

## MINUTES OF MENNO CITY COUNCIL PROCEEDINGS

January 4, 2016

Mayor Darrell Mehlhaf called the city council to order at 7:32 p.m. on January 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, Bruce Anderson, Fred Saylor and Editor Erik Kaufman were also present.

**Agenda:** Cokens **moved** to approve the agenda with the addition of Police Report and Bruce Anderson. Diede seconded; all ayes.

**YEARLY BUSINESS: Depository:** Fischer **moved** to name Menno State Bank as the official depository for 2016. Diede seconded; all ayes.

**Publication:** Guthmiller **moved** to name the Hutchinson Herald as the official publication for 2016. Kotalik seconded; all ayes.

**Bond:** Diede **moved** to set the 2016 bond for the finance officer at \$150,000 per SDCL 9-14-6.1. Cokens seconded; all ayes.

**Vacancies:** Fischer moved to approve the following list of council terms expiring in 2016 – Alderman, Ward I, Jerry Fischer, 2-year term; Alderman, Ward II, Galen Guthmiller, 2-year term; Alderman, Ward III, Jerome Kotalik, 1-year term and Alderman, Ward III, George Cokens, 2-year term. Guthmiller seconded; all ayes.

**Election Day:** Diede **moved** to hold the combined city-school election on April 12, 2016 in the meeting room at the Menno Fire Hall. Polls will be open from 7 a.m. to 7 p.m. election day. Simonsen seconded; all ayes.

**Election Board:** Kotalik **moved** to approve the following to serve on the election board: Joan Nusz, Superintendent, Ward I; Carol Harvey, Ward II and Lorraine Mammenga, Ward III. Guthmiller seconded; all ayes.

**Salary Increases:** Diede **moved** to pay part-time maintenance/parks workers \$10.57/hour in 2016. Guthmiller seconded; all ayes.

Kotalik **moved** to pay “other” as needed restricted use site personnel \$8.55/hour. Guthmiller seconded; all ayes.

Cokens **moved** to increase the raises given on December 29 by ten cents an hour for the police chief, restricted use site manager, street superintendent and finance officer. Diede seconded; all ayes.

### **Salary Resolution:**

#### **2016 Salary Resolution #01 – 1/04/2016**

**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 2016.

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 - \$155.29 per month

**Janitor** – Part-time – Ellen Hildebrand - \$9.65 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 - \$15.00 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 - Peggy Thranum - \$15.84 per hour

**Finance Assistant** – Part-time - Janelle Bender - \$12.00 per hour

**Librarian** – Part-time - Carolyn Strobel \$10.57 per hour

**Library Assistants** – Part-time - \$10.57

**Maintenance & Parks** – Part-time – Ronald Luikens, Mark McTaggart, James Sattler, Fred Sayler & Earl Schnabel - \$10.57 per hour

**Police Chief** – Full-time – Michael Hofeldt \$38,170 per year

**Relief Police** – Part-time - **Certified** – Nolan Clark and Mathew Wetterling \$15.00 per hour

**Relief Police** - Part-time – **Uncertified** – \$10.57

**Fire Watch** – Part-time - Galen Heckenlaible - \$10.57 per hour

**RU Site Manager** – Part-time - Galen Heckenlaible \$9.90 per hour

**Other RU Site Personnel** - as needed – \$8.55 per hour

**Street Superintendent** – Full-time - Roger Heckenlaible \$16.94 per hour

**Water/Sewer Superintendent** -

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

Dated at Menno, South Dakota this 4<sup>th</sup> day of January 2016.

**Jerry Fischer** moved to adopt the resolution as amended. **Galen Guthmiller** seconded. Ronald Diede, Jerry Fischer, Galen Guthmiller, George Cokens, Jerome Kotalik and Scott Simonsen voting aye. None voting nay. Motion carried.

ATTEST: Peggy Thranum, Finance Officer

Darrell J. Mehlhaf, Mayor

**Pre-Approved Bills:**

**RESOLUTION #2 – 01/04/2016**

**ANNUAL AUTHORIZATION TO PAY PRE-APPROVED BILLS FOR 2016**

**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 **George Cokens** and seconded by Councilman **Scott Simonsen** to amend the resolution by adding “excise, sales and unemployment taxes and to approve this resolution as amended.

Scott Simonsen, Jerry Fischer, Galen Guthmiller, George Cokens, Jerome Kotalik and Ronald Diede voting aye. None voting nay.

**Resolution approved and adopted this 4<sup>th</sup> day of January 2016.**

ATTEST: Peggy Thranum, Finance Officer

SIGNED: Darrell J. Mehlhaf, Mayor

**REGULAR MEETING ITEMS: Minutes:** Simonsen **moved** to approve the minutes of the December 7 regular meeting and the minutes of the December 29 special meeting. Fischer seconded; all ayes.

**Finance Report:** Fischer **moved** to approve the December finance report. Guthmiller seconded; motion carried.

	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 11/30/2015	330,040.44	123,498.60	24,287.57	15,790.71	71,250.59	45,469.19	22,369.52	552.86	633,259.48
Warrants:	(116,984.60)	(92,081.62)	(16,725.36)	0.00	(9,717.12)			0.00	(235,508.70)
JE Adjustment - Nov 2015	233.21		(937.76)	112.71	186.15	218.47	187.22		0.00
CD's Cashed & Deposited	11,314.17								11,314.17
Receipts:	57,789.28	828.49	10,886.78	1,226.90	8,194.20	2,488.76	2,133.26	0.00	83,547.67
Interest:	14.17	1.61	1.73		7.15				24.66
Checking Balance 12/31/15	282,406.67	32,247.08	17,512.96	17,130.32	69,920.97	48,176.42	24,690.00	552.86	492,637.28
Profit or (Loss) for the month	(47,633.77)	(91,251.52)	(6,774.61)	1,339.61	(1,329.62)	2,707.23	2,320.48	0.00	(140,622.20)

**Contributions:** Diede **moved** to release the following annual contributions: School-Gym-2000.00 and Museum 762.00. Guthmiller seconded; roll call-all ayes.

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

SD State Treasurer, December sales tax garbage 233.33; Board of Operator Certification, certificate renewals 42.00; B-Y Water, 1.010 million gallons 3811.00; DENR, wastewater fees 750.00; Deposit Refund, Jennifer Masterson 100.00; First National Bank, loan payments, meters 3295.57 & highway 18 sewer 3191.96; Golden West, phone-wireless 402.67; GovOffice Web Solutions, web page development 1720.00; Hutchinson Herald, 1-year subscription 45.00; Maxwell Signs, 40 golf cart permits 60.00; Menno Museum, contribution 765.00; Menno School, gym contribution 2000.00; Myers Sanitation, 290 residential garbage 3625.00; Petty Cash-General, supplies 9.05; District III, dues 1258.00; Principal Life, group insurance 718.11; SDACE, dues 40.00; SDGFOA, dues 40.00; SDGHRA, dues 25.00; SDMAA, dues 20.00; SDML, dues 773.33; SDPCA, dues 95.85; SDML Workers Comp, work comp 6393.00; SEAF0G, dues 30.00; Trinity Electric, highway light R&M 50.57; Verizon Wireless, police cell phone, 32.25.

**Police Report:** Chief Hofeldt reported: Warnings: 2/speeding & 1 headlight; 3 ambulance assists; 1 dog running loose; lost dog, owner contacted by tag; vehicle impounded; 1 citation, illegal turn and 1 minor accident. All grant items have been received and paperwork turned in for reimbursement. Kotalik **moved** to approve report, Guthmiller seconded; all ayes.

**SCHEDULED BUSINESS: Sewer:** It cost the city \$2771.36 last month to have our lift station wet well vacuumed and our pumps repaired because of flushable wipes. The wipes cause the impeller in the pump to jam and it won't run. Continued problems of this sort weaken the pump and may cause it to burn out. If the pumps don't work, there is always the possibility of sewage back up in basements. **PLEASE DON'T PUT SO CALLED "FLUSHABLE" WIPES INTO THE TOILET!**

**Poplar Street:** Fischer **moved** to advertise for bids for the construction of the Menno 2016 Poplar Street Project. Simonsen seconded; roll call-all ayes.

**OLD BUSINESS:** "To Do List" There is a cat in the city hall garage that needs to be removed!

**NEW BUSINESS: Bruce Anderson** requested the council plant trees along the fence on the north side of the cemetery. This had been previously discussed with the cemetery sexton. It was decided there is not enough room between the fence and the tombstones to plant trees in this area. The fence and erosion by the culvert at the cemetery need to be repaired.

**Hourly Rates:** Two quotes were received for hourly rates. Diede **moved** to approve both quotes: Kotalik Construction \$100/hour backhoe and \$4/running foot for trenching and Mettler Fertilizer, Excavation – 308 CAT \$125/hour and 320 CAT \$160/hour. Cokens seconded; roll call-all ayes, except Kotalik abstained.

**Web Page:** Simonsen **moved** to approve the quote for service to develop a web page using GovOffice that will be built and maintained through the finance office. Guthmiller seconded; roll call—all ayes.

**Audit:** Fischer **moved** to retain Schoenfish & Co, Inc. to audit the financial statements of the city for the two years ended December 31, 2015. Guthmiller seconded; roll call-all ayes.

**Permit:** Diede **moved** to hold a hearing February 1 on an application for a temporary permit for the sale of alcoholic beverages by the American Legion for February 20, April 10, May 7, July 4, October 1 and November 12, 2016. Guthmiller seconded; all ayes.

**Garbage Contract:** Cokens **moved** to renew the current garbage contract with Myers Sanitation for another three year period. Fischer seconded; roll call-all ayes.

**Lift Station Repair:** Kotalik **moved** to approve the quote from Dakota Pump for approximately \$8312.62 for repairs to valves at the lift station. Guthmiller seconded; roll call-all ayes.

**Report:** Diede **moved** to approve Fire Chief Scott Simonsen’s 2015 Year End Fire Report. Cokens seconded; all ayes.

**Menno Fire Department-2015 Year End Report & Dollar Loss:** Mutual Aid Given/Scotland, Train Derailment, Unknown; Turkeys Euthanized, Unknown; Tractor \$60,000, Vehicle \$200, Oil Distributor \$50,000, Combine/Crop \$20,000; Maintainer \$30,000; Semi-Rollover \$150,000. Approximately 35 hours were spent on the 8 calls with an average of 8 firemen per call.

**Representative:** Simonsen **moved** to appoint the mayor as the District III representative. Guthmiller seconded; all ayes.

**Resolution:** The mayor presented the following document to Fred Saylor.

**LET IT BE RESOLVED** that the City of Menno extends a sincere “Thank You” to **Fred Saylor** for his dedicated service to the city and citizens of Menno, South Dakota, serving as maintenance-water-sewer superintendent for 39 years.

Signed this 4<sup>th</sup> day of January, 2016.

Peggy Thranum, Finance Officer

Darrell J. Mehlhaf, Mayor

**For Your Information:** The December SEFP report was included in the council packets. There was no MADC meeting in December.

Information on the tax ban for internet access taxes was shared with the council. The ban would take away \$4.3 million from cities and \$9 million from the state.

Unaccounted for water averaged 8.84% for 2015. Part of this loss is due to the amount of un-metered water used by Hydro-Klean when they vacuumed and videoed the sewers for Phase 2 of the sewer project

**Executive Session:** Kotalik **moved** to enter executive session at 8:30 p.m. to conduct interviews for a full-time maintenance-water/sewer person according to SDCL 1-25-2 (1). Fischer seconded; all ayes.

George Cokens left the meeting at 8:57 p.m.

The mayor declared us out of executive session at 9:12 p.m. No action was taken.

**Adjourn:** Kotalik **moved** to adjourn at 9:12 p.m. until Monday, February 1, 2016 at 7:30 p.m. Simonsen seconded; all ayes.

**ATTEST:**

**CITY OF MENNO, SOUTH DAKOTA**

\_\_\_\_\_  
Peggy Thranum, Finance Officer

\_\_\_\_\_  
Darrell J Mehlhaf, Mayor

Published once at the approximate cost of \$\_\_\_\_\_.