

Unapproved Minutes of the Montrose City Council Meeting

The Montrose City Council meeting was held on August 13, 2019 in the Community Center, Montrose, SD. The meeting was called to order by Mayor Paul Klautd at 6:00 pm. The Pledge of Allegiance was recited. Present were Mayor Paul Klautd; Council Members Tony Heumiller; Susan Painter, Justin Hagemann and Jasen Hanisch (appointed at this meeting); Daycare Director Katie Stiefvater (arrived at 6:08); Finance Officer Sara Smith; and two members of the community were present. Maintenance Supervisor Daryl Sieverding was not in attendance but provided a written report.

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

Motion by Painter, 2nd by Heumiller to approve the agenda. All approved. Motion by Heumiller, 2nd by Hagemann to approve the minutes from 07/09/19 and 07/23/2019. All approved.

SPECIAL TOPICS:

Motion by Hagemann, 2nd by Heumiller to appoint Jasen Hanisch to the vacant Ward 1 council position. All approved. Hanisch took the oath of office.

DEPARTMENT REPORTS:

Via a written report, Sieverding reported the tree pit south of town is open. Do not dump trees by the softball field on Main Street. The campground is running very smoothly. Mowing and weed eating continues. He has been discussing the riverbank stabilization project with DGR Engineering. The pool is running well this year and using a lot less chemicals. Closing date for the pool is the 18th and MCR will winterize both pools. Continuing to work with DGR on the new water tower project. Has been purchasing cold mix from the county to patch potholes. Work has been done on the corner of Church and Main where runoff from a city culvert was causing the sidewalk to be undermined. Has been trying to find someone to do some paving work.

Stiefvater reported the openings for the daycare have been filled. Summer Kare ends on Friday. The annual inspection for Summer Kare was completed but results have not been returned. The ramp at the front door of the daycare needs to be replaced. Discussed how to ensure there are no conflicts of interest with Hanisch, who owns Hanisch Home Repair, on the Council. He has done repair work for the daycare in the past so we need further discussions to ensure any future repair work is handled in a fair and transparent manner, such as obtaining quotes from multiple contractors.

Smith reported the school had asked if Sieverding could clean the west parking lot before new lines were painted and Smith had agreed and noted a final cost of the work would need to be determined by the council. The work has already been completed. Smith asked the council how much we should charge the school for this work and noted the potential conflict of interest for Klautd and Hagemann because they work at the school. The remaining members of the council discussed and decided to charge the school \$175 per hour. Sieverding spent two hours on the work so after the meeting, Smith sent an invoice to the school for \$350.00. Additionally, the council instructed Smith and Sieverding to no longer perform any work like this in the future. Only work done directly for the City of Montrose is allowed. Additionally, the council instructed Sieverding to only clear snow from the sidewalk from the daycare playground to the street and not clear any part of the school parking lot. Financial reports were reviewed.

VOUCHERS: Vouchers were reviewed. Bills Paid Before Meeting: FEDERAL TAX PAYMENT \$2,404.73 07-12-2019 Payroll Tax; FEDERAL TAX PAYMENT \$2,701.41 07-26-2019 Payroll Tax; FEDERAL TAX PAYMENT \$2,479.56 08-09-2019 Payroll Tax; SD DEPT OF REVENUE \$247.94 July Sanitation Sales Tax; VERIZON \$220.45 Cell Phone Service; SMART HORIZONS \$749.00 CDA Training-Stephanie Holland; SOUTH DAKOTA RETIREMENT SYSTEM \$1,555.94 July Retirement; CITY OF SIOUX FALLS \$43.50 Water Testing - Q2-2019; CONCRETE MATERIALS \$121.00 G2 Asphalt; MCI \$49.77 Long Distance; REYNOLDS EXCAVATING, INC \$900.00 Gravel for Lagoon Road; SOUTH DAKOTA ONE CALL \$6.72 locates; SPARKHOLZ CLEANING \$183.71 Daycare Carpet Cleaning; THE SECURITY STATE BANK \$1,770.04 City Credit Cards; TOTAL PAID BEFORE MEETING \$13,433.77; Bills Paid At Meeting: A & B BUSINESS SERVICES \$111.78 Printer Contract; ADDY DISPOSAL \$3,053.00 Sanitation Collection; BEN HOLLAND \$14.04 Costco-cups for Summer Kare; BIRSCHBACH EQUIPMENT \$2,055.94 Honda 5.5 HP Plate Packer; CENTRAL FARMERS COOP \$60.78 Field Marker; CITY OF MONTROSE \$324.23 City Water Bill; GOLDEN WEST \$349.00 Phone/Internet Service; HAWKINS, INC \$1,676.89 Pool Chemicals; KINGBROOK RURAL WATER \$4,054.05 Water Purchase - 1,149,000 gal; MATHESON TRI-GAS \$53.93 acetylene+oxygen; MC&R POOLS, INC \$409.97 Pool Repairs; MCCOOK COUNTY AUDITOR \$1,408.34 County Sheriff; MCCOOK CTY HIGHWAY DEPT \$920.78 Hauling and material - millings; MIDAMERICAN ENERGY \$37.53 Natural Gas Service; MONTROSE GAS PLUS \$1,269.59 Fuel; NORTHERN LIGHTS DISPLAY \$3,323.65 Summer Banners (paid for by donations); PARKER FORD, INC \$318.92 Mower repair; PUTHOFF REPAIR \$130.97 mower repair; RYANS REPAIR \$725.30 misc repair; SCHOLASTIC \$123.75 daycare books; SIEMONSMA ELECTRIC, LLC \$232.99 2 pole breaker + labor; SOUTHEASTERN ELECTRIC CO-OP \$3,612.05 Electric Service; STURDEVANTS AUTO PARTS \$17.18 Misc parts; ZAPP HARDWARE \$113.49 Water heater parts; Anderson Publication \$221.66 Publishing; MC&R POOLS, INC \$485.50 Pool Chemicals; NAPA AUTO & TRUCK PARTS \$41.66 Misc parts; DEB MILES \$111.38 Lifeguard Reimbursement; DOUG HOITEN \$62.50 Lifeguard Reimbursement; GRACE HALVORSON \$93.25 Lifeguard Reimbursement; JAIMIE BARTMANN \$130.00 Lifeguard Reimbursement; MORGAN EDWARDS \$182.05 Lifeguard Reimbursement; SALEM FARMERS MARKET \$83.53 Daycare Groceries & Supplies; TOTAL PAID AT MEETING \$25,809.68; GRAND TOTAL \$39,243.45; Motion by Heumiller, 2nd by Painter to approve the July vouchers. All approved. July Payroll will be listed in the September minutes due to an issue with the city-owned computer, which has now been repaired but it will take too much time to restore the data that the publication deadline for minutes would be missed.

OLD BUSINESS:

Council approved using a small office within the City Office to store the Montrose Herald Archives. An updated Task Order from DGR Engineering was reviewed for the Riverbank Stabilization project. With Sieverding taking on some of the tasks originally quoted by DGR, the total cost of engineering should be reduced to about \$5,000 to \$6,000. Smith, Leslie Mastroianni from SECOG, and Trent Bruce from DGR will be working to obtain grant money to help fund the work. Motion by Heumiller, 2nd by Painter to approve the updated Task Order. All approved. Discussed surplus city property. Originally the Zettlemeyer payloader was going to be sold via sealed bids, then plans were changed to sell it at an auction. The plans for the auction fell through, so now we will go back

to selling the payloader through sealed bids. Bids will be accepted until October 8 when they will be opened at the October city council meeting. Contact Sieverding for more information. Discussed Pool House repair vs replacement. Klaudt will go to Canistota to see their new pool house. Discussed sewer system inspection. Motion by Heumiller, 2nd by Hanisch to approve having a camera inspect 10 blocks worth of the sewer system, work to be done by SD Rural Water. All approved. Motion by Heumiller, 2nd by Painter to approve the 2nd reading of Ordinance 003-2019 – 2019 Budget Supplement. All approved. Motion by Hagemann, 2nd by Hanisch to approve the creation of the 618 Daycare Enterprise Fund to replace the 102 Daycare General Fund beginning 01/01/2020. The purpose of this is to allow the daycare to be run like the Water and Sewer funds, as if it is a separate business and does not rely on any General Fund revenue. All approved. Discussed ownership of the Office Bar. Smith will follow up with City Attorney on how to reinstate the 5% markup on alcohol purchases that was originally implemented in 1989 and repealed in 2012, as well as the process for putting the bar up for sale once the current lease expires in March 2020. Council reviewed the first 18 pages on the Personnel Policy Manual template.

NEW BUSINESS:

Discussed reimbursement for travel/training for city council members. Motion by Hagemann, 2nd by Painter to reimburse at the same rate as special council meetings (currently \$25 for council, \$50 for mayor). All approved. The reimbursement will be paid quarterly with payroll. Council members will need to send a written notice requesting reimbursement so that it can be included during payroll. Motion by Heumiller, 2nd by Hagemann to approve a \$30,000 interfund loan from the Sewer Fund to the Water Fund to cover the additional cost of the increased height of the new water tower. All approved. A resolution will be reviewed at the next meeting to set repayment terms suggested as \$3,000 per year for 10 years interest free. Motion by Heumiller, 2nd by Hagemann to approve the first reading of Ordinance 004-2019 – 2020 Budget Appropriation. All approved. The budget for County Sheriff services remains at \$17,000 however, the council will have further discussions with Sheriff Norris to try to decrease the cost without a negative impact on service. Discussed implementing a Street Maintenance Fee/Assessment. Motion by Heumiller, 2nd by Hanisch to purchase a subscription to Beacon through McCook County for use in identifying the amount of front footage by parcel number for all properties within the city limits. All approved. Smith will work with the McCook County Director of Equalization to get training and will have a list of properties and front footage ready for the September meeting so that a proposed assessment per front foot can be determined. Motion by Heumiller, 2nd by Hanisch to approve Resolution 008-2019 which approves the McCook County Pre-Disaster Mitigation Plan. All approved. Published separately. Reviewed the current Rates, Fines and Fees resolution. Motion by Heumiller, 2nd by Painter to approve the following changes to be implemented by Resolution 007-2019: Under Nuisances, the cost of grass mowing and property cleanup will increase to \$300.00. Mileage will increase to \$5 per mile. Tonnage will increase to \$70 per ton. A one-hour minimum will apply to all nuisance cleanup fees. The fine for non-licensed animals will increase to \$100.00. The fine for animal at large will increase to \$150.00. All approved. Resolution published separately. Discussed the 20-year plan for city parks for the Comprehensive Plan. The Council would like to see more camping spots along the river south of Clark Street, including long-term campsites, better playground equipment in the existing parks, expand the trail along the river and if the city limits ever expand to the west, add a park on the west side of town. Smith will send these thoughts on to Kristen Benidt from SECOG to add to the Comprehensive Plan rough draft. The Council discussed and reaffirmed that they want Sieverding to install a meter on the 12 camp sites that currently aren't metered.

HEARING OF THOSE PRESENT:

Peggy Jesse discussed various nuisance issues around town. Council discussed driving around town and talking directly with property owners to encourage cleanup. Written procedures would help the city progress beyond simply identifying the issues and issuing warnings to where progress is made on cleaning up nuisance properties and ensuring all actions taken are legal and enforceable. Motion by Hagemann, 2nd by Hanisch to adjourn at 9:06 pm. All approved.

Attest:

Sara Smith
Finance Officer

Published once at the approximate cost of _____

Paul Klaudt
Mayor