

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

The Montrose City Council meeting was held on November 14, 2017 in the Community Center, Montrose, SD. The meeting was called to order by Council President Brent Deters at 7:01 pm. The Pledge of Allegiance was recited. Present were Council Members Brent Deters, Tony Heumiller, Susie Painter, and Jake Tysdal; Maintenance Daryl Sieverding; Co-Daycare Director Katie Stiefvater; and Finance Officer Sara Smith. Mayor Paul Klaudt arrived at 7:21 pm. Representatives from Addy Disposal, Golden West, and CJ's at the Wellington were in attendance. Three community members were also in attendance. Motion by Tysdal, 2<sup>nd</sup> by Heumiller to approve the agenda. Motion by Tysdal, 2<sup>nd</sup> by Painter to Approve the minutes from 10/10 and 10/30.

### **DEPARTMENT REPORTS:**

Sieverding reported on current work, including obtaining quotes for creating permanent camping spots plus pool repairs. He is working to complete a grant proposal by December 8 to have half the cost paid by Game, Fish and Parks. The snow plow has a new blade, hoses and filters. The Lift Station generator has not been fixed. The council asked Sieverding to take the generator to Sioux Falls for repair. CFC purchased 39 loads of dirt with 14 tons a load at \$10 per ton.

Stiefvater reported on another month with a profit for the daycare. The federal food program that helps cover the cost of meals completed an unannounced inspection, which is done four times a year, and the daycare passed with no issues. On December 8, the daycare is hosting a Parents Night Out. The cost is \$25 per child. See the city office window or website for more information ([www.cityofmontrosesd.com](http://www.cityofmontrosesd.com)). The daycare will have increased preschool enrollment next month. Discussed policies for Summer Kare and Holidays. The daycare would like to find a volunteer to help rock babies in the morning. If interested, contact the daycare by phone or email for more information. Stiefvater reported Elementary Principal Mr. Jacobs discussed with her the possibility of getting the preschool accredited. Stiefvater will research and report more in the future.

Smith reported the new city laptop was given to Deters at the meeting to set up the hard drives. Banyon software can be ordered in December and billed in January so that the expense occurs in 2018. Smith has received 2018 Pet License tags. All pet licenses must be renewed in January. Check the city office window, website or newspaper for additional information coming in December. Novak will be picking up garbage for the last time on Saturday, December 30. They will take their garbage cans the same day. Have your garbage to the curb by 6:00 am. Addy will pick up for the first time on January 6, then every Friday thereafter, except for holiday weeks when service will move to Saturdays. You can have a maximum of two 45 gallon trash cans. Tags for additional trash pickup and bulk items will be available for sale in the city office. Discussed the status of delinquent water bills. Smith requested the council regularly review payroll, in particular Smith's timesheet and paycheck, to increase transparency considering Smith is in charge of payroll. All employee paychecks are now direct deposited which does not require signatures, unlike paper checks. Council requested Mayor Klaudt review and sign Smith's timesheet and all employees' pay stubs.

Vouchers were reviewed. Vouchers paid between meetings: SD Dept of Revenue 209.08; SD Dept of Revenue 105.07; Dept of Revenue Remittance Center 331.00; Federal Tax Payment 1,504.44; Federal Tax Payment 1,489.92; Federal Tax Payment 1,439.16; South Dakota Retirement 1,449.18; The Security State Bank-Daryl 178.63; The Security State Bank-Sara 26.19; The Security State Bank-Stephanie 26.97; Katie Stiefvater 17.64; A&C Business Services 45.00; Agri Energy 288.51; MCI 46.23; Pumps Tire Service 1,064.00; Salem Farmers Market 120.32; Sioux Falls 43.50; Ryan's Repair 50.00; SD One Call 8.96; SDML Workers Comp 4,155.00; Variety Food 307.51; Verizon 165.92; Zacharias Construction 198.60; Zapp Hardware 47.56; Total: 13,318.39; Vouchers paid at meeting: A & B Business 80.09; Agri-Energy 205.00; Anderson Publications 204.37; Eye on You Designs 1,102.38; General Store 25.66; Golden West 255.27; JP Cooke Co 55.50; Kingbrook 4,887.00; Lammers Kleibacker 45.00; Matheson Tri Gas \$44.47; Matheson Tri Gas \$22.05; MidAmerican Energy 32.62; NAPA 54.70; Novak Sanitary Service 2,303.50; Susan Olson 100.00; SDML 60.00; SDML 522.15; SD One Call 4.48; SD Solid Waste Mgmt Assn 60.00; Sioux Falls Humane Society 111.53; Southeastern Electric Co-op 2,025.98; Verizon 165.92; Total to be paid after meeting 12,215.75; Grand Total 25,534.14; ; October Payroll & Associated Taxes: Finance Office \$2,344.41; Maintenance \$3,834.32; Daycare \$8,943.07; Total \$15,121.80; Motion by Deters, 2<sup>nd</sup> by Heumiller to approve the vouchers. All approved.

### **OLD BUSINESS:**

Motion by Deters, 2<sup>nd</sup> by Painter to approve the 2<sup>nd</sup> reading of the 2018 Cable Contract with Golden West. The contract was signed by Mayor Klaudt. Smith will send a copy to Golden West, which is responsible for publishing. The 2018 Garbage Contract was discussed with Addy Disposal, which was awarded the contract at the 10/30 special meeting. Addy will provide two full-time dumpsters and 2 part-time dumpsters for city use. Residents will be allowed to use a maximum of two trash cans not to exceed 45 gallons each. Apartment owners will need to contract directly with Addy Disposal rather than getting billed through the city. The rate for service will be equal to the rate the city would pay, so it was decided to no longer have the city be in the middle. The city will purchase bulk item tags from Addy. Anyone who needs to dispose of more than two 45 gallon cans worth of trash will need to purchase tags from the city office. The number of tags required will vary depending on the item. Novak will be picking up their containers on Saturday, December 30 along with their final trash pickup. Trash needs to be curbside by 6:00 am.

Discussed the fence encroaching on a city alley. The fence has not been moved. Owners of fence want to move in the spring. Sieverding will follow up with the owners and neighbors and get an agreed upon date in writing, not to go past May 1, 2018. A Bid was submitted to purchase the 2 city owned residential, flood-plain lots. Deters abstained from the discussion and voting. Motion by Painter, 2<sup>nd</sup> by Heumiller to reject the bid for being too low. 3 votes to approve the motion to reject the bid, with Deters abstaining. Bids are still being accepted.

### **NEW BUSINESS**

Motion by Deters, 2<sup>nd</sup> by Heumiller to renew the existing city-owned liquor licenses for The Office Bar, American Legion and CJ's at the Wellington for 2018. All approved. Motion by Deters, 2<sup>nd</sup> by Heumiller to approve a request by CJ's at the Wellington for an Off-Sale Liquor License. All Approved. A contract between the city and the owners of CJs will need to be signed before the license application can be submitted to the state.

Motion by Deters, 2<sup>nd</sup> by Painter to declare surplus a city owned minivan currently in city storage with a value under \$500. All approved. Bids for purchase of the van are now being accepted. Motion by Deters, 2<sup>nd</sup> by Painter to approve payment for a Notary

Bond for Smith to become a Notary Public at a cost of \$50 or less plus payment of the \$30 fee to the state. All approved. Motion by Heumiller, 2nd by Tysdal to set a \$10 fee paid to the city for any non-city business requests for notary services from Smith. All approved.

Discussed the need for increasing fees in 2018 for services such as garbage and water. Smith will follow up with Kingbrook Rural Water to determine whether their rates will increase and bring additional information to the December meeting. Smith discussed the need for information and procedures regarding the building permit process. The Council request all members of the building and planning committee to attend the Council meeting on December 12 to discuss.

Discussed the timelines for employee compensation reviews. Stiefvater will look into what the daycare budget will allow for daycare employees and discuss at next meeting. Stiefvater's and co-director Stephanie Holland's compensation will be reviewed when they meet the criteria previously agreed upon with Deters, as well as in their anniversary month of August 2018. Sieverding's compensation will be reviewed in his anniversary month of July 2018. Smith's compensation will be reviewed in Executive Session at the end of this meeting, in addition to on her anniversary date in August 2018. In July/August 2018, the council will discuss estimates for compensation increases to be included in the 2019 budget. In November all employees compensation will be evaluated with any changes to take effect in January 2019 and this schedule will be followed in subsequent years.

HEARING OF THOSE PRESENT:

Dennis Healy directed the council that Smith is required to participate in the SD Retirement System, and that because she is working less than 30 hours a week, she is not to be given holiday, sick leave or vacation pay. Healy was informed that Smith is already enrolled in SDRS and is not receiving time off benefits.

EXECUTIVE SESSION

Motion by Painter, 2nd by Tysdal to enter Executive Session at 9:37 pm to discuss Finance Officer compensation. All members of the gallery exited. Motion by Tysdal, 2nd by Deters to end Executive Session at 9:53 pm. Motion by Deters, 2nd by Tysdal to increase Smith's hourly wage to \$17 per hour effective on the next paycheck. All approved. Motion by Deters, 2nd by Heumiller to Adjourn at 9:55 pm. All Approved.

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

Sara Smith  
Finance Officer

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

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