

LEOLA CITY COUNCIL MEETING

December 28, 2016 Year-End Meeting

The Leola City Council met in the Council Room of the Municipal Building on Monday, December 28, 2016 in Special Session to take care of year-end business. 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.

The December 5th Council Minutes stand approved as published.

The Council examined the following bills:

Library Payroll	December November Librarians-Walz & Schock	903.34
Council Payroll	December Hours-C & M Citizen's Food Boxes Pay-P. Walz	18.41
Council & Mayor Payroll	4th Qtr. Mayor & Council & Special Meeting Pay	3,552.46
Office Department Payroll	December Hours-J. Wimer	897.40
Weed Spraying Payroll	Spraying- Winterizing--Spitzer	15.65
AB Business Inc.	Magnetic White Board	81.65
AmeriPride Service, Inc.	Mops, Deodorizers, etc. Library Bldg. Govt. Bldgs.	99.20
Curt's Repair	Parts & Labor on Dresser & Snow Removal	2,339.19
Downtown Decorations	20 Banners & Shipping & Handling	1,334.68
Leola Grocery	Food & Beverages for City Christmas Dinner	199.01
Leola Legion Bar	Ice, Straws & Beverages for City Christmas Supper	82.00
Leola Public Library	Reimbursement for Books & Subscriptions	189.51
MDU	Electricity	3,130.00
South Dakota Dept. of Revenue-Lab	Water Testing Sample	15.00
South Dakota Water & Wastewater Assoc.	Water/Wastewater Operators Membership Renewal- Jeff, Dan & Candice	30.00
Walz, Pam	Book Reimbursement-Library	189.83
Walz, Pam	Reimbursement-Mileage - Food Baskets	33.60
WEB Water	December's Bill for December's Water Use	4,067.55
Westside Heating and AC LLC	Propane at Shop	127.89

After discussion, Council Member Mardian moved, with a second by Council Member Leibel, to approve the above year-end bills. All Council Members voted in favor. Motion carried.

The Council discussed the downed tree branches from the recent ice storm. The Restrict Use Site will be open for this coming week. Signs will be posted and a notice will be put on the city's WEB site.

Terry Hoffman asked if snow could be piled elsewhere to prevent gravel draining off on his property. The Council discussed a different location which was the ice pond. The Council discussed inquiries into why there no longer was an ice pond. Tschappat was thanked for running the loader without heat.

The Council discussed sewer lines and mains needing to be checked. It was decided to contact SD Rural Water to see if they would do the rotated cleaning of city sewer lines. It was decided to contact the SD Rural Water to see if they could do it and the cost.

The Council discussed the Modern Woodmen donation that was to come for 2016. The donation would need to be received before the end of Friday to be included in the 2016 revenue.

The Council discussed the winter storm shelter and it was decided to use the Fire Hall instead of the Citizen's Building until there is a generator and cots for people to sleep. It was decided to contact the SD Federal Surplus Property to see if they had cots available to purchase.

The Council discussed the lighting in the old shop area and it was decided to update the lighting by putting in LED lights. Overhead doors are also needed.

The Council discussed work needing to be done on the mower used at the golf course. It was decided to have the Golf Course take care of the cost and if funds are needed later in the year they could request funds at that time. The mower could be discussed with the Golf Association at the January 9th Council Meeting.

The year-end reports from organizations receiving donation money from the city should be turned into the finance office before April 1st.

The Monthly Library Report was examined by the Council. The Police Report will be presented at the January 9th Meeting. The Library Committee met and discussed the need to replace one of the computers. It was decided to see if there are available grant monies for Libraries.

Building & Demo Permits issued in December: None. The Council discussed the possible openings on the Zoning Board and the fact that no written resignations have been submitted at this time.

The Council discussed that 38 - 2017 Dogs Tags had been purchased by December 28th. All Dog Tags expire on December 31st. Dog owners needing to purchase dog tags after December 31st would 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. Owners who do not purchase dog tags by February 1st will be fined \$200 for each unlicensed dog.

The finance officer informed the Council paperwork on transferring Lots 4 & 5 Block 5 in Turner Addition to Tyler and Lindsey Bollinger had been completed and given to Bollinger's to file.

The Council discussed the interview process of the janitor applicants. After discussion, Council member Rau moved, with a second by Council Member Mardian to offer the position of part-time janitor when needed to Sheila Spitzer, at minimum wage, at no more than 19 ½ hours a week. All Council Members voted in favor. Motion carried. If Sheila Spitzer did not take the position, it should be offered to Zulma Velazquez.

The Street light committee discussed lights to be moved and lights not working. A breakdown list of these lights will be brought to the January Meeting. Lights out at the City Park were also discussed.

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 next City Council Meeting will be held on January 9th at 7:30 P.M.

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

Personnel Policies Need Review

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

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- Janitor Position Unfilled

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 when hired.

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

Council Member Karl 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 needing to be paid. Council Member Mardian seconded the motion. All Councilmen voted in favor. Motion carried.

The Council discussed the tree branches that came down and did damage to the Homestead Building which has been submitted to the City's insurance. The Council discussed the man hours spent on clean up and the finance officer was instructed to submit the two hours into the insurance.

The finance officer informed the Council all parties involved have signed the land lease agreement between Natalie Dempsey and the City.

The Council discussed anonymous complaints, responsibility of complaints being public as it is to be a public meeting and not being fair, giving the involved parties the ability to respond. That policy should not be changed without due consideration, discussion and research into why the issue is being addressed.

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

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

The Leola City Council will meet in regular session Monday, January 9th 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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