

**MONTROSE CITY COUNCIL MEETING
APPROVED MINUTES –January 9th, 2024**

On **January 9th, 2024**, the Montrose City Council Meeting took place at the Community Center. *The Pledge of Allegiance* was recited. Mayor Susan Painter called the meeting to order at 6:03pm. **Roll Call:** Council members: Vogel, Binder and Scheff were present. Finance Officer Siemonsma present. City resident present. Quorum present. Rules of Decorum stated by Painter.

Action 24-001

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

Action 24-002

Moved by council Binder, seconded by council Scheff for approval of the December 12th meeting minutes. **Roll Call:** All favored no opposition. Motion carried.

SPECIAL TOPICS:

School board members present along with resident Struck to discuss the needs for field maintenance, the request for a new crows nest, and scoreboard. There was discussion on insurance claims from the windstorms in 2022, and how the council prioritized those funds for the parks and rec department. Anything that the city insures for property is at the discretion of the council as far as where insurance money is spent.

Council priority for the baseball field concession stand and restroom building is a priority for the 2024 season.

The scoreboard at the Baseball field is 15-20 years old and damaged. The School Board is going to do some checking into the price of a new vs. used scoreboard and consider applying for a grant to help with the cost of replacement. Selling advertising on the board was also discussed for funding. The school board asked the city council for a some cost sharing if they are able to find a good fit for replacement. The council members will decide if they are able to help with the scoreboard when a cost is proposed. The location of the scoreboard will stay the same at this time due to visibility with sunsets on the field and the electrical sources.

Crowsnest discussion: FO will look into building permit access with FEMA, and council Vogel will visit with the volunteer youth team to discuss the need for a crowsnest replacement.

The school board has offered to mow City Parcel #19.45.0900 within the fence lines so they can work closely with resident Struck on field maintenance needs for the baseball field. The city will then mow parcel #19.45.0802 in addition to the outside of the fence line of the baseball field. The School District owns parcel #19.45.0802 and the City of Montrose owns parcel #19.45.0900.

The School board has offered to pay for 50% of the watering costs of both the baseball and softball fields to help with maintenance. The City pays for all electrical costs. Fertilizer, Grass Seeding, and Field marking will all have to be asked for financial help from the Montrose Youth Foundation or other sources of funding.

The School board and city council team discussed the housing study results of 2023, and development prospects. Council Binder and Vogel will reach out to the Salem Development team for some insight on their process and growth strategies.

Council discussed the Garage Ordinance No. 2021-005 and would like to amend that ordinance by adding requirements of garages either new builds or moved in structures, be secured to a concrete foundation.

Zoning brochures are being reviewed by SECOG for accuracy prior to printing. FO still working on this.

OLD BUSINESS:

O'Hara Family not present to discuss color schemes for exterior painting of the pool building.

Sealed Bid advertising for Street Repair Services by Public Notice in newspaper in January and February. Public Notice posted on city website. Opening of the sealed bids will be held at the regular council meeting in February at 6pm.

City Punch list items reviewed by council.

DANR Lead Line Reporting for Montrose is in progress. FO hopes to finish this and file with the state by January 31st.

Skybeam/Rise Broadband update email from FO. Agreement will be re-visited when Golden West is ready to go live with Fiber Optics in 2024.

Action 24-003

Moved by council Binder, seconded by council Scheff, for approval of 1st Reading of Resolution No. 2024-001 Rates, Fines and Fees. **Roll Call:** All favored no opposition. Motion carried.

Action 24-004

Moved by council Binder, seconded by council Scheff, for approval of 1st Reading of Ordinance No. 2024-002 Full Service Restaurant Liquor License for My Place Café. **Roll Call:** All favored no opposition. Motion carried.

Resident Lounsberry was not present at the meeting.

Action 24-005

Moved by council Vogel, seconded by council Scheff, for approval of 1st Reading of Ordinance No. 2024-001 Montrose Campground. Changes include camping season date changes, 2 day rentals on holidays, the addition of electric vehicle charging fees. **Roll Call:** All favored no opposition. Motion carried.

Action 24-006

Moved by council Scheff, seconded by council Binder, for approval of the updated Campground Host Job Description that includes opening/closing dates of camping season, and reservation tracking needs. **Roll Call:** All favored no opposition. Motion carried.

Action 24-007

Moved by council Vogel, seconded by council Scheff, for approval of the updated Community Center Rental Agreement Form that includes changes about electronic usage and kitchen appliance usage. **Roll Call:** All favored no opposition. Motion carried.

NEW BUSINESS:

Sheriff Reports reviewed.

Action 24-008

Moved by council Vogel, seconded by council Scheff, for approval to combine city council elections with school elections on June 18th 2024. **Roll Call:** All favored no opposition. Motion carried.

Appointed council members who will attend the Rural Fire Board Meeting on February 20th at 7pm are: Members Vogel and Scheff.

Action 24-009

Moved by council Binder, seconded by council Vogel, for approval of 1st Reading of Resolution No. 2024-002 Annual Wages for 2024. **Roll Call:** All favored no opposition. Motion carried.

Annual List of Youth Sports Volunteers (24 people) and the Volunteer Fire Fighter List (25 people) for 2024 is included in the council packet and posted on our website next to the meeting Agendas.

A list of policies were brought to the attention of the council to see if any of them need to be visited this year for a revision. Policies include: 2019 Personnel Policy, Emergency Action Plan, 2019 Procurement Policy, 2023 Pool Policy, and the 2023 Seasonal Camping Patron Policy. All policies were acceptable and up to date with the exception of the personnel policy. Council Vogel will look at this policy and suggest a revision if needed.

Action 24-010

Moved by council Binder, seconded by council Vogel for approval to appoint Dean Hammer with the Dell Rapids Law Firm as our City Attorney for 2024. **Roll Call:** All favored no opposition. Motion carried.

Action 24-011

Moved by council Binder, seconded by council Vogel, for approval to appoint the Salem Special and New Century Press as our City official newspaper for 2024. **Roll Call:** All favored no opposition. Motion carried.

Action 24-012

Moved by council Vogel, seconded by council Scheff, for approval to appoint Security State Bank, Montrose Branch as our City Bank Depository with active signers being: Susan Painter, Nicole Siemonsma, and Alex Binder for 2024. **Roll Call:** All favored no opposition. Motion carried.

Council reviewed the updated OFC Bar Operating Agreement with changes to the term, up front deposit amount, change in monthly rent, updated inventory list attached to the agreement, clarification on lessor and lessee financial responsibilities for repairs and replacements, late payment penalties and a change in rent due date. Council members Vogel and Scheff are going to meet with the Lessee to go over the updated Operating Agreement. Council members will also ask if the Lessee is willing to purchase the (8) bar stools from the city and the city will take those items off the Inventory list and will not be responsible for those items. The new operating agreement must be signed prior to March 31st 2024. If the Lessee needs a repair to any "city owned" contents within the building, it is the Lessee's responsibility to then contact the Finance Officer to report the issue, then it is the Finance Officer's job to report the issue to either the Mayor or the Council President for further instruction. This workflow shall be expedited as not to hinder any business practices regarding the Office Bar. The Lessee shall be returned a phone call with a solution as quickly as reasonably possible.

DEPARTMENT REPORTS

Water disconnection/reconnection services discussed upon citizen request whether or not to charge that citizen for that service in a non-emergent situation. Ordinance 8.0109 reviewed. Circumstances dictate the end result. There is currently a \$100 charge for these 2 services, and if there are questions, the matter can be brought back to the council to waive these fees if necessary. Shop garage door addition inquiry will be tabled until the next council meeting.

FO reported that the 2024 property Inventory list was filed with the county auditor, January 5th, 2024. FO reached out to Schoenfish and Company to set up a 2 year financial audit which is required by Legislative Audit. EOY Revenue for 2023=\$690,409.28 EOY Expenditures for 2023=\$657,885.73 EOY Bank Account balances reviewed as well as the ODELL interest account reviewed. Safe Deposit Box Contents discussion/reviewed.

Action 24-013

Moved by council Vogel, seconded by council Scheff, for approval of Schoenfish and Company to perform a 2 year audit. **Roll Call:** All favored no opposition. Motion carried.

JANUARY VOUCHERS:

PAID Between Meetings

29466e	FEDERAL TAX PAYMENT	12/22/23	\$603.86	Payroll Taxes
29467e	FEDERAL TAX PAYMENT	1/2/24	\$999.18	Payroll Taxes
30118	COURTNEY HERNANDEZ	12/28/23	\$10.00	Rent Reimbursement
30123	MCI	1/2/23	\$50.45	Long Distance Calling-January Bill
30114	MENARDS	12/26/23	\$13.08	Vacuum breaker repair kit-shop
30112	MONTROSE RURAL FIRE BOARD ASSOC	12/14/23	\$15,500.00	Ford F250 Purchase
30115	NICOLE SIEMONSMA	12/26/23	\$26.70	County Registration
30116	RYANS REPAIR	12/26/23	\$50.00	Tractor Mower Tire Change+Labor
29468e	SD DEPT OF LABOR	1/5/24	\$21.50	4th Quarter 2023 Unemployment Insurance
29469e	SD DOR	1/4/24	\$222.84	Garbage Tax Reporting for December 2023
30125	SD RETIREMENT SYSTEM	1/2/24	\$656.62	December 2023 Reporting
30117	THE SECURITY STATE BANK	12/26/23	\$66.19	Shop; Ofc needs
29465e	TRANSFER OUT GF INTO SEWER MM	12/31/23	\$180,796.00	Sewer GF into Sewer Money Market Transfer
30124	US BANK, N.A.	1/2/23	\$11,703.04	Loan: DW1 and CW2

PAID at Council Meeting

30126	A&B BUSINESS	1/9/24	\$240.11	Monthly IT Service; Printer Contract
30127	ADDY DISPOSAL	1/9/24	\$3,047.00	Monthly Garbage Fee
30128	BADGER METER	1/9/24	\$53.97	Network Charges; Communication Charges
30129	BRIGHT ARROW	1/9/24	\$65.00	Annual Renewal for 2024
30130	CITY OF MONTROSE	1/9/24	\$5.30	Monthly UB Bill
30131	CITY OF SIOUX FALLS	1/9/24	\$43.50	BacT Water Sample Fees
30142	DELL RAPIDS LAW FIRM	1/9/24	\$540.00	December Lawyer Fees
30132	GOLDEN WEST	1/9/24	\$128.42	Monthly Office Phone Bill
30133	KINGBROOK RURAL WATER	1/9/24	\$3,297.95	Monthly Water Purchase-Usage
30134	MCCOOK CO. AUDITOR	1/9/24	\$1,570.84	Sheriff Fee for January
30135	MIDAMERICAN ENERGY	1/9/24	\$368.47	Heat Bill for December Usage
30136	MONTROSE GAS PLUS	1/9/24	\$56.77	Fuel
30137	NEW CENTURY PRESS	1/9/24	\$258.02	Budget ORD; ORD 2023-006, Dec. Mtg Minutes
30138	NICOLE SIEMONSMA	1/9/24	\$465.09	Reimbursement for Postage; BacT water samples; Color Ink/Paper
30139	SDARWS	1/9/24	\$410.00	Annual Renewal for 2024
30140	SECOG	1/9/24	\$816.00	Annual Renewal for 2024
30141	SOUTHEASTERN ELECTRIC COOP	1/9/24	\$1,899.59	Electric Bill - December
TOTAL PAID:			\$223,985.49	

Payroll

	City Council Members		\$2,850.00	Quarterly Payment-Paid in January
	Finance Officer		\$4,076.92	2 pay periods - December 2023
	Office Admin		\$616.00	2 payperiods - December 2023
	Certified Operator Temp.		\$100.00	Monthly December 2023
	Maintenance Technician		\$1,394.80	2 pay periods - December 2023
TOTAL SALARIES:			\$6,187.72	
GRAND TOTAL:			\$231,628.41	

Action 24-014

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

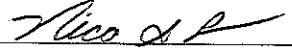
Roll Call: All favored no opposition. Motion carried.

Hearing of those present: none

Action 24-015

Moved by council Binder, seconded by council Vogel to **Adjourn** at 8:42pm. **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: \$141.97

Publish Date: 1-18-24

**PUBLIC NOTICE
MONTROSE CITY
COUNCIL MEETING
UN-APPROVED MINUTES
-January 9th, 2024**

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OLD BUSINESS:

Printer's Affidavit of Publication

AFFIDAVIT OF PUBLICATION

STATE OF SOUTH DAKOTA)

)SS

COUNTY OF McCOOK)

TROY SCHWANS of said County and State, being first duly sworn on his oath, says THE SPECIAL is a weekly newspaper of general circulation, printed and published in Salem, McCook County and State of South Dakota, and has been such newspaper during the times hereinafter mentioned; that the said newspaper is a legal newspaper, that it has a bonafide circulation of more than 200 copies weekly, that it has been published within said County of McCook for more than fifty-two successive weeks prior to the publication of the notice hereinafter mentioned and has been printed during said period and at the present time, in whole in an office maintained at said place of publication; and that I, the undersigned, am publisher or employee of said newspaper, in charge of the advertising department thereof, and have personal knowledge of all facts in this affidavit;

that the advertisement headed.....

Montrose City Council Meeting
Unapproved Minutes
1-9-24

a printed copy of which is hereto attached, was printed and published in the newspaper for . . . 1 . . . weeks; that said notice was published in the issues of said paper on the dates as follows, to wit:

- The first publication being made on 1/18, 2024
- the second publication on 20
- the third publication on 20
- the fourth publication on 20
- the fifth publication on 20
- the sixth publication on 20
- and the last publication on 20

that \$141.97 . . . being the full amount of the fees for publication of the annexed notice, insures solely to the benefit of the publisher of the said newspaper; that no agreement or understanding for a division thereof has been made with any person; and that no part thereof has been agreed to be paid to any person whomsoever.

.....
Subscribed and sworn to before me this . . . 31st
day of January 20 24

.....
Notary Public, Luann McKillop County
McCook

My commission expires 2-16-24

