City of Leola Council Meeting

September 8, 2020

The City of Leola Council Meeting was called to order at 7:00 pm by Mayor Thomas Theisen. Council members present: Richard Reis, Tim Collins, Jackie Rau, Michael Yost and Jackie Leibel. Council member(s) absent: Lindsey Bollinger. City staff present: Jeff Tschappat and Sondra Waltman.

The city council meeting minutes were reviewed from the meetings held August 3rd (regular session), August 10 (special meeting) and August 17 (special meeting). Meeting minutes approval motion by Rau with a second by Reis. Motion carried.

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

City bills were reviewed. Bills approval motion by Reis with a second by Yost. Motion carried. The bills are as follows:

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| --- |
| **Bills to be Considered - September** |
| Agtegra | Misc. Supplies |  $ 177.51  |
| AmeriPride | Professional Services |  $ 123.98  |
| Capital Productivity Plus (Titan) | Mower Parts |  $ 974.92  |
| Code Enforcement Specialists | Professional Services |  $ 741.90  |
| Company Matches | August (SS, Med, Ins, SDRS) |  $ 767.27  |
| JP Cooke Company | Dog Tags & Licenses |  $ 72.45  |
| CorTrust Credit Card | Fridge for CB |  $ 614.99  |
| Curt's Repair | Repairs/Maint: Payloader & Mower |  $ 461.54  |
| Dependable Sanitation | Sanitation Services |  $ 48.00  |
| Derheim Inc. | Pool Pressure Test |  $ 1,437.50  |
| DMI | Seal Kit - Telehandlers |  $ 161.50  |
| Gene's Oil | Heating Oil/Gas/Fuel |  $ 202.85  |
| Helms & Assoc | Professional Services - Trail Grant |  $ 1,300.00  |
| Leola Library | Books/Supplies |  $ 88.68  |
| Habitat Management Solutions | Spray Weeds |  $ 342.00  |
| McPherson County Herald | Proceedings /Ads |  $ 284.72  |
| Maxwell Electric | Generator Citizens Building |  $ 344.53  |
| Montana Dakota Utilities | Utilities |  $ 2,033.19  |
| Pam Walz | Books/Supplies |  $ 225.30  |
| Pam Walz | Food boxes - mileage  |  $ 33.60  |
| Payroll | Librarian |  $ 891.85  |
| Payroll | Food Boxes/Pam Walz |  $ 18.20  |
| Payroll | Gov. Buildings |  $ 883.50  |
| ReadiTech | Computer Support |  $ 23.70  |
| Rural Development | 101 st Payment for Sewer |  $ 4,021.00  |
| Salary | Water Fund - August |  $ 1,735.83  |
| Salary | Sewer Fund - August |  $ 1,735.83  |
| Salary | Finance Officer - August |  $ 3,672.68  |
| SD 811 | One Calls |  $ -  |
| SD Public Health Lab | Water testing |  $ 171.00  |
| SDARWS | Membership |  $ 370.00  |
| USPS | Postage/Envelopes |  $ 2.80  |
| Valley | Utilities |  $ 406.02  |
| Web Water | August Usage |  $ 8,614.25  |
|   | **TOTAL:** |  $ 32,983.09  |
|   |  |   |
| **Project Pay Requests:** |   |   |
| Dahme's Construction |   |  $ 127,992.00  |
| Helms & Associates |   |  $ 19,530.35  |
| Premier Contracting |   |  $ -  |
| City of Leola |   |  $ -  |
|   | **TOTAL:** |  $ 147,522.35  |

WATER PROJECT: Lucas Hoover with Helms & Associates joined the meeting at 7:10 pm. He sent out Requests for Proposals (RFPs) to multiple plumbers that meet the guidelines set with grant funding to complete remaining water meter installations that required adjustments by a licensed plumber. After reviewing the RFP retuned by Hase Plumbing, Heating and Air Conditioning, Yost moved with a second by Reis to accept the RFP and proceed. Motion carried. Hoover provided an update on the water project. Dahme’s Construction is working on grading some roads to help with drainage, is working on getting asphalt on Highway 45 as soon as possible and will be working on cleaning up the weeded areas to prep for and plant grass seed. A reminder that the residents could help grass grow by watering and weeding as needed. Hoover presented Change Order #4 from Dahme’s to the council. Yost moved with a second by Reis to accept. Motion carried. The contract funding with Helms & Associates has all been paid out. Hoover assured the council he had been in contact with NECOG (the funding agency) and extra funds are available in contingency to cover the incurred engineering expenses needed to finish out the project.

PUBLIC HEARING: A public hearing was held on the 2021 Budget Ordinance 2020-02. With no objections from the community, Rau moved to adopt with a second by Collins. Motion carried. The second reading was held as follows:

Ordinance 2020-02

City of Leola

2021 Appropriation Budget

Part I: Be it ordained by the City of Leola, McPherson County, South Dakota, that the following sums are appropriated to meet toe obligations of the municipality.

Governmental Fund Fund Amount Totals

Total General Fund – 100

100-41000 General Government

 41150 Contingency $29,835.00

 41200 Mayor & Council $36,500.00

 41300 Elections $1,000.00

 41410 City Attorney $2,500.00

 41420 Finance Office $79,250.00

 41450 Insurance $45,000.00

 41470 Unemployment $100.00

 41490 Gov. Buildings $43,900.00

 TOTAL GENERAL GOVERNMENT $238,085.00

101-42000 Public Safety

 42100 County Law Enforcement $45,500.00

 42200 Fire Siren $500.00

 42300 Protection/Inspection/Code Enf. $5,600.00

 TOTAL PUBLIC SAFETY $51,600.00

101-43000 Public Works

 43100 Streets $147,600.00

 43200 Sanitation $8,700.00

 TOTAL PUBLIC WORKS $156,300.00

101-44000 Public Health

 44130 West Nile Fund $2,800.00

 44620 Ambulance/EMTs $100.00

 TOTAL PUBLIC HEALTH $2,900.00

101-45000 Culture & Recreation

 45110 Golf Course $6,000.00

 45120 Pool $60,150.00

 45130 Rhubarb Committee $500.00

 45150 School Alumni Committee $100.00

 45160 Celebration & Fireworks Assoc. $1,150.00

 45220 Ball Diamond – Fields & Athletic Assoc. $4,500.00

 45230 Parks $64,200.00

 45500 Library $17,600.00

 45700 Historical Preservation – Museum $100.00

 TOTAL CULTURE & RECREATION $154,300.00

101-46000 Conservation & Development

 46310 Lot Redevelopment $4,650.00

 46320 Leola Housing & Redevelopment $5,000.00

 46510 Leola Credit Board $750.00

 46520 Zoning & Planning Committee $2,350.00

 46530 Development (LCD & School) $600.00

 46610 Economic Development $10,000.00

 TOTAL CONSERVATION & DEVELOPMENT $23,350.00

101-47000 TOTAL DEBT SERVICE $0.00

101-48000 TOTAL INTERGOVERNMENTATL EXPENDITURES $0.00

101-49000 MISCELLANEOUS – Judgements & Losses $0.00

101-51000 OTHER FINANCING USES $0.00

101-61000 FUND EQUITY USES $0.00

TOTAL GENERAL FUND APPROPRIATIONS $626,535.00

21700 Revolving Loan – Enterprise Loan Fund

 Unassigned Fund Balance $36,985.24

128 Revenue $8,916.96

 172 Expenditures $0.00

 TOTAL SPECIAL REVENUE RETAINED $45,902.20

Part II: The following designates the fund(s) that money derived from the following sources is applied to.

GOVERNMENTAL FUNDS – 100

Unassigned Fund Balance $194,379.82

 31000 Total Taxes $391,955.18

 32000 Total Licenses & Permits $4,000.00

 33000 Intergovernmental Revenue $30,000.00

 34000 Charges for Goods & Services $3,700.00

 35000 Fines and Forfeitures $0.00

 36000 Miscellaneous Revenue $2,500.00

 39000 Other Sources – Borrowed/Transferred $0.00

 TOTAL MEANS OF FINANCE – GENERAL FUND $626,535.00

Part III:

PROPRIETARY FUNDS – 600 WATER SEWER

Beginning Unrestricted Cash $36,682.00 $91,815.00

Estimated Operating Revenue $120,000.00 $48,000.00

Estimated Project Fee Collections $18,000.00 $58,000.00

Grant – Water Project $826,746.00 $0.00

TOTAL AVAILABLE $1,001,428.00 $197,815.00

Less Appropriations (Operating Expenses) $101,080.00 $81,534.00

Less Amount Needed for Water Project $826,746.00 $0.00

Set Aside for Loan Payback $0.00 $48,252.00

TOTAL EXPENSE $927,826.00 $129,786.00

ESTIMATED RETAINED EARNINGS $73,602.00 $68,029.00

Part IV: The finance office is hereby directed to certify the following dollar amount of tax levies made in this ordinance to the McPherson County Auditor.

Property Taxes, CPI 1.7% and 1.85% Growth $261,019.18

Opt Out $30,000.00

TOTAL AMOUNT LEVIED FOR $291,019.18

ATTEST:

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Finance Officer Mayor

McPherson County Deputy Sheriff Allie Hilgemann joined the meeting at 7:27 pm to present the county law report, then left the meeting.

COMMITTEE REPORTS:

**Street, Alley & Restricted Use Site:** Tschappat shared that the streets are being tended to through the project. The resurfacing of the streets will be completed next year, but they are working to get them ready for winter weather at the present time. If there are any specific concerns, please let the city office know.

**Water & Sewer:** Tschappat shared that beyond the water project updates already provided, they are working on getting streets ready, cleaning up, getting ready to seed grass and when they are digging in the streets, they are trying to remove as much of the old, obsolete line/pipe as possible.

**Park, Recreation & Pool:** Rau shared that there is a disc golf course located at the dam park. Next year we will look at placing a few garbage cans around the course. One of the stands needs to be moved due to an available RV/camping spot. The playground at the dam park could use some updates as well. Next year the city will assess the maintenance and spraying needs and seek local business, if desired. The pool is currently under construction to get a new liner placed. The skimmers have been removed/replaced and the concrete is curing. Once that is completed, the pool will be cleaned of dirt/debris again prior to the liner placement, which should happen this fall weather permitting. My Aquatic Services requested an unofficial change order, which asked the city to pay an additional $1,009 dollars over the contract price due to additional concrete removal required as part of the skimmer renovation component. My Aquatic Services will absorb the cost of the remaining expenses. Finance Officer Waltman will request a formal change order from My Aquatic Services. Once that is received, Rau moved with a second by Leibel to accept the change order and pay the additional expenses. Motion carried.

**Building & Equipment:** Tschappat requested and received a quotation(s) for a new industrial outdoor door knob and weather stripping for the east door of the municipal building. After review, the council felt it was high and requested additional quotations for a permanent solution. The city maintenance truck needs new tires before winter. As requested, Tschappat presented three options. Collins moved with a second by Rau to purchase four new All Country truck tires. Motion carried.

**Code Enforcement, Law Enforcement, & Library Report:** Code Enforcement Officer Mike Olson submitted copies of letters and abatements that were sent to city residents along with a monthly status update report for the council to review. A demolition quote was provided by Rodney Hoffman for two of the properties scheduled for abatement. Mayor Theisen will verify some of the letters/addresses with Mike Olson. Upon clarification, Rau moved with a second by Collins to accept the bid from Rodney Hoffman for the demolition of the two houses. The library report was reviewed.

Lindsey Bollinger joined the meeting via Zoom at 8:31 pm.

**Zoning:** Building permits were reviewed for USPS, Schock, Waltman, Guthmiller and Lapka.

**OLD BUSINESS:** Web Water notified the city of a rate increase effective October 1st. The City Council agreed to absorb the rate increase, so that the current rates would remain the same for city residents. After the selected candidate withdrew his application for the Public Works Supervisor Position, Yost moved with a second by Rau to withdraw the position and open a second full-time maintenance position, whereby both maintenance positions would have primary/secondary responsibilities outlined, coordinate with the city office daily and report to the Mayor (Council President in the absence of a Mayor) for day-to-day operations. All candidates will be contacted and will be given the option to have their respective applications and interviews carried over. Motion carried. Miscellaneous project updates included the discussion of possible COVID-19 purchases that could utilize COVID-19 Relief Funds that the city is eligible for.

**NEW BUSINESS:** The large item collection container from Dependable Sanitation will be available at the city shop from September 14th through October 2nd. Tschappat requested to surplus an inoperable tractor and mower. The tractor needs a new motor and the mower needs wiring repaired/replaced, but Tschappat received a call from a party interested in acquiring both pieces of equipment in their current as/is condition. Collins moved with a second by Rau to surplus the above items along with the old water pumps and fire hydrants. Motion carried. Yost moved with a second by Reis to accept the resignations from council member Lindsey Bollinger and Mayor Thomas Theisen, both effective 9/30/2020. Motion carried. Leibel moved with a second by Reis to remove Mayor Thomas Theisen from all bank accounts and the city credit card and to add the City Council Vice President (Jackie Rau) to the bank accounts until a new Mayor is seated. All in favor, motion carried. Dog licenses and tags are now available in the city office. A reminder that ordinance 7-6-1 requires all dogs be registered with the city and ordinance 7-6-7 limits dogs to two per household. Any special requests must come before the council. Finance Officer Waltman will contact the Wetonka Vet Clinic to arrange for a shot clinic in early December. The South Dakota Municipal League (SDML) Conference will not be held in Rapid City this year, but instead remotely via Zoom October 6-9. The finance office will be closed for blocks of time throughout that week to virtually attend those meetings. Miscellaneous project updates included discussion of the City of Leola, SD and City of Leola Pool public facebook pages. Mayor Theisen will assign the Admin function to the City Finance Officer upon conclusion of his last day of service (09/30).

**UPCOMING MEETINGS:** The next scheduled council meeting will be held on October 5th, 2020 at 7:00 pm in the back room of the municipal building. The SDML conference will be October 6th-9th.

Reis moved with a second by Bollinger to adjourn the meeting at 9:24 pm. Motion carried.

ATTEST:

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Finance Officer Mayor

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