City of Leola Council Meeting

November 2, 2020

The City of Leola Council Meeting was called to order at 7:00 pm by Council President Michael Yost. Present were council members: Tim Collins, Richard Reis, Jackie Leibel and Jackie Rau. City employees present were Jeff Tschappat and Sondra Waltman. Others in attendance: Brandon Pickell, Royce Erdmann, and Andrew & Trisha Erdmann.

Minutes were reviewed from the October 5th meeting. Finance Officer Waltman noted a correction with there not needing to be public hearings for the renewal of liquor licenses. Rau moved with a second from Reis to accept the minutes with the correction. All in favor, motion carried.

The treasurer’s report was reviewed. Reis moved with a second from Collins to accept. All in favor, motion carried.

The bills were reviewed. Discussion was held on the tabled Heartland bill and the interest due for the Leola Drinking Water Program loan. Finance Officer Waltman will get clarification from NECOG on the interest. Reis moved with a second from Collins to approve all bills. All in favor, motion carried. Bills are as follows:

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| **Bills to be Considered - November** |
|  |  |  |
| Agtegra | Repairs |  $ 238.78  |
| American Solutions for Business | Office Supplies |  $ 324.98  |
| AmeriPride | Professional Services |  $ 83.32  |
| Auto Owners Insurance | Annual vehicle insurance premium |  $ 699.16  |
| Cahill Bauer & Assoc | Prof Services |  $ 2,179.50  |
| Code Enforcement Specialists | Sept/Oct Billing |  $ 1,220.00  |
| Company Matches | Oct (SS, Med, Ins, SDRS) |  $ 2,456.59  |
| US Bank | Int., Leola drinking water program loan |  $ 3,635.70  |
| CorTrust Credit Card | Postage: Water samples, Variance; QB |  $ 598.47  |
| Curt's Repair | Repairs/Maint |  $ 445.76  |
| DENR | Stormwater Permit - Paid |  $ 250.00  |
| Dependable Sanitation | Sanitation Services |  $ 1,587.28  |
| DSG | Meter supplies |  $ 188.31  |
| Gene's Oil | Gas/Fuel |  $ 431.26  |
| Heartland Papers | Covid Supplies (tabled from Oct) |  $ 997.75  |
| Heartland Papers | Covid Supplies - soap |  $ 234.63  |
| Jason Gill | Holm Park Crawl Space: Materials/Repairs |  $ 6,827.88  |
| Leola Library | Books/Supplies - Oct |  $ 28.53  |
| Leola School | Land Purchase |  $ 1.00  |
| McPherson County Herald | Proceedings /Ads |  $ 266.13  |
| Michael Yost | Doorknob, key copies |  $ 65.84  |
| Montana Dakota Utilities | Utilities |  $ 2,035.44  |
| Pam Walz | Books/Supplies - Oct |  $ 388.42  |
| Pam Walz | Food boxes - mileage  |  $ 33.60  |
| Payroll | Librarian |  $ 773.45  |
| Payroll | Food Boxes/Pam Walz |  $ 18.60  |
| Payroll | Gov. Buildings |  $ 741.00  |
| ReadiTech | Tech Support |  $ 23.70  |
| Rural Development | 103rd Payment for Sewer |  $ 4,021.00  |
| Salary | Water Fund - Nov |  $ 3,421.66  |
| Salary | Park Fund - Nov |  $ 2,500.00  |
| Salary | Finance Officer - Nov |  $ 3,672.70  |
| SD 811 | One Calls |  $ 63.00  |
| SD Public Health Lab | Water testing |  $ 79.00  |
| SDARWS | Membership |  $ 30.00  |
| SDML Workers' Compensation Fund | 2021 WC Estimate |  $ 3,631.00  |
| SDWWA | Membership |  $ 30.00  |
| Share Corporation | Ice Melt |  $ 1,218.45  |
| Sondra Waltman | Postage |  $ 22.00  |
| Stan Houston | Pool repairs |  $ 377.70  |
| Valley | Utilities |  $ 372.96  |
| Web Water | Oct Usage |  $ 10,146.20  |
|   | **TOTAL:** |  $ 56,460.75  |
|   |  |   |
| **Project Pay Requests:** |   |   |
| Dahme Construction |   |  $ 123,411.04  |
| Helms & Associates |   |  $ 10,476.80  |
| Premier Contracting | Pump House |  $ 6,795.50  |
| Milbank Winwater | Plumbing parts |  $ 4,898.86  |
|   | **TOTAL:** |  $ 145,582.20  |

**Water Project:** Lucas Hoover with Helms & Associates (water project engineer) was available for questions/concerns about the water project if we needed to contact him via phone. The council felt any questions or concerns should be addressed via email so answers could be reviewed later. Other updates included Dahme Construction being done for the season. They will resume work in the spring. Remaining work includes one block of main line on Main Street between 5th Ave and 6th Ave, replacing curb stops, grass seeding and concrete work that was not completed this fall, and street work. City maintenance was instructed to make a master and conclusive list of curb stops needing to be repaired/replaced so Dahme Construction and Helms and Assoc. knows exactly what materials are needed. After the snowfall, a state employee noted some problem/concerning areas where the plow hit the water valves along Highway Ten. Collins will check out the problem areas. Deadlines were also reviewed for the entire project, which is a final completion date of July 15, 2021. There are four remaining meters to be installed, which should be completed in the upcoming week(s).

Code Enforcement Officer Mike Olson joined the meeting at 7:21 pm.

**Old Business:** Current dog tags will expire December 31, 2020 and new tags for 2021 are available in the finance office. Wetonka Vet Clinic will be at the city shop on December 3 from 4-7 pm for the annual shot clinic. A follow up discussion was held regarding the number of dogs allowed to be licensed per household. The current ordinance specifies two dogs per household. An individual requested an exception to the ordinance due to her certified service dogs. Reis moved with a second from Leibel to allow the resident to have three licensed dogs: two ADA certified service dogs plus one additional dog. Motion passed by majority, with Rau voting nay. A follow up discussion was held on the trail grant and purchasing a loader. There were no updates from the project engineer Brandon Smid from Helms & Assoc., so Waltman will reach out to get hard deadlines for the grant funds on the trail. The city’s current payloader needs to be replaced. Shane Moser of Moser Excavating and Trucking, LLC is selling his 2003 Daewoo 200 Maga V Payloader including the 2017 HD Grabtec Quick Tach Grapple fork, and a new set of oil, fuel and air filters for $42,000. Moser agreed to splitting the payments in two, one payment now and the second after the first of the year. Rau moved to buy the loader on the payment plan, return the current trail grant and explore other trail options. Motion died due to a lack of a second. Rau then moved to purchase the payloader on the payment plan. Leibel seconded. All in favor, motion carried. Collins moved to table the trail grant topic until the December meeting to allow time to get deadlines from Helms & Assoc. Reis seconded the motion. Motion passed by majority, with Rau voting nay. Liquor License renewals have been distributed to Billy’s Bar and Grill and the Leola Legion Bar. There will be a public hearing for city rented property on Monday, December 7th at 7:15 pm. Current city renters include Susan Hoffman with Healing Hands and Maria Evans with Maria’s Cut and Curl. The back door of the Municipal Building needs new weather stripping that has not arrived yet, but the knob has been replaced and fixed. Computers in the finance office have been cleaned and are communicating with each other. There were no miscellaneous project updates.

McPherson County Deputy Sheriff Allie Hilgemann joined the meeting at 7:29 pm. She presented the council with the county law report. After distributing for the council’s review, she asked for any questions/concerns. The council had none.

Brian Gill joined the meeting at 7:37 pm.

Code Enforcement Mike Olson presented the council with his current code enforcement report. The council reviewed upcoming abatements, two of which had a deadline that coincided with the meeting, November 2, 2020. Olson asked if he should proceed with the abatement on 825 Leola Ave. The structure will be removed by Rodney Hoffman Construction and hauled by the city. The council told Olson to proceed with the abatement. Olson will issue the work order, effective immediately. The next abatement was for a dead tree on 709 Conklin. A quote was obtained from Kappes Tree Removal. Olson suggested to move forward with the abatement using the quote from Kappes. The council agreed and wishes to proceed with the abatement. The structure at 709 Conklin was discussed. Olson was told a lawsuit is involved which is causing the delay in progress. He will verify the legality of the situation and move forward. The structure at 901 Moulton was discussed. The property owner contacted Olson and an extension was granted through August 1, 2021. Concerns with 704 Lundquist had been presented through the Department of Environmental and Natural Resources for the council to review. At 846 Leola Avenue, Olson noted some noncompliant vehicle/boats and asked permission to send compliance letters. The council told Olson to proceed. The property at 452 Grant Street was discussed and a letter from Olson was shared with the council that was sent to the owner. Due to the damage of the water lines after services were disconnected, an inspection from the Code Enforcer is required prior to turning services back on. Lastly, Olson presented the council with the Property Maintenance Code Manual. It is used nationally and is encouraged by the South Dakota Municipal League. The Property Maintenance Code Manual will be an enhancement to the current ordinance book, but needs to be reviewed by the city and edited to meet the city’s criteria (making sure the ordinance book and new manual do not have contradicting statements). Reis moved with a second from Collins to start working on the Property Maintenance Code Manual to be reviewed by the council prior to its adoption. All in favor, motion carried.

Code Enforcement Mike Olson and McPherson County Deputy Sheriff Allie Hilgemann left the meeting at 8:07 pm.

**New Business:** There were two vacancies for the council: Mayor and Ward 3 Council. Interested candidates were asked to contact the finance officer and come to the meeting if available. Interested candidates for Mayor were Royce Erdmann and Glenn Spitzer. The council voted as follows: R. Erdmann received votes from Reis, Collins, and Yost; Spitzer received votes from Rau and Leibel. R. Erdmann won by majority. Interested candidates for Ward 3 Council were Trisha Erdmann, Brandon Pickell and Glenn Spitzer. The council voted as follows: T. Erdmann received votes from Rau, Leibel and Yost; Pickell received votes from Reis and Collins; Spitzer received none. T. Erdmann won by majority. Mayor Royce Erdmann and Ward 3 Council Member Trisha Erdmann were sworn in under oath to fulfill their positions. Delinquent water bills were reviewed by the council. The council decided to enforce disconnecting of services when accounts are 60 days past due. Employee cell phones were addressed, and discussion was held if it would be cost effective to cancel some services and reimburse employees accordingly. Rau moved with a second from Leibel to disconnect the finance officer cell phone if it is cost effective to the city. All in favor, motion carried. The council felt the Street Committee (Yost, Collins, Leibel) should meet and come up with a prioritized snow removal route. Spraying maintenance was discussed for next year for the parks. A question was raised regarding the certification to spray around the lagoon. Rau moved with a second from Collins to hire Kalen Thomas for all spraying, except the lagoon pending verification on certification. All in favor, motion passed. Concerns arose about Dahme Construction using city equipment. Dahme understood the usage of equipment as a trade off with the city for when Dahme’s employees aided in locating curb stops. Collins also noted that Dahme paid for fuel and did maintenance on equipment used. Notice was given to the city that Heartland Paper Company was closing. Our sales representative, Thomas Theisen, transferred to Dacotah Paper and presented the city with transition paperwork to set up our accounts accordingly. Before committing, the council would like to check other options as well. Some community members expressed interest about changing sanitation companies and service options. Finance Officer Waltman will do some exploring for services, rates, and what surrounding communities use/offer. The final 2019 Audit from Cahill Bauer and Associates, LLC was presented to the council. The finance office received a “Notice of Taking Tax Deed” from the McPherson County Treasurer’s Office regarding seven properties with delinquent taxes. The council reviewed. Questions arose about vacant lots sold by the city and the sale stipulation to add a structure within so many years. Waltman will check on recent sales of lots and their locations/status. FBLA (through the school) plans on putting an angel tree in the municipal building again this year. They also plan on having a parade of lights on Saturday, December 5th which will coincide with Santa Day that the Leola Development Corporation puts on. There were no miscellaneous project updates to report.

**Committee Reports:** The restricted use site has closed for the season. The streets are soft, so Tschappat was asked to add gravel in problematic areas. There have been campers using the park, but electricity will be disconnected when the camping tapers off. A reminder to Tschappat to remove the dock at the dam. Unfortunately, the early snow postponed the pool liner project until next spring. Grant funding is not affected by this delay. The generator at the Citizen’s Building is up and running. The October Library report was reviewed. The zoning board minutes from the October 22nd meeting were shared with the council. There was only one new building permit issued: 20-28 to Royce Erdmann/garage construction. Concerns about the Wald house on Leola Avenue and the house south of it were brought up. These properties will be noted to Code Enforcer Mike Olson. Doug Yost asked a replacement to be found for his place on the zoning board, and former Mayor Thomas Theisen’s seat needs to be filled. Mayor R. Erdmann and M. Yost expressed interest in filling the seats.

**Public Comments:** Collins wanted to reiterate what was discussed at the October meeting regarding the use of Dahme’s equipment/time and not using time/funding from the water project. Dahme Construction was hired to do work in town outside of the project. Collins wanted to note publicly that just because he is in construction equipment does not mean he is utilizing project funds. Maria Evans shared some concerns with Rau to disclose at the meeting. She would like to get her land surveyed and beings it borders city property, was inquiring about cost sharing the survey expenses. The city felt it unnecessary to share expenses, as it is for her personal information. Evans had heard through the water project, the Sherman Street/Crete Street was going to go from a curve to a square intersection. Waltman will clarify with the project engineer on this topic. Evans requested that excess snow be piled on the opposite side of where it has been in the past. Lastly, she inquired about the responsibilities of the city custodian and what should/should not be cleaned in city buildings. The council felt that a universal job description/cleaning schedule would help clarify this moving forward.

**Upcoming Meetings:** The next council meeting will be December 7th at 7 pm.

**Correspondence:** Jeff Tschappat received a thank you card from Jacki Hoffman expressing her appreciation of care that was taken when replacing the curb stop in her yard as it was close to a young tree. She also sent one to Dahme Construction.

**Executive Session:** None requested.

Reis moved with a second from Collins to adjourn the meeting at 10:24 pm. All in favor, motion carried.

ATTEST:

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Finance Officer Council President

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