City of Leola Council Meeting

December 7, 2020

The Leola City Council met on December 7th in the back room of the Municipal Building. Mayor Royce Erdmann called the meeting to order at 7:01 pm. Present: Mayor Royce Erdmann, council members Trisha Erdmann, Jackie Rau, Richard Reis, Jackie Leibel, and Michael Yost. City maintenance employees Jeff Tschappat, James Hoffman and Finance Officer Sondra Waltman were also in attendance. Council member Tim Collins was absent.

The November minutes were reviewed. A correction was noted, stating the correct Agtegra bill was for $59.98 instead of $238.78 after excluding a golf course expense. Reis moved with a second from Yost to approve the minutes with the correction. All in favor, motion carried.

The treasurer’s report was reviewed. The topic of past due camping debt came up. Waltman will add the bills into the current billing system and send monthly bills with interest. Yost moved to accept the report with a second from Reis. All in favor, motion carried.

At 7:15 pm, a public hearing was held for any/all concerns with renting city property. With no objections made, the rental agreements will be renewed with Susan Hoffman of Healing Hands and with Maria Evans of Maria’s Cut and Curl.

The regular bills and project bills were reviewed. It was stated that the bill from Helms and Associates is coming out of the project’s contingency funds. Reis moved to accept and pay with a second from Rau. All in favor, motion carried. The bills are as follows:

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| **Bills to be Considered - December** |
|  |  |  |
| Agtegra | Supplies |  $ 11.99  |
| American Solutions for Business | Office Supplies |  $ 119.78  |
| AmeriPride | Professional Services |  $ 83.32  |
| Beck Law Office | Legal Services/Waiver/Phone Consult |  $ 218.75  |
| Cahill Bauer & Assoc | Prof Services |  $ 400.00  |
| Company Matches | (SS, Med, Ins, SDRS) |  $ 2,852.49  |
| CorTrust Credit Card | Funeral Flowers |  $ 42.57  |
| Curt's Repair | Repairs/Maint |  $ 140.50  |
| Dependable Sanitation | Sanitation Services |  $ 84.00  |
| DSG | Meter supplies |  $ 1,037.81  |
| Fire Safely First | Fire Extinguishers |  $ 251.40  |
| Gene's Oil | Gas/Fuel & Library heating fuel |  $ 1,120.09  |
| Heartland Papers | COVID Supplies - sanitizer |  $ 260.00  |
| Helms | Prof Fees/Rec Trail |  $ 3,900.00  |
| House of Glass | Doorknob, key copies |  $ 201.06  |
| Kappes Tree Service | Tree Removal (1)/Kallenberger |  $ 150.00  |
| Kary's | Tire repair |  $ 43.00  |
| Leola Library | Books/Supplies |  $ 419.16  |
| McPherson County Herald | Proceedings /Ads |  $ 180.44  |
| McPherson County Highway Dept | Culverts |  $ 1,733.69  |
| Menards | COVID - Cleaning supplies |  $ 175.75  |
| Montana Dakota Utilities | Utilities |  $ 2,237.76  |
| Pam Walz | Books/Supplies |  $ 197.66  |
| Pam Walz | Food boxes - mileage  |  $ 33.60  |
| Payroll | Librarian |  $ 875.00  |
| Payroll | Food Boxes/Pam Walz |  $ 18.60  |
| Payroll | Gov. Buildings |  $ 921.50  |
| ReadiTech | Tech Support |  $ 857.70  |
| Rod Hoffman Construction | Demo house (Kallenberger) |  $ 625.00  |
| Rural Development | 104th Payment for Sewer |  $ 4,021.00  |
| Salary | Water Fund |  $ 2,916.66  |
| Salary | Park Fund  |  $ 2,500.00  |
| Salary | Finance Officer |  $ 2,958.34  |
| SD Governmental FO Association | Membership |  $ 40.00  |
| SD Public Health Lab | Water testing |  $ 15.00  |
| SDML | Annual Dues |  $ 569.60  |
| Valley | Utilities |  $ 143.35  |
| Web Water | November Usage |  $ 8,684.00  |
|   | **TOTAL:** |  $ 41,040.57  |
|   |  |   |
| **Project Pay Requests:** |   |   |
| Dahme's Construction | Contractors |  $ 11,565.72  |
| Helms & Associates | Professional Fees - CONTINGENCY FUNDS |  $ 5,022.65  |
| Hase Plumbing | Meter installation |  $ 5,782.65  |
| Premier Contracting | Pump House |  $ 17,464.97  |
| Milbank Winwater | Meter parts |  $ 2,395.63  |
|   | **TOTAL:** |  $ 42,231.62  |

At 7:28 pm McPherson County Deputy Sheriff Allie Hilgemann joined the meeting to present the monthly county law report. After sharing the updates and asking if anyone had any questions or concerns, she left the meeting at 7:34 pm.

**Water Project:** Due to some issues with meters not reading, the Milbank Winwater Sales rep will be coming to Leola December 8th to inspect/fix/replace the problematic meters. Other updates included the plumber has completed all the installations and Dahme Construction blading the roads mid-late November. The firehall received a 4” meter to better monitor the city’s total water usage, upgrading the previous 1” meter that omitted the fill lines. Rau moved to charge the firehall the monthly minimum bill regardless of usage, with the understanding any leaks/issues are tended to immediately. Leibel seconded the motion, motion carried. Yost and Reis abstained.

**Old Business:**

Dog tags: The Wetonka Shot Clinic that is usually hosted by the city in early December was cancelled due to COVID precautions. The shot clinic will not be rescheduled, so residents will be responsible for making their own appointments to get their dogs vaccinations current. The city requires a copy of the vaccination records to issue a dog tag, along with a $10 fee for spayed/neutered and $15 if not for each dog. The deadline for dog tags remains December 31st, 2020. After the first of the year, there will be a $10 late fee imposed for EACH dog tag. After January 31st, the late fee will be $200 for EACH dog tag.

Trail Grant: Multiple considerations were made, including needing to reroute the trail due to property disputes, higher expensed materials due to COVID-19, a time extension for grant funding, and the review that a total of $27,308.39 for engineering expenses has been charged to date from Helms & Associates. Reis moved with a second from Rau to terminate the trail grant to eliminate additional expenses to the city. Roll call vote: Erdmann, aye; Rau, aye; Reis, aye; Leibel, aye; Yost, nay. Motion passed.

Street snow removal: Due to the favorable weather, the committee has not met to make a snow removal plan. Concerns about pushed snow around fire hydrants were addressed.

Heartland Paper Company: The city will use up what materials they have without committing to another contract at this time. When current materials dwindle, the topic will be later discussed.

Garbage Services: After exploring, our current provider is most cost effective with the services provided. Additional roll off dumpsters were explored but will be expensive. The council did not feel overflow dumpster(s) to be reasonable which would have required an increase to the monthly utility billing.

Road Platting: Helms & Associates are working on officially platting Lundquist Ave and Marian Ave.

Employee Cell Phones: The city has three cell phones on the current phone plan. Reis moved with a second from Erdmann to remove the finance officer’s line from the plan and pay $20 monthly to the finance officer for the use of a personal phone. Motion carried.

COVID/CARES Act: The deadline for reimbursable COVID expenses is December 30. To utilize funding available, 20 boxes of 50 disposable masks will be purchased.

Misc Project Updates: None.

**New Business:**

Insurance: The upcoming insurance renewal was reviewed. The policy premium will tentatively increase to $28,995. The new pump house values will be verified, and a thorough review will be done with changes discussed at the end of the year meeting.

IPMC/Ordinance 2020-03: The International Property Maintenance Code was reviewed. This will supplement the current ordinances, not replace them. Any contradicting concerns, the IPMC will overrule. Reis introduced Ordinance 2020-03: An Ordinance for the Adoption of the International Property Maintenance Code and the first reading was held. Erdmann seconded the motion. All in favor, the motion carried, and the first reading was as follows:

**ORDINANCE 2020-03:**

**AN ORDINANCE FOR THE ADOPTION OF THE**

**INTERNATIONAL PROPERTY MAINTENANCE CODE**

An ORDINANCE by the City of Leola adopting the 2018 edition of the International Property Maintenance Code, regulating and governing the conditions and maintenance of all property, buildings, and structures; by providing the standards for facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupancy and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the City of Leola; providing for the issuance of permits and collection of fees. The City Council of the City of Leola does ordain as follows:

**Section 1.** That a certain document, three (3) copies of which are on file in the office of the City Finance Officer of the City of Leola, being marked and designated as the International Property Maintenance Code, 2018 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Leola in the State of South Dakota for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; proving for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Leola are hereby referred to, adopted and made a part hereof as if fully set out in this legislation.

**Section 2.** Deletions or additions added directly to code book. The following sections are hereby revised:

 Section 101.1; Insert City of Leola

Section 102.7; Insert: The codes and standards referenced in this code shall be those adopted by the City of Leola.

 Section 103.5; Insert: Use of equipment at current State rates and current operator wage

Section 112.4; Insert: Not less than $200.00 or more than $500.00

Section 302.4; Insert: 6” Inches

Section 304.14; Insert: June 1st to August 31st

Chapter 3. General Requirements. Remove Section 303

Chapter 6. Mechanical and Electrical Requirements. Remove entire Chapter 6

Chapter 7. Fire Safety Requirements. Remove this entire Chapter 7

**Section 3.** That this Ordinance of the City of Leola entitled 2018 International Property Maintenance Code shall be in effect and all other ordinances or parts of laws in conflict herewith are hereby repealed.

**Section 4.** That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional; such decision shall not affect the validity of the remaining portions of this ordinance. The Leola City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**Section 5.** That nothing in this ordinance or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

**Section 6.** That this ordinance is necessary for the immediate preservation of the public peace, health and safety, and for the support of the municipal government and its existing public institutions and shall take effect immediately upon the passage and publication hereof.

Dated at Leola, South Dakota, this 7th day of December, 2020.

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Mayor, City of Leola

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Finance Officer, City of Leola

1st reading: December 7, 2020

2nd reading: December 28, 2020

Passed & Approved: December 28, 2020

Published: December 17, 2020 & January 7, 2021

Handguns: Finance Officer Waltman received inquiries about the three old police handguns the city owns. If surplused, there were a few interested parties in purchasing. Further investigation will be done with the Sheriff, how the guns were purchased (grant funding or not), what kind of handguns, and the topic will be tabled until the next meeting.

Equipment: Concerns regarding the old red dump truck were brought to the council. The truck runs decent, however there are issues with the split-rim tires and brakes. Repairs for split rims are expensive and the closest repair shop in in Eureka. The maintenance staff was instructed to fix the brakes on the truck. It was suggested to watch the county surplus sites for truck options and the city can budget for in 2022. A 11’ reversible snowplow blade in Huron was found on the SD Federal Surplus Property website. A $1,200 price was negotiated to $1,000. A brand new, similar blade was quoted near $14,000. Tschappat also requested a quick attach and coupler for the new loader. Rau moved with a second from Reis to purchase the 11’ reversible snowplow blade from SD Federal Surplus Property. Motion carried. A desk from the municipal building will be moved to the new pump house to store manuals and maintenance logs.

Misc. Project Updates: Mayor Erdmann and Reis were approached by Glenn Spitzer who proposed larger box culverts at the dam to prevent flooding at the camp site. Cost sharing was proposed at $50,000 city’s responsibility, $50,000 state’s responsibility and the county would cover the remainder. Payment options over multiple years were available. Rau moved with a second from Reis that the city would be interested after further discussion with Spitzer at a meeting to explore more specific details. Motion carried. Minimum wage will be increased to $9.45 effective January 1, 2021.

**Committee Reports:**

Streets/Alley/Restricted Use Site: MDU will be contacted about some streetlights out and a leaning pole at the intersection of Mason St and Conklin Street. Discussion was held on adding “Not Responsible for Accidents” signs at the Restricted Use Site, at the camp site and near the water.

Water/Sewer: There was one disconnected water service this month due to delinquent bills.

Parks/Rec/Pool: The maintenance staff was requested to put all picnic tables and benches under the shelters for winter. Any garbage/tree branches need to be cleaned up. There was a wooden spool at the dam. Reis expressed interest and would pick it up. Waltman will contact MDU to disconnect power at the campgrounds as the favorable weather extended the traditional camping season.

Buildings/Equipment: Questions were asked why equipment is parked outside and not in the shop. The shop is storing the pool liner and Dahme Construction’s fittings for the project. It was noted to clean up and reorganize to get more equipment inside. The Citizen Building elevator is not working properly. Repair phone calls are in progress. An update will be available for the next meeting.

Code Enforcement/Law Enforcement/Library: An update from Mike Olson, Code Enforcer was reviewed. After formally adopting the International Property Maintenance Code, further action can be taken. The library report was reviewed.

Zoning: Building permits were issued to Rau (20-29), Erickson (20-30), and Schauer (20-31). A request was made to dispose cement at the RUS. Cement is not permitted as the RUS is full, however burnable material is allowed. Since the RUS is closed for the season, special arrangements must be made through the city office.

Lead: None.

**Public Comments:** Scott Schauer requested to purchase fill from the city. The council declined the request, as he lives out of city limits.

**Upcoming Meetings:** The annual report workshop will be in January; Waltman will attend a series of election trainings; Jim Hoffman will attend (in person or virtually) classes for needed water certifications; and the next council meeting will be Monday, December 28th at 7 pm for the end of the year meeting.

**Correspondence:** A thank you card for the flowers from the family of Mary Lou Lechner was shared with the council.

**Executive Session:** None.

**Additional Topics:** A “Blessed Memories” Leola print was inquired about. Rau moved with a second from Leibel to sell the print for $400 with all the proceeds being forwarded to John Reis. All in favor, motion carried. Reis abstained. Maintenance staff was instructed to prioritizes a “wish list” of equipment needs/updates so the council is aware and can budget accordingly. It was noted the maintenance team are together due to one vehicle, so they were encouraged to track personal milage for reimbursement and go separate directions to be more efficient. Mayor Erdmann stated Kippley Tax in Aberdeen has free auto logbooks for tracking ease. Evaluations will be done at the yearend meeting. Council emails will be removed from the city website, as they are no longer utilized. Mayor and council members were encouraged to double check their keys to make sure everyone has current copies and old copies have been handed in.

At 10:25 pm, Reis moved with a second from Rau to conclude the meeting. All in favor, motion passed.

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ATTEST: Royce Erdmann, Mayor

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Sondra Waltman, Finance Officer

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