

MONTROSE CITY COUNCIL MEETING
UN-APPROVED MINUTES –MAY 9th, 2023

On **May 9th, 2023**, the Montrose City Council Meeting took place at the Community Center. *The Pledge of Allegiance* was recited. Council President Susan Painter called the meeting to order at 6:03pm. **Roll Call:** Council members: Binder, Hanisch and Vogel were present. Special Guests Present: Sean from SECOG. Finance Officer Siemonsma present and City Maintenance Technician Koepsell present. City residents present. Quorum present. Rules of Decorum stated by Painter.

Action 23-082

Moved by council Vogel, seconded by council Hanisch for approval of Agenda. **Roll Call:** All favored no opposition. Motion carried.

Action 23-083

Moved by council Vogel, seconded by council Hanisch for approval of the April 11th meeting minutes. **Roll Call:** All favored no opposition. Motion carried.

SPECIAL TOPICS:

Sean from SECOG was present to discuss city animal ordinances that pertain to kennel license requests. There are contradictory statements in our Zoning codes vs. our Municipal codes vs. our Resolution 2022-006 on this topic. Sean explained that if the council wants to keep the kennel license option available to residents, then amendments must be made to both the zoning regulations and the municipal ordinances to reflect the wishes of the council team with detailed parameters regarding kennel licensing within city limits.

Action 23-084

Moved by council Vogel, seconded by council Hanisch, for approval of SECOG to draft amendments on the zoning and municipal ordinances regarding kennel licenses within city limits. Discussion will resume when the drafts become available for council review. **Roll Call:** All favored no opposition. Motion carried.

Action 23-085

Moved by council Vogel, seconded by council Hanisch, to charge a reconnect fee and a disconnect fee for a garden water meter for resident Hansum if she chooses to utilize a water meter service. Referred to Title 8 (section 8.02) in the Municipal Ordinances regarding water procedures. **Roll Call:** All favored no opposition. Motion carried.

OLD BUSINESS:

Action 23-086

Moved by council Hanisch, seconded by council Vogel, for approval of a bid of \$522.00 to enlarge the greeter window in city hall. This promotes office to customer moral as it opens up the area for both staff and customers. **Roll Call:** All favored no opposition. Motion carried.

City ground to the East of the elevators needs to be surveyed as we move forward in the process of selling the parcel#19.35.270305. Will try to complete this before June council meeting.

City streets-Maintenance still working to prioritize street overlays and pothole repairs.

Paint SD grant opportunity has been approved for resident Bellin's property. FO working with volunteer groups on project.

Circulation of nominating petitions began on April 11th for the Mayor and all city council positions. The deadline for filing nominating petitions is May 12th, 2023. The election will be combined with the school June 20th if petitions are filed. The schoolboard has announced the people serving on the Election board for both the school and the city: Cindy Christensen, Bonnie Smith and MaryLou Wiebersick.

Action 23-087

Moved by council Vogel, seconded by council Binder, for approval of Budget Supplement ORD #2023-001 to supplement the Shop Building line with \$3200 taking from the Public Works Machinery/Equipment line to pay for the furnace replacement in the shop. The next supplement is to go to the Council Wages, SS and Medicare line for amount of: \$15,550 taking from the Contingency line budget. **Roll Call:** All favored no opposition. Motion carried.

Action 23-088

Moved by council Hanisch, seconded by council Vogel to table the discussion of property: 511 S 2nd Ave nuisance clean up until next month's meeting. **Roll Call:** All favored no opposition. Motion carried.

Action 23-089

Moved by council Hanisch, seconded by council Vogel to purchase the 54" Cub Cadet Lawn Mower in the amount of: \$3,799 from Lake Co. International in Madison for the parks/rec/camping areas. This will come out of the Public Works-Equipment purchase budget. **Roll Call:** All favored no opposition. Motion carried.

Summer Punch list discussed regarding the needs in parks/rec, camping, and pool areas. Sewer Ponds lawnmower: Maintenance is going to check into an off-set mower for the skid loader and request a bid for next month's meeting. Old warning siren and light pole has been removed from the office bar. The dugout has been rebuilt and is complete in the softball field. Portable bleachers are being fixed at Ryan's repair and should be done soon for the baseball season crowd.

Discussion on softball concession building repairs of 4 doors, 2 windows and concession window rebuild will be discussed at next month's council meeting. Council will work on other options/ideas for these repairs.

Goal Posts need to be removed from the outfield-Maintenance to work on this.

Baseball concession building plumbing needs: Council Hanisch to work on this bid.

Action 23-090

Moved by council Hanisch, seconded by council Binder to move forward with Hofer Construction bid of: \$3,412 to fix the baseball field concession building roof, grandstand roof repair, and baseball north dugout repair. **Roll Call:** All favored no opposition. Motion carried.

Interstate Sign: Old bid from sign design for \$1,746. FO will work on getting a new bid from them to present at next month's council meeting.

I-Beams need to be put in for the scoreboards. Council Vogel will work with FO on this if needed.

Pool fence fix: Need a new bid for next month's meeting that includes a walkway get between the pump-house and the pool.

Office bar siding and windows bid will not be done in this year's budget. Council Hanisch will look into a heat transfer damper and timer switch for the kitchen area. FO will work with the lessee on a bid to paint the exterior of the office bar building.

DGR informed the city that the backup generator has finally arrived and will be installed soon.

Animals at large calls to the city is being discussed and a workflow for this problem is being created. The sheriff's office should only be called if there is a noise/barking issue, or if there was an animal bite. Otherwise, do not call the Sherriff's office for animals at large. Residents are to call the city with those issues. A workflow for animal trapping is also in the works.

City Wide Cleanup day/Volunteer Tree Planting day is May 20th. There is 16 potted trees that will need to be planted. Residents will be able to get rid of abandoned cars/junk cars that are not able to be moved if they fill out a waiver and file it with the city.

City FO will keep track of distributed keys for summer volunteers.

Employee handbook revision discussion will be tabled until next month's council meeting.

NEW BUSINESS:

Sheriff Reports reviewed.

Seasonal campers: The same service should be offered to all seasonal campers as far as moving campers and services offered whether they are parked in the North camping areas or the other 3 seasonal spots to the south. The campground host will communicate any questions on this privilege to the seasonal campers.

Seasonal camper complaint- Council has heard the complaint and would like the FO to communicate to the parties involved that the City of Montrose offers SEASONAL camping spots to customers, not ANNUAL camping spots. Seasonal requirements are outlined in the seasonal camping policy that the FO will send out for clarification.

Campground Host job description was created and reviewed by the council. The campground host is to mow the campground only and a cap of 12hrs per week has been set for mowing compensation. Communication to the campground host included that ***any work performed that is outside the scope of Campground Host duties will need to be approved by the City before labor commences. Any labor done without the consent of the City will be subject to restrictions on the pay.***

Action 23-091

Moved by council Hanisch, seconded by council Vogel, for approval of the campground host job description with the following changes: 12hr a week mowing cap; camp host is to remind seasonal campers to turn in insurance to city hall. Approval to pay campground host extra time performing maintenance duties on next payroll cycle. **Roll Call:** All favored no opposition. Motion carried.

Dave Lounsbery was sworn in as the Montrose Campground host for the 2023 summer season and will be paid \$13.00hr to keep the campground mowed for the summer. All other duties fall under the campground host job description.

Summer mowing part time employees are: Loyd Hanisch at \$13.00hr, and Bob Jandl at \$13.00hr. Mowers will split their time between mowing the ball fields and parks/rec areas in town.

SE Electric is concerned about their bases getting hit with our mowers. It was discussed to remind the summer mowers to be aware of these bases when mowing to mitigate the problem so the city doesn't end up paying a high price to repair the bases.

Pool weekend workflow call list: Pool managers are to call maintenance (Barney) 1st, then the Mayor 2nd, then council Hanisch 3rd if any problems arise that need immediate attention. Pool chemical purchase for 2023 season: Council Hanisch will check into prices and help maintenance get started on that.

Action 23-092

Moved by council Vogel, seconded by council Hanisch, for approval of Pool manager pay of \$17.00hr pending 1 manager per shift. **Roll Call:** All favored no opposition. Motion carried.

Action 23-093

Moved by council Hanisch, seconded by council Vogel, for approval to have porta potties sitting at the baseball field for the months of June/July until our plumbing is fixed. **Roll Call:** All favored no opposition. Motion carried.

Action 23-094

Moved by council Hanisch, seconded by council Binder, for approval to apply for the annual Mosquito Grant Opportunity in the amount of \$1,040. **Roll Call:** All favored no opposition. Motion carried.

Action 23-095

Moved by council Vogel, seconded by council Hanisch, to declare a commercial mop bucket, 3 air purifiers and multiple hand towel dispensers as city SURPLUS items. Surplus items will be advertised on Facebook and then the city will get rid of the items. **Roll Call:** All favored no opposition. Motion carried.

DEPARTMENT REPORTS

Resident Donelan had a concern about her corner blocks on her property always getting run over by CFC's semi-trucks. The council would like the Donelan's to reach out to CFC for this issue, as it is not the city causing the problem, it is CFC business.

Barney would like to add rock to the shop driveway and will reach out to Tysdal or Reynolds for delivery on that.

Action 23-096

Moved by council Hanisch, seconded by council Binder, for approval of the Maintenance Technician (Barney) to apply for a city credit card with a limit of \$4000. **Roll Call:** All favored no opposition. Motion carried.

Overhead door bid was presented \$7,397.97 +Framing/cement floor costs. Bid can be discussed at 2024 budget meeting.

Finance Officer has appropriate backups of the accounting software in place in case of a natural disaster, will keep an extra laptop with accounting software at a different location to protect the city's records. FO will get a bid for Banyon Vault safety system for next month's meeting.

IT Solution for virtual meetings-FO working on this.

Action 23-097

Moved by council Vogel, seconded by council Hanisch, for approval of purchase of Tier 4 plan/billing \$65 a month; \$780 a year for Lift station Cloud 9 online services. **Roll Call:** All favored no opposition. Motion carried.

Council; Services Expenditure Line budget awareness for council.

Council approved of the FO to attend the annual Budget training meeting in SF on June 28th for \$30 fee.

City of Montrose Financial Annual Report complete by Schoenfish & Co. Council will review on their own time.

Resident Cloud will receive 2nd Notice of pet licensing from FO and then a fine will follow in next month's meeting.

End of month bank account balances reviewed by council.

MAY VOUCHERS:

PAID Between Meetings

29433e	FEDERAL TAX PAYMENT	4/28/23	\$767.36	Payroll Taxes
	FEDERAL TAX PAYMENT	5/12/23		Payroll Taxes
0002e	CAMPGROUND PAYMENTS	4/11/23	\$50.00	Campground Refund

29780	HEATH KOEPESELL	4/11/23	\$117.14	Trailer Tire Repair
29787	HEATH KOEPESELL	5/3/23	\$160.96	Hotel Reimbursement-Training in Rapid City
29798	HEATH KOEPESELL	5/3/23	\$35.88	Chemical Certification for Spraying Reimbursement
29784	CHAD LONGE	5/1/23	\$92.94	Water/Sewer Deposit Refund
29782	ORLAND COLONY	4/12/23	\$183.75	OFC Bar Repair
29781	SD 811	4/11/23	\$3.15	Locate Fees
29814	SD DOR	5/5/23	\$235.01	Garbage Tax Reporting for April 2023
29815	SD DOR	5/4/23	\$150.00	Liquor License Annual Fee/Café
29812	THE SECURITY STATE BANK	5/3/23	\$1,591.70	Ofc;Campground;Ball field;Pool Supplies
29785	US BANK TRUST NA	5/3/23	\$3,734.86	CW#4 Loan
29786	US BANK TRUST NA	5/3/23	\$2,147.21	DW#2 Loan

PAID at Council Meeting

29818	A&B BUSINESS	5/9/23	\$233.27	Monthly IT Service; Printer Contract
29809	ADDY DISPOSAL	5/9/23	\$3,272.30	Monthly Garbage Fee
29791	BADGER METER	5/9/23	\$85.44	Cellular Service for May 2023 thru April 2024
29808	BENDERS SEWER & DRAIN	5/9/23	\$924.00	Annual Lift Station Cleaning/Maintenance
29796	CITY OF MONTROSE	5/9/23	\$10.36	Monthly UB Bill
29788	CITY OF SIOUX FALLS	5/9/23	\$43.50	BacT Water Sample Fees
29802	DAKOTA PUMP	5/9/23	\$520.00	Cloud 9 Online Services Lift Station
29805	DARIN K CONSTRUCTION	5/9/23	\$4,505.28	Dugout Build; Fence repair at Softball field
29803	DELL RAPIDS LAW FIRM	5/9/23	\$80.00	April Lawyer Fees
29793	GOLDEN WEST	5/9/23	\$127.74	Monthly Office Phone Bill
29790	KINGBROOK RURAL WATER	5/9/23	\$3,318.70	Monthly Water Purchase-Usage
29811	LOWES	5/9/23	\$1,298.28	9 new toilets ; new deadbolts for city doors
29810	MCCOOK CO. AUDITOR	5/9/23	\$1,408.34	Sheriff Fee for May
29799	MENARDS	5/9/23	\$278.64	Pool Repairs; Baseball Bleacher Repair
29794	MIDAMERICAN ENERGY	5/9/23	\$149.99	Heat Bill for April Usage
29797	MONTROSE GAS PLUS	5/9/23	\$311.52	Fuel for Equipment; Vehicles
29820	NAPA	5/9/23	\$119.83	Parts
29795	NEW CENTURY PRESS	5/9/23	\$215.18	Pool Advertisement; April Mtg Minutes
29817	PUTHOFF REPAIR	5/9/23	\$176.19	Skid Loader Parts
29816	SALEM LUMBER COMPANY	5/9/23	\$40.99	Tools
29792	SCHOENFISH & CO. INC.	5/9/23	\$2,000.00	Annual Report Preparation for 2022 Finance Year
29819	SDPAA	5/9/23	\$12,231.74	Annual Insurance Premium-Property
29789	SD PUBLIC HEALTH LAB	5/9/23	\$15.00	BacT Water Sample Fees
29813	SD RETIREMENT SYSTEM	5/9/23	\$830.80	April 2023 Reporting
29804	SOUTHEASTERN ELECTRIC COOP	5/9/23	\$2,018.45	Electric Bill - for April Usage
29806	SOUTHEASTERN ELECTRIC	5/9/23	\$460.00	Removal of Old Siren/Line Pole at OFC BAR
29807	STURDEVANTS AUTO PARTS	5/9/23	\$4.49	Tools
29801	ZAPP HARDWARE	5/9/23	\$98.26	Key Copies for Volunteers; Camp supplies; Pool
	TOTAL PAID:		\$44,048.25	

Pay-roll

	Finance Officer		\$3,461.54	2 pay periods - April 2023
	City Council Members		\$3,750.00	Quarterly Payment-Paid in April
	Seasonal Snow Removal		\$0.00	
	Office Admin		\$660.00	2 payperiods - April 2023
	Certified Operator Temp.		\$100.00	Monthly April 2023
	Maintenance Technician		\$3,506.54	2 pay periods - April 2023 + Phone Stipend

	TOTAL SALARIES:	\$11,478.08	
	GRAND TOTAL:	\$52,019.79	

Action 23-098

Moved by council Vogel, seconded by council Hanisch for approval of bills paid between meetings and bills paid at council meeting.

Roll Call: All favored no opposition. Motion carried.

Resident Fockler has asked for approval of the Montrose Music Festival for July 28th-30th held in the softball parking lot, campground and main street area. A Special Event form was filled out and filed with the FO. Fockler asked about lawn chipping and the council agreed to that request as long as there is no cost to the city. Fockler also asked for the addition of a pole on city property to hang banners for the event. The council will table that request until the next city council meeting.

Action 23-099

Moved by council Hanisch, seconded by council Binder, for approval of the special event application for the Montrose Music Festival July 28th-30th pending proof of insurance by resident Fockler. **Roll Call:** All favored no opposition. Motion carried.

Hearing of those present: Resident Wallenkamp stated that she will pay her \$100 fine for not registering her dog. She had 3 dogs and is now down to 1. Wallenkamp will also provide vaccination records to the FO in compliance with city ordinance.

Resident asked for the skid loader attachments to be moved into cold storage so they don't get damaged. Council would like Barney to do that.

Action 23-100

Moved by council Binder, seconded by council Hanisch to enter into Executive Session at 8:25pm. **Roll Call:** All favored no opposition. Motion carried.

Action 23-101

Moved by council Vogel, seconded by council Hanisch to Exit Executive Session at 8:44pm. **Roll Call:** All favored no opposition. Motion carried.

Action 23-102

Moved by council Vogel, seconded by council Binder to **Adjourn** at 8:45pm. **Roll Call:** All favored no opposition. Motion carried.

Attest: _____
Nicole Siemonsma
Finance Officer

City Mayor or Council President

Published once at the approximate cost of: _____
Publish Date: _____