City of Leola Council Meeting

January 4, 2020

The Leola City Council met on January 4th, in the back room of the Municipal Building. Mayor Royce Erdmann called the meeting to order at 7:00 pm. Present: Mayor Royce Erdmann, council members Trisha Erdmann, Jackie Rau, Richard Reis, Jackie Leibel, and Michael Yost. City maintenance employees Jeff Tschappat, James Hoffman and Finance Officer Sondra Waltman were also in attendance. Council member Tim Collins was absent.

The meeting minutes from December 7th and December 28th meetings were reviewed. Reis made a motion to accept the minutes with a second from Leibel. All in favor, motion carried.

The treasurer’s report was reviewed. Rau moved to accept the report with a second from Reis. All in favor, motion carried.

The regular bills and project bills were reviewed. Reis made a motion to pay all bills except for Premier Contracting as some work remains. Rau seconded the motion. All in favor, motion carried.

 The bills are as follows:

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| **Bills to be Considered for January 2021** |
|   |   |   |
| Agtegra | Pickup Tire/Tail Light Repair; Misc. |  $ 231.26  |
| Code Enforcement Specialists | Office Hours & Mileage |  $ 1,791.60  |
| Dependable Sanitation | Gargage Collection |  $ 36.00  |
| Gene's Oil Company | Gas & Diesel |  $ 472.97  |
| McPherson Co. Herald | Ads/Proceedings |  $ 273.37  |
| Thee Glass Doktor LLC | Windshield Replacement |  $ 98.85  |
| Readiteach | Computer Cleanup/Support |  $ 58.09  |
| Rural Development | 105th Payment for Sewer |  $ 4,021.00  |
| US Postal Service | Box Rental - Library |  $ 64.00  |
| Valley | Telephone, Fax, Internet |  $ 409.88  |
| Payroll | Finance Office |  $ 3,533.33  |
| Payroll | Water |  $ 4,116.67  |
| Payroll | Park |  $ 2,750.00  |
| Payroll | Library |  $ 1,310.20  |
| Payroll | Government Buildings |  $ 1,311.50  |
| Payroll | Mayor/Council |  $ 7,350.00  |
| Payroll | SS, Med, W/H, SDRS with Matches |  $ 2,186.43  |
| WEB Water | Service for December |  $ 9,147.20  |
|   | Total |  $ 39,162.35  |
|   |   |   |
| **Bills for Water Project** |   |   |
| Helm's & Associates | PROJECT CONTINGENCY FUNDS |  $ 3,733.45  |
| Premier | Final bill |  $ 24,220.78  |
| Hase Plumbing | Final bill - meter installs |  $ 2,974.52  |
|   | Total |  $ 30,928.75  |

**Water Project:** A change order from Premier Contracting was presented to the council, with a monetary difference of $2,669 in the city’s favor. Reis moved with a second from Yost to accept the change order. All in favor, motion carried.

**Old Business:**

The council talked about adding Mayor Royce Erdmann to the checking accounts, as he expressed interested in renewing his term. Discussion was also held about issuing a city credit card, but the council felt it was unnecessary. Leibel moved with a second from Rau to add Royce Erdmann to the city’s checking accounts. All in favor, motion carried.

A correction to the budget amendment from the December 28 was addressed. Instead of a motion, a resolution is required. Rau introduced Resolution 2020-04 Contingency Budget Transfer. Leibel seconded the motion on Resolution 2020-04. All in favor, motion carried. Resolution 2020-04 is as follows:

**Resolution 2020-04 Contingency Budget Transfer**

**BE IT RESOLVED #2020-04 TRANSFER FROM CONTINGENCY BUDGET FUND**

**WHERE AS,** insufficient appropriation was made in the 2020 adopted budget for the following departments to discharge just obligations of said appropriations; and

**WHERE AS**, SDCL 9-21-6.1 provides that transfer be made by resolution of the board from the contingency appropriation established pursuant to SDCL 9-21-6.1 to other appropriations;

**THEREFORE, BE IT RESOLVED** that the appropriation be transferred from the contingency budget to the following department budgets:

General Fund - Code Enforcement 42300 pi – 422 professional expenses $4,800.00

 House Redevelopment 46300 hd – 434 Equipment $2,000.00

 Contingency Fund - City of Leola $6,800.00

**Total Contingency Budget Transfer: $13,600.00**

The City Shop and Citizen Building lights need to be replaced/updated. Tschappat is waiting to hear back with quotes for replacing the ballast for LED bulbs. Until the quotes come back, he will replace the burned-out bulbs with what he has available.

Dog tags are past due. There is a $10 penalty for late tags effective 1/1/2021 and will increase to $200 on 2/1/2021. There are seven known residents on the delinquent list, not including any newcomers.

The personnel manual was discussed. Current employees and council will receive hard copies to sign and accept.

The Coronavirus Relief Fund (CRF) Reimbursement period has closed. A few items had been returned as noneligible. Waltman will try to change the wording for approval.

At 7:30 pm, McPherson County Deputy Sheriff Allie Hilgemann joined the meeting to present the monthly county law report. The council had no questions with the report. After a brief discussion on semi-truck parking along state highways, Hilgemann left the meeting.

**New Business:**

Web Water sent a bulk member contract to the city. After review, Yost moved to sign and accept with a second from Reis. All in favor, motion carried.

The fireworks ordinance needs to be changed as they are legal to shoot off December 28 through January 1. The current ordinance does not acknowledge New Year holiday.

Committees and appointments were reviewed. Waltman will contact the other boards and verify any changes. Committees are as follows:

**2021 Committee Appointments**

Streets, Alleys & RUS Reis, Collins, Erdmann

Water & Sewer Leibel, Yost, Erdmann

Parks, Recreation & Pool Leibel, Yost, Erdmann

Buildings & Equipment Reis, Collins, Rau

County Law & Library Leibel, Collins, Rau

Golf Course & ADA Reis, Yost, Rau

**Other Board Appointments**

Zoning Board: Mayor Royce Erdmann, Lloyd Breitag, Jackie Rau, Dean Schock, Michael Yost, Building Administrator Richard Reis, and Secretary Sondra Waltman
Credit Board: Janelle Kolb, Dana Leibel, Richard Jasmer, Trisha Erdmann, Dean Schock, Michael Yost, and Program Director Sondra Waltman
Library Board: Virginia Kessler, Deb Weiszhaar, Marilyn Erdmann, Zack Walz, Becky Wolff, and one vote from the three council members on the committee: Leibel, Collins, Rau
Housing & Redevelopment Commission: President Becky Wolff, Secretary Pam Schaffner, Jackie Rau, Allen Aman, and Jeff Mueller
Leola Golf Association: President Mike Waltman, Secretary Katie Weiszhaar, Treasurer Deb Weiszhaar, Directors Terry Hoffman, and Chuck Schaunaman
Leola Economic Advancement & Development (LEAD): Two members from the school, city, and the Leola Development Corporation – Bev Myer, Trevor Zantow, Denise Brandner, Jackie Leibel, Michael Yost, Mayor Royce Erdmann, Shane Moser, Jeff Mueller, John Bender, Ronda Geffre, Janice Jasmer (Treasurer), and VACANT (Economic Development Director)

**Other Appointments**

Official depository: CorTrust Bank; Official newspaper: McPherson County Herald; Attorney: Vaughn Beck at Beck Law Office; Engineer: Helms & Associates; Planning district: Northeast Council of Governments (NECOG)

Personnel/Set wages was tabled until executive session concluded.

Reis moved with a second from Erdmann to set the election date for Tuesday, April 13, 2021. All in favor, motion carried. Upcoming terms are as follows: Mayor Royce Erdmann (one year), Ward One Council member Jackie Leibel (two year), Ward Two Council member Tim Collins (two year), and Ward Three Council member Trisha Erdmann (two year). Petitions can begin circulation on January 29th with a conclusion date of February 26th.

Outstanding 2020 bills were reviewed and approved in the above bills.

**Committee Reports:**

Streets/Alley/Restricted Use Site: The bunkers were addressed to be cleaned.

Parks/Rec/Pool: Picnic tables and benches have been put away for winter. The garbage is still at the campgrounds with garbage debris. Garbage needs to be picked up and Waltman will call Dependable Sanitation to remind them to pick up the can.

Buildings/Equipment: Mayor Erdmann requested copies of keys for city buildings/offices if accesses is needed and employees are unavailable. The new payloader should be utilized. Tschappat discussed equipment/items to be surplused. After review, Reis moved with a second from Yost to surplus. All in favor, motion carried. Waltman will do some checking on what needs to be obtained prior to selling surplused items. The surplus list is as follows: Universal Cooperatives Inc 11 cubic feet chest freezer, a homemade flatbed trailer 10’ x 7’, a chain link dog kennel that is two stalls and 10’ x 10’ and 6’ tall, miscellaneous chain link fence materials that measure 4’, 5’ and 6’ wide, a RayGo Romper steel faced roller, 24 fire hydrants to be refurbished along with two 8” water valves and five 6” water valves, and lastly, 2015 Aficio Ricoh black and white copier.

Code Enforcement/Law Enforcement/Library: The library report was reviewed. Waltman will let Code Enforcer Mike Olson that the IMPC has officially been adopted and to also let him know about expired/unlicensed dog tags. The tree abatement as previously discussed is in effect, but execution will take place in the spring when weather is more favorable. Additional information was discussed on property debt and liens/judgements/certifying with the county. More research will be conducted.

Zoning: Building permit 20-33 was issued to J. Radtke.

**Public Comments:** Discussion was held regarding the shooting range and creating a barrier around the property line with city disposed items (dirt, excess cement). Information from the State’s Attorney needs to be obtained regarding the shooting range vs private property.

**Upcoming Meetings:** The annual report workshop will be on January 14th, Hoffman will register for water certification classes, and the next council meeting will be February 1st at 7 pm.

**Executive Session:** At 8:32, Reis made a motion to entered executive session to discuss personnel with a second from Rau. All in favor, motion carried. At 9:15, executive session ended. Regarding salaries, Reis moved with a second from Erdmann to raise Eileen Schock’s hourly rate, along with any new hires unless otherwise discussed, to minimum wage ($9.45). All in favor, motion carried. Reis moved with a second from Yost to increase Waltman’s annual wage $500 after her 12-month review, based on the terms she was hired upon. All in favor, motion carried. Reis moved with a second from Yost to keep all other wages as is. All in favor, motion carried. Erdmann moved with a second from Leibel to grandfather in Waltman’s insurance allowance, but it will not be offered to future employees. Leibel, Erdmann, Yost and Reis in favor, Rau opposed. Motion carried.

**2021 WAGES FOR OFFICERS AND EMPLOYEES:**

Elected/Appointed Officials: Mayor Royce Erdmann, $300/month; Council members $150/month.

Meeting Pay: Mayor and Council, $150/meeting; Finance Officer (or fill in), $75/meeting; Maintenance staff, $25/meeting; Zoning Board, $25/meeting; Credit Board, $25/meeting.

Salaried Personnel: Jeff Tschappat, Water/Sewer Maintenance, $35,000; James Hoffman, Water/Sewer Maintenance, $30,000; Sondra Waltman, Finance Officer, $36,000.

Hourly Personnel: Debra Weiszhaar, Assistant Finance Officer, $10/hour; Zulma Velazquez, Custodian, $10/hour; Pamela Walz, Head Librarian, $10/hour; Eileen Schock, Librarian, $9.45/hour. Any additional hires will be at minimum wage ($9.45/hour) unless otherwise agreed upon.

**Additional Topics:** As previously discussed, the pending sale of the “Blessed Memories” Leola print arose some questions. After further research, the sale is to proceed. Waltman will let the buyer know. The council decided only one of the maintenance staff will be required to attend council meetings, alternating between the two.

At 10:01 pm, Leibel moved with a second from Reis to end the meeting. All in favor, motion carried.

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ATTEST: Royce Erdmann, Mayor

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Sondra Waltman, Finance Officer

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