**LEOLA CITY COUNCIL MEETING**

**September 8, 2014**

**The Leola City Council met in the Council Room of the Municipal Building in regular session on Monday, September 8, 2014 instead of September 1st due to the Labor Day Holiday. Mayor Dean A. Schock called the Meeting to order at 7:30 P.M. with the following members present: Tyler Bollinger, Brian Walz, Norman C. Tschappat, David Gohl, Dana Leibel and Doug Yost. Absent: None. Also present: Jeff Tschappat and Dan Yost**

**Minutes of the August 4th and August 18th Meetings stand approved as mailed out.**

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

**The Council examined the following bills:**

**Finance Office Salaried Payroll September Salary $3,307.44**

**Maintenance/Water & Sewer Dept. Payroll September Salary $2,771.95**

**Maintenance/Police Salaried Payroll ¾ September Salary $2,104.84**

**Council Payroll Hours-Citizen’s Food Boxes Pay 15.61**

**Council & Mayor Payroll 3rd Qtr. of 2014 Council Meeting Pay 3,444.80**

**Zoning Board Payroll 3rd Qtr. of 2014 Zoning Meetings Pay 269.13**

**Gov’t Bldg. Payroll-Janitor August Janitor Hours-L. Baily 213.96**

**Office Department Payroll August Office Hours-Pam Schaffner 852.99**

**Lifeguard Payroll August Hours - Lifeguarding 3,621.84**

**Maintenance Hours-Streets & Park August Fill In Hours – N. Tschappat 85.85**

**Zoning Payroll-N. Tschappat August – 5 Issued Building Permits 107.65**

**Library Payroll August Librarians 841.86**

**A & B Business Solutions, Inc. Supplies 153.40**

**AmeriPride Service Mops, Deodorizers, Paper Products etc. 135.74**

**CompQuest Technology Labor to Restore 2014 Expenditure’s 40.00**

**CorTrust Bank Non Sufficient Return Check Charge-Aug. 4.00**

**CorTrust Bank Non Sufficient Return Check Charge-Sept. 4.00**

**Crompton, Leo Water Deposit Refund 100.00**

**Dependable Sanitation, Inc. 3 Months Garbage Service & Spring Large item Collection 794.40**

**4DK Electric Parts, Labor & Mileage 1,968.27**

**FEM Electric Association, Inc. Security Light & Electricity-Golf Course 40.19**

**G’s Convenience Parts & Labor to Repair Generator 750.78**

**Gary’s Engine & Repair, LLC Toro Repairs, Mower Blades, Pulley, Parts, Shipping & Handling 722.43**

**Gene’s Oil Company August Gas & Diesel Minus Credit 595.44**

**Homestead Building Supply Supplies-Pool & Gov’t. Bldg. 26.29**

**J. Gross Equipment Tire, Keys, Bushing, Front Caster Fork & Shipping 286.34**

**Leola Grocery Supplies-Gov’t. Bldgs. 31.92**

**Leola Public Library Reimbursement for Supplies & Books Purchased-August 117.27**

**Les’s Standard Replace Hot Water Heater-Hohm Park Apts. Mileage & Labor 1,129.33**

**McPherson County Herald**   **Advertising & Publishing**   **408.64**

**McPherson County Register of Deeds Filing Fee on Lot 30.50**

**Montana-Dakota Utilities Co. Electricity 2,070.67**

**North Central Farmers Elevator Oil, Miscellaneous Parts & Supplies 47.12**

**Rural Development 29th Loan Payment-Sewer Project**   **4,021.00**

**Schock, Dean Mileage to Aberdeen-Gov’t Bldgs. 25.60**

**Shopko Books for Library 18.20**

**South Dakota Assoc. of Rural Water System Class B Membership Dues 345.00**

**South Dakota Dept. of Revenue-Lab Coliform Water Testing 13.00**

**South Dakota Municipal League Registration-SDML Conference (Kappes & Schaffner) 200.00**

**Valley Telecommunications Phones, Faxing & Internet & Security 489.72**

**Walz, Brian Reimbursement-Mileage - Food Baskets 25.60**

**Walz, Pam Book Reimbursement 95.51**

**WEB Water August Water Use 3,927.55**

**Westside Heating and AC LLC Propane at Pool with Discount 237.25**

**PROJECT BIILS TO BE CONSIDERED FOR APPROVAL AND HELD FOR FUNDING**

**Dahme Construction Co. Inc. Final Pay Estimate on Sewer Line Project 65,188.11**

**Helms & Associates Final Project Billing-Engineering Construction Observation, Staking, Mileage & Expenses 2,534.00**

**Helms & Associates 100% of WWTP Imp. Construction of 35,200.00 Contract Amount 352.00**

**Council Member Walz moved to pay the above wastewater expenses once grant monies are received and to approve all remaining expenses. Council Member Bollinger seconded the motion. All Council Members voted in favor. Motion carried.**

**The Council discussed the completed street work by the McPherson County Highway Department, along with potholes needing to be filled. Painting the center stripe on Sherman Streets, and painting the parking and handicapped parking spots were also discussed.**

**The Council granted the Leola School permission to use the City’s bump blocks.**

**The Leola School has requested a light at the main entrance on an existing utility pole. Council Member Yost moved, with a second by Council Member Tschappat, to authorize Montana Dakota Utilities Co. to install a streetlight on the electrical pole by the entrance to the Leola School. All Council Members voted in favor. Motion carried.**

**The Council discussed getting electricity to the City’s lightpoles for Christmas lights. Montana-Dakota Utilities Co. would furnish the overhead ground wires to connect the poles and the City would need to do the wiring for the outlets to plug in the Christmas lights. Council Member Gohl moved, with a second by Council Member Leibel, to have Montana-Dakota Utilities Co. put power back on the poles so wiring can be done to plug in Christmas lights. All Council Members voted in favor. Motion carried.**

**As advertised, a Public Hearing on Budget Ordinance 2014-02 was held. There being no one present object to the 2015 Appropriations Budget, Council Member Tschappat moved the following, Year 2015 Budget Ordinance 2014-01, be read the 2nd time and moved for its adoption. Council Member Walz seconded the motion. Upon roll call vote, all present Council Members voted in favor. Motion carried. The second reading was held as follows:**

**ORDINANCE 2014-02**

**CITY OF LEOLA**

**2015 APPROPRIATION BUDGET**

**PART I:**

**Be it ordained by the City of Leola, McPherson County, South Dakota, that the following sums are appropriated to meet the obligations of the Municipality.**

**GOVERNMENTAL FUND FUND AMOUNTS TOTALS**

**TOTAL GENERAL FUND-100**

**101-41000 GENERAL GOVERNMENT**

**41150 Contingency 30,526.00**

**41200 Mayor & Council 24,200.00**

**41300 Elections 1,000.00**

**41410 City Attorney 2,000.00**

**41420 Finance Office 51,400.00**

**41450 Insurance 25,000.00**

**41470 Unemployment 100.00**

**41490 Government Buildings 42,000.00**

**101-41000 TOTAL GENERAL GOVERNMENT 176,226.00**

**101-42000 PUBLIC SAFETY**

**42100 Police 65,500.00**

**42200 Fire-Siren 1,000.00**

**42300 Protection & Inspection 1,000.00**

**101-42000 TOTAL PUBLIC SAFETY 67,500.00**

**101-43000 PUBLIC WORKS**

**43100 Streets 62,000.00**

**43200 Sanitation 6,425.00**

**101-43000 TOTAL PUBLIC WORKS 68,425.00**

**101-44000 PUBLIC HEALTH**

**44110 Regulation & Inspection 100.00**

**44130 West Nile Fund 2,700.00**

**44620 Ambulance-EMT'S 100.00**

**101-44000 TOTAL PUBLIC HEALTH 2,900.00**

**101-45000 CULTURE & RECREATION**

**45110 Golf Course 28,900.00**

**45120 Pool 45,200.00**

**45130 Rhubarb Committee 500.00**

**45140 Senior Citizens 100.00**

**45150 School Alumni Committee 100.00**

**45160 Celebration 500.00**

**45220 Ball Diamond-Fields &Athletic Assoc. 8,000.00**

**45230 Parks 41,250.00**

**45500 Library 15,100.00**

**45700 Historical Preservation-Museum 100.00**

**101-45000 TOTAL CULTURE & RECREATION 139,750.00**

**101-46000 CONSERVATION & DEVELOPMENT**

**46300 Leola Housing & Redevelopment 5,000.00**

**46510 Leola Credit Board 1,450.00**

**46520 Zoning & Planning Comm. 1,800.00**

**46530 Development Corporation 500.00**

**101-46000 TOTAL CONSERVATION & DEVELOPMENT 8,750.00**

**101-47000 TOTAL DEBT SERVICE 0.00**

**101-48000 TOTAL INTERGOVERNMENTAL EXPENDITURES 0.00**

**101-49000 MISCELLANEOUS -Judgments & Losses 0.00**

**101-51000 OTHER FINANCING USES 0.00**

**101-61000 FUND EQUITY USES 0.00**

**TOTAL GENERAL FUND APPROPRIATIONS 463,551.00**

**21700 REVOLVING LOAN-ENTERPRIZE LOAN FUND**

**128 REVENUE 25,750.00**

**172 EXPENDITURES 25,750.00**

**TOTAL SPECIAL REVENUE RETAINED 0.00**

**PART II.**

**The following designates the fund or funds that money derived from the following sources is applied to.**

**GOVERNMENTAL FUNDS - 100**

**UNOBLIGATED CASH BALANCE 119,251.00**

**31000 TOTAL TAXES 300,500.00**

**32000 TOTAL LICENSES & PERMITS 2,900.00**

**33000 INTERGOVERNMENTAL REVENUE 21,300.00**

**34000 CHARGES FOR GOODS & SERVICES 3,400.00**

**35000 FINES AND FORFEITURES 0.00**

**36000 MISCELLANEOUS REVENUE 3,700.00**

**39000 OTHER SOURCES-BORROWED & TRANSFER IN 12,500.00**

**TOTAL MEANS OF FINANCE-GENERAL FUND 463,551.00**

**PART III.**

**PROPRIETARY FUNDS - 600 WATER SEWER**

**UNAPPROPRIATED FUND BALANCE 36,000.00 70,000.00**

**ESTIMATED OPERATING REVENUE 82,800.00 48,000.00**

**ESTIMATED SEWER PROJECT FEE COLLECTIONS 48,252.00**

**TRANSFER IN 12,500.00 0.00**

**TOTAL AVAILABLE 131,300.00 166,252.00**

**LESS APPROPRIATIONS (Operating Expenses) 130,300.00 47,200.00**

**TRANSFER OUT-SALARY 0.00 25,000.00**

**SET ASIDE FOR LOAN PAYBACK 0.00 48,252.00**

**TOTAL EXPENSE 130,300.00 120,452.00**

**ESTMATED RETAINED EARNINGS 1,000.00 45,800.00**

**PART IV.**

**The Finance Officer is hereby directed to certify the following dollar amounts of tax levies made in this Ordinance to the McPherson County Auditor.**

**PROPERTY TAXES, CPI-1.4% & 2.74% GROWTH 172,657.00**

**OPT OUT 30,000.00**

**TOTAL MONIES LEVIED FOR 202,657.00**

**ATTEST:**

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**Candice Kappes, Finance Officer Dean A. Schock, Mayor**

**The Finance Officer informed Council the City’s Accounting Manual and SDML Handbook went missing from the Council Room between the budget meetings. They discussed the Accounting Manual itself was available online but not notes pertaining to the City’s budget and other needed information was missing. The recently updated SDML Handbook would cost $60.00 to be replaced and will need to be ordered from the SDML.**

**The Council discussed hours spent surveying for the Culvert Project before the August 18th Pre-Bid Meeting. At 8:10 P.M., as advertised, the Culvert Project Sealed Bid Envelopes turned in by Rod Hoffman Construction and Bollinger Construction were opened by Mayor Schock. Bollinger Construction bids $19,560.31 for the digging and replacing culvert, shaping ditches, and list of work areas. Rod Hoffman’s stated due to the time frame he would not be able to bid at this time. Council Member Walz moved, with a second by Council Member Leibel, to accept the seal bid from Bollinger Construction in the amount of $19,560.31 with work to be completed by October 31st, 2014. Council Member Bollinger abstained from voting. All other Council Members voted in favor. Motion carried.**

**The Finance Officer informed the Council no bids were received on the Johnson Street Sweeper. It was decided to check its weight and place it on the Fall Consignment Sale.**

**The Council discussed that it was again time for Lead and Copper Testing. Those on the list to test will be contacted by the Finance Officer to pick up their testing bottles and instructions.**

**The Council discussed the fire hydrant needing to be replaced in the boulevard of the corner of Main and Mason and it was decided to put in a tee so water can be stubbed to the north and go 20 foot beyond the hydrant.**

**The Council examined the Monthly Pool Report. It was decided to leave electrical power on at the pool but to disconnect phone service. The brick wall crumbling in the chemical room at the pool was discussed and various options to do in the spring before the next pool season were discussed.**

**The Council was updated on the City Park Project and discussed the LWCF Grant Application for Water Hookups and Sewer Drain Field was completed and submitted with the assistance of NECOG and that Randy Kittle, Grant Coordinator, SD Division of Parks & Recreation would be coming review and score the project. He would be contacting us for the site visit later this month or beginning of October.**

**August issued Building Permits: Kerry Gill 14-16, Bruce Geffre 14-17, Samuel Hanson 14-18, Brian Gill 14-19, Curt Walz 14-20 and Ricky Tschappat 14-21.**

**The Council discussed the 1986 International Truck. Council Member Bollinger moved, with a second by Council Member Walz, to surplus the 1986 International Truck and to open sealed bids at the October 6th Meeting at 8:00 P.M. All Council Members voted in favor. Motion carried.**

**Mayor Schock read a letter of resignation Lynda Baily from as part-time janitor effective September 21, 2014. Council Member Tschappat moved to accept her resignation and moved to rehire Jackie Leibel effective on September 22nd at $8.15 the wage she was receiving in May. Council Member Bollinger seconded the motion. Council Member Leibel Abstained from voting. All other Councilmen voted in favor. Motion carried.**

**The Council discussed the fact the Fire Chief would condemn the buildings damaged by fire beyond repair. The Finance Officer was instructed to contact the City Attorney about dilapidated buildings and to contact the City of Aberdeen about contracting code enforcement officers on doing the City’s Code Enforcement.**

**The Police Car and Equipment distributed to Dan Yost was discussed along with what was expected of the Maintenance and Police position.**

**The Council examined the August Monthly Library Report. The Council granted the Library permission to use their book budget to purchase a magazine rack as they are both Library Furniture Equipment Budget-Code 434.**

**The Council discussed the Quarterly Zoning Meeting held at 7:00 P.M. and the Variance and Easement issued to Dean and Ina Schock.**

**The Council discussed drainage and water problems which will be checked into.**

**The Council was updated on the progress at the Golf Course and discussed the seven four person teams there for the Golf Tourney on September 6th. The next Golf Tourney Date is set for October 5th.**

**The Council discussed the Final Inspection Meeting for the Wastewater Project was set for Thursday, September 11th at 1:00 P.M. Council Member Walz moved to approve the final sewer project expense for Helm & Associates for $352.00, $3,534.00, and Dahmes for 65,188.11 with 12.3% totaling $8,373.12 being reimbursed from SDDENR Water Quality Program Grant and remaining $60,700.99 to be reimbursed from Rural Development Grant for a sewer project total amount of $2,931,651.80. Council Member Leibel seconded the motion. All Council Members voted in favor. Motion carried.**

**Council Member Bollinger moved to approve the change order for a ($15,457.62). Council Member Gohl seconded the motion. All Council Members voted in favor. Motion carried.**

**Council Member Tschappat moved, with a second by Council Member Yost, to approve the Certificate of Substantial Completion. All Council Members voted in favor. Motion carried.**

**Council Member Yost moved, with a second by Council Member Bollinger, to approve the Certificate of Acceptance Bid Schedule B of Substantial Completion. All Council Members voted in favor. Motion carried.**

**Mayor Schock signed the Certificate of Substantial Completion, Certificate of Acceptance Bid Schedule A21 and B, Certificate of Acceptance Bid Schedule B, Dahmes Invoice for 65,188.11, Change Order for a decrease of $15,457.62, Invoices from Helm & Associates for $352.00, $3,534.00, and the SD DENR Water Quality Grant #2 12.3 % Draw Down Request Reimbursement.**

**The Council discussed that Jeff Tschappat had still not received quotes or new contract tank contract from H & H. to be entered into and had still not spoke to them. The Council instructed the finance officer to contact Central Drivers out of Pierre on cost of inspection and cleaning and estimate on fixing repairs.**

**The Council discussed needing signatures on warrantee deed and other needed paperwork to transfer the W 50’ of Lots 7-11, Block 3, Out lot 3 in Equity Elevator Addition.**

**The Council discussed the SDML Conference in Spearfish on Oct 7-10 at which time the City Office will be closed.**

**Dan Yost spoke to the Council of unpaid leave he would be taking.**

**The Finance Officer informed the Council that Cahill Bauer & Associates, LLC would be at the City Office in November to set up Quick Books.**

**The Council reviewed the new Wastewater Discharge Monitoring Permit and that the only change DENR said was that monitoring will need to be done monthly and could be done online. Mayor Schock authorized Jeff Tschappat to send in the monthly DMR Reports. It was decided that an authorization letter should be sent into DENR.**

**The Council granted the Finance Officer permission to attend the Northeast Area Finance Officers Group Meeting in Aberdeen on September 17th.**

**Council Walz introduced the following Resolution 14-02 to adopt the McPherson County PDM Plan. Councilman Tschappat seconded the motion. Upon roll call vote as follows: Bollinger-Aye, Yost-Aye, Leibel-Aye, Gohl-Aye, Walz-Aye, and Tschappat-Aye. Motion carried. The resolution was read as follows:**

**RESOLUTION TO ADOPT THE MCPHERSON COUNTY PDM PLAN**

**WHEREAS the City of Leola has experienced severe damage from strong winds, flooding, hail, heavy snow, heavy rain, and tornadoes on many occasions in the past century, resulting in property loss, loss of life, economic hardship, and threats to public health and safety;**

**WHEREAS a Hazard Mitigation Plan has been developed after more than one year of research and work by the City of Leola, McPherson County Emergency Management, NECOG, FEM Electric and the Pre-Disaster Mitigation Committee;**

**WHEREAS the Plan recommends hazard mitigation actions that will protect the people and property affected by the natural hazards that face the City;**

**WHEREAS a public meeting was held to review the Plan as required by law;**

**NOW THEREFORE BE IT RESLOVED by the Mayor and Council of Leola that:**

1. **The Hazard Mitigation Plan is hereby adopted as an official plan of City of Leola,**
2. **The respective City official identified in the strategy of the Plan is hereby directed to implement the recommended action assigned to them. These officials will report annually on the activities, accomplishments, and progress to McPherson County Emergency Management,**
3. **The City of Leola planner will provide annual progress reports on the status of implementation of the plan to the Mayor and City Council. This report shall be submitted to the City Council by November 1st of each year.**

**PASSED by the City Council of Leola this 8th day of September, 2014.**

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**Dean A. Schock Mayor**

**ATTESTED and FILED this 8th day of September 2014.**

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**Candice Kappes, Finance Officer**

**The Fall Large Item Collection for City residents will be held on Saturday, October 11th at the Leola City shop and that the large roll off will arrive October 8th and picked up again on October 15th. The Community Consignment Sale will be held Sunday, October 12th.**

**Council Yost moved to set the cost of the Quasi Items at half price and Leola cups at $1.00 each or 6 for $5.00. Council Member Walz seconded the motion. All Council Members voted in favor. Motion carried.**

**The Council discussed the price list dropped off by Pantorium Cleaners.**

**The Council discussed needing a bucket for the skid steer for snow removal. Price quotes were discussed.**

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

**The Leola City Council will meet again in session in regular session on Monday, October 6th at 7:30 P.M. in the Council Room of the Municipal Building.**

**ATTEST:**

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**Candice Kappes, Finance Officer**

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