**City of Leola Council Meeting**

**May 04, 2020**

The City of Leola City Council Meeting was called to order at 7:05 p.m. by Mayor Thomas W. Theisen via Cisco Webex Meetings online. City council members present: Lindsey Bollinger, Tim Collins, Jackie Rau, Richard Reis, and Michael Yost. City staff present: Jeff Tschappat and Deb Weiszhaar.

City Council meeting minutes from April 06, 2020 were reviewed. Meeting minutes approval motion by Yost with a second by Reis. Motion carried via roll call vote (Bollinger-Aye, Collins-Aye, Rau-Aye, Reis-Aye, Yost-Aye).

Treasurer’s Report was read by Mayor Theisen. Report approval motion by Collins with a second by Rau. Motion carried via roll call vote (Bollinger-Aye, Collins-Aye, Rau-Aye, Reis-Aye, Yost-Aye).

City Bills were reviewed. Bills approval motion by Reis with a second by Collins. Motion carried via roll call vote (Bollinger-Aye, Collins-Aye, Rau-Aye, Reis-Aye, Yost-Aye).

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| **Bills to be Considered -May** | | |
| Agtegra | Tires - Telehandler/Repairs | $ 172.98 |
| AmeriPride | Professional Services | $ 83.32 |
| Company Matches | March Salary (SS, Med, Ins, SDRS) | $ 2,201.99 |
| Council Payroll | Food Boxes/Pam Walz | $ 18.60 |
| Council Payroll | M & C Fund March 1st Qtr | $ - |
| American Solutions for Business | Printer Toner | $ 211.46 |
| Finance Office | Finance Officer Salary | $ 3,082.51 |
| Dependable Sanitation | Sanitation | $ - |
| Curt's Rpair | Pickup Brakes/Dresser Switch | $ 501.84 |
| Code Enforcement Specialists | Enforcements/ Mileage | $0.00 |
| EMI Insurance | Lawn Mower | $58.00 |
| EMC Insurance | Expense Audit Premium increase | $4,635.00 |
| Harland Clarke Check CO. Bank | Check Blanks | $ 287.25 |
| Postmaster | Postage (water)& Sewer | $ 63.15 |
| Gene's Oil | Heating Oil/Gas/Fuel | $ 47.66 |
| SD One Call | 13 Messages January to March | $ 13.65 |
| Hourly Pay | Street Fund - April | $ - |
| Hourly Pay | Water/Sewer -April | $ - |
| Hourly Payroll | Gov. Buildings - April | $ 926.25 |
| Leola Library | Books/Supplies - April | $ 62.07 |
| Library Payroll | Librarian - April | $ 725.00 |
| Leola City | Transfer Project fee to GF | $ - |
| Menard's | Cleaning Supplies | $ 5.88 |
| McPherson County | Law Enforcement | $ - |
| McPherson County Herald | Proceedings /Ads | $ 100.98 |
| Montana Dakota Utilities | Utilities | $ 2,687.41 |
| Pam Walz | Books/Supplies - April | $ 262.87 |
| Pam Walz | Food boxes - mileage | $ 33.60 |
| Deb Weiszhaar | Supplies- Office | $ 11.79 |
| ReadiTech/DRN | Tech support/Backups | $ 23.70 |
| Rod Hoffman Construction | Curb Stop | $ - |
| Westside Heating | Propane - City Shop | $ 130.00 |
| Heartland Paper | COVID 19 Supplies/ Cleaning Supplies | $ 346.44 |
| Rural Development | 97th Payment for Sewer | $ 4,021.00 |
| Salary | Streets/Park Funds - April | $ 2,919.84 |
| Salary | Water/Sewer Funds - April | $ 2,252.69 |
| SD Public Health Lab | Water testing / Sewer Testing Lagoon Discharge | $ 170.00 |
|  |  |  |
| Valley | Utilities | $ 408.95 |
| Web Water |  | $0.00 |
| Web Water | March Use - $25.00 Gift Cert | $ - |
|  | **TOTAL:** | $ 26,465.88 |
| **Project Pay Requests:** |  |  |
| **Dahme's Construction** |  | 52,749.81 |
| Helms & Associates |  | $ 16,347.95 |
| Premier Contracting | Pump House | $ - |
| Force PR Accts | Jeff & Dan Installation of Meters | $ - |
|  | **TOTAL:** | $ 69,097.76 |

**Water Project:** Jeff Tschappat and Tim Collins reported on the progress of the water project. Dahme’s Construction has been working on the intersection of the streets of Williams and Sherman. The pump house is to be hooked up and working by Wednesday, May 06, 2020.

**Committee Reports:**

**Streets, Alleys, Restricted Use Site**: Discussion was held on the condition of the city streets. Restricted use site is being used by Dahme’s Construction. Local cleanup loads have been taken out to the site as well. To ensure compliance, access via lock and key with a daily check-in/check-out at the city office for contractors was discussed.

**Water and Sewer:** Water is being fed directly by WEB Water until the new pump house is connected. Pressure may vary at different times during the day. A discussion on the closure of Elm Street by Premier Contracting by the new pump house took place. For public safety, the addition of roadblocks, signs and cones was recommended for implementation.

**Park, Recreation and Pool:** Electricity was turned on at the city parks and garbage collection is available.

**Building & Equipment**: New Pump House construction is complete.

**Code Enforcement, Law Enforcement and Library Reports**: Law enforcement report and Library report were shared online for viewing as well as read. A discussion on cleaning the entry way at the library building took place.

**Zoning:** The following zoning permits have been issued: 20-04 Trevor Van Tilburg, 20-05 Alan Wimer, 20-06 & 20-07 Doug Yost, 20-08 Agtegra Station, 20-09 J. Anna

**Steering Committee/LEAD Committee:** Nothing to report.

OLD BUSINESS:

Personnel handbook updates: Review and adopt at June meeting.

Misc. project updates: Signage grant will be sent to bidders and information was requested on how to handle any and/or all old signs.

Pool employees: 1 application has been received. Motion by Bollinger with a second by Collins to place ads in the McPherson County Herald and other avenues to get more applicants. Motion carried via roll call vote (Bollinger-Aye, Collins-Aye, Rau-Aye, Reis-Aye, Yost-Aye).

PUBLIC COMMENTS: Mayor Theisen read the guidelines and procedures presented by the Leola Golf Course board, John Bender discussed summer baseball program guidelines and procedures and Susan Hoffman discussed opening her business via very strict guidelines, all in relation to COVID-19 precautions. Mayor Theisen offered all members of the public who participated in the online meeting 3-minutes to share their thoughts and feedback about the current COVID-19 resolution as well as read comments and feedback provided on a City of Leola, SD facebook page post in advance of the meeting.

NEW BUSINESS:

Discussion was held on the City of Leola’s COVID-19 resolution, current COVID-19 news and updates and the Governor’s Back-to-Normal recommendations for lifting restrictions. Mayor Theisen asked each council member one-at-a-time to share their thoughts on the current resolution.

A Motion was made by Rau to amend the current COVID-19 Resolution to allow dine-in customers at all businesses with six-foot social distancing, employee health screenings, cleaning guidelines, etc. after providing a written plan to the City of Leola. Upon further discussion, Rau withdrew her motion.

A motion was made by Reis with a second by Bollinger to rescind the current COVID-19 Resolution 20-02, while encouraging all businesses to continue to monitor and follow all CDC and State of South Dakota guidelines. The rescinding of the current COVID-19 resolution would take effective immediately upon its passage and the city office would provide a letter along with South Dakota’s Back-to-Normal plan outline and a thank you to all business for cooperating with the COVID-19 Resolution. The motion carried via roll call vote (Bollinger-Aye, Collins-Aye, Rau-Nay, Reis-Aye, Yost-Aye).

May Malt Liquor RB License Renewal: No hearings required for renewal of licenses for G’s Convenience, Billy’s Bar & Grill, Ten 45 Grocery & Café, and the Leola Legion Bar.

Approval motion by Bollinger with a second by Reis for all license renewals to be accepted. Motion carried via roll call vote (Bollinger-Aye, Collins-Aye, Rau-Aye, Reis-Aye, Yost-Aye).

The City of Leola Annual Report for 2019 has been submitted to and was approved by the Department of Legislative Audit. A timeline for CaHill & Bauer to conduct and complete the City of Leola audit for 2019 has yet to be determined.

Credit Board Recommendation Review: An approval motion was made by Reis with a second by Bollinger to allow 21st Century to defer loan payments until June 2020 and add them to the end of the loan payments. The motion carried via roll call vote (Bollinger-Aye, Collins-Aye, Rau-Aye, Reis-Aye, Yost-Aye).

Misc. project updates: Jeff Tschappat provided an update on Game Fish and Parks stocking Doc’s Pond with fish this spring. Council member Rau provided an update on Holm Park Apartments in relation to standing water in the crawl space that will need to be repaired.

The open Public Works Supervisor position was discussed and reviewed. A motion was made by Bollinger with a second by Collins to begin advertising for this position. Motion carried via roll call vote (Bollinger-Aye, Collins-Aye, Rau-Aye, Reis-Aye, Yost-Aye).

Upcoming Meetings: N/A

Correspondence: SD DOT has funding available. More information will be provided at the June Meeting.

Executive Session: N/A

Adjournment: A motion was made by Reis with a second by Bollinger to adjourn the meeting at 10:10 p.m. Motion carried via roll call vote (Bollinger-Aye, Collins-Aye, Rau-Aye, Reis-Aye, Yost-Aye).

ATTEST:

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Mayor – Thomas W. Theisen Asst. Finance Officer

The city is an equal opportunity provider and employer.

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