**Leola City Council Meeting**

**March 02, 2020**

The Leola City Council Meeting was called to order at 7:00 pm by Council President Michael Yost. Present council members were Lindsey Bollinger, Tim Collins and Jackie Rau. Councilman Richard Reis was absent. Assistant finance officer Deb Weiszhaar was present. Community members Jackie Leibel and Brian Gill were present.

After reviewing the minutes of the February 03, 2020 council meeting, Rau moved with a second by Bollinger to approve the February minutes. All in favor, motion passed.

Mayor Thomas Theisen arrived at 7:02 pm. The council reviewed the treasurers report and Bollinger moved with a second by Collins to approve the treasurers report. All in favor, motion passed. The bills were presented to the council. Collins moved with a second by Yost to approve the payment of the bills. All in favor, motion passed.

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| **Bills to be Considered -March** | | |
| Agtegra | Tires - Telehandler/Repairs | $2,595.10 |
| AmeriPride | Professional Services | $86.66 |
| Candice Kappes | Monthly Consult Fee | $1,000.00 |
| Company Matches | March Salary (SS, Med, Ins, SDRS) | $1,891.46 |
| Council Payroll | Food Boxes/Pam Walz | $18.60 |
| Deb Weiszhaar | Supplies Reimbursement | $17.98 |
| Finance Office | Finance Officer Salary | $2,546.92 |
| Dependable Sanitation | Sanitation | $58.00 |
| Code Enforcement Specialists | Enforcements/ Mileage | $415.50 |
| CorTrust Bank | Credit Card/ Upload W-2 & 1099 | $41.25 |
| DSG/Dakota Supply Group | W/S repairs | $909.72 |
| Gene's Oil | Heating Oil/Gas/Fuel | $89.10 |
| Hourly Pay | Street Fund - March | $120.90 |
| Hourly Pay | Water/Sewer - March | $480.00 |
| Hourly Payroll | Gov. Buildings - March | $741.00 |
| Leola Library | Books/Supplies - March | $191.46 |
| Library Payroll | Librarian - March | $859.79 |
| DMI | Bearing, Liners, Pins | $824.48 |
| Leola Golf Assn. | Donation | $6,000.00 |
| Montana Dakota Utilities | Utilities | $2,580.66 |
| Pam Walz | Books/Supplies - February | $237.71 |
| Pam Walz | Food boxes - mileage | $33.60 |
| Post Office | Postage (water) | $7.50 |
| USPS | Stamped envelopes | $948.35 |
| Runnings | Spades | $83.98 |
| ReadiTech/DRN | Tech support/Backups | $162.70 |
| DMI Inc | Bearing, Bearing liner | $531.42 |
| Heartland Paper | Custodial Supplies | $228.30 |
| Rural Development | 95th 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 | $ - |
| Valley | Utilities | $399.28 |
| Westside Heating & AC | Propane | $396.51 |
| Web Water | January Use | $6,520.50 |
| Web Water | February Use |  |
|  | **TOTAL:** | $39,588.65 |
| **Project Pay Requests:** |  |  |
| Helms & Associates |  | $24,422.00 |
| Premier Contracting |  | $90,021.12 |
| Force PR Accts | Jeff & Dan Installation of Meters | $3,109.29 |
|  | **TOTAL:** | $117,552.41 |

Water Project – Councilman Collins updated the council on the water project. Currently they are shut down until more snow melts, but plan on bringing two crews when they start work again. Dahme’s will complete yard work where dirt has been piled on lawns.

McPherson County Deputy Sheriff Allie Hilgemann joined the meeting at 7:29 pm. She presented the council with the monthly county law report. She left the meeting at 7:32 pm.

Brandon Pickell joined the meeting at 7:35 pm.

Committee Reports were reviewed.

**Streets, Alleys, and Restricted Use Site**: Discussion on RUS site not being locked, and inspection items not completed.

**Water & Sewer**: Construction will begin on the new pump house next week. Materials have been delivered to the site. The first billing cycle went quite smoothly. There are still a few issues we are working to resolve. Discussion was held on placing sewer and water at the Pudwill Estates lots, with the option to run water & sewer to the camp sites for possible showers and/or bathroom installation. Continuing, discussion was held on attaching a fee to each lot for the water/sewer hookups or requiring a ceiling on the price of the lot to ensure the lots get sold and the city begins to receive a return on their investment. Discussion was held on who is ultimately responsible for tenant water bills in the event of non-payment. These discussions were tabled.

**Park, Recreation, & Pool**: No updates on the pool liner grant. Discussion was held on the Pool employees for the 2020 season. Advertisements will be sent to the paper, put on the web site and face book for a Pool Manager and Lifeguards. Applications are available on the LeolaSD.com website.

Collins moved with a second by Bollinger to approve the following wages:

Pool Manager $12.00 to $15.00 DOE; Asst. Pool Manager $11.00 to $13.00 DOE; Lifeguards $9.30 to $11.00 DOE. All must have the proper SD Certification. All in favor, motion passed.

**Building & Equipment**: Discussion was held on the purchase of a mower. No motions made.

**Code Enforcement, Law Enforcement & Library**: Mayor Theisen read the report from the Code Enforcement Officer and all council members agreed that the letters he requested be sent to the offenders.

**Zoning Report**: None

**Steering Committee/LEAD**: Mayor Theisen has an interview tomorrow morning. A letter from the State was presented to the council.

**Old Business:**

Personnel Updates (Handbook) - Jackie Rau presented the handbook that she is revising. Discussion was held on guns allowed in city buildings, insurance information, additions of new and deletions of outdated items. Jackie will finish revising and make the corrections. It will be presented to the council for their reading and approval before adoption of the Revised Version of the Personnel Handbook.

Misc. Project Updates: Logo materials, video production, and putting the city profile on Google maps.

Surplus Property: Old lights, wall heaters, misc. items

Bollinger moved with a second by Collins to declare all items as surplus property, and dispose or sell items at the Spring Cleanup Sale. All in favor, motion passed.

Public comments: None

**New Business:**

District Meeting Registration - At Groton March 24, 2020.

Jackie Rau, Thomas Theisen, and Michael Yost plan to attend.

CPI & Growth 1.7% for 2019

Water Quality Report - This will go out with the water bills.

Returned Petitions for Election: Mayor Thomas Theisen - unopposed

Ward 1 1-year term Jackie Leibel & Brian Gill

2-year term Richard Reis - unopposed

Ward 2 2-year term Michael Yost – unopposed

Ward 3 2-year term Jackie Rau & Brandon Pickell

Election will be held for Ward 1 – 1-year term and Ward 3 – 2-year term.

Bollinger moved with a second by Yost to appoint the election board as follows: Elaine Geffre, Susan Hoffman and Keenan Stoecker. All in favor, motion passed.

Spring NECOG Meeting – Bollinger moved with a second by Collins to allow Deb Weiszhaar to attend the Spring Meeting in Aberdeen. No date has been set at this time.

**Upcoming Meetings:**

District 6 Meeting March 24, 2020 at Groton, SD.

Equalization Meeting March 16, 2020 in the council room at 7:00 pm.

Next City Council Meeting April 6, 2020 at 7:00 pm council room.

Bollinger moved with a second by Collins to enter executive session for personnel matters SDCL 1-25-2 #1 at 9:45 pm. All in favor, motion passed.

Mayor Theisen declared the council out of executive session at 10:15 pm with no action taken.

Bollinger moved with a second by Collins to adjourn the meeting. All in favor, motion passed.

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Mayor Date Asst. Finance Officer Date

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