

**Ten – 45 Grocery Cleaning Supplies-Govt Bldgs. 66.34**

**Valley Telecommunications Phones, Faxing & Internet Minus Capitol Credits 395.93**

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

**Walz, Pam Book Reimbursement 275.69**

**WEB Water November Water Use 5,696.50**

**Westside Heating and AC LLC Propane at Shop 423.00**

**TABELED - INNOVATION GRANT-Economic Development**

**Helms & Associates Topographical Study-Leola City Park & Lundquist Lake Area 5,400.00**

**Tallgrass Architecture Landscape Architect’s Plan $3,000.00**

**TOTAL INNOVATION GRANT $8,400.00**

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

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

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

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

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

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

**TOTAL WATER PROJECT ENGINEERING ALREADY APPROVED TO BE PAID ONCE FUNDING IS RECEIVED $18,315.00**

**TOTAL WATER PROJECT ENGINEERING TO BE PAID ONCE FUNDING IS RECEIVED $33,300.00**

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

 **Jeremy Kallenberger and Sara Knoepfle joined the meeting at 7:36 P.M.**

 **Mayor Lipke informed the Council, Finance Officer Kappes, Jeff Tschappat and herself met with Rob Kettle from Game, Fish & Parks at the Swimming Pool on November 13th and should hear by Christmas time on the awarding of the pool liner grants.**

 **The Council was updated on the November 14th SDDOT Meeting in Pierre on the TAP Grant Application on the Trails Grant.**

 **The Council discussed that Julie Johnson, Economic Development, last day will be January 7th, 2019. The Council discussed the Steering Committee’s plan to advertise for a someone to replace her if the school and the city were still funding the position. The Council discussed the organizing of the Steering Committee Board, the City and School Budgeting the money for Economic Development Person with the Development Corporation paying the Economic Development Grant person, and that the Steering Committee Meetings needed to be in the evening in order to be attended by the City’s Representation.**

 **Council Member Reis moved to pay for an Economic Development Person contingent on the School Board’s Funding approval for funding for the position. Council Member Leibel seconded the motion. All present Council Members voted in favor. Motion carried.**

 **The Council discussed easements needed in Grimes Addition for the water project and in the Pudwill Addition or else steps to plat the area set aside in the Pudwill Plat Addition for a future road to be a platted road. Finance Office Kappes informed the Council she spoke to Terry Pudwill about platting the area to be a road and Pudwill asked Kappes to ask the Council if the city was going to supply sewer to the addition.**

 **April Buller, Clark Engineering went over the street signage maps needing to be filed by March with the Council. After discussion, it was decided by the Council to table it until the January meeting.**

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

 **Mayor Lipke informed the Council the dirt piles to be abated and moved were froze and could not be moved with City Equipment at this time.**

 **Jacki Hoffman brought up the wayfinding signs and that the city had to have a wayfinding program and ordinance approved before posting wayfinding signs. Council Member Rau discussed this was a Steering Committee Project, and that City didn’t have a MUTCD Book to refer to. Hoffman said she thought they had sent her one and would send it on to the City’s email address.**

 **Public Hearing on Budget Ordinance 2018-02 was held. There being no one present objecting, Ordinance 2018-02, was read the 2nd time as follows:**

 **Council Member Leibel introduced the following Ordinance 2018-02 and moved for its adoption. Council Member Reis seconded the motion. All present Council Members voted in favor. Motion carried.**

ORDINANCE NO.2018-02

AN ORDINANCE AMENDING ORDINANCE 7-8-2 ENTITLED RESTRICTIONS ON GENERAL CONDUCT OF BUSINESS WITHIN THE CITY LIMITS OF THE CITY OF LEOLA.

BE IT ORDAINED BY THE MUNICIPALITY OF THE CITY OF LEOLA, MCPHERSON COUTY, SOUTH DAKOTA, that the following Ordinance shall amend Ordinance 7-8-2, of the Leola City Municipal Code:

**7-8-2** **LIQUOR SALES LIMITED TO CERTAIN HOURS: ON/OFF SALE LICENSES**

No on-sale or off-sale licensee shall sell, serve or allow to be consumed on the premises covered by their license alcoholic beverages between the hours of 2:00 a.m. and 7:00 a.m.

First Reading: November 5th, 2018

Second Reading: December 3rd, 2018

Publication Date: November 14th, 2018

Effective Date: January 1st, 2018

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mayor Jessica Lipke, City of Leola

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Candice Kappes, Finance Officer, City of Leola

NOTICE OF ADOPTION

ORDINANCE No. 2018-02 AMENDING ORDINANCE 7-8-2 ENTITLED RESTRICTIONS ON GENERAL CONDUCT OF BUSINESS WITHIN THE CITY LIMITS OF THE CITY OF LEOLA.

NOTICE is hereby given that Ordinance No. 2018-02 being an Ordinance amending Ordinance 7-8-2, as set forth, was duly adopted by the City of Leola on the 5th day of November 2018, and that such Ordinance shall be effective January 1st, 2019.

Dated this 5th day of November 2018.

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 Mayor Jessica Lipke, City of Leola

 **Finance Officer Kappes informed the Council the water and sewer payment books are ready to be picked up with the Water Project fee added to the payment stubs.**

 **Finance Officer Kappes informed the Council she had watched the November webinar on GovPay.Net and is at no cost it the city. The cost of using GovPay.net goes to the consumer and cost varied about the amount of the bill and whether they do it online, phone or by sliding their credit card. It could be set up for them to pay utilities or any municipal bill, depending on what they wanted. They would also need to decide if they wanted to set it up now or wait until the water project is done and the new auto-read system is up and running. After discussion on the auto read systems and the payment process, Council Member Rau moved, with a second by Council Member Reis, to approve to go with GovPay.net payment system and to try to have it set up and running for all payments by the 1st of the year. All present Council Members voted in favor. Motion carried.**

 **As advertised, a Public Hearing on Resolution 18-09, a Resolution to Lease City Owned Property was held. There being no one present objecting to Resolution 18-09, Council Member Rau introduced the following resolution and moved for its adoption. Council Member Reis seconded the same. Resolution 18-09 was read as follows:**

**RESOLUTION 18-09**

**RESOLUTION TO LEASE CITY OWNED PROPERTY**

**WHEREAS: SDCL 9-12-5.2 mandates any municipality that owns rental property and**

 **decides to lease this property for longer than One Hundred Twenty (120)**

 **days and fees for such lease will exceed $500.00 per year, said municipality**

 **shall by resolution of intent, and,**

**WHEREAS: the City of Leola owns such property (Medical Building) and,**

**WHEREAS : the City of Leola wants to lease such a property and such leases will**

 **exceed the One Hundred Twenty (120) days and the $500.00 per year**

 **limit as set by SDCL 9-12-5.2 now, therefore**

**BE IT RESOLVED: That a Public Hearing shall be held on Monday, December 3rd, 2018 at**

 **8:30 P.M. in the Council Room of the Municipal Building. Anyone or their**

 **attorney may appear before the City of Leola Council to show just cause.**

**Attest:**

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 **Candice Kappes, Finance Officer Jessica Lipke, Mayor of Leola**

 **All present Council Members voted in favor. Resolution 18-09 was duly adopted. Entering 2019 City lease agreements was Sue Hoffman’s Healing Hands and Maria’s Cut & Curl. Mayor Lipke signed the lease agreements with Maria’s Cut & Curl and Sue Hoffman, Healing Hands, which were witnessed by the finance officer.**

 **Council Member Reis moved, with a second by Council Member M. Yost, to surplus the old non-working Council Room Printer and have it given to 21st Century Recycling. All present Council Members voted in favor. Motion carried.**

 **The Council discussed the getting propane to the generator at the Citizen’s Building. It was decided Finance Officer Kappes would contact Westside about getting the propane line dug from the propane tank to the generator.**

 **After discussion, Council Member Reis moved, with a second by Council Member M. Yost to purchase used tires at Mitzel’s to be foamed for the loader and to leave current telehandler tires on the telehandler. All present Council Members voted in favor. Motion carried.**

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

 **The Council discussed the fact the fence was not up as agreed upon with Jeremey Kallenberger. He had discussed unexpected problems and that the rest of the fence would be finished tomorrow. The Council discussed the vehicles north of the trees that are to be moved south of the trees. Other properties not fenced on the north side were discussed. The Council told Kallenberger they would check into the cars north of the trees. The Council told Kallenberger they wanted the fence up. Kallenberger and Knoepfle left the Council Meeting. After further discussion, Council Member Rau moved to move forward and start towing vehicles in the morning until the fence is up. Upon roll call vote, all present Council Members voted in favor. Motion carried. Mayor Lipke notified Knoepfle of the Councils decision. Other vehicles abated and also to be towed starting Tuesday morning were discussed. The Council reviewed, Code Enforcement Officer Mike Olson’s updated list of vehicles not in compliance with codes. Bills owed and uncollected debt owed to the city was discussed.**

 **November Building Permits Issued: #18-30 Ronda and Bruce Geffre, #18-31 Jack Geffre, #18-32 Laverne Skott and #18-33 Angie Kallenberger by Sara Knoepfle. The Council discussed the County Zoning Meeting held November 8th on transporting manure within the five-mile limit.**

 **The Council discussed the Legislative Form to be held at the Leola School at 2:00 P.M. on December 19th.**

 **Gayle Seibel brought to the Council attention the need for coin operated washer and dryer for a Laundry Service in the basement of the Citizen’s Building to be available during Piggy Bank Hours. Various issues and questions concerning cost, maintenance and location were discussed with the Council. It was decided to have the coin operated washing machine and dryer put on the January Agenda.**

 **Gayle Seibel also discussed the possibility of putting hooks into the wall on the east wall in the basement of the Citizen Building to hang the Horizon/Leola Development Corporation’s overhead projection screen to show a film event planned there over Rhubarb Days with the possibility of future movies and to buy ten black out window shades at the cost of approximately $200.00 to put in black out sunlight with poles to rise and lower. Council discussed possible movie copyright issues along with other question and it was decided to have it added to the January Agenda.**

 **The Finance Officer informed the Council, that Hosmer’s Vet/Wetonka Branch will be at the city shop at 4:00 PM until 7:00 P.M. on Wednesday, December 5th to give rabies vaccinations. 2019 Dog Tags not issued before December 28th the last business day in 2018 will be assessed the $10.00 Late Change, those not issued before February 1st will pay the $10.00 Late Fee plus the $200.00 fine.**

 **The Council discussed Jeff Tschappat was gone to Sioux Falls for Water/Wastewater certification renewal classes through Thursday, December 6th.**

 **Finance Officer Kappes reminded the Council the City Office would be closed on January 23rd, 2019 to attend the Annual Report Workshop in Aberdeen, which she and Weiszhaar would both be attending.**

 **The Council discussed, and it was decided to have the City’s Christmas supper on Saturday, December 15th at the Municipal Building Council, employees and their spouse or date same as last year.**

 **The Council discussed the WEB Water Meeting held on Friday the 7th day of December.**

 **Mayor Lipke signed the Local Match letter, OM&R letter and Relocation, Displacement & Acquisition attachment for the initial requirement regarding CDBG funding for the City’s Water Project. These signatures are the last documents that need signing before funds can be drawn.**

 **The Council discussed the upcoming Municipal Government Day at the Legislature/Legislative Rib Dinner with Legislators scheduled for February 5th and 6th in Pierre.**

 **The Council examined the 2017 SD Health Pool of SD Annual Report.**

 **At 10:39, Council Member Rau moved, with a second by Council Member Leibel, to go into executive session to discuss personnel matters. All Council Members voted in favor. Motion carried. Finance Officer Kappes was excused. Council deemed out of executive session at 10:52 P.M.**

 **2019 expectations for City Employees and a draft of the City Maintenance Job Description were discussed by the Council and will be finalized and Employee Performance Appraisal’s will be done.**

 **Council Member M. Yost moved, with a second by Council Member Reis, to freeze the Maintenance Payroll and to approve the 2019 minimum wage of $9.10 per hour and a 2% raise wage increase for all other full and part-time employees, excluding those seasonal employees set when hired, Mayor pay at $245.00 per month, Council at $100.00 per month and Mayor & Council receiving $105.00 per meeting attended. Finance Officer Kappes to be paid $50.00 per regular Council Meeting attended, with board quarterly pay and $50.00 per Special Meeting attended by Kappes, Yost and Tschappat. All present Council Members voted in favor. Motion carried.**

 **There being no further business, Council Member Leibel moved, with a second by Council Member Reis, to adjourn. All 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, January 7th, 2019.**

**ATTEST:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

 **Candice Kappes, Finance Officer**

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