

Unapproved Minutes of the Montrose City Council

The Montrose City Council meeting was held on September 12, 2017 in the Community Center, Montrose, SD. The meeting was called to order by Mayor Paul Klaudt at 7:04 pm. The Pledge of Allegiance was recited. Present were Mayor Paul Klaudt; Council Members Tony Heumiller, Susie Painter, Jake Tysdal, and Brent Deters; Daryl Sieverding, Katie Stiefvater and Sara Smith. Several community members were in attendance.

Motion to approve the agenda was made by Deters. Seconded by Tysdal. All approved.

Motion made by Deters to approve the minutes for the regular Council meeting on 8/8/17 and special council meetings on 8/21/17 and 8/26/17. Seconded by Tysdal. All approved.

Sieverding reported on current work being done for Parks & Recreation, Streets and City Property. The pool is still leaking. Sieverding will look for source. The pool building's roof is in bad condition. Water is running from roof into cinder blocks causing damage to the wall. Golden West is donating a building to the city. Sieverding will build up around manholes to prevent damage to equipment during winter. Two bids were received to fix gutters on city office building. Motion by Tysdal, 2nd by Heumiller to accept lowest bid. All approved. Tysdal and Sieverding will look into an issue with a generator. It starts but doesn't stay running.

Stiefvater reported on daycare updates. New billing software is working well and a government food subsidy will cover food costs. Daycare showed a profit for the first time this year.

Motion made by Heumiller to appoint Sara Smith as Finance Officer at a rate of \$16/hr, 2nd by Tysdal. All approved.

Walk-in Office hours at the city offices will now be limited to 12:30-3:00pm Monday through Thursday, and 6:00-7:00 pm Monday evenings. The Finance Officer will be there at other times, but the door will be locked to provide adequate time to complete all work. All non-cash bill payments should be placed in the drop box or mailed. Suggestions for changes to the above schedule can be placed in the drop box or emailed to montrose@goldenwest.net.

Motion by Tysdal, 2nd by Heumiller to allow an outside accountant to continue reconciling past transactions in order to get the accounting up to date. 2 ayes, 2 nays. Mayor cannot break ties related to financial decisions. Motion failed.

After further discussion, motion by Deters, 2nd by Tysdal to allow additional spending to get the Finance accounting current. All approved.

Motion by Deters, 2nd by Tysdal to allow Smith to pay bills in advance of council meetings if waiting for council approval would cause city to incur late fees. All approved.

Discussed limiting payments to cash or check. Payments by credit card incur fees that are currently being paid by the city. Discussed if there is a need for a computer/networking contact to help with current and future issues. A new printer was installed in the front office. Old printer was moved to a back office, but the ethernet ports in the back offices are not functional. Deters will look into fixing.

Vouchers were reviewed. Motion by Deters, 2nd by Heumiller to approve the following disbursements:

Paid before meeting		
South Dakota Retirement	1,623.38	Retirement Contribution
		CDA Training Reimbursement
Katie Stiefvater	799.00	
Total Paid before meeting		
2,422.38		
Paid at meeting:		
Agri Energy	303.72	fuel / 1000 gal tank rental
Anderson Publications	276.01	minutes / notices
Badger Meter	1,352.40	Service Renewal
Concrete Materials	160.23	asphalt
Fremar	343.90	chemicals
General Store	337.69	Food/supplies
Gillespie	80.90	mower blade set
Golden West Daycare	293.49	Phone/internet
Hartford Building Center	45.96	door lock/supplies
Kingbrook	6,138.25	water

Lammers, Kleibacker	99.00	attorney
Mathison Tri Gas	44.47	tanks/rent
McCook Cty Highway Dept	115.00	Rental Steel Face Roller
MCI	45.77	Long distance phone
MC&R	16.40	Pool chemicals
MidAmerican Energy	40.33	Gas
NAPA	151.89	
Novak Sanitary Service	2,303.50	Garbage Service
Petty Cash	9.80	Postage
Southeastern Electric Co-op	2,948.96	
SD DOT	32.00	outdoor advertising
Verizon	165.77	mayor/maint/lift
Zacharias Construction	441.60	Crushed Asphalt
Zapp Hdwr	49.89	
Total to be paid after meeting	15,994.09	

August Payroll & Associated taxes: Finance Office \$4,537.73, Maintenance, \$3,474.43, Daycare, \$9,169.15, Pool, \$4,407.22, Council, \$325.00 Total 21,998.75. Painter moved to approve the vouchers. Tysdal seconded. All aye.

OLD BUSINESS:

A fence was erected in a city-owned alley last year. The alley is not vacated and is needed for fire truck access and maintenance. Notice was given to owners of fence to move to property line, however due to the ground being frozen, owners were asked to move in the spring. Fence has not been moved. Another notice will be sent to owner to move the fence in 30 days or the city will remove at owner's expense.

Motion by Deters, 2nd by Heumiller to renew cable tv agreement. All approved.

Special Council Meeting to discuss budget is scheduled for September 21 at 7:15 in the Finance Office.

NEW BUSINESS

Motion by Deters, 2nd by Painter to approve obtaining credit cards from Security National Bank of Emery for Finance Officer Sara Smith and Daycare Directors Katie Stiefvater and Stephanie Holland with a credit limit of \$1000 on each. Daryl Sieverding will continue to use his previously approved city credit card. All other credit cards for past city employees will be closed. All approved.

Motion made by Painter, 2nd by Tysdal to have Mayor Klautt go to Sams Club to discontinue our membership as well as close the city's Walmart credit card accounts.

Discussed purchase of software to streamline accounting and billing processes in the Finance Office. Tabled for further research and discussion.

Discussed adding permanent campground sites, starting with a bid for adding one site with gravel. Could fit 8-10 new permanent campground sites.

Discussed request for FFA Sponsorship. With next year's budget undecided, no donation will be made at this time.

Discussed garbage contract.

At next regular council meeting, a discussion is needed on bids for surplus city-owned property. It is 2 lots zoned residential and in the flood plain.

Water bill late payment fee refund requests were discussed.

Water shutoff procedures were discussed. If a customer is behind two months, 5 day notice will be given then service will be shut off.

Hearing of Those Present

Bob Lounsberry requested Sieverding spray for mosquitos again.

Doris Sager would like to see the books stay in the city office lobby. Following discussion, books will be moved to the community center.

Ann Morrison from Raggedy Ann's requested updates to the city's website to include her business. Smith requested information from Ann and will update the site as soon as time allows. For all Montrose businesses who would like to be listed on the city's site, please send information on the services your business provides, phone numbers, hours, etc in the city drop box or mail. The website will be updated as soon as time allows.

Tysdal moved to adjourn at 10:31. Painter seconded. All aye.

Attest: _____

Sara Smith
Finance Officer

Published once at the approximate cost of _____

Paul Klaudt
Mayor