**City of Leola Council**

**July 6, 2020**

The City of Leola Council Meeting was called to order at 7:00 pm by Mayor Thomas Theisen via speaker phone. Council members present: Jackie Rau, Lindsey Bollinger, Richard Reis, and Michael Yost. Council members absent: Tim Collins. City staff present: Jeff Tschappat and Sondra Waltman. City residents in attendance: Jackie Liebel (ward one council member-elect).

City council meeting minutes from June 1st and the special meeting held on June 4th were reviewed. Meeting minutes approval motion by Rau with a second by Bollinger. Motion carried.

The treasurer’s report was reviewed. Report approval motion by Bollinger with a second by Reis. Motion carried.

Mike Waltman joined the meeting at 7:06 pm.

City bills were reviewed. Bills approval motion by Bollinger with a second by Yost to table the bill from Moser Excavating until August for clarification and approve all other expenses. Motion carried.

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| **Bills to be Considered -July** |
| Agtegra | Misc. Supplies |  $ -  |
| AmeriPride | Professional Services |  $ 83.32  |
| Code Enforcement Spec. | Code Enforcement |  $ 1,147.70  |
| Company Matches | July (SS, Med, Ins, SDRS) |  $ 2,374.65  |
| Council Payroll | Food Boxes/Pam Walz |  $ 18.60  |
| Deb Weiszhaar | Reimbursement/Supplies |  $ 11.94  |
| Dependable Sanitation | Sanitation |  $ 96.00  |
| DSG | Water Project Supplies |  $ 722.75  |
| EMC Insurance | Premium Increase |  $ 3,410.00  |
| Finance Office | Finance Officer Salary |  $ 2,916.67  |
| Gene's Oil | Heating Oil/Gas/Fuel |  $ 261.87  |
| Grassland Colony | Sewer/Septic Cleaning @ Park |  $ 260.00  |
| Hourly Payroll | Gov. Buildings -May |  $ 840.75  |
| Hourly Payroll | FO |  $ 684.12  |
| Hourly Payroll | Water |  $ 180.00  |
| Hourly Payroll | Sewer |  $ 180.00  |
| Hourly Payroll | Mayor & Council |  $ 75.00  |
| JGE | Mower Belts |  $ 218.75  |
| Leola Library | Books/Supplies - June |  $ 118.26  |
| Library Payroll | Librarian - June |  $ 780.00  |
| McPherson County | Law Enforcement |  $ 11,250.00  |
| McPherson County Herald | Proceedings /Ads |  $ 231.83  |
| Menards | Cleaning Supplies |  $ 138.33  |
| Montana Dakota Utilities | Utilities |  $ 2,292.52  |
| Moser Excavating | RUS Cleanup/Curb Stop |  $ 780.61  |
| Pam Walz | Books/Supplies - June |  $ 280.67  |
| Pam Walz | Food boxes - mileage |  $ 33.60  |
| Pheasantland Industries | JT Shirts |  $ 50.85  |
| Praxair | Maintenance Agreement |  $ 135.95  |
| Rural Development | 99th Payment for Sewer |  $ 4,021.00  |
| Salary | Water Fund - July |  $ 1,458.33  |
| Salary | Sewer Fund - July |  $ 1,458.33  |
| SD Public Health Lab | Water testing |  $ 15.00  |
| Ten 45 Grocery & Café | Cleaning Supplies |  $ 12.27  |
| The Bosten Fern | Funeral Plant |  $ 48.99  |
| USPS | Postage |  $ 39.50  |
| Valley | Utilities |  $ 409.45  |
| Web Water | May Usage - PAID |  $ 6,795.00  |
| Web Water | June Usage | $7,987.80 |
|   | **TOTAL:** |  $ 51,820.41  |
| **Project Pay Requests:** |   |   |
| Dahme's Construction |   |  -  |
| Helms & Associates |   |  $ 2,233.75  |
| Premier Contracting | Pump House |  $ -  |
| Force PR Accts | Installation of Meters |  $ -  |
|   | **TOTAL:** |  $ 2,233.75  |

Resident Meeting Time Request: Mike Waltman came to the council to request utility services from the city on a potential home to be constructed on the south side of town. He formally requested water services, elected for a private septic system, and inquired about electric services. He left the meeting at 7:24 pm.

Deputy Sheriff Allie Hilgemann joined the meeting at 7:28p to present the monthly law report, then left the meeting.

**WATER PROJECT:**

Dahme’s construction is back in town and will resume working on the water project. Resident Shawn Patton notified the city office of some debris in his yard that he mows around. Finance Officer Waltman mentioned the technical issues with getting the water bills read and sent out, but is anticipating less issues each month with help from tech support.

Mayor Thomas Theisen disconnected his call and arrived at the meeting at 7:42 pm.

Discussion was held regarding an area where the water project and trail grant meet on privately owned property. A follow up meeting is anticipated in the near future.

**COMMITTEE REPORTS:**

**Street, Alley, & Restricted Use Site:** The RUS is open on Thursday, weather permitting, unless special arrangements are made through the city.

A reminder to residents regarding City Ordinance 6-9-1.P&V:

Rubbish on Street – The piling or depositing of any dirt, shavings, sawdust, leaves, ashes, manure, straw, or waste material of any kind upon street, alley, or public ground, or in the Leola Dam.

Unconfined Refuse – The depositing, unloading, placing, storing, or otherwise piling of any dirt, straw, shavings, seeds, grain screenings, chaff, leaves, ashes, paper, or material of any kind upon property without covering the same in order to prevent it to be moved and blown about by wind upon property of another or upon any street or alley or public property.

**Water & Sewer:** Beyond the water project update(s), no new information was reported.

**Park, Recreation & Pool:** The power has been split at the campgrounds by the dam prior to July 4th to be able to accommodate more campers without having electrical issues. Follows ups with campers were made and it seemed to have worked well. The abundance of moss in the lake was noted, so Bollinger is going to investigate/get quotes for cleaning options.

The employment positions for both full and part time was discussed. The part-time position will be filled prior to the full-time, due to the high mowing demand. The full-time Public Works Supervisor employment ad will be advertised and applications will be accepted until the end of July.

Up to this point, only one estimate for a pressure test to determine whether the current structure of the pool will be sound for the new liner has been received. Bollinger is researching additional options for pool liner grant advancement and will report back to the Mayor and City Council.

**Building & Equipment:** The gutters on the Citizen’s Building are damaged and restricting water drainage, which may lead to water in the basement. Options were explored to fix the existing ones or replace them. The golf course dispensers will be installed next week. Pay loader discussion continued, with concerns of more breakdowns and the possibility of grant funded replacement options.

**Code Enforcement, Law Enforcement & Library Reports:** Code enforcer Mike Olson completed follow up inspections mid-June and sent out letters accordingly. Next steps (including abatements) were discussed and the council granted permission to proceed accordingly. Other updates from Mike Olson were reviewed in the report he provided. The library report was reviewed.

**Zoning:** Four building permits were issued: 20-13 for Brett Schaible, 20-14 for Kerry Gill, 20-15 for Gary Lapka, and 20-16 to Steven Lipke.

**Steering Committee/LEAD:**  No report.

**OLD BUSINESS:**

Motion by Rau with a second by Bollinger to approve and adopt the updated personnel handbook. Motion carried.

**PUBLIC COMMENTS:** None.

**NEW BUSINESS:**

New and re-elected members of the council took an oath and were sworn in. This included declared elected Mayor Thomas Theisen, newly elected Jackie Leibel for Ward 1, declared elected Richard Reis for Ward 1, declared elected Michael Yost for Ward 2, and elected Jackie Rau for Ward 3. Motion by Bollinger with a second by Reis for Yost to be President of the Council. Motion carried. Motion by Reis with a second by Leibel for Rau to be Vice President of the Council. Motion carried.

Motion by Bollinger with a second by Leibel to approve the new committee appointments. Motion carried. Committee appointments are as follows:

**2020-2021 Committee Appointments**

Streets, Alleys & RUS Reis, Collins, Bollinger

Water & Sewer Leibel, Yost, Bollinger

Parks, Recreation & Pool Leibel, Yost, Bollinger

Buildings & Equipment Reis, Collins, Rau

County Law & Library Leibel, Collins, Rau

Golf Course & ADA Reis, Yost, Rau

**Other Board Appointments**

Zoning Board: Mayor Thomas Theisen, Lloyd Breitag, Jackie Rau, Dean Schock, Doug Yost, Building Administrator Richard Reis, and Secretary Sondra Waltman

Credit Board: Janelle Kolb, Dana Leibel, Richard Jasmer, Doug Yost, Jessica Lipke, Dean Schock, Michael Yost, and Program Director Sondra Waltman

Library Board: Virginia Kessler, Deb Weiszhaar, Marilyn Erdmann, Zack Walz, VACANT, and one vote from the three council members on the committee: Leibel, Collins, Rau

Housing & Redevelopment Commission: President Becky Wolff, Secretary Pam Schaffner, Jackie Rau, Allen Aman, and Jeff Mueller

Leola Golf Association: President Mike Waltman, Secretary Katie Weiszhaar, Treasurer Deb Weiszhaar, Directors Terry Hoffman, and Chuck Schaunaman

Leola Economic Advancement & Development (LEAD): Two members from the school, city, and the Leola Development Corporation – Bev Meyer, Trevor Zantow, Denise Brandner, Jackie Leibel, Michael Yost, Mayor Thomas Theisen, Shane Moser, Jeff Mueller, John Bender, Ronda Geffre, Janice Jasmer (Treasurer), and VACANT (Economic Development Director)

**Other Appointments**

Official depository CorTrust Bank; Official newspaper McPherson County Herald; Attorney Vaughn Beck at Beck Law Office; Engineer Helms & Associates; Planning district Northeast Council of Governments (NECOG); Law enforcement Sheriff David Ackerman, Deputy Allie Hilgemann & Deputy Steven Lipke; Code Enforcement Mike Olson and Joel Johnson with Code Enforcement Specialists; Finance Officer Sondra Waltman; Assistant Finance Officer Deb Weiszhaar; Website Coordinator Deb Weiszhaar; Maintenance Superintendent VACANT; Water Superintendent Jeff Tschappat; Mosquito Spraying Jeff Tschappat; Head Librarian Pam Walz, Custodian Zulma Velazquesz; Pool Manager VACANT; Garbage/Sanitation Dependable Sanitation; Utilities: Web Water, Montana-Dakota Utilities (MDU), Valley Telecommunications

Motion by Rau with a second by Reis to authorize the finance officer/mayor/council president to pay payroll and bills to avoid finance charges if due prior to council meeting approval. Motion carried.

The city’s annual audit will take place July 15-16, 2020.

The Leola Comfort Station was a grant from 1980 regarding the construction of a bathroom(s)/storage facility (the old concession stands) at the ball fields on the SW corner of town. It was brought to our attention through a compliant check that the city is currently non-compliant with the terms. The city will work with the grant coordinator Randy Kittle to resolve this.

Rau introduced Ordinance 1-2-1, read and moved to adopt. Bollinger seconded the motion. All in favor, motion carried.

ORDINANCE No. 2020-01

AN ORDINANCE AMENDING TITLE 1 SECTION 1-2-1 OF THE MUNICIPAL ORDINANCE OF THE CITY OF LEOLA

BE IT ORDAINED BY THE MUNICIPALITY OF THE CITY OF LEOLA, MCPHERSON COUNTY, SOUTH DAKOTA, that the following shall replace Title 1 Section 1-2-1 of the Municipal Ordinance of the City of Leola:

1-2-1 Regular Meetings: The regular monthly meetings of the City Council of the City of Leola shall be held at the Municipal Building in said City on the first Monday of each month, except when Monday is a legal holiday, and in that case the meeting shall be held on a specified date.

First Reading: July 6, 2020

Public Hearing/Second Reading: August 3, 2020

Publication dates: July 16, 2020 and August 13, 2020

Effective Date: September 8, 2020

ATTEST:

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Finance Officer Mayor

NOTICE OF ADOPTION

ORDINANCE No. 2020-01 AMENDING TITLE 1 SECTION 1-2-1 OF THE MUNICIPAL ORDINANCE OF THE CITY OF LEOLA

NOTICE is hereby given that Ordinance No. 2020-01 being an ordinance amending Title 1 Section 1-2-1 of the Municipal Ordinances of the City of Leola, as set forth, was duly adopted by the City of Leola on the 6th day of July, 2020, and that such ordinance shall be effective September 8, 2020.

Dated this 6th day of July 2020.

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 Mayor

There will be a special meeting held in August to review the 2021 budget. The date will be set at the next council meeting. The county estimated maximum property taxes for 2021 are $261,019.18 dollars.

Through the SD Local Government COVID Recovery Fund, the City of Leola is eligible for up to $96,534 for the reimbursement of expenses related to the pandemic. The total funding is based on population and has specific guidelines to be eligible for reimbursement.

Miscellaneous project updates: Discussion was held on additional lighting options at the dam/campgrounds. No action taken.

**Upcoming Meetings:**  There will be a zoning meeting at 6:30 pm on August 3rd at the municipal building. The next city council meeting will be August 3rd at 7:00 pm.

**Correspondence:** Mayor Theisen shared with the council awards the city received from the Department of Environment & Natural Resources (DENR) for meeting the requirements of the Safe Drinking Water Act and regulations for supplying safe drinking water; the Restricted Use Site permit will expire in January; and lastly the SD Department of Transportation has invited the city to share input regarding the four year Statewide Transportation Improvement Program (STIP) to identify/improve South Dakota’s transportation system.

**Executive Session:** At 10:20p, Mayor Theisen requested executive session with a motion by Rau with a second by Bollinger. Executive session ended at 10:48p. The council granted Finance Officer Waltman a $500 raise effective August 1st per the terms of her employment agreement. No other action was taken.

Motion by Reis with a second by Rau at 10:50p to adjourn the meeting. Motion carried.

ATTEST:

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Finance Officer Mayor

The city is an Equal Opportunity Provider and Employer

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