

City of Colton

City Council

Regular monthly meeting

Agenda

Date: 10/17/2023

Time: 7:00 pm

Location: City Hall (309 E 4th St, Colton, SD, 57018)

- 1) Call to order / Roll call
- 2) Open comments [The opportunity for anyone not listed on the agenda to speak to the council, speaking times will be limited to three (3) minutes. No action will be taken on questions or items, not on the agenda.]
 - a) Michele Van Leur requested a status update on a complaint previously submitted for 109 W 5th St. This was tabled from last month's meeting.
- 3) Public hearing(s):
 - a) Public hearing notice for the City's 4th Street Utilities Improvements project
- 4) Reports/Other business:
 - a) Sophie Johnson – SECOG – Grant status update
 - b) Engineering report – Moving to Phase 4 & Phase 5 of water project
 - c) 2024 Law Enforcement Service Contract
 - d) Fire Department
 - e) Sheriff's report
 - f) Utilizing Banyon modules for direct deposit/ACH in payroll and Utility Billing
- 5) Ordinances, resolutions, policies, motions:
 - a) Mikayla Fraser, Finance Officer, Oath of Office
 - b) Mikayla Fraser appointed as the authorized agent for the South Dakota retirement system
 - c) Council to fill out W4's
 - d) Monthly utilities to be set up on monthly autopay
- 6) Approve Agenda
- 7) Approve Meeting minutes – September 28, 2023
- 8) Approve Financials
- 9) Approve Claims
- 10) Adjourn

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Regular meeting minutes

Date: 10/17/2023

- 1) **Call to order / Roll call.** At 7:04 pm the meeting was called to order by Mayor Bunde in the Colton City Hall. Answering roll call were Foster Chas, Evans Tyler, Hulscher Joe, Wochnick Matthew, and Mayor Bunde. Amundson Riley and Lyon Julie were absent with cause. City staff present were Public Works Superintendent Pedersen and City Administrator/Finance Officer Fraser.
- 2) **Open Comments.** Michele Van Leur requested a status update on a complaint previously submitted for 109 W 5th St. This was tabled from last month's meeting. The council agreed to send a letter to the property owner. The council will defer the contents of the letter to the Planning and Zoning Committee.
- 3) **Public Hearing.** Public hearing notice for the City's 4th Street Utilities Improvements project was published in the Minnehaha Messenger on Friday, October 20, 2023.
- 4) **Reports/Other Business.** Public Works Superintendent Pedersen discussed quotes for fall street sweeping, waterline curb stop installation for City Hall, and payment for patchwork done on Main Street by Katzer Concrete. The council tabled this for November's meeting.
- 5) **Ordinances, resolutions, policies, and motions.** Mikayla Fraser swore the Oath of Officer for Finance Officer/City Administrator for the City of Colton. A motion was made by Hulscher and seconded by Foster. Mikayla Fraser was appointed as the authorized agent for the South Dakota Retirement System. A motion was made by Hulscher and seconded by Wochnick. Each member of the council was given a 2023 W4 form to fill out and return to the finance officer at the November 13th meeting. Monthly utilities to be set up on direct debit ACH was tabled with claims until the November 13th meeting.
- 6) **Approve Agenda.** A motion was made by Hulscher to approve the current agenda and seconded by Foster. Discussions included a public time limit per topic to assist with sticking to the agenda and limiting side conversations. Suggestions to have public time at the beginning and end of the meeting and ask our attorney for clarification on verbiage. A public comment sign-up sheet, the agenda, and the packet are to be posted one week prior to the next meeting. Adding a link to the agenda for the next meeting to Facebook, posting on the city's website, and a physical copy next to the utility billing lockbox at City Hall.
- 7) **Approve meeting minutes.** A motion was made by Hulscher to approve the minutes for September 28, 2023. The motion was seconded by Foster. Motion passed with all members voting aye.
- 8) **Approve Claims.** September and October claims were tabled to November 13th, due to the finance officer change at the end of September.
- 9) **Adjourn.** A motion was made by Foster to adjourn and was seconded by Evans. The meeting was adjourned at 9:03 P.M.

Mikayla Fraser
Finance Officer
City of Colton