

LEOLA CITY COUNCIL MEETING

January 9, 2017

The Leola City Council met in the Council Room of the Municipal Building in regular session on Monday, January 9, 2017. Mayor Doug Yost called the Meeting to order at 7:30 P.M. with the following Council Members present: Jackie Rau, Karl Moser, Dana Leibel, Shawn Patton, Jon Mardian and Michael Yost, along with the Finance Officer Kappes. Absent: None. Also present: Chief Dan Yost and Jeff Tschappat.

Council Member Rau moved to approve the minutes of the December 28th Council Meeting as read with the change of the Government Buildings Payroll-Janitor Position-unfilled-\$8.65, stand approved. Council Member Patton seconded the motion. All Council Members voted in favor. Motion carried.

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

The Council examined the following bills:

Police & Maintenance Salaried Payroll	December Salary & Benefits	3,232.81
Finance Office Salaried Payroll	December Salary & Benefits	3,689.22
Maintenance/Water & Sewer Dept. Payroll	December Salary & Benefits	3,177.89
AB Business Inc.	White Board & Supplies	109.37
AmeriPride Service, Inc.	Paper Products, Mops, Deodorizers, etc.	49.60
Beck Law Office	Attorney Fees	37.50
CorTrust Bank	Non-Sufficient Return Check Charge-September	4.00
CorTrust Visa	HP All In One Printer	212.99
Gene's Oil Company	December Gas & Ag Diesel	362.91
Homestead Building Supply	Material for Addition to Shop	46.76
Hutchins, Tracey	Mileage-All in one Printer-FO	33.60
McPherson County Herald	Publishing	130.85
Menards	LED Light Bulbs	105.95
North Central Farmers Elevator	Miscellaneous Merchandise	149.94
Rural Development	57th Loan Payment-Sewer Project	4,021.00
SD Dept. of Revenue-Tax	Sales Tax Due	171.34
Valley Telecommunications	Phones, Cell Phones, Faxing, Internet with Phone Credit	419.99
Westside heating and AC LLC	Propane at Shop	121.53

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

The Council discussed the need for salt/sand mixture for city streets. After discussion, Moser moved, with a second by Leibel, to purchase a load of sand from MT Sand & Gravel. All Council Members voted in favor. Motion carried.

Unwanted materials being dropped off and having to be moved at the Restricted Use Site were discussed.

Troy Grabowska was moved to the February Council Agenda due to his inability to attend.

The Council discussed the cost of digging and repairing water curb stops. It was discussed that letters be sent to contractors in the area informing them of the city's set rate for repairing a shut off if they wanted to do the work. Council Member Rau moved to set \$350.00 as the amount the city will pay to have a shut off replaced, with no other fees, mileage, activation fees or change orders to be added. The contractors will be responsible for back fill and the city will supply the needed materials & reseeding of the grass. Contractors should also include their hourly dig charge for other digging, but city will not be going into contract in any way for digging. Council Member Mardian seconded the motion. All Council Members voted in favor. Motion carried.

Jeff Tschappat spoke to SD Rural Water and they do not clean sewer lines, but thought contacting neighboring towns in the area to be cleaned by Hydro Clean could hold down the cost.

The Council discussed the \$500.00 Modern Woodmen donation the city received to be used in the parks for trees and bleachers. It was decided to look at purchasing trees for the Leola City Park.

The water spicket needing to be put in the basement of the Citizen's building, along with the cots needed for the storm shelter were discussed.

The moving of the fire extinguisher and barber chair in the Library/Rental Building was discussed by the Council.

The Council discussed building demolishing for 2017. The contractor costs to demolish dilapidated buildings, where the lots and buildings is a code enforcement issue will be the city's expense to pay and then billed to the property owner to be paid back to the city by the lot owners. After discussion, Council Member Rau moved, with a second by Council Member Leibel, that in 2017 the contractor's bill to demolition and the fill-in for the basement will be paid by the property owner applying for the demo permit, with the city's man-hours being excused. The assessment will be needed of the building before the council considers the cost of the 7.5% of the assessment of the building is excused by the Council and rescind the practice of the demolishing them in the past. All Council Members voted in favor. Motion carried.

Police Chief Dan Yost gave a verbal Police Report since his return to work on December 19th.

Council Member Leibel moved to hire Zulma Velazquez as the city's part-time janitor at minimum wage to clean at the Library Rental Building, Municipal Building and at the Citizen's Building when needed, at no more than 19 ½ hours a week. Council Member Mardian seconded the motion. All Council Members voted in favor.

The Council discussed the number of streetlights not working since the ice storm. The list of those streetlight locations has not been completed by the committee. It was decided to have the finance officer call MDU about the light on Main Street. The Council discussed with Natalie Dempsey the possibility of moving an unneeded streetlight out by the Ten & 45. It was decided to see if a list of light locations can be obtained from MDU.

The City Office will be closed on Thursday, January 26th due to the Annual Report Workshop in Aberdeen. Both Finance Officer Candice Kappes and Jessie Wimer will be attending.

The Council discussed that 42 - 2017 Dogs Tags had been purchased. All dog owners needing 2017 dog tags, will be subject to the \$10.00 late charge per dog unless it's a dog under a year old, a new resident, or someone not having a licensed dog before. The dog owners will be fined \$200.00 for each unlicensed dog after February 1st.

2017 MONTHLY SALARIED EMPLOYEES: (1/2 Paid Bi-Monthly)

Dan Yost - -Employment Date-9-8-2014 Wage was 2065.48 at 3%= 61.96 increase = 2,127.44 Plus insurance amount of 667.91 = 2,795.35 x 12 = 33,544.20 div 2080 = \$16.13 (No Insurance figured with 25,529.28 div by 2080 = \$12.27 Police & Maintenance-Dan Yost- \$2,795.35, Total Police & Maintenance Department-plus benefits \$3,232.81 (\$50.00 Special Meeting Pay) Increase of \$61.96 with Benefits \$101.65

Candice Kappes - -Employment Date- 11-7-1988 Wage was 2,581.00 x 3% = 77.43 = 2,658.43 with Insurance 2,658.43 x 12 = 31,901.16 div 2080 = \$15.33. Finance Officer Payroll-Candice Kappes-\$2,658.43. Total Finance Department –plus benefits-\$3,689.21 (\$50.00 Special Meeting Pay) Increase of \$77.43 with Benefits \$87.99

Jeff Tschappat -- Employment Date-2-1-2007 Wage was 2144.20 x 3%= + 64.32 = 2,208.52. Maintenance Department Payrolls-----Jeff Tschappat-2,208.52 x 12 months = 26,502.24 div 2080 = \$12.74 per hour. Total Maintenance Department – plus benefits \$3,177.89. Increase of \$64.32 with Benefits \$73.10 (\$50.00 Special Meeting Pay).

QUARTERLY PAY

Mayor’s Pay-Doug Yost-\$245.00 per month, Council Member Pay-\$105.00 per Council Meeting by attending Council Members: Shawn Pattan, Jon Mardian, Dana Leibel, Jackie Rau, Michael Yost, and Karl Moser. \$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 MEETING PAY

Credit Board – \$25.00 per meeting by each attendee of: Dean A. Schock, Bob Schumacher, Richard Jasmer, Steve Larson, Tom Mahlke, Janell Serr & Doug Yost. Program Director, Candice Kappes.

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

CURRENT HOURLY EMPLOYEES:

Part-time (Less than 20 hours)

Library Payroll-Library Fill in-Pam Walz-\$9.32

Finance Office Clerk—Jessica Wimer-\$8.80

Government Buildings Payroll-Zulma Velazquez -\$8.65

Spraying Weeds-Stanton Spitzer-\$14.98 per hour

Spraying Mosquitoes-Jeff Tschappat- per \$44.94 per time (\$14.98) Spraying Mosquitoes

Gravel Haulers and Bladers-As approved and set as County Pay by County Commissioners,

All Other Hourly Laborers-\$8.65 minimum wage unless set otherwise set when hired.

Council Member as fill-in labor-\$8.65 per hour.

Council Member Moser moved to set wages as listed above for all listed employees and instruct the Mayor and the Finance officer to pay those payrolls and payroll associated bills when need to be paid. Council Member Mardian seconded the motion. All Councilmen voted in favor. Motion carried.

The Council discussed Loan Application #026. Council Member Leibel moved, with a second by Council Member Moser, to approve Revolving Loan Application #026 of Kevin and Jennifer Wolf for 25,000.00 to construct a building in Leola to process electronics for recycling and secure data destruction, with all stipulations and recommendations set by the Credit Board. All Council Members voted in favor. Motion carried. The Council discussed the needed special exception permit needing to go through the Zoning Board, when applying for the building permit.

The Finance officer informed the Council the Revolving Loan Fund will be having a Compliance Review and Security Inspection once scheduled.

The Council discussed the City’s need to have and water survey completed in order to get on the state’s water plan and qualify for funding. The estimated cost of the sewer survey and estimated grant monies being applied for to cover the cost of the survey was discussed, along with the cost of the city’s portion of the cost of the survey. Council Member Rau moved, with a second by Council Member Patton, to apply for a Small Community Planning Grant. All Councilmen voted in favor. Motion carried. The water survey will be done by Helms and Associates, along with the grant paperwork with grant application assistance from NECOG.

Council Member Moser moved, with a second by Council Member Patton, to hold the election jointly with the Leola School and Long Lake Town on the June Primary Election Date of June 6th if a City Election is needed. All Council Members voted in favor. Motion carried. Those terms coming up in 2017 are Council Members: Dana Leibel-Ward One, Karl Moser-Ward Two and Jon Mardian-Ward Three. Election Notice of vacancies will be February 15th, with petition March 1st and filed by 5:00 P.M. on March 28th at 5:00 P.M.

The Council discussed the Park Committee bank account that is unchanged from December 31st 2015 and that there were no revenue or expenses for the Park Committee in 2016. The Park Committee will not be required to provide a financial statement for 2016 due to their balance that will be included on the City’s 2016 Annual Report. All other committees or organization receiving city funds are to submit their financial statements by April 1st to be available for the April Council Meeting.

A Public Hearing was set for Monday, February 6th at 8:00 P.M. to consider the Special Events License for the Leola Fire Department Fun Night scheduled for Saturday, March 11th at the Legion Hall (Snow Date of March 18th if needed).

The Council discussed the municipal position open on the SD State Retirement Board if interested.

The Council discussed what was considered a conflict of interest while being on the Council, on various organizational voting boards and business gain.

After discussion, it was decided to send a letter to Gene’s Oil to continue to purchase off McPherson’s County’s bid as in the past.

The Council discussed the 4-H Sharp Shooter’s continuing use of the basement of the Citizen’s Center from January through April.

There being no further business, Council Member Rau moved, with a second by Council Member Patton, to adjourn. All Council Member voted in favor. Motion carried.

The Leola City Council will meet in regular session on Monday, February 6th at 7:30 P.M. in the Council Room of the Municipal Building.

ATTEST:

Candice Kappes, Finance Officer

Doug Yost, Mayor of Leola

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