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**SOUTH DAKOTA MUNICIPALITIES** (ISSN 0300-6182, USPS 503-120) is the official publication of the South Dakota Municipal League, published monthly at 208 Island Drive, Ft. Pierre, South Dakota 57532, phone 605-224-8654. This institution is an equal opportunity provider, and employer. Periodical postage paid at Pierre, South Dakota and additional mailing offices. Non-member subscriptions are available for $30.00 annually. The opinions expressed herein are not necessarily those of the South Dakota Municipal League. Postmaster: Send address changes to SOUTH DAKOTA MUNICIPALITIES, 208 Island Drive, Ft. Pierre, South Dakota 57532.
Happy New Year!

As this is written, we have just finished up the December Board Meeting, where much of the heavy lifting is done by your Board of Directors. They have approved the budget for 2016, and it continues to show the League being healthy, but conservative in spending your membership dues. They have also reviewed the proposed package of legislation that will be forwarded to the 2016 Legislature for consideration, a record-setting number of bills in answer to policies you approved at the October annual conference.

We will be asking the Legislature to consider many bills this year, but the common theme is to allow cities to provide services to their citizens as efficiently as possible, using the revenue sources the citizens prefer to pay.

One big question we’ve heard many times is, ‘Are you bringing back the Penny for Infrastructure bill this year?’ and the answer is, “Yes, but...” We hope to work with other groups to develop legislation that can help schools reach their funding goals for teacher salaries, provide some relief for counties to pay for their mandated services, and help cities and towns repair and build their infrastructure. It could be a big session – or we could be left attempting our piece alone – we’ll be in touch as soon as things develop.

It is always important for us to hear your thoughts on legislative activities, but especially this year, when so many things remain in the air this late. So please sign up for the free Legislative Update, which is sent each Friday (or as otherwise needed) to keep up with everything that will have the potential to affect your city – and please be sure to contact me with any thoughts or concerns.

Pierre becomes a pretty exciting place for the next few months, and your League staff will be busy keeping on top of everything going on in the Statehouse. Please help us do our best to represent you by checking the update and staying in touch.

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

Yvonne Taylor
Executive Director
President's Report

Happy New Year to all of you! I hope your year brings some contentment and enjoyment to each of your lives!

On a side note: thanks to Jeanne Duchscher for her commitment to SDML and the service she provided by being on the executive board and as the President of the League. We will all miss you and the sunshine and laughs you brought us all. Good luck in retirement!

The legislative session is upon us and I find myself befuddled by the bills that we will have to sort through and try to make sense of, all the while looking for the consequences they will bring to each city/town. To me it is a scary time, since I do not profess to grasp the ramifications each legislation will bring. You know as well as I do that what we meant to say and how it is interpreted by others is not always what we were trying to achieve. I so hate when you think you have covered all the bases with law, ordinance, and resolutions, and find, sometimes months or years later, it is being interpreted totally different then what was intended, still legal, because you didn’t hit the nail on the head. All through the years I have seen this happen countless times in our little city, as well as on the State level.

All we can do is respect the men and women who serve and try the best we can to help aid and guide them in the hard choices they have to make, all the while trying to protect our interests of City government and local control. What a responsibility that is! Now there’s a key for all of us to keep on our key chain, the state of being answerable or accountable for something that is within our power but affects so many of our citizens. Remember to use the legislative updates mailings that Yvonne sends you, so you can stay abreast of all the bills that are being considered, and communicate your thoughts with your legislators. Continue to be forceful, not volatile, in fighting for your beliefs for what is best for your City.

Please always try to keep in mind that your decisions impact the way and directions your City’s take. Bright side is we always have the option of changing our laws after circumstances change or brilliantly used misinterpretations happen, otherwise I would be so depressed!

Remember when you are making decisions for your community your “RESPONSIBILITY” key!

Respectfully, Meri Jo Anderson
President
## 2016 Events Calendar

### January
- **12** 2016 SD Legislative Session Begins, Pierre  
  Annual Report Workshops (See Registration)
- **20** SD Police Chiefs’ Assoc Meeting, Fort Pierre

### February
- **2** SD City Management Assoc Meeting, Pierre
- **2** SDML Board of Directors Meeting, Fort Pierre
- **2** Rib Dinner with Legislators, Pierre
- **3** Municipal Gov’t Day at the Legislature, Pierre

### March
- **1-2** SD Municipal Electric Association  
  Superintendent-Foreman Conference, Watertown
- **5-9** NLC Congressional City Conference, Washington, DC
- **15** District 1 Meeting, Milbank
- **16** District 2 Meeting, Howard
- **17** District 3 Meeting, Elk Point
- **22** District 8 Meeting, Kadoka
- **23** District 9 Meeting, Hill City
- **29** SD Building Officials ICC Code Officials  
  Institute Program, Rapid City
- **29** District 6 Meeting, Faulkton
- **30** District 4 Meeting, Colome
- **31** District 5 Meeting, Wessington Springs

### April
- **5** District 7 Meeting, Herreid
- **6** District 10 Meeting, Faith
- **TBD** SD Airport Management Association  
  Meeting, Deadwood
- **13-14** SD Municipal Street Maintenance  
  Association Meeting, Huron
- **20-22** SD Police Chiefs/SD Sheriffs Joint Association  
  Meeting, Deadwood
- **28-29** SD City Management Assoc Meeting, Pierre

### May
- **4-5** SD Association of Code Enforcement  
  Workshop, Pierre

### June
- **2-3** SDML Board of Directors Meeting,  
  New Underwood
- **7-8** Human Resource School, Spearfish
- **8-10** Finance Officers’ School, Spearfish
- **TBD** SD Municipal Attorneys’ Association Meeting,  
  Sioux Falls

### July
- **6** Budget Training, Rapid City
- **7** Budget Training, Pierre
- **13** Budget Training, Aberdeen
- **14** Budget Training, Sioux Falls
- **20** Elected Officials Workshop, Pierre
- **21-22** SD Building Officials’ Association Meeting,  
  Rapid City

### August
- **17-18** Policy Committee Meetings, Fort Pierre

### October
- **4** SDML Board of Directors Meeting, Rapid City
- **4-7** SDML Annual Conference, Rapid City

### November
- **16-19** NLC City Summit, Pittsburgh, PA

### December
- **14** Joint SDML Board Meeting with County  
  Association, Fort Pierre/Pierre

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**SOUTH DAKOTA MUNICIPALITIES**
At their November 20th meeting, the South Dakota Transportation Commission adopted the South Dakota Department of Transportation’s recommendation to double the total amount of funding available for three different grant programs designed to assist local government entities with road reconstruction needs. The programs were increased from a total amount of $2 million per year to $4 million per year. These additional funds were made available as the result of the passage last year of Senate Bill 1, which provides significant additional road and bridge funding for both state and local government entities.

The Department and Commission have long maintained what is collectively referred to as the ‘economic development grant program’ for local transportation projects. Within the program are three different types of grant funding for Industrial Park, Agri-Business and Community Access projects.

- **Industrial Park grants** are intended to assist local government entities who need assistance with creating or expanding access to support development of new industry. Applications are due April 15, July 15, or October 15.

- **Agri-Business grants** are intended to specifically address road needs associated with new businesses such as ethanol plants, large elevators and other agriculture related businesses. Applications are due April 15, July 15, or October 15.

- **Community Access grants** are available for small communities with less than 5,000 population to help with reconstructing important local roads such as their Main Street or roads to the elevator or schools. Applications are due July 15.

More information regarding the grant programs and the process for applying can be found on the Department of Transportation’s website at [http://www.sddot.com/business/local/economic/](http://www.sddot.com/business/local/economic/).

With the new funding levels, there is now available $500,000 for Industrial Park grants, $1.0 million for Agri-Business grants and $2.5 million for Community Access. Of the three programs, the Community Access grant program is easily the most popular and competitive. Last year, 27 applications were received requesting approximately $6.5 million in funding for projects directly benefiting small South Dakota communities. Because of the demand for funding through this program, if any of the funding for Agri-Business or Industrial Park grants is not awarded in a year, the remaining amount will be added to the Community Access grant program for that year.

For any questions or additional information regarding these programs, or any of the Department’s other local government assistance programs, please contact Doug Kinniburgh at doug.kinniburgh@state.sd.us or call 605-773-4284.
The annual Municipal Government Day at the Legislature will be held on Wednesday, February 3, 2016 in Pierre. This day allows municipal officials to personally witness and influence the law-making process.

An informal dinner with the state legislators will be held on Tuesday evening, February 2, 2016. An agenda and registration materials have been sent to your city offices and can be found at www.sdmunicipalleague.org.

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

**Legal Holidays for 2016**

The State of South Dakota recognizes the following 10 legal holidays (SDCL 1-5-1) plus any other day proclaimed as a holiday by the Governor of South Dakota or the President of the United States:

- **January 1, 2016** – New Year’s Day
- **January 18, 2016** – Martin Luther King Jr. Day
- **February 15, 2016** – Presidents’ Day
- **May 30, 2016** – Memorial Day
- **July 4, 2016** – Independence Day
- **September 5, 2016** – Labor Day
- **October 10, 2016** – Native Americans’ Day
- **November 11, 2016** – Veterans’ Day
- **November 24, 2016** – Thanksgiving Day
- **December 25, 2016** – Christmas Day

If a holiday from the list falls on a Saturday, the preceding Friday is observed as the paid holiday. If a holiday falls on a Sunday, it is observed on the following Monday.

Cities and towns are not required to follow this holiday schedule. The Municipal League follows the state holiday schedule and the office will be closed on these days.

\[ S D M U N I C I P A L I T I E S \]
Carrying Your Message to the Capitol

Keeping your legislators informed on the needs of South Dakota’s cities and seeing that the South Dakota Legislature meets those needs is up to you. When you get involved in the legislative process and share your expertise and experiences with your legislators, your city and all cities have a stronger voice. No one knows your city or town better than you do. And, therefore, no one can do a better job of telling your elected representative what works and what does not work for your community than you can.

There are several methods for local elected officials to advocate issues before their lawmakers. The more personal and direct the method, the greater the influence.

The following information is designed to help you carry your city’s message to the Capitol and to help make your meetings with legislators more effective.

Develop a positive working relationship with your legislator.
- Regularly meet with your legislators to update them on key legislative issues.
- Invite legislators to city council meetings and explain your issues and what your city faces.
- Include legislators in important local events.
- Give credit when credit is due.
- Hold legislators accountable for their positions.

Have a specific agenda.
When meeting with your legislator, know what steps the legislator can take to address the city’s concerns and be specific about what action you would like to have taken.

Be prepared to present your case firmly and succinctly, supported by specific examples of the impact of the pending action on your community. You should also be prepared to respond to counter arguments or alternative suggestions.

Connect your community to the issue.
Make a clear connection between what you are asking for and the needs of your citizens.

Be responsive and provide additional information quickly, if asked.

Say “thank you!”
Follow-up the conversation with a thank-you letter. In your thank-you letter, summarize the key points of the discussion and spell out areas of agreement and disagreement. Indicate that you will be back in touch soon to check on the progress.

Keep the League informed.
Always send copies of your correspondence to and from legislators to the League. League staff can work more effectively with your legislators when we know what you’ve said and received in return.

Municipal Tax Payments

The SD Department of Revenue – Business Tax Division’s intent is to have your municipal tax payments reach you near the 15th and the 30th of each month. If the 15th or the 30th falls on a Saturday, Sunday or holiday, this date will be moved to the next business day. The checks sent on the 15th of the month will be for the approximate time period of the 21st through the end of the previous month and checks sent on the 30th will be for the approximate time period of the 1st through the 20th of the current month.

Example:
Checks/Electronic ACH’s sent on the 15th of December is for November 21-30.
Checks/Electronic ACH’s sent on the 30th of December is for December 1-20.


If you have any questions, please contact the Department of Revenue – Business Tax Division at bustax@state.sd.us or at 1-800-829-9188.

Phone Numbers to Know

Senate Phone: 605-773-3821
House Phone: 605-773-3851
Lobbyist Phone: 605-224-5030
(Yvonne can be reached at this number or email her at yvonne@sdmunicipalleague.org during session.)
How an Idea Becomes Law

A bill is simply an idea that someone would like to see become law. It could be anything from the penalty for committing a crime to the amount of money that can be spent on a state program.

The idea can come from anyone, but only a State Representative or Senator can take that idea and guide it to final passage through the State Legislature.

Drafting a bill means putting the idea into legal language. The drafting is done by the Legislative Research Council, an agency of state government.

Introduction of a bill can be made by any member of the House or Senate, and more than one legislator generally sponsors a bill. The legislator whose name appears first on the bill is the "prime sponsor."

A bill is given to the Chief Clerk of the House or the Secretary of the Senate and is assigned a number. If the bill is sponsored by a Senator, it is a Senate Bill. Proposals which start in the House are House Bills.

The bill is given a First Reading in the "House of Origin" (in the House if sponsored by a Representative; in the Senate, if sponsored by a Senator). A First Reading means the bill's number and title are read aloud.

The Senate President or Speaker of the House then assigns the bill to a committee.

Committee action is crucial to the legislative process. A committee's responsibility is to examine a bill carefully, take testimony for and against the bill, and decide whether to send the bill to the "floor" (the full House or Senate) for consideration by the full body.

The committee can send the bill to the floor with a "Do Pass" recommendation. They can "Table" the bill, which means it is dead unless the full body orders the committee to send the bill to the floor. Or the committee can "Defer to the 36th or 41st Legislative Day" which also kills the bill, since there are only 35 or 40 legislative days in an annual session. In rare cases, if a committee cannot get enough votes to pass or kill the bill, a measure may be sent to the floor without recommendation. In that case, the full body must vote whether they want to place the bill on the "calendar" (agenda) for consideration.

Once a bill reaches the floor, it is debated and voted on. If it passes, the bill is forwarded on to the other body, where it goes through the same committee process.

If a bill passes both the House and Senate, it is sent to the Governor. If he signs it, the bill becomes law. If he vetoes it, the Legislature has an opportunity to decide whether to override or uphold his veto. If the Legislature votes to override the veto, the bill becomes law.

Reprinted with permission from the South Dakota Legislative Research Council
How to Track a Bill Online During the 2016 Session

Step 1
Go to the Legislative Research Council website at: http://legis.sd.gov/.

Step 2
Click on “Legislative Session” on the left hand side of the page and then select “2016.”

Step 3
You have many options now depending what you are looking for. If you want to look for a specific bill or do a text search or view the subject index click on “Bills.”

Step 4
If you click on “Quick Find” you are able to type in the bill number.

If you aren’t sure of the bill number then you can do a text search or look through the subject index.

Step 5
After you’ve found the bill you want to track, you can click on the bill and see a page like the one here (since no bills are entered yet for 2016 we’ve pulled up a page from the 2015 Session).

You’ll see the sponsors of the bill, a short explanation of the bill, the date it was first introduced and the committee it was assigned to.

If the bill is scheduled for hearing you will see that date next. The information following the hearing will indicate the dates and any action taken – debate and/or action in a committee, possible amendments to the bill, debate and/or action in the Full Senate or House, etc.

Within the page of the bill you can view many other things. If you click on a vote total you can view how a Legislator voted. If you want to listen to the actual testimony/debate click on the Public Broadcasting symbol to the right.

If you want to read the full text of the bill click on the “Bill Text Versions” at the bottom of the page.
## 2016 Legislators By District

<table>
<thead>
<tr>
<th>District</th>
<th>Legislator</th>
<th>Address</th>
<th>Home Phone</th>
<th>Office Phone</th>
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<tbody>
<tr>
<td>1</td>
<td>Sen. Jason Frerichs</td>
<td>13507 465th Avenue, Wilmot, SD 57279</td>
<td>605-938-4273</td>
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<tr>
<td>1</td>
<td>Rep. Dennis Feickert</td>
<td>38485 129th St, Aberdeen, SD 57401-8386</td>
<td>605-225-5844</td>
<td>605-216-3451</td>
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<td>1</td>
<td>Rep. Steven McCleerey</td>
<td>45708 116th St., Sisseton, SD 57262-7019</td>
<td>605-698-7478</td>
<td>605-698-3749</td>
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<td>2</td>
<td>Sen. Brock Greenfield</td>
<td>507 N. Smith St., Clark, SD 57225-1250</td>
<td>605-532-4088</td>
<td>605-450-1263</td>
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<td>2</td>
<td>Rep. Lana Greenfield</td>
<td>PO Box 243, Doland, SD 57436</td>
<td>605-635-6932</td>
<td>605-635-6996</td>
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<tr>
<td>2</td>
<td>Rep. Burt Tulson</td>
<td>44975 SD Hwy. 28, Lake Norden, SD 57248</td>
<td>605-785-3480</td>
<td>605-881-7809</td>
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<td>3</td>
<td>Sen. David Novstrup</td>
<td>1008 S. Wells St., Aberdeen, SD 57401-7373</td>
<td>605-225-8541</td>
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<td>3</td>
<td>Rep. Dan Kaiser</td>
<td>1415 Nicklaus Dr., Aberdeen, SD 57401-8822</td>
<td>605-228-4988</td>
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<td>3</td>
<td>Rep. Al Novstrup</td>
<td>1705 Northview Lane, Aberdeen, SD 57401-2268</td>
<td>605-226-2505</td>
<td>605-360-9711</td>
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<td>4</td>
<td>Sen. Jim Peterson</td>
<td>16952 482nd Ave., Revillo, SD 57259-5208</td>
<td>605-623-4573</td>
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<td>4</td>
<td>Rep. Fred Deutsch</td>
<td>16452 449th Ave., Florence, SD 57235</td>
<td>605-882-3323</td>
<td>605-886-8650</td>
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<td>4</td>
<td>Rep. John Wiik</td>
<td>PO Box 95, Big Stone City, SD 57216</td>
<td>605-880-1440</td>
<td>605-862-8215</td>
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<td>5</td>
<td>Sen. Ried Holien</td>
<td>PO Box 443, Watertown, SD 57201</td>
<td>605-886-4330</td>
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<td>5</td>
<td>Rep. Lee Schoenbeck</td>
<td>PO Box 1325, Watertown, SD 57201</td>
<td>605-886-0010</td>
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<td>5</td>
<td>Rep. Roger Solum</td>
<td>1333 Mayfair Drive, Watertown, SD 57201-1155</td>
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<td>6</td>
<td>Sen. Ernie Otten</td>
<td>46787 273rd, Tea, SD 57064-8024</td>
<td>605-368-5716</td>
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<td>6</td>
<td>Rep. Isaac Latterell</td>
<td>PO Box 801, Sioux Falls, SD 57064</td>
<td>605-368-1002</td>
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<td>Rep. Herman Otten</td>
<td>PO Box 326, Tea, SD 57064-0325</td>
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<td>7</td>
<td>Sen. Larry Tidemann</td>
<td>251 Indian Hills Rd., Brookings, SD 57006</td>
<td>605-692-1267</td>
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<td>Rep. Scott Munsterman</td>
<td>1133 W. 8th St. S., Brookings, SD 57006</td>
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<td>Sen. Scott Parsley</td>
<td>103 N. Liberty Ave., Madison, SD 57042-2706</td>
<td>605-256-4984</td>
<td>605-256-8004</td>
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<td>Rep. Leslie Heinemann</td>
<td>47962 228th St., Flandreau, SD 57028-6701</td>
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<td>Rep. Mathew Wollmann</td>
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<td>9</td>
<td>Sen. Deb Peters</td>
<td>705 N. Sagehorn Dr., Hartford, SD 57033-2380</td>
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<td>9</td>
<td>Rep. Paula Hawks</td>
<td>405 S. Tessa Ave., Hartford, SD 57033</td>
<td>605-254-2440</td>
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<td>Rep. Wayne Steinhauer</td>
<td>26581 E. Shore Pl., Hartford, SD 57033</td>
<td>605-526-4269</td>
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<td>10</td>
<td>Sen. Jenna Haggar</td>
<td>PO Box 763, Sioux Falls, SD 57101</td>
<td>605-610-9779</td>
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<td>Rep. Don Haggar</td>
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<td>Rep. Steven Haugaard</td>
<td>47629 258th St., Sioux Falls, SD 57104</td>
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<td>11</td>
<td>Sen. David Omdahl</td>
<td>PO Box 88235, Sioux Falls, SD 57109-8235</td>
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<td>Rep. Jim Stalzer</td>
<td>5909 W. Bristol Dr., Sioux Falls, SD 57106-0660</td>
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<td>12</td>
<td>Sen. R. Blake Curd</td>
<td>38 S. Riverview Hts., Sioux Falls, SD 57105</td>
<td>605-331-5890</td>
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<td>Rep. Alex Jensen</td>
<td>5915 S. Remington Pl., Sioux Falls, SD 57108</td>
<td>605-212-4407</td>
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<td>14</td>
<td>Sen. Deb Soholt</td>
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<td>605-321-5931</td>
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<td>14</td>
<td>Rep. Thomas Holmes</td>
<td>4709 Shields Ave., Sioux Falls, SD 57103</td>
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<td>14</td>
<td>Rep. Larry Zikmund</td>
<td>2405 E. 52nd St., Sioux Falls, SD 57103</td>
<td>605-373-0975</td>
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<tr>
<td>15</td>
<td>Sen. Angie Buhl O’Donnell</td>
<td>521 N. Prairie, Sioux Falls, SD 57104</td>
<td>605-376-2512</td>
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<td>Rep. Patrick Kirschman</td>
<td>901 N. Duluth Ave. #1, Sioux Falls, SD 57104-2328</td>
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<td>15</td>
<td>Rep. Karen Soli</td>
<td>810 W. 6th St., Sioux Falls, SD 57104-2904</td>
<td>605-338-5934</td>
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<td>16</td>
<td>Sen. William Shorma</td>
<td>21 Spanish Bay, Dakota Dunes, SD 57049</td>
<td>605-422-3282</td>
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<td>16</td>
<td>Rep. Jim Bolin</td>
<td>403 West 11th St., Canton, SD 57013-2418</td>
<td>605-261-9669</td>
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<td>17</td>
<td>Sen. Arthur Rusch</td>
<td>PO Box 312, Vermillion, SD 57069-0312</td>
<td>605-624-8723</td>
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<td>17</td>
<td>Rep. Ray Ring</td>
<td>607 Sterling Street, Vermillion, SD 57069-3453</td>
<td>605-675-9379</td>
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<td>18</td>
<td>Sen. Bernie Hunhoff</td>
<td>707 Riverside Dr., Yankton, SD 57078</td>
<td>605-665-2975</td>
<td>605-665-6655</td>
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<td>18</td>
<td>Rep. Jean Hunhoff</td>
<td>2511 Mulligan Dr, Yankton, SD 57078</td>
<td>605-665-1463</td>
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<td>18</td>
<td>Rep. Mike Stevens</td>
<td>214 Marina Dell, Yankton, SD 57078</td>
<td>605-661-0057</td>
<td>605-665-5550</td>
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<td>19</td>
<td>Sen. Bill Van Gerpen</td>
<td>PO Box 10, Tyndall, SD 57066</td>
<td>605-589-3064</td>
<td>605-660-3406</td>
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<td>20</td>
<td>Sen. Mike Vehle</td>
<td>132 N. Harmon Dr., Mitchell, SD 57301</td>
<td>605-996-5778</td>
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<td>20</td>
<td>Rep. Joshua Klumb</td>
<td>26296 401st Ave., Mount Vernon, SD 57363</td>
<td>605-770-9708</td>
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<td>20</td>
<td>Rep. Tona Rozum</td>
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<td>605-996-2190</td>
<td>605-996-8440</td>
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<td>919 Franklin St., Burke, SD 57523</td>
<td>605-835-8120</td>
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<td>27507 John Qualm Rd., Platte, SD 57369</td>
<td>605-337-3682</td>
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<td>22</td>
<td>Sen. Jim White</td>
<td>1145 Beach Circle NE, Huron, SD 57350-4700</td>
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<td>Rep. Peggy Gibson</td>
<td>1010 Valley View Ct., Huron, SD 57350-4221</td>
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<td>Rep. Dick Werner</td>
<td>1505 McDonald Dr., Huron, SD 57350</td>
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<td>Sen. Corey Brown</td>
<td>316 S. Potter St., Gettysburg, SD 57442</td>
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<td>23</td>
<td>Rep. Justin Cronin</td>
<td>PO Box 42, Gettysburg, SD 57442</td>
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<td>23</td>
<td>Rep. Michele Harrison</td>
<td>PO Box 303, Mobridge, SD 57601</td>
<td>605-850-9989</td>
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<td>Rep. Mary Duvall</td>
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<td>25</td>
<td>Sen. Scott Fiegen</td>
<td>203 E. 4th St., Dell Rapids, SD 57022</td>
<td>605-428-5504</td>
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<td>25</td>
<td>Rep. Roger Hunt</td>
<td>PO Box 827, Brandon, SD 57005</td>
<td>605-582-3865</td>
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<td>25</td>
<td>Rep. Kris Langer</td>
<td>600 W. 7th Street, Dell Rapids, SD 57022</td>
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<td>26</td>
<td>Sen. Troy Heinert</td>
<td>PO Box 348, Mission, SD 57555</td>
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<tr>
<td>26A</td>
<td>Rep. Shawn Bordeaus</td>
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<td>26B</td>
<td>Rep. James Schaefer</td>
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<td>27</td>
<td>Sen. Jim Bradford</td>
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<td>28</td>
<td>Sen. Betty Olson</td>
<td>11191 SD Hwy. 79, Prairie City, SD 57649</td>
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<td>Rep. Dean Schrempp</td>
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<td>Rep. J. Sam Marty</td>
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<td>Sen. Bruce Rampelberg</td>
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<td>Rep. Lance Russell</td>
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<td>Rep. Mike Verchio</td>
<td>289 Rainbow Ridge Ct., Hill City, SD 57745</td>
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<td>PO Box 607, Spearfish, SD 57783</td>
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<td>Sen. Alan Solano</td>
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<td>Rep. Kristin Conzet</td>
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<td>Rep. Brian Gosch</td>
<td>312 Alta Vista Dr., Rapid City, SD 57701-2337</td>
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Important Legislative Information:

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<td>33</td>
<td>Sen. Phil Jensen</td>
<td>10215 Pioneer Ave., Rapid City, SD 57702</td>
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<td>33</td>
<td>Rep. Scott Craig</td>
<td>8556 Heather Dr., Rapid City, SD 57702-7710</td>
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<td>34</td>
<td>Sen. Craig Tieszen</td>
<td>3416 Brookside Dr., Rapid City, SD 57702-8118</td>
<td>605-348-4990</td>
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<td>34</td>
<td>Rep. Dan Dryden</td>
<td>2902 Tomahawk Dr., Rapid City, SD 57702-4250</td>
<td>605-721-2902</td>
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<td>34</td>
<td>Rep. Jeffrey Partridge</td>
<td>7174 Prestwick Road, Rapid City, SD 57702</td>
<td>605-718-1912</td>
<td>605-301-4803</td>
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<td>35</td>
<td>Sen. Terri Haverly</td>
<td>22983 Candlelight Dr., Rapid City, SD 57703</td>
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<td>35</td>
<td>Rep. Blaine “Chip” Campbell</td>
<td>3480 Colvin St., Rapid City, SD 57703</td>
<td>605-393-1645</td>
<td>605-484-4848</td>
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<td>35</td>
<td>Rep. Lynne DiSanto</td>
<td>4973 Hansen Lane, Rapid City, SD 57703</td>
<td>605-389-0111</td>
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Senate Phone: 605-773-3821  
House Phone: 605-773-3851  
Lobbyist Phone: 605-224-5030  

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

Yvonne’s email: yvonne@sdmunicipalleague.org

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SURVEYING/MAPPING/GIS
2015 marked a watershed in the history of the South Dakota Public Assurance Alliance with the transition of administration and marketing in-house and the development of a Member Services Program. The purposes of these developments were to provide SDPAA Members with better coverages and better services while maintaining SDPAA’s history of stable, competitive rates. The major goal of the SDPAA in 2015 was a successful transition of these services; a transition as seamless as possible for our Members.

By all accounts, we not only met our goal, we exceeded it. SDPAA Members have better coverage, a better understanding of their coverages and coverage needs, better services, and better communications than they have ever had. This has been a joint effort by the SDPAA Board of Directors, the SDPAA staff, the SDPAA service providers, the SDPAA Member Services Task Force, and all of the Member-Owners of the SDPAA.

2015 Highlights Include:

Rate Reductions
2015 began with the announcement of a reduction in rates for nearly all lines of coverage. The SDPAA Board’s decision to bring services in-house resulted in savings in the SDPAA’s operating budget and a healthy portion of those savings were passed on to SDPAA Members in the form of a total 4.71% rate reduction returning $440,000 to Members.

New Coverages
- Enhanced Crime Coverage – Recognizing Members’ needs for more crime coverage than is typically provided through Employee Dishonesty Bonds required by statute, the SDPAA began offering Crime Coverage which covers all employees and elected and appointed officials of local government entity Members. Members taking advantage of this coverage see significant reductions in cost while increasing and broadening coverage.
- Cyber Liability Coverage – At no expense to Members in 2015, the SDPAA provided limited Cyber Liability Coverage. In 2016, this limited coverage is built in to Members’ General Liability coverage and Members have an opportunity to purchase higher limits of the coverage.

Member Communications
The SDPAA’s Member Services Department set a goal of meeting with every Member face-to-face during the year. While we had a few Members with whom we were unable to schedule visits, this goal was largely accomplished. These visits, during which all of the Member’s coverages and exposures were reviewed, have been very beneficial to Members and to the SDPAA. These reviews have revealed instances where coverage necessary was not in place or was inadequate, coverage which was unnecessary (i.e.
buildings or property no longer in existence), and cases where duplicate coverages were in place. Member Services staff also used these meetings as an opportunity to listen to Members’ ideas and suggestions on how the SDPAA can better serve them.

Also to better communicate with Members, the SDPAA launched a new website, www.sdpaaonline.org, which contains information about the SDPAA including news, membership advantages, claims services, loss control services, and a variety of sample documents to assist Members in contract and agreement risk management, facilities use risk management, and special events risk management. The SDPAA staff, with input from Members, will continue working to develop the website as an effective, efficient tool.

Efficiencies for Members
During 2015, the SDPAA staff has worked diligently to make our operations more efficient, always with our Members foremost in mind. Towards that end, we have:

- Simplified the SDPAA’s application and renewal process by updating our Underwriting Rating System resulting in consolidation of rating criteria, reduction in renewal application criteria, and broadened coverage – all of which are beneficial to our Members.
- Updated the SDPAA’s Property Valuation System and developed a new Property Valuation Report providing Members with a more efficient, effective method of ensuring their property is accurately and appropriately valued and covered.
- Rewritten SDPAA’s General Liability coverage document and developed an Auto Liability coverage document to clear up ambiguities and to provide SDPAA Members with documents which are easier to understand and interpret.
- Utilized our relationship with the SDPAA’s reinsurance broker to assist Members in obtaining coverage, either through SDPAA or an outside source, for exposures for which coverage had been unobtainable or unaffordable in the past.

Our efforts in 2015 also resulted in an increase in SDPAA membership and additional coverages purchased by current Members.

In 2016, we are committed to continuing and furthering our efforts to provide SDPAA Members with exceptional coverage, services, and return on investment. We are here to serve and assist you, our Member-Owners, in protecting the assets of local governments and the taxpayers.

Happy New Year!
After 37 years of devoted service as a law enforcement professional with the Sturgis Police Department, Chief Jim Bush is retiring on January 22, 2016. Chief Bush joined the Sturgis Police Reserves in 1978. He was hired as a full-time Patrol officer in 1979. He graduated Standards in February 1980. Jim was promoted to Sergeant in the Patrol Division in 1985. He became the Chief of Police in 1990, a position he has held without interruption ever since, making him the longest serving Chief of Police in the State of South Dakota.

As Chief he implemented and promoted community policing for Sturgis. The Chief also works proactively with the local school district and introduced the School Resource Officer program into the local schools. He enhanced animal control services, jointly building a new shelter facility with Meade County. And, of course, the Chief has overseen law enforcement for the Sturgis Motorcycle Rally. He is one of few officers in the State who can say they worked both the 50th and the 75th Rallies.

The Chief serves on the Board for the Action for the Benefit of the Community (ABC), and has served as the President of both the South Dakota Police Chiefs’ Association as well as the Sturgis United Way. The Chief was honored to receive the 2015 Chief John Wainman Sr. Service Award from the SD Police Chiefs’ Association. This past summer, the Chief was also inducted into the Motorcycle Hall of Fame. He was also awarded their J.C. “Pappy” Hoel Outstanding Achievement Award in recognition of his contributions to the Rally and the motorcycling industry.

Chief Bush’s professionalism, experience, expertise, and dedicated service are recognized, appreciated and admired by his colleagues, co-workers, and law enforcement agencies across the State and nation. Chief Bush will be greatly missed and the City wishes him the best of luck in his retirement, knowing that Jim will enjoy spending time with family and friends, hunting, and traveling. Jim has been married to his wife Vicki for 47 years. The couple has four children and 12 grandchildren.

Sturgis Police Department’s Assistant Chief, Geody VanDewater, will assume the role of Chief upon Chief Bush’s retirement.
**Retirement**

Francis Toscana retired at end of 2015 after only 42 years in the water and wastewater industry! Francis has worked for the Deadwood/Lead Sanitary District for 40 1/2 years. He served for 22 years on the Deadwood city council and 12 years as Deadwood’s Mayor. Francis wore many hats over the years and served on many Boards, always with the best interest of the community and its people in mind. He is Past President of the SDML and joined the SDML Workers’ Compensation Fund in 1998. He was appointed as Chairman of the Board in 2007.

When asked what his plans were after retirement Francis responded with his usual humor, “I plan to form a tax payers group to eliminate city sales tax and promote a 10% income tax on everyone younger than me or maybe I will just retire.” Good idea Francis - Happy Retirement from your many friends throughout the state!

**Karl Alberts Appointed Chairman**

Upon the announcement of Toscana’s retirement, the Board of Trustees voted to appoint Karl Alberts as Chairman of the Board, effective November 13, 2015. He has served on the Board since 1999.

Karl has been the Finance Officer for the City of Aberdeen since 1997. He graduated from Northern State University with a Bachelor’s degree in Business Administration (Accounting) and is a member of the American Institute of Certified Public Accountants. Karl is Past President of the South Dakota Governmental Finance Officers’ Association and Bethlehem Lutheran Church and is active on several state and community boards, including the SD Retirement System Board of Trustees, SDML Board, Chair of the SDML Audit Committee, and member of the SDML Tax and Revenue policy committee. Karl and his wife, Donna, have two daughters in Aberdeen. Congratulations Karl!!

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**SDML Workers’ Compensation Fund News**

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- **Service**: 888-753-8997
## 2016 Municipal Election Calendar

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

<table>
<thead>
<tr>
<th>Second Tuesday in April</th>
<th>First Tuesday after the first Monday in June</th>
<th>Combine with school on third Tuesday in June</th>
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<td>April 12th</td>
<td>June 7th</td>
<td>June 21st</td>
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The governing board must establish the election date no later than January 14th of the election year if they choose a different election date other than the 2nd Tuesday in April. (9-13-1 & 9-13-1.1 & 9-13-1.2)

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

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

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

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

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

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

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

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

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

5:00 pm the day before the election is the deadline for a voter to absentee vote in person.
Election Day. Polls open 7:00 am to 7:00 pm. (9-13-1); a voter can request an absentee ballot via authorized messenger up to 3:00 pm the day of the election and the ballot has to be returned in time to get it to the polling location.

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<th>April 12th</th>
<th>June 7th</th>
<th>June 21st</th>
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<td>Deadline for official canvass. (9-13-24)</td>
<td>April 19th</td>
<td>June 14th</td>
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In a first class municipality, within 15 days of being elected, an official must file an Elected Official Financial Interest Statement (3-1A-4). This is filed with the person in charge of the election and a sample form can be found at sdsos.gov, Elections & Voting, Campaign Finance and Paper forms.

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

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

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

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

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

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

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Municipal Elections: Q & A

Refer to the 2016 Municipal Elections Handbook for additional information. The handbook can be found on the SDML website under the Library section then Elections.

How is a candidate for municipal office nominated?

For the second Tuesday in April election, no candidate for elective municipal office may be nominated unless a nominating petition is filed with the finance officer no later than five p.m. on the last Friday in February preceding the day of election. The petition shall be considered filed if it is mailed by registered mail by five p.m. by the petition deadline before the election. Such petition shall contain the name of the candidate, his residence, his mailing address and the office for which he is nominated and be on the form prescribed by the state board of elections. The signer’s post office box number may be given in lieu of a street address if the signer lives within a municipality of the second or third class. The finance officer may only accept nominating petitions that are on the prescribed form and were circulated and submitted pursuant to the provisions in chapters 9-13 and 12-6. If the nominating petition meets the statutory requirements, the filing of the petition shall constitute nomination (SDCL 9-13-7).

The statutes for combined election dates, regarding filing deadlines, can be found at SDCL 9-13-37, 9-13-40, 13-7-5 and 13-7-6.

How many signatures are required on a nominating petition for a municipal election?

In municipalities of the first and second class, if the candidate is to be voted for by the voters at large, a nominating petition shall be signed by fifteen registered voters of the municipality for each thousand or major fraction of the population, as shown by the last preceding federal census. No petition needs to be signed by more than fifty voters.

If the candidate is to be voted for by the voters of a ward or subdivision of a municipality of the first or second class having more than one ward or subdivision, a nominating petition shall be signed by at least five percent of the registered voters of the ward or subdivision. The percentage shall be based on the total number of registered voters voting in the ward or subdivision at the last preceding general election. No petition needs to be signed by more than fifty voters.
In municipalities of the third class, if the candidate is to be voted for by the voters at large, the nominating petition shall be signed by not less than ten registered voters of the municipality. If the candidate is to be voted for by the voters of a ward or subdivision of a municipality having more than one ward or subdivision, the nominating petition shall be signed by not less than five registered voters of the ward or subdivision.

No nominating petition may be circulated until on or after the first day of circulation for that election (SDCL 9-13-9). All petition signers must be active registered voters in the municipality where the candidate is being nominated. All petition signers may only sign one petition for each office to be filled (SDCL 12-6-8), with the exception of a voter from a third class municipality is not restricted to the number of petitions which the person may sign (SDCL 9-13-9).

If a person signs more than one petition (except in a third class municipality) the first valid signature presented counts.

5:02:08:00.04. Validity of petition signature when signer has signed more petitions than offices to be nominated. The first signature presented to the filing office which meets the requirements of SDCL 12-6-8 and §§ 5:02:08:00 and 5:02:08:00.01 is valid. The same signature which meets the requirements of SDCL 12-6-8 and §§ 5:02:08:00 and 5:02:08:00.01 on the next nominating petition presented to the filing office may also be valid if the person has not signed petitions exceeding the number of candidates required to be nominated for the same office. Any subsequent signature by such person on a nominating petition presented to the filing office that exceeds the number of candidates required to be nominated for the same office is not valid, except as provided in SDCL 9-13-9.

The members of the governing body of a municipality may choose to hold a municipal election on the first Tuesday after the first Monday in June. The finance officer shall publish the notice required in SDCL 9-13-6 between February fifteenth and March first. No nominating petition may be circulated for signature until March first. Nominating petitions shall be filed under the provisions of SDCL 9-13-7 by the first Tuesday in April. All other governmental responsibilities associated with holding elections under the provisions of chapter 9-13 shall be met by the municipality (SDCL 9-13-40).

Can anyone circulate a petition?

Yes, as long as the person is a South Dakota resident and at least 18 years of age (ARSD 5:02:08:13, SDCL 12-1-3 (9)).

A circulator can sign the petition they are circulating.

May a candidate withdraw after filing a petition?

Yes. Any person who has filed a nominating petition pursuant to SDCL 9-13-7 may withdraw from the nomination by a written request, signed by the person and properly acknowledged and filed with the finance officer of the municipality. The name of a withdrawn or deceased candidate may not be printed on the ballot if the candidate withdraws or dies no later than five p.m. on the deadline day for filing nominating petitions (9-13-7.1).

If death or withdrawal of a candidate or candidates occurs at any time prior to five p.m. on the deadline day for filing nominating petitions results in there being no contest on the ballot, that ballot need not be voted. In addition, if that contest constitutes the only ballot to be voted upon, then the election shall be canceled by the official in charge of the election and the unopposed candidate shall be issued a certificate of election (9-13-7.1).
What if only one candidate files for office?

No election shall be held in any municipality, or ward thereof, wherein there is no question to be submitted to the voters or wherein there are no opposing candidates for any office; in case there are no opposing candidates the auditor or clerk shall issue certificates of election to the nominees, if any, in the same manner as to successful candidates after election (SDCL 9-13-5).

Who is eligible to vote in a municipal election?

SDCL 9-13-4 explains:

9-13-4.1. Registration and residence required to vote in municipal election—Residence defined—Challenge—Contest of election. No person may vote at any municipal election unless the person is registered to vote pursuant to chapter 12-4 and resides in the municipality at the time of the election. For the purposes of this section, a person resides in the municipality if the person actually lives in the municipality for at least thirty days each year, is a full-time postsecondary education student who resided in the municipality immediately prior to leaving for the postsecondary education, or is on active duty as a member of the armed forces whose home of record is within the municipality. A voter’s qualification as a resident may be challenged in the manner provided in SDCL 12-18-10. No election may be contested on the grounds that any nonresident was allowed to vote if the nonresident was not challenged in the manner provided in SDCL 12-18-10.

SDCL 12-1-4 explains:

12-1-4. Criteria for determining voting residence. For the purposes of this title, the term, residence, means the place in which a person has fixed his or her habitation and to which the person, whenever absent, intends to return. A person who has left home and gone into another state or territory or county of this state for a temporary purpose only has not changed his or her residence. A person is considered to have gained a residence in any county or municipality of this state in which the person actually lives, if the person has no present intention of leaving. If a person moves to another state, or to any of the other territories, with the intention of making it his or her permanent home, the person thereby loses residence in this state.
What does it mean when it says a person must qualify for office?

In order to qualify, a person must be:

A. A qualified voter of the municipality;
B. Reside in municipality three months before the election (SDCL 9-14-2). If the person has resided in an area annexed, pursuant to chapter 9-4, for at least three months, he may hold any municipal office.
C. Not a defaulter to the municipality (an individual that held a municipal position and absconded with city funds during their term of office; page 5-6 of SDML Handbook for Municipal Officials). This section does not apply to appointive officers (SDCL 9-14-2).
D. Take an oath of office and give a bond (SDCL 3-1-5).

Alderman candidates must be registered voters and residents of the ward they are running for when nominated (SDCL 9-8-1.1).

The person in charge of the election is responsible for notifying the person elected what they need to do to qualify.

9-13-28. Notice to persons elected—Time allowed for qualification. The finance officer, within two days after the result of the election is declared, shall notify each person elected to office of the person’s election. If a person does not qualify by filing an oath or affirmation of office in the usual form provided by law within ten days after the first meeting of the month next succeeding the election, the office becomes vacant.

If an official fails to qualify then a vacancy is created pursuant to SDCL 3-4-1:

3-4-1. Events causing vacancy in office. An office becomes vacant if one of the following events applies to a member of a governing body or elected officer before the expiration of the term of the office; the person:

(1) Dies;
(2) Resigns;
(3) Is removed from office;
(4) Fails to qualify as provided by law;
(5) Ceases to be a resident of the state, district, county, municipality, township, ward, or precinct in which the duties of the office are to be exercised or for which elected;
(6) Is convicted of any infamous crime or of any offense involving a violation of the official oath of the office; or
(7) Has a judgment obtained against the person for a breach of an official bond.

**Who determines what size campaign signs can be, when they can be put up and when they have to be taken down?**

That is up to the local government to establish rules governing dates and sizes.

Please also note that, unless the city has adopted campaign finance laws or ordinances, a candidate does not have to put “paid for by…” on the campaign materials.

**Who selects and pays for election officials?**

Each voting precinct shall be presided over by an election board consisting of a minimum of two precinct deputies and one precinct superintendent appointed by the governing body (if your wards all use the same polling place you only need to appoint one election board, SDCL 9-13-36). Each precinct superintendent and precinct deputy shall receive compensation which shall be fixed by the governing body (9-13-16.1). The state board of elections has adopted a form to be used in appointing election officials for school or municipal elections (05:02:05:11). Refer to the kinship chart when considering who you can appoint as your election officials. SDCL 12-15-14.3 gives you direction on this: Certain relatives of candidates are prohibited from serving on election and counting boards. No person may serve on an election or counting board who is a candidate or related by blood or marriage within the second degree to a candidate who is on the ballot in that precinct (SDCL 12-15-14.3).

Federal regulations have a special exception for Election Workers – you do not need to withhold Social Security or Medicare from their paychecks if they earn less than $1600 and do not hold any other city position. No 1099 needs to be issued. If the individual earns more than $1600 or their election pay plus their wage from their other city position is more than $1600 then you follow normal procedure for withholdings.

Any precinct superintendent or precinct deputy appointed under the provisions of SDCL 12-15-1 shall be a registered voter and a resident of the precinct for which the person is appointed. If, by the time prescribed in SDCL 12-15-1, a sufficient number of members of the precinct election board are unable to be appointed, a vacancy may be filled by appointing any registered voter of the county in which the precinct is located provided the voter meets the party distribution required by SDCL 12-15-3 (SDCL 12-15-2).

**What constitutes an official canvass?**

The election returns shall be reported as soon as possible to the finance officer, and within seven days of the election, the governing body shall canvass the election returns, declare the result, and enter the result on its journal (SDCL 9-13-24).

Please note that the voter registration list is considered a public record.

A quorum of council needs to be present for the canvas since a majority vote to approve the canvas needs to be taken and recorded.

The person in charge of the election can destroy the voted ballots and pollbook from a non-federal election sixty days following the election. However, they may not be destroyed if a recount or contest of the election is pending (SDCL 12-20-31).

**What is the procedure for absentee voting?**

The application, receipt for absentee ballot, guidelines for acceptance, combined application return envelope,
envelope for transmitting application, envelope for sending ballots, instructions to voter, official return envelope for ballots, official record of absentee ballots delivered to voters and envelopes for use with voting service and overseas ballots can all be found at ARSD 05:02:10.

Any registered voter may vote by absentee ballot in one of two ways – in person or by mail. Voters do not need to provide a reason in order to absentee vote (SDCL 12-19-1). It is important to note that absentee ballots have to be available no later than 15 days prior to the Election Day (SDCL 9-13-21).

An absentee voter desiring to vote by mail may apply to the person in charge of the election for an absentee ballot. The application or request shall be made in writing and be signed by the applicant and state the applicant’s voter registration address. The application or request (except from overseas military or overseas citizen voters) shall contain an oath verifying the validity of the information contained in the application or request. The oath shall be administered by a notary public or other officer authorized by statute to administer an oath. If the application or request does not contain an oath, the application or request shall be accompanied by a copy of the voter’s identification card. The application or request may be used to obtain an absentee ballot for all elections in that calendar year conducted by the jurisdiction receiving the application or request if so indicated (SDCL 12-19-2). If you receive an absentee ballot application that also indicates other elections that they want a ballot for, please make sure to send a copy of the application to those jurisdictions.

At any time prior to an election, a voter may apply in person at the office of and to the person in charge of the election for an absentee ballot during regular office hours up to 5:00 p.m. on the day before the election (SDCL 12-19-2.1). If the voter applies in person, the voter shall complete a combined absentee ballot application/return envelope and show the person in charge of the election the voter’s identification card as required in SDCL 12-18-6.1 or complete the affidavit as provided in SDCL 12-18-6.2.

In the event of confinement because of sickness or disability, a qualified voter may apply pursuant to the provisions of SDCL 12-19-2 in writing for and obtain an absentee ballot by authorized messenger so designated over the signature of the voter. The person in charge of the election may deliver to the authorized messenger a ballot to be delivered to the qualified voter. An application for a ballot by authorized messenger must be received by the person in charge of the election before 3:00 p.m. the day of the election. If an application designating an authorized messenger also indicates a request for an absentee ballot for any future election, such absentee ballot shall be mailed to the address provided on the application. If no address is provided, the ballot shall be mailed to the person’s voter registration address (SDCL 12-19-2.1).

The voter must sign a statement on the absentee ballot envelope prior to returning the ballot. All voted ballots must be returned to the person in charge of the election in time to be delivered to the appropriate polling place prior to the closing of the polls.

Any voter identified as being covered by the Uniformed and Overseas Citizens Absentee Voting Act (42 U.S.C. 1973ff-1) as of January 1, 2011, may submit an application or request for an absentee ballot by facsimile or emailed image to the person in charge of the election. The secretary of state may authorize a person in charge of an election to accept an application or request for absentee ballot pursuant to this section through the system provided by the Office of the Secretary of State (SDCL 12-19-2.3).

A finance officer is not authorized in law to go to nursing facilities or care centers etc. to help citizens vote absentee.
Those individuals need to request an absentee ballot through the regular process. A finance officer or other city employee would be able to drop off absentee ballot applications. Only if a voter puts the finance officer as their authorized messenger would the finance officer be able to bring a ballot to them to vote. We encourage finance officers to not do this since you are the person in charge of running the election. The administrator at the facility could be the authorized messenger.

If any voter who had previously filed an application or request for an absentee ballot submits another application or request for the same election with an updated address, the county auditor shall send an absentee ballot to the new address. If any voter who had previously filed an application or request for absentee ballot appears at the county auditor’s office, the voter may complete another application and be allowed to vote an absentee ballot. If any voter who filed an application or request for absentee ballot notifies the county auditor that the voter never received that ballot, the voter may request that another ballot be sent to the same address. The provisions of this section only apply to a person who has not voted or returned an absentee ballot (SDCL 12-19-2.4).

If a registration form is received simultaneous with an absentee ballot request and prior to the registration deadline, the absentee ballot provided shall be based on the submitted registration form (SDCL 12-19-3).

**What is the procedure for combining elections with the school district or county?**

**With School District:** The members of the governing body of a municipality may choose to hold a general municipal election in conjunction with a regular school district election. The combined election is subject to approval by the governing body of the school district. The combined election shall be held on the regular date set for either the general municipal election or the school district election and all dates associated with either election pursuant to chapters 9-13 and 13-7 shall be adjusted accordingly. Expenses of a combined election shall be shared in a manner agreed upon by the governing bodies of the municipality and the school district. All other governmental responsibilities associated with holding elections under the provisions of chapters 9-13 and 13-7 shall be shared as agreed upon by the governing bodies (SDCL 9-13-1.1).

**With County:** The members of the governing body of a municipality may choose to hold a municipal election in

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at the polling place inside or outside for the purpose of voting prior to the time of the closing of the polls shall have had time to cast their ballots (SDCL 12-2-3, 9-13-1).

Are candidates in municipal elections required to file financial interest statements?

Yes, if in a first class municipality. Every person elected or appointed to any civil office shall, before entering upon the duties thereof, qualify by taking an oath or affirmation to support the Constitution of the United States and of this state, and faithfully to discharge the duties of his office, naming it; and by giving a bond, when one is required, conditioned that he will faithfully and impartially discharge the duties of his office, naming it, and render a true account of all money, credits, accounts, and public personal property requiring inventory, as defined in rules issued by the commissioner of the bureau of administration, that shall come into his hands as such officer, and pay over and deliver the same according to law (SDCL 3-1-5). Each candidate for county commissioner, school board member in a school district with a total enrollment of more than two thousand students, or commissioner, council member, or mayor in any first class municipality, shall file a statement of financial interest with the office at which the candidate’s nominating

What are the hours for municipal elections?

The polls shall be opened at the hour of seven o’clock a.m. and remain continuously open until seven o’clock p.m., standard time or daylight savings time, whichever is in effect. However, no polling place may be closed at any election until all the voters who have presented themselves

conjunction with the regular June primary election. The combined election is subject to approval by the county commissions of the counties in which the municipality is located. Expenses of a combined election shall be shared in a manner agreed upon by the governing body of the municipality and the county commissions involved. All other governmental responsibilities associated with holding elections under the provisions of chapter 9-13 and Title 12 shall be shared as agreed upon by the governing bodies. The finance officer shall publish the notice required in SDCL 9-13-6 between February fifteenth and March first. No nominating petition may be circulated for signatures until March first. Nominating petitions shall be filed under the provisions of SDCL 9-13-7 by the first Tuesday in April. The finance officer shall certify to the appropriate county auditor the candidate names and ballot language to be voted on by the first Friday after the first Tuesday in April (SDCL 9-13-7).
petition are filed within fifteen days after filing such petitions or, if otherwise nominated, within fifteen days after such nomination is certified. A violation of this section is a petty offense. An intentional violation is a Class 2 misdemeanor (SDCL 12-25-30).

**Do any campaign finance reporting requirements apply to municipal elections?**

Only for first class municipality ballot question committees or if a city has adopted campaign finance ordinances.

Campaign finance requirements apply to each statewide office, legislative office, statewide ballot question, county offices and ballot questions in counties and ballot questions in first class municipalities with population greater than five thousand according to the most recent Federal census, and school district offices and ballot questions in school districts with more than two thousand average daily memberships. Any school district election covered by this chapter shall conform to the contribution limits applicable to legislative offices. This chapter does not apply to the unified judicial system, nor does this chapter apply to any township or special purpose district offices or ballot questions or elections for municipal offices. However, the governing body of any county, township, municipality, school district, or special purpose district not otherwise covered by this chapter may adopt an ordinance or resolution to make the provisions of this chapter, with or without amendments, applicable to township, school district, or special purpose district elections (SDCL 12-27-39).

**Election Reminder**

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

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Municipalities have the option of adopting provisions of state law regarding campaign financing for organizations contributing to ballot question committees. If such an ordinance is adopted, information to be contained in the statements is contained in SDCL 12-27-19 and 12-27-22 through 28.

The Secretary of State’s office has a campaign finance disclosure guidelines book available upon request.

**Who can register voters?**

The county auditor has complete charge of maintaining the voter registration records in the county. Voter registration shall be conducted by county auditors and municipal finance officers. Voter registration shall be available at the Secretary of State’s office and at those locations which provide driver’s licenses; food stamps; Temporary Assistance for Needy Families; women, infants, and children nutrition programs; Medicaid; military recruitment; and assistance to the disabled as provided by the Department of Human Services (SDCL 12-4-2).

Voter registration forms can be printed at your local printing company or you can print the form off of the Secretary of State’s website. Go to www.sdsos.gov and click on Register to Vote under the Elections & Voting tab.
CIF Loan Helps Bring European Technology to Rural South Dakota

Zorba is coming to Beresford, SD. Tons and tons of zorba.

The word might not mean anything to you now, but it will mean big things for Beresford in the future.

Zorba is recognized as “a mix of shredded and pre-treated non-ferrous scrap metals.” This is generally the stuff you find in landfills and junk yards. By next spring, an innovative recycling/sorting company in Beresford—one of the first of its kind in the United States—will be sorting through shipments of zorba to separate out small particles of copper, lead, brass, magnesium, nickel, tin, zinc and precious metals for re-use in new materials.

The company, operating as Dakota Metals, chose the rural community of just over 2,000 people after visiting several locations in Iowa, Minnesota and Nebraska. The facility will add up to fifty full-time jobs to the area.

“Anytime a small town has an opportunity to bring in a facility like this, it’s exciting,” said Beresford City Administrator Jerry Zeimet. “To be one of the first places in the United States to offer this type of technology is really special. They told us the business climate of South Dakota, the vitality of our community and the package we brought to the table helped them make the decision to call Beresford home.”

Dakota Resources is proud to be part of that package, as the City of Beresford utilized a $570,000 Capital Investment Fund loan to help in the construction of Dakota Metals’ new 39,000 square foot sorting facility. The building will be built on 8.5 acres of land in the industrial park, with an opportunity to expand another 39,000 square feet in the future. The flexible, low-interest loan was the first CIF loan used by the City.

“We heard about Dakota Resources and the Capital Investment Fund through the Governor’s Office of Economic Development (GOED) and through knowing Beth Davis,” said Zeimet. “We didn’t have a need to borrow money before this opportunity, but when the time came, we knew who to call.”

Once the facility is built, it will house Magnetic Density Separation (MDS) technology purchased from Liquisor,™ a company in the Netherlands. The technology is extremely environmentally-friendly, with low CO2 emissions, zero waste and high purity production.

“It was exciting to be part of an expansion of this nature and to see multiple entities within the state come together to create opportunities for the community of Beresford,” said Jay Headley of Dakota Resources. “My interactions with leaders within the community and the passion they have for their work show me that Beresford has a lot to be proud of and a bright future in front of it.”

Several sources aided the project, including a Reinvestment Payment from the GOED, funding from Dakota Business Finance and the Small Business Administration.

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Leadership Habits of Highly Effective Governing Bodies

By Carl H. New, Jr.

The quality of leadership effectiveness demonstrated by a governing body and its ability to be highly effective are the result of disciplined adherence to a set of fundamental principles and skills.

Think and Act Strategically
Strategic thinkers and leaders always come at you from the future and take you “back to the future” from the present.

Leadership starts with vision, and evolves to define the strategic issues that must be mastered to achieve the vision.

The next step is the development of long-range goals that address these strategic issues and provide decision-making and budgetary focus for the successful implementation of these goals. Living from one annual budget to another, and from one meeting to the next, condemns your community and its future to happenstance and reactionary decision-making and policy creation.

Citizens expect leadership, sound thinking, decisive action, and accountability for results.

Respect “Shared Constituency.” What Do the People Need?
No city, town, county, local government jurisdiction, or nongovernmental community entity is an island. Every citizen is represented and served simultaneously by the federal, state, county, and city governments, as well as school and special-purpose districts.

These governments and community entities usually see themselves as separate institutions, often with conflicting and competing agendas. They fail to define how a public service category meets the needs of a community of shared constituents (public safety, transportation, community development, human services, health care, education, etc.), and is defined and functions in a seamless manner, with each jurisdiction and entity ensuring its appropriate contribution to the effective and efficient performance of the whole service system.

They also recognize that collaboration and integration work best if they originate at the local government (city and county) level. In reality, all government, as it touches people’s daily lives and existence, is local.
Understand and Demonstrate the Elements of Teams and Teamwork

Governing bodies, by law, exist and have authority only when their members convene as a “body” to do business. Each member is a component of a corporate being that must speak — and fulfill its commitments — with one voice in a mature, effective, and reliable manner. They are collections of diverse individuals who come together to constitute and act as an entity, and only when operating as that entity do they exercise authority and perform in fulfillment of their purpose. This is a classic definition of team.

Teams have two “S” components: systemicness and synergy. All teams are systemic by definition, being made up of interdependent parts (people) who affect each other’s performance and that of the team. Synergy is the ability to achieve an effect when working together as a team that is more than the sum of the team members’ individual efforts. While all teams are systemic, relatively few are synergistic unless their members understand, master, and demonstrate the fundamentals of teamwork.

Highly effective governing bodies spend time building their sense of being a team and their skills for productive teamwork.

Master Small Group Decision-Making

Most local government councils are classic small groups, with fewer than a dozen people. Small groups demonstrate certain skills and behaviors that “link” their members together. They also have clearly defined processes for making decisions in fulfillment of their purpose. The “Effective Small Group Decision-Making” chart above summarizes the skill sets essential to small group effectiveness.

Have Clearly Defined Roles and Relationships

A role has two elements: function, the specific responsibilities of that role, irrespective of incumbency; and performance, how one is expected to behave and fulfill his or her responsibilities.

Most governing bodies, whether through charter, statute, or ordinance, have clear definitions of their function. The performance component must be defined within the team through discussion and mutual definition of those behaviors and practices expected of the governing body’s members in the conduct of their duties and interactions.

Honor the Governing Body–Administration Partnership

We have all heard the popular phrase, “The governing body makes policy, administration implements policy.” This is a total misconception of reality.

Policy making and policy implementation are not distinct and separate functions. Policy making—implementation is...
a continuum of thought and relationships that transforms ideas and abstractions (visions, policies, goals, and plans) into defined, observable ends or outcomes (results, programs, projects, deliverable services). Governing body members and administration share this continuum as partners, ensuring each other’s success. Each person plays an important role in creating sound policies and ensuring effective implementation through reliable administrative practices and performance.

The governing body–staff partnership functions best when it is vision-driven and goal-based.

Highly effective governing bodies focus their energy on establishing vision, goals, and good policy, as well as empowering effective administration performance. Failure to do so frequently leads to micromanaging and reactive governance.

**Allocating Governing Body Time and Energy Appropriately**

Time, especially to elected officials, is a critically precious and limited commodity. The typical governing body provides real governance for relatively few hours — usually less than 200 hours annually, as compared to the typical 2,400-plus hours per work year for senior administrators. Allocation and wise use of time are vital to leadership effectiveness and performance.

Governing bodies, like teams, “play” in a number of settings or “arenas” to achieve overall peak performance. There are four distinct arenas, and each must be appreciated for its purpose and contribution to the body’s effectiveness:

- Goal-setting (retreats or “advances”)
- Exploration and analysis (study sessions)
- Disposition/legislation (regular public meetings)
- Community relations (interactions with constituencies and other agencies)

Highly effective governing bodies hold at least one goal-setting retreat or “advance” annually.

They also will hold two study sessions monthly, usually between regularly scheduled public hearings. Here, they can confer with members of the administration and other experts on significant items under consideration and requiring eventual official actions. While study sessions are open to the public as observers, the public should not participate in the governing body–staff dialogue. Many councils short-change this arena, pushing the opportunity for learning into the formal public hearing.
conduct business in an orderly, disciplined, and productive manner.

**Practice Continuous Personal Learning and Development as a Leader**

Leaders take advantage of the myriad opportunities to learn and perfect their skills by reading, going to state and national municipal league workshops, and participating in every forum that can expand their skills to lead and govern well.

**Keep Your Sense of Humor**

Governance is a serious business dealing with the vital issues affecting our communities and the quality of life we experience within them. Humor reduces friction and stress, lets others know that we are human, and brings a pause that refreshes our insight and commitment. It is essential to creating and maintaining good relationships.

With few exceptions, every governing body can be highly effective and provide strong leadership. But to become effective will require a good governance model and disciplined adherence to the fundamental habits of effectiveness.

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**Have Clear Rules and Procedures for Meetings**

Governing body meetings exist for the purpose of doing the body’s “governance” business. Literature on how to conduct effective and productive meetings specifies the need for adherence to clearly defined rules and procedures. Many governing bodies, however, drift from these rules and procedures in pursuit of informality, collegiality, and “just being nice.” They let their meetings drone on with redundant comments and endless unfocused conversations.

Rules and procedures do not preclude citizen input, courtesy, or sensitivity to public concerns and viewpoints. They respect all these elements and the necessity to conduct business in an orderly, disciplined, and productive manner.

The arena of disposition/legislation is designed to get to a vote, not promote careful analysis of complex issues. The latter occurs in the second arena.

The fourth arena, community relations, is becoming more important. Today, the community arena requires more time spent in interactions outside city hall and puts greater time pressure on mayors and councilmembers.
Improving the Budget Process

By Michael A. Bryant

There are many ways to improve the budget process that don’t require administrators to reinvent the wheel. It is acceptable and even common to implement proven best practices from other governments; but at the same time, the budget process should be customized to support your government’s business needs.

Develop a Strategic Plan

The operating budget is the largest policy in government. Its primary goal is to serve the general public and other stakeholders by clearly setting expectations for priorities and spending. When identifying improvements to the budget cycle, it is helpful to consider habit two of Stephen Convey’s 7 Habits of Highly Effective People1 – begin with the end in mind. The idea is to envision what cannot currently be seen, and it is a technique that is often used in creating an organization’s strategic plan or vision statement.

Strategic plans, which often span multiple years, help governments identify what is on the horizon. GFOA recommends that all governmental entities use some form of strategic planning to provide a long-term perspective for service delivery and budgeting, thus creating a strong linkage between the approved budget and broad organizational goals and community priorities.2 The organization’s strategic plan is its blueprint for how it intends to achieve its goals. The budget process should be designed to organize spending plans that cost out the resource needs to support implementation of the strategic plan.

Develop a Management Philosophy

A management philosophy defines the priorities and goals of an organization, educating employees and the community about the framework that guides the organization’s decision-making process. A management philosophy is an important element of the budget process. The budget process should be designed to elevate the priorities and estimate the cost required to achieve preferred outcomes. This framework is not limited to funding decisions; it can also influence policy discussion.

Mecklenburg County, North Carolina, implemented a management philosophy known as managing for results. This comprehensive and integrated management system focuses on achieving results for the customer and makes it possible for governments to demonstrate accountability to the communities they serve. (See Exhibit 1.)

Evaluate Performance

A performance management system tracks progress toward achieving the organization’s mission, vision, and goals. A comprehensive set of metrics can help organizations balance their business activities against their vision, strategy, and operations. With the support of a strategic plan, performance measures are used to align vision and mission with day-to-day work; evaluate business strategy; monitor operation efficiency improvements; and build organizational capacity.

Performance measures also serve as communication tools, showing exactly what the organization should measure to

Exhibit 1: Managing for Results

Goals

Corporate Strategies

Performance Management

Accountability

Budget for Results

Program Alignment
'balance' the financial perspective. When designing the budget process, previous performance results need to be considered. There should also be a strong linkage between performance measures and budget allocations, that an organization is funding programs and services that provide the best opportunity to meet goals and satisfy community priorities.

Mecklenburg County uses the Balanced Scorecard method to track progress toward achieving the organization’s goals and help put measures in the context of multiple community priorities. Performance results are illustrated with stoplight colors: green means performance is on target, yellow indicates mixed results, and red requires immediate attention.

**Prepare the Budget**

The focus can now shift to the preparation phase of the budget process. This often begins with an official budget kick-off meeting with departments; consider setting the right tone by combining the business meeting with fun activities. Mecklenburg County models the kick-off meeting after popular game shows. The last two years included games of Family Feud, budget bingo, and budget trivia, all hits with the department representatives. These kick-off meetings enable budget staff to provide instruction in a fun environment while not losing focus of the important business at hand.

**Get Approval**

The balancing act begins once the funding requests are submitted to the budget office and the executive team for consideration. Mecklenburg County holds a two-day retreat with department heads during the latter half of the budget process to review and discuss each funding request. Although budget requests don’t receive responses, the event is beneficial for all involved, as the open dialogue between directors, the budget office, and the executive team enhances their understanding of funding requests. It also helps create an environment where department representatives can hear the resource needs of their colleagues and develop a better understanding of competing resources. The approval phase occurs before the manager presents the recommended budget to the governing body for review and adoption.

Transparency is often the goal for the decision-making phase of the budget process. In a political environment, elected officials often consider their constituents when making funding decisions. Most deliberations occur at budget workshops, where elected officials receive responses to their questions, helping them make informed decisions. In Mecklenburg County, the county commissioners take straw votes on the manager’s recommended budget (see Exhibit 2). Each elected official can ask a question regarding the recommended budget, seek clarity, and propose a funding adjustment. A motion to propose a funding adjustment to a particular item in the recommended budget does not require a second. A vote is taken, and if the motion passes, the adjustment is keyed into a spreadsheet that calculates the impact of funding decision on the property tax rate. At the end of this session, county staff is directed to develop the budget ordinance.

---

**Exhibit 2: Straw Vote Spreadsheet**

<table>
<thead>
<tr>
<th>Service</th>
<th>FY2016 Total Budget*</th>
<th>FY2016 Recommended Total</th>
<th>BOCC Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte-Mecklenburg Schools Funding</td>
<td>351,076,594</td>
<td>373,736,594</td>
<td>81,658,988</td>
</tr>
<tr>
<td>CMS OPERATIONAL FUNDING</td>
<td>12,200,000</td>
<td>12,200,000</td>
<td>0.00</td>
</tr>
<tr>
<td>CMS - CAPITAL REPLACEMENT</td>
<td>4,960,000</td>
<td>4,960,000</td>
<td>0.00</td>
</tr>
<tr>
<td>CMS Operating Total:</td>
<td>399,236,594</td>
<td>411,996,594</td>
<td>2,757</td>
</tr>
<tr>
<td>Central Piedmont Community College</td>
<td>32,484,482</td>
<td>32,484,482</td>
<td>0.00</td>
</tr>
<tr>
<td>CPC OPERATIONS FUNDING</td>
<td>35,246,482</td>
<td>35,246,482</td>
<td>0.00</td>
</tr>
<tr>
<td>CRCC-MTVF MEASURES [CPC]</td>
<td>200,000</td>
<td>200,000</td>
<td>0.00</td>
</tr>
<tr>
<td>CRCC Operating Total:</td>
<td>33,984,482</td>
<td>35,484,482</td>
<td>4,497</td>
</tr>
<tr>
<td>Education Total</td>
<td>433,321,076</td>
<td>445,431,301</td>
<td>3,169</td>
</tr>
<tr>
<td>Debt Service</td>
<td>228,320,000</td>
<td>229,597,176</td>
<td>1,277</td>
</tr>
<tr>
<td>Community Service Grants</td>
<td>4,185,919</td>
<td>3,786,919</td>
<td>0.10</td>
</tr>
<tr>
<td>County Services</td>
<td>776,553,286</td>
<td>785,957,641</td>
<td>2,501</td>
</tr>
<tr>
<td>Grand Total</td>
<td>2,154,880,000</td>
<td>2,202,338,966</td>
<td>2,458</td>
</tr>
</tbody>
</table>

* FY2016 Adopted includes 4.9% added for CMS operating due to State funding decisions that occurred post adoption.
The first is relationships, which are often overlooked in designing the budget process. Develop them by participating in department meetings and making an effort to learn more about the business you support.

Another factor is trust. The budget process is not about popularity, and you certainly cannot please everyone. But you can maintain trust and respect by being honest and forthright. With a high degree of trust and strong relationships, executive leadership, the budget office, and departments may agree to disagree and maintain a healthy partnership.

Strong communication is also essential, and different people prefer different communication styles. Technology such as SharePoint sites has enhanced the budget process, but don’t overlook the fundamentals. The majority of misunderstandings during the budget process are caused by a lack of communication, so don’t be afraid to ask questions when analyzing funding requests.

Finally, educate your supervisors about budget and fiscal responsibility. Employees are the organization’s most valuable asset. Mecklenburg County requires all supervisors to attend a budget and finance training, regardless of their direct involvement in the annual budget process. The curriculum highlights the importance of fiscal

The Intangibles. Regardless of how much effort and thought goes into improving the budget process, it will not succeed without teamwork, which involves factors that are difficult to measure or quantify. These intangible factors play a major role in the success of the budget process.

Establishing Sub-Processes. Elected officials and the general public are generally not exposed to the entire budget process, and the decision makers are only exposed to the so-called tip of the iceberg. Developing a recommended budget requires several sub-processes such as non-profit funding and a review of user fees, which may require other strategies when designing the budget process. A number of factors influence those strategies, including citizen participation, different fiscal years, and separate governing bodies. Because of the attention to detail and effort required, governments might consider working on sub-processes outside of the traditional six-month budget season – a few months later would be ideal, helping balance the budget office’s workload throughout the calendar year and giving decision makers more assessment time. However, to the extent possible, the budget process does need to factor in all of the intricacies associated with the sub-processes.

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Rapid City
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accountability and the role of supervisors in managing their departmental resources. Employees have noted on the course survey that the training is one of the most valuable courses they have attended and it provides insight into the annual budget process.

Review Processes Regularly
The organization’s financial policies should be routinely reviewed and updated so they stay current. Mecklenburg County practices a fiscal discipline strategy that is centered on its financial policies. Policies that are up to date provide good guidance for debt service, pay-as-you-go capital funding, and fund balance, and help ensure that your organization’s finances are in good fiscal shape. Mecklenburg County conducted an extensive assessment and revision of its financial policies shortly after the Great Recession, putting the county in the strongest financial position it has enjoyed in years. Mecklenburg County is well positioned to maneuver the next fiscal storm much better than the last. And as a result, the budget process provides funding flexibility for the county manager.

Conclusions
A long-term financial model is a must, given the revenue uncertainty that governments face. It helps governments run scenarios based on assumptions, and as the assumptions are tested, it can prepare governments for the future and place them on the course for obtaining financial resiliency.

There is considerable latitude in designing the budget process. It should help identify the organization’s operating costs over the next fiscal year and, ultimately, achieve its goals. The components of the budget process should be refined to ensure that the jurisdiction is responding to the current fiscal climate, as well as meeting the needs of stakeholders. At the end of the cycle, the government can survey the stakeholders to identify what went well, along with opportunities for improvement, and incorporate the results into the next fiscal year’s budget process. Continuous improvement will ensure that your organization has a robust budget process.

Notes

Michael A. Bryant is the budget director for Mecklenburg County, North Carolina, and is a member of GFOA’s Committee on Governmental Budgeting and Fiscal Policy. Bryant has taught classes for GFOA and made presentations at the annual conference.

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

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<table>
<thead>
<tr>
<th>Mecklenburg County’s Budget Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Fiscal Year: July 1 – June 30)</td>
</tr>
<tr>
<td>• Strategic Planning: Setting Goals and Priorities (September – December)</td>
</tr>
<tr>
<td>• Strategic Planning: Corporate and Department Strategies are Established and Refined (September – December)</td>
</tr>
<tr>
<td>• Governing Body Budget Retreat: Annual Budget Retreat with Governing Body (January)</td>
</tr>
<tr>
<td>• Budget Kickoff: Official Start of the Budget Process (January)</td>
</tr>
<tr>
<td>• Budget Public Policy Meetings: Bi-Weekly Meetings with the Governing Body to Discuss Budget-Related Topics. (February – May)</td>
</tr>
<tr>
<td>• Department Directors Budget Retreat: 2-Day Workshop for Executive Team and Department Directors to Discuss Department Budget Requests (April)</td>
</tr>
<tr>
<td>• Recommended Budget Presentation: Managers’ Presentation of Recommended Budget to the Governing Body (May)</td>
</tr>
<tr>
<td>• Public Hearing: Citizen’s Comments on Recommended Budget Sent to Governing Body (June)</td>
</tr>
<tr>
<td>• Straw Vote Sessions: Governing Body Proposals and Voting on Adjustments to Recommended Budget (June)</td>
</tr>
<tr>
<td>• Budget Adoption: Formal Approval of Operating Budget (June)</td>
</tr>
<tr>
<td>• Program Evaluation: Performance Assessment of Programs and Services (Ongoing)</td>
</tr>
<tr>
<td>• Budget Monitoring and Reporting: Monitoring and Reporting of the Adopted Budget (Quarterly)</td>
</tr>
</tbody>
</table>
Five Tips to Help Employees Avoid Clicking on Malicious Emails

By John Miller, Senior Consultant, Sophicity

As cybersecurity concerns continue to grow and grow, you will often hear that many data breaches occur because of employees clicking on suspicious emails. It’s obviously frustrating that an organization can implement the strongest firewalls, antivirus software and antispam software and yet still get a crippling virus from a simple email.

While it’s smart to make sure you have as many preventative methods in place that block or warn people about suspicious threats before they even happen, even the best of us can still click on suspicious emails. Here are a few tips that will help employees keep from clicking.

1. **Look at the email address of the sender.** Hackers have become good at creating sender names that at first glance seem legitimate, such as “GoogleNotify.” But take a look at the sender’s email address. It’s clearly not from a Google email account. Sophisticated hackers may use a name that looks more legitimate, but email addresses are often an area where most hackers fall short — making it easier to know it’s a fraud.

2. **Ask yourself if the email is normal or typical.** Suspicious email attachments usually ask you to do something that you’ve never done before. If you feel immediate suspicion or you immediately wonder why an organization would send you this email, then that feeling is a red flag. For example, if the email says your bank suspended your account and you need to download a zip file attachment to restore it, ask yourself if that sounds right. If you’re in doubt, go to the organization’s website or call the organization to ask if the email is legitimate.

3. **Is the email asking you to click a strange link or an attachment?** If the email seems unusually desperate to get you to click on a link or an attachment, that’s a red flag. Especially be careful about attachments. Any legitimate organization does not typically conduct business through having...
customers download zip files as a part of a transaction. And while many legitimate emails provide links, you need to assess your trust and past interactions with the organization sending the email. If it’s an email newsletter from a trusted organization with clear identifying information, you’re probably fine. But if the sender is asking you to do something odd such as accessing your email messages through a link (when you normally just go to your email account), then be extremely wary.

4. Is the email crystal clear?
If it is a vague communication — such as “Undeliverable messages. Get more information.” — be wary. Any professional organization would provide more information and context about a particular issue. A professional email provides a full description of what the organization asks of you and will provide contact information to not only handle any of your questions but also in case you want to verify that the email is not a scam if you have doubts.

5. Are you asked for sensitive information?
This is where the rubber meets the road for data breaches. Once you give out sensitive information like a password or Social Security number, your organization may be exploited. This is an area where your employees absolutely must err on the side of caution. No matter who asks for sensitive information, always confirm that request with someone in authority. When in doubt, confirm.

If a theme emerges with these questions, it’s that employees need a certain “street smart” mentality applied to email. And sometimes emails skirt the line. Recently, Facebook sent one of our employees a legitimate message that looked like a phishing attempt. That employee instead went to Facebook directly to handle the problem instead of clicking through any link in the email — just to be sure. In another instance, a similar looking email supposedly from Apple turned out to be a phishing attempt. Erring on the side of caution should be your employees’ rule of thumb, and it’s something to constantly communicate to them to help avoid viruses and data breaches.

Concerned about data breaches through email? Contact Sophicity to talk in more detail about this problem at 770-670-6940, or check out sophicity.com. Sophicity is a KLC Cornerstone Partner and provider of “IT in a Box.”

Article reprinted from Kentucky City magazine, November/December 2015.
2015 Year End Report to the Membership

We have just completed another successful year within the SDML Workers’ Compensation Fund. It has become tradition to share the year end numbers with our Membership for the past year.

Membership Growth: The growth in public entities that purchase their work comp coverage from the SDML Workers’ Compensation Fund has been phenomenal. Below is a history of the Membership numbers from the very beginning of the SDML Workers’ Compensation Fund.

<table>
<thead>
<tr>
<th>Year</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1987 The Fund’s 1st Year</td>
<td>57</td>
</tr>
<tr>
<td>1995 Insurance Benefits 1st Year as Administrator</td>
<td>188</td>
</tr>
<tr>
<td>2000</td>
<td>209</td>
</tr>
<tr>
<td>2005</td>
<td>290</td>
</tr>
<tr>
<td>2010</td>
<td>362</td>
</tr>
<tr>
<td>2015 – 10 New Members added in 2015</td>
<td>416</td>
</tr>
</tbody>
</table>

Below is the Membership breakdown by type of entity:

<table>
<thead>
<tr>
<th>Numbers</th>
<th>2015 Net Estimated Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cities</td>
<td>$3,376,233</td>
</tr>
<tr>
<td>Counties</td>
<td>$3,081,251</td>
</tr>
<tr>
<td>Townships</td>
<td>12,983</td>
</tr>
<tr>
<td>Fire Districts</td>
<td>76,565</td>
</tr>
<tr>
<td>Conservation Districts</td>
<td>52,422</td>
</tr>
<tr>
<td>Irrigation Districts</td>
<td>14,993</td>
</tr>
<tr>
<td>Sanitary Districts</td>
<td>12,526</td>
</tr>
<tr>
<td>Solid Waste Districts</td>
<td>6,090</td>
</tr>
<tr>
<td>Boards &amp; Misc.</td>
<td>82,641</td>
</tr>
<tr>
<td>Ambulance Districts</td>
<td>92,516</td>
</tr>
<tr>
<td>Total</td>
<td>$6,808,220</td>
</tr>
</tbody>
</table>

Claims Information:

<table>
<thead>
<tr>
<th>Year</th>
<th>Number</th>
<th>Incurred Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>893</td>
<td>$2,781,953</td>
</tr>
<tr>
<td>2005</td>
<td>888</td>
<td>$3,630,636</td>
</tr>
<tr>
<td>2010</td>
<td>1,007</td>
<td>$3,746,907</td>
</tr>
<tr>
<td>2015</td>
<td>1,032</td>
<td>$2,967,433</td>
</tr>
</tbody>
</table>

There has been an 89% increase in the number of Members since the beginning of the 2002 year. The claims activity has remained relatively stable in both the number of claims (Frequency) and the dollar cost of those claims (Severity). This has been consistent for several reasons. First, the solid underwriting practices that Insurance Benefits uses when adding new members. Second, the claims management and use of rehab nurses that Claims Associates provides. Third, the active loss control programs that are provided by Safety Benefits.

The SDML Workers’ Compensation Fund uses an actuarial firm, AON Risk Solutions, to evaluate claims, expenses, and to determine the rates that we need to charge you, our Members, on an annual basis. The actuarial firm also looks at each individual member’s claims experience and determines each Member’s Fund Modifier based on your individual claims history.

2016: No Change in Net Rates. As reported at the Annual Meeting in October, the SDML Workers’ Compensation Fund rates were increased by 3%, but because of the financial strength of the Fund, the Board of Trustees took action to offset the rates by increasing the Renewal Credit by 3%, which results in no change in your rates for 2016. In addition to Renewal Credits, the SDML Workers’ Compensation Fund offers Loss Control Credits and Equity Credits to each Member, which reduces the amount you pay for your workers’ compensation coverage and puts money back into your budget.

As a risk management strategy, the SDML Workers’ Compensation Fund purchases Excess “Reinsurance” to protect your financial assets. This is purchased through Safety National Casualty Corporation. SNCC carries an A.M. Best Rating of an A+ (Superior), for it’s financial strength. However, with the success of the Fund comes along related expenses and changes in our Reinsurance program. In 2014 the “Self-Insured Retention” (the amount that the SDML WCF pays for each claim prior to “reinsurance” stepping in and paying the amount above this dollar amount) was increased from $850,000 to $900,000 for each claim. The SDML Workers’ Compensation Fund Board of Trustees was advised that this would occur and they prepared accordingly. That preparation is why your rates are able to remain stable and why the SIR remains unchanged in 2016, for the third year in a row. Since 1987 the SDML Workers’ Compensation Fund has only had 12 claims that have ever reached the Self-Insured Retention (SIR) limit.

We are providing this information to you as Members, so that you understand the importance of purchasing reinsurance. It caps the amount of claims dollars that would be paid by the SDML Workers’ Compensation Fund, for any one particular claim.
2016 Grant Programs. For the past six years the SDML Workers’ Compensation Fund has offered two different grant programs to its members. Because these grant programs promote safety to our members, the SDML WCF Board of Trustees decided to offer both grant programs for the 2016 year on a first come first serve basis until the grant funds are exhausted.

This first grant is in partnership with Stryker EMS to assist our membership in purchasing a Stryker Power-PRO™ cot or a Stryker Stair-PRO® chair. The intent is to provide a safer workplace for the EMT’s, firefighters, police officers, and all local governmental employees that assist the ambulance services to provide emergency transfer of patients.

The second grant is in partnership with Stan Houston Equipment to assist members with the purchase of an ICS* Saw Package. The ICS* saw is very beneficial in reducing the risk of injury during activities that require the use of a chop saw, particularly to cut and repair broken water pipes in a confined space.

Eligibility for these grants is very simple. The applicant must be a member of the SDML WC Fund as of the date of the grant application and in the year the grant is awarded. Also, the member must meet several selection criteria, including compliance with loss control safety recommendations. The complete list of selection criteria is outlined in the application.

The SDML Workers’ Compensation Fund has always stressed the importance of using safety equipment and following safety procedures. There are many components to a successful safety program, beginning with leadership direction and support, which then flows to the supervisors and employees. We look forward to more participation in these programs and the reduction of injuries to employees.

Both 2016 grant applications are available on our website at www.sdmlwcfund.com. If you have any questions please contact Brad Wilson or Ladene Bachtell at Insurance Benefits, Inc., 4901 S. Isabel Pl. #110, Sioux Falls, SD 57108 Email: info@sdmlwcfund.com or Phone: 800-233-9073.

The Board of Trustees thanks all of you for the continued support you give to the SDML Workers’ Compensation Fund, your commitment to safety, to returning an injured employee back to work, for following your loss control Improvement Recommendations, and especially your continued membership with the SDML Workers’ Compensation Fund.

If you have any questions regarding this year end summary please call your Administrator, Insurance Benefits, Inc. at 800-233-9073 and ask for Brad Wilson. You can also reach him by email at brad@sdmlwcfund.com.

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SOUTH DAKOTA MUNICIPAL LEAGUE
By Senator John Thune

In December 2014, Republicans were preparing to take control of the Senate – the first time Republicans would control the upper chamber since 2007 – and follow through on the promises we made to the American people. Republicans were serious when we pledged to get Washington working again.

It wasn’t a half-hearted slogan we used to campaign for the majority, it was a commitment by which we intended to govern in the majority.

Republicans pledged to tackle the big issues, which is why in just the first few weeks of the new Republican majority, we sent a bill to President Obama that would have approved the long-stalled, job-creating Keystone XL pipeline. We also passed important legislation that gave the American people a voice on the president’s misguided nuclear agreement with Iran, a ten-year balanced budget that didn’t raise a single dime in taxes, a bill that funds America’s men and women in uniform, numerous resolutions that would block burdensome EPA regulations, legislation that defunds Planned Parenthood, and a bill that repeals Obamacare.

I was glad we were able to help secure the Powder River Training Complex (PRTC) expansion, which was an effort nearly nine years in the making. As I said in March 2015 when the expansion was first announced, while this was a long process, I’m proud we’re able to provide our servicemen and women with the resources they need to be successful in a combat environment. In early December 2015, PRTC commanders and airmen completed their first of what I hope will be many successful large force exercises.

It was a humbling experience to play an integral role in getting the first long-term highway bill in more than a decade signed into law. The Senate Committee on Commerce, Science, and Transportation, of which I am chairman, can be credited with nearly half of the legislative text included in the final version of the bill, including reforms that will enhance safety, provide regulatory relief, streamline grant programs, and improve the accountability and efficiency of oversight efforts. Having served on the conference committee that negotiated the final version, I was in a unique position to ensure South Dakota’s interests were given key consideration.

States like South Dakota that depend on freight rail to ship products to and from their communities will benefit from the important Surface Transportation Board (STB) reforms that I helped usher through the Commerce Committee and full House and Senate. These reforms – the first of their kind for the STB – will end the uncertainty faced by businesses and agriculture producers and help protect the consumers who are ultimately impacted by disruptions in freight transportation.

While we’ve been able to accomplish a lot of important things for the American people, there is more work to be done. We plan to spend the second year of the 114th Congress the way we’ve spent the first: fighting to make our economy stronger, our government more efficient and more accountable, and our nation and our world safer and more secure.
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ALL DAY.
EVERY DAY.

The M Series 3 continues the legacy of quality already established by Cat® Motor Graders. Advanced cab design and revolutionary joystick controls greatly improve operator comfort and productivity. From building roads to maintaining them, the M Series 3 Motor Graders give you a winning edge in productivity, efficiency and comfort.

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Contact Butler Machinery to find out how our new motor graders can help.
**SDML Directory Changes**

<table>
<thead>
<tr>
<th>Village</th>
<th>Action</th>
<th>Contact 1</th>
<th>Contact 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcester</td>
<td>Delete</td>
<td>PC Ryan Knutson</td>
<td></td>
</tr>
<tr>
<td>Astoria</td>
<td>Delete</td>
<td>FO Vicki Ovall</td>
<td>FO Sue Crooks</td>
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<tr>
<td>Belle</td>
<td>Delete</td>
<td>BI &amp; CE Jim Smit</td>
<td>BI &amp; CE Alan Hardison</td>
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<tr>
<td>Fourche</td>
<td>Add</td>
<td>ATT Gay Tollefson</td>
<td>ATT Ryan McKnight</td>
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<tr>
<td>Belvidere</td>
<td>Delete</td>
<td>CM Erick Bieber</td>
<td>CM Daniel Hardison</td>
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<tr>
<td>Bowdle</td>
<td>Delete</td>
<td>ATT Donald Gelhaus</td>
<td>ATT Tom Sannes</td>
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<tr>
<td>Brookings</td>
<td>Add</td>
<td>PS Dan Brettschneider</td>
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<tr>
<td>Crooks</td>
<td>Delete</td>
<td>BI Darwin Klabunde</td>
<td>BI Dave Swier</td>
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<tr>
<td>Dolton</td>
<td>Delete</td>
<td>ATT Jeff Cole 605-297-4446</td>
<td></td>
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<tr>
<td>Edgemont</td>
<td>Delete</td>
<td>AIR &amp; PWD Arnold Harper</td>
<td>AIR &amp; PWD Joe Koller</td>
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<td>Fairfax</td>
<td>Delete</td>
<td>FO Darla Seiders</td>
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<tr>
<td>Florence</td>
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*For details visit www.travelsouthdakota.com.*

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**FEBRUARY Community Events**

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

**December 10 - April 9**
Sioux Falls Stampede Hockey
Sioux Falls

**January 29 - February 7**
Annual Black Hills Stock Show & Rodeo
Rapid City

**February 4**
Pop Cult Bingo
Rapid City

**February 5 - 6**
Living History Fair
Watertown

**February 6**
Sioux Empire on Tap
Sioux Falls

**February 7**
South Dakota’s Largest Tailgate Party
Deadwood

**February 9 - 13**
Watertown Winter Farm Show
Watertown

**February 12 - 13**
Strawbale Winery Valentine Twilight Flights 2016
Renner

**February 19 - 20**
2nd Annual Frost Fest
Brookings

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

**February 26 - 28**
Sioux Empire Wacipi
Sioux Falls

*For details visit www.travelsouthdakota.com.*
WE ARE PLEASED TO ANNOUNCE

CONNECTSD

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

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

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- Chromebook Elite Services

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- Laser Engraving
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- Banners
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- Wireless Assessment
- Network Assessment
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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 January 15 for the February 2016 issue. Email ads to carrie@sdmunicipalleague.org or fax to 605-224-8655. Visit www.sdmunicipalleague.org for more classifieds.

AMBULANCE DIRECTOR: Lennox, SD, population 2111. The qualifications for the position is a high school education or GED, State licensure by the SDBMOE as a Paramedic, and must be able to read, write and understand the English language. The Director will be responsible for daily operation of the ambulance dept. including but not limited to conducting paramedic duties, responding to dispatcher instructions, assuring emergency vehicles are in proper working conditions at all times, the emergency vehicles are stocked and cleaned for each emergency call and be able to handle communications professionally and efficiently with careful regard to private patient information. Salary will be in the $15.00 to $18.00 range depending on experience and qualifications. The position includes an excellent benefit package including SD Retirement System, health insurance, life insurance, AFLAC, Delta Dental and paid sick leave and vacation. A completed application, resume and cover letter are required. Job description and application are available at the Finance Office, 107 S Main St. Lennox, SD 57039, phone 605-647-2286 and on the City’s website www.cityoflennoxsd.com. Position open until filled. EOE.

CHIEF OF POLICE: Burke, SD (604). Salary negotiable based on qualifications. Minimum qualifications include two years of qualified supervisory or administrative law enforcement experience. Bachelor’s degree preferred. Must be certified or be able to be certified through the South Dakota Law Enforcement Training Center within one year of hiring. Applicant must be highly motivated with a great work ethic and have the ability to work cooperatively with other agencies, the public and city personnel. The position will remain open until filled. Please submit cover letter and resume to City of Burke, Attn: City Finance Officer, PO Box 250, Burke, SD 57523 or email to burkecc@gwtc.net. Phone: 605-775-2913. EOE.

COMMUNICATIONS OFFICER: Pierre, SD. Qualifications: Must have a high school diploma or GED, good typing skills, ability to remain calm in stressful situations, ability to multi-task and must have good communication and public relations skills. Must be able to work in a fast-paced environment and multitask several items at one time. Applicants must pass a written exam and a hearing test, pre-employment drug screening and background check. As a communications officer you will be working as part of a team operating the Central South Dakota Communications Center, the 911-Emergency Dispatch Center for central South Dakota. You will be receiving calls for assistance from the public, documenting and dispatching appropriate public safety personnel for those calls. You will also be receiving, processing and sending radio communications for various Law Enforcement Agencies, Emergency Medical Services, and local Fire Departments. Hours: 40 hours per week - Shift work. Salary: $15.95 minimum plus comprehensive benefit package. Closing Date: Open until filled. Applications: Human Resources Office, City of Pierre, Box 1253, 222 E. Dakota, Dakota, Pierre, SD 57501, Phone 605-773-7429 or www.pierre.sd.org. EOE.

DIRECTOR OF LIBRARY SERVICES: Brookings, SD (pop. 22,056). Under the direction of the City Manager (as defined in City Charter Sec. 2A.04 and SDCL, 9-10) and the Library Board (as defined in SDCL, 14-2-40), will develop guidelines regulating library activities, policies and gifts to the library. Will select and purchase quality materials and oversee library mission, budget and key library operations including, but not limited to: facilities, finance, fundraising, information technology marketing, personnel and public services. Will also develop, direct and carry out library public relations plans and activities. Will design and submit recommendations on library policies and services to the Library Board and City Manager; develop procedures to implement policy decisions; review/update the strategic plan, and formulate and implement operational goals within the library, addressing the short and long range goals as determined by the Library Board and City Manager. Master’s degree in the field of Library Science or Information Science from an American Library Association accredited school. At least three (3) years of experience as a professional librarian or an equivalent of education and experience may be acceptable. Minimum of two (2) years in an administrative or supervisory capacity required. Full-time exempt. 2015 salary range - $58,779 to $79,357. Visit www.cityofbrookings.org for detailed position description. Excellent benefit package. Position is open until filled. Submit letter of interest, detailed resume and current salary information to: Attn: Donna Langland, Human Resources Director, City of Brookings, PO Box 270, Brookings, SD 57006. dlangland@cityofbrookings.org. Phone: 605.697.8668. FAX 605.697.8661. AA/EOE.

DIRECTOR OF PARKS AND RECREATION: Mitchell, SD. This is a Department Head position which oversees and directs divisions including Parks, Forestry, Campground, Aquatics, Ice Arena, Lake, and Community Recreation Center. Responsibilities include maximizing the effectiveness, safety and utilization of recreation areas and facilities, development of long range plans for future services and facilities, preparation and implementation of annual budget, and coordination of vehicle and equipment maintenance. Bachelor’s degree in Parks and Recreation Administration or related field required, with minimum five
ACCOUNTING OFFICE

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

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

ELECTRIC SUPERINTENDENT: Vermillion, SD. This is a management-level position that performs both administrative and fieldwork in planning, directing, supervising, and coordinating the maintenance and construction of the City’s Electrical Utility System. Salary commensurate with experience and qualifications, excellent benefits package. First review of resumes January 5, 2016. Interested applicants are encouraged to submit a resume, cover letter and completed employment application to: City of Vermillion, Attn: Human Resources, 25 Center Street, Vermillion, SD 57069. Call 605-677-7050 or visit www.vermillion.us/careers for more information and a complete job description. EOE.

FINANCE/CITY ADMINISTRATOR: Box Elder, SD. We are looking for someone with City Administration experience to help develop continuity in all Departments. The Finance Officer’s responsibilities are set forth in SDCL 9-14-17, 9-14-18, 9-14-19, 9-14-20, 9-14-21. Their primary job is as chief accounting and financial officer providing accounting advice and counsel to the Mayor, Department...
MAINTENANCE WORKER: Hoven, SD. Work areas include but are not limited to water, sewer, streets, snow removal, landfill, swimming pool and airport. The following certifications/licenses must be possessed or be able to obtain: Commercial Applicators License, Class I Water Distribution, Class I Wastewater Treatment and Collection. Knowledge with all types of equipment is desired. Wage DOE. Please contact the City of Hoven, PO Box 157, Hoven, SD 57450. You may also call 605-948-2257. Position open until filled.

PATROL OFFICER: Brookings, SD. Must exercise independent judgment and use discretion acting decisively during times of crisis and emergency. Must be 21 years of age with no convictions of any crime by any state or federal government punishable by imprisonment in a federal or state penitentiary. Valid driver’s license required with acceptable driving record. Law Enforcement Standards and Training Commission certification must be obtained within one year of hire date. Will work rotation of various shifts. Hourly pay range $21.21 - $25.80/hr. Full benefit package with shift differential. To apply: Visit www.cityofbrookings.org for job application and position description. Submit application with resume to SD Department of Labor and Regulation – Brooking or: City of Brookings, 520 3rd St., Suite 230, PO Box 270, Brookings, SD 57006-0270, 605.697.8668 Fax 605.697.8661. dlangland@cityofbrookings.org. AA/EOE.

PUBLIC WORKS SUPERINTENDENT: Selby, SD. 40 hours a week with benefits. Salary negotiable/DOE to be discussed at interview. Must have a high school diploma or GED equivalent. The following certifications will be required to be obtained within 1 year of employment: Water Distribution Class I, Wastewater Treatment Class I, Wastewater Collection Class I and a Class B CDL. Must be competent to operate a blade, front end loader and a tandem gravel truck. Work areas include but not limited to water, sewer, streets, parks, buildings, snow removal and swimming pool. Must be able to work all hours including weekends if necessary for water emergencies and snow removal. Must reside in Selby City limits. Send applications and resumes to Selby City, PO Box 346, Selby, SD 57472, Phone: 605-649-7301, Fax: 605-649-1212, e-mail: cityofselby@venturecomm.net. Position open until filled. Selby City reserves the right to refuse any and all applications.

FOR SALE: The City of Beresford is taking sealed bids on a 2003 Ford F550 Bucket Truck with approximately 45,000 miles. The lift, made by Altec, extends to 37 feet. The truck is a 4 wheel drive and comes with an automatic transmission. The box is equipped with utility bins. The 6.0 diesel engine runs but does need work. The bucket truck was used by the Beresford Municipal Electric Department. Sealed bids may be submitted to the City Finance Office, City Hall, 101 N. 3rd St., Beresford, SD 57004 no later than January 4, 2016 at 5:00 p.m. Bids must be received in a sealed envelope marked in the lower left hand corner “2003 Ford F550 Bucket Truck Bid”. The truck is sold as is. For pictures go to www.beresfordsd.com and click the “For Sale” tab. The appraised value is $10,000. Contact Electric Supt. Jay Nordquist at 605-957-5693.

FOR SALE: Notice is hereby given that sealed bids will be received until 1:00 PM on Monday January 12th, 2016 at the City Finance Office located at 325 Monroe Street, PO Box 691 Winner, SD, 57580 at which time bids will be opened and considered for the following: 1-2004 Elgin Pelican SE Street Sweeper with 4619 hours and 11,268 miles on it. Good working condition. Call Bob Bolzer at 605-840-8462. Please mark envelope bid for 2004 Street Sweeper. Payment must be made before picking up equipment. The City of Winner reserves the right to reject any or all bids.

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


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

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

January 2016

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January

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

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

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

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

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

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

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

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

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

Third Monday of January – Martin Luther King, Jr. Day – State holiday (SDCL 1-5-1)

Utility board – Is required to make an annual report of its operations upon thirty days notice at the end of the fiscal year. (SDCL 9-39-29; See Hdbk., sec. 12.080)

Newspaper designation – The official newspaper must be designated annually or for a period of time specified by the governing body, but not to be less than twelve months. (SDCL 9-12-6)

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

February

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

No later than February 1 – The liquor tax reversion must be made. (SDCL 35-5-22; See Hdbk., sec. 11.600)
February 1 – All certificates for water supply and treatment systems operators expire and must be renewed. (SDCL 34A-3-18; See Hdbk., sec. 6.305)

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

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

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

Sales tax ordinance deadlines – The effective date of any new or amended municipal sales tax ordinance must fall on either January first or July first. The municipality must notify the Department of Revenue of the ordinance at least 90 days prior to the effective date. (SDCL 10-52-9; 10-52A-13; See Hdbk. Sec. 12.260)

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

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

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