

AGENDA

MONTROSE CITY COUNCIL MEETING

JUNE 10TH 6:00 PM COMMUNITY CENTER

PLEDGE OF ALLEGIANCE

CALL TO ORDER - Roll Call

RULES OF DECORUM

APPROVAL OF AGENDA

APPROVAL OF MINUTES – MAY 13th Meeting Minutes

SPECIAL TOPICS:

- Jackie Jandl – City Cleanup efforts
- Trace Vosburg – building permit inquiry
- Camp Hosts – Firewood

OLD BUSINESS

- City Punch List
- Housing Grant Updates
 - Recommended contract drawn up for 10% citizen match

NEW BUSINESS

- Sherriff Monthly Report Review
- Council seat appointments
- Election Updates, Q/A

DEPARTMENT REPORTS

- Maintenance:
 - New mower needed
 - Other updates
- Finance Office:
 - Gordon Property Special Assessment – Vegetation Nuisance
 - Tax Exempt for public organizations
 - SDPAA Annual Insurance Declaration Invoice and Coverage Review
 - Loss Control Survey
 - Montrose Media Policy
 - Safety Manual for Montrose
 - AED for city/pool
 - Loan/Debt review
 - Building Permits violations
 - Property: 304 W Clark St
 - Property: 1210 S Lynn Ave
 - End of Month Campground Revenue / Pool Breakdown
 - End of Month Bank Account Balances-Reconciliation – **PRINTOUT**
 - 2026 Budget Handout to Council for review

PAY VOUCHERS - **PRINTOUT**

HEARING OF THOSE PRESENT

- Limited to two minutes; No motions on these topics can be made. Not legal to make any motions because not on the agenda.

EXECUTIVE SESSION

- Personnel

ADJOURN (NOTE: The agenda cannot be changed within 24 hours of the Council meeting.)

City of Montrose
Resolution 2022-005
Set Meeting Decorum Policy

WHEREAS, the City of Montrose has determined the need to set the following Policy for Meeting Decorum. In support of and respect for an open, fair and informed decision-making process, the City Council recognize that:

WHEREAS Civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and

WHEREAS Uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.

WHEREAS In an effort to preserve the intent of open government and maintain a positive environment for citizen input and Council decision-making, the following Rules of Decorum have been established.

Compliance with these rules is expected and appreciated. The Rules of Decorum will be included in the agenda and will be referenced at the beginning of each council meeting and council work session by the presiding officer. A written list of the Rules of Decorum will also be printed and mounted upon the walls of the Council Chambers and the Committee Room.

Therefore, it be resolved that:

- * The Mayor serves as the presiding officer of the Council, the Council President serves in the Mayor's absence.
- * Citizens must be recognized by the presiding officer prior to speaking.
- * Citizens may speak only to the matter for which is being discussed and, in the case of public hearings, those matters which have been advertised and placed on the council meeting agenda.
- * In an effort to accommodate all who wish to address council at a council meeting during the Public Hearing of Those Present, while preserving a reasonable and efficient meeting schedule, each speaker will have a specified amount of time to deliver comments. Comments will be timed by the Finance Officer or designee. Speakers are expected to cease comments immediately upon end-time. Citizens will be allowed to speak for up to 2 minutes.
- * Speakers will conduct themselves in a civil and respectful manner at all times.
- * Speakers will address the presiding officer.
- * Questions to council members or city staff will be facilitated by the presiding officer.
- * Speakers will state their name and address.
- * Speakers will make an effort to speak clearly.
- * Speakers will make an effort to speak succinctly.
- * Speakers will not interrupt members of the City Council nor City Staff
- * Speakers will refrain from the use of obscene language, "fighting words" likely to incite violence from the individual(s) to whom the words are addressed, or other language which is disruptive to the orderly and fair progress of discussion at the meeting.
- * Speakers will refrain from making comments of a personal nature regarding others.
- * Name-calling and/or obscenity is forbidden.
- * Shouting, yelling or screaming is forbidden.

*Council meeting attendees (audience) will refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.

*Council attendees (audience) should refrain from private conversation during meetings.

*Council attendees (audience) should come and go as necessary from meeting space in the least disruptive manner as possible.

*Council attendees (audience) should not interrupt or speak without being recognized by the presiding officer.

*No campaign placards, banners, or signs will be permitted in the meeting room. Other signage is permitted except signs which violate the Rules of Decorum or that block the view of other attendees.

*Exhibits, displays, and visual aids used in connection with presentations to the City Council are permitted.

It is the intent of council to maintain order and enforce Rules of Decorum for its meetings.

Disregard of these rules will be met with the following consequences:

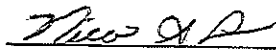
1. The presiding officer will identify out loud the out-of-compliance behavior and request for the behavior to stop.
2. The presiding officer, Finance Officer or designee will read out loud the relevant "rule of decorum."
3. The speaker will be asked to stop the out-of-compliance behavior.
4. If the behavior continues, the offending individual or party will be asked to leave.
5. If the offending individual does not leave, he or she will be escorted out of the building by a police officer.

All other municipal or state laws and enforcements will apply.


BE IT RESOLVED the City of Montrose hereby authorizes this Meeting Decorum Policy to take effect immediately, due to the extreme disruptions at the previous council meeting.

Passed and Adopted this 8th day of November, 2022.

ATTEST:



Nicole Siemonsma
Finance Officer


Justin Hageman
City of Montrose Mayor

Adopted: November 8th 2022

Published: 11-17-22 \$69.79

Effective: December 7th, 2022

MONTROSE CITY COUNCIL MEETING
UN-APPROVED MINUTES –May 13th, 2025

On **May 13th, 2025**, the Montrose City Council Meeting took place at the Community Center. *The Pledge of Allegiance* was recited. Mayor Susan Painter called the meeting to order at 6:03pm. **Roll Call:** Council members: Hanisch, Vogel, and Scheff Binder were present. Council Binder arrived at 6:09pm. Finance Officer Siemonsma present. Maintenance Hanisch present. City residents present. Quorum present. Rules of Decorum stated by Painter.

Action 25-064

Moved by council Scheff, seconded by council Vogel for approval of Agenda. **Roll Call:** All favored no opposition. Motion carried.

Action 25-065

Moved by council Vogel, seconded by council Scheff for approval of the April 8th meeting minutes. **Roll Call:** All favored no opposition. Motion carried.

SPECIAL TOPICS:

Citizen Kappenman has submitted a rezone application to the city council to zone Lot#1 C.F. Addition from an Industrial zone to a Residential zone for future development. 2nd Reading of Ordinance No. 2025-002 Amendment of the Official Zoning Map was presented to the city council for a vote.

Action 25-066

Moved by council Vogel, seconded by council Scheff, for approval of the 2nd Reading of Ordinance No. 2025-002 Amendment of the Official Zoning Map, Lot 1, C.F. Addition Rezone request from an Industrial District to a Residential District. **Roll Call:** All favored no opposition. Motion carried.

Action 25-067

Moved by council Scheff, seconded by council Vogel, for approval of a Conditional Use Permit for citizen Kappenman for property 110 N 1st Ave for Multi-Family Housing Units to be built in the future. **Roll Call:** All favored no opposition. Motion carried.

Council Scheff discussed an opportunity brought forward by the Sons of the American Legion and the Busy Bees to replace the City of Montrose welcome sign on Hwy 38. Future plans include fundraising.

Citizen Gordon asked about closing the street on the east side of the legion for a block; from main street to the corner by the Methodist church for a group from school that is looking to host a fun day in Montrose with various activities this summer on August 9th. The council members agreed to this request.

Action 25-068

Moved by council Vogel, seconded by council Scheff, for approval of the street closure on August 9th east of the Methodist church from Walker Street to Main street for Fun Day Festival activities. **Roll Call:** All favored no opposition. Motion carried.

Action 25-069

Moved by council Binder, seconded by council Scheff, for approval of 1st and Final reading of Resolution No. 2025-005 Plat of Lot 11A and Lot 11B of Horstman Addition Subdivision request for property: 1311 S Lynn Ave. **Roll Call:** All favored no opposition. Motion carried.

OLD BUSINESS:

City Punch List reviewed by City Council. Scoreboard installation at softball field discussed. FEMA funds discussed. Pickle ball posts/nets purchase discussed. Picnic table purchase for campground discussed.

Action 25-070

Moved by council Binder, seconded by council Vogel, for approval to purchase the pickle ball posts and nets for citizen Hahn. **Roll Call:** All favored no opposition. Motion carried.

Action 25-071

Moved by council Hanisch, seconded by council Binder, for approval to purchase 8 to 12 picnic tables for the campground with the FEMA funds to replace the lost tables. **Roll Call:** All favored no opposition. Motion carried.

NEW BUSINESS:

Sheriff Reports reviewed.

DEPARTMENT REPORTS

Maintenance Hanisch discussed the replacement of a cracked water meter base for property: 401 N 2nd Avenue.

Hanisch is waiting on parts to finish the softball mens partition project.

Hanisch is going to fix the waterline leak in the softball field.

Hanisch is working on fixing the sand filter in the large chlorinator building and plans on having the pool ready for opening day on May 24th.

FO asked the council team to think about possible persons to fill a planning/zoning seat for a 5 year term, as Brookes term expires in July of 2025. Cliff Hallem recommended Beau Batcher as a possible interested person.

Action 25-072

Moved by council Hanisch, seconded by council Scheff, for approval of the Pool Aerobics Waivers for both adult and minors. **Roll Call:** All favored no opposition. Motion carried.

Action 25-073

Moved by council Binder, seconded by council Hanisch, in acceptance of SECOG's agreement for VOTER WARD Redistricting. **Roll Call:** All favored no opposition. Motion carried.

2025 Election board members are: Judy Christensen, Cindy Christensen, and JoAnn Thompson.

Public Notice of Voter Registration Deadline: June 2nd, 5:00pm

Public Notice of City of Montrose Election: June 17th, 2025 – Montrose Community Center – 7am to 7pm.

Action 25-074

Moved by council Vogel, seconded by council Binder for approval to pay the election workers a flat fee of \$200 for the June 17th election day for the city and to pay the county \$40 each election board worker for the necessary training. The city will also provide and pay for lunch on the election day for the 3 election board members. **Roll Call:** All favored no opposition. Motion carried.

Action 25-075

Moved by council Binder, seconded by council Hanisch, to have a special meeting on June 19th, 2025 at 7pm in the community center to canvass votes after the election. **Roll Call:** All favored no opposition. Motion carried.

End of month Campground Revenue reviewed by council.

End of month bank account balances reviewed by council.

MAY VOUCHERS:

PAID Between Meetings

029545e	FEDERAL TAX PAYMENT	4/11/25	\$1,389.42	Payroll Taxes
029547e	FEDERAL TAX PAYMENT	4/25/25	\$567.71	Payroll Taxes
029549e	FEDERAL TAX PAYMENT	5/9/25	\$893.44	Payroll Taxes
30629	A & B BUSINESS	4/16/25	\$122.31	New Copier contract startup fee
00026e	CAMPSPOT	5/6/25	\$90.00	Camp Reservation Fees
30631	CITY OF SF	5/1/25	\$43.50	BacT Water Samples Quarterly Bill
00027e	CLOVER CONNECT	5/6/25	\$56.84	ACH Card Fees for Campground
30622	JOSH HANISCH	4/9/25	\$49.00	Fuel Reimbursement for SF run-supplies
30632	MENARDS	5/1/25	\$1,582.08	Pool; Campground; Parks/Rec season startup
029546e	PETTY CASH	4/10/25	\$500.00	Pool cash boxes
30633	SD 811	5/1/25	\$2.10	Locate Fees
29548e	SD DOR	5/7/25	\$217.21	Monthly Garbage Tax Reporting
30637	SD RETIREMENT SYSTEM	5/5/25	\$699.54	Monthly Reporting
30627	SUNDEL, DAVID	4/9/25	\$200.00	UB Deposit Reimbursement
30634	THE SECURITY STATE BANK	5/1/25	\$1,099.45	Ofc; Camp; Pool; Parks/Rec; Election; Postage; Maps
30635	US BANK, N.A.	5/1/25	\$6,259.62	Loans: DW2; CW4

PAID at Council Meeting

30638	A&B BUSINESS	5/13/25	\$236.29	Monthly IT Service; Printer Contract
30660	ADDY DISPOSAL	5/13/25	\$3,478.00	Monthly Garbage Fee
30639	BADGER METER	5/13/25	\$60.89	Monthly cellular/network fees
30640	CITY OF MONTROSE	5/13/25	\$18.10	Monthly UB Bill
30641	CITY OF SIOUX FALLS	5/13/25	\$26.37	BacT Water Sample Monthly Bill
30642	DELL RAPIDS LAW FIRM	5/13/25	\$66.00	Lawyer Fees
30643	GOLDEN WEST	5/13/25	\$214.50	Monthly Office Phone Bill

30644	HAWKINS	5/13/25	\$2,603.97	Pool Chemicals
30645	KINGBROOK RURAL WATER	5/13/25	\$3,538.60	Monthly Water Purchase-Usage
30646	MC&R POOLS	5/13/25	\$407.14	Pool repair supplies/chemicals
30647	MCCOOK CO. AUDITOR	5/13/25	\$1,733.50	Monthly Sheriff Fee
30648	MCCOOK CO. EMS, INC.	5/13/25	\$762.06	Monthly Ambulance Fee
30649	MCLEODS PRINTING	5/13/25	\$96.13	Election Supplies
30650	MENARDS	5/13/25	\$120.45	Pool Chems; Camp Bathhouse Cleaning Supplies
30651	MIDAMERICAN ENERGY	5/13/25	\$228.83	Prior month Usage
30652	MONTROSE GAS PLUS	5/13/25	\$147.21	Fuel for City Equip
30653	NEW CENTURY PRESS	5/13/25	\$129.27	Public Notices (3); Mtg Minutes
30654	PFEIFER IMPLEMENT	5/13/25	\$95.99	Lawnmower Blades
30655	PUTHOFF REPAIR	5/13/25	\$289.68	SKID attachments
30656	SD DOR	5/13/25	\$150.00	My Place Café Liquor License
30657	SOUTHEASTERN ELECTRIC COOP	5/13/25	\$2,111.17	Monthly Electric Bill
30658	STURDEVANTS AUTO PARTS	5/13/25	\$164.25	Mower, Truck, Dies Equip Maint
30659	THE SECURITY STATE BANK	5/13/25	\$143.93	Pool Concessions; BacT Sample Ship
	TOTAL PAID:		\$30,594.55	

Payroll

	City Council Members		\$5,250.00	Quarterly Payment-Paid in April
	Finance Officer		\$4,240.00	2 pay periods - April
	Certified Operator Temp.		\$100.00	Monthly Payment
	Maintenance Technician		\$1,634.47	2 pay periods - April
	TOTAL SALARIES:		\$11,224.47	
	GRAND TOTAL:		\$41,819.02	

Action 25-076

Moved by council Hanisch, seconded by council Scheff for approval of bills paid between meetings and bills paid at council meeting.

Roll Call: All favored no opposition. Motion carried.

Hearing of those present: none

Action 25-077

Moved by council Vogel, seconded by council Hanisch to **Adjourn** at 7:14pm. **Roll Call:** All favored no opposition. Motion carried.

Attest: _____
Nicole Siemonsma
Finance Officer

City Mayor or Council President

Published once at the approximate cost of: _____

Publish Date: _____

SPECIAL TOPICS

ZONING GUIDE FOR CITIZENS

BUILDING A STAND-ALONE GARAGE?

NEEDS:

BUILDING PERMIT: Must be obtained through City Hall during business hours. Work must not begin until a permit is authorized and signed by a zoning committee member.

BUILDING PERMIT TYPE: REGULAR PERMIT+CONDITIONAL USE PERMIT

LOCATION: Lot Setbacks from Property Lines:

Garage must be located 10 Ft. or more from the Main/Primary Building.

Garages shall not Occupy more than 30% of the Rear Yard.

Front yard Setback=25 ft.

Rear yard Setback=7 ft.

Side yard Setback=7 ft.

Alleyway Setback=20 ft.

Exterior Wall Materials:

Brick

Concrete Composite Board

Artificial or Natural Stone

Exterior grade, Natural or Composite Wood

Stucco

Residential Lap Siding made of Vinyl, Steel or Aluminum

Steel: (2) colors of Wainscoting required.

NEW BUILD Garage specifications:

Building needs to include a Service Door and an Overhead Door.

Building Height: MAX height=12 ft, MIN height=8 ft – **Anything different must be approved by the Zoning Committee through a Conditional Use Permit.**

Siding: No visible fasteners allowed-no screws

Post Frame or Stick Built only

Pitch: Shall not be less than 1 foot for Rise, for each 4 feet of Horizontal Run.

Roof: Must Overhang the Exterior Walls of the building no less than 2 feet.

Gutters: Must be installed of Sufficient Design to control Water Runoff.

Roof Material: Must be material utilized on Residential Structures.

Foundation: Applies to Garage being *MOVED IN* and *NEW BUILDS*:

Foundation must be structurally anchored to a permanent foundation that meets local, state and/or international codes.

Garage must not be used for dwelling purposes.

Stop Order:

Authorized Official able to serve a "STOP ORDER NOTICE" to the home owner when the work being done is contrary to the provisions of the Zoning Ordinances. Such persons shall stop the work until authorization is given to continue.

CAR PORT
Vosburg

OLD BUSINESS

CITY FUNDLIST ITEMS

CITY OF MONTROSE, SD

NEED:	BID AMOUNT	Actual Spent	COMPANY/SERVICE	Notes:
POOL NEEDS				
Animal Removal (1) West restroom				DONE →
Resthouse window replacement Mens				DONE →
New diving board install				DONE →
BASEBALL FIELD NEEDS				
Plywood partition for women's toilet				
Plywood door for partition-womens toilet				
Storage building soffit repair				
Door replacements				
Agilityline Order to be placed				DONE →
SOFTBALL FIELD NEEDS				
Bathroom Partitions NEED INSTALL	\$4,895.00	\$4,895	Partitions Plus, Inc.	DONE →
INSTALL New Scoreboard	\$3,000.00			COST ESTIMATE; Hanging; Electrical
Agilityline Order to be placed				DONE →
CAMPGROUND NEEDS				
Way finding signs NEED INSTALL		\$949.85		Ordered posts
New Dump station sign install				Ordered posts
Picnic Tables for Campground (10)				Arrived June 10, 2025
Watch to be ordered for playground				DONE →
TREE DUMP NEEDS				
Install new dump sign				DONE →
Basketball/Tennis Court (Volleyball Pit)				
Install Pickleball posts/nets				Posts here June 2025
Volleyball Pit				DONE →
STREET REPAIRS				
Fema Repairs / Chip Seal				FEMA \$\$
WATER TOWER SHED				
Building integrity repair				Growing Water Fund
SEWER PONDS				
Windmill Aeration setup / chrome				DONE →

HMGP GRANT 2025

APPLICANTS: 212 S 1st AVE (BALL)

211 E CLARK ST. (MOON)

APPLICATIONS SUBMITTED MAY 29TH, 2025

PENDING ACCEPTANCE

NEW BUSINESS

City of Montrose
May 2025 Law Enforcement Report

Hours

Contract Hours Per Week	10
Average Per Day	1.43
Days in Month of <u>May</u>	31
Hours Required for Month	44.29
Hours Worked by McCook County Sheriff's Office	90.75

Contacts

911 Hang-Up	0
Accident	0
Alarm	0
Animal Complaint	6
Assist	5
Bar Checks	0
Burglary	0
Child Abuse	0
CHINS	0
Disturbance	0
Domestic Assault	0
DUI	0
Intentional Damage	0
Investigations	1
Mental Health	0
Missing Persons	0
Motorist Assist	0
Other	4
Protection Order	0
School Patrol	3
Theft	0
Transport	0
Traffic Stops	10
Warnings Issued	10
Citations Issued	0
Warrants	0
Welfare Check	0

*Speeding - 2w
Equipment - 3w
Other - 5w*

Date Prepared: 6/03/2024

City of COUNTY
May 2025 Law Enforcement Report

Hours

Contract Hours Per Week	
Average Per Day	
Days in Month of <u>May</u>	31
Hours Required for Month	0.00
Hours Worked by McCook County Sheriff's Office	

Contacts

911 Hang-Up	0
Accident	6
Alarm	0
Animal Complaint	5
Assist	5
Bar Checks	0
Burglary	0
Child Abuse	0
CHINS	2
Disturbance	1
Domestic Assault	1
DUI	0
Intentional Damage	0
Investigations	1
Mental Health	2
Missing Persons	0
Motorist Assist	4
Other	32
Protection Order	0
School Patrol	0
Theft	1
Transport	2
Traffic Stops	34
Warnings Issued	21
Citations Issued	9
Warrants	1
Welfare Check	3

Date Prepared: 6/2/2025

City of Bridgewater
May 2025 Law Enforcement Report

Hours

Contract Hours Per Week	15
Average Per Day	2.14
Days in Month of <u>May</u>	31
Hours Required for Month	66.43
Hours Worked by McCook County Sheriff's Office	116.55

Contacts

911 Hang-Up	0
Accident	0
Alarm	0
Animal Complaint	0
Assist	0
Bar Checks	0
Burglary	0
Child Abuse	0
CHINS	4
Disturbance	0
Domestic Assault	0
DUI	1
Intentional Damage	0
Investigations	0
Mental Health	0
Missing Persons	0
Motorist Assist	0
Other	1
Protection Order	0
School Patrol	3
Theft	1
Transport	0
Traffic Stops	5
Warnings Issued	4
Citations Issued	1
Warrants	0
Welfare Check	0

*Speeding - 10
Other - 30*

Date Prepared: 6/2/2025

City of Canistota
May 2025 Law Enforcement Report

Hours

Contract Hours Per Week	30
Average Per Day	4.29
Days in Month of <u>May</u>	31
Hours Required for Month	132.86
Hours Worked by McCook County Sheriff's Office	230.50

Contacts

911 Hang-Up	0
Accident	0
Alarm	0
Animal Complaint	0
Assist	0
Bar Checks	0
Burglary	0
Child Abuse	1
CHINS	2
Disturbance	0
Domestic Assault	0
DUI	0
Intentional Damage	0
Investigations	4
Mental Health	0
Missing Persons	0
Motorist Assist	1
Other	1
Protection Order	0
School Patrol	11
Theft	0
Transport	0
Traffic Stops	9
Warnings Issued	8
Citations Issued	1
Warrants	0
Welfare Check	1

*Speeding - 3w
Equipment - 1w
Other - 4w
 - 1c*

Date Prepared: 6/2/2025

City of Salem
May 2025 Law Enforcement Report

Hours

Contract Hours Per Week	52
Average Per Day	7.43
Days in Month of <u>May</u>	31
Hours Required for Month	230.29
Hours Worked by McCook County Sheriff's Office	327.15

Contacts

911 Hang-Up	0
Accident	1
Alarm	5
Animal Complaint	3
Assist	4
Bar Checks	0
Burglary	0
Child Abuse	0
CHINS	0
Disturbance	4
Domestic Assault	1
DUI	1
Intentional Damage	0
Investigations	6
Mental Health	0
Missing Persons	0
Motorist Assist	1
Other	17
Protection Order	0
School Patrol	10
Theft	0
Transport	0
Traffic Stops	27
Warnings Issued	21
Citations Issued	3
Warrants	0
Welfare Check	1

*Speeding - 10w
Equipment - 2c
Alcohol - 1c
Other - 3w*

Date Prepared: 6/2/2025

City of Spencer
May 2025 Law Enforcement Report

Hours

Contract Hours Per Week	2.5
Average Per Day	0.36
Days in Month of <u>May</u>	31
Hours Required for Month	11.07
Hours Worked by McCook County Sheriff's Office	56.25

Contacts

911 Hang-Up	0
Accident	2
Alarm	0
Animal Complaint	0
Assist	0
Bar Checks	0
Burglary	0
Child Abuse	0
CHINS	0
Disturbance	0
Domestic Assault	0
DUI	0
Intentional Damage	0
Investigations	0
Mental Health	0
Missing Persons	0
Motorist Assist	0
Other	0
Protection Order	0
School Patrol	0
Theft	0
Transport	0
Traffic Stops	0
Warnings Issued	0
Citations Issued	0
Warrants	0
Welfare Check	0

Date Prepared: 6/2/2025

2024/2025

City of Montrose Appointments and Terms

Mayor –

Susan Painter	ELECTED 2 YR TERM BY PETITION	June 13 th , 2023 Expires June 2025
	APPOINTED AS MAYER	

Council –

Ward 2:

Jasen Hanisch	APPOINTED June 5 th , 2024	Expires June 2025
Justin Scheff	APPOINTED June 5 th , 2024	Expires June 2025

Ward 1:

Nick Vogel	APPOINTED June 5 th , 2024	Expires June 2025
Alex Binder	APPOINTED June 5 th , 2024	Expires June 2025

Council President/VP – Appointed Each July

President – Alex Binder	APPOINTED July 9 th , 2024	Expires July 2025
Vice-President – Nick Vogel	APPOINTED July 9 th , 2024	Expires July 2025

Commissioners – Appointed Each July

Utilities – Alex Binder - Appointed
Parks & Recreation – Nick Vogel; Jasen Hanisch - Appointed
Finance – Susie Painter - Appointed
Streets – Nick Vogel; Jasen Hanisch - Appointed

City Attorney – Appointed each January

Dean Hammer 605-428-5444 (Appointed December 11, 2018)

Newspaper – Appointed each January

The Special – New Century Press

Depository – Appointed each January

Security State Bank in Montrose

Planning and Zoning Commission – (5) Year Term-Municipal Ordinance Title 9

Cliff Hallem	- 605-212-7029	Expires June 2028
Tim Brookes	- 605-323-7316	Expires June 2025
Brian Kappenman	- 605-201-4397	Expires June 2026

Zoning Administrator – Appointed Each July

Cliff Hallem	Expires June 2025
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Maintenance

Josh Hanisch

Finance Officer

Nicole Siemonsma

OFFICIAL MUNICIPAL ELECTION BALLOT
MONTRÖSE, SOUTH DAKOTA
JUNE 17, 2025

ELECTED AT LARGE

To vote use a cross (X) or a check mark (✓) in the square in front of the name. DO NOT cast more votes than are allowed in each race.

For Mayor, 2 Year Term, you may vote for one or leave it blank

☐ Jon Garrett

☐ Susan Painter

OFFICIAL MUNICIPAL ELECTION BALLOT
MONTRÖSE, SOUTH DAKOTA
JUNE 17, 2025

ELECTED AT LARGE

To vote use a cross (X) or a check mark (✓) in the square in front of the name. DO NOT cast more votes than are allowed in each race.

For Mayor, 2 Year Term, you may vote for one or leave it blank

☒ Jon Garrett

☐ Susan Painter

DEPARTMENT REPORTS

Gordon, Bob

NOTICE TO PROPERTY OWNERS

**On behalf of the
Montrose City Council, we want
all city residents to be aware
of Vegetation Nuisance Ordinances
Chapter 3.0110**

Each landowner or property owner within city limits is responsible to cut and/or destroy all noxious weeds and keep grasses mowed. Each owner shall not allow plant growth of any sort to render the streets, alleys or public ways adjoining said land unsafe for public travel or in any manner so as to impede pedestrian or vehicular traffic upon any public place or way.

Notice to abate as well as costs accrued for properties who are in violation of this Ordinance will be applied as a special assessment to their property.

If there are any questions regarding Montrose City Ordinances, please contact city hall during normal business hours.

Nicole Siemonsma

Finance Officer

Published (2) Twice: April 10th and April 17th, 2025.

Published twice at the approximate cost of _____.



SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE

MAIN OFFICE
PO Box 91348
Sioux Falls, SD 57106

PHONE: 605.224.8654 Option 2
TOLL FREE: 800.658.3633 Option 2

Invoice # 30469

Invoice Date: 4/25/2024
Due Date: 5/25/2024

City of Montrose
Attn: Nicole Siemonsma, Finance Officer
PO Box 97
Montrose, SD 57048-0097

2024

Please return one copy of invoice with payment.

===== SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE =====

Current Payment Plan: Annual

Coverage	Effective Date	Amount
General Liability	5/05/2024	\$3,242.24
Auto Liability	5/05/2024	\$535.21
Auto Damage	5/05/2024	\$315.00
Property	5/05/2024	\$9,997.63
Equipment Breakdown	5/05/2024	\$161.15
Coverage Total		\$14,251.23

2024 DISTRIBUTION		\$491.19
Renewal Credit	\$122.80	
Loss Control Credit	\$368.39	
Loss Ratio Credit	\$0.00	
Invoice Total		\$13,760.04

Please make checks payable to:

South Dakota Public Assurance Alliance (SDPAA)
208 Island Dr.
Ft. Pierre, SD 57532

Thank you

Coverage is not bound until payment is received. We reserve the right to revoke coverage retroactively if payment is not received within 60 days of the due date.



SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE

MAIN OFFICE
PO Box 91348
Sioux Falls, SD 57106

PHONE: 605.224.8654 Option 2
TOLL FREE: 800.658.3633 Option 2

Invoice # 31500-4221

Invoice Date: 5/13/2025
Due Date: 6/12/2025

City of Montrose
Attn: Nicole Siemonsma, Finance Officer
PO Box 97
Montrose, SD 57048-0097

2025

Please return one copy of invoice with payment.

===== SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE =====

Current Payment Plan: Annual

Coverage	Effective Date	Amount
General Liability <i>Council Members</i>	5/05/2025	\$4,258.03
Auto Liability	5/05/2025	\$553.35
Auto Damage	5/05/2025	\$180.00
Property	5/05/2025	\$9,378.50
Equipment Breakdown	5/05/2025	\$209.59
Coverage Total		\$14,579.47

2025 DISTRIBUTION		\$215.56
Renewal Credit	\$53.90	
Loss Control Credit	\$161.66	
Loss Ratio Credit	\$0.00	
Invoice Total		\$14,363.91

Please make checks payable to:

South Dakota Public Assurance Alliance
PO Box 5186
Sioux Falls, SD 57117

Thank you

Coverage is not bound until payment is received. We reserve the right to revoke coverage retroactively if payment is not received within 60 days of the due date.

South Dakota Public Assurance Alliance

City of Montrose

General Liability Breakdown

Effective Date: 5/5/2025 Through 5/5/2026

Description	Amount
General Expenditures	3,726.32
Sewer Department	489.01
Waterworks	7.42
Swimming Pool	26.21
Liquor Liability	9.07
Total	\$4,258.03

Automobile Liability Breakdown

Effective Date: 5/5/2025 Through 5/5/2026

Description	Num	@ Rate(\$/)	Amount
Private Passenger, Police & Light/Medium Trucks	2	180.07	360.14
Heavy Trucks, Fire, Dump, Ambulance	1	193.21	193.21
Total			\$553.35

South Dakota Public Assurance Alliance

Statement of Values - Buildings & Contents

City of Montrose

Loc. No.	Address GPS	Value Building / Contents	Deductible	Valuation	Occupancy	Brkdn Building / Contents
2-2	102 E Main	\$378,834	\$500	SV	City Shop	1,323.45
	Montrose SD 43-42.060N, 97-10.991W	\$42,300	SAME			147.77
3-3	101 E. Railroad Rd.	\$190,201	\$500	SV	Pool House	527.11
	Montrose SD 43-42.210N, 97-10.900W	\$107,796	SAME			298.74
3-4	109 E State Street	\$9,976	\$500	SV	Large Pool Chlorinator Building	27.65
	Montrose SD 43-42.205N, 97-10.890W	\$18,170	SAME			50.36
3-16	100 E Railroad St.	\$17,427	\$500	SV	Picnic Shelter & Picnic Tables East of Pool	60.88
	Montrose SD 43-42.212N, 97-10.880W	\$0	SAME			0.00
3-22	100 E Railroad St	\$17,334 \$16,125	\$500	RC	Playground Equipment East of Pool	24.17
	Montrose SD 43-42.310N, 97-10.850W	\$0				0.00
3-24	101 E Railroad St.	\$22,706	\$500	SV	Fencing at Swimming Pool	31.66
	Montrose SD 43-42.210N, 97-10.900W	\$0	SAME			0.00
3-32	206 E Clark St.	\$82,780	\$500	SV	Campground Picnic Shelter, Picnic Tables and Shelves	289.19
	Montrose SD 43-42.196N, 57-10.932W	\$0	SAME			0.00
3-33	102 E Railroad St.	\$62,618	\$500	SV	Tennis/Basketball/Volleyball Courts	87.31
	Montrose SD 43-42.207N, 97-10.933W	\$0	SAME			0.00
3-37	100 E Railroad St.	\$3,440 3,200	\$500	RC	Concrete Picnic Table	4.80
	Montrose SD	\$0 0.00				0.00
4-5	Baseball Field Valley Rd	\$60,426	\$500	SV	Baseball Concession Stand & Restroom	167.46
	Montrose SD 43-42.275N, 97-10.690W	\$8,900	SAME			24.66

Statement of Values - Buildings & Contents
City of Montrose

Loc. No.	Address GPS	Value Building / Contents	Deductible	Valuation	Occupancy	Brkdn Building / Contents
4-7	Baseball Field Valley Rd Montrose SD 43-42.288N, 97-10.795W	\$8,138	\$500	SV	Baseball Storage Building	28.43
		\$0	SAME			0.00
4-14	Softball Field East Main Street Montrose SD 43-42.054N, 97-10.890W	\$70,267	\$500	SV	Softball Concession Stand/Restrooms	245.48
		\$9,615	SAME			33.59
4-17	Softball Field East Main Street Montrose SD 43-42.050N, 97-10.990W	\$6,103	\$500	SV	Material Storage Bldg at Softball Field	21.32
		\$0	SAME			0.00
4-18	Softball Field East Main Street Montrose SD 43-42.054N, 97-10.860W	\$13,008	\$500	SV	Picnic Shade Shelter at Softball Field	45.44
		\$0	SAME			0.00
4-19	Softball Field East Main Street Montrose SD 43-42.150N, 97-10.890W	\$11,787 \$10,965	\$500	RC	Two Dugouts at Softball Field	41.18
		\$0				0.00
4-20	Softball Field East Main Street Montrose SD 43-42.054N, 97-10.890W	\$99,636	\$500	SV	Fencing Floodlights & Scoreboard at Softball Field	138.92
		\$0	SAME			0.00
4-21	Softball Field East Main Street Montrose SD 43-42.054N, 97-10.890W	\$39,507	\$500	SV	Playground Equipment West of Softball Field	55.08
		\$0	SAME			0.00
4-25	Baseball Field Valley Road Montrose SD 43-42.260N, 97-10.690W	\$17,009	\$500	SV	Two Dugouts @ Baseball Field	59.42
		\$0	SAME			0.00
4-26	Baseball Field Valley Road Montrose SD 43-42.250N, 97-10.690W	\$159,698	\$500	SV	Fencing, Floodlights & Scoreboard at Baseball Field	222.66
		\$0	SAME			0.00
4-30	Softball Field East Main Street Montrose SD 43-42.075N, 97-10.860W	\$23,113 \$21,500	\$500	RC	3 Set of Portable Bleachers and Picnic Tables at Softball Field	32.23
		\$0				0.00
4-34	Baseball Field Valley Road Montrose SD	\$46,902 \$43,630	\$500	RC	Grandstands & Bleachers	163.85
		\$0				0.00

Statement of Values - Buildings & Contents
City of Montrose

Loc. No.	Address GPS	Value Building / Contents	Deductible	Valuation	Occupancy	Brkdn Building / Contents
4-36	Softball Field East Main St Montrose SD	\$6,128 \$5,700 \$0	\$500	RC	Material Storage Buidling #2	21.41 0.00
5-8	Sewer 610 S 1st Ave Montrose SD 43-41.719N, 97-11.016W	\$111,110 \$0	\$500	SV SAME	Lift Station	246.12 0.00
8-10	Block 3, Lots 11 & 12 Montrose SD 43-42.083N, 97-11.290W	\$511,366 \$475,689 \$0	\$500	RC	Water Tower	1,132.71 1,023.07 0.00
8-11	Block 3, Lots 11 & 12 Montrose SD 43-42.080N, 97-11.790W	\$39,136 \$45,010	\$500	SV SAME	Water Shed	86.69 99.70
9-12	101 W Main Block 6, Lots 17-20 Montrose SD 43-42.075N, 97-11.032W	\$729,383 \$72,551	\$500	SV SAME	Fire Hall, Community Center & City office	2,548.09 253.46
10-13	300 E. Clark Lot 1, of OLK Montrose SD 43-42.202N, 97-10.922W	\$86,808 \$7,848	\$500	SV SAME	Campground Bathhouse	240.57 21.75
12-28	100 E Main St Montrose SD 43-42.095N, 97-11.050W	\$31,478 \$0	\$500	SV SAME	Emergency Warning Siren	43.89 0.00
	Totals	\$2,856,319 \$312,190				

P 4025 (01/01/2022)

Statement of Values - EDP Hardware
City of Montrose

Deductible \$500

No.	Item Description	Serial No.	Limit	Dept	Brk Dn
1	2020 Ricoh IM350F Copier	2975	1,630		4.11
Total			\$1,630		

P 4075 (01/01/2022)

Statement of Values - Mobile Equipment
City of Montrose

Deductible \$500

Valuation ACV

No.	Item Description	Serial No.	Limit	Dept	Brk Dn
1	Unscheduled Misc. Property - \$3500 Max Limit any one ite		13,886		30.84
2	Skid Loader		60,000		133.24
3	Grasshopper 722D2 Tractor		12,299		27.31
4	Ford Tractor Tiger Special mdl LA3146 w/mower	C708596	6,000		13.32
5	2007 Volvo L70E Payloader w/Snowblade, Bucket and Sno		100,000		222.06
6	2021 Kubota Mower		18,705		41.54
7	Cub Cadet 54" Mower		4,000		8.88
Total			\$214,890		

P 5050 (01/01/2022)

Statement of Values - Government Crime Coverage
City of Montrose

Deductible \$0

Item Description	Limit	Breakdown
Enhanced Crime	\$1,000,000	50.00
Total	\$1,000,000	

EC 5075 (1/2017)

Statement of Values - Vehicles

City of Montrose

No.	Year, Make, Model	VIN	New/Stated Cost	Valu- ation	Garaging Address	Benefit Deductible (\$)			Break Down
						SP	Comp	Coll	
1	1991 IHC Dump Truck w/san	5797	\$6,000	ACV	115 E Main	N/C	50	100	60.00
2	2001 Ford F250 Grass Rig T	4986	\$15,500	ACV		N/C	50	100	120.00
Total			\$21,500			(N/C = No Coverage)			

P 6000 (01/01/2022)

City of Montrose
P.O. Box 97
100 W. Main St., Suite A
Montrose, SD 57048

Phone: 605-363-5065

Fax: 605-363-3982

E-mail montrose@goldenwest.net

www.cityofmontrosesd.com

MONTROSE CITY MEDIA POLICY

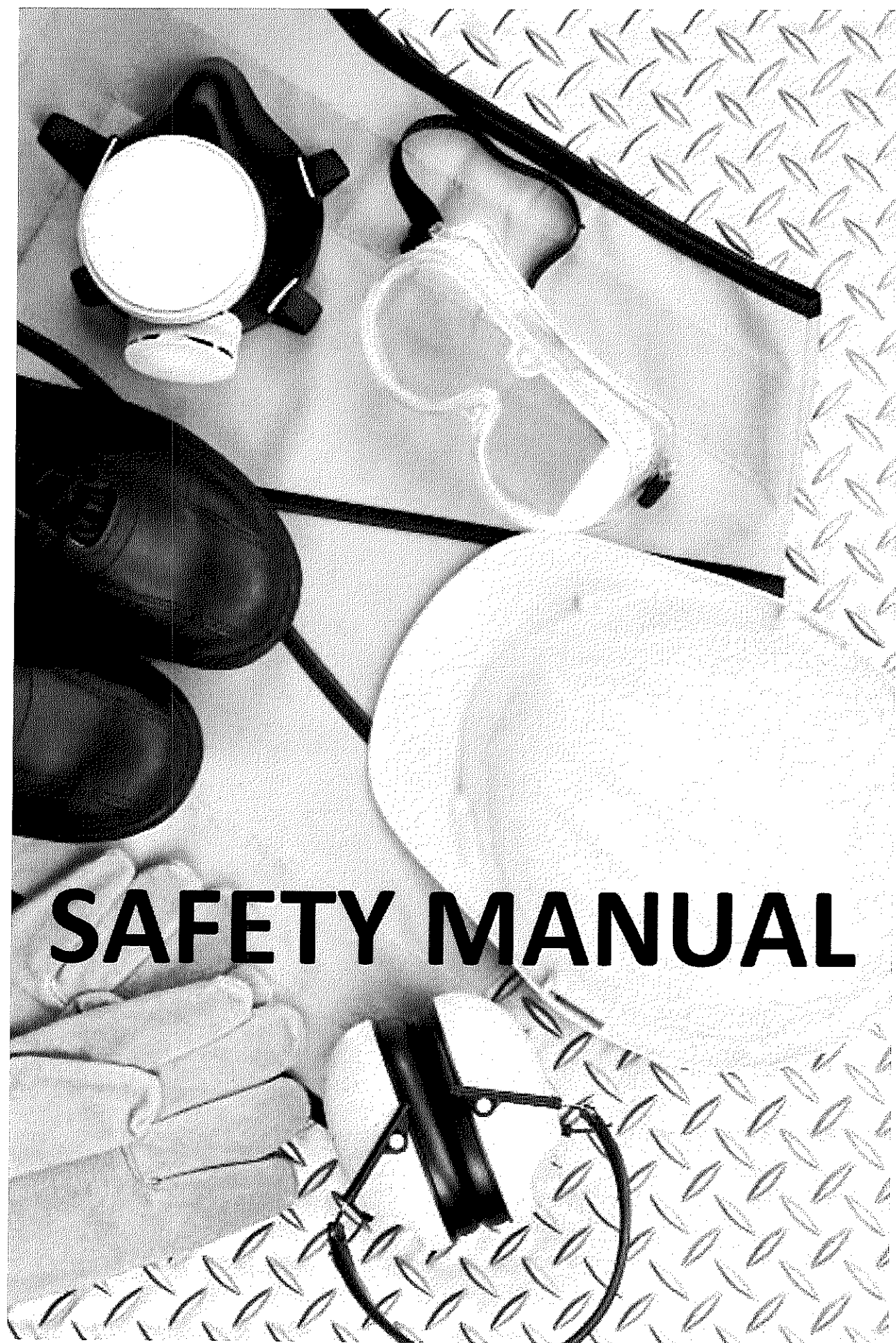
From time to time during the course of service for the city, city office personnel may receive unsolicited contact from representatives of the media including but not limited to newspaper reporters, television and radio reporters, news people, and others. The purpose of this policy is to inform personnel of the proper steps to follow when such contact occurs.

- 1) *One of the four council members* has been designated as the authorized spokesperson for the City of Montrose in the event of communications with the media. Therefore, if the city office receives contact from the media, advise them that city personnel may not comment and refer them to *one of the council members*. *The Finance Officer or city personnel will take a message and have a council member call back the interested person(s).*
- 2) In addition to referring members of the media to a council member, notify the city finance officer immediately of any media contact.
- 3) Media representatives will understand that city personnel will not comment, they will appreciate a referral to someone who may or may not be able to answer their questions.
- 4) When an incident occurs that could give rise to a claim against city employees, please notify everyone that they may receive contact from the media and that they must be aware of and follow this media policy -- e.g. not comment on any occurrence and refer the media to the designated council member contact person.
- 5) Never give into what is a natural urge to be helpful if city personnel is contacted by the media. This policy must be followed and the procedures described herein.
- 6) City staff should be friendly and not defensive or evasive when advising members of the media that city personnel is not able to comment. As noted above, they will understand this position.
- 7) No comment means no comment. Do not explain or discuss any occurrence or event with the media unless you are authorized to do so as the designated spokesperson.
- 8) Keep in mind that whatever you say will be viewed as an official statement on behalf of your employer and your co-workers. This is yet another reason to follow policy, say "no comment", and direct the media representatives to the designated contact person.
- 9) If you are present during Executive session of the council members, where litigation or claims are discussed, keep in mind that executive sessions are privileged, and no record is made of these discussions, and that anyone present is absolutely forbidden to discuss the content of conversations which occur during the course of executive session.

If there are any questions about the application of this policy, please contact the city finance officer or city Mayor.

Revised: 5-29-25





SAFETY MANUAL

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PLEASE NOTE

This safety policy does not include language or guidelines for programs such as: trenching and excavation, confined space entry, respiratory protection, and/or hearing conservation. To request sample policy language for such programs, please contact Safety Benefits, Inc. by calling 1-888-313-0839 or 605-334-9567 or online at www.safety-benefits.com.

Applicability

This program applies to all personnel and resources employed by the City of Montrose, as well as any volunteers.

Safety Policy Statement

Mission

The City of Montrose and its employees will integrate occupational safety and health practices into all activities and related operations planning and decision making to achieve superior health and safety performance.

Policy

The City of Montrose will manage its operations in accordance with our occupational, safety, and health principles and beliefs, in a manner that helps to control risks and protect the environment.

Compliance

All employees are responsible for complying with all rules, policies, and procedures as a condition of employment. Failure to comply with the processes and procedures may lead to disciplinary action.

Incident prevention

Each employee is responsible to create a culture of accident and injury elimination by assisting in the recognition and mitigation of workplace hazards. We strive to effectively learn through investigating injuries, illnesses, and near misses.

General Safety Rules

The following general safety rules have been developed to promote a safe and healthy working environment for all employees. These apply to all work activities.

1. No employee may work while under the influence of alcohol, illegal drugs, or prescription drugs not prescribed to them. No employee may work if the effects of prescription or non-prescription drugs or other substances endangers their health or safety or that of any other person.
2. Inappropriate behavior such as horseplay, fighting, and practical jokes, are dangerous and will not be tolerated.
3. Unsafe conditions in the workplace should be corrected or reported to your supervisor or the Safety Committee.
4. Do not operate any machinery or equipment if it is known to be in an unsafe condition.
5. Machinery and equipment, including vehicles, are only to be operated by qualified persons, and then only when they are adequately trained in the use of the equipment and authorized to operate it.
6. Personal protective equipment (PPE) must be worn when performing duties that require its use to ensure worker safety. Contact your supervisor for guidance.
7. Avoid manual lifting of materials, articles, or objects which are too heavy. Whenever possible, use mechanical lifting devices to move heavy objects.
8. Employees are responsible for reporting to their supervisor if they become sick or injured at work.
9. Employees shall not use unfamiliar tools or equipment without proper instruction and permission from their immediate supervisor. Always use the correct tool for the job; do not improvise.
10. Whenever mobile equipment or vehicles are equipped with seatbelts, the operator and passengers will use the belts whenever the equipment is moving.

**If something looks unsafe, it probably is.
IF YOU ARE IN DOUBT ... ASK!**

Section 1: Safety Training

The objective of safety meetings and briefings is to increase employees' awareness of the hazards associated with all operations. Safety training will be conducted periodically, and these meetings may include:

1. Discussion of new or changed procedures or policies.
2. Discussion of problems or potential problem areas.
3. Classes or videos of maintenance, safety, and occupational health-related nature.
4. General industry safety topics.

We will utilize safety training resources such as in-house experts, private companies, or the South Dakota Municipal League to conduct relevant and interesting training.

New Employee Training: New employees will attend new employee safety training.

Department/Team Training: In addition to new employee training and safety meetings, departments are encouraged to conduct weekly safety training specific to their duties. Examples could be snow removal operations for the street staff or chlorine gas training for water/sewer staff.

All safety training should be documented with a roster and turned into the Finance Officer for tracking and filing.

Section 2: Safety Inspections

Facility Inspections: The Maintenance Supervisor will conduct hazard inspections of all facilities on a regularly scheduled basis. The inspection results will be recorded and given to the appropriate department to eliminate/mitigate the hazards identified. Safety hazards that can be found and corrected will aid in preventing workplace injuries to all employees.

Vehicle inspections: Before operating a vehicle or equipment for the first time each day, the driver must walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under-inflated tires, or any other condition which may create an unsafe situation. It is the driver's responsibility to see that a vehicle is in safe operating condition.

Section 3: Accident and Incident Reporting

In the event of an incident, the employee must contact their immediate supervisor to initiate the reporting process.

Accident/Incident Reporting: ALL ACCIDENTS/INCIDENTS - NO MATTER HOW MINOR - NEED TO BE REPORTED TO THE EMPLOYEE'S SUPERVISOR USING THE ACCIDENT/INCIDENT REPORT FORM.

Near Miss Reporting: Equally important as accident/incident reporting is near-miss reporting. Even though an injury or incident did not occur, it does not mean that one could not occur in the future.

Examples are slipping on ice from a broken gutter or a missing guard on a piece of equipment. If an employee has a near miss or sees a potential safety hazard, notify the supervisor.

Injury Reporting and Procedures: Follow the below procedures for injury reporting.

Minor First Aid Treatment

First aid kits are kept in all departments and vehicles. If you sustain an injury or are involved in an accident requiring minor first aid, treatment follow this procedure:

1. Administer first aid treatment to the injury or wound.
2. If a first aid kit is used, indicate usage on the accident investigation report.
3. Access to a first aid kit is not intended to be a substitute for medical attention.
4. Inform your supervisor so the injury can be evaluated, and a decision made if further treatment is necessary.
5. The supervisor will provide details for the completion of the accident report form.

Non-Emergency Medical Treatment

If you sustain an injury requiring treatment other than first aid:

1. Inform your supervisor.
2. Proceed to a clinic or medical facility to receive treatment. If possible, have a co-worker or supervisor drive you.
3. Provide details for the completion of the First Report of Injury form.

Emergency Medical Treatment

If you sustain a severe injury or you are witnesses to an injury requiring emergency treatment:

1. Call 911 and seek assistance from a co-worker or anyone available in the area. Notify those around you that an emergency exists and solicit help.
2. If you are injured, do not drive; call for help.
3. If you are providing transportation assistance, do not let the injured person drive.
4. If leaving the site to seek treatment, let those around you know that treatment is being sought, and where that treatment is being done.
5. Notify the supervisor/department head, who will assure department procedures are being followed.
6. Provide details for the completion of the accident investigation report.

Report of Unsafe Working Conditions: Employees identifying an unsafe working condition will make every attempt to correct the condition immediately. If the condition cannot be corrected, the employee is to contact their immediate supervisor.

Control of Hazardous Energy (Lockout/Tagout)

The Lockout/Tagout (LOTO) program establishes practices and procedures for the control of hazardous energy. All equipment with the potential for unexpected start-up during routine adjustment or maintenance is subject to the requirements of this program.

Implementation of this procedure shall ensure that all energy sources are completely isolated and locked out before the servicing of equipment. All potential sources of hazardous energy shall be identified before conducting lockout/tagout procedures on equipment.

Workplace Emergencies

Fire Prevention: A suitable fire extinguisher will be located in buildings, primary work vehicles/equipment. Fire extinguishers shall be maintained in fully operational condition and be correctly labeled. A certified professional will inspect fire extinguishers once a year. Fire extinguishers shall carry a durable inspection and recharge date tag. Fire extinguishers will be inspected by department staff monthly and the initials and date of inspection shall be placed on the back of the extinguisher inspection tag.

Smoking: Smoking is prohibited in all buildings. Certain outdoor areas may be designated as no-smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs. Smoking is prohibited in all vehicles and equipment.

Training: The Safety Coordinator shall present basic fire prevention training to all employees upon employment, and shall maintain documentation of the training, which includes:

1. Good housekeeping practices;
2. Proper response and notification in the event of a fire;
3. Instruction on the use of portable fire extinguishers; and
4. Recognition of potential fire hazards.

Emergency Action Plan

Overview

This Emergency Action and Fire Prevention Plans are in place to cover those designated actions employers and employees must take to ensure employee safety during a medical, fire, and other emergencies and steps to take for the prevention of fires within the facility.

Elements

1. The emergency escape route will be conspicuously posted and emergency exits clearly marked. In the event of an emergency requiring the evacuation of the premises, evacuation instructions will be given via the city finance officer.
2. Procedures to account for all employees after emergency evacuation has been completed:
 - a. In the event of an evacuation, all employees will assemble as soon as practical in the *Community Center*.
 - b. Once all employees have congregated at the meeting place, there will be an accounting of employees, to ensure everyone has been evacuated.
3. Preferred means of reporting fires and other emergencies:
 - a. 9-1-1 will be called to notify the Fire Department.
 - b. Any additional emergency numbers will be posted by each telephone.
 - c. The facility supervisor shall advise each employee of his or her responsibility under the plan:
 - Initially when the plan is developed
 - Whenever the employee's responsibilities or designated actions under
 - the plan change
 - Whenever the plan is changed

Fire Emergencies

1. All employees shall be familiar with fire evacuation procedures.
2. A floor plan identifying escape routes and locations of fire extinguishers will be placed conspicuously.
3. Department leadership will discuss fire evacuation procedures as frequently as necessary, but at least once per quarter.

If you discover a fire:

1. Remain calm, and above all, do not jeopardize your own safety.
2. Activate the nearest fire alarm and alert employees in the immediate area about the fire when it is safe to do so.
3. Call the fire department at 9-1-1 if applicable.
4. Remove anyone in immediate danger.
5. Confine the fire by closing windows and doors, as much as possible as you exit.
6. *No employee should attempt to fight a fire that cannot be reasonably fought with a portable fire extinguisher. Employees must exit the facility as soon as possible.*

Evacuation due to Fire

1. If the fire cannot be immediately contained, evacuate the facility. Consider the possibility of toxic fumes or explosions from burning materials and especially from the compressed gas.
2. Stay low when moving through the smoke.
3. When passing through an exit, move quickly away from the exit to avoid creating a bottleneck that slows the escape of others.
4. If you are trapped inside a room, keep the doors closed and seal any cracks with wet towels, if possible.
 - a. Open a window for air and call for help. Do not break the glass unless absolutely necessary (outside smoke could be drawn into the room).
 - b. Do not panic or jump.
 - c. Close as many doors between you and the fire as possible.
5. Do not reenter the building after you have exited but proceed directly to the designated assembly area at the Community Center.
6. Follow the directions of the supervisors present and the emergency personnel at the scene.
7. If someone is missing, do not attempt to reenter the building. Notify the firefighters or emergency personnel at the scene and describe where the person was last seen.

Severe Weather

Severe weather occurs more frequently in the spring and early summer months, although they can occur at any time. Supervisors should pay close attention to weather reports during tornado “season” and be prepared to implement appropriate emergency procedures when notified by local authorities or the sounding of tornado sirens.

If you are inside:

- Proceed to a central hallway in the building, if possible.
- If there is no time, crouch under a desk or table, away from windows or glass dividers.
- Stay away from tall objects, such as file cabinets.

If you are outside:

- Seek shelter if available in a nearby building, if no building is available, seek cover in low-lying depressions away from buildings, trees, telephones, and electric lines.

Personal Protective Equipment

Overview

Supervisors will assess the workplace to determine if hazards are present and identify the appropriate PPE for the job to be performed. Once an assessment is complete, employees will be trained in the selection and use of PPE.

Training

All employees (including supervisors) who use personal protective equipment will be trained in the use of PPE. This training shall include:

- When PPE is necessary
- What types of PPE are necessary
- Limitation of PPE
- Proper care, maintenance, useful life, and disposal of PPE

Employees shall be retrained when:

- There is evidence that the employee is not using the PPE appropriately
- When the required PPE has changed due to operational changes
- When the required PPE has changed

Eye/Face

- Employees shall wear eye/face protection when they are exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, biologic hazards, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- Employees will use only eye protection that complies with ANSI specifications Z87.1-2010 or higher.

Hearing

- When moving a safe distance away from loud noises isn't an option, employees shall wear hearing protection to lower the intensity of sound that enters the ears.

Head

- Employees shall wear head protection when they are exposed to areas where there is a potential for injury from falling objects to the head or when they are exposed to electrical conductors that could contact the head.
- Protective helmets must comply with ANSI Z89.1-1986 or other equipment demonstrated to be equally effective.

Foot

- Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole or where the employee's feet are exposed to electrical hazards. Each department will have its requirements for foot protection and its use.

- Protective footwear must comply with ANSI Z41-1991.
- Refer to Foot Protection program for further guidance.

Hand

- Employees shall wear appropriate hand protection when their hands are exposed to hazards such as those from chemical absorption, severe cuts or lacerations, severe abrasions, chemical burns, thermal burns, and harmful temperature extremes.
- The selection of hand protection will be based on the tasks performed, the conditions present, duration of use, and other potential hazards that may exist.
- When employees are exposed to chemical hazards, the appropriate SDS will be used as the primary means to determine correct hand protection.
- Refer to the Hand Protection program for further guidance.

Hazard Communication Plan

The purpose of the Hazard Communication Standard is to ensure the hazards of all chemicals used in the workplace are evaluated and information concerning these hazards is provided to employers and employees.

The Hazard Communication Plan (HCP) consists of four components:

1. Identification and list of all hazardous chemicals in the workplace.
2. Safety Data Sheets (SDS) for each hazardous chemical listed.
3. Labeling of all hazardous chemicals with chemical name, hazards, and warnings and the manufacturer or importer's name and address, with reference to the appropriate Safety Data Sheet.
4. Training of all employees about the hazardous chemicals in the workplace and the Hazard Communication Plan.

Hazardous Chemicals List

- Each department is responsible for identifying and inventorying all hazardous chemicals within their department. A SDS must be kept for each hazardous chemical.
- A master list will be maintained at all times. New chemicals will be added as they are received, and chemicals no longer inventoried will be removed from the list as they are discarded. A formal inventory and update of the list will be done annually.
- Each hazardous chemical must be cross-referenced to an appropriate Safety Data Sheet.

Safety Data Sheets (SDS)

- SDSs will be available to all employees for each hazardous chemical identified and used. If the employer receives a chemical container labeled as a hazard, an SDS is required.
- A current SDS library will be maintained by each department for all hazardous chemicals identified and listed on the HCL.

Training and Communication

- Before an assignment, each employee who works with or is potentially exposed to hazardous chemicals will receive training on the Hazard Communication Standard and the specific use of applicable hazardous chemicals.
- Before the introduction of new hazardous material or updated hazard, each employee will be trained concerning specific use or handling procedures.

Ladder Safety

Different ladders are necessary for specific uses. For a given task, you must select the right ladder to ensure your safety. Before purchasing a ladder, check with your immediate supervisor for requirements.

Always use three points of contact when using ladders (two feet and one hand in contact with the ladder; one foot and two hands in contact with the ladder).

Never use a defective ladder. Report these to your direct supervisor for repair or disposal.

The safety of ladders must be assessed by the user before each use. Only ladders in good condition are to be used. Unsafe ladders must be marked or tagged as unsafe (e.g.: Do Not Use or Damaged). Supervisors can help determine repair or disposal needs.

Motor Vehicle Use Policy

Responsibilities

Operators are responsible for maintaining their City Vehicle and operating per federal, state, and local laws, safe driving practices, and the minimum requirements of this Policy.

Department heads and supervisors are responsible for notifying affected personnel of the requirements of this Policy.

General Operating Standards

1. Use of a City Vehicle may be revoked, modified, or otherwise changed by a supervisor.
2. Operators must have a valid and appropriate driver's license issued for the class of City Vehicle they operate.
3. Operators are responsible for the safe operating condition of the City Vehicle.
4. Seat belts must be worn by the Operator and all occupants.
5. Except for those positions for which a firearm is issued by the City, carrying firearms in City Vehicles is prohibited. Carrying illegal substances, except in the normal course of work duties, in City Vehicles is prohibited.
6. City Vehicles may not be used for personal reasons.
7. While operating a City Vehicle, Operators shall not: (a) type or read messages on any electronic device; (b) check voicemail messages; (c) or use the internet or social media on any electronic device.
8. The use of cell phones while operating a City Vehicle is prohibited.
9. Tobacco use is prohibited in all City Vehicles.
10. Vehicle engines must be turned off while refueling. Smoking is prohibited within 50 feet of refueling areas.
11. City Vehicles may only be operated by City employees, volunteers, or any other person authorized by the city administrator to operate the vehicle.
12. Only City personnel are allowed to ride in City Vehicles. Other personnel are allowed for business purposes only with the approval of the department head.
13. Operators must not tamper with or disable vehicle safety systems, install enhancing technology, or perform any modification to a City Vehicle without the authorization of the city administrator.

Driving Violations

Any costs associated with tickets, fines, or other penalties incurred for violation of federal, state, or local regulations are the responsibility of the Operator.

Operators must immediately inform their supervisor of:

- any driving violations arising out of the operation of a City Vehicle; and
- all serious violations, license suspension or revocations arising out of the operation of personal vehicles outside of the scope of employment with the City. Serious violations include but are not limited to Driving Under the Influence (DUI), Driving While Intoxicated (DWI), reckless driving, endangering the lives of others, racing, hit, and run, and assault from the operation of a motor vehicle.

Loss of Driving Privileges

City personnel are not permitted to drive a City Vehicle if they do not have a valid driver's license or if the City revokes an Operator's driving privileges of City Vehicles.

Accident and Incident Reporting

If involved in a collision with a City Vehicle, call 911 to report the collision, and immediately notify your supervisor. All collisions occurring within the scope of the Operator's employment, regardless of fault or severity, must be reported.

The Operator should exchange insurance/contact information with the other party. Do not comment upon, provide an opinion about, assume, or admit fault. Never become involved in an argument about the accident.

Vehicle Type and Use Requirements and Restrictions

Employee-Owned Vehicles: Operators using personal vehicles for City business must maintain liability insurance. The City is not responsible for any loss or damage to an employee's vehicle or personal belongings contained in the vehicle and will not pay or reimburse Operators for any such loss, damage, or applicable insurance policy deductible.

Assigned City Vehicles: Employees may be assigned specific City Vehicles for business and commuting purposes. This policy and procedure applies to assigned vehicles, including the requirement that only City personnel are authorized to ride in or operate a City Vehicle.

Responsibility

It is the responsibility of staff and patrons to adhere to this policy. It is the responsibility of the Safety Coordinator or designee to review and update this policy as needed. Any substantive changes must be approved by the City Council.

Enterprise Funds - 2025

	Beginning Balance 01/01/2025	Draw Downs on Loan	Principal Payments	EOY Balance 12/31/2025	Total Interest Payments	Total Loan Payments (P&I)	Surcharge	Surcharge Reserve as of 12/31/2025
3/25/2011 Water Mains/Hydrants/gate valves - DW#1								
\$862,825.00 with \$543,778.00 Principle Forgiveness	\$ 198,837.45		\$ 8,250.00	\$ 190,058.30	\$ 6,396.12	\$ 14,646.12	\$ -	
\$289,047 matures 4/15/2043 (Sewer) 3.0% Int								
Quarterly Payments (January, April, July, October)								
DANR CMLC - Operating Revenue - water surcharges=\$99,944.03								
DANR Revenue divided by P&I = %								
Montrose #1 - C462075-01								
3/29/2019 Drinking Water SRF Revenue Bond - DW#2								
Construction of 90,000 Gal. Standpipe	\$ 172,270.03		\$ 4,640.00	\$ 167,517.36	\$ 3,948.84	\$ 8,588.84	\$ 3.95	
\$187,000 matures 08/15/2051 (Water) 2.25% Int								
Quarterly Payments (February, May, August, November)								
DANR Revenue divided by P&I = %								
Montrose DW-02 - C462075-02								
2012 Clean Water Lagoon Expansion Bond - CW#2								
\$804,000 with \$160,400 Principle Forgiveness	\$ 404,827.57		\$ 17,000.00	\$ 385,585.49	\$ 15,166.04	\$ 32,166.04	\$ 14.70	
\$602,604.34 matures 1/15/2042 (Sewer) 3.25% Int								
Quarterly Payments (January, April, July, October)								
DANR Revenue divided by P&I = %								
Montrose #2 - C461075-02								
1/21/2021 Clean Water Revenue Bond - CW#04								
Wastewater Systemwide Improvements	\$ 348,722.36	\$ -	\$ 8,500.00	\$ 339,610.78	\$ 7,949.64	\$ 16,449.64	\$ 7.50	
\$363,200 matures 2/15/2053 (Sewer) 2.125% Int								
Quarterly Payments (February, May, August, November)								
DANR Revenue divided by P&I = %								
Montrose #4 - C461075-04								
Total Enterprise Funds	\$ 1,124,657.41	\$ -	\$ 38,390.00	\$ 1,082,771.93	\$ 33,460.64	\$ 71,850.64	\$ -	
	\$ 753,549.93	Total Clean Water Loans (Sewer)(2)	\$ 725,196.27	Total Clean Water Loans (Sewer)(2)				
	\$ 371,107.48	Total Drinking Water Loans (2)	\$ 357,575.66	Total Drinking Water Loans (2)				
	\$ 1,124,657.41		\$ 1,082,771.93					
	Beginning of 2025 Debt Amount		End of 2025 Debt Amount					

BUILDING OR MOVING IN A SHED?

NEEDS:

BUILDING PERMIT: must be obtained through City Hall during business hours. Work must not begin until a permit is authorized and signed by a zoning member. If moving in a shed, a moving permit must be obtained before the shed can be moved onto the property.

LOCATION: Lot Setbacks from Property Lines:

Shed must be located 10 feet or more from the principle structure.

Shed shall not occupy more than 30% of the rear yard.

Front yard Setback=60 ft.

Rear yard Setback=7 ft.

Side yard Setback=7 ft.

Alleyway Setback=7 ft.

Exterior Wall Approved Materials:

Brick

Concrete Composite Board

Artificial or Natural Stone

Exterior grade, Natural or Composite Wood

Stucco

Residential Lap Siding made of Vinyl, Steel or Aluminum

Steel: (2) colors of Wainscoting is allowed

New Build Shed specifications:

Maximum size of building= 200 sq. ft.

Building Height: MAX height of shed sidewalls is eight (8) feet – **Anything different must be approved by the Zoning Committee through a Conditional Use Permit.**

Siding: No visible fasteners allowed-no screws

Post Frame or Stick Built only

Pitch: Shall not be less than 1 foot for Rise, for each 4 feet of Horizontal Run.

Roof Material: Must be material utilized on Residential Structures.

Foundation: Applies to Shed being *MOVED IN* and *NEW BUILDS*:

Wood or Masonry shall form a complete enclosure under the exterior walls.

Shed must not be used for dwelling purposes.

Stop Order:

Authorized Official is able to serve a "STOP ORDER NOTICE" to the home owner when the work being done is contrary to the provisions of the Zoning Ordinances. Such persons shall stop the work until authorization is given to continue.

CAMPGROUND REVENUE HISTORY

	2022	2023	2024	2025	2025
ODELL ACCT.	18,000	14,000	10,000		
	(9 SEAS)	(7 SEAS)	(5 SEAS)		(5 SEAS)
SEASONAL CAMP ACCT.		0	0		
SEASONAL DEPOSITS		0	\$750/2025		150
NIGHTLY REVENUE ONLY			bank statement	#Res. in Camp / ARRIVALS REPORT	bank statement
JAN	175	550	518.90	0	2,770.17
FEB	75	500	191.28	0	634.14
MAR	575	175	3,533.37	0	6,919.43
APR	1,225	875	2,422.81	0	4,921.31
MAY	1,093	3150	3,487.16	Site 60 Confirmations	4,848.21
JUN	7,237	4200	4,837.86		
JUL	2,880	3200	5,752.01		
AUG	3,425	2150	5,469.73		
SEP	2,375	2205	2,698.33		
OCT	650	1079	331.49		
NOV	150	0	216		
DEC	220	0	92.38		
Non Seasonal Total:	20,080	18,084.00	28,985.90		20,093.26

2024 Total Revenue: \$38,775.70

revised: 6/05/25

POOL REVENUE SUMMARY

Monthly PASS/Admission DEPOSITS	2025
APRIL	407.41
MAY	1319.02
JUNE	
JULY	
AUGUST	
SEPTEMBER	
Total:	1726.4

Monthly Concession DEPOSITS	2024
APRIL	25
MAY	0
JUNE	
JULY	
AUGUST	
SEPTEMBER	
Total:	25

its Fund Dept Obj Entry

101 General Fund

45110 Swimming Pool

View F

[Account]

Clear

Description	Budget 2025	Total 2025
Wage - Pool Employees	\$23,972.00	\$1,530.36
Wage - Maintenance Tech	\$9,922.00	\$2,644.32
Social Security	\$1,460.00	\$256.07
Medicare	\$378.00	\$59.84
Retirement	\$600.00	\$155.92
Dues & Memberships	\$1,000.00	\$0.00
Repairs & Maintenance	\$5,000.00	\$1,347.81
Supplies & Materials	\$1,000.00	\$711.34
Supplies; Pool Chemicals Cost	\$9,000.00	\$3,025.81
Supplies - Concessions	\$2,500.00	\$1,007.48
Utilities; Golden West	\$200.00	\$37.48
Utilities; Southeastern Electr	\$4,500.00	\$1,374.86
Utilities; Water Usage	\$3,400.00	\$525.96
Other Expenses Donations	\$20,500.00	\$486.50
Buildings	\$0.00	\$0.00
TRANSFER OUT	\$0.00	\$0.00

revised: 6/5/25

2025 General Fund; Money Market Accounts; CD - Overview

Account Name	Account #	Purpose	Opened	Jan. Recon Balance	Feb. Recon Balance	Mar. Recon Balance	Apr. Recon Balance
Checking Account	xxx0164	Operating Fund	x	336,787.96	390,935.16	424,540.54	419,857.55
Water Fund	602	General Fund	x	44,195.15	47,366.52	51,943.60	52,987.90
Sewer Fund	604	General Fund	x	62,706.60	63,009.46	67,450.01	60,731.55
CAMP Account	MMxxx1950	Cmp Dep/Season Dep.	x	92,762.88	93,191.20	99,986.42	104,769.62
ODELL Account	MMxxx1776	Borrow Option	x	192,668.30	192,786.54	192,917.53	193,031.69
Montrose Operations	MMxxx1739	Optional	9/20/2022	185,861.48	260,901.87	261,079.14	261,233.64
Reserve for Equipment	MMxxx1832	Optional	x	45,290.61	45,318.40	45,349.19	45,376.03
Water Fund Savings	MMxxx1997	Savings	3/30/2023	73,569.62	73,614.77	73,664.79	73,708.38
Sewer Fund Savings	MMxxx1973	Savings	3/30/2023	264,800.05	264,962.56	265,142.59	265,299.50
18m CD ODELL	x7010	ODELL Fund	2/22/2019	\$200,000	200,000	200,000	200,000

Account Name	Account #	Purpose	Date Opened	May Recon Balance	Jun. Recon Balance	Jul. Recon Balance	Aug. Recon Balance
Checking Account	xxx0164	Operating Fund	x	469,745.04			
Water Fund	602	General Fund	x	56,191.63			
Sewer Fund	604	General Fund	x	62,043.33			
CAMP Account	MMxxx1950	Cmp Dep/Season Dep.	x	109,180.34			
ODELL Account	MMxxx1776	Borrow Option	x	193,048.61			
Montrose Operations	MMxxx1739	Optional	9/20/2022	261,256.54			
Reserve for Equipment	MMxxx1832	Optional	x	45,380.01			
Water Fund Savings	MMxxx1997	Savings	3/30/2023	73,714.84			
Sewer Fund Savings	MMxxx1973	Savings	3/30/2023	265,322.76			
18m CD ODELL	x7010	ODELL Fund	2/22/2019	\$200,000	200,000	200,000	200,000

Account Name	Account #	Purpose	Date Opened	Sep. Recon Balance	Oct. Recon Balance	Nov. Recon Balance	Dec. Recon Balance	Annual Interest
Checking Account	xxx0164	Operating Fund	x					
Water Fund	602	General Fund	x					
Sewer Fund	604	General Fund	x					
CAMP Account	MMxxx1950	Cmp Dep/Season Dep.	x					
ODELL Account	MMxxx1776	Borrow Option	x					
Montrose Operations	MMxxx1739	Optional	9/20/2022					
Reserve for Equipment	MMxxx1832	Optional	x					
Water Fund Savings	MMxxx1997	Savings	3/30/2023					
Sewer Fund Savings	MMxxx1973	Savings	3/30/2023					
18m CD ODELL	x7010	ODELL Fund	2/22/2019	\$200,000	200,000	200,000	200,000	x

VOUCHERS

JUNE COUNCIL MEETING VOUCHER SUMMARY

PAID Between Meetings

29550e	FEDERAL TAX PAYMENT	5/23/25	\$675.26	Payroll Taxes
29551e	FEDERAL TAX PAYMENT	6/6/25	\$938.80	Payroll Taxes
30664	ARMAGNO, IRMA	5/23/25	\$57.46	UB Deposit Refund
00028e	CLOVER CONNECT	6/4/25	\$190.29	ACH Card Fees for Campground
30661	ORLAND ELECTRIC	5/12/25	\$306.00	Fixed water leak BB field
29552e	SD DOR	6/6/25	\$234.35	Monthly Garbage Tax Reporting
30670	THE SECURITY STATE BANK	6/3/25	\$1,411.10	Certified mailings; OFC Supplies; Pool Pop/Icecream; Pool supplies; election wire cutter; camp sign; Pool dispensers; Emergency light Comm. Center; Mulch for Playgrounds
30665	WICKS, DARREL (KIM KRAMER)	6/2/25	\$8.91	UB Deposit Refund

PAID at Council Meeting

30671	A&B BUSINESS	6/10/25	\$238.98	Monthly IT Service; Printer Contract
30672	ACE HARDWARE	6/10/25	\$53.97	Surge protector; clamps for hanging
30673	ADDY DISPOSAL	6/10/25	\$3,319.00	Monthly Garbage Fee
30674	ANTHEM SPORTS	6/10/25	\$4,709.16	Pickleball Posts/Nets (2)
30675	BADGER METER	6/10/25	\$60.89	Monthly cellular/network fees
30676	BRYAN ROCK PRODUCTS, INC.	6/10/25	\$3,947.72	Ball Field Agrilime
30677	CINDY CHRISTENSEN	6/10/25	\$240.00	Election Board Fee/Election School
30678	CITY OF MONTROSE	6/10/25	\$547.06	Monthly UB Bill
30702	CITY OF SIOUX FALLS	6/10/25	\$26.37	BacT Water Sample
30679	DANR	6/10/25	\$180.00	Drinking Water Membership
30701	EIE ELECTRIC, LLC	6/10/25	\$193.88	Underground Locate SB field
30699	FAST SIGNS	6/10/25	\$3,950.00	Street Banners; Camp Posts
30680	GOLDEN WEST	6/10/25	\$354.48	Monthly Office Phone Bill
30700	HAWKINS, INC	6/10/25	\$1,448.80	Pool Chems
30681	JOANN THOMPSON	6/10/25	\$240.00	Election Board Fee/Election School
30682	JOSH HANISCH	6/10/25	\$37.00	Mulch Pickup Fuel
30683	JUDY CHRISTENSEN	6/10/25	\$240.00	Election Board Fee/Election School
30684	KINGBROOK RURAL WATER	6/10/25	\$5,426.30	Monthly Water Purchase-Usage
30697	HANISCH PROPERTIES & REPAIR	6/10/25	\$200.00	Mini Excavator Rental for Volleyball cleanup
30685	MC&R POOLS	6/10/25	\$208.47	Pool Parts for repairs
30686	MCCOOK CO. AUDITOR	6/10/25	\$1,733.50	Monthly Sheriff Fee
30687	MCCOOK CO. EMS, INC.	6/10/25	\$762.06	Monthly Ambulance Fee
30688	MENARDS	6/10/25	\$92.41	Pool chem room; parks/rec scents
30689	MIDAMERICAN ENERGY	6/10/25	\$78.74	Prior month Usage
30690	MONTROSE GAS PLUS	6/10/25	\$292.43	Fuel for equip
30691	NEW CENTURY PRESS	6/10/25	\$208.94	Conditional Use; Elections; ORD 2025-005; Mtg. Minutes
30692	PUTHOFF REPAIR	6/10/25	\$142.50	Lawnmower wheel (grasshopper)
30693	SDPAA	6/10/25	\$14,363.91	Annual Property/Liability Insurance Premium
30668	SDRS	6/10/25	\$863.48	Monthly Reporting
30694	SF HUMANE SOCIETY	6/10/25	\$87.00	Animal Impoundment
30695	STURDEVANTS AUTO PARTS	6/10/25	\$20.89	Oil Filter
30698	SOUTHEASTERN ELECTRIC COOP	6/10/25	\$3,350.03	Monthly Electric Bill
30696	THE PARK CATALOG	6/10/25	\$11,334.43	Picnic Tables (10)
TOTAL PAID:			\$62,774.57	

Payroll

Finance Officer		\$4,240.00	2 pay periods - May
Park Attendant		\$193.62	2 payperiods - May
Seasonal Mowers		\$456.40	
Certified Operator Temp.		\$100.00	Monthly Payment
Maintenance Technician		\$3,000.54	2 pay periods - May
TOTAL SALARIES:		\$7,990.56	
GRAND TOTAL:		\$70,765.13	