Leola City Council Meeting

January 6, 2020

The Leola City Council met on January 6, 2020. It was called to order at 7:33 by Mayor Thomas Theisen. Council members present: Michael Yost, Lindsey Bollinger, Rich Reis, and Jackie Rau. Council members absent: Tim Collins. City employees present: Sondra Waltman and Jeff Tschappat. General public present: Scott Moore (from FEM Electric).

Reis moved to approve the December minutes and Bollinger seconded. Motion carried. Reis moved to approve the treasure’s report and Bollinger seconded. Motion carried. Rau moved to approve the presented bills and Bollinger seconded. Motion carried. Bills are as follows:

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| **Bills to be Considered - January 6, 2020** |
| AmeriPride | Supplies |  $ 46.72  |
| Candice Kappes | Consult Fee - January |  $ 1,000.00  |
| Code Enforcements Specialists | October-December  |  $ 823.15  |
| Company Matches | January Salary (SS, Med, Ins, SDRS) |  $ 1,831.21  |
| DSG | Repairs/Maint |  $ 19.81  |
| Leola Library | Books/Supplies |  $ 352.00  |
| Pam Walz | Books/Supplies |  $ 340.09  |
| Pam Walz | Food boxes - January |  $ 18.60  |
| Pam Walz | Food boxes - January mileage |  $ 33.60  |
| Productivity Plus Account | Repairs/Maint |  $ 46.72  |
| ReadiTech | Library services |  $ 24.42  |
| Salary | Finance Officer - January |  $ 2,916.66  |
| Salary | W/S Maintenance - January |  $ 2,161.37  |
| Salary | Street Maintenance - January |  $ 2,387.85  |
| Ten-45 Grocery and Café | Supplies |  $ 21.75  |
| Westside Heading & AC | Propane |  $ 312.50  |
|   | **TOTAL:** |  $ 12,336.45  |
| **Project Pay Requests:** |   |   |
| Dahme Construction | Draw #5 |  $ 99,628.42  |
| Dahme Construction | Draw #6 |  $ 58,700.78  |
| Helms & Associates | #20538 |  $ 27,934.60  |
| Helms & Associates | #20709 |  $ 14,826.10  |
| ReadiTech | Support |  $ 417.00  |
| SDI | Meter Reading Software |  $ 1,495.00  |
|   | **TOTAL:** |  $ 203,001.90  |

At 7:45p, Scott Moore with FEM Electric addressed the city council. Moore was inquiring about a mass mailing survey done through the city to see if there is any interest in a natural gas pipeline to service the area. He reviewed cost comparisons and stressed that this is in the early stages of planning. The council approved the mass mailing for the City of Leola to collect feedback. Moore left the meeting at 7:55p.

McPherson County Deputy Sherriff Allie Hilgemann came to the meeting at 8:00 pm to present her monthly county law report. There were no questions regarding the report from the council. She asked for the remaining photos she needed for the city ID badges, then left the meeting at 8:08p.

Terry Pudwill and Jim Schaffer came to the meeting at 8:10 pm to discuss the Pudwill Lakeside Estates. A few of the lots have already been sold and more interest in plotted lots has been expressed. Pudwill requested city water and sewer hook-ups for the plotted lots, to increase the local water and sewer customer base as well as to attract additional local residents. Without access, these lots would require both access to water and sewer through other alternatives. Mayor Theisen agreed to visit with Helms and Associates to discuss potential options and costs. No action was taken by the council and both Pudwill and Schaffer left the meeting at 8:30 pm.

The water project was discussed. The new meter installation is wrapping up so the city can submit a plumber assistant list to Helms and Associates for them to quote/bid out if need be. Going forward, the new water meters will be read on the first business day of each month and bills will be sent out thereafter. Dahme’s Construction is still planning to complete work on the overall project where possible.

The city committees were discussed. City streets, alleys and the restricted use site: Concerns were expressed about snow removal, specifically in front of the FSA building, the sidewalks next to the municipal building and post office, city door entrances and leaving ridges after snow is removed. Under parks, rec and pool, there was discussion about advertising for summer lifeguards, with Bollinger and Theisen planning a meeting with the city pool manager to discuss next steps. Mayor Theisen delivered our city pool infrastructure documents to Leif Redinger with Helms and Associates, who was able to scan them and create digital documents to forward on to potential lines testing entities for request for proposals (RFP) relating to our existing infrastructure concerns and the existing pool liner grant. City buildings and equipment: The council reviewed Holm Park Apartment’s annual report. Maria Evans had some concerns with the outside door of the medical building. The door needs to be replaced, so three quotes will be requested for the completion of this work. For existing rental spaces, questions relating to cleaning responsibilities were discussed. After reviewing the rental agreements, the tenants are responsible for cleaning their own areas. When asked, Tschappat stated that the telehandler has been working well for snow removal, but the treads are shot and new tires are needed. Three quotations will be requested for replacement. Code enforcement/law enforcement/library: The library report was reviewed. The city of Leola’s current code enforcement officer (Mike Olson) provided updates from his December and January site visit follow-ups. If not satisfied, abatements will be enforced around January 21, 2020, weather permitting. Any affected individuals have received the necessary notifications and correspondence prior to any action taking place. The new owner (Joel Johnson) sent the annual code enforcement contract with a $1,500 retainer requested for the upcoming year. Bollinger moved to renew the contract and pay the retainer, with a second from Yost. Motion carried.

The LEAD committee and Economic Development Director position were discussed. Since the last regular meeting in December, Jacki Hoffman submitted her resignation as the Economic Development Director, effective 12/31/2019. The schedule for LEAD committee meetings and the status of the position as well as a possible monetary refund from the Leola Development Corporation for the remainder of the designated funds for the EDD were each reviewed. The council agreed to advertise for the position, with Mayor Theisen planning to attend the upcoming school board meeting to discuss and finalize next steps. If there are no qualified applicants that will meet the needs of both the city and the school district, the city will request a refund of the monetary funds allocated and look into hiring a part time employee to focus on city goals and objectives. No action was taken.

Jeff Tschappat left the meeting at 9:55 pm.

Old business: Minimum wage was increased to $9.30/hour effective January 1, 2020. There is an annual report workshop in Aberdeen on January 22, 2020, which the finance officer and assistant finance officer will attend. As a result, the city office will be closed on this day. The insurance renewal was reviewed for the final time. Dog tags renewals were reviewed and are now overdue. A late charge of $10 will be assessed to each tag for January, and a $200 late fee added per the existing city ordinance starting on February 1, 2020. A FEMA mitigation review of buildings was shown to the council to make changes as needed for the proper identification of critical structures.

Reis introduced Payroll Resolution 2020-01 and Rau seconded. Motion carried. PAYROLL RESOLUTION 2020-01: 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 officers and employees, 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 2020. Payroll list includes no seasonally hired wages, which are set when hiring seasonal employees. Wages are as follows: Mayor Thomas Theisen, $300 per month and $150 per council/special meeting attended; Council members Michael Yost, Lindsey Bollinger, Richard Reis, Tim Collins, Jackie Rau and open Ward 1 seat, $150 per month and $150 per council/special meeting attended; Maintenance (parks/streets), Dan Yost, $25,936.44 annually, plus $25 per council/special meeting attend upon request; Maintenance (water/sewer), Jeff Tschappat, $27,572.93 annually, plus $25 per council/special meeting attended upon request; Finance officer, Sondra Waltman, $35,000 annually, plus $75 per council/special meeting attended; Assistant finance officer, Deb Weiszhaar, $10/hour, plus $75 per council/special meeting attended upon request; Head librarian, Pam Walz, $10/hour; Assistant librarian, Eileen Schock, $9.30/hour; Custodial staff, Zulma Velazquez, $9.50/hour; all other city employees/hires will be at $9.30/hour unless otherwise discussed and approved at the time of hire. The city zoning board members (Thomas Theisen, Lloyd Breitag, Jackie Rau, Dean Schock, Doug Yost, Rich Reis, Sondra Waltman) and city credit board members (Janelle Kolb, Dana Leibel, Richard Jasmer, Doug Yost, Jessica Lipke, Dean Schock, Michael Yost, Sondra Waltman) will be paid $25 per meeting attended; Zoning administrator, Rich Reis, $20/building permit. The mayor and council are paid quarterly; full time maintenance staff and finance officers are paid twice per month (5th, 19th); hourly employees are paid monthly; credit and zoning board members are paid annually; zoning administrator is paid monthly.

Old business continued: The vacant seat of Ward 1 was discussed, with council member Gayle Seibel’s resignation taking effect as of 12/31/2019. Rau moved and Bollinger seconded to advertise for the open seat. Motion carried. Mayor Theisen had a few miscellaneous project updates to share, including the intern from the NSU art department. A follow up meeting is scheduled for the upcoming week on the NSU campus to finalize details and commence the internship.

New business: The city election was set for Tuesday, April 7, 2020. The fire department requested a special liquor license for Fireman Fun Night. There will be a public hearing regarding this matter on February 3, 2020 at 8 pm. FEMA contacted the city office mid-December and shared the unfortunate news that McPherson County is not eligible for assistance reimbursement from the March 2019 snow events. The generator was supposed to be repaired at the Citizen’s Building, but no invoice has been received as of this meeting. A follow up call will be made. Per the Leola Housing and Redevelopment group, Kenwood Apartments wishes to be tax exempt and operate like Holm Park Apartments. Rau moved and Reis seconded to accept the request for tax abatement under the terms the county has set. Motion carried. The council discussed outstanding bills, including camping fees and late water bills. The Personnel Handbook was discussed, and some changes and clarifications need to be made. Updates and adjustments will be reviewed and submitted for approval at a future date. No action was taken. Other personnel concerns arose regarding an upcoming extended absence for Finance Officer Waltman. Bollinger moved and Rau seconded to have the assistant finance officer Deb Weiszhaar assume the role of the full-time finance officer until her return, including all responsibilities and salary compensation. Motion carried. Rau moved and Yost seconded to surplus the old heaters that are no longer being used in the municipal building. Motion carried.

The next meeting is scheduled for Monday, February 3, 2020 at 7:00 pm.

Reis left the meeting at 11:30 pm.

Bollinger moved and Yost seconded to adjourn the meeting at 11:30 pm. Motion carried.

ATTEST:

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Thomas W. Theisen, Mayor of Leola Sondra Waltman, Finance Officer

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