

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

The Montrose City Council meeting was held on November 13, 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 Tysdal, 2<sup>nd</sup> by Hoiten to approve the agenda. All approved. Motion by Painter, 2<sup>nd</sup> by Heumiller to approve the minutes from 10/09/18. All approved.

### **DEPARTMENT REPORTS:**

Sieverding reported on Parks and Recreation. Everything is winterized, and the lights by the pool have been shut off to save on the electric bill. For Streets, repairs are needed on North Church Ave following some sewer work. Council directed Sieverding to fill the area with gravel and have that street resurfaced next year. Sieverding will also be filling some potholes around town. For City Property, Sieverding reported a new garage door opener, snow guards and gutters were installed at the City Shop. For Utilities, a water leak was found between the curb stop and meter at Kapp Lines as well as after the curb stop at the bus shed. Water has been turned off at both locations and the city's daily water usage has gone down from around 50,000 gallons a day to 21,000 gallons a day. Reviewed city owned equipment. Council directed Sieverding to inventory any city owned property with a value over \$150. Further discussion is needed on plans to replace the mower and payloader, as well as evaluate the condition of other equipment so that a plan and budget can be developed. Council directed Sieverding to purchase new bristles for the broom attachment for snow and street cleanup. Property owners are responsible for clearing snow and ice from their sidewalks. This includes businesses on Main Street. The city has at times cleared snow on Main Street sidewalks, but due to liability issues, the city will not clean any snow from sidewalks except on city owned property.

Stiefvater reported the daycare showed a profit for the month. Stiefvater has completed all work for and was awarded her CDA certification. This included completing 120 credit hours of training, a formal observation of her work, a portfolio, and a written test. All employees are in compliance with updated standards which include background checks, fingerprinting, and training. The Daycare is at full capacity.

Smith reminded the Council of upcoming meetings, including a special meeting to be held on December 4 for Council Training to be given by LeAnn Kerzman from Midwest Assistance Program. (Post meeting note: The training has been postponed until April) Financial reports were reviewed. The water fund has a negative balance of -20,436.29. With the water leaks identified and the water rate increase, the fund balance should start increasing. Vouchers were reviewed.

### **VOUCHERS:**

Vouchers were reviewed. Bills Paid Before Meeting: FEDERAL TAX PAYMENT \$1,514.48 10/19 Payroll Tax; SD DEPT OF REVENUE \$34.79 October Campground Sales Tax; SD DEPT OF REVENUE \$243.71 October Garbage Sales Tax; VERIZON \$173.65 Cell Phone Charges; AGRI ENERGY \$391.87 misc fuel sales; CITY OF SIOUX FALLS \$43.50 Bacteria Water Tests Q32018; HARTFORD BUILDING CENTER \$209.95 City Shop Repair parts; MCI \$48.01 Long Distance; SOUTH DAKOTA ONE CALL \$5.60 locates; THE SECURITY STATE BANK \$1,185.64 City Credit Card payment; FEDERAL TAX PAYMENT \$1,469.86 11/2 Payroll Tax; SOUTH DAKOTA RETIREMENT SYSTEM \$1,376.70 October Retirement Payment; Total Paid Before Meeting: \$6697.76; Bills Paid At Meeting: ADDY DISPOSAL \$3,053.00 Garbage Collection; Banyon Data Systems \$1,590.00 Annual Support - Fund Accounting & Payroll; CITY OF MONTROSE \$25.49 City Water Bill; FASTSIGNS \$255.50 New Daycare sign; HARLEY MILES \$25.00 Training Incentive; HYDRO TECH SERVICE \$1,948.20 Lift Station Repair; JOAN RAPP \$25.00 Training Incentive; KIERSTEN HANISCH \$25.00 Training Incentive; MCCOOK COUNTY AUDITOR \$1,408.34 County Sheriff; MIDAMERICAN ENERGY \$80.49 Natural Gas; RYANS REPAIR \$102.30 Dump Truck Fuel Filters; SAMANTHA ERICKSON \$25.00 Training Incentive; SD DEPT OF REVENUE \$181.00 Water Testing; SDML \$4,305.00 Workers Compensation; VERLIN PROSTROLLO \$540.00 50' Electric Boom Lift Rental; Anderson Publication \$156.33 Publishing; GOLDEN WEST \$264.26 Internet/Phone; KINGBROOK RURAL WATER \$4,965.00 Water Purchase-1,500,000 gallons; PARKER FORD, INC \$28.57 Pulley; PUTHOFF REPAIR \$9.37 hose and fitting; SALEM FARMERS MARKET \$270.23 Groceries; SDML \$538.64 2019 Annual Dues; SOUTHEASTERN ELECTRIC CO-OP \$2,168.36 Electric Service; A & B BUSINESS SERVICES \$80.09 Printer Contract; MATHESON TRI-GAS \$49.14 acetylene+oxygen; NAPA AUTO & TRUCK PARTS \$82.53 oil and filters; SD GOV FINANCE OFFICERS ASSOC \$40.00 2019 Dues; SD GOV HUMAN RESOURCE ASSN \$25.00 2019 Dues; US FOODS \$748.80 Groceries; ADDY DISPOSAL \$50.00 50 Garbage Tags; AGRI ENERGY \$407.42 Fuel Sales; FLOW-RITE SEAMLESS GUTTERS \$1,290.24 Shop Gutters and Snow Guard; KLINKHAMMER CONSTRUCTION \$1,343.42 Shop Garage Door; PFEIFERS \$85.68 Coupler; PULSE ELECTRIC, INC \$453.59 Wiring for shop door; PAID AT MEETING \$26,645.99; GRAND TOTAL \$33,343.75; October 2018 Payroll: Finance Office \$1,797.66; Maintenance \$2,481.16; Daycare \$9,900.58; Water \$188.68; Sewer \$679.22; Pool \$711.27; Council \$1453.29; Total \$17211.86; Motion by Heumiller, 2<sup>nd</sup> by Painter to approve the vouchers. All approved.

### **OLD BUSINESS:**

City Owned Surplus Property: A \$2000 bid was received for the two residential lots in a floodplain. The appraised value of the land is \$4,400. The bid received was too low for the council to legally accept it. Bids are still being accepted. The small lot at 1<sup>st</sup> Avenue and McCook is appraised at \$500. Bids are still being accepted.

Pool Repair: Council directed Smith to contact DGR Engineering to determine cost of having architectural designs created for a new pool house. Broken water lines need to be repaired prior to installing the new liner. Council directed Sieverding to call around and see who can do the work.

Ordinance 004 – new water shut off procedures: Motion by Hoiten, 2<sup>nd</sup> by Heumiller to approve the second reading of Ordinance 004-2018, published separately. All approved. A copy of the ordinance can be viewed on the city website, or contact the city office for a paper copy.

### **NEW BUSINESS:**

Nuisance Property Cleanup: Council discussed and directed Sieverding to continue to hand out Ordinance Violation tickets. The Council Members and Mayor were given tickets to hand out as well. After warnings are issued, if the property isn't cleaned up, the City will clean it up at the owners' expense. The rate for property clean-up is \$125 per hour, plus \$1 per mile, plus \$35 per ton taken to a landfill.

Liquor License Renewals: Motion by Heumiller, 2<sup>nd</sup> by Tysdal to approve renewing the liquor licenses for the American Legion and Office Bar. All approved

Ordinance 005 – Water Bill Responsibility/Vacant Dwellings: Motion by Hoiten, 2<sup>nd</sup> by Heumiller to approve the first reading of Ordinance 005-2018, published separately. All approved. At the December meeting, the cost of having water turned on and off will be reevaluated.

Ordinance 006 – 2018 Supplemental Budget: Motion by Painter, 2<sup>nd</sup> by Heumiller to approve the first reading of the 2018 Supplemental Budget Ordinance, published separately, or can be viewed on the city website or at the city office. All approved. This ordinance covers costs that will exceed the 2018 budget set in September 2017. Please note that when the 2018 budget was completed, the city had new daycare directors and finance officer. Estimates that were made in 2017 for the 2018 budget were affected by lack of good data and experience to use as a guide. The daycare expenses are greater than the original 2018 budget, but the revenues are greater as well. The daycare should finish the year with an overall profit, even with this supplemental budget.

Utility System Study: Motion by Heumiller, 2<sup>nd</sup> by Tysdal to approve having DGR Engineering complete a water and sanitary sewer system study. The city will cover 20% of the cost with the remainder being reimbursed by DENR. A water system study is required by DENR to proceed with the Water Tower Repair project. The council decided it made sense to analyze the sewer system at the same time so we have good information to use for future planning. All approved.

GIS Mapping of the Utility System: Discussed purchasing a system to capture all information about the water and sewer system. Smith will present information from DGR at the December meeting regarding cost and recommended systems.

Experience Works: Motion by Heumiller, 2<sup>nd</sup> by Painter to approve adding another Experience Works participant to work with Sieverding on Maintenance. All approved.

HEARING OF THOSE PRESENT: None

EXECUTIVE SESSION: Motion by Hoiten, 2<sup>nd</sup> by Tysdal to enter Executive Session at 9:35 pm. Motion by Tysdal, 2<sup>nd</sup> by Hoiten to exit Executive Session at 9:41 pm. Motion by Painter, 2<sup>nd</sup> by Heumiller to increase Katie Stiefvater's pay from 14.50 an hour to 16.50 an hour due to completing the CDA certification, effective immediately. All approved.

Motion by Tysdal 2<sup>nd</sup> by Hoiten to Adjourn at 9:44 pm. All Approved.

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

Sara Smith  
Finance Officer

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

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