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South Dakota MUNICIPALITIES

Managing Editor: Yvonne A. Taylor          Editor: Carrie A. Harer

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  Jerry Krambeck Member Services Representative
  Deb Corkill Executive Assistant
We wrote in the September issue about committees meeting whose work will affect municipality’s options for funding their infrastructure needs. A couple of those have settled a bit, and major funding sources are being proposed for both school districts and counties.

The Governor’s Blue Ribbon Task Force on Education has concluded its meetings, and among other things, will be recommending funding to increase teacher pay that will amount to at least $75 million. The Governor will still need to decide what to do with that recommendation, but it would be surprising if there weren’t some movement in that direction. The preferred way to fund that seemed to be with additional state sales tax.

The other group that will impact city efforts this year was the County Government Study Committee, which also finished its work and will recommend several pieces of legislation, including one to allow the counties to implement a local option sales tax, and another to require cities to pay counties for public safety, based on population within city limits.

But the far more disturbing thought process belongs with the bill that would have cities pay an extra amount to counties for county public safety costs, completely ignoring the fact that city residents are also county citizens, and pay county property taxes. Consider the following information from the state’s five largest counties:

- Minnehaha County – 82.6% of county property taxes are paid by those inside city limits
- Pennington County – 71% of county property taxes are paid by those inside city limits
- Lincoln County – 69.3% of county property taxes are paid by those inside city limits
- Brown County – 46.2% of county property taxes are paid by those inside city limits
- Brookings County – 52.6% of county property taxes are paid by those inside city limits

City residents are already paying county taxes. Asking them to pay again for the same services is just double dipping.

The SDML has always opposed allowing any other government to have a sales tax – it is too important a revenue source, making up around 50% of all revenue, and 70% of tax revenue, for our municipalities. We’ve long seen what happens when other entities get into a revenue source we need – cities get shoved out – you don’t need to look any further than the property tax to see the mere 12-14% cities receive of that shared source.

But please feel free to contact me or any of the Board members with your thoughts on these, or any other issues.

Yvonne Taylor
Executive Director

Keep on top of what goes on under the Dome

Subscribe to the SDML’s Legislative Update.

The SDML’s Legislative Update informs you on the hottest issues affecting municipalities as the South Dakota Legislature considers them. Each week League staff compiles an analysis of current and upcoming committee and floor action in the Senate and House.

As local leaders, you need to be a part of the action in Pierre. The Legislative Update helps get you there.

As you know, decisions in Pierre are made at a fast and furious pace, and the Update gives you a grasp of issues affecting how you govern on the local level.

Updates are issued throughout the session on a weekly or as needed basis, via fax, mail or email. Email is free, including an unlimited number of addresses to each city.

To receive the Legislative Update via email contact Yvonne at yvonne@sdmunicipalleague.org.

To get the Update sent to you by mail or fax please send $10 along with a request (include your mailing address, phone number or fax number) to: SDML, 208 Island Drive, Fort Pierre, SD 57532.
I just got home from the National League of Cities Conference in Nashville, TN. Your SDML sends the President and Vice President to attend this conference. It is a full packed agenda and you get to hear a lot of good speakers and visit with other cities across the nation on how they deal with different problems we all face. Poor Yvonne only made it as far as Minneapolis and was too sick to continue, we missed her steady hand! A big thank you to Laurie Gill, Pierre, the Brookings gang: Tim (he was a speaker), Patty, Scott (also a presenter), Dan, and Jael, the Sioux Falls group: David, Christine, Rex, Dean, and Jeffrey, who helped guide me through the maze of meetings. Missed you Amy, in the maze and any of the other SD representatives I did not run into. There were 4,000 attendees and without the SD people I would have felt way out of my depth, although everyone was friendly and open to me. Most of the sessions I attended were with individuals that were from other states, since you get to pick one session from several that are going on at the same time, you were all an impressive group of public servants. Your contingent from SD was, most generally, not at the same workshop, so by being spread out; we covered a lot of ground in gaining knowledge. I will do a report for my Council and the SDML Executive Board on each workshop I attended and what I learned. Now back to life in good ole New Underwood!

So much of our character is built on our failures. As long as we continue to learn from them we can continue to help our city/town to move forward. And what was a failure in the past can work in the future. I had a funny thing happen last month that I will expound on. One of our citizens came in to have me sign a petition on the Pennington County Wheel tax. She said here sign this, it is to say we are against the wheel tax. My mind told me that is not what it is for; it is for the wheel tax to go to a vote. She said if that is how you feel don’t sign it and out the door she went slamming it, I might add with nothing gained by my not being diplomatic. No excuses, I need to remind myself I represent the City no matter what the issue, and use my brain just like I would have if it had been a city issue. I have a dresser full of stories on my mouth acting up; some of you have heard a couple of them! I encourage you to use diplomacy when dealing with your citizens. You still can get your point across on the why’s of your decisions without making a person feel resentful. The definition of diplomacy that I like is the art of dealing with people in a sensitive and effective way. I hope that you, as civic leaders, use diplomacy and more often and constructively than I do. Everyone has a viewpoint that they feel is right and justified, it is up to us to listen to their point of view and use diplomacy to get our point and direction for the City across to them. The times I’ve used diplomacy throughout my life the results have been quite successful. I will continue to strive for diplomacy more often, as we all should.

There is another key for your key chain – DIPLOMACY!

Respectfully, Meri Jo Anderson
President
2016 Annual Report Workshops

The South Dakota Municipal League and the South Dakota Department of Legislative Audit are co-sponsoring one-day workshops on preparing this year’s annual report. Remember, annual reports are required to be filed by ALL municipalities.

The filing status of annual reports has had a renewed focus in recent years. The federal government has recently promulgated a sense of transparency and timeliness of financial data. This seminar will move you a giant step closer to meeting those goals.

These workshops are brought to you without cost by the South Dakota Municipal League and the Auditor General’s office. They will be conducted by the staff of the Department of Legislative Audit. Finance officers, clerks, auditors and treasurers should plan to attend.

This year we are providing a limited offering of annual report workshops for all sizes of cities. If you have questions on which workshop you should attend please call Rod Fortin with Legislative Audit at 605-367-5810.

**Small Cities:** those with less than $600,000 in revenue. This class is targeted for all cities of this size range. Please bring your Municipal Accounting Manual and previous year’s annual report to use as reference material. Also, bring a copy of your 2016 published budget ordinance to assist in participating in a discussion in this area as well as copies of several receipt/voucher transactions so that we can work together on coding solutions.

- **Mitchell:** Wednesday, January 27, 2016, Noon-3:00 pm, Blarney’s, 2100 Highland Way (995-5095), *11:30 meet for lunch at Blarney’s if your schedule permits. Reservation is under MUNICIPAL LEAGUE. Meeting will begin at noon.
- **Aberdeen:** Thursday, January 28, 2016, Noon-3:00 pm, County Court House, Community Room, Basement Annex, 25 Market Street, *lunch on your own.

**Large Cities (cash basis):** those with $600,000 or more in revenue. This class is targeted for only those personnel that have approximately two years or less of annual report preparation experience. Please bring your previous year’s annual report to use as reference material. Also, for further discussion bring a copy of your general ledger containing equity accounts for each fund (GASB 54).

- **Huron:** Wednesday, January 13, 2016, 11:00 am-3:00 pm, Campus Center, Pyle Room, 333 9th St. SW *working lunch by ordering pizza in.

**Large Cities (GAAP basis):** those with $600,000 or more in revenue. This annual report is targeted for only those personnel that have approximately two years or less of annual report preparation experience. Please bring your previous year’s annual report to use as reference material. Also, for further discussion bring a copy of your general ledger containing equity accounts for each fund (GASB 54).

- **Huron:** Thursday, January 14, 2016, 10:00 am-3:00 pm, Campus Center, Pyle Room, 333 9th St. SW *working lunch by ordering pizza in.

**DEADLINE** for Registration is a WEEK PRIOR to each meeting.

Notes: If the weather looks bad, call 605-367-5810 or 800-658-3633 to determine if the seminar has been postponed. Please do not take any driving risks. Dress is business casual. Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the League office in advance of the meeting to make any necessary arrangements.

Annual Report Workshops Registration

<table>
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<tr>
<th>Municipality</th>
<th>Name</th>
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<td>Huron January 13</td>
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Please return to: South Dakota Municipal League, 208 Island Drive, Fort Pierre, SD 57532, Fax: 605-224-8655, email: paula@sdmunicipalleague.org, website: www.sdmunicipalleague.org
Rib Dinner with Your Legislators

Mayors, councilmembers, finance officers and all municipal employees, please join us Tuesday, February 2, 2016 for an informal rib dinner with your state legislators. The dinner will be held at the Econolodge (formerly Kings Inn Conference Center) beginning at 6:00 p.m. Prior to dinner, a legislative briefing will be held to update you on discussion topics and on the committee meetings for Wednesday, February 3, 2016.

Municipal Government Day at the Legislature

Wednesday, February 3, 2016 will be Municipal Government Day at the Legislature. This is the day all municipal officials are invited to Pierre to watch the Legislature in action.

<table>
<thead>
<tr>
<th>Tuesday, February 2, 2016</th>
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<tr>
<td>5 to 6:00 p.m. <strong>Registration</strong> Econolodge (formerly Kings Inn Conference Center)</td>
<td>7:45 a.m. to Noon <strong>Legislative Committee Meetings</strong> Various Committee Rooms in the State Capitol Building (Registration packets available at the Rib Dinner will have the details.)</td>
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<tr>
<td>5:30 p.m. <strong>Legislative Briefing</strong> Econolodge (formerly Kings Inn Conference Center)</td>
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<tr>
<td>6:00 p.m. <strong>Rib Dinner</strong> Econolodge (formerly Kings Inn Conference Center)</td>
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Please return the registration form with payment by Tuesday, January 19, 2016. We need to know how many will be attending so that we may plan for the meal accordingly. No refunds will be given after January 19, 2016.

Accommodations

A block of rooms has been reserved at the Econolodge (formerly Kings Inn Hotel) (605-224-5951) for Tuesday, February 2, 2016. Be sure to mention the SDML block when making your reservations. Room block will be released January 22, 2016.

Rib Dinner and Municipal Government Day Registration Form

Please TYPE OR PRINT your information as you would like it to appear on the name tag.

<table>
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Total Amount Enclosed $_____________

Please return your registration form and payment by January 19, 2016 to South Dakota Municipal League • 208 Island Drive • Fort Pierre, SD 57532 • 800-658-3633 • www.sdmunicipalleague.org

Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the League office in advance of the meeting to make any necessary arrangements.
Ten affiliate organizations enjoy the advantage of being members of the South Dakota Municipal League. These organizations receive SDML staff support and hold their meetings at the League’s Annual Conference and many of the affiliate groups meet at other times during the year. Visit www.sdmunicipalleague.org/sdmlevents for a listing of all the events.

Dues notices for the Affiliates were recently sent to each city office and can be found under the Affiliate Organizations tab at www.sdmunicipalleague.org or by calling the League office at 800-658-3633.

Affiliate membership options include:

**SD Airport Management Association**
- The purpose of this association shall be to foster the planning, development, use and operation of public airports in the State of South Dakota;
- To assist its membership in resolving problems though mutual experiences in airport operations; and
- In cooperation with the South Dakota Municipal League, to take an active part in legislation that may affect public airports in the State of South Dakota.

**ANNUAL DUES** of the association are $25 per city; Associate membership is $50/person.

**SD Municipal Attorneys’ Association**
- The purpose of this association is to establish a forum by which municipalities may promote matters of mutual interest and provide a closer working relationship in municipal government and administration by the following means:
  - Holding meetings for the discussion of legal and other questions affecting municipal governments;
  - The furnishing of information to municipal law officers and departments in order to enable them to better to perform their functions; and
- To develop requirements and regulations pertaining to training of building officials and administration officers.

**ANNUAL DUES** of the association are as follows:
- Governmental Membership (GM) is $50.00; each additional Governmental Individual (GI) membership is $5.00.
  - Governmental Members shall be a designated individual, usually the building official, of a government agency (state, county or municipal), which is responsible for the enforcement or administration of laws and ordinances relating to building construction.
  - Governmental Individual Members shall be additional employees of governmental agencies which are responsible for the enforcement, or administration of laws and ordinances relating to building construction.
- Professional Membership (PM) is $50.00; each additional Professional Individual (PI) membership is $10.00.
  - Professional Member shall be a designated individual of a firm, incorporated or unincorporated, engaged in the practice of architecture, engineering, inspection, research, testing or related activities.

**SD Building Officials’ Association**
- The purpose of the association shall be the consideration of principles and practices underlying the laws and ordinances relative to the construction, maintenance and occupancy of buildings, use of land, and methods of uniform administration; and
- To develop requirements and regulations pertaining to training of building officials and administration officers.

**ANNUAL DUES** of the association are as follows:
- Governmental Membership (GM) is $50.00; each additional Governmental Individual (GI) membership is $5.00.
  - Governmental Members shall be a designated individual, usually the building official, of a government agency (state, county or municipal), which is responsible for the enforcement or administration of laws and ordinances relating to building construction.
  - Governmental Individual Members shall be additional employees of governmental agencies which are responsible for the enforcement, or administration of laws and ordinances relating to building construction.
- Professional Membership (PM) is $50.00; each additional Professional Individual (PI) membership is $10.00.
  - Professional Member shall be a designated individual of a firm, incorporated or unincorporated, engaged in the practice of architecture, engineering, inspection, research, testing or related activities.
- Full Members: Any person who is a City Manager or Administrator, or an assistant to City Manager or Administrator of a South Dakota City shall be eligible for full membership in the Association.

- Associate Members: Persons holding responsible administrative positions in South Dakota cities and other persons who are interested in the objectives of the Association shall be eligible for associate membership.

- Student Members: Any person currently enrolled full or part-time in a graduate or undergraduate program with an interest in local government.

SD City Management Association
- The purpose of this association shall be to increase the proficiency of Managers and Administrators of local governments;
- To strengthen the quality of local government through professional management;
- To encourage and support the precepts of the Council/Manager plan;
- To maintain the high ethical standards of the profession of City Management; and
- To provide opportunities to enhance the professional development of its members.

ANNUAL DUES of the association are as follows:
- Full membership is $150 per person.

- Professional Individual Member shall be additional employees of professional firms that practice architecture, engineering, inspection, research, testing or related activities.

- Annual Associate Membership (AM) is $25.00.
- Associate Member shall be a representative of firms or corporations of commercial and industrial concerns engaged in the sale, manufacture or processing of materials and assemblies.

SD Association of Code Enforcement
- The purpose of this association is to operate, without profit to the Association, or its members, as a state association to advance, educate and improve efforts of state, county, city and other political subdivision employees who are actively involved with and responsible for the enforcement of housing, municipal, county, state or federal codes without

ANNUAL DUES of the association are as follows:
- Full Members: Any person who is a City Manager or Administrator, or an assistant to City Manager or Administrator of a South Dakota City shall be eligible for full membership in the Association.
- Associate membership is $75 per person.
- Associate Members: Persons holding responsible administrative positions in South Dakota cities and other persons who are interested in the objectives of the Association shall be eligible for associate membership.
- Student membership is $15 per person.
- Student Members: Any person currently enrolled full or part-time in a graduate or undergraduate program with an interest in local government.

When It Comes To Waterworks, There Can Be A Lot Of Pressure.
To succeed, you need a partner that makes your job easier. With Dakota Supply Group, you get more than just pipe and products:

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regard to race, creed, color, national origin, or sex;
• To encourage professionalism with regard to the standardization of enforcement of environmental and housing codes; and
• To supply and advance the science and practice of code enforcement through certification and to provide training workshops, seminars and conferences facilitating and advancing the administration of the various codes with which the Association is concerned.
• **ANNUAL DUES** of the association are $40 per city.

**SD Municipal Electric Association**
The South Dakota Municipal Electric Association, formed in 1950, serves member municipalities that provide electricity to approximately 100,000 South Dakotans.

The Annual Meeting is held each October during the Municipal League Annual Conference.

The Electric Superintendent-Foreman Conference is held each March in Watertown.

**SD Governmental Finance Officers’ Association**
• The purpose of this association is to establish a forum by which cities and towns may promote matters of mutual interest and provide a closer working relationship that there may be improvement in municipal government and administration;
• To promote the improvement of methods of governmental finance in South Dakota including the development of mutually understandable procedures of accounting, budgeting, and financial reporting; and the encouragement of the use of common terminology, classification, and principles in regard to those subjects; and
• To take an active part in legislation that may affect municipalities of the state through the South Dakota Municipal League.
• **ANNUAL DUES** of the association are $40 for the first person and $30 for each additional person of the same city.

**SD Governmental Human Resource Association**
• The purpose of this association is to advance the profession of human resource management in governmental entities by promoting matters of mutual interest and providing a closer working relationship so that there may be improvement in government and administration; and
• To promote the improvement of all aspects dealing with Human Resources in South Dakota through information sharing and consolidated training with a special emphasis on assisting smaller communities and to take an active part in legislation that may affect the governmental entities of the state through the South Dakota Municipal League.
• **ANNUAL DUES** of the association are $25 per person.

**SD Police Chiefs’ Association**
• The purpose of this association shall be of an educational, scientific, benevolent, fraternal and charitable nature and to develop a closer official and personal relationship between the various law enforcement officials of the State of South Dakota.
• To maintain a steadfast resolution to guard the rights, liberties, and welfare of all citizens;
• To foster any project which will help bring law enforcement officials recognition as professionals, to increase the efficiency of the member of aiding in the improvement of the laws of the State of South Dakota and demanding the enforcement of the same; and
• To encourage the members to attain a high degree of skill and efficiency in law enforcement work, thereby advancing the standards of all enforcement officers.
• **ANNUAL DUES** of the association, for Chiefs and Assistant Chiefs, are determined by a formula that takes into account population in addition to a base of $95. Please call the League office for the actual dues amount for your city. Command Staff and Associate membership is $25 per person.

**SD Municipal Street Maintenance Association**
• The purpose of this association is to provide education and instruction for municipal street maintenance workers and to assist in meeting their goals through encouragement and friendly exchange of knowledge and experience among its members.
• **ANNUAL DUES** of the association are $35 per city.

For more information visit the Affiliate Organizations tab at www.sdmunicipalleague.org.
Urban & Community Forestry Comprehensive Challenge Sub-grant

Through the Urban & Community Forestry Program, the SD Department of Agriculture Resource Conservation and Forestry Division has provided financial assistance to our communities each year since 1991. A portion of the division’s annual allocation of Urban and Community Forestry Assistance funds from the US Forest Service is awarded to communities in the form of Challenge grants.

These grants are used to fund community forestry projects that solve a specific community forestry problem or demonstrate the importance of trees in our communities.

The community or service organization must match challenge grants.

The Division has developed the challenge grant program to require increased commitment and effort from a community. The criteria for the challenge grants are outlined below in highest to lowest priority:

1. Professional Services — ($5,000)
2. Tree Inventory/Assessment — ($5,000)
3. Existing Tree Care & Maintenance — ($1,000)
   (An applicant may receive a maximum of $1,000 per year for existing tree care and maintenance.)
4. Education/Training — ($5,000)
5. New Tree Planting — ($1,000)
   (An applicant may receive a maximum of $1,000 per year for new tree plantings.)
6. Other Activities — ($5,000)

Grants have a maximum limit of $5,000. The required match may be met through volunteer labor, donated and/or purchased supplies, or actual cash expenditures.

Grant applications will be accepted at any time during the year. For the application forms and more information visit sdda.sd.gov/conservation-forestry/grants-loans/community-forestry-challenge-grants/ or contact the SDDA Resource Conservation and Forestry Division.

Contact Information:
Division of Resource Conservation & Forestry
South Dakota Department of Agriculture
523 E Capitol Avenue
Pierre, SD 57501-3182
Phone: 605-773-3623, Toll-Free: 800-228-5254
Email: SDRCF@state.sd.us
Municipal Election Resources on SDML Website

The following Municipal Election Resources can be found on the SDML website at www.sdmunicipalleague.org and then by clicking on the Library tab, then Elections.

1. Municipal Election Resources – This is a quick link to the Secretary of State’s website that contains many resources including the Election Calendar, Initiative and Referendum information, Petitions and more.

2. Election School Powerpoint Presentation – This link is to the most recent powerpoint presentation from each year’s Election School.

3. 2016 Municipal Election Calendar – The calendar will help keep you on track regarding all deadlines for publication of election notices as well as timelines for circulation and receipt of petitions, availability of absentee ballots and other election related timelines.

4. How to Circulate a Nominating Petition – This document, created by the Secretary of State’s Office, provides specific guidelines on timeframes, circulator requirements, signer requirements and filing requirements.

5. What Happens If No One Files a Petition? – This document provides information regarding recent changes in statute regarding the process for appointment of elected officials in the event of a vacancy.

6. Municipal Elections Handbook – This document provides information, in laymen’s terms, about the State Statutes and Administrative Rules related to conducting an election. It has a frequently asked questions section that is particularly helpful in addressing common issues that arise in municipal elections as well as a collection of all necessary Election Notices and Forms.

7. Municipal Initiative and Referendum – This document, created by the Secretary of State’s Office, provides a step-by-step guideline for those wanting to file an Initiative or Referendum Petition with their governing body.
8. Municipal Recall Election Guidelines – This document, created by the Secretary of State’s Office, provides information regarding publication of notices, petition circulation and filing timeframes, and ballot information for a Recall Election.

9. Election School for Precinct Workers – This is a quick link to the PowerPoint created by the Secretary of State’s Office to use for training Precinct Workers on Election Day responsibilities.

10. Election Day Precinct Manual and Addendum for 2010 General Election – This is a quick link to the Secretary of State’s document that goes through all information needed on Election Day.

11. Election Code Book – This is a quick link to the Secretary of State’s Election Code Book that spells out all South Dakota Codified Laws and Administrative Rules of South Dakota that govern Elections in the state. This document is updated anytime there is a change.

12. Poll Watcher Guidelines – This document, created by the Secretary of State’s Office, provides information for those wanting to be poll watchers on Election Day.

13. Polling Place Voter Key – This document, created by the Secretary of State’s Office, provides a flow chart for Election Workers and others to use as they determine voter eligibility.

14. Voter Registration Forms – This is a quick link to the Secretary of State’s Office website that provides information to the user on how and where to register to vote in South Dakota as well as a Registration Form to download. The site also provides information to public Agencies who assist people with voter registration.

15. Guidelines for Absentee Voting Process – This document, created by the Secretary of State’s Office, provides information on the process that a municipality must follow to implement the Absentee voting process.

16. Absentee Ballot Log (Sample) – This document provides a template to use for an Absentee Ballot Log.

17. Elections Supplies List (Sample) – This document provides a good list to start from for creating your own Election Day supplies list.

18. Election Day Checklist for Municipal Election Board (Sample) – This document provides a good list to start from for creating your own Election Day Checklist for setting up the actual voting site, organizing election workers, and processing ballots.

19. Oath of Office – This is a sample oath to use for elected or appointed municipal officials.

20. Recount Manual – This is a quick link to the document, created by the Secretary of State’s Office, to provide information regarding procedures to follow in the event that a recount is either requested via petition or required by law.
# 2016 Municipal Election Calendar

The dates to the right are the only date options for the annual municipal election. The School could request to combine with the municipal elections on any of these dates.

<table>
<thead>
<tr>
<th>Second Tuesday in April</th>
<th>First Tuesday after the first Monday in June</th>
<th>Combine with school on third Tuesday in June</th>
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<tbody>
<tr>
<td><strong>April 12th</strong></td>
<td><strong>June 7th</strong></td>
<td><strong>June 21st</strong></td>
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</tbody>
</table>

The governing board must establish the election date no later than January 14th of the election year if they choose a different election date other than the 2nd Tuesday in April. (9-13-1 & 9-13-1.1 & 9-13-1.2)

The person in charge of the election must notify the Secretary of State when the election will take place by e-mail, letter, fax, or telephone. (12-2-7)

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

Earliest date to begin petition circulation and earliest date to file nominating petition. (9-13-9, 9-13-40 & 13-7-6)

Deadline for filing nominating petition. This is a Friday, please plan accordingly to be available to accept petitions. (9-13-7, 9-13-40, 13-7-6)

Deadline for submission of written request to withdraw candidate’s name from nomination. (9-13-7.1, 13-7-7)

**Have you ordered your election kit yet? If you plan to, consider ordering one soon.**

In a first class municipality, within 15 days of filing a nominating petition, a candidate must file a Candidate Financial Interest Statement (12-25-30). This is filed with the person in charge of the election and can be found at sdsos.gov, Elections & Voting, Campaign Finance and Paper forms.

**Don’t forget to have your governing board appoint your Election Board. (9-13-16.1 & 05:02:05:11.01)**

**Is your ballot ready? Absentee voting begins soon. The ballot form can be found at 05:02:06:12.**

Deadline for voter registration. (12-4-5)

Absentee ballots must be made available no later than 15 days prior to the election. (9-13-21)

Publish notice of election that needs to be published each week for two consecutive weeks. First publication must be at least 10 days before election. (9-13-13 & 05:02:04:08)

Publish facsimile ballot in the calendar week before the election. The calendar week falls from the Monday to the Saturday of the week prior to the Tuesday of Election Day. (9-13-13 & 12-16-16.2 talks about the size for publication)

Automatic tabulating systems only. Conduct a public test of the system. Must publish notice 48 hours before test. (12-17B-5 & 5:02:09:01.01)

5:00 pm the day before the election is the deadline for a voter to absentee vote in person.
DECEMBER 2015

Election Day. Polls open 7:00 am to 7:00 pm. (9-13-1); a voter can request an absentee ballot via authorized messenger up to 3:00 pm the day of the election and the ballot has to be returned in time to get it to the polling location.

<table>
<thead>
<tr>
<th>April 12th</th>
<th>June 7th</th>
<th>June 21st</th>
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<td>April 19th</td>
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Deadline for official canvass. (9-13-24)

In a first class municipality, within 15 days of being elected, an official must file an Elected Official Financial Interest Statement (3-1A-4). This is filed with the person in charge of the election and a sample form can be found at sdsos.gov, Elections & Voting, Campaign Finance and Paper forms.

Issue certificates of election within two days after the result of the election is declared via the canvass. (9-13-5 & 9-13-28; 05:02:15:08 & 05:02:15:09)

Note: If the school election is combined with a municipal election on a date other than the 2nd Tuesday in April, all dates follow SDCL 13-7 (except when combined with the county for a primary election).

Ballot color for combined elections: if combining, one ballot must be white and the other jurisdiction will use a contrasting color (do not use yellow as that is the color for sample ballots). ARSD 05:02:06:18

Notify County Auditor: Contact your county auditor when you know you will have an election and ask if he/she can be available from 7:00 am to 7:00 pm on that date to answer questions regarding voter registration. (SDCL 7-7-2)

If you intend to check the registration status of the candidate and/or petition signers (you are not required by law to do this), you must do it for all petitions and all signers, go to: http://cityandschoollookup.sdsos.gov/Login.aspx. If you forgot your username and password, or never had one, contact the Secretary of State’s Election Team and we will provide it to you.

Contact a member of the Secretary of State’s Election Team with questions at Elections@state.sd.us or 605-773-3537.

Additional election resources can be found at https://sdsos.gov then clicking Elections and Voting, Election References and then Municipal & School Elections.

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Questions and Answers with City Leaders

By Lori Martinec, SDML Director of Research and Training

We are truly fortunate to live in South Dakota communities where our city leaders care enough to devote their time and energy to making a difference in the daily lives of citizens and the people they work with. A few city leaders took time out of their busy schedule to answer questions that were posed regarding their municipal career, advice for others wishing to work in municipal government, personally rewarding experiences and their greatest challenges.

Name: Dana Boke
Number of Years as Mayor of Municipality: Mayor of Spearfish – 2 years.

Question: How did you get involved with local government?
Answer: In my position as a bank manager and a business owner, I’ve worked for years serving the people of my community. As I considered and discussed with friends and family the idea of running for office, I was encouraged to do so because of my willingness to listen and capacity to understand the concerns of others. Although I had served on different boards and committees in our community, this is my first position in local government.

Question: What leadership advice do you have for local leaders or those deciding to serve in municipal government?
Answer: Simply put, do your homework, keep an open mind and surround yourself with people who will give you straight answers. Serving as a municipal official requires that one understand and be informed on a variety of subjects, concerns, and issues. And while being knowledgeable is part of the answer, every issue has multiple facets and viewpoints. Leading effectively means being able to examine all the information and consider the best way forward without personal bias. To do this over the long term requires that one surround themselves with a team they can trust – that will give it to you straight – the good, the bad and the ugly.

Question: What has been your most rewarding experience as a municipal official?
Answer: One of the roles of city government is to be a connecting point for people and ideas. I have found that one of the most rewarding parts of my job is when I am able to bring groups together to find solutions or implement new ideas. No matter the emphasis – business, education, arts, recreation – when that synergy takes place, amazing things start to happen and I am always thankful to be a part of it.

Name: Jack Trullinger
Number of Years as Mayor of Municipality: Mayor of New Underwood – 4 years.

Question: How did you get involved with local government?
Answer: I was employed with the city in the early 2000’s and was able to perform duties in both the Public works and Financial Departments. I also started attending City Council meetings and watching the Council at work, and thought this is what I wanted to be a part of. In 2008, I ran for City Council for a 2 year term and then in 2011, I ran for Mayor.

Question: What leadership advice do you have for local leaders or those deciding to serve in municipal government?
Answer: I feel the most important thing to remember is the Department heads are the experts, not you. Listen to them and take their advice seriously, this will keep you out of hot water far more than you think.

Question: What has been your most rewarding experience as a municipal official?
Answer: The City of New Underwood holds the Kindergarten graduation each year and it is my privilege as
Mayor to MC the celebration of our future leaders. I hand out their certificates and ask each one a question such as “Who is your hero?”. The answers are just precious.

**Question:** What has been the greatest challenge in your position?
**Answer:** The most challenging part of my position is to keep a majority of the citizens happy while I keep the best interest of the city in mind. I haven’t figured it all out yet but if the readers have a suggestion I’m all ears!

**Name:** Laurie Gill  
**Number of Years as Mayor of Municipality:** Mayor of Pierre – 8 years.

**Question:** How did you get involved with local government?  
**Answer:** I was a member of the Chamber of Commerce Government Relations committee. As a member of this committee, I met individuals that were involved with government at all levels. When a vacancy occurred on the Pierre City Commission in 1999, I was encouraged by other committee members to throw my hat in the ring. I found myself in a three person race for a City Commission seat, which I won. After 9 years as a City Commissioner, I first ran for and was elected Mayor in 2008.

**Question:** What leadership advice do you have for local leaders or those deciding to serve in municipal government?  
**Answer:** For those interested in municipal government, gather as much information as you can. It does not serve you well to run for city government if you are only interested in one topic, and only know about one topic. Talk to the other elected officials. Meet with the leaders in your city hall, such as the City Administrator or the Finance Officer. Know the issues in your community. Meet with the leaders of your service clubs, your school and your ministerium. Be open minded and willing to listen to your citizens. Be ready to put the time in. Being an effective local leader is so much more than sitting at your regularly scheduled meeting.

**Question:** What has been your most rewarding experience as a municipal official?  
**Answer:** Being a part of growth and expansion in my town: Working cooperatively with other governmental entities and creatively using financing to bring in new retail and IT businesses, a hotel, restaurants, and new meeting rooms. Construction of a new airport terminal. New housing, parks and trail play systems.

**Question:** What has been the greatest challenge in your position?
**Answer:** Guiding the community through the Flood of 2011 and the recovery efforts since then. We had a lot of good things going on when the flood hit, and that event was a setback for Pierre. We had only days to prepare for the flood, which included building levees, getting the public informed of the impending flooding, voluntarily asking for neighborhood evacuations, and providing for the safety of our community. We have been working continuously since then to restore our public infrastructure and the park system to its pre-flood state. Through the giving culture in Pierre, and the willingness to help each other we have had a remarkable recovery and have a great future ahead of us. We are seeing more growth in our town now than we have seen in decades.

**Name:** Arnold Schott  
**Number of Years as Mayor of Municipality:** McLaughlin: City Council – 12 years, Mayor – 6 years.

**Question:** How did you get involved with local government?  
**Answer:** Decided to run for City Council because so many things needed attention.

**Question:** What leadership advice do you have for local leaders or those deciding to serve in municipal government?  
**Answer:** Listen to the people of the community. Help people of the Community.

**State Minimum Wage to Increase January 1**

The state minimum wage will increase from $8.50/hour to $8.55/hour effective January 1, 2016.

The minimum wage is annually adjusted by any increase in the cost of living, as measured in the Consumer Price Index published by the U.S. Department of Labor. This year’s increase was 0.2 percent and is rounded up to the nearest five cents.

These increases will apply to all South Dakota employers, with some limited exceptions. Visit http://dlr.sd.gov/wagehrs/minimumwage.aspx.
**Question:** What has been your most rewarding experience as a municipal official?

**Answer:** Helping people to improve our community. (Meeting Yvonne Taylor!)

**Question:** What has been the greatest challenge in your position?

**Answer:** Obtaining funds for a new fire hall, airport building, water tower, and new water and sewer lines. Maintaining good relationships with Tribal Officials is very important in our community.

**Question:** What has been your most rewarding experience as a municipal official?

**Answer:** Representing and having the privilege to speak for the high quality, hard-working, and high principled people we have in positions of city department heads and employees.

**Question:** What leadership advice would you give for local leaders or those deciding to serve in municipal government?

**Answer:** Do not over-estimate the size of negative sentiment for any issue. Chronic complainers are often loud but do not represent as much of public opinion as the impression they may convey. A dozen angry phone calls comprise far less than even one per cent your citizens. Negative and contrary ideas, opinions, and statements must be answered and dealt with; you can’t just leave that stuff unchallenged. However, the complaining people do not automatically merit undue respect just because they have a phone or can write a letter to the editor. Answer the questions, correct the misinformation, make your argument, and move on. And this: Never, ever, give in and take criticism personally, even when it is intended to be so.

**Question:** What has been your most rewarding experience as a municipal official?

**Answer:** Helping people to improve our community.

**Meeting Yvonne Taylor!**
**Name:** Tim Reed  
**Number of Years as Mayor of Municipality:**  
Brookings: City Council – 6 years, Mayor – 7 years.

**Question:** How did you get involved with local government?  
**Answer:** A group of friends thought I should run to give a younger perspective. When Brookings form of government changed to Council City Manager, I decided to run for Council. That was 13 years ago. I’m now one of the veterans but people younger than I was continue to run and win in Brookings.

**Question:** What leadership advice do you have for local leaders or those deciding to serve in municipal government?  
**Answer:** Prepare for the issue. Do your homework. Listen to your constituents but there will be times you have to vote against what you are hearing because it is the right thing to do – be ready to make the tough decision. Have a good working relationships with city staff. When you have disagreements with other board members on an issue move on, don’t carry it on to future issues.

**Question:** What has been your most rewarding experience as a municipal official?  
**Answer:** The continued growth of Brookings. Keeping the Council moving on tough issues.

**Question:** What has been the greatest challenge in your position?  
**Answer:** Working with city staff to make sure they understand we are the outside voice/voice of the constituents.

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**Name:** Roy Lindsay  
**Number of Years as Mayor of Municipality:**  
Mayor of Madison – 2.5 years.

**Question:** How did you get involved with local government?  
**Answer:** I am fulfilling a personal desire to serve the public in another capacity and answering the request from citizens to serve. I retired from 38 years of teaching (33 in Madison) and was asked by numerous people to serve as mayor.

**Question:** What leadership advice do you have for local leaders or those deciding to serve in municipal government?  
**Answer:** Always keep an open mind and look at all sides of an issue before rendering judgement. Your job is to provide the best possible decisions for the majority of your citizens for their health, safety, and welfare and to improve your town within the budget available.

**Question:** What has been your most rewarding experience as a municipal official?  
**Answer:** Being able to solve issues of concern from the citizens that are the duties of the city and being able to listen to concerns of citizens and explain why an issue may not be a city responsibility and discussing the options with the citizen(s).

**Question:** What has been the greatest challenge in your position?  
**Answer:** Prioritizing the needs, wants, and wishes of the city within the budget available.

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Six Pointers to Curb FMLA Intermittent Leave Abuse

By Aaron Clark, Attorney, McGrath North

One of the biggest headaches for employers is dealing with employees who abuse intermittent leave under the Family and Medical Leave Act (FMLA). It often starts with a medical certification indicating that an employee suffers from a serious health condition that can flare up at any time causing the employee to miss work. Such conditions may include depression, asthma, migraine headaches, sleep apnea and other medical conditions that are episodic in nature. When abuse occurs, it often disrupts business operations and causes supervisors to demand Human Resources to take action.

If the employee is eligible for FMLA, the employer must comply with the regulations when addressing issues of abuse. The regulations provide some tools to assist employers in this area. Here are some pointers:

- **Require a complete medical certification.** To obtain intermittent leave, an employee must present a certification from their health care provider confirming that intermittent leave is medically necessary. The employee’s doctor must identify the specific reasons for leave, the duration and dates for treatment. If entries are missing, vague or ambiguous, you may ask the employee to provide more complete information. An employer may also contact the health care provider to obtain authentication and clarification. For example, the employer can confirm that the doctor actually prepared the certification or clarify the meaning of a response. However, a direct supervisor may not be the one who contacts the health care provider; this is typically handled by a Human Resources professional or leave administrator.

- **Ask for a second opinion.** If the employer has reason to doubt the validity of the initial certification, a second opinion may be requested. The employer must pay for the second opinion and must not choose a doctor that is regularly used by the Company. If the first and second opinions differ, a third opinion may be
obtained, again at the employer’s expense. This opinion will be binding.

- **Require the employee to follow your notice and call-in procedures.** Under the FMLA, an employee is required to comply with the “employer’s usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.” Therefore, the employee must follow the normal call-in procedure (e.g., calling in prior to the work shift) to report an absence. Although the absence itself cannot be counted under the employer’s attendance policy, attendance points can be assessed if the employee fails to comply with the Company’s call-in procedure or other notice requirements.

- **Require employee to use paid-time off or dock his or her pay for absences.** There is no requirement for an employer to pay an employee during FMLA leave. The Company should have a policy requiring employees to use vacation or paid-time off when they are taking leave. Once these benefits are exhausted, the Company can dock an employee’s pay during intermittent leave. Under the regulations, an employer can lawfully deduct from an exempt employee’s compensation for intermittent absences under the FMLA.

- **Consider transfers and scheduling.** If the intermittent leave is subject to a set schedule, an employer may transfer the employee to an available alternative position to better accommodate the schedule. The alternative position must have equivalent pay and benefits but does not need to have equivalent job duties. In addition, the employer can require employees to schedule their absences for planned medical treatment in a way that least disrupts the Company’s business operations. Thus, an employer has a right to inquire about the frequency and timing of doctor visits and work out a schedule that causes the least amount of disruption.

- **Request recertification.** The regulations offer opportunities to seek recertification of an employee’s need for FMLA leave, including intermittent leave. Recertification can be requested if the circumstances under the original certification have changed significantly. For example, if the employee’s absences are excessive under the original certification. Recertification can also be requested if the employer possesses evidence that casts doubt on the stated reason for an absence. For example, the employee consistently takes intermittent leave on Fridays and Mondays to extend the weekend. The regulations allow the employer to provide information to the health care provider about the employee’s absence pattern and ask if such absences are consistent with the health condition. Before seeking recertification, it is always a good idea to talk to your lawyer as the rules in this area can be confusing.

While most employees use FMLA leave legitimately and do not abuse the system, it is certainly important to have a game plan to deal with violators. Adopting some of the above practices should help curb the abuse.

*Aaron Clark can be contacted at 402-341-3070 or aclark@mcgrathnorth.com.

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Why All the Talking about Walking?

By Nancy Surprenant, RLA, former SDDOT Bicycle and Pedestrian Coordinator

Some of you who attended this fall’s SD Municipal League Conference may have had the opportunity to attend my presentation on conducting walk audits in your community. I’m not sure whether it was the tantalizing topic or the fact it was the last session before they gave away the big screen television that drew such a large crowd! Regardless, I hope you went home from the conference with some great information, but I also hope you went home thinking about why walk audits and the numerous other conference topics are important. Hopefully, you were asking yourself, your fellow council persons or co-workers a variety of questions, such as how did this conference session apply to our community? Why is this topic important to us? Why should we implement this new idea in our community? Or, how do we get this idea, project or program to be successful in the community in which we live and work? The purpose of this article is to help you answer some of those questions on the walk audit topic and, hopefully, help you move ahead with a few ideas to make your community more walkable. So, let’s get started!

Why all this talk about walking?

Having just completed almost five years with the SD Department of Transportation, I’ve had the opportunity to travel all over throughout our great state and to visit, or at least pass through, many of your communities – big and small. I don’t think I’ve ever driven through Philip, during the day, when I haven’t passed someone walking along Highway 14. I can count on one hand the times I’ve driven from Miller to St. Lawrence and haven’t witnessed a walker or biker on the trail between those two towns. I’ve seen children walking to school, adults walking home from the store with a bag of groceries, folks out walking for exercise, mothers pushing strollers, seniors carefully making their way down town and even folks traveling in their motorized wheelchairs or mobility aid devices down the streets of our small communities. People in South Dakota walk! Some on two legs; some with the aid of two wheels or a cane; some with the aid of four wheels – but no matter the style in which they are doing it, people in South Dakota ‘walk’!

Why is walking important to the residents, potential home buyers and visitors to our community?

The reasons why walking and walkable communities are important are unlimited, but here are a few quick facts that tell the story:

- 32% of children and adolescents in SD are overweight or obese. Physical activity can lower the risk of becoming obese and developing related diseases. (www.HealthySD.gov)
- The most preferred form of physical activity, for seniors, is walking. It can be done inside or out and only requires a good pair of shoes. (www.HealthySD.gov)
- South Dakota leads the nation in the percentage of young children with both parents in the work force. Seventy-four percent of children younger than six have both parents in the work force. (Rapid City Journal, 2008). With both parents at work, the result is more children walking to and from school and other activities throughout the year.
- According to the National Association of Realtors, 77 percent of respondents to their Community Preference Survey said they would ‘look for neighborhoods with abundant sidewalks’. If you are trying to attract homebuyers to your community, walkability is important.
- US Census Bureau data shows that over 15% of South Dakota’s population is over 65 years in age. According to a 2012 AARP South Dakota Survey of Sioux Falls residents over age 50, a total of 75% of survey respondents said it was either extremely important or very important for them to remain in their community as long as possible. You likely have elderly residents in your community that are living on their own and may not be able to drive, but still can and still like to walk.

What are the three most important City or County ordinances for walkers?

1. An ordinance that requires sidewalk in new developments. Yes, this means in both residential and commercial neighborhoods. And yes, this means even if there is no existing sidewalk on the next property. You have to start somewhere. If you never require the first piece of sidewalk to be built, you will never have sidewalk in your community. Although you can’t change the mistakes of your predecessors, you can change how your community moves forward. You can fill in the gaps later, but start requiring sidewalk now.

2. An ordinance that requires property owners to maintain their sidewalk. Many South Dakota communities have this ordinance already in place, but have not been diligent in enforcing it. Therefore, sidewalks have fallen into disrepair or have been removed and never replaced. Tackle this on a block by
block basis. It may take a number of years to work your way through the community doing inspections and repairs but, again, you need to start somewhere. Prioritize routes by those that connect to schools, downtown, medical services and other day-to-day use areas. There are a variety of ways to fund this type of project, such as a frontage foot fee, a split between homeowner and City, or other options. Talk to some communities that have tackled these repairs and find a funding option that works best for you.

3. **An ordinance that requires snow removal on sidewalks.** Again, there are a variety of ways to address snow removal. Most communities require something like the removal of over two inches of snow within 48 hours of the snow fall. Sadly, some communities have removed these ordinances from the books so that elderly residences don’t have to remove snow. Again, before you go this route, try to find an alternative – perhaps a civic group, friends, neighbors or even a paid company (funded by donations) to assist homeowners who cannot complete the removals themselves.

Contact your local planning district or other communities for examples of these ordinances for your community.

**What else can we do to make walking easier in our community?**

In large or small communities, one of the biggest steps you can take towards a walkable community is just good, solid community planning. As you are planning a new development or even just the construction of one new building, think about the location, the potential users and the best route to walk to the new development or structure. In short, complete a walk audit before you do the final site selection. If it is a school location, carefully consider what route children and staff will take to the new school. Will they have to cross a railroad track, go past the grain elevator or busy industry, or cross a major street or highway? If it is a senior housing or assisted living facility, is it close to downtown, medical services, the post office or other daily needs? If it is a housing development with young families as the potential homeowners, where will the sidewalk or pathway connections be located? It is a lot easier to deal with these questions before ground breaking than afterwards. If no alternate site is available, then consider the costs of the sidewalk or connectors in your project costs, bonding or other funding requests.

**How do we balance the costs of sidewalks with the many other needs of our community?**

Often times, sidewalk improvements can get lost in the day to day needs of a community. It is easy to say street projects, sewer and water projects or a new fire station takes precedence over sidewalk. But, many times the sidewalk project can be tied in with these other projects, significantly reducing the cost. If you are already rebuilding a street and putting in curb and gutter and storm sewer, the additional cost and quantity of concrete for sidewalks becomes much more economical. The quantity of the concrete and the grading and utility work that is already part of the street project helps to minimize the cost of the sidewalk – and you are only messing up your residents’ front yards once! Also, consider funding sources that are only applicable to sidewalk or walking related projects. The SD Department of Transportation administers Federal funds through the Transportation Alternatives Program. The SD Department of Health has a variety of funding sources they administer, but also has great connections to other funding options. Although none of this money is free, it can come with a minimal match to help you accomplish your goals.

**You can do it!**

Turning your community into a walkable community may take some time. But remember, this is a project for your community from which everyone can gain. Whether you walk for exercise, for transportation or just from the parking spot to the store front to shop – everyone is a pedestrian at some part of the day. Opening up ‘walkable’ opportunities in your community helps your children, your residents without a driver’s license, your elderly, your citizens with mobility challenges and you. So, let’s get walking!
Mobridge and Keystone are the latest South Dakota communities to assess how pedestrian-friendly they are with the help of grant funds and assistance from the Department of Health.

“Getting regular physical activity is one of the most important ways we can improve our health, and walking is one of the easiest ways to get moving,” said Linda Ahrendt, administrator of chronic disease prevention and health promotion for the Department of Health. “An average of just 22 minutes a day of physical activity, such as brisk walking, can significantly reduce the risk of heart disease and diabetes.”

Ahrendt said the department regularly works with communities to encourage physical activity. The recent walk audit grants to Mobridge and Keystone represent the second year of grants to help communities assess their environments to see how walking friendly they are. Pierre, Sioux Falls, Rapid City and Burke received the grants in 2014. In partnership with SDSU’s Landscape Architecture Program, the department has also helped Huron, Mitchell, Salem and Volga take a more detailed look at streets, sidewalks and other parts of their built environments to see just how conducive they are to walking and biking.

Only half of American adults get enough physical activity to reduce the risk of chronic disease, the leading cause of death in the United States. In South Dakota, just 53.7 percent of adults get the recommended 150 minutes of aerobic activity per week. Data from the department’s behavioral risk factor survey shows walking is the most reported physical activity for 39 percent of South Dakotans and the second most-reported activity for another 10 percent.

Ahrendt said South Dakota’s efforts align with the U.S. Surgeon General recent call to action for communities to create safe, accessible places for people to walk and wheelchair roll. “Step It Up! Surgeon General’s Call to Action to Promote Walking and Walkable Communities” was issued in September (www.surgeongeneral.gov).

Learn more about how all sectors – schools, worksite, healthcare, families – can support walkable communities on the department’s HealthySD.gov website.
The Wellmark Foundation Community Kickstarter Grant Yields 22 Recipients

The Wellmark Foundation announced this fall that it would be awarding Community Kickstarter grants for up to $10,000 for projects making communities more active or improving access to healthy foods. The Wellmark Foundation is awarding 22 grants in South Dakota for a total of $209,977.

Public votes helped to select grants that receive up to $10,000. “It was clear from online voting that these communities are very passionate about their projects and the impact they will have now and for future generations,” said Stephanie Perry, The Wellmark Foundation. “These grants empower them to continue improving upon the health and well-being of their communities for years to come.”

The final projects were chosen from more than 130 entries, because they focused on making communities more active or improving access to healthy foods. The public also had the chance to weigh in on their favorite projects. More than 57,000 votes were received during the two week voting period that ended on October 7.

The 22 grant recipients in South Dakota are:
- $10,000 Ball Park Community Garden, Sturgis
- $10,000 Bikes for Boys and Girls, Sioux Falls
- $10,000 Boys & Girls Club of Moody County – Finish that Gym, Flandreau
- $10,000 Centerville Get Out & Golf, Centerville
- $10,000 Community Bike Project, Redfield
- $9,988 Education is the Pathway to Healthy Living, Mitchell
- $10,000 Fort Pierre Neighborhood Park, Fort Pierre
- $10,000 Full Circle, Miller
- $10,000 Gardening for Life Long Skills, Wagner
- $10,000 Healthy Choice Pantry Renovation, Rapid City
- $10,000 Hitting Home Runs for Parmelee, Parmelee
- $10,000 Handley Recreation Center Community Rebuild, Lead
- $10,000 Kimball Park, Kimball
- $10,000 Mike Franken Trail, Hartford
- $10,000 Piedmont Park Restroom Upgrade, Piedmont Park
- $10,000 Riverside Park Boundless Play Area, Yankton
- $10,000 Serenity Garden, Kyle
- $10,000 Steamboat Park, Summerset
- $9,989 The Old School, South Shore
- $10,000 The Waniyetu Wowapi Art Walk, Eagle Butte
- $10,000 Watchdogs and Wellness: Outdoor Wellness Initiative, Beresford
- $10,000 YFS “Healthy for Life” Garden Project, Box Elder

For more about the projects visit wellmark.com/foundation.

2016 Grant Opportunities

The Wellmark Foundation will be offering two competitive grant programs in 2016. The Healthy Communities small grant program is for projects that support unique and innovative proposals addressing the focus on community-based wellness and prevention initiatives resulting in a lasting footprint where we live, work, learn and play. The second is the Matching Assets to Community Health (MATCH) grant program. The MATCH grant is a challenge grant designed to bring other funders together to support larger community health projects needing potentially higher levels of funding or collaboration. Request for proposals will be available on wellmark.com/foundation after December 21.

About The Wellmark Foundation

The Wellmark Foundation is a private, non-profit foundation created by Wellmark, Inc., doing business as Wellmark Blue Cross and Blue Shield of Iowa. Visit The Wellmark Foundation’s Web site at www.wellmark.com/foundation to learn more about the grant program, as well as a list of previous grant recipients.
The National Career Readiness Certificate

What is the National Career Readiness Certificate®?
The National Career Readiness Certificate® (NCRC) is an industry-recognized, nationally portable, evidence-based credential used across all economic sectors. South Dakota employers continue to validate the general workplace skills of their current and future employees with the help of the Department of Labor and Regulation (DLR).

The NCRC was developed and issued by ACT®, (the college entrance exam company), to certify essential skills for workplace success. The NCRC is designed to complement other degrees, diplomas, or occupational certifications.

Individuals earn a NCRC once they have scored a minimum of a three (bronze level) on each the following WorkKeys assessments:
1. Reading for Information
2. Applied Mathematics
3. Locating Information

Ongoing research conducted by ACT job profiling has determined these three skill areas are the most common foundational skills found in the workplace.

The assessments can also verify the following cognitive skills:
- Problem solving
- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations
- Locating, synthesizing and applying information that is presented graphically
- Comparing, summarizing and analyzing information presented in multiple related graphics

What results has South Dakota seen with the National Career Readiness Certificate®?
Since South Dakota launched the program in September 2009, over 12,000 individuals have earned a National Career Readiness Certificate (NCRC).

Based on performance assessments, individuals are awarded certificates on four levels: platinum, gold, silver and bronze. South Dakotans achieved a much higher rating at the top levels than the rest of the nation. The results show what we already know anecdotally about South Dakotans.

Breaking down the levels of certificates:

<table>
<thead>
<tr>
<th>Level</th>
<th>South Dakota</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum</td>
<td>0.57%</td>
<td>0.53%</td>
</tr>
<tr>
<td>Gold</td>
<td>27.66%</td>
<td>21%</td>
</tr>
<tr>
<td>Silver</td>
<td>58.04%</td>
<td>55.29%</td>
</tr>
<tr>
<td>Bronze</td>
<td>13.73%</td>
<td>23.16%</td>
</tr>
</tbody>
</table>

Ongoing research conducted by ACT job profiling has determined these three skill areas are the most common foundational skills found in the workplace.
All participants referred to the NCRC by the Department of Labor and Regulation (DLR) are offered an opportunity to test the curriculum to improve their skills prior to taking the ACT WorkKeys® assessments. KeyTrain ensures not only that individuals have a credential to validate their skills, but they also have an opportunity to improve their skills at no cost to them.

How can employers use the National Career Readiness Certificate® as a staffing tool?
The National Career Readiness Certificate (NCRC) is a useful staffing tool in several areas:

**Screening**
- Employers interview only applicants who have the skills required for the job
- Reliably measure core employability skills to ensure you hire only the most qualified, trainable candidates
- Verify certification at the national registry

**Hiring and promotion**
- The NCRC can be used as a factor to help make selection and promotion decisions
- Reduce employee turnover, overtime and waste by ensuring employees have the basic skills necessary to be effective on the job
- Motivate workers to acquire the skills identified through certificate use

**Targeting employee training and development**
- Decrease training time and costs
- Employers can target their training budgets for job-specific skills rather than basic skills
- Identify skill gaps within your workforce

Earning the NCRC is not a substitute for meeting other job requirements. Employers who prefer a specific level of WorkKeys scores are encouraged to look up the specific job in the Job Profiles Database http://profiles.keytrain.com/profile_search/ to ensure the correct levels are identified and preferred.

Employers are ultimately responsible for maintaining fair and equitable hiring practices. Like any other credential or qualification, use of the NCRC within selection processes must be appropriate, relevant and justifiable.

**How does the National Career Readiness Certificate® support SD WINS?**
Through Governor Daugaard’s South Dakota Workforce Initiatives (SD WINS), over 4,000 high school students will be offered the opportunity to participate in the National Career Readiness Certificate (NCRC) program during the 2015-2016 school year. This is a partnership with the Governor’s Office, Department of Labor and Regulation (DLR) and the Department of Education (DOE).

The NCRC complements other traditional credentials, such as a high school diploma, community college degree, or college degree. While these education credentials mark the fulfillment of classroom learning experiences, the NCRC proves students have the foundational workplace skills needed to succeed on the job. The NCRC offers individuals, employers and educators an easily understood and nationally valued credential certifying essential workplace skills.

As students prepare to leave high school, most will enter the workforce in some capacity. Whether they are entering the workforce as the first phase of a long-term career path or earning money while attending post-secondary school, the NCRC is a valuable credential.

For more information, contact any Department of Labor and Regulation local office or visit www.sdjobs.org.

South Dakota Workforce Initiatives (SD WINS) is Gov. Daugaard’s 20-point plan to address short- and long-term workforce needs. SD WINS is a collaborative effort of business, education, health and labor leaders to create a well-trained and well-educated workforce for the job market of today and tomorrow.

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State and Local Legal Center Advocates to the Supreme Court for Local Governments

By Lisa Soronen, Executive Director, State & Local Legal Center

Since 1983 the State and Local Legal Center (SLLC) has filed amicus curiae briefs to the United States Supreme Court on behalf of the “Big Seven” national organizations representing the interests of state and local government. The Big Seven groups include: the National Governors Association, the National Conference of State Legislatures, Council of State Governments, the National League of Cities, the U.S. Conference of Mayors, the National Association of Counties, and the International City/County Management Association. The International Municipal Lawyers Association and the Government Finance Officers Association also belong to the SLLC.

State leagues participate in the SLLC through the National League of Cities. Many state leagues contribute financially on an annual basis to support the SLLC.

In 2014 the Arkansas Municipal League defended a high speed police chase case before the Supreme Court. The SLLC filed an amicus brief supporting the league.

The SLLC files an amicus brief in a Supreme Court case where three of the seven members of the SLLC want a brief written and two organizations do not veto participation. Each SLLC member decides whether to sign onto an SLLC brief after reviewing its contents.

To date, the SLLC has filed over 300 Supreme Court briefs. The SLLC generally files briefs in cases involving federalism and preemption and in other cases where the interests of state and local government are at stake.

It is not unusual for the Court to cite or quote an SLLC brief in an opinion or discuss a SLLC brief at oral argument.

Lisa Soronen is the Executive Director of the SLLC. She is a resource to the Big Seven on the Supreme Court. The SLLC also offers moot courts to attorneys arguing state and local government cases before the Supreme Court. Each year the SLLC offers Supreme Court Review, Preview, and Mid-Term webinars and articles focusing on cases from the term affecting state and local government.

Lisa also writes about Supreme Court cases affecting cities on the NLC blog, the Weekly, and the Federal Advocacy Update.

To learn more about the SLLC and to read the briefs the SLLC has recently filed, visit the SLLC’s website at http://www.statelocallc.org/.

Follow the SLLC on Twitter for up-to-date information on Supreme Court grants and decisions affecting state government: www.twitter.com/sllcsocotus.

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Hoarding disorder, defined as “a persistent difficulty discarding or parting with possessions because of a perceived need to save them,” affects 1 million Americans. It is a costly problem for cities to tackle, often taking hours of staff time and costing thousands of dollars. Experts estimate that approximately 2 percent of the population has hoarding disorder. Fremont, a city of approximately 217,700, is home to an estimated 4,354 people with hoarding disorder.

The Limitations of an Emphasis on Code Enforcement
Traditionally, the city’s response to hoarding emphasized code enforcement, but this approach had two significant limitations:
1. Compliance with building codes is not mandated unless a code enforcement officer witnesses dangerous or substandard housing, including a home where hoarding occurs. Hoarders typically deny requests to inspect their house or apartment and sometimes cite Fourth Amendment rights to privacy.

By Suzanne Shenfil and Amiel Thurston

When firefighters respond to a call from a home or apartment where hoarding occurs, rarely is the problem visible from outside. But inside, rooms and hallways can be difficult or impossible to navigate. Towering piles of possessions often block access to doors, windows and exits. Such homes present severe hazards to firefighters, emergency medical technicians and occupants in the event of a fire or medical emergency and pose potential threats to public health.

For example, a home in a Fremont, CA neighborhood appears normal when viewed from the street. “Alice” owns the house, and she is a hoarder. Her mother kept Alice’s tendency to hoard in check for years. After her mother’s death, Alice had a nervous breakdown and refused medical care. Now Alice leaves home every morning and rifles through trash at the train station, which she brings home in plastic bags. Alice’s hoarding has spread to every room of the house.

Hoardings’s Hazards:
Fremont’s New Approach Improves Safety

By Suzanne Shenfil and Amiel Thurston

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For example, a home in a Fremont, CA neighborhood appears normal when viewed from the street. “Alice” owns the house, and she is a hoarder. Her mother kept Alice’s tendency to hoard in check for years. After her mother’s death, Alice had a nervous breakdown and refused medical care. Now Alice leaves home every morning and rifles through trash at the train station, which she brings home in plastic bags. Alice’s hoarding has spread to every room of the house.
2. People with hoarding disorder frequently fail to recognize or acknowledge their behavior as problematic. On the contrary, they perceive their actions as resourceful and even frugal. This results in a reluctance to address the reality of the situation. Many hoarders are isolated and have medical and/or mental health issues; many suffer from self-neglect while living in deplorable conditions.

The Fremont Fire Department was concerned that hoarding behavior not only presents a risk to those in its grip, but the substandard living conditions also put firefighters’ safety at increased risk.

In fall 2013, one case changed the direction of Fremont’s response to hoarding. The case itself wasn’t remarkable, but it brought together staff from the city’s fire, police, code enforcement, legal and human services departments who were given the task of mitigating the impacts of hoarding and were willing to rethink the city’s approach.

From the outset, staff shared interest in using a harm-reduction approach, which emphasizes doing the least amount of harm to the hoarder. However, in many cases enforcement is necessary in the interests of public health and safety. The challenge was how to address both the interests of the hoarder and the city when dealing with a complex psychological disorder that often occurs in conjunction with dementia or obsessive-compulsive disorder.

In rethinking the city’s approach, staff agreed that:
- Enforcement could be used as a catalyst to effect change and present a reason for the resident to consider using available social and mental health services;
- The pace of enforcement could be balanced with consideration of the needs of the hoarder, their family, the community and the hoarder’s living conditions; and
- Firefighter safety could be increased by knowing where substandard housing exists within the local community.

First Step: Redesigning the Intake Process

The Fremont Fire Department became a key participant in transforming the intake process. Fire captains who encountered hoarding in the field often reported it because the conditions they observed were unsettling, but their reports rarely provided information that was actionable for code enforcement.

To remedy this situation, the Fire Department equipped firefighters with a Clutter Image Rating Scale (CIRS) designed by Professor Randy O. Frost of Smith College. The CIRS gives firefighters a diagnostic tool to determine if
they are dealing with a home with clutter or a person suffering from hoarding behavior. The scale from 1 to 9 depicts rooms containing increasing content, with a rating of 4 and above considered hoarding.

Firefighters use a clutter survey form to document what they observe. The form includes the CIRS rating for a living room, bedroom and kitchen.

The Fremont Municipal Code delegates authority to public safety professionals including firefighters, police officers, code enforcement officers and building officials to document and abate substandard and dangerous housing. Given that hoarding is often in plain view, firefighters can use the CIRS and the clutter survey form to initiate the enforcement process. The Fire Department sends documentation of substandard housing to both code enforcement and human services staff, and a code enforcement officer and a mental health specialist together visit the home.

**Working With the Hoarder**

Code enforcement staff has the difficult job of informing the resident of the need to decrease storage, improve unsanitary conditions, repair dangerous conditions and eliminate fire hazards. This is often the hardest part of the process. “We are essentially telling someone who covets their possessions that they must discard or remove them from their home,” says Leonard Powell, community preservation manager. “However, the options available, including fines, prosecution, abatement and court involvement, often encourage the hoarder to seek the support of the Human Services Department. It’s the proverbial stick-and-carrot approach.”

“There are many reasons people hoard,” says Ihande Weber, mental health supervisor with the city’s Human Services Department. “For older adults, fear of failing memory and anxiety may become a driver to hoard. For others, hoarding magazines and newspapers may be perceived as a way to stay connected and socially engaged, even though they are socially isolated. Hoarding may replace work and help the individual feel productive or valuable.”

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**Clutter Image Rating: Bedroom**

Please select the photo that most accurately reflects the amount of clutter in your room.

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9.
Moving Toward a Safer Community

While the ultimate success of the program in terms of hoarding recidivism is yet to be determined, the changes made by the City of Fremont have resulted in increased cooperation among city staff and the community. The rate at which hoarding is being reported by the Fire Department has increased threefold, and code enforcement staff now notifies the Fire Department of addresses where verified dangerous or substandard housing exists. This helps protect firefighter lives and allows fire command to anticipate a potentially difficult rescue and request additional resources early during an incident.

Suzanne Shenfil is director of the Fremont Human Services Department and can be reached at sshenfil@fremont.gov. Amiel Thurston is division chief of operations for the Fremont Fire Department and can be reached at athurston@fremont.gov.

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Hoarders commonly say, “I had work to do. I had everything to look after. I was a great cook. Everything has been taken away from me now! I have nothing to do.” Sometimes an item may elicit a fond memory of time spent with a loved one. Some hoarders want to save everything because they believe they may need an item in the future.

Supporting the hoarder while teaching problem-solving and decision-making skills and encouraging a motivation to change is the primary challenge for the mental health worker. Working with the family — if the hoarder has one — is also important. The mental health worker helps the hoarder begin to visualize what their environment might look like without so much stuff and what advantages might be gained by disposing of some of it. For some it might be the opportunity to once again have visits from family and grandchildren, while for others it is the ability to sleep in a bed or cook in the kitchen.

“We start with three boxes,” Weber explains. “One for things to keep, like family photos, one for things to consider eliminating later and one for things the hoarder is willing to relinquish. It is a slow process that can take months, but behavior change takes time, and both the break from social isolation and medication for anxiety and depression may also help.”

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Implementing a Risk-Based Reserve Strategy in Colorado Springs

By Elizabeth Fu, Government Finance Officers Association

The fall 2013 edition of Public Sector Digest featured an article on City of Colorado Springs, Colorado and its approach to analyzing reserves based on the City’s risk factors. The City wanted to maintain emergency reserves but also wanted to identify an amount to reserve that was specific to its unique circumstances. Through working with the Government Finance Officers Association (GFOA) and Public Sector Digest, the City identified target reserve levels as well as ways to help support its overall reserve strategy.

Much has happened in the two years since the initial analysis, and this article provides a review of the initial risk-based reserve analysis as well as an update on Colorado Springs. The article will discuss the City’s reserve levels today, how the reserves have been used, and its overall approach to risk analyses.

I. The Analysis

In 2011, the City started to discuss how much it should maintain in reserves. General standards were considered, such as the GFOA’s best practice of maintaining no less than two months (16 percent) of regular general fund operating revenues or regular general fund operating expenditures in “unrestricted” fund balance in the City’s general fund. Colorado Springs hoped to find a dollar figure tailored to its own unique circumstances. The City was sensitive to the argument that while reserves provide a government with the ability to respond to and buffer against uncertainty and risk, excessive reserves could be used alternatively for additional services or could be returned to citizens, e.g. through lower taxes. The City worked with GFOA to determine how much it should maintain in reserves based on these considerations.

GFOA conducted a review of the risk factors that generally influence the amount of reserves a municipal government should hold. A risk is defined as the probability and magnitude of a loss, disaster, or other undesirable event. Working with the City, these risk factors were then classified as primary or secondary. GFOA then analyzed the City’s level of exposure to these risks in order to calculate a customized target reserve level for the City’s general fund. The results of the analysis recommended approximately $54 million or 25 percent of the 2012 budget’s general fund revenues dedicated to reserves, specifically $27 million dedicated as a budgetary uncertainty reserve and $27 million as an emergency reserve.

Budget Uncertainty Reserve

- $13 million for sales tax economic uncertainty
- + $7.5 million for economic uncertainty in other revenues
- + $6.25 million for pension payment uncertainty

= $27 million or about 12.5% of general fund revenues*

Emergency Reserve

- $16.85 million for critical infrastructure needs ($5.25 million for critical bridge failure and $11.6 million for critical storm sewer replacement)
- + $5-7 million for extreme events
- + $2-4 million for expenditures spikes from lawsuits

= $27 million or about 12.5% of general fund revenues*

*Based on Colorado Springs’ 2012 budget

II. Implementing the Reserve Strategy

When the City presented the recommended target to the Mayor and city council, it was well received. This was in large part due to the transparent research-based assessment of Colorado Springs’ risks. The Mayor became a champion for meeting the reserve target level and the City became committed to achieving the reserve target of 25 percent of general fund expenditures to use as a hedge against its risks.

That year, the City set aside an amount equal to approximately 19.3 percent of its general fund expenditures in reserves. In 2012, the City’s “unrestricted” fund balance reached 22.7 percent. This is compared to between 7.9 percent and 15.8 percent that Colorado Springs previously recorded between 2005 and 2010 in its unreserved fund balance – resources that do not have any external legal restrictions or constraints for appropriation purposes.
General Fund Reserve as Percentage of General Fund Expenditures
(2005-2014)

* Estimated figures, source: City of Colorado Springs, CO
The reserves also proved to be prudent. After GFOA conducted its analysis, the City experienced two wildfires, one of which created flooding issues and furthered the deterioration of the City’s storm water infrastructure. Because Colorado Springs’ reserves had reached over 20 percent, it was able to tap into reserve funds to help pay for the storm water infrastructure replacement. For Colorado Springs, these events only furthered commitment to the target reserve level. Today, Colorado Springs still maintains a strong reserve – 19.6 percent of general fund expenditures for 2013 and an estimated 18.0 percent for 2014. While its reserve levels are below its target of 25 percent, the City wisely drew from the reserve funds as the unpredictable events dictated. Understanding the importance of reserves, the City is working towards replenishing the reserve fund from the draws.

III. Maintaining the Reserves

While the framework for GFOA’s analysis primarily focuses on risk retention, or using reserves to manage risk, it also encouraged the City to think about other risk management methods. GFOA identified strategies such as enhanced sales tax monitoring and development of an infrastructure maintenance/replacement schedule, as well as policies on user fee cost recovery, volatile revenue, short-term borrowing, and grants as mechanisms to help support the City’s overall general fund reserve policy.

Colorado Springs has implemented some of these risk management strategies. The clearest example is the City’s approach to capital assets. Prior to the analysis, the most recent review of its capital improvement plan was in 2007-2008. After the analysis, Colorado Springs took a more comprehensive and forward-looking approach. The City reviewed its infrastructure needs and what could be funded. It then involved stakeholders and the public to prioritize the City’s needs, unconstrained by funding availability. The result of this process was the release of Colorado Springs’ five-year funded prioritized capital improvement plan in 2013. The plan includes anticipated needs over a five-year period as well as a ten-year period.

As part of the City’s recent capital improvement planning process, Colorado Springs also adopted strategies to help alleviate the need to retain risk. For example, from the financing perspective, the City is developing funding strategies to address the backlog of capital needs. It is also considering ways to reduce long-term maintenance and operating cost through low-impact, low-energy approaches to renovations and infrastructure development. Ask Colorado Springs what impact the reserve analysis has had on the City and the answer is greater focus on risk in general. The report got the City to look more holistically at risk. Recently, when approaching a decision to outsource...
Though the ballot measure did not succeed, if it had then the City would consider the revenue’s volatility and how that may impact its broader capital asset plan. Policy changes such as these may necessitate an updated risk-based analysis.

There are uncertainties and risks for which a government may consistently be susceptible to, but with policy changes and dynamic growth come new vulnerabilities. How a government reacts or is prepared to act is what is most important.

Elizabeth Fu is a Consultant at the Research and Consulting Center of the Government Finance Officer Association. Elizabeth works on projects related to long-term financial planning as well as risk-based reserve analyses. She would like to thank the City of Colorado Springs, CO, including Kara Skinner, Chief Financial Officer, for assisting with the article.

This article is reprinted with permission from the January 2015 issue of *Public Sector Digest*.

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**IV. Lessons Learned**

According to the City’s Chief Financial Officer, Kara Skinner, the reserves are higher than they would have been if it had not been for the risk-based analysis. The City thinks about risk from a more holistic perspective than before. This, of course, is aided by the City leadership’s focus on hedging against uncertainty. That is not to say that the conversations have stopped on whether the City holds too much in reserves, but the Mayor remains resolved because of the systematic analysis conducted on Colorado Springs’ risks.

Risk-based analyses are not meant to be static pictures. Colorado Springs understands this. Recently, the City had a ballot measure for creating a dedicated funding source for storm water. Even before voters went to the polls, the City was considering what risks were involved.

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By Shayne Kavanagh

Forecasting can be a powerful tool that informs financial decision-making, but financial forecasts are surprisingly ineffective in influencing decision makers. What steps can be taken, then, to make forecasts more meaningful to the people who need them?

The answer lies in the power of the organizational milieu – especially procedures, policies, and institutional identity – to shape the decisions we make. A simple thought experiment illustrates the power of milieu in public financial management to shape financial choices in local governments. Exhibit 1 invites you to consider two hypothetical cities, imaginatively named A and B. Assuming both cities face similar socio-economic conditions and are run in similar ways, which one do you think will make better use of forecast information and make consistently better choices?

The hypothetical cities imply that governments need to focus on three key areas: financial policies, budgeting practices, and strategic planning. Establishing a solid foundation of policies, procedures, and goals makes it easier to evaluate forecasts in light of existing protocols and institutional objectives, and are therefore necessary in building an organizational milieu that readily incorporates forecasts into the decision-making process.

Establish Financial Policies

How can public managers create an environment that supports using financial forecasts to make decisions? Financial policies are a good place to start. Financial policies establish local standards for acceptable and unacceptable courses of financial action, guidelines under which the government can operate, and a standard against which the government’s fiscal performance can be judged. Financial policies provide details to back up the principles, without crossing the line into administrative procedure. Types of financial policies that are especially important for creating a good environment for using forecasts in decision making include:

- **Reserves.** A reserve is the portion of fund balance (or working capital, in an enterprise fund) that is put aside as a hedge against risk. A reserve policy establishes the...
desired level of fund balance to maintain as a hedge—
for example, the policy might require the government
to maintain reserves equal to at least 17 percent of its
regular operating revenue. A reserve policy implies
the need for good forecasting to predict whether
reserves will remain at desired levels, given future
revenues and spending.

- **Structurally Balanced Budget.** Many local
governments are subject to state laws that require a
“balanced budget,” where sources of funds equal uses
of funds. But if non-recurring sources such as asset
sales or use of fund balance are used to pay for
recurring uses of funds (e.g., employee salaries), then
the budget is not truly balanced—the government will
eventually run out of non-recurring sources and be left
with a deficit. A policy on maintaining true structural
balance requires recurring expenditures to be covered
by recurring revenues. Determining whether true
structural balance can be expected into the future
requires a forecast.

- **Non-Recurring and Volatile Revenue Policies.** This
policy commits the government to using non-
recurring revenues for non-recurring expenditures in
order to avoid creating structural imbalance. This
policy can be extended to include volatile revenues
(i.e., a recurring revenue, the yield of which varies
significantly from year to year). If a government were
to budget recurring expenditures equal to the income
from volatile revenue during a peak in the revenue’s
performance, a structural deficit would result when
the revenue comes down from its peak. A policy
commits the government to treating extraordinary
income from volatile revenue similarly to the way it
would treat non-recurring revenues. Revenue
forecasting and analysis is needed to identify which
revenue sources qualify as “volatile,” and when
revenue yields are within normal ranges and when
they are extraordinary.

- **Long-Term Financial Planning.** This policy
commits officials to considering the long-term
implications of decisions made today in order to
ensure that the short-term benefits of a decision are
not outweighed by long-term disadvantages. Naturally,
long-term forecasting is required to gain
insight into the implications of these decisions.

### Design Better Budgeting Protocols

The most important financial decisions are made during the
budgeting process, so the very design of this process should
encourage the use of forecasting information. Less
traditional budgeting formats tend to encourage better use
of forecasting. Traditional budgeting formats are
characterized by an emphasis on controlling spending through detailed
line items; inputs into public services
(i.e., staffing, materials) rather than the
outcomes; and incremental decision-
making wherein the government starts
the budget with last year’s
expenditures and adjusts them up or
down at the margins as required, given
assumed revenue growth or
contraction. Conversely, governments
that have budgets that incorporate a
planning orientation, take program
performance into account when
allocating resources, and take an
explicit, structured approach to
weighing competing potential uses of
resources are more likely to get value
out of revenue forecasts.

The traditional, incremental budget
process tends to emphasize
expenditures, as that is where the
budget discussion begins: What did we
spend last year? An alternative
approach to budgeting starts by asking
what resources are available, and it
may even engage public officials in a
discussion on whether tax and fee

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### Exhibit 1: A Tale of Two Hypothetical Cities

<table>
<thead>
<tr>
<th>City A</th>
<th>City B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial policies are maintained in writing so that everyone knows the standards of good financial management and the guidelines for decision making.</td>
<td>No written financial policies exist. Responses to issues have to be regularly reinvented.</td>
</tr>
<tr>
<td>Officials are regularly provided with survey data and other objective indicators of citizens’ views.</td>
<td>Officials only hear citizen input from those who are most vociferous at public meetings.</td>
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<td>Good decisions are captured by, for example, embedding them into stories that become part of the culture.</td>
<td>Good decisions are not memorialized or used as learning devices.</td>
</tr>
<tr>
<td>A set of goals has been agreed upon.</td>
<td>No formal goals exist. Everyone has their own idea about what the goals are.</td>
</tr>
<tr>
<td>The budget process asks officials to consider how all available revenues can be used to best achieve the community’s goals and priorities.</td>
<td>The budget process starts with last year’s expenditures. Officials focus on making changes at the margins according to incremental differences in revenues from last year.</td>
</tr>
<tr>
<td>A strategic financial planning process asks officials to think about long-term financial sustainability.</td>
<td>Budgeting is done year-to-year. The process does not ask officials to consider the long-term view.</td>
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levels are appropriate, given the service demands of the public. This difference in approach, although subtle, emphasizes revenue forecasts as a tool for revealing the level of resources available as the starting point for budget discussions. Budgeting methods like target-based budgeting, priority-based budgeting, and budgeting for outcomes ask decision makers to “go shopping” for programs or services that will do the most to further the organization’s objectives. The forecast defines how much is available to go shopping with.

Develop A Strategic Plan
Developing a strategic vision for the community is a powerful opportunity to create an environment that supports forecasting. GFOA has long advocated for local governments to undertake long-term financial planning, which combines financial forecasting with financial strategizing to identify future challenges and opportunities, causes of financial imbalances, and strategies to secure financial sustainability.

Cognitive science helps elucidate the relationship between strategic planning and forecasting through its dual process theory — that we each have two mental processes for making decisions, called System 1 and System 2. System 1 works intuitively, reflexively, and quickly. System 2 works rationally, deliberatively, and more slowly. Humans inherently use System 1 most often because it requires less biological energy to use.

Identity Formation. How can the “intuitive” side of decision making be used to support the use of forecasts? Political science research would suggest the answer can be found in the identity model of decision making. According to this theory, people take short-cuts and make decisions consistent with what they believe someone like themselves would do in a similar situation. This explains why voters sometimes vote against their rational self-interest (e.g., a millionaire who sees herself as a progressive person voting for a candidate who might raise their taxes to pay for social services).

Decision makers’ identities can affect their inclination to use and support forecasts in decision making. For example, in the City of Boulder, Colorado, the community has a strong interest in the sustainability of the natural environment. As such, the city government has a vision for making Boulder more environmentally sustainable and develops strategies and plans accordingly. Decisions are made through the lens of sustainability, and the city’s leaders have expanded this “sustainability” identity to include “financial sustainability.” Hence, decision makers...
in Boulder are more likely to inquire about what forecasts say about the long-term sustainability of city decisions. This shortcut strategy is applicable to any organization, regardless of its identity. Any clear and compelling strategic plan to provide better services to the community, along with the realization that money is needed to achieve that vision, can form the basis for an identity that supports forecasting.

Rational Decision Making. More rationally driven decision making can also help connect forecasting with long-term strategic plans. Forecasts can inject reality into long-term planning by highlighting resource constraints, thus encouraging decision makers to weigh the relative importance of long-term goals and identify those that are most important.

Conclusions
Financial forecasts have an important potential to improve decision making, but the decision making environment must be designed to unlock this potential. Hence, finance officers should design financial policies, the budget, and long-term financial plans that encourage decision makers to induct forecasts into their deliberations.

Notes

Shayne Kavanagh is senior manager of research at the GFOA’s Research and Consulting Center in Chicago, Illinois. He can be reached at skavanagh@gfoa.org.

This article was originally published in Government Finance Review, October 2015 (www.gfoa.org).

SD Veterans Bonus

South Dakota is paying a bonus to members of the Armed Forces who were legal residents of the state for no less than six months immediately preceding their period of active duty and who served on active duty during one or more of the following periods:

3. January 1, 1993 to September 10, 2001 – Only service in a hostile area qualifying for any United States campaign or service medal awarded for combat operations against hostile forces counts for payment.
4. September 11, 2001 to a date to be determined – All active service counts for payment.

Veterans with qualifying service from Aug 2, 1990 to Dec 31, 1992 [Desert Storm] may receive one bonus of up to $500.00. Veterans with qualifying service after Jan 1, 1993 may receive another bonus of up to $500.00.

Active Duty for training is not allowed for Bonus purposes.

Only federal active duty is applicable for bonus purposes.

Applicants living outside of South Dakota may obtain an application by email at john.fette@state.sd.us. Please include your branch of the military and dates of service. If you do not have email you may request an application and instructions by writing SD Veterans Bonus, 425 E. Capitol, Pierre, SD 57501-5070 or by calling 605-773-7251.

Applicants living in South Dakota may apply through the nearest County or Tribal Veterans Service Officer.

New Interactive Permitted Solid Waste Facilities Map

The Department of Environment and Natural Resources (DENR) has added a new interactive permitted solid waste facilities map to the department’s interactive database maps online at http://denr.sd.gov/datagis.aspx. The interactive permitted solid waste facilities map is in addition to the department’s interactive maps for oil and gas, construction aggregate, spills, closed and active regulated storage tanks, recyclable materials and water right dry draw location notices that have been available online.
Winter Safety Tips

As I am writing this article snow is in the forecast so winter must be just around the corner. The following are some tips that can help you reduce some of your potential liability exposures and safely survive another winter in South Dakota.

Preventing Slips and Falls
Each year several claims are filed for injuries that are the result of slips and falls. Here are some useful reminders as we deal with winter conditions.

Sidewalks and Buildings: Assign staff to help with ice control around your facilities. Sometimes maintenance staff is shared and they can’t be everywhere at once. Have ice melt available at each building and encourage employees to make sure it is applied when needed. Pay particular attention to shaded areas where limited sunlight does not melt snow or ice. Also watch for downspouts and drains that allow water to run across walkways and then later freezes. Use mats inside building entrances to minimize wet floors. Watch them and if they become saturated, change them out. If floors get wet, be sure to place “Wet Floor” warning signs in public areas and try to get them mopped up as quickly as possible.

Check city ordinances and if property owners are required to clean sidewalks within a certain time frame make sure it is enforced. If someone falls and gets hurt because a sidewalk was not cleared within the prescribed time frame it could create a potential liability exposure for your city.

Employee Safety: Remind employees to use 3-points of contact whenever entering or exiting equipment. Employees should always face the equipment, always maintain 3 points of contact and never jump off equipment. Operators should also be reminded that equipment steps and ladders can become ice covered and slippery during snow removal operations making an exit from a truck or equipment potentially hazardous.

When getting out of a warm vehicle and stepping on ice or snow don’t forget that you could lose your footing. Office workers should consider bringing an extra pair of shoes to wear once inside. Often shoes that are comfortable in an office do not work well in slippery conditions.

Slips and falls are more likely when you are in a hurry, tired or distracted. Slow down as a fall could result in a serious injury that will cost you even more time. Don’t carry more weight or load size than you can safely handle. Keep loads small enough so not to obstruct your vision and be careful of unstable loads that might shift and cause you to fall.

When walking on slippery surfaces walk on the balls of your feet and take short steps. This keeps the force impacting the ground vertically. Keep your upper body over your hips to help maintain your center of gravity. Remember a long stride equals heel strike and that can result in a low friction area that could result in a fall. If you fall, remember to roll and don’t reach out. This can help avoid shoulder, elbow and wrist injuries.

Tips for Safe Winter Driving
Driving requires our full attention any time of the year. But winter driving presents even greater challenges because of wet and icy road surfaces, longer hours of darkness and poor visibility due to blowing snow.

Here are some tips drivers can use to help get safely through another winter.

1. Allow enough time to get to your destination. Plan to leave a few minutes earlier and allow yourself enough time to get to your destination. Rushing is a contributing cause of many motor vehicle crashes, especially during inclement weather. Be sure to check on local road conditions and the weather forecast before you leave. Wait out bad weather. Strong winds in combination with snow can make it nearly impossible to see where you are driving. Listen to the advice of local law enforcement, unless your job requires you to be out on the road, stay off the road when travel is not recommended.

2. Take a few minutes to clear away all of the snow and ice from your vehicle before you drive off. This will help prevent sheets of ice from flying off your car and hitting the vehicle behind you.

3. Good visibility is essential to safe winter driving. Keep your windshield and windows clear of snow and ice. Make sure your wiper blades are in good condition and that you have your windshield washer fluid topped off. Don’t forget to clear your headlights and taillights before you leave. Whenever it is snowing, make sure your vehicle’s headlights are on for added visibility.

4. Drive appropriately for the road conditions. The posted speed limit may be too fast under certain winter conditions.
conditions. In normal driving, keep a safe distance, at least 3 seconds, between your vehicle and others. In adverse conditions increase that distance from 3 seconds to at least 4 seconds. It is recommended that you add 1 second for each adverse condition. If it is snowing (reduced visibility) and the road is icy then add 2 seconds for a total of at least 5 seconds.

5. When it comes to braking, think of how your vehicle is equipped. Without anti-lock brakes, use the “off” – “off” technique. If you start to lose control, keep your foot off the accelerator and the brake. Steer the front of the vehicle the direction that you want it to go. When braking, without anti-lock brakes, pump the brakes when trying to stop on a slippery surface. If your car is equipped with ABS, keep your foot firmly on the brake pedal as this will help you retain control of your vehicle and the ability to steer.

6. Stay calm. Sometimes other drivers get frustrated with slow-moving traffic. Remain in control and don’t let other drivers aggravate you. Maintain a safe speed, an adequate following distance and drive defensively.

7. Stay alert. Driving demands your full attention, especially in winter driving conditions. Do not talk on your cell phone or text while driving. Studies show that even doing simple things such as changing a radio station, adjusting the air temperature inside your vehicle or taking a drink of coffee can cause you to take your eyes off the road for 4 to 5 seconds. At 60 mph your vehicle is travelling 88 feet per second. That is the equivalent of travelling the length of a football field without looking at the road ahead. Remember your brain cannot perform 2 tasks at the same time. In other words, the brain switches from 1 task to another.

8. Last but not least, Buckle Up! Each year a number of drivers and passengers are unnecessarily injured or killed because they failed to follow this simple safety rule. Drivers and passengers stand a much better chance of surviving a crash if they stay inside the vehicle. Drivers are more apt to maintain control of their vehicle if they are buckled in and can stay behind the wheel. Don’t become a statistic; take the time to buckle up before driving off.

Living in South Dakota in the winter can be challenging. By reminding ourselves and our employees of these safety tips, we can safely survive yet another South Dakota winter.

Doug Kirkus  
Loss Control Consultant  
South Dakota Public Assurance Alliance  
SDML Workers’ Compensation Fund  
dkirkus@safety-benefits.com
The Internet has become such an integral part of our daily lives that most of us take it for granted. It is where we go to read the news, pay our bills, socialize with others, do our shopping and conduct important business. Over the last 15 years, the number of internet users has risen across the world from about 360 million to more than 3 billion.

While the World Wide Web has helped us stay connected with loved ones and become more efficient in our daily lives, we must be mindful of hackers and cyber threats that wish to do us harm.

With all of the information we put on the internet – credit card information, bank account numbers, passwords and social security numbers – it is more important than ever to protect ourselves from attacks. Failing to do so can result in stolen identities, drained checking accounts, fraudulent credit card charges, unwanted solicitation and worse. As we have seen from the recent Office of Personnel Management data breach, which compromised 22 million federal employees’ private information, not even the federal government is safe from a cyber-attack.

While nothing is foolproof, there are things you can do to safeguard your online identity. First, make sure to always set strong passwords and change them frequently on all of your online accounts. Make certain you have antivirus software installed on your computer and install security updates every time your computer prompts you to do so. You should also be cautious when opening e-mails and e-mail attachments from unknown sources. If the address and subject line look suspicious, it could very well be a legitimate threat.

In Washington, D.C., cyber security policy has become a major topic of conversation in recent months because of the wide-ranging effects an attack could have on our nation. Some of our country’s top cyber security leaders, including Admiral Michael S. Rogers, Commander of the U.S. Cyber Command and Director of National Intelligence James R. Clapper, recently spoke to the Senate Armed Services Committee to discuss our military strategy in cyberspace and ongoing cyber threats to U.S. national and economic security. They reinforced the importance of being prepared for any kind of attack on our cyber networks. Last month, the Senate passed the Cybersecurity Information Sharing Act (CISA), which will help protect Americans from such cyber-attacks by allowing companies to share information about cyber-threats to prevent other businesses from falling victim to similar threats. It does so while protecting Americans’ private information from being shared and is 100 percent voluntary. With all the information we put on the Internet today, it’s important that we take steps to protect ourselves online. CISA contains the tools to help mitigate these threats.

In South Dakota, we are doing our part to keep Americans safe from online threats by training students in cyber security. Dakota State University in Madison, which offers a doctoral degree in cyber security, is one of the National Security Agency’s National Centers of Academic Excellence in Information Assurance Education. The demand for highly-trained cyber security experts continues to grow, and Dakota State University is making sure South Dakota students are equipped and trained to fill those jobs. I’m proud that Dakota State University has become a nationally recognized leader in this important field and I look forward to watching their progress.

All individuals, businesses and organizations should take time to review their online security settings and make necessary changes to protect themselves from cyber threats.
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**SDML Directory Changes**

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<td>ATT Sara Frankenstein 605-342-1078</td>
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<td>ATT Eric Davis 605-717-1141</td>
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Email Directory changes to paula@sdmunicipalleague.org.

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**Conducting the Public’s Business in Public Brochure Updated**

*Conducting the Public's Business in Public, A guide to South Dakota’s Open Meetings Law,* was updated this fall. The brochure can be found on the SDML website, www.sdmunicipalleague.org, under Library then Open Meetings Law and Open Records.

If you would like copies of the printed brochure mailed to your city contact the League office at 800-658-3633 or email paula@sdmunicipalleague.org.

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**JANUARY Community Events**

**October 17 - January 3**  
Pheasant Hunting Season  
Pierre

**November 20 - January 10**  
Winter Wonderland  
Sioux Falls

**November 21 - March 2**  
James Valley Model Railroad Open House  
Aberdeen

**December 15 - March 31**  
South Dakota snowmobile Trails Season  
Lead

**January 7 - 9**  
15th Annual Mobridge Ice Fishing Tournament  
Mobridge

**January 16**  
Bark Beetle Blues Crawl  
Custer

**January 21 - 24**  
Snowmobile Rally  
Deadwood

**January 22 - 23**  
ISOC SnoCross Shootout  
Deadwood

**January 29 - 30**  
Mardi Gras Weekend  
Deadwood

**January 31**  
Eureka Hymns Annual Concert  
Eureka

*For details on the listed events visit www.travelsouthdakota.com.*

Visit www.sdvisit.com/programs/coop/events/ to submit events to the SD Tourism Calendar of Events.
WE ARE PLEASED TO ANNOUNCE
CONNECTSD

Riverside Technologies, Inc. (RTI) is the primary equipment provider for the municipalities that received technical infrastructure improvements through the state sponsored South Dakota Broadband Initiative. Improvements included wired and wireless network equipment, servers, firewalls for edge security and end user devices such as computers, laptops and tablets. The SDBI project has now closed and RTI would like to help South Dakota municipalities sustain those technical improvements and maximize their potential. Therefore, we are continuing to offer the same products and services to our state’s municipalities and related organizations through a new project called ConnectSD. RTI has a long standing history with public sector, and looks forward to delivering the same level of products and services to which they are accustomed through the ConnectSD project.

Connect with us at: www.riversidetechnologies.com/connectsd/cart

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- Desktops & Workstations
- Servers
- Storage
- Access Points
- Printers

DEPLOYMENT:
- Hard Drive Imaging
- Asset tagging
- Google Management Console
- Chromebook Elite Services

CUSTOMIZATION:
- Embroidery
- Laser Engraving
- Decals
- Banners
- Carrying Cases & Backpacks

INTEGRATION:
- Active Directory Migration
- Wireless Assessment
- Network Assessment
- Managed IT Services
- Break-fix Services
- Green Delivery
- RTI Backup

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866-804-4388 | 866-812-5370
www.RiversideTechnologies.com

Passion | Creativity | Teamwork
ASSISTANT TO THE CITY MANAGER: Brookings, SD (pop. 22,056) is seeking an innovative, forward thinking, results oriented professional to assist with implementation and execution of a wide variety of municipal services and programs involving all departments. Under the direction of the City Manager, will serve as a project manager for various special projects, programs and services; conduct specialized research projects on a wide variety of issues and develop public policy initiatives for advancement to the City Council. Will assist with specific performance improvement measures and practices, lean government initiatives and sustainability issues; as well as facilitate various work activities and programs of some advisory boards and commissions. In addition, responsible for overall strategic and operational planning, implementation, and direction of City’s information services to include oversight and management of the purchase, inventory, replacement, operation, integration of all IT systems, inventory, equipment, and servers through subordinate staff. BS in Political Science, Business Administration or related field required. Master’s degree in Public Administration preferred. Three (3) to five (5) years of progressive responsible public sector experience in an administrative supervisory capacity essential. Strongly prefer prior local government service in other jurisdictions. Full-time exempt. 2015 salary range - $54,425 to $73,477. Visit www.cityofbrookings.org for detailed position description. Excellent benefit package. Position is open until filled. Submit letter of interest, detailed resume and current salary information to: Attn: Donna Langland, Human Resources Director, City of Brookings, PO Box 270, Brookings, SD 57006. dlangland@cityofbrookings.org. Phone: 605.697.8668/FAX 605.697.8661. AA/EOE.

CHIEF OF POLICE: Burke, SD. The City of Burke, SD (604) is accepting applications for the Chief of Police. Salary negotiable based on qualifications. Minimum qualifications include two years of qualified supervisory or administrative law enforcement experience. Bachelor’s degree preferred. Must be certified or be able to be certified through the South Dakota Law Enforcement Training Center within one year of hiring. Applicant must be highly motivated with a great work ethic and have the ability to work cooperatively with other agencies, the public and city personnel. The position will remain open until filled. Please submit cover letter and resume to City of Burke, Attn: City

DIRECTOR OF LIBRARY SERVICES: Brookings, SD (pop. 22,056) is seeking a Director of Library Services to promote the Library as a means of furthering life-long learning and is responsible for managing all library programs and services, supervising staff; and managing departmental budget and facilities. Under the direction of the City Manager (as defined in City Charter Sec. 2A.04 and SDCL, 9-10) and the Library Board (as defined in SDCL, 14-2-40), will develop guidelines regulating library activities, policies and gifts to the library. Will select and purchase quality materials and oversee library mission, budget and key library operations including, but not limited Finance Officer, PO Box 250, Burke, SD 57523 or email to burkeec@gwte.net. Phone: 605-775-2913. The City of Burke is a small friendly community located in the heart of great hunting and fishing, has an excellent school system, beautiful 9 hole golf course and an all around great place to raise a family. The City of Burke is an EOE.

CITY ATTORNEY: City of Mitchell, SD. Full-time City Attorney. The person in this position will provide highly professional legal representation of city government, acting as chief legal officer to the Mayor, City Council, and City Department Heads to provide them with legal advice and guidance pertaining to all aspects of City government, ordinances, resolutions, agreements, and policy directives. A full job description is available at www.cityofmitchell.org. Wage range is $92,700 - $113,300 with excellent benefit package. Application is available at www.cityofmitchell.org on the HR page. Return completed application no later than December 11th to bkelly@cityofmitchell.org or mail to Human Resource Dept, City of Mitchell, SD 57301. EOE.

COMMUNICATIONS OFFICER: City of Pierre, SD. Qualifications: Must have a high school diploma or GED, good typing skills, ability to remain calm in stressful situations, ability to multi-task and must have good communication and public relations skills. Must be able to work in a fast-paced environment and multitask several items at one time. Knowledge of public safety preferred, but not required. Computer knowledge is helpful. Applicants must pass a written exam and a hearing test, pre-employment drug screening and background check. Duties: As a communications officer you will be working as part of a team operating the Central South Dakota Communications Center, the 911-Emergency Dispatch Center for central South Dakota. You will be receiving calls for assistance from the public, documenting and dispatching appropriate public safety personnel for those calls. You will also be receiving, processing and sending radio communications for various Law Enforcement Agencies, Emergency Medical Services, and local Fire Departments. Hours: 40 hours per week - Shift work. Salary: $15.95 minimum plus comprehensive benefit package. Closing Date: Open until filled. Applications: Human Resources Office, City of Pierre, Box 1253, 222 E. Dakota, Pierre, SD 57501, Phone 605-773-7429 or www.pierre.sd.org. EOE.

SOUTH DAKOTA MUNICIPALITIES
to: facilities, finance, fundraising, information technology marketing, personnel and public services. Will also develop, direct and carry out library public relations plans and activities. Will design and submit recommendations on library policies and services to the Library Board and City Manager; develop procedures to implement policy decisions; review/update the strategic plan, and formulate and implement operational goals within the library, addressing the short and long range goals as determined by the Library Board and City Manager. Master’s degree in the field of Library Science or Information Science from an American Library Association accredited school. At least three (3) years of experience as a professional librarian or an equivalent of education and experience may be acceptable. Minimum of two (2) years in an administrative or supervisory capacity required Full-time exempt. 2015 salary range - $58,779 to $79,357. Visit www.cityofbrookings.org for detailed position description. Excellent benefit package. Position is open until filled. Submit letter of interest, detailed resume and current salary information to: Attn: Donna Langland, Human Resources Director, City of Brookings, PO Box 270, Brookings, SD 57006. dlangland@cityofbrookings.org. Phone: 605.697.8668/FAX 605.697.8661. AA/EOE.

ENGINEERING & BUILDING SERVICES TECHNICIAN: Brookings, SD. Full-time hourly staff member to assist in all phases of construction inspection, surveying, drafting and application of building, codes, ordinances, and engineering design standards. Associates or bachelor’s degree in construction management or civil engineering technology required with two years of progressively responsible engineering experience in construction, building codes, surveying, CAD, and inspection preferred. A combination of education, training and experience may be considered. General knowledge of construction and engineering principles, practices, methods, techniques, codes, tools and equipment used in technical engineering work in office and field, including computer aided drafting, calculations, surveying and inspection work desired. Must have ability to effectively communicate, in English, complex technical information, orally and in writing, to contractors, developers, property owners, and the general public. Hourly range of pay: $20.45 - $24.89. Excellent benefit package. To apply: Visit www.cityofbrookings.org for job application and complete position description. Submit application and resume to SD Dept of Labor and Regulation – Brookings or: Attn: HR Dept., City of Brookings, PO Box 270, 520 Third St., Suite 230, Brookings, SD 57006, 605-697-8668 Fax 605-697-8661. dlangland@cityofbrookings.org. AA/EOE.

MAINTENANCE EMPLOYEE: The City of Howard is accepting applications for the position of street and park maintenance. Work areas include but are not limited to streets, parks, snow removal, water, sewer and equipment maintenance. Required to obtain a CDL and other certifications needed for the position. Must have a valid driver’s license, pass physical and drug testing. Applications and job description may be obtained at the City Finance Office, 100 S. Main St., P.O. Box 705, Howard, SD 57349. Position is open until filled. EOE.

MAINTENANCE EMPLOYEE - WATER/ WASTEWATER TRAINEE: Menno, SD. Work areas include but are not limited to: streets, snow removal, parks, pool, restricted use site, water and sewer. Knowledge of all types of equipment desired. Required to become SD certified in Class I Water Treatment and Class I Wastewater Treatment within one year of employment and Class I Water Distribution and Class I Wastewater Collection within the second year. Must be able to obtain a CDL, pass physical and drug testing. Excellent benefit package. Job description and applications may be obtained at the City Finance Office, 236 S 5th Street, PO Box 432, Menno, SD 57045, 605-387-2427. Open until filled. EOE.

MAINTENANCE WORKER: City of Hoven, SD. Work areas include but are not limited to: streets, snow removal, landfill, swimming pool and airport. The following certifications/licenses must be possessed or be able to obtain: Commercial Applicators License, Class I Water Distribution, Class I Wastewater Treatment and Collection. Knowledge with all types of equipment is desired. Wage DOE. Please contact the City of Hoven, PO Box 157, Hoven, SD 57450. You may also call 605-948-2257. Position open until filled.

MAINTENANCE WORKER: City of White Lake, SD. Work areas include but are not limited to water, sewer, streets, snow removal, rubble site and swimming pool. The following certifications/licenses must be possessed or be able to obtain: Commercial Applicators license, Class I Water Distribution, Class I Wastewater Treatment and Collection. Knowledge with all types of equipment is desired. Wage DOE. Please contact the City of White Lake, PO Box 37, White Lake, SD 57383. You may also call 605-249-2301. Position open until filled.

MAINTENANCE WORKER: City of Woonsocket, SD. Must have a high school diploma or GED equivalent. These certifications will be required to be obtained within 1 year of employment: Restricted Use Pesticide license, Commercial Applicators License, Water Distribution Class I, Wastewater Collection Class I, Wastewater Treatment Class I. Work areas include but not limited to water, sewer, streets, parks, snow removal, rubble site and swimming pool. Person must be dependable, reliable, friendly and be able to work with others. Send applications and resumes to City of Woonsocket, PO Box 456, Woonsocket, SD 57385, phone 605-796-4112, fax 605-796-4276, email: citywoonsocket@santel.net. Position open until filled.

PATROL OFFICER: The City of Brookings is seeking applicants for a full-time hourly Patrol Officer. Responsible for providing law enforcement services to citizens of
POLICE OFFICER: City of Flandreau, SD (2,500). Flandreau has a progressive Police Department responsible for performing police patrol, investigation, traffic regulation and related law enforcement activities within the City of Flandreau. Salary is dependent upon qualifications. Interested individuals are encouraged to apply by submitting a resume and cover letter to: Flandreau Police Department, 200 North Crescent Street, Flandreau, SD 57028. Call 605-997-3830. Position open until filled. EOE.

PUBLIC WORKS DIRECTOR: City of Fort Pierre, SD. Applications and complete Job Description can be obtained at www.fortpierre.com (Employment Opportunities), or by request at 605-223-7690, admin1@fortpierre.com, or P.O. Box 700, Fort Pierre, SD 57532. Tremendous amount of public contact. Provide technical support for various departments within the City, managing the City infrastructure, facilities, and equipment that are essential to the function of the City, under the direction of the Mayor and according to statutes, ordinances, codes, and policies. Good supervisory and communication skills are required. Bachelor Degree in Engineering preferred with preference given to a Certified Civil Engineer. Applications accepted until December 16, 2015. Salary DOQ plus excellent benefits; health/vision/life insurance, vacation/sick leave, and SD Retirement System. AA/EOE.

WATER/WASTEWATER UTILITY OPERATOR: City of Wagner, SD. Salary depending on experience. The City of Wagner is required to have a South Dakota certified Class II Water Distribution, Class II Wastewater Collection, and Class I Wastewater Treatment/Stabilization Pond operator. The candidate should either have these certificates or be able to obtain these certificates within six to eight months of being hired. Closing Date: December 7, 2015 at 5 pm. Excellent Benefits: Employer paid health insurance, SD State Retirement, vacation, holiday and sick leave. Applications and job descriptions available at: City Finance Office or www.cityofwagner.org, PO Box 40, 60 S Main Ave, Wagner, SD 57380. For more information and/or a job description, contact Becky at 605-384-3741. EOE.

FOR SALE: The City of Salem is selling the following GameTime Saddle Mate playground equipment (8) Animal Swings (duck, bee, cow, horse, pig, dolphin, chicken & rabbit) and (1) Teeter Totter. Sealed bids accepted until 6:45 p.m. on 12/7/2015; mailed or dropped off at Salem City Hall, 400 N Main, PO Box 249, Salem, SD 57058. Clearly state which item(s) the bid is for and mark “Bid for GameTime Equipment” on the envelope. Pictures are posted at www.salemsd.com. For more information contact City of Salem at 605-425-2301 or citysalem@triotel.net.

SURPLUS PROPERTY: City of Hoven, SD. 17 Fire Hydrants that are complete and work - $300.00 a piece. 12 man hole covers with rings - $150.00. 138 3/4” plastic water meters and 19 1” plastic water meters, we do not have a price as of now for the water meters. For any questions contact Wendy Rausch at 605-948-2257 or hovencity@venturecomm.net.

FREE - OIL CIRCUIT RECLOSERS (OCR’S): The City of McLaughlin has surplused at no value and are free to any other utility that can use them. 15 - McGraw Edison OCR’s, Type L, 50 ampere, all are currently set on one shot. Completely reconditioned in 2010, records available. 1 - Lexington OCR, Type K, 50 ampere, one shot operation. New in the early 1990’s, never been used. Contact Lornie Hall, Utility Manager, City of McLaughlin, PO Box 169, McLaughlin, SD 57642, phone: 605-823-4428, email: mclughsd@heartlandpower.org.

FOR SALE: The City of Salem has a “Macey” antique Oak roll-top desk for sale. The desk was appraised at $500.00. The desk can be viewed at Salem City Hall, 400 N Main, Salem, SD or pictures are posted at www.salemsd.com. Please contact the City of Salem, 605-425-2301 or citysalem@triotel.net with questions.

FOR SALE: Notice is hereby given that sealed bids will be received until 1:00 PM on Monday January 12th, 2016 at the City Finance Office located at 325 Monroe Street, PO Box 691 Winner, SD, 57580 at which time bids will be opened and considered for the following: 1-2004 Elgin Pelican SE Street sweeper with 4619 hours and 11,268 miles on it. Good working condition. Call Bob Bolzer at 605-840-8462. Please mark envelope bid for 2004 Street Sweeper. Payment must be made before picking up equipment. The City of Winner reserves the right to reject any or all bids.
Newspaper designation – The official newspaper must be designated annually or for a period of time specified by the governing body, but not to be less than twelve months. (SDCL 9-12-6)

Boundary changes – Municipalities must notify the Department of Revenue of any resolution or amendment enacted which changes the boundaries of the municipality. Notification shall be in written form, shall contain a copy of the resolution or amendment, and may be sent by electronic means or registered mail. Municipalities shall also provide any changes and additions to streets and addresses. (SDCL 10-52-13; See Hdbk., sec. 14.172)

January

January 1 – New Year’s Day – State holiday (SDCL 1-5-1)

January 1 – The municipal fiscal year begins. (SDCL 9-21-1; See Hdbk., sec. 12.065)

January 1 – Special assessment installments which are payable under either the Plan One or Plan Two option are due. (SDCL 9-43-103; See Hdbk., sec. 12.160)

January 1 – The effective date of any new or amended municipal tax ordinance. The municipality must notify the Department of Revenue of the ordinance at least 90 days prior to the effective date. (SDCL 10-52-9; 10-52A-13; See Hdbk., sec. 12.260)

First meeting of the year – A complete list of all the salaries for all officers and employees of the municipal corporation shall be published with the minutes of the first meeting following the beginning of the fiscal year or within 30 days thereafter. Added salaries of new employees and increased salaries of the old employees should be shown in the month in which they occur. A total of payroll by department shall be published monthly in the minutes. (SDCL 6-1-10; See Hdbk., sec. 5.095)
of payroll by department shall be published monthly in the
minutes. (SDCL 6-1-10; See Hdbk., sec. 5.095)

**By January 14** – If the governing body chooses an
election day other than the second Tuesday of April, as
provided in SDCL 9-13, that Election Day must be
established by January 14 of the election year. (SDCL 9-
13-1; See Hdbk., sec. 7.050)

**Election notice** – Is required to be given in writing or by
phone or e-mail (elections@state.sd.us) to the office of the
Secretary of State within 15 days of setting a date for an
election. (SDCL 12-2-7)

**By January 15** – The secretary of revenue shall apportion
the money in the local government highway and bridge
fund. (SDCL 32-11-35; See Hdbk., sec. 12.255(6))

**Between January 15** and **30** – Publication of the notices
of vacancies of the municipal election to be held in April is
required to be published in the official newspaper once
each week for two consecutive weeks between January
15th and 30th. This notice shall identify the vacancies to be
filled and the time and place for filing nominating petitions.
(SDCL 9-13-6; See Hdbk., sec. 7.650) Follow the
Municipal Election Calendar for all election deadlines.
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