

## **Unapproved Minutes of the Montrose City Council**

The Montrose City Council meeting was held on February 13, 2018 in the Community Center, Montrose, SD. The meeting was called to order by Mayor Paul Klautd at 7:00 pm. The Pledge of Allegiance was recited. Present were Mayor Paul Klautd; Council Members Brent Deters, Tony Heumiller, Susie Painter and Jake Tysdal; and Finance Officer Sara Smith. Also in attendance were several members of the community and a representative from Addy Disposal. Motion by Tysdal, 2<sup>nd</sup> by Deters to approve the agenda. All approved. Motion by Deters, 2<sup>nd</sup> by Tysdal to Approve the minutes from 01/09/18. All approved.

### **DEPARTMENT REPORTS:**

Heumiller reported on behalf of Daryl Sieverding, Maintenance. The grant request Sieverding submitted to obtain funds to help fix the pool and pool house as well as add campground spots was denied. The pool house needs to be evaluated for repairs to be made prior to the summer. A few residents on the hill have reported low water pressure. Sieverding investigated and found the cause to be due to issues with water softeners. Addy Disposal reported the cardboard dumpster by the ball fields has been filled with so much garbage, the recycling plant will no longer allow it to be taken there. Addy is now taking it to the Mitchell dump at a cost of \$150 per load. The city decided to have the dumpster removed. Residents can have cardboard picked up curbside on recycling days (2<sup>nd</sup> and 4<sup>th</sup> Fridays).

Smith reported on behalf of Katie Stiefvater, Daycare. January showed a profit. Spring Preschool tuition fees have been collected. The daycare is planning another "Parents' Night Out" fundraiser in March. The daycare is at max capacity. Summer Kare enrollment is full and all deposits have been paid. There will be some openings in the daycare starting May. There are 10 families currently on the waitlist and they will be contacted first to fill those openings.

Smith has received a few calls asking about campground reservations for this coming summer. Last year, the campground stopped taking reservations and changed to first-come, first-served due to the time it took to manage reservations. The council decided to keep it first-come, first-served for this upcoming camping season and not take any reservations. Smith requested approval to make a permanent change to city office walk-in hours. Monday 9:00-12:00, 1:00-3:00, 6:00-7:00 and Wednesday/Thursday 9:00-12:00. If this causes difficulty for residents who need to come into the office, please call or email. 605-363-5065; montrose@goldenwest.net; Email is preferred as Smith can respond to emails while away from the office. An alternate plan (ie, utilizing the drop box) or appointment could be worked out on an as-needed basis. Motion by Heumiller, 2<sup>nd</sup> by Tysdal to approve the change in hours. Painter approved, Deters voted against. Motion passed.

Smith reminded the council about upcoming dates and deadlines. The Board of Equalization will meet on Monday, March 19 at 7:00 pm. Any appeals must be turned in to the office in advance. More details will be available on the website or call/email the office. Notice of council vacancies will be published between March 15 and March 30. The earliest date petitions can be circulated or filed is April 10. The filing deadline is May 11 at 5:00 pm. The city office will be open from 4:00 to 5:00 pm May 11<sup>th</sup> to be able to accept last minute filings.

Vouchers were reviewed. Vouchers paid between meetings: FEDERAL TAX PAYMENT \$1,374.81 January 12 payroll tax; FEDERAL TAX PAYMENT \$1,608.75 January 26 payroll tax; SD DEPT OF REVENUE \$81.44 Garbage Tax January; THE SECURITY STATE BANK \$666.11 credit card purchases; VERIZON \$252.80 cell phone service; AGRI ENERGY \$310.08 fuel; DUST-TEX SERVICES \$41.08 daycare paper towels; MCI \$46.93 daycare/office long distance; WEB LISTINGS INC \$65.00 Annual Website Listing; SOUTH DAKOTA RETIREMENT SYSTEM \$1,367.40 January Retirement; Total Paid \$5,814.40; Vouchers paid at meeting: Anderson Publication \$134.99 publishing; BADGER METER \$54.00 Backhaul Serv Unit; GOLDEN WEST \$255.51 daycare phone/internet; KINGBROOK RURAL WATER \$4,376.75 water payment; MATHESON TRI-GAS \$44.47 acetylene+oxygen; MCLEODS PRINTING & OFFICE \$90.86 Precinct Box; MIDAMERICAN ENERGY \$412.58 natural gas; SALEM FARMERS MARKET \$255.78 daycare groceries/supplies; SOUTHEASTERN ELECTRIC CO-OP \$2,098.04 Comm Center, Fire Station, Office; VARIETY FOODS LLC \$385.06 daycare groceries; ZAPP HARDWARE \$8.99 door seal; MCCOOK COUNTY AUDITOR \$1,408.34 County Sheriff; ADDY DISPOSAL \$2,827.00 garbage service; A & B BUSINESS SERVICES \$80.09 printer contract; AGRI ENERGY \$261.24 fuel; SCHOENFISH & CO, INC \$1,500.00 2016+2017 Annual Report; SOUTH DAKOTA ONE CALL \$2.24 locates; VERIZON \$199.56 Cell Service; Total to be paid after meeting \$14,395.50; Grand Total \$20,209.90; January 2018 Payroll & Associated Taxes: Finance Office \$3071.97; Maintenance \$4400.54; Daycare \$13792.78; Water \$523.31; Sewer 680.33; Total \$22,468.93; Motion by Deters, 2<sup>nd</sup> by Heumiller to approve the vouchers. All approved.

### **OLD BUSINESS:**

Bids for City Owned Property: No new bids have been received. Bids are still being accepted for the 2 lots, zoned residential in the flood zone.

The city will begin a wide-spread ordinance enforcement campaign in April. The city has set the annual Clean Up Day on April 28. More details will be posted online in the next Council meeting minutes. The Clean Up Day is only for residents of the city. To continue having Clean Up Days in the future, please do not dump items before the start or after the end times of the Clean Up Day (to be determined next month). If you see any bad behavior, like non-city residents dumping trash, please report it to the city.

The city has an ordinance limiting the number of domestic pets to 6. A resident was given inaccurate information from the city two years ago and thought the limit was 6 dogs. Last year she was told to apply for a kennel license but the city had no kennel license fee set. Now, working with the resident and neighbors, the city has decided to enforce the ordinance limit of 6 animals and is actively working with the resident to get down to 6 total animals.

### **NEW BUSINESS**

A garbage service exemption request was received for a vacant home. The council instructed that the garbage service can be discontinued if the water service is also shut off and the \$50 shut off fee is paid. Or the owner of the home can keep water but must pay for garbage service.

Discussed some deficiencies from the 2015/2016 audit that the city should look into fixing. Deters stated the council approved changes to the Employee Handbook in April or May of 2017, though the Handbook was never updated. After the meeting, Smith has not yet located the minutes listing those changes, so this change will be discussed again in March. Smith provided the

council with a Code of Conduct example for the council to consider adding to the Handbook. Council will review and discuss next month.

Discussed the water shutoff procedures. Due to repeated issues with payments, the city is going to be strict with the shutoff procedures and not grant any additional time for payment. A \$50 shut off fee and a \$50 reconnect fee will be charged to delinquent accounts and must be paid prior to service being restored.

The Council reviewed the 2016 and 2017 Annual Reports that were prepared by Schoenfish. Those are published separately and will be sent to the Department of Legislative Audit.

HEARING OF THOSE PRESENT: None

EXECUTIVE SESSION: None

Motion by Heumiller, 2nd by Tysdal to Adjourn at 9:20 pm. All Approved.

Attest: \_\_\_\_\_

Sara Smith  
Finance Officer

Published once at the approximate cost of \_\_\_\_\_

\_\_\_\_\_  
Paul Klaudt  
Mayor