**City of Leola Council Meeting**

**June 01, 2020**

The City of Leola City Council Meeting was called to order at 7:00 p.m. by Council President Michael Yost. City council members present: Lindsey Bollinger, Jackie Rau, Richard Reis, and Michael Yost. City staff present: Jeff Tschappat and Deb Weiszhaar. City residents in attendance: Glenn Spitzer, Jackie Leibel, Jim & Barb Goebel.

City Council meeting minutes from May 04, 2020 were reviewed. Mayor Theisen arrived at 7:03 pm. A correction to the May 04, 2020 Minutes stated Leola Legion Bar does not purchase a malt liquor license in May. Their license is renewed in November. Meeting minutes approval motion by Reis with a second by Bollinger. Motion carried.

Treasurer’s Report was reviewed. Report approval motion by Bollinger with a second by Reis. Motion carried.

City Bills were reviewed. Bills approval motion by Reis with a second by Bollinger. Motion carried.

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| **Bills to be Considered -June** |
| Agtegra | Misc. Supplies |  $32.89  |
| AmeriPride | Professional Services |  $83.32  |
| Company Matches | May Salary (SS, Med, Ins, SDRS) |  $1,482.87  |
| Council Payroll | Food Boxes/Pam Walz |  $0.00  |
| Council Payroll | M & C Fund March 1st Qtr |  $0.00  |
| Leola Athletic Association | Donation |  $1,500.00  |
| Finance Office | Finance Officer Salary |  $2,916.66  |
| Dependable Sanitation | Sanitation |  $96.00  |
| WinWater | Water Supplies | $336.57  |
| Auto Insurance | Insurance | $779.25  |
| CorTrust Bank | Credit Card Expense (Supplies) | $122.24  |
| DENR | Environmental Fee |  $220.00  |
| Ten 45 Grocery & Café | Cleaning Supplies |  $13.26  |
| Gene's Oil | Heating Oil/Gas/Fuel |  $229.82  |
| Hourly Pay | Street Fund - May |  $0.00  |
| Hourly Pay | Water/Sewer -May |  $2,916.66  |
| Hourly Payroll | Gov. Buildings -May |  $926.25  |
| Leola Library | Books/Supplies - May |  $184.45  |
| Library Payroll | Librarian - May |  $990.00  |
| Susan Hoffman | Election Worker |  $130.00  |
| Holly Mueller | Election Worker |  $130.00  |
| Keenan Stoecker | Election Worker |  $130.00  |
| Leola Fire Dept |  Fire Works Donation  |  $500.00  |
| McPherson County Herald | Proceedings /Ads |  $262.54  |
| Montana Dakota Utilities | Utilities |  $2,111.03  |
| Pam Walz | Books/Supplies - May |  $320.04  |
| Pam Walz | Food boxes - mileage |  $33.60  |
| Deb Weiszhaar | Supplies-Postage-Memorial |  $124.72  |
| ReadiTech/DRN | Tech support/Backups |  $93.20  |
| Heartland Paper | COVID 19 Supplies/ Cleaning Supplies |  $535.68  |
| Rural Development | 98th Payment for Sewer |  $4,021.00  |
| Salary | Park Funds - May |  $0.00  |
| Salary |   |  $2,916.66  |
| SD Public Health Lab | Water testing / Sewer Testing Lagoon Discharge |  $59.00  |
| Valley | Utilities |  $416.38  |
| Web Water | April Usage | $5,869.05  |
| Web Water | May Usage |  $0.00  |
|   | **TOTAL:** |  $ 30,483.14  |
| **Project Pay Requests:** |   |   |
| **Dahme's Construction** |   |  $0.00  |
| Helms & Associates |   |  $25,493.20  |
| Premier Contracting | Pump House |  $76,099.75  |
| Force PR Accts | Jeff & Dan Installation of Meters |  $0.00 |
|   | **TOTAL:** |  $101,592.95  |

**WATER PROJECT:** Mayor Theisen presented the letter from Dahme’s Construction to the council. Dahme’s request a six- week extension to work on the 3-M Project and the NSU Project. They would like to extend the chip sealing of the streets until Spring of 2021. The City Council shared resident concerns as well as their own regarding the street situation, dirt piles accumulating, drainage issues, etc. Jeff Tschappat presented information on the new pump house. A new panel is needed.

Motion by Reis with a second by Bollinger to allow Dahme Construction the six-week extension, with the provision that they perform street clean-up expeditiously as well as assist the City of Leola with the labor required to fix drainage issues as outlined on the City of Leola map. Motion carried.

Jordan Hintz from NECOG held a Public Hearing by telephone conference call at 7:10 pm. Mr. Hintz inquired, ”Does anyone have any comments or concerns regarding the project and /or its funding?”

No concerns were voiced on the CDBG Funding of the Project. Project issues: Glenn Spitzer commented that he has low water pressure at his Crete Street hook up, his driveway is torn up and very soft on this property. Jim Goebel discussed the dirt pile holding water on his property and the culvert that was damaged on Lundquist Street. City Council member comments were in relation to the rough streets and existing dirt piles. Mr. Hintz stated that he will relay the messages to Dahme’s Construction. The conference call and public hearing ended at 7:36 pm.

Deputy Sheriff Allie Hilgemann presented the monthly law report.

**COMMITTEE REPORTS:**

**Streets, Alleys, & Restricted Use Site:** Discussion was held on the restricted use site hours and updating the hours on the sign.

**Water & Sewer**: Discussion was held on low water flow at Agtegra Elevator and Glenn Spitzer’s property**.**

**Park, Recreation and Pool:**  Discussion was held on the Pool Liner Grant. Pressure testing must be done before the liner can be installed. Bid cost is high for the pressure test.

Motion by Reis with a second by Bollinger to accept a new bid up to 20% plus or minus the original bid. Motion carried.

Further discussion was held on opening the Pool. The City Council decided to not open the pool for the summer and get it repaired and ready for next season. Discussion was held on replacing the concrete in the pool. Tim Collins will get in contact with Sudlow Construction and request a quote for this project. Hiring pool employees was also discussed.

Motion by Rau with a second by Bollinger to keep the pool closed this summer, to investigate all possibilities for existing repairs/new liner or a new pool/new liner and present findings at the July Council Meeting. Motion carried.

Additional discussion was held on hiring part-time seasonal help.

Motion by Bollinger with a second by Collins to hire a part-time person for up to 20 hours per week at $10.00 per hour to assist with City of Leola Public Works duties. Motion carried via roll call vote (Yost–Aye, Reis-Aye, Rau-Aye, Bollinger-Aye, Collins-Aye.

**Building & Equipment:** The loader is currently not working. Jeff requested permission for Curt’s Repair to get an estimate of the cost to repair it. Discussion was held on a new loader purchase and Mayor Theisen informed the City Council about a new grant opportunity for city related equipment. Motion by Rau with a second by Collins to research and pursue this opportunity. Mayor Theisen will contact Jordan Hintz to discuss options and present findings at the next meeting. Motion carried.

A furnace room renovation project in the Municipal Building was discussed. Quotes will be requested.

**Code Enforcement, Law Enforcement, Library Report**: Library report was presented and approved. Code Enforcement Officer needs to return to Leola to proceed with projects already in place and to address new issues. Mayor Theisen will contact Joel Johnson. Discussion was held on the proper process for condemning buildings, houses and/or property within city limits.

**Zoning (Building Permits):** 20-11 Jennifer Lefforge/Crystal Schaffer - Remodel house

 20-12 Luke Jorgenson - Remodel House and Fix Basement Wall

Discussion was held on the drainage issue behind Alan Wurtz’s residence. Tim Collins and Richard Reis will look at the lot.

**Steering Committee/LEAD –** No report.

**OLD BUSINESS:**

Motion by Rau with second by Yost to approve the 1st Reading of the Personnel Handbook. Motion carried.

Holm Park Apartments – Water drainage under the apartments has caused issues within the crawl space. A bid from Jason Gill for repairs was discussed. Holm Park Apartments requested financial assistance from the City for the repairs.

Motion by Bollinger with a second by Collins to hire Jason Gill at $6,595.00 along with an emergency 10% contingency to repair Holm Park Apartments. Motion carried.

**Public Comments:** Richard Reis asked on behalf of the Leola Fire Department for the annual fireworks donation for the 4th of July celebration. Tim Collins requested the use of the telehandler and the operator to put up lights at the baseball field. This was approved with the understanding that Jeff Tschappat will operate the telehandler. Mayor Theisen shared that Jacey Weig had contacted him about chairs purchased and placed out at the Leola Dam (Doc’s Pond). The City of Leola did not remove the chairs and has no knowledge of their whereabouts. Continuing, the Weig’s expressed concerns about gravel that they paid for that was removed during clean-up from their property. Gravel from Spitzer’s was requested and brought over by Jeff Tschappat to replace what may have been removed accidentally as part of any clean-up proceedings.

**NEW BUSINESS:**

A generator maintenance agreement is needed for the new generator at the Pump House, the Citizen’s Building and the shop generator. Quotes will be requested.

Canvass of Election Results – Council meeting to canvass the election results will be on Thursday, June 04, 2020 at 7:00 pm.

Mosquito spraying was discussed. It was decided that Jeff Tschappat will provide a schedule for spraying every 7-10 days. If weather delays any scheduled spraying, the spraying will be completed on the next/earliest day that weather permits.

**Correspondence** – None

**Executive Session** – None

Motion by Reis with a second by Collins to adjourn the meeting. Motion carried.

ATTEST:

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Asst. Finance Officer Mayor

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