

## AGENDA

### **MONTROSE CITY COUNCIL MEETING**

*JANUARY 9TH 6:00 PM COMMUNITY CENTER*

PLEDGE OF ALLEGIANCE

CALL TO ORDER - Roll Call

RULES OF DECORUM

APPROVAL OF AGENDA

APPROVAL OF MINUTES – 12/12/23 Regular Meeting Minutes

#### **SPECIAL TOPICS:**

- School Board members for Youth program needs discussion
  - Mowing rate; Crowsnest; Scoreboard; Housing Study
- 1<sup>st</sup> Reading; Resolution 2024-003 Field Sponsorship with School Board – approval
- Garage foundations discussion with Zoning Team
- Building Permit Brochures – Secog still reviewing

#### **OLD BUSINESS**

- Ohara Family Donation-Painting the exterior pool
- Twedt construction streets
  - Sealed bids Public Notice Publishing Scheduled
- City Punch List Items Review in Council Packet
- DANR Lead-Line reporting update-in progress
- Skybeam/Rise Broadband Lease Agreement update
  - Broadband Lease Response-email
- 1<sup>st</sup> Reading of Resolution 2024-001 Rates, Fees and Fines
- 1<sup>st</sup> Reading of Ordinance 2024-002 Full Service Restaurant Liquor License
  - Allows On-Sale liquor license for full service restaurant with advertising restrictions and annual revenue reports to be filed with the city.
- Resident Lounsberry
- 1<sup>st</sup> Reading of Ordinance 2024-001 Campground
  - Changes: Campground name; Season ending date; 2 day rentals on Holidays; electric vehicles
- Campground Host Job Description approval
  - Changes to verbiage of opening/closing season dates to include (weather permitting)
  - Requirement of reservation tracking
- Community Center Rental Agreement Form Update – need approval
  - Changes: include electronics (TV)

#### **NEW BUSINESS**

- Sherriff Monthly Report Review
- Council to Establish an Election Date for 2024
  - School election date: June 18th
- Appoint 2 council members to attend the Rural Fire Board Meeting February \_\_\_\_\_
- 1<sup>st</sup> Reading of Resolution 2024-002 Annual Wages
- Montrose City Volunteer List attached for publishing; firefighters; parks/rec
- Policies Review for 2024:
  - 2019 Personnel/Employee Policy, Emergency Action Plan, 2019 Procurement Policy, 2023 Pool Policy, 2023 Seasonal Camping Patron Policy (HARD COPY AT MTG)
- (3) Appointments-Motion needed for:
  - City Attorney, Official Newspaper, Bank Depository with assigned Signers
    - Attorney fees went up from \$200hr to \$220hr for 2024.
- Review of updated OFC Bar Operating Agreement – approval needed
  - Expires March 31<sup>st</sup>, 2024.

#### **DEPARTMENT REPORTS**

- Maintenance: Water disconnect service request (non-shutoff procedure)
  - ORD Title 8.0109 ; Resolution 2024-001=\$100
  - 8x10 garage door for shop
- Finance Office:
  - City Property Inventory Filed with the County Auditor January 2<sup>nd</sup>, 2024.
  - Scheduling Schoenfish for 2 year audit

- End of year Revenue: \$690,409.28
- End of year Expenditure: \$657,885.73
- Safe Deposit Box contents discussion
- End of Month Bank Account Balances for November Reconciliation – **PRINTOUT**
  - ODELL account interest update

**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**

**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:**

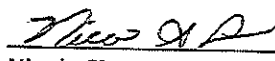
1. The presiding officer will identify out loud the out-of-compliance behavior and request for the behavior to stop.
2. The presiding officer, Finance Officer or designee will read out loud the relevant "rule of decorum."
3. The speaker will be asked to stop the out-of-compliance behavior.
4. If the 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 Hagemann  
City of Montrose Mayor

Adopted: November 8<sup>th</sup> 2022  
Published: 11-17-22 \$69.79  
Effective: December 7<sup>th</sup>, 2022

**MONTROSE CITY COUNCIL MEETING**  
**UN-APPROVED MINUTES –December 12th, 2023**

On **December 12th, 2023**, 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 6:01pm. **Roll Call:** Council members: Hanisch, Vogel, Binder and Scheff were present. Finance Officer Siemonsma present. Maintenance Hanisch present. City residents present. Quorum present. Rules of Decorum stated by Painter.

Action 23-196

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

Action 23-197

Moved by council Hanisch, seconded by council Binder for approval of the November 14th meeting minutes. **Roll Call:** All favored no opposition. Motion carried.

**SPECIAL TOPICS:**

Resident Lounsbery discussed concerns regarding losing campground revenue due to campground operational date changes within the new proposed campground Ordinance. He also expressed concerns regarding the change of mandatory 2 day camp reservations on federal holidays.

Council proposed updated campground Ordinance 2024-001 to the council with changes including: a name change of the campground from Pioneer campground to the Montrose Campground, the camping season operation begin and end dates being May 1<sup>st</sup> through October 1<sup>st</sup>, weather permitting; changes to the verbiage regarding who is responsible for reservations during the season being both the city finance officer and the campground host, and a federal holiday minimum site rental of 2 days.

FO updated the Seasonal Patron policy for verbiage organization purposes and better clarity on fee/deposit expectations.

FO updated the campground host job description to reflect the dates of season operation.

FO proposed reservation templates for campground host to turn in every month for manager tracking and transparency purposes.

Council Vogel proposed a change in the campground Ordinance to reflect a fee outlined in the most current rate resolution for electric vehicle charging, per vehicle, per day.

All changes to seasonal and non-seasonal camping are changes proposed to clear up expectations with customers, provide transparency between the campground host and management, and to protect the city's assets by minimizing weather related risks with freezing pipes.

Ordinance 2024-001 will be the 1<sup>st</sup> reading in the January council meeting. Updated changes to the Campground Host job description will be presented in the January meeting.

Action 23-198

Moved by council Hanisch, seconded by council Vogel, for approval of changes to the Seasonal Camping Patron Policy. **Roll Call:** All favored no opposition. Motion carried.

Resident Cleveland brought forward a written complaint regarding property: 409 S Church street burning of large trees within city limits. Council members asked the FO to send the property owner a letter notification of the ordinance violation.

Discussion of possibility of service reimbursement for the zoning committee. Zoning team needs to be present to discuss further if interested. Reimbursement option of meetings attended was an idea brought forward from the council.

FO proposed Zoning Permit brochures to be given out to the public for clarification on expectations when citizens need a permit. The goal is to provide better communication between citizens and the council/zoning team in these matters.

**OLD BUSINESS:**

Council members discussed a sealed bidding option for street repairs for the 2024 season. FO will publish 2 Bid Notices for street repair bids for the February 2024 Council meeting.

City maintenance punch list items were reviewed by the council team. The list of needs has been cut in half as Maintenance Hanisch has been diligently working through city needs.

Montrose Rural Fire board meeting was held and 2 council members attended the meeting to discuss the possible purchase of the 2001 Ford Grass Rig that is available for purchase. This truck is a F350, with 8,700 miles, 5.4L, includes a watering pump and does not have AC. The proposed price tag for this vehicle is \$15,500. The council also discussed the existing city truck and its poor condition. For now, the council will keep the old city truck.

Action 23-199

Moved by council Hanisch, seconded by council Scheff, for approval to purchase the 2001 Ford 350 Grass Rig from the Montrose Rural Fire Department for the price of: \$15,500. **Roll Call:** All favored no opposition. Motion carried.

The state is requiring that every household know and report the type of pipes that enter into their residence as the initiative of the state is to be SD Lead Free. DANR lead line-reporting update from FO; reporting is 50% complete. FO, Maintenance Hanisch and council Hanisch need to review more maps and possibly send out letters to citizens if we need their assistance with the completion of this project. Any action for Lead free pipes is not figured out at the state level yet, and nothing will have to be done with pipe changes for several years according to the DANR.

Rise Broadband has placed a satellite dish on the Montrose water tower to transmit broadband internet access to customers within and around the city. Skybeam/Rise Broadband Lease Agreement reviewed by council. FO brought forward the lawyers opinions on the agreement. Council will take city attorney's advice on the Lease agreement changes and update the terms and rent stipulations of the agreement. FO will propose the new agreement to Rise broadband for review and signatures for the 2024 year.

#### Action 23-200

Moved by council Hanisch, seconded by council Binder for approval of the 2<sup>nd</sup> Reading of the Budget Supplement Ordinance #2023-005. **Roll Call:** All favored no opposition. Motion carried.

#### Action 23-201

Moved by council Hanisch, seconded by council Scheff, for approval of the 2<sup>nd</sup> Reading of the Animals at Large Ordinance #2023-006. **Roll Call:** All favored no opposition. Motion carried.

Mayor and FO attended the school board meeting this month to discuss the Field Sponsorship Resolution #2023-004 with the board members. The idea is to cost share 50% with the school for maintenance needs of the fields for our youth sports teams. The FO will make some verbiage changes to the Resolution and propose the plans to the council and the school board in the coming monthly meetings. Insurance money from the Draco storms in 2022 have been used and re-allocated for parks and rec prioritized needs. The baseball field concession building and restroom area is a priority for repairs for the 2024 season. The crownsnest and the scoreboard priority for the baseball field will be discussed with some of the school board members in upcoming meetings.

#### **NEW BUSINESS:**

Sheriff Reports reviewed.

Resolution #2022-006 Reviewed by council for 2024 Rate changes. Changes will include: bulk garbage tags \$5.00, Retail On-Sale Liquor License "Restaurant" fee of \$300, Pool party rental \$100hr ≤30 swimmers, \$150hr >30 swimmers. 1<sup>st</sup> Reading will take place in January 2024 council meeting.

City property inventory list for 2023/2024 was reviewed by the council prior to filing with the county auditor in January of 2024.

#### Action 23-202

Moved by council Hanisch, seconded by council Vogel, for approval of 2023-2024 city property and contents of property Inventory list to be filed with the county Auditor in January 2024. **Roll Call:** All favored no opposition. Motion carried.

SDPAA property Statement of Values updates and changes to property contents/address labeling to reflect city inventory list was reviewed by the council.

#### Action 23-203

Moved by council Hanisch, seconded by council Scheff, for approval of updated SDPAA property statement of values changes to match 2023/2024 city inventory list. **Roll Call:** All favored no opposition. Motion carried.

Council discussed the hours of operation tree dump needs for citizens vs. illegal dumping concerns. Montrose's tree dump is monitored by the DANR and if there is illegal dumping, the city will either have to pay fines or the city could lose their dump permit resulting in shutting it down. Weekend availability discussed for citizens and the Mayor is willing to open the dump on Saturdays from 9am-11am upon prior request through city hall during regular business hours. Tree Dump remains closed, but citizens can come to city hall during regular business hours: M-F 8am-3pm for a dump key and to have their load inspected. If the office is closed, please still call the city office number and leave a message and the FO will return your call as soon as possible.

Ordinance proposal for On-Sale Liquor Licenses for "full service Restaurants" from the FO, SECOG and the city's attorney. This Ordinance makes it possible for a full service restaurant in Montrose to use the City's On-Sale Liquor License within Operating Agreement parameters that is in compliance with codified law. 1<sup>st</sup> Reading of Ordinance will be presented in the January council meeting.

#### **DEPARTMENT REPORTS**

Maintenance Hanisch updates: South campground power will be shut off this week. Hanisch discussed a possible Sewer Pond lines obstruction. Discussion of jetting lines vs. more investigative work be done to remedy this problem. Hanisch is also trying to find the shutoff for the softball water hydrant.

Finance Office updates: Ohara family has committed to painting the exterior pool house in the spring of 2024. The family intends to bring forward color ideas within the next few months for council color approval.  
 Community Center now has a TV for city council meeting use. Public use: available, but must follow Center Rental Agreement.  
 FO asked the council to transfer \$180,796 out of the sewer fund and into the Sewer Money Market account for better compound interest earnings and annual reporting needs.

Action 23-204

Moved by council Hanisch, seconded by council Binder, for approval to transfer \$180,796 of Sewer money in the General Fund into the Sewer Money Market account by echeck. **Roll Call:** All favored no opposition. Motion carried.

End of month bank account balances reviewed by council.

**DECEMBER VOUCHERS:**

**PAID Between Meetings**

29461e	FEDERAL TAX PAYMENT	11/20/23	\$590.04	Payroll Taxes
29462e	FEDERAL TAX PAYMENT	12/8/23	\$592.74	Payroll Taxes
30081	MCI	12/4/23	\$50.43	Monthly ofc long-distance calling bill
29464e	SD DOR	12/4/23	\$229.11	Garbage Tax Reporting for November 2023
29463e	SD DOR	12/4/23	\$3,268.75	Pool/Camping Tax Reporting for 2023
30083	SD RETIREMENT SYSTEM	12/4/23	\$637.52	November 2023 Reporting
30082	THE SECURITY STATE BANK	12/4/23	\$1,997.54	Ink for P/Z brochures; Postage; Pool exterior bulletin board, hooks for pool, Lawn mower solenoid, BacT Sample, TV for community center, fuel reimbursement, main street lights

**PAID at Council Meeting**

30084	A&B BUSINESS	12/12/23	\$247.88	Monthly IT Service: Printer Contract
30085	ACE HARDWARE	12/12/23	\$69.37	Key copies; concrete screws for pool signs
30086	ADDY DISPOSAL	12/12/23	\$3,200.49	Monthly Garbage Fee
30111	ADDY DISPOSAL	12/12/23	\$100.00	Bulk Garbage Tags for 2024
30107	BADGER METER	12/12/23	\$29.37	Cellular communication services
30088	BENDERS SEWER & DRAIN	12/12/23	\$924.00	Lift Station Pit Cleaning
30089	CITY OF MONTROSE	12/12/23	\$8.58	Monthly UB Bill
30090	DAKOTA SUPPLY GROUP	12/12/23	\$17.90	Water Shutoff Tool
30091	DANR	12/12/23	\$630.00	NPDES Municipal Dues/Drinking Water Dues for 2024
30108	DELL RAPIDS LAW FIRM	12/12/23	\$260.00	November Lawyer Fees+Annual renewal
30092	GOLDEN WEST	12/12/23	\$128.41	Monthly Office Phone Bill
30109	JOSH HANISCH	12/12/23	\$321.77	Maint. Clothing Allowance Reimbursement
30093	KINGBROOK RURAL WATER	12/12/23	\$3,530.35	Monthly Water Purchase-Usage
30094	MCCOOK CO. AUDITOR	12/12/23	\$1,408.34	Sheriff Fee for December
30095	MENARDS	12/12/23	\$83.27	Coat hooks; garbage bags for streets
30096	MIDAMERICAN ENERGY	12/12/23	\$190.11	Heat Bill for November Usage
30097	MONTROSE GAS PLUS	12/12/23	\$207.29	Fuel for city equipment
30098	NEW CENTURY PRESS	12/12/23	\$181.19	Meeting Minutes Publishing
30099	SD PUBLIC HEALTH LAB	12/12/23	\$150.00	BacT Water Sample Fees
30100	PUTHOFF REPAIR	12/12/23	\$160.48	Grasshopper switch relay; repairs
30101	RODGERS PLUMBING/HEATING	12/12/23	\$21,134.85	2 furnace replacements for city buildings
30102	SDML	12/12/23	\$40.00	SDGFOA Annual Dues
30110	SDPAA	12/12/23	\$371.32	Property Contents updates; Address Labeling
30103	SEAFOG	12/12/23	\$100.00	East River Finance Officers Dues
30104	SOUTHEASTERN ELECTRIC COOP	12/12/23	\$2,034.38	Electric Bill - November
30105	STURDEVANTS AUTO PARTS	12/12/23	\$705.54	Filters, batteries, cleaning needs, shop supply needs
30106	ZAPP HARDWARE	12/12/23	\$55.82	Extension cord; key copies
	TOTAL PAID:		\$43,656.84	

**Pay-roll**

	City Council Members		\$0.00	Quarterly Payment-Paid in January
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Finance Officer		\$4,076.92	2 pay periods - November 2023
Office Admin		\$583.00	2 payperiods - November 2023
Certified Operator Temp.		\$100.00	Monthly November 2023
Maintenance Technician		\$1,235.74	2 pay periods - November 2023
TOTAL SALARIES:		\$5,995.66	
<b>GRAND TOTAL:</b>		<b>\$48,416.76</b>	

Action 23-205

Moved by council Hanisch, seconded by council Vogel 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: Resident Bellin let the council know that there was a light left on in the pool house.

Action 23-206

Moved by council Hanisch, seconded by council Scheff to enter into Executive Session at 8:43pm. **Roll Call:** All favored no opposition. Motion carried.

Action 23-207

Moved by council Binder, seconded by council Scheff to Exit Executive Session at 9:46pm. **Roll Call:** All favored no opposition. Motion carried.

Action 23-208

Moved by council Hanisch, seconded by council Binder to **Adjourn** at 9:47pm. **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

## 2022/2023 Insurance Money Disbursement

5-12-22 Dracho

Revenue: \$21,255.41

Item Reported to Insurance	Insurance Dispersement	City Paid for Repair	Was work done?
Cottonwood Tree Cleanup	\$0.00	\$0.00	Y
Interstate Sign Replacement+Hanging	\$1,309.50	\$4,082	Y
Baseball Crowsnest (Announcers booth)	\$9,859.39	\$0.00	N
Baseball Fence blown down-repair	\$1,421.00	\$0.00	Donation
Pool Fence Repair/Gate addition	\$1,421.00	\$2,275.00	Y
Baseball Grandstand Repairs, Concession Roof	\$2,051.02	\$3,711.59	Y
Baseball Power Line Poles leaning	\$0.00	\$0.00	Donation
Scoreboard Repair + iBeams	\$2,948	\$2,000	N
Emergency Warning Siren-Office Bar	1,746	\$0.00	Y
\$500 Deductible	500	\$0.00	
	\$21,255.41	\$12,068.09	

7-5-22 Dracho

Revenue: \$12,572.12

Item Reported to Insurance	Insurance Dispersement	City Paid for Repair	Was work done?
Softball Field Dugout Gone	\$4,297.97	\$4,505.28	Y
Bleachers down by the river	1,000	\$0.00	Donation
Tree Cleanup	3,000	3,666.69	Y
Concession Stand	3,000.00	2,400.31	Y
Campground Sign Blown down	774.15	751.00	Y
\$500 Deductible	500.00	0	
	\$12,572.12	\$11,323.28	

Total Revenue Received: \$33,827.53

Total Expenditures: \$23,391.37

Difference: \$10,436.16

**EXPENDITURES APPROPRIATIONS**

*2024 Parks / Rec Budget*

Parks & Recreation		2024 Budget	Notes
E 101-45150-41101 Wages: JC 35%		\$2,001.00	Annual: \$6420
41103 - Wages: Mowers 50%		\$2,475.00	Annual: \$5,200
41106 - Maint Tech 30%		\$12,348.00	Annual Salary: \$37,440-\$45,760
E 101-45150-41200 Social Security		\$1,403.00	Maint:\$1,110 ; Mow: \$100; JC: \$193
E 101-45150-41210 Medicare		\$348.00	Maint: \$270 ; Mow: \$25 ; JC: \$53
E 101-45150-41300 Retirement		\$840	Annual: \$2800
E 101-45150-42100 Insurance Money		\$0.00	2022 Wind Storms Ins. Reimbursement Amount
E 101-45150-42502 Repairs & Maintenance BASEBALL BUDGET		\$12,850.00	Baseball: Plumbing (8000) Toilets (500) Window (1500) Paint (500) Bleacher Boards (350) Scoreboard (2000)
E 101-45150-42603 Repairs & Maintenance SOFTBALL BUDGET		\$7,550.00	Bathroom Partitions (4100) New doors (4) (1600) New window (350) Concession Window (1500)
E 101-45150-42600 Supplies & Materials		\$5,000	Restroom Supplies+(Youth Grant \$4500)
42604 - Supplies:CFC Field Powder		\$250	
E 101-45150-42800 Utilities		\$0.00	UB: SE Electric
42804 - SE Electric		\$600.00	
42806 - Water Usage		\$50.00	
E 101-45150-42900 Other Expenses		\$2,600.00	(2) Benches for Playgrounds
E 101-45150-43010 Forestry Grant DANR		\$2,500.00	2500 Match
E 101-45150-43400 Machinery & Equipment		\$2,500.00	Equipment Repairs,(Mowers, etc)
<b>Totals</b>		<b>\$53,315.00</b>	
<b>Liquor</b>		<b>2024 Budget</b>	<b>Notes</b>
E 101-49300-42220 Dues&Memberships		\$150.00	My Place Liquor License for DOR
<b>Totals</b>		<b>\$150</b>	
<b>General Fund TOTAL:</b>		<b>\$433,370.00</b>	



DARIN K. CONSTRUCTION, LLC  
 313 S. Carlson St.  
 Hartford, SD 57033  
 605.201.3638

**CROWS NEST ESTIMATE**

**CUSTOMER INFORMATION**

CUSTOMER NAME: City of Montrose  
 ADDRESS:  
 CONTACT NUMBER: Nick: 605.351.6374  
 ESTIMATE DATE: 7/30/2022

**JOB DESCRIPTION AND DETAIL**

**JOB DESCRIPTION:** Rebuild 12 x 16 two story crows nest at ball field.

<u>Materials</u>	<u>Cost:</u>
2x4 Lumber	\$1,215
2x6 lumber	\$240
2x10 lumber	\$450
Treated Lumber	\$100
Stair stringers and runs	\$450
Plywood decking for upper level.	\$420
36" Door	\$300
48" x 72" (2 pane) sliding window	\$550
Hardware and screws	\$500
Steel Roofing panel	490
Aluminum Fascia Soffit and rake	\$510
Prepainted Siding and corner trim (lp smartside)	\$2,450
Misc.	\$350
<b>Labor Est:</b>	<b>\$3,900</b>

Notice: Provided estimate is based on current pricing and figures at roughly \$65/sq. ft. Depending on the size you'd like built, you can figure \$65/sq. ft. for a rough basis estimate. This estimate does not include a concrete floor, wood floor or potential 6x6 corner posts. My recommendation would be a concrete base.

Dimensions: Front: 16'w x 17't Back: 16'w x 15't Sides: 12'w x 15'-17' tall  
 2' roof slope front to back.

**EXCISE TAX AND MATERIALS INCLUDED IN BID**

SUB TOTAL \$11,925.00

Tax: 2% \$243.39

FINAL TOTAL

**AMOUNT DUE: \$12,168.39**

**ESTIMATE CAN VARY DUE TO FLUCTUATING MATERIAL RATES**

**CITY OF MONTROSE**

**RESOLUTION 2024-003**

**SPONSORSHIP OF BASEBALL AND SOFTBALL FIELD NEEDS**

WHEREAS, the City of Montrose desires assistance from the Montrose School District for the purpose of annual maintenance cost sharing of a 50/50 split for the baseball field on Valley Road and the softball field on East Main Street.

WHEREAS, the City Council hereby commits to sponsoring the following needs: watering costs, electricity costs, weed control costs.

WHEREAS, the Montrose School District commits to sponsoring the following needs: fertilizer costs, grass-seeding costs, field marking powder costs.

<b>Responsible Party</b>	<b>Item</b>	<b>Estimated Annual Cost (both fields)</b>
City of Montrose	Watering Costs	\$45
City of Montrose	Electricity Costs	\$435
City of Montrose	Weed Control	\$275
Montrose School District	Fertilizer	\$350
Montrose School District	Grass seeding	\$340
Montrose School District	field marking powder	\$85
Montrose Youth Foundation	Labor of Maintenance	Volunteers

**Total Estimated Annual Cost for Field Maintenance:  
\$1,530**

NOW THEREFORE BE IT RESOLVED that the City Council hereby authorizes the filing of the agreement with the Montrose School District, including all understandings and assurances contained therein, for the needs of the fields, and hereby authorizes the Mayor to act in connection with the resolution and to provide such additional information as may be required.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2024

ATTEST:

\_\_\_\_\_  
Superintendent or School Board Representative

\_\_\_\_\_  
Nicole Siemonsma  
Finance Officer

\_\_\_\_\_  
Mayor or Council President Signature

Adopted: \_\_\_\_\_  
Published: \_\_\_\_\_  
Effective: \_\_\_\_\_

# Zoning Changes - Garages

## 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: 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=25 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 on Residential Structures

**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.

(ALL AROUND BUILDING OR NOT?)

Roof Material: Must be material utilized on Residential Structures.

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

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

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.

ORDINANCE NO. 005 – 2021

AN ORDINANCE OF THE CITY OF MONTROSE, SD, AMENDING THE MONTROSE ZONING REGULATIONS, BY AMENDING CHAPTER 4.02, R-1: RESIDENTIAL DISTRICT, CONDITIONAL USES; CHAPTER 4.03, R-1: RESIDENTIAL DISTRICT, LOT AND YARD REGULATIONS; AND CHAPTER 15.02, DEFINITIONS, DEFINITIONS.

BE IT ORDAINED BY THE CITY OF MONTROSE, SD:

*Section 1. That Chapter 4.02 of the Montrose Zoning Regulations is hereby amended to amend the following:*

<b>Conditional Use</b>	<b>Applicable Standards</b>
<b>Stand-alone garage</b>	<p>8.02, 8.04, 8.05, 8.08, 8.11, &amp; 13.05</p> <p>The building shall include both a service door and an overhead door.</p> <p>Exterior walls shall be constructed of either: (1) materials commonly used on the exterior walls of residential structures such as brick, concrete composite board, artificial or natural stone, exterior grade natural or composite wood, stucco, or residential lap siding made of vinyl, steel, or aluminum. No siding shall have visible fasteners. For purposes of this section, screws shall not be considered visible fasteners; or (2) wainscoting of two colors typically utilized on residential structures.</p> <p>The building may be either post-frame or stick-built construction.</p> <p>The pitch of the building's roof shall not be less than one (1) foot for rise for each four (4) feet of horizontal run. The roof must overhang the exterior walls of the building no less than two (2) feet.</p> <p>Gutters of sufficient design to control water runoff shall be installed.</p> <p>Roofing shall be of a type and material similar to those utilized on residential structures.</p> <p>A wood or masonry foundation shall form a complete enclosure under the exterior walls.</p> <p>Building shall not be used for dwelling purposes.</p>

<b>Shouse</b>	<p>8.02, 8.04, 8.05, 8.08, 8.11, &amp; 13.05</p> <p>The workshop and/or storage space portion of the building shall include both a service door and an overhead door.</p> <p>Exterior walls shall be constructed of either: (1) materials commonly used on the exterior walls of residential structures such as brick, concrete composite board, artificial or natural stone, exterior grade natural or composite wood, stucco, or residential lap siding made of vinyl, steel, or aluminum. No siding shall have visible fasteners. For purposes of this section, screws shall not be considered visible fasteners; or (2) wainscoting of two colors typically utilized on residential structures.</p> <p>The building may be either post-frame or stick-built construction.</p> <p>The pitch of the building's roof shall not be less than one (1) foot for rise for each four (4) feet of horizontal run. The roof must overhang the exterior walls of the building no less than two (2) feet.</p> <p>Gutters of sufficient design to control water runoff shall be installed.</p> <p>A wood or masonry foundation shall form a complete enclosure under the exterior walls.</p>
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Section 2. That Chapter 4.03 of the Montrose Zoning Regulations is hereby amended to include the following:

	<b>Lot Area</b>	<b>Lot Width</b>	<b>Front Yard Setback</b>	<b>Side Yard Setback</b>	<b>Rear Yard Setback</b>	<b>Maximum Height</b>
<b>Stand-alone garage</b>	NA see #4	NA see #2	25 ft. see #3	7 ft.	25 ft.	12 ft. see #6
<b>Shouse</b>	NA see #4	NA see #2	25 ft. see #3	7 ft.	25 ft.	12 ft. see #7

**Exceptions**

- #6 The height of a stand-alone garage shall not exceed twelve (12) feet unless approved by the terms of the conditional use permit. The minimum height of the building shall be eight (8) feet.



#7 The height of the workshop and/or storage space portion of the building shall not exceed twelve (12) feet unless approved by the terms of the conditional use permit. The minimum height of the workshop and/or storage space portion of the building shall be eight (8) feet.

*Section 3. That Chapter 15.02 of the Montrose Zoning Regulations is hereby amended to replace the following definition to read as follows:*

GARAGE, PRIVATE – A building or portion of a building in which motor vehicles and limited household goods owned or leased by the occupants of the principal building are stored or kept.

*Section 4. That Chapter 15.02 of the Montrose Zoning Regulations is hereby amended to include the following definitions:*

GARAGE, STAND-ALONE – A private garage located on a lot without another principal building.

SHOUSE – A building containing a combination single-family dwelling and personal workshop and/or storage space. Unlike a traditional house that requires its accessory private garage to be subordinate in area, extent or purpose to the dwelling, a shouse is allowed to have the workshop and/or storage space portion of the building be larger than the footprint of the dwelling portion of the building.

Adopted this August day of 23, 2021.

\_\_\_\_\_  
Justin Hagemann  
Mayor

ATTEST:

\_\_\_\_\_  
Melody Gross  
Finance Officer

Seal

First Reading: August 10, 2021  
Second Reading & Adoption: August 23, 2021  
Published: August 27, 2021  
Effective Date: September 16, 2021

Published once at the approximate cost of \_\_\_\_\_.

# OLD BUSINESS

# PUBLIC NOTICE

## INVITATION TO BID

The City of Montrose intends to enter into a contract for:

Street Repair Services and Street Pothole Repairs

Stipulation: Bid covers 1) Asphalt removal per square foot 2) Unclassified excavation per cubic foot 3) SD DOT spec base course gravel per cubic foot F/I 4) Mirafi HP 370 (or equivalent) fabric per square foot 5) Asphalt (2-3" Depth) per square foot

All quantities will be determined by owner after bid opening. All applicable taxes shall be included in the Contractors bid amount. All items and placement shall be compliant to South Dakota Standard Specifications for Roads and Bridges.

For further information, please reach out to the City of Montrose Finance Officer at:

Montrose City Hall  
605-363-5065  
Email: [montrose@goldenwest.net](mailto:montrose@goldenwest.net)

Bids must be received no later than: 3:00pm on February 13<sup>th</sup>, 2024 in the City Office.

Sealed bids will be opened on: February 13<sup>th</sup>, 2024 in the Montrose Community Center: 100 W Main Street, Suite B; Montrose SD -- during the regular monthly meeting held by the City Council Members.

The Montrose City Council Members reserve the right to accept or reject any or all bids, waive informalities in bidding, or to accept the bid and/or alternates, which best serve the interest of the Owner.

Please specify "Street Repair Items Bid" on the envelope and include Bidder name.

Delivery Address: City of Montrose  
100 W Main Street, Suite A  
Montrose, SD 57048

Mailing Address: City of Montrose  
PO BOX 97  
Montrose, SD 57048

Published: January 18<sup>th</sup> & February 1<sup>st</sup>, 2024

Publish Cost: \_\_\_\_\_

Salem Special Newspaper  
Salem, SD 57058

# CITY PUNCHLIST ITEMS

NEED:	2023 BUDGET	BID AMOUNT	Actual Spent	COMPANY/SERVICE	Notes:
<b>POOL NEEDS</b>					
Small pool chemical room plumbing/electrical	?		0	Hanisch	2023 BUDGET ITEM
Poolhouse floors-epoxy or matting?	\$0.00	\$13,000.00	0	Concrete Inc. Bid	
Poolhouse bathroom partitions	\$0.00	\$4,000.00	0		
<b>New umbrellas needed for shade</b>	\$0.00	\$160.00	0	Amazon	umbrella's taped together currently-GRANT?
North fencing gate possible replacement/new padlock	\$0.00	\$1,700.00	0	Michael's Fence	GRANT?
<b>High Lifeguard Chair /South side of pool</b>	\$0.00	\$1,500.00	0	PoolWeb	
<b>New lounge chairs needed-broken</b>	\$0.00	\$500.00	0	Amazon/Pool Web	GRANT?
Painting exterior poolhouse	\$0.00	\$450.00	0	Ohara-Spring 2024	Donation
Painting interior poolhouse/partial pumphouse/chlorinator house	\$0.00	\$450.00	0		
Painting exterior large pool	\$0.00	\$400.00	0		
<b>TENNIS COURT/BASKETBALL COURT</b>					
Pulling Weeds	\$0.00				spring 2024
South Fence Leaning from wind-Pole stabilization?	\$0.00				
Re-paint the Red to look nice again	\$0.00				
<b>CG BATHHOUSE</b>					
2 new sinks needed for bathhouse?	\$0.00				
New Urinals?	\$0.00				
<b>BASEBALL FIELD NEEDS</b>					
<b>Concession Building plumbing repairs</b>	\$0.00				In Progress
Concession Building entry steel door/frame	\$0.00				
Concession Building exterior paint	\$0.00			Nicole	
Concession Building bathroom partitions	\$0.00	\$4,000.00	0		
<b>New toilets/sinks</b>	\$0.00				
Bleacher boards replacement	\$0.00				
New scoreboard replacement	\$0.00				Scoreboards available

<b>SOFTBALL FIELD NEEDS</b>						
Bathroom partitions	\$0.00	\$4,000.00				
Dead Tree Removal West side of softball field	\$0.00					
Mens bathroom New Urinal?	\$0.00					
<b>OFC BAR BUILDING</b>						
Install Heat Transfer Damper with timer switch					Hanisch	
<b>CITY HALL OFFICE BUILDING</b>						
Mayor office ceiling leak in spring	\$0.00					Caulk vent in roof??
Finish painting bathrooms	\$0.00				Nicole	
<b>WATER TOWER SHED</b>						
Building integrity repair	\$0.00					

Revised: 12-22-23

**CITY OF MONTROSE  
RESOLUTION 2024-001**

WHEREAS, the City of Montrose has determined the need to set the following rates, fees and fines. This Resolution updates and replaces Resolution 2022-006 with an updated bulk garbage tag rate increase, and pool party rate increases.

**RATES**

Water per 1000 gallons	<b>\$ 21.00 base rate</b> – Within City Limits Outside City Limits - Base Rate plus 1.5 times the city rate \$5.40 for every 1000 gallon segment used
Water Surcharge	<b>\$ 3.95 per month</b> until retirement of 2019 water tower loan
Bulk Water Purchase	\$ 25.00 per 1000 gallons
Sewer Base Rate	<b>\$ 15.75 per month</b> for residential, commercial, churches, school, and per apartment unit whether occupied or unoccupied
Sewer Surcharge 1	<b>\$ 14.70 per month</b> until retirement of the 2009 sewer project loan for residential, commercial, churches, school, and per apartment unit whether occupied or unoccupied
Sewer Surcharge 2	<b>\$ 7.50 per month</b> until retirement of the 2021 sewer project loan for residential, commercial, churches, school and per apartment unit whether occupied or unoccupied
Residential Garbage	<b>\$ 22.79 per residential unit</b> - includes Garbage/recycling rate-\$20.91 Garbage tax-\$0.88 Dump fee-\$0.94 Dump-tax-\$0.06 Per city ordinance and the garbage collection company, garbage must be placed on curb in a container.
Dump Fee (non-residential)	\$ 1.00 per apartment unit whether occupied or unoccupied, commercial, churches, American Legion and school

**FEES**

Water Deposit	\$ 130.00
Sewer Deposit	\$ 70.00
Returned Check Fee	\$ 40.00
Certified Mail Fee	Current USPS rate
Bulk Item Garbage Tags	\$ 5.00 per tag

Special Event Fee	\$ 20.00 Per Event Application
Liquor License	\$ 300.00 Retail (on-sale) Liquor \$ 300.00 Retail (on-sale) Restaurant \$ 300.00 Package (off-sale) Liquor \$ 300.00 Retail (on-off sale) Cider & Wine \$ 300.00 Retail (on-off sale) Malt Beverage/SD Farm Wine
Day Pass per person	\$ 3.00 (no free admission for campers)
Swimming Lesson Fee	\$ 25.00 per child per session
Family Swim Pass	\$ 75.00 per immediate family
Individual Swim Pass	\$ 45.00 per person
Pool Party Rental	\$ 100 per hour, minimum 1 hour. ≤30 swimmers \$ 150 per hour, minimum 1 hour. >30 swimmers
Ball field rental for out of town teams	\$ 50 (\$25 per team) if no Montrose team is playing
Camping	\$ 25 for any site per night No discounts for long term stays at sites with sewer connections \$ 150 for weeklong stays for sites with no sewer connections \$ 2000 Seasonal
Electric Car Charging in Campground	\$ 20 per vehicle
Animal License (January renewal or at time animal is obtained)	\$ 5.00 per animal neutered or spayed \$ 10.00 per animal intact \$ 10.00 per residence with 1-6 fowl.
Kennel License (January renewal or at time of approval after public hearing) Non-kenneled animals must be licensed separately	\$ 250.00 for a kennel holding up to 6 dogs \$ 100.00 for each additional dog over 6.
Golf Carts (January renewal or at time Golf cart is obtained)	\$ 10.00 per golf cart / non-transferable
Nuisances	
Grass Mowing	\$ 300.00 per hour minimum one hour
Property Clean-up	\$ 300.00 per hour minimum one hour
Plus mileage	\$ 5.00 per mile
Plus tonnage	\$ 70.00 per ton
Water reconnection or valve turnoff (other than emergency)	
Week days between 9:00AM & 5:00 PM	\$ 50.00 per valve turn
If water service has been disconnected due to non-payment, all charges and fees must be paid in full with cash or money order prior to service being restored. Checks and credit cards will not be accepted.	
Water Meter tampering fee	\$ 250.00
Water Meter estimation fee	\$ 15.00
Water Tapping	\$ 300.00
Sewer Tapping	\$ 200.00
Water Meter	\$ 250.00

Notary Services (non-city business)	\$ 10.00 per document paid to city
Building Permit Fees	\$ 10 per \$1000, \$10 minimum
Zoning Fees: Each fee applies plus hearing notice publication costs.	
Variance request	\$ 75.00
Rezoning request	\$ 75.00
Conditional use request	\$ 75.00
Street or Alley Vacation	\$ 75.00
Platting request	\$ 75.00

**FINES**

Late Payment of Utility Bill	\$ 10.00 if not paid in full by the 15 <sup>th</sup> of the month
Camping Violations	\$ 100.00 Non-compliance \$ 15.00 Fee Collection Fine
Non-Licensed Animal	\$ 100.00 per non-licensed animal
Animals at Large	\$ 150.00 per animal
Parking Ban	\$ 25.00
Abandoned, Wrecked or Dismantled Vehicle	\$ 25.00 per day
Burning Ban	\$ 50.00 first offense \$ 100.00 each additional offense
Unauthorized Dumping	\$ 50.00 first offense \$ 75.00 second and each additional offense
Stop Work Order Violation	\$ 100.00
Performing work without a Building Permit	\$ 100.00

BE IT RESOLVED the City of Montrose hereby authorizes these fees and fines to take effect February 6th, 2024 and hereby designates these charges to be enforced and collected by the appropriate agency.  
Passed and Adopted this 9th day of January 2024.

ATTEST:

\_\_\_\_\_  
Mayor or Council President Signature

\_\_\_\_\_  
Nicole Siemonsma  
Finance Officer

Adopted: \_\_\_\_\_  
Published: \_\_\_\_\_  
Effective: \_\_\_\_\_



# ORDINANCE NO. 2024-002

AN ORDINANCE OF CITY OF MONTROSE, SOUTH DAKOTA TO ESTABLISH PROCEDURES FOR THE ISSUANCE AND REGULATION OF ON-SALE LICENSES FOR FULL-SERVICE RESTAURANTS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE, SOUTH DAKOTA:

*Section 1: That Chapter 4.03 of the Revised Municipal Ordinances of Montrose, SD is hereby amended to include Section 4.0310 to be read as follows:*

## 4.0310 Full-Service On-Sale Restaurant Licenses.

### A. Definitions.

“Bar,” any permanently installed counter within the restaurant area from which alcoholic beverages are regularly served to customers by a person who is tending bar or drawing or mixing alcoholic beverages.

“Full-service restaurant,” any restaurant at which a waiter or waitress delivers food and drink offered from a printed food menu to patrons at table, booths, or the bar. Any restaurant that only serves fry food orders or foodstuffs such as sandwiches, hamburgers, or salads is not a full-services restaurant;

“Restaurant,” any area in a building maintained, advertised, and held out to the public as a place where individually priced meals are prepared and served primarily for consumption in such area where not more than 40 percent of the gross revenue of the restaurant is derived from the sale of alcohol or alcoholic beverages. The restaurant shall have a dining room or rooms, a kitchen, and the number and kinds of employees necessary for preparing, cooking, and serving of meals.

### B. License Application Requirements.

An application for a full-service restaurant on-sale license shall provide sufficient documentation to the municipality with an application form provided by the municipality to prove that the primary source of revenue from the operation of the restaurant will be derived from the sale of prepared food and nonalcoholic beverages and not from the sale of alcoholic beverages. The supporting documentation concerning the primary source of revenue submitted pursuant to this section is confidential.

### C. Advertising Restriction.

A restaurant that has a full-service restaurant on-sale license may only be advertised or held out to the public as primarily a food eating establishment.

### D. Annual Reports.

The full-service restaurant on-sale licensee shall submit an annual report and supporting documentation that at least sixty percent of gross revenue from the preceding twelve months operation of the full-service restaurant was derived from the sale of food and nonalcoholic beverages. The full-service restaurant on-sale licensee shall include an oath verifying the validity of the information provided in the report. The report and the supporting documentation submitted pursuant to this section are confidential. The report shall contain the annual gross revenues of the licensee for the following two categories:

- (1) Food and nonalcoholic beverage gross revenues; and
- (2) Total gross revenues.

E. License Renewals:

When renewing a full-service restaurant on-sale license, the City shall condition the license renewal upon receiving documentation that not more than 40 percent of gross sales from the preceding 12 months operation of the full-service restaurant is derived from the sale of alcohol or alcoholic beverages.

F. Only Retail, On-Sale Service Permitted:

A full-service restaurant on-sale licensee may only serve alcoholic beverages for on-premise consumption in the bar and dining room area of the restaurant.

G. Smoking Prohibited:

No licensee that has a full-service restaurant on-sale license may allow smoking on the licensed premises.

H. Full-Service Restaurant License Fees:

- (1) As required by State law, the license fee charged for a full-service restaurant on-sale license shall be one dollar for each person residing within the municipality as measured by the last preceding decennial federal census.
- (2) The renewal fee for the license is established by the City Council via resolution. As per State law the renewal fee may not exceed fifteen hundred dollars.

Any or all ordinances in conflict herewith are hereby repealed.

Dated at Montrose, South Dakota this \_\_\_\_\_ day of February 2024.

FOR THE GOVERNING BODY OF THE  
CITY OF MONTROSE, SOUTH DAKOTA

By \_\_\_\_\_  
SUSAN PAINTER, Mayor

ATTEST:

By \_\_\_\_\_  
Nicole Siemonsma, Finance Officer

ATTEST:

Seal

First Reading: \_\_\_\_\_  
Second Reading & Adoption: \_\_\_\_\_  
Published: \_\_\_\_\_  
Effective Date: \_\_\_\_\_  
Published once at the approximate cost of \_\_\_\_\_.

ORDINANCE NO. 2024-001

AN ORDINANCE OF THE CITY OF MONTROSE, SD, AMENDING REVISED MUNICIPAL ORDINANCES, BY AMENDING TITLE 6: STREETS, SIDEWALKS, CURB AND GUTTER; CHAPTER 6.06: MUNICIPAL PARKS; SECTION 6.0603: CAMPING IN PIONEER CAMPGROUND.

BE IT ORDAINED BY THE CITY OF MONTROSE, SD:

*Section 1. That Section 6.0603 of the Revised Municipal Ordinances of Montrose, SD is hereby amended to read as follows:*

6.0603 Camping in Montrose Campground.

- A. Montrose campground will be open May 1<sup>st</sup> to October 1<sup>st</sup>; weather permitting and council advised.
- B. Montrose Campground procedures for site registration using the self-register envelope/drop box system at the campground are as follows:
  - 1. Find an available site.
  - 2. To claim first-come, first-served sites, campers must place an appropriate camping unit on the site (i.e. camper, motor home, or erected camping tent). Reservations are taken for the current year and can only be made for one year in advance. All reservations are made either with the Campground Host or through City hall with payment due when the reservation is made. Cancellations received more than 48 hours prior to reservation will receive a full refund. Cancellations with less than 48-hour notice will not be eligible for a refund.
  - 3. Remove an envelope from the registration box.
  - 4. Complete the required registration information. The registration receipt will indicate the camper's name, the number of persons in the party, home address, vehicle license number, home phone number, and type of camping unit.
  - 5. Place the required amount of money in the envelope.
  - 6. Remove the receipt from the envelope, seal the envelope, and place the envelope with the fee in the deposit slot.
  - 7. Attach the registration receipt to the camping unit with the provided metal clip.
- C. Montrose Campground general policies are as follows:
  - 1. Campers must be 18 years of age or older to register for a campsite.
  - 2. Adults registering for a site will be responsible for any violation occurring on that site including non-registered guests.
  - 3. No campsite is open for camping until previous camping party has checked-out.
  - 4. Quiet time is 10:30 p.m. until 6:00 a.m.

5. Only one camping unit is allowed per site. The only exceptions are screen houses and children under 18 with their own tents.
6. Campers will not be allowed to stay for more than 14 consecutive days, unless special approval is received from the Montrose Finance Officer. After 14 days, a camper is required to be away from the campground for at least 48 hours.
7. Water use is for camping activities only (i.e. no washing vehicles or camping units).
8. Campers must keep their camping unit on site at all times.
9. Campsites must be cleaned daily by campers and waste deposited in containers provided.
10. Pets are allowed in the campground. Animal waste must be picked up and disposed of in a proper manner by the owner. Pets, when out of a camper, must be on a leash at all times. Pets must not become a nuisance to other campers.
11. Open campfires are allowed only in spots designated for such use by the City. All fires must be attended at all times. All fires shall be extinguished at any time when they are unattended. Portable gas (i.e. propane), gasoline, charcoal, and oil camp stoves may be used if in safe, operating condition. Persons utilizing and maintaining outdoor fires or the above listed equipment shall be responsible for any liability resulting from damages caused by such use of misuse.
12. Special rates are available for non-profit and church groups.
13. Guests must rent sites for a minimum of 2 days on Federal Holidays.
14. If an electric vehicle is being charged in the campground, then a fee setforth by the city council, via current rate resolution will be required per vehicle, per day.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Finance Officer

Seal

First Reading: \_\_\_\_\_

Second Reading & Adoption: \_\_\_\_\_

Published: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Published once at the approximate cost of \_\_\_\_\_.

**POSITION:** CAMPGROUND HOST  
**Reports to:** City Council/Mayor  
**FLSA Status:** Full Time Weekly/Weekends/On Call for customers

**SUMMARY:** The **Campground Host** is appointed by the City Council every year, serves as liaison between park users and city staff.

**DUTIES: Maintain Campground to the standards set by the City of Montrose to include but not limited to:**  
Greet and assist visitors, answer questions and explain regulations which apply to them. Distribute maps, copies of park rules and regulations. May assist campers in locating a campsite, be familiar with local points of interest and the location of services that might be requested by campers such as towing, groceries, churches, tourist attractions and local events.

Will perform light maintenance work around the campground such as litter pickup, sweeping and stocking of restrooms, provide information to park staff on potential problems and disseminate information to campers.

May assist in campground public relations, educational activities, and special events/activities.

Clean campsites by performing minor maintenance tasks such as raking the campsite pad, washing tables, cleaning out fire rings, picking up litter, reporting any damage to the council/mayor. Each site must be cleaned after every camper checks out and before another checks in.

Host shall NOT attempt to discipline or apprehend any park violators. Host will report all disturbances to city staff.

**LAW ENFORCEMENT WILL BE DONE BY MCOOK CO. SHERIFF ONLY.**

You are to inform campers of rules and regulations, but are not to participate in any high risk activity.

Host must set an example by being a model camper practicing good housekeeping at all times in and around their assigned site and by observing all rules and regulations.

Host is expected to work most weekends and all holidays during their term.

Be observant for activities within the campground requiring immediate attention—ranging from a tree needing to be trimmed to a problem camper. *NOTIFY MAINTENANCE* as these problems arise.

Other minor tasks that might be asked of a Campground Host:

- Straighten barrier posts
- Sweep cobwebs in and around buildings (bathhouse)(camp shelter)
- Trimming or weeding
- Keep track of occupied or vacant campsites
- Direct campers to vacant sites
- Remind campers to register and pay with camp cards at collection station
- Remind SEASONAL campers to provide proof of camper insurance to city hall with contact information
- Remove expired camper cards from site markers
- Take camper reservations – Reservation tracking must be done, either through the Finance office or by the Campground Host.
- Turn in (copy) of Reservation Tracking Sheet to Finance Officer at the beginning of every month for the prior month's reservation history, during the camping season for city documentation purposes.
- Inform incoming campers where family or friends are located

Turn in a written report to the city finance officer of complaints and criticism of park facilities, report situations that could affect the health and safety of visitors, and report any maintenance items, which need immediate attention. Records shall be filed in City Hall.

\*May be assigned other duties and projects not listed upon approval of city council.

*Working conditions:*

Work is mostly outside in hot, cold, wet, humid, or windy conditions. Walking is required. Must reside in campground.

*Time Commitment:*

At least 24 hours of service time per week for a minimum of four (4) weeks, to include most weekends and all holidays. The Campground Host is a seasonal position starting from May 1<sup>st</sup> – October 1<sup>st</sup> (weather permitting; council advised) annually in alignment with campground operating dates within the city Campground Ordinance 2024-001. The campground host shall be sworn in by the council annually within a regular city council meeting.

If the Campground Host moves into the campground prior to May 1<sup>st</sup>, amenities such as water, and sewer may not be turned on until the official start of the Season.

City water meters will be installed and un-installed by the *City Maintenance Technician* pending approval of the city council on an appropriate date to prevent meter damage.

*Compensation:*

The Campground Host is given the use of a seasonal campsite and all utilities at no charge for the duration of the term of service.

The campground host may be asked to mow the campground for extra compensation. **The maximum hour requirement of twelve (12) hours worked each week for mowing** may be turned in to the city for compensation. Compensation is at an hourly rate of \$13.00 per hour.

A timecard is required to be turned in to city hall for compensation.

**Any maintenance work that is outside the scope of Campground Host duties will need to be approved by the City before labor commences. Any labor done without the consent of the City will be subject to restrictions on the pay.**

*Duties Separation:*

The Campground Host is to alert the City Maintenance Technician of any maintenance related issues that arise in the campground. The maintenance technician will address and find a solution to any issues that arise.

The city pool, baseball and softball fields are not the responsibility of the campground host.

**ACKNOWLEDGEMENT:**

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**RENTAL AGREEMENT - MONTROSE COMMUNITY CENTER**

Basic Fee per day or part of day - **\$50.00**

City of Montrose, hereinafter "City", and the undersigned, hereinafter "Renter", mutually covenant and agree as follows:

1. Renter shall have the use of the Montrose Community Center for the purpose of:

\_\_\_\_\_

on \_\_\_\_\_, 20\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_ for the agreed upon

amount of \$50.00.

2. Use of the center is subject to the full and complete compliance with the following conditions:

- The Center will be *cleared and cleaned* following the event. Renter shall have the building cleared and cleaned at a time specified by the City.
- Renter shall be responsible for leaving the center *in the same condition* as immediately before the Renter's use of the Center.
- Renter shall have the *use of the tables and chairs and other facilities* within the center, and shall be responsible for all such equipment and facilities.
- Renter will *not permit roller-skating* or the use of any mechanical devices, other than cleaning equipment and all ADA approved vehicles, on the floor of the center.
- Renter shall *not use nails, staples, tacks* or similar devices to attach items or decorations to any part of the Center, nor shall Renter use any paper adhesive which may leave any marks.
- Renter shall *not skid heavy or sharp objects across the Center floor*. Any scratch marks or scuff marks made on the floor will result in repair charges being assessed to Renter.
- When leaving the building, Renter shall be responsible for *closing and locking all doors, turning off all lights, electronics and turning off all kitchen appliances*.
- Thermostat is to be set at *60 degrees during heating months and 80 degrees during cooling months*.
- Renter shall pay a \$21.00 per hour charge or the *contracted cost for all cleaning and damage repair* that needs to be done following the event.
- All *minor age groups must have adult supervision* on the premises at all times, provided by the Renter.
- *Exits* shall not be blocked at any time.
- No *tables, chairs, electronics or kitchen furnishings* may be removed from the building.
  - *Replacement cost* for all missing or damaged items will be billed to Renter.
- The *City reserves the right to refuse permission* for the use of the facility to any person or group.
- *No animals are allowed* inside the building unless they are in use for ADA requirements.
- Renter shall *pick up a key* to the Community Center during regular City Office Walk-In Office hours prior to start of the event.
- Renter shall *return the Community Center key* after the event and doors have been locked by placing key in the drop box outside the City Office or returning to the Finance Officer during regular City Office Walk-In hours. If the key is not returned, Renter shall pay the contracted cost of replacing the locks and keys for the Community Center.

- 3. In the event the Renter violates any of the conditions of this Rental agreement, Renter shall be responsible to the City for the payment of any costs, expenses or damages.
- 4. Renter shall defend, hold harmless and indemnify the City against any and all claims, liabilities, damages or judgements asserted against, imposed upon or incurred by the City, which may arise out of the rental of the Center by the Renter, or by the negligence and/or failure to discharge responsibilities by any agent, employee, representative, sues or invitee of the Renter in the rental or use of the Center.
- 5. Renter shall pay to the City the rental sum prior to the date of use. Cancellation of the request for the use of the center will entitle Renter to a return of the rental sum, provided the cancellation is made twenty-four (24) hours prior to the date of the use. Any cancellation less than twenty-four (24) hours in advance shall result in the forfeiture of the rental sum.
- 6. Renter shall not permit the sale of alcoholic beverage on the premises unless the proper license is obtained. If unauthorized sale of alcohol is discovered, criminal charges may be filed.

DATED AT MONTROSE, South Dakota, THIS \_\_\_\_\_ DAY  
 OF \_\_\_\_\_, 20\_\_\_\_\_.

BY: \_\_\_\_\_  
 CITY of MONTROSE

BY: \_\_\_\_\_  
 RENTER

\_\_\_\_\_  
 MAILING ADDRESS

\_\_\_\_\_  
 PHONE NUMBER



NEW BUSINESS

# City of Montrose

## December 2023 Law Enforcement Report

### Hours

Contract Hours Per Week	10
Average Per Day	1.43
Days in Month of <u>December</u>	31
Hours Required for Month	44.29
Hours Worked by McCook County Sheriff's Office	78.75

### Contacts

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

*Equipment - 1 w*



City of COUNTY

December 2023 Law Enforcement Report

**Hours**

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

**Contacts**

911 Hang-Up	0
Accident	29
Alarm	0
Animal Complaint	5
Assist	5
Bar Checks	0
Burglary	0
Child Abuse	0
CHINS	0
Disturbance	0
Domestic Assault	0
DUI	2
Intentional Damage	0
Investigations	2
Mental Health	2
Missing Persons	2
Motorist Assist	4
Other	12
Protection Order	0
School Patrol	0
Theft	0
Transport	0
Traffic Stops	64
Warnings Issued	43
Citations Issued	21
Warrants	0
Welfare Check	3

Date Prepared: 01/02/2024



# City of Bridgewater

## December 2023 Law Enforcement Report

### Hours

Contract Hours Per Week	15
Average Per Day	2.14
Days in Month of <u>December</u>	31
Hours Required for Month	66.43
Hours Worked by McCook County Sheriff's Office	104.25

### Contacts

911 Hang-Up	0
Accident	0
Alarm	0
Animal Complaint	0
Assist	0
Bar Checks	0
Burglary	0
Child Abuse	0
CHINS	2
Disturbance	0
Domestic Assault	0
DUI	0
Intentional Damage	0
Investigations	4
Mental Health	2
Missing Persons	0
Motorist Assist	0
Other	0
Protection Order	0
School Patrol	7
Theft	0
Transport	0
Traffic Stops	5
Warnings Issued	4
Citations Issued	1
Warrants	0
Welfare Check	0

*Speeding - 3w  
Equipment - 1w  
Prng Related - 1c*

# Annual Bridgewater

	January	February	March	April	May	June	July	August	September	October	November	December	
911 Hang-Up	0	0	3	1	1	0	1	1	0	0	0	0	7
Accident	3	0	0	1	2	0	2	0	0	0	0	0	8
Alarm	0	0	0	0	0	0	3	0	0	0	0	0	3
Animal Complaint	6	5	5	2	0	1	0	0	0	1	1	0	21
Assist	0	1	0	4	1	3	2	1	4	2	1	0	19
Bar Checks	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	1	0	0	0	1
Child Abuse	0	0	0	0	0	1	0	1	1	0	0	0	3
CHINS	0	0	2	0	0	0	0	0	0	0	0	0	3
Disturbance	0	0	0	3	0	0	5	3	0	0	0	2	4
Domestic Assault	0	1	0	1	0	0	1	2	2	0	0	0	15
DUI	0	0	0	0	0	0	0	1	0	0	0	0	7
Intentional Damage	0	0	0	0	0	0	0	1	0	0	0	0	1
Investigations	5	2	5	1	0	2	2	0	6	0	0	0	0
Mental Health	0	0	3	0	0	3	2	4	3	1	0	1	28
Missing Persons	0	0	0	0	0	0	0	0	0	0	0	0	18
Motorist Assist	0	1	0	0	0	0	0	1	2	0	0	0	0
Other	9	6	6	9	12	15	3	1	5	4	2	0	4
Protection Order	0	0	0	0	0	0	1	1	0	0	0	0	72
School Patrol	3	2	8	7	3	0	0	2	5	7	6	0	2
Theft	2	0	1	0	0	0	0	0	5	7	6	7	50
Transport	0	0	0	0	0	0	0	0	0	1	1	0	5
Traffic Stops	3	7	9	7	7	8	5	11	8	18	9	0	0
Warnings	2	4	4	7	6	6	3	7	6	12	7	4	97
Citations	1	3	5	0	1	2	2	4	2	6	2	1	68
Warrants	0	0	0	0	0	0	0	0	1	1	0	0	29
Welfare Check	4	0	0	0	4	1	0	7	2	3	2	0	2
Hours Required	66.43	60	66.43	64.29	66.43	64.29	66.43	66.43	64.29	66.43	64.29	66.43	782.17
Hours Worked	98.75	105.75	127.5	120.5	177.3	106.2	102	119.5	106.5	97.75	104.25	1265.9	

# City of Canistota

## December 2023 Law Enforcement Report

### Hours

Contract Hours Per Week	30
Average Per Day	4.29
Days in Month of <u>December</u>	31
Hours Required for Month	132.86
Hours Worked by McCook County Sheriff's Office	194.75

### Contacts

911 Hang-Up	0
Accident	0
Alarm	0
Animal Complaint	0
Assist	0
Bar Checks	0
Burglary	1
Child Abuse	0
CHINS	0
Disturbance	0
Domestic Assault	1
DUI	0
Intentional Damage	0
Investigations	1
Mental Health	0
Missing Persons	0
Motorist Assist	0
Other	4
Protection Order	0
School Patrol	17
Theft	1
Transport	0
Traffic Stops	4
Warnings Issued	2
Citations Issued	2
Warrants	4
Welfare Check	1

*Speeding - 20 2W*



# Annual Canistota

	January	February	March	April	May	June	July	August	September	October	November	December	
911 Hang-Up	0	1	0	0	1	0	0	2	0	3	1	0	12
Accident	0	1	0	1	1	1	2	0	0	0	0	0	7
Alarm	0	0	0	0	0	0	0	0	0	0	0	0	0
Animal Complaint	1	0	0	4	0	2	0	0	0	0	0	0	0
Assist	1	1	4	0	0	0	6	3	0	1	0	0	7
Bar Checks	0	0	0	0	0	0	0	0	0	0	0	0	16
Burglary	0	0	0	0	0	0	0	0	3	0	0	0	0
Child Abuse	0	0	0	0	0	0	0	0	0	0	1	1	5
CHINS	0	0	0	0	2	0	0	0	0	2	1	0	3
Disturbance	0	0	1	0	0	0	0	0	0	0	0	0	2
Domestic Assault	1	3	0	1	0	1	2	1	0	0	1	0	7
DUI	0	0	0	0	0	0	0	0	0	3	1	1	9
Intentional Damage	0	0	0	0	0	0	0	1	0	0	0	0	1
Investigations	1	1	2	0	2	0	0	0	0	0	0	0	1
Mental Health	0	0	0	0	0	0	2	1	1	3	0	1	14
Missing Persons	1	0	0	0	0	0	0	0	3	0	0	0	3
Motorist Assist	1	1	0	0	0	0	0	0	0	0	0	0	1
Other	8	7	6	0	0	0	0	0	0	0	0	0	2
Protection Order	0	1	0	9	12	19	5	2	2	5	1	1	80
School Patrol	8	5	0	0	0	0	0	0	0	1	0	0	2
Theft	0	0	14	17	9	0	0	11	16	13	15	17	125
Transport	0	0	0	0	0	1	0	0	1	0	1	1	4
Traffic Stops	1	6	2	9	5	8	7	11	6	3	4	0	0
Warnings	1	4	2	6	4	8	7	8	5	2	4	4	66
Citations	0	2	0	3	1	0	0	3	1	1	3	2	52
Warrants	6	0	0	5	1	0	0	0	1	1	1	2	14
Welfare Check	0	1	0	0	0	0	0	0	1	1	0	4	18
Hours Required	132.86	120	132.86	128.57	132.86	128.57	132.86	132.86	128.57	132.86	128.57	132.86	460
Hours Worked	169	158.75	194	222.5	164.25	155	142.8	188.25	253.4	179	194.75	1564.3	2021.7

# City of Salem

## December 2023 Law Enforcement Report

### Hours

Contract Hours Per Week	52
Average Per Day	7.43
Days in Month of <u>December</u>	31
Hours Required for Month	230.29
Hours Worked by McCook County Sheriff's Office	325.5

### Contacts

911 Hang-Up	0
Accident	2
Alarm	0
Animal Complaint	5
Assist	4
Bar Checks	0
Burglary	0
Child Abuse	0
CHINS	1
Disturbance	0
Domestic Assault	0
DUI	1
Intentional Damage	0
Investigations	3
Mental Health	0
Missing Persons	0
Motorist Assist	0
Other	2
Protection Order	0
School Patrol	14
Theft	0
Transport	0
Traffic Stops	31
Warnings Issued	22
Citations Issued	9
Warrants	1
Welfare Check	0

*Speeding - 30 12W  
Other - 50 2W  
Equipment - 1 Arrest 2W*

# Annual Salem

	January	February	March	April	May	June	July	August	September	October	November	December	
911 Hang-Up	0	0	1	0	1	0	0	2	1	0	0	0	5
Accident	6	5	0	2	0	4	3	1	1	0	4	2	28
Alarm	0	0	1	1	0	1	1	0	0	0	1	0	5
Animal Complaint	0	0	4	2	4	2	0	2	4	1	2	5	26
Assist	1	2	3	3	2	7	10	5	1	3	2	4	43
Bar Checks	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	4	1	0	0	0	0	0	0	6
Child Abuse	0	0	0	0	0	0	0	0	0	2	0	0	2
CHINS	0	0	4	0	1	0	0	0	2	2	0	0	12
Disturbance	2	0	3	0	4	1	8	3	3	0	2	1	26
Domestic Assault	0	0	2	0	4	3	3	2	3	1	0	0	18
DUI	1	1	0	1	0	1	0	0	0	0	1	1	6
Intentional Damage	0	0	0	0	0	0	0	0	0	0	0	0	0
Investigations	0	0	5	4	4	1	6	6	4	2	3	3	38
Mental Health	0	1	4	0	0	1	0	0	1	0	3	0	10
Missing Persons	0	0	0	0	0	2	1	2	0	0	0	0	5
Motorist Assist	0	0	0	2	0	0	1	0	2	1	1	0	7
Other	14	12	27	26	35	32	12	6	9	11	15	2	201
Protection Order	0	0	0	1	2	2	0	1	2	1	0	0	9
School Patrol	9	8	13	16	7	0	0	14	15	14	18	14	128
Theft	0	0	0	3	1	2	0	1	3	3	1	0	14
Transport	0	0	0	0	1	0	1	2	0	0	0	0	4
Traffic Stops	12	21	53	31	67	95	61	21	35	38	48	31	513
Warnings	7	16	44	28	45	54	45	11	17	29	29	22	347
Citations	5	5	9	3	22	41	16	10	18	9	19	9	166
Warrants	0	2	1	1	0	1	12	1	1	1	1	1	22
Welfare Check	4	3	6	3	4	6	2	4	3	1	0	0	36
Hours Required	230.29	208	230.29	222.86	230.29	222.86	230.29	230.29	222.86	230.29	222.86	230.29	2711.47
Hours Worked	298.75	359.25	461.25	398.15	373.25	343.9	289	295.25	331.8	321	325.5	3797.1	

City of Spencer

December 2023 Law Enforcement Report

Hours

Contract Hours Per Week	2.5
Average Per Day	0.36
Days in Month of <u>December</u>	31
Hours Required for Month	11.07
Hours Worked by McCook County Sheriff's Office	35

Contacts

911 Hang-Up	0
Accident	0
Alarm	0
Animal Complaint	0
Assist	1
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	1
Warnings Issued	1
Citations Issued	0
Warrants	0
Welfare Check	0

*Equipment - 1w*

Annual

# Spencer

	January	February	March	April	May	June	July	August	September	October	November	December	
911 Hang-Up	0	0	0	0	0	0	0	0	0	0	0	0	0
Accident	0	0	0	0	0	2	0	0	0	0	0	0	0
Alarm	0	0	0	0	0	0	0	0	0	0	0	0	2
Animal Complaint	0	1	0	1	0	0	0	0	0	0	0	0	0
Assist	0	0	0	0	0	1	1	1	0	2	0	0	4
Bar Checks	0	0	0	0	0	0	0	0	0	0	0	0	3
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0
Child Abuse	0	0	0	0	0	0	0	0	0	0	0	0	0
CHINS	0	0	0	0	0	0	0	0	0	0	0	0	0
Disturbance	0	3	0	0	0	0	0	0	0	0	0	0	0
Domestic Assault	0	0	0	0	0	0	0	1	0	0	0	0	4
DUI	0	0	0	0	0	0	0	0	0	0	0	0	0
Intentional Damage	0	0	0	0	0	0	0	0	0	0	0	0	0
Investigations	0	0	0	0	1	0	1	0	0	1	0	0	1
Mental Health	0	0	0	0	0	0	0	0	0	0	0	0	2
Missing Persons	0	0	0	0	0	0	0	0	0	0	0	0	0
Motorist Assist	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	1	0	0	0	9	2	0	0	0	0	0	0
Protection Order	0	0	0	0	0	0	0	0	0	1	1	0	15
School Patrol	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft	0	0	0	0	0	0	1	0	0	0	0	0	0
Transport	0	0	0	0	0	0	0	0	0	1	0	0	2
Traffic Stops	0	1	0	1	0	0	0	0	0	0	0	0	0
Warnings	0	1	0	1	2	0	0	1	0	0	0	1	6
Citations	0	0	0	0	0	0	0	1	0	0	0	1	6
Warrants	0	0	0	0	0	0	0	0	0	0	0	0	0
Welfare Check	0	0	0	0	0	0	0	0	0	1	0	0	0
Hours Required	11.07	10	11.07	10.71	11.07	10.71	11.07	11.07	10.71	11.07	10.71	11.07	130.33
Hours Worked	31.75	42	38	43.25	38	47.3	41.5	36.85	32.8	27.5	35	413.95	

# 2024 MUNICIPAL ELECTION CALENDAR

The dates to the right are the **only date options** for annual municipal elections. There are **no other date options**. The school may request to combine with you on any of these dates. **Both jurisdictions have to agree to combine.** If you intend to combine with the County for the June 4<sup>th</sup> Primary Election, you need to follow the City/School combining with the County Primary Election Calendar. The dates to the right do not reflect the dates you have to follow for a combined Primary Election on June 4<sup>th</sup>.

**APRIL  
9**

**JUNE  
4**

**JUNE  
18**

**Second Tuesday in April**  
(a school may combine with you on this date)

**First Tuesday after the first Monday in June**  
(may combine with School)

**Must combine with the school on the third Tuesday in June**

Deadline for the **governing board** to establish the election date if they choose a different date than the 2<sup>nd</sup> Tuesday in April. (9-13-1 & 9-13-1.1 & 9-13-1.2 & 13-7-10)

No later than January 14

No later than January 14

No later than January 14

Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. (9-13-6, 9-13-40 & 05:02:04:06 & 13-7-5)

(NOTE: confirm that all notices have been received and published by the paper: ask for a confirmation email)

Between the dates of January 15<sup>th</sup> & 30<sup>th</sup>

Between the dates of Feb. 15<sup>th</sup> & March 1<sup>st</sup>

Between the dates of March 15<sup>th</sup> & 30<sup>th</sup>

Earliest date for candidate to sign the declaration of candidacy, to begin petition circulation and earliest date to file nominating petition. (9-13-9, 9-13-40, 9-13-37, 13-7-6; 05:02:08:13 and 05:02:08:11)

January 26<sup>th</sup>

March 1<sup>st</sup>

April 9<sup>th</sup>

Deadline for filing nominating petition. If this is a **Friday**, please plan accordingly to be available to accept petitions. Registered mail is acceptable if postmarked by the deadline date and time. (9-13-7, 9-13-40, 9-13-37, 13-7-6)

(FRIDAY)  
Feb. 23<sup>rd</sup>  
5:00 pm

(TUESDAY)  
March 26<sup>th</sup>  
5:00 pm

(FRIDAY)  
May 10<sup>th</sup>  
5:00 pm

Deadline for submission of written request to withdraw candidate's name from nomination. **If you will not have an election, you DO NOT have to publish anything further or notify our office.** (9-13-7.1, 13-7-7 & 05:02:07:05)

Remember to issue certificates of election. See page 2 for more info.

Feb. 23<sup>rd</sup>  
5:00 pm

March 26<sup>th</sup>  
5:00 pm

May 10<sup>th</sup>  
5:00 pm

Deadline for Candidates, in **first class municipalities only**, to file the Candidate Financial Interest Statement with the person in charge of the election. (12-25-30)  
A sample form can be found at [sdsos.gov](http://sdsos.gov).

Within 15 days of filing nominating petition

Within 15 days of filing nominating petition

Within 15 days of filing nominating petition

Have you ordered your election kit? McLeod's Printing in Mitchell (605-996-5151) is the only company in SD that sells election kits. Check to see if you need to order absentee ballot combined envelopes. Absentee materials may not be included in the election kit. (05:02:10:01:03)

Order so you receive before absentee voting begins

Order so you receive before absentee voting begins

Order so you receive before absentee voting begins

Once you know you have an election, you must draw for candidate order on the ballot. Each candidate or candidate representative may be present. (9-13-21)

Draw after petition filing deadline

Draw after petition filing deadline

Draw after petition filing deadline

Have your governing board appoint your Election Board. (9-13-16.1 & 05:02:05:11:01). You may use high school seniors (*must be 18 years old*). (13-27-6.1) Compensation for the election board. (9-13-16.1) The county auditor may have election worker names.

Anytime

Anytime

Anytime

First publication of voter registration notice. Must be published for **two** consecutive weeks. (12-4-5.2 & 05:02:04:04)

Between the dates of March 4<sup>th</sup> & 8<sup>th</sup>

Between the dates of April 29<sup>th</sup> & May 3<sup>rd</sup>

Between the dates of May 13<sup>th</sup> & 17<sup>th</sup>

Second publication of voter registration notice. The last publication to be not less than ten nor more than fifteen days before the deadline for registration. (12-4-5.2 & 05:02:04:04)

Between the dates of March 11<sup>th</sup> & 15<sup>th</sup>

Between the dates of May 6<sup>th</sup> & 10<sup>th</sup>

Between the dates of May 20<sup>th</sup> & 24<sup>th</sup>

**RESOLUTION 2024-002**

**WHEREAS**, in compliance with SDCL 6-1-10, which states that a complete list of all salaries paid to all city officials and employees be established by resolution and published in the minutes of the first meeting of the fiscal year and thereafter published monthly by department;

**NOW THEREFORE BE IS RESOLVED** that the following is a list of all said salaries effective the hours worked in 2024:

**FISCAL YEAR 2024**

**COUNCIL PER MTG**

<b>NAME</b>	<b>POSITION</b>	<b>SALARY</b>	<b>PER MEETING</b>
Painter, Susan	Mayor	2,624	150
Binder, Alex	Council President	2,624	150
Hanisch, Jasen	Councilman	2,624	150
Vogel, Nick	Councilman	2,624	150
Scheff, Justin	Councilman	2,624	150

**ANNUAL SALARY**

<b>NAME</b>	<b>POSITION</b>	<b>SALARY</b>
Siemonsma, Nicole	Finance Officer	53,000
Loudenburg, Troy	Certified Operator	1,300

**PER HOUR WAGE**

<b>NAME</b>	<b>POSITION</b>	<b>PER HR</b>
Hanisch, Josh	Maintenance Technician	25.00
Cleveland, Jackie	Office Administration	12.00
Halle, Cliff	Snow Removal Lead	24.00
Lounsbery, David	Seasonal Mowing	14.00
Hanisch, Loyd	Seasonal Mowing	14.00
x	Pool Managers	17.00
x	Pool-Swim Instructors+0.25 return	14.00
x	Pool Lifeguards+0.25 return	13.00

Dated this 9th day of January 2024 in Montrose, South Dakota.

(seal)

\_\_\_\_\_  
City Mayor or Council President

ATTEST:

\_\_\_\_\_  
Nicole Siemonsma, Finance Officer

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Effective: \_\_\_\_\_

## 2024 MONTROSE VOLUNTEER FIREFIGHTER LIST

FIRE CHIEF: BRIAN SMITH



SECRETARY: DENNIS GORTON

Bartlett, Sarah  
Berens, Lee  
Bultje, James  
Erickson, Bob  
Graff, Adam  
Hageman, Justin  
Head, Ellen  
Head, Nancy  
Healy, Craig  
Healy, Tim  
Hofer, Jordyn  
Hofer, Troy  
Kappenman, Brian  
Meyer, Anthony  
O'Hara, Jeff  
Raap, Andrew  
Sechser, Jacob  
Smith, John  
Struck, Emily  
Struck, Todd  
Vosburg, Sydney  
Vosburg, Trace  
Von Berge, Jacob  
Wiebersick, Jeremy

REVISED: 12-26-23



# PARKS/REC VOLUNTEERS LIST

Jeremy Wiebersick

Jane Wiebersick

Jay McGuire

Jeremy Thompson

Tyler Johnson

Melissa Johnson

Nick Vogel

Jolene Vogel

Justin Scheff

Todd Skyberg

Jill Skyberg

Gene Struck

Matt Fockler

Christy Twedt

Emily Hanisch

Bill Weber

Nicole Siemonsma

Earl Siemonsma

Chris Katzer

Kari Katzer

Tony Meyers

Jeff Twedt

Kristi Twedt

Cliff Hallem

DEPARTMENT  
REPORTS

# Water Disconnect Service Request

8.0107 Disconnect. The City may disconnect utility service for any of the following reasons:

- A. Failure to pay all charges and penalties;
- B. Default on an agreement to liquidate a continuing debt;
- C. Failure to grant the City access to read and inspect meters;
- D. Customer tampering.
- E. Failure to obtain a Certificate of Occupancy from the City.

8.0108 Extension. A single 30-day extension shall be allowed before disconnection of service upon receipt of a physician's certificate or notice from a public health or social service official that a disconnection of utility services will aggravate an existing medical condition of the customer or other permanent resident of the premises.

8.0109 Restoration of Service. All utilities disconnected for nonpayment must pay a reconnect fee as set by the City Council plus payment in full of the account before any utilities will be reconnected. Reconnections will be made only during business hours, 7:30 a.m. to 4:00 p.m., Monday through Friday. Utilities voluntarily disconnected shall also require a reconnect fee as set by the City Council and on file in the office of the Finance Officer.

8.0110 Owner, Lessee Liable. The owner of property, which is serviced by municipal utilities from the City, shall, as well as the lessee or occupant of the property, be liable to the City for the utility bills, which may be recovered in an action against such owner, lessee or occupant or against any or all of them, jointly or severally. The provisions contained in 8.0105 shall equally apply to the owner of the property as they do to the consumer/lessee or occupant.

8.0111 Tampering With City Equipment. Should the City discover damage to its equipment or an attempt to tamper with such equipment or an attempt to falsify the amount of water, sewer, or electric current used, or the amount due the City for utility service, the City may serve notice upon the consumer of a hearing that is to be held where the consumer may show cause why service should not be discontinued. This notice shall state the reason for the hearing and the time and place it is to be held.

Should the City Council find that a violation of this section has occurred and that there is no justification for said violation, the City Council may order immediate termination of service and service shall be reinstated only upon conditions established by the City Council.

8.0112 User Responsible for Operation and Maintenance of Water and Sewer Lines. Each occupied residence must have a usable city domestic water and sanitary sewer service. The City of Montrose shall be responsible for the maintenance and proper operation of the domestic water mains, sanitary sewer mains and domestic water service line from the main to the curb stop. Any domestic water service line past the curb stop or sanitary sewer service line from the sanitary sewer main to the structure, shall be the exclusive responsibility of the property owner. Owners at their own expense must keep and maintain their sanitary sewer service lines, from the point of connection at the main line, and all other equipment in good working order and properly protected from frost and other damage. Owners at their own expense must keep their domestic

2023 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	General Fund	X	363,222.45	340,527.73	357,623.49	347,028.78
Water Fund	602		X	26,450.23	21,773.14	28,540.94	28,374.29
Sewer Fund	604		X	157,306.53	165,431.01	170,739.14	168,255.32
CAMP Account	MMxxx1950	Camp Deposits/Season Dep.	X	46,413.18	46,941.72	47,298.65	48,154.96
ODELL Account	MMxxx1776	Borrow Option	X	166,006.90	168,108.87	180,074.84	180,193.25
Montrose Operations	MMxxx1739	Optional	9/20/2022	396,457.13	396,700.44	282,784.34	282,970.28
Reserve for Equipment	MMxxx1832	Optional	X	44,571.98	44,599.33	44,629.63	44,658.98
Water Fund Savings	MMxxx1997	Savings	3/30/2023	X	X	33,027.05	33,048.77
Sewer Fund Savings	MMxxx1973	Savings	3/30/2023	X	X	81,158.59	81,211.95
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	General Fund	X	346,808.37	402,997.18	386,010.02	367,082.65
Water Fund	602		X	30,029.85	34,969.14	37,927.59	42,786.66
Sewer Fund	604		X	169,048.91	175,754.36	170,125.57	90,272.74
CAMP Account	MMxxx1950	Camp Deposits/Season Dep.	X	51,338.41	55,573.30	58,812.16	61,002.82
ODELL Account	MMxxx1776	Borrow Option	X	180,315.68	180,434.26	180,556.86	180,679.54
Montrose Operations	MMxxx1739	Optional	9/20/2022	283,162.54	283,348.74	283,541.26	283,733.91
Reserve for Equipment	MMxxx1832	Optional	X	44,689.32	44,718.71	44,749.09	44,779.49
Water Fund Savings	MMxxx1997	Savings	3/30/2023	33,071.23	33,092.26	33,114.75	33,137.97
Sewer Fund Savings	MMxxx1973	Savings	3/30/2023	81,267.13	81,318.79	81,374.04	81,431.11
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	General Fund	X	381,116.24	270,513.14	306,880.74	304,066.89	1697.13
Water Fund	602		X	47,597.28	44,890.69	44,333.93	48,149.70	
Sewer Fund	604		X	190,701.39	168,189.35	210,796.09	35,436.58	
CAMP Account	MMxxx1950	Camp Deposits/Season Dep.	X	63,602.87	64,371.48	64,413.81	64,457.58	441.7
ODELL Account	MMxxx1776	Borrow Option	X	180,798.34	180,921.18	181,040.14	181,163.15	1418.97
Montrose Operations	MMxxx1739	Optional	9/20/2022	275,418.24	275,605.37	275,786.59	275,973.97	2469.17
Reserve for Equipment	MMxxx1832	Optional	X	44,808.93	44,839.38	44,868.86	44,899.35	357.63
Water Fund Savings	MMxxx1997	Savings	3/30/2023	33,159.76	33,182.29	33,204.11	33,226.67	200.34
Sewer Fund Savings	MMxxx1973	Savings	3/30/2023	81,484.65	81,540.01	81,593.63	262,512.43	559.62
18m CD ODELL	X7010	ODELL Fund	2/22/2019	\$200,000	200,000	200,000	200,000	\$400.00

## Money Market ODELL INTEREST LOG

YEAR	INTEREST EARNED	
2025		
2024		
2023	1,818.97	odell BALANCE: \$381,163.15
2022	\$216	
2021	\$204	
2020	\$303	
2019	\$405	FEB. 2019 \$200,000 Withdrawl (CD Created)
2018	\$614	
2017	\$480	
2016	\$480	
2015	\$468	
2014	\$480	
2013	\$480	JAN. 2013 \$19,000 Withdrawl
2012	\$540	AUG. 2012 \$15,000 Withdrawl
2011	\$1,320	
2010	\$1,329	
	\$9,138	

50% of interest: \$4,569.00

**Original Deposit 8-11-2004 \$150,000**  
**Final Deposit 6-1-2005 \$159,987**  
**Total Gift Amount after Fees: \$309,987.11**

November 2022 CD \$200,000

November 2022 MM ODELL \$165,672.60

VOUCHERS

## JANUARY COUNCIL MEETING VOUCHER SUMMARY

### PAID Between Meetings

29466e	FEDERAL TAX PAYMENT	12/22/23	\$603.86	Payroll Taxes
29467e	FEDERAL TAX PAYMENT	1/2/24	\$999.18	Payroll Taxes
30118	COURTNEY HERNANDEZ	12/28/23	\$10.00	Rent Reimbursement
30123	MCI	1/2/23	\$50.45	Long Distance Calling-January Bill
30114	MENARDS	12/26/23	\$13.08	Vacuum breaker repair kit-shop
30112	MONTROSE RURAL FIRE BOARD ASSC	12/14/23	\$15,500.00	Ford F250 Purchase
30115	NICOLE SIEMONSMA	12/26/23	\$26.70	County Registration
30116	RYANS REPAIR	12/26/23	\$50.00	Tractor Mower Tire Change+Labor
29468e	SD DEPT OF LABOR	1/5/24	\$21.50	4th Quarter 2023 Unemployment Insurance
29469e	SD DOR	1/4/24	\$222.84	Garbage Tax Reporting for December 2023
30125	SD RETIREMENT SYSTEM	1/2/24	\$656.62	December 2023 Reporting
30117	THE SECURITY STATE BANK	12/26/23	\$66.19	Shop; Ofc needs
29465e	TRANSFER OUT GF INTO SEWER MM	12/31/23	\$180,796.00	Sewer GF into Sewer Money Market Transfer
30124	US BANK, N.A.	1/2/23	\$11,703.04	Loan: DW1 and CW2

### PAID at Council Meeting

30126	A&B BUSINESS	1/9/24	\$240.11	Monthly IT Service; Printer Contract
30127	ADDY DISPOSAL	1/9/24	\$3,047.00	Monthly Garbage Fee
30128	BADGER METER	1/9/24	\$53.97	Network Charges; Communication Charges
30129	BRIGHT ARROW	1/9/24	\$65.00	Annual Renewal for 2024
30130	CITY OF MONTROSE	1/9/24	\$5.30	Monthly UB Bill
30131	CITY OF SIOUX FALLS	1/9/24	\$43.50	BacT Water Sample Fees
30142	DELL RAPIDS LAW FIRM	1/9/24	\$540.00	December Lawyer Fees
30132	GOLDEN WEST	1/9/24	\$128.42	Monthly Office Phone Bill
30133	KINGBROOK RURAL WATER	1/9/24	\$3,297.95	Monthly Water Purchase-Usage
30134	MCCOOK CO. AUDITOR	1/9/24	\$1,570.84	Sheriff Fee for January
30135	MIDAMERICAN ENERGY	1/9/24	\$368.47	Heat Bill for December Usage
30136	MONTROSE GAS PLUS	1/9/24	\$56.77	Fuel
30137	NEW CENTURY PRESS	1/9/24	\$258.02	Budget ORD; ORD 2023-006, Dec. Mtg Minutes
30138	NICOLE SIEMONSMA	1/9/24	\$465.09	Reimbursement for Postage; BacT water samples; Color Ink/Paper
30139	SDARWS	1/9/24	\$410.00	Annual Renewal for 2024
30140	SECOG	1/9/24	\$816.00	Annual Renewal for 2024
30141	SOUTHEASTERN ELECTRIC COOP	1/9/24	\$1,899.59	Electric Bill - December
	TOTAL PAID:		\$223,985.49	

### Payroll

	City Council Members		\$2,850.00	Quarterly Payment-Paid in January
	Finance Officer		\$4,076.92	2 pay periods - December 2023
	Office Admin		\$616.00	2 payperiods - December 2023
	Certified Operator Temp.		\$100.00	Monthly December 2023
	Maintenance Technician		\$1,394.80	2 pay periods - December 2023
	TOTAL SALARIES:		\$6,187.72	
	<b>GRAND TOTAL:</b>		<b>\$231,628.41</b>	