

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

The Montrose City Council meeting was held on December 12, 2017 in the Community Center, Montrose, SD. The meeting was called to order by Mayor Paul Klaudt at 7:00 pm. The Pledge of Allegiance was recited. Present were Mayor Paul Klaudt; Council Members Tony Heumiller, Susie Painter, and Jake Tysdal; Co-Daycare Director Katie Stiefvater; and Finance Officer Sara Smith. Council Member Brent Deters arrived at 7:02. Also in attendance was Planning and Zoning Committee member Mike Petri, several members of the Montrose FFA, school superintendent Lonny Johnson, Bob Erickson, representatives from Addy Disposal and several other community members. Motion by Heumiller, 2<sup>nd</sup> by Painter to approve the agenda. Motion by Heumiller, 2<sup>nd</sup> by Painter to Approve the minutes from 11/14 and 12/02.

### **DEPARTMENT REPORTS:**

Daryl Sieverding was not in attendance but reported to Heumiller and Smith prior to the meeting. The grant proposal was submitted last week. Decisions won't be made until after the new year whether we will receive any grant money to help fix the pool and add permanent campground spots. Still waiting to have gutters installed. Sieverding has been cleaning up the shop and by the dump.

Stiefvater reported on the Parents' Night Out fundraiser and Summer Kare enrollment. The daycare had a net profit of \$21 for the month. The federal food program check did not arrive by the end of the month, so it was not part of the November profit and loss report. The daycare is at maximum capacity and has a waitlist. By January 1, all payments must be paid prior to the week care is provided. Stiefvater requested an Executive Session at the end of this meeting to discuss daycare employee pay.

Smith reviewed the last date Novak will pick up garbage is Saturday, December 30. They will pick up their containers on the same day. Place your garbage and containers curbside by 6:00 am. Due to the New Years holiday, Addy will pick up for the first time on Saturday, January 6. Pick up will be on Fridays except when there's a major holiday, when pick up will move to Saturdays. Recycling is on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month. You must provide your own garbage containers, not to exceed 45 gallons each, with a maximum of two containers for garbage. Recycling can be put in a separate container. If you need help getting garbage cans, contact the city office. Reminder the city does not hold checks. Utility bill payments are being deposited on the same or next business day after receipt. Smith reported on the need to approve a supplemental budget ordinance for 2017 as well as approve any bills that are received before the end of the year. The council decided to hold a first reading of the supplemental budget later in this meeting, and have the second reading at the regular January meeting. Due to an existing resolution, Smith has the authority to pay any bills between meetings as necessary, and those will be reviewed at the next regular meeting. Smith reported on delinquent water accounts.

Vouchers were reviewed. Vouchers paid between meetings: A&B Business 80.09 Printer Contract; SD Dept of Revenue 194.19 November sales tax on garbage; Federal Tax Payment 1,435.58 (12/1); Federal Tax Payment 1,585.74 (12/15); Kingbrook Rural Water 4,480.75; MCI 47.66 long distance; Postmaster 136.00 400 postcard stamps; Secretary of State 30.00 Notary application - Sara Smith; South Dakota Retirement 1,319.52; The Security State Bank-Daryl 101.15; The Security State Bank-Sara 310.00; The Security State Bank-Katie 373.34; US Bank 11,703.04 water & sewer loans; Wegener Insurance 50.00 Notary Bond - Sara Smith; Total Paid 21,766.97; Vouchers paid at meeting: Addy Disposal 50.00 bulk tags; Agri-Energy 355.69 fuel; Anderson Publications 135.55 minutes / notices; Banyon 1,590.00 fund&payroll support; Dust Tex 80.60 paper towels; Golden West \$255.27 Phone/internet; High Point Networks 1,389.00 laptop/ssd/ram; High Point Networks 220.00 RAM for desktop; Lammers, Kleibacker 243.00 attorney; Matheson Tri Gas \$43.35 oxygen/acetylene; MidAmerican Energy \$147.76; NAPA 519.44 supplies; Novak Sanitary Service 2,303.50 Garbage Service; Ryan's Repair 120.00 hydro oil 10 gal; Salem Farmers Market 231.58 daycare groceries; SD One Call 3.36 locates; SECOG 727.00 2018 dues; Security State Bank-Montrose 15.00 safe deposit box rental; Southeastern Electric Co-op 1,949.61; Total to be paid after meeting 10,379.71; Grand Total 32,146.68; November Payroll & Associated Taxes: Finance Office \$1,791.44; Maintenance \$3,568.05; Daycare \$9,231.94; Total \$14,591.94; Motion by Deters, 2<sup>nd</sup> by Tysdal to approve the vouchers. All approved.

### **OLD BUSINESS:**

Fence Encroachment: posts have been set for new fence. Old fence is still standing.

Bids for City Owned Property: No new bids have been received. Bids are still being accepted for the 2 lots, zoned residential in the flood zone.

Bids for city owned van: One bid was received from Ryan Roling for \$200.00. Deters abstained from discussion and voting. Motion by Tysdal, 2<sup>nd</sup> by Heumiller to accept the bid and sell the van. All approved. Smith will follow up with Roling to complete the sale.

Smith reported on the Liquor License Lease contracts drawn up by the city attorney for CJ's and the Legion. Copies of the contracts have been given to CJs and the Legion for review. Smith will follow up to set up a time for contracts to be signed.

### **NEW BUSINESS**

Bob Erickson, Lonny Johnson and several members of the Montrose FFA requested the money earned from the city-owned farm fields be donated to the FFA. While the city owns the land, the crops are grown and harvested by donation. This year's crop earned \$1889.79. Motion by Tysdal, 2<sup>nd</sup> by Heumiller to donate \$1889.79 to the FFA. All approved.

Discussed the building permit process. The building/planning/zoning committee will work with Smith to determine which building permit requests she can approve, and which need to be handled by the committee. The committee will set up a standing monthly meeting to review requests. At the January regular council meeting, the council will discuss whether and how much to pay the committee per meeting. Smith will publish the building/zoning ordinances on the city's website.

Discussed 2018 election date. Motion by Heumiller, 2<sup>nd</sup> by Tysdal to set the election date as June 19 in conjunction with the school district's election.

Discussed and approved the purchase of interior door locks for the three office doors inside Suite A. Smith will also request the city attorney draw up a written contract between the city and the accountant who rents an office inside Suite A. Now that the Finance Office is open part-time, these measures are being taken to protect city-owned property and documents when a city employee is not in the office.

Motion by Deters, 2<sup>nd</sup> by Painter to enroll in the 2018 Aquatic Facility Program. Discussed and did a first reading of Ordinance #0327-17 – 2017 Supplemental Appropriations Ordinance. 2<sup>nd</sup> reading will be at the regular January council meeting. Discussed a donation request for the Safety Pup program requested by the county sheriff. No motions made. Reviewed the O'Dell fund.

HEARING OF THOSE PRESENT:

Peggy Jesse requested an update on plans to finish water line improvements. Heumiller reported that the city is working with SECOG to watch for grant money available for this type of project. Jesse also asked whether she needed to renew her pet license in January 2018 if she renewed it in July 2017. Jesse was informed that all pet licenses are to be renewed in January regardless of when they were renewed in 2017. License renewals were changed to January for everyone to be able to better track pet licenses. This was discussed and approved at the April 1, 2017 Special City Council Meeting on animals. Jesse also questioned why there have been so many special council meetings. Discussed the special meetings held since August and were deemed necessary by the council due to deadlines for the 2018 budget, 2018 garbage contract and the grant proposal.

Russell Hirschman asked questions regarding the city owned property and the flood zone building requirements. Smith directed him to stop by the city office to review a packet with information on building in a flood plain.

EXECUTIVE SESSION

Motion by Deters, 2<sup>nd</sup> by Tysdal to enter Executive Session at 8:30 pm to discuss daycare employee compensation. All members of the gallery exited. Motion by Tysdal, 2<sup>nd</sup> by Painter to end Executive Session at 8:43 pm. Motion by Deters, 2<sup>nd</sup> by Tysdal to increase the following daycare employees' hourly pay to the following effective January 1: Samantha Erickson \$11.65; Judy Cross \$9.27; Joan Rapp \$9.27. All approved.

Discussed publishing a notice in the paper notifying residents that the city will begin assessing ordinance violations, such as unlicensed and nuisance vehicles, property maintenance issues and the like, per city ordinances such as 7.0509 and 7.0910.

Discussed a bill received today from the Sioux Falls Humane Society. They picked up a dog on November 30 due to a bite. The council directed Smith to send a bill to the owner of the dog for the impoundment fee. Smith will also bill for lack of license if the dog did not have a valid license from the city. If it is learned that the dog was out of the owner's property at the time of the bite, an animal-at-large fine will also be assessed.

Motion by Deters, 2<sup>nd</sup> by Painter to Adjourn at 9:02 pm. All Approved.

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

Sara Smith  
Finance Officer

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

\_\_\_\_\_  
Paul Klautd  
Mayor