

Unapproved Minutes of the Montrose City Council

The Montrose City Council meeting was held on February 12, 2019 in the Community Center, Montrose, SD. The meeting was called to order by Mayor Paul Klaudt at 6:00 pm. The Pledge of Allegiance was recited. Present were Mayor Paul Klaudt; Council Members Tony Heumiller, Robert Hoiten, and Susie Painter; and Finance Officer Sara Smith; Maintenance Supervisor Daryl Sieverding arrived at 6:45; . Council member Jake Tysdal was not in attendance. Daycare Director Katie Stiefvater was not in attendance due to being on maternity leave. 5 members of the community were present.

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

Motion by Painter, 2nd by Hoiten to approve the agenda. All approved. Motion by Hoiten, 2nd by Painter to approve the minutes from 01/08/19. All approved.

Michelle Edwards and Joann Thompson presented a \$3700 check to Mayor Klaudt from the Busy Bees from an alumni fundraiser they held to benefit the pool repair fund. Thank you, Busy Bees!!

DEPARTMENT REPORTS:

Sieverding reported his time has been mostly spent pushing snow. The heater in the water shed broke, so he is using a borrowed space heater for now. A new heater needs to be installed.

Stiefvater provided a daycare report to Hoiten. The daycare has a profit this month. The baby room remodel has been finished with new cabinets and paint. Two new cribs were purchased. Two more will be purchased in the coming months. New contracts were sent out to families to be effective April 1. Summer registration for Summer Kare has started for full time families that attended last year. Preschool lesson plans have been completed for the time Stiefvater is out on maternity leave. A parent advisory meeting was held.

Daycare, breakfast program and preschool program is all at full capacity.

Smith reported that the June City Council meeting will conflict with Finance Officer School in Pierre. Motion by Heumiller, 2nd by Painter to move June's council meeting to June 4. All approved. Smith will be on vacation February 20-25. The Board of Equalization meeting is on March 18 at 6:00 pm. The City received a plaque from the FFA for the donation of the proceeds from the city owned farm land. It is displayed in the Community Center. Financial reports were provided to the council in their packets.

VOUCHERS:

Vouchers were reviewed. Bills Paid Before Meeting: VERIZON \$173.69 January Cell Phone Plan Charges; FEDERAL TAX PAYMENT \$1,600.28 01/25/2019 Payroll Tax; SD DEPT OF REVENUE \$253.58 Sanitation Sales Tax; FEDERAL TAX PAYMENT \$1,410.52 02/08/2019 Payroll Tax; AGRI ENERGY \$203.00 Fuel Sales; CITY OF SIOUX FALLS \$43.50 Q42018 Bacteria Water Tests; MCI \$47.23 long distance; SD WATER&WASTEWATER ASSOC \$10.00 SD Water & Waste Water Association membership; THE SECURITY STATE BANK \$1,114.77 City Credit Cards; TOTAL PAID BEFORE MEETING: \$4,856.57; Bills Paid At Meeting: VERIZON \$173.69 February Cell Phone Plan Charges; A & B BUSINESS SERVICES \$97.92 Printer Contract; A1 ELECTRIC PLUMBING HEAT&AIR \$3,876.00 Office Bar Furnace; ADDY DISPOSAL \$2,980.00 Sanitation Collection; CITY OF MONTROSE \$30.23 City Water Bills; DELL RAPIDS LAW FIRM \$300.00 Legal Fees-December & January; GOLDEN WEST \$266.18 Phone/Internet; HEIMAN FIRE EQUIPMENT \$189.76 Fire Extinguisher Maintenance; KINGBROOK RURAL WATER \$3,088.05 Water Purchase; MATHESON TRI-GAS \$49.14 acetylene+oxygen; MCCOOK COUNTY AUDITOR \$1,408.34 County Sheriff; MCCOOK CTY HIGHWAY DEPT \$200.00 2004 Henderson Sander; MIDAMERICAN ENERGY \$385.34 Natural Gas; PFEIFERS \$935.40 Bristles; PUTHOFF REPAIR \$135.80 couplers; RYANS REPAIR \$500.00 Repairs on City Equipment; SALEM FARMERS MARKET \$413.19 Groceries; SOUTH DAKOTA RETIREMENT SYSTEM \$1,494.40 January Retirement Payment; SOUTHEASTERN ELECTRIC CO-OP \$2,053.58 Electricity; STAN HOUSTON EQUIPMENT CO \$849.00 Dewalt Tool Kit; US FOODS \$190.97 Daycare Food Order; ZAPP HARDWARE \$60.74 Office Bar pipe, washers, strainer; Anderson Publication \$143.01 Publishing; GILLESPIE OUTDOOR POWER EQUIP \$13.50 engine oil; MONTROSE GAS PLUS \$378.82 Fuel; TOTAL PAID AT MEETING \$20,213.06; GRAND TOTAL \$25,069.63; January 2019 Payroll: Finance Office \$2,166.00; Maintenance \$2,532.44; Daycare \$8,262.71; Water \$590.74; Sewer \$590.74; Total \$14,142.63; Motion by Heumiller, 2nd by Hoiten to approve the vouchers. All approved.

Discussed a bill previously received from D&D Contracting for \$640. Council had directed Smith not to pay this bill. Heumiller stated he would contact D&D Contracting to discuss further. Post Meeting Note: The day after the meeting, Heumiller directed Smith to write a check to D&D Contracting for the amount minus the unpaid invoice owed by D&D to the City for \$120, for a total of \$520. Discussed the need for a new ordinance stating a permit would be needed to do any work that damages the streets, and that the cost of the street repair would be paid by those who damaged the street. Discussed the need for written contracts rather than verbal agreements.

OLD BUSINESS:

City Owned Surplus Property: Discussed the zoning of the surplus property at 1st and Montrose. The council was not in favor of rezoning from residential to commercial as that property is surrounded by residential lots.

Pool Repair: Discussed having MCR fix broken pipes prior to the new liner being installed. MCR stated they will charge for time and materials. Discussed contracting with MCR to fill and set up the pool each spring and winterize the pool each fall.

Nuisance Properties: Smith has sent certified letters to residents and the land owner of properties that have received multiple ordinance violation warnings but hadn't cleaned up the property. If sufficient progress is not made in cleaning up these properties, the city attorney will take further action.

Request to close part of Dakota Street: Discussed whether that portion of the road is reflected on maps as open, due to some maps not showing the section of Dakota Street in question, while other maps do show it. Smith will follow up at the county court house to find out what the most up to date version of the maps reflect.

NEW BUSINESS:

Charla Cope sent a written report on the ending finances of the Montrose Improvement Corporation, which has been disbanded. A check for \$5.89 was submitted to the city as the final disbursement of funds.

Holiday Decorations: Jackie Cleveland and Joann Thompson requested the City purchase new holiday decorations for Main Street as the existing decorations are in very poor condition. Motion by Heumiller, 2nd by Painter to authorize spending \$5000.00 to purchase new decorations for Main Street. All approved. Cleveland and Thompson plan to hold a fundraiser this summer to raise additional money for decorations for 1st Avenue and/or swags that will hang across Main Street by 1st and 2nd Avenues.

Vacation Donation: A daycare employee requested to donate some of her accrued vacation time to another daycare employee due to the policy that only 80 hours of vacation can be carried over at the end of each year. Motion by Heumiller, 2nd by Hoiten to allow vacation hours to be transferred from one employee to another at the pay rate of the person donating the hours. All approved.

Reviewed Daycare Food Grant Program contract. Motion by Heumiller, 2nd by Hoiten to declare the Zettlemeyer Payloader surplus, to be sold AS-IS to the highest bidder. All approved. Sealed bids to be given to the Finance Officer. Accepting bids until the May Council meeting on May 14 at 6:00 pm. The payloader has 9000 hours on it, the motor seizes, and may need other work. Any questions may be directed to the Maintenance Supervisor. No additional City Property was declared surplus at this time.

Insurance: Reviewed the 2019 Insurance Policy. Council directed Smith to add the new skid steer loader to the policy with a value of \$50,000, and check whether it is possible to increase the value of the City Shop to 300,000. The Payloader and old skid steer loader need to be removed from the policy.

Discussed city ownership of the Office Bar. The existing lease agreement was reviewed. Options would include selling the property, entering into a Contract for Deed sale, or increasing the monthly rent. If sold, the property would be placed on the property tax roll and the city would eliminate the risk of future expensive repairs. Heumiller and Klautd will talk with the current lessees so they are aware of the potential changes that may be made.

Motion by Heumiller, 2nd by Hoiten to approve Resolution 002-2019 Donation Policy stating no city money will be loaned out or donated due to legal issues. All approved. Published Separately.

As previously directed by the Council, Smith compiled interest rate quotes from five area banks in order to determine if the city is earning the highest possible interest. Of the five banks, Reliabank in Humboldt had the highest quotes. The Council directed Smith to speak with our current bank, Security State Bank, to see if they can provide better interest rates. If their interest rates can be higher than Reliabank's quotes, the city's deposits will remain at Security State Bank. If not, the city checking, money market accounts and CDs will be moved to Reliabank. Motion by Heumiller, 2nd by Painter to authorize the following: 1. Transfer CDs from Security State Bank to Reliabank as each CD matures. 2. Transfer Checking Account to Reliabank and update all automatic payments and deposits to utilize the new account, and purchase new checks with the new account number. 3. Keep a checking account at Security State Bank so that cash deposits can be done daily for later electronic transfer to Reliabank. 4. Purchase an electronic check deposit machine as offered by Reliabank in their quote documentation so that checks can be deposited without driving to Humboldt. 5. Transfer all Money Market accounts to Reliabank. 6. Add Reliabank to the list of official banks of record. All approved. Post Meeting Note: Security State Bank gave an updated quote which needs to be reviewed and approved. Smith will work with Mayor Klautd to get a decision before moving forward.

Motion by Hoiten, 2nd by Heumiller to approve the 1st reading of Ordinance 001-2019 authorizing the use of a collections agency to collect on delinquent utility bills. All approved. Ordinance will be published following the 2nd reading or may be viewed on the city website or in the city office.

Motion by Heumiller, 2nd by Painter to approve Resolution 003-2019 setting a step by step policy on how delinquent accounts will be handled. All approved. Published Separately.

Discussed snow removal on sidewalks. Ordinance states snow must be removed from sidewalks within 24 hours after snow ends. The City will not issue ordinance violation warnings unless a written and signed complaint is submitted. This is the same policy as for pet ordinance violations. Council asked Smith how pet registration was going. Not as many pets have been registered so far this year, even with the two-week extension that was given due to the extremely cold weather at the end of January. A \$25 fine will be issued for any unregistered pets if the pet is captured off property by the city or animal control, or if a written and signed complaint with proof of a violation is submitted. Having pets registered helps ensure every animal is vaccinated as well as giving us a chance to reunite a lost pet with its owner before having to transport it to the Sioux Falls Humane Society. Bring a copy of your pet(s) up to date rabies vaccination record and \$5 per fixed/\$10 per unfixed pet. This can be handled during office hours, or left in the drop box or mailed to the city office.

Discussed lifeguard pay for the 2019 swimming season. Lifeguards will be paid 9.10 an hour. Guards who are certified to teach swim lessons will earn \$10 an hour during the time they are teaching lessons. Pool managers will be paid \$9.50 an hour.

HEARING OF THOSE PRESENT: Matt Fockler would like to organize an acoustic music festival to be held in the park by the river perhaps in the September timeframe. Additional music performances could be held in the American Legion and in the Wellington building. Craft vendors could set up on Main Street, and food trucks could be brought in to serve food. Planning for costs to be covered by sponsors and all revenues made from the festival would be donated to the pool repair fund or other similar cause. The council expressed interest in Matt following up with this idea.

EXECUTIVE SESSION: None.

Motion by Painter, 2nd by Hoiten to adjourn at 9:13 pm. All approved.

Attest:

Sara Smith
Finance Officer

Published once at the approximate cost of _____

Paul Klautd
Mayor