

Unapproved Minutes of the Montrose City Council

The Montrose City Council meeting was held on January 8, 2019 in the Community Center, Montrose, SD. The meeting was called to order by Mayor Paul Klaudt at 6:01 pm. The Pledge of Allegiance was recited. Present were Mayor Paul Klaudt; Council Members Robert Hoiten, Susie Painter, and Jake Tysdal; and Finance Officer Sara Smith. Council Member Tony Heumiller arrived at 6:04 pm. Daycare Director Katie Stiefvater was not in attendance due to no daycare related agenda items. Maintenance Supervisor Daryl Sieverding was absent due to attending a training conference in Pierre. 4 members of the community were present. Mayor Klaudt reminded all in attendance to adhere to the Rules of Decorum.

Motion by Tysdal, 2nd by Painter to approve the agenda. All approved. Motion by Tysdal, 2nd by Painter to approve the minutes from 12/11/18. All approved.

DEPARTMENT REPORTS:

Sieverding completed an inventory of city property. He is attending a training conference in Pierre and will be back at work on Friday. Stiefvater sent a report to Hoiten to present to the council. The month of December had a small loss due to some parent payments not being made on time. The daycare ended the year with a total profit of \$5,555.49. The infant room has been painted and new cabinetry installed. New cribs will be purchased. All families have been sent W-10 tax statements. All paperwork has been completed to re-enroll in the Food Program. Paperwork to renew the daycare license with the state is due February 4. The daycare is full. 3 families are on the waitlist.

Smith reported that the city received a default judgement in a small claims case against a resident who did not pay animal at large and non-registered animal fines. Smith followed up with the city attorney regarding what actions can be taken to force property cleanup. More information is expected by the next council meeting. The Board of Equalization meeting must be held on March 18. The council decided to set the meeting start time for 6:00 pm. \$3000 was transferred from the General Checking account to the Equipment Fund money market account per the 2019 Budget. Smith reviewed several end of year financial reports with the council. At the end of 2016 the General Checking account held \$137,475.80. At the end of 2017, it had \$139,017.54. At the end of 2018, the checking account had \$205,138.94, for an increase of \$66,121.40 over the previous year. This is due to the daycare having a small profit rather than a large loss at the end of the year, the sewer fund is increasing, and a decrease payroll expenses due to the finance officer being part time rather than full time. The water fund ended the year with a loss of \$14,590.22, however due to the recent rate increase and identifying a major water leak, the water fund is expected to improve. The Pool Repair Fund ended the year with \$8,199.41. The council requested more information on the existing water and sewer loans, as well as more detail regarding the various certificates of deposit. An item will be added to the February agenda to discuss the possibility of paying down some of the existing loans or using it to fund the upcoming water tower project.

VOUCHERS:

Vouchers were reviewed. Bills Paid Before Meeting: FEDERAL TAX PAYMENT \$1,607.43 12/28/2018 Payroll Tax; FEDERAL TAX PAYMENT \$188.58 Q4 Council Payroll Tax; SD DEPT OF REVENUE \$210.71 December Garbage Sales Tax; SD DEPT OF LABOR & REG \$36.41 Q42018 Unemployment; SD ASSOC OF RURAL WATER SYS \$225.00 2019 Annual Technical Conference; AGRI ENERGY \$472.61 Misc Fuel Sales; MCI \$46.74 Long Distance; SD ASSOC OF RURAL WATER SYS \$700.00 Leak Detection Services; SIOUX FALLS HUMANE SOCIETY \$75.00 Boarding of two stray cats; SOUTH DAKOTA ONE CALL \$5.60 locates; US BANK TRUST NA \$11,703.04 Q4 2018 Water and Sewer Loan Payment; GILLESPIE OUTDOOR POWER EQUIP \$493.50 16' telescoping saw; SOUTH DAKOTA RETIREMENT SYSTEM \$1,451.80 December Retirement payment; THE SECURITY STATE BANK \$1,209.09 City Credit Cards; TOTAL PAID BEFORE MEETING: \$18,425.51; Bills Paid At Meeting: ADDY DISPOSAL \$2,890.00 Garbage Collection; BADGER METER \$54.00 Cellular Backhaul Serv Unit; CITY OF MONTROSE \$21.19 City Water Bills; GOLDEN WEST \$267.44 Phone/Internet; KINGBROOK RURAL WATER \$2,592.50 Water Purchase - 770,000 gallons; MCCOOK COUNTY AUDITOR \$1,408.34 County Sheriff; MIDAMERICAN ENERGY \$291.66 Natural Gas; MONTROSE POST OFFICE \$500.00 10 rolls forever stamps; SALEM FARMERS MARKET \$218.66 Groceries; SD ASSOC OF RURAL WATER SYS \$370.00 Class B Annual Dues; SECURITY STATE BANK - MONTROSE \$15.00 Safe Deposit Box Rental; SOUTHEASTERN ELECTRIC CO-OP \$1,955.21 Electric Service; ZAPP HARDWARE \$191.42 Paint and ice melt; DENR \$18.00 Water/Sewer Certification Fees; DENR \$50.00 Wastewater Permit; Anderson Publication \$186.58 acetylene+oxygen; MATHESON TRI-GAS \$49.14; MCCOOK COUNTY SHERIFFS OFFICE \$61.20 Sheriff's Fee for serving civil papers; NAPA AUTO & TRUCK PARTS \$16.92 misc parts; VERIZON \$173.69 Plan Charges; FEDERAL TAX PAYMENT \$1,512.95 January 11 Payroll Tax; A&B BUSINESS SERVICES \$83.69 Printer Contract; TOTAL PAID AT MEETING \$12,927.59; GRAND TOTAL \$31,353.10; December 2018 Payroll: Finance Office \$2,147.00; Maintenance \$2,320.93; Daycare \$8,767.42; Water \$425.81; Sewer \$636.02; Council \$1200.00; Total \$15,497.18; Motion by Heumiller, 2nd by Hoiten to approve the vouchers. All approved.

Per Municipal requirements, the following are the pay rates for all City Elected/Hired Personnel. Mayor Paul Klaudt – \$100.00 per regular meeting, \$50.00 per special meeting; Council Members -- \$75.00 per regular meeting, \$25.00 per special meeting; Council Members are Tony Heumiller, Robert Hoiten, Susie Painter and Jake Tysdal. All employees are paid hourly. Daryl Sieverding, Maintenance Supervisor - \$21.56; Sara Smith, Finance Officer - \$19.00; Katie Stiefvater, Daycare Director - \$17.00; Stephanie Holland, Daycare Co-Director – \$14.42. The following are Daycare workers with their hourly rate: Ellie Cleveland \$9.10; Judy Cross \$9.55; Samantha Erickson \$12.00; Kiersten Hanisch \$9.10; Harley Miles \$9.10; Elise Oteri \$9.10; Joan Rapp \$9.55;

OLD BUSINESS:

City Owned Surplus Property: No new bids have been received. Bids are still being accepted.

Pool Repair: Smith reported MCR plans to come out to give a quote to repair the pipes and filters.

Ordinance 005-2018 was read for the 2nd time. Motion by Heumiller, 2nd by Hoiten to approve Ordinance 005-2018 (published separately). All approved. The council reviewed the city owned property inventory Sieverding put together. The council requested an item to be added to the February agenda to review the city's property insurance coverage, particularly regarding building replacement values. Additionally, the council will vote to declare the Zettelmeyer Payloader surplus and sell it AS-IS.

Reviewed a quote from the SD Association of Rural Water Systems for GIS mapping of the utility system for \$3500. Motion by Heumiller, 2nd by Hoiten to approve the work as detailed in the quote. All approved.

NEW BUSINESS:

Russell Hirschman requested the council consider closing a portion of Dakota Street to the west of 2nd Avenue. Smith will contact the County Register of Deeds and research the process to close a street.

Motion by Heumiller, 2nd by Painter to approve Resolution 001-2019 to authorize the Mayor and/or Council President to apply for funding for the water tower project. All approved. Published separately.

Motion by Hoiten, 2nd by Tysdal to appoint the city's bank of record as Security State Bank in Montrose, and the newspaper of record as The Montrose Herald for a period of one year. All approved. Motion by Tysdal, 2nd by Hoiten to approve the city covering the workers' compensation costs for the Montrose Fire Department for 2019. All approved.

Motion by Heumiller, 2nd by Tysdal to set the Election Date of June 18th to be held in conjunction with the Montrose School Board election. All approved.

Reviewed Correne's Court Loan. On June 15, 2016 the city council approved loaning \$13,553 to help fix up the basketball court area to be paid back over 5 years. As of today's date, the loan has actually been overpaid by \$4,708.69. The Council instructed Smith to ask the group who took out the loan and overpaid it, whether they'd prefer the money to go into Parks and Rec or the Pool Repair Fund. The city will consider their suggestions for how to spend that extra money.

The City Council requested Smith develop a Donation Policy that will state there will be no further loans or donations from the city to any group or organization going forward. This will include the summer youth program and donating the proceeds from the city owned crop land to the FFA. A bidding process will likely be started to rent out the city owned crop land. The Donation Policy will be reviewed at the February council meeting.

Smith reviewed an initial list of city contracts to review. More detail will be provided at the February meeting. The council requested a copy of the Office Bar contract which Smith provided following the meeting. The council will discuss whether the city should continue owning the bar once the current contract expires, and if so discuss any desired changes to the contract.

Sieverding and Hoiten have attended some meetings in Salem regarding pre-disaster mitigation plans. Several documents now need to be filled out and returned. Council directed Sieverding to complete the documentation. There was an agenda item at the beginning of the meeting regarding the status of the Montrose Improvement Corporation, but Charla Cope was unable to attend. The agenda item will be moved to the February meeting. The Council discussed issues with snow removal and the dip in 1st Avenue at Clark Street flooding due to snow melt.

HEARING OF THOSE PRESENT: Jackie Cleveland told the Council she thought they were doing a very good job and that she appreciated their effort.

EXECUTIVE SESSION: None.

Motion by Tysdal, 2nd by Painter to adjourn at 7:43 pm. All approved.

Attest: _____

Sara Smith
Finance Officer

Published once at the approximate cost of _____

Paul Klaudt
Mayor