

# LEOLA CITY COUNCIL MEETING

August 1, 2016

The Leola City Council met in the Council Room of the Municipal Building on Monday, August 1, 2016. Jackie Rau took oath of office and was seated to fill the Leola Ward Three Council seat, with a quorum established. Mayor Doug Yost called the Meeting to order at 7:30 P.M. with the following members present: Dana Leibel, Shawn Patton, Mike Yost, and the open seat in Ward Two and Ward Three. Absent: none. Also present: Jeff Tschappat, Police Chief Daniel Yost, Phil Katzaniak, Karl Moser and LeAnn Kerzman, Midwest Assistance Program.

Mayor Doug Yost appointed Karl Moser as Council Member Ward One for the remainder of the term. Council Member Rau moved to accept Mayor Doug Yost's appointment of Karl Moser. Council Member Leibel seconded the motion. All Council Members voted in favor. Motion carried. Council Member Karl Moser took oath of office and was seated.

Council Member Rau moved to nominate Council Member Dana Leibel as Council President. Council Member Patton seconded the nomination and moved a unanimous ballot be cast and nominations cease. All Council Members voted in favor. Motion carried.

Council Member Rau nominated Council Member Shawn Patton as Council Vice President. Council Member Moser seconded the nomination and moved a unanimous ballot be cast and nominations cease. All Council Members voted in favor. Motion carried.

The Council discussed the open seat in ward three and anyone interested in the seat should attend the September Meeting.

The Council discussed the Mayor's appointments and wanting to replace rural board members with city residents. Council Member Patton moved to appoint Jackie Rau to replace Chad Weiszhaar on the Zoning Board. Council Member Moser seconded the motion. All Council Members voted in favor. Motion carried.

Councilman Leibel moved, with a second by Councilman Michael Yost, to approve the following Mayor's Appointments. All Councilmen voted in favor. Motion carried.

## MAYOR DOUG YOST'S COMMITTEE APPOINTMENTS - 2016-2017:

STREETS, ALLEYS & RESTRICTED USE SITE-----M. YOST, LEIBEL & MOSER

WATER & SEWER-----M. YOST, LEIBEL & MOSER

PARKS, RECREATION & POOL-----M. YOST, LEIBEL & MOSER

BUILDINGS & EQUIPMENT-----RAU, PATTON, & OPEN SEAT

POLICE & LIBRARY-----RAU, PATTON, & OPEN SEAT

ADA-----LEIBEL, RAU, PATTON, & OPEN SEAT

GOLF COURSE -----RAU, MOSER & PATTON

LIBRARY BOARD---VIRGINIA KESSLER, DEB WEISZHAAR, SHANA GOHL, MARILYN ERDMANN, DONNA SCHAIBLE &--1 VOTE FROM THE COMMITTEE OF 3 ON COUNCIL -- RAU, PATTON & OPEN SEAT

CREDIT BOARD--JANELLE SERR, BOB SCHUMACHER, RICHARD JASMER, DOUG YOST, STEVE LARSON, DEAN SCHOCK & TOM MAHLKE CANDICE KAPPES--CREDIT BOARD PROGRAM DIRECTOR  
ZONING BOARD MEMBERS--TYLER BOLLINGER, LLOYD BREITAG, JACKIE RAU, DEAN A. SCHOCK & DOUG YOST, NORMAN C. TSCHAPPAT-- BUILDING & ZONING ADMINISTRATOR, CANDICE KAPPES-- REPORTING SECRETARY

LEOLA GOLF COURSE BOARD--MIKE WALTMAN-PRESIDENT, DIANE WALTMAN- SECRETARY/TREASURER, DIRECTORS--TERRY HOFFMAN, GABE OUTTRIM & DEAN SCHOCK  
LEOLA PARK BOARD--LINDSEY GILL-PRESIDENT; NATALIE DEMPSEY-SECRETARY; JESSICA WIMER- TRESURER; CHRISSEY BAILEY, RAY GEFFRE, MYRISSA MURREY, PEG SCHUMACK, WANDA GILL, BRIAN GILL, COREY PUDWILL, JEFF TSCHAPPAT, HEATHER & TIM COLLINS

HOUSING & REDEVELOPMENT COMMISSION--BECKY WOLFF-PRESIDENT; PAM SCHAFFNER- SECRETARY; JACKIE RAU, ALLEN AMAN & JEFF MUELLER

## MISCELLANEOUS APPOINTMENTS & CITY POSITIONS:

Official Depository-CorTrust Bank; Official Newspaper-McPherson County Herald; Attorney-Vaughn Beck-Beck Law Office; Engineer-Terry Helms-Helms & Associates; Planning District-Northeast Council of Governments; Chief of Police-Daniel Yost; Maintenance & Mosquito Sprayer-Jeff Tschappat; Code Enforcement Officer-Mike Olson; Finance Officer-Candice Kappes; Head Librarian-Pam Walz; Chemical Weed Applicator-Stanton Spitzer; Office Clerk/Maintenance-Jessica Wimer; Government Buildings/Janitor-Jacqueline Leibel; Pool Manager-Shana Gohl; Planning District-Northeast Council of Governments, Licensed Garbage Hauler-Dependable Sanitation, Web Designer-Jessica Wimer--WEB Site -- [www.leola@sd.com](http://www.leola@sd.com)

Council Member Michael Yost moved, with a second by Council Member Rau, to make the annual motion authorizing the finance officer and mayor to pay payroll and all regular monthly bills to avoid penalties and qualify for discounts. All Council Members voted in favor. Motion carried.

LeAnn Kerzman, Technical Assistance Provider for Midwest Assistance Program covered the basics on Council Meeting procedures, open meeting laws, minutes, fund accounting, budget, agendas, executive session, surplus property, bidding process, responsibility of operating water and wastewater systems.

Council Member Leibel moved, with a second by Council Member Patton, to approve the minutes of the July 11<sup>th</sup> Meeting as published. All Council Member voted in favor. Motion carried.

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

The Council examined the following bills:

Police & Maintenance Salaried Payroll	August Salary & Benefits	3,131.16
Finance Office Salaried Payroll	August Salary & Benefits	3,601.22
Maintenance/Water & Sewer Dept. Payroll	August Salary & Benefits	3,104.79
Office Department Payroll	July Hours-J. Wimer	561.45
West Nile Spraying Payroll	July Hours to Spray Mosquitos - J. Tschappat	122.72
Gov't Bldg. Payroll-Janitor	July Janitor Hours-J. Leibel	367.35
Fill-in Maintenance Payroll	July Fill in Maintenance Hours -Ray Hartinger	1,095.28
Library Payroll	July Librarians	749.65
Lifeguard Payroll	July Hours-Lifeguarding	7,751.73
Zoning Payroll-Tschappat	July-Building Permits	215.30

Council Payroll	July Hours-C & M Citizen's Food Boxes Pay-P. Walz	18.41
AmeriPride Service, Inc.	Mops, Deodorizers, etc. Library Bldg. Govt. Bldgs. & Golf Course	49.60
Beck Law Office	Attorney Fees	387.50
CompQuest Technology	Labor & Mileage - Professional Services-Fortinet	439.20
CorTrust Bank	Non Sufficient Return Check Charge-July	4.00
Curt's Repair	Parts & Labor	356.71
Dakota Supply Group	Supplies minus credit	56.36
FEM Electric Association, Inc.	Electricity-Golf Course	74.62
Fischer's Plumbing & Heating	Plumbing Repairs to be Reimbursed	780.70
Gene's Oil Company	July Gas & Diesel	455.49
Hawkins, Inc.	Pool Supplies	3,155.85
Homestead Building Supply	Supplies	273.83
Kamen Equipment, Inc.	6 Buhler Blades	322.74
Leola Grocery	Supplies	14.03
Leola Public Library	Reimbursement for Book Pockets	41.94
Leola School	Reimbursement for Pool Supplies	699.40
Lien Transportation	Hot Mix	432.68
McPherson County Herald	Advertising & Publishing	173.85
MDU	Electricity	2,505.41
North Central Farmers Elevator	Miscellaneous Merchandise	40.47
Olson, Dennis M.	Contract Labor Code Enforcement Officer & Expenses	244.00
Radar Shop Inc.	Tuning Forks & Radar Recertification on Police Car	43.00
Runnings	Supplies	454.96
Rural Development	51st Loan Payment-Sewer Project	4,021.00
Performance Oil & Lubricants	Pool Propane	465.32
South Dakota Dept. of Revenue-Lab	2 Water Testing Samples	30.00
South Dakota Municipal League	Registration-SDML Conference	200.00
Tschappat, Norman	Mileage to Aberdeen	33.60
Valley Telecommunications	Phones, Cell Phones, Faxing, Internet	455.99
Vosika Fencing	Fencing Material after Return of Materials	147.80
Walz, Pam	Reimbursement-Mileage - Food Baskets	33.60
Walz, Pam	Book Reimbursement-Library	236.97
WEB Water	July's Bill for June's Water Use	4,790.25
Withrow, Alice	Water Deposit Refund after Water & Sewer Use	7.00
Yost, Dan	Gas & Motel Expense in Rapid City	184.00

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

Jenny Guthmiller came before the Council for herself and Eileen Schock, who was unable to attend. She discussed the drainage work done in the right of way of their properties and the approach removed from the right away of Guthmiller's property. She felt leveling and planting of grass seed was needed for the drainage project. She felt she should have been notified in advance. The Council informed her the project was bid and areas to be fixed were also in the minutes. It was decided they would be more specific in the bids and include the restoration on future bids. The Council also discussed billing the adjoining property owners in the future instead of the city covering the cost.

Shana Gohl, Pool Manager, informed the Council she was waiting on a quote from Mid-American Pool Renovation, Inc. to redo the inside the pool. The Council reviewed the monthly pool report and that holding two different daily sessions of swimming lessons worked well this year. Sunday, August 14<sup>th</sup> was set for the closing date for the pool.

The Council discussed street work yet to be done.

The Council discussed doing drainage work on the north side of Elm between Herried and Grant. Council Member Rau moved to have Bollinger Construction proceed with drainage work at the bidded hourly rate if able to finish by August 31<sup>st</sup>, with the work also needing to be completed at the City Park. Council member Leibel seconded the motion. All Council Members voted in favor. Motion carried.

LeAnn Kerzman, Technical Assistance Provider for MAP informed the Council as a city they could assess a yearly fee on the front footage of the city. The finance officer will contact Helm's & Associates on the front footage within the City of Leola.

Central Divers L.L.C. were back and completed the repairs and cleaned the above ground storage tank. The City is no longer hooked directly to WEB water. The Council discussed purchasing a tank to hold water in the park and filling it when water is needed.

The Council decided to table the flooring for the municipal building and remaining flooring at the Library Building until we have more information. The Council will look at the new flooring in the Library portion of the building and existing floor damage.

The Monthly Police Report and Monthly Library Report were examined by the Council. Council Member Jackie Rau commended Police Chief Dan Yost on his handling of issues.

July Building Permits Issued: Building Permit: Amy Maurer-16-32, Jon Mardian-16-33-Demo, City of Leola-16-34-Demo, City of Leola-16-35-Demo, Steve Lipke-16-36, Travis Wald-16-37, City of Leola-16-38-Demo, Kip & Alicia Bauley-1-39 and Dean Schock-16-40. June Permit 16-22 Jake Schrupp-Harm Trollip Demo Permit was voided.

The mirror installed in the ADA restroom was discussed. Mayor Yost signed the certificate for the Rural Development Grant requirement in compliance with the limited English proficiency requirements of Executive Order 13166 Improving Access to services for persons with limited English proficiency.

The Council discussed the Code Enforcement Officer's list of property owners contacted. The Council would like an updated list on the progress of these properties.

The Council discussed pine trees donated by Doug Yost schedules to be moved and planted at the golf course.

The Council discussed the 7.5% assessment fee for buildings to be demolished and taken off the City's assessment list. Council Member Leibel moved, with a second by Council Member Michael Yost, to excuse the 7.5% assessment fee from the buildings demolished at Lot 1 Block 8 West Hill Addition, Garage on at Lots 1A & 1B Block 12 Highland Park Addition, House & Garage on Lots 1 & 2 Block 4 Hardenbrook Addition and House only on Lots 4, 5, 6 & 7 Block 3 Grimes Addition. All Council Members voted in favor. Motion carried.

The new United States Department of Labor overtime requirements for State and Local Governments to go into effect on December 1<sup>st</sup> were discussed. The \$913.00 a week or \$47476.00 yearly threshold for salaried employees were discussed. The Council discussed city full-time employees were hired as salaried employees and not appointed yearly with LeAnn Kerzman, Technical Assistance Provider for MAP. It was decided the finance officer will check into how those requirements should be interpreted and the difference between comp-time for salaried employees at the upcoming NEFOG meeting.

The Council discussed the surplus city lots 4 & 5 in Block 5 in Turner Addition being 240' x 162' deep. It was decided to have three people act as an appraisal board to have an estimate before September Council meeting. Then to advertise for bids on the property at the October Meeting, with the stipulation of a building needing to be put on the property within three years.

At 8:30 P.M., Leola School & Leola Development representation were unable to attend to discuss the Promotional Plan from 2004 and will reschedule for the September Meeting.

The finance officer was granted permission to do the printing of the Alumni Letters, etc. needing to be done for the 2017 All School Reunion.

The Council discussed the NEFOG Meeting to be held in Aberdeen and granted the finance officer permission to attend. The finance officer will see what other cities are using as the required credit card policy.

The Council granted Candice Kappes and Jessica Wimer permission to attend the SDML Conference in Rapid City on Oct 4-7. Anyone else interested in going should let the office know to get hotel arrangements and registration in.

Council Member Leibel moved, with a second by Council Member Moser, to again back the Housing & Redevelopment Commission and to renew the annual Guaranty of Program Action No. 96-850 loan #1 and #2 for the Housing & Redevelopment Corporation consolidation of the Housing Loan for Grow SD for roofing at Hohm Park Apartments. All Council Members voted in favor. Motion carried.

The Council discussed the current City Personnel Policy as it pertains to its smoking policy. Council Member Rau moved, with a second by Council Member Leibel, to amend General Policy 2.4 Smoking of the personnel policies to be as follows:

**PERSONNEL POLICY #2: GENERAL POLICIES 2.4 Smoking:**

It is the policy of the municipality of Leola that smoking shall not be permitted in city owned buildings or city owned equipment.

All Council Members voted in favor. Motion carried.

The Council examined the following tabled bills from July:

Rod Hoffman Construction	Drainage Work as Per Project Bid	5,750.00
Rod Hoffman Construction	Drainage Work Project Change Order on Culverts	695.00

The Council discussed that Rod Hoffman went back and worked on the problem drainage areas again. Councilman Moser moved to pay the 6,445.00 above tabled expense from Rod Hoffman Construction. Council Member Rau seconded the motion. All Council Members voted in favor. Motion carried.

The Council discussed up to \$6500.00 in grant monies for home repairs for low and moderate incomes through Homes Are Possible, Inc. (HAPI). The Aberdeen contact information will be posted.

The Council discussed the letter received concerning a dog breeders license and it was decided to send a letter stating what was needed to be done, along with being in compliance to the current dog ordinances.

The Council decided not to send the \$225.00 registration or membership to belong to the International League of Cities.

Council Member Rau moved, with a second by Council Member Michael Yost, to grant the Finance Officer Kappes and Jessica Wimer permission to attend the upcoming Election Workshop in Pierre on November 18<sup>th</sup>. All Council Members voted in favor. Motion carried.

The Council discussed the SD State Parks and Recreation Director Katie Ceroll announcing the call for application for Land and Water Conservation Grants. Up to 50% match and up to \$75,000.00 will be received until August 26<sup>th</sup>. After discussion of eligible projects, Council Member Moser moved, with a second by Council Member Leibel, to proceed to apply for funding for the pool if the quote is received in time. All Council Members voted in favor. Motion carried. Council Member Moser agreed to help with needed paperwork.

Council Member Rau moved, with a second by Council Member Patton, to set the regular monthly September Council meeting for 7:30 P.M. Wednesday, September 7<sup>th</sup> due to the Labor Day Holiday. All Council Members voted in favor. Motion carried.

Council Member Rau moved, with a second by Council Member Leibel, to meet in Special Session for the proposed 2017 Budget and hold the first reading on Wednesday August 10<sup>th</sup> at 7:30 P.M. All Council Members voted in favor. Motion carried.

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

The Leola City Council will meet in special session on Wednesday, August 10<sup>th</sup> at 7:30 PM to consider the 2017 Budget line item by line item and hold 1<sup>st</sup> Reading of the Budget Ordinance. The Council will meet in regular session at 7:30 P.M. on Wednesday, September 7<sup>th</sup> in the Council Room of the Municipal Building instead of Labor Day.

ATTEST:

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

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

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