City of Leola Council Meeting

August 4, 2021

The meeting was called to order at 7:11 pm by Council President Michael Yost. Present council members: Jackie Rau, Richard Reis, Alan Wimer and Brett Schaible. Mayor Royce Erdmann and Jackie Leibel were absent. City personnel present: Jeff Tschappat, Jim Hoffman and Sondra Waltman.

When reviewing the minutes, the special meeting minutes held the incorrect due date for the project. The minutes from July 22 stated July 8, 2021 was the deadline when it actually was July 15, 2021. Schaible moved with a second from Rau to approve the regular and special meeting minutes with the correction. All in favor, motion carried.

Reis moved with a second from Schaible to approve the treasurer’s report. All in favor, motion carried.

After review, Wimer made a motion to pay all regular bills and project bills. Schaible seconded the motion. All in favor, motion carried.

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| **Bills to be Considered for August 2021** |
|   |   |   |
| Agtegra | Gas/tire repairs/tools/oil |  $ 248.44  |
| Aramark | Office Services/Supplies |  $ 85.76  |
| Beck Law | Audit Letter |  $ 175.00  |
| Bruce Kleinsasser | Consult/Certifications/Supplies |  $ 4,275.82  |
| Cahill Bauer & Assoc | Progress Billing for 2020 |  $ 6,787.50  |
| Code Enforcement Specialists | Services through 7/30/21 |  $ 596.70  |
| Corporate Trust/US Bank | 3rd Quarterly Pmt - Water Project |  $ 2,681.05  |
| CorTrust Visa | Postage/Payroll Fees/Backboard/Bolt |  $ 522.25  |
| Climate Contol | Pool Heater Repair |  $ 492.81  |
| Dependable Sanitation | Garbage Collection |  $ 96.00  |
| DSS | Lifeguard Shirts |  $ 180.00  |
| Farmer's Union Oil | Propane - Pool heater |  $ 279.41  |
| Gene's Oil Company | Gas & Diesel |  $ 288.88  |
| Hawkins | Test kit/chlorine |  $ 2,100.74  |
| Leola Library | Books/DVDs |  $ 81.25  |
| McPherson Co. Herald | Ads/Proceedings |  $ 261.46  |
| Menards | New Lock on Citizen Bldg |  $ 66.99  |
| Michael Yost | Lock for RUS |  $ 14.99  |
| Montana Dakota Utilities | Utilities |  $ 2,696.32  |
| My Aquatic Services | Pool Liner - Final Pmt |  $ 31,495.00  |
| Pam Walz | Books |  $ 283.68  |
| Pam Walz | Mileage |  $ 33.60  |
| Productivity Plus Account | Mower belt |  $ 70.62  |
| ReadiTech | Tech Support |  $ 23.70  |
| Runnings | Keys for CB |  $ 19.90  |
| Rural Development | 112th Payment for Sewer |  $ 4,021.00  |
| SD One Call | Q2 2021 services |  $ 21.00  |
| SD Health Lab | Water testing |  $ 15.00  |
| SDML | Budget Training |  $ 125.00  |
| Sondra Waltman | Key labels/first aid supplies (pool)/postage |  $ 20.27  |
| That Guy Lawn Care | Weed spraying |  $ 413.00  |
| Valley | Telephone, Fax, Internet |  $ 457.38  |
| WEB Water | Water for July |  $ 8,294.15  |
| Payroll | Finance Office |  $ 3,360.00  |
| Payroll | Government Buildings |  $ 741.00  |
| Payroll | Library |  $ 727.00  |
| Payroll | Mayor/Council |  $ 18.90  |
| Payroll | Sewer |  $ 2,916.66  |
| Payroll | Parks |  $ 2,500.00  |
| Payroll | Pool |  $ 1,954.25  |
| Paryoll | Zoning |  $ -  |
| Payroll | SD Health Pool - Aug |  $ 1,475.84  |
| Payroll | SS, Med, W/H, SDRS with Matches |  $ 1,514.52  |
|   | Total |  $ 82,432.84  |
|   |   |   |
| **Bills for Water Project** |   |   |
| Dahme Construction | PROJECT CONTINGENCY FUNDS |  $ 27,201.14  |
| Helm's & Associates | PROJECT CONTINGENCY FUNDS |  $ 3,348.45  |
| NECOG | PROJECT CONTINGENCY FUNDS |  $ -  |
|   | Total |  $ 30,549.59  |

At 7:15 pm, Rau introduced the 2022 Budget Ordinance 2020-02 to be read for the first time and moved to adoption. Wimer seconded the motion and with all in favor, the motion carried. The first reading was held as follows:

ORDINANCE 2021-03

CITY OF LEOLA

2022 APPROPRIATION BUDGET

101 GOVERNMENTAL FUND GENERAL FUND

101-41000 GENERAL GOVERNMENT

41150 Contingency 32,415.00

41200 Mayor & Council 46,500.00

41300 Elections 1,450.00

41410 City Attorney 2,500.00

41420 Financial Administration 173,250.00

101-41000 TOTAL GENERAL GOVERNMENT 256,115.00

101-42000 PUBLIC SAFETY

 42100 County Law Enforcement 45,500.00

42200 Fire-Siren 500.00

42300 Protection & Inspection-Code Enforcement 8,100.00

101-42000 TOTAL PUBLIC SAFETY 54,100.00

101-43000 PUBLIC WORKS

43100 Streets 150,100.00

43200 Sanitation 8,700.00

101-43000 TOTAL PUBLIC WORKS 158,800.00

101-44000 PUBLIC HEALTH

44130 West Nile Fund 2,500.00

101-44000 TOTAL PUBLIC HEALTH 2,500.00

101-45000 CULTURE & RECREATION

45110 Golf Course 6,000.00

45120 Pool 56,150.00

45130 Miscellaneous Culture & Rec 4,450.00

45230 Parks 66,700.00

45500 Library 17,300.00

45700 Historical Preservation-Museum 100.00

101-45000 TOTAL CULTURE & RECREATION 150,700.00

101-46000 CONSERVATION & DEVELOPMENT

46320 Redevelopment 8,100.00

101-46000 TOTAL CONSERVATION & DEVELOPMENT 8,100.00

**TOTAL GENERAL FUND APPROPRIATIONS 630,315.00**

21700 REVOLVING LOAN FUND

UNASSIGNED FUND BALANCE 45,902.20

128 REVENUE 8,916.96

172 EXPENDITURES 25,350.00

TOTAL SPECIAL REVENUE RETAINED 29,469.16

MEANS OF FINANCE GENERAL FUND

GOVERNMENTAL FUNDS:

UNASSIGNED FUND BALANCE 222,014.70

31000 TAXES 367,825.30

32000 LICENSES & PERMITS 4,000.00

33000 INTERGOVERNMENTAL REVENUE 30,000.00

34000 CHARGES FOR GOODS & SERVICES 3,700.00

36000 MISCELLANEOUS REVENUE 2,775.00

**TOTAL MEANS OF FINANCE – GENERAL FUNDS 630,315.00**

PROPRIETARY FUNDS WATER SEWER

Expenditures

 Personnel Services 24,000.00 24,000.00

 Operating Expenses 80,250.00 23,000.00

 Debt Service 10,724.20 48,252.00

 Retained Earnings 2,409.80 27,364.00

 Total Proprietary Expenditures: 117,384.00 122,616.00

Means of Finance

Charges for Goods and Services 117,384.00 122,616.00

 Total Proprietary Means of Finance: 117,384.00 122,616.00

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 1.20% & 1.56% GROWTH 236,725.30

AVAILABLE OPT OUT 30,000.00

TOTAL MONIES LEVIED FOR 266,725.30

First Reading: August 4, 2021

Second Reading: September 8, 2021

Published: August 19, 2021 & September 16, 2021

Effective: October 6, 2021

ATTEST:

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Sondra Waltman, Finance Officer Royce Erdmann, Mayor

Public Hearing on the 2022 Appropriations Ordinance 2021-03 will be held at 7:15 pm on Wednesday, September 8, 2021, in the Council Room of the Municipal Building, at which time, any opposition may come before the Council.

Water Project: Some settling issues were discussed along with grass planting/replanting concerns. After Labor Day, the grass planting portion of the project will commence. If there are concerned areas, please make them known to the Finance Office ASAP.

At 7:26 pm McPherson County Deputy Sheriff Allie Hilgemann joined the meeting to discuss the monthly county law report. With no questions from the council, she was thanked for her services and left the meeting.

OLD BUSINESS

State Surplus Vehicles: Some feasible vehicles were discussed. Since they were found in the Rapid City area, the council will keep looking. UTVs were also discussed as options.

WEB Water: Due to a rate increase by WEB Water to the city, there will be an increase passed along to city patrons. Bulk water will rise to $0.05 per gallon, the minimum water usage cost $0.25 (for a base water charge of $34.25) and an increased prorated amount of $0.25 per 1,000 gallons used after the minimum. All increases are effective October 1, 2021. As a reminder, the increase WEB issued in 2020 was absorbed by the city and not passed along to patrons.

Lundquist Dam Culverts: In 2020 the city was asked to contribute $50,000 to the Lundquist Dam culverts/road updates payable over several years. Since work has begun, Rau moved with a second from Wimer to pay $5,000 to McPherson County to help defer the expense. All in favor, motion carried.

Pool/Splash Pad: The Leola School inquired about having the kids in school (once in session) have a swim day at the pool. The school was willing to help defer expenses associated. Wimer moved with a second from Reis to approve the swim day at the pool if the lifeguards are available and dismissed from their classes. All in favor, motion carried. Waltman will notify the school. Splash Pads were discussed. Waltman contacted the City of Doland to inquire about their new splash park and expenses associated. After learning the cost fell in the range of $250,000, the council realized it was an unobtainable option to explore at this time. The small activity splash pads that have been at the pool this summer were donated by Mark and Jackie Rau and they were thanked for their donation.

Council member Jackie Leibel joined the meeting at 7:42 pm.

Advanced Asset Alliance (AAA): Council reviewed a formal collection policy to post on the website. Waltman called city attorney Vaughn Beck to discuss other collection options. Beck suggested to file a special assessment tax with the property. When asked what happened if the county were to gain possession via a tax deed, the city would not recover any of their losses. Rau moved with a second from Reis to accept and approve the collections policy and to proceed with AAA. All in favor, motion carried.

At 7:45 pm the Rau Appeal concerning a code enforcement letter commenced. Jackie Rau excused herself from the council table to discuss as a citizen, not as council member. She explained that she received two letters concerning two properties. They cleaned up the concerned areas of old wood/debris. Rau was asking to appeal the other items, such as the old tractor and tires because they are used as parts and don’t have weeds around them. Reis moved to grant the appeal contingent on it staying in that condition. Wimer seconded the motion. All in favor, motion carried. Rau abstained from the vote. After the appeal, Rau returned to the council table.

NEW BUSINESS

Municipal Building Flooring: After looking at the carpet in the finance office and council meeting room, Wimer moved with a second from Schaible to explore options/quotes for updated flooring. All in favor, motion carried.

Streets: Outside of the water project streets, council reviewed additional streets in town to chip seal while the crew’s timing and materials permit. While being conscious of the expense to the city, council discussed which streets to chip seal with a double chip layer. Schaible moved with a second from Wimer to hire Jensen Rock and Sand to apply a double chip seal layer on 3rd Street (between Broadway St and Fifth Ave), Conklin Street (between Fifth Ave and Seventh Ave), and Grant Street (between Main Street and Moulton Street). All in favor, motion carried.

Surplus HP Officejet Pro 8500: Librarian Pam Walz reported that her eleven-year-old printer was no longer functioning. Wimer moved with a second from Leibel to surplus the HP Officejet Pro 8500 printer at no value and to dispose of it. All in favor, motion carried.

COMMITTEE REPORTS

Street, Alley & Restricted Use Site: Some culverts in town are damaged/need replaced. Maintenance was advised to make a list and prioritize them. Concrete was discussed at the RUS. Oban Construction has been contacted and will come grind/haul concrete when their schedule allows. Discussion was held on regulating what is disposed at the RUS/bunker areas. The large item collection dumpster will be available tentatively from September 13 through October 11.

Water & Sewer: Regarding bills, there were 38 late notices sent out, 16 properties posted, and 3 services disconnected for nonpayment.

Park, Rec & Pool: The pool is short staffed for the weekend of August 6-8 and won’t be open due to a lack of available lifeguards. The last day the pool will be open to the public is August 15. The slide at the park by the pool needs to have the bolts tightened. Maintenance was instructed to follow up and review all playground equipment. Discussion on cleaning out the dam was held.

Building & Equipment: Windows at the library need to be replaced. Wimer moved with a second from Rau to obtain quotes for both 10-year and 20-year warranty windows, installed. All in favor, motion carried.

Code Enforcement, Law Enforcement & Library: The monthly reports were reviewed. Priority lists from council members were merged to prioritize concerns. The finalized list will be given to Code Enforcer Mike Olson to aid with uniformity. Mike Olson will be asked to attend the next council meeting to go over any questions/concerns.

Zoning: The Zoning Board met prior to the council meeting and a summary was shared. Issued permits were reviewed. Discussion was held on 709 Conklin Street. There was a building permit submitted without payment, but the zoning board recommended to not approve the permit and proceed with the property abatement. Schaible moved with a second from Wimer to comply with the given recommendation, proceed with the abatement and obtain quotes. All in favor, motion carried.

COMPLAINT FORMS: Personnel issues to be discussed in executive session.

PUBLIC COMMENTS: None.

UPCOMING MEETINGS: The next regular meeting will be Wednesday, September 8th at 7 pm due to Labor Day being Monday September 6th.

CORRESPONDENCE: South Dakota DANR sent a letter stating there will be a RUS inspection on Tuesday, August 10 at 12 pm. Wimer volunteered to oversee the inspection. Joyce Carman, owner of Billy’s Bar and Grill, contacted the city office inquiring if the city could use any extra chairs as she replaced hers in the restaurant. Some chairs were placed in the waiting room of the Medical Building, and some will go to the golf course. She was publicly thanked, and a card will be sent. Assistant Finance Officer Deb Weiszhaar submitted her letter of resignation effective at the end of 2021. The council thanked her for her four years of service at the city.

EXECUTIVE SESSION: At 11:11 pm Wimer moved with a second from Reis to go into executive session for personnel discussion per SDCL 1-25-2. All in favor, motion carried. Executive session ended at 12:52 am with no action taken.

At 12:54 am, Rau moved with a second from Leibel to adjourn. All in favor, motion carried.

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ATTEST: Royce Erdmann, Mayor

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Sondra Waltman, Finance Officer

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