

# LEOLA CITY COUNCIL MEETING

December 7, 2015

The Leola City Council met in the Council Room of the Municipal Building in regular session on Monday, December 7, 2015. Mayor Dean A. Schock called the meeting to order at 7:36 once a quorum was established with the following members present: Norman C. Tschappat, Dana Leibel, Tyler Bollinger, Doug Yost, David Gohl. Absent: Council Member Brian Walz and Chief Dan Yost. Also present: Jeff Tschappat, Julie Stange and Ray Geffre.

Minutes of the November 2<sup>nd</sup> Council Meeting stand approved as mailed out.

Council Member Doug Yost moved, with a second by Council Member Bollinger, to accept the Monthly Treasurer's Report and to set aside \$500.00 for the Celebrations Fund. All present Council Members voted in favor. Motion carried. The 4<sup>th</sup> Qtr Sewer Projects will be transferred from Sewer to the Sewer Project fund before the years end. The Council discussed the need to tie off certain water services in Grimes Addition and supplying new services. It was decided to see if it was possible to have this work included in the Water Survey if possible.

The Council examined and discussed the following bills:

Police & Maintenance Salaried Payroll	December Salary & Benefits	\$2,979.92
Finance Office Salaried Payroll	December Salary & Benefits	\$3,460.46
Maintenance/Water & Sewer Dept. Payroll	December Salary & Benefits	\$2,978.50
Council Payroll	November Hours-Citizen's Food Boxes Pay	18.30
Office Department Payroll	November Hours-P. Schaffner & J. Wimer	1,020.93
Library Payroll	November Librarians	805.10
Gov't Bldg. Payroll-Janitor	November Janitor Hours-J. Leibel	296.72
Fill-in Maintenance Payroll	November Pick up Maintenance Hours -R. Hartinger	73.20
Zoning Payroll-Tschappat	November-Building Permits	215.30
Council & Mayor Payroll	4th Qtr. of 2015 Council Meeting Pay	\$2,599.77
Zoning Board Payroll	4 <sup>th</sup> Qtr of 2015 Zoning Board Meeting Pay	134.58
AmeriPride Service, Inc.	Paper Products, Mops, Deodorizers, etc.	148.80
Auto Owners Insurance	Auto Insurance	2,115.30
CorTrust Bank	Check Blanks & Deposits	355.14
Dakota Ag Supply, LLC	Water Supplies	15.77
Dakota Supply Group	Water & Park's Sewer Supplies	2,900.06
Dept. of Environment & Natural Resources	Wastewater Fee-Discharge Permit	550.00
Dependable Sanitation, Inc.	3 Months Garbage Service-City & Golf Course	229.00
FEM Electric Association, Inc.	Electricity-Golf Course	173.35
Fire Safety First	Inspect & Recharge Fire Extinguishers	84.00
Gene's Oil Company	November Gas & Diesel	343.11
Homestead Building Supply	Supplies-Govt. Bldgs.	20.99
Kappes, Candice	Split Mileage & Expense Election Workshop-Pierre & Postage	95.75
Kappes, Candice	Reimbursement of Additional Insurance Deductible	750.00
Leola Grocery	Council Lunch & Supplies	44.33
McPherson County Herald	Publishing Minutes & Notices	423.36
McPherson County Highway Department	Fuel & Labor for 2 Guys for Hauling Gravel	3,475.23
Midstate Group	Perforated Paper	198.02
MDU	Electricity	1,997.89
Moser Excavating	Grabowska Dig	800.04
North Central Farmers Elevator	Miscellaneous Parts & Supplies	98.38
Pheasantland Industries, Garment Division	Seven City Office Shirts & Freight	138.55
Rod Hoffman Construction	Replace Curb Stops (Weiszhaar & Old Print Shop) & Mileage	430.00
Rural Development	44th Loan Payment-Sewer Project	4,021.00
South Dakota Dept. of Revenue-Lab	Coliform Water Testing Sample	15.00
South Dakota Federal Property Agency	Two Tires & Two Engines minus credit	150.00
South Dakota Water & Wastewater Assoc.	Water & Wastewater Operators Membership Renewal- Jeff, Dan Candice	30.00
Titan Machinery/Productivity Plus Account	Finance Charge Due to Monthly Billing Date	3.33
Valley Telecommunications	Phones, Cell Phones, Faxing, Internet	429.93
Walz, Brian	Reimbursement-Mileage - Food Baskets	33.60
Walz, Pam	Book Reimbursement-Library	244.09
WEB Water	November Bill for October Water Use	3,548.35
Westside heating and AC LLC	Propane at Shop with Discount	168.44
Wimer, Jessie	Reimbursement of Mileage-Aberdeen & Expense-Election Workshop	65.60

After discussion on check blanks and deposit slip costs to be approved were unknown and the amount would be added, Councilman Tschappat moved, with a second by Councilman Doug Yost, to approve the above bills. All present Council Members voted in favor. Motion carried.

Ray Geffre and Julie Stange discussed the building permit application applied to move an approximately 12 x 16 building onto the property at 948 Marion Street for storage. The building has a wood floor and that the damaged piece of tin will be replaced and all the buildings on this property will be painted in 2016 was discussed with the Council. The Council reviewed the pictures of the building to be moved by December 13<sup>th</sup> and the tarped items would be moved into this building on the property. Council Member Bollinger moved, with a second by Council Member Doug Yost, to approve the building to be moved into the property owned by Julie Stange and allow the permit to be issued under those stipulations. All present Council Members voted in favor. Motion carried. Geffre and Stange left the Council Meeting.

The Council discussed equipment needed for the work to be done on the streets with assistance from the county if able to be scheduled.

The Council discussed the Restricted Use Permit Application prepared by Helms and Associates, which was submitted on December 2<sup>nd</sup> before the December 6<sup>th</sup> expiration. An affidavit of publication will need to be submitted as soon as the notice of the renewal of the R.U.S./Solid Waste Facility Renewal is published.

The Council discussed Caleb Gulkerson, Central Divers L.L.C., contacted the finance office, about the paint we were waiting for had arrived and they would come to do the repairs and painting to the above ground storage tank as soon as weather was warm enough to do the work. The Council authorized the finance officer to mail the check issued for the remainder of this work to Central Divers L.L.C. as long as the work is planned first on their schedule.

The Council discussed the digging and installation of the 1000 gallon tank, 6 risers to be put for sewer north of electrical a at the city park is to begin next week and the city had all materials needed for the project. The Council decided Jessie Wimer will be added to the Park Committee Bank Account replacing Pam Schaffner and the fact Chrissy Bailey was also currently on the account for the second signature but it was unclear if she and others were still active on the Park Committee.

The Council discussed the city's Christmas supper set for Saturday, December 12<sup>th</sup> at the Country Club for the Council and employees and their spouse or date.

The Council discussed the replacing of the gutters at the Library/Med Building and the Municipal Building still needing to be done and that SES Seamless will be doing them as soon as they can.

The Council examined the Monthly Library Report and Monthly Police Report.

The Crow's Nest, use agreement, metered water use, and the concession stand were discussed by the Council.

Building & Demo Permits issued were as follows: 15-74 Jason Kallenberger, 15-75 Heather Collins, 15-76 Rick Adams, 15-77 SDDOT, 15-78 Neil & Val Geffre, 15-79 Mabel Freitag, 15-80 Jim Schaffer, 15-81 Steve Seibel, 15-82 Dorothy Herman.

As advertised, a Public Hearing on Resolution 15-03 a Resolution to Lease City Owned Property was held. There being no one present objecting to Resolution 15-03, Council Member Tschappat introduced the following resolution and moved for its adoption. Council Member Yost seconded the same. Resolution 15-03 to lease city owned property was read a second time as follows:

**RESOLUTION 15-03  
RESOLUTION TO LEASE CITY OWNED PROPERTY**

**WHEREAS:** SDCL 9-12-5.2 mandates any municipality that owns rental property and decides to lease this property for longer than One Hundred Twenty (120) days and fees for such lease will exceed \$500.00 per year, said municipality shall by resolution of intent, and,

**WHEREAS:** the City of Leola owns such property (Medical Building) and,

**WHEREAS :** the City of Leola wants to lease such a property and such leases will exceed the One Hundred Twenty (120) days and the \$500.00 per year limit as set by SDCL 9-12-5.2 now, therefore

**BE IT RESOLVED:** That a Public Hearing shall be held on Monday, December 7th 2015 at 8:00 P.M. in the Council Room of the Municipal Building. Anyone or their attorney may appear before the City of Leola Council to show just cause.

Attest:

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

\_\_\_\_\_  
Dean A. Schock, Mayor of Leola

All present Council Members voted in favor. Resolution 15-03 was duly adopted.

Council Member Gohl moved, with a second by Council Member Yost, to approve and enter into the following lease agreements, for up to five days of the week with Sue Hoffman's Healing Hands, and for 1 to up to 2 ½ days a week with Maria's Cut & Curl, for the 2016 calendar year. All Council Members voted in favor. Motion carried. Mayor Schock signed the lease agreements with Maria's Cut & Curl and Sue Hoffman, which were witnessed by the finance officer.

The Council discussed the dog tags purchased and the tags still needing to be issued to their owners before December 31st or will be subject to the \$10.00 late charge. Tags not purchased by February 1<sup>st</sup> will be also be fined \$200.00 per needed tag.

The Council granted the Finance Officer Kappes and Jessica Wimer permission to attend the Annual Report Workshop in Aberdeen on Thursday January 28<sup>th</sup>.

The Council discussed the Annual WEB Meeting to be held in Aberdeen and that no ballot was cast as it was received after the November Council Meeting and the WEB Board Meeting was before the December Council Meeting.

The Finance Officer updated the Council on the Rural Development onsite meeting for the Revolving Loans and the handicapped accessible list of items needed to be done to the Municipal Building that remained from the last onsite evaluation.

The Council instructed the finance officer to apply for the SD Urban & Community Forestry Program Challenge Grant. Tschappat was instructed to get quotes on the needed trees.

The Council reviewed the budgeted and adjusted needed to the salaries for 2016 and set them to be as follows:

**2016 MONTHLY SALARIED EMPLOYEES: 3% increase over 2015 (1/2 Paid BI-Monthly)**

Police & Maintenance-Daniel Yost-\$2,678.08 or \$32,136.96 yearly, \$11.29 with no Insurance wage adjustment to \$15.10 Total Police & Maintenance Department-plus benefits \$3,097.21 monthly, (\$50.00 Special Meeting Pay) 0% increase. Increase of \$50 included).

Finance Officer Payroll-Candice Kappes-\$2,581.00 or 30,972.00 yearly. Hourly Wage \$14.89 With Insurance 18.42. Total Finance Department –plus benefits-\$3,545.91 (\$50.00 Special Meeting Pay)

Maintenance Department Payrolls-----Jeff Tschappat-2,144.20 or 25,730.40 yearly. Hourly Wage \$12.37 With insurance \$15.90. Total Maintenance Department –plus benefits \$3,049.48. (\$50.00 Special Meeting Pay)

**QUARTERLY PAY-0% Increase**

Mayor's Pay-Dean A. Schock-\$245.00 per month, Council Member Pay-\$105.00 per Council Meeting by attending Council Members: Doug Yost, David Gohl, Dana Leibel, Tyler Bollinger, Norman C. Tschappat, and Brian Walz.

**OTHER MEETING PAY-0% Increase**

Credit Board --\$25.00 per meeting by each attendee of: Dean A. Schock, Bob Schumacher, Richard Jasmer, Steve Larson, Tom Mahlke, Janell Serr & One Open Seat. Program Director, Candice Kappes. Leola Planning & Zoning Commission-Board Members -\$25.00 per Meeting by each attendee of Tyler Bollinger, Lloyd Breitag, Chad Weiszhaar,

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-\$9.05

Finance Office Clerk—Jessie Wimer -\$8.55.

Government Buildings Payroll-Jackie Leibel-\$9.05

Gravel Haulers and Bladers-As approved and set as County Pay by County Commissioners, all Other Seasonal and Hourly Laborers-\$8.55 minimum wage unless set otherwise when hired. Council Member as fill-in labor-\$8.55 per hour. Brian Walz will receive 2 Hours Pay at Minimum Wage to get food boxes.

Council Member Bollinger moved to set as above 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 Tschappat seconded the motion. All Councilmen voted in favor. Motion carried.

The Council discussed employee evaluations and it was decided to cease doing them and address problems and go into executive session for employee matters as posted on the agenda, when needed.

The Council reviewed Annual Reports from Rural Development & NECOG.

The Council received Christmas cards from Helms & Associates and B & B Contracting.

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

The Leola City Council will meet again in session in regular session on Monday, January 4th at 7:30 P.M. in the Council Room of the Municipal Building.

ATTEST:

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

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Dean A. Schock, Mayor of Leola

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