

**MONTROSE CITY COUNCIL MEETING**  
**APPROVED MINUTES –February 13th, 2024**

On **February 13th, 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 6:00pm. **Roll Call:** Council members: Hanisch, Vogel, and Binder were present. Council Scheff arrived at 6:18pm. Finance Officer Siemonsma present. Maintenance Hanisch arrived at 6:30pm. School Board was present. City residents present. Quorum present. Rules of Decorum stated by Painter.

Action 24-016

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

Action 24-017

Moved by council Hanisch, seconded by council Binder for approval of the January 9th meeting minutes. **Roll Call:** All favored no opposition. Motion carried.

**SPECIAL TOPICS:**

A Sealed Bid was opened from Twedt Construction, Inc. for street repairs for 2024. No other bids were submitted for street repairs. The city council accepted the bid from Twedt construction. An award letter was signed by the Mayor and Twedt Construction to be filed within city hall.

Action 24-018

Moved by council Hanisch, seconded by council Vogel, for approval to award street repairs for 2024 to Twedt Construction in regard to the advertised bid specifications and acceptance of Twedt's sealed bid. **Roll Call:** All favored no opposition. Motion carried.

Proposed Ordinance 2024-003 for Shed building standards. Ordinance outlines building size, building specifications, property setbacks and location within property lines. Council change request includes, Rear/Side setbacks from lot line to be changed to 7ft, alleyway setback to be changed to 7ft, to omit section e out of proposed Ordinance, and to omit residential structures on section c, and revise wording on height limit on sheds to 8ft sidewalls.

Proposed to amend Ordinance 2024-004 for Garages/Shouses in regard to adding a structurally anchored permanent foundation and outlining the appropriate setbacks from property lines. Council change request includes rear setback to 7ft for garages, and if steel siding, then having 2 colors is a requirement for both garages and shouses.

Proposed Ordinance 2024-005 for Deck building standards. This pulls all building standards for decks into one area of the zoning ordinances and adds the need for handrails when built above the ground. Council change request includes handrails/side rails required when deck height above the ground is 30 inches or greater, and changes to the setbacks.

Proposed Ordinance 2024-006 for Fence building defines property setbacks, height specifications for both residential and commercial zones and defines fence style. Council discussed survey requirements if location is on property lines, setback changes, fence styles, and height differences. FO asked council to email fence ideas to be passed along to SECOG for further discussions. FO will also ask SECOG to come to March's council meeting to meet the needs of the council for this Ordinance.

**OLD BUSINESS:**

Ohara Family Donation of Exterior Pool painting is tabled until next month's meeting.

Lead Line reporting project for Montrose has been completed and turned over to the state for review. There was no lead on the city side, but there is cast iron piping on 1<sup>st</sup> avenue that may need replacement in the future. There was a total of 9 lead pipes located within customer homes, and 24 unknowns of residential/commercial property. Unknown pipes in residential/commercial properties are considered lead to the state of SD. Citizens can upload their own pictures to the state's website: [sdwaterpipes.com](http://sdwaterpipes.com).

Action 24-019

Moved by council Binder, seconded by council Scheff, for approval of 2nd Reading of Ordinance No. 2024-002 Full Service Restaurant Liquor License for My Place Café'. **Roll Call:** All favored no opposition. Motion carried.

Action 24-020

Moved by council Hanisch, seconded by council Binder, for approval of 2nd 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.

FO presented campground reservation software to the council. Three (3) different companies were checked into for software exploration and pricing; Campground Master, OwnerRez Properties, and Campspot. Campspot was the popular choice amongst the council due to the reservation tracking features, online payments and marketing tools. Council Hanisch asked FO to check into Vermillion park to inquire about their booking software.

Action 24-021

Moved by council Hanisch, seconded by council Scheff, for approval to use/trial Camp spot for all camping reservations, payments, and marketing, pending there are no contractual costs that come up. **Roll Call:** All favored no opposition. Motion carried.

Campground Host Lounsberry resigned from his host position with the city for the 2024 season.

Action 24-022

Moved by council Vogel, seconded by council Hanisch for approval to table the office bar lease agreement until next council meeting. **Roll Call:** All favored no opposition. Motion carried.

Zoning brochures will follow passed Ordinances of Sheds, Garages, Housing, Decks and Fencing.

FO reached out to SDPAA regarding city property in a Floodway and Floodplain. Response was that city property is not covered for any flood events, but the property within the Flood Zones are still covered for other events such as hail storms, windstorms, etc.. Schoolboard requested a building permit for a new crows nest on their property down by the baseball field. The council responded: due to being in a flood plain, the city will not grant a building permit, however the school can choose to build whatever they desire on their property and the school is then liable for their own builds. The city will not replace any structures that is not located on city property or that do not have an approved building permit.

The School Board asked about participation in the cost of new scoreboards for the baseball and softball fields. The bid from Daktronics was \$7,700 for a new smaller score board, with blue tooth capabilities. The scoreboard at the Baseball field needs full replacement. The scoreboard at the softball field works, however a lightbulb is out and cannot be easily replaced, so the entire board would need to be replaced. A service contract with Daktronics was also discussed for future scoreboard repairs if needed. The scoreboard discussion will be tabled and discussed at the next council meeting in March.

**NEW BUSINESS:**

Sheriff Reports reviewed.

FO called the SD One call for Utility Line locating and learned that Municipalities are not required to have this notification for Sewer/Water lines. Other utility companies have this requirement, but not cities. The council was given a decision to keep paying for this service, or to terminate. The council discussed the need to keep the service for liability and construction awareness and safety.

Election Notice is scheduled to be published in the Salem Special twice (2) in March for the June 18<sup>th</sup>, election in 2024.

Pool and summer mowing help is needed. Council directed FO to advertise for both areas on facebook and city website.

FO shared the 2024 Trail grant opportunity with the city council from SECOG. The council is not interested at this time.

Action 24-023

Moved by council Hanisch, seconded by council Scheff, to schedule a citywide cleanup day and tree planting day on May 18<sup>th</sup>. **Roll Call:** All favored no opposition. Motion carried.

FO will submit the landfill application and also contact Ihnen to see if we can get a dumpster for metal this year.

Action 24-024

Moved by council Binder, seconded by council Scheff for approval to order selected trees in the council packet from Nursery Wholesalers in Tea for approved Tree Grant for 2024. **Roll Call:** All favored no opposition. Motion carried.

Action 24-025

Moved by council Binder, seconded by council Hanisch, for approval to order tree bags from the Salem Conservation District for appropriate tree watering. **Roll Call:** All favored no opposition. Motion carried.

Action 24-026

Moved by council Hanisch, seconded by council Binder, for approval to schedule the Local Board of Equalization meeting for March 20<sup>th</sup>, 2024 at 6pm. **Roll Call:** All favored no opposition. Motion carried.

**DEPARTMENT REPORTS**

Water pooling in front of business on main street has been a chronic issue and in the winter it raises concern for excessive ice, with fall risks for citizens. The south side of main street is worse because of the lack of sunshine to the area enabling melting. The council discussed possible solutions and it was in mutual agreement that a true fix for this problem would be to lower the asphalt on the street side, and the business owners would probably have to raise their concrete driveway to help with water drainage on their property. Maintenance Hanisch has salted and sanded main street to try to mitigate fall risk, and will continue to do that as needed. Street repairs are prioritized annually by council members for the good of the entire community.

Maintenance Hanisch has fixed the plumbing at the baseball field in the concession/restroom building as well as the water hydrant. Hanisch will be working on repairing street potholes and will be in contact with Twedt Construction/council on plans for street repair for 2024.

Action 24-027

Moved by council Hanisch, seconded by council Scheff, for approval of Schoenfish and Company to complete the Annual Financial report requirements for 2023. **Roll Call:** All favored no opposition. Motion carried.

Council reviewed the grant letter request for the FO to send out to the Montrose Area Foundation when the application process opens up for grant availability.

Council asked the FO to look into the regulations surrounding donations given to organizations by the city.

Resident Fockler was present and spoke about his 2024 Music Festival plans with the council. The FO will work with him to get all the necessary applications filled out and the campground reservations made to accommodate Focklers needs for the festival for 2024. Fockler is excited to announce that LifeLight is going to be a part of the festival this season.

FO has advertised for the option for citizens to rid of in-operable vehicles in town on the city's facebook page.

Paint SD grant opportunity is not an option this year by the state due to statewide participation numbers.

End of month bank account balances reviewed by council.

**FEBRUARY VOUCHERS:**

**PAID Between Meetings**

29470e	FEDERAL TAX PAYMENT	1/19/24	\$581.77	Payroll Taxes
29472e	FEDERAL TAX PAYMENT	2/2/24	\$583.11	Payroll Taxes
30145	MCI	2/2/24	\$49.09	Long Distance Calling Bill
30146	SD 811 ONE CALL	2/2/24	\$11.55	Locate Fees
29473e	SD DOR	2/6/24	\$233.75	Garbage Tax Reporting for January 2024
30149	SD RETIREMENT SYSTEM	2/2/24	\$634.80	January Reporting
30148	THE SECURITY STATE BANK	2/2/24	\$883.49	OFC Supplies; Furnace Filters; Bindery; Sand spreader
30147	US BANK, N.A.	2/2/24	\$5,882.07	Loan: DW2 and CW4

**PAID at Council Meeting**

30150	A&B BUSINESS	2/13/24	\$235.96	Monthly IT Service; Printer Contract
30151	ADDY DISPOSAL	2/13/24	\$3,064.00	Monthly Garbage Fee
30152	BADGER METER	2/13/24	\$16.91	Monthly Communication Fees to Badger
30153	CITY OF MONTROSE	2/13/24	\$6.53	Monthly UB Bill
30154	DELL RAPIDS LAW FIRM	2/13/24	\$66.00	January Lawyer Fees
30155	GOLDEN WEST	2/13/24	\$128.42	Monthly Office Phone Bill
30156	KINGBROOK RURAL WATER	2/13/24	\$4,178.50	Monthly Water Purchase-Usage
30157	MCCOOK CO. AUDITOR	2/13/24	\$1,570.84	Sheriff Fee for January
30158	MIDAMERICAN ENERGY	2/13/24	\$568.96	Heat Bill for January Usage
30159	MONTROSE GAS PLUS	2/13/24	\$304.03	Fuel for City Equipment
30160	NEW CENTURY PRESS	2/13/24	\$268.76	Mtg minutes; Resolutions; Bid Notices
30161	SECURITY STATE BANK	2/13/24	\$30.00	Annual Bank Dep Box Fee for 2024
30162	SOUTHEASTERN ELECTRIC COOP	2/13/24	\$2,021.26	Electric Bill - January
30163	TRANSOURCE	2/13/24	\$926.49	Payloader Blade
30164	TYSDAL SNOW REMOVAL	2/13/24	\$280.61	Sand/Salt Spread
	TOTAL PAID:		\$22,526.90	

**Pay-roll**

	City Council Members		\$2,850.00	Quarterly Payment-Paid in January
	Finance Officer		\$4,076.92	2 pay periods - January 2024
	Office Admin		\$498.00	2 payperiods - January 2024
	Certified Operator Temp.		\$100.00	Monthly January 2024
	Maintenance Technician		\$1,213.00	2 pay periods - January 2024

	TOTAL SALARIES:		\$8,737.92	
	<b>GRAND TOTAL:</b>		<b>\$30,051.82</b>	

Action 24-028

Moved by council Hanisch, seconded by council Scheff 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: Resident Bellin offered to give his extra paint to the Ohara family for the exterior pool project if they choose.

Action 24-029

Moved by council Binder, seconded by council Vogel to enter into Executive Session at 8:22pm. **Roll Call:** All favored no opposition. Motion carried.

Action 24-030

Moved by council Vogel, seconded by council Binder to Exit Executive Session at 9:26pm. **Roll Call:** All favored no opposition. Motion carried.

Action 24-031

Moved by council Vogel, seconded by council Hanisch to **Adjourn** at 9:27pm. **Roll Call:** All favored no opposition. Motion carried.

Attest: Nicole Siemonsma  
Nicole Siemonsma  
Finance Officer

Susan Levine  
City Mayor or Council President

Published once at the approximate cost of: \$148.50  
Publish Date: 2-22-24

**PUBLIC NOTICE  
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COUNCIL MEETING  
UN-APPROVED MINUTES -  
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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.....  
2-13-24.....

a printed copy of which is hereto attached, was printed and published in the newspaper for . . . 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 ..... 2/22, 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 \$ 148.51, 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..... 28<sup>th</sup>.....

day of..... February.....,20 24.....

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

My commission expires..... 1-23-30.....