

Unapproved Minutes of the Montrose City Council Meeting

The Montrose City Council meeting was held on July 9, 2019 in the Community Center, Montrose, SD. The meeting was called to order by Council President Tony Heumiller at 6:01 pm. The Pledge of Allegiance was recited. Present were Council Members Tony Heumiller; Susan Painter, Jake Tysdal (outgoing Ward 2), Justin Hagemann (incoming Ward 2); Maintenance Supervisor Daryl Sieverding; Finance Officer Sara Smith; and five members of the community were present. Mayor Paul Klaudt and Daycare Director Katie Stiefvater were not in attendance.

Council President Heumiller reminded all in attendance to adhere to the Rules of Decorum.

Motion by Tysdal, 2nd by Painter to approve the agenda. All approved. Motion by Tysdal, 2nd by Painter to approve the minutes from 05/14/19. All approved. Due to no quorum at the June meeting, all June business will be revisited during this meeting, therefore there are no June meeting minutes to approve.

SPECIAL TOPICS:

Ward 1 Council Member Robert Hoiten resigned his position due to moving outside of city limits. The Council will be appointing a replacement at the August meeting. Ward 1 is north of Walker Street.

Mary Lou Wiebersick spoke on behalf of several members of the Busy Bees in attendance. They request moving the Montrose Herald archives from Canistota to Montrose and would like a space for them to be stored. Two options were considered. The council requested time to think about the best place to store the papers and will get back to the Busy Bees.

DEPARTMENT REPORTS:

Sieverding reported people have responded positively to reservations being taken at the campground and having a host. Baseball and softball games are pretty much done for the season. Sieverding will begin cutting out around potholes and fixing the asphalt. Some really rough areas will be repaved soon. A representative from the city's property insurer completed a property review and had several suggestions, such as replacing the roofing on the baseball field buildings and other maintenance issues. Discussed the planned auction for selling surplus city owned property. The plans for that have fallen through, so items will either be sold at the City of Sioux Falls auction or possibly sold by sealed bid. More discussion needed. The tree pit is open following road repairs. The pool is open. Water still needs to be added to the pool each day, but it is unknown at this point whether it is simply from evaporation. Sieverding and Smith are monitoring the water usage to determine if MCR or the pool liner company need to come back out for additional repair. The pool is using a lot less chemicals and the water temperature is much warmer due to the decrease in water loss. The mowers are both broken again.

Stiefvater was not in attendance. The daycare did have a profit for the month which made up for last month's loss.

Smith reminded the council of the July 23 6:00 pm special work session to go over the 2020 budget. An additional special meeting is scheduled for September 17 at 6:00 pm in case of any changes to the budget ordinance between the August and September regular meetings. If no changes are needed, then the special meeting will be cancelled. This is to ensure the budget can be approved by October 1. Financial reports were reviewed.

VOUCHERS:

June Vouchers were reviewed. Bills Paid Before Meeting: FEDERAL TAX PAYMENT \$1,527.94 05/17/2019 Payroll Tax; FEDERAL TAX PAYMENT \$1,607.75 05/31/2019 Payroll Tax; SD DEPT OF REVENUE \$63.79 May Campground Sales Tax; SD DEPT OF REVENUE \$247.65 May Sanitation Sales Tax; DIXIE MARKETING & PLAYGROUND \$2,490.00 Playground Equipment; POOLEQUIP, LLC \$1,998.96 Liner Materials-10% upon final completion; RENOSYS CORPORATION \$2,998.44 Liner Labor-10% upon final completion; MOSCA DESIGN \$2,265.04 Holiday Decorations; SD PUBLIC ASSURANCE ALLIANCE \$11,211.58 May2019-May2020 Insurance; SOUTH DAKOTA ONE CALL \$4.48 locates; SOUTH DAKOTA RETIREMENT SYSTEM \$2,121.34 May Retirement; THE SECURITY STATE BANK \$1,209.61 City Credit Cards; TOTAL PAID BEFORE MEETING \$27,746.58; Bills Paid At Meeting: ADDY DISPOSAL \$3,053.00 Sanitation Services; CITY OF MONTROSE \$93.75 City Water Bill; DAKOTA FLUID POWER \$580.03 Skid Loader Cylinder Repair; GOLDEN WEST \$265.77 Phone & Internet Services; MCCOOK COUNTY AUDITOR \$1,408.34 County Sheriff; MCCOOK CTY TREASURER \$426.99 Back Taxes Owed on 19.15.0209; MIDAMERICAN ENERGY \$73.35 Natural Gas Service; MONTROSE SCHOOL DISTRICT \$27.00 150 Milk Cartons; PARKER FORD, INC \$312.98 Mower Repair; PETTY CASH \$216.00 Petty Cash; TWEDT CONSTRUCTION, INC \$1,632.00 Main Street Excavation for Water Leak; ZACHARIAS CONSTRUCTION \$465.28 Crushed Concrete; ZAPP HARDWARE \$226.90 Miscellaneous Supplies; KINGBROOK RURAL WATER \$2,929.35 Water Purchase - 823,000 gallons; QUALITY STORAGE BUILDINGS \$1,655.00 6x10 shed; TOTAL PAID AT MEETING \$13,365.74; JUNE GRAND TOTAL \$41,112.32; May 2019 Payroll: Finance Office \$1,128.60; Maintenance \$2,798.13; Daycare \$13,139.72; Water \$2,321.15; Sewer \$2,321.15; Total \$21,708.75; Motion by Painter, 2nd by Tysdal to approve the June vouchers. All approved.

July Vouchers were reviewed. Bills Paid Before Meeting: FEDERAL TAX PAYMENT \$1,937.49 06/14/2019 Payroll Tax; VERIZON \$220.01 June Cell Phone Service; FEDERAL TAX PAYMENT \$2,065.81 6/28/2019 Payroll Tax; SD DEPT OF REVENUE \$216.34 June Sanitation Sales Tax; SD DEPT OF LABOR & REG \$197.32 Q2 Unemployment; FEDERAL TAX PAYMENT \$165.66 Council Q2 2019 Payroll Tax; VERIZON \$219.99 July Cell Phone Service; A & B BUSINESS SERVICES \$89.61 Printer Contract; CENTRAL FARMERS COOP \$29.40 Field Marker; DAKOTA SUPPLY GROUP \$335.11 Pool Repair Parts; DENR \$180.00 FY2020 Drinking Water Fee; MONTROSE GAS PLUS \$883.73 Fuel Expense; SALEM FARMERS MARKET \$404.42 Daycare Groceries; SOUTHEASTERN ELECTRIC CO-OP \$2,542.35 Electric Service; Anderson Publication \$435.48 Publishing; DELL RAPIDS LAW FIRM \$626.67 Attorney Fees; MATHESON TRI-GAS \$53.93 acetylene+oxygen; MC&R POOLS, INC \$10,980.00 Pool Filter Replacement; PUTHOFF REPAIR \$182.81 Mower Blades/Sprayer; SIEMONSMA ELECTRIC, LLC \$143.31 30 Amp Breaker & Labor; SOUTH DAKOTA ONE CALL \$11.20 locates; THE SECURITY STATE BANK \$1,967.09 City Credit Cards; US BANK TRUST NA \$11,703.04 Water and Sewer Loan Payments; US FOODS - SIOUX FALLS \$551.53 Daycare Groceries; SOUTH DAKOTA RETIREMENT SYSTEM \$1,540.94 June Retirement; Total Paid Before Meeting: \$37,683.24; Bills Paid At Meeting: BEN HOLLAND \$160.00 Ground Beef and Roasts for Daycare; CITY OF MONTROSE \$288.30 City Water Bill; DAVE LOUNSBERY \$84.00 Toilet for Swimming Pool; DELL RAPIDS LAW FIRM \$200.00 Attorney Fees; DGR

ENGINEERING \$28,400.00 System Studies & Engineering; GILLESPIE OUTDOOR POWER EQUIP \$599.99 Seat for Mower; GOLDEN WEST \$267.68 Phone & Internet Services; HAWKINS, INC \$1,177.96 Pool Chemicals; LONDON FOG, INC \$680.20 Mosquito Sprayer Controller; M PETERSON GRAVEL \$46.18 Sand; MC&R POOLS, INC \$10,619.71 Pressure Test and Repair Drain Lines; MICHELLE EDWARDS \$64.16 Pool Concession Reimbursement; MIDAMERICAN ENERGY \$45.86 Natural Gas Service; MONTROSE GAS PLUS \$898.44 Pool Concessions; NAPA AUTO & TRUCK PARTS \$15.04 Misc Parts; STAR LASER CREATIONS \$163.75 Bench/Flower Pot repair; ZAPP HARDWARE \$126.58 Repair Parts; A & B BUSINESS SERVICES \$83.69 Printer Contract; ADDY DISPOSAL \$3,053.00 Sanitation Services; Anderson Publication \$261.54 Publishing + Preprinted Envelopes; BADGER METER \$54.00 Cellular Backhaul; FREMAR LLC \$84.50 Roundup; HAWKINS, INC \$1,252.96 Pool Chemicals; KINGBROOK RURAL WATER \$4,940.70 Water Purchase - 1,406,000 gal; MATHESON TRI-GAS \$52.57 acetylene+oxygen; MCCOOK COUNTY AUDITOR \$1,408.34 County Sheriff; MONTROSE GAS PLUS \$690.92 Fuel Purchases; PARKER FORD, INC \$59.97 Mower Blade; RAMKOTA HOTEL - PIERRE \$204.00 Hotel Expense for FO Training; SALEM FARMERS MARKET \$251.99 Groceries; SARA SMITH \$306.26 Expense Reimbursement for Training in Pierre; SOUTHEASTERN ELECTRIC CO-OP \$3,015.40 Electric Service; ZAPP HARDWARE \$39.99 Water Heater parts; MONTROSE POST OFFICE \$350.00 10 rolls postcard stamps Total Paid at Meeting: \$59,947.68; Grand Total for July: \$97,630.92. June 2019 Payroll: Finance Office \$1,244.99; Maintenance \$2,897.67; Daycare \$10,737.13; Water \$1,596.65 ; Sewer \$1,596.65 ; Total \$18,072.67; Motion by Heumiller, 2nd by Tysdal to approve the July vouchers. All approved.

Repeated from June meeting: The following have been hired to work at the pool this summer along with their pay rate per hour: Michelle Edwards - pool manager \$9.50; Rani Gordon - fill-in pool manager \$9.50; Morgan Edwards – lifeguard \$9.10/WSI instructor \$10.00/fill-in pool manager \$9.50; Maleah Gordon - WSI instructor \$10.00; Hope Bartmann - lifeguard \$9.10/WSI instructor \$10.00/fill-in pool manager \$9.50; RubyAnn Hoiten – lifeguard \$9.10; Mary Kate Hoiten – lifeguard \$9.10; Garrett Miles – lifeguard \$9.10; Grace Halvorson – lifeguard \$9.10; Maggie Miles – lifeguard \$9.10;

JUNE Business Revisited due to no quorum:

The plans for a city surplus property auction have fallen through. Property may be sold at the City of Sioux Falls' auction or be put up for sealed bids. More discussion to come. The sale of 100 W Main has been finalized. Discussed pool repairs and accepting bids for pool house repairs (to be opened later in this meeting). The burned trailer has been removed. Discussed damaged scoreboard at baseball field. Smith will follow up with insurance to determine how to proceed in getting it fixed. Discussed generator behind Community Center. Council asked Sieverding to have someone come out and look at it to see if it is worth getting repaired and hooked up, or if it should be surplus. Smith provided a response from insurance regarding adding a batting cage by the ball field. Motion by Tysdal, 2nd by Painter to approve the 2nd reading of Ordinance 002-2019 updating the Planning and Zoning Membership ordinance to require a minimum of 3 members rather than 5. All approved. Discussed cameraing and jetting of sewer system. Tabled until next meeting to decide whether to do all lines at once or divide up into a multiple year plan. Sieverding is to contact DENR regarding the riverbank stabilization permit. Smith provided an updated rough draft of the 2020 budget for council to review prior to the July 23 special budget work session. Motion by Tysdal, 2nd by Heumiller to authorize Mayor Klautt to sign the contract with GeoTek to test the soil for the water tower project. All approved. Motion by Heumiller, 2nd by Tysdal to prorate this year's family pool pass rate from \$75 to \$65 due to the shortened swimming season. All approved.

JULY OLD BUSINESS:

Two bids were received and reviewed for repairing the pool house roof and doors. Council discussed whether to do some or all of the quoted work this year or next year, how the repair would be funded, or whether to do any of it at all. Further discussion tabled until the August meeting. Smith notified both companies who submitted a quote of the delay. Discussed utilizing the old city well for fire department use. Given that the new water tower will be 30 feet taller, which will mean more water is available through the regular hydrants, no action will be taken to investigate or update the old well.

SWEARING IN OF COUNCIL

Council President Heumiller thanked outgoing Ward 2 Council Member Jake Tysdal for his service to the City of Montrose. Smith swore in Ward 1 Council Member Susan Painter and Ward 2 Council Member Justin Hagemann for two year terms. Because Mayor Paul Klautt was not in attendance, he was not sworn in, but has 10 days following the meeting to be sworn in at the City Office.

JULY NEW BUSINESS

All council and city employees in attendance re-signed the annual Statement of Ethical Conduct. Motion by Heumiller, 2nd by Painter to nominate Heumiller to continue as the Council President. All approved. Motion by Heumiller, 2nd by Hagemann to nominate Painter to continue as the Council Vice-President. All approved. Motion by Heumiller, 2nd by Painter to appoint Commissioners as follows: Utilities – Heumiller; Parks & Recreation – Painter; Finance – Klautt; Streets – Hagemann; Daycare – to be filled by Ward 2 appointee in August. All approved. Motion by Heumiller, 2nd by Hagemann to re-appoint Katie Stiefvater as the Daycare Director. All approved. Motion by Heumiller, 2nd by Painter to continue to empower Stephanie Holland as the Daycare Co-Director. All approved. Motion by Heumiller, 2nd by Painter to appoint Daryl Sieverding as Zoning Administrator. All approved. Motion by Heumiller, 2nd by Hagemann to appoint Daryl Sieverding as City Maintenance Supervisor. All approved. Motion by Heumiller, 2nd by Hagemann to appoint Sara Smith as Finance Officer. All approved. (Note, oaths for Daycare directors, maintenance and finance officer were not completed at this time. All will be done within 10 days following the meeting). Reviewed Resolution 006-2019 Rates Fines and Fees. A fee for out of town teams to use the ball field (without a Montrose team playing) was set at \$50 (\$25 per team). A fee for Pool Rental for private parties was set at \$50 per hour plus \$10 per hour per lifeguard. Pool Party Reservation forms are available at the pool and will be posted on the city website. Dates and times for parties are at manager's discretion. The minimum number of lifeguards required is 2. If you have more than 30 swimmers you must have 3 lifeguards. The animal at large and unregistered animal fines were discussed but the decision was tabled until August. The \$3.45 water tower loan surcharge, which is set by Ordinance, was also added to the resolution for clarity. Motion by Heumiller, 2nd by Painter to approve these changes as shown in Resolution 006-2019 (published separately). All approved. Discussed winter snow removal and fines to be added to August agenda. Motion by Heumiller, 2nd by Painter to approve the 1st Reading of Ordinance 003-2019 – Supplemental Appropriations Ordinance. All

approved. Tabled until August the topic of creating an Enterprise Fund for the Daycare rather than accounting for it with the General Fund. A spreadsheet of council and city employee's contact information was circulated and updated to give to McCook County Emergency Management in the event of an emergency. A meeting with FEMA/SDOEM will be held on July 16 at the Salem Armory to review the city's request for flood cost reimbursement. Smith, Sieverding and Hagemann plan to attend. Reviewed quote for a new pool vacuum. No action taken. Council directed Sieverding to have MCR winterize the pool at the end of the season and get a quote to see cost to have them open it next summer. A representative from our property insurer, SDPAA, performed a review of all city property and policies. A list of action items will be compiled that they suggest we take care of. If completed, we will qualify for a Loss Credit on our insurance premiums for three years.

HEARING OF THOSE PRESENT:

Peggy Jesse asked what is the limit of pets per residence, and the answer is six. Any complaints regarding ordinance violations must be submitted to the city in writing. Pictures and video evidence are very helpful if at all possible. Heumiller would like to update city ordinances on animals. Smith will work with the Humane Society, the city attorney, and other cities to come up with ideas for the council to consider.

EXECUTIVE SESSION

Motion by Painter, 2nd by Heumiller to enter executive session at 8:05 pm. All approved. Motion by Hagemann, 2nd by Painter to exit Executive Session at 8:54 pm.

Motion by Heumiller, 2nd by Painter to set the following hourly pay rates to be effective January 1, 2020. Katie Stiefvater, Daycare Director: \$18.02. Stephanie Holland, Daycare Co-director: \$15.28. Daryl Sieverding, Maintenance Supervisor: \$22.85 plus an annual \$600.00 clothing allowance to be paid each January. Sara Smith, Finance Officer: \$24.00 an hour plus 15 days of vacation and 3 sick days per year. All approved.

Motion by Painter, 2nd by Hagemann to adjourn at 8:56 pm. All approved.

Attest: _____

Sara Smith
Finance Officer

Published once at the approximate cost of _____

Tony Heumiller
Council President