

City Board Proceedings
February 6, 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.

Lehr moved and D. Bauman seconded to approve the agenda, with the amendment of moving up the line item of “meeting procedures” to after “conflicts of interest”. All aye. Motion carried.

No Conflicts of Interest were declared at this time. A policy will be adopted by the board and signed yearly declaring any conflicts they may have besides what might come up at monthly meetings.

President Treichel spoke on meeting procedures that the board need to follow. Personnel matters need to be taken to executive session. If an item is not on the agenda, then it should not be discussed and cannot be acted on. Agenda items need to be to Nicole by the Friday before the meeting, or at the very latest, by Sunday early evening – 24 hours for agenda posting.

Hettick moved and M. Bauman seconded to approve the minutes of the January 3, 2022, meeting. All aye. Motion carried.

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

Pre-Authorized payment – January 16, 2023:

AP Express – fuel - \$757.69; Avera Occupational Medicine – testing fees- \$35.00; City of Roscoe – Dec utilities – \$514.00; Core & Main – supplies - \$35.42; Dale’s Building Supplies – library materials - \$8722.24; FEM Electric – utilities at well - \$88.00; First State Bank of Roscoe – fees - \$10.00; Fischer Repair – supplies - \$42.70; Health Pool of SD – Jan health insurance - \$778.06; Roscoe Trustworthy Hardware – supplies - \$63.97; SD One Call – locates - \$9.45; SD Retirement System – January retirement - \$370.74; SD Unemployment Insurance – 4th quarter unemployment - \$9.13; Transource Truck & Equipment – supplies - \$136.94; VISA – software - \$584.65; WEB Water – Dec water - \$2989.36; EFTPS –WHT, SS, & Med. Tax - \$2576.60;

January 16, 2023, Payroll: FO – \$790.14; Hwy & Streets – \$1080.35; Water Dept.- \$135.04; Sewer Dept - \$135.06.

February 1, 2023, payroll: Board –\$571.45; FO – \$918.76; Hwy & Streets – \$969.97; Water Dept.- \$121.24; Sewer Dept - \$121.24; snow removal - \$174.39; utilities – cell phone reimbursement - \$50.00.

February 1 & 6, 2022, bills:

AP Express – fuel – \$378.44; Bantz, Gosch, & Cremer – legal services - \$138.25; City of Roscoe – January utilities - \$540.40; Dahme Construction – pay #18 - \$34,158.16; Dept of Health – water testing - \$15.00; FEM Electric – utilities at well - \$150.00; Gibson Publishing – January minutes, help ad - \$116.07; Hawkins – cylinder fee - \$20.00; Health Pool of SD – Feb health insurance - \$778.06 Helms & Associates – Jan administration fees - \$510.00; John Deere Financial – supplies - \$7.80; Montana Dakota Utilities – utilities - \$2433.28; Riteway – checks & postcards - \$335.21; Roscoe Trustworthy Hardware – supplies - \$103.97; Transource Truck & Equipment – supplies - \$1387.47; US Bank – loan payment - \$22,561.18; Venture Communications – phone service & internet - \$241.23.

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

There were no public comments.

Hettick moved and Lehr seconded to defer approval of the change order #3 from Dahme Construction until some questions have been answered about it. All aye. Motion carried.

D. Bauman moved and Hettick seconded to approve the following building permit. All aye. Motion carried.

Hoerner Farms, LLC (Kevin and Wendy Hoerner)	Lot 6; Block 3; Basfords Addition	Remodeling/updating house
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Jim Fonder reported to the Board:

- Oil leak on payloader has been fixed. Engine issue on the payloader is being looked at. It is possibly the alternator as it isn't charging enough. Suggested to put in a new one. Fonder will also look into if the batteries are good or if one/both are bad.
- Bids to be put out for gravel.

Updated personnel policy was given to the board and City employees. D. Bauman moved and Lehr seconded to amend policy for pay when having to work on a holiday. Employees who have to work on a holiday will receive holiday pay and double pay for hours worked. All aye. Motion carried.

Policy is now final, and employees/board members will sign that they have read and understand the policy.

FO Nicole Bauman reported to the Board:

- She has not received anything for the District 6 meeting. Will update board once she knows more.
- The 2022 inventory is done and on file at the City Office.
- A new website is being worked on as Venture Communications is no longer providing website services. Still some technical kinks to work out.
- Annual report for 2022 is done. An audit is needed for grant requirements with the water/sewer project, and general revenue threshold. Bauman will look into hiring audit services.
- A survey was conducted about office hours. Small response given, but majority agreed that some afternoon hours would be nice. Hettick made a motion to add Monday afternoons, starting in March, to the original work week of FO Bauman. If that Monday is a holiday, then the following Tuesday will be all day. M Bauman recused himself from further discussion/voting due to conflict of interest. Lehr seconded the motion. Three (3) votes aye, with D. Bauman abstaining from voting and M. Bauman recusing himself. Motion carried.
- FO Bauman brought up some ideas for changes made to the City Office
 - o Taking out cabinets and replacing them with shelves
 - o Creating her office in the back room area and installing a counter window in wall
 - o Buy the next door bank building back to remodel and create office areas and meeting area for board.

All suggestions are being looked into.

The City Office will be closed Monday, February 20th. for Presidents' Day.

The next regular meeting is Monday, March 6, 2023, @ 7:30 pm. Equalization meeting will be Monday, March 20, 2023, @7:30 pm.

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

Leland Treichel
President

Attest:

Nicole Bauman
Finance Officer

Published once at the total approximate cost of_____.