

City Board Proceedings
May 6, 2024
7:30 P.M.

The Roscoe City Trustee Board met in regular session in the City Office with President Treichel presiding. Members present were M. Bauman, D. Bauman, Lehr, and Hettick. Others present: Nathan Miller and Tracy Treichel.

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

Treichel moved and M. Bauman seconded to approve the minutes of the April 1, 2024, meeting. All aye. Motion carried.

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

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

Pre-Authorized Payments:

April 16, 2024, payroll: FO – \$1079.06; Hwy & Streets – \$1695.62; Water Dept.- \$211.95; Sewer Dept - \$211.95; Dump - \$36.79; utilities - \$50.00.

April 16, 2024, bills:

AP Express – supplies - \$639.52; City of Roscoe – utilities - \$666.70; FEM Electric – utilities - \$150.00; First State Bank of Roscoe – fees - \$10.00; Fischer Repair – supplies - \$590.94; Rock Tuff – supplies/equipment - \$2350.00; Roscoe Trustworthy Hardware – supplies - \$247.40; SD One Call – locates -\$2.10; SD Retirement System – April retirement - \$1085.36; SDRS-SRP – retirement - \$250.00; SD Unemployment – 1st quarter ins. - \$19.70; VISA – supplies/fees - \$125.57; WEB Water – March water - \$3680.29; EFTPS –WHT, SS, & Med. Tax - \$2989.49;

May 1, 2024, payroll: Trustees – \$856.95; FO – 924.62; Hwy & Streets – \$1834.65; Water Dept.- \$229.32; Sewer Dept - \$229.32; Dump - \$42.68; utilities - \$50.00.

May 1 & 6, 2024, bills:

AP Express – supplies - \$294.67;

Bantz, Gosch, & Cremer – legal services - \$1494.80; City of Roscoe – utilities – \$665.20; Dept of Health – water testing -\$30.00; FEM Electric – utilities - \$150.00; Gibson Publishing – April minutes, annual report - \$162.09; Hawkins – supplies - \$10.00; Health Pool of SD – May health insurance - \$2532.60; Helms & Associates – fees - \$13,140.00; Montana Dakota Utilities – utilities - \$2036.92; North Central Rental & Leasing – payloader rental - \$3850.00; Roscoe Trustworthy Hardware – supplies - \$192.31; Sanitation Products – supplies -\$1243.10; Share Corporation – supplies -\$311.41; Schurrs – supplies - \$13.50; SDRS-SLP – retirement - \$250.00; US Bank – loan payments - \$27,719.54; Venture Communications – utilities- \$266.94;

WEB Water – April water - \$3715.99; Wiedrich Construction – fees -\$10,791.85.

M. Bauman moved and Treichel seconded to convene to the reorganization meeting. All aye. Motion carried.

7:40 pm The Roscoe City Trustee Board met as the reorganizational meeting.

The Oath of Office was administered to Andrew Lehr, and same was signed.

Lehr nominated Leland Treichel as President of the Board for one year. D. Bauman moved to cease nominations and Hettick seconded that motion. All aye. Motion carried.

Hettick nominated Andrew Lehr as Vice-President of the Board for one year. D. Bauman moved to cease nominations and M. Bauman seconded. All Aye. Motion carried.

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

M. Bauman moved and Lehr seconded to approve the appointments to the various board departments. All aye. Motion carried.

Water & Sewer Commissioners & Sanitation Supervisors: Dee Bauman & Andrew Lehr

Street Commissioners: Dale Hettick

Public Safety & Park Supervisor: Michael Bauman

City Property Supervisor: Dale Hettick

Building Official: Dale Hettick & Leland Treichel

Discussion was held on the rate sheet. Lehr proposed the change of mowing fees to be \$250/hour. Charges from other cities were discussed and how often the city has to mow yards due to the occupant or property owner not doing it. M. Bauman moved to change the mowing rate to \$250/hour with a minimum of one hour. Lehr seconded the motion. Four ayes with one nay by D. Bauman. Motion carried.

The rest of the rate sheet was discussed. The charge for cleaning up yards was discussed and decided to increase. D. Bauman made the motion to change the rate for yard cleaning to \$75/hour per employee, with a minimum of one hour. Lehr seconded the motion. 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.

Lehr moved and Treichel seconded to designate the Edmunds County Tribune as the official newspaper. All aye. Motion carried.

No one was there to share any public comments, but FO Bauman had someone stop in her office to ask about drainage issues around town. Discussion was held about looking into the issue.

The rental payloader has been sent back. The new John Deere payloader that the Board is purchasing has been delivered to Aberdeen. They are working on finishing up the specifications for it before delivering.

Nathan Miller reported to the Board:

- Drag was purchased and has been working great.
- D. Bauman asked about electrical camper posts are park and wood chips in playground area.
- Lien Transportation has been out to pick up concrete from the dump.

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

D. Bauman moved and Lehr seconded to approve the 2024 peddlers license for Mary and Martha food truck. Motion carried.

The ball field bathrooms and storage building were discussed. D. Bauman moved and Lehr seconded to approve not doing the grant as had been discussed. All aye. Motion carried. Bids for the building need to go out, with hope that some of the work can be started this fall, and continue this spring before the next baseball/softball season starts. D. Bauman moved to put out bids for the facility based on the specifications that had been discussed. M. Bauman seconded. All aye. Motion carried.

Specifications for a new city office building was discussed. Treichel shared with the Board that after talking with HKG out of Aberdeen, a ground compaction test was recommended for the area in which the Board is looking at building. There had been a building there once before and want to make sure that a future building doesn't settle. More information is needed.

The personnel policy was discussed. Changes include adjusting the hours for a full-time employee versus a part-time employee, and deleting the "immediate supervisor and department head" from the policy, as there aren't those positions. Lehr moved and D. Bauman seconded to approve these changes. All aye. Motion carried. A new policy will be printed for every employee to read and sign about.

FO Bauman reported to the Board:

- It has been brought up to her about the City looking into a daycare center as finding daycare in Roscoe has been an issue.
- An audit for the 2023 financial year has been scheduled for June with Cahill Bauer and Associates.
- Code enforcement update was given.

The next regular meeting is Monday, June 3, 2024, @ 7:30 pm.

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

Attest: Nicole Bauman
Finance Officer

Leland Treichel
President

Published once at the total approximate cost of _____.