In this issue:
Using Social Media Effectively
Engaging Residents as Volunteers
Growing Public Servants
BUILD UPON A STRONG FOUNDATION

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Sioux Falls, South Dakota | Phone 605.339.5800 | 800.339.1111

Member SIPC/FINRA
Director's Notes

Session will be in full swing by the time you read this, and I hope you are all signed up for our Legislative Updates. We send them out every Friday during Session, or as needed when a hot topic arises. The email version is FREE, and allows you to have the most current information already in hand while your Legislators are still traveling home for the weekend. If you still need to sign up for the Legislative Update, see the bottom of this page.

Your conversations with Legislators during weekend cracker barrels are the most valuable lobbying tool we have. Please keep in touch with those who have been elected to represent you in Pierre. Also, please keep in touch with the League lobbyists about your positions on bills, so we can follow up for you during the week.

We are looking forward to seeing many of you here in Pierre for Municipal Government Day at the Legislature, February 2nd and 3rd. Please plan to meet your Legislators at the annual Rib Dinner, which will be held the evening of the 2nd starting at 5:00 p.m. Also, the SDML Board of Directors will be meeting at 3:00 p.m. on the 2nd at the SDML building. SDML Board Meetings are open to any members, so please just call our office if you would like to sit in.

Please keep your calendars open for other upcoming events. The Code Enforcement Workshop will be held May 4 and 5 at the Ramkota Hotel in Pierre. Look for more details in future magazines.

The annual Human Resource School is being planned for June 7 and 8 at the Holiday Inn in Spearfish. This school will be an excellent opportunity for municipal officials involved in any aspect of human resources to hone their skills and network with others.

Plans are also in the works for the 2016 Finance Officers’ School, to be held at the Holiday Inn in Spearfish, June 8, 9, and 10. This is a fantastic opportunity for your Finance Officer to get everything from the basics to the more sophisticated issues, and to meet people from all over the state who will be there to help the rest of the year.

Remember, upcoming SDML events can be found at www.sdmunicipalleague.org, agendas and registrations are posted as they become available.

Until next month, remember we are always available at 1-800-658-3633 or yvonne@sdmunicipalleague.org.

Yvonne Taylor
Executive Director
The SDML is busily working to get legislation passed this legislative session based upon the policies you adopted in October at Conference.

Alas it is a busy time for so many dedicated public servants and your dedicated league staff. We must all be as supportive as possible in helping to achieve these goals. Keep in contact with legislative representatives from your district so they understand that the driving force behind the SDML is local control. Locally citizens understand that their opinions count, and do influence how the local governing board will guide their cities/towns. They also want to know that they can count on their local elected officials and the worker bees to make changes happen on the State level that will be advantageous to their city/town. Truly the most understood part of government, by the people, is local control.

It amazes me and pleases me, to be at the ground level of government and see how any one individual can bring about change. They may refuse to come to the meeting (small towns), but do rely on the worker bees and elected officials to get their ideas, directions, and sometimes displeasure across to the governing board. Our job is to be supportive of the people who make up our communities and try to help them see all sides of the issue, not just the one they are focused on.

As you can well imagine, my face and voice betray me quite often when dealing with citizens (and officials) and their ideas for the direction the city/town should take.

Above all we must be supportive of the final decision the majority made. I grew up with family votes and the majority vote was always upheld. You accepted it graciously, the majority had voted for it, but the issue was always discussed thoroughly and vocally prior to the vote! The end result was majority rules, gotta love that. Just so you understand, there are twelve siblings in my family and me being the fourth in line I saw a lot of votes. We even voted on each younger sibling’s names! The thing I learned early is fight hard and true for your beliefs on whatever issue, but in the end you support whatever the final outcome of the majority. Do the best you can do to help guide and bring about appropriate legislation for your city/town, but win or lose support the majority vote, just try to get the majority on your side! Good luck with finding new and innovative ways to help your community and your state to grow constructively.

After all this rambling, there is another key for your key chain the “SUPPORTIVENESS” key!

Respectfully, Meri Jo Anderson
President

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### State Rates
(As of July 1, 2015)

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<th>In-State</th>
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<tr>
<td>Dinner</td>
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**Lodging:**
- In-State: $55.00 plus tax
  - (Check-in Sept 1 through check-out June 1) $70.00 plus tax
  - (Check-in June 1 through check-out Sept 1)
- Out-of-State: $175.00 plus tax

**Mileage:** $0.42/mile
- (Federal Mileage: $0.54/mile as of 1.1.16)

2015 Municipal Annual Report Forms

2015 Municipal Annual Report Forms are available online from the “NEW” Department of Legislative Audit (DLA) website at http://legislativeaudit.sd.gov/resources/resources.aspx. Click on “Municipalities,” click on “Small Municipalities < $600,000” or “Large Municipalities –Modified Cash Basis” or “Large Municipalities– GAAP Basis.”

Paper copies of forms and instructions will ONLY be mailed to entities UPON REQUEST. A request for the hard copy of annual report and instructions can be made by contacting Sheri Doolittle at sheridoolittle@state.sd.us or via phone at 605-773-3595.

Please access the DLA website, http://legislativeaudit.sd.gov/resources/resources.aspx, for the most current version of annual reports.

Completed Annual Reports can be filed with the Department of Legislative Audit as follows:

File by E-mail: sheridoolittle@state.sd.us
File by Fax: 605-773-6454
File by Mail: Department of Legislative Audit
427 S. Chapelle
C/O 500 E. Capitol
Pierre SD 57501-5070

Annual Financial Report Requirements:
The finance officer shall make an annual financial report to the governing body. This report shall be made at the first regular meeting of March and must include the receipts, expenses, and financial condition of the municipality, including the amount of funds in the treasury at the time of making such report and where and in what amounts such funds are deposited or invested. This report shall be published in the official newspaper within thirty days thereafter or upon completion of an annual audit in the official newspaper as the governing body may direct.

Immediately after the report to the governing body, the finance officer of municipalities of the first and second class shall file a copy of the report with the state Department of Legislative Audit. Although third class municipalities are not required to file their annual report with the Auditor General the requirement of an audit every two years may be waived if they do. The auditor general, upon the request of the finance officer with the approval of the governing body, may grant a thirty day extension of the reporting and filing dates. (SDCL 9-22-21)

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2016 Legislative Calendar

Compliments of:

South Dakota Municipal League

Ninety-First Session
South Dakota Legislature

January

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<tr>
<th>Sun</th>
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March

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Monday, January 18: Martin Luther King Jr. Day observed
Tuesday, February 2: SDML Legislative Rib Dinner
Wednesday, February 3: Municipal Government Day
Thursday, February 4: Last day to introduce individual bills
Friday, February 5: Last day to introduce committee bills
Monday, February 15: Presidents’ Day observed
Tuesday, March 29: 38th Legislative Day, reserved for consideration of gubernatorial vetoes
<table>
<thead>
<tr>
<th>TIME</th>
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<th>WEDNESDAY</th>
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<tr>
<td>8:00 a.m. – Noon</td>
<td>LCR  1 &amp; 2</td>
<td>Appropriations</td>
<td>Sen. Peters &amp; Rep. Cronin, Co-Chairs</td>
<td>Annie Mehlhoff, Aaron Olson, Denice Houlette, Jason Simmons, &amp; Stephanie Gruba, Staff</td>
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<tr>
<td>7:45 a.m. – 9:45 a.m.</td>
<td>414</td>
<td>House State Affairs</td>
<td>Rep. Gosch, Chair</td>
<td>House Taxation</td>
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<td>David Ortbahn, Staff</td>
<td>Rep. Solum, Chair</td>
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<td>Amanda Jacobs, Staff</td>
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<tr>
<td>7:45 a.m. – 9:45 a.m.</td>
<td>413</td>
<td>House Education</td>
<td>Rep. Sly, Chair</td>
<td>Senate Judiciary</td>
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<td>Clare Charlson, Staff</td>
<td>Sen. Tieszen, Chair</td>
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<td>Roxanne Hammond, Staff</td>
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<td>7:45 a.m. – 9:45 a.m.</td>
<td>412</td>
<td>Senate Local Government</td>
<td>Sen. Ewing, Chair</td>
<td>House Health &amp; Human Services</td>
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<td>Doug Decker, Staff</td>
<td>Rep. Munsterman, Chair</td>
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<td>Clare Charlson, Staff</td>
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<td>Senate Transportation</td>
<td>Sen. Vehle, Chair</td>
<td>Senate Education</td>
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<td>Fred Baatz, Staff</td>
<td>Sen. Soholt, Chair</td>
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<td>Doug Decker, Staff</td>
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<td>House Ag &amp; Natural Resources</td>
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<td>Rep. Qualm, Chair</td>
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<td>414</td>
<td>Senate State Affairs</td>
<td>Sen. Cammack, Chair</td>
<td>House Local Government</td>
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<td>David Ortbahn, Staff</td>
<td>Rep. Conzet, Chair</td>
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<td>House Judiciary</td>
<td>Rep. Mickelson, Chair</td>
<td>House Transportation</td>
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<td>Rep. Verchio, Chair</td>
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<td>Senate Health &amp; Human Services</td>
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<td>Senate Ag &amp; Natural Resources</td>
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<td>Senate Taxation</td>
<td>Sen. Monroe, Chair</td>
<td>Senate Commerce &amp; Energy</td>
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<td>Fred Baatz, Staff</td>
<td>Sen. Curd, Chair</td>
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<td>House Commerce &amp; Energy</td>
<td>Rep. Rounds, Chair</td>
<td>Government Operations &amp; Audit</td>
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<td>Amanda Jacobs, Staff</td>
<td>(Chairs: Sen. Tidemann &amp; Rep. Dryden/Auditor General)</td>
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## 2016 Legislators By District

<table>
<thead>
<tr>
<th>District</th>
<th>Legislator</th>
<th>Address</th>
<th>Home Phone</th>
<th>Office Phone</th>
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<tbody>
<tr>
<td>1</td>
<td>Sen. Jason Frerichs</td>
<td>13507 465th Avenue, Wilmot, SD 57279</td>
<td>605-938-4273</td>
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<tr>
<td>1</td>
<td>Rep. Dennis Feickert</td>
<td>38485 129th St, Aberdeen, SD 57401-8386</td>
<td>605-225-5844</td>
<td>605-216-3451</td>
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<tr>
<td>1</td>
<td>Rep. Steven McCleerey</td>
<td>45708 116th St., Sisseton, SD 57262-7019</td>
<td>605-698-7478</td>
<td>605-698-3749</td>
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<tr>
<td>2</td>
<td>Sen. Brock Greenfield</td>
<td>507 N. Smith St., Clark, SD 57225-1250</td>
<td>605-532-4088</td>
<td>605-450-1263</td>
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<tr>
<td>2</td>
<td>Rep. Lana Greenfield</td>
<td>PO Box 243, Doland, SD 57436</td>
<td>605-635-6932</td>
<td>605-635-6996</td>
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<tr>
<td>2</td>
<td>Rep. Burt Tulson</td>
<td>44975 SD Hwy. 28, Lake Norden, SD 57248</td>
<td>605-785-3480</td>
<td>605-881-7809</td>
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<td>3</td>
<td>Sen. David Novstrup</td>
<td>1008 S. Wells St., Aberdeen, SD 57401-7373</td>
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<td>605-225-8541</td>
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<td>3</td>
<td>Rep. Dan Kaiser</td>
<td>1415 Nicklaus Dr., Aberdeen, SD 57401-8822</td>
<td>605-228-4988</td>
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<td>3</td>
<td>Rep. Al Novstrup</td>
<td>1705 Northview Lane, Aberdeen, SD 57401-2268</td>
<td>605-226-2505</td>
<td>605-360-9711</td>
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<td>4</td>
<td>Sen. Jim Peterson</td>
<td>16952 482nd Ave., Revillo, SD 57259-5208</td>
<td>605-623-4573</td>
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<td>4</td>
<td>Rep. Fred Deutsch</td>
<td>16452 449th Ave., Florence, SD 57235</td>
<td>605-882-3323</td>
<td>605-886-8650</td>
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<td>4</td>
<td>Rep. John Wiik</td>
<td>PO Box 95, Big Stone City, SD 57216</td>
<td>605-880-1440</td>
<td>605-862-8215</td>
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<td>5</td>
<td>Sen. Ried Holien</td>
<td>PO Box 443, Watertown, SD 57201</td>
<td>605-886-4330</td>
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<td>5</td>
<td>Rep. Lee Schoenbeck</td>
<td>PO Box 1325, Watertown, SD 57201</td>
<td>605-886-0010</td>
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<td>5</td>
<td>Rep. Roger Solum</td>
<td>1333 Mayfair Drive, Watertown, SD 57201-1155</td>
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<td>6</td>
<td>Sen. Ernie Otten</td>
<td>46787 273rd, Tea, SD 57064-8024</td>
<td>605-368-5716</td>
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<td>6</td>
<td>Rep. Isaac Latterell</td>
<td>PO Box 801, Sioux Falls, SD 57064</td>
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<td>Rep. Herman Otten</td>
<td>PO Box 326, Tea, SD 57064-0325</td>
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<td>Sen. Larry Tidemann</td>
<td>251 Indian Hills Rd., Brookings, SD 57006</td>
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<td>Rep. Scott Munsterman</td>
<td>1133 W. 8th St. S., Brookings, SD 57006</td>
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<td>Sen. Scott Parsley</td>
<td>103 N. Liberty Ave., Madison, SD 57042-2706</td>
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<td>Rep. Leslie Heinemann</td>
<td>47962 228th St., Flandreau, SD 57028-6701</td>
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<td>Rep. Mathew Wollmann</td>
<td>210 W. Center St., Apt. 302, Madison, SD 57042</td>
<td>605-480-3038</td>
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<td>9</td>
<td>Sen. Deb Peters</td>
<td>705 N. Sagehorn Dr., Hartford, SD 57033-2380</td>
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<td>9</td>
<td>Rep. Paula Hawks</td>
<td>405 S. Tessa Ave., Hartford, SD 57033</td>
<td>605-254-2440</td>
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<td>Rep. Wayne Steinhauser</td>
<td>26581 E. Shore Pl., Hartford, SD 57033</td>
<td>605-526-4269</td>
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<td>10</td>
<td>Sen. Jenna Haggar</td>
<td>PO Box 763, Sioux Falls, SD 57101</td>
<td>605-610-9779</td>
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<td>Rep. Don Haggar</td>
<td>PO Box 1532, Sioux Falls, SD 57101</td>
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<td>10</td>
<td>Rep. Steven Haugaard</td>
<td>47629 258th St., Sioux Falls, SD 57104</td>
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<td>605-334-1121</td>
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<td>11</td>
<td>Sen. David Omdahl</td>
<td>PO Box 88235, Sioux Falls, SD 57109-8235</td>
<td>605-323-0098</td>
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<td>11</td>
<td>Rep. Jim Stalzer</td>
<td>5909 W. Bristol Dr., Sioux Falls, SD 57106-0660</td>
<td>605-838-0354</td>
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<td>12</td>
<td>Sen. R. Blake Curd</td>
<td>38 S. Riverview Hts., Sioux Falls, SD 57105</td>
<td>605-331-5890</td>
<td>605-331-5890</td>
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<td>12</td>
<td>Rep. Alex Jensen</td>
<td>5915 S. Remington Pl., Sioux Falls, SD 57108</td>
<td>605-212-4407</td>
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<tr>
<td>14</td>
<td>Sen. Deb Soholt</td>
<td>2628 E. Regency Ct., Sioux Falls, SD 57103</td>
<td>605-321-5931</td>
<td>605-322-3490</td>
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<td>14</td>
<td>Rep. Thomas Holmes</td>
<td>4709 Shields Ave., Sioux Falls, SD 57103</td>
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<td>14</td>
<td>Rep. Larry Zikmund</td>
<td>2405 E. 52nd St., Sioux Falls, SD 57103</td>
<td>605-373-0975</td>
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<tr>
<td>15</td>
<td>Sen. Angie Buhl O’Donnell</td>
<td>521 N. Prairie, Sioux Falls, SD 57104</td>
<td>605-376-2512</td>
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<tr>
<td>15</td>
<td>Rep. Patrick Kirschman</td>
<td>901 N. Duluth Ave. #1, Sioux Falls, SD 57104-2328</td>
<td>605-366-4798</td>
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<tr>
<td>15</td>
<td>Rep. Karen Soli</td>
<td>810 W. 6th St., Sioux Falls, SD 57104-2904</td>
<td>605-338-5934</td>
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<tr>
<td>16</td>
<td>Sen. William Shorma</td>
<td>21 Spanish Bay, Dakota Dunes, SD 57049</td>
<td>605-422-3282</td>
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<tr>
<td>16</td>
<td>Rep. Jim Bolin</td>
<td>403 West 11th St., Canton, SD 57013-2418</td>
<td>605-261-9669</td>
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<tr>
<td>17</td>
<td>Sen. Arthur Rusch</td>
<td>PO Box 312, Vermillion, SD 57069-0312</td>
<td>605-624-8723</td>
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<tr>
<td>17</td>
<td>Rep. Ray Ring</td>
<td>607 Sterling Street, Vermillion, SD 57069-3453</td>
<td>605-675-9379</td>
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</tr>
<tr>
<td>18</td>
<td>Sen. Bernie Hunhoff</td>
<td>707 Riverside Dr., Yankton, SD 57078</td>
<td>605-665-2975</td>
<td>605-665-6655</td>
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<tr>
<td>18</td>
<td>Rep. Jean Hunhoff</td>
<td>2511 Mulligan Dr, Yankton, SD 57078</td>
<td>605-665-1463</td>
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<tr>
<td>18</td>
<td>Rep. Mike Stevens</td>
<td>214 Marina Dell, Yankton, SD 57078</td>
<td>605-661-0057</td>
<td>605-665-5550</td>
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<tr>
<td>19</td>
<td>Sen. Bill Van Gerpen</td>
<td>PO Box 10, Tyndall, SD 57066</td>
<td>605-589-3064</td>
<td>605-660-3406</td>
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<tr>
<td>20</td>
<td>Sen. Mike Vehle</td>
<td>132 N. Harmon Dr., Mitchell, SD 57301</td>
<td>605-996-5778</td>
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<tr>
<td>20</td>
<td>Rep. Joshua Klumb</td>
<td>26296 401st Ave., Mount Vernon, SD 57363</td>
<td>605-770-9708</td>
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<tr>
<td>20</td>
<td>Rep. Tona Rozum</td>
<td>87 S. Harmon Dr., Mitchell, SD 57301</td>
<td>605-996-2190</td>
<td>605-996-8440</td>
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<tr>
<td>21</td>
<td>Sen. Billie Sutton</td>
<td>919 Franklin St., Burke, SD 57523</td>
<td>605-835-8120</td>
<td>605-222-3378</td>
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<tr>
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<tr>
<td>22</td>
<td>Sen. Jim White</td>
<td>1145 Beach Circle NE, Huron, SD 57350-4700</td>
<td>605-352-8184</td>
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<tr>
<td>22</td>
<td>Rep. Peggy Gibson</td>
<td>1010 Valley View Ct., Huron, SD 57350-4221</td>
<td>605-352-9862</td>
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<tr>
<td>22</td>
<td>Rep. Dick Werner</td>
<td>1505 McDonald Dr., Huron, SD 57350</td>
<td>605-353-0957</td>
<td>605-350-1371</td>
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<tr>
<td>23</td>
<td>Sen. Corey Brown</td>
<td>316 S. Potter St., Gettysburg, SD 57442</td>
<td>605-769-0540</td>
<td>605-765-9550</td>
</tr>
<tr>
<td>23</td>
<td>Rep. Justin Cronin</td>
<td>PO Box 42, Gettysburg, SD 57442</td>
<td>605-769-1017</td>
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<tr>
<td>23</td>
<td>Rep. Michele Harrison</td>
<td>PO Box 303, Mobridge, SD 57601</td>
<td>605-850-9989</td>
<td>605-845-5202</td>
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<tr>
<td>24</td>
<td>Rep. Mary Duvall</td>
<td>PO Box 453, Pierre, SD 57501</td>
<td>605-224-4070</td>
<td>605-224-4070</td>
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<tr>
<td>25</td>
<td>Sen. Scott Fiegen</td>
<td>203 E. 4th St., Dell Rapids, SD 57022</td>
<td>605-428-5504</td>
<td>605-782-1724</td>
</tr>
<tr>
<td>25</td>
<td>Rep. Roger Hunt</td>
<td>PO Box 827, Brandon, SD 57005</td>
<td>605-582-3865</td>
<td>605-582-2580</td>
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<tr>
<td>25</td>
<td>Rep. Kris Langer</td>
<td>600 W. 7th Street, Dell Rapids, SD 57022</td>
<td>605-428-4929</td>
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<tr>
<td>26</td>
<td>Sen. Troy Heinert</td>
<td>PO Box 348, Mission, SD 57555</td>
<td>605-856-5045</td>
<td>605-319-6570</td>
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<tr>
<td>26A</td>
<td>Rep. Shawn Bordeaux</td>
<td>PO Box 283, Mission, SD 57555</td>
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<td>605-856-8241</td>
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<tr>
<td>26B</td>
<td>Rep. James Schaefer</td>
<td>23026 SD Hwy. 273, Kennebec, SD 57544-5201</td>
<td>605-869-2357</td>
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<tr>
<td>27</td>
<td>Sen. Jim Bradford</td>
<td>PO Box 690, Pine Ridge, SD 57770-0690</td>
<td>605-685-4241</td>
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<td>27</td>
<td>Rep. Kevin Killer</td>
<td>PO Box 322, Pine Ridge, SD 57770-0322</td>
<td>605-454-8105</td>
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<td>27</td>
<td>Rep. Elizabeth May</td>
<td>20261 BIA 2, Kyle, SD 57752-7400</td>
<td>605-455-2588</td>
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<td>28</td>
<td>Sen. Betty Olson</td>
<td>11919 SD Hwy. 79, Prairie City, SD 57649</td>
<td>605-855-2824</td>
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<tr>
<td>28A</td>
<td>Rep. Dean Schrempp</td>
<td>1999 Trails end, Lantry, SD 57636</td>
<td>605-964-6541</td>
<td>605-365-7367</td>
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<tr>
<td>28B</td>
<td>Rep. J. Sam Marty</td>
<td>16692 Antelope Rd., Prairie City, SD 57649</td>
<td>605-866-4477</td>
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<tr>
<td>29</td>
<td>Sen. Gary Cammack</td>
<td>PO Box 100, Union Center, SD 57787-0100</td>
<td>605-985-5591</td>
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<tr>
<td>29</td>
<td>Rep. Thomas Brunner</td>
<td>18769 Quin Road, Nisland, SD 57762-7646</td>
<td>605-257-2336</td>
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<td>29</td>
<td>Rep. Dean Wink</td>
<td>PO Box 137, Howes, SD 57748-0137</td>
<td>605-985-5240</td>
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<tr>
<td>30</td>
<td>Sen. Bruce Rampelberg</td>
<td>13948 Lariat Rd., Rapid City, SD 57702</td>
<td>605-343-9703</td>
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<tr>
<td>30</td>
<td>Rep. Mike Verchio</td>
<td>289 Rainbow Ridge Ct., Hill City, SD 57745</td>
<td>605-574-2466</td>
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<td>31</td>
<td>Sen. Bob Ewing</td>
<td>PO Box 607, Spearfish, SD 57783</td>
<td>605-722-5559</td>
<td>605-641-9095</td>
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<tr>
<td>31</td>
<td>Rep. Timothy Johns</td>
<td>203 W. Main St., Lead, SD 57754</td>
<td>605-722-3189</td>
<td>605-717-2889</td>
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<tr>
<td>31</td>
<td>Rep. Fred Romkema</td>
<td>230 Fairway Drive, Spearfish, SD 57783-3110</td>
<td>605-722-1432</td>
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<td>32</td>
<td>Sen. Alan Solano</td>
<td>3410 Wisconsin Ave., Rapid City, SD 57701</td>
<td>605-342-8974</td>
<td>605-343-7262</td>
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<tr>
<td>32</td>
<td>Rep. Kristin Conzet</td>
<td>1523 West Blvd, Rapid City, SD 57701-4551</td>
<td>605-342-6658</td>
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<td>32</td>
<td>Rep. Brian Gosch</td>
<td>312 Alta Vista Dr., Rapid City, SD 57701-2337</td>
<td>605-719-3365</td>
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## Important Legislative Information:

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<thead>
<tr>
<th>District</th>
<th>Legislator</th>
<th>Address</th>
<th>Home Phone</th>
<th>Office Phone</th>
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<tr>
<td>33</td>
<td>Sen. Phil Jensen</td>
<td>10215 Pioneer Ave., Rapid City, SD 57702</td>
<td>605-343-1335</td>
<td>605-343-1335</td>
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<tr>
<td>33</td>
<td>Rep. Scott Craig</td>
<td>8556 Heather Dr., Rapid City, SD 57702-7710</td>
<td>605-342-0999</td>
<td>605-343-4956</td>
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<tr>
<td>34</td>
<td>Sen. Craig Tieszen</td>
<td>3416 Brookside Dr., Rapid City, SD 57702-8118</td>
<td>605-348-4990</td>
<td>605-301-4803</td>
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<tr>
<td>34</td>
<td>Rep. Dan Dryden</td>
<td>2902 Tomahawk Dr., Rapid City, SD 57702-4250</td>
<td>605-721-2902</td>
<td>605-348-4990</td>
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<tr>
<td>34</td>
<td>Rep. Jeffrey Partridge</td>
<td>7174 Prestwick Road, Rapid City, SD 57702</td>
<td>605-348-4990</td>
<td>605-301-4803</td>
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<tr>
<td>35</td>
<td>Sen. Terri Haverly</td>
<td>22983 Candlelight Dr., Rapid City, SD 57703</td>
<td>605-390-4616</td>
<td>605-390-4616</td>
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<td>35</td>
<td>Rep. Blaine “Chip” Campbell</td>
<td>3480 Colvin St., Rapid City, SD 57703</td>
<td>605-393-1645</td>
<td>605-484-4848</td>
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<td>35</td>
<td>Rep. Lynne DiSanto</td>
<td>4973 Hansen Lane, Rapid City, SD 57703</td>
<td>605-389-0111</td>
<td>605-390-4616</td>
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Senate Phone: 605-773-3821  
House Phone: 605-773-3851  
Lobbyist Phone: 605-224-5030

Legislative Research Council’s website: http://legis.sd.gov/

Yvonne’s email: yvonne@sdmunicipalleague.org

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KLJ is committed to preserving our heritage and the health, safety and welfare of our communities. We have provided sound engineering, planning and environmental solutions for Tribal, public and private interests since 1938.

Learn more about our services and explore career opportunities at kljeng.com

M/F/Yet/Disability/Sexual Orientation/Gender Identity
# 23rd ANNUAL SUPERINTENDENT and FOREMAN CONFERENCE

March 1st & 2nd, 2016  Best Western Ramkota Hotel & Event Center  Watertown, SD

## AGENDA

**Tuesday, March 1st, 2016**

<table>
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<tr>
<th>Time</th>
<th>Location</th>
<th>Topic</th>
<th>Speaker</th>
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<tbody>
<tr>
<td>11:00 am – 12:30 pm</td>
<td>Common Area</td>
<td>Registration</td>
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<tr>
<td>12:30 – 1:30 pm</td>
<td>Whitewood</td>
<td>Liability &amp; Claims</td>
<td>Ron Burmood, SDPAA</td>
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<tr>
<td>1:30 – 2:00 pm</td>
<td>Whitewood</td>
<td>Use of Cellphones in the Field</td>
<td>TBA, TBA</td>
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<tr>
<td>2:00 – 2:30 pm</td>
<td>Whitewood</td>
<td>Transformer &amp; Wire Specs</td>
<td>TBA, DGR</td>
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<tr>
<td>2:30 – 3:00 pm</td>
<td>Break</td>
<td></td>
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<tr>
<td>3:00 – 3:40 pm</td>
<td>Whitewood</td>
<td>Locating &amp; Fault Finding</td>
<td>Jim Stephens, Wesco</td>
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<tr>
<td>3:40 – 4:10 pm</td>
<td>Whitewood</td>
<td>Substation Maintenance Suggestions</td>
<td>Jamie Foster, Utilities Plus</td>
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<tr>
<td>4:10 – 6:00 pm</td>
<td>Cottonwood</td>
<td>Vendor Show</td>
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<tr>
<td>6:20 pm</td>
<td>Swan</td>
<td>Prime Rib Dinner</td>
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**Wednesday, March 2nd, 2016**

<table>
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<tr>
<th>Time</th>
<th>Location</th>
<th>Topic</th>
<th>Speaker</th>
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<tbody>
<tr>
<td>7:30 – 8:30 am</td>
<td>Swan</td>
<td>Breakfast</td>
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<tr>
<td>8:30 – 9:30 am</td>
<td>Whitewood</td>
<td>Bid Laws &amp; Surplus Materials and How They Apply to Electric Utilities</td>
<td>Rod Fortin, SD Legislative Audit</td>
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<tr>
<td>9:30 – 10:15 am</td>
<td>Whitewood</td>
<td>Safety Program &amp; Transformer Specs</td>
<td>Mike Willets, MMUA</td>
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<tr>
<td>10:15 – 10:45 am</td>
<td>Break</td>
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<tr>
<td>10:45 – 11:30 am</td>
<td>Whitewood</td>
<td>SPP Transition &amp; Update</td>
<td>Joni Livingston MRES</td>
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<tr>
<td>11:30 – Noon</td>
<td>Whitewood</td>
<td>SDMEA Update</td>
<td>Jeff Mehlhaff, SDMEA</td>
</tr>
<tr>
<td>Noon – 1:00 pm</td>
<td>Swan</td>
<td>Lunch</td>
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A $65.00 registration fee per person includes dinner on the 1st, breakfast and lunch on the 2nd. A block of rooms is held at the Best Western Ramkota Hotel. Tell the reservations desk you are registering for the SDMEA Conference.

Room registration deadline: **February 5th, 2016 (Will still be available after Feb. 1st)**.

Please call: 605-886-8011 to make reservations. Room rate $84.99 + tax

SDMEA Superintendent & Foreman Conference March 1st & 2nd, 2016 Watertown, SD

**Name(s)______________________________**  
Municipality______________________________  
Address______________________________  
City______________________________ Zip_________ Phone_________

Registration Fee: **$65.00** per person attending. **Registration Deadline: February 19th**. No registration refunds after this date.

Payment must accompany registration. Make check payable to: SD Municipal Electric Association  
Mail to: SDMEA 208 Island Dr. Fort Pierre, SD 57532

**SDML OFFICE USE ONLY:**  
DATE:_________________ CHECK #:_________________ AMOUNT:______________
The SDML District Meetings are held every spring to report the outcome of the legislative session. The League President and staff look forward to traveling the state and seeing you at one of the meetings listed below. Legislators, representatives from state agencies and congressional delegates have also been invited to visit with you.

For the League’s purposes, the cities in the state are divided into ten districts. One meeting is held in each district. A map of the districts and a listing of the cities by district can be found in the Directory of Municipal Officials or on the League’s website, www.sdmunicipalleague.org. A chair and vice-chair are elected annually at each district meeting. The chair serves on the League Board and in their absence the vice-chair fills in.

The meeting starts with a social to allow you time to meet your peers from surrounding cities and renew acquaintances. The social is followed by a meal and program. During the program you will hear from several people including the League’s President Meri Jo Anderson and Executive Director Yvonne Taylor. At the end of the evening the election of chair and vice-chair will be held. Each city present gets one vote. The last thing to decide before heading home is who will be hosting your district’s meeting in 2017. If your community is interested in hosting the meeting next year just volunteer when asked!

Registration forms have been sent to all the city offices and are available at www.sdmunicipalleague.org/sdmlevents. Please discuss how many will be attending your district meeting and return the registration form to the League. If you can’t make it to the meeting in your district feel free to register for one that works for you. If you have any questions call the League at 800-658-3633.

### 2016 District Meetings Schedule

<table>
<thead>
<tr>
<th>District</th>
<th>Date</th>
<th>Location</th>
<th>City</th>
<th>Time</th>
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<tr>
<td>District 1</td>
<td>March 15</td>
<td>Speedway Event Center 221 E. 3rd Ave.</td>
<td>Milbank</td>
<td>6:00 p.m.</td>
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<tr>
<td>District 2</td>
<td>March 16</td>
<td>Howard Hotel and Conference Center 103 S. Main St.</td>
<td>Howard</td>
<td>6:00 p.m.</td>
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<tr>
<td>District 3</td>
<td>March 17</td>
<td>The Pointe 212 Truman Lane</td>
<td>Elk Point</td>
<td>6:00 p.m.</td>
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<tr>
<td>District 4</td>
<td>March 30</td>
<td>American Legion Club 208 Main St.</td>
<td>Colome</td>
<td>6:00 p.m.</td>
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<tr>
<td>District 5</td>
<td>March 31</td>
<td>American Legion, Prairie Lounge 508 Dakota Ave.</td>
<td>Wessington Springs</td>
<td>6:00 p.m.</td>
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<tr>
<td>District 6</td>
<td>March 29</td>
<td>Faulkton Community Center 1216 Court St.</td>
<td>Faulkton</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 7</td>
<td>April 5</td>
<td>Herreid Community Center 107 Main St. S.</td>
<td>Herreid</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 8</td>
<td>March 22</td>
<td>Jigger’s Restaurant 80 SD Hwy 73</td>
<td>Kadoka</td>
<td>6:00 p.m.</td>
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<tr>
<td>District 9</td>
<td>March 23</td>
<td>Prairie Berry Winery 23837 Hwy 385</td>
<td>Hill City</td>
<td>6:00 p.m.</td>
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<tr>
<td>District 10</td>
<td>April 6</td>
<td>Faith Community Center 204 North Main St.</td>
<td>Faith</td>
<td>6:00 p.m.</td>
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FEBRUARY 2016
The South Dakota Police Chiefs’ Association (SDPCA) and the South Dakota Sheriffs’ Association (SDSA) are accepting nominations for the following awards:

**Medal of Honor**
For law enforcement officers who willingly distinguish themselves through an act of courage, involving a risk of imminent serious injury or death, for the purpose of saving or protecting a human life or while taking an armed and immediately dangerous suspect into custody. This is a joint SDPCA/SDSA Award.

**Officer of the Year**
All sworn officers are eligible. This includes law enforcement officers in Police Departments, Sheriffs’ Offices, US Park Service, Customs, Border Patrol, Tribal Agencies, University Police, Reserve Officers, and others below the rank of Chief/Sheriff. Nominations may be made for exceptional achievement in any police endeavor, including extraordinary valor, crime prevention, investigative work, community policing, traffic safety, drug control and prevention, juvenile programs and training programs. This is a joint SDPCA/SDSA Award.

**Citizen’s Award of Merit**
Presented to a citizen, company or group who performed an exceptional act or demonstrated a continued pattern of actions that furthered the missions and goals of the SDPCA and SDSA, or who have made a significant contribution to the law enforcement profession in the State of South Dakota. This is a joint SDPCA/SDSA Award.

**Sheriffs’ Service Award**
For contributions by a member of the SDSA which exceed high standards and contributions normally made by members.

**Chief John Wainman Sr. Service Award**
For contributions by a member of the SDPCA which exceed the high standards and contributions normally made by members.

All nominations must be submitted in writing by March 1, 2016. The awards will be presented during the Police Chiefs’ Association and Sheriffs’ Association Joint Meeting held April 20-22 in Deadwood.

An official nomination form can be obtained by visiting www.sdmunicipalleague.org then the Police Chiefs section under the Affiliate Organizations tab.

Visit the League’s website!

Spring is a busy time of year for trainings and meetings. Visit the Events section frequently on the SDML website, www.sdmunicipalleague.org, to find out what events are coming up.
South Dakota Building Officials
ICC Code Officials Institute Program

Seminar Description
The goal of this seminar is to provide an overview of the fundamental means of egress requirements in the 2015 International Building Code® (IBC®).

Objectives
Upon completion of this seminar, participants will be better able to:

- Describe each of the three parts of a means of egress.
- Identify the fundamental means of egress design.
- Calculate the occupant load and determine the required means of egress capacity and width.
- Determine the required number of exit access doorways and exits for rooms and stories.
- Determine the requirements for arrangement of the means of egress elements, including: the location of exit access doorways and exits, the exit access travel distance, the common path of egress travel, and any egress through adjoining spaces.
- Determine the requirements for the design of egress elements, including corridors, stairways; exit passageway; and horizontal exits.
- Determine the requirement for doors and doors hardware.
- Determine the requirements for locations and amount of means of egress lighting and signage.
- Evaluate the adequacy of a horizontal exit as part of a means of egress plan.
- Evaluate the means of egress for assembly spaces.
- Evaluate the adequacy of accessible means of egress.

Speaker
Douglas W. Thornburg, AIA, CBO, is the Vice-President and Technical Director of Product Development and Education for the International Code Council (ICC) where he provides leadership in the technical development and positioning of support products for ICC. In addition, Doug develops and reviews technical products, reference books and resource materials relating to the International Codes and their supporting documents. He was presented with ICC’s inaugural Educator of the Year Award in 2008, recognizing his outstanding contributions in education and training. In addition, he was the recipient of ICBO’s prestigious A.J. (Jack) Lund Award in 1996. A graduate of Kansas State University and a registered architect, Doug has over 33 years of experience in building code training and administration, including ten years with ICBO, and five years with the City of Wichita, Kansas. He is certified as a building official, building inspector and plans examiner, as well as in seven other code enforcement categories. Doug has authored a number of publications, including the IBC Handbook - Fire and Life Safety Provisions, and the Significant Changes to the International Building Code.

Locations/Time
Tuesday, March 29, 2016 in Rapid City
8:00 am – 12:00 pm and 1:00 pm – 4:00 pm
Rushmore Plaza Holiday Inn
Phone: 605-348-4000
A block of rooms has been reserved for March 28 at the Rushmore Plaza Holiday Inn in Rapid City.

Thursday, March 31, 2016 in Sioux Falls
8:00 am – 12:00 pm and 1:00 pm – 4:00 pm
Best Western Ramkota Hotel
Phone: 605-977-4501
A block of rooms has been reserved for March 30 at the Best Western Ramkota Hotel in Sioux Falls.

Registration
$75 for SDBO members and $95 for Non-Members. Registration is due by March 11, 2016.

Registration form can be found under the SDML events section at www.sdmunicipalleague.org.

Questions
Ron Bell, Chief Building Official  Dave St. Pierre
City of Sioux Falls  CodeWorks
Phone: 605-367-8673  Phone: 605-718-4940
2016 Code Enforcement Officer of the Year

Official Nomination Form

All nominations must be submitted in writing by March 18, 2016. The Code Enforcement Officer of the Year award will be presented during the SoDACE Conference held May 4-5 in Pierre.

Name of Nominee: _______________________________________________________________________

Position: _______________________________________________________________________________

Municipality and Years of service: ______________________________________________________________________

Contributions to the municipality as a Code Enforcement Officer: __________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Contributions to the community as a citizen: _________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Significant contributions to any other organizations: _____________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Personal accomplishments: _________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Feel free to use additional sheets of paper for further comments. Additional nomination letters are welcome also. Nominations will be kept confidential.

Submitted by: _________________________________________________ Phone: __________________

DEADLINE: March 18, 2016

Please submit to: South Dakota Municipal League
208 Island Drive
Ft. Pierre, SD 57532
Fax: 605-224-8655
Scholarship Funds Available

South Dakota Association of Code Enforcement Scholarship Funds

Applicant must be a member of the South Dakota Association of Code Enforcement (SoDACE) or become one prior to scholarship award.

Scholarship funds must be used to educate and enhance the performance of your duties as a Code Enforcement Officer.

The Scholarship fund allows for up to $1,000.00 per year. These funds may be awarded to more than one applicant at the discretion of the SoDACE Board. All scholarship funds are subject to SoDACE board approval.

Educational opportunities are not limited strictly to in-state.

A copy of applicant’s City Councils’ approval for the travel must be received with application.

All applications must be received in the office of the SDML, 208 Island Drive, Ft. Pierre, SD 57532 or faxed to 605-224-8655 no later than April 1 each year to be eligible. Applications will be reviewed and notification of award given at the Spring meeting.

An official scholarship form can be obtained by visiting www.sdmunicipalleague.org then the Code Enforcement section under the Affiliate Organizations tab.

The 2016 South Dakota Association of Code Enforcement Spring Training will be held May 4 & 5 at the Ramkota Hotel in Pierre.

SD Governmental Finance Officers’ Association Scholarship Funds

Applicant must be a member of the South Dakota Governmental Finance Officers’ Association (SDGFOA) or become one prior to scholarship award.

Applicant must be from a second or third class municipality.

Scholarship funds must be used to educate and enhance the performance of your duties as Finance Officer or Assistant Finance Officer.

The Scholarship fund allows for up to $800.00 per year. These funds may be awarded to more than one applicant at the discretion of the SDGFOA Board.

Educational opportunities are not limited strictly to in-state.

A copy of applicant’s City Councils’ approval for the travel must be received with application.

All applications must be received in the office of the SDML, 208 Island Drive, Ft. Pierre, SD 57532 or faxed to 605-224-8655 no later than April 1 each year to be eligible. Applications will be reviewed and notification of award given at Finance Officers’ School in June.

If no awards are made in the first application period, a second application period may be announced at Finance Officers’ School.

An official scholarship form can be obtained by visiting www.sdmunicipalleague.org then the Finance Officers section under the Affiliate Organizations tab.

The 2016 Finance Officers’ School will be held June 8, 9, & 10 at the Holiday Inn in Spearfish.

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South Dakota Transportation Alternatives Program

The Transportation Alternatives Program (TAP) is a grant program that uses federal transportation funds, designated by Congress, for specific activities that enhance the intermodal transportation system and provide safe alternative transportation options.

The TAP replaces the former Transportation Enhancement Program and consolidates those eligible activities with the Safe Routes to School, Scenic Byways and Recreation Trails Programs. Transportation Alternatives builds upon the legacy of the Transportation Enhancement Program by expanding travel choices, strengthening the local economy, improving the quality of life and protecting the environment.

A few things to know about the TAP:
- Eligible applicants include local governments, schools, tribal governments, natural resource and public lands agencies, regional transportation authorities, transit agencies or other local or regional governmental agencies with responsibility of transportation or recreational trails;
- Funds may be used for preliminary and construction engineering, construction, right-of-way acquisition and non-infrastructure activities related to Safe Routes to School type projects;
- Funded projects require a 18.05% non-federal match;
- A variety of activities are eligible for funding. Eligible projects must meet one or more of these activities and must relate to surface transportation: facilities for pedestrians, bicyclists and other non-motorized forms of transportation, safe routes for non-drivers, conversion and use of abandoned railroad corridors for trails, construction of turnouts, overlooks, and viewing areas, planning and implementation of community improvement activities, environmental mitigation, implementation of the Safe Routes to School Program, boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
- Projects are selected based on the recommendations of a Selection Committee comprised of local government, law enforcement and education representatives, avid walkers and bikers, tribal representatives and others, with technical assistance from DOT and Federal Highway Administration representatives.

Letters of Intent for the 2017 round of funding will be due in July 2016. For more information contact Jerry Ortbahn at Jerry.Ortbahn@state.sd.us or 605.773.3281 or go to http://www.sddot.com/services/transalt/default.aspx.

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Building Relationships at District Meetings

By Ron Burmood and Jerry Krambeck, Member Services, South Dakota Public Assurance Alliance

Every spring the South Dakota Municipal League organizes ten District Meetings throughout the state. These meetings serve many functions (not to mention the great food and door prizes!).

The hosting city welcomes all and has an opportunity to promote their community. The social provides extensive opportunities to establish relationships as well as build upon long-term relationships.

The SDML President is provided an opportunity to address the communities in each District. The SDML Executive Director provides extensive legislative updates.

The South Dakota Public Assurance Alliance representatives will also be in attendance. We will provide highlights and updated information on the SDPAA. A majority of the SDML Members are already Members of the SDPAA, however this is an excellent opportunity for cities that are not current Members of the SDPAA to obtain detailed information on the many benefits the SDPAA has to offer, as well as how they can get a quote to join the SDPAA.

The SDPAA was established by the SDML in 1987 and is sponsored and endorsed by the SDML. Currently, 413 local governmental entities are Member-Owners of the SDPAA, taking advantage of a variety of governmental liability, auto liability, property, equipment breakdown, crime, and cyber liability coverages available through the SDPAA.

The SDPAA is looking forward to working with and serving Members to continue our history of providing great coverage and great service at a great price. Should you have any questions about obtaining coverage with the SDPAA, please contact us at 800-658-3633 Option 2 or at our website www.sdpaaonline.org.

SDML sends out registration forms for the District Meetings to all city offices and also makes the forms available on their website at www.sdmunicipalleague.org. Should you have any registration questions, please contact the SDML at 800-658-3633 Option 1.
Important 2015 Tax Information
Form 1095-B (Health Coverage)

Why am I getting a Form 1095-B, Health Coverage?
The Health Pool of South Dakota is sending Form 1095-B to all individuals who were enrolled in health coverage during 2015. The Affordable Care Act requires people to have health coverage that meets certain standards, also called minimum essential coverage. An individual without minimum coverage can claim an exemption or make a payment with their tax return.

The self-funded coverage provided by the Health Pool of South Dakota is minimum essential coverage.

Form 1095-B provides information that you may need to complete your Federal income tax return. We have also given this information to the IRS.

What do I need to do?
• If you had health coverage for all 12 months of 2015, you’ll just need to check a box on your Federal income tax return indicating you had minimum essential coverage.
• If you had other health coverage during any part of 2015, check with that provider to see if that plan’s coverage was minimum essential coverage.
• If you didn’t have coverage with the Health Pool of South Dakota or other minimum essential coverage for all 12 months of 2015, and you don’t qualify for an exemption from the requirement to have coverage, you may have to pay a fee when you file your taxes.

Keep this form 1095-B with your other important tax information, like any Form 1099 or W-2 you may receive. You DO NOT need to send this form to the IRS when you file your income tax return.

For more information concerning this form please contact:
Sandi Larson
South Dakota Municipal League
800.658.3633 or sandi@sdmunicipalleague.org

The Health Pool of South Dakota was created, is sponsored, and endorsed by the SD Municipal League.
Gov. Daugaard Awards
Four Community Development Block Grants

Four community leaders were notified that each of their respective communities has been approved for grant funding through the Community Development Block Grant (CDBG) program.

Gov. Dennis Daugaard awarded a total of $977,500 to the communities of Faulkton, Hecla, Viborg and Yankton for various community improvements.

“Small cities and rural areas in South Dakota are prime candidates for the CDBG program. We’re incredibly fortunate to have so many forward-thinking community leaders who share the state’s values when it comes to improving our citizens’ quality of life, infrastructure and workforce development,” said Gov. Daugaard.

The CDBG awards include the following:
• Faulkton received a $515,000 grant to assist with improvements to the wastewater system in the community.
• Hecla received a $157,500 grant to assist with improvements to the water system in the community.
• Viborg received a $147,500 grant to assist with a library expansion construction project.
• Yankton received a $157,500 grant to assist RTEC (Regional Technical Education Center) with CNC (Computer Numerical Controlled) machine workforce training.

The CDBG program provides local governments with funding to complete projects that improve living conditions and increase educational resources for low-to-moderate income individuals. The CDBG program is funded through the U.S. Department of Housing and Urban Development and administered by the Governor’s Office of Economic Development (GOED).

For more information about the CDBG program and other financing programs offered through the GOED, please visit http://sdreadytowork.com/finance.

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How Cold Is Too Cold?
Cold Weather Problems for Storage Tanks

By Nick Jackson, SDARWS Circuit Rider

A frozen water storage tank, whether it’s an elevated tank or a ground storage tank, is worse than no tank at all. How does a storage tank freeze, and what is happening when it does? Most say water tanks tend to ice up and freeze during the nighttime when water demand is at the lowest point when people tend to be sleeping, not taking showers, washing clothes, or running faucets. When water demands fall to a drip and all that water in the tanks just sits there stagnant, not moving or refilling with fresh (and warmer) groundwater.

Storage tanks are primarily either ground tanks or a standpipe style elevated tank. Ice formation inside potable water storage tanks and standpipes is a common occurrence in South Dakota during the winter. Depending on the average air temperature and the amount of turnover, ice formation can range from a thin skin on top of a water tank to a massive ice cap that can weigh several tons. While most people enjoy a little ice in their glass of water, thick ice in a water tank can spell disaster. Like an iceberg, a massive plug of ice can scrape the sides of a tank as the water depth fluctuates. If ladders and other internal hardware inside a tank become frozen in the ice, the rise and fall of the ice cap can literally tear the hardware apart from the walls. Numerous occurrences have happened around South Dakota over the years that have badly damaged or even ruptured by the action of ice. Here are just a few examples of iced tanks.

- In Pine Ridge, a ground tank froze leaving the bottom of the tank rounded off and pulled away from its anchors.
- In Belvidere, a stand pipe froze and split open.
- In the Igloo Provo Township, a tank overflowed and froze all the way down the outside of the tank making it inoperable.
- In Isabel, a standpipe froze in its elevated tank.
- The City of Custer has three ground tanks where ice plugs froze at the top and dropped to the bottom of the tanks years ago.
- At Pactola Estates, an underground concrete water tank froze cracking the walls of the tank.
- At the Rushmore KOA, a steel storage tank froze causing the bottom of the tank to round out and expand near the base.

Even modest damage may require a partial or complete overhaul, costing hundreds, or even of thousands of dollars.

**What Makes Tank Freeze?**
What makes storage tanks freeze? Basically, there are three causes: static water conditions (lack of sufficient water turnover), tank overflow and improper design of the structure. Under each cause falls a number of contributing factors, for example:

- **Static conditions (most common)** occur when tanks are reserved for fire protection or when a tank is too large for the present system usage.
- **Overflows** may be caused by leaky valves or frozen controls for pumps or altitude valves.
- **Troublesome design elements** may include a vented design, or an insufficiently installed pipe or riser.

With such a definitive list, you might think that preventing cold weather problems with tanks is an exact science. It certainly is not!

As the water level rises and falls within the tank, the ring of ice gets thicker and thicker. Eventually, even the center of the tank becomes frozen over, but that ice is repeatedly shattered and refrozen by the piston like action of the rising and falling tank level. The ring of ice expands as it freezes, pushing against the walls of the tank. When water levels fall, the massive ring of ice clings to the sides of the tank, pulling down on the tank walls. When water levels rise, the collar is submerged, and its buoyancy pulls the walls of the tank in the opposite direction. This stresses, or in extreme cases, can buckle the sides of the tank.

**Cold Weather Operations**
A number of steps can be taken to prevent freezing. Some of these steps must be taken as part of the design; others are a matter of operations.

Achieve water turn over, with proper management and operation, the heat needed to prevent freezing can be added to the tank with fresh treated water. Pumping management can be used to achieve turnover in small systems. During the day, pumps are used only to maintain the minimum emergency reserve level otherwise they are turned off. At night, the tank is filled. This not only ensures flow during periods of low demand, but it adds warmer water at night, when heat loss is at its peak. In larger systems, pumps are usually sequenced cumulatively to meet demand. Consider changing winter operating procedures. Let system water pressure drop a little more than usual, then switch on several pumps at nearly the same time. This will cause greater fluctuations in the water levels of the storage tanks.

Lowering high water level, if it is possible to keep less water in the tank during the winter months say to about...
10ft, this minimizes the probability of ice forming on the upper curved portion or roof support structure.

Keep an eye on your altitude valves; they are often used in systems where tank’s high water level is lower than the pressure gradient of the system. Belle Fourchê is an excellent example of using altitude valves, not to overflow their tanks. Altitude valves may malfunction even in good weather. Freezing weather brings special problems. For example, frozen pressure sensing lines give the valve false signals. Usually this causes the valve to stay open, and the tank overflows. Tri-County/Mni Waste’ Water Plant had issues where their pumps remained on causing the whole Treatment Plant lower level to fill until water came out of the vents.

Check ground cover on connecting pipes, a common cause of tank freeze ups is lack of protection for the pipe leading to the tank. Sometimes soil conditions make it impossible to install the tank foundation deep enough to provide adequate frost cover. I have seen where improvements were made to remove dirt for beautification or road grades, not leaving sufficient cover for frost protection.

Newer technologies have installed various circulating pumps or mixer pumps to constantly keep the water moving to prevent freeze ups. The theory behind this is, if the warmer inlet water could be physically transported to the top of the tank, it would greatly reduce the rate at which ice would form.

When the Tank Freezes
When a tank freezes, the following may result:
- inside overflow or other piping breaks;
- ladder, strut braces, roof supports or other fixtures in the tank are pulled out by the ice, making a hole at the point of attachment;
- ice pressure expands riveted or bolted seams, or breaks plates, welds, bolts or rivets;
- leaks due to corrosion become apparent;
- overflow through overflow pipes, all sorts of problems can develop;
- overflow through the roof hatch or vent will form large icicles, weighing tons on tank exterior;
- icicles form, creates a hazard for all people and objects below, possibly causing tank structural failure.

Repairing Freeze Damage
After the cold weather is over, the tank should be drained and thoroughly inspected for any damage caused by the overflowing or freezing. If modifications are recommended to prevent recurrence of the problem, they should be done when the weather is warm, NOT next winter.

Reprinted with permission from the South Dakota Association of Rural Water Systems.
When It Doesn’t Surface

By Mike Moeller, SDARWS Circuit Rider

Many communities across the state of South Dakota are suffering from an epidemic of water loss. The reason for these losses often vary greatly from one community to another, but one that is the most common is leaks in the systems that are under ground.

One of the misconceptions from years gone by is that if there is a leak in a pipe, no matter where it is, it will eventually come to the surface. This theory may work in some areas of the state where the soil is very dense and made up of mostly clay, but if there is one vein of gravel where the water passes by, it will take the easiest path and follow the gravel vein, and may never come to the surface. Another difference that can be seen in South Dakota is the difference from East River to West River.

East River – The east side of the state has many different types of soil ranging from heavy clay to sugar sand. These different types of soil have many different effects on a water leak – and how it will travel to the surface – if it ever does. When the soil is heavy clay, more than likely the leak will come to the surface; but if there is a gravel or sand vein in the clay, the water will take the path of least resistance and may never come to the surface. East River soils may vary from one extreme to another within just a few feet.

West River – The land west of the river also has many different soil types from sand by the river to sandy loam in the western plains and rocky mountainous in the far west. All of these soil types are porous enough that water doesn’t usually surface when there is a leak in a pipe.

$$$$$ – Water that is being lost out of a system can be very expensive to a community. Communities around the state are doing a better job today of tracking this loss than in years past. The reason for this is the understanding that the water that is being bought by a community is treated by their water plant at a cost to the community, and when it does not make it to a consumers water meter to be sold, then the community becomes the one paying for it without reaping the benefit. An example of this would be if a community had a water loss of 25 gallons per minute from five different leaks it would add up to a loss of just over 1 million gallons per month. The American Water Works Association calculates that the average cost of tap water is $.004 per gallon. The cost to the community would be $4,000.00 per month for water that was paid for but not getting that money back from consumers.

Finding the Leak – There are many methods for finding a leak. Some of the methods used by South Dakota Association of Rural Water Systems are:

- System pressure match and flow monitoring with a trailer mounted pump system.
- Listening devices that listen for sound in a water main.
- Listening devices that a circuit rider uses to listen to the ground.

Leaks on a water main or service line all make noise. This noise can be compared to water being sprayed out of a garden hose or even the sound made when you turn on the kitchen sink. Some of the difficulties with listening for the system leaks are of course the obvious of six feet of dirt over it, and then the type of pipe. If the pipe is metallic, it will carry sound much better and farther than plastic pipe. Leak detection with listening type equipment is much more difficult on plastic pipe, and sometimes the leaks are not detected.

Another type of detection equipment used is to inject helium or hydrogen into the water main and to use a “sniffer” while walking along the top of the main to sense the gas that was injected in the main. The theory is the gas is lighter than air and will float out of the ground above the leak.

In conclusion, water leaks can be very expensive to a community and can be very hard to find. There is equipment that is made to aid in the leak detection process. Water loss is not only water loss but is money lost. Keeping good records on the amount of water purchased or treated versus the amount of water sold is a good practice to have, and will keep the city budget out of the red. If your system needs assistance with leak location, please give SDARWS a call at 605-556-7219.

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Creating content takes both financial and human capital. While “build it and they will come” worked in the movie “Field of Dreams,” it decidedly doesn’t work for social media.

But it is worth it.

Meet Your (increasingly diverse) Audience Where They Are

There’s no “if,” “and” or “but” – city audiences are using social media. Not only are they using it to communicate with friends and family, but they expect to get and find information via social media channels in an instant. Additionally, the rise in smartphone use feeds the need for cities to incorporate social media into their communication efforts.

While social media are often seen as the silver bullet for reaching the “younger generation” (Millennials use social media more than any other age group), did you know women over 55 are the fastest growing demographic on Facebook? Or that social media use among seniors has quadrupled in the last five years?

In addition to age diversity on social media, racial diversity is also an important consideration. Recent research showed that white, black and Latino audiences use social media about equally. Data from the Pew Research Center indicate that about 80 percent of those online use at least one of five social media sites – Facebook, Twitter, LinkedIn, Pinterest and Instagram.

Across the state, you can hear the collective sigh of city staff when, despite their very best efforts, public participation continues to be dominated by the “usual suspects” – self-appointed activists and lobbyists.

How can this dynamic be changed?

Staff are tasked with informing and engaging the public, in many cases by law, but also by policy and the desire to seek input and create inclusive participation opportunities. But in municipal government, a lack of attention to messages and low participation are common problems.

Many variables potentially impact this dynamic. Two examples are fragmented and distracted audiences and declining readership or viewership of traditional media. These create barriers to informing and engaging a city’s constituents.

Social media hold enormous potential as a powerful and helpful set of tools, but using them effectively comes with a new set of challenges. A lack of resources, training and policies can keep a city from moving off the starting block in launching new communication initiatives that incorporate social media.

In general, social media platforms are free (we love that word!), but executing a good social media strategy and
Not every audience uses every platform in an identical way, however. So it’s important for cities to listen and learn how constituents are participating (and where). It’s a mistake to assume anything about the preferences or uses of a target audience.

**Tell Your Story Directly to Your Audience**

Traditional media are changing, with fewer reporters covering more topics in less space. These pressures may diminish a city’s ability to work with a local TV station or newspaper to share information. Social media channels provide a city with the ability to tell its story directly to the target audience and circumvent the traditional gatekeepers.

Sharing photos, producing short videos and posting updates on projects and programs are quick and easy tactics. But, with the power to share directly also comes more responsibility. Even city-created content should be fair, accurate and relevant. Ethical communication must come first.

Direct communication also allows a city to engage in dialogue with the audience. According to a study in the *Public Relations Journal*, 70 percent of local governments are using social media. However, most are using the channels as a one-way broadcast mechanism, rather than as an opportunity to have a conversation.

The best and highest use for social media is to share information and content that creates interest and drives engagement. Dropping the bureaucratic tone and talking like a human can go a long way to making a city feel more accessible to everyone in the community.

**Take Social Media Seriously**

For cities, social media management is typically seen as an add-on to other duties. In fact, only 1 percent of cities have dedicated social media staff. The temptation to hand off social media to an intern or junior staff member is real (“because they’re on social media all the time anyway, right?”). But knowing how to use the platforms is not the same as having a strategic approach to social media.

Combining inexperience and lack of bandwidth with unclear objectives and the inability to measure return on investment is almost a guarantee that social media initiatives will flounder. If the purpose and desired outcomes aren’t clear, a city will be left wondering why it’s investing any resources at all.

Cities need to spend the time, energy and, yes, money, to create a plan, build a solid content calendar, set social media policy and do the necessary training to get key staff and decision-makers on board.

For example, I often do two types of training – one for management and leadership with high-level strategy and very little technical content and one for social media administrators that includes planning and purpose, but also lots of day-to-day management best practices and tips.

Adding (or bringing in) social media expertise to help set strategy and policy allows a city to take a big picture view of its public information and engagement communication and ensure social media are doing their job. That approach can save headaches and hassle in the long run.

It’s also crucial to create structure that works. Complex organizations like cities include many programs, departments, sub-groups and interests, each with a need to communicate with their respective audiences.

Most organizations rely on one of three common structures: centralized, decentralized and hybrid. Each has pros and cons. City leaders need to think about staff capacity, their social media goals and objectives, and the return expected from social media engagement. There’s no right answer. The chart on the previous page breaks each model down by pros and cons to help city leaders explore the options.

**What’s Next?**

Despite tight budgets, social media use is still growing among cities. Cities are using these tools to meet core operational goals and continue to find new applications. Understanding the target audiences, planning for success and taking social media seriously can move any city’s efforts from mediocre to outstanding.

*Kelli Matthews is a public relations instructor in the School of Journalism and Communication at the University of Oregon and the managing director of Verve Northwest Communications. She started her PR career with the city of Eugene. Contact her at: kelli@vervenorthwest.com.*

Written by Kelli Matthews, this article appeared in the November 2015 edition of *Local Focus*, the monthly magazine of the League of Oregon Cities. It is reprinted here with permission.
Fixing Sign Codes after Reed: All Is Not Lost

By Lisa Soronen, State and Local Legal Center, Washington DC

Sign lawyers (yes there is such a thing) agree on one thing and disagree on another.

They agree that many sign codes in the United States had problems before the U.S. Supreme Court decided Reed v. Town of Gilbert, Arizona last summer. They disagree on how big of a deal the Reed decision is and more specifically on how much Reed changed sign law.

Regardless of who is right, post-Reed your city’s sign code is still in trouble.

The good news is that many of the problems are fixable even if the solutions aren’t perfect.

The Supreme Court had been clear before Reed that content-based distinctions in sign codes could be unconstitutional. What the Court wasn’t clear about was what exactly content-based distinctions are and how often, practically speaking, they are likely to be unconstitutional.

In Reed the Court adopted a broad definition of content-based and concluded that content-based distinctions will almost always be unconstitutional.

Gilbert’s Sign Code treated temporary directional signs less favorably (in terms of size, location, duration, etc.) than political signs and ideological signs. The Supreme Court held unanimously that Gilbert’s Sign Code violated the First Amendment because it made content-based distinctions that in Justice Kagan’s words would not even pass “the laugh test.”

To summarize the Court’s opinion in 5 words: sign codes must be content-neutral.

Even if this sounds straightforward, it is much easier to understand what problems might exist in your sign code—and how to fix them—using real world examples.

According to sign lawyers—before and after Reed—two of the most common problematic provisions in sign codes are special rules for political signs and real estate signs.

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Take for example a sign code that says 30 days before an election and 5 days after an election no permit is required for signs that are 8 square feet or less that advocate for or oppose a particular candidate.

So why is this provision content-based? Well, only political messages are allowed on these signs.

To manage the clutter of too many yard signs while avoiding controlling the content of speech on signs many communities limit the square footage of signage in a yard. Instead of creating special rules for political signs, communities could allow any message on a certain square footage of signs which would, of course, include political messages.

But what about the fact that during silly season many people want to display multiple political signs which could exceed the normal sign allotment? One option would be to waive the square footage limitation for a time period that would just so happen to coincide with elections. But of course, yard signs with any non-commercial message would have to be allowed during this sign free-for-all period—not just additional political signs.

Now let’s look at real estate signs. It is not uncommon for sign codes to say that one real estate sign of a particular size and duration is permitted on each lot.

Why is this provision content-based? No other messages may be contained on such a sign.

What might be a solution that allows real estate signs? A sign code could say if a lot is for sale one additional sign of a particular size and duration is allowed on the lot. This provision would regulate signs based on location and activity, not content. But again, the home owner could put any message on this additional sign—but presumably would put up a message about the property being for sale.

These two examples illustrate the sense and the absurdity of Reed. On one hand, in a democracy where all ideas and opinions are allowed it seems only fair that political messages don’t get special treatment. On the other hand, having special rules for real estate signs makes good practical sense and hardly seems designed to limit the marketplace of ideas.

Cities can, should, and must revise their sign codes to comply with Reed. While it might not be easy and all the fixes won’t make perfect sense, Reed provides cities an opportunity to ask themselves what they want their communities to look like and how they can get there creatively and legally.

For further background on sign law, an overview of the Reed decision, and more solutions to problems with sign codes listen to a recording of the SLLC/NLC webinar (https://attendee.gotowebinar.com/recording/964697577338237953) on Reed. The Fourth Edition of Street Graphics and the Law (https://www.planning.org/store/product/?ProductCode=STR_S430) also contains suggestions on modifying sign codes to comply with Reed.
Engaging Residents as Volunteers

Change is happening in every aspect of community life. Our cities and towns are forming from new populations expressing needs and desires that are reshaping the landscape of what it means to be a great place to live. Beyond the melting pot of cultures that continues to sculpt this country is the generational influence of the Baby Boomers and Millennials, as well as a growing population of persons with disabilities. Needs and desires may be overwhelming. Capacity may be stretched. Voices may be lost.

Engaging residents in service — whether governance, planning, or direct service — is worth considering because residents bring perspective, resources, and skills. Engaging volunteers expands your capacity to achieve goals. The following are some best practices to incorporate when starting a volunteer program for a city or town.

Define the Culture
Lay the foundation by defining your volunteer culture. Begin with a positive vision, clearly articulated, widely shared, and openly discussed throughout the municipality about the role of volunteers. It is essential that each agency and its staff have an overall appreciation of volunteers. Volunteers must be seen as valuable human capital that can contribute directly to the municipality’s goals.

To get started, ask these questions, and dream big:
- What do you want to do that you do not have the resources to do now?
- What are you doing well that you would like to replicate in more areas?
- What perspectives are needed to plan and develop a project?
- What impact areas are priorities? Preparedness and safety? Homelessness and hunger? Neighborhood revitalization?
- How can volunteers provide input, resources, and energy?

Here are some examples of what other cities and towns have done to provide some inspiration (from citiesofservice.org):
- Atlanta, Ga., created a Recycling Corps of 228 volunteers whose training and outreach efforts increased household recycling by 17 percent in 3,747 households over one year.
• Birmingham, Ala., implemented a Love Your Block campaign as part of a neighborhood revitalization project. The result was an 11 percent reduction of crime in 16 neighborhoods.
• Orlando, Fla., engaged more than 2,000 volunteers to serve 6,310 youths in 23 schools. More than 90 percent of the students in this program have had no school suspensions and have had no problems with law enforcement.
• Phoenix, Ariz., brought together volunteers to convert dormant land in low-income housing complexes into gardens from which approximately 1,400 pounds of fresh produce was harvested and distributed to 200 local families, who also received nutrition education from the local hospital.

Leadership and Management
Combine inspiring leadership with effective management by ensuring leaders at all levels are involved in the development of the volunteer program. More than a slogan, a volunteer program needs leaders to model and managers to execute. Success breeds success. Here are tips:
• Ensure municipal leaders, managers, and volunteers are engaged together at every level, including policymaking, and executive and middle management work, as well as direct service. Walk the talk.

• Provide managers with the training and resources to implement the program. While many staff members may have volunteered before, having volunteer management duties newly assigned may be outside their skill set. Devote a day to training current employees, and include volunteer training as part of the orientation for new employees.
• Appoint an advisory committee, which can help keep track of a timeline and ensure a program that will resonate with volunteers. Be sure advisory committee members understand that their role is to advise and assist, and policy decisions are subject to approval.
• Invest in the volunteer program. Volunteer programs need resources. Volunteers need someone to direct the work and provide tools to do their jobs. Consider becoming a service enterprise, which is an organization that leverages volunteers and their skills across all levels of the organization to successfully deliver on its social mission. Research studies done through the Points of Light Institute by the TCC Group and Deloitte indicate that organizations operating as a service enterprise will operate at half the median budget of peer organizations. Funds saved can be used to deliver more services.
• Expect some barriers you will need to overcome, such as:

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Partnerships
You are not in this alone. You do not have to possess all the volunteer engagement knowledge, tools, and technology. The greatest impact, best use of resources, and most sustainable outcomes occur when all stakeholders are aligned.

- A volunteer center is a great place to begin. Volunteer centers will have the training and tools necessary — they may even have a volunteer project-matching database to post opportunities and manage the people who sign up. Volunteer centers can help recruit volunteers. They connect thousands of volunteer to projects. Use their network and communication systems.
- Nonprofit agencies that work directly in the specific impact area have the staff, volunteers, tools, and content knowledge needed. They may be able to provide team leaders who can organize large groups of volunteers. Additionally, they have newsletters and websites to share the municipal story.
- Local businesses, large and small, care, and many times invest in local initiatives. It is good for business. In-kind services and products will extend your budget.

No matter the challenge to be solved, whether it is transportation, gentrification of neighborhoods, safety, or serving the most vulnerable populations, volunteers can be a vital, unlimited resource. Taking time to plan a volunteer program will generate thoughtful conversation, an opportunity to listen and learn, and invite all to participate.

For more information, visit citiesofservice.org, pointsoflight.org, and metrovolunteers.org.

This article first appeared in the December 2015 issue of Colorado Municipalities. Used by permission of the Colorado Municipal League.
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What does every local elected official need to know about leadership? Experienced ones say that the secret to being truly effective is focusing more on engaging effectively with others instead of only trying to push your own agenda.

By Brian Whepley

Nobody hands you a how-to manual on how to lead when you’re elected to a local government office. You can’t buy a Rosetta Stone program to learn how to speak the dense language of government or how to communicate effectively with your constituents.

But you can likely benefit from the sage advice of veteran officeholders – learned through hard-earned, head-shaking experience – about what to expect and how elected officials should handle themselves.

As an elected official, you’re uniquely positioned to shape your community for the better, whether you’re serving on a school board, city council, county commission or community college board. But you’re also set up perfectly to speak before thinking and get in over your head, all while fully exposed in the public eye. The decisions you’re making affect not only you but friends, strangers, neighbors, co-workers, people who voted for you and people who didn’t.

Some of the advice from those veterans involves sticking with the things we all should have learned in kindergarten: work hard, listen closely, don’t yell, be careful what you say about others, say you’re sorry when you make a mistake, and don’t sigh and roll your eyes.

But the truth about leadership, they say, is that success is often based more on how you do things than what you do.

For instance, when Patrick Woods was first elected to the Topeka school board in 2007, he threw himself into advocating on issues that had been part of his campaign: early childhood education, a dual-language school, improving enrichment programs for all students.

He drew on knowledge gained through personal interest and as education policy adviser in Gov. Kathleen Sebelius’
administration. He used facts and figures to trumpet his case for the long-term benefits of preparing children for school before they reached kindergarten. He put out his own news releases and went on TV. And he didn’t really get anywhere.

Entrenched interests believed already scarce resources would be further diluted. Child-care providers thought the district would take away customers. Some parents feared changes in their local schools.

Woods backed up and advocated approaches he was learning while pursuing his master’s in public administration, where he focused on leadership. Engagement and ownership were essential tools, with the district using its citizens advisory council as a starting point. Parents, businesspeople and many others were brought into discussions that included early childhood education, enrichment programs, career training, shifting some schools to a K-8 model, and redrawing school boundaries and closing small, inefficient elementary schools. The conversations involved public forums, community meetings, television and other tools.

“The lesson that I learned – after beating my head against the wall initially with early childhood education – was that when I’m pushing really hard for what the science says and am expecting people to trust me (even if making sense), they’re still not always going to trust me,” Woods says. “It wasn’t until we started putting information in front of them and allowing them to arrive at their own conclusions that we made progress.”

In 2014, with the district and stakeholders having worked through discussions about closing smaller schools, voters approved a $143 million bond issue that expanded early childhood education, built a new elementary school and added a career training center, among other projects.

“They only did that because they trusted us with all this other stuff. Ten years ago that couldn’t have happened,” says Woods, who won re-election to the board in April.

**On-The-Job Training and Teamwork**

Being an elected official is even harder work than you can imagine it is, veterans say. You’ll learn about budgets, ordinances, state and federal policies, and a whole lot more, with much of it spoken in a language seemingly imported from Planet Jargon and written in a shorthand bureaucratese that can be deciphered only through time and questions. Lots of them.

Furthermore, if you sought office because you wanted to clean up city hall, fight off Wal-Mart or think that shifting school boundaries might harm your child, take a deep breath and open your eyes – and your mind. The job is broader than

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that one issue, and residents – your neighbors – and other board members are going to expect you to care about more than that one thing. If you aren’t willing to work across factions and adapt your approach, you’re probably going to get shut out, feel frustrated and somewhat lonely, and, even worse, be an ineffective leader on that issue and others.

“If you run for political office, you have signed on with that team,” says Erik Sartorius, executive director of the League of Kansas Municipalities. “And the credibility of the entire organization is at risk if you can’t disagree in an agreeable manner.”

You might not agree with a stance, or even comprehend how a person could have reached it, but the great majority of officeholders – and paid staff – have the best interests of their city, county or school district at heart, veteran officeholders say.

“Everybody likes to take a side and think the other side is evil. For the most part, I really think both groups of people want to do the right thing, but they have their own perceptions of what that is,” says Joy Eakins, who started her first term on the Wichita school board in 2013 and has tried to build bridges with legislators on school finance and other issues. “When you start walking with those people and you get to know them, you know a lot of them really are good people.”

Get to Know Those around You

Racquel Thiesen was first elected to the Newton City Commission in 2007 and served for eight years before losing a re-election bid this past spring. She remembers well a situation when she lashed back at a fellow candidate during an “ugly campaign” several years ago, regretted it and resolved to change her approach.

“I fired off a letter saying that I wasn’t going to do business with him any longer. Then he got elected,” says Thiesen, recalling that she had thought the candidate knew about claims some supporters made.

Now, “I wouldn’t call us friends by any stretch, but I sit next to him on the bench, and I have worked really hard to build a rapport with him because I acted too hastily. ... Judging people too early was one of the mistakes I made. I didn’t like my behavior, but I wanted to be better for my sake and the community.”

Thiesen and other veterans say that the value of knowing people and where they come from – that doesn’t mean you have to have dinner with them – cannot be minimized. It’s not as easy as one might think, as the majority of time spent together is while conducting business.
meetings rules, too, can have a downside, in that unofficial gatherings can readily turn into a law violation if officials start talking shop.

“One thing we don’t do very well, especially in local government, is develop personal relationships with others on the board,” says Greg Musil, a member of the Johnson County Community College board of trustees who also serves on the Kansas Leadership Center’s board. “I have developed a pretty good relationship with a person I had been at odds with. Our daughters played softball together. It’s just amazing to me when you have something in common like that. You don’t call each other names.”

Being disagreeable and closed to alternative points of view can have consequences, says Musil, who also served on the Overland Park City Council from 1993 to 2001. “If you come in with an agenda that you are going to do X, then you don’t do A, B, C or Y and you tend to not listen to other members of your body, you tend to isolate yourself. There may be five different ways to get to X, but you don’t pay heed to the other four ways to get there.”

Don’t Be Dismissive
Just as a new elected official should take care not to hastily judge fellow board members, neither should you form snap judgments regarding professional staff – the city manager, the college administrator, the streets superintendent, rec director and others who handle day-to-day operations. Sure, those professionals may have a different perspective from elected officials – you have to worry about voters; they don’t – but they often care just as deeply about the community and have years of expertise. Sometimes, though, staff gets lumped into the “them” in any “us vs. them” issue.

“The biggest mistake I’ve seen over the years is coming into office and not listening to advice from professional staff, the individuals working for the city, for the taxpayers every day,” says Dave Drovetta, who served for nearly two decades as a council member and mayor in Gardner until losing a close race in 2013. “They either have a wealth of experience or have access to a wealth of materials that we don’t as elected officials.”

Trust, respect and civility are words veteran officeholders mention frequently when discussing effective boards. Musil, looking back to his city council days, chuckles when recounting a tale of how not to treat a fellow board member. Musil had immersed himself in a budget issue and – good literature or not – decided to put his argument into rhyme. Another board member’s reaction was to meet the rules, too, can have a downside, in that unofficial gatherings can readily turn into a law violation if officials start talking shop.

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borrow from Shakespeare: “It is a tale. Told by an idiot, full of sound and fury. Signifying nothing.”

“It was the most dismissive thing that has ever been said to me in a public meeting,” Musil says. “That didn’t help our relationship.

“One of my partners said, ‘Man, you got dissed.’”

Getting past slights and differences isn’t easy. Adrienne Foster, executive director of the Kansas Hispanic and Latino American Affairs Commission, served four years on the Roeland Park City Council and from 2009 to 2013 as the city’s mayor. Her community and neighboring Mission “did not get along.” But relations improved, she says, after an initial face-to-face encounter – and a hilarious role-playing song – with Mission’s then-city administrator at a Kansas Leadership Center training session several years ago.

Setting aside the history, “the next morning we started talking and developing a better relationship,” Foster says. “I never gave up my values or beliefs, but I was able to say we can talk to each other.”

Two people talking led to substantive progress on issues both small (paving a shared section of Johnson Drive, a major thoroughfare) and large (coordinating efforts on Johnson County’s comprehensive plan).

“The epiphany was with Mission,” Foster says. “I knew I needed to be a better leader and person. Before then I did not realize I had a problem with myself.”

Study Up and Ask Questions

Eakins, the Wichita school board member, hopes to visit every district school before her term expires in 2017. That’s nearly 100 schools – she recently reached three dozen – but she also wants to visit every school in her own district each semester to better know the issues, concerns and people. That’s a bit more work than twice-monthly Monday agenda reviews and meetings, which bring plenty of homework themselves with a sizable packet of information to read and digest.

“I think the workload surprised my family,” Eakins says. “I think they thought it would be a couple nights a month. But it was their idea” for her to seek office.

Newton’s Thiesen says the learning curve of being involved in city government was greater than she anticipated. Not only does it take awhile to learn the ins and outs of aspects such as budgeting, but the pace at which change occurs can also be challenging.

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“For really good and not-so-great reasons, government moves kind of slow, and that’s part of the learning curve,” she says. “You can’t fix things overnight. There’s a process involved, and that’s hard to see until you get into it. You have to build your muscle for tolerance and patience while you work hard to make progress.”

Don Shimkus, an Oxford school board member and president of the Kansas Association of School Boards, agrees. “There’s a lot of institutional history and memory that you can’t get until you’ve been there awhile. ... Regardless of how long you have followed politics or local issues, there are always things you are not aware of, whether they happened behind the scenes recently or eight years ago.”

Like Eakins, Sartorius, Thiesen, Drovetta, Musil and Foster, Shimkus has also learned the Kansas Leadership Center’s curriculum through one of its training programs. New board members can also learn the ropes of their roles through classes offered by state associations, which can provide a primer on budgeting and other issues.

Training and other resources – such as seeking out a mentor, as Thiesen has – are valuable, but nothing replaces listening, learning and raising your hand.

“Rather than sitting back, I usually counsel the opposite,” Shimkus says of newcomers. “Speak up and ask any questions you may have, because, of course, that’s the way you learn.”

In the Public Eye, Making Hard Decisions
As anyone with a computer knows, anything you say or do can spread like lightning via email or social media. Being careful what you “like” on Facebook is just one of many ways public officials must manage themselves in the spotlight. You can’t make jokes the way you used to before you took office, and as Thiesen found out, you’ll quickly undermine your position by rolling your eyes and sighing heavily.

“You really realize there are people in that room taking down every word you say, and it may show up tomorrow in the newspaper or on TV,” Eakins says.

Foster says that, even with training, she must actively remind herself of the need to “manage self,” especially when the public is watching. The effort has paid off, though, as others noticed a change, including a one-time political adversary whose neighbor went before the Roeland Park City Council with a complaint about trash. “She came up to me a few months later and said, ‘I heard a lot of good things about you. What are you doing different?’”
“Even if you are in a town of 300, you are a different creature now,” Sartorius says of holding office. “Your words now carry more weight on everything.”

Reflecting the spotlight shining on officials and how technology has changed the scrutiny, Sartorius’ organization is “looking to do some training on ‘before you hit send’” and “understanding the consequences of being in the public eye.”

One of those consequences can be explaining your views and votes to your neighbors.

“My first hard vote was on a residential day-care program, and 25 people in my ward were against it,” Musil recalls. “I ended up making a motion for it, because I thought it was the right thing. It’s hard for you to vote for what’s right when you know those people. Someone may pull up while you’re washing your car and say, ‘Aren’t you on the city council? You are on the front lines.’ Part of the equation can involve weighing your personal opinions and values against the best interests of the community as a whole.

“I have a framework for my decision-making, but it includes my values and beliefs. But that may get in the way of making the right decision,” Thiesen says. “Just because I can pay more taxes doesn’t mean the folks I represent can.”

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**Listen for the Voices**

Eakins thinks officials must remind themselves that, by the very fact they hold office, they may not have difficulty obtaining information or resolving a problem. That’s why, she says, it’s necessary to find ways to hear constituents’ concerns. “I have to know parents in schools and people who work in those schools so I can get an accurate picture of other people’s experiences,” she says. With a district parent’s help, for example, she had members of parent-teacher groups and school site councils to her home.

“The unusual voices are the people who aren’t in authority in the district, because they have a high stake – the highest stake for a parent is what they do with their child’s education and their life,” Eakins says.

A healthy public discussion is a broad one, Drovetta says. “Contrarians are the ones who are going to push us to make better decisions. The person that wants the shopping center is not going to rush right out and point out the flaws. The person who doesn’t want it will point out the flaws, and we have to consider those to make the best decisions. A person has to be open to all sides and listen to those unusual voices.”

Drovetta acknowledges that a big mistake in his tenure was not asking a member of a vocal opposition group to...
join a review committee assessing a controversial railroad intermodal facility in Gardner. “We had people who were opposed, but they weren’t ones out front with the T-shirts and signs. If we had brought someone in from that organized effort, it would have been more challenging and taken longer, but I think those folks would have at least recognized that they had a voice.”

No matter how an issue is resolved, or how well it is handled, officeholders must realize and accept that someone likely will take them to task for it. “It can be frustrating as hell, but I absolutely love the work,” Thiesen said. “You can see results and see that it matters.”

Michael Ashcraft, another alumnus of KLC, spent many years working in local government before seeking public office as a Johnson County commissioner. Sure, he says, it involves work and sacrifice, but it’s worth it. “The last four-plus years have been a blast,” Ashcraft says. “It’s the most rewarding and challenging experience of my life.”

Reprinted with permission from the Summer 2015 issue of The Journal, a quarterly magazine published by the Kansas Leadership Center in Wichita.

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**Being a Good Constituent**

Elected officials aren’t the only ones who can benefit from engaging with others more effectively. While it’s impossible to avoid conflict and disagreement on some issues, the following approaches will put you on solid ground as a constituent trying to influence the thinking of your elected officials.

1. **Stay Calm and Respectful:**
   “We were at a meeting and people wanted . . . something. They came up and were very concise and presented their point in a very calm way. And I said, ‘That, ladies and gentlemen, is how you complain.’”
   - Dave Drovetta, former Gardner mayor

2. **Realize You May Not Have All the Facts:**
   Joy Eakins, a Wichita school board member tells of a parent approaching her last year during a teacher’s forced transfer: “She says, ‘Look, I love this teacher. But I also know I don’t know everything. My goal is to help all of us walk through this so the administration hears our concerns.’ . . . She just wanted to help.”

3. **Don’t Rush to Judge:**
   “Nothing feels worse as an elected official than when people automatically assume you don’t want to help them, that you’ve sought this office for the wrong reasons.”
   - Patrick Woods, Topeka school board

4. **Don’t Wait to Engage:**
   “A good constituent is someone who is interested in what’s going on when nothing is going on.”
   - Dave Drovetta

   “There’s nothing worse than the constituent who didn’t get what they wanted and doesn’t tell anybody until it’s time to come to the public comments part of a board meeting and then wants to shout and yell about it. It could be that if they had told us, we could have done something about it.”
   - Patrick Woods

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I was recently approached by a newer employee for a Public Works Department after I had taught a trenching and excavation class. He asked me how I thought he should handle a supervisor directing him to enter a trench that he felt was unsafe. He said the excavation had been dug to repair a broken water pipe. He told me that the ground was saturated with water and the side walls were straight up and down and material was raveling off the sidewalls into the trench. The soil had been previously disturbed because utilities had been trenched in. He was directed by his supervisor to go into the trench without any shoring or shielding protection. Once inside the trench, he was standing in ankle-deep mud. If his description was accurate, it was definitely an unsafe situation and he should not have been directed to put himself in harm’s way. We discussed some options on how he could handle this in the future. After he left I asked myself, “How do we typically measure safety?” The obvious answer is by the number of losses experienced. Tracking losses is important as we look for frequency and severity issues but these are trailing indicators. In other words, something had to happen for a claim to occur and we are only being reactive if that is all we are looking at. Some cities may have had zero worker’s compensation claims, but that does not always mean that they have a good safety program. Maybe their employees have just been lucky as it appears to have been the situation that I described with the Public Works employee. He followed his supervisor’s order and he survived this time, but what about next time? Oftentimes when nothing bad happens as a result of unsafe acts, supervisors and employees are apt to repeat that same unsafe behavior again. Do you really want the safety and well-being of your employees to rely totally on luck?

To really be effective you need to be proactive. Safety must be a priority within your organization and it is definitely a “top down process.” How do you think your employees would respond if they were asked whether or not safety is a priority within your organization? A good safety and loss control program needs the commitment of the Mayor and the City Council/Commission. This commitment has to be communicated to the Department Heads and more importantly to the mid-level supervisors and then to the employees. When budgets are tight and workloads increase, safety is still a good investment.

An HR Director called us and asked what we thought of their city eliminating “pre-employment/post-offer physicals” for new hires. We certainly encouraged that city to continue even though it is an expense. This city had become proactive by requiring new hires to complete a comprehensive post-offer physical. The physical assured the city that the employee could perform all of the essential physical functions for the job. It also established a baseline as to the condition of the employee at the time they were hired. If the employee could not perform the essential physical functions of the job, the job offer could legally be withdrawn. You do not want to hire someone with a pre-existing condition that you could later be financially responsible for. A comprehensive physical for a Public Works employee is less than $300 but a bad back could cost $40,000 to $80,000 depending on which study you read. Not a bad investment, is it? The SDML Workers’ Compensation Fund has hired outside consultants to develop functional job descriptions for several positions within city government.
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 last 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.

Take a minute and think about your safety program. Are you being proactive or are you still measuring safety only using loss data? Here is a quick checklist of some items that can help you become proactive and these are definitely measurable.

1. Are you offering newly hired employees orientation training that includes safety?
2. Are you providing employees with task training for new assignments?
3. Do you have written safety rules for your employees?
4. Are your departments conducting documented monthly safety meetings?
5. Are your departments conducting documented monthly self-inspections of their facilities?
6. Are your supervisors routinely monitoring employees to make sure that they are following your safety rules and wearing the proper personal protective equipment?
7. Are Department Heads monitoring supervisors to make sure that they are enforcing safety rules and following the rules themselves?

There have been many articles written regarding “Return on Investment” (ROI) for safety. While no one has come up with an absolute method of measuring ROI, we have an abundance of evidence of how much money employee injuries cost employers each year. As an old commercial reminds us, “you can pay now or you can pay later.” The choice is yours.

Doug Kirkus, Loss Control Consultant
South Dakota Public Assurance Alliance
SDML Workers’ Compensation Fund
dkirkus@safety-benefits.com
By Rep. Kristi Noem

For five years, I have fought for the day that we could put a bill on the President’s desk that would repeal Obamacare. January 7, 2016, turned out to be that day.

From my first day on the job to now, I have spoken to thousands of South Dakotans about the President’s health care law. The mandates. The costs. The plans that have been lost. Year after year, the problems seem to become more pronounced – and more expensive. It’s hard to believe, but this year, every single health care plan on the exchange in South Dakota saw a double-digit rate increase, according to analysis from Agile Health Insurance. It’s too expensive and there seems to be no end to these increases in sight.

The President’s health care law fundamentally failed to do anything that actually drives down the cost of health care in this country. Instead, Obamacare issued top-down mandates to ensure more people would foot an even larger bill. It isn’t working.

Nonetheless, President Obama was quick to threaten a veto on our legislation. That doesn’t mean, however, that we don’t owe it to the American people to take our best shot at repealing a piece of legislation that the majority of Americans oppose. Moreover, we’ve been able to get some smaller wins by making big pushes in this way. In fact, we’ve had more than a dozen repeals or delays of Obamacare provisions become law because of our efforts.

We’ve been working toward this for a long time. I’ve joined the House in passing a number of full and partial repeals, but our efforts have repeatedly been blocked by Senate Democrats. This time, however, we were able to use a process called “budget reconciliation,” which allows Congress – once a year – to avoid a Senate filibuster and pass legislation with a simple majority in the Senate. There are strings attached to that process, so we weren’t able to do a full and complete repeal, but we did successfully target major portions of the President’s health care law, including the individual and employer mandates.

We also found significant savings for hardworking taxpayers. In fact, the Congressional Budget Office estimates our legislation would reduce the deficit by $516 billion over 10 years.

I understand it’s not enough just to repeal Obamacare. Our health care system is broken. But there is a better way. We could create competition by letting people purchase insurance across state lines. Small businesses could be allowed to pool together to purchase more affordable coverage. You could get a tax break for purchasing insurance, rather than a tax penalty if you didn’t. There is an alternative – a conservative, patient-centered alternative.

This isn’t the last you’ll hear from me on this, I’m sure. Even if we can’t replace Obamacare under this administration, I will do everything I can to provide relief where possible until we have a new President. And in the meantime, I’m grateful that we got a bill through Democrat gridlock and to the President, a small victory.
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Your duties may not change much over the years, but the machines you use to get the job done are continually evolving. The new Cat® M Series wheel loaders set the standard for productivity, fuel efficiency and operator comfort. With a wide range of wheel loaders and attachments, Butler Machinery has the equipment to meet your operation’s needs.

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### SDML Directory Changes

<table>
<thead>
<tr>
<th>Location</th>
<th>Delete/Add</th>
<th>Contact Info</th>
</tr>
</thead>
</table>
| Astoria  | Delete: Phone: 605-832-2451 kay_dyl_gram@hotmail.com  
            Add: Phone: 605-832-3434  
                        astoria@itctel.com |
| Canton   | Delete: CMG Sean Pederson  
            Add: CMG Amanda Mack |
| Custer   | Delete: PD Scott Simianer |
| Elk Point| Delete: PC Ryan Fleek  
            Add: PC Jacob Limoges |
| Fairburn | Delete: ATT Chris Beesley 605-673-4181 |
| Florence | Delete: T Chris Meyer  
            Add: T Dallas Obenauer |
| Fulton   | Delete: T Harry Lambert  
            Add: T Rickie Colman |
| Gettysburg| Delete: PC William Wainman  
            Add: PC Mark Kessler |
| Hartford | Delete: FO Karen Wilber |
| Lennox   | Delete: CM Les Noonan  
            Add: CM Alan Ratliff |
| Mitchell | Delete: STS Ron Olson  
            Add: STS Kevin Roth |
| Ramona   | Delete: T Michael Fischer  
            Add: T Larry Malcomb |
| Sturgis  | Delete: PC Jim Bush  
            Add: PC Geody VanDewater |
| Winner   | Delete: SS Calvin Cerv  
            Add: PD Bob Bolzer  
            SS Danny Ayers |
| Worthing | Delete: ADM Amanda Mack |

Email Directory changes to paula@sdmunicipalleague.org.

### MARCH Community Events

#### December 10 - March 31
- Here Be Dragons
  Sioux Falls

#### December 10 - April 9
- Sioux Falls Stampede Hockey
  Sioux Falls
- Rapid City Rush Hockey
  Rapid City

#### December 15 - March 31
- South Dakota snowmobile trails season
  Lead

#### February 20 - June 18
- Sioux Falls Storm
  Sioux Falls

#### March 1
- Lil’ Wayne: The Dedication Tour
  Sioux Falls

#### March 5
- Custer Trade Show
  Custer

#### March 5 - 8
- 2016 Summit League Basketball Championship
  Sioux Falls

#### March 11 - 12
- 2016 DII Wrestling National Championship
  Sioux Falls

#### March 18 - 20
- South Dakota Taxidermy Competition and Convention
  Watertown

#### March 18 - 19
- St. Patrick’s Day Weekend
  Deadwood

#### March 19 - 20
- Curt Carter Memorial Gun Show
  Watertown

#### March 26
- Spring Flea Market and Community Auction
  Geddes

For details visit www.travelsouthdakota.com.
State Historical Society Awards Grants

Historic preservation projects in Dell Rapids, Ipswich, Lead and Mitchell recently received matching grants from the South Dakota State Historical Society.

“This is the 18th year for this historic preservation grants program,” said Jay D. Vogt, director of the State Historical Society. “In 2015, we awarded $113,744 between eight projects which will result in a total public-private investment of $297,162. This program is designed to encourage restoration or rehabilitation of historic properties and is one more way we can promote and protect our history and culture.”

The grants are awarded through the State Historical Society’s Deadwood Fund grant program. Funding for the program is from Deadwood gaming revenue earmarked by state law for historic preservation projects throughout the state. The program is administered by the State Historic Preservation Office at the Cultural Heritage Center in Pierre.

The following projects were the most recent to receive grants to supplement their work:

- Dell Rapids: Warming House, built circa 1919; $10,000 for riverbank stabilization; replace damaged roof, missing doors and windows; and repoint stone around building.
- Ipswich: Marcus P. Beebe Memorial Library, built in 1931; $16,200 to restore windows and replace storm windows.
- Lead: Glover House, built in 1899; $15,000 to repoint stone foundation.
- Mitchell: Mitchell National Bank, built in 1907; $17,454 to repoint limestone on facade and replace missing corner block of classical pediment.

These recipients represent a total award amount of $58,654 which, with their matching funds, makes the total of public-private funds $106,854.

Deadwood Fund grants are awarded twice a year with grant application deadlines of February 1 and October 1. They are reviewed at the spring and winter meetings of the State Historical Society’s board of trustees.

For more information on the Deadwood Fund grant program, contact the State Historic Preservation Office at the Cultural Heritage Center, 900 Governors Drive, Pierre, SD 57501-2217; telephone 605-773-3458; or website history.sd.gov/Preservation.
CLASSIFIED ADS POLICY: Member municipalities receive free insertions and free postings on the League website. Non-member advertisers are billed $50 per insertion. All ads are subject to editing if necessary. The next deadline is February 12 for the March 2016 issue. Email ads to carrie@sdmunicipalleague.org or fax to 605-224-8655. Visit www.sdmunicipalleague.org for more classifieds.

CHIEF OF POLICE: Gregory, SD to be in charge of a 3 person department. Must be SD State law enforcement certified. A competitive wage along with health insurance, state retirement, holiday pay is offered. Application can be downloaded from the City’s website at: www.cityofgregory.com or contact the Finance Office at 120 West 6th St, Gregory, SD 57533. Phone: 605-835-8270. Position is open until filled. EOE.

COMMUNICATIONS OFFICER: 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. Applicants must pass a written exam and a hearing test, pre-employment drug screening and background check. 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.

DIRECTOR OF PUBLIC WORKS: Box Elder, SD. This position is responsible for management and oversight of the following divisions: Engineering, Streets, Water, Wastewater, Solid Waste, Parks and Recreation, Inspection, and Animal Control. The ideal candidate will possess these minimum qualifications: Possess a bachelor’s degree in public administration, engineering, planning, business or related field, and have a minimum of five years experience in government management. Be able to lead effectively in a team environment. Possess good written and verbal communication skills. In addition, the candidate should have government finance experience in relation to preparing and administering both operating and capital budgets. Understand the economic business cycle as it relates to Public Works activity as a function of growth, maintenance, and long term planning. Must have appropriate character and behavior traits for public relations. Will be expected to act as advisor of a technical nature to the Mayor, Common Council, Planning Commission, as well as members of the senior management team. Employment is contingent upon passing a background check and drug screening. Excellent benefits package: 100% of employee Health insurance paid, retirement benefits through the State of South Dakota retirement system, and paid vacation are part of this great benefit package. Salary will be competitive and is negotiable depending upon qualifications. Position open until filled. Submit letter of interest, detailed resume and application to: Attn: Public Works, Finance Office, 420 Villa Drive, Box Elder, SD 57719. Phone: 605-923-1404.

ECONOMIC DEVELOPMENT COORDINATOR: Viborg Development Corporation. Part-time: 20 hours/week. Ideal candidate must be self-motivated, task oriented, highly organized and able to communicate effectively. Bachelors or Associates Degree in a related field of study: Business, Finance, Marketing, Economics or Community Development. Experience: Minimum of 2 years of economic and/or community development experience is a plus but not required. Resumes can be submitted to: Viborg Development Corporation, PO Box 56, Viborg, SD 57070, Email: cityofviborg@hcinet.net.

FINANCE/CITY ADMINISTRATOR: Box Elder, SD. We are looking for someone with City Administration experience to help develop continuity in all Departments. The Finance Officer’s responsibilities are set forth in SDCL 9-14-17, 9-14-18, 9-14-19, 9-14-20, 9-14-21. Their primary job is as chief accounting and financial officer providing accounting advice and counsel to the Mayor, Department heads and City Council. Various job responsibilities include: financial reporting; cash management and investments; preparation, facilitation and maintenance of annual budget; HR Department and time clock management; payroll and benefits; financial recordkeeping and monthly closing; direction of accounts payable and receivable process; preparation, posting and reconciliation of accounting records and accrual of revenues and expenditures; prepare for annual audit process and ensure completion of Comprehensive Annual Financial Report (CAFR); maintain all debt service funds and financial records related to grants and tax increment districts; conduct revenue/expenditure financial projections and forecasting and act a city’s investment officer on all idle public funds; direct city’s Human Resources functions and maintain employee files and records; and other duties as designated by the Mayor and Council. Bachelor’s degree in Accounting, Business, Management or closely related major required with coursework and/or experience in
Governmental Accounting preferred. Five years of experience in financing and office accounting required with preference given for governmental accounting. Minimum of two years overseeing professional and technical staff in administrative or supervisory capacity required with management of information. Qualifications: Be able to work effectively with the general public, have knowledge of management principles and practices, possess skill in employee management and supervision, and possess good written and verbal communication skills. Applicants must be eligible for bonding. Employment is contingent upon passing a background check and drug screening. Excellent benefits package: 100% of employee Health insurance paid, retirement benefits through the State of South Dakota retirement system, and paid vacation are part of this great benefit package. Salary will be competitive and is negotiable depending upon qualifications. Position open until filled. Submit letter of interest, detailed resume and application to: Attn: Finance Opening, Finance Office, 420 Villa Drive, Box Elder, SD 57719. Phone: 605-923-1404.

FINANCE OFFICER: The city of Menno is accepting applications for a full-time finance officer. Excellent benefit package. Job description and application may be obtained at the City Finance Office, 236 S 5th Street, PO Box 432, Menno, SD 57045, 605-387-2427 during normal business hours or by emailing menocity@gwtc.net. Open until filled. EOE.

FIRE CHIEF: Spearfish, SD. Responsibilities: The Fire Chief bears the ultimate responsibility for the overall operation and function of the Fire Department. Requirements: Graduation from an accredited college or university with a Bachelor’s Degree in fire science, fire service administration, public administration, or closely related field. A Master’s Degree is preferred. Extensive experience in fire service management and supervision or increasingly responsible command and supervisory experience in public safety or military organizations; or any such combination of education, experience, and training as may be acceptable by the hiring authority. Progressive senior management experience preferred. Completion of National Fire Academy or National Wildfire Coordinating Group (NWCG) Leadership Training preferred. Minimum NWCG Qualification of Engine Boss is preferred. How to Apply: Interested persons must submit City application to the Human Resource Office, 625 Fifth Street, Spearfish, SD 57783; phone 605-642-1354; fax 605-642-1329; email jodi.friedel@cityofspearfish.com Minimum Salary: $31.77 per hour; Excellent benefits; Equal Opportunity Employer.
Position open until filled. To view entire position description please visit the City’s web page at www.cityofspearfish.com. Individuals with disabilities who need reasonable accommodations to complete the job application process are encouraged to apply and should contact the Human Resource Director to commence the accommodation interactive process.

MAINTENANCE WORKER: Hoven, SD. Work areas include but are not limited to water, sewer, 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.

PATROL OFFICER: Brookings, SD. Must exercise independent judgment and use discretion acting decisively during times of crisis and emergency. Must be 21 years of age with no convictions of any crime by any state or federal government punishable by imprisonment in a federal or state penitentiary. Valid driver’s license required with acceptable driving record. Law Enforcement Standards and Training Commission certification must be obtained within one year of hire date. Will work rotation of various shifts. Hourly pay range $21.79 - $26.51/hr. Full benefit package with shift differential. To apply: Visit www.cityofbrookings.org for job application and position description. Submit application with resume to SD Department of Labor and Regulation – Brookings or: City of Brookings, 520 3rd St., Suite 230, PO Box 270, Brookings, SD 57006-0270, 605.697.8668 Fax 605.697.8661. dlangland@cityofbrookings.org. AA/EOE.

PLANNING ADMINISTRATOR: City of Custer City, SD. This position is responsible for overseeing and enforcing City building codes, as well as general ordinances related to housing and property maintenance, administrative and conceptual work in the area of planning and zoning. This is a full-time position with benefits. Bachelor’s Degree or equivalent combination of education and experience. The applicant must be able to obtain IBC Residential Building Inspector and Fire Code Certification within 1 year of date of hire; and Floodplain Administrator Certification within 2 years of date of hire. All applicants must complete the Custer City Municipal application form. To receive an application form, contact the City Finance Office staff at 622 Crook St., Custer, SD, 57730, 605-673-4824 or go to www.custer.govoffice.com. Job description can be viewed online. Position will remain open until filled. EOE.

PUBLIC WORKS EMPLOYEE: The City of Onida is seeking a public works employee. Full Time, with benefits. Must have a valid driver’s license. Must be able to understand and effectively carry out oral or written instructions. Knowledge of heavy equipment preferable. Employment is contingent upon a pre-employment physical. Salary is DOQ. Open until filled. Applications may be picked up at the Onida City Office, 117 South Main Street, Onida, SD 57564. For more information call 605-258-2441.

UTILITY/STREET MAINTENANCE: The City of Tripp is accepting applications for a full time Utility/Street Maintenance Employee. Duties include street, pool, water and sewer systems maintenance, garbage collection, snow removal as well as other duties. Successful applicants must possess a high school diploma or GED Certificate, be able to operate heavy equipment a valid SD Class B CDL driver’s license (or be able to obtain one). Excellent benefits including health insurance, SD retirement, vacation, sick, and paid holidays. Salary DOE. Applications available at City of Tripp Finance Office, 105 S Main St Tripp, SD 57376 phone 605-935-1410 fax 605-935-6332. Position is open until filled. EOE.

FOR SALE: Older (New 2004) but barely used Hussey (www.husseyseating.com) brand bleachers for sale. Each section has 10 Rows with 93 seats total. There are four telescopic sections, the jacks for moving them, and the motorized device for extending the bleachers into operation. Will sell individually or as a set and assistance will be provided with loading the bleachers in Deadwood. Currently located at the Deadwood Pavilion. Call Lee Harstad at 605-578-1876 or lee@deadwood.org for more information and to make an offer. If you are interested in seeing images of the bleachers they can be sent via email.

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. Contact Wendy Rausch at 605-948-2257 or havencity@venturecomm.net.


Visit www.sdmunicipalleague.org between magazines for more classifieds.
Municipal Calendar

February

On or before February 1 – The State Treasurer must distribute to the County Treasurers the remainder of the franchise tax on banks. The County Treasurer then apportions and distributes the tax in the same proportion as the average of personal property taxes assessed in each taxing subdivision for calendar years 1972-76. (SDCL 10-43-76; 10-43-77; See Hdbk., sec. 12.255(4))

No later than February 1 – The liquor tax reversion must be made. (SDCL 35-5-22; See Hdbk., sec. 11.600)

February 1 – All certificates for water supply and treatment systems operators expire and must be renewed. (SDCL 34A-3-18; See Hdbk., sec. 6.305)

Not later than its first meeting in February – The governing body may by resolution encumber that portion of the unexpended appropriations from the preceding year for which applicable obligations were incurred but were not paid. (SDCL 9-21-24.1; See Hdbk., sec. 12.069)

Between February 15 and March 1 – If the municipal election is to be held on the first Tuesday after the 1st Monday in June, or in conjunction with the June Primary, the notice of vacancies required in SDCL 9-13-40 must be published once each week for two consecutive weeks between February 15 and March 1. (SDCL 9-13-37; 9-13-40; 12-2-5) Follow the Municipal Election Calendar for all election deadlines.

Third Monday of February – Presidents’ Day – State holiday (SDCL 1-5-1)

Sales tax ordinance deadlines – The effective date of any new or amended municipal sales tax ordinance must fall on either January first or July first. 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)

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)

Last Friday in February – For elections held in April, nominating petitions must be filed not later than five p.m. on the last Friday in February preceding the day of the election. (SDCL 9-13-7; See Hdbk., sec. 7.250) If no one, including the incumbent, files a nominating petition, a vacancy is created and is filled by appointment or special election. (SDCL 9-13-14.1; 9-13-14.2) Follow the Municipal Election Calendar for all election deadlines.

March

First meeting in March – The financial officer is required to make an annual report to the governing body. The report must include the receipts, expenses, and financial

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condition of the municipality, including the amount of funds in the treasury at the time of making the report and where and in what amounts such funds are deposited or invested. The report shall be published within thirty days or upon completion of the annual audit in the official newspaper. Immediately after the report to the governing body, the finance officer shall file a copy of the report with the Department of Legislative Audit. A thirty day extension may be granted with approval. (SDCL 9-22-21; See Hdbk., sec. 12.080)

Not later than the third Monday in March – A copy of the assessment roll must be furnished to each requesting municipality. (SDCL 10-3-28; See Hdbk., sec. 12.105)

Third Monday of March (Equalization meeting) – The governing body and the finance officer together representing the municipality with a member of the school board are required to meet for the purpose of equalizing the assessment of property. The Equalization Board may adjourn from day to day until the process has been completed within five days. (SDCL 10-11-13, 10-11-14; See Hdbk., sec. 12.120)

On or before the fourth Monday of March – After completing the equalization the clerk of the equalization board is required to deliver the assessment roll to the county Director of Equalization. (SDCL 10-11-21; See Hdbk., sec. 12.120)

At least six days prior to the last Tuesday of March – The county director of equalization must publish a list of all tax exempt property in the county. This publication must be in the official newspapers of the county. (SDCL 10-4-15.1; See Hdbk., sec. 12.105)

On or before March 31 – The Urban Renewal Agency is required to file a report of its activities with the governing body. The report must include a complete financial statement for the preceding year. (SDCL 11-8-47) The Urban Renewal Agency must file a similar report with the Auditor-General on or by the same date. (SDCL 11-8-48; See Hdbk., sec. 14.200, The Urban Renewal Agency)

April election – Follow the Municipal Election Calendar for all election deadlines.

LEAGUE STAFF 1-800-685-3633 Fax: 605-224-8655

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SD Public Assurance Alliance:
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Kristina Peterson Director of Underwriting
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Session will be in full swing by the time you read this, and I hope you are all signed up for our Legislative Updates. We send them out every Friday during Session, or as needed when a hot topic arises. The email version is FREE, and allows you to have the most current information already in hand while your Legislators are still traveling home for the weekend. If you still need to sign up for the Legislative Update, see the bottom of this page.

Your conversations with Legislators during weekend cracker barrels are the most valuable lobbying tool we have. Please keep in touch with those who have been elected to represent you in Pierre. Also, please keep in touch with the League lobbyists about your positions on bills, so we can follow up for you during the week.

We are looking forward to seeing many of you here in Pierre for Municipal Government Day at the Legislature, February 2nd and 3rd. Please plan to meet your Legislators at the annual Rib Dinner, which will be held the evening of the 2nd starting at 5:00 p.m. Also, the SDML Board of Directors will be meeting at 3:00 p.m. on the 2nd at the SDML building. SDML Board Meetings are open to any members, so please just call our office if you would like to sit in.

Please keep your calendars open for other upcoming events. The Code Enforcement Workshop will be held May 4 and 5 at the Ramkota Hotel in Pierre. Look for more details in future magazines.

The annual Human Resource School is being planned for June 7 and 8 at the Holiday Inn in Spearfish. This school will be an excellent opportunity for municipal officials involved in any aspect of human resources to hone their skills and network with others.

Plans are also in the works for the 2016 Finance Officers’ School, to be held at the Holiday Inn in Spearfish, June 8, 9, and 10. This is a fantastic opportunity for your Finance Officer to get everything from the basics to the more sophisticated issues, and to meet people from all over the state who will be there to help the rest of the year.

Remember, upcoming SDML events can be found at www.sdmunicipalleague.org, agendas and registrations are posted as they become available.

Until next month, remember we are always available at 1-800-658-3633 or yvonne@sdmunicipalleague.org.

Yvonne Taylor
Executive Director
The SDML is busily working to get legislation passed this legislative session based upon the policies you adopted in October at Conference.

Alas it is a busy time for so many dedicated public servants and your dedicated league staff. We must all be as supportive as possible in helping to achieve these goals. Keep in contact with legislative representatives from your district so they understand that the driving force behind the SDML is local control. Locally citizens understand that their opinions count, and do influence how the local governing board will guide their cities/towns. They also want to know that they can count on their local elected officials and the worker bees to make changes happen on the State level that will be advantageous to their city/town. Truly the most understood part of government, by the people, is local control.

It amazes me and pleases me, to be at the ground level of government and see how any one individual can bring about change. They may refuse to come to the meeting (small towns), but do rely on the worker bees and elected officials to get their ideas, directions, and sometimes displeasure across to the governing board. Our job is to be supportive of the people who make up our communities and try to help them see all sides of the issue, not just the one they are focused on. As you can well imagine, my face and voice betray me quite often when dealing with citizens (and officials) and their ideas for the direction the city/town should take.

Above all we must be supportive of the final decision the majority made. I grew up with family votes and the majority vote was always upheld. You accepted it graciously, the majority had voted for it, but the issue was always discussed thoroughly and vocally prior to the vote! The end result was majority rules, gotta love that. Just so you understand, there are twelve siblings in my family and me being the fourth in line I saw a lot of votes. We even voted on each younger sibling’s names! The thing I learned early is fight hard and true for your beliefs on whatever issue, but in the end you support whatever the final outcome of the majority. Do the best you can do to help guide and bring about appropriate legislation for your city/town, but win or lose support the majority vote, just try to get the majority on your side! Good luck with finding new and innovative ways to help your community and your state to grow constructively.

After all this rambling, there is another key for your key chain the “SUPPORTIVENESS” key!

Respectfully, Meri Jo Anderson
President

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**State Rates**
(As of July 1, 2015)

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<tr>
<th>Meals:</th>
<th>In-State</th>
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<td>Breakfast</td>
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<td>In-State</td>
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<td>Out-of-State</td>
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<th>Mileage:</th>
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<tr>
<td>$0.42/mile</td>
<td>(Federal Mileage: $0.54/mile as of 1.1.16)</td>
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2015 Municipal Annual Report Forms

2015 Municipal Annual Report Forms are available online from the “NEW” Department of Legislative Audit (DLA) website at http://legislativeaudit.sd.gov/resources/resources.aspx. Click on “Municipalities,” click on “Small Municipalities < $600,000” or “Large Municipalities –Modified Cash Basis” or “Large Municipalities– GAAP Basis.”

Paper copies of forms and instructions will ONLY be mailed to entities UPON REQUEST. A request for the hard copy of annual report and instructions can be made by contacting Sheri Doolittle at sheridoolittle@state.sd.us or via phone at 605-773-3595.

Please access the DLA website, http://legislativeaudit.sd.gov/resources/resources.aspx, for the most current version of annual reports.

Completed Annual Reports can be filed with the Department of Legislative Audit as follows:

File by E-mail: sheridoolittle@state.sd.us
File by Fax: 605-773-6454
File by Mail: Department of Legislative Audit
427 S. Chapelle
C/O 500 E. Capitol
Pierre SD 57501-5070

Annual Financial Report Requirements:
The finance officer shall make an annual financial report to the governing body. This report shall be made at the first regular meeting of March and must include the receipts, expenses, and financial condition of the municipality, including the amount of funds in the treasury at the time of making such report and where and in what amounts such funds are deposited or invested. This report shall be published in the official newspaper within thirty days thereafter or upon completion of an annual audit in the official newspaper as the governing body may direct.

Immediately after the report to the governing body, the finance officer of municipalities of the first and second class shall file a copy of the report with the state Department of Legislative Audit. Although third class municipalities are not required to file their annual report with the Auditor General the requirement of an audit every two years may be waived if they do. The auditor general, upon the request of the finance officer with the approval of the governing body, may grant a thirty day extension of the reporting and filing dates. (SDCL 9-22-21)

2016 LEGISLATIVE CALENDAR

Compliments of:
SOUTH DAKOTA MUNICIPAL LEAGUE

Ninety-First Session
South Dakota Legislature

January

<table>
<thead>
<tr>
<th>Sun</th>
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March

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Monday, January 18: Martin Luther King Jr. Day observed
Tuesday, February 2: SDML Legislative Rib Dinner
Wednesday, February 3: Municipal Government Day
Thursday, February 4: Last day to introduce individual bills
Friday, February 5: Last day to introduce committee bills
Monday, February 15: Presidents’ Day observed
Tuesday, March 29: 38th Legislative Day, reserved for consideration of gubernatorial vetoes
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<tr>
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<td>8:00 a.m. – Noon</td>
<td>LCR 1 &amp; 2</td>
<td>Appropriations</td>
<td>Sen. Peters &amp; Rep. Cronin, Co-Chairs</td>
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<td>Annie Mehlhoff, Aaron Olson,</td>
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<td>Sen. Tieszen, Chair</td>
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<td>Denice Houlette, Jason</td>
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<td>Roxanne Hammond, Staff</td>
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<td>Simmons, &amp; Stephanie Gruba,</td>
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<td>Staff</td>
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<td>7:45 a.m. – 9:45 a.m.</td>
<td>414</td>
<td>House State Affairs</td>
<td>Rep. Gosch, Chair</td>
<td>House Taxation</td>
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<td>David Ortbnahn, Staff</td>
<td>Rep. Salum, Chair</td>
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<td>Amandra Jacobs, Staff</td>
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<td>House Education</td>
<td>Rep. Sly, Chair</td>
<td>Senate Judiciary</td>
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<td>Clare Charlson, Staff</td>
<td>Sen. Tieszen, Chair</td>
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<td>Roxanne Hammond, Staff</td>
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<td>412</td>
<td>Senate Local Government</td>
<td>Sen. Ewing, Chair</td>
<td>House Health &amp; Human Services</td>
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<td>Doug Decker, Staff</td>
<td>Rep. Munsterman, Chair</td>
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<td>Senate Transportation</td>
<td>Sen. Vehle, Chair</td>
<td>Senate Education</td>
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<td>Fred Baatz, Staff</td>
<td>Sen. Soholt, Chair</td>
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<td>Doug Decker, Staff</td>
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<td>414</td>
<td>Senate State Affairs</td>
<td>Sen. Cammack, Chair</td>
<td>House Local Government</td>
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<td>David Ortbnahn, Staff</td>
<td>Rep. Conzet, Chair</td>
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<td>House Judiciary</td>
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<td>Amanda Reiss, Staff</td>
<td>Rep. Verchio, Chair</td>
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<td>Senate Health &amp; Human Services</td>
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<td>Senate Ag &amp; Natural Resources</td>
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<td>Senate Taxation</td>
<td>Sen. Monroe, Chair</td>
<td>Senate Commerce &amp; Energy</td>
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<td>Fred Baatz, Staff</td>
<td>Sen. Curl, Chair</td>
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<td>464</td>
<td>House Commerce &amp; Energy</td>
<td>Rep. Rounds, Chair</td>
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<td>Amanda Jacobs, Staff</td>
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This schedule and all Legislative Research Council session documents are available on the LRC home page [http://legis.sd.gov](http://legis.sd.gov).
## 2016 Legislators By District

<table>
<thead>
<tr>
<th>District</th>
<th>Legislator</th>
<th>Address</th>
<th>Home Phone</th>
<th>Office Phone</th>
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<tbody>
<tr>
<td>1</td>
<td>Sen. Jason Frerichs</td>
<td>13507 465th Avenue, Wilmot, SD 57279</td>
<td>605-938-4273</td>
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<tr>
<td>1</td>
<td>Rep. Dennis Feickert</td>
<td>38485 129th St, Aberdeen, SD 57401-8386</td>
<td>605-225-5844</td>
<td>605-216-3451</td>
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<td>1</td>
<td>Rep. Steven McCleerey</td>
<td>45708 116th St., Sisseton, SD 57262-7019</td>
<td>605-698-7478</td>
<td>605-698-3749</td>
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<td>2</td>
<td>Sen. Brock Greenfield</td>
<td>507 N. Smith St., Clark, SD 57225-1250</td>
<td>605-532-4088</td>
<td>605-450-1263</td>
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<td>2</td>
<td>Rep. Lana Greenfield</td>
<td>PO Box 243, Doland, SD 57436</td>
<td>605-635-6932</td>
<td>605-635-6996</td>
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<tr>
<td>2</td>
<td>Rep. Burt Tulson</td>
<td>44975 SD Hwy. 28, Lake Norden, SD 57248</td>
<td>605-785-3480</td>
<td>605-881-7809</td>
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<td>3</td>
<td>Sen. David Novstrup</td>
<td>1008 S. Wells St., Aberdeen, SD 57401-7373</td>
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<td>605-225-8541</td>
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<td>3</td>
<td>Rep. Dan Kaiser</td>
<td>1415 Nicklaus Dr., Aberdeen, SD 57401-8822</td>
<td>605-228-4988</td>
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<td>3</td>
<td>Rep. Al Novstrup</td>
<td>1705 Northview Lane, Aberdeen, SD 57401-2268</td>
<td>605-226-2505</td>
<td>605-360-9711</td>
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<td>4</td>
<td>Sen. Jim Peterson</td>
<td>16952 482nd Ave., Revillo, SD 57259-5208</td>
<td>605-623-4573</td>
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<td>4</td>
<td>Rep. Fred Deutsch</td>
<td>16452 449th Ave., Florence, SD 57235</td>
<td>605-882-3323</td>
<td>605-886-8650</td>
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<td>4</td>
<td>Rep. John Wiik</td>
<td>PO Box 95, Big Stone City, SD 57216</td>
<td>605-880-1440</td>
<td>605-862-8215</td>
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<td>Sen. Ried Holien</td>
<td>PO Box 443, Watertown, SD 57201</td>
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<td>Rep. Lee Schoenbeck</td>
<td>PO Box 1325, Watertown, SD 57201</td>
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<td>Rep. Roger Solum</td>
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<td>Sen. Ernie Otten</td>
<td>46787 273rd, Tea, SD 57064-8024</td>
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<td>Rep. Isaac Latterell</td>
<td>PO Box 801, Sioux Falls, SD 57064</td>
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<td>Sen. Larry Tidemann</td>
<td>251 Indian Hills Rd., Brookings, SD 57006</td>
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<td>Rep. Scott Munsterman</td>
<td>1133 W. 8th St. S., Brookings, SD 57006</td>
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<td>Sen. Scott Parsley</td>
<td>103 N. Liberty Ave., Madison, SD 57042-2706</td>
<td>605-256-4984</td>
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<td>Rep. Leslie Heinemann</td>
<td>47962 228th St., Flandreau, SD 57028-6701</td>
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<td>Rep. Mathew Wollmann</td>
<td>210 W. Center St., Apt. 302, Madison, SD 57042</td>
<td>605-480-3038</td>
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<td>9</td>
<td>Sen. Deb Peters</td>
<td>705 N. Sagehorn Dr., Hartford, SD 57033-2380</td>
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<td>Rep. Paula Hawks</td>
<td>405 S. Tessa Ave., Hartford, SD 57033</td>
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<td>9</td>
<td>Rep. Wayne Steinhauer</td>
<td>26581 E. Shore Pl., Hartford, SD 57033</td>
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<td>10</td>
<td>Sen. Jenna Haggar</td>
<td>PO Box 763, Sioux Falls, SD 57101</td>
<td>605-610-9779</td>
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<td>10</td>
<td>Rep. Don Haggar</td>
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<td>Rep. Steven Haugaard</td>
<td>47629 258th St., Sioux Falls, SD 57104</td>
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<td>605-334-1121</td>
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<td>11</td>
<td>Sen. David Omdahl</td>
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<td>11</td>
<td>Rep. Jim Stalzer</td>
<td>5909 W. Bristol Dr., Sioux Falls, SD 57106-0660</td>
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<td>Sen. R. Blake Curd</td>
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<td>Rep. Alex Jensen</td>
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<td>Sen. Deb Soholt</td>
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<td>Rep. Thomas Holmes</td>
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<tr>
<td>14</td>
<td>Rep. Larry Zikmund</td>
<td>2405 E. 52nd St., Sioux Falls, SD 57103</td>
<td>605-373-0975</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Sen. Angie Buhl O’Donnell</td>
<td>521 N. Prairie, Sioux Falls, SD 57104</td>
<td>605-376-2512</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Rep. Patrick Kirschman</td>
<td>901 N. Duluth Ave. #1, Sioux Falls, SD 57104-2328</td>
<td>605-366-4798</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Rep. Karen Soli</td>
<td>810 W. 6th St., Sioux Falls, SD 57104-2904</td>
<td>605-338-5934</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Sen. William Shorma</td>
<td>21 Spanish Bay, Dakota Dunes, SD 57049</td>
<td>605-422-3282</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Rep. Jim Bolin</td>
<td>403 West 11th St., Canton, SD 57013-2418</td>
<td>605-261-9669</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Sen. Arthur Rusch</td>
<td>PO Box 312, Vermillion, SD 57069-0312</td>
<td>605-624-8723</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Rep. Ray Ring</td>
<td>607 Sterling Street, Vermillion, SD 57069-3453</td>
<td>605-675-9379</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Sen. Bernie Hunhoff</td>
<td>707 Riverside Dr., Yankton, SD 57078</td>
<td>605-665-2975</td>
<td>605-665-6655</td>
</tr>
<tr>
<td>18</td>
<td>Rep. Jean Hunhoff</td>
<td>2511 Mulligan Dr, Yankton, SD 57078</td>
<td>605-665-1463</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Rep. Mike Stevens</td>
<td>214 Marina Dell, Yankton, SD 57078</td>
<td>605-661-0057</td>
<td>605-665-5550</td>
</tr>
<tr>
<td>19</td>
<td>Sen. Bill Van Gerpen</td>
<td>PO Box 10, Tyndall, SD 57066</td>
<td>605-589-3064</td>
<td>605-660-3406</td>
</tr>
<tr>
<td>20</td>
<td>Sen. Mike Vehle</td>
<td>132 N. Harmon Dr., Mitchell, SD 57301</td>
<td>605-996-5778</td>
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</tr>
<tr>
<td>20</td>
<td>Rep. Joshua Klumb</td>
<td>26296 401st Ave., Mount Vernon, SD 57363</td>
<td>605-770-9708</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Rep. Tona Rozum</td>
<td>87 S. Harmon Dr., Mitchell, SD 57301</td>
<td>605-996-2190</td>
<td>605-996-8440</td>
</tr>
<tr>
<td>21</td>
<td>Sen. Billie Sutton</td>
<td>919 Franklin St., Burke, SD 57523</td>
<td>605-835-8120</td>
<td>605-222-3378</td>
</tr>
<tr>
<td>District</td>
<td>Legislator</td>
<td>Address</td>
<td>Home Phone</td>
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</tr>
<tr>
<td>22</td>
<td>Sen. Jim White</td>
<td>1145 Beach Circle NE, Huron, SD 57350-4700</td>
<td>605-352-8184</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Rep. Peggy Gibson</td>
<td>1010 Valley View Ct., Huron, SD 57350-4221</td>
<td>605-352-9862</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Rep. Dick Werner</td>
<td>1505 McDonald Dr., Huron, SD 57350</td>
<td>605-353-0957</td>
<td>605-350-1371</td>
</tr>
<tr>
<td>23</td>
<td>Sen. Corey Brown</td>
<td>316 S. Potter St., Gettysburg, SD 57442</td>
<td>605-769-0540</td>
<td>605-765-9550</td>
</tr>
<tr>
<td>23</td>
<td>Rep. Justin Cronin</td>
<td>PO Box 42, Gettysburg, SD 57442</td>
<td></td>
<td>605-769-1017</td>
</tr>
<tr>
<td>23</td>
<td>Rep. Michele Harrison</td>
<td>PO Box 303, Mobridge, SD 57601</td>
<td>605-850-9989</td>
<td>605-845-5202</td>
</tr>
<tr>
<td>24</td>
<td>Rep. Mary Duvall</td>
<td>PO Box 453, Pierre, SD 57501</td>
<td>605-224-4070</td>
<td>605-224-4070</td>
</tr>
<tr>
<td>25</td>
<td>Sen. Scott Fiegen</td>
<td>203 E. 4th St., Dell Rapids, SD 57022</td>
<td>605-428-5504</td>
<td>605-782-1724</td>
</tr>
<tr>
<td>25</td>
<td>Rep. Roger Hunt</td>
<td>PO Box 827, Brandon, SD 57005</td>
<td>605-582-3865</td>
<td>605-582-2580</td>
</tr>
<tr>
<td>25</td>
<td>Rep. Kris Langer</td>
<td>600 W. 7th Street, Dell Rapids, SD 57022</td>
<td>605-428-4929</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Sen. Troy Heinert</td>
<td>PO Box 348, Mission, SD 57555</td>
<td>605-856-5045</td>
<td>605-319-6570</td>
</tr>
<tr>
<td>26A</td>
<td>Rep. Shawn Bourdeaux</td>
<td>PO Box 283, Mission, SD 57555</td>
<td></td>
<td>605-856-8241</td>
</tr>
<tr>
<td>26B</td>
<td>Rep. James Schaefer</td>
<td>23026 SD Hwy. 273, Kennebec, SD 57544-5201</td>
<td>605-869-2357</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Sen. Jim Bradford</td>
<td>PO Box 690, Pine Ridge, SD 57770-0690</td>
<td>605-685-4241</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Rep. Kevin Killer</td>
<td>PO Box 322, Pine Ridge, SD 57770-0322</td>
<td>605-454-8105</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Rep. Elizabeth May</td>
<td>20261 BIA 2, Kyle, SD 57752-7400</td>
<td>605-455-2588</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Sen. Betty Olson</td>
<td>11919 SD Hwy. 79, Prairie City, SD 57649</td>
<td>605-855-2824</td>
<td>605-855-2824</td>
</tr>
<tr>
<td>28A</td>
<td>Rep. Dean Schrempp</td>
<td>1999 Trails end, Lantry, SD 57636</td>
<td>605-964-6541</td>
<td>605-365-7367</td>
</tr>
<tr>
<td>28B</td>
<td>Rep. J. Sam Marty</td>
<td>16692 Antelope Rd., Prairie City, SD 57649</td>
<td>605-866-4477</td>
<td></td>
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<tr>
<td>29</td>
<td>Sen. Gary Cammack</td>
<td>PO Box 100, Union Center, SD 57787-0100</td>
<td>605-985-5591</td>
<td>605-985-5591</td>
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<tr>
<td>29</td>
<td>Rep. Thomas Brunner</td>
<td>18769 Quin Road, Nisland, SD 57762-7646</td>
<td>605-257-2336</td>
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<tr>
<td>29</td>
<td>Rep. Dean Wink</td>
<td>PO Box 137, Howes, SD 57748-0137</td>
<td>605-985-5240</td>
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<tr>
<td>30</td>
<td>Sen. Bruce Rampelberg</td>
<td>13948 Lariat Rd., Rapid City, SD 57702</td>
<td>605-343-9703</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Rep. Mike Verchio</td>
<td>289 Rainbow Ridge Ct., Hill City, SD 57745</td>
<td>605-574-2466</td>
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<tr>
<td>31</td>
<td>Sen. Bob Ewing</td>
<td>PO Box 607, Spearfish, SD 57783</td>
<td>605-722-5559</td>
<td>605-641-9095</td>
</tr>
<tr>
<td>31</td>
<td>Rep. Timothy Johns</td>
<td>203 W. Main St., Lead, SD 57754</td>
<td>605-722-3189</td>
<td>605-717-2889</td>
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<tr>
<td>31</td>
<td>Rep. Fred Romkema</td>
<td>230 Fairway Drive, Spearfish, SD 57783-3110</td>
<td>605-722-1432</td>
<td></td>
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<tr>
<td>32</td>
<td>Sen. Alan Solano</td>
<td>3410 Wisconsin Ave., Rapid City, SD 57701</td>
<td>605-342-8974</td>
<td>605-343-7262</td>
</tr>
<tr>
<td>32</td>
<td>Rep. Kristin Conzet</td>
<td>1523 West Blvd, Rapid City, SD 57701-4551</td>
<td>605-342-6658</td>
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<tr>
<td>32</td>
<td>Rep. Brian Gosch</td>
<td>312 Alta Vista Dr., Rapid City, SD 57701-2337</td>
<td>605-719-3365</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td>Legislator</td>
<td>Address</td>
<td>Home Phone</td>
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<tr>
<td>33</td>
<td>Sen. Phil Jensen</td>
<td>10215 Pioneer Ave., Rapid City, SD 57702</td>
<td>605-343-1335</td>
<td>605-343-1335</td>
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<tr>
<td>33</td>
<td>Rep. Scott Craig</td>
<td>8556 Heather Dr., Rapid City, SD 57702-7710</td>
<td>605-342-0999</td>
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<tr>
<td>34</td>
<td>Sen. Craig Tieszen</td>
<td>3416 Brookside Dr., Rapid City, SD 57702-8118</td>
<td>605-348-4990</td>
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<tr>
<td>34</td>
<td>Rep. Dan Dryden</td>
<td>2902 Tomahawk Dr., Rapid City, SD 57702-4250</td>
<td>605-721-2902</td>
<td></td>
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<tr>
<td>34</td>
<td>Rep. Jeffrey Partridge</td>
<td>7174 Prestwick Road, Rapid City, SD 57702</td>
<td>605-718-1912</td>
<td>605-301-4803</td>
</tr>
<tr>
<td>35</td>
<td>Sen. Terri Haverly</td>
<td>22983 Candlelight Dr., Rapid City, SD 57703</td>
<td></td>
<td>605-390-4616</td>
</tr>
<tr>
<td>35</td>
<td>Rep. Blaine “Chip” Campbell</td>
<td>3480 Colvin St., Rapid City, SD 57703</td>
<td>605-393-1645</td>
<td>605-484-4848</td>
</tr>
<tr>
<td>35</td>
<td>Rep. Lynne DiSanto</td>
<td>4973 Hansen Lane, Rapid City, SD 57703</td>
<td>605-389-0111</td>
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</table>
# 23rd ANNUAL SUPERINTENDENT and FOREMAN CONFERENCE

March 1st & 2nd, 2016  |  Best Western Ramkota Hotel & Event Center  |  Watertown, SD

## AGENDA

### Tuesday, March 1st, 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Topic</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 am – 12:30 pm</td>
<td>Common Area</td>
<td>Registration</td>
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</tr>
<tr>
<td>12:30 – 1:30 pm</td>
<td>Whitewood</td>
<td>Liability &amp; Claims</td>
<td>Ron Burmood, SDPAA</td>
</tr>
<tr>
<td>1:30 – 2:00 pm</td>
<td>Whitewood</td>
<td>Use of Cellphones in the Field</td>
<td>TBA, TBA</td>
</tr>
<tr>
<td>2:00 – 2:30 pm</td>
<td>Whitewood</td>
<td>Transformer &amp; Wire Specs</td>
<td>TBA, DGR</td>
</tr>
<tr>
<td>2:30 – 3:00 pm</td>
<td>Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 – 3:40 pm</td>
<td>Whitewood</td>
<td>Locating &amp; Fault Finding</td>
<td>Jim Stephens, Wesco</td>
</tr>
<tr>
<td>3:40 – 4:10 pm</td>
<td>Whitewood</td>
<td>Substation Maintenance Suggestions</td>
<td>Jamie Foster, Utilities Plus</td>
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<tr>
<td>4:10 – 6:00 pm</td>
<td>Cottonwood</td>
<td>Vendor Show</td>
<td></td>
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<tr>
<td>6:20 pm</td>
<td>Swan</td>
<td>Prime Rib Dinner</td>
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### Wednesday, March 2nd, 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Topic</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 – 8:30 am</td>
<td>Swan</td>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>8:30 – 9:30 am</td>
<td>Whitewood</td>
<td>Bid Laws &amp; Surplus Materials and How They Apply to Electric Utilities</td>
<td>Rod Fortin, SD Legislative Audit</td>
</tr>
<tr>
<td>9:30 – 10:15 am</td>
<td>Whitewood</td>
<td>Safety Program &amp; Transformer Specs</td>
<td>Mike Willets, MMUA</td>
</tr>
<tr>
<td>10:15 – 10:45 am</td>
<td>Break</td>
<td></td>
<td></td>
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<tr>
<td>10:45 – 11:30 am</td>
<td>Whitewood</td>
<td>SPP Transition &amp; Update</td>
<td>Joni Livingston MRES</td>
</tr>
<tr>
<td>11:30 – Noon</td>
<td>Whitewood</td>
<td>SDMEA Update</td>
<td>Jeff Mehlhaff, SDMEA</td>
</tr>
<tr>
<td>Noon – 1:00 pm</td>
<td>Swan</td>
<td>Lunch</td>
<td></td>
</tr>
</tbody>
</table>

### Room Registration Deadline: February 5th, 2016 (Will still be available after Feb. 1st).

**Please call:** 605-886-8011 to make reservations. Room rate $84.99 + tax

A $65.00 registration fee per person includes dinner on the 1st, breakfast and lunch on the 2nd. A block of rooms is held at the Best Western Ramkota Hotel. Tell the reservations desk you are registering for the SDMEA Conference.

Name(s)____________________  Municipality____________________  Address____________________
City____________________  State____________________  Zip________  Phone____________________

Registration Fee: $65.00 per person attending. Registration Deadline: February 19th. No registration refunds after this date.

Payment must accompany registration. Make check payable to: SD Municipal Electric Association

Mail to: SDMEA 208 Island Dr, Fort Pierre, SD 57532
The SDML District Meetings are held every spring to report the outcome of the legislative session. The League President and staff look forward to traveling the state and seeing you at one of the meetings listed below. Legislators, representatives from state agencies and congressional delegates have also been invited to visit with you.

For the League’s purposes, the cities in the state are divided into ten districts. One meeting is held in each district. A map of the districts and a listing of the cities by district can be found in the Directory of Municipal Officials or on the League’s website, www.sdmunicipalleague.org. A chair and vice-chair are elected annually at each district meeting. The chair serves on the League Board and in their absence the vice-chair fills in.

The meeting starts with a social to allow you time to meet your peers from surrounding cities and renew acquaintances. The social is followed by a meal and program. During the program you will hear from several people including the League’s President Meri Jo Anderson and Executive Director Yvonne Taylor. At the end of the evening the election of chair and vice-chair will be held. Each city present gets one vote. The last thing to decide before heading home is who will be hosting your district’s meeting in 2017. If your community is interested in hosting the meeting next year just volunteer when asked!

Registration forms have been sent to all the city offices and are available at www.sdmunicipalleague.org/sdmlevents. Please discuss how many will be attending your district meeting and return the registration form to the League. If you can’t make it to the meeting in your district feel free to register for one that works for you. If you have any questions call the League at 800-658-3633.

### 2016 SDML District Meetings Schedule

<table>
<thead>
<tr>
<th>District</th>
<th>Date</th>
<th>Location</th>
<th>City</th>
<th>Time (local time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 1</td>
<td>March 15</td>
<td>Speedway Event Center 221 E. 3rd Ave.</td>
<td>Milbank</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 2</td>
<td>March 16</td>
<td>Howard Hotel and Conference Center 103 S. Main St.</td>
<td>Howard</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 3</td>
<td>March 17</td>
<td>The Pointe 212 Truman Lane</td>
<td>Elk Point</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 4</td>
<td>March 30</td>
<td>American Legion Club 208 Main St.</td>
<td>Colome</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 5</td>
<td>March 31</td>
<td>American Legion, Prairie Lounge 508 Dakota Ave.</td>
<td>Wessington Springs</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 6</td>
<td>March 29</td>
<td>Faulkton Community Center 1216 Court St.</td>
<td>Faulkton</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 7</td>
<td>April 5</td>
<td>Herreid Community Center 107 Main St. S.</td>
<td>Herreid</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 8</td>
<td>March 22</td>
<td>Jigger's Restaurant 80 SD Hwy 73</td>
<td>Kadoka</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 9</td>
<td>March 23</td>
<td>Prairie Berry Winery 23837 Hwy 385</td>
<td>Hill City</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 10</td>
<td>April 6</td>
<td>Faith Community Center 204 North Main St.</td>
<td>Faith</td>
<td>6:00 p.m.</td>
</tr>
</tbody>
</table>
The South Dakota Police Chiefs’ Association (SDPCA) and the South Dakota Sheriffs’ Association (SDSA) are accepting nominations for the following awards:

**Medal of Honor**
For law enforcement officers who willingly distinguish themselves through an act of courage, involving a risk of imminent serious injury or death, for the purpose of saving or protecting a human life or while taking an armed and immediately dangerous suspect into custody. This is a joint SDPCA/SDSA Award.

**Officer of the Year**
All sworn officers are eligible. This includes law enforcement officers in Police Departments, Sheriffs’ Offices, US Park Service, Customs, Border Patrol, Tribal Agencies, University Police, Reserve Officers, and others below the rank of Chief/Sheriff. Nominations may be made for exceptional achievement in any police endeavor, including extraordinary valor, crime prevention, investigative work, community policing, traffic safety, drug control and prevention, juvenile programs and training programs. This is a joint SDPCA/SDSA Award.

**Citizen’s Award of Merit**
Presented to a citizen, company or group who performed an exceptional act or demonstrated a continued pattern of actions that furthered the missions and goals of the SDPCA and SDSA, or who have made a significant contribution to the law enforcement profession in the State of South Dakota. This is a joint SDPCA/SDSA Award.

**Sheriffs’ Service Award**
For contributions by a member of the SDSA which exceed high standards and contributions normally made by members.

**Chief John Wainman Sr. Service Award**
For contributions by a member of the SDPCA which exceed the high standards and contributions normally made by members.

All nominations must be submitted in writing by March 1, 2016. The awards will be presented during the Police Chiefs’ Association and Sheriffs’ Association Joint Meeting held April 20-22 in Deadwood. An official nomination form can be obtained by visiting www.sdmunicipalleague.org then the Police Chiefs section under the Affiliate Organizations tab.

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**Visit the League’s website!**

Spring is a busy time of year for trainings and meetings. Visit the Events section frequently on the SDML website, www.sdmunicipalleague.org, to find out what events are coming up.

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South Dakota Building Officials
ICC Code Officials Institute Program

Seminar Description
The goal of this seminar is to provide an overview of the fundamental means of egress requirements in the 2015 International Building Code® (IBC®).

Objectives
Upon completion of this seminar, participants will be better able to:
- Describe each of the three parts of a means of egress.
- Identify the fundamental means of egress design.
- Calculate the occupant load and determine the required means of egress capacity and width.
- Determine the required number of exit access doorways and exits for rooms and stories.
- Determine the requirements for arrangement of the means of egress elements, including: the location of exit access doorways and exits, the exit access travel distance, the common path of egress travel, and any egress through adjoining spaces.
- Determine the requirements for the design of egress elements, including corridors, stairways; exit passageway; and horizontal exits.
- Determine the requirement for doors and doors hardware.
- Determine the requirements for locations and amount of means of egress lighting and signage.
- Evaluate the adequacy of a horizontal exit as part of a means of egress plan.
- Evaluate the means of egress for assembly spaces.
- Evaluate the adequacy of accessible means of egress.

Speaker
Douglas W. Thornburg, AIA, CBO, is the Vice-President and Technical Director of Product Development and Education for the International Code Council (ICC) where he provides leadership in the technical development and positioning of support products for ICC. In addition, Doug develops and reviews technical products, reference books and resource materials relating to the International Codes and their supporting documents. He was presented with ICC’s inaugural Educator of the Year Award in 2008, recognizing his outstanding contributions in education and training. In addition, he was the recipient of ICBO’s prestigious A.J. (Jack) Lund Award in 1996. A graduate of Kansas State University and a registered architect, Doug has over 33 years of experience in building code training and administration, including ten years with ICBO, and five years with the City of Wichita, Kansas. He is certified as a building official, building inspector and plans examiner, as well as in seven other code enforcement categories. Doug has authored a number of publications, including the IBC Handbook - Fire and Life Safety Provisions, and the Significant Changes to the International Building Code.

Locations/Time
Tuesday, March 29, 2016 in Rapid City
8:00 am – 12:00 pm and 1:00 pm – 4:00 pm
Rushmore Plaza Holiday Inn
Phone: 605-348-4000
A block of rooms has been reserved for March 28 at the Rushmore Plaza Holiday Inn in Rapid City.

Thursday, March 31, 2016 in Sioux Falls
8:00 am – 12:00 pm and 1:00 pm – 4:00 pm
Best Western Ramkota Hotel
Phone: 605-977-4501
A block of rooms has been reserved for March 30 at the Best Western Ramkota Hotel in Sioux Falls.

Registration
$75 for SDBO members and $95 for Non-Members.
Registration is due by March 11, 2016.

Registration form can be found under the SDML events section at www.sdmunicipalleague.org.

Questions
Ron Bell, Chief Building Official Dave St. Pierre
City of Sioux Falls CodeWorks
Phone: 605-367-8673 Phone: 605-718-4940

The TRUSTED CHOICE in the delivery of energy and services.
2016 Code Enforcement Officer of the Year

Official Nomination Form

All nominations must be submitted in writing by March 18, 2016. The Code Enforcement Officer of the Year award will be presented during the SoDACE Conference held May 4-5 in Pierre.

Name of Nominee: _______________________________________________________________________

Position: _______________________________________________________________________________

Municipality and Years of service: ___________________________________________________________

Contributions to the municipality as a Code Enforcement Officer: __________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Contributions to the community as a citizen: __________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Significant contributions to any other organizations: ____________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Personal accomplishments: _______________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Feel free to use additional sheets of paper for further comments. Additional nomination letters are welcome also. Nominations will be kept confidential.

Submitted by: _________________________________________________ Phone: __________________

DEADLINE: March 18, 2016

Please submit to: South Dakota Municipal League
208 Island Drive
Ft. Pierre, SD 57532
Fax: 605-224-8655
Scholarship Funds Available

South Dakota Association of Code Enforcement Scholarship Funds

Applicant must be a member of the South Dakota Association of Code Enforcement (SoDACE) or become one prior to scholarship award.

Scholarship funds must be used to educate and enhance the performance of your duties as a Code Enforcement Officer.

The Scholarship fund allows for up to $1,000.00 per year. These funds may be awarded to more than one applicant at the discretion of the SoDACE Board. All scholarship funds are subject to SoDACE board approval.

Educational opportunities are not limited strictly to in-state.

A copy of applicant’s City Councils’ approval for the travel must be received with application.

All applications must be received in the office of the SDML, 208 Island Drive, Ft. Pierre, SD 57532 or faxed to 605-224-8655 no later than April 1 each year to be eligible. Applications will be reviewed and notification of award given at the Spring meeting.

An official scholarship form can be obtained by visiting www.sdmunicipalleague.org then the Code Enforcement section under the Affiliate Organizations tab.

The 2016 South Dakota Association of Code Enforcement Spring Training will be held May 4 & 5 at the Ramkota Hotel in Pierre.

SD Governmental Finance Officers’ Association Scholarship Funds

Applicant must be a member of the South Dakota Governmental Finance Officers’ Association (SDGFOA) or become one prior to scholarship award.

Applicant must be from a second or third class municipality.

Scholarship funds must be used to educate and enhance the performance of your duties as Finance Officer or Assistant Finance Officer.

The Scholarship fund allows for up to $800.00 per year. These funds may be awarded to more than one applicant at the discretion of the SDGFOA Board.

Educational opportunities are not limited strictly to in-state.

A copy of applicant’s City Councils’ approval for the travel must be received with application.

All applications must be received in the office of the SDML, 208 Island Drive, Ft. Pierre, SD 57532 or faxed to 605-224-8655 no later than April 1 each year to be eligible. Applications will be reviewed and notification of award given at the Spring meeting.

If no awards are made in the first application period, a second application period may be announced at Finance Officers’ School.

An official scholarship form can be obtained by visiting www.sdmunicipalleague.org then the Finance Officers section under the Affiliate Organizations tab.

The 2016 Finance Officers’ School will be held June 8, 9, & 10 at the Holiday Inn in Spearfish.
South Dakota Transportation Alternatives Program

The Transportation Alternatives Program (TAP) is a grant program that uses federal transportation funds, designated by Congress, for specific activities that enhance the intermodal transportation system and provide safe alternative transportation options.

The TAP replaces the former Transportation Enhancement Program and consolidates those eligible activities with the Safe Routes to School, Scenic Byways and Recreation Trails Programs. Transportation Alternatives builds upon the legacy of the Transportation Enhancement Program by expanding travel choices, strengthening the local economy, improving the quality of life and protecting the environment.

A few things to know about the TAP:
- Eligible applicants include local governments, schools, tribal governments, natural resource and public lands agencies, regional transportation authorities, transit agencies or other local or regional governmental agencies with responsibility of transportation or recreational trails;
- Funds may be used for preliminary and construction engineering, construction, right-of-way acquisition and non-infrastructure activities related to Safe Routes to School type projects;
- Funded projects require a 18.05% non-federal match;
- A variety of activities are eligible for funding. Eligible projects must meet one or more of these activities and must relate to surface transportation: facilities for pedestrians, bicyclists and other non-motorized forms of transportation, safe routes for non-drivers, conversion and use of abandoned railroad corridors for trails, construction of turnouts, overlooks, and viewing areas, planning and implementation of community improvement activities, environmental mitigation, implementation of the Safe Routes to School Program, boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
- Projects are selected based on the recommendations of a Selection Committee comprised of local government, law enforcement and education representatives, avid walkers and bikers, tribal representatives and others, with technical assistance from DOT and Federal Highway Administration representatives.

Letters of Intent for the 2017 round of funding will be due in July 2016. For more information contact Jerry Ortbahn at Jerry.Ortbahn@state.sd.us or 605.773.3281 or go to http://www.sddot.com/services/transalt/default.aspx.
Building Relationships at District Meetings

By Ron Burmood and Jerry Krambeck, Member Services, South Dakota Public Assurance Alliance

Every spring the South Dakota Municipal League organizes ten District Meetings throughout the state. These meetings serve many functions (not to mention the great food and door prizes!).

The hosting city welcomes all and has an opportunity to promote their community. The social provides extensive opportunities to establish relationships as well as build upon long-term relationships.

The SDML President is provided an opportunity to address the communities in each District. The SDML Executive Director provides extensive legislative updates.

The South Dakota Public Assurance Alliance representatives will also be in attendance. We will provide highlights and updated information on the SDPAA. A majority of the SDML Members are already Members of the SDPAA, however this is an excellent opportunity for cities that are not current Members of the SDPAA to obtain detailed information on the many benefits the SDPAA has to offer, as well as how they can get a quote to join the SDPAA.

The SDPAA was established by the SDML in 1987 and is sponsored and endorsed by the SDML. Currently, 413 local governmental entities are Member-Owners of the SDPAA, taking advantage of a variety of governmental liability, auto liability, property, equipment breakdown, crime, and cyber liability coverages available through the SDPAA.

The SDPAA is looking forward to working with and serving Members to continue our history of providing great coverage and great service at a great price. Should you have any questions about obtaining coverage with the SDPAA, please contact us at 800-658-3633 Option 2 or at our website www.sdpaaonline.org.

SDML sends out registration forms for the District Meetings to all city offices and also makes the forms available on their website at www.sdmunicipalleague.org. Should you have any registration questions, please contact the SDML at 800-658-3633 Option 1.

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D.A. Davidson has established strong bonds with communities throughout South Dakota. Our public finance bankers average over 20 years of experience in conventional fixed-rate debt financing, variable-rate bonds, credit-enhanced structures and non-rated bonds. Year after year we serve as manager of billions of dollars of financing. Our primary areas of focus include the following:

- Cities, Counties, School Districts, Rural Water Utility Finance, Healthcare Finance
- Lease-Purchase Financing, Nonprofit Entities and Alternative Energy

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**Important 2015 Tax Information**

**Form 1095-B (Health Coverage)**

**Why am I getting a Form 1095-B, Health Coverage?**
The Health Pool of South Dakota is sending Form 1095-B to all individuals who were enrolled in health coverage during 2015. The Affordable Care Act requires people to have health coverage that meets certain standards, also called minimum essential coverage. An individual without minimum coverage can claim an exemption or make a payment with their tax return.

The self-funded coverage provided by the Health Pool of South Dakota is **minimum essential coverage**.

Form 1095-B provides information that you may need to complete your Federal income tax return. We have also given this information to the IRS.

**What do I need to do?**
- If you had health coverage for all 12 months of 2015, you’ll just need to check a box on your Federal income tax return indicating you had minimum essential coverage.
- If you had other health coverage during any part of 2015, check with that provider to see if that plan’s coverage was minimum essential coverage.
- If you didn’t have coverage with the Health Pool of South Dakota or other minimum essential coverage for all 12 months of 2015, and you don’t qualify for an exemption from the requirement to have coverage, you may have to pay a fee when you file your taxes.

Keep this form 1095-B with your other important tax information, like any Form 1099 or W-2 you may receive. You DO NOT need to send this form to the IRS when you file your income tax return.

For more information concerning this form please contact:
Sandi Larson
South Dakota Municipal League
800.658.3633 or sandi@sdmunicipalleague.org

*The Health Pool of South Dakota was created, sponsored, and endorsed by the SD Municipal League.*
Gov. Daugaard Awards
Four Community Development Block Grants

Four community leaders were notified that each of their respective communities has been approved for grant funding through the Community Development Block Grant (CDBG) program.

Gov. Dennis Daugaard awarded a total of $977,500 to the communities of Faulkton, Hecla, Viborg and Yankton for various community improvements.

“Small cities and rural areas in South Dakota are prime candidates for the CDBG program. We’re incredibly fortunate to have so many forward-thinking community leaders who share the state’s values when it comes to improving our citizens’ quality of life, infrastructure and workforce development,” said Gov. Daugaard.

The CDBG awards include the following:
- Faulkton received a $515,000 grant to assist with improvements to the wastewater system in the community.
- Hecla received a $157,500 grant to assist with improvements to the water system in the community.
- Viborg received a $147,500 grant to assist with a library expansion construction project.
- Yankton received a $157,500 grant to assist RTEC (Regional Technical Education Center) with CNC (Computer Numerical Controlled) machine workforce training.

The CDBG program provides local governments with funding to complete projects that improve living conditions and increase educational resources for low-to-moderate income individuals. The CDBG program is funded through the U.S. Department of Housing and Urban Development and administered by the Governor’s Office of Economic Development (GOED).

For more information about the CDBG program and other financing programs offered through the GOED, please visit http://sdreadytowork.com/finance.

BRIDGING THE FINANCING GAP

Sometimes projects need a boost when trying to cross over from concept to reality. AE2S Nexus helps bridge that gap. We focus on creating solid plans, aggressively pursuing funding options, and assisting you with implementation to make sure your project is on solid ground.

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How Cold Is Too Cold?
Cold Weather Problems for Storage Tanks

By Nick Jackson, SDARWS Circuit Rider

A frozen water storage tank, whether it’s an elevated tank or a ground storage tank, is worse than no tank at all. How does a storage tank freeze, and what is happening when it does? Most say water tanks tend to ice up and freeze during the nighttime when water demand is at the lowest point when people tend to be sleeping, not taking showers, washing clothes, or running faucets. When water demands fall to a drip and all that water in the tanks just sits there stagnant, not moving or refilling with fresh (and warmer) groundwater.

Storage tanks are primarily either ground tanks or a standpipe style elevated tank. Ice formation inside potable water storage tanks and standpipes is a common occurrence in South Dakota during the winter. Depending on the average air temperature and the amount of turnover, ice formation can range from a thin skin on top of a water tank to a massive ice cap that can weigh several tons. While most people enjoy a little ice in their glass of water, thick ice in a water tank can spell disaster. Like an iceberg, a massive plug of ice can scrape the sides of a tank as the water depth fluctuates. If ladders and other internal hardware inside a tank become frozen in the ice, the rise and fall of the ice cap can literally tear the hardware apart from the walls. Numerous occurrences have happened around South Dakota over the years that have badly damaged or even ruptured by the action of ice. Here are just a few examples of iced tanks.

- In Pine Ridge, a ground tank froze leaving the bottom of the tank rounded off and pulled away from its anchors.
- In Belvidere, a stand pipe froze and split open.
- In the Igloo Provo Township, a tank overflowed and froze all the way down the outside of the tank making it inoperable.
- In Isabel, a standpipe froze in its elevated tank.
- The City of Custer has three ground tanks where ice plugs froze at the top and dropped to the bottom of the tanks years ago.
- At Pactola Estates, an underground concrete water tank froze cracking the walls of the tank.
- At the Rushmore KOA, a steel storage tank froze causing the bottom of the tank to round out and expand near the base.

Even modest damage may require a partial or complete overhaul, costing hundreds, or even of thousands of dollars.

What Makes Tank Freeze?
What makes storage tanks freeze? Basically, there are three causes: static water conditions (lack of sufficient water turnover), tank overflow and improper design of the structure. Under each cause falls a number of contributing factors, for example:

- Static conditions (most common) occur when tanks are reserved for fire protection or when a tank is too large for the present system usage.
- Overflows may be caused by leaky valves or frozen controls for pumps or altitude valves.
- Troublesome design elements may include a vented design, or an insufficiently installed pipe or riser.

With such a definitive list, you might think that preventing cold weather problems with tanks is an exact science. It certainly is not!

As the water level rises and falls within the tank, the ring of ice gets thicker and thicker. Eventually, even the center of the tank becomes frozen over, but that ice is repeatedly shattered and refrozen by the piston like action of the rising and falling tank level. The ring of ice expands as it freezes, pushing against the walls of the tank. When water levels fall, the massive ring of ice clings to the sides of the tank, pulling down on the tank walls. When water levels rise, the collar is submerged, and its buoyancy pulls the walls of the tank in the opposite direction. This stresses, or in extreme cases, can buckle the sides of the tank.

Cold Weather Operations
A number of steps can be taken to prevent freezing. Some of these steps must be taken as part of the design; others are a matter of operations.

Achieve water turn over, with proper management and operation, the heat needed to prevent freezing can be added to the tank with fresh treated water. Pumping management can be used to achieve turnover in small systems. During the day, pumps are used only to maintain the minimum emergency reserve level otherwise they are turned off. At night, the tank is filled. This not only ensures flow during periods of low demand, but it adds warmer water at night, when heat loss is at its peak. In larger systems, pumps are usually sequenced cumulatively to meet demand. Consider changing winter operating procedures. Let system water pressure drop a little more than usual, then switch on several pumps at nearly the same time. This will cause greater fluctuations in the water levels of the storage tanks.

Lowering high water level, if it is possible to keep less water in the tank during the winter months say to about

SOUTH DAKOTA MUNICIPALITIES
10ft, this minimizes the probability of ice forming on the upper curved portion or roof support structure.

Keep an eye on your altitude valves; they are often used in systems where tank’s high water level is lower than the pressure gradient of the system. Belle Fourche is an excellent example of using altitude valves, not to overflow their tanks. Altitude valves may malfunction even in good weather. Freezing weather brings special problems. For example, frozen pressure sensing lines give the valve false signals. Usually this causes the valve to stay open, and the tank overflows. Tri-County/Mni Waste’ Water Plant had issues where their pumps remained on causing the whole Treatment Plant lower level to fill until water came out of the vents.

Check ground cover on connecting pipes, a common cause of tank freeze ups is lack of protection for the pipe leading to the tank. Sometimes soil conditions make it impossible to install the tank foundation deep enough to provide adequate frost cover. I have seen where improvements were made to remove dirt for beautification or road grades, not leaving sufficient cover for frost protection.

Newer technologies have installed various circulating pumps or mixer pumps to constantly keep the water moving to prevent freeze ups. The theory behind this is, if the warmer inlet water could be physically transported to the top of the tank, it would greatly reduce the rate at which ice would form.

When the Tank Freezes
When a tank freezes, the following may result:
- inside overflow or other piping breaks;
- ladder, strut braces, roof supports or other fixtures in the tank are pulled out by the ice, making a hole at the point of attachment;
- ice pressure expands riveted or bolted seams, or breaks plates, welds, bolts or rivets;
- leaks due to corrosion become apparent;
- overflow through overflow pipes, all sorts of problems can develop;
- overflow through the roof hatch or vent will form large icicles, weighing tons on tank exterior;
- icicles form, creates a hazard for all people and objects below, possibly causing tank structural failure.

Repairing Freeze Damage
After the cold weather is over, the tank should be drained and thoroughly inspected for any damage caused by the overflowing or freezing. If modifications are recommended to prevent recurrence of the problem, they should be done when the weather is warm, NOT next winter.

Reprinted with permission from the South Dakota Association of Rural Water Systems.
When It Doesn’t Surface

By Mike Moeller, SDARWS Circuit Rider

Many communities across the state of South Dakota are suffering from an epidemic of water loss. The reason for these losses often vary greatly from one community to another, but one that is the most common is leaks in the systems that are under ground.

One of the misconceptions from years gone by is that if there is a leak in a pipe, no matter where it is, it will eventually come to the surface. This theory may work in some areas of the state where the soil is very dense and made up of mostly clay, but if there is one vein of gravel where the water passes by, it will take the easiest path and follow the gravel vein, and may never come to the surface. Another difference that can be seen in South Dakota is the difference from East River to West River.

East River – The east side of the state has many different types of soil ranging from heavy clay to sugar sand. These different types of soil have many different effects on a water leak – and how it will travel to the surface – if it ever does. When the soil is heavy clay, more than likely the leak will come to the surface; but if there is a gravel or sand vein in the clay, the water will take the path of least resistance and may never come to the surface. East River soils may vary from one extreme to another within just a few feet.

West River – The land west of the river also has many different soil types from sand by the river to sandy loam in the western plains and rocky mountainous in the far west. All of these soil types are porous enough that water doesn’t usually surface when there is a leak in a pipe.

$$$$$ – Water that is being lost out of a system can be very expensive to a community. Communities around the state are doing a better job today of tracking this loss than in years past. The reason for this is the understanding that the water that is being bought by a community is treated by their water plant at a cost to the community, and when it does not make it to a consumers water meter to be sold, then the community becomes the one paying for it without reaping the benefit. An example of this would be if a community had a water loss of 25 gallons per minute from five different leaks it would add up to a loss of just over 1 million gallons per month. The American Water Works Association calculates that the average cost of tap water is $.004 per gallon. The cost to the community would be $4,000.00 per month for water that was paid for but not getting that money back from consumers.

Finding the Leak – There are many methods for finding a leak. Some of the methods used by South Dakota Association of Rural Water Systems are:

- System pressure match and flow monitoring with a trailer mounted pump system.
- Listening devices that listen for sound in a water main.
- Listening devices that a circuit rider uses to listen to the ground.

Leaks on a water main or service line all make noise. This noise can be compared to water being sprayed out of a garden hose or even the sound made when you turn on the kitchen sink. Some of the difficulties with listening for the system leaks are of course the obvious of six feet of dirt over it, and then the type of pipe. If the pipe is metallic, it will carry sound much better and farther than plastic pipe. Leak detection with listening type equipment is much more difficult on plastic pipe, and sometimes the leaks are not detected.

Another type of detection equipment used is to inject helium or hydrogen into the water main and to use a “sniffer” while walking along the top of the main to sense the gas that was injected in the main. The theory is the gas is lighter than air and will float out of the ground above the leak.

In conclusion, water leaks can be very expensive to a community and can be very hard to find. There is equipment that is made to aid in the leak detection process. Water loss is not only water loss but is money lost. Keeping good records on the amount of water purchased or treated versus the amount of water sold is a good practice to have, and will keep the city budget out of the red. If your system needs assistance with leak location, please give SDARWS a call at 605-556-7219.

Reprinted with permission from the South Dakota Association of Rural Water Systems.
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Grand Forks County Office Building overlooking the County Courthouse

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Creating content takes both financial and human capital. While “build it and they will come” worked in the movie “Field of Dreams,” it decidedly doesn’t work for social media.

But it is worth it.

Meet Your (increasingly diverse) Audience Where They Are

There’s no “if,” “and” or “but” – city audiences are using social media. Not only are they using it to communicate with friends and family, but they expect to get and find information via social media channels in an instant. Additionally, the rise in smartphone use feeds the need for cities to incorporate social media into their communication efforts.

While social media are often seen as the silver bullet for reaching the “younger generation” (Millennials use social media more than any other age group), did you know women over 55 are the fastest growing demographic on Facebook? Or that social media use among seniors has quadrupled in the last five years?

In addition to age diversity on social media, racial diversity is also an important consideration. Recent research showed that white, black and Latino audiences use social media about equally. Data from the Pew Research Center indicate that about 80 percent of those online use at least one of five social media sites – Facebook, Twitter, LinkedIn, Pinterest and Instagram.

### Using Social Media Effectively

By Kelli Matthews

Across the state, you can hear the collective sigh of city staff when, despite their very best efforts, public participation continues to be dominated by the “usual suspects” – self-appointed activists and lobbyists.

How can this dynamic be changed?

Staff are tasked with informing and engaging the public, in many cases by law, but also by policy and the desire to seek input and create inclusive participation opportunities. But in municipal government, a lack of attention to messages and low participation are common problems.

Many variables potentially impact this dynamic. Two examples are fragmented and distracted audiences and declining readership or viewership of traditional media. These create barriers to informing and engaging a city’s constituents.

Social media hold enormous potential as a powerful and helpful set of tools, but using them effectively comes with a new set of challenges. A lack of resources, training and policies can keep a city from moving off the starting block in launching new communication initiatives that incorporate social media.

In general, social media platforms are free (we love that word!), but executing a good social media strategy and

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<th>Description</th>
<th>Centralized</th>
<th>Decentralized</th>
<th>Hybrid</th>
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<td>Managed by one central office, often mayor’s office or communication department</td>
<td>Departments manage their own accounts</td>
<td>Profiles and pages are managed by departments or programs with some central oversight</td>
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<td>All content goes through one person or a small team</td>
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<td>Content is high-level; everything is intertwined</td>
<td>Content is tailored to audiences’ interests</td>
<td>Flexible to the city’s needs</td>
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<td>More cohesive and “on-plan”</td>
<td>More diverse content and voices</td>
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<td>More consistent and accurate</td>
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<td>Less creativity</td>
<td>Hard to track and measure</td>
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<td>Less variety in information</td>
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<td>Less buy-in across organization</td>
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<td>Departments may feel left out or find it hard to get “on the agenda”</td>
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Not every audience uses every platform in an identical way, however. So it’s important for cities to listen and learn how constituents are participating (and where). It’s a mistake to assume anything about the preferences or uses of a target audience.

Tell Your Story Directly to Your Audience
Traditional media are changing, with fewer reporters covering more topics in less space. These pressures may diminish a city’s ability to work with a local TV station or newspaper to share information. Social media channels provide a city with the ability to tell its story directly to the target audience and circumvent the traditional gatekeepers.

Sharing photos, producing short videos and posting updates on projects and programs are quick and easy tactics. But, with the power to share directly also comes more responsibility. Even city-created content should be fair, accurate and relevant. Ethical communication must come first.

Direct communication also allows a city to engage in dialogue with the audience. According to a study in the Public Relations Journal, 70 percent of local governments are using social media. However, most are using the channels as a one-way broadcast mechanism, rather than as an opportunity to have a conversation.

The best and highest use for social media is to share information and content that creates interest and drives engagement. Dropping the bureaucratic tone and talking like a human can go a long way to making a city feel more accessible to everyone in the community.

Take Social Media Seriously
For cities, social media management is typically seen as an add-on to other duties. In fact, only 1 percent of cities have dedicated social media staff. The temptation to hand off social media to an intern or junior staff member is real (“because they’re on social media all the time anyway, right?”). But knowing how to use the platforms is not the same as having a strategic approach to social media.

Combining inexperience and lack of bandwidth with unclear objectives and the inability to measure return on investment is almost a guarantee that social media initiatives will flounder. If the purpose and desired outcomes aren’t clear, a city will be left wondering why it’s investing any resources at all.

Cities need to spend the time, energy and, yes, money, to create a plan, build a solid content calendar, set social media policy and do the necessary training to get key staff and decision-makers on board.

For example, I often do two types of training – one for management and leadership with high-level strategy and very little technical content and one for social media administrators that includes planning and purpose, but also lots of day-to-day management best practices and tips.

Adding (or bringing in) social media expertise to help set strategy and policy allows a city to take a big picture view of its public information and engagement communication and ensure social media are doing their job. That approach can save headaches and hassle in the long run.

It’s also crucial to create structure that works. Complex organizations like cities include many programs, departments, sub-groups and interests, each with a need to communicate with their respective audiences.

Most organizations rely on one of three common structures: centralized, decentralized and hybrid. Each has pros and cons. City leaders need to think about staff capacity, their social media goals and objectives, and the return expected from social media engagement. There’s no right answer. The chart on the previous page breaks each model down by pros and cons to help city leaders explore the options.

What’s Next?
Despite tight budgets, social media use is still growing among cities. Cities are using these tools to meet core operational goals and continue to find new applications. Understanding the target audiences, planning for success and taking social media seriously can move any city’s efforts from mediocre to outstanding.

Kelli Matthews is a public relations instructor in the School of Journalism and Communication at the University of Oregon and the managing director of Verve Northwest Communications. She started her PR career with the city of Eugene. Contact her at: kelli@vervenorthwest.com.

Written by Kelli Matthews, this article appeared in the November 2015 edition of Local Focus, the monthly magazine of the League of Oregon Cities. It is reprinted here with permission.
Fixing Sign Codes after Reed: All Is Not Lost

By Lisa Soronen, State and Local Legal Center, Washington DC

Sign lawyers (yes there is such a thing) agree on one thing and disagree on another.

They agree that many sign codes in the United States had problems before the U.S. Supreme Court decided Reed v. Town of Gilbert, Arizona last summer. They disagree on how big of a deal the Reed decision is and more specifically on how much Reed changed sign law.

Regardless of who is right, post-Reed your city’s sign code is still in trouble.

The good news is that many of the problems are fixable even if the solutions aren’t perfect.

The Supreme Court had been clear before Reed that content-based distinctions in sign codes could be unconstitutional. What the Court wasn’t clear about was what exactly content-based distinctions are and how often, practically speaking, they are likely to be unconstitutional.

In Reed the Court adopted a broad definition of content-based and concluded that content-based distinctions will almost always be unconstitutional.

Gilbert’s Sign Code treated temporary directional signs less favorably (in terms of size, location, duration, etc.) than political signs and ideological signs. The Supreme Court held unanimously that Gilbert’s Sign Code violated the First Amendment because it made content-based distinctions that in Justice Kagan’s words would not even pass “the laugh test.”

To summarize the Court’s opinion in 5 words: sign codes must be content-neutral.

Even if this sounds straightforward, it is much easier to understand what problems might exist in your sign code—and how to fix them—using real world examples.

According to sign lawyers—before and after Reed—two of the most common problematic provisions in sign codes are special rules for political signs and real estate signs.

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Take for example a sign code that says 30 days before an election and 5 days after an election no permit is required for signs that are 8 square feet or less that advocate for or oppose a particular candidate.

So why is this provision content-based? Well, only political messages are allowed on these signs.

To manage the clutter of too many yard signs while avoiding controlling the content of speech on signs many communities limit the square footage of signage in a yard. Instead of creating special rules for political signs, communities could allow any message on a certain square footage of signs which would, of course, include political messages.

But what about the fact that during silly season many people want to display multiple political signs which could exceed the normal sign allotment? One option would be to waive the square footage limitation for a time period that would just so happen to coincide with elections. But of course, yard signs with any non-commercial message would have to be allowed during this sign free-for-all period—not just additional political signs.

Now let’s look at real estate signs. It is not uncommon for sign codes to say that one real estate sign of a particular size and duration is permitted on each lot.

Why is this provision content-based? No other messages may be contained on such a sign.

What might be a solution that allows real estate signs? A sign code could say if a lot is for sale one additional sign of a particular size and duration is allowed on the lot. This provision would regulate signs based on location and activity, not content. But again, the home owner could put any message on this additional sign—but presumably would put up a message about the property being for sale.

These two examples illustrate the sense and the absurdity of Reed. On one hand, in a democracy where all ideas and opinions are allowed it seems only fair that political messages don’t get special treatment. On the other hand, having special rules for real estate signs makes good practical sense and hardly seems designed to limit the marketplace of ideas.

Cities can, should, and must revise their sign codes to comply with Reed. While it might not be easy and all the fixes won’t make perfect sense, Reed provides cities an opportunity to ask themselves what they want their communities to look like and how they can get there creatively and legally.

For further background on sign law, an overview of the Reed decision, and more solutions to problems with sign codes listen to a recording of the SLLC/NLC webinar (https://attendee.gotowebinar.com/recording/964697577338237953) on Reed. The Fourth Edition of Street Graphics and the Law (https://www.planning.org/store/product/?ProductCode=STR_S430) also contains suggestions on modifying sign codes to comply with Reed.
Engaging Residents as Volunteers

Change is happening in every aspect of community life. Our cities and towns are forming from new populations expressing needs and desires that are reshaping the landscape of what it means to be a great place to live. Beyond the melting pot of cultures that continues to sculpt this country is the generational influence of the Baby Boomers and Millennials, as well as a growing population of persons with disabilities. Needs and desires may be overwhelming. Capacity may be stretched. Voices may be lost.

Engaging residents in service — whether governance, planning, or direct service — is worth considering because residents bring perspective, resources, and skills. Engaging volunteers expands your capacity to achieve goals. The following are some best practices to incorporate when starting a volunteer program for a city or town.

Define the Culture

Lay the foundation by defining your volunteer culture. Begin with a positive vision, clearly articulated, widely shared, and openly discussed throughout the municipality about the role of volunteers. It is essential that each agency and its staff have an overall appreciation of volunteers.

Volunteers must be seen as valuable human capital that can contribute directly to the municipality’s goals.

To get started, ask these questions, and dream big:

- What do you want to do that you do not have the resources to do now?
- What are you doing well that you would like to replicate in more areas?
- What perspectives are needed to plan and develop a project?
- What impact areas are priorities? Preparedness and safety? Homelessness and hunger? Neighborhood revitalization?
- How can volunteers provide input, resources, and energy?

Here are some examples of what other cities and towns have done to provide some inspiration (from citiesofservice.org):

- Atlanta, Ga., created a Recycling Corps of 228 volunteers whose training and outreach efforts increased household recycling by 17 percent in 3,747 households over one year.
• Birmingham, Ala., implemented a Love Your Block campaign as part of a neighborhood revitalization project. The result was a 11 percent reduction of crime in 16 neighborhoods.
• Orlando, Fla., engaged more than 2,000 volunteers to serve 6,310 youths in 23 schools. More than 90 percent of the students in this program have had no school suspensions and have had no problems with law enforcement.
• Phoenix, Ariz., brought together volunteers to convert dormant land in low-income housing complexes into gardens from which approximately 1,400 pounds of fresh produce was harvested and distributed to 200 local families, who also received nutrition education from the local hospital.

Leadership and Management
Combine inspiring leadership with effective management by ensuring leaders at all levels are involved in the development of the volunteer program. More than a slogan, a volunteer program needs leaders to model and managers to execute. Success breeds success. Here are tips:
• Ensure municipal leaders, managers, and volunteers are engaged together at every level, including policymaking, and executive and middle management work, as well as direct service. Walk the talk.
• Provide managers with the training and resources to implement the program. While many staff members may have volunteered before, having volunteer management duties newly assigned may be outside their skill set. Devote a day to training current employees, and include volunteer training as part of the orientation for new employees.
• Appoint an advisory committee, which can help keep track of a timeline and ensure a program that will resonate with volunteers. Be sure advisory committee members understand that their role is to advise and assist, and policy decisions are subject to approval.
• Invest in the volunteer program. Volunteer programs need resources. Volunteers need someone to direct the work and provide tools to do their jobs. Consider becoming a service enterprise, which is an organization that leverages volunteers and their skills across all levels of the organization to successfully deliver on its social mission. Research studies done through the Points of Light Institute by the TCC Group and Deloitte indicate that organizations operating as a service enterprise will operate at half the median budget of peer organizations. Funds saved can be used to deliver more services.
• Expect some barriers you will need to overcome, such as:

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Partnerships
You are not in this alone. You do not have to possess all the volunteer engagement knowledge, tools, and technology. The greatest impact, best use of resources, and most sustainable outcomes occur when all stakeholders are aligned.

- A volunteer center is a great place to begin. Volunteer centers will have the training and tools necessary — they may even have a volunteer project-matching database to post opportunities and manage the people who sign up. Volunteer centers can help recruit volunteers. They connect thousands of volunteer to projects. Use their network and communication systems.
- Nonprofit agencies that work directly in the specific impact area have the staff, volunteers, tools, and content knowledge needed. They may be able to provide team leaders who can organize large groups of volunteers. Additionally, they have newsletters and websites to share the municipal story.
- Local businesses, large and small, care, and many times invest in local initiatives. It is good for business. In-kind services and products will extend your budget.

No matter the challenge to be solved, whether it is transportation, gentrification of neighborhoods, safety, or serving the most vulnerable populations, volunteers can be a vital, unlimited resource. Taking time to plan a volunteer program will generate thoughtful conversation, an opportunity to listen and learn, and invite all to participate.

For more information, visit citiesofservice.org, pointsoflight.org, and metrovolunteers.org.

This article first appeared in the December 2015 issue of Colorado Municipalities. Used by permission of the Colorado Municipal League.
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Passion | Creativity | Teamwork
What does every local elected official need to know about leadership? Experienced ones say that the secret to being truly effective is focusing more on engaging effectively with others instead of only trying to push your own agenda.

By Brian Whepley

Nobody hands you a how-to manual on how to lead when you’re elected to a local government office. You can’t buy a Rosetta Stone program to learn how to speak the dense language of government or how to communicate effectively with your constituents.

But you can likely benefit from the sage advice of veteran officeholders – learned through hard-earned, head-shaking experience – about what to expect and how elected officials should handle themselves.

As an elected official, you’re uniquely positioned to shape your community for the better, whether you’re serving on a school board, city council, county commission or community college board. But you’re also set up perfectly to speak before thinking and get in over your head, all while fully exposed in the public eye. The decisions you’re making affect not only you but friends, strangers, neighbors, co-workers, people who voted for you and people who didn’t.

Some of the advice from those veterans involves sticking with the things we all should have learned in kindergarten: work hard, listen closely, don’t yell, be careful what you say about others, say you’re sorry when you make a mistake, and don’t sigh and roll your eyes.

But the truth about leadership, they say, is that success is often based more on how you do things than what you do.

For instance, when Patrick Woods was first elected to the Topeka school board in 2007, he threw himself into advocating on issues that had been part of his campaign: early childhood education, a dual-language school, improving enrichment programs for all students.

He drew on knowledge gained through personal interest and as education policy adviser in Gov. Kathleen Sebelius’
administration. He used facts and figures to trumpet his case for the long-term benefits of preparing children for school before they reached kindergarten. He put out his own news releases and went on TV. And he didn’t really get anywhere.

Entrenched interests believed already scarce resources would be further diluted. Child-care providers thought the district would take away customers. Some parents feared changes in their local schools.

Woods backed up and advocated approaches he was learning while pursuing his master’s in public administration, where he focused on leadership. Engagement and ownership were essential tools, with the district using its citizens advisory council as a starting point. Parents, businesspeople and many others were brought into discussions that included early childhood education, enrichment programs, career training, shifting some schools to a K-8 model, and redrawing school boundaries and closing small, inefficient elementary schools. The conversations involved public forums, community meetings, television and other tools.

“The lesson that I learned – after beating my head against the wall initially with early childhood education – was that when I’m pushing really hard for what the science says and am expecting people to trust me (even if making sense), they’re still not always going to trust me,” Woods says. “It wasn’t until we started putting information in front of them and allowing them to arrive at their own conclusions that we made progress.”

In 2014, with the district and stakeholders having worked through discussions about closing smaller schools, voters approved a $143 million bond issue that expanded early childhood education, built a new elementary school and added a career training center, among other projects.

“They only did that because they trusted us with all this other stuff. Ten years ago that couldn’t have happened,” says Woods, who won re-election to the board in April.

On-The-Job Training and Teamwork
Being an elected official is even harder work than you can imagine it is, veterans say. You’ll learn about budgets, ordinances, state and federal policies, and a whole lot more, with much of it spoken in a language seemingly imported from Planet Jargon and written in a shorthand bureaucratese that can be deciphered only through time and questions. Lots of them.

Furthermore, if you sought office because you wanted to clean up city hall, fight off Wal-Mart or think that shifting school boundaries might harm your child, take a deep breath and open your eyes – and your mind. The job is broader than...
that one issue, and residents – your neighbors – and other board members are going to expect you to care about more than that one thing. If you aren’t willing to work across factions and adapt your approach, you’re probably going to get shut out, feel frustrated and somewhat lonely, and, even worse, be an ineffective leader on that issue and others.

“If you run for political office, you have signed on with that team,” says Erik Sartorius, executive director of the League of Kansas Municipalities. “And the credibility of the entire organization is at risk if you can’t disagree in an agreeable manner.”

You might not agree with a stance, or even comprehend how a person could have reached it, but the great majority of officeholders – and paid staff – have the best interests of their city, county or school district at heart, veteran officeholders say.

“Everybody likes to take a side and think the other side is evil. For the most part, I really think both groups of people want to do the right thing, but they have their own perceptions of what that is,” says Joy Eakins, who started her first term on the Wichita school board in 2013 and has tried to build bridges with legislators on school finance and other issues. “When you start walking with those people and you get to know them, you know a lot of them really are good people.”

**Get to Know Those around You**

Racquel Thiesen was first elected to the Newton City Commission in 2007 and served for eight years before losing a re-election bid this past spring. She remembers well a situation when she lashed back at a fellow candidate during an “ugly campaign” several years ago, regretted it and resolved to change her approach.

“I fired off a letter saying that I wasn’t going to do business with him any longer. Then he got elected,” says Thiesen, recalling that she had thought the candidate knew about claims some supporters made.

Now, “I wouldn’t call us friends by any stretch, but I sit next to him on the bench, and I have worked really hard to build a rapport with him because I acted too hastily. ... Judging people too early was one of the mistakes I made. I didn’t like my behavior, but I wanted to be better for my sake and the community.”

Thiesen and other veterans say that the value of knowing people and where they come from – that doesn’t mean you have to have dinner with them – cannot be minimized. It’s not as easy as one might think, as the majority of time spent together is while conducting business. Open-
meetings rules, too, can have a downside, in that unofficial gatherings can readily turn into a law violation if officials start talking shop.

“One thing we don’t do very well, especially in local government, is develop personal relationships with others on the board,” says Greg Musil, a member of the Johnson County Community College board of trustees who also serves on the Kansas Leadership Center’s board. “I have developed a pretty good relationship with a person I had been at odds with. Our daughters played softball together. It’s just amazing to me when you have something in common like that. You don’t call each other names.”

Being disagreeable and closed to alternative points of view can have consequences, says Musil, who also served on the Overland Park City Council from 1993 to 2001. “If you come in with an agenda that you are going to do X, then you don’t do A, B, C or Y and you tend to not listen to other members of your body, you tend to isolate yourself. There may be five different ways to get to X, but you don’t pay heed to the other four ways to get there.”

Don’t Be Dismissive
Just as a new elected official should take care not to hastily judge fellow board members, neither should you form snap judgments regarding professional staff – the city manager, the college administrator, the streets superintendent, rec director and others who handle day-to-day operations. Sure, those professionals may have a different perspective from elected officials – you have to worry about voters; they don’t – but they often care just as deeply about the community and have years of expertise. Sometimes, though, staff gets lumped into the “them” in any “us vs. them” issue.

“The biggest mistake I’ve seen over the years is coming into office and not listening to advice from professional staff, the individuals working for the city, for the taxpayers every day,” says Dave Drovetta, who served for nearly two decades as a council member and mayor in Gardner until losing a close race in 2013. “They either have a wealth of experience or have access to a wealth of materials that we don’t as elected officials.”

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Trust, respect and civility are words veteran officeholders mention frequently when discussing effective boards. Musil, looking back to his city council days, chuckles when recounting a tale of how not to treat a fellow board member. Musil had immersed himself in a budget issue and – good literature or not – decided to put his argument into rhyme. Another board member’s reaction was to
borrow from Shakespeare: “It is a tale. Told by an idiot, full of sound and fury. Signifying nothing.”

“It was the most dismissive thing that has ever been said to me in a public meeting,” Musil says. “That didn’t help our relationship.

“One of my partners said, ‘Man, you got dissed.’”

Getting past slights and differences isn’t easy. Adrienne Foster, executive director of the Kansas Hispanic and Latino American Affairs Commission, served four years on the Roeland Park City Council and from 2009 to 2013 as the city’s mayor. Her community and neighboring Mission “did not get along.” But relations improved, she says, after an initial face-to-face encounter – and a hilarious role-playing song – with Mission’s then-city administrator at a Kansas Leadership Center training session several years ago.

Setting aside the history, “the next morning we started talking and developing a better relationship,” Foster says. “I never gave up my values or beliefs, but I was able to say we can talk to each other.”

Two people talking led to substantive progress on issues both small (paving a shared section of Johnson Drive, a major thoroughfare) and large (coordinating efforts on Johnson County’s comprehensive plan).

“The epiphany was with Mission,” Foster says. “I knew I needed to be a better leader and person. Before then I did not realize I had a problem with myself.”

Study Up and Ask Questions

Eakins, the Wichita school board member, hopes to visit every district school before her term expires in 2017. That’s nearly 100 schools – she recently reached three dozen – but she also wants to visit every school in her own district each semester to better know the issues, concerns and people. That’s a bit more work than twice-monthly Monday agenda reviews and meetings, which bring plenty of homework themselves with a sizable packet of information to read and digest.

“I think the workload surprised my family,” Eakins says. “I think they thought it would be a couple nights a month. But it was their idea” for her to seek office.

Newton’s Thiesen says the learning curve of being involved in city government was greater than she anticipated. Not only does it take awhile to learn the ins and outs of aspects such as budgeting, but the pace at which change occurs can also be challenging.
“For really good and not-so-great reasons, government moves kind of slow, and that’s part of the learning curve,” she says. “You can’t fix things overnight. There’s a process involved, and that’s hard to see until you get into it. You have to build your muscle for tolerance and patience while you work hard to make progress.”

Don Shimkus, an Oxford school board member and president of the Kansas Association of School Boards, agrees. “There’s a lot of institutional history and memory that you can’t get until you’ve been there awhile. ... Regardless of how long you have followed politics or local issues, there are always things you are not aware of, whether they happened behind the scenes recently or eight years ago.”

Like Eakins, Sartorius, Thiesen, Drovetta, Musil and Foster, Shimkus has also learned the Kansas Leadership Center’s curriculum through one of its training programs. New board members can also learn the ropes of their roles through classes offered by state associations, which can provide a primer on budgeting and other issues.

Training and other resources — such as seeking out a mentor, as Thiesen has — are valuable, but nothing replaces listening, learning and raising your hand.

“Rather than sitting back, I usually counsel the opposite,” Shimkus says of newcomers. “Speak up and ask any questions you may have, because, of course, that’s the way you learn.”

In the Public Eye, Making Hard Decisions

As anyone with a computer knows, anything you say or do can spread like lightning via email or social media. Being careful what you “like” on Facebook is just one of many ways public officials must manage themselves in the spotlight. You can’t make jokes the way you used to before you took office, and as Thiesen found out, you’ll quickly undermine your position by rolling your eyes and sighing heavily.

“You really realize there are people in that room taking down every word you say, and it may show up tomorrow in the newspaper or on TV,” Eakins says.

Foster says that, even with training, she must actively remind herself of the need to “manage self,” especially when the public is watching. The effort has paid off, though, as others noticed a change, including a one-time political adversary whose neighbor went before the Roeland Park City Council with a complaint about trash. “She came up to me a few months later and said, ‘I heard a lot of good things about you. What are you doing different?’”
“Even if you are in a town of 300, you are a different creature now,” Sartorius says of holding office. “Your words now carry more weight on everything.”

Reflecting the spotlight shining on officials and how technology has changed the scrutiny, Sartorius’ organization is “looking to do some training on ‘before you hit send’” and “understanding the consequences of being in the public eye.”

One of those consequences can be explaining your views and votes to your neighbors.

“My first hard vote was on a residential day-care program, and 25 people in my ward were against it,” Musil recalls. “I ended up making a motion for it, because I thought it was the right thing. It’s hard for you to vote for what’s right when you know those people. Someone may pull up while you’re washing your car and say, ‘Aren’t you on the city council?’ You are on the front lines.” Part of the equation can involve weighing your personal opinions and values against the best interests of the community as a whole.

“I have a framework for my decision-making, but it includes my values and beliefs. But that may get in the way of making the right decision,” Thiesen says. “Just because I can pay more taxes doesn’t mean the folks I represent can.”

Listen for the Voices
Eakins thinks officials must remind themselves that, by the very fact they hold office, they may not have difficulty obtaining information or resolving a problem. That’s why, she says, it’s necessary to find ways to hear constituents’ concerns. “I have to know parents in schools and people who work in those schools so I can get an accurate picture of other people’s experiences,” she says. With a district parent’s help, for example, she had members of parent-teacher groups and school site councils to her home.

“The unusual voices are the people who aren’t in authority in the district, because they have a high stake – the highest stake for a parent is what they do with their child’s education and their life,” Eakins says.

A healthy public discussion is a broad one, Drovetta says. “Contrarians are the ones who are going to push us to make better decisions. The person that wants the shopping center is not going to rush right out and point out the flaws. The person who doesn’t want it will point out the flaws, and we have to consider those to make the best decisions. A person has to be open to all sides and listen to those unusual voices.”

Drovetta acknowledges that a big mistake in his tenure was not asking a member of a vocal opposition group to...
join a review committee assessing a controversial railroad intermodal facility in Gardner. “We had people who were opposed, but they weren’t ones out front with the T-shirts and signs. If we had brought someone in from that organized effort, it would have been more challenging and taken longer, but I think those folks would have at least recognized that they had a voice.”

No matter how an issue is resolved, or how well it is handled, officeholders must realize and accept that someone likely will take them to task for it. “It can be frustrating as hell, but I absolutely love the work,” Thiesen said. “You can see results and see that it matters.”

Michael Ashcraft, another alumnus of KLC, spent many years working in local government before seeking public office as a Johnson County commissioner. Sure, he says, it involves work and sacrifice, but it’s worth it.

“The last four-plus years have been a blast,” Ashcraft says. “It’s the most rewarding and challenging experience of my life.”

Reprinted with permission from the Summer 2015 issue of The Journal, a quarterly magazine published by the Kansas Leadership Center in Wichita.

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**Being a Good Constituent**

Elected officials aren’t the only ones who can benefit from engaging with others more effectively. While it’s impossible to avoid conflict and disagreement on some issues, the following approaches will put you on solid ground as a constituent trying to influence the thinking of your elected officials.

1. **Stay Calm and Respectful:**
   “We were at a meeting and people wanted . . . something. They came up and were very concise and presented their point in a very calm way. And I said, ‘That, ladies and gentlemen, is how you complain.’”
   - Dave Drovetta, former Gardner mayor

2. **Realize You May Not Have All the Facts:**
   Joy Eakins, a Wichita school board member tells of a parent approaching her last year during a teacher’s forced transfer: “She says, ‘Look, I love this teacher. But I also know I don’t know everything. My goal is to help all of us walk through this so the administration hears our concerns.’ . . . She just wanted to help.”

3. **Don’t Rush to Judge:**
   “Nothing feels worse as an elected official than when people automatically assume you don’t want to help them, that you’ve sought this office for the wrong reasons.”
   - Patrick Woods, Topeka school board

4. **Don’t Wait to Engage:**
   “A good constituent is someone who is interested in what’s going on when nothing is going on.”
   - Dave Drovetta

   “There’s nothing worse than the constituent who didn’t get what they wanted and doesn’t tell anybody until it’s time to come to the public comments part of a board meeting and then wants to shout and yell about it. It could be that if they had told us, we could have done something about it.”
   - Patrick Woods
**Helping Ensure a Safe Workplace for Employees**

I was recently approached by a newer employee for a Public Works Department after I had taught a trenching and excavation class. He asked me how I thought he should handle a supervisor directing him to enter a trench that he felt was unsafe. He said the excavation had been dug to repair a broken water pipe. He told me that the ground was saturated with water and the side walls were straight up and down and material was raveling off the sidewalls into the trench. The soil had been previously disturbed because utilities had been trenched in. He was directed by his supervisor to go into the trench without any shoring or shielding protection. Once inside the trench, he was standing in ankle-deep mud. If his description was accurate, it was definitely an unsafe situation and he should not have been directed to put himself in harm’s way. We discussed some options on how he could handle this in the future. After he left I asked myself, “How do we typically measure safety?” The obvious answer is by the number of losses experienced. Tracking losses is important as we look for frequency and severity issues but these are trailing indicators. In other words, something had to happen for a claim to occur and we are only being reactive if that is all we are looking at. Some cities may have had zero worker’s compensation claims, but that does not always mean that they have a good safety program. Maybe their employees have just been lucky as it appears to have been the situation that I described with the Public Works employee. He followed his supervisor’s order and he survived this time, but what about next time? Oftentimes when nothing bad happens as a result of unsafe acts, supervisors and employees are apt to repeat that same unsafe behavior again. Do you really want the safety and well-being of your employees to rely totally on luck?

To really be effective you need to be proactive. Safety must be a priority within your organization and it is definitely a “top down process.” How do you think your employees would respond if they were asked whether or not safety is a priority within your organization? A good safety and loss control program needs the commitment of the Mayor and the City Council/Commission. This commitment has to be communicated to the Department Heads and more importantly to the mid-level supervisors and then to the employees. When budgets are tight and workloads increase, safety is still a good investment.

An HR Director called us and asked what we thought of their city eliminating “pre-employment/post-offer physicals” for new hires. We certainly encouraged that city to continue even though it is an expense. This city had become proactive by requiring new hires to complete a comprehensive post-offer physical. The physical assured the city that the employee could perform all of the essential physical functions for the job. It also established a baseline as to the condition of the employee at the time they were hired. If the employee could not perform the essential physical functions of the job, the job offer could legally be withdrawn. You do not want to hire someone with a pre-existing condition that you could later be financially responsible for. A comprehensive physical for a Public Works employee is less than $300 but a bad back could cost $40,000 to $80,000 depending on which study you read. Not a bad investment, is it? The SDML Workers’ Compensation Fund has hired outside consultants to develop functional job descriptions for several positions within city government.

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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 last 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.

Take a minute and think about your safety program. Are you being proactive or are you still measuring safety only using loss data? Here is a quick checklist of some items that can help you become proactive and these are definitely measurable.

1. Are you offering newly hired employees orientation training that includes safety?
2. Are you providing employees with task training for new assignments?
3. Do you have written safety rules for your employees?
4. Are your departments conducting documented monthly safety meetings?
5. Are your departments conducting documented monthly self-inspections of their facilities?
6. Are your supervisors routinely monitoring employees to make sure that they are following your safety rules and wearing the proper personal protective equipment?
7. Are Department Heads monitoring supervisors to make sure that they are enforcing safety rules and following the rules themselves?

There have been many articles written regarding “Return on Investment” (ROI) for safety. While no one has come up with an absolute method of measuring ROI, we have an abundance of evidence of how much money employee injuries cost employers each year. As an old commercial reminds us, “you can pay now or you can pay later.” The choice is yours.

Doug Kirkus, Loss Control Consultant
South Dakota Public Assurance Alliance
SDML Workers’ Compensation Fund
dkirkus@safety-benefits.com

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Call the SD Municipal League at 1-800-658-3633 for more information.
By Rep. Kristi Noem

For five years, I have fought for the day that we could put a bill on the President’s desk that would repeal Obamacare. January 7, 2016, turned out to be that day.

From my first day on the job to now, I have spoken to thousands of South Dakotans about the President’s health care law. The mandates. The costs. The plans that have been lost. Year after year, the problems seem to become more pronounced – and more expensive. It’s hard to believe, but this year, every single health care plan on the exchange in South Dakota saw a double-digit rate increase, according to analysis from Agile Health Insurance. It’s too expensive and there seems to be no end to these increases in sight.

The President’s health care law fundamentally failed to do anything that actually drives down the cost of health care in this country. Instead, Obamacare issued top-down mandates to ensure more people would foot an even larger bill. It isn’t working.

Nonetheless, President Obama was quick to threaten a veto on our legislation. That doesn’t mean, however, that we don’t owe it to the American people to take our best shot at repealing a piece of legislation that the majority of Americans oppose. Moreover, we’ve been able to get some smaller wins by making big pushes in this way. In fact, we’ve had more than a dozen repeals or delays of Obamacare provisions become law because of our efforts.

We’ve been working toward this for a long time. I’ve joined the House in passing a number of full and partial repeals, but our efforts have repeatedly been blocked by Senate Democrats. This time, however, we were able to use a process called “budget reconciliation,” which allows Congress – once a year – to avoid a Senate filibuster and pass legislation with a simple majority in the Senate. There are strings attached to that process, so we weren’t able to do a full and complete repeal, but we did successfully target major portions of the President’s health care law, including the individual and employer mandates.

We also found significant savings for hardworking taxpayers. In fact, the Congressional Budget Office estimates our legislation would reduce the deficit by $516 billion over 10 years.

I understand it’s not enough just to repeal Obamacare. Our health care system is broken. But there is a better way. We could create competition by letting people purchase insurance across state lines. Small businesses could be allowed to pool together to purchase more affordable coverage. You could get a tax break for purchasing insurance, rather than a tax penalty if you didn’t. There is an alternative – a conservative, patient-centered alternative.

This isn’t the last you’ll hear from me on this, I’m sure. Even if we can’t replace Obamacare under this administration, I will do everything I can to provide relief where possible until we have a new President. And in the meantime, I’m grateful that we got a bill through Democrat gridlock and to the President, a small victory.
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MARCH Community Events

December 10 - March 31
Here Be Dragons
Sioux Falls

December 10 - April 9
Sioux Falls Stampede Hockey
Sioux Falls

Rapid City Rush Hockey
Rapid City

December 15 - March 31
South Dakota snowmobile trails season
Lead

February 20 - June 18
Sioux Falls Storm
Sioux Falls

March 1
Lil’ Wayne: The Dedication Tour
Sioux Falls

March 5
Custer Trade Show
Custer

March 5 - 8
2016 Summit League Basketball Championship
Sioux Falls

March 11 - 12
2016 DII Wrestling National Championship
Sioux Falls

March 18 - 20
South Dakota Taxidermy Competition and Convention
Watertown

March 18 - 19
St. Patrick’s Day Weekend
Deadwood

March 19 - 20
Curt Carter Memorial Gun Show
Watertown

March 26
Spring Flea Market and Community Auction
Geddes

For details visit www.travelsouthdakota.com.

SDML Directory Changes

Astoria
Delete: Phone: 605-832-2451
cay_dyl_gram@hotmail.com
Add: Phone: 605-832-3434
astoria@itctel.com

Canton
Delete: CMG Sean Pederson
Add: CMG Amanda Mack

Custer
Delete: PD Scott Simianer

Elk Point
Delete: PC Ryan Fleek
Add: PC Jacob Limoges

Fairburn
Delete: ATT Chris Beesley 605-673-4181

Florence
Delete: T Chris Meyer
Add: T Dallas Obenauer

Fulton
Delete: T Harry Lambert
Add: T Rickie Colman

Gettysburg
Delete: PC William Wainman
Add: PC Mark Kessler

Hartford
Delete: FO Karen Wilber

Lennox
Delete: CM Les Noonan
PWD Greg Stack
Add: CM Alan Ratliff

Mitchell
Delete: STS Ron Olson
Add: STS Kevin Roth

Ramona
Delete: T Michael Fischer
Add: T Larry Malcomb

Sturgis
Delete: PC Jim Bush
Add: PC Geody VanDewater

Winner
Delete: SS Calvin Cerv
Add: PD Bob Bolzer
SS Danny Ayers

Worthing
Delete: ADM Amanda Mack

Email Directory changes to paula@sdmunicipalleague.org.
State Historical Society Awards Grants

Historic preservation projects in Dell Rapids, Ipswich, Lead and Mitchell recently received matching grants from the South Dakota State Historical Society.

“This is the 18th year for this historic preservation grants program,” said Jay D. Vogt, director of the State Historical Society. “In 2015, we awarded $113,744 between eight projects which will result in a total public-private investment of $297,162. This program is designed to encourage restoration or rehabilitation of historic properties and is one more way we can promote and protect our history and culture.”

The grants are awarded through the State Historical Society’s Deadwood Fund grant program. Funding for the program is from Deadwood gaming revenue earmarked by state law for historic preservation projects throughout the state. The program is administered by the State Historic Preservation Office at the Cultural Heritage Center in Pierre.

The following projects were the most recent to receive grants to supplement their work:

- Dell Rapids: Warming House, built circa 1919; $10,000 for riverbank stabilization; replace damaged roof, missing doors and windows; and repoint stone around building.
- Ipswich: Marcus P. Beebe Memorial Library, built in 1931; $16,200 to restore windows and replace storm windows.
- Lead: Glover House, built in 1899; $15,000 to repoint stone foundation.
- Mitchell: Mitchell National Bank, built in 1907; $17,454 to repoint limestone on facade and replace missing corner block of classical pediment.

These recipients represent a total award amount of $58,654 which, with their matching funds, makes the total of public-private funds $106,854.

Deadwood Fund grants are awarded twice a year with grant application deadlines of February 1 and October 1. They are reviewed at the spring and winter meetings of the State Historical Society’s board of trustees.

For more information on the Deadwood Fund grant program, contact the State Historic Preservation Office at the Cultural Heritage Center, 900 Governors Drive, Pierre, SD 57501-2217; telephone 605-773-3458; or website history.sd.gov/Preservation.
CLASSIFIEDS

CLASSIFIED ADS POLICY: Member municipalities receive free insertions and free postings on the League website. Non-member advertisers are billed $50 per insertion. All ads are subject to editing if necessary. The next deadline is February 12 for the March 2016 issue. Email ads to carrie@sdmunicipalleague.org or fax to 605-224-8655. Visit www.sdmunicipalleague.org for more classifieds.

CHIEF OF POLICE: Gregory, SD to be in charge of a 3 person department. Must be SD State law enforcement certified. A competitive wage along with health insurance, state retirement, holiday pay is offered. Application can be downloaded from the City’s website at: www.cityofgregory.com or contact the Finance Office at 120 West 6th St, Gregory, SD 57533. Phone: 605-835-8270. Position is open until filled. EOE.

COMMUNICATIONS OFFICER: 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. Applicants must pass a written exam and a hearing test, pre-employment drug screening and background check. 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.

DIRECTOR OF PUBLIC WORKS: Box Elder, SD. This position is responsible for management and oversight of the following divisions: Engineering, Streets, Water, Wastewater, Solid Waste, Parks and Recreation, Inspection, and Animal Control. The ideal candidate will possess these minimum qualifications: Possess a bachelor’s degree in public administration, engineering, planning, business or related field, and have a minimum of five years experience in government management. Be able to lead effectively in a team environment. Possess good written and verbal communication skills. In addition, the candidate should have government finance experience in relation to preparing and administering both operating and capital budgets. Understand the economic business cycle as it relates to Public Works activity as a function of growth, maintenance, and long term planning. Must have appropriate character and behavior traits for public relations. Will be expected to act as advisor of a technical nature to the Mayor, Common Council, Planning Commission, as well as members of the senior management team. Employment is contingent upon passing a background check and drug screening. Excellent benefits package: 100% of employee Health insurance paid, retirement benefits through the State of South Dakota retirement system, and paid vacation are part of this great benefit package. Salary will be competitive and is negotiable depending upon qualifications. Position open until filled. Submit letter of interest, detailed resume and application to: Attn: Public Works, Finance Office, 420 Villa Drive, Box Elder, SD 57719. Phone: 605-923-1404.

ECONOMIC DEVELOPMENT COORDINATOR: Viborg Development Corporation. Part-time: 20 hours/week. Ideal candidate must be self-motivated, task oriented, highly organized and able to communicate effectively. Bachelors or Associates Degree in a related field of study: Business, Finance, Marketing, Economics or Community Development. Experience: Minimum of 2 years of economic and/or community development experience is a plus but not required. Resumes can be submitted to: Viborg Development Corporation, PO Box 56, Viborg, SD 57070, Email: cityofviborg@hcinet.net.

FINANCE/CITY ADMINISTRATOR: Box Elder, SD. We are looking for someone with City Administration experience to help develop continuity in all Departments. The Finance Officer’s responsibilities are set forth in SDCL 9-14-17, 9-14-18, 9-14-19, 9-14-20, 9-14-21. Their primary job is as chief accounting and financial officer providing accounting advice and counsel to the Mayor, Department heads and City Council. Various job responsibilities include: financial reporting; cash management and investments; preparation, facilitation and maintenance of annual budget; HR Department and time clock management; payroll and benefits; financial recordkeeping and monthly closing; direction of accounts payable and receivable process; preparation, posting and reconciliation of accounting records and accrual of revenues and expenditures; prepare for annual audit process and ensure completion of Comprehensive Annual Financial Report (CAFR); maintain all debt service funds and financial records related to grants and tax increment districts; conduct revenue/expenditure financial projections and forecasting and act a city’s investment officer on all idle public funds; direct city’s Human Resources functions and maintain employee files and records; and other duties as designated by the Mayor and Council. Bachelor’s degree in Accounting, Business, Management or closely related major required with coursework and/or experience in

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Governmental Accounting preferred. Five years of experience in financing and office accounting required with preference given for governmental accounting. Minimum of two years overseeing professional and technical staff in administrative or supervisory capacity required with management of information. Qualifications: Be able to work effectively with the general public, have knowledge of management principles and practices, possess skill in employee management and supervision, and possess good written and verbal communication skills. Applicants must be eligible for bonding. Employment is contingent upon passing a background check and drug screening. Excellent benefits package: 100% of employee Health insurance paid, retirement benefits through the State of South Dakota retirement system, and paid vacation are part of this great benefit package. Salary will be competitive and is negotiable depending upon qualifications. Position open until filled. Submit letter of interest, detailed resume and application to: Attn: Finance Opening, Finance Office, 420 Villa Drive, Box Elder, SD 57719. Phone: 605-923-1404.

FINANCE OFFICER: The city of Menno is accepting applications for a full-time finance officer. Excellent benefit package. Job description and application may be obtained at the City Finance Office, 236 S 5th Street, PO Box 432, Menno, SD 57045, 605-387-2427 during normal business hours or by emailing menocity@gwtc.net. Open until filled. EOE.

FIRE CHIEF: Spearfish, SD. Responsibilities: The Fire Chief bears the ultimate responsibility for the overall operation and function of the Fire Department. Requirements: Graduation from an accredited college or university with a Bachelor’s Degree in fire science, fire service administration, public administration, or closely related field. A Master’s Degree is preferred. Extensive experience in fire service management and supervision or increasingly responsible command and supervisory experience in public safety or military organizations; or any such combination of education, experience, and training as may be acceptable by the hiring authority. Progressive senior management experience preferred. Completion of National Fire Academy or National Wildfire Coordinating Group (NWCG) Leadership Training preferred. Minimum NWCG Qualification of Engine Boss is preferred. How to Apply: Interested persons must submit City application to the Human Resource Office, 625 Fifth Street, Spearfish, SD 57783; phone 605-642-1354; fax 605-642-1329; email jodi.friedel@cityofspearfish.com Minimum Salary: $31.77 per hour; Excellent benefits; Equal Opportunity Employer.
Position open until filled. To view entire position description please visit the City’s web page at www.cityofspearfish.com. Individuals with disabilities who need reasonable accommodations to complete the job application process are encouraged to apply and should contact the Human Resource Director to commence the accommodation interactive process.

MAINTENANCE WORKER: Hoven, SD. Work areas include but are not limited to water, sewer, 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.

PATROL OFFICER: Brookings, SD. Must exercise independent judgment and use discretion acting decisively during times of crisis and emergency. Must be 21 years of age with no convictions of any crime by any state or federal government punishable by imprisonment in a federal or state penitentiary. Valid driver’s license required with acceptable driving record. Law Enforcement Standards and Training Commission certification must be obtained within one year of hire date. Will work rotation of various shifts. Hourly pay range $21.79 - $26.51/hr. Full benefit package with shift differential. To apply: Visit www.cityofbrookings.org for job application and position description. Submit application with resume to SD Department of Labor and Regulation – Brookings or: City of Brookings, 520 3rd St., Suite 230, PO Box 270, Brookings, SD 57006-0270, 605.697.8668 Fax 605.697.8661. dlangland@cityofbrookings.org. AA/EOE.

PLANNING ADMINISTRATOR: City of Custer City, SD. This position is responsible for overseeing and enforcing City building codes, as well as general ordinances related to housing and property maintenance, administrative and conceptual work in the area of planning and zoning. This is a full-time position with benefits. Bachelor’s Degree or equivalent combination of education and experience. The applicant must be able to obtain IBC Residential Building Inspector and Fire Code Certification within 1 year of date of hire; and Floodplain Administrator Certification within 2 years of date of hire. All applicants must complete the Custer City Municipal application form. To receive an application form, contact the City Finance Office staff at 622 Crook St., Custer, SD, 57730, 605-673-4824 or go to www.custer.govoffice.com. Job description can be viewed online. Position will remain open until filled. EOE.

PUBLIC WORKS EMPLOYEE: The City of Onida is seeking a public works employee. Full Time, with benefits. Must have a valid driver’s license. Must be able to understand and effectively carry out oral or written instructions. Knowledge of heavy equipment preferable. Employment is contingent upon a pre-employment physical. Salary is DOQ. Open until filled. Applications may be picked up at the Onida City Office, 117 South Main Street, Onida, SD 57564. For more information call 605-258-2441.

UTILITY/STREET MAINTENANCE: The City of Tripp is accepting applications for a full time Utility/Street Maintenance Employee. Duties include street, pool, water and sewer systems maintenance, garbage collection, snow removal as well as other duties. Successful applicants must possess a high school diploma or GED Certificate, be able to operate heavy equipment a valid SD Class B CDL driver’s license (or be able to obtain one). Excellent benefits including health insurance, SD retirement, vacation, sick, and paid holidays. Salary DOE. Applications available at City of Tripp Finance Office, 105 S Main St Tripp, SD 57376 phone 605-935-1410 fax 605-935-6332. Position is open until filled. EOE.

FOR SALE: Older (New 2004) but barely used Hussey (www.husseyseating.com) brand bleachers for sale. Each section has 10 Rows with 93 seats total. There are four telescopic sections, the jacks for moving them, and the motorized device for extending the bleachers into operation. Will sell individually or as a set and assistance will be provided with loading the bleachers in Deadwood. Currently located at the Deadwood Pavilion. Call Lee Harstad at 605-578-1876 or lee@deadwood.org for more information and to make an offer. If you are interested in seeing images of the bleachers they can be sent via email.

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. Contact Wendy Rausch at 605-948-2257 or hovencity@venturecomm.net.


Visit www.sdmunicipalleague.org between magazines for more classifieds.
February

On or before February 1 – The State Treasurer must distribute to the County Treasurers the remainder of the franchise tax on banks. The County Treasurer then apportions and distributes the tax in the same proportion as the average of personal property taxes assessed in each taxing subdivision for calendar years 1972-76. (SDCL 10-43-76; 10-43-77; See Hdbk., sec. 12.255(4))

No later than February 1 – The liquor tax reversion must be made. (SDCL 35-5-22; See Hdbk., sec. 11.600)

February 1 – All certificates for water supply and treatment systems operators expire and must be renewed. (SDCL 34A-3-18; See Hdbk., sec. 6.305)

Not later than its first meeting in February – The governing body may by resolution encumber that portion of the unexpended appropriations from the preceding year for which applicable obligations were incurred but were not paid. (SDCL 9-21-24.1; See Hdbk., sec. 12.069)

Between February 15 and March 1 – If the municipal election is to be held on the first Tuesday after the 1st Monday in June, or in conjunction with the June Primary, the notice of vacancies required in SDCL 9-13-40 must be published once each week for two consecutive weeks between February 15 and March 1. (SDCL 9-13-37; 9-13-40; 12-2-5) Follow the Municipal Election Calendar for all election deadlines.

Third Monday of February – Presidents’ Day – State holiday (SDCL 1-5-1)

Sales tax ordinance deadlines – The effective date of any new or amended municipal sales tax ordinance must fall on either January first or July first. 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)

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)

Last Friday in February – For elections held in April, nominating petitions must be filed not later than five p.m. on the last Friday in February preceding the day of the election. (SDCL 9-13-7; See Hdbk., sec. 7.250) If no one, including the incumbent, files a nominating petition, a vacancy is created and is filled by appointment or special election. (SDCL 9-13-14.1; 9-13-14.2) Follow the Municipal Election Calendar for all election deadlines.

March

First meeting in March – The financial officer is required to make an annual report to the governing body. The report must include the receipts, expenses, and financial

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condition of the municipality, including the amount of funds in the treasury at the time of making the report and where and in what amounts such funds are deposited or invested. The report shall be published within thirty days or upon completion of the annual audit in the official newspaper. Immediately after the report to the governing body, the finance officer shall file a copy of the report with the Department of Legislative Audit. A thirty day extension may be granted with approval. (SDCL 9-22-21; See Hdbk., sec. 12.080)

Not later than the third Monday in March – A copy of the assessment roll must be furnished to each requesting municipality. (SDCL 10-3-28; See Hdbk., sec. 12.105)

Third Monday of March (Equalization meeting) – The governing body and the finance officer together representing the municipality with a member of the school board are required to meet for the purpose of equalizing the assessment of property. The Equalization Board may adjourn from day to day until the process has been completed within five days. (SDCL 10-11-13, 10-11-14; See Hdbk., sec. 12.120)

On or before the fourth Monday of March – After completing the equalization the clerk of the equalization board is required to deliver the assessment roll to the county Director of Equalization. (SDCL 10-11-21; See Hdbk., sec. 12.120)

At least six days prior to the last Tuesday of March – The county director of equalization must publish a list of all tax exempt property in the county. This publication must be in the official newspapers of the county. (SDCL 10-4-15.1; See Hdbk., sec. 12.105)

On or before March 31 – The Urban Renewal Agency is required to file a report of its activities with the governing body. The report must include a complete financial statement for the preceding year. (SDCL 11-8-47) The Urban Renewal Agency must file a similar report with the Auditor-General on or by the same date. (SDCL 11-8-48; See Hdbk., sec. 14.200, The Urban Renewal Agency)

April election – Follow the Municipal Election Calendar for all election deadlines.

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