In this issue:

Engaging Community and Employees to Create a Solid Budget

Working Together Regionally

Getting the Right People
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Carla McGregor Accounting Assistant
Lisa Nold Office Manager
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Judith Payne Executive Director
Kristina Peterson Director of Underwriting
Paytra Nichols Underwriter
Jerry Krambeck Member Services Representative
Deb Corkill Executive Assistant
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 information on 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 here 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 7th and 8th. Please plan to meet your Legislators at the annual Rib Dinner, which will be held the evening of the 7th starting at 5:00 p.m. Also, the SDML Board of Directors will be meeting at 3:00 p.m. on the 7th 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 10 and 11 at the Ramkota Hotel in Pierre. Look for more details in future magazines.

The annual Human Resource School is being planned for June 6 and 7 at the Ramkota in Pierre. 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 2017 Finance Officers’ School, to be held at the Ramkota in Pierre, June 7, 8, and 9. 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
There’s trouble at 35,000 feet.

Our nation is facing an impending airplane pilot shortage—according to some, to the tune of 15,000 pilots in the next ten years. More concerning, at least for us, is that rural states like South Dakota will most likely feel the brunt of the impact.

Regional commercial carriers and regional routes are South Dakota’s commercial air lifeline. If they get sliced, our access to major air service hubs will be greatly diminished.

So what do we do about it? I’m not really sure, but I’m going to find out!

Jack Dokken with the South Dakota Department of Transportation and I have both recently been appointed to the U.S. DOT Working Group on Improving Air Service to Small Communities. We will join 23 other industry and government workers from across the nation to tackle the issue.

We’ll consider airport funding, the Essential Air Service Program, the Small Air Service Development Program and efforts that could combat the pilot shortage.

I know the challenges we have faced in Pierre. Re-establishing essential air service and finding a reliable commercial air carrier required great tenacity. I’m hopeful this same level of determination combined with the knowledge and experience from the other work group members will help us identify viable solutions for securing dependable air service in rural America.

If you have thoughts or concerns relating to commercial air service in South Dakota, I welcome your input! You can reach me at laurie.gill@ci.pierre.sd.us.

Laurie Gill
President

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**Designed for South Dakota cities**
SDML Welcomes New Staff Member

Carla McGregor joined the South Dakota Municipal League as the Accounting Assistant at the end of December.

Carla went to high school in Highmore and attended college in Sioux Falls. After getting married she lived in Sioux Falls for a couple of years before moving to Pierre.

Carla and her husband, Don, have two children. Their daughter is married and lives in Pierre and has a three year old daughter. Their son lives in Fort Pierre. They feel fortunate to have their family close.

She has worked at three banks in Pierre. Her last job was in the Finance Department at BankWest.

Carla’s hobbies include reading, motorcycle and watercraft riding, and Zumba exercise classes. Her favorite pastime is spending time with her granddaughter.

She looks forward to working at the Municipal League as the Accounting Assistant.

You can contact Carla at 800-658-3633 or by email at carla@sdmunicipalleague.org.

$5.36 Million for Environmental Projects

Gov. Dennis Daugaard says the state Board of Water and Natural Resources has approved $5.36 million for solid waste and water projects.

The $5,360,000 total includes $971,500 in grants and $4,388,500 in low-interest loans, with $80,000 in principal forgiveness.

The grants and loans awarded by the board are administered through the Department of Environment and Natural Resources (DENR).

“I am pleased to announce that this financial assistance is available,” said Gov. Daugaard. “These grant and loan awards will result in better drinking water, improved wastewater treatment and enhanced protection of the environment.”

Grants were awarded to:
- **Huron**, $21,000 grant for equipment purchase for loading recyclables
- **James River Water Development District**, $275,000 grant for south central watershed restoration project

Loans were awarded to:
- **Belle Fourche**, $2.39 million in loans for 8th Avenue utility improvements

Loans with principal forgiveness were awarded to:
- **Terry Trojan Water Project District**, $812,000 loan for water system rehabilitation, with $80,000 in principal forgiveness

Grant and loan packages were awarded to:
- **Vermillion**, $300,000 for landfill dozer purchase, which includes a $150,000 grant and $150,000 loan
- **Walworth County**, $712,000 for landfill cell construction, which includes a $250,000 grant and $462,000 loan
- **Yankton**, $850,000 for recycling and solid waste collection equipment, which includes a $275,500 grant and $574,500 loan

The grants and loans were awarded from DENR’s Consolidated Water Facilities Construction Program, Drinking Water State Revolving Fund Program, Clean Water State Revolving Fund Program and Solid Waste Management Program.

2016 Municipal Annual Report Forms

2016 Municipal Annual Report Forms are available online from the 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: 1-844-509-6554

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)
# 2017 Legislators By District

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<tr>
<th>District</th>
<th>Legislator</th>
<th>Address</th>
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<tr>
<td>1</td>
<td>Sen. Jason Frerichs</td>
<td>13507 465th Ave., Wilmot, SD 57279</td>
<td>605-938-4273</td>
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<tr>
<td>1</td>
<td>Rep. Steven McCleerey</td>
<td>45708 116th St., Sisseton, SD 57262</td>
<td>605-698-7478</td>
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<td>1</td>
<td>Rep. Susan Wismer</td>
<td>PO Box 147, Britton, SD 57430</td>
<td>605-448-5189</td>
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<td>Sen. Brock Greenfield</td>
<td>507 N. Smith St., Clark, SD 57225</td>
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<td>2</td>
<td>Rep. Lana Greenfield</td>
<td>PO Box 243, Doland, SD 57436</td>
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<td>2</td>
<td>Rep. Burt Tulson</td>
<td>44975 SD Hwy. 28, Lake Norden, SD 57248</td>
<td>605-785-3480</td>
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<td>Sen. Al Novstrup</td>
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<td>Rep. Dan Kaiser</td>
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<td>Rep. Jason Kettwig</td>
<td>1109 Washington Dr., Milbank, SD 57252</td>
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<td>21730 464th Ave., Volga, SD 57071</td>
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<td>Rep. Nancy York</td>
<td>921 8th Ave. NE, Watertown, SD 57201</td>
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<td>Sen. Ernie Otten</td>
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<td>Rep. Isaac Latterell</td>
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<td>705 N. Sagehorn Dr., Hartford, SD 57033</td>
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<td>Sen. Jenna Netherton</td>
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<td>Rep. Steven Haugaard</td>
<td>47629 258th St., Sioux Falls, SD 57104</td>
<td>605-332-1171</td>
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<td>District</td>
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<td>5909 W. Bristol Dr., Sioux Falls, SD 57106</td>
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<td>Rep. Mark Willadsen</td>
<td>7712 W. Benelli Cir., Sioux Falls, SD 57106</td>
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<td>Sen. R. Blake Curd</td>
<td>38 S. Riverview Hts., Sioux Falls, SD 57105</td>
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<td>Rep. Arch Beal</td>
<td>4001 W. 74th St., Sioux Falls, SD 57108</td>
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<td>Rep. Greg Jamison</td>
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<td>2628 E. Regency Ct., Sioux Falls, SD 57103</td>
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<td>Rep. James Schaefer</td>
<td>23026 SD Hwy. 273, Kennebec, SD 57544</td>
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<td>PO Box 322, Pine Ridge, SD 57770</td>
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<td>HC 76 Box 23, Parade, SD 57625</td>
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<td>16692 Antelope Rd., Prairie City, SD 57649</td>
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<tr>
<td>30</td>
<td>Sen. Lance Russell</td>
<td>1938 Lincoln Ave., Hot Springs, SD 57747</td>
<td>605-745-6871</td>
</tr>
<tr>
<td>30</td>
<td>Rep. Julie Frye-Mueller</td>
<td>23764 Wallace St., Rapid City, SD 57702</td>
<td>605-342-2782</td>
</tr>
<tr>
<td>31</td>
<td>Sen. Bob Ewing</td>
<td>PO Box 607, Spearfish, SD 57783</td>
<td>605-722-5559</td>
</tr>
<tr>
<td>31</td>
<td>Rep. Timothy Johns</td>
<td>110 S. Main St., Lead, SD 57754</td>
<td>605-722-3189</td>
</tr>
<tr>
<td>31</td>
<td>Rep. Charles Turbiville</td>
<td>458 Williams St., Deadwood, SD 57732</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Sen. Alan Solano</td>
<td>3410 Wisconsin Ave., Rapid City, SD 57701</td>
<td>605-342-8974</td>
</tr>
<tr>
<td>32</td>
<td>Rep. Kristin Conzet</td>
<td>1523 W. Blvd., Rapid City, SD 57701</td>
<td>605-342-6658</td>
</tr>
<tr>
<td>32</td>
<td>Rep. Sean McPherson</td>
<td>610 St. Andrew St., Rapid City, SD 57701</td>
<td>605-390-1887</td>
</tr>
</tbody>
</table>
### Important Legislative Information:

<table>
<thead>
<tr>
<th>District</th>
<th>Legislator</th>
<th>Address</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>Sen. Phil Jensen</td>
<td>10215 Pioneer Ave., Rapid City, SD 57702</td>
<td>605-343-1335</td>
</tr>
<tr>
<td>33</td>
<td>Rep. Taffy Howard</td>
<td>530 Westberry Dr., Rapid City, SD 57702</td>
<td>605-342-0523</td>
</tr>
<tr>
<td>33</td>
<td>Rep. David Johnson</td>
<td>10265 Heritage Ln., Rapid City, SD 57702</td>
<td>605-355-0757</td>
</tr>
<tr>
<td>34</td>
<td>Sen. Jeffrey Partridge</td>
<td>7174 Prestwick Rd., Rapid City, SD 57702</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Rep. David Lust</td>
<td>4269 Rosemary Lane, Rapid City, SD 57702</td>
<td>605-343-8261</td>
</tr>
<tr>
<td>34</td>
<td>Rep. Craig Tieszen</td>
<td>3416 Brookside Dr., Rapid City, SD 57702</td>
<td>605-348-4990</td>
</tr>
<tr>
<td>35</td>
<td>Sen. Terri Haverly</td>
<td>22983 Candlelight Dr., Rapid City, SD 57703</td>
<td>605-390-4616</td>
</tr>
<tr>
<td>35</td>
<td>Rep. Blaine &quot;Chip&quot; Campbell</td>
<td>3480 Colvin St., Rapid City, SD 57703</td>
<td>605-393-1645</td>
</tr>
<tr>
<td>35</td>
<td>Rep. Lynne DiSanto</td>
<td>22739A Rando Ct., Box Elder, SD 57719</td>
<td>605-716-7369</td>
</tr>
</tbody>
</table>

**Senate Phone:** 605-773-3821  
**House Phone:** 605-773-3851  
**Lobbyist Phone:** 605-224-5030  

**Legislative Research Council’s website:** http://sdlegislature.gov/  
**Yvonne’s email:** yvonne@sdmunicipalleague.org

---

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A $75.00 registration fee per person includes dinner on the 28th, breakfast and lunch on the 1st. A block of rooms is held at the Ramkota Hotel. Tell the reservations desk you are registering for the SDMEA Conference. Room registration deadline: February 6th, 2017 (Will still be available after February 6th at a higher rate). Please call: 605-886-8011 to make reservations. Room rate $86.99 + tax.

### AGENDA

**Tuesday, February 28th, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Topic</th>
<th>Speaker(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 am – 12:30 pm</td>
<td>Common Area</td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>12:30 – 1:30 pm</td>
<td>Whitewood</td>
<td>Meth Lab</td>
<td>TBA, TBA</td>
</tr>
<tr>
<td>1:30 – 2:00 pm</td>
<td>Whitewood</td>
<td>SDRS</td>
<td>Alan Freng, SDRS</td>
</tr>
<tr>
<td>2:00 – 2:30 pm</td>
<td>Whitewood</td>
<td>Rubber Goods</td>
<td>TBA, TBA</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>National Weather Service</td>
<td>Kelly Serr, NWS</td>
</tr>
<tr>
<td>3:40 – 4:10 pm</td>
<td>Whitewood</td>
<td>LED</td>
<td>Wesco</td>
</tr>
<tr>
<td>4:10 – 6:00 pm</td>
<td>Cottonwood</td>
<td>Vendor Show</td>
<td></td>
</tr>
<tr>
<td>6:20 pm</td>
<td>Swan</td>
<td>Prime Rib Dinner</td>
<td></td>
</tr>
</tbody>
</table>

**Wednesday, March 1st, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Topic</th>
<th>Speaker(s)</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>Incident Command</td>
<td>Allan Miller, Response Branch Team Leader, MEP SD Office of Emergency Management</td>
</tr>
<tr>
<td>9:30 – 10:15 am</td>
<td>Whitewood</td>
<td>Safety Program</td>
<td>Mike Willets, MMUA</td>
</tr>
<tr>
<td>10:15 – 10:45 am</td>
<td>Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45 – 11:30 am</td>
<td>Whitewood</td>
<td>MRES and HCPD Updates</td>
<td>Joni Livingston, MRES Steve Moses and Casey Crabtree, HCPD</td>
</tr>
<tr>
<td>11:30 – Noon</td>
<td>Whitewood</td>
<td>SDMEA Update</td>
<td>Chris Hill, SDMEA</td>
</tr>
<tr>
<td>Noon – 1:00 pm</td>
<td>Swan</td>
<td>Lunch</td>
<td></td>
</tr>
</tbody>
</table>

**Questions?**

Please Contact Chris at chris@sdmunicipalleague.org or call 605-224-8654

---

SDMEA Superintendent & Foreman Conference February 28th and March 1st, 2017 Watertown, SD

Name(s)___________________________________________________________________________________________

Municipality______________________________________ Address __________________________________________

City___________________________________________ Zip ________ Phone __________________________________

Registration Fee: $75.00 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 Laurie Gill 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 2018. 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.

<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 21</td>
<td>Big Stone City Community Center 400 Washington Street</td>
<td>Big Stone City</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 2</td>
<td>March 22</td>
<td>De Smet Event Center 705 Wilder Lane</td>
<td>De Smet</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 3</td>
<td>March 23</td>
<td>Fireside Event Center 1021 Diamond Circle</td>
<td>Hartford</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 4</td>
<td>March 16</td>
<td>VFW 301 Lake Street</td>
<td>Lake Andes</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 5</td>
<td>March 30</td>
<td>Miller Community Center 526 N. Broadway Ave.</td>
<td>Miller</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 6</td>
<td>March 28</td>
<td>Bowdle American Legion 1020 North 5th Avenue</td>
<td>Bowdle</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 7</td>
<td>March 29</td>
<td>Akaska Community Center 109 E. Main Street</td>
<td>Akaska</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 8</td>
<td>April 4</td>
<td>Rusty Spur Steakhouse 205 E. 5th Street</td>
<td>Murdo</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 9</td>
<td>April 5</td>
<td>Red Rock River Resort 603 N. River Street</td>
<td>Hot Springs</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>District 10</td>
<td>April 6</td>
<td>Whitewood Community Center 1016 Meade Street</td>
<td>Whitewood</td>
<td>6:00 p.m.</td>
</tr>
</tbody>
</table>
SD Police Chiefs’ Association and SD Sheriffs’ Association Accepting Award Nominations

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.

**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, 2017. The awards will be presented during the Police Chiefs’ Association and Sheriffs’ Association Joint Meeting held April 18-20 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 2015 IBC Mixed Occupancies Seminar is based on the provision of Section 508; this seminar addresses those special requirements applicable to buildings containing two or more occupancy classifications. The three mixed-occupancy options are presented along with examples and exercises that illustrate the proper application of the provisions. Specific topics include: occupancy classification, mixed occupancy conditions, allowable area height considerations, accessory occupancies, non-separated occupancies, separated occupancies, and multi-story conditions.

The 2015 IBC Exterior Wall and Opening Protection Seminar addresses the various provision in the IBC dealing with exterior wall design and construction. Although such walls are primarily regulated by Section 705 due to their location on the lot, many other additional requirements are set forth in the code. Exterior bearing walls are regulated by Table 601, while the use of exterior exit stairways, exit courts and exterior areas of assisted rescue will also typically mandate some degree of fire-resistance. Specific topics include: protection of exterior bearing walls, application of fire separation distance, use of Table 602 for exterior wall ratings, use of Table 705.8 for protection of exterior openings, and projections and parapets.

Speaker
Douglas W. Thornburg, AIA, CBO, is the Vice-President and Technical Director of Products and Services for the International Code Council (ICC) where he provides administrative and technical leadership for the ICC product development activities. Prior to employment with ICC in 2004, he was in private practice as a code consultant and educator on building codes for nine years. Doug also spent ten years with the International Conference of Building Officials (ICBO) where he served as Vice-President/Education.

In his current role, Doug also continues to create and present building code seminars nationally and has developed numerous educational texts and resource materials. He was presented with ICC’s inaugural Educator of the Year Award in 2008, recognizing his outstanding contribution in education and training.

A graduate of Kansas State University and a registered architect, Doug has over 36 years of experience in building code training and administration. He has authored a number of code-related support publications, including the IBC Illustrated Handbook and the Significant Changes to the International Building Code.

Locations/Time
Tuesday, April 4, 2017 in Rapid City
8:00am – 12:00pm and 1:00pm – 4:00pm
Rushmore Plaza Holiday Inn
Phone: 605-348-4000
A block of rooms has been reserved for April 3 at the Rushmore Plaza Holiday Inn in Rapid City.

Thursday, April 6, 2017 in Sioux Falls
8:00am – 12:00pm and 1:00pm – 4:00pm
Ramkota Hotel and Conference Center
Phone: 605-336-0650
A block of rooms has been reserved for April 5 at the Ramkota Hotel in Sioux Falls

Registration
$75 for SDBO members and $95 for Non-Members.
Registration is due by March 20, 2017.

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

Questions
Ron Bell, Chief Building Official
City of Sioux Falls
Phone: 605-367-8673

Dave St. Pierre
CodeWorks
Phone: 605-209-3030

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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 the duties of the 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 2017 South Dakota Association of Code Enforcement Spring Training will be held May 10 & 11 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 the duties of the 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 submitted to 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 for the first application period. 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 2017 Finance Officers’ School will be held June 7, 8, & 9 at the Ramkota Hotel in Pierre.
South Dakota Governmental Human Resource Association Scholarship Funds

Applicant must be a member of the South Dakota Governmental Human Resource Association or become one prior to scholarship award.

Applicant must be from a second or third class municipality.

Scholarship funds must be used to attend the annual SD Governmental Human Resource School.

The Scholarship fund allows for up to four $150.00 scholarships per year. The SDGHRA will reimburse the scholarship recipient for expenses related to registration, lodging and transportation. Recipient is responsible for keeping all receipts and submitting them to the SDML for reimbursement. All reimbursement costs are subject to the SDGHRA Board approval.

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

All applications must be submitted to 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 will be given prior to the HR School Registration deadline.

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

The 2017 Human Resource School will be held June 6 & 7 at the Ramkota Hotel in Pierre.

SD Municipal Street Maintenance Association Scholarship Funds

Applicant must be a member of the South Dakota Municipal Street Maintenance Association.

Scholarship funds must be used to attend the American Public Works Association North American Snow Conference April 23 – 26, 2017 in Des Moines, IA. Information can be found at http://snow.apwa.net/.

SDMSMA will pay the cost of mileage at the state rate, lodging for the conference dates only, Snow Conference registration fee and meals not included in the conference package at the state meal rate. Recipient is responsible for keeping all receipts and submitting them to the SDML for reimbursement. All reimbursement costs are subject to SDMSMA board approval.

Please submit the completed application to SDML, 208 Island Drive, Ft. Pierre, SD 57532 or fax to 605-224-8655 no later than March 1, 2017, to be considered for the scholarship.

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

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2017 Code Enforcement Officer of the Year

Official Nomination Form

All nominations must be submitted in writing by March 15, 2017. The Code Enforcement Officer of the Year award will be presented during the SoDACE Conference held May 10-11 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 15, 2017

Please submit to: South Dakota Municipal League
208 Island Drive
Ft. Pierre, SD 57532
Fax: 605-224-8655
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The object is simplicity.
South Dakota State Parks Director Katie Ceroll announced that applications are being accepted for grants from the Recreation Trails Program (RTP). The grants will be available for trail projects sponsored by municipalities, counties, state parks, federal land management agencies or tribal governments.

“When it comes to promoting healthy communities, recreational trails are key,” Ceroll said. “As safe corridors for exercise and recreation, trails give families the opportunity to spend quality time together and enjoy the natural beauty of our state.”

The Recreational Trails Program provides partial reimbursement for approved trail projects. Eligible projects include construction of new public trails, rehabilitation of existing public trails, development of trail-related facilities and educational programs that relate to recreational trails.

The program provides up to 80% reimbursement funds for all kinds of recreational trail uses including, but not limited to:
- Pedestrian use
- Bicycling
- In-line skating
- Equestrian use
- Cross-country skiing
- Off road motorcycles
- OHV & UTV riding
- Four wheeling
- Snowmobiling

The application deadline is Friday, April 7, 2017.

RTP funds come to the state through the Federal Highway Administration and are apportioned to states by Congress to fund both motorized and non-motorized public recreation trail projects. The amount of funds available is based upon the number of recreational vehicles licensed in each state.

Application packets are available online at the Game, Fish and Parks website, http://gfp.sd.gov/agency/partnerships/default.aspx. For more information, contact grants coordinator Randy Kittle at 605-773-5490 or by email at randy.kittle@state.sd.us.
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 2018 round of funding will be due in July 2017. For more information contact Derek Englund at Derek.Englund@state.sd.us or 605-773-4912 or go to http://www.sddot.com/services/transalt/default.aspx.
Request for Application: Wide Worksite UV Protection Policy for Outdoor Workers

The South Dakota Department of Health’s Comprehensive Cancer Control Program in collaboration with the WorkWell Partnership is pleased to announce the release of the Request for Application, Worksite UV Protection Policy for Outdoor Workers. The project aims to assist worksites interested in implementing a worksite UV protection policy to reduce the burden of skin cancer. Research shows that creating a worksite environment that supports UV protection provides many benefits to both employees and employers.

Skin cancer is the most common form of cancer in the United States and the most preventable. Adults spend more than one-third of their day at the workplace and workers who spend a majority of that workday outdoors are at increased risk for skin cancer. Outdoor workers’ risk is exacerbated as a result of the nature of their occupation and over exposure to UV radiation, the primary cause of skin cancer.

Purpose
The South Dakota Department of Health (SD DOH) will assist worksites interested in implementing a worksite UV protection policy and evidence-based sun safety interventions to reduce the burden of skin cancer. Projects will be guided by the Sun-Safe Worksite Guide, http://sdhw.info/pdfs/WorksiteGuide02.pdf, which offers ideas and suggestions for creating a sun safe worksite through sun safety practices, programs, and policies in the worksite.

Eligibility Criteria
All SD worksites whose employee base includes outdoor workers are eligible to apply for funding. Examples of worksites with outdoor workers include but are not limited to parks and recreation, public works, city departments, construction, and transportation. Funding should be used to enhance sustainable UV protection policy, system, and environment change within the workplace.

Award
Applicants may request up to $1,000, with five applicants funded.

Funding Parameters
Funding will be awarded for projects that strategically address policy, system, and environment change related to the promotion of UV protection practices. Worksites are required to develop a Worksite UV Protection Policy and implement sun safety strategies that support the policy. Strategies should be designed to create policy, system, and environment changes and provide opportunities not already offered to employees related to UV protection. Health-related policies are formal or informal written statements that are designed to protect or promote employee health. Environmental change refers to the physical factors at and near the workplace that help protect employee health and safety, e.g. shade structures. System change refers to modifications made to the rules within an organization, e.g. ongoing worksite sun safety education.

Staff will be available to answer questions, review grant applications and provide recommendations for revisions until 5:00 pm on February 13, 2017. Applications are due via electronic submission to lexi.pugsley@state.sd.us no later than 5:00 pm Central Time on February 15, 2017.

Policy Development
The SD DOH has developed a Worksite UV Protection Model Policy to guide policy development and adoption in the workplace for UV protection. The model policy document is available for download at http://goodandhealthysd.org/workplaces/policies/. Worksites applying for funding will use this document as a guide for developing a UV protection policy for their workplace.

Sun Safety Strategies
Worksites are required to implement evidence-based strategies that support the Worksite UV Protection Policy. Examples of strategies including the following:

- Environmental approaches to encourage sun protection (e.g. provide sunscreen, lip balm, wide-brimmed hats, shade supports such as umbrellas and tents) to employees.
- Educational approaches (e.g. providing informational messages about sun protection to workers through instruction, small media such as posters or brochures, or both)
- Activities designed to influence knowledge, attitudes, or behavior of workers (e.g., employee/supervisor role modeling or demonstrating behaviors)
- Offer flextime for employees to avoid prime UV time, 10 a.m. – 2 p.m. (allowing employees to shift their work schedules, such as coming in earlier or later or taking a lunch break at alternate times)
- Evaluate the implementation of the policy to ensure a sustainable UV protection policy and practices.

Grantee Will
1. Participate in training webinar and in-person trainings on sun safety policy, systems, and environmental enhancements to support a healthy worksite.
2. Attend one Annual WorkWell Summit (Rapid City or Sioux Falls)

3. Participate in monthly technical assistance calls with SD DOH.

4. Develop and implement a Worksite UV Protection Policy by June 1, 2017.

5. Submit one progress report. (Due 9/30/17)

6. Submit one success story (template will be provided)

7. Complete employee pre/post project evaluation survey.

Department of Health Will

1. Provide training webinar and in-person training on sun safety policy, systems, and environmental enhancements to support a healthy worksite.

2. Provide resources and ongoing technical assistance for implementation of UV protection policy in the workplace.

3. Conduct one on-site visit to worksite.

4. Provide up to $1,000 to support project implementation upon completion of grant agreement.

Timeline

- Last day for questions and to request review of grant application: February 13, 2017
- Grant Applications Due: February 15, 2017

- Awardees Notified (via email): By March 1, 2017
- Project Period: March 1, 2017 – September 30, 2017

Funds CANNOT be used for

- Lobbying efforts at the local, state, or federal level
- Purchasing food
- Purchasing equipment
- Construction, infrastructure or building maintenance
- Indirect costs
- Staff time

Funds CAN be used for items such as

- Bulk sunscreen, dispenser rack, smaller bottles to transport sunscreen for reapplication
- Wide-brimmed hats
- UV lip protector
- Umbrellas and temporary shade
- Printing expenses

Application

Visit http://www.cancersd.com/grant-opportunities.htm for complete details and the application.

Questions?

Contact Lexi Pugsley at lexi.pugsley@state.sd.us.
South Dakota Good & Healthy Community Grant

The South Dakota Department of Health Office of Chronic Disease Prevention and Health Promotion will provide funding and technical assistance to South Dakota community coalitions or workgroups to conduct a community health needs assessment and improvement planning process to understand the health of a community regarding chronic disease prevention and control.

The process is guided by the South Dakota Good & Healthy Community Health Needs Assessment and Improvement Planning Toolkit. The goal of the grant is to support the assessment of community health and all of its residents, as well as develop health promotion and disease prevention strategies for future implementation.

Letters of Interest are accepted on an ongoing basis and reviewed monthly.

Visit http://goodandhealthysd.org/communitytoolkit/ for the complete details and the toolkit.

Grant Period: 1 year

Anticipated Award Amount: up to $10,000 per applicant

Applicant Eligibility: Eligible applicants include entities who represent a local governmental or non-profit community-based organization with 501(c)3 status that supports the mission of the OCDPHP. Examples include, but are not limited to, schools, post-secondary institutions, civic associations, service clubs, healthcare organizations, faith-based organizations, parent groups, neighborhood associations, and local community coalitions.

Application Procedure:
Step 1: Letter of Interest
- Interested applicants should download and complete the Letter of Interest, and email it to DOH.info@state.sd.us. Include “Healthy Community LOI” and your applicant name in the subject line.
- For questions regarding the proposed project applicants may email slmelstad.consulting@gmail.com.
- Letters of Interest are accepted and reviewed on an ongoing basis.
- Applicants will be notified within two to three weeks after the receipt of an LOI of their application status.

Step 2: Full Proposal – Invitation Only
- Applicants invited to submit a full proposal will be invited to participate in a phone call with the South Dakota Department of Health to discuss the grant deliverables to ensure thorough understanding of the expectations of the grant. Invitations to submit a full proposal do not indicate a commitment of funding.
- Applicants will be provided with the full application materials if their LOI is accepted.
- The full application must be emailed within five weeks to DOH.info@state.sd.us. Include “Healthy Community Application” and your applicant name in the subject line.
- Applicants will be notified within four weeks after receipt of an application of their application status.
Drug Control Fund Awards Distributed to Law Enforcement Agencies

Attorney General Marty Jackley announced that several law enforcement agencies throughout the state have been given awards from the Attorney General’s Drug Control Fund. The Drug Control Fund is funded by drug forfeiture monies to be used for enforcement in drug control and apprehension purposes. The award money distributed for this most recent cycle totaled $394,509.91.

“The Drug Control Fund helps law enforcement to better protect communities by funding local programs with monies seized from drug arrests. We are funding a number of requests including several for body worn cameras to assist agencies throughout the state to improve their levels of public trust and improve public safety,” said Jackley.

Below are the list of agencies and their awards:

- Brookings PD $49,700.00 Vehicle, in-car camera system, computer
- Campbell County SO $14,200.00 Body Worn Cameras, Rifle, Body Armor
- Chamberlain PD $7,600.00 K9 replacement

- Codington County SO $9,690.00 Body Worn Cameras
- Corson County SO $35,000.00 K9 Vehicle
- Deadwood PD $39,751.80 Vehicle
- Dewey County SO $24,555.00 In-Car Camera Systems
- Grant County SO $1,538.00 Binoculars
- McCook County SO $15,887.00 Body Worn Cameras
- Meade County SO $7,567.36 Spike Strips
- Mobridge PD $50,426.00 Audio Surveillance & K9 Equipment
- Oglala Lakota Co SO $16,684.00 Body Worn Cameras, In-Car Camera
- Pennington County SO $46,911.75 Vehicle, Radios, Continued Education
- SD Highway Patrol $56,675.00 Narcan & K9 vehicle, dog and kennel
- Stanley County SO $1,100.00 Cameras and tripods
- Tea PD $3,614.00 Computer, cameras, heat sealer, cell recorders
- Whitewood PD $12,610.00 In-car camera and body worn cameras systems & UA Kits

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By Chris Hill, SDMEA Director of Municipal Electric Services

HOMETOWN - Beresford
We all know that change is upon us. Every year, every month, every day. Whether we like it or not, change is going to happen, although, at times it is just tough to accept. The Beresford Electrical Department is embracing those changes to make their jobs more efficient.

Electrical Superintendent Jay Nordquist was eager to discuss the changes they have made that included purchasing a Boring Machine in 2000 to begin installing underground electrical services. They also purchased another Boring Machine in 2013. They have also purchased a Directional Drill, and a Hydro-Vac with a hydraulic boom. The four electrical employees started working on their underground infrastructure in 2005 and complete approximately two blocks per year. They also began installing an AMI system that same year. ES Nordquist also mentioned that they have about “two dozen overhead services left and the system loop feeder is still overhead”.

In 2014 they started using Utilismart as a host for reading the meters. The Beresford Electrical Department also marked their meters using GPS on Google Earth. A 60” monitor is mounted on the wall of their office to view the

Utilismart Health Map Load Profile Transformers.

Meters in Utilismart-Click on meter to get readings or load the graphs.

Meter Readings.

Google Earth GPS Tags.
I encourage any of our municipalities who are interested in installing an Advanced Metering Infrastructure (AMI) to give Jay a call and visit Beresford for any information regarding a new system.

When I arrived in Beresford, I decided to take a quick trip around the city. It doesn’t take long to see that Beresford is a proactive and forward thinking community. Beresford has around 280 commercial meters and 17 industrial meters. Their newest industrial meter is Dakota Metals which recycles metals from landfills that have been a disposal for demolished cars.

The City of Beresford also has 24 new residential lots around their golf course with a few still for sale. The City also owns a beautiful Event Center/Clubhouse which hosts wedding receptions, family reunions, and other special occasions. Superintendent Nordquist informed me that the event center has “185-220 events held there each year”.

A special thanks to Jay and the crew of the Light Department at Beresford for taking time to show me what makes their HOMETOWN great!

Questions? Comments?
Email Chris@sdmunicipalleague.org or call 605-770-6299
The City of Redmond, Washington, Engages Community and Employees to Create a Solid Budget

By Mike E. Bailey

The City of Redmond, Washington, uses priority-based budgeting, which requires a lot of organizational energy — meaning the process starts early in the year and involves a lot of city staff as well as community input. Observers often ask if all this effort is worth it, and the answer is yes — although an explanation is necessary. This article illustrates how Redmond’s budget process is more about engaging the community and city employees in financial leadership; a solid budget is a great byproduct.

Employee-Level Leadership

Redmond’s biennial budget process starts by conducting an annual survey and other community outreach work, in an effort to stay grounded to what matters most to city residents and businesses. The budget is built around six community priorities that were identified in 2008, when this approach got underway. (Go to www.redmond.gov/budget to see the budget.) After gathering community input, the city turns to its employees.

For each budget cycle, six new cross-organizational employee teams — called “results teams” — are formed, comprising four individuals, all volunteers. One team member is designated to lead each team, for logistical and organizational purposes. The city’s most recent budget process is its fifth experience with this approach, and employee interest has grown consistently. The city tries to choose team members who aren’t from an area that will be the subject to any budget proposals (e.g., a police officer or fire fighter wouldn’t be assigned to the safety priority team). As a result, team members are exposed to parts of the organization they previously knew little about.

The first task of a results team is to define the high-level results the city should pursue for each assigned priority. To identify the intended results, team members conduct interviews, do research, review the community input, and then discuss what they’ve learned and how that should inform the results. The city also now has a useful knowledge library created from research done during the previous budget processes. Based on their research, the teams define the expected results in a strategy map or some type of illustration of the city’s role in each priority area.

The strategy maps inform those who have requested resources what goals and objectives will likely go forward. City staff members use this information, along with a narrative produced by the results team, to focus their budget requests. At this stage, the results teams provide feedback about the clarity of each budget request and how well the request aligns with city strategies, and other pointers. Requests are polished up, based on this feedback, and resubmitted to the results teams for a final review. This is when the teams make recommendations to the mayor (Redmond’s chief executive officer) about how much of

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each budget proposal they would recommend for funding, and why.

The mayor confers with each team and then works to balance the preliminary budget that he will recommend to the city council. The mayor holds the department directors accountable for working as a team to build the best budget for the city — meaning that directors are expected to leave their departmental interests at the door and collaborate on a balanced budget proposals that responds most directly to the community input received and the recommendations of the results teams. This has not been easy, as most department heads are accustomed to working at getting as much budget money for their own departments as possible. Five budget cycles, however, have shown that this collaborative approach is not only possible also better than the budget battles of the past.

What Employees Learn
The process results in city-wide financial leadership by exposing participating employees to parts of the organization they weren’t familiar with and to the challenges of creating the budget. These employees are given a spending target, providing the same challenge the mayor and council have in balancing the budget across all the functions and priorities of the city.

Team members also learn to write budget proposals in a way that employees across the organization can understand. Each budget proposal therefore includes a logic model to illustrate how the individual results making up each proposal — defined by performance measures — will lead to the ultimate intended result and connect to the priority’s goals. This “plain English” approach has helped employees learn to describe, from a community perspective, the value they produce in their work. (This tactic has also spilled over into the performance measures themselves.) A less technical, more value-focused approach compliments the city’s efforts to describe the value of its services to the community.

Employees have taken a great deal of pride in their increased leadership roles. In the past, employees (and some leaders) just complained about the poor quality of decisions made in allocating resources. Now, they have a way to become directly engaged in the process, either by submitting budget proposals or participating in a results team. Sharing the responsibility for results that deliver value to the community has become a point of pride among Redmond employees.

Conclusions
Redmond set out to encourage leadership at every level within the organization as part of a high-performing organization initiative. An important first step was spreading the responsibility for developing the budget among a much larger contingent of city employees than in the past. Employees have risen to the task and now seek out the opportunity to become engaged in financial leadership through one aspect of the budget process or another. The city’s budget process is very time-intensive, but the overall benefit to the organization is a much more engaged workforce that understands how and why decisions are made, and are great ambassadors for the city’s budget in the Redmond community.

Note
1. This approach was recommended by David Osborne and Peter Hutchinson in their book, The Price of Government, Basic Books, 2006.

Mike E. Bailey is finance director for the City of Redmond, Washington. He has worked in local government finance since 1980 and is a former president of the Washington Finance Officers Association and past member of the GFOA Executive Board.

Working Together Regionally
How Maine Communities are Collaborating on Service Delivery

By Amy Lamontagne, Nathan Poore, and Nat Tupper

Cities and towns in Maine have a long history of independent governance. With a state population of 1.33 million, Maine has 492 cities and towns managed by staff and elected officials. Many of these communities have shrinking populations and are located in rural areas.

According to U.S. Census data released in 2015, Maine has the oldest population in the country. While the median age in the United States is 37.7 years, Maine’s average age is 44.2 years.

The state has held this unique distinction for many years, and all data suggests that the trend will continue into the future. As the population ages and fewer people migrate to the state, it becomes more difficult to provide services without increasing taxes and fees on the smaller population.

Although county government exists in Maine — there are 16 counties in the state — it provides fewer services compared to the county model that exists in other parts of the country. Many communities, however, have discovered that working together with a county decreases the cost of providing resident services and provides increased staffing in a state with a shrinking workforce.

Seeking Ways to Enhance Services
As local government managers, we are constantly called upon to find better and more efficient ways to deliver services. In the authors’ collective experience as managers in Maine, we have found that regionalized service delivery often makes financial and practical sense.

It can offer efficiencies and economies of scale, leverage greater capacity and reliability, and give access to expertise otherwise out of reach for one community to achieve alone.

We also recognize that regionalism is sometimes not the correct choice. There could be diseconomies of scale, loss of accountability, inefficiencies resulting from a larger bureaucracy, and perhaps insufficient political will or support.

When deciding to work together, communities must have a shared trust and vision. Trust, rather than suspicion or resistance, is needed from managers when their staff, elected officials, and the public generate ideas and strategies for collaboration.

These groups might see things that managers overlook. Although we manage communities in a specific geographic region, there are issues that may not be currently relevant or not as high a priority for some places.

Perhaps one community is taking the lead on opiate addiction and others are not yet at the table. In this case, there may be a select few communities or only one community that decides to work with others outside the geographic region. Other communities not yet ready to participate should accept and encourage the leadership and interest of those who do lead such efforts.

Working together should not be limited to abutting communities, manager-manager efforts, staff-staff projects, or other typical arrangements. If your eyes are open and you are willing to expand the spectrum of possibilities, regional opportunities might be available for your community.

Foundation for Working Together
Regionalization or working together is not a new concept and is in practice throughout the world. This article isn’t meant to sell the reader on why regionalization or working together is a model worth consideration. We hope you have already experienced the success of working together.

Our focus here is to share the experience and the lessons we have learned. We think that to achieve success when working together, you need to have a great deal of trust. Our four groups of trust are: trust with peers, trust with staff, trust with elected officials, and trust with residents.

Takeaways

- With a foundation of support from elected officials, managers can take more risks and be opportunistic.
- Regional collaborations can take longer than expected but well worth the effort if you have the stamina.
- Don’t forget to be a collaboration’s biggest supporter. Talk about success stories to the media, the staff and the council. Do not forget about it and think all the work is done.
These four trust groups are essential for success. There is no standard recipe. Each collaborative effort should include all four groups of trust, but the amount of time and effort within each group will depend on the objective. We will explain more about this ahead with examples.

Before working together, while working together, and while evaluating the success or failure of an effort on regional projects, communities must have a solid level of trust with the four groups:

**Trust with peers.** In Cumberland County, we enjoy a high level of trust among managers and regional directors. Although everyone has different personalities, priorities, approaches, and skills, we also share a common bond of friendship and respect and the commitment to do what is best for our communities.

Managers have worked together for many years and this shared history is an advantage when considering collaboration opportunities. Frequent access to each other through meetings and networking will create trust.

It can also provide unexpected opportunities for creative collaborations. If you are not doing so already, we encourage you to start building those relationships with your peers.

Active and positive participation in the existing regional structures and work groups is one great way to build trust and a greater understanding of each other and the issues and challenges in the region.

**Trust with staff.** Regional efforts will not succeed without the implementation work that is (usually) done by staff. This group is able to look past the short-term economic issues and the difficult politics of change to see the possibilities of how resident services can be improved and sustained.

Staff do not have to balance and honor the various agendas of elected officials and constituencies. Although popular cynicism assumes that staff is most interested in protecting their jobs, turf, or resources, experience tells a different story.

Staff must feel supported and not be abandoned if projects do not work. Trust allows them to experiment, build their own peer relationships, pursue their own professional growth, and reach out for help when they are struggling or confused.
Trust with elected officials. If the relationship between the manager and elected officials is solid, trusting, and constructive, support for regional risk-taking can follow. This trust can never be assumed or taken for granted and the manager has to constantly work to establish and maintain it.

In our experience, building trust between a manager from one community and the elected officials from another is also necessary. Regional efforts often include a mix of managers and elected officials during both the opportunity exploration and the strategic planning stages. It’s essential for elected officials from one community to trust a manager from another community when both are at the table.

Trust with residents. Although many people are resistant to change and can feel threatened by regional initiatives, managers must educate the public about the success that can result from community partnerships.

Public opinion and resident demands can often be contradictory. The public wants accountability and control but also wants the presumed efficiencies and cost savings of regionalism. Regional service delivery is like any other form of sharing; both the powers and responsibilities of decision making as well as the costs and benefits of the program are partly in the hands of others.

It is ironic that often those residents and politicians who are most critical of local government and the assumed inefficiencies and duplication of services are the ones who challenge the potential for change and evolution by constantly undermining the trust necessary to take risks.

This group also includes some elected officials who claim to support regionalization until it’s time to pass an order or resolution. Managers should continuously champion and talk about regional success stories and opportunities to keep the public informed so that they will be more willing to accept change in the future.

This ongoing conversation will also provide examples and lessons on how future initiatives can occur.

Three Collective Efforts
Here are three specific examples of recent collaborations. The first is a project that once failed with many participants but later succeeded when it was reduced to a smaller group. The second began small but grew once others saw the value and wanted to be part of the effort.
The third example is emerging through a mix of leadership that is atypical but being observed by many as a possible collaborative worth joining once the lead communities can demonstrate success.

**Assessment.** In other parts of the country, this service is usually provided by county government or regional efforts. In Maine, where local control has been the preferred choice of service delivery, individual towns or consulting assessors provide assessment services.

In 2009, a county government collaboration attempted to bring assessment services under one roof for all 25 communities in the county. It was too much, too fast, and quite overwhelming at the time.

Fast forward to 2014 when Cumberland, Falmouth, Yarmouth, and Cumberland County successfully joined forces to begin an effort that replicated the original collaboration goal but proved to be more workable with a smaller group of participants.

In the second successful attempt, the first step was for four town and county managers to recognize an incredible opportunity when two local assessors left their employment, one to retire and the other to take on a new position.

This left an opening for restructuring, with good timing. Each community had the same software systems, similar demographics, and was represented by proactive elected leaders. The town managers already had trust and mutual respect based on a lengthy shared work history.

Staff from all towns were involved in the model design to ensure no details were overlooked. Elected officials were briefed in person by each manager and in many public meetings.

Resident trust was built with one exception. One town had support except for a small group of dissenters. They vocally resisted the change by lobbying councilmembers and attending public meetings.

When their efforts failed with elected officials, they filed a lawsuit that later was dismissed by the courts. It was the overwhelming trust between managers, elected officials, and staff that helped overcome this resistance.

Other communities have since inquired about joining the collaboration. The town of Casco joined the group in the first year of combined services; however, the town of Cumberland left and decided to work with another community.

**The Metro Coalition and a regional forensics laboratory.**

In 2006, a group of six local governments formed a collaboration that was named the Metro Coalition. The communities included the state’s largest city, Portland, and five surrounding towns and cities (cities of South Portland and Westbrook, along with the towns of Scarborough, Falmouth, and Cape Elizabeth). Representation on the Metro Coalition included chief elected officials (mayor or council chair) and town and city managers.

This group’s purpose was to explore collaboration opportunities in an effort to provide more efficient and improved services to the community. Shortly after its inception, local police chiefs suggested the Metro Coalition’s first project.

Portland’s police chief announced the need for an expansion and renovation of the city’s existing laboratory. Other smaller communities in the area had historically relied upon the state crime lab. The police chiefs worked together and offered a presentation to the Metro Coalition that proposed a regional forensics laboratory. A new regional laboratory was needed for these reasons:
Streetlights. In 2002, this article’s author Poore met a former public works director from Massachusetts and learned that Massachusetts had recently passed state laws to allow municipal streetlight ownership. There are only a few states that allow local governments to own streetlight fixtures on utility-owned poles.

The public works director then proceeded to explain the great savings achieved by this change in state law. Attempts to change Maine laws failed for the next 10 years. In 2012, I was now managing a different community, Falmouth, and started to give up on any hope that Maine laws would change.

In 2012, the community development director from South Portland contacted me and asked if I was willing to try one more time. We formed a partnership and later found a third partner, a city councilor from Rockland, so the three communities were now working together from three different positions and levels of expertise.

Unlike the assessment and forensics laboratory collaborations, these communities were not in the same geographic area. This partnership was atypical but again required a mix of trust in each other, trust from elected officials in each participating community, and trust from...
managers not present at the negotiating table. The expertise was mixed and each person contributed in different ways.

This trio took the lead and were finally successful in 2013 when state laws were changed to allow municipalities to own and maintain street lights on utility-owned poles. Although the law change was a victory, there was much work that needed to be completed through the state utility regulatory commission.

This work required attention to matters that would impact the benefits to communities in the future. Those details included technical aspects of lighting, fixtures installation, liability, engineering design, and finances.

In September 2016, regulations were adopted by the state regulatory agency and the communities are positioned to begin the process of converting streetlight systems to energy-efficient LED fixtures that will be owned by the communities. We believe this project will be a great savings and reduce the energy needed to operate street lights.

In some cases, communities will be able to save 40 percent of their annual streetlight costs and will have greater options when selecting fixtures and advanced control systems.

After recently issuing a joint request for qualifications, when this article was written the streetlight group was ready to sign a contract for services with a private company to audit existing systems, design a new system, and manage joint procurement and installation. Although this has been a long process, trust was formed early and the manager in the group diligently communicated with the other managers.

At one point during the process, trust started to weaken in one community for a number of reasons. That community was in transition and did not have a permanent city manager so the manager in the streetlight group was invited to attend a meeting of the elected officials in that community.

Trust levels are now strengthened again and objectives seem clear — work together, save money, achieve greater policy goals, and continue to maintain trust.

**It Takes Time**

It is not always easy to provide regional services. It takes time to build, implement, and evaluate the model. There is an element of risk-taking and a commitment to not taking
the easy way out. Managers must be prepared for failure, as well as success.

With trust, communities can work together, share expertise, and provide superior service. Each successful collective effort will raise the level of trust, which creates an environment receptive to more collaboration. Regional success now will provide future opportunities as communities prepare for the challenges associated with current and emerging issues.

Although some of these challenges might be unique to Maine, any community can benefit from regional collaboration and adapt the model that is most successful for its interests.

*Amy Lamontagne is assistant town manager, Falmouth, Maine (alamontagne@falmouthme.org); Nathan Poore is town manager, Falmouth, Maine (npoore@falmouthme.org); and Nat Tupper is town manager, Yarmouth, Maine (ntupper@yarmouth.me.us).*

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WE ARE PLEASED TO ANNOUNCE

CONNECTSD

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

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How to Recruit and Retain Qualified Staff

By Neil Reichenberg

Recruiting and retaining qualified staff remains the most important workforce issue for the second consecutive year, according to the findings of the 2016 Workforce Trends survey conducted by the Center for State and Local Government Excellence. The survey, which is based on survey responses from the members of the International Public Management Association for Human Resources (IPMA-HR) and the National Association of State Personnel Executives (NASPE), also found that jobs in finance are among those that state and local governments have the most difficult time filling.

Addressing Challenges
To address the recruiting and retention challenges, public-sector employers need to look at improving their branding and hiring processes (which have been criticized as being slower and not as flexible as the private sector), developing a robust program for bringing employees onboard, improving employee engagement, and ensuring that growing and developing employees is an organizational priority.

In 2016, IPMA-HR undertook a cross-generational survey that looked at similarities and differences among baby boomers, generation X, and millennials that were working for ten public-sector organizations. The responses were almost equally divided among the three generations, who identified the following the top motivators for seeking public-sector employment:

- Good benefits
- Job security
- Pension
- Work-life balance
- Making a difference in people’s lives

A little more than half of respondents (55 percent) indicated that they had a somewhat favorable view of working for government, while 32 percent had a very favorable view. Only 13 percent had either a somewhat unfavorable or very unfavorable view of working in the public sector.

Referrals from friends, colleagues, or family members were the most common way for respondents to learn about their jobs, underscoring the fact that your employees can be your best recruiters. Websites of public-sector organizations and general job search websites were the next most common methods for learning about public-sector jobs. When asked to select the top three features that their current public-sector organization should emphasize to attract new employees from their same generational cohort, survey respondents most often chose the following:

- Known for retaining employees long term
- Positions with upward mobility or visibility to showcase their skills
- Offers competitive compensation packages

Medical benefits, pension, and job security were features that attracted them to the public sector.

More than 40 percent of the survey respondents found the government application process to be more cumbersome than the one used in the private sector. Additionally, more than half said that private-sector employers were far more likely to give them the chance to negotiate their salary than government employers.

On the positive side, nearly 90 percent of respondents indicated that they are likely or very likely to stay with their current organizations for the next year. The top three reasons they cited were:
Feeling valued by their organizations was much less of a driver of engagement for employees, the survey found. In addition, workload distribution and staffing levels need to be addressed; less than 40 percent of respondents believe they have opportunities for advancement, which can have a negative impact on retention.

Public-Sector Initiatives
A number of state and local governments have developed programs to assist with recruitment and retention challenges. A few of these are highlighted below.

Multnomah County, Oregon. Multnomah County has undertaken an employer branding project, titled “This Work Matters,” which emphasizes the importance of the work done by county employees. The project was designed to standardize the look and feel of county recruitment materials, increase the appeal of county employment to diverse and talented candidates, distinguish the county as an employer of choice, resonate with current employees, and inspire pride in public service. The project resulted in an updated county jobs website, a new communications guide/digital brand toolkit for recruiters, and a revised LinkedIn employer page.

San Mateo County, California. San Mateo County launched a management fellowship program in 2015 that is designed to recruit top talent and create a leadership pipeline. The program initially comprised a partnership between the county and one university that offered a Master of Public Administration program but has since been expanded to include several other universities. Graduating students are selected for management fellowships, paid positions lasting from one to three years. The fellowship program allows individuals to work with senior county leaders on high-priority projects; network with other fellows and with current and emerging public-sector leaders; attend leadership conferences; and participate in training and development activities. In 2016, the county hosted sixteen management fellows working in seven county departments. Participants were selected from more than 400 applicants from across the United States.
San Jose, California. San Jose recently reviewed its hiring process. The human resources department then developed a process to ensure consistency across the city and to speed up the amount of time it took, from 72 business days to 46 business days.

The city divided the recruitments into three categories:

- **Standard** – the department agrees to the streamlined process developed by the HR department.
- **Expedited** – the department agrees to use tools to accelerate the recruiting process and thereby get priority attention from the recruiting staff in the HR department. These tools could include using existing recruitment lists, reducing the number of days a job is posted, and reducing or consolidating the number of interviews conducted.
- **Specialized** – these are recruitments for positions that take longer and are more difficult to fill. The reasons for the delays could include: the need for extensive background checks, and they are high-level or specialized positions such as department heads or subject matter experts.

The HR department only reports on expedited and standardized recruitments in its reporting of time to recruit. Specialized recruiting is reported separately.

Commonwealth of Pennsylvania. The Commonwealth of Pennsylvania established a Generational Taskforce to focus on recruitment, retention, and branding. The taskforce has about 80 employees from different agencies who are exploring why candidates are attracted to working for Pennsylvania and why employees stay.

The commonwealth started an internship program designed to attract potential candidates while they are still in college. The program, which started with 42 interns performing a variety of tasks, consists of 1,000 hours of work over a six-month period. There are scheduled networking events for the interns, and those who are successful during the initial six-month period can return for an additional six months. If interns find the chose area of work is not a good match, the program provides the flexibility to find a better match.

The interns have helped with branding the Commonwealth as a desirable employer. One example: helping create online videos with current employees talking about why they enjoy their position with the Commonwealth and what they like about being in public service.

Jefferson County, Colorado. Jefferson County has been conducting employee engagement surveys since 2011 and has implemented a retention strategy around a “stay interview” designed to learn what was working well and any areas of concern. The stay interviews ask such questions as:

- What made you want to work for Jefferson County?
- What do you like best about your job?
- What was your initial impression of Jefferson County during your first week of employment?
- What keeps you at Jefferson County?
- What one thing would you like to change about your job?
- Have you ever thought about leaving the county or your team?
- How can your team/division/department best support you?
- What do you want to learn here?
The county uses survey feedback in making adjustments to its retention strategy, creating an employer net-promoter score based on a single question from the employee engagement survey. This net-promoter score is based on the question, “How likely is it that you would recommend our organization to a friend or colleague, with the scale ranging from detractors, passives, and promoters?”

When the county noticed a downward trend in the length of service for employees with less than two years of employment, they asked that category of employees why they continued to work for the county. A three-pronged approach using stay interviews, engagement survey data, and exit interviews provides the county with multiple dimensions that help explain why people come to work for the county and why they decide to stay with the county or leave the organization.

More Employees Retiring
While overall government employment in the United States remains lower than it was before the recent recession, recruiting and retaining top employees is a growing challenge for the public sector. The 2016 workforce trends survey conducted by the Center for State and Local Government Excellence found that more employees are retiring as baby boomers continue to exit the workforce at an accelerated pace. Of the responding organizations, 54 percent reported more employees retiring in 2015 than in 2014. While 21 percent of retirement-eligible employees are delaying retirement, this is a significant decline from the 46 percent reported in 2009. The survey also found that hiring is a growing trend, increasing to 77 percent in 2016, as compared to 27 percent in 2013.

Conclusions
As the economy improves and the number of jobs increase, employees will have more employment options — thus increasing the need for public sector employers to ensure that they are providing a positive work experience that affords the opportunity for employees to grow and develop. Governments perform important and diverse work that has a positive impact on citizens and communities. To ensure that this continues in the future, it is necessary that government remains an employer of choice able to recruit and retain the talent it needs.

Note
1. The survey received 3,584 responses, a 48 percent response rate. The full report is available on the IPMA-HR website at www.ipma-hr.org.

Neil Reichenberg is executive director of the International Public Management Association for Human Resources.

Winter Safety Tips

Snow Shoveling Safety
Snow is fun for dogs and kids who don’t have to shovel the stuff. Shoveling is hard work, especially when the snow is wet and heavy. And if you don’t tackle this task in the same way you’d handle a hazardous job at work, you could injure you back, pull muscles, get frostbite and even suffer a heart attack. Here are six snow shoveling safety tips.

1. Warm Up Your Muscles Before You Shovel
As with any physically demanding exercise, consult with your doctor to ensure you’re fit before you consider shoveling. Cold, tight muscles are more prone to injury than warmed up, flexible muscles. Do your back a favor by warming up for 5 to 10 minutes before shoveling or any strenuous activity.

2. Lighten the Load with the Right Snow Shovel
A snow shovel should be lightweight, a little over three pounds. Also, the blade shouldn’t be too large, otherwise your load will be too heavy, putting too much stress on your heart and back. A shovel with a curved handle or an adjustable handle length will minimize painful bending, require you to bend your knees only slightly, and arch your back just a little while keeping the shovel blade on the ground. When you grip the shovel, make sure your hands are at least 12 inches apart. By creating distance between your hands, you increase your leverage and reduce strain on your body.

3. Pace – Don’t Race
Shoveling snow in heavy-duty clothing can be as strenuous as weightlifting. You may want to get the job over with as fast as you can, but it’s better to keep moving and work at a steady pace. Shoveling small amounts of snow frequently is less strenuous than shoveling a large pile at once. In deep snow, remove a few inches off the top at a time, rather than attempting to shovel the full depth at once. Shoveling is going to make you sweat, and if you stop you could get a chill. The trick is to shovel efficiently without becoming fatigued.

4. Push – Don’t Lift
Push the snow rather than lifting it. If you must throw it, take only as much snow as you can easily lift. And remember, the wetter the snow, the heavier it is. One full shovel load can weigh as much as 25 pounds. Consider using a snow scoop to push the snow. The scoop helps you move snow with less effort by riding up over the snow, allowing you to move it without ever having to lift it.

5. Proper Lifting
If you must lift, protect your back from injury by lifting correctly. Stand with your feet about hip-width apart for balance and keep the shovel close to your body. Bend from the knees (not the back) and tighten your stomach muscles as you lift the snow. Avoid twisting movements. Don’t throw snow over your shoulder or to the side. If you need to move the snow to one side, turn your feet in the direction the snow will be going. Again, remember that wet snow is very heavy.

6. Rest and Recover
Take frequent breaks and drink plenty of water to avoid dehydration. Take a break for a minute or two every 10 to 15 minutes, or if you feel overworked at any point. Use this opportunity to stretch your arms, shoulders, and back to keep them warm and flexible. In extreme conditions, such as very cold and windy weather, 15 minutes of shoveling should be followed by 15 minutes of rest.

By following these tips, you are far less likely to be injured while shoveling snow. Better yet, use a snow blower if you can.

Preventing Slips and Falls
Another hazard this time of year is slips and falls. Contrary to many people’s perceptions, slips and falls can be serious. When you slip or fall, the body is usually in an awkward position making it difficult to protect yourself. Some injuries are minor, but others involve broken bones, serious back injuries, head trauma and even death. In fact, slips and falls are the third leading cause of accidental death.

Since slips and falls happen so frequently and can be caused by so many things, it is important to know how to...
avoid them. Employees should be reminded of preventative measures that they can take to avoid injury due to an accidental fall. Employees should take small steps when crossing a slippery area. This keeps their center of gravity steady. Employees should also be reminded to walk slowly and deliberately in slippery areas. Wearing appropriate shoes can help avoid slipping on hazardous surfaces. The type of shoe sole is the key. Shoes with sufficient tread depth can help prevent slips and falls in winter conditions. Most shoes come with information about the conditions for which they are best suited. Depending on the types of work employees do, they may need to consider using different shoes for different tasks. Some employees may need to wear one type of shoe when coming to work and then change shoes once inside the workplace. Shoes that are comfortable in the office may not be designed to offer the best traction when walking on snow or ice-covered sidewalks and parking lots. Some departments have reduced employee injuries by using add-on cleats to shoes during icy conditions. However, it is extremely important to remove these cleats before walking on smooth surfaces.

Employees need to be especially careful when getting out of vehicles. Remember to hold on to the vehicle and exit slowly. Employees who operate larger vehicles and equipment should also be reminded to check the condition of steps and/or ladders. Each year many employees are injured as they climb in and out of equipment. Because the steps and/or ladders on the equipment can be snow or ice covered, employees should be reminded to use handholds when getting in and out. Remember the “3-Point Rule.” Always maintain at least three points of contact while climbing up or down equipment. That means two hands and one foot, or two feet and one hand. Employees should be discouraged from jumping from equipment to the slippery surface below, as they should always face their equipment when ascending or descending.

Slips and falls can happen to anyone. Employees should take their time, think about what they are doing, and follow good safety practices. By adhering to these rules, they can avoid potentially dangerous problems for themselves and your company.

**Working Safely in Cold Weather**

Working in cold conditions can be dangerous. Frostbite, dehydration and hypothermia are real concerns from working in cold outdoor weather. If you’re working outdoors this winter, be aware of the dangers and stay safe. Here are five tips for staying safe in the cold.

**1. Stay well nourished by eating and drinking enough**

Make sure to drink enough fluids, as you dehydrate faster in cold weather conditions. Eating enough food during the day, especially fats and carbohydrates, is also important. Your body uses those nutrients as energy to stay warm in cold temperatures.

**2. Plan breaks from the cold**

Just like you need to take breaks from your work throughout the day, your body needs to take breaks from the cold.

**3. Stay dry**

Damp clothing can quickly drop your body temperature. It’s more important than ever to stay dry in the cold. Wear a moisture-wicking base layer to draw away sweat as you work. Wear waterproof gear as an outer shell to prevent your under layers from getting wet. Remove any wet clothing immediately.

**4. Dress for the conditions**

Wear several layers of loose clothing for insulation. This not only keeps you warm but allows you to adjust to changing temperatures. Tight clothing reduces blood circulation to the extremities. When choosing clothing, be aware that some clothing may restrict movement which, in and of itself, may create a hazardous working situation. Proper gloves, socks and footwear are essential. Choose headwear that keeps your head and ears warm. Forty percent of body heat can be lost when the head is not covered.

**5. Keep a cold weather safety kit in your vehicle**

If you’re on the road, make sure to take a cold weather safety kit. A cold weather kit should include:

- a shovel, windshield scraper and small broom  
- flashlight with extra batteries  
- water and snack foods such as energy bars, raisins and mini candy bars  
- matches and small candles  
- extra hats, socks and mittens  
- first aid kit with pocket knife  
- blankets or sleeping bag  
- tow chain or rope  
- road salt, sand, or cat litter for traction  
- booster cables, emergency flares and reflectors  
- cell phone adapter to plug into lighter or USB port

Before you work outdoors in cold weather conditions, make sure that you’re well prepared. Be aware of the dangers of exposure, and follow these tips to make safe choices.

**Doug Kirkus**  
Loss Control Consultant  
SDML Workers’ Compensation Fund  
South Dakota Public Assurance Alliance  
888-313-0839  
dkirkus@safety-benefits.com
Washington Report:

By Rep. Kristi Noem

Expectations are high for the 115th Congress, which was sworn in the first week of January, but I’m optimistic that we’ve matched those expectations with an aggressive, commonsense agenda. More importantly, there has been no hesitation in getting to work on that agenda.

Less than 100 hours from the time I took the Oath of Office for the fourth time, the House of Representatives passed the REINS Act, a bill I cosponsored to stop the overreach of federal regulators.

Under the Obama administration, regulatory agencies have grown at a considerable rate. Their budgets alone have spiked 16 percent since 2008 while their staffs have increased in size by 13 percent. The impact of this expansion has rippled throughout our economy, crashing into each of our wallets like a tidal wave.

Almost 25 percent of a new home’s cost is due to regulatory bureaucracy, and by 2025, Obama-era vehicle standards are expected to raise the cost of a new car by almost $3,000. The prices of microwaves, light bulbs, air conditioners, and dishwashers have also gone up significantly because of federal regulators.

From a broader perspective, all these regulations drain much-needed resources from our economy. In 2015, regulations cost the American economy nearly $2 trillion in lost productivity and growth. To put it another way: if our regulatory system were a country, it would have the world’s ninth largest economy – right behind India.

For years, we have battled the Obama administration on the issue of red tape. After putting pressure on the Department of Labor, we were able to get them to back down from regulating small family farms. I also introduced legislation to prohibit the EPA from proposing or finalizing new farm dust standards, which helped prompt the agency to abandon efforts to further regulate the type of dust farmers and ranchers kicked up. And when OSHA proposed to ban kids from doing certain farm activities when they were hired to work on relatives’ farms, we pushed back and they backed down.

With proposals like the controversial “Waters of the U.S.” – or WOTUS – rule coming down, it is clear we need a stricter way to hold regulators accountable. That’s where the REINS Act comes into play.

If enacted, any regulation with an economic impact of over $100 million would have to be approved by Congress through an up-or-down vote. If this law would have been in effect under Obama, more than 500 regulations would have been subject to a vote in Congress.

More than two-thirds of the House, including me, has never had the opportunity to serve under a Republican president. I understand the expectations are high, but so are mine. While it’s just one checkmark on a long list of reforms I’d like to see made, passing the REINS Act in the opening hours of this new Congress gives me optimism for what we can accomplish.
THE NEW STANDARD IN WHEEL LOADERS

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MARCH
Community Events

December 15 - March 31
South Dakota snowmobile trails season
Lead

March 4 - 7
2017 Summit League Basketball Championship
Sioux Falls

March 17 - 18
28 Below Fatbike Race
Lead

St. Patrick’s Day Weekend
Deadwood

March 24
Mother King in concert
Spearfish

March 24 - 25
59th Annual Schmeckfest
Freeman

March 31 - April 1
59th Annual Schmeckfest
Freeman

March 31 - April 2
Professional Bull Riders Built Ford Tough Series
Sioux Falls

For details on each event visit www.travelsouthdakota.com.

SDML
Directory Changes

Conde  Delete: UM Pierre Fontenelle
Add: UM Dale Lacher

Dell Rapids  Delete: M Scott Fiegen
CM Tom Earley
Add: M Tom Earley
CM Barry Berg

Florence  Delete: T Chris Meyer

Freeman  Delete: ADM Carroll Vizecky

Lennox  Add: ADM Amanda Anglin

Nisland  Delete: PR Harold Gray
FO Carleen McLean
T Ed Elwood
Add: PR Ed Elwood

Oacoma  Delete: T Zane Reis
Add: T Jerry Rhodes

Philip  Delete: ATT Brittany McNight
Add: ATT Stephanie Trask

Wilmot  Add: CM Brian Schnaser
CM Kris Green
CM Clayton Winge
LSM Jodi Schnaser

Email Directory changes to lisa@sdmunicipalleague.org. Visit www.sdmunicipalleague.org for a cumulative listing of changes to the 2016-2017 Directory of Municipal Officials.

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SOUTH DAKOTA MUNICIPALITIES
Obituary: Christopher Meyer

Christopher C. “Chris” Meyer, age 49, of Florence, SD, passed away at his residence on January 18, 2017.

Chris was born in Watertown on August 27, 1967, to Arthur and Eunice (Huseby) Meyer, Jr. He was a 1986 graduate of South Shore High School. Chris owned and ran Chris’ Place in South Shore and was united in marriage to Melissa Moyer.

In 1991 Chris married Lisa Pahl and they managed the Watertown Country Club “Meyers Food & Spirits”. They moved to Watertown in 1998 and started MacGregors Restaurant and ran that until 2004. He also ran MacGregors in Sioux Falls, SD. Chris ran various other restaurants/bars and in 2011 he bought and ran, with his fiancé, Pam, the Sidetrack Bar in Florence and had continued to run that until his death.

He was a member of St. Martin’s Lutheran Church and the town board of Florence. Chris served as Mayor of South Shore for nine years. He enjoyed going to auto auctions and watching the Minnesota Vikings. His love for his family was priority #1.

Chris is survived by his children, Andy “Beaner” Meyer of Madison, SD, and Brady (Sarah) Gilliland of Watertown, SD; four grandchildren: Katrina, Brady Jr., Aurora and Auriella; his fiancé, Pam Ratigan, of Florence, SD, and her children, Erica and Austin; his mother, Eunice Meyer; three brothers: William “Bill” (Lynn) Meyer of Lakewood, CO, Arthur “Bud” (Carrie) Meyer of Lakewood, CO, and Brian (Kathleen) Meyer of South Shore, SD; one sister, Beth (Timothy) Wiechmann, of Savage, MN; his sister-in-law, Nancy (Rick) Thompson, of Canton, SD, and several nieces and nephews.

Other Events

SD Asphalt Conference
April 5-6, 2017
Ramkota Hotel, Pierre
www.sdstate.edu/engr/ltap

2017 Wastewater Seminar
April 19-20, 2017
RedRossa, Pierre
www.sdwwa.org

2017 Governor’s Economic Development Conference
April 25-26, 2017
Sioux Falls, SD
http://www.sdreadytopartner.com/

2017 SD Airports Conference
March 29 & 30, 2017
Highland Conference Center, Mitchell

The Conference will include a wide variety of topics that will appeal to both airport sponsors and consultants. Presentations currently planned include: NOTAM Manager System, Unmanned Aircraft Systems (UAS), Powder River Update, Small Community Air Service Working Group, Aeronautics Commission roles, and Aviation Industry in SD.

Questions? Call 605-773-4430 or email Jennifer at Jennifer.boehm@state.sd.us.
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 10 for the March 2017 issue. Email ads to carrie@sdmunicipalleague.org or fax to 605-224-8655. Visit www.sdmunicipalleague.org for more classifieds.

ASSISTANT PUBLIC WORKS DIRECTOR: (Street/Solid Waste, Sign/Traffic Control and Utilities). City of Aberdeen. $81,711.78/yearly. Under administrative direction of the Public Works Director is responsible for the administrative direction, coordination of personnel and activities of the Public Works Departments, including street/solid waste collection operations and sign/traffic control and utility divisions. Bachelor’s degree in Engineering, Industrial Technology or related field, and three (3) years of applicable experience in the construction/engineering field; two (2) of which must have been in a supervisory capacity; or an acceptable combination of experience and education. Must obtain Class III Water Distribution and Class III Sanitary Collection within 18 months. Apply to City of Aberdeen, HR Dept, hr@aberdeen.sd.us. www.aberdeen.sd.us.

CITY ADMINISTRATOR: The City of Pierre is seeking an experienced and qualified leader with strong management, communication and team building skills. Under general administrative and policy direction from the City Commission, performs a wide range of difficult to complex administrative activities. Acts as the chief administrative officer of the City, responsible to the Commission for the planning, organizing, directing and coordinating of all activities of the departments; enforces city laws and ordinances; ensures compliance with state and federal laws and oversees the long range planning of the City. The Administrator directs approximately 150 employees who serve the citizens and visitors of Pierre in the areas of Public Works (Utilities, Engineering, Planning, Solid Waste and Building Services), Airport, Human Resources, Library, Park and Recreation, Business Office, Police, and Fire. A Home Rule, Charter City, under South Dakota Constitutional Law, the city is governed by a mayor and four commission members, all elected at large, for three year overlapping terms. Pierre SD, a community with a population of just under 14,000, is an outdoor enthusiast’s dream. With the beautiful Missouri River and Lake Oahe and five campgrounds and twelve parks, there’s no shortage...
of recreational activities. Over 50 miles of paved trail provide opportunity to walk or bike. Our diverse economy is anchored by state government. In addition, agriculture, healthcare, construction, technology and tourism all play significant roles. The newly constructed Pierre Regional Airport has commercial daily flights to Denver. Our central location makes it convenient to travel both across the state and across the country. Our outstanding education system, makes this one of the best places to raise a family. There’s a robust arts community where people of all ages are encouraged to paint, dance, sing and create. We’ve also got an active senior community and a wide variety of clubs and organizations where people of all ages make connections and friends. Qualifications: Must possess a four year degree in public administration, engineering or a related field and at least five years of progressively responsible government, municipal preferred, experience or an equivalent combination of education and experience. Successful candidate will possess an understanding of all functions of municipal government as well as a mastery of organizational, communication and managerial skills and environmental knowledge. Preferred qualifications: an ICMA-CM, experience in a Commission/Administrator government, strong financial management experience including capital improvement financing mechanisms and a knowledge of locating additional funding opportunities, public utilities operations, and land use planning and a successful track record with intergovernmental relations, economic development, and business and civic engagement. Salary: $107,268.05-124,398.05. Open until filled. Electronic applications: www.cityofpierre.org. Human Resources Office, City of Pierre, Box 1253 or 222 E. Dakota, Pierre, SD 57501, Phone 605-773-7429. EOE.

Sample Personnel Policies Available

This manual is published to provide cities with a practical guide to managing their human resources.

SD Public Assurance Alliance (SDPAA) members
If you are a member of the SDPAA you can download the manual for FREE.

SDML members that are not members of the SDPAA
If you are a member of the SD Municipal League and not a member of the SDPAA, the manual can be purchased for $125.

For a User Name and Password to download the sample personnel polices from the SDML website, www.sd municipalleague.org, contact Lori Martinec at the League at martinec@sd municipalleague.org or 800-658-3633.
Submit application to Human Resources, City Hall. If you have questions, contact either Police Secretary Mardi Reeves or Sergeant Jeremy Biegert at 605-892-4354. Applicants will be contacted with the testing date and time. Closing date for receipt of applications: February 15, 2017. Equal Opportunity Employer.

FOR SALE: The Town of Wakonda is taking sealed bids on the following items: 4 - Barnes Lift Station Pumps/Model No.#P04LB-8D/Impeller Dia. 3.24”; 5 – A.O. Smith 3 Phase electric motors/Part No.# F- 391337-63 230/460 Volts 10 HP 1745 RPM; and 1 - WINCO Stationary PTO driven 3 Phase Generator Model – 45PTOC-17/C. Sealed bids may be submitted to the City Finance Office, PO Box 265, Wakonda, SD 57073 no later than March 15, 2017 at 5:00 p.m. The Town reserves the right to refuse all bids. For more information contact Nancy Andresen, Finance Officer, at 605-267-3118 or townofwakonda@gmail.com.

FOR SALE: Snow-Ex sander, Model V-Maxx 8500, polyvinyl hopper with hydraulic hoses. On steel frame for truck bed mounting. Sold as is. Contact the City of Eureka at 605-284-2441.

Visit www.sdmunicipalleague.org 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 real property taxes levied in each taxing subdivision in the previous year. (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.

**March 2017**

**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 condition of the municipality, including the amount of

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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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