

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

The Montrose City Council meeting was held on October 10, 2017 in the Community Center, Montrose, SD. The meeting was called to order by Mayor Paul Klaudt at 7:01 pm. The Pledge of Allegiance was recited. Present were Mayor Paul Klaudt; Council Members Brent Deters, Tony Heumiller, Susie Painter, and Jake Tysdal; Maintenance Daryl Sieverding, Co-Daycare Director Katie Stiefvater and Finance Officer Sara Smith. Several community members were in attendance.

Motion to approve the agenda was made by Deters. Seconded by Painter. All approved. Motion made by Tysdal to approve the minutes for the regular Council meeting on 9/12/17, and special council meetings on 9/21/17 and 9/25/17. Seconded by Deters. All approved.

Sieverding reported November 1 the campground will be closed and winterized. The pool will be caulked next spring and the filters will be cleaned. Sieverding and Tysdal will work on the lift station generator, which is still not working. There are a couple water leaks in town. The contractor who will do the work has not yet had time to make the repairs. Sieverding will continue to follow up to get these repairs made as soon as possible.

Stiefvater reported on daycare updates. Parents have been donating items as needed to help cut down on costs. The daycare will try to obtain a grant to pay for new locks on all daycare doors. Parents will need to begin paying in advance for the current week of care rather than the previous week. This must be started before January 1. The daycare is considering direct deposit for parent payments.

Stiefvater reported that unauthorized people are stopping at the daycare for various reasons. Additional signage will be added to explicitly state there is to be no soliciting or unauthorized people walking into the daycare at any time or for any reason. Only employees, children and authorized parents/guardians are allowed inside the daycare building. NO EXCEPTIONS.

Smith reported no suggestions were submitted for changes to the new walk-in office hours, so the current hours will remain 12:30-3:00 Monday through Thursday and 6:00-7:00 Monday nights. A sign will be placed in the office window for any temporary changes, such as off-site training. The office will follow the Montrose School District for early dismissals or snow days. The council agreed this schedule is working. Smith discussed allowing online bill pay via check or credit card where the convenience fees are paid by the customer rather than the city. Motion to approve setting up online bill pay through Municipay was made by Tysdal, 2<sup>nd</sup> by Huemiller. All approved. Information will be added to the city website as it becomes available. Motion by Huemiller, 2<sup>nd</sup> by Tysdal to approve the purchase of a laptop for the Finance Office. All approved. City credit cards for Smith, Stiefvater and co-daycare director Stephanie Holland have been received.

Discussed delinquent water bill accounts. With the recent changes in the Finance Office, the city ordinance concerning shutting off delinquent accounts hasn't been strictly enforced. Next month, the city ordinances will be followed. Utility bills are to be paid by the 15<sup>th</sup> of the month. If not paid by the 15<sup>th</sup>, payment is deemed late and will incur a late fee of \$10. If no payment is made the next month, notification of impending shutoff will be mailed giving 5 business days to pay the balance in full. If service is shutoff, there will be a \$50 reconnect fee.

Vouchers were reviewed. Vouchers paid between meetings: SD Dept of Revenue \$430.53 (August); SD Dept of Revenue \$327.70 (September); Federal Tax Pmt \$1,574.86; SD Retirement 1402.60; Security State Bank credit cards 380.89; Matheson Tri-Gas 44.47 (August); Ryan's Repair \$239.36; SD One Call \$6.72; US Bank \$11,703.04; Variety Foods \$385.71; Post Office (stamps) \$166; SD Unemployment Q3 \$209; SD Unemployment Q2 \$272.12; Total Paid Before Meeting: 17,143.00  
Vouchers Paid at meeting: A-1 Electric Plumbing Heat & Air \$961.19; A&B Business 195.18; A&C Business Services \$720; Anderson Publications \$119.15; Badger Meter \$54; General Store \$118.73; Golden West \$255.27; Stephanie Holland \$156.38; Kingbrook \$5371; Lammers, Kleibacker \$459; Matheson Tri-Gas \$43.35 (September); MCI \$46.43; Menards \$74.49; MidAmerican Energy \$40.62; Novak Sanitary Service \$2,303.50; Postmaster \$56 (PO Box Fee); Sara Smith \$66.06; Southeastern Electric Co-op \$2,114.83; Katie Stiefvater \$64.98; Twedt Construction \$1657.50; Zapp Hardware \$172.10; Total Paid After Meeting \$15049.76  
Grand Total: \$32,192.76; September Payroll & Associated Taxes: Finance Office \$1944.01; Maintenance \$3905.68; Daycare \$9168.08; Council (Q3) \$2106.69; Total \$17,124.46 Motion by Deters, 2<sup>nd</sup> by Huemiller to approve the vouchers. All approved.

### **OLD BUSINESS:**

A quote has been obtained for moving the fence encroaching on a city alley. Work will be done per the contractor's schedule.

Walmart and Chase credit cards opened years ago need to be closed. Stiefvater will contact the previous daycare director to help close the Chase card and end recurring bills using that card. That card is not listed in the city's name therefore we cannot close it.

Discussion regarding permanent camp sites, advertising, and signage was tabled until March. Discussion regarding pool admission fees was tabled until March.

A Special Council Meeting to open garbage contract bids is scheduled for October 30 at 7:00 in the Community Center.

Sieverding will place a "For Sale" sign in the surplus city-owned lots. There are two lots, sold together, zoned residential in the flood zone.

A new ordinance is needed to renew the cable contract with Golden West.

### **NEW BUSINESS**

Brenda Schulte from the Southeast Enterprise Facilitation Project talked to the council regarding help she can provide in obtaining grants. The city is a member of SEFP through March 2018.

Sieverding discussed the need for new tires on the dump truck. Motion by Tysdal, 2<sup>nd</sup> by Painter to have Sieverding call around for quotes and purchase new tires. The council discussed how the honor system at the campground is working and the need for additional signage so campers know where and how much to pay. Further discussion will be needed in early spring before the campground reopens.

Smith discussed 2018 Liquor License renewals. The following businesses have been approved for renewal: The Office Bar (retail on-sale liquor, package off-sale liquor), American Legion (retail on-sale liquor) and CJs at the Wellington (retail on-sale liquor). CJs at the Wellington has requested a package off-sale license. Notice will be posted separately regarding a public hearing to discuss, which will be at the November 14 city council meeting at 7:00.

Peggy Jesse requested the council look into updating the water pipes for the 2 city blocks that were not fixed when the improvements were originally done. Sieverding will check around for a general idea of how much it will cost.

Hearing of Those Present: No issues presented

Tysdal moved to adjourn at 9:20. Heumiller seconded. All approved.

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

Sara Smith  
Finance Officer

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

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