City of Leola Council Meeting

October 5, 2020

The City of Leola Council Meeting was called to order at 7:05 pm by Council President Michael Yost. Present were council members Jackie Leibel, Jackie Rau and Tim Collins. Absent was Richard Reis. Also present were city employees Jeff Tschappat and Sondra Waltman, and Brandon Smid with Helms & Associates.

Rau moved with a second from Collins to accept the meeting minutes from September 8th’s meeting, with the following corrections: the total tax levies available from the county are $260,358.00 and the surplus item descriptions. The inoperable tractor is a Jacobson G-20 D 240 2, mower is 1999 Toto Grounds Master 3000 D 84’cut and the water pumps are Baldor industrial motor 20 hp 3 phase 60 hz 230/460 volts. All in favor, motion carried.

The treasurer’s report was reviewed with a motion from Collins and second from Rau to approve. Motion carried.

City bills were reviewed. Collins moved with a second from Leibel to table the bill from Heartland until next month to resolve questions about ordering/on hand items and to pay the remaining bills. The council wishes to keep one case of paper towels, one case of toilet paper and two cases of alcohol hand sanitizer. Motion carried. The bills are as follows:

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| **Bills to be Considered - October** | | |
| Agtegra | Pickup Tires & Maintenance | $ 598.90 |
| AmeriPride | Professional Services | $ 83.93 |
| Beck Law Office | Legal Services | $ 87.50 |
| Capital Productivity Plus (Titan) | Mower Belt Parts | $ 79.14 |
| Company Matches | September (SS, Med, Ins, SDRS) | $ 2,881.84 |
| CorTrust Bank/Credit Card | Supplies (envelopes), Microsoft renewal | $ 497.69 |
| Curt's Repair | Repairs/Maint: Mower | $ 237.00 |
| Dependable Sanitation | Sanitation Services | $ 84.00 |
| Gene's Oil | Heating Oil/Gas/Fuel | $ 208.95 |
| Heartland Paper Company | Covid Supplies | $ 997.75 |
| James Hoffman | Mileage Parts/Cement | $ 134.40 |
| Leola Library | Books/Supplies | $ 161.36 |
| McPherson County Herald | Proceedings /Ads | $ 286.22 |
| McPherson County | Law Enforcement | $ 11,250.00 |
| Montana Dakota Utilities | Utilities | $ 2,192.92 |
| My Aquatic Services | Skimmer - ALREADY PAID | $ 29,809.00 |
| My Aquatic Services | Liner Contract to deliver 40% - PAID | $ 25,196.00 |
| My Aquatic Services | Liner Contract 40 % of Completion | $ 25,196.00 |
| ReEtta Sieh | Water Bill Refund | $ 188.46 |
| Stan Houston Equipment Co. | Hydralic Cement - Pool | $ 314.25 |
| Ten 45 Grocery | Supplies | $ 23.27 |
| Sondra Waltman | Light Bulbs | $ 27.89 |
| Pam Walz | Books/Supplies | $ 418.01 |
| Pam Walz | Food boxes - mileage | $ 33.60 |
| Payroll | Librarian | $ 775.00 |
| Payroll | Food Boxes/Pam Walz | $ 18.60 |
| Payroll | Gov. Buildings | $ 783.75 |
| ReadiTech | Computer Support | $ 23.70 |
| Rural Development | 102nd Payment for Sewer | $ 4,021.00 |
| Salary | Water Fund - August | $ 1,728.33 |
| Salary | Sewer Fund - August | $ 1,728.33 |
| Salary | Finance Officer - August | $ 3,672.68 |
| Salary | Park - Parttime | $ 850.00 |
| SD 811 | One Calls | $ - |
| SD Public Health Lab | Water testing | $ 196.00 |
| USPS | Postage/Envelopes | $ - |
| Valley | Utilities | $ 369.65 |
| Westside Heating | Propane Shop | $ 320.40 |
| Web Water | September Usage | $ 9,378.05 |
| Michael Yost | Door Knob | $ 29.81 |
|  | **TOTAL:** | $ 124,883.38 |
|  |  |  |
| **Project Pay Requests:** |  |  |
| Dahme's Construction |  | $ 137,550.27 |
| Helms & Associates |  | $ 15,336.50 |
| Premier Contracting |  | $ - |
| City of Leola |  | $ - |
|  | **TOTAL:** | $ 152,886.77 |

At 7:10, Brandon Smid from Helms and Associates came before the council to discuss the ongoing trail concerns and questions. As of now, the trail location is set, the archaeological study is completed and requesting easements are the next steps. Smid was asking the council if he should continue with the easements. The council brought up funding concerns, as the amount not covered by the grant would be comparable to the cost of a new loader for the city. Questions were asked when the grant would expire or what would happen if the grant was returned. Smid answered the best he could, stating the return of the grant would not be detrimental to the city, but would follow up on exact deadlines per the terms of the grant. The council decided to table the topic until next month when exact dates were known.

McPherson County Deputy Sheriff Allie Hilgemann was unable to attend the meeting but dropped off the month’s law report for the council to review.

At 7:30, dog licenses were discussed. The city ordinance states there can only be two dogs registered per household. Any requests for exceptions to this rule must be brought before the council. An individual came to the council requesting six dogs to be licensed with the city: two ADA service dogs, two emotional service dogs, and two dogs owned by her son, who is currently serving our country. Although service dogs are not categorized as pets, the city ordinance specifies dogs not pets. Wanting to do more research on the topic and consult legal advice, Collins moved with a second from Rau to table the topic until the next council meeting on November 2. Motion carried.

Council member Richard Reis joined the meeting at 7:35 pm.

WATER PROJECT: A change order from Premier Contracting was presented to the city for the additional expense of new control panels, wiring and installation. Discussion was held about the need for the new controls and if the initial bid for the project should have covered this expense. Wanting the new equipment to work well and efficient, Reis moved to accept and approve the change order with a second from Rau. Motion carried.

The water project is still underway. Most of the dug up/yard areas have been leveled and seeded, the concrete damages/repairs have been completed, replacing of the fire hydrants are done, there is approximately one and a half blocks of main line remaining to be installed and roughly 12-15 services/curb stops to find/repair. As the project progresses, there should be very few, if any, water shutoffs that affect residents. As always, if there was no notification and your water is off, please contact the city office to resolve the issue ASAP. The cement work has completed, but there are a few areas Dahme’s and the city are not satisfied with (intersection of Leola Ave and Williams Street). Collins was asked to take pictures of concerned areas and compile a list of what was wrong. Waltman will contact Helms and Associates with the documented pictures and descriptions to discuss.

Collins said he was approached multiple times with concerns of using city/project funds for his personal use on his own lots and sidewalk. He wanted to clarify publicly that this is not the case. Collins stated that he uses Dahme’s equipment, after working hours, and the cement for the sidewalk and any fill that was used was purchased by Collins and being deducted from his paycheck from Dahme’s.

COMMITTEE REPORTS:

Street, Alley and Restricted Use Site: Dahme’s is still hauling out to the restricted use site, but when they aren’t using it the gate needs to be locked until the designated open times. A reminder that the RUS will close at the end of October. The council noted to Tschappat the bunkers need to be cleaned out.

Water & Sewer: No updates outside of the project.

Park, Recreation & Pool: The dock needs to be removed at the dam. Pool updates included the pool is patched, cleaned, pumped and ready for the liner to be installed mid-October. MDU will be contacted to disconnect power on 10/30 at the dam, park and pool following the completion of the pool project.

Building & Equipment: Concerns about the loader were touched on again. Last month the east outside door of the municipal building was discussed. The council felt the quote from House of Glass was high, but after further research it was the most reasonable. Rau moved with a second from Reis to accept the bid and replace the doorknob. Questions were asked if the Citizen Building’s (storm shelter) generator was up and running. Tschappat said they were waiting on a part to come in, but Waltman will do a follow up call to get an anticipated completion timeline.

Code Enforcement, Law Enforcement & Library Report: An updated code enforcement report was presented to the council from Mike Olson. The library report was also reviewed.

Zoning: There is an upcoming variance meeting on October 22 at 7 pm for Royce Erdmann to request a garage be built on the south side of his house. Building permits were reviewed for Radtke, Tschappat, West and Geffre.

LEAD: No updates for the council.

OLD BUSINESS: The fall cleanup container was a success, needing to be emptied three times. A reminder that dog tags and licenses are available in the finance office and current ones expire 12/31. The annual South Dakota Municipal League meetings will be held over Zoom this year October 6-9. The Public Works Maintenance Technician position closed October 2 and the position will start effective October 6. Miscellaneous project updates included discussion of the municipal building’s storage room remodel and a sealed bid offer for the surplus propane tank. The council felt the remodel of the storage room wasn’t necessary at this time. The bid was opened and accepted for selling the propane tank as is for $250 to James Hoffman.

NEW BUSINESS: The Wetonka Vet Clinic has agreed to do a shot clinic this year, like years past. It will be held at the city shop on Thursday, December 3rd from 4-7 pm.

There are a few glitches with the office computers and water billing software, so Waltman asked permission for the two office computers to be cleaned off to be able to work together. Rau moved with a second from Reis to approve. Motion carried.

The doorknob on the finance office has been replaced, and discussion was held to also replace the doorknob on the meeting room door.

New/used loader options have been explored. The approximate range for most of the options are comparable to the expense the city would pay for the trail, as previously discussed. Waltman will do some checking with NECOG as there are a few financing options the city may qualify for. More discussion to follow in November.

Liquor license renewals from the state will be coming this month. There will be a public hearing November 2 at 7:10 for any concerns/oppositions for liquor license renewals. There will also be a public hearing November 2 at 7:15 pm to discuss and concerns/oppositions of city rented property.

Miscellaneous project updates included the discussion of Junior Achievement and the open seats for mayor and council. The city was asked to donate $300 towards a portion of the Junior Achievement package used to teach an additional class at school. The request was denied, as additional free options may be found.

The Mayor seat and one council seat in Ward 3 are open, as both resignations were effective 9/30. Advertisements for both seats will be put in the paper and anyone interested should contact the finance office.

PUBLIC COMMENTS: As Halloween approaches, there are plans for another year of “trunk or treat” along Sherman Street. There was a request for the city to block off the traffic to prevent construction equipment from going through while the event takes place. It was decided that the street will not be blocked off, however a conversation will be had with the construction company requesting they refrain from using that road for the duration of the event.

UPCOMING MEETINGS: Upcoming meetings include the SDML Conference (via Zoom) October 6-9, a grant writing workshop in Eureka on October 10 for anyone interested, an upcoming Zoning meeting on October 22 at 7 pm, and the next regularly scheduled council meeting for November 2 at 7 pm.

Tschappat left the meeting at 9:58 pm.

EXECUTIVE SESSION: At 9:59 pm Rau moved with a second from Collins to go into executive session to discuss personnel matters. Executive session ended at 10:22 pm, with the decision to hire the best applicant for the Public Works Maintenance Technician position effective October 6, 2020.

At 10:29 pm, Leibel moved with a second from Reis to adjourn the meeting. All in favor, motion carried.

ATTEST:

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Finance Officer Council President

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Published once at an approximate cost of $\_\_\_\_\_\_\_\_\_\_\_\_\_.