

## Unapproved Minutes of the Montrose City Council Meeting

The Montrose City Council meeting was held on January 14, 2020 in the Community Center, Montrose, SD. The meeting was called to order by Mayor Paul Klaudt at 6:02 pm. The Pledge of Allegiance was recited. Present were Mayor Paul Klaudt; Council Members Tony Heumiller, Susan Painter, Justin Hagemann and Jasen Hanisch; Daycare Directors Samantha Erickson and Stephanie Holland; Finance Officer Sara Smith; and Montrose Township representatives Mark Meyers and Jeff Raap. Maintenance Supervisor Daryl Sieverding was not in attendance due to a training conference in Pierre. 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 Painter, 2<sup>nd</sup> by Heumiller to approve the minutes from 12/10/19 and 01/03/2020. All approved.

### SPECIAL TOPICS:

Discussed the EDA Grant for sewer infrastructure improvements which includes repairing the road out to the lagoons. This road is owned by Montrose Township, therefore to include those costs in the grant, the township either needs to co-sign on the grant application, give the ownership of the road to the city, or we need to remove the road improvements from the grant. Mark Meyers and Jeff Raap have a meeting scheduled with FEMA for 01/17/2020 and will discuss then to ensure there will not be any unintended impacts with the ongoing flood relief process for the March and September floods. Most likely the township will be cosigners on the EDA application so that it can proceed then discuss long term ownership at a later date.

### DEPARTMENT REPORTS:

Erickson and Holland reported that they need to hire one more full time and at least one more part time employee, particularly anyone interested in covering 10:30 am to 6:00 pm shifts as well as someone flexible to cover shifts last minute if scheduled staff are too ill to work. Ads will be run again in all the surrounding area papers as well as advertised on the city's Facebook page. More information can be found on the city website [cityofmontrosesd.com](http://cityofmontrosesd.com) on the City Jobs page. The current daycare rates were reviewed. Going forward the council asked the directors to only offer full-time care rates and no discount for part-time. The daycare is currently at capacity with four on the waitlist.

Sieverding was not in attendance to give a report. Hagemann reported that he talked with Klinkhammer Construction about the cost of a new pool house and the estimate given was \$60,000. Quotes were also obtained for an 11 foot trifold finish mower with one coming in at \$15,000. Further discussion was held on equipment needs. Council requested a budget supplement be put together to increase the equipment budget by \$90,000 in order to buy a new mower and payloader. That will be discussed at the February and March meetings for approval.

Smith reported that the first meeting via phone call with FEMA regarding reimbursement for the September flood will be held on 1/22/2020. Council members are welcome to call in if they are interested. Meetings continue with FEMA regarding the March flood. Smith will be on vacation January 30 through February 4, returning to the office on February 5. The June City Council meeting will need to be moved as it conflicts with Finance Officer School. An item will be on the February agenda to authorize changing the date. Smith reviewed financial reports including a review of the 2019 budget vs actual revenue and expenditures.

### VOUCHERS:

Vouchers were reviewed. Bills Paid Before Meeting: FEDERAL TAX PAYMENT \$1,506.38 12/13/19 Payroll Tax; FEDERAL TAX PAYMENT \$1,690.60 12/27/2019 Payroll Tax; FEDERAL TAX PAYMENT \$214.20 CouncilQ4 paid in 01/20; SD DEPT OF LABOR & REG \$48.00 2019Q4 Unemployment; SD DEPT OF REVENUE \$199.80 Sanitation Sales Tax-December2019; FEDERAL TAX PAYMENT \$1,388.07 01/10/2020 Payroll Tax; VERIZON \$193.44 Cell Phone Services; US BANK TRUST NA \$11,703.04 Quarterly Water and Sewer Loans; BRIGHT ARROW \$250.00 Emergency Notification System; SECOG \$760.00 2020 Dues; SECURITY STATE BANK - MONTROSE \$15.00 Safe Deposit Box Rent; SOUTH DAKOTA RETIREMENT SYSTEM \$1,389.82 December Retirement; KINGBROOK RURAL WATER \$2,712.00 Water Purchase-719000 gallons; MCI \$49.44 Long Distance; THE SECURITY STATE BANK \$513.10 City Credit Cards Total Paid Before Meeting \$22,632.89; Bills Paid At Meeting: A & B BUSINESS SERVICES \$127.55 Printer Contract & Ransomware; ADDY DISPOSAL \$2,878.00 Sanitation Service; Anderson Publication \$178.75 Publishing; APRIL JOHNSTON \$35.00 Reimburse for CPR Training; BADGER METER \$54.00 Cellular Backhaul Serv Unit; BIERSCHBACH EQUIPMENT \$960.46 Trash Pump Rental; CITY OF MONTROSE \$31.18 City Water Bill; CITY OF SIOUX FALLS \$43.50 Bacteria Water Test; D&D CONTRACTORS \$195.00 Backhoe work on Ditch; DARYL SIEVERDING \$600.00 2020 Clothing Allowance; DENR \$18.00 Water and Wastewater Certifications; DENR \$50.00 SD022012 No Discharge Permit; GEOTEK ENGINEERING \$2,000.00 Water Tower Site Testing; GOLDEN WEST \$266.59 Phone/Internet Services; MATHESON TRI-GAS \$56.11 acetylene+oxygen; MCCOOK COUNTY AUDITOR \$1,408.34 County Sheriff; MIDAMERICAN ENERGY \$233.62 Natural Gas Service; MONTROSE GAS PLUS \$648.28 Fuel; PETTY CASH \$16.01 Replenish Petty Cash; RICHARD LEMBKE \$200.00 Return of Deposit; RYANS REPAIR \$500.00 snow blade remodel; SALEM FARMERS MARKET \$193.48 Groceries; SALEM SPECIAL \$5.00 Daycare Help Wanted Ad; SD ASSOC OF RURAL WATER SYS \$370.00 Annual Dues Class B Member; SOUTHEASTERN ELECTRIC CO-OP \$1,986.36 Electric Service; STURDEVANTS AUTO PARTS \$65.40 Misc Supplies; TRANSOURCE \$3,000.00 Payloader Rental; SOUTH DAKOTA ONE CALL \$4.48 locates; TOTAL PAID AT MEETING \$16,125.11; GRAND TOTAL \$38,758.00; DECEMBER 2019 PAYROLL: Finance Office \$879.69; Maintenance \$1,549.72; Daycare \$9,962.55; Water \$1,477.17; Sewer \$1,477.17; Total \$15,346.30; Motion by Heumiller, 2<sup>nd</sup> by Hanisch to approve the vouchers. All approved. Per Workers Compensation requirements, the Montrose Volunteer Firefighter Roster is as follows: Denny Cleveland, Jay Cleveland, Jon Garrett, Bob Condon, Dustin Edwards, Bob Erickson, Adam Graff, Justin Hagemann, Ellen Head, Brian Kappenman, Mark Krumvieda, Tony Meyer, Nick Morrison, Jeff O'Hara, Brian Smith, Todd Struck, Jeremy Wiebersick, John Smith, Daryl Sieverding, Troy Hofer, Jacob Sechser, Andrew Raap. Per Municipal requirements, the following are the pay rates for all City Elected/Hired Personnel. Mayor Paul Klaudt – \$100.00 per regular meeting, \$50.00 per special meeting; Council Members -- \$75.00 per regular meeting, \$25.00 per special meeting; Council Members are Tony Heumiller, Jasen Hanisch, Susie Painter and Justin Hagemann. All employees are paid hourly. Daryl Sieverding, Maintenance Supervisor - \$22.85; Sara Smith, Finance Officer - \$24.00; Samantha Erickson, Daycare Co-Director - \$15.28 (promoted at 01/03/2020 Special Meeting); Stephanie

Holland, Daycare Co-Director – \$15.28. The following are Daycare workers with their hourly rate: Mesa Bartmann \$9.30; Ellie Cleveland \$9.30; Brooklyn Flannery \$9.30; Kiersten Hanisch \$11.00; Chloi Johnston \$9.30; Baily O’Hara \$9.30; Elise Oteri \$9.30; Joan Rapp \$10.12;

OLD BUSINESS:

Discussed selling or leasing the Office Bar. Hanisch tried contacting broker/appraisers but hasn’t heard back from anyone. Hagemann talked with two who would be able to perform an appraisal for \$500-\$600. But to sell it as a business, financial documents would need to be shared with the broker. Otherwise it would be sold as property only which could only bring in 50% of the value than if it was sold as a turn-key business. There are people interested in leasing but not buying the business, and with time until the current lease expires running short, Council requested Smith send the current lease agreement to the City Attorney to make any suggestions for changes before leasing the business out again. A notice will need to be published putting the business up for a one year lease.

NEW BUSINESS:

Motion by Heumiller, 2<sup>nd</sup> by Hagemann to designate the official newspaper as the Montrose Herald, the official bank depository as Security State Bank in Montrose, and the City Attorney as Dean Hammer of Dell Rapids. All approved. Reviewed the final pages of the updated Personnel Policy Manual. Smith will put all the changes together and send back out for review and will be on a future agenda to be formally adopted. The awarding of the Water Tower Project has been moved back to February so that publication requirements can be met. Motion by Heumiller, 2<sup>nd</sup> by Hagemann to authorize Mayor Klaudt to sign an updated contract with SDPAA, our city insurance company. All approved. Paul Katzer notified the city that he was no longer going to be renting the office space between the Community Center and City Office, therefore it will be available to rent. A notice will be published to notify anyone interested that office space is available for \$200 a month, which includes internet and utilities. The first reading of Ordinance 001-2020, a 2020 Budget Supplement, was tabled until February to include updates to the equipment budget as discussed earlier in the meeting. Discussed ideas to improve and expand the city campground. Dave Lounsbery will serve as campground host again this summer. Discussed creating four full hookups on the top four spots, the dump station needs to be leveled and changes made. In the future expanding the campground to the field south of Clark Street will be considered. The 2020 campground budget will need to be supplemented to do the dump station improvements this year.

HEARING OF THOSE PRESENT: Mark Meyers stated that the City of Dell Rapids put in several new campground spots by their river, then when it got flooded the same contractor who put in the spots wanted the same amount of money spent to create the camp spots to repair it all.

Motion by Hanisch, 2<sup>nd</sup> by Hagemann to adjourn at 8:25 pm. All approved.

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

Sara Smith  
Finance Officer

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

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