Leola City Council Meeting

December 30, 2019

The Leola City Council held a special meeting for year-end business on December 30, 2019. It was called to order at 7:32p by Mayor Thomas Theisen. Council members present: Michael Yost, Lindsey Bollinger, Rich Reis, Tim Collins and Jackie Rau. Council members absent: Gayle Seibel. City employees present: Finance officer Sondra Waltman was present via speaker phone.

City of Leola year-end bills were presented. Reis moved to approve and Bollinger seconded. Motion carried. Bills are as follows:

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| **Bills to be Considered - December 30, 2019** | | |
| 4DK Electric | Office Outlets | $ 154.44 |
| Agtegra | Fuel/Repairs | $ 113.45 |
| American Solutions for Business | Supplies | $ 29.28 |
| AmeriPride | Office Services | $ 95.44 |
| City of Leola's Match | SS, Med, WH, SDRS | $ 3,449.65 |
| Council Pay | 4th Quarter wages | $ 5,465.00 |
| Curt's Repair | Repairs | $ 442.60 |
| Dakota Supply Group | Supplies | $ 572.16 |
| DENR | Operator Certification Renewal (JT & DY) | $ 24.00 |
| DENR | 2020 Wastewater Fee | $ 450.00 |
| Dependable Sanitation | Utilities - December | $ 58.00 |
| DMI | Repairs | $ 534.38 |
| Gene's Oil | Gas/Fuel | $ 743.53 |
| Government Building Payroll | Custodian - December | $ 818.80 |
| Health Pool of SD | Increased Premium difference | $ 36.60 |
| Leola Library | Books/Supplies - December | $ 352.00 |
| Library Payroll | Librarian - December | $ 658.75 |
| Maintenance Payroll: S&P | Longevity Pay | $ 500.00 |
| Maintenance Payroll: W&S | Longevity Pay | $ 1,300.00 |
| McPherson Co Herald | Publishing - December 2019 | $ 231.93 |
| MDU | Utilities | $ 3,201.06 |
| Pam Walz | Books/Supplies - December | $ 340.09 |
| Public Health | Water Samples | $ 15.00 |
| Ray Hartinger | Snow Hauling - December | $ 227.50 |
| ReadiTech | Library | $ 47.76 |
| Rod Hoffman Const. | Repairs (dug curb stop) | $ 1,050.00 |
| SDML | WC Insurance | $ 3,726.00 |
| SDWWA | Membership Dues | $ 30.00 |
| USPS | Postage | $ 7.35 |
| Valley | Utilities | $ 407.31 |
| WEB Water | Utilities - December | $ 5,930.90 |
| Westside Heating & AC | Propane | $ 458.85 |
|  | **TOTAL:** | $ 31,471.83 |

Old business: Reis moved and Bollinger seconded to approve the rental agreements for Susan Hoffman and Maria Evans. All in favor, motion passed. Dog tags licensing was reviewed. The 2020 tags are due 12/19/2019. There is a licensing fee of $10 per dog if neutered or spayed; $15 per dog if not. As of 01/01/2020, there is a $10 late charge assessed to all license fees. On/after 02/01/2020, a late fee of $200 dollars will be assessed, in accordance with the existing city ordinance. The Ward 1 seat vacated as of 12/31/2019 will be discussed at the city council meeting in January of 2020. Insurance renewals were reviewed again, along with the increase of minimum wage to $9.30/hour.

Personnel updates, including longevity pay and raises: The full-time maintenance staff will receive longevity pay for 2019 and a 2% raise for 2020. The head librarian will now receive $10/hour, with other library staff receiving $9.30/hour. The assistant finance officer will now receive $10/hour and custodial personnel will now receive $9.50/hour. All other city employees paid hourly will receive minimum wage, unless otherwise discussed and reviewed at the time of hiring. City maintenance employees will now receive $25 for each meeting they attend upon request. The finance officer (or fill in) will now receive $75 per meeting attended. The Mayor and each city council member will now receive $150 per city council meeting and special meeting they attend. The credit board members and zoning board members will now receive $25 per meeting they attend. The Mayor will now receive $300 per month and each city council member will now receive $150 per month. Collins moved to approve the wages and Reis seconded. It went to a roll call vote: Yost, no; Bollinger, yes; Reis, yes; Collins, yes; Rau, no. Motion passed 3:2.

Reis introduced Payroll Resolution 2020-01 and Rau seconded. Motion carried. The resolution is as follows:

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.

The next regularly scheduled meeting will be on Monday, January 6, 2020 at 7:30p.

Reis moved to adjourn, seconded by Collins. Motion carried and the meeting ended at 8:40p.

ATTEST:

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

The City of Leola is an equal opportunity provider and employer.

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