**LEOLA CITY COUNCIL MEETING**

**January 7, 2019**

 **The Leola City Council met in the Council Room of the Municipal Building in regular session on Monday, January 7th, 2019. Mayor Jessica Lipke called the meeting to order at 7:30 P.M. with the following Council Members present: Richard Reis, Dana Leibel, Jackie Rau, Michael Yost and Lindsey Bollinger, along with the Finance Officer Kappes. Absent: Tim Collins. Also, present**: **Joyce Carmen and Trish Erickson, Hannah & Ethan Erickson.**

 **Council Member Leibel moved, with a second by Council Member Reis, to approve the minutes of the December 3rd Council Meeting. All present Council Members voted in favor. Motion carried.**

 **Council Member Rau moved, with a second by Council Member Reis, to accept the Monthly Treasurer’s Report. All present Council Members voted in favor. Motion carried.**

 **Council Member Tim Collins joined the Council Meeting.**

 **Council Member Michael Yost introduced Resolution 19-1 as follows:**

 **RESOLUTION 2019-01**

**2019 PAYROLL**

 **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 officer’s and employee, 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 2019. Payroll list includes no seasonally hired wages, which are set when hiring seasonal employees. Wages are as follows:**

**2019 MONTHLY SALARIED EMPLOYEES: (1/2 Paid Bi-Monthly)**

**Dan Yost - -Employment Date-9-8-2014 Wage was 2077.44 at 2%= 41.55 increase = 2,118.99 x 12 months = 24,929.28 Plus insurance amount of 677.75 = $2,796.74 x 12 = 33,560.88 div 2080 = $16.14 (No Insurance figured with 25,427.88 div by 2080 = $12.22, Maintenance-Streets & Park - Dan Yost- $2,796.74, Total Maintenance-Parks & Street Department-plus benefit matches $3,178.49. Longevity Pay for each year Paid in December**

**Jeff Tschappat -- Employment Date-2-1-2007 Wage was 2,208.52 x 2% = 44.17 =2,252.69. Maintenance Department Payroll-2,252.69. $2,252.69 x 12 months = 27,032.28 div 2080 = $13.00 per hour. Total Maintenance Department – plus benefit matches $3,237.93. ($50.00 Special Meeting Pay). $100.00 Longevity Pay for each year Paid in December.**

**Candice Kappes - -Employment Date- 11-7-1988 Wage was 2,711.60 x 2% = 54.23 = 2,765.83 2765.83 x 12 = 33,189.96 div 2080 = $15.96. Finance Officer Payroll--$2765.83. Total Finance Department –plus benefit matches-$3841.12. $50.00 Regular & Special Council Meeting pay.**

**Full-time ($50.00 Special Meeting Pay)** **$100.00 Longevity Pay for each year Paid in December.**

 **QUARTERLY PAY**

**Mayor’s Pay- Jessica Lipke - $245.00 per month, Council Member Pay - $100.00 per month.**

**Mayor and Council Member Pay-$105.00 per Council Meeting Paid by Council Meeting attended. Council Members: Mayor Jessica Lipke, Richard Reis, Lindsey Bollinger, Dana Leibel, Jackie Rau, Michael Yost, and Tim Collins. $50.00 Regular Council Meeting Pay - Candice Kappes or Deb Weiszhaar in her absence. Special Meeting Finance Officer Candice Kappes $50.00 Special Meeting Pay for Candice, Jeff & Dan.**

**Pam Walz gets 2 Hours Pay at Minimum Wage to get food Boxes paid monthly at $9.10**

**OTHER MEETING PAY**

**Credit Board – $25.00 per meeting by each attendee of: Dean A. Schock, Dana Leibel, Richard Jasmer, Michael Yost, Jessica Lipke, Janell Kolb & Doug Yost. Program Director, Candice Kappes.**

**Leola Zoning & Planning Commission-Board Members -$25.00 per Meeting by each attendee of: Tyler Bollinger, Lloyd Breitag, Jackie Rau, Dean A. Schock, Doug Yost, Richard Reis, 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-$9.70**

**Finance Office Clerk—Deb Weiszhaar-$9.20**

**Government Buildings Payroll-Zulma Velazquez - $9.20**

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

**All Other Hourly Laborers-$9.10 minimum wage unless set otherwise set when hired.**

**Council Member as fill-in labor-$9.10 per hour.**

**Seasonal---Pool Manger & Mosquito Sprayer Wages set in the spring.**

**Attest:**

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 **Candice Kappes, Finance Officer Jessica Lipke, Mayor of Leola**

**and 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 Lindsey Bollinger seconded the motion on Resolution 19-1. All Council Members voted in favor. Motion on Resolution 19-1 carried.**

 **The Council discussed the letter from Mike Olson, Code Enforcement Officer concerning his contract Services at $75.00 per hour and $.60 per mile up to $1,500.00. Council Member L. Bollinger moved, with a second by Council Member M. Yost to sign an agreement with Dennis “Mike” Olson d/b/a Consulting/Contracting Service (“OCCS”) and pay the $1,500.00 retainer fee to ensure his services with the $1,500.00 to be applied to his future bills. All Council Members voted in favor. Motion carried.**

 **The Council examined the following bills:**

**Maintenance Salaried Payroll January Streets & Park Fund Salary, Matches & Benefits 3,178.49**

**Maintenance Salaried Payroll January Streets & Park Fund Salary, Matches & Benefits 3,237.93**

**Finance Office Salaried Payroll January Finance Office Salary, Matches & Benefits 3,841.12**

**Council Payroll December Hours-C & M Citizen’s Food Boxes Pay-P. Walz 19.05**

**Gov’t Bldg. Payroll-Janitor December Janitor Hours-Zulma Velazquez 946.73**

**Office Department Payroll December Hours- D. Weiszhaar 946.73**

**Library Payroll December-Librarians Hours 966.35**

**Zoning Payroll-Reis December-Building Permits, etc. 86.12**

**Agtegra Cooperation Miscellaneous Parts 24.26**

**Ameripride Linen & Uniform Services Paper Service, Mops, Deodorizers, etc. 363.11**

**Century Business Products Labor Moving Copier 350.00**

**Curt’s Repair Parts & Labor on Dresser & Block Heater for Generator 232.77**

**Dakota Supply Group Water Supplies 504.36**

**Deerfield Shop Pushed of Foam Filled Tires 701.28**

**DENR Certification of Operators 2019 Renewal 24.00**

**Dependable Sanitation Inc. City & Remaining Seasonal Regular Garbage Collection 58.00**

**GCR Tire & Service Parts & Labor on Foaming Tires 4,814.00**

**Gene’s Oil Company December Gas & Diesel 464.95**

**Homestead Building Supply Supplies & Materials 18.59**

**Leola Alumni Association 2019 Donation 100.00**

**Leola Development Corporation 2019 Donation 500.00**

**Leola Public Library Reimbursement for Books, Subscriptions 236.24**

**Leola Rhubarb Committee 2019 Donation for Rhubarb Days 500.00**

**McPherson County Sheriff’s Office County Law Enforcement for 1st Qtr. 11,250.00**

**McPherson County Herald Publishing - Mayor & Council 190.80**

**Mitzel & Sons, Inc. 2-15.5 x 25 Used Tires 700.00**

**Montana-Dakota Utilities Electricity 2,811.64**

**Olson, Dennis M. Labor Code Enforcement Officer & Expenses Over Contract 651.50**

**Olson, Dennis M. Labor Code Enforcement Officer Yearly Contract Fee 1,500.00**

**Ryan’s Candy Toner for Printer 55.53**

**Readi Tech-DRN Labor on Computers-Lib 16.99**

**Rural Development 81st Loan Payment-Sewer Project 4,021.00**

**Rod Hoffman Construction Labor Digging to Replace Curb Stop 273.75**

**South Dakota Dept. of Environment &Natural Resources Wastewater Membership Fee 450.00**

**South Dakota Dept. of Revenue-Lab Dec. Coliform Water Testing 15.00**

**South Dakota Water & Wastewater Assoc. Water & Wastewater Operators Membership Renewal-Jeff, Dan & Candice 30.00**

**Ten – 45 Grocery Christmas Supper & Cleaning Supplies-Govt Bldgs. 144.51**

**Tschappat, Jeff Mileage & Expense to Certification Meetings in SF 249.60**

**Valley Telecommunications Phones, Faxing & Internet 395.26**

**Walz, Pam Reimbursement-Mileage - Food Baskets 33.60**

**Walz, Pam DVD & Book Reimbursement 107.10**

**WEB Water December Water Use 5,866.60**

**Westside Heating and AC LLC Propane at Shop 239.70**

 **TOTAL 51,116.66**

**TO BE Tabled**

**Leola Economic Development Steering Committee-Dev. City & School-Contracted Economic Dev. Grant Writer 10,000.00**

**WATER PROJECT BILLS TO BE APPROVED & PAID ONCE FUNDING IS RECEIVED**

**Helms & Associates 45% Contract Complete 41,625.00**

**Meirhenry Sargent LLP Bond Counsel Services 18,910.00**

 **TOTAL 60,535.00**

**WATER PROJECT BILLS APPROVED TO BE PAID ONCE FUNDING IS RECEIVED**

**Helms & Associates 3% Contract Complete 4,995.00**

**Helms & Associates 5% Contract Complete 8,325.00**

**Helms & Associates 11% Contract Complete 4,995.00**

**Helms & Associates 20% Contract Complete 14,985.00**

**TOTAL WATER PROJECT ENGINEERING ALREADY APPROVED TO BE PAID ONCE FUNDING IS RECEIVED $33,300.00**

**TOTAL WATER PROJECT ENGINEERING TO BE PAID ONCE FUNDING IS RECEIVED $93,835.00**

 **After discussion, Council Member Reis moved, with a second by Council Member L. Bollinger to approve the above bills. Except to table the bill for $10,000.00 to Leola Economic Development for Steering Committee monies to hire a Grant Writer, and to pay the $74,925.00 for Helm’s Associates for 45% Contract Engineering Complete, and $18,910.00 for Meierhenry Sargent LLC for Bond Counsel Services totaling of $93,835.00 in bills to be paid once funding is received. All Council Members voted in favor. Motion carried.**

 **Representation of Council will meet with the Leola School Board to discuss the possibility of again funding the Leola Economic Development to hire an Economic Development Person to function through the Steering Committee representing the City, School and LDC/LCAC.**

 **The Finance Officer informed the Council, Randy Kittle, Grant Coordinator from Game, Fish & Parks, called to inform us that due to the Government shut down our pool liner grant application has not yet been considered by the National Park System for approval. It was recommended for funding and to go on to the National Park System by the Governor’s Office and then sent on to the National Park System. Generally, there are three different funding windows during the year but only two this year due to the Government shutdown. He felt the earliest consideration would be June with work being in in September if approved.**

 **The Finance Officer informed the Council, she had not heard anything on our Trails Grant Application but felt it most likely was also on hold due to the Government shut down.**

 **Trish Erickson, Hannah & Ethan Erickson came before the Council to discuss seeking a special permit for the dogs she wants to breed. She has a male and a female but wanted to purchase another female in the blood line. Trish Erickson discussed the high quality of dogs she raises, and the vet process taken in raising them. The Council discussed the City will need to go through the City’s Attorney Vaughn Beck, on possible exceptions the ordinances, what would be needed, along with the Council’s need of regulations and expectations for the breeders, but the City will still need to follow SD State Laws pertaining to breeding dogs.**

 **McPherson County Deputy Sheriff Allie Hilgemann presented the Council with the Monthly County Law Enforcement Report. Hilgemann also discussed permits to replace the garage on her property. The setbacks and demo/construction permit would be needed. Zoning Administrator Reis will measure for the garage and see if a variance will be needed before permits can be issued.**

 **Joyce Carmen, Billy’s Bar & Grill, came before the Council to discuss the meal she was asked to cater for the Geffre family following Norbert’s funeral on Saturday. with bingo scheduled in the Municipal Building for that evening and not wanting to reschedule. The Council granted the family of Norbert Geffre permission to use the basement of the Citizen’s Center on Saturday, January 12th.**

 **The Finance Officer informed the Council Lucas Hoover invited those who could come and get information on electric read meters and remote read systems. Jim Urban with Milbank WinWater will be at Helm’s & Associates for a lunch and learn tomorrow at noon for those who are able to attend. Council granted Jeff Tschappat and Candice Kappes permission to attend, along with Council Member Michael Yost.**

 **The Council discussed the signage project maps, the committee will get together and drive around and go over the plan signage with action on the mapping needing to be done for April Buller, Clark Engineering before February 5th.**

 **The Council discussed the City’s shut off hit and broke by L & L Bar’s during snow removal for the L & L Bar. This will need to be fixed and cement replaced in the spring.**

 **The Finance Officer informed the Council we received tour copy of the signed merchant agreement back from Gov.Pay.Net. There will be online training webinar on GovPay.Net at 1:30 P.M. on Thursday, January 10th for those Council Members who would like to take part, along with Finance Officer Kappes and Assistant Finance Officer Weiszhaar.**

 **The Council discussed the city owned rugs on the west side of the Library Building and city owned rugs and carpets at the Municipal Building needing to be shampooed.**

 **The Council discussed the tires were on the loader and foamed.**

 **The Council examined the Monthly Library Report.**

 **December Building Permits Issued: #18-34 Alvin Kallas and #19-01 Richard Reis.**

 **Gayle Seibel was not present to discuss the need of coin operated washer and dryer for a Laundry Service in the basement of the Citizen’s Building to be available during Piggy Bank Hours. The Council felt it was not enough time for the public to do laundry or the public could use current coin operated machines in the Old Bank Lodge, but the Council was not interested in sponsoring laundry service.**

 **The Council discussed covering for the windows of the basement of the Citizen’s Building and felt windows could be covered much easier for movies on the out side of the building on ground level then installing window coverings on the inside of the building.**

 **The Council discussed that 69 - 2019 Dogs Tags had been purchased. All dog owners needing 2019 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.**

 **The Council granted Jeff Tschappat permission to attend the pesticide applicators and pesticide dealers G & 9 class in Aberdeen on February 12th.**

 **Council Member Leibel moved, with a second by Council Member M. Yost, to set the Municipal Election for April 9th if a Municipal Election is needed, to be held in the Meeting Room of the Municipal Building. All Council Members voted in favor. Motion carried.**

 **Those terms coming up in 2019 are Council Members:**

**Two Year Terms to expire: Dana Leibel-Ward One, Lindsey Bollinger-Ward Three. Appointed Council Terms to fill- Tim Collins-Ward Two-Two Year Term, Jessica Lipke-Mayor-One Year Term. Earliest date to circulate a petition will be January 25th, 2019, with all petitions to be filed by 5:00 P.M. central time on February 22nd at 5:00 P.M.**

 **Council Member M. Yost moved, with a second by L. Bollinger, designating McPherson County Herald as the legal newspaper and CorTrust Bank as our official depository. All Council Members voted in favor. Motion carried.**

 **A Public Hearing was set for Monday, February 4th at 8:00 P.M. to consider the Special Events License for the Leola Fire Department Fun Night scheduled for Saturday, March 9th at the Legion Hall (Snow Date of March 16th if needed).**

 **The Council received Hohm Park Apartment’s 2018 year-end report.**

 **The Council discussed the maintenance agreement options with Century Business Products for the copier and/or printer the city purchased from the school, being 100% inclusive except paper-covers all parts, labor, mileage, drums and toner. The 3501i for $30.00 for 3000 images a month and C5250DN for $45.00 a monthly allowing 1000 b/w images and 100 color images and overage billed at $.03 per b/w and .15 per color images over. After discussion the Council decided not at this time.**

 **The Council discussed the upcoming Municipal Government Day at the Legislature/Legislative Rib Dinner with Legislators scheduled for February 5th and 6th in Pierre.**

 **The Council discussed the SD Association of Rural Water Annual Meeting to be held in Pierre on January 9th.**

 **The Council did annual employee performance appraisals.**

 **There being no further business, Council Member Leibel moved, with a second by Council Member Collins, to adjourn. All Council Members voted in favor. Motion carried.**

 **The Leola City Council will meet in the Council Room of the Municipal Building in regular session at 7:30 P.M. on Monday, February 4th, 2019.**

**ATTEST:**

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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jessica Lipke, Mayor of Leola**

 **Candice Kappes, Finance Officer**

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