**LEOLA CITY COUNCIL MEETING**

**July 1, 2019**

 **The Leola City Council met in the Council Room of the Municipal Building in regular session on Monday, July 1st, 2019. Mayor Thomas Theisen called the meeting to order at 7:30 P.M. with the following Council Members present, Gayle Seibel, Jackie Rau, Lindsey Bollinger, Richard Reis and Michael Yost, along with the Finance Officer Kappes. Absent: Tim Collins. Also, present were Jacki Hoffman and Jeff Tschappat.**

 **Council Member M. Yost moved, with a second by Council Member L. Bollinger, to approve the Minutes of the June Meetings, with the correction of Sarah and Ryan Sanborn from Parent Leaders 4-H was present instead of Sarah and Ryan Casey. All present Council Members voted in favor. Motion carried**

 **Council Member Rau moved, with a second by Council Member Reis, to accept the Monthly Treasurer’s Report. All present Council Members voted in favor. Motion carried.**

 **The Council examined the bills:**

**Maintenance Salaried Payroll July Streets & Park Fund Salary, Matches & Benefits 3,178.49**

**Maintenance Salaried Payroll July Water & Sewer Fund Salary, Matches & Benefits 3,237.93**

**Finance Office Salaried Payroll July Finance Office Salary, Matches & Benefits 3,841.12**

**Library Payroll June-Librarians & Fill-in Hours 857.32**

**Office Department Payroll June Hours- D. Weiszhaar 772.50**

**Gov’t Bldg. Payroll-Janitor June Janitor Hours-Zulma Velazquez 772.50**

**Council Payroll June Hours-C & M Citizen’s Food Boxes Pay-P. Walz 19.59**

**Zoning Payroll-Reis June-Building Permits, etc. 107.65**

**Lifeguard Payroll May/June-Lifeguard-Pool Preparation & Hours 2,125.51**

**West Nile Spraying Payroll June Hours to Spray Mosquitos - J. Tschappat 48.38**

**Agtegra Cooperation Miscellaneous Parts & Repairs 49.82**

**Ameripride Linen & Uniform Services Paper Service, Mops, Deodorizers, etc. Minus $2.00 Credit 92.74**

**American Solution for Business Office Supplies 100.52**

**Dependable Sanitation Inc. City Regular Garbage Collection 91.00**

**Dependable Sanitation Inc. Large Item Collection-Spring 709.84**

**Gene’s Oil Company June Gas & Diesel 432.44**

**Hawkins, Inc. Pool-Chlorinated Bleach, Sensor, Cable, Supplies & Freight 4,237.07**

**Habititat Management Solutions, LLC Spraying Lagoon, Pool Lake, Park & Campground 465.00**

**Homestead Building Supply Supplies & Materials 550.40**

**Housing & Redevelopment Commission Sump Pump, Materials, Schaffner Mileage & Labor Reimbursement 1,097.78**

**J & R Plumbing, Heating and AC LLC Plumbing Labor & Materials 137.72**

**J. Gross Equipment, Inc. Pivot Mounts & Freight 115.57**

**Kappes, Candice Mileage & Expense to FO 232.50**

**Kappes, Candice Mileage & Expense to Pierre & Budget & Debt/Credit Meetings 200.50**

**Leola Public Library Reimbursement for DVDs, Books, Subscriptions 67.91**

**McPherson County Sheriff’s Office County Law Enforcement for 3rd Qtr. 11,250.00**

**McPherson County Herald Publishing –Mayor & Council (Water Project-$101.70) 266.22**

**Montana-Dakota Utilities June Electricity 2,838.06**

**Mueller, Holly Reimbursement of Pool Supplies 287.30**

**Network Service Company-Heartland Soap, Sanitizer, Toilet Paper, Coronet 2ply Facial & Other Products 396.14**

**Readi Tech-DRN Labor on Computers-Lib 23.70**

**Rod Hoffman Construction Labor on Culverts, Work on Picnic Shelter, & Blading Street 1,480.75**

**Rural Development 87th Loan Payment-Sewer Project 4,021.00**

**South Dakota Dept. of Revenue DENR Drinking Water Fee 220.00**

**South Dakota Dept. of Revenue DENR – Storm Water Project Construction Fee 250.00**

**South Dakota Public Health Laboratory June Coliform Water Testing 15.00**

**Stan Houston 3 Splug-Pail-Hydraulic Crème-Pool 188.85**

**Valley Telecommunications Phones, Faxing & Internet 460.62**

**Walz, Pam DVD & Book Reimbursement 151.86**

**Walz, Pam Reimbursement-Mileage - Food Baskets 33.60**

**WEB Water June Water Use 7,214.80**

**Weiszhaar, Debra Expenses-FO School, Budget Debit & Credit Workshop & Supplies 163.00**

**Westside Heating and AC LLC Propane at Pool 356.00**

**WATER PROJECT BILLS TO BE APPROVED & PAID ONCE FUNDING IS RECEIVED**

**Dahme Construction Pay Estimate-Stored Materials & 5% Eligible to be Paid to Date on Project 301,949.17**

**Helms & Associates As Per Project Engineering Agreement 1,830.90**

**TOTAL WATER PROJECT ENGINEERING TO BE PAID ONCE FUNDING IS RECEIVED TOTAL 303,780.07**

**WATER PROJECT BILLS APPROVED & PAID WITH LOAN FUNDING RECEIVED**

**Meierhenry Sargent LLP Bond Counsel Services 18,910.00**

**Helms & Associates 50% Bidding Complete 2,750.00**

**Helms & Associates 100% Contract Complete 166,500.00**

**Helms & Associates 75% Bidding Complete 1,375.00**

**Helms & Associates As Per Project Engineering Agreement 1,342.50**

**TOTAL WATER PROJECT PAID AFTER FUNDING WAS RECEIVED TOTAL $190,877.50**

**City Reimbursed Bid Publishing in the amount of $110.25 for publishing & Attorney Project Legal Fees $1,243.50**

**TOTAL WATER PROJECT SRF FUNDING RECEIVED TO DATE $192,231.25**

**Innovation Grant Monies yet to be spent by the Steering Committee 1,600.00**

 **After discussion Council Member L. Bollinger moved, with a second by Council Member Reis to approve the above bills, except to table the bill for the Network Service Company-Heartland for $396.14 until the August Meeting, to pay Helm’s Associates $1,830.90 and the pay estimate to Dahme Construction for $301,949.17 once Funding is received. All present Council Members voted in favor. Motion carried. Mayor Theisen signed the Helm’s bill and all copies of the Dahme’s pay estimate.**

 **McPherson County Deputy Sheriff Allie Hilgemann presented the Council with the Monthly County Law Enforcement Report.**

 **Holly Mueller, Pool Manager, came before the Council to discuss pool matters and presented the Council with a Pool Report. Having minimal lifeguards once sports begin, along with the shortage of lifeguards for lessons was discussed. Council Members if available agreed to fill in the office and Mueller should contact them when needed.**

 **Council Member Seibel commented on Jeff Tschappat’s cooperation and assistance to get work done on the pavilion and getting the culvert fixed. Tschappat discussed running short on power at the park when the park is full. It was decided Tschappat will get quotes.**

 **Council Member Reis discussed with the Council sand being stored at Seed Solution’s for the Golf Course and it was decided to move the sand to the city’s garage northeast of the City shop.**

 **It was decided mosquitoes should be sprayed at the Trap Range and at the Golf Course.**

 **Jacki Hoffman informed the Council, Kristin Outtrim, Economic Development Director was unable to attend the meeting and is resigning from the position effective August 1st.**

 **The Council discussed Mayor’s Stop Light Report to show the residence progress on the various projects being worked on.**

 **Jacki Hoffman discussed the Wayfinding Signs with the Council, along with some needed to be straightened and various ideas for some of the signs. It was decided Council Member Rau will discuss them with DOT Highway Superintendent Wimer.**

 **The Council received the spec on the Pump House Project from Helm’s & Associates, bids were advertised, with the bid opening to be held at 3:00 P.M. on Wednesday, July 10th in the Council Room.**

 **The Council discussed the software from Significant Digit was not include in the quotes received on the meters, all paperwork was signed. After discussion, Council Member M. Yost moved, with a second by Council Member L. Bollinger to approve the $1,495.00 for the SDI software and the $350.00 yearly support. All Council Member’s voted in favor. Motion carried.**

 **Jeff Tschappat discussed their need for a sump pump and a semi trash pump. Tschappat will pick up a sump pump and he and Mayor Theisen will get together and order a semi trash pump at the $500.00 limit as set at the June Council Meeting.**

 **The Council discussed the City Loader still needing to be fixed. Mayor Theisen will contact Chase Martin who was hired to fix the loader.**

 **The Council discussed the Restricted Use Site inspection. Tschappat will contact them to see if they needed anything submitted in writing.**

 **The Council thanked Pat Schaffner for donating his time and equipment to blade City Street/alley and services out at Lundquist Lake.**

 **Council Member Tim Collins joined the Council Meeting at 8:55 P.M.**

 **The Council discussed the lack of power to Sherman Street and Council Member Seibel will contact MDU on our possibilities and cost to supply more power to some of the light poles on Sherman Street.**

 **Getting lighting to the pavilion, water building and restroom at the City Park**

 **The Council discussed the FEMA meeting to be held in Bowdle at 3:00 p.m.**

 **Jacki Hoffman left the Council Meeting at 9:00 P.M.**

 **The Council discussed the small Jacobson tractor that broke down and the need for a tractor to pull the mower and it was decided to watch for the September State Surplus Sale.**

 **The Council discussed the need for a carpet shampooer and vacuum for the Municipal Building. After discussion, Council Member Rau moved to approve up to $250.00 to purchase a used, demo commercial vacuum. L. Bollinger seconded the motion. All Council Member’s voted in favor. Motion carried. Council Member Collin’s left the meeting at 9:15 P.M.**

 **The Council discussed considering budgeting to replace the flooring for the Council room and Finance Officer Office when doing the 2020 Budget, along with the walls in the restrooms.**

**The Council discussed the steps at the Citizen Center and Mayor Theisen has reflective tape to mark the shorter step.**

 **Mayor Theisen’s discussed his and the Council’s need to know 72 hours in advance in order to attend project meetings.**

 **The Monthly Library Report was examined by the Council.**

 **The Council discussed the next quarterly Zoning Meeting to be held at 7:00 P.M. on Monday, August 5th, 2019. Finance Officer Kappes informed the Council, she discussed the additional fees to be charged when reissuing building permits of $30.00 for the first renewal, $100.00 for the second renewal and $500.00 for the third-year renewal with Eric Senger, Northeast Council of Governments. He discussed the wording needing to be changed to the City’s Zoning Ordinances.**

 **June Building Permits Issued: AW Myers 19-07, Martin Wild/Rainer Emich 19-08, Mark & Jackie Rau 19-09, Dave & Kim Sharp 19-10 and Jim Schaffer 19-11.**

 **The Council was unable to contact Mike Olson for a conference call. Mayor Theisen will contact Mike Olson, Code Enforcement Officer on changes he needed to the City Ordinances, violation letters and request his attendance at the August Council Meeting, with him possible checking properties prior to the meeting.**

 **The Council discussed the Cat Notice to be published on registering cats to control the stray cat population.**

 **The Council discussed the Experience Works Program and Mayor Theisen will again try contacting them on the possibility of the city receiving someone qualified for the program in our area, restrictions on type of work and other details of the program.**

 **Council Member Reis requested to discuss the work to be done to the City’s dump station by McPherson County 4-H to extend the wash rack, add cement while correcting the drainage. In addition to have the city help with the concrete and dirt, Council Member Reis moved, with a second by Council Member Seibel to donate $500.00 to the project. Council Member Rau abstained from voting. All other Council Members voted in favor. Motion carried.**

 **The Council discussed the meeting dates for August and September, being Regular August Council Meeting will be held on Monday, August 5th, Special Meeting for Budget on Tuesday, August 13th and the regular September Council Meeting will be on Wednesday, September 4th due to the Labor Day Holiday.**

 **The Council discussed upcoming meetings. Council Member Reis would not be able to attend the Building’s Official Workshop on July 18th and July 19th. Council Member Seibel will be attending the officials Meeting in Britton on July 23rd. Anyone interested in attend the Elected Officials Training in Pierre on July 17th should let the Finance Officer Kappes know.**

 **The Election Workshop will be September 19th, 2019 at Drifters in Fort Pierre.**

 **The Council discussed the current contract we have with AmeriPride and the Finance Officer should send AmeriPride an email verifying we are able to get out of the contract we are in with AmeriPride. Purchasing rugs for in the Library and the Municipal Building was discussed. It was decided to get quotes from five suppliers.**

 **The Finance Officer discussed with the Council her plan to retire on September 30th and she had filed her paperwork with the SD Retirement System and had contact the Health Pool of SD on taking over the full cost of the retiree health insurance on October 1st, 2019. Kappes discussed her accumulated vacation and sick leave and the Council agreed to pay her for it. Council Member Rau and Finance Officer Kappes will get together to draw up the job description and notice.**

 **The DOT five-year plan meeting is scheduled for July 9th at the American Inn in Aberdeen at 7:00 P.M.**

 **The Council discussed the advertising and interviewing needing to be by the Steering Committee for the Economic Development Director.**

 **There being no further business, Council Member Reis moved, with a second by Council Member**

**Rau, to adjourn. All present Council Member voted in favor. Motion carried.**

 **The Leola City Council will meet in regular session on Monday, August 5th at 7:30 P.M. and Tuesday August 13th 2019 to do the 2020 Budget in the Council Room of the Municipal Building.**

**ATTEST:**

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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thomas W. Theisen, Mayor of Leola**

**Candice Kappes, Finance Officer**

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 **Published once at the approximate cost of \_\_\_\_\_\_\_\_.**