**LEOLA CITY COUNCIL MEETING**

**October 1, 2018**

 **The Leola City Council met in the Council Room of the Municipal Building in regular session on Monday, October 1st, 2018. Mayor Jessica Lipke called the meeting to order at 7:30 P.M. with the following Council Members present: Lindsey Bollinger, Tim Collins, Dana Leibel, Jackie Rau, Michael Yost, along with the Finance Officer Kappes. Absent: Richard Reis. Also, present**: **Jacki Hoffman, Tyler Bollinger and Thomas Theisen.**

 **Council Member Collins moved, with a second by Council Member L. Bollinger, to approve the minutes of the September 5th Council Meeting. All present Council Members voted in favor. Motion carried.**

 **The Council reviewed the Treasurer’s Report. Council Member Rau moved, with a second by Council Member Leibel, to transfer $20,000.00 from the Sewer Fund to the Water Fund, to be transferred back once funds are available in the Water Fund. All present Council Members voted in favor. Motion carried.**

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

 **Jeremy Kallenberger, Sara Knoepfle and Deputy Sheriff Allie Hilgemann joined the meeting.**

 **The Council examined the following bills:**

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

**Finance Office Salaried Payroll October Finance Office Salary, Matches & Benefits 3,759.49**

**Maintenance/Water & Sewer Dept. Payroll October Water & Sewer Salary, Matches & Benefits 3,237.93**

**Fill-in Maintenance Payroll September Pick up Maintenance Street Hours -R. Hartinger 242.94**

**Council Payroll September Hours-C & M Citizen’s Food Boxes Pay 19.05**

**Gov’t Bldg. Payroll-Janitor September Janitor Hours-Govt Bldgs. 946.73**

**Lifeguard Payroll September-Lifeguard-Pool Hours 994.62**

**Library Payroll September-Librarians Hours & Fill In Librarian 798.53**

**Office Department Payroll September Hours Water & Sewer 946.73**

**Zoning Payroll September-Building Permits, etc. 129.18**

**Agtegra Cooperation Miscellaneous Parts & Labor on Tire Repairs to White Truck 898.59**

**Ameripride Linen & Uniform Services Paper Service, Mops, Deodorizers, etc. 131.36**

**Beck Law Office Attorney Services & Copies on Property Debt 739.25**

**Bollinger Construction, LLC Labor Digging in Water Line as Bid 38,598.52**

**Dakota Fluid Power, Inc. BMSY Seal Kit & Freight 97.85**

**Dependable Sanitation Inc. City & Remaining Seasonal Regular Garbage Collection 80.00**

**Gene’s Oil Company September Gas & Diesel 513.16**

**Homestead Building Supply Supplies & Materials 42.35**

**Kappes, Candice Reimbursement of Additional Insurance Deductibles 750.00**

**Kappes, Candice Reimbursement for Mileage to NEFOG 36.60**

**Leola Public Library Reimbursement for Books, Subscriptions & Supplies 140.90**

**McPherson County Sheriff’s Office County Law Enforcement for 4th Qtr. 11,250.00**

**McPherson County Herald Publishing-Water, Water Project, Sanitation & Mayor & Council 454.39**

**Montana-Dakota Utilities Electricity 2,432.15**

**Newman Signs, Inc. Drive Slow Signs & Freight 85.70**

**Olson, Dennis M. Labor Code Enforcement Officer & Expenses Over Contract 803.50**

**Plastic Works ¼’ x 8’ x 9’ Plastic for Snow Bucket 400.00**

**Ramkota Inn Four Rooms - Three Nights at SDML Conference 1,343.88**

**Rooster Run Lodge Water Deposit Refund 20.00**

**Rural Development 78th Loan Payment-Sewer Project 4,021.00**

**Ryan’s Candy Office Supplies 96.85**

**South Dakota Dept. of Revenue-Lab Coliform Water Testing 15.00**

**South Dakota Department of Revenue Sales Tax Due on Sales 124.37**

**Ten – 45 Grocery Cleaning Supplies-Govt Bldgs. 20.60**

**True North Steel Culverts 5,089.80**

**Valley Telecommunications Phones, Faxing & Internet Minus Capitol Credits 158.47**

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

**Walz, Pam Book Reimbursement 197.15**

**WEB Water September Water Use 5,245.25**

**Yost, Daniel Reimbursement for Meter Leads 38.07**

**Zarnoth Brush Works, Inc. Poly Tube 8” OD 71-1/2” Long & Freight 645.00**

 **After discussion, Council Member Rau moved, with a second by Council Member Collins, to approve the above bills. All present Council Members voted in favor. Motion carried.**

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

**Helms & Associates 3% Contract Complete 4,995.00**

**Helms & Associates 5% Contract Complete 8,325.00**

 **Total Due 8% Engineering Contract Complete $13,320.00**

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

**Helms & Associates 11% Contract Complete 4,995.00**

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

**Total Due 11% Engineering Contract Complete $18,315.00**

 **After discussion, Council Member Rau moved to pay Helms & Associates for the additional 3% of the Engineering of $4,995.00 contract complete once funding is received for a total owed to date of $18,315.00 equaling 11% Project Engineering. Council Member L. Bollinger seconded the motion. All present Council Members voted in favor. Motion carried.**

 **After discussion on the Game, Fish & Parks SD Land and Water Conservation Grant Application period and approximately $50,000.00 to $60,000.00 match needed for the pool liner if received. Council Member Jackie Rau moved to introduce Resolution 18-08 and moved for its adoption. Council Member Leibel seconded the same. All present Council Members voted in favor. Resolution 18-08 was read as follows:**

**Resolution of Governing Body of Leola**

WHEREAS, the United States of America and the State of South Dakota have authorized the making of grants from the Land and Water Conservation Fund (LWCF) to public bodies to aid in financing the acquisition and/ or construction of specific public outdoor recreation projects;

NOW, THEREFORE BE IT RESOLVED:

1. That Mayor Jessica Lipke is hereby authorized to execute and file an application on behalf of the City of Leola with the National Park Service, U.S. Department of the Interior, through the State of South Dakota, Department of Game, Fish and Parks, Division of Parks and Recreation, for an LWCF grant to aid in financing City of Leola Pool for the City of Leola, South Dakota and its Environs.
2. That Candice Kappes, City Finance Officer, is hereby authorized and directed to furnish such information as the above mentioned federal and/or state agencies may reasonably request in connection with the application which is hereby authorized to be filed.
3. That the City of Leola shall provide a minimum of 50% of the total cost of the project; and will assume all responsibility in the operation and maintenance of the project upon completion of construction, for the reasonable life expectancy of the facility.

**Certification of Recording Officer: Finance Officer Candice Kappes**

The undersigned duly qualified and acting City Finance Officer of the City of Leola does hereby certify: That the attached Resolutions is a true and correct copy of the Resolution, authorizing the filing of application with the National Park Service as regularly adopted at a legally convened meeting of the City of Leola duly held on the 1st day of October, 2018, and further that such Resolution has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of October 2018.

**Recording Officer Signature:**

 **Candice Kappes**

**Seal**

 **Title: Leola City Finance Officer**

 **The Council discussed the DOT-Transportation Alternative Grant Application for the Trails Grant has been submitted. The Council discussed inquires on lot lines on the west side of the lake of the proposed trail. Finance Officer Kappes said she spoke to Bob Kieso, from Helms & Associates and was told the west end of the lake and trail area would be surveyed once grant is received and before beginning the trail project.**

 **Finance Officer Kappes spoke to Lucas Hoover from Helms & Associates on the compaction test and was told compaction testing will be done in the water trenches and that compaction testing was done during the sewer project once per block. Hoover said leaving them over the winter before chip sealing helps settle them out. The Council discussed this with local guys working on the project said compaction testing was not done on the roads they worked while putting in the sewer and having three test per block would be better.**

 **Finance Officer Kappes also spoke to Lucas Hoover from Helms & Associates on the two artesian well houses and was told demolition of the existing pump houses should be done at the end of the project once the new pumps and pump house are fully operational.**

 **After discussion of the needed lights on the City Christmas Tree, Council Member L. Bollinger moved, with a second by Council Member Leibel to remove all the lights from the tree, purchase 15 sets of C 9 LED lights and have 4-D K Electric repair the outlet for the tree and the lights in the entrance of the
Municipal Building. All present Council Members voted in favor. Motion carried.**

 **The Council discussed the four signs to slow traffic we love our children ordered for by the ballfield and swimming pool.**

 **The Council discussed St James Church request to put in a sloping cement pad to allow the water to drain between the church sidewalk and the street for the funeral hearse to park on. It was decided Council Member Rau will contact the Zoning Board on the needed building permit.**

 **The Council discussed the Restricted Use Site, a list of items received at the site should be turned in before the November Council Meeting.**

 **The Council discussed that the digging of water to the Pudwill Addition was complete and if a map was available showing shutoffs.**

 **The Council discussed the need to winterize at the swimming pool.**

 **The Council discussed weed spraying out at the ballfield and the weed spraying.**

 **The Council discussed City items at the Citizen’s Building. Council Member Rau moved, with a second by Council Member L. Bollinger, to surplus the city kitchen items no longer needed in the Citizen’s Building. All present Council Members voted in favor. Motion carried. Council Member Rau stated she will work with groups to work out issues with the Al-Anon Room.**

 **The Council discussed foamed tires needed for the loader used at the Restricted Use Site or foamed tires for the telehandler & a grapple fork as the tires on the loader were shot. The Council decided the guys should look for a good set of used tires to be foamed before the November Meeting.**

 **The Council examined the Monthly Library Report. Council Member Rau informed the Council the Library would like an additional table to be used in the Library for setting. Table options were discussed and that a table had been picked out along with the Library’s available budget.**

 **Jon Bender came before the Council to discuss the weed problem and spraying at the ballfield.**

 **Council discussed the ordered wayfinding signs coming from Newman Signs that have not yet been delivered.**

 **The Council discussed Angie Kallenberger’s nuisance property to be abated with Jeremy Kallenberger’s vehicles on it. The Council also spoke to Mike Olson Code Enforcement Officer on speaker phone and it was decided the City would give Kallenberger’s until November 1st to have a solid six-foot fence installed on the south side of the property and the east and west sides fenced, with all vehicle, etc. north of the trees moved south of the trees by May 1st. Council Member Reis joined the Council Meeting. Reis will measurer for the location of the fence.**

 **Kallenberger asked about steps needed to get a special exception for a business in a residential area and he was given the application needing to be filled out and returned as soon as possible in order to meet the publication notices requirements and legal notice to the adjourning property owner as the quarterly meeting date for the next Zoning Board is November 5th at 7:00 P.M. They discussed the fact he was not the legal owner and that Angie Kallenberger would need to apply for the variance. Kallenberger left the meeting.**

 **September Issued Building Permits: Keith Lechner-Wanda Gill #18-22, Tony Roth #18-23, Neil Geffre – Trucking #18-24, Terry Hoffman #18-25, Kristie Morrison #18-26, McPherson County #18-27.**

 **Under Public Comment: Thomas Theisen spoke to the Council about Heartland Paper Products and the products they supply, along with paper towel and toilet paper.**

 **Under Public Comment: Jacki Hoffman spoke to the Council that City Ordinances needed revising and the Council is aware of the outdated ordinances and will try to amend them when time permits. Thomas Theisen said he would check with the colleges to see if it could be done through a college class project or students’ internship. He offered to check into it through the colleges. The City would contact NECOG on the cost of updating the City Ordinances as they revise city ordinances with the help of the City’s Attorney.**

 **Finance Officer Kappes presented the Council with copies of the 2019 Budget. Finance Officer Kappes informed the Council the Budget request had been submitted to the County Auditor and the properties with debt sent on to the City’s Attorney were sent on the McPherson County Treasurer for collection as allowed for by SDCL law.**

 **The Council discussed the SDML Conference in Pierre on Oct 2-5 and Monday, October 8th Holiday at which time the City Office will be closed. Mayor Lipke, Council Member Rau, Council Member M. Yost, Assistant Finance Officer Weiszhaar and Finance Officer Kappes will be attending.**

 **Finance Officer Kappes told the Council nothing had been submitted to the SDML Election Workshop or on the Webinars.**

 **The Council discussed the Large Item Collection held. The fact that there was still room in the roll off when it was picked up was discussed. No bill for the service has been received.**

 **The hunter safety course with game fish & parks will be held next spring. The local kids went elsewhere this year.**

 **Finance Officer Kappes will get information from the Department of Revenue Tax Division on changes made to the issuing of licenses, cost of licenses, and if licenses to extend hours or licenses for Sunday Sales could still be regulated and changes needed to the Intoxicating Liquor License were needed for the License for the Legion’s Off-Sale and On-Sale Liquor Renewal Application with Sunday Sale and Billy’s On Sale Liquor with Sunday Sale renewal applications.**

 **The Council set 8:30 P.M. on Monday, November 5th to hold the Public Hearing on the American Legion’s Special Events License for the Turkey Raffle scheduled to be held on Saturday, November 17that the American Legion Hall.**

 **Finance Officer Kappes informed the Council, Scott Amundson, Governor’s Office Economic Development was in the City Office on September 11th and left the City a copy of the Resources Directory and the GOED Annual Report.**

 **Jennifer Hieb, Regional Director for Senator Mike Rounds was in the Municipal Building to visit.**

 **The Finance Officer Kappes informed the Council the 2019 Dog Tags were purchased, and dog owners could come in to get their 2019 tags if their dogs’ rabies vaccinations are up to date. Finance Officer Kappes will schedule the Hosmer/Wetonka Veterinarian to come the first week of December to give rabies vaccinations to those dogs needing them.**

 **Council Member Reis moved to give Jeff Tschappat permission to attend the Mosquito Spraying Class in Aberdeen of October 10th if he was going to spray for mosquitoes. Council Member M. Yost seconded the motion. All Council Members voted in favor. Motion carried.**

 **Council Member Tim Collins left the Council Meeting at 11:00 P.M.**

 **The Council discussed upcoming water and wastewater meetings and the fact Jeff Tschappat will need 8 hours in order to be recertified in February. Finance Officer Kappes was instructed to find out how many hours toward certification the one-day class in Aberdeen will be.**

 **The Council discussed the personal policy acknowledgement form options and it was decided to use the 2013 revised SDML acknowledgement form.  The leave of absence form was also discussed and that the 14 days’ notice was not expected if taking sick leave or a day or two of vacation but the Mayor Lipke should be informed as soon as possible once a day is planned.  Vacation longer than 2 days the original leave of absence forms should continue to be used as in the past.**

 **Finance Officer Kappes informed the Council the minimum wage will increase from $8.85 to $9.10 effective January 1st, 2018.**

 **Finance Officer Kappes informed the Council she received a recall on the steps at the swimming pool and that a repair kit is needed.**

 **The Council discussed an opening on the SD Rural Water Association and that nominations were needed by November 14th.**

 **There being no further business, Council Member Leibel moved, with a second by Council Member Reis, to adjourn. All Council Members voted in favor. Motion carried.**

 **The Leola City Council will meet in the Council Room of the Municipal Building in regular session at 7:30 P.M. on Monday, November 5th, 2018.**

**ATTEST:**

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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jessica Lipke, Mayor of Leola**

 **Candice Kappes, Finance Officer**

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