

MINUTES OF MENNO CITY COUNCIL PROCEEDINGS
January 4, 2017

Mayor Darrell Mehlhaf called the city council to order at 6:00 p.m. on January 4, 2017 in the finance office at city hall. Council answering roll call: George Cokens, Ron Diede, Jerry Fischer, Jerome Kotalik and Scott Simonsen. Finance Officer Lisa Edelman, Police Chief Michael Hofeldt, Superintendent Roger Heckenlaible and Editor Erik Kaufman were also present.

Agenda: Fischer moved to approve the agenda. Cokens seconded the motion. All votes aye.

YEARLY BUSINESS: Depository & Publication: Simonsen moved to name Menno State Bank as the official depository for 2017 and to name the Hutchinson Herald as the official publication for 2017. Kotalik seconded the motion. Roll call: all votes aye.

Vacancies: Fischer moved to approve the following list of council terms expiring in 2017 – Alderman, Ward I, vacant, 1-year term; Alderman, Ward I, Scott Simonsen, 2-year term; Alderman, Ward II, Ronald Diede, 2-year term; Alderman, Ward III, Jerome Kotalik, 2-year term. Cokens seconded the motion. All votes aye.

Election: Diede moved to hold the city-school election on April 11, 2017 in the meeting room at the Menno Fire Hall and approve the following to serve on the election board: Joan Nusz, Superintendent Ward I, Carol Harvey Ward II, Lorraine Mammenga Ward III. Simonsen seconded the motion. All votes aye.

Pre-approved Bills:

RESOLUTION #1 – 01/04/2017
ANNUAL AUTHORIZATION TO PAY PRE-APPROVED BILLS

WHEREAS it is necessary to pay certain bills each month prior to the council meeting to avoid penalties or to take advantage of discounts; and

WHEREAS these bills include but are not limited to: Insurance, Loan Payments and Loan Interest Payments, Payroll and Payroll Taxes, Retirement and Supplemental Retirement, Excise, Sales and Unemployment Taxes, Utilities and Chemical Purchases; and

WHEREAS the Finance Officer is unable to project the exact amount of each expense to present to the council prior to the due date of each expense;

NOW THEREFORE BE IT RESOLVED BY THE MENNO CITY COUNCIL that the Finance Officer is authorized to pay in a timely manner the foregoing expenses to be approved at the next regular council meeting following issuance.

Motion by Councilman Cokens and seconded by Councilman Diede to approve this resolution.

Cokens, Diede, Fischer, Kotalik and Simonsen voting aye. None voting nay.

Resolution approved and adopted this 4th day of January 2017.

ATTEST: Lisa Edelman, Finance Officer

SIGNED: Darrell J. Mehlhaf, Mayor

Fire/Ambulance members: Diede moved to approve the following fire and ambulance crew members for insurance. Kotalik seconded the motion. All votes aye.

Fire: Mike Walter, Fred Sayler, Daniel Mettler, Mark Hento, Scott Simonsen, Jai Walter, John Huber, David Fischer, Shannon Herrboldt, Jerry Fischer, Terry Goehring, Ron Diede, Daniel Mehlhaf, Bob Heckenlaible, Jacob Mettler, Barry Schmidt, Rob Ness, Ben Crick, David Fergen, Daniel Kamrad, Jeremy Kamrad, Ron Derby, Justin Plooster and Jordan LaFrentz.

Ambulance: Krista Derby, David Fergen, Tommy Jo Hall, Darrell Mehlhaf, Marsha Schelske, Terah Schoenfish.

REGULAR MEETING ITEMS: Minutes: Simonsen moved to approve the minutes of the December 5 & 27, 2016 meetings. Fischer seconded the motion. All votes aye.

Finance Report: Cokens moved to approve the December finance report. Diede seconded the motion. All votes aye.

	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 11/31/16	340,482.93	68,312.07	40,390.12	5,071.03	(115,076.43)	47,574.10	49,661.73	2,052.86	438,468.41
Warrants:	(62,489.97)	(33,247.03)	(33,946.44)		(5,100.84)				(134,784.28)
JE Adjustment –December 2016	108.05		(439.00)	55.54	155.31	66.10	54.00		0.00
Receipts:	56,576.37	752.12	10,750.29	1,281.46	203,417.34	2,635.90	2,262.00		277,675.48
Interest:	15.52	1.65	1.07		8.56				26.80
Checking Balance 12/30/16	334,692.90	35,818.81	16,756.04	6,408.03	83,403.94	50,276.10	51,977.73	2,052.86	581,386.41
Profit or (Loss) for the month	(5,790.03)	(32,493.26)	(23,634.08)	1,337.00	198,480.37	2,702.00	2,316.00	0	142,918.00

Annual Contributions: Kotalik moved to release the annual contribution to the Menno School-Gym in the amount of \$2000.00 and the Menno Museum in the amount of \$774.00. Fischer seconded the motion. Roll call: all votes aye.

Warrants: Simonsen moved to approve the following warrants. Cokens seconded the motion. Roll call: all votes aye.

WARRANTS APPROVED: B-Y Water, water 3987.70; DENR, discharge permit 750.00; First National Bank, loan payments, meters 3295.57 & Hwy 18 sewer 3191.96; Golden West, phone-wireless 405.46; GovOffice, web page 500.00; Hutchinson Herald, subscription 45.00; Klaudt Service, fuel-supplies 219.75; Menno Museum, contribution 774.00; Menno Lumber, supplies 12.60; Menno School, gym contribution 2000.00; Metering & Technology Solution, repair 77.25; Myer’s Sanitation, 288.5 residential 3606.25; Petty Cash, supplies 33.17; Principal Life, group ins. 839.69; Terah Schoenfish, amb laundry 30.00; SDACE, dues 40.00; SDMAA, dues 20.00; SDGFOA, dues 40.00; SDGHRA, dues 25.00; SDML, dues 799.82; SDPCA, dues 95.85; SD Unemployment Ins 27.43; SDML Workers Comp, insurance 6628.00; SCPI, publishing 340.44; Vantek, amb radio 402.00; Verizon Wireless, police cell phone 35.44.

Police Report: Fischer moved to approve the police report. Diede seconded the motion. All votes aye. Welfare check, warning for unsafe backing, assist County, warning for speeding, complaint of break in/assault, DSS referral of possible abuse.

NEW BUSINESS: Hourly Rates: Quotes were received for hourly rates. Diede moved to accept all quotes: Jerome Kotalik \$120/hour backhoe and \$4/running foot for trenching; Mettler Fertilizer, Excavation – Cat 308 \$125/hour and Cat 323 \$165/hour; Carl Hertz Construction, Scraper \$220/hour plus \$90 moving charge. Simonsen seconded the motion. All votes aye, Kotalik abstained.

Cemetery mowing: Kotalik moved to advertise for bids for the cemetery mowing on a per cutting basis which would include mowing and weed eating. Cokens seconded the motion. All votes aye.

Audit: Fischer moved to retain Schoenfish & Co, Inc. to audit the financial statements of the City for the year ended December 31, 2016. Diede seconded the motion. All votes aye.

Training: Simonsen moved to have Edelman attend the annual report workshop in Huron on January 18. Cokens seconded the motion. All votes aye.

Fire Dept. Report: Kotalik moved to approve Fire Chief Jai Walter’s 2016 Year End Fire Report. Diede seconded the motion. All votes aye.

Meeting Time: Cokens moved to change the monthly meeting time from 7:30 p.m. to 7:00 p.m. Simonsen seconded the motion. All votes aye.

Executive Session: Cokens moved to go into executive session at 6:26 p.m. for personnel according to SDCL 1-25-2(1). Diede seconded the motion. All votes aye.

Mayor Mehlhaf declared out of executive session at 6:44 p.m.

Salary Resolution:

2017 Salary Resolution #2 – 1/04-2017

WHEREAS, SDCL 9-14-28 requires that, except as otherwise specially provided, the governing body of every municipality shall fix and determine by ordinance or resolution the amount of salaries and compensation of all municipal officers and the times at which the same shall be paid; and

WHEREAS, the City Council shall publish the salaries for compliance with the provisions of SDCL.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the City of Menno hereby approves and adopts the following salaries for the calendar year 2017.

The mayor and council will be paid on a monthly basis (unless they also are EMT's or EVOC drivers, then they will be paid bi-weekly) in the second bi-weekly payroll period of the month. The cemetery sexton will be paid monthly in the second bi-weekly payroll period of the month. All other employees will be paid bi-weekly.

Mayor - \$175.00 per month, plus \$50.00 per meeting/special meeting (Have to be present at meetings to be paid.)

Council - \$75.00 per month, plus \$50.00 per meeting/special meeting (Have to be present at meetings to be paid.)

Any council member or mayor that attends a meeting on behalf of the City will be paid \$50.00 per day.

Cemetery Sexton – Part-time – Roger Simonsen - \$159.95 per month

Janitor – Part-time – Ellen Hildebrand - \$10.15 per hour

Election Workers – Temporary - \$150 per day – includes Election School

Ambulance Personnel – EMT-B – Part-time - \$20.00 per hour minimum

Ambulance Personnel – EMT-I – Part-time – (ALS trips only) \$25.00 per hour minimum

EVOC Drivers – Part-time - \$20.00 per hour minimum

Ambulance – Mutual Aid or No Transport Calls (DOA-MVA) \$20.00 per hour minimum

Ambulance – Continuing Education Classes - \$20.00 per class

Attorney – As needed – Kenneth D. Bertsch - \$125.00 per hour

Finance Officer/Development Coordinator – Full-time – Lisa Edelman - \$19.01 per hour

Finance Assistant – Part-time – Janelle Bender - \$12.50 per hour

Librarian – Part-time – Carolyn Strobel - \$11.07 per hour

Library Assistants – Part-time – Barb Sayler, Shana Smidt - \$11.07 per hour

Maintenance & Parks – Part-time – Ronald Luikens, Mark McTaggart, James Sattler, Fred Sayler & Earl Schnabel - \$11.07 per hour

Police Chief – Full-time – Michael Hofeldt - \$39,335 per year

Relief Police Certified – Part-time – Nolan Clark, Mathew Wetterling - \$15.50 per hour

Relief Police Uncertified – Part-time - \$11.07 per hour

Fire Watch – Part-time – Galen Heckenlaible - \$11.07 per hour

RU Site Manager – Part-time – Clyde Mettler - \$9.50 per hour

Other RU Site Personnel – as needed - \$9.05 per hour

Street Superintendent – Full-time – Roger Heckenlaible - \$17.44 per hour

Water/Sewer Superintendent – Full-time – Anthony Cokens - \$16.00 per hour

Mileage paid at \$.42 per mile

Dated at Menno, South Dakota this 4th day of January 2017.

Diede moved to adopt the resolution. Fischer seconded the motion. Cokens, Diede, Fischer, Kotalik and Simonsen voting aye. None voting nay. Motion carried.

ATTEST: Lisa Edelman, Finance Officer

Darrell J. Mehlhaf, Mayor

Cokens moved to adjourn at 6:47 p.m. Kotalik seconded the motion. All votes aye.

ATTEST:

CITY OF MENNO, SOUTH DAKOTA

Lisa Edelman, Finance Officer

Darrell J Mehlhaf, Mayor

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