

City Board Proceedings
November 6, 2023
7:30 P.M.

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

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

D. Bauman moved and Treichel seconded to approve the minutes of the October 2 and 16, 2023, meetings. All aye. Motion carried.

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

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

Pre-Authorized October 16, 2023 Bills:

AP Express – supplies – \$299.93; City of Roscoe – utilities - \$738.90; FEM Electric – utilities - \$470.00; First State Bank – fees - \$10.00; FP Mailing Solutions – postage - \$600.00; JRB, LLC – prof. fees - \$633.67; Rock Tuff – supplies – \$46.78; Roscoe Trustworthy Hardware – supplies - \$253.80; SD One Call – locates - \$24.15; SDRS – October retirement - \$706.48; SDRS-SRP – supplemental retirement - \$250.00; Visa – supplies - \$748.35; WEB Water – September water – \$1660.36; EFTPS – withholdings - \$1417.65; Kassi Colyer – refund - \$50.75; Jark/Worlie Auction – street sweeper - \$35,000.00.

October 16, 2023, payroll: FO – \$941.76; Hwy & Streets – \$1417.22; Water Dept.- \$154.79; Sewer Dept - \$154.79; utilities – cell phone - \$50.00.

November 1, 2023, payroll: Board – \$1033.20; FO – \$1114.27; Hwy & Streets – \$1367.65; Water Dept.- \$151.19; Sewer Dept - \$151.19; utilities – cell phone - \$50.00.

November 1 & 6, 2023 bills:

AP Express – supplies - \$398.41; Bantz, Gosh, & Cremer – legal services - \$595.23; City of Roscoe – October utilities - \$703.20; Dahme Construction – project fees - \$165,767.64; Department of Health – professional fees - \$300.00; FEM Electric – utilities - \$519.60; Fire Safety First – prof. fees - \$78.00; Gibson Publishing – October minutes, ad, notice - \$184.53; Hanson’s Inc – curb stop repair - \$2589.03; Hawkins – cylinder fee - \$10.00; Health Pool of SD – November health insurance - \$1556.12; Helms & Associates – project fees - \$220.00; Helms & Associates – prof. fees - \$20750.00; Innovative Office Solution – supplies - \$264.33; John Deere Financial – supplies - \$101.42; Montana Dakota Utilities – utilities - \$1813.40; Roscoe Trustworthy Hardware – supplies - \$283.31; SDRS-SRP – supplemental retirement - \$250.00; SD State Treasurer – sales tax - \$0.17; US Bank – loan payments - \$252,123.35; Venture Communications – phone service & internet - \$258.57; WEB Water – October water - \$1549.24.

There were no public comments.

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

Jim and Bernita Flannery	Lots 9-10, Block 7, Original Plat	Put in a 14' x 24' shed
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Treichel moved and M. Bauman seconded to approve the 2024 liquor license applications for American Legion Post #259 (Retail liquor) and Ricky’s Restaurant & Lounge (Retail and package liquor). Motion carried.

Hettick moved and M. Bauman seconded to approve the 2024 renewal of health insurance through Health Pool of South Dakota for Jim Fonder and Nathan Miller. The increase in premium was 8.5%, or \$66.14, for a new monthly premium of \$844.20. All aye. Motion carried.

Nathan Miller spoke with the Board on various topics:

- Hydrant at mini park needs work. Hydrants have been ordered.
- Gate valve on Morgan Street for main line has been seeping. That valve and well/tower valves were exercised to see if it will stop.
- A few more curb stops are on the list to be fixed.
- Treichel moved and M. Bauman seconded to purchase valve exerciser from Core & Main, from the quoted price of \$10,284.38. All aye. Motion carried.

FO Bauman and President Treichel updated the Board on the lead line inventory that DANR is having done. They want to have every water system inventoried for service lines that may be lead. Service lines are the lines running to each property for water service. There are no main lines that are lead, as that had been mandated to replace those back in the late 1980’s. More information will be available for property owners on how to check if you have lead service lines.

FO Bauman is to check prices on jackets for maintenance employees.

FO Bauman updated the Board for code enforcement. She gave them a timeline provided by city attorney Justin Scott on how long the process takes with a court order for ordinance violations. Board in agreement to move forward.

FO Bauman shared with the Board some information she obtained about timeclocks and online software. A new timeclock, the same type that we already have, would be about \$600.00. New cards are \$14.00 for 100 cards. Through the same company, if we wanted to move to an online system, a time clock would run from \$600-700, with a support fee of about \$75.00/year, and the online component would be \$350.00/year. Bauman also shared that Banyon does have a timeclock module that we could purchase as well, but that many cities that have been using Banyon are going away from it to a different software company, so it might be something to look into for the future.

The 2024 insurance renewal packet is in, if any of the Board members want to look at it to see if any valuations should be changed.

Hettick moved and M. Bauman seconded to approve the second reading of Ordinance #386: Supplemental Ordinance. All aye, Motion carried.

Office/shop to be closed for the holidays on Friday, November 10, and Thursday, November 23, 2023.

The next regular meeting is Monday, December 4, 2023, @ 7:30 pm.

Rabies clinic will be held December 8th, from 11 am to 1 pm at the City Shop.

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

Leland Treichel
President

Attest:

Nicole Bauman
Finance Officer

Published once at the total approximate cost of_____.