

City Board Proceedings
September 5, 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, M. Bauman, and D. Bauman. Others present: Brandon Smid and Nathan Miller.

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

Lehr moved and M. Bauman seconded to approve the minutes of the August 7, 2023, meeting. All aye. Motion carried.

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

Pre-Authorized payment – August 16, 2023:

Doug Jones Trucking – aggr-lime - \$3525.00; First State Bank – ACH fee - \$10.00; Ryans’s Candy – envelops - \$125.00; SDML – conference - \$205.00; SDRS – August retirement - \$1177.24; SDRS-SRP – August second half supplemental retirement - \$250.00; Visa – postage - \$8.56; EFTPS – withholdings - \$3182.98;

August 16, 2023, payroll: FO – \$1117.47; Hwy & Streets – \$1754.80; Water Dept.- \$128.06; Sewer Dept - \$128.07; Rubble Site - \$28.83; mosquitoes - \$24.37; Park – \$391.16.

September 1, 2023, payroll: Board –\$571.45; FO – \$1013.64; Hwy & Streets – \$1326.25; Water Dept.- \$99.67; Sewer Dept - \$99.68; Rubble Site - \$106.34; Park – \$540.38; mosquitoes - \$107.86; utilities – cell phone - \$50.00.

September 5, 2023, bills:

Bantz, Gosh, & Cremer – legal services - \$1498.02; City of Roscoe – August water/sewer - \$639.65; Dale’s Building Supplies – supplies - \$1047.08; DANR – permit fee - \$250.00; Doug Jones Trucking – aggr-lime - \$1806.00; Edmunds County Sheriff’s Dept. – notice - \$79.20; FEM Electric – August east well - \$398.80; Gibson Publishing – August minutes - \$105.37; Hawkins – cylinder fee - \$10.00; Health Pool of SD –September health insurance - \$778.06; Hub City Handyman – library - \$5186.70; John Deere Financial – supplies - \$73.56; Lien Transportation – hot mix - \$4562.37; Montana Dakota Utilities – utilities - \$1390.44; SD State Treasurer – sales tax - \$2.81; SDRS-SRP – supplemental retirement - \$250.00; Transource Truck & Equipment – payloader repair - \$40,248.00; USPS – box rent - \$82.00; Van Diest Supply Company – mosquito chemical - \$842.63; Venture Communications – phone service & internet - \$257.72.

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

There were no public comments.

Lehr moved and M. Bauman seconded to approve the following building permits. All aye. Motion carried.

Brian & Dawn Malsam	Lot 1 Malsam Addition SW1/4 NW1/4 Sec 30 123N 70W	Build home
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Global Harvest Foods	Lots 1-12, Block 10, Lennox Addition	Install concrete pads at loading docks; 45'x30'x4" and 30'x20'x4"
Dale & Lori Hettick	Lots 6-11, Block 10, Morgans Addition	Replace siding, windows, & deck

Brandon Smid with Helms & Associates spoke with the board about a proposal for installing water and sewer mains for a new property. Original proposal came to a total cost for the City at \$170,000. Lehr moved and Treichel seconded to remove 3 separate line-item costs, and to have Brandon present a new quote after some additional investigation on City sewer lines. All aye. Motion carried.

Gate valves were discussed. The old ones that had not been part of the water project will need to be looked at and probably replaced. Board asked Nathan to work on checking the valves and get prices for a valve exerciser.

Curb stops were also discussed. If the water line on the street was not replaced during the project, then the curb stop at each property was not replaced. City ordinances state that the homeowner is responsible for the maintenance of the curb stop, but Board would like to see them all fixed. Will look into changing ordinance and fixing curb stops that do not work.

Nathan Miller met with the Board:

- the brown dump truck's engine is not working properly. The cost of a new one and to be able to even find an engine is not really cost effective for the age of the truck. Nathan is to look into costs for a dump trailer, and the board will discuss what to do about dump truck.

- the payloader has been fixed and returned. Had one time of fuel system problem, but nothing since. Will continue to monitor.

- the riding lawn mower needs new bags already. The cost of the bags is high, and when bagging lawn clippings, it is time consuming for how much is done. Nathan provided a price for a dump bagging system. Lehr moved and D. Bauman seconded to approve the purchase of the dump bagger system for the mower. All aye. Motion carried.

Free Fall Clean up days were discussed. Board agreed to do the whole month of October and to have a roll-off garbage brought in.

It had been asked if additional street lights could be looked into. Board did not think additional ones were needed.

An update was given on code enforcement. Some letters have been sent out and dates for completion are being documented to continue to follow up. More letters will be sent for other issues.

FO Nicole Bauman reported to the Board:

- There is a food truck that has been coming to Roscoe. They have a peddler's license from the City, but Roscoe does not have anything specific for food trucks. FO Bauman will look into updating city ordinances to include food trucks.
- FO Bauman presented her plan for adjustment of Roscoe funds. Plans include:
 - o Closing savings account and moving the money to the checking account

- Closing the 6 month and 12 month CDs we already have, and opening news: two (2) 12 month CDs with \$500,000 each at 4%, and two (2) 6 month CDs with \$100,000 each at 3%.
- In the project checking account, only keep enough in it to pay off small sewer loan, and City's portion of project payments (roughly \$686,000). Checking will be closed after all payments have been made in November.
- Transfer enough to SD FIT account to equal \$385,000 in the account
- Decrease High Yield Mondy Market account down to \$100,000.

M. Bauman moved and D. Bauman seconded to approve the plan.

- FO Bauman updated the board on surcharges and water rates. Roscoe will be paying off the small sewer loan in November, removing the \$5.10 surcharge from everyone's bill. The \$45.50 surcharge will be decreased down to \$40.00 come January, when new rates will be started. A new rate is still being worked on to better fit Roscoe's needs.
- The 2022 audit report draft has been delivered for the board to review. Concerns include no segregation of financials, as FO Bauman is the only employee to handle everything, and fixed asset reporting.
- Employee shirts and equipment decal mockups were looked at and agreed upon. FO Bauman will get prices and order.

Hettick moved and D. Bauman seconded to approve Resolution 2023-8; 2024 Wages. All aye. Motion carried.

Resolution 2023-8

WHEREAS, the wages of the Trustee Board President, Board Members, Full-time Maintenance Man, Second full-time Maintenance Man, and the Finance Officer are set by resolution and are to become effective January 1, 2024.

NOW THEREFORE, BE IT RESOLVED, that the salary of the President shall be: base pay of \$200 per month; regular, special, and equalization meetings - \$130 each. If the President is gone for the meeting, the presiding officer receives \$10 extra for the meeting. Trustee board members shall receive \$130 per meeting for regular, special, and equalization meetings. Full time Maintenance Man shall be paid \$26.08 per hour. Also, that the City shall pay for full single health insurance premium and reimbursement of cell phone at the rate of \$50.00 a month. Second Full-time Maintenance Man shall be paid \$20.09 per hour, along with full single health insurance premium. Finance Officer shall be paid \$21.92 per hour. Vacation and sick leave to be stated in the Personnel Policies on file in the Finance Officer's Office.

Passed: September 5, 2023

Effective: January 1, 2024

Leland Treichel, President

Attest:

Nicole Bauman, Finance Officer

Treichel moved and Hettick seconded to approve the second reading of Ordinance #385: 2024 Appropriations. All aye. Motion carried.

M. Bauman moved and Lehr seconded to approve Resolution 2023-9; Contingency Transfer. All aye. Motion carried.

RESOLUTION 2023-9

TRANSFER FROM CONTINGENCY FUND

WHEREAS, insufficient appropriation was made in the 2023 adopted budget for the following departments to discharge just obligations of said appropriations; and

WHEREAS SDCL 9-21-6.1 provides that transfers be made by resolution of the board from the contingency appropriations established pursuant to SDCL 9-21-6.1 to other appropriations;

THREFORE BE IT RESOLVED that the appropriation be transferred from the contingency budget to the following department budgets:

100-465.3-426 Promoting the City - Supplies	\$13,953.00
100-419.2-432 General Government - Building	<u>\$6,047.00</u>
	\$20,000.00

Leland Treichel, President

Attest: Nicole Bauman
Finance Officer

M. Bauman moved and D. Bauman seconded to approve the easement resolution 2023-10 Global Harvest Foods. All aye. Motion carried.

RESOLUTION

WHEREAS, GHF Roscoe LLC is the owner of Lot 4 First Railroad Addition, Block 10, Lennox Addition to the City of Roscoe, Edmunds County of South Dakota (“GHF Property”) and;

WHEREAS, a concrete driveway pad will encroach on the adjoining city street alley right of way, namely W. Morgan Ave. running east and west on the north side of the GHF Property in the area of N. Richmond St.

WHEREAS, an easement adjoining the north side of the GHF Property is required to permit the encroachment of the concrete driveway pad, which will at current grade, on the road right-of-way, and

WHEREAS, such an easement will not interfere with the public’s right of way, on, over or across W. Morgan Ave. or N. Richmond St.;

THEREFORE, Be It Resolved that a permanent easement be granted to GHF Roscoe LLC, as owner and their successors in interest, to a strip of land up to 20 feet wide more or less on the north side of Lot 4 First Railroad Addition, Block 10, Lennox Addition to the City of Roscoe, Edmunds County of South Dakota, as presently platted to permit said encroachment of such concrete driving pad thereon.

President, City of Roscoe, SD

Attest, Finance Officer

New business/other concerns: M. Bauman asked if street fixing/asphalt work would still be done this year, as he could help if Nathan would need it. There may be too many other items that need to get done this summer/fall so repairs may need to wait until spring.

Treichel moved and Lehr seconded to go into executive session, starting at 9:28 pm. All aye. Motion carried.

Treichel moved and D. Bauman seconded to end executive session at 9:37 pm.
All aye. Motion carried.

The next regular meeting is Monday, October 2, 2023, @ 7:30 pm.

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_____.