

**MINUTES OF MENNO CITY COUNCIL PROCEEDINGS**  
**January 8, 2018**

Mayor Darrell Mehlhaf called the city council to order at 6:00 p.m. on January 8, 2018 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:** Diede moved to approve the agenda. Heckenlaible seconded the motion. All votes aye.

**YEARLY BUSINESS: Depository:** Fischer moved to name Menno State Bank as the official depository for 2018. Cokens seconded the motion. All votes aye.

**Publication:** Simonsen moved to name the Hutchinson Herald as the official publication for 2018. Kotalik seconded the motion. All votes aye.

**Vacancies:** Diede moved to approve the following list of council terms expiring in 2018 – Mayor, Darrell Mehlhaf, 2-year term; Alderman, Ward I, Robert Heckenlaible, 2-year term; Alderman, Ward II, Jerry Fischer, 2-year term; Alderman, Ward III, Jerome Kotalik, 1-year term; Alderman, Ward III, George Cokens, 2-year term. Cokens seconded the motion. All votes aye.

**Election Date & Place:** Kotalik moved to hold the city-school election on April 10, 2018 in the meeting room at the Menno Fire Hall. Heckenlaible seconded the motion. All votes aye.

**Election Board:** Fischer moved to 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 – 01/08/2018**  
**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 Kotalik and seconded by Councilman Diede to approve this resolution.

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

**Resolution approved and adopted this 8<sup>th</sup> day of January 2018.**

ATTEST: Lisa Edelman, Finance Officer

SIGNED: Darrell J. Mehlhaf, Mayor

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

Fire: Fred Saylor, 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, Daniella Kammrad, Jeremy Kammrad, Ron Derby, Justin Plooster, Andy Spangler, Anthony Cokens, Tyler Goehring, Cody Herrboldt, Eric Woehl, Brady Duxbury, John Friman, Josh Sullivan and Zachary Wade.

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

**REGULAR MEETING ITEMS: Minutes:** Simonsen moved to approve the minutes of the December 4 & 27, 2017 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 11/30/17	450,087.73	73,973.43	29,871.90	7,002.22	109,389.20	49,694.41	43,121.55	3,152.86	766,293.30
Warrants:	(90,203.83)	(30,693.62)	(32,962.45)		(19,317.13)		(3,077.00)	(1,100.00)	(177,354.03)
JE Adjustment –December 2017	90.99		(2,210.98)	453.14	137.97	863.97	664.91		0.00
Receipts:	57,176.27	1,311.19	10,700.04	1,222.75	9,255.70	2,542.99	2,251.36		84,460.30
Interest:	37.83	4.02	1.27		17.65				60.77
Checking Balance 12/29/17	417,188.99	44,595.02	5,399.78	8,678.11	99,483.39	53,101.37	42,960.82	2,052.86	673,460.34
Profit or (Loss) for the month	(32,898.74)	(29,378.41)	(24,472.12)	1,675.89	(9,905.81)	3,406.96	(160.73)	(1,100.00)	(92,832.96)

**Annual Contributions:** Simonsen 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:** Fischer moved to approve the following warrants. Diede seconded the motion. Roll call: all votes aye.

**WARRANTS APPROVED:** Avenet LLC, weg pade 500.00; B-Y Water, water 3947.40; Classic Collision, pickup repair 102.75; DENR, discharge permit 750.00; Mike Walter, deposit refund 150.00; Golden West, phone-wireless 410.40; Klautd Service, fuel-supplies 245.46; Matheson, amb supplies 20.15; Menno Museum, contribution 774.00; Menno Lumber, supplies 58.02; Menno School, gym contribution 2000.00; Myers Sanitation, 286 residential 3575.00; District III, dues 1276.00; Principal Life, group ins. 866.59; SDACE, dues 40.00; SDMAA, dues 20.00; SDGFOA, dues 40.00; SDGHRA, dues 25.00; SDML, dues 825.72; SDPCA, dues 95.85; SD Unemployment Ins 28.76; SDML Workers Comp, insurance 6304.00; SEAFOG, dues 30.00; SCPI, publishing 336.37; US Bank, sewer & water meter loan pmts 6487.53; Verizon Wireless, police cell phone 35.63.

**Police Report:** Kotalik moved to approve the police report. Diede seconded the motion. All votes aye. Assisted sheriff with warrant of arrest, assisted Homeland Security in execution of search warrants, call for possible overdose, warning for headlight out, warning for speeding, warning for not following truck route.

**SCHEDULED BUSINESS: Hearing:** Heckenlaible moved to approve the temporary alcoholic beverage permits for American Legion Post 152 for the following dates or dates for which the requested dates had to be rescheduled: January 13, 2018 and February 10, 2018. Cokens seconded the motion. All votes aye

**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. Heckenlaible seconded the motion. Roll call aye votes: Cokens, Diede, Fischer, Heckenlaible and Simonsen. No votes: none. Kotalik abstained.

**Cemetery mowing:** Fischer moved to hire Tim & Sherry Freier to mow the cemetery for the 2018 season at a rate of \$625.00 per mowing. Simonsen seconded the motion. All votes aye, Heckenlaible abstained.

**Cemetery sign:** Mayor Mehlhaf informed the council that the sign at the cemetery was hit and has at least \$600 worth of damage. It was recommended that the cemetery committee look at some different options for a sign at the cemetery. Diede moved to table discussion of the cemetery sign until the February meeting. Fischer seconded the motion. All votes aye.

**Hay Lease:** Cokens moved to advertise for a three-year lease for the brome hay at the lagoon site. Simonsen seconded the motion. All votes aye.

**Training:** Heckenlaible moved to have Edelman attend the annual report workshop in Huron on January 17. Kotalik seconded the motion. All votes aye.

**Fire Dept. Report:** Fischer moved to approve Fire Chief Jai Walter's 2017 Year End Fire Report. Diede seconded the motion. All votes aye.

**New Fireman:** Cokens moved to recognize Zachary Wade as a new volunteer fireman. Kotalik seconded the motion. All votes aye.

**County Tax Foreclosure Property:** The property at 510 S Pearl was foreclosed on by the county for back taxes. It was discussed whether this property is inhabitable according to the international property maintenance code. Heckenlaible moved to have the city building inspector evaluate the property and put any needed restrictions on it until the property is brought to code. Simonsen seconded the motion. All votes aye.

**Next Meeting:** The next regular meeting will be Monday, February 5 at 7:00 p.m.

**Executive Session:** Heckenlaible moved to go into executive session at 6:31 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 6:42 p.m.

**Salary Resolution:**

**2018 Salary Resolution #2 – 01/08/2018**

**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 2018.

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 - \$19.58 per hour

**Finance Assistant** – Part-time – Janelle Bender - \$12.88 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 - \$40,505 per year

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

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

**Fire Watch** – Part-time – Galen Heckenlaible - \$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 - \$17.96 per hour

**Water/Sewer Superintendent** – Full-time – Anthony Cokens - \$17.20 per hour

**Mileage** paid at \$.42 per mile

Dated at Menno, South Dakota this 8<sup>th</sup> day of January 2018.

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

Fischer moved to adjourn at 6:43 p.m. Simonsen seconded the motion. All votes aye.

**ATTEST:**

**CITY OF MENNO, SOUTH DAKOTA**

\_\_\_\_\_  
Lisa Edelman, Finance Officer

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Darrell J Mehlhaf, Mayor

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