

MONTROSE CITY COUNCIL MEETING
UN-APPROVED MINUTES –December 13th 2022

On **December 13TH, 2022**, the Montrose City Council Meeting took place at the Community Center. *The Pledge of Allegiance* was recited. Mayor Justin Hagemann called the meeting to order at 6:05pm. **Roll Call:** Council members: Painter, Hanisch, and Vogel were present. Council Binder arrived at 6:08pm. Planning and Zoning resident Hallem was present. DGR representative Riley Rinehart was present. City residents present. Quorum present. Rules of Decorum stated by Hagemann.

Action 22-099

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

Action 22-100

Moved by council Hanisch, seconded by council Vogel for approval of the November 8th and November 25th meeting minutes. **Roll Call:** All favored no opposition. Motion carried.

SPECIAL TOPICS:

Public Hearing and 1st Reading from the Planning and Zoning Committee on the proposed Ordinances for Vehicle and Recreational Parking.

ORDINANCE NO. 2022-004 Parking on Residential Lots

ORDINANCE NO. 2022-005 Parking on Public Streets

Action 22-101

Moved by council Vogel, seconded by council Hanisch for approval of the 1st Reading of ORD NO. 2022-004 and ORD NO. 2022-005, Parking revisions. **Roll Call:** All favored no opposition. Motion carried.

Resident Binder has applied for a Rezone request for 511 S 1st Ave. Rezone from a Residential Zone to a Business Zone. The Planning and Zoning entire committee needs to discuss this application in detail with 2 of the council team members prior to the January 10th meeting. This application request will be tabled until the next council meeting held January 10th.

DGR-Riley Rinehart discussing Lift Station Trash Basket Addition to protect our new pumps that were installed during the sewer infrastructure improvement project. SD Rural Water highly recommends pump protection with Trash Basket installation or the use of Grinder Pumps. EDA Funding letter to be written to ask for grant approval within the current Sewer infrastructure project to have this trash basket installed.

Action 22-102

Moved by council Hanisch, seconded by council Painter for approval to have the finance officer working with DGR and SECOG to compose a letter asking for EDA funding 80/20% ratio for an additional trash basket installation to the lift station via change order within the Sewer Infrastructure project that is still in progress. **Roll Call:** All favored no opposition. Motion carried.

Resident Fockler would like to create a new Interstate Sign and a new Campground sign for the City. The council recommends that Fockler present a bid and a design plan to present at a City Council meeting. A campground name change was also discussed such as “Montrose City Park” as opposed to Pioneer Park. The Finance officer is also going to look into any historical records of the initial Pioneer Park Campground name.

OLD BUSINESS:

DANR Tree Grant Approval for \$2500 with \$2500 city match. Grant signature approved. The Finance officer will order the trees in January/February of 2023. The city will need volunteers to help plant these trees in the spring.

Action 22-103

Moved by council Binder, seconded by council Vogel for Forestry Tree Grant Signature to DANR for Grant Project in the spring of 2023. **Roll Call:** All favored no opposition. Motion carried.

Action 22-104

Moved by council Hanisch, seconded by council Binder for approval of the 2nd Reading of ORDINANCE NO. 2022-003, Supplemental Budget Appropriations. **Roll Call:** All favored no opposition. Motion carried.

NEW BUSINESS:

Sheriff Report Reviewed.

Residents verbal complaints of stray cats in town. A friendly reminder of City Ordinance #2020-005 Title 5 will be mailed out to residents if there is known caretakers of strays. Strays that do not have caretakers will be impounded in accordance to: SDCL 9-29-12

Review of 2022 **Annual Volunteers** are as follows: Brian Smith; Dennis Gorton; Sarah Bartlett; Lee Berens; James Bultje; Denny Cleveland; Bob Condon; Bob Erickson; Adam Graff; Justin Hagemann; Ellen Head; Nancy Head; Craig Healy; Tim Healy; Jordyn Hofer; Troy Hofer; Brian Kappenman; Anthony Meyer; Jeff OHara; Andrew Raap; Jacob Sechser; John Smith; Emily Struck; Todd Struck; Sydney Vosburg; Trace Vosburg; Jacob Von Berge; Andrea Weber; Jeremy Wiebersick; Jay McGuire; Jeremy Thompson; Tyler Johnson; Nick Vogel; Jolene Vogel; Justin Scheff; Todd Skyberg; Jill Skyberg; Jane Wiebersick; Gene Struck; and Matt Fockler.

Map review of parcel#19.35.270305 – Old Railroad next to Elevator. The City has *No Easement* filed with the register of deeds on this property where part of the elevator sits. There is an elevator project that will be happening and discussion of putting up this parcel of city land for sale versus granting an easement will need to happen in January’s council meeting. Considerations: Traffic flow, Rebuilding a driving loop; Re-surveying the land; possible re-platting the parcel; Land appraisal value.

Action 22-105

Moved by council Painter, seconded by council Hanisch for approval of the 1st Reading of ORDINANCE NO. 2022-007, Supplemental Budget Appropriations. **Roll Call:** All favored no opposition. Motion carried.

Special Meeting to happen on December 20th at 6pm for the 2nd Reading of ORD. NO. 2022-007 at the Community Center.

Council seeking to obtain land for community development. SECOG to offer a housing study for City of Montrose. Council wants to reach local land owners for options. The Housing Committee consisting of council Vogel and council Binder will reach out to the Montrose School Administration for school involvement with the process. Results of that discussion will be talked about in January’s council meeting.

Action 22-106

Moved by council Binder, seconded by council Hanisch for approval of 2023 Humane Society Contract. No changes within contract from 2022 to 2023. **Roll Call:** All favored no opposition. Motion carried.

DEPARTMENT REPORTS

Maintenance Technician Job reposted on indeed. Pay is depending on experience, but will be posted starting at \$20hr. The Finance Officer will post an Online Ad Only with the Argus Leader from previous November meeting minutes Action 2022-085.

Sewer System compliance – Mayor Hagemann and the city’s certified operator drained the sewer ponds cell 1 into cell 2 and 3 in November. Certified Operator Loudenburg didn’t think a sewer discharge needed to be done at this time.

Lift station Heat Panel replacement is under warranty and will be fixed end of December. Lift station auto dialer system contacts to be updated to: All council members and city hall for alerts. Cloud9 access will be available to all city council members for monitoring until a city Maintenance Technician is hired.

Action 22-107

Moved by council Vogel, seconded by council Hanisch for approval of the Lift Station Auto Dialer contact list to include: Justin Hagemann, Jasen Hanisch, Susie Painter, Nick Vogel, Alex Binder and City Hall for alerts. **Roll Call:** All favored no opposition. Motion carried.

Council Hanisch updates: Pump house commercial electric heater installed and put on a thermostat to regulate temperature for protection of water system electrical components. Burn pit is burned down and the city Tree dump site is still open and available to the public. Please continue to get a key from city hall and have the city office check your load before entering the dump site. Council Hanisch mounted the new gateway collector box for continued use of water meter reading. Council Hanisch has done all the maintenance and preparation for snow removal season with all equipment in the city shop.

Action 22-108

Moved by council Hanisch, seconded by council Painter for approval of resident Cliff Hallem to take the Lead with the city’s snow removal plans for this 2022-2023 snow season, and also the approval of a pay rate of \$23hr to remove snow. **Roll Call:** All favored no opposition. Motion carried.

Street Snow Removal ORDER discussed by the council and will be as follows: 1st- 4 passes down main street, 2nd - School streets, 3rd – Horstman Addition, 4th – North end of town, 5th – additional streets to follow.

Action 22-109

Moved by council Binder, seconded by council Hanisch for approval of updated employee Job Descriptions that include Maintenance Technician, Finance Officer, and Office Administrative Assistant. **Roll Call:** All favored no opposition. Motion carried.

Action 22-110

Moved by council Hanisch, seconded by council Binder for approval of the new employee declination form for Hepatitis B (HBV) Vaccine. Anyone involved with Emergency Services or the Sewer system has to sign this form or choose to get the vaccination that is city paid. **Roll Call:** All favored no opposition. Motion carried.

SECOG is willing to do a Zoning Ordinance Compilation. The last compilation was done in September 2011. The Finance officer will help facilitate this cleanup. The Finance officer will also get a cost quote for City meeting minutes book creation.

City Hall interior painting will begin soon, please excuse our mess during this project. Newspaper cleanup is underway and the state Archivist will be notified of duplicate newspaper publications to be disposed of properly or given away if possible. The Montrose Herald dates back to the 1900s.

The book library service in City Hall and Community Center is going to be terminated to reuse office space.

Action 22-111

Moved by council Hanisch, seconded by council Vogel for approval to advertise that all the books in the city hall and community center that were used as a city library will be given away and residents are encouraged to come take books over the next 30 days. Any books that are leftover at the end of January will be donated. **Roll Call:** All favored no opposition. Motion carried.

Finance officer asking to put up wood planks on one wall in the entryway and on the same wall make the greeter window larger.

Action 22-112

Moved by council Vogel, seconded by council Hanisch for approval for the finance officer to get a bid for the greeter window enlargement and wood plank wall. Bid will be reviewed in January's council meeting. **Roll Call:** All favored no opposition. Motion carried.

DECEMBER VOUCHERS:

PAID Between Meetings				
29412e	Federal Tax Payment	11/25/22	\$500.13	Payroll Taxes
29413e	Federal Tax Payment	12/9/22	\$471.01	Payroll Taxes
29414e	SD DOR	12/12/22	\$3,860.39	Garbage Tax; Pool-Campground Tax payment for November 2022
29645	SD RETIREMENT SYSTEM	12/8/22	\$415.40	Retirement Reporting for November - Monthly

PAID at Council Meeting				
29627	A&B BUSINESS	12/13/22	\$234.17	IT Agreement/Copier Contract for November
29628	ADDY DISPOSAL	12/13/22	\$3,182.30	Monthly Garbage Fee
29629	BADGER METER	12/13/22	\$50.00	Backhaul Fees for June 2022
	CENTRAL FARMERS COOP	12/13/22	\$0.00	CREDIT (10.13)
29630	BIERSCHBACH EQUIPMENT	12/13/22	\$418.20	Pool Winterization Supplies for 2022
29631	CITY OF MONTROSE	12/13/22	\$80.19	Monthly UB Bill
29632	GOLDEN WEST	12/13/22	\$125.78	Monthly Office Phone Bill
29633	HANISCH HOME REPAIR	12/13/22	\$149.14	Fittings; Fuel for Pool Winterize Project 2022
29634	KINGBROOK RURAL WATER	12/13/22	\$3,054.00	Monthly Water Purchase
29635	LOWES	12/13/22	\$86.97	Locks for Electrical Panels in Campground
29636	MCCOOK CO. AUDITOR	12/13/22	\$1,408.34	Sheriff Fee for December
29637	MENARDS	12/13/22	\$811.84	Water Tapping; Pumphouse Repairs; Tools Shop
29638	METERING & TECHNOLOGY SOLUTION	12/13/22	\$2,951.88	Water Meters; Endpoints; Meter Supplies
29639	MIDAMERICAN ENERGY	12/13/22	\$137.23	Heat Bill for November Usage
29640	MONTROSE GAS PLUS	12/13/22	\$11.23	Office Supplies
29641	NEW CENTURY PRESS	12/13/22	\$336.24	Publishing for Minutes/ORD/Resolution
29642	SDML-WORKERS COMP	12/13/22	\$3,416.00	Workers Comp Ins. Renewal Fee for 2023
29643	SEAFOG	12/13/22	\$100.00	2023 SE Municipal Membership Dues
29644	SECOG	12/13/22	\$792.00	Annual Membership Dues for 2023
29646	SOUTHEASTERN ELECTRIC COOP	12/13/22	\$1,959.91	Electric Bill - for November Usage
29647	TELEPHONE SYSTEMS & SERVICE	12/13/22	\$129.00	Annual Support for phone system / Voicemail
29648	THE SECURITY STATE BANK	12/13/22	\$1,240.88	Water Sample Ship; MCI; Amazon Ofc; SDML
29649	ZAPP HARDWARE	12/13/22	\$5.98	Dump Key Duplicate
	TOTAL PAID:		\$25,428.08	

Payroll				
	Finance Officer		\$3,461.54	2 pay periods - November 2022

	City Council Members		\$0.00	Quarterly Payment
	Seasonal Mowers		\$296.80	2 pay periods - November 2022
	Office Admin		\$660.00	2 payperiods - November 2022
	Certified Operator Temp.		\$100.00	Monthly Salary - November 2022
	TOTAL SALARIES:		\$4,518.34	
	GRAND TOTAL:		\$29,946.42	

Action 22-113

Moved by council Hanisch, seconded by council Vogel 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 22-114

Moved by council Binder, seconded by council Painter to enter into Executive Session at 8:10pm. **Roll Call:** All favored no opposition. Motion carried.

Action 22-115

Moved by council Binder, seconded by council Painter to Exit Executive Session at 8:16pm. **Roll Call:** All favored no opposition. Motion carried.

Action 22-116

Moved by council Hanisch, seconded by council Binder to **Adjourn** at 8:17pm. **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: _____