

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

The Montrose City Council meeting was held on October 09, 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 Tony Heumiller, Robert Hoiten, Susie Painter, and Jake Tysdal; Maintenance Supervisor Daryl Sieverding; Daycare Director Katie Stiefvater; and Finance Officer Sara Smith. No members of the community were present.

Mayor Klaudt reminded all in attendance to adhere to the Rules of Decorum.

Motion by Heumiller, 2<sup>nd</sup> by Painter to approve the agenda. All approved. Motion by Heumiller, 2<sup>nd</sup> by Tysdal to approve the minutes from 09/11/18. All approved.

### **DEPARTMENT REPORTS:**

Sieverding reported the pumps at the pool have been drained. On November 1, the campground and ball field bathrooms will be closed and winterized. Sieverding, along with the SD Association of Rural Water Systems, is going to be looking for sources of water leaks. For the month of September, the city had a 47% water loss. Residents may see Sieverding or representatives from SDARWS around town or in yards inspecting the pipes from the curb stop to residences. At no time should sump pumps be drained into the city sewer system. Sump pumps should drain outdoors so that the water can drain to the river rather than the lagoons. With all the recent rainfall, putting extra ground water into the sewer system may overwhelm it and cause problems. If you are having issues with low water pressure, check your water softener. At the next City Council meeting, nuisance and vacant properties will be discussed, along with the steps the city will begin to take to get these properties cleaned up.

Stiefvater reported the daycare showed a profit for the month. Bills will now be given to parents on a monthly basis rather than weekly to help cut down on administrative time. Parents can continue to pay weekly. There are new training requirements for daycare employees and will be completed by November 30. All staff under 18 must now be fingerprinted and background checked.

Smith reported on the current status of fine collection. One resident has not paid fines assessed for animal at large and not being licensed. A certified letter has been mailed, and if fines are not paid by deadline, the city will begin the small claims court process. Several items listed in the Audit Report have been addressed or are being worked on. Smith worked with LeAnn Kerzman from Midwest Assistance Program to review the water billing process and try to identify the source of the excessive water loss rates. Billing looks to be working as expected. Next step is for SDARWS to come out with Sieverding to look for leaks. Smith reported that Monday night office hours are rarely utilized by residents, and that most tasks can be resolved over the phone, email or by using the drop box. The council approved eliminating the Monday night office hours. There will be evening office hours in January when all pet licenses are to be renewed. Smith reviewed the 2018 Year to Date budget. A Supplemental Budget Ordinance will be discussed and approved at the November and December council meetings. Liquor License renewals are due at the end of November.

### **VOUCHERS:**

Vouchers were reviewed. Bills Paid Before Meeting: FEDERAL TAX PAYMENT \$1,624.92 10/5/2018 Fed Payroll Taxes; FEDERAL TAX PAYMENT \$211.58 10/5/2018 Fed Taxes Q3 Council Pay; SD DEPT OF LABOR & REG \$86.01 2018 Q3 Unemployment; MCI \$45.80 Long Distance Phone Service; SOUTH DAKOTA ONE CALL \$6.72 locates; THE SECURITY STATE BANK \$1,518.08 City Credit Cards; US BANK TRUST NA \$11,703.04 Water and Sewer Loan Quarterly Payment; Total Paid Before Meeting: \$15196.15; Bills Paid At Meeting: SD DEPT OF REVENUE \$219.36 September Garbage Sales Tax; SD DEPT OF REVENUE \$72.50 September Campground Sales Tax; ADDY DISPOSAL \$3,053.00 Garbage Service; BEN HOLLAND \$15.93 Reimburse purchase of mouse traps; DAKOTA SUPPLY GROUP \$969.19 Meter Pit, misc for Jay Cleveland (invoice repaid); HANISCH HOME REPAIR \$95.00 Replaced Light Fixture; MCCOOK COUNTY AUDITOR \$1,408.34 County Sheriff; MCCOOK CTY HIGHWAY DEPT \$20.00 1/4 ton cold mix; SARA SMITH \$37.28 SEAFOG Meeting Travel Reimbursement; Anderson Publication \$300.18 Publishing; BADGER METER \$834.00 Service Agreement Oct 2018-Mar 2019; BOBS LOCK AND KEY \$142.00 Rekey Suite B Doors; CITY OF MONTROSE \$41.71 City Water Bill; DAKOTA SUPPLY GROUP \$321.92 Lift Station Panel Repair; DUST-TEX SERVICE \$80.60 Daycare-2 cases Paper towels; GILLESPIE OUTDOOR POWER EQUIP \$81.65 Blade Set 72 Deck; GOLDEN WEST \$264.26 Phone/Internet; IRON WHEEL SALES & SERVICE INC \$5.31 Misc supplies; KINGBROOK RURAL WATER \$6,031.00 Water Purchase-1,828,000 gallons; MIDAMERICAN ENERGY \$39.53 Natural Gas; MONTROSE POST OFFICE \$176.00 Stamps/PO Box Renewal; PUTHOFF REPAIR \$149.95 Hoses and Fittings; SAFE-N-SECURE \$906.00 Final Security System Payment; SALEM FARMERS MARKET \$37.30 Daycare-Milk; SOUTH DAKOTA RETIREMENT SYSTEM \$1,378.90 September Retirement Payment; SOUTHEASTERN ELECTRIC CO-OP \$2,220.98 Electric Service; A & B BUSINESS SERVICES \$86.57 Printer Contract; MATHESON TRI-GAS \$47.90 acetylene+oxygen; RENOSYS CORPORATION \$4,997.40 Initial 10% down payment-pool liner; VERIZON \$173.65 Plan Charges; PAID AT MEETING \$24,407.41; GRAND TOTAL \$39,403.56; September 2018 Payroll: Finance Office \$1,534.25; Maintenance \$2,942.47; Daycare \$8,694.50; Water \$166.01; Sewer \$597.64; Total \$13,934.87; Motion by Heumiller, 2<sup>nd</sup> by Painter to approve the vouchers. All approved. Motion by Tysdal, 2<sup>nd</sup> by Hoiten to approve increasing pay to minimum wage retroactively from January 1, 2018 to \$8.85 for the following employees with the amount of retroactive pay: Hope Bartmann \$43.94; Maleah Gordon \$16.14; Mary Hoiten \$45.38; Garrett Miles \$32.78; Harley Miles \$199.48; Maggie Miles \$35.40;

### **OLD BUSINESS:**

City Owned Surplus Property: Sieverding obtained two appraisals for the land near 1<sup>st</sup> and McCook and 1<sup>st</sup> and Montrose streets. He will get one more appraisal for each. The city is accepting bids, which must be for at least 90% of the average appraised price.

Discussed cost estimates and plans for pool repairs. Sieverding will call DGR Engineering to see how much it would cost to get plans put together. Cost estimates need to be put together and sent to SECOG so we can apply for a Land Water Conservation Fund grant.

### **NEW BUSINESS:**

Motion by Heumiller, 2<sup>nd</sup> by Painter to approve Resolution 298-18 authorizing the city to apply for the LWCF grant.

Motion by Tysdal, 2<sup>nd</sup> by Hoiten to write off three old unpaid utility accounts due to being several years old and direct Smith to attempt collection on one account that is more recent.

Motion by Heumiller, 2<sup>nd</sup> by Painter to authorize Smith to void checks identified by the auditors from 2016 and 2017 that were entered in the old accounting system that due to various accounting issues were not cashed, ie, the physical checks were marked void but not marked as such on the computer.

Motion by Heumiller, 2<sup>nd</sup> by Painter to approve the first reading of Ordinance 004-2018 amending the water shutoff procedures (published separately). To paraphrase, water shutoff notices will no longer be written nor delivered to residences that are 2 months past due. Your water bill will serve as notice that your account is past due. Shut off will be done on the 16<sup>th</sup> of the following month in which payment in full was not received. For example: January usage is due February 15. If not paid in full by March 15<sup>th</sup>, water will be shut off on the 16<sup>th</sup> and the disconnect and reconnect fees will be assessed. Payment in full of the entire account balance plus the disconnect/reconnect fees must be paid before water will be turned back on.

Discussed repairs needed to the city shop. The council authorized purchase of a new garage door opener not to exceed \$1,500 along with adding gutters/snow guards and repairs to the sliding door.

HEARING OF THOSE PRESENT: Hoiten informed the council that someone from the city must attend FEMA disaster training every month. Sieverding will attend the meeting on October 25.

EXECUTIVE SESSION: None

Motion by Painter, 2<sup>nd</sup> by Tysdal to Adjourn at 8:32 pm. All Approved.

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

Sara Smith  
Finance Officer

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

\_\_\_\_\_  
Paul Klautd  
Mayor