**Leola City Council Meeting**

**April 06, 2020**

The Leola City Council Meeting was called to order at 7:08 pm by Mayor Thomas Theisen. Present council members were Richard Reis, Michael Yost, Jackie Rau and Lindsey Bollinger. Absent Tim Collins. Also present were city maintenance Jeff Tschappat and assistant finance officer Deb Weiszhaar.

After reviewing the March 02, 2020 regular council meeting minutes and the March 16, 2020 Emergency Co-VID 19 meeting minutes Reis motioned with a second by Rau to approve the two sets of Minutes. Motion carried, all in favor. Review of the Equalization Board minutes was completed, Rau made an motion with a second by Yost to approve the Equalization Board minutes. Motion carried, all in favor.

The council reviewed the treasurer’s report and approved it with a motion by Bollinger and second by Yost. Motion carried, all in favor. The bills were presented to the council. Motion by Reis with a second by Bollinger to approve the bills. Motion carried, all in favor.

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| **Bills to be Considered -April** |
| Agtegra | Tires - Telehandler/Repairs |  $ 204.97  |
| AmeriPride | Professional Services |  $ 85.52  |
| Company Matches | March Salary (SS, Med, Ins, SDRS) |  $ 1,278.18  |
| Council Payroll | Food Boxes/Pam Walz |  $ 18.60  |
| Council Payroll | M & C Fund March 1st Qtr. |  $ 6,568.60  |
| Beck Law Office | Professional Services |  $ 43.75  |
| Finance Office | Finance Officer Salary |  $ 3,330.85  |
| Dependable Sanitation | Sanitation |  $ 58.00  |
| Century Business Inc | Toner for Copy Machine |  $ 304.07  |
| Code Enforcement Specialists | Enforcements/ Mileage | $0.00  |
| CNA Surety | Bond - Mayor, Council, Finance Officer | $698.50  |
| DSG/Dakota Supply Group | W/S Repairs |  $ 462.14  |
| Farmers Union Oil - Ellendale | Propane Tank Rental |  $ 100.00  |
| Gene's Oil | Heating Oil/Gas/Fuel |  $ 132.30  |
| IRS | Under Payment January |  $ 20.33  |
| Hourly Pay | Street Fund - March |  $ 40.00  |
| Hourly Pay | Water/Sewer - March |  $ 2,387.85  |
| Hourly Payroll | Gov. Buildings - March |  $ 741.00  |
| Leola Library | Books/Supplies - March |  $ 171.02  |
| Library Payroll | Librarian - March |  $ 780.00  |
| Leola Alumni Assn | Donation |  $ 100.00  |
| Leola City | Transfer Project fee to GF |  $ 1,567.20  |
| Leola Development Corp | Donation |  $ 500.00  |
| McLeods | Election Supplies |  $ 68.73  |
| McPherson County | Law Enforcement |  $ 11,250.00  |
| McPherson County Herald | Proceedings /Ads |  $ 202.08  |
| Montana Dakota Utilities | Utilities |  $ 3,005.17  |
| Pam Walz | Books/Supplies - February |  $ 224.55  |
| Pam Walz | Food boxes - mileage |  $ 33.60  |
| Deb Weiszhaar | Postage (water) |  $ 18.00  |
| Runnings | Sthil Parts, Water Project misc. Parts |  $ 418.78  |
| ReadiTech/DRN | Tech support/Backups |  $ 86.20  |
| Rod Hoffman Construction | Curb Stop |  $ 350.00  |
| Rhubarb Festival | Donation |  $ 500.00  |
| DMI Inc | Bearing, Bearing liner |  $ 57.02  |
| Heartland Paper | COVID 19 Supplies/ Cleaning Supplies |  $ 285.64  |
| Rural Development | 96th Payment for Sewer |  $ 4,021.00  |
| Salary | Streets/Park Funds - March |  $ 2,161.37  |
| Salary | Water/Sewer Funds - March |  $ 2,387.85  |
| SD Public Health Lab | Water testing |  $ 15.00  |
| Valley | Utilities |  $ 405.91  |
| Web Water | February Usage $6520.50 | $0.00  |
| Web Water | March Use - $150.00 Gift Cert credit |  $ 5,643.55  |
|   | **TOTAL:** |  $ 50,727.33  |
| **Project Pay Requests:** |   |   |
| Helms & Associates |   |  $ 2,239.20  |
| Premier Contracting | Pump House |  $ 23,940.00  |
| Force PR Accts | Jeff & Dan Installation of Meters |  $ -  |
|   | **TOTAL:** |  $ 26,179.20  |

Water Project: Jeff Tschappat reported that the Pumphouse is complete, and electricity should be in shortly. He only has three meters to install that do not need a plumber’s assistance. Dahme’s have not resumed work at the present time. Discussion was held on water meter installation due to the Co-Vid 19 Pandemic.

**Committee Reports**:

**Streets, Alleys, and Restricted Use Site** – Gravel has been hauled on some of the worst street spots. The restricted use site has not been opened due to the wet conditions. It is currently opened by appointment.

**Water & Sewer -** The lagoon will be discharged, and sample testing will be done and sent into DENR. A letter will be sent out with next months water bills on an inspection and failure to report issue. Mayor Theisen stated that he has discussed an extension the Grant for installing meters due to the Corona Virus.

**Parks, Recreation & Pool** – There was a break in at the Pool Building. West bathroom door was kicked open. Deputy Hilgemann did an investigation and report on the break in. Discussion was held on the door replacement or it being fixed.

**Building & Equipment** – Discussion was held on a cracked window, doors to be replaced, and a seal kit for the Telehandler. Motion by Reis with second by Bollinger to purchase two doors, replace the cracked window and purchase the seal kit. Yost aye, Reis aye, Bollinger aye, Rau nay. Motion carried.

**Code Enforcement, Law Enforcement, & Library** – The Library report and Law Enforcement report were read. Discussion was held on three cars with no license plates that are parked on the Kallenberger house on Moulton Street. This is not allowed. Drainage on the south end of town was discussed, culvert installation is needed in several places to allow for drainage.

**Zoning** – Richard Reis stated three zoning permits have been issued this year. 20-01 Casey Higgins-Kitchen Remodel; 20-02 Brian Walz-Kitchen Remodel; and 20-03 Lloyd Breitag – Roof.

**Steering Committee/LEAD** – No report

**OLD BUSINESS:**

Delinquent Dog Tags/Licenses & Cat Licenses – Council discussed sending out a letter to all delinquent owners.

Personnel Handbook Updates – Tabled until May.

Postponed Election – The City Election will be on June 02, 2020 with the Primary Election at the McPherson Court House. The City election workers will work this election. Motion by Reis with a second by Yost to have the Election on June 02, 2020. Motion carried, all in favor.

Miscellaneous project updates: Mayor Theisen will be in contact with the Intern working on City Projects. A Map for the Trail Grant is needed to re-route a portion of the trail.

Pool Employees – At this time no applications have been received. Discussion was held on whether to open the pool at all this year. This was tabled until the May 4, 2020 council meeting.

Public comments – None.

**New Business:**

Mayor Theisen gave an update on the State’s Co-Vid 19 numbers. Jackie Rau also presented some information from the City EMT’s. A Co-Vid 19 Corona Virus Resolution was discussed, changes, deletions, and an addition to add three items from Eureka City’s Resolution. Motion by Rau with a second by Bollinger to approve the Leola City Resolution 20-02 with the start date of April 10, 2020 at 11:00 am. Motion carried, all in favor.

Mosquito Spraying Workshop – Jeff Tschappat was to attend a meeting on April 22, 2020, but no information has been received if this meeting will be held. The council approved Jeff’s attendance if the meeting is held.

Motion by Rau with a second by Reis to adopt the McPherson County Natural Hazard Mitigation Plan from Sheriff Dave Ackerman. Motion carried, all in favor.

Motion by Bollinger with a second by Rau to declare a bench grinder as surplus property at no value for disposal; 12 local read water meters are declared as surplus property and offered to the City of Long Lake for $150.00. Motion carried, all in favor.

The Council accepted Daniel Yost’s resignation effective April 03, 2020. Mayor Theisen thanked Dan Yost for his years of service to the City of Leola as policeman and as maintenance worker.

Discussion was held on the Maintenance Job Description and a pay scale. Personnel discussion was move to executive session.

Large Item Dumpster – The Spring Community Auction Sale has been canceled. The dumpster has been in Leola for two weeks during the sale time period. Motion by Rau with a second by Bollinger to call Dependable Sanitation to request a large item dumpster be delivered to Leola by May 01, 2020. Motion carried, all in favor.

Upcoming Meetings - All Canceled.

Correspondence – None

Motion by Bollinger with a second by Reis to enter executive session at 9:31 pm for personnel & cibtract negotiations discussion SDCL 1-25-2 (1 & 4).

Mayor Theisen declared the Council out of executive session at 10:26 pm with the following action:

Motion by Bollinger with a second by Yost to advertise for a Public Works Supervisor Position with a salary between $35,000 and $45,000 DOE. The Maintenance Technician Public Works Laborer salary will increase to $35,000 per year. Advertisements will begin soon. Motion carried, all in favor.

Motion by Rau/Reis to have the May 04, 2020 City Council Meeting held by technology, Skype or Zoom. Information will be provided so the public can attend. Motion carried, all in favor.

 Motion by Bollinger with a second by Reis to adjourn the meeting. Motion carried, all in favor.

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Mayor Date Finance Officer Date

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