Leola City Council Meeting

October 7, 2019

The Leola City Council met in the council room of the Municipal Building in regular session on Monday, October 7, 2019. Mayor Thomas Theisen called the meeting to order at 7:32 pm with the following council members present Jackie Rau, Gayle Seibel, Lindsey Bollinger and Michael Yost. A quorum was established. Also present were finance officer Sondra Waltman, Trevor Zantow, Deb Weiszhaar, Dan Yost and Jeff Tschappat.

Council member Bollinger moved, and Yost seconded to approve the September minutes, with two changes, which were a typo stating Office 354 instead of Office 365 and the estimated tax dollar levy estimate adjustment of $0.01. Motion carried.

Council member Rau moved, and Bollinger seconded to approve the treasurer’s report. The council also decided to send bills to anyone with outstanding camping fees due, and to continue to do so on a monthly basis. Motion carried.

The council examined the following bills:

Maintenance Salaried Payroll Oct Salary Streets/Park Fund Salary, Matches & Benefits $3,178.49

Maintenance Salaried Payroll October Water & Sewer Fund Salary, Matches & Benefits $3,237.93

Finance Office Salaried Payroll Sept Finance Office Salary, Match, Benefits & Ins. Reim. $3,992.53

Finance Office Salaried Payroll Oct Finance Office Salary, Match, Benefits & Ins. Reim. $3,992.53

Gov’t Bldg. Payroll-Janitor September Janitor Hours-Zulma Velazquez $965.62

Library Payroll September-Librarians & Fill-in Hours $1,010.02

Lifeguard Payroll August/September-Lifeguard-School Lifeguarding Hours $60.38

Council Payroll September Hours-C & M Citizen’s Food Boxes Pay-P. Walz $19.59

Lot Redevelopment Payroll Fill in hours hauling dirt/debris - Hartinger $107.76

Office Department Payroll September Hours- D. Weiszhaar $965.62

Zoning Payroll-Reis September-Building Permits, etc. $107.65

Agtegra Misc. Supplies $82.23

American Solution for Business Office Supplies $126.34

Ameripride Services Paper Products & Service, Mops, Deodorizers, etc. $88.86

Beck Law Office Legal Services $350.00 Butler Cat Mower Arm & Blade $156.28

CorTrust Visa Microsoft Office 365 Additional Charges $6.50

Curt’s Repair Curt’s Repair – Repairs: street/truck/loader $691.10

DSG Parts for Water $520.41

Dependable Sanitation Garbage Collection $91.00

Eureka Ready Mix P Rock $2,765.00

Gene’s Oil Company Gas & Diesel for September $433.23

Hawkins, Inc. Pool-Azone 15 EPA Reg Chemicals & Freight $2,083.45

Homestead Building Supply Misc Parts & Repairs $158.49

Jensen Rock & Sand, Inc. Hot mix (226.65 ton @ $59.50) $13,485.68

JGE Mower Repairs $182.91

Kappes, Candice Consult Fees $1,000.00

Leola Public Library Reimbursement for DVDs, Books, Subscriptions $131.19

McPherson County Sheriff’s Office County Law Enforcement for 4th Qtr. $11,250.00

McPherson County Herald September Publishing $342.52

Montana-Dakota Utilities September Electricity $2,705.86

NAPA Auto Parts Misc. parts $27.68

Productivity Plus Acct (Titan Machinery) Lawn mower Repairs $170.87

Readitech Library Support/Comp Maintenance Office $857.70

Rod Hoffman Construction Labor - Remove Cattails at Dam, Reset Springs-Hydrants $1,120.00

Share Corp Pool Materials $333.94

South Dakota Public Health Laboratory September Coliform Water Testing $15.00

Valley Telephone, Fax, Internet $168.45

Waltman, Sondra Mileage to NEFOG meeting on 9/19/19 $33.60

Walz, Pam DVD & Book Reimbursement $269.19

Walz, Pam Reimbursement-Mileage - Food Baskets $33.60

WEB Water September Water Usage $6,074.50

TABLED BILLS

Network Service Company or Heartland Paper Products $396.24

WATER PROJECT BILLS TO BE APPROVED & PAID ONCE FUNDING IS RECEIVED

Helms and Associates Project Engineer $977.50

Helms and Associates Project Engineer Bidding 100% Complete $550.00

Milbank Winwater Water Project Water Meters, Software & Remote Training $66,490.49

Milbank Winwater Water Project Backordered Water Meters, Software & Remote Training $708.34

TOTAL WATER PROJECT ENGINEERING TO BE PAID ONCE FUNDING IS RECEIVED TOTAL $68,726.33

WATER PROJECT BILLS APPROVED & PAID WITH LOAN FUNDING & CDBG RECEIVED

Meierhenry Sargent LLP Bond Counsel Services 18,910.00

Helms & Associates 50% Bidding Complete 2,750.00

Helms & Associates 100% Contract Complete 166,500.00

Helms & Associates 75% Bidding Complete 1,375.00

Helms & Associates As Per Project Engineering Agreement 1,342.50

Dahme Construction Pay Estimate-Stored Materials & 5% Eligible to be Paid to Date on Project 301,949.17

Helms & Associates As Per Project Engineering Agreement 1,830.90

Dahme Construction Pay Estimate-Stored Materials & 5% Eligible to be Paid to Date on Project 94,672.76

Helms and Assoc. 90% Comp. Water System Bidding-$825 & Pump House Drawing & Contr. Change Order-$115 997.50

TOTAL WATER PROJECT PAID AFTER FUNDING WAS RECEIVED TOTAL $590,327.83

City Reimbursed Bid Publishing in the amount of $110.25 for publishing & Attorney Project Legal Fees $1,243.50

TOTAL WATER PROJECT SRF FUNDING RECEIVED TO DATE $591,571.33

NECOG bill for project $14,000.00

Innovation Grant Monies yet to be spent by the Steering Committee: $1,600.00

Upon reflection of the bills, a question regarding the joint law expenses quarterly bill was brought up, comparing quarter 3 to quarter 4. Finance officer Waltman will contact the courthouse requesting an itemized breakdown. Council member Seibel motioned to approve upon verification, seconded by council member Rau. All in favor, motion carried.

At 7:55, McPherson County Deputy Sheriff Allie Hilgemann joined the meeting. At 8:00, Jim Goebel joined the meeting.

Trevor Zantow presented some lawn mower quotes to the council and suggested sharing the investment with the city due to budget cuts on the golf course’s behalf. Upon discussion, it was thought that a 10’ zero turn self-propelled mower would be the best option to be utilized by both the city and the golf course. Zantow will do some more checking on quotes regarding purchase prices/lease to own, etc. to present at the November meeting. Council member Seibel motioned to explore the city/golf course arrangement along with labor hours considered by both parties. Council member Rau seconds, motion carries.

At 8:15, Denise Brandner with the Leola Development Corporation joined the meeting. At 8:20, Rhonda Geditz also joined.

McPherson County Deputy Sheriff Allie Hilgemann presented the council with the monthly County Law Enforcement report.

Rhonda Geditz wanted to inform the council about her business expansion into Leola. Currently, she owns and operates Ipswich Lumber. Geditz has purchased the existing Homestead building and will officially take possession November 1. With the updates needed, she plans on tearing down the existing structure and building a new one. She’ll be closed over the winter months but hopes to open in the spring. Plans include your standard hardware store with lumber and fencing supplies and will be open six days a week.

While discussing the committees, specifically the Streets, Alley & Restricted Use Site, it was brought to the council’s attention that there are a few streetlights that aren’t in working order. Finance Officer Waltman will contact MDU to notify them. The Water & Sewer Committee touched on the Web Water increase. The city will absorb the increased cost for the remainder of 2019, but customers will see a $4 increase on their December usage due in January.

At 8:20, council member Richard Reis joined the meeting. At 8:40, Lucas Hoover with Helms & Associates also joined the meeting.

Discussion was held for the Park, Rec and Pool regarding the power usage at the campgrounds. Due to the time of year, the council decided to postpone this until April’s meeting when three quotes can be presented, and the project can be completed prior to the camping season. The pool and parks will be winterized this week. The pool liner leak was also talked about, but no action was taken. Lucas Hoover brought work orders for Mayor Theisen to sign for the trail from the school to Lindquist Lake. We will then pass along to SD DOT for their signatures. Mayor Theisen will meet with Brandon, the primary contact from Helms & Associates regarding where the next steps are regarding this project.

Jeff Tschappat gave the council an update regarding the city’s loader, and it is up and running. Discussion was held to shop around for a new loader close to the existing one. Council member Bollinger motioned to explore a new loader with payment options, Reis seconded. Motion carried.

Lucas Hoover with Helms & Associates discussed the water project. He reviewed project reports with the council regarding Dahme Construction’s progress, addressed any questions and concerns, and reviewed a pay request. Dahme Construction formally requested a time extension for the project due to weather delays. A change order was presented to the council for approval, but after a few additional days of investigating via digging, Dahme Construction is anticipating the expense to be significantly less. Council member Bollinger moved to request the contract extension; council member Reis seconded. Council member Rau moved to approve the pay request, seconded by council member Bollinger. Council member Bollinger moved to approve the change order; council member Yost seconded. All motions carried.

Council member Seibel left the meeting at 10:10.

The council reviewed the September library report. Code enforcer Mike Olson’s resignation later was presented to the council. He has sold his company but will continue to train the new code enforcer, Joel Johnson until December 2020. Council member Bollinger asked if anyone had heard of vehicle break ins around the community like what happened in Ipswich, but nobody had. She wanted to remind everyone to lock their vehicles and doors.

Council member and zoning administer Reis reported there were a lot of building permits granted since the last meeting. There was also a public hearing regarding the second reading of Ordinance 19-02 which is noted below:

Council Member Rau introduced the following Ordinance 2019-02, to be read the second time and moved for its adoption. Council Member M. Yost seconded the motion. All present Council Members voted in favor. Motion carried. The first reading was held as follows:

ORDINANCE NO.2019-02

AN ORDINANCE AMENDING TITLE 14 SECTION 14.0103 OF THE ZONING ORDINANCES OF THE CITY OF LEOLA.

BE IT ORDAINED BY THE MUNICIPALITY OF THE CITY OF LEOLA, MCPHERSON COUTY, SOUTH DAKOTA, that the following shall be added to Title 14 Section 14.0103 of the Zoning Ordinances of the City of Leola:

After initial issuance of the issued building permit, the permit may be renewed for an additional one (1) year period at the cost of $100.00. A 2nd renewal for a one (1) year period shall be at the cost of $500.00. A 3rd renewal for a one (1) year period shall be at the cost of $500.00.

First Reading: September 4th, 2019

Public Hearing & 2nd Reading: October 7th, 2019

Publication Dates: September 19, 2019 & October 17, 2019

Effective Date: November 4th, 2019

Mayor, City of Leola ATTEST: Finance Officer, City of Leola

NOTICE OF ADOPTION

ORDINANCE No. 2019-2 AMENDING TITLE 14 SECTION 14.0103 OF THE ZONING ORDINANCES OF THE CITY OF LEOLA.

NOTICE is hereby given that Ordinance No. 2019-02 being an Ordinance adding a provision to Title 14 Section 14.0103 of the Zoning Ordinances of the City of Leola, as set forth, was duly adopted by the City of Leola on the 4th day of September, 2019, and that such Ordinance shall be effective November 4th 2019.

Dated this 4th day of September 2019.

Mayor, City of Leola

Jim Goebel was looking for clarification regarding the Kallenberger fence. The council verified that the fence was to be put around the vehicles, not necessarily the property perimeter. He also expressed concerns about excessive garbage around his neighborhood due to neglect/not bagging. The next time Mike Olson is in town the council will ask him to check it out.

Economic Development Director Jacki Hoffman wasn’t present but submitted a progress report to the council. No action was taken. Council member Bollinger suggested if she can’t be available to attend the meeting, she should be available by phone to answer any questions that may arise.

Old business was reviewed. The Finance Office will be closed October 9-11 for the South Dakota Municipal League Conference in Aberdeen for Sondra Waltman and Deb Weiszhaar to attend. The city office will be closed on Monday, October 14 for Columbus Day. There was a FEMA Recovery Scope Meeting regarding the snow event last spring on October 3. The city has 60 days to present FEMA with expenses for reimbursement for the most expensive 48-hour period. The surplus semi trash pump motor and propane tank discussion will be pushed back to November’s meeting, as bids to value the items are still being accepted.

New business was discussed. Minimum wage will be increased to $9.30 on January 1. 2020. New office clothing was talked about for Jeff and Dan (high visibility for city maintenance) and Sondra and Deb (office apparel). These options will be further explored by the council. Former finance officer Candice Kappes had returned her city clothing, but the council thought she should keep it along with the painting she wanted from her office.

Council member Bollinger moved, and council member Yost seconded the motion to add Sondra Waltman to the city’s CorTrust credit card account and to allow petty cash for change for water bills. All in favor, motion carried.

Other new business included a new lighting proposal to replace the lights in the municipal building. 4DK Electric quoted the city per light, so council member Reis motioned, and council member Bollinger seconded to replace 14 light fixtures, which includes the council room, finance office, hallway and bathroom areas.

Billy’s Bar and Grill and the L&L Bar both needed to renew their liquor licenses. Neither had changes from last year, so Billy’s Bar and Grill renewed their on-sale liquor license with Sunday sales, and the L&L Bar renewed their on-sale liquor license with Sunday sales and off-sale liquor license. Council member Reis motioned to approve, and council member Yost seconded. Motion carried.

A public hearing will be held at the November meeting regarding the special events license for the Legion Turkey Raffle, which will be held November 23, 2019. Hearing is set for 8 pm.

New business was concluded by discussing some office updates, regarding some software, new computers, blinds for the council room window, and a bulletin board for the common area by the bathrooms. Deb and Sondra will check out some software options this week at the SDML conference in Aberdeen; Mayor Theisen will get some quotes for November’s meeting regarding new computers. Mayor Theisen will check on prices/quotes regarding the blinds and bulletin board.

At 11:25, council member Yost motioned, and council member Bollinger seconded for executive session. Executive session ended at 12:20. No decisions were made. Council member Reis moved to adjourn the meeting seconded by council member Rau. All in favor, motion carried.

The next council meeting is scheduled for November 4, 2019 at 7:30 pm in the council meeting room.

ATTEST:

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Thomas W. Theisen, Mayor of Leola Sondra Waltman, Finance Officer

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