

MINUTES OF MENNO CITY COUNCIL PROCEEDINGS
January 7, 2019

Mayor Darrell Mehlhaf called the city council to order at 7:00 p.m. on January 7, 2019 in the finance office at city hall. Council answering roll call: George Cokens, Ron Diede, Jerry Fischer, Robert Heckenlaible, 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 add City Hall Roof to Old Business and approve the agenda as amended. Cokens seconded the motion. All votes aye.

YEARLY BUSINESS: Depository: Diede moved to name Menno State Bank as the official depository for 2019. Simonsen seconded the motion. All votes aye.

Publication: Kotalik moved to name the Hutchinson Herald as the official publication for 2019. Heckenlaible seconded the motion. All votes aye.

Vacancies: Cokens moved to approve the following list of council terms expiring in 2019 – Alderman, Ward I, Scott Simonsen, 2-year term; Alderman, Ward II, Ron Diede, 2-year term; Alderman, Ward III, Jerome Kotalik, 2-year term. Heckenlaible seconded the motion. All votes aye.

Election Date & Place: Simonsen moved to hold the city-school election on April 9, 2019 in the meeting room at the Menno Fire Hall. Diede seconded the motion. All votes aye.

Election Board: Cokens moved to approve the following to serve on the election board: Joan Nusz, Superintendent Ward I, Carol Harvey Ward II, Lorraine Mammenga Ward III. Fischer seconded the motion. All votes aye.

Pre-approved Bills:

RESOLUTION #1 – 01/07/2019
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 Heckenlaible and seconded by Councilman Kotalik to approve this resolution.

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

Resolution approved and adopted this 7th day of January 2019.

ATTEST: Lisa Edelman, Finance Officer

SIGNED: Darrell J. Mehlhaf, Mayor

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

Fire: Fred Sayler, Daniel Mettler, Mark Hento, 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, Danielle Kammrad, Jeremy Kammrad, Ron Derby, Justin Plooster, Andy Spangler, Anthony Cokens, Tyler Goehring, Cody Herrboldt, Brady Duxbury, John Friman, Hunter Huber and Zachary Wade.

Ambulance: Krista Derby, Tommy Jo Hall, Jayme Kocourek, Darrell Mehlhaf, Marsha Schelske, Terah Schoenfish and Jackie Vaith.

EVOC drivers: Ann Rames and Mindy Spangler

REGULAR MEETING ITEMS: Minutes: Diede moved to approve the minutes of the December 3 & 28, 2018 meetings. Cokens seconded the motion. All votes aye.

Finance Report: Simonsen moved to approve the December finance report. Fischer 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 11/30/18	529,093.68	81,382.38	(25,162.67)	9,772.52	127,817.51	51,551.22	33,282.12	4,452.86	812,189.62
Warrants:	(68,478.14)	(30,693.62)	(25,526.57)		(24,370.84)		(3,077.00)	(4,000.00)	(156,146.17)
JE Adjustment –December 2018	1,518.24		(2,333.53)	347.70	(724.30)	651.98	539.91		0.00
Receipts:	36,892.38	327.54	51,811.77	1,332.38	8,724.12	2,619.02	2,263.80		103,971.01
Interest:	67.13	6.88	1.46		26.98				102.45
Checking Balance 12/31/18	499,093.29	51,023.18	(1,209.54)	11,452.60	111,473.47	54,822.22	33,008.83	452.86	760,116.91
Profit or (Loss) for the month	(30,000.39)	(30,359.20)	23,953.13	1,680.08	(16,344.04)	3,271.00	(273.29)	(4,000.00)	(52,072.71)

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. Heckenlaible seconded the motion. Roll call: all votes aye.

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

WARRANTS APPROVED: Barnes & Noble, library books 99.12; BATA, annual contribution 1000.00; B-Y Water, water 4719.30; DENR, discharge permit 650.00; Golden West, phone-wireless 405.24; GovOffice, web page 550.00; Klaudt Service, fuel-supplies 368.86; Matheson, amb supplies 22.01; Menno Fire Dept, test pump 377.65; Menno Museum, contribution 774.00; Menno School, gym contribution 2000.00; Myers Sanitation, 288 residential 3600.00; Petty Cash, supplies 32.75; District III, dues 1301.00; Principal Life, group ins. 968.78; SDACE, dues 40.00; SDMAA, dues 20.00; SDGFOA, dues 40.00; SDGHRA, dues 25.00; SDML, dues 850.77; SDPCA, dues 95.85; SD Unemployment Ins 31.85; SDML Workers Comp, insurance 6470.00; SCPI, publishing 190.04; Total Stop, police fuel 23.75; US Bank, sewer & water meter loan pmts 6487.53; Verizon Wireless, police cell phone 35.45.

Police Report: Fischer moved to approve the police report. Heckenlaible seconded the motion. All votes aye. Arrest for DUI, call of individual unaccounted for at the nursing home, 4 warnings for stop sign, report of theft, noise complaint, assist county on several vandalism complaints, warning for headlight, 2 warnings for speeding, unlawful entry into residence and vehicle ran into Menno State Bank.

OLD BUSINESS: City Hall Roof: Heckenlaible informed the Council that Massey Construction estimated the cost to change the slope of the roof to repair the leak on the City Hall roof to be approximately \$19,380.00.

NEW BUSINESS: Hourly Rates: Quotes were received for hourly rates. Heckenlaible moved to accept all quotes: Jerome Kotalik \$125/hour backhoe and \$4/running foot for trenching; Mettler Fertilizer, Excavation – Cat 308 \$135/hour and Cat 323 \$185/hour. Cokens seconded the motion. Roll call aye votes: Cokens, Diede, Fischer, Heckenlaible and Simonsen. No votes: none. Kotalik abstained.

Cemetery mowing: Diede moved to hire Tim & Sherry Freier to mow the cemetery for the 2019 season at a rate of \$625.00 per mowing. Simonsen seconded the motion. All votes aye, Heckenlaible abstained.

Fire Dept. Report: Fischer moved to approve Fire Chief Jai Walter’s 2018 Year End Fire Report. Kotalik seconded the motion. All votes aye.

Garbage contract/bid: Heckenlaible moved to add a penalty clause in the garbage contract and advertise for garbage bids. Kotalik seconded the motion. All votes aye.

Application for utility permit: Simonsen moved to approve the utility permit for Golden West Telecommunications to install fiber optic cable. Diede seconded the motion. All votes aye.

Executive Session: Cokens moved to go into executive session at 7:30 p.m. for personnel according to SDCL 1-25-2(1). Heckenlaible seconded the motion. All votes aye.

Mayor Mehlhaf declared out of executive session at 7:59 p.m.

Fischer moved to advance Anthony Cokens' salary to the top of the pay scale. Heckenlaible seconded the motion. All votes aye.

Salary Resolution:

2019 Salary Resolution #2 – 01/07/2019

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 2019.

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 - \$164.75 per month

Janitor – Part-time – Ellen Hildebrand - \$10.45 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 - \$20.08 per hour

Finance Assistant – Part-time – Janelle Bender - \$13.38 per hour

Librarian – Part-time – Carolyn Strobel - \$11.40 per hour

Library Assistants – Part-time – Barb Sayler, Shana Smidt - \$11.40 per hour

Maintenance & Parks – Part-time –Earl Schnabel - \$11.40 per hour

Police Chief – Full-time – Michael Hofeldt - \$41,675 per year

Relief Police Certified – Part-time – Nolan Clark, Dan Schulte, Dylan Hillestad, Harold Vis - \$15.97 per hour

Relief Police Uncertified – Part-time - \$11.40 per hour

Fire Watch – Part-time - \$11.40 per hour

RU Site Manager – Part-time – Clyde Mettler - \$9.79 per hour

Other RU Site Personnel – as needed - \$9.32 per hour

Street Superintendent – Full-time – Roger Heckenlaible - \$18.46 per hour

Water/Sewer Superintendent – Full-time – Anthony Cokens - \$18.46 per hour

Mileage paid at \$.42 per mile

Dated at Menno, South Dakota this 7th day of January 2019.

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

Cokens moved to implement 6 days per year of sick leave for all full-time employees. Diede seconded the motion. All votes aye.

Diede moved to adjourn at 8:03 p.m. Heckenlaible seconded the motion. All votes aye.

ATTEST:

CITY OF MENNO, SOUTH DAKOTA

Lisa Edelman, Finance Officer

Darrell J Mehlhaf, Mayor

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