

City Board Proceedings
May 1, 2023
7:30 P.M.

The Roscoe City Trustee Board met in regular session in the City Office with President Treichel presiding. Members present were Hettick, Lehr, D. Bauman, and M. Bauman. Others present: Jim Fonder, Kenton Secker, and Darin Malsam.

D. Bauman moved and Hettick seconded to approve the agenda. All aye. Motion carried.

Hettick moved and Treichel seconded to approve the minutes of the April 3, 2023, and April 13, 2023, meetings. All aye. Motion carried.

D. Bauman moved and M. Bauman seconded to approve the payment of the following bills. All aye. Motion carried.

Pre-Authorized payment – April 17, 2023:

AP Express – fuel - \$897.33; City of Roscoe – March water/sewer - \$540.40; FEM Electric – March electric - \$173.04; First State Bank of Roscoe – fees - \$10.00; Roscoe Hardware – supplies - \$21.98; Schurrs – plow repair - \$55.00; SD Retirement System – April retirement - \$856.26; SD Unemployment Insurance – 1st quarter report - \$55.13; VISA – supplies & fees - \$67.37; WEB Water – March water - \$3145.74; EFTPS –WHT, SS, & Med. Tax - \$2726.58.

April 17, 2023, Payroll: FO – \$943.71; Hwy & Streets – \$861.18; Water Dept.- \$107.64; Sewer Dept - \$107.64; snow removal - \$490.56.

May 1, 2023, payroll: Board –\$1042.43; FO – \$927.33; Hwy & Streets – \$836.05; Water Dept.- \$104.50; Sewer Dept - \$104.50.

May 1, 2023, bills:

Bantz, Gosh, & Cremer – legal services - \$457.60; City of Roscoe – April water/sewer - \$540.40; Dakota Electronics – siren repair - \$227.90; Dept of Health – water testing - \$15.00; Gibson Publishing – April minutes, help ad, notice - \$158.40; Hawkins – cylinder fee - \$10.00; Health Pool of SD –May health insurance - \$778.06; John Deere Financial – supplies - \$50.18; JRB LLC – drainage ditch - \$448.98; Montana Dakota Utilities – utilities - \$1883.60; Ryans Candy – office supplies - \$39.50; Sewer Equipment of America Co. – jetter parts - \$818.49; US Bank – loan payment – 22507.91; Venture Communications – phone service & internet - \$265.02.

D. Bauman moved and Hettick seconded to approve the April Financial Statement and bank reconciliations. All aye. Motion carried.

Treichel moved and Hettick seconded to approve the appointment of Nicole Bauman for Roscoe City Finance Officer. All aye. Motion carried.

Hettick moved and M. Bauman seconded to approve the appointment of James Fonder for Full-Time City Maintenance/Utility Supervisor. All aye. Motion carried.

Discussion was held on the rate sheet. Hettick moved to accept the rate sheet with the adjustment of the rate per day for camper hook ups/temporary water. The new rate will be \$5.00/day; if a camper is there for an extended period of time, the rate will be \$5.00/day for the first 10 days, and then will go down to \$2.00/day. Lehr seconded to approve rates as adjusted. All aye. Motion carried. A copy of the rates is on file in the City Office.

M. Bauman moved and Hettick seconded to designate the First State Bank of Roscoe and SD Public Funds Investment Trust as the Official Depositories. All aye. Motion carried.

D. Bauman moved and Lehr seconded to designate the Roscoe/Hosmer Independent as the official newspaper. All aye. Motion carried.

Darin Malsam spoke with the board during public comments about concerns that the insurance evaluations for the fire hall contents and equipment are too low. FO Bauman will talk with the insurance company about the evaluation and the City's policy.

Discussion was held on residents' complaints about dogs, garbage, and weeds. City will follow notice procedures with the properties in question.

Hettick moved and Lehr seconded to approve the retail beverage application for Roscoe Fuel d.b.a AP Express. Motion carried.

FO Bauman updated the Board about land sales: if the City were to sell some land, they would have to go through the surplus procedure – no direct selling. The existing lease for Roscoe Fuel will be amended to include the land in discussion after it has been surveyed to know exact location.

There was only one bid for chip sealing: Jensen Rock & Sand, for 85,000 square yards for \$233,750.00. The additional option for fog sealing was \$58,650.00. Discussion was held on the fog seal option, and the recommendation of putting more oil down on the first layer with the rocks instead. Hettick moved to accept the bid with the recommendation of not doing a fog seal, but putting more oil for the first layer down. Lehr seconded the motion. All aye. Motion carried.

Hettick moved and Lehr seconded to approve hiring of Nathan Miller for the position of part-time City Maintenance/Dump Attendant, with a starting wage of \$19.00. After the 90 probationary period, a raise shall be given. All aye. Motion carried.

Jim Fonder spoke with the Board on various issues:

- Payloader still having issues running, though it is now having different issues than before.
- Brown gravel truck is getting old and not running well either. Will take to have it looked at to see if about fixing.
- Days for the dump – will open in May. Free clean up days will be the days the dump is open in May.
- Flag at mini park by highway was taken down to install the digital sign (which has not working due to no power from the damaged power pole). A possible new spot and new lights will be decided on and installed.
- Streets will be started on for repair and full cleaning will be done as well, in preparation for chip sealing.
- FO Bauman brought up doing a GIS mapping for Roscoe. GIS or geographic information system would be a way for Roscoe to keep track of the new lines, curb stops, gate valves, etc., and any information associated with them all in one place and with a map to their locations.

A meeting with SD DOT has been scheduled for May 22, 2023, to discuss possible highway improvements.

FO Bauman provided a draft for bid notice and specs for a new tennis/basketball court concrete flooring. She will look into more information about what is needed for types of concrete for this large area and under the sport court that is there.

FO Nicole Bauman reported to the Board:

- In April, a copy of the 2022 annual report was given to the Board to review. Hettick moved and M. Bauman seconded to approve the 2022 annual report.
- The 2022 Drinking Water report is ready to view. A copy of which can be gotten from the City office or found online at <https://danr.sd.gov/OfficeOfWater/DrinkingWater/docs/WaterSystemMap/DWQPDFS/0282ccr.pdf>.
- A review of the surcharges has been done for 2022. It looks like the sewer surcharge may be able to be decreased. Permission from SDDANR is needed before that can happen. Other information: if the City would like to make extra payments towards the loans, they need to ask before doing so, as DANR can only accept so much in prepayments for their fiscal year.
- FO Bauman now has the ability to email out water bills. She will let residents know and have anyone sign up if they choose to.
- A letter will go out to residents about various information: dump days, water report, emailed bills.
- FO Bauman asked about possibly scheduling an extra meeting each month for items that could be discussed sooner than the next month's meeting. Board will decide each month to see if a meeting will be necessary – a meeting will be held May 22 in conjunction with DOT meeting.
- Treichel asked about delinquent accounts and a discussion was held on what the City can do about the water customers that are behind or not paying the surcharges. FO Bauman will contact the City attorney for more information about legal routes to take.

For the next meeting new business, Lehr brought up looking into opportunities for updating the city office, especially to make it more handicapped accessible. FO Bauman will look into it and report back.

The next regular meeting is Monday, June 5, 2023, @ 7:30 pm.

M. Bauman moved and Lehr seconded to adjourn. Motion carried.

Leland Treichel
President

Attest:

Nicole Bauman
Finance Officer

Published once at the total approximate cost of _____.