

MINUTES OF MENNO CITY COUNCIL PROCEEDINGS

April 4, 2016

Mayor Darrell Mehlhaf called the city council to order at 7:30 p.m. on April 4, 2016 in the finance office at city hall. Council answering roll call: George Cokens, Ronald Diede, Jerry Fischer, Galen Guthmiller, Jerome Kotalik and Scott Simonsen. Finance Officer Peggy Thranum, Superintendent Roger Heckenlaible, Police Chief Michael Hofeldt, Emergency Manager David Hoffman, Jon Schempp, Bill Headley, Mickey Harris, Mark Hasz, Rocky Zeeb and Editor Erik Kaufman were also present.

Agenda: Cokens **moved** to approve the agenda with the addition of Mark Johnson/Trans-Canada and Dave Hoffman, Emergency Manager. Kotalik seconded; all ayes.

REGULAR MEETING ITEMS: Minutes: Simonsen **moved** to approve the minutes of the March 7 regular meeting and the March 14 and 21 special meetings. Diede seconded; all ayes.

Trans-Canada: Mark Johnson, Relations Advisor for Trans-Canada,(entered the meeting at 7:31 p.m.) read the official statement to the council stating crews found visible signs of oil on a small surface area along its Keystone pipeline in the right-of-way approximately four miles from its Freeman pump station in Hutchinson County, South Dakota. (The site is located 6 miles east of Menno along 437th Avenue, just south of US Highway 18.) Trans-Canada is in the process of removing the oil and investigating the source. No significant impact to the environment has been observed. Landowners and local agencies in the area have been notified and they continue to work cooperatively with all parties. Regulatory agencies have been notified. Trans-Canada will continue to provide regular updates. After answering questions, Mr. Johnson left the meeting at 7:35 p.m.

Hutchinson County Emergency Manager Dave Hoffman stated Trans-Canada is working with local businesses to meet their needs as far as meals, fuel and other supplies the community can provide. He left the meeting at 7:36 p.m.

Finance Report: Fischer **moved** to approve the March finance report. Guthmiller seconded; all ayes.

	General	Restricted GO Bond	Water	Restricted Water Meter Surchg	Sewer	Restricted GO Bond Ph 1 Sewer Surchg	Restricted Rural Dev Ph 2 Sewer Surchg	Restricted Perpetual Care	Totals
Checking Balance 2/29/2016	298,798.81	32,806.63	24,054.43	16,611.84	76,153.26	53,877.60	29,576.73	552.86	532,432.16
Warrants:	(39,898.82)	0.00	(6,833.17)	0.00	(4,763.33)			0.00	(51,495.32)
JE Adjustment - Mar 2016	337.24		(1,320.12)	177.02	370.64	260.03	175.19		0.00
Receipts:	29,020.29	215.67	11,456.82	1,165.14	8,579.47	2,448.97	2,146.81	0.00	55,033.17
Interest:	12.26	1.40	1.92		7.16				22.74
Checking Balance 3/31/16	288,269.78	33,023.70	27,359.88	17,954.00	80,347.20	56,586.60	31,898.73	552.86	535,992.75
Profit or (Loss) for the month	(10,529.03)	217.07	3,305.45	1,342.16	4,193.94	2,709.00	2,322.00	0.00	3,560.59

Baseball Funds: Kotalik **moved** to release annual funds of \$1500 to the Menno Baseball Association. Diede seconded; all ayes.

Warrants: Cokens **moved** to approve the following warrants. Fischer seconded; roll call-all ayes.

WARRANTS APPROVED: Council 622.25; Mayor 207.79; Finance 1473.92; Building 77.98; Police 2555.17; Street 2067.97; Garbage 361.24; Cemetery 118.41; Ambulance 537.45; Library 268.44; Development 281.07; Water 1141.11; Sewer 1137.29; Aflac, insurance 288.99; Wellmark BCBS, group insurance 2784.39; Fidelity Life, vision insurance 44.24; Principal Life, insurance 929.47; SDRS, retirement 1617.31; SDSRP, supplemental retirement 95.00; EFTPS, payroll taxes 3440.93. **Utilities:** NorthWestern Energy, electricity & gas 2649.26; Golden West, phone 412.82; Verizon Wireless 35.24. SD State Treasurer, sales tax March 231.60; CoBank, Phase 2 sewer loan February interest 1374.44; Bender’s Sewer Cleaning, clean lagoon manholes/lines 628.50; SD Police Chiefs’, registration 85.00; Glenda Bohlmann, certify CPR 3

EMT's 75.00; United Healthcare, refund ambulance payment 124.30; NSF Check, Eric Woehl utilities 119.06; B & H Publishing, pool ad 16.08; Barnes & Noble, library books 117.26; Bertsch Law Office, legal fees 164.46; B-Y Water, 1.194 million gallons water 4381.40; Country Pride, lift station propane 134.03; Dakota Pump; rebuild lift station pump 2774.32; DENR, certification testing 20.00; Albert Dyk, Deposit Refund, 100.00 & credit returned 80.80; Dept. of Revenue, samples-water 15.00 & sewer 171.00; First National Bank, loan payments-Highway 18 3191.96, water meter 3295.57 & meter loan prepay 15000.00; Hawkins, ph5 probe, 109.00; Thomas Holst, tree stump removal 160.00; Klautd Service, fuel 359.80, sweeper tires 544.00, GMC pickup tires 202.98, red ambulance R&M 326.00 & Chevy pickup R&M 84.00; Menno Baseball Association, annual contribution 1500.00; Menno Food Market, supplies 29.20; Menno Lumber supplies 107.19; Myers Sanitation, 286 residential 3575.00; One Office Solution, toner 118.24-time clock ribbon 12.95; Petty Cash, supplies 16.03; Postmaster, stamps 350.00; Printed Impressions, brochures 285.14 & vouchers 162.00; Schoenfish & Co., 2015 annual report 675.00; SD Unemployment Insurance, 119.07; SCPI, publishing 329.99; Terah Schoenfish (Select Tech), ambulance repair 30.02; SD One Call, locates 10.08.

Police Report: Kotalik **moved** to approve the police report; Guthmiller seconded; all ayes. Warnings: 1 unsafe backing, 1 illegal U-turn; 4 verbal notices to license dogs; minor property damage caused by pigs getting out at sale barn, parties made agreement on damages; checking on availability of grants for permanent speed signs.

SCHEDULED BUSINESS: Drainage: City Engineer Vernon Arens entered the meeting at 7:39 p.m. He discussed drainage along the sewer construction on High and Frascch Streets.

Eric Larson and Todd Graber entered the meeting at 7:43 p.m.

We will pick up the expense of putting in a box culvert at 510 S Pearl Street to allow the proper flow of water. Arens is to check with the contractor to see if he will put the grade in for us for drainage from Juniper south on High Street. If there is an extra incurred expense, this may be put in a change order or paid outside the contract; Arens is to let us know. A new culvert will be installed at Pearl and Juniper. When the street is done, gravel will be put down in the right-of-way. Bill Headley wants to pour a cement approach to his driveway with drainage through it after the asphaltting is finished on East Street. The contractor that is to finish the streets will move in about the second week in May. Discussion was had on installing a 12" pipe and raising the intersection at East and Poplar Streets.

Sewer: Key Contracting has delivered their material and plan to be in Menno April 11 to begin the manhole restoration. They hope to finish them in a couple weeks.

The swale at Juniper and High will be concrete as asphalt doesn't do well under water.

Poplar Street Project: The contracts for this project were signed. The asphalt has been ground. Arens stated this project should be completed by July 4.

Railway Street: The asphalt has been ground from the corner of the lumber yard to where the street is broken up. The material will be moved to the side, the subbase will be undercut and new material will be brought in to shore it up and then asphalt laid. So far the ICC rep and the mayor have not been able to get together, but will do so as soon as possible.

Arens left the meeting at 8 p.m.

Hearing: Simonsen **moved** to approve the licenses for retail on-off sale malt beverage and retail on sale liquor license, Rocky G. Zeeb, d.b.a. Rooster's, All of Lot 4 & N 12' of Lot 5, Block 2, Original City. Cokens seconded; roll call-all ayes.

Mickey Harris: Harris asked if the council would sponsor a grant to build a walking trail at the Power Show site. The Recreational Trails Program grant funds will not exceed 80% of the projects total cost. The value of volunteer labor, equipment and materials may be considered as part of the 20% match, based on fair market value. Cokens **moved** to sponsor the grant for an application to build a walking trail from High Street throughout the Power Show site. Diede seconded; all ayes. Harris will consult with the Power Show board concerning the trail. Kathy Wollmann has volunteered to help write the grant.

Rabbits: No action was taken as Randy Woehl did not attend the meeting.

OLD BUSINESS: To Do List: They need to get started on fixing the drainage on Heil Street from High Street east. Maintenance will continue trim trees and fix pot holes

NEW BUSINESS: Health Insurance: The council is seeking information for a new health insurance policy that would provide good coverage to the employees and cost savings to the city. The council discussed and asked questions concerning health insurance coverage with the agents in attendance. No action was taken at this time. Larson and Graber left the meeting at 8:46 p.m.

Hearing Date: Fischer **moved** to set May 2 as the hearing date for a temporary malt beverage permit for the Menno Baseball Association for May 20, June 5, 9, 26 & 29, July 1, 4 & 15, 2016 at the baseball field. Guthmiller seconded; all ayes. The permit will be good for the days requested or date(s) for which a game had to be rescheduled.

Volunteers: Diede **moved** to approve the following list of ambulance EMT's: Krista Derby, David Fergen, Tommy Jo Hall, Darrell Mehlhaf, Marsha Schelske and Terah Schoenfish. Cokens seconded; all ayes.

Terrorism Coverage: Fischer **moved** to approve terrorist coverage for our entity insurance. Kotalik seconded; all ayes.

Audit Official: Per Legislative Audit, we are to designate in the minutes a ***single audit accountable official*** – Official responsible for ensuring the agency is in compliance with all audit requirements and improving effectiveness of agency's use of single audit and a ***single audit liaison*** – Official serving as agency's point of contact for the single audit process. Guthmiller **moved** to appoint the mayor as the single audit accountable official and single audit liaison. Diede seconded; all ayes.

Annual Report: Guthmiller **moved** to approve the 2015 Annual Report. Cokens seconded; all ayes.

Mosquito Workshop: Simonsen **moved** to send Heckenlaible and Cokens to the mosquito workshop in Mitchell on April 28th where our equipment will be tested, an EPA annual requirement. Guthmiller seconded; all ayes.

Training-Testing: Fischer **moved** to send Anthony Cokens to Wastewater Collection/Water Distribution training April 12-14 at the Crossroads Hotel in Huron and to pay related expenses. He will test for certification in Level I Water Distribution and Small WW System/Stabilization Pond following the training. Diede seconded; all ayes.

SDRS Training: Guthmiller **moved** to send the finance officer to Sioux Falls on June 21 for SDRS Authorized Agents training. Fischer seconded; all ayes.

Street Stripes: Kotalik **moved** to hire Johnny Woehl to paint stripes on the streets before the 4th of July, city to furnish the paint. Diede seconded; all ayes.

Mow & Spray: Cokens **moved** to place an ad in the paper reminding citizens to keep their lawns mowed and weeds sprayed to comply with city ordinances. (Anything in excess of seven inches is a nuisance.) Guthmiller seconded; all ayes.

Flowers-5th Street: Guthmiller **moved** to pay up to \$250 for the Power People 4-H Club to plant flowers in the planters along 5th Street. Simonsen seconded; all ayes.

Clean-up Day: Kotalik **moved** to have spring clean-up on April 11 with a rain/snow date of April 18 and to pay the contractor \$175/load and the \$39 tipping fee. Fischer seconded; all ayes. Notice will be posted to Facebook and the city web page. Posters have been hung in various businesses around town.

For Your Information: The council received information informing us the Lower James RC&D Program has been disbanded due to federal funding being taken away from the program. Because of this, they lost their full-time federal RC&D Coordinator, thus they have no one to look for projects or apply for grants.

The minutes of the March development meeting and SEFP report were included in the packets.

We received a thank you from the Mehlhaf family.

Executive Session: Cokens **moved** to enter executive session at 9 p.m. to review applications for personnel according to SDCL 1-25-2 (1). Diede seconded; all ayes.

The mayor declared us out of executive session at 9:29 p.m.

Finance Officer: Cokens **moved** to hire Lisa Edelman as future finance officer effective March 28, 2016 at \$18.51/hour. Guthmiller seconded; roll call – Simonsen, Cokens, Diede, Fischer, Guthmiller and Kotalik voting aye; no one voting nay. She will begin training April 18.

Pool Personnel: Thranum was instructed to contact previous lifeguards to see if they are interested in returning to work this season, to put notice on our Facebook page, the Menno Online Yard sale sight, the web page and to have the school announce that we are taking applications for pool manager, lifeguards and swim lessons. Applications are to be accepted until April 22.

Employee Insurance: Diede **moved** to pay 100% of the employee's portion of health insurance and 70% of family health insurance coverage. Guthmiller seconded; roll call – Cokens, Diede, Fischer, Guthmiller, Kotalik and Simonsen voting aye; no one voting nay.

Guthmiller **moved** to adjourn at 9:43 p.m. until Monday, May 2, 2016 at 7:30 p.m. Cokens seconded; all ayes.

ATTEST:

CITY OF MENNO, SOUTH DAKOTA

Peggy Thranum, Finance Officer

Darrell J Mehlhaf, Mayor

Published once at the approximate cost of \$_____.