

## Unapproved Minutes of the Montrose City Council

The Montrose City Council meeting was held on May 7, 2018 in the Community Center, Montrose, SD. The meeting was called to order by Mayor Paul Klaudt at 7:00 pm. The Pledge of Allegiance was recited. Present were Mayor Paul Klaudt; Council Members Brent Deters and, Susie Painter. Council Member Tony Heumiller arrived at 7:11; Maintenance Supervisor Daryl Sieverding; Daycare Director Katie Stiefvater; and Finance Officer Sara Smith. Also in attendance was Tim Slowey from Brosz Engineering, and many members of the community. Motion by Deters, 2<sup>nd</sup> by Painter to approve the agenda. All approved. Motion by Painter, 2<sup>nd</sup> by Deters to Approve the minutes from 04/10/18. All approved.

### DEPARTMENT REPORTS:

Sieverding reported on Parks and Rec: Baseball/Softball Fields and Campground bathrooms have all been reopened. He installed new shower heads and Jackie Cleveland has been a huge help with cleaning. The broken fence at the Baseball field will be fixed on Thursday, May 10. He has started mowing. Streets: Filling potholes has begun. At the next meeting, the council will need to discuss crack sealing and chip sealing. Utilities: The water tower is no longer leaking after the hole was plugged. The water level is currently at 45 feet and the hole was at 35 feet. Briefly discussed future permanent repairs that will be needed. Clean Up Day was Saturday, May 5. The city applied for a waiver from the Sioux Falls landfill so the only cost to the city will be the trucking fee, not the dumping fee. The city greatly appreciates the help of the Montrose FFA, whose members helped direct traffic, unload and keep things moving. Also, thank you to Sieverding and Heumiller for the time they put in on a weekend to help make Clean Up Day happen. One change will be instituted next year -- Clean Up Day is not meant for construction debris from large scale remodeling projects.

Stiefvater reported the Daycare showed a profit for the month. On April 27<sup>th</sup>, there was a Parents' Night Out. The proceeds will be used to help pay for new playground equipment. The Daycare also applied for a grant to help purchase new outdoor equipment. Parent volunteers will be helping to clean up the outdoor play area. The Montrose School District has graciously allowed the Daycare to use their commercial kitchen to cook meals for Summer Kare. Because of this, the Summer Kare program can be expanded. Motion by Heumiller, 2<sup>nd</sup> by Painter to approve hiring the School's cook to prepare meals 3 to 4 days a week for one hour a day. All approved. Stiefvater reported some updates are needed to the Daycare Handbook. These changes have already been implemented, but the handbook needs to reflect these changes. Details will be discussed at the next council meeting for approval. The Daycare is still full. 18 kids are enrolled in Summer Kare.

Smith reported petitions for city council election can be circulated until May 11 at 5 pm. The city office will be open on May 11 from 4-5pm in order to accept petitions at the deadline. Auditors from Schoenfish will be coming to the city office the week of June 18 to evaluate 2016 and 2017. Smith will begin working on the 2019 Budget soon so that a rough draft can be reviewed in July, with first and second readings of the budget ordinance in August and September. Smith handed out copies of the updated Employee Handbook with the changes approved at the last city council meeting.

### VOUCHERS

Vouchers were reviewed. Bills Paid Before Meeting: FEDERAL TAX PAYMENT \$1,609.81 April 20 Payroll Tax; VERIZON \$199.47 Cell Phone Service; FEDERAL TAX PAYMENT \$1,547.05 May 4 Payroll Tax; A1 ELECTRIC PLUMBING HEAT&AIR \$81.60 Daycare Furnace Repair; AGRI ENERGY \$373.38 fuel sales; BADGER METER \$54.00 Cellular Backhaul Serv Unit; CITY OF SIOUX FALLS \$43.50 1st Quarter Bacteria Water Test; DAKOTA SUPPLY GROUP \$172.83 Pool Repair; MATHESON TRI-GAS \$44.47 acetylene+oxygen; MCCOOK COUNTY EMS INC \$273.00 Daycare CPR Training/Cards; MCI \$46.54 Long Distance; MONTROSE POST OFFICE \$50.00 100 forever stamps; SD GOV FINANCE OFFICERS ASSOC \$40.00 Annual Membership Dues; SOUTHEASTERN ELECTRIC CO-OP \$178.31 Pool Repaired Wires; THE SECURITY STATE BANK \$474.36 City Credit Cards-Daryl/Katie/Sara; Total Paid Before Meeting: \$5,188.32 Bills Paid At Meeting: ADDY DISPOSAL \$2,963.00 Garbage Service; CITY OF MONTROSE \$74.85 City water bills; MCCOOK COUNTY AUDITOR \$1,408.34 County Sheriff; MIDAMERICAN ENERGY \$216.88 Natural Gas; SD PUBLIC ASSURANCE ALLIANCE \$9,162.85 May 2018-April 2019 Insurance; SOUTH DAKOTA RETIREMENT SYSTEM \$1,457.90 April Retirement payment; ZAPP HARDWARE \$22.95 Community Center cleaning supplies; A & B BUSINESS SERVICES \$80.09 Printer Contract; AMERICAN ENGINEERING TESTING \$119.00 Wastewater Analysis; Anderson Publication \$89.74 Publishing; GOLDEN WEST \$255.13 Phone/Internet; KINGBROOK RURAL WATER \$4,220.75 Water Purchase - 1271000 gallons; LONDON FOG, INC \$248.92 Mosquito-Spray Flush Solenoid Seal MATHESON TRI-GAS \$43.35 acetylene+oxygen; NAPA AUTO & TRUCK PARTS \$130.18 Fuel Filters, misc supplies; REYNOLDS EXCAVATING, INC \$1,125.55 Gravel; SALEM FARMERS MARKET \$274.68 Daycare food; SOUTHEASTERN ELECTRIC CO-OP \$2,132.47 Electric Service + Water Heater Repair Parts; VERIZON \$199.47 Cell Phone Service; Total Paid At Meeting: \$24,226.10; Grand Total \$29,414.42; April 2018 Payroll & Associated Taxes: Finance Office \$1839.76; Maintenance \$3916.58; Daycare \$9006.36; Water \$193.59; Sewer \$696.90; Total \$14933.19; Motion by Heumiller, 2<sup>nd</sup> by Deters 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. Discussed estimates received for work on 1<sup>st</sup> and Kluckholm. Motion by Deters, 2<sup>nd</sup> by Painter to accept the estimate from Thompson Concrete. All approved. Sieverding will do the tear out work and take care of signage to reroute traffic. The intersection will likely be closed for two weeks.

Discussed ordinance enforcement. A couple sheds have been moved onto properties without the proper permits. The council directed Smith to send letters to homeowners stating they need to obtain the proper permits and pay a \$100 fine, as stated in the ordinances. Reminder that all building permits must be obtained in advance, and applications will be sent to the planning and zoning board for approval. Plan ahead so there is time for your permit to be approved.

Discussed Clean Up Day in department reports above.

Mayor Klaudt requested a change to the agenda to first have Tim Slowey of Brosz Engineering introduce himself and give a brief overview of the type of work he could do for the city before the discussion regarding pool repairs.

Pool Repairs were discussed. Last year, the pool used 1.5 million gallons of water when the pool only holds 250,000 gallons. All of that extra water needed treating which led to vastly increased use of chemicals. AAA Construction submitted an estimate for \$6,100

to grind, caulk and grout the cracks in the pool plus \$65 an hour to fix pipes that were cut to check the drain line. The main drain is not the source of the leaks. This is known to be a temporary fix. A permanent fix is to install a new liner, with an estimated cost of \$70,000. Prior to putting in a liner, Sieverding recommends inspecting the ground beneath the pool to ensure it isn't washed out from the leaks which could potentially cause the pool to collapse, as happened in Lennox. This inspection is estimated at \$1500. After discussion and public input, a motion was made by Deters, 2<sup>nd</sup> by Painter to approve spending \$6100 on the temporary fix of grouting and caulking the cracks. All approved. This will allow the pool to be open this summer.

Discussed funding options to implement the permanent fix of installing a new liner in the fall or next spring after the current swimming season is done and before the next swimming season starts. Fundraisers and donations accepted at any time. The city has applied for a grant from the Montrose Area Foundation and are looking for other grant opportunities. For the amount not covered by grants and other sources, the council decided to borrow money from the O'Dell fund and set up repayment terms via an ordinance to be read for the first time at the June council meeting. Up to 100,000 will be borrowed with a 10% repayment per year for 10 years. Because the cost of the liner is over \$50,000, we must publish a notice twice that we are accepting bids for this work and award the bid to the lowest estimate that meets our specifications.

Sieverding is targeting a June 1 opening date for the pool and a closure date of July 31, unless the pool is holding water well and it can continue to stay open later with minimal additional cost. The city has hired three lifeguards. Pool Manager Michelle Edwards was in attendance and informed the council that she knew of two more high schoolers who are taking the training and will apply. She knew of a third who was thinking about it.

To recap, a temporary fix is going to be done so that the pool leaks less during this swimming season. A permanent fix of installing a liner will be done in the fall or spring after the council passes the necessary funding ordinance and completes the bidding process.

#### NEW BUSINESS

Motion by Deters, 2<sup>nd</sup> by Painter to pass Resolution 288-18 to include a policy to only take cash, credit card, money order, cashier's check to pay an outstanding bill when services have been shut off due to non-payment. The update to include a \$40 fee for returned checks that was passed at the last council meeting will also be included in Resolution 288-18. This Resolution is a list of many Rates, Fines, and Fees charged by the city, though it's not all inclusive, and other rates, fines and fees can be found in the Ordinances.

Discussed updates to a document listing all Appointments and Terms. Motion by Deters, 2<sup>nd</sup> by Heumiller to appoint Jane Wiebersick, Christy Rapp, and Diane Hanisch to the Daycare Advisory Board with an expiration of June 2020. All approved.

Discussed a possible IRS issue regarding Q2 2016 Penalties and Interest. Smith had received a notification from the IRS about an address change. Smith contacted the IRS and in the course of discussing to where they updated the city's address, the representative mentioned that the city still owed over \$2200 in penalties and interest. The IRS is supposed to be sending out a detailed accounting and explanation. Smith has not yet received it. Deters and Painter provided background information regarding issues with 2016 Payroll Tax payments. Smith will do more investigation and report back to the council in June.

Animal Complaints are increasing due to the warmer weather. More people are out, and so are the dogs on the loose. Any complaints regarding animals must be made to the city in writing. While not required, pictures or video would also very helpful to be used in proving a violation of animal ordinances has occurred.

Building Permits were discussed earlier under Ordinance Enforcement.

A renewal notice from the Southeastern Facilitation Project was received. Considering we have not used their services, no action was taken, so the city's membership in SEFP will be allowed to lapse.

Smith received a request from a business with two meters to have only one minimum charge. The council declined the request as the rate minimums (ie, \$29.50 for sewer, \$15.00 for water) are to be applied for every meter no matter how little water is used.

HEARING OF THOSE PRESENT: None

EXECUTIVE SESSION: None

Motion by Deters, 2<sup>nd</sup> by Painter to Adjourn at 9:48 pm. All Approved.

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

Sara Smith  
Finance Officer

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

\_\_\_\_\_  
Paul Klautt  
Mayor