

**MONTROSE CITY COUNCIL MEETING
APPROVED MINUTES –November 14th, 2023**

On **November 14th, 2023**, 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 6pm. **Roll Call:** Council members: Hanisch, Vogel and Binder were present. Council Scheff arrived at 6:13pm. Finance Officer Siemonsma present. Maintenance Hanisch present. City residents present. Quorum present. Rules of Decorum stated by Painter.

Action 23-179

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

Action 23-180

Moved by council Binder, seconded by council Hanisch for approval of the October 10th and October 30th meeting minutes. **Roll Call:** All favored no opposition. Motion carried.

SPECIAL TOPICS:

Riley from DGR and Sophie from SECOG gave updates on the end of the Sewer Infrastructure project. A review of the project starting in 2019 included raising the Lift Station, adding a backup generator and new control panel to the lift station, several manhole repairs, and repairs of some sewer mains. A financial review of the project was discussed and the warranty on the lift station began May of 2022 and expires May 2024.

Resident McGuire asked about replacing the storage shed in the Softball field. Building foundation, Insurance, demo/building permits, and electrical power to the new shed was discussed. McGuire will get an electrical bid for the council, McGuire also asked about field upkeep and shared financial responsibility of weed control, fertilizer, seeding, watering, electricity usage, and field marking powder. The council is going to reach out to the school to see how we can work together on this cost.

Action 23-181

Moved by council Binder, seconded by council Hanisch, for approval for the Montrose Youth Volunteers to replace the existing storage shed at the softball field, with a new building provided by the Montrose Youth Foundation, in combination with the school shop class. McGuire will fill out a demolition permit and a building permit for documentation purposes, and the building will sit on a concrete foundation. An electrical bid will be filed in the finance office for council review and approval, and the city will insure the new building through the SDPAA. The building belongs to the city, but the contents of the building belong to the Montrose Youth Foundation. **Roll Call:** All favored no opposition. Motion carried.

A Sealed Bid was opened from Addy Disposal for the upcoming garbage contract. No other bids were submitted for the garbage service. The city council accepted the bid from Addy, for a 5 year term. The monthly residential service is \$17.00 per household and every citizen will receive a 96 gallon garbage can. Citizens can have more than 1 garbage can for a higher fee. Recycling will still be picked up 2 times a month. Bulk garbage tags are \$5.00 each bag. Furniture may be pickup up, but prior arrangements must be made with Addy Disposal. Garbage pickup day may be changed soon, citizen communication on this at a later date. Large dumpsters for city use pricing is still in progress with Addy.

Action 23-182

Moved by council Vogel, seconded by council Hanisch, for approval to update the Addy Disposal Contract agreement from a 2 year term to a 5 year term. **Roll Call:** All favored no opposition. Motion carried.

Action 23-183

Moved by council Scheff, seconded by council Hanisch, to award the 5 year garbage service contract to Addy Disposal in regard to the advertised bid specifications and acceptance of Addy's sealed bid. **Roll Call:** All favored no opposition. Motion carried.

OLD BUSINESS:

Street repairs on hold until 2024.

Council reviewed the maintenance punch list.

Fire Department is not ready to sell their grass rig, so that possible purchase will more than likely happen in 2024.

CFC purchased parcel #19.27.2733 from the city of Montrose. CFC plans to expand.

Lead Line reporting is still in progress and the FO is going to work on uploading all city property information into the state's reporting template. More to come on that project as progress is made.

The council has reviewed draft 3 of the pool policy and the discussed changes included: pool party rate change, managers handling pool revenue, concession inventory added, reservation form for patrons updated, and pool manager job description updated to match

the pool policy.

Action 23-184

Moved by council Hanisch, seconded by council Scheff to approve the updated changes within the pool policy, with the new policy effective starting November 14th, 2023. **Roll Call:** All favored no opposition. Motion carried.

Action 23-185

Moved by council Hanisch, seconded by council Binder, for approval of the updated Pool Manager Job Description. **Roll Call:** All favored no opposition. Motion carried.

Action 23-186

Moved by council Binder, seconded by council Scheff, for approval of updated Pool Party Reservation Form with updated rates for patrons. **Roll Call:** All favored no opposition. Motion carried.

Suite B Hoiten Lease Agreement for office space rental was reviewed by the council. Changes to agreement include: term from 1 month to 1 year, late charge applies to the 20th instead of the 15th. Proof of insurance is required from Lessee.

Action 23-187

Moved by council Vogel, seconded by council Binder, for approval of the updated Suite B (Hoiten Rental) 1year Lease Agreement. Mayor and FO will sign the contract with Hoiten in December. **Roll Call:** All favored no opposition. Motion carried.

Skybeam/Rise Broadband Agreement is still in review. New agreement in progress with company.

Resident Head inquiry regarding animal issues and sheriff and city involvement: The city attorney assured the council and city personnel, that whenever there is an animal issue between residents, and the Sheriff is called to handle the situation, since the police department have already investigated the incident, there is nothing else for the City to do. If a resident wants the city to take action, the resident would be responsible to fill out a complaint form documenting their request, filing it with the city Finance Officer, and initiating a request to be added to the next city council meeting agenda.

NEW BUSINESS:

Sheriff Reports reviewed.

Southeastern electric is asking if the city wants to pay for a light rental on a light pole that is in a private driveway on property: 209 S 2nd Ave. (APTs). The council responded: Let the owner of the property pay for the light rental if they choose.

Campground ORD 6.06 revision request from council members. Changes include: Season end date changed to October 1st, minimum 2 day rental on holiday weekends, and to omit "Pioneer Campground" and change the name to: "Montrose Campground" within the ordinance. SECOG to work on the revision of the ordinance with FO.

SF Humane Society contract is up for renewal for 2024. Council reviewed contract, no changes were noted from the previous contract.

Action 23-188

Moved by council Binder, seconded by council Hanisch, for approval of the 2024 SF Humane Society Contract. **Roll Call:** All favored no opposition. Motion carried.

Softball partitions vs. FRP panels discussed with extra parks/rec funding for 2023. Council Nick and FO will explore this possibility. Council liked the outdoor bulletin board for community communication for the pool, the megaphone and exterior paint for the pool building. The AED for the pool was discussed and the council would rather just use the fire department's AED in an emergency situation instead of purchasing another one due to battery and patch expiration date liability.

Action 23-189

Moved by council Hanisch, seconded by council Vogel, for the 1st reading and approval of Budget Supplement Ordinance 2023-005. **Roll Call:** All favored no opposition. Motion carried.

Action 23-190

Moved by council Vogel, seconded by council Scheff for approval for FO to purchase the exterior paint for the pool building for spring 2024 paint project, and for the purchase of an Epoxy coating supplies for the pool floor to be redone in the spring of 2024. **Roll Call:** All favored no opposition. Motion carried.

Action 23-191

Moved by council Vogel, seconded by council Scheff, for 1st Reading and approval of the Animals at Large Ordinance 2023-006. **Roll Call:** All favored no opposition. Motion carried.

DEPARTMENT REPORTS

Maintenance Hanisch reported that he has been busy with cleaning up waterways in town to prevent flooding issues, he fixed the

lean-to shed on the back of the community center building, he replaced 4 doors and a window in the softball field concession/restroom building, and shop cleanup/repairs amongst other much needed maintenance needs. Recycle can trailer has been abandoned with no VIN or licensure on the trailer and city personnel is not responsible to empty a trailer that is not road legal full of cans that residents fill. The city will dispose of the trailer. Maintenance discussed the tool cleaner in the shop needs repaired. Maintenance Hanisch will work on this. Sewer lift station pit needs to be drained and cleaned. Council wants Maintenance Hanisch to call Bender's service to handle this as a preventive maintenance measure so no sewer backups occur due to clogged pumps.

Finance office: Kingbrook Rural Water increase for 2024 is \$0.10 per 1000 gallons. Montrose usage is 10 to 17 million gallons a year, and the annual costs is roughly \$59,500. Golden West project update: TBD, splicing is happening right now, and the project will not be done until next year sometime.

End of month bank account balances reviewed by council.

NOVEMBER VOUCHERS:

PAID Between Meetings

29457e	FEDERAL TAX PAYMENT	10/13/23	\$1,020.60	Payroll Taxes
29458e	FEDERAL TAX PAYMENT	10/23/23	\$654.54	Payroll Taxes
29460e	FEDERAL TAX PAYMENT	11/3/23	\$577.20	Payroll Taxes
30041	CITY OF SIOUX FALLS	10/23/23	\$43.50	BacT Sample Testing
30040	HAWKINS, INC	10/16/23	\$943.65	Pool Chemical Cost-July Invoice
30039	HF GROUP	10/10/23	\$196.00	Binding of City Minutes
30057	JOSH HANISCH	10/23/23	\$41.92	Fuel Reimbursement for Menards run
30042	MENARDS	11/1/23	\$2,202.80	Campground, Pool, Softball building, Shop needs
30047	PUBLIC HEALTH LAB	11/1/23	\$181.00	Lead/Copper Testing; Annual Bi-Products
30043	SD 811	10/23/23	\$248.85	Locate Fees
29459e	SD DOR	11/3/23	\$224.92	Garbage Taxes October 2023
30058	SD RETIREMENT SYSTEM	11/3/23	\$720.64	Retirement October 2023
30044	SF HUMANE SOCIETY	11/1/23	\$173.20	1 animal impound (unclaimed), 1 claimed animal
30045	THE SECURITY STATE BANK	10/23/23	\$432.06	Certified Mail; ofc supplies, pool house, water tower need
30046	US BANK TRUST NA	11/1/23	\$5,882.07	DW2; CW4 Loans

PAID at Council Meeting

30059	A&B BUSINESS	11/14/23	\$235.96	Monthly IT Service; Printer Contract
30060	ACE SIGNS	11/14/23	\$2,641.50	Interstate billboard installation
30049	ADDY DISPOSAL	11/14/23	\$3,200.49	Monthly Garbage Fee
30050	BADGER METER	11/14/23	\$719.57	Annual network charge; communication readings cost
30061	BANYON DATA SYSTEMS	11/14/23	\$1,680.00	Annual Fund/Payroll Support
30062	BOLTES SUNRISE SANITARY	11/14/23	\$428.64	Roll off Rental for Shop cleanout
30063	CITY OF MONTROSE	11/14/23	\$18.24	Monthly UB Bill
30064	DELL RAPIDS LAW FIRM	11/14/23	\$420.00	October Lawyer Fees
30051	DGR ENGINEERING	11/14/23	\$17,031.91	Final Sewer Project Invoice
30065	FIRST DAKOTA TITLE	11/14/23	\$486.57	1/2 closing costs for city land sale
30066	GOLDEN WEST	11/14/23	\$128.41	Monthly Office Phone Bill
30078	JOSH HANISCH	11/14/23	\$41.92	Fuel Reimbursement for Menards run
30067	KINGBROOK RURAL WATER	11/14/23	\$3,775.20	Monthly Water Purchase-Usage
30052	KW ELECTRIC, INC.	11/14/23	\$904.94	Camp; Pool Emergency Lighting Install
30053	MCCOOK CO. AUDITOR	11/14/23	\$1,408.34	Sheriff Fee for October
30068	MENARDS	11/14/23	\$338.06	Softball Buildings needs; Antifreeze Pipes
30069	MIDAMERICAN ENERGY	11/14/23	\$58.24	Heat Bill for October Usage
30070	MILLBORN SEEDS	11/14/23	\$155.00	Baseball field Grass seed 2023
30071	MONTROSE GAS PLUS	11/14/23	\$172.25	Fuel
30072	NEW CENTURY PRESS	11/14/23	\$332.66	Bid notices; Kennel ORD; Minutes
30073	PRAIRIELAND COLLECTIONS, INC.	11/14/23	\$185.59	Collections Charge for resident

30079	RECREATION SUPPLY CO. INC.	11/14/23	\$2,740.00	SandFilter, Valve for Small Pool
30074	SDML	11/14/23	\$626.47	Annual membership for 2024
30054	SDML-WC	11/14/23	\$3,244.00	Workmans Comp Dues
30075	SIGN DESIGN	11/14/23	\$462.00	Pool Rules Sign - <i>Donation Reimbursement</i>
30076	SOUTHEASTERN ELECTRIC COOP	11/14/23	\$2,304.42	October 2023 Street Light Rent
30055	TELEPHONE SYSTEMS & SERVICE	11/14/23	\$129.00	Office Phone Annual Support
30077	THE SECURITY STATE BANK	11/14/23	\$1,056.14	Postage; Ofc supplies; Pool rescue tubes; BacT Shipping; Pickup; Shop Vaccum
30056	TWEDT CONSTRUCTION	11/14/23	\$99,993.60	31,248sq ft overlay street repairs
	TOTAL PAID:		\$158,462.07	

Payroll

	City Council Members		\$2,550.00	Quarterly Payment-Paid in October
	Finance Officer		\$4,076.92	2 pay periods - October 2023
	Office Admin		\$660.00	2 payperiods - October 2023
	Certified Operator Temp.		\$100.00	Monthly October 2023
	Maintenance Technician		\$1,928.30	2 pay periods - October 2023
	TOTAL SALARIES:		\$6,765.22	
	GRAND TOTAL:		\$165,848.99	

Action 23-192

Moved by council Hanisch, seconded by council Scheff, for approval of bills paid between meetings and bills paid at council meeting with the EXCEPTION of the First Dakota Title payment, as the city received less money back on the sale of the property to pay 50% of closing costs. Check #30065 Voided. **Roll Call:** All favored no opposition. Motion carried.

Hearing of those present: none.

Action 23-193

Moved by council Vogel, seconded by council Hanisch to enter into Executive Session at 7:40pm. **Roll Call:** All favored no opposition. Motion carried.


Action 23-194

Moved by council Scheff, seconded by council Vogel to Exit Executive Session at 7:48pm. **Roll Call:** All favored no opposition. Motion carried.

Action 23-195

Moved by council Hanisch, seconded by council Binder to **Adjourn** at 7:49pm. **Roll Call:** All favored no opposition. Motion carried.

Attest:


Nicole Siemonsma
Finance Officer


Susan Painter
City Mayor or Council President

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