**LEOLA CITY COUNCIL MEETING**

**July 2, 2018**

 **The Leola City Council met in the Council Room of the Municipal Building in regular session on Monday, July 2ndh, 2018. Mayor Jessica Lipke called the Meeting to order at 7:30 P.M. with the following Council Members present: Lindsey Bollinger, Jackie Rau, Dana Leibel, Richard Reis, Michael Yost, with the open Council Member Ward Two seat open, along with the Finance Officer Kappes. Absent: None. Also, present: Julie Johnson, Community Grant Writer, Sheriff Dave Ackerman, Deputy Sheriff Allie Hilgemann, Tim Collins, Keenan Stoecker, Jeremy Kallenberger, Sarah Knoepfle, Rodney Knoepfle, Rich Waltman.**

 **Council Member Leibel moved, with a second by Council Member M. Yost, to approve the minutes of the June Council Meetings. All present Council Members voted in favor. Motion carried.**

 **Council Member Reis moved, with a second by Council Member L. Bollinger to authorize Mayor Jessica Lipke be added to the City’s Credit Card as stipulated in Resolution 16-03 and to remove Doug Yost. All Council Members voted in favor. Motion carried.**

 **The Council discussed unpaid mowing debt against properties. Finance Officer Kappes will contact the City’s Attorney, Vaughn Beck on acquiring the properties.**

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

 **The Council examined the following bills:**

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

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

**Maintenance/Water & Sewer Dept. Payroll July Water & Sewer Salary, Matches & Benefits/June Adj. 2,597.39**

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

**Council & Mayor Payroll 2nd Quarter Council Meeting Pay 3,595.52**

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

**Office Department Payroll June Water & Sewer-May Hours 946.73**

**Zoning Payroll June-Building Permits, etc. 86.12**

**Library Payroll June-Librarians Hours 1,044.23**

**Lifeguard Payroll June-Lifeguard-Pool Preparation & Hours 2,346.64**

**A & B Business, Inc. Office Supplies & Calculator 323.52**

**Agtegra Cooperation Miscellaneous Parts & Repairs 407.69**

**Ameripride Linen & Uniform Services Mops, Deodorizers, etc. 124.59**

**CorTrust Bank Nonsufficient Return Check Charge-June Park Use 4.00**

**CorTrust Visa Rooms in Pierre at Debit Credit Workshop 148.00**

**Dakota Supply Group Pool Supplies 90.30**

**Dependable Sanitation Inc. Large Item Collection-Spring 698.82**

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

**Gene’s Oil Company June Gas & Diesel**   **374.06**

**Habitat Management Solutions LLC Contract Spraying - Roundup & Preferance 468.04**

**Hawkins, Inc. Pool Supplies**   **505.74**

**Homestead Building Supply Supplies & Materials 78.61**

**J & R Plumbing, Heating & AC, LLC. Materials & Labor at Municipal Pool 711.91**

**Kappes, Candice Split Mileage & Expense to FO & Vacuum Belts 245.51**

**Kappes, Candice Mileage & Expense to Pierre & DENR Water Funding Mtg. 213.10**

**Lampert, Robyn** **Water Deposit Refund After Use 13.00**

**Leola Golf Association Donation to Run Golf Course 12,000.00**

**Leola Public Library Reimbursement for Books, DVDs & Supplies 73.02**

**Lipke, Jessica Mileage to Aberdeen & Back for Computer Repair 67.20**

**McPherson County Sheriff’s Office Coverage for May & June 3,000.00**

**McPherson County Herald Publishing 222.26**

**Montana-Dakota Utilities Electricity 2,777.61**

**Nordine, Carl & Tanya Water Deposit Refund After Use 24.50**

**Palmer, Cheryl Reimbursement Due to Overpayment 30.00**

**Readi Tech-DRN Labor on Computers 278.00 Reis, Richard Meal Expense-DENR Funding Meeting 11.00**

**Rod Hoffman Construction 3 Shut Offs Fixed & House Tore Down 953.00**

**Rural Development 75th Loan Payment-Sewer Project 4,021.00**

**Share Corporation 3 - 5 Gallons Lemon Scented Disinfectant & Freight 472.47**

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

**South Dakota Dept. of Revenue-MV Mailing Fee on 6 Renewal of Exempt License Plates 7.15**

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

**South Dakota Dept. of Revenue-Remittance Center Sales Tax Collected 78.39**

**Ten – 45 Grocery Trash Bags & Cleaning Supplies-Govt Bldgs., Batteries & Water-Pool 68.14**

**USPS Library Post Office Box 56.00**

**Valley Telecommunications Phones, Faxing & Internet & Security Phone Replacement 541.81**

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

**Walz, Pam Book Reimbursement 218.43**

**WEB Water June Water Use Minus $25 WEB Credit (6201.05-25=6,45.15) 5,922.95**

**Weiszhaar, Debra Expenses at FO School & Debit & credit Workshop 128.00**

**Westside heating and AC LLC Propane at Pool 215.82**

 **After discussion, Council Member L. Bollinger moved to pay the above bills. Council Member Rau seconded the motion. All present Council Members voted in favor. Motion carried.**

 **McPherson County Sheriff Dave Ackerman introduced Deputy Sheriff Allie Hilgemann to the Council. Deputy Hilgemann was certified through Lake Area and will fulfill the second position as Deputy. She will also give a monthly Law Enforcement Report to the Council as does Deputy Lipke. The monthly McPherson County Sheriff’s coverage to be paid will be $3,750.00 and maybe paid $11250.00 the beginning of each quarter or however billed by the McPherson County Auditor. The Council welcomed Deputy Allie Hilgemann and thanked them for coming.**

 **Terry Hoffman, Sharon Guthmiller, Gayle Seibel and Jacki Hoffman joined the Council Meeting.**

**Julie Johnson, Economic Community Grant Writer updated the Council of the Steering Committees on progress with school and other grants. She informed the Council, SD Game, Fish and Parks did not fund the Recreational Trail Project and updated them on BSSE Transmission Line Grant that has been applied for and the Letter of Intent to be submitted before the July 16th, 2018 deadline of the D.O.T. Transportation Alternatives Grant for the trail at the lake. She asked if there were any questions for her or if needed anything before budget and the Council thanked her for her time.**

 **Gayle Seibel and Jacki Hoffman discussed the wayfinding/signage quote from Newman Signs being over $500.00 for the 14 signs and were still waiting on the quote from Geffdog. It was decided they will bring the quotes to the August 6th Council Meeting with the addition of directional arrows to the signs.**

 **Lucas Hoover from Helms and Associates addressed the Council Meeting at 7:35 P.M. on the funding package the City received on the approximately $2,641,000.00 water project with funding to receive figuring to about 90% grant. The Finance Officer Kappes and Council Member Reis attending the SD Board of Water & Natural Resources Funding Meeting in Aberdeen over Digital Dakota Network, along with Jordan Hintz from NECOG and himself on June 28th. The City was awarded a Drinking Water SRF loan for $1,891,000.00 with 2% interest for 30 years. Of the $1,891,000.00 loan awarded with 85% principle forgiveness. The City will need to establish a project surcharge of roughly $5.00 to a service fund to go towards the loan portion not forgiven. The City received a $770,000.00 CDBG Grant with $750,000.00 going toward construction and $20,000 for NECOG administration work on the project. Engineer Hoover went over the time line with the Council with bidding the project in January with construction work to begin in the spring and work hopefully completed within 2019. Council Member Rau moved, with a second by Council Member Reis, to enter into the Water Project Engineering Agreement with Helm’s & Associates. All Council Members voted in favor. Motion carried. The Agreement was signed by Mayor Lipke and attested by Finance Officer Kappes. Finance Officer Kappes would see if an announcement from Governor Daugaard’s Office was submitted for the newspaper.**

 **Richard Waltman came before the Council Meeting to discuss the issues he was still having with his sewer line. Waltman had his sewer line worked on three times and when it was video the sewer line didn’t match up correctly with his line coming out of his home. Hoover informed him the time line was to long unless contact had been made the first year, but he will go to Waltman ‘s and will check out when the problems were submitted. Waltman and Hoover left.**

 **Glenn Spitzer joined the meeting and spoke to the Council about putting oil on the streets and the County doing bloater on the streets. The City would pay the man hours and equipment hours and the City would purchase the oil from Flint Hills off County bid as in the past, with the County screening the pearock the City has on hand, hauling in more. It was decided to do only what was necessary until the water project is complete. Council Member Rau moved, with a second by Council Member Leibel. All Council Members voted in favor. Motion carried.**

 **Council Member L. Bollinger updated the Council that the Pudwill Lake Water service will be started sometime this month.**

 **The Council discussed that Hydro Clean had been contacted to clean a third of town and will let us know when they will be in our area to do the cleaning. A warning notification through Valley’s Notify Plus will go out notifying those who requested to be notified of the sewer cleaning.**

 **The Council discussed that the Swimming Pool had been broke into the night money was left at the pool.**

 **Gayle Seibel informed the Council the newly painted picnic tables were being pulled out of the picnic shelter for use and not put back. The Council discussed the park and that collar snaps were needed on the swing. Mayor Lipke will speak to the city workers about putting them on the swings.**

 **June Issued Building Permits: Paul & Dawn Neussendorfer #18-11, Alan & Jessica Wimer #18-12 and Jacob Bayles #18-04 –Fence. The Council discussed the quarterly Zoning Board Meeting held at 7:00 P.M. prior to the August 6th City Council Meeting.**

 **Pool Manager Holly Mueller gave a verbal pool report. She reported 26 kids attended the midnight swim. She said she would contact 4DK to install a chemical flow regulator that would need to be wired in. She also discussed the fluctuating propane and the fact propane.**

 **In attendance for Jeremy Kallenberger construction project discussion with the Council were Jeremy Kallenberger, Sarah Knoepfle, Rodney Knoepfle, Terry Hoffman, Sharon Guthmiller, Keenan Stoecker, Jacki Hoffman, Gayle Siebel, Tim Collins Kimberly Sharp and Julie Johnson. The fact the construction was not just on his property but blocking off the street, on Terry Hoffman’s property he has for sale, the breaking up the street, digging up and piling dirt accessible for children to climb on piling of materials and dirt on the adjourning properties and in the right of way. Visibility problems, lack of cones or fencing to secure and barricade the area were discussed. Issues of equipment break down, that 811 was not called before the project started and who was in charge the owner or the contractor were discussed. The Council also discussed issues of a trailer at the property of Leola Avenue and that a tarp would be purchased tomorrow so it could be moved. After discussion with a plan to go forward with a snow fence up each night and piles removed. If equipment wasn’t up and running the city work with them to help to fix the issues discussed.**

 **The Council examined the Monthly Library Report and Monthly Law Enforcement Report. The Council discussed the sidewalk beak up in the front of the Library. Council Member L. Bollinger moved, with a second by Council Member Leibel to have the city guys prepare the section of sidewalk needing to be replaced. All Council Members voted in favor. Motion carried.**

 **The Council discussed if the three laptops were really needed in the Council Room, and if each person needed their own. The possibility of having maintenance share one laptop or just having the Finance Officer or Assistant Finance search for them for what is needed, since law enforcement is done by the county. The reports needing to be done online were unknown, along without knowing if special software is needed or if it’s a web sites to the water and wastewater reports.**

 **Council Member Reis discussed with the Council upcoming permits and various Zoning Variances that were need. The increased amount of people wanting him to measure even though it won’t be an official survey were discussed. The Council discussed the building demolition and why the extra help was needed to demolition it.**

 **The Council discussed the open Council Ward Two Seat on the Council due to the appointment of Jessica Lipke to the Mayor’s seat. After discussion of interest showed in the open seat, but failed to attend, who present from ward two were interested and Tim Collins was present and interested in asking the seat. Council Member L. Bollinger moved, with a second by Council Member Rau, to appoint Tim Collins to the open ward two seat. All Council Members voted in favor. Motion carried. Council Member Collins was seated.**

 **Terry Hoffman left the meeting at 10:30 P.M.**

 **The Council discussed when LeAnn Kerzman, Technical Assistance Provider for Midwest Assistance Program came before the Council and covered the basics on Council Meeting procedures, open meeting laws, minutes, fund accounting, budget, agendas, executive session, surplus property, bidding process, responsibility of operating water and wastewater systems. The possibility of contacting her and having her come again was discussed.**

 **The Council went through the 2019 Budget Line item by line item.**

 **The Council discussed wages and Council Meeting pay. The Council will address salaries in December and hold first reading of the 2019 Budget in September.**

**Finance Officer Kappes discussed with the Council the SD Liquor Law changes that were discussed at the SDML District Meeting and the fact the cost of licenses will also be changing on the Liquor Licenses that are now set by the legislature.**

 **Finance Officer Kappes discussed the Revolving Loan Fund Audit she had last week and shared the report with the Council. The Loan Recipients will now need to post equal opportunity Post and register with SAM.**

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

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

 **The Leola City Council will meet in regular session on Monday, August 6th at 7:30 P.M. in the Council**

**Room of the Municipal Building.**

**ATTEST:**

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

**Candice Kappes, Finance Officer**

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