

# LEOLA CITY COUNCIL MEETING

January 3, 2018

The Leola City Council met in the Council Room of the Municipal Building in regular session on Wednesday, January 3, 2018 instead of Monday, January 1st. Mayor Doug Yost called the Meeting to order at 7:30 P.M. with the following Council Members present: Jackie Rau, Dana Leibel, Jessica Lipke, Richard Reis, Michael Yost and Lindsey Bollinger, along with the Finance Officer Kappes. Absent: None. Also, present: Dan Yost and Jeff Tschappat and Lucas Hoover from Helms and Associates.

Council Member Rau moved, with a second by Council Member Leibel, to approve the December 4th, 2017 Council minutes, as mailed, with the removal of the bill from South Dakota Assoc. of Rural Water System for Class B Membership Dues in the amount of \$345.00 as it was previously approved and paid.

Council Member Lipke moved, with a second by Council Member Bollinger, to accept the Monthly Treasurer's Report. All Council Members voted in favor. Motion carried.

The Council examined the following bills:

Zoning Payroll-Reis	December-Building Permits, etc.	107.65
Library Payroll	December-Librarians Hours	927.51
Council Payroll	December Hours-C & M Citizen's Food Boxes Pay-P. Walz	18.62
Gov't Bldg. Payroll-Janitor	December Janitor Hours-Zulma Velazquez	907.90
Office Department Payroll	December Hours-J. Wimer & Weiszhaar	162.47
Maintenance Salaried Payroll	January Salary, Matches & Benefits	3,178.49
Finance Office Salaried Payroll	January Salary, Matches & Benefits	3,759.49
Maintenance/Water & Sewer Dept. Payroll	January Salary, Matches & Benefits	3,237.93
AmeriPride Service, Inc.	Mops, Deodorizers, etc.	157.71
Dakota Fluid Power, Inc.	Pump Repair	100.00
Diesel Machinery, Inc.	Loader Parts	4,645.21
Economic Development	Dev. City & School-Contracted Economic Dev. Grant Writer	10,000.00
Gene's Oil Company	Unleaded Gas & Ag. Diesel	257.15
Homestead Building Supply	Materials & Supplies	113.75
Leola Alumni Association	2018 Donation	100.00
Leola Development Corporation	2018 Donation	500.00
Leola Fire Department	Reimbursement of 1/3 of cost of Dakota Electronics Invoice	122.37
Leola Public Library	Reimbursement-Books, DVD, Magazine Renewal-On-line support	257.15
Leola Rhubarb Committee	2018 Donation for Rhubarb Days	500.00
McPherson County	Sheriff's Office Coverage for Nov. & Dec.	3,000.00
McPherson County Herald	Publishing	209.05
McPherson County Treasurer	Back Taxes Owed on Original Plat Property	670.90
Montana-Dakota Utilities	Electricity	2,502.87
North Central Farmers Elevator	Miscellaneous Parts & Supplies	659.90
Rod Hoffman Construction	Labor on Pool Doors	180.00
Rural Development	69th Loan Payment-Sewer Project	4,021.00
Shafer Farms Inc.	Water Deposit Refund after December's Use	34.50
South Dakota Dept. of Revenue-Lab	Coliform Water Testing	15.00
South Dakota Water & Wastewater Assoc.	Water & Wastewater Membership Renewal-Jeff, Dan, Candice	30.00
Ten - 45 Grocery	Cleaning Supplies & City Christmas Supper	193.18
Valley Telecommunications	Phones, Faxing & Internet & Security	443.97
WEB Water	December Water Use	4,659.35
Walz, Pam	Book Reimbursement	253.42
Walz, Pam	Reimbursement-Mileage-Food Baskets	33.60
Westside Heating and AC LLC	Propane at Shop Minus	507.50

% Reimbursed Thru Grant

Helms & Associates	Leola Water Study	10,000.00
--------------------	-------------------	-----------

After discussion, Council Member Lipke moved, with a second by Council Member Reis, to approve the above bills. All Council Members voted in favor. Motion carried.

Lucas Hoover, Helms & Associates came before the Council to discuss the City's Facility plan for the water system improvements and went over alternative. He told the Council DENR would like all 6" AC pipe replaced with 6" PVC pipes. The Alternatives covered WEB water remaining our water source. The plan will have isolation valves, Water Storage pump house building for Booster pump house, new pumps and controls, pump house, remote auto reader system with software, and addendum would include for the ten or more services in Grimes Addition by looped and new services to Grimes Addition, Pudwill Lakeside Addition tying it together, replacing water mains with 6" mains, new gate valves & hydrants, looping water mains in various areas of town on Leola and Sherman, sixth to Conklin to Moulton, remove and replacing asphalt/chip seal streets. Alternatives each had an engineer's estimate with a 15% contingency for the water system. He discussed the average of 15.1% water loss and problems with having to turn off the entire system to fix a leak, along with the age and condition of the City's pump house and to get on the State Water Plan in March 2018. Council Member Rau moved to accept Help's & Associates project recommendations of the chosen alternative of approximately

**\$2,446,410 plus discussed addendums cost. Council Member Reis seconded the motion. All Council Members voted in favor. Motion carried.**

**The Council discussed getting water service to the Pudwill Estates. Council Member Rau moved to bid specs work to install 6-inch line, 14 curb stops, 4 fire hydrants, along with isolation valve and not to pursue sewer at this time. Council Member L. Bollinger seconded the motion. All Council Members voted in favor. Motion carried.**

**The Council discussed the South Dakota Community Foundation 2017 Community Innovation Grant Program has been completed. Fifteen South Dakota non-profits were awarded grants offered in partnership with the Bush Foundation. The 10,000.00 Lake Enhancement Project Grant submitted by the Leola Steering Committee through the LCAC to enhancing the City Park, with the City being the fiscal agency for the grant was awarded to the Leola Community Advancement Committee.**

**The City received a letter from Allen Price, DENR Natural Resources Engineer 1 Water & Waste Fund Program concerning the Helm's & Associates December 28, 2017 Invoice for the Water Study which meets the Small Community Planning Grant requirements and could be submitted, with a letter requesting funds up to 80% to be reimbursed.**

**The Council discussed the SD Game, Fish and Parks Land & Water Conservation Fund (LWCF) Grant funds with the grant application for relining the pool submitted before the Dec. 8<sup>th</sup> application deadline and the letter stating the project met the grant criterium. Randy Kittle called and would be here on Monday, January 7<sup>th</sup> at approximately 11:30 A.M. to go to see the pool.**

**The Council discussed the city's land by the City's Restricted Use Site used by the McPherson County Highway Department at no charge.**

**The Council reviewed two applications for Pool Manager/Lifeguard for the 2018 Pool Season and discussed the possibility of Co-Managers. Council Member Lipke moved to close applications for Pool Manager/Lifeguard and to have the Pool Committee Interview Holly Mueller and Natasha Radtke for the position. Council Member L. Bollinger seconded the motion. All Council Members voted in favor. Motion carried.**

**The Council discussed the generator and transfer switch for the generator to be picked up in Long Lake.**

**The Council discussed the loader being back up and running. Dan Yost thanked the Council for allowing he and Tschappat to fix the loader.**

**The Council discussed the letter from Mike Olson, Code Enforcement Officer concerning his company's growth and needs for his services. His attorney advised him to ask for an agreement, so he can determine which communities still need his services and if he should be taking on new clients. Council Member Reis moved, with a second by Council Member Leibel to sign an agreement with Dennis "Mike" Olson d/b/a Consulting/Contracting Service ("OCCS") and pay the \$1,500.00 retainer fee to ensure his services with the \$1,500.00 to be applied to his future bills. All Council Members voted in favor. Motion carried.**

**Council Member Rau moved, with a second by Council Member Reis, to surplus the three old Library computers to be taken to 21<sup>st</sup> Century Recycling.**

**The Council examined the Monthly Library Report.**

**McPherson County Deputy Steve Lipke joined the Council Meeting to discussed County Law Enforcement and that the agreement would be the same as the proposed agreement with the City of Eureka with the county. County Law Enforcement agreement would cover 30 hours a week, with proposed budget of \$45,000.00 or \$3,750.00 a monthly with an additional Law Enforcement Officer hired to live in Leola. After discussion, Council Member Rau moved, with a second by Council Member Lipke, to approve the verbal police contract, to move forward on the agreement paperwork and to continue to pay \$1,500.00 per month until the agreement is signed. All Council Members voted in favor. Motion carried.**

**Council Member Rau moved to surplus the City's police car with radio, all police equipment and weapons and to advertise the list in the SDML magazine. Council Member L. Bollinger seconded the motion. All Council Members voted in favor. Motion carried.**

**The Council discussed issues with the lights on the north side of the Library building. Council Member Leibel moved, with a second by Council Member M. Yost, to hire 4DK to install the LED bulbs in each light as done on the Library side on the building. Council Members Lipke, Leibel, M. Yost, Reis and L. Bollinger voted Yes, Council Member Rau voted no. Motion carried.**

**December Building Permits Issued: #17-47 Tim Beck, #17-48 Vince Brandner.**

**The 2018 Projects were discussed, and the Council Members on these Committees are to prepare specs to bid projects in February, so projects can begin in the spring of 2018. Council Member Rau and L. Bollinger will check into flooring options and costs Floor to Ceiling to bring back to the Council.**

**The Council discussed and decided to put the shower and window coverings at the Citizens Building on hold and discussed the pavilion at the park.**

**The Council discussed, and it was decided the City will also give notice and the taking of bids to dig water to the Pudwill Estates and drainage bids for 3<sup>rd</sup> to Herried, 3<sup>rd</sup> to 6<sup>th</sup> and the north side of 6<sup>th</sup>. Interested contractors should contact the City Officer.**

**RESOLUTION 2018-01  
2018 PAYROLL**

WHEREAS, SDCL 6-1-10 provides that the governing body of each municipality shall publish in the minutes of the first meeting in January a complete list of salaries of all officer's and employee, and

THEREFORE, shall publish once any salary paid to any officer or employee whose salary has been changed. The governing body shall publish, in their minutes, at least monthly, a total of payroll by department.

Now, THEREFORE BE IT RESOLVED the entire wage schedule for the City of Leola for the year 2018. Payroll list includes no seasonally hired wages, which are set when hiring seasonal employees. Wages are as follows:

**MONTHLY SALARIED EMPLOYEES: (1/2 Paid Bi-Monthly)**

Dan Yost-Monthly Maintenance Salary-2,118.99 yearly-24,929.28 actual with insurance-of 677.75 = 2,796.74-yearly-33,560.88 Maintenance Department-total plus benefit matches \$3,178.49 (\$50.00 Special Meeting Pay)

Jeff Tschappat-Monthly Maintenance Salary-2,252.69 yearly 27,032.28. Total Maintenance Department – plus benefit matches \$3,237.93. (\$50.00 Special Meeting Pay).

Candice Kappes -Month Finance Officer Salary-2,711.60 yearly-32,539.20. Finance Officer Payroll--\$2,711.60. Total Finance Department –plus benefit matches-\$3,759.49. (\$50.00 Special Meeting Pay)

**COUNCIL-PAID QUARTERLY**

Mayor's Pay-Doug Yost-\$245.00 per month, Council Member Pay-\$105.00 per Council Meeting by attending Council Members: Richard Reis, Lindsey Bollinger, Dana Leibel, Jackie Rau, Michael Yost, and Jessica Lipke. \$50.00 Special Meeting Pay for Candice, Jeff & Dan.

Pam Walz gets 2 Hours Pay at Minimum Wage to get food Boxes paid monthly

**OTHER BOARD MEETING PAY**

Credit Board – \$25.00 per meeting by each attendee of: Dean A. Schock, Dana Leibel, Richard Jasmer, Michael Yost, Steve Larson, Janell Kolb & Doug Yost. Program Director, Candice Kappes.

Leola Planning & Zoning Commission-Board Members -\$25.00 per Meeting by each attendee of: Tyler Bollinger, Lloyd Breitag, Jackie Rau, Dean A. Schock, Doug Yost, Richard Reis, Zoning Administrator and Candice Kappes, Reporting Secretary. Zoning Administrator-\$20.00 additional per Building Permit issued.

**CURRENT HOURLY EMPLOYEES:**

**Part-time (Working Less than 20 hours)**

Library Payroll-Head Librarian-Pam Walz-\$9.51, Finance Officer's Assistance-Deb Weiszhaar-\$9.02,

Government Buildings Payroll-Custodian-Zulma Velazquez -\$9.02,

All Other Hourly Laborers-\$8.85 minimum wage unless set otherwise set when hired. Council Member as fill-in labor-\$8.85 per hour.

All Seasonal Employees set upon hire as determined by the Council and Gravel Haulers and Bladers-As approved and set as County Pay by County Commissioners.

Attest:

\_\_\_\_\_  
Candice Kappes, Finance Officer

\_\_\_\_\_  
Doug Yost, Mayor of Leola

Council Member Lipke introduced the Resolution 2018-01 and moved to set wages as listed above for all employees and instruct the Mayor and the Finance officer to pay those payrolls and payroll associated bills when need to be paid. Council Member M. Yost seconded the motion. All Councilmen voted in favor. Motion carried.

The Annual Report Workshop will be in Aberdeen on Thursday, January 25<sup>th</sup>.

The Council discussed that the County did not want to have our elections jointly but could have our own Election at the Courthouse on the same day. After discussion, Council Member Rau moved, with a second by Council Member Reis, to set the Municipal Election for April 10<sup>th</sup> if a Municipal Election is needed, to be held in the Meeting Room of the Municipal Building, with the option for the school to go jointly if they decided to. All Council Members voted in favor. Motion carried.

Those terms coming up in 2018 are Council Members: Two Year Terms: Mayor Doug Yost, Council Members - Richard Reis-Ward One, Michael Yost-Ward Two and Jackie Rau-Ward Three. One Year Terms: Jessica Lipke-Ward Two and Lindsey Bollinger-Ward Three appointed of vacancies. Earliest date to circulate a petition will be January 26<sup>th</sup>, 2018, with all petitions to be filed by 5:00 P.M. central time on February 23rd at 5:00 P.M.

Council Member Reis moved, with a second by Council Member L. Bollinger, to allow the 4-H Sharp Shooters to use the basement of the Citizen's Center from January through April with the same stipulations as in the past. All Council Members voted in favor. Motion carried.

A Public Hearing was set for Monday, February 5th at 8:00 P.M. to consider the Special Events License for the Leola Fire Department Fun Night scheduled for Saturday, March 10th at the Legion Hall (Snow Date of March 17th if needed).

The Finance Officer informed the Council, Greg Gross from SD Rural Water informed her there were PPG Grants available to apply for Engineering for up to \$30,000.00.

The Council reviewed the Annual Report on Hohm Park Apartments from the Leola Housing Commission.

Council Member Reis moved, with a second by Council Member L. Bollinger, to grant Deb Weiszhaar permission to attend the Quick Books Class in Aberdeen on February 6th at the Training Place with a registration fee of \$70.00. All Council Members voted in favor. Motion carried.

The Council received a thank you note from the Leola Development Corporation for the donation toward food and items for gift bags for the 1st Responders Appreciation Dinner.

The Council discussed time spent in the Municipal Building, driving around in and out of city limits, the logging time in their log books, picking up garbage and chain of command with Yost and Tschappat.

The Council received a Christmas card from B & B Contracting and thanked Helms and Associates for the smoked turkey.

Council Member Rau moved to adjourn. Council Member Lipke seconded the motion. All Council Members voted in favor. Motion carried.

The Leola City Council will meet in regular session on Monday, February 5th, 2018 at 7:30 P.M. in the Council Room of the Municipal Building.

ATTEST:

\_\_\_\_\_  
Candice Kappes, Finance Officer

\_\_\_\_\_  
Doug Yost, Mayor of Leola

**“This institution is an equal opportunity provider, and employer.”**

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