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TRUSTED PUBLIC FINANCE PARTNER SINCE 1977

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Sioux Falls, South Dakota | Phone 605.339.5800 | 800.339.1111
South Dakota Municipalities, Volume 83, Number 7, January 2017

Features
- SDML 2017 Events Calendar
- 2017 Rib Dinner and Municipal Government Day at the Legislature
- Legal Holidays for 2017
- Municipal Tax Payments
- 2017 Legislative Session:
  - Legislative Calendar
  - How to Track a Bill Online
  - How an Idea Becomes Law
  - 2017 Legislators By District
- 2017 Municipal Election Calendar
- Municipal Elections: Q & A
- 2017 SD Homeland Security Grant Opportunity
- Deadwood Fund Grant Applications
- Why the 21st Century Cures Act is Good for Cities
- SDPAA – A Look Back and a Look Ahead
- Buffer Strips Along the Big Sioux River and Skunk Creek Improve Water Quality
- Leading Resilient Communities in a Changing Environment

Columns
- Director’s Notes
- President’s Report
- Risk-Sharing News
- Washington Report: Senator Thune

In Every Issue
- Community Calendar
- Classifieds
- Directory Changes
- Municipal Calendar

Cover photo courtesy of South Dakota Tourism
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 2017, 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 2017 Legislature for consideration, a relatively small number of bills as we gauge all the changes that were made, both to the legislature, and by the ballot to the process.

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. You can also follow us on Twitter this year – @sdmunileague – 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

Keep on top of what goes on under the Dome

Subscribe to the SDML's Legislative Update.

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

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

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

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

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

To get the Update sent to you by mail or fax please send $10 along with a request (include your mailing address, phone number or fax number) to: SDML, 208 Island Drive, Fort Pierre, SD 57532.

State Rates

(As of July 1, 2015)

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<th>Meals</th>
<th>In-State</th>
<th>Out-of-State</th>
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</thead>
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<td>Breakfast</td>
<td>$6.00</td>
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<tr>
<td>Lunch</td>
<td>$11.00</td>
<td>$14.00</td>
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<tr>
<td>Dinner</td>
<td>$15.00</td>
<td>$21.00</td>
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<tr>
<th>Lodging:</th>
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<tr>
<td>In-State</td>
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<tr>
<td>$70.00 plus tax (Check-in June 1 through check-out Sept 1)</td>
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<tr>
<td>Out-of-State</td>
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<table>
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<tr>
<th>Mileage:</th>
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<tr>
<td>$0.42/mile (Federal Mileage: $0.535/mile as of 1.1.17)</td>
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</table>

What do the citizens want? The answer to that question drives many of the decisions our community leaders make. Yet, engaging the citizenry and truly understanding their perspectives is a challenge.

I’m always looking for more effective ways of communicating with community members, and I was exposed to a promising new concept at the recent National League of Cities Conference in Pittsburgh. The Mayor of Pittsburgh talked about the success his team has experienced using deliberative community forums. The forums are a tool for engaging community members in important city decisions.

What struck me most about the deliberative community forum process was its ability to arm community members with relevant information and then capture their informed opinions after they have a comprehensive understanding of the situation. The forums aren’t about building consensus or group decision-making. They are simply about understanding the public’s perspective.

Important city decisions are often marred by ill-informed opinions and stymied by coffee-talk rumors. This is one way to get in front of the misinformation and truly understand what our community members want. Deliberative community forums do require quite a bit of upfront work and a specific process, but in the end, I think the process could be a very effective way of informing commission decisions.

Deliberative Community Forums are something I expect the City of Pierre to start using in coming months. If you’d like more information about how they work, visit theartofdemocracy.org.

Laurie Gill
President
SDDOT Awards Economic Development Grants

At its November 18, 2016, meeting, the SD Transportation Commission awarded nearly $3.9 million in economic development grants for infrastructure improvements in smaller communities in South Dakota.

The economic development grant program funds awarded at the meeting will improve roads leading to schools, main business areas, hospitals, grain elevators and other economic areas in the communities.

The grants pay for 60 percent of the construction costs, up to a maximum of $400,000.

Communities receiving grant awards this year are:

**Agri-Business Grant:**
- Lincoln County – $400,000 for 468th Avenue and 290th Street which will provide access to the Dakota Plains Dairy.

**Community Access Grant:**
- City of Bridgewater – $71,500 for Juniper Street which serves a business area.
- Campbell County – $101,000 for Summit Street and A Avenue which serves the elevator and a business area.
- City of Elk Point – $290,000 for Rose Street which serves a business area.
- City of Eureka – $88,000 for 9th and 10th Streets which serves the school.
- City of Freeman – $400,000 for Main Street and Railway Avenue which serves the downtown business area.
- City of Gettysburg – $183,000 for Broadway and Potter Streets which serves the elevator.
- City of Kimball – $126,000 for Kiote Road which serves a business area.
- City of Lake Andes – $400,000 for Main Street and 1st and 3rd Avenues which serves the downtown business area.
- City of Mount Vernon – $82,000 for Railroad Avenue which serves the elevator and associated businesses.
- City of Murdo – $400,000 for 3rd Street and Cleveland Avenue which serves the school.
- City of Parkston – $309,000 for Depot Street which serves the elevator and associated businesses.
- Town of Peever – $45,400 for Main and Third Streets and Lincoln and Newton Avenues which serves the downtown business area.
- Town of Pollock – $85,200 for Summit Street and A Avenue which serves the elevator and a business area.
- Town of Ramona – $143,400 for Railway Avenue which serves the elevator.
- City of Salem – $400,000 for Main Street and Norton and Essex Avenues which serves the downtown business area.
- City of Tyndall – $142,000 for Maple Street which serves the elevator.
- Town of Wolsey – $203,000 for Ash Street which serves the school.

### South Dakota Municipal League

#### 2017 Events Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>2017 SD Legislative Session Begins, Pierre</td>
</tr>
<tr>
<td></td>
<td><strong>Annual Report Workshops (See Registration)</strong></td>
</tr>
<tr>
<td>18</td>
<td>SD Police Chiefs’ Assoc Meeting, Fort Pierre</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>SD City Management Assoc Meeting, Pierre</td>
</tr>
<tr>
<td>7</td>
<td>SDML Board of Directors Meeting, Fort Pierre</td>
</tr>
<tr>
<td>7</td>
<td>Rib Dinner with Legislators, Pierre</td>
</tr>
<tr>
<td>8</td>
<td>Municipal Gov’t Day at the Legislature, Pierre</td>
</tr>
<tr>
<td>28</td>
<td>SD Municipal Electric Association Superintendent-Foreman Conference, Watertown</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>SD Municipal Electric Association Superintendent-Foreman Conference, Watertown</td>
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<tr>
<td></td>
<td><strong>NLC Congressional City Conference, Washington, DC</strong></td>
</tr>
<tr>
<td>11-16</td>
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<tr>
<td>16</td>
<td>District 4 Meeting, Lake Andes</td>
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<tr>
<td>21</td>
<td>District 1 Meeting, Big Stone City</td>
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<tr>
<td>22</td>
<td>District 2 Meeting, De Smet</td>
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<td>23</td>
<td>District 3 Meeting, Hartford</td>
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<tr>
<td>28</td>
<td>District 6 Meeting, Bowdle</td>
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<tr>
<td>29</td>
<td>District 7 Meeting, Akaska</td>
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<tr>
<td>TBD</td>
<td>SD Airport Management Association Meeting, Mitchell</td>
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<tr>
<td>30</td>
<td>District 5 Meeting, Miller</td>
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<tr>
<td><strong>April</strong></td>
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<tr>
<td>4</td>
<td>SD Building Officials ICC Code Officials Institute Program, Rapid City</td>
</tr>
<tr>
<td>4</td>
<td>District 8 Meeting, Murdo</td>
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<tr>
<td>5</td>
<td>District 9 Meeting, Hot Springs</td>
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<tr>
<td>6</td>
<td>District 10 Meeting, Whitewood</td>
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<tr>
<td>6</td>
<td>SD Building Officials ICC Code Officials Institute Program, Sioux Falls</td>
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<tr>
<td>12-13</td>
<td>SD Municipal Street Maintenance Association Meeting, Oacoma</td>
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<tr>
<td>19-21</td>
<td>SD Police Chiefs/SD Sheriffs Joint Association Meeting, Deadwood</td>
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<tr>
<td>26-28</td>
<td>SD City Management Assoc Meeting, Spearfish</td>
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<tr>
<td><strong>May</strong></td>
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<tr>
<td>10-11</td>
<td>SD Association of Code Enforcement Workshop, Pierre</td>
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<tr>
<td><strong>June</strong></td>
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<tr>
<td>TBD</td>
<td>SDML Board of Directors Meeting, Pierre</td>
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<tr>
<td>6-7</td>
<td>Human Resource School, Pierre</td>
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<tr>
<td>7-9</td>
<td>Finance Officers’ School, Pierre</td>
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<tr>
<td>29</td>
<td>Municipal Debit/Credit Workshop, Pierre</td>
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<tr>
<td>TBD</td>
<td>SD Municipal Attorneys’ Association Meeting, Rapid City</td>
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<tr>
<td><strong>July</strong></td>
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<tr>
<td>13</td>
<td>Budget Training, Pierre</td>
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<tr>
<td>19</td>
<td>Elected Officials Workshop, Pierre</td>
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<tr>
<td>20-21</td>
<td>SD Building Officials’ Association Meeting, Oacoma</td>
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<tr>
<td>27</td>
<td>Budget Training, Sioux Falls</td>
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<tr>
<td><strong>August</strong></td>
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<tr>
<td>16-17</td>
<td>Policy Committee Meetings, Fort Pierre</td>
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<tr>
<td><strong>October</strong></td>
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<tr>
<td>3</td>
<td>SDML Board of Directors Meeting, Sioux Falls</td>
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<tr>
<td>3-6</td>
<td>SDML Annual Conference, Sioux Falls</td>
</tr>
<tr>
<td><strong>November</strong></td>
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<tr>
<td>15-18</td>
<td>NLC City Summit, Charlotte, NC</td>
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<tr>
<td><strong>December</strong></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Joint SDML Board Meeting with County Association, Fort Pierre/Pierre</td>
</tr>
</tbody>
</table>
Rib Dinner with Your Legislators

Mayors, councilmembers, finance officers and all municipal employees, please join us Tuesday, February 7, 2017 for an informal rib dinner with your state legislators. The dinner will be held at the Econolodge (formerly Kings Inn Conference Center) beginning at 6:00 p.m. Prior to dinner, a legislative briefing will be held to update you on discussion topics and on the committee meetings for Wednesday, February 8, 2017.

Municipal Government Day at the Legislature

Wednesday, February 8, 2017 will be Municipal Government Day at the Legislature. This is the day all municipal officials are invited to Pierre to watch the Legislature in action.

Tuesday, February 7, 2017

5 to 6:00 p.m.  Registration  Econolodge (formerly Kings Inn Conference Center)
5:30 p.m. Legislative Briefing  Econolodge (formerly Kings Inn Conference Center)
6:00 p.m. Rib Dinner  Econolodge (formerly Kings Inn Conference Center)

Please return the registration form with payment by Tuesday, January 24, 2017. We need to know how many will be attending so that we may plan for the meal accordingly. No refunds will be given after January 24, 2017.

Accommodations

A block of rooms has been reserved at the Econolodge (formerly Kings Inn Hotel) (605-224-5951) for Tuesday, February 7, 2017. Be sure to mention the SDML block when making your reservations. Room block will be released January 22, 2017.

Rib Dinner and Municipal Government Day Registration Form

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

<table>
<thead>
<tr>
<th>Municipality: ___________________________</th>
<th>Tues Feb. 7 Amount Enclosed</th>
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Total Amount Enclosed $_________

Please return your registration form and payment by January 24, 2017 to South Dakota Municipal League • 208 Island Drive • Fort Pierre, SD 57532 • 800-658-3633 • www.sdmunicipalleague.org

Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the League office in advance of the meeting to make any necessary arrangements.

SDML OFFICE USE ONLY:  DATE:_________________  CHECK #:_________________  AMOUNT:_________________
### 2017 Legislative Calendar

Compliments of:

SOUTH DAKOTA MUNICIPAL LEAGUE

Ninety-Second Session
South Dakota Legislature

#### January

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
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#### February

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#### March

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</tbody>
</table>

Monday, January 16: Martin Luther King Jr. Day observed
Thursday, February 2: Last day to introduce individual bills
Friday, February 3: Last day to introduce committee bills

Tuesday, February 7: SDML Legislative Rib Dinner
Wednesday, February 8: Municipal Government Day

Monday, February 20: Presidents’ Day observed
Monday, March 27: 38th Legislative Day, reserved for consideration of gubernatorial vetoes

---

### 2017 Legal Holidays

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, 2017 – New Year’s Day
- January 16, 2017 – Martin Luther King Jr. Day
- February 20, 2017 – Presidents’ Day
- May 29, 2017 – Memorial Day
- July 4, 2017 – Independence Day
- September 4, 2017 – Labor Day
- October 9, 2017 – Native Americans’ Day
- November 11, 2017 – Veterans’ Day
- November 23, 2017 – Thanksgiving Day
- December 25, 2017 – 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.

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**2017**

**Legal Holidays**

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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 to Track a Bill Online During the 2017 Session

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

Step 2
Click on “Legislative Session” on the left hand side of the page and then select “2017.”

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 2017 we’ve pulled up a page from the 2016 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.
<table>
<thead>
<tr>
<th>TIME</th>
<th>ROOM</th>
<th>MONDAY WEDNESDAY FRIDAY</th>
<th>TUESDAY THURSDAY</th>
</tr>
</thead>
</table>
| 8:00 a.m. – Noon| LCR 1 & 2 | **Appropriations** | Sen. Tidemann & Rep. Anderson, Co-Chairs
|                 |       |  | Annie Mehlhaff, Jason Simmons, Stephanie Gruba, Jeff Mehlhaff, & Lucas Martin, Staff |
| 7:45 a.m. – 9:45 a.m. | 414 | **House State Affairs** | Rep. Rhoden, Chair
|                 |       |  | David Ortbahn, Staff |
| 7:45 a.m. – 9:45 a.m. | 413 | **House Education** | Rep. Johns, Chair
|                 |       |  | Clare Charlson, Staff |
| 7:45 a.m. – 9:45 a.m. | 412 | **Senate Local Government** | Sen. Langer, Chair
|                 |       |  | Emily Kerr, Staff |
| 7:45 a.m. – 9:45 a.m. | 423 | **Senate Transportation** | Sen. Ernie Otten, Chair
|                 |       |  | Amanda Jacobs, Staff |
| 7:45 a.m. – 9:45 a.m. | 464 | **House Health & Human Services** | Rep. Steinhauser, Chair
|                 |       |  | Clare Charlson, Staff |
| 10:00 a.m. – 12 Noon | 414 | **Senate State Affairs** | Sen. Ewing, Chair
|                 |       |  | Fred Baatz, Staff |
| 10:00 a.m. – 12 Noon | 413 | **House Local Government** | Rep. Conzet, Chair
|                 |       |  | Clare Charlson, Staff |
| 10:00 a.m. – 12 Noon | 412 | **House Judiciary** | Rep. Stevens, Chair
|                 |       |  | Jessica LaMie, Staff |
| 10:00 a.m. – 12 Noon | 423 | **Senate Health & Human Services** | Sen. Soholt, Chair
|                 |       |  | Emily Kerr, Staff |
| 10:00 a.m. – 12 Noon | 464 | **Senate Ag & Natural Resources** | Sen. Cammack, Chair
|                 |       |  | Fred Baatz, Staff |
| 10:00 a.m. – 12 Noon | 423 | **Senate Taxation** | Sen. Monroe, Chair
|                 |       |  | Amanda Jacobs, Staff |
| 10:00 a.m. – 12 Noon | 464 | **Senate Commerce & Energy** | Sen. Jensen, Chair
|                 |       |  | Doug Decker, Staff |
| 10:00 a.m. – 12 Noon | 414 | **House Commerce & Energy** | Rep. Rounds, Chair
|                 |       |  | Wenzel Cummings, Staff |
| At the Call of the Chair |       | **Government Operations & Audit** (Chairs: Rep. Hunhoff & Sen. Peters/Auditor General) | |

*This schedule and all Legislative Research Council session documents are available on the LRC home page http://www.sdlegislature.gov.*
How an Idea Becomes Law

Idea
- 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 anywhere, but only a State Representative or State Senator can take the idea and guide it to final passage through the State Legislature.

Drafting
- The drafting of the idea into a bill is done by the Legislative Research Council, the permanent, non-partisan staff of the Legislature.
- A bill may be filed by any member of the House or Senate, and generally more than one legislator will sponsor a bill. The legislator whose name appears first on the bill is the "prime sponsor."

Introduction
- 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. If the bill is sponsored by a Representative, it is a House Bill.
- The bill is given a First Reading in the "House of Origin". The "House of Origin" is the chamber that sponsored the bill.
- At a First Reading 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
- A committee's responsibility is to examine a bill carefully, take testimony for and against the bill, and decide what to do with the bill.
- The committee has the following options:
  - Send the bill to the floor with a "Do Pass" recommendation,
  - "Table" the bill, which kills the bill, unless the full body orders the committee to send the bill to the floor ("Smoke-Out"), or
  - Defer the bill to the day after the last Legislative Day, which also kills the bill.

Debate
- If a bill reaches the floor, it is debated and voted on by the body.
- If it passes, the bill is sent to the other body, where it goes through the same introduction and committee processes.

Law
- If a bill passes both the House and Senate, it is sent to the Governor.
- If signed by the Governor, the bill becomes law.
- If vetoed by the Governor, the Legislature has another opportunity to decide whether to override or uphold the veto.
- If the Legislature succeeds in overriding the veto, the bill becomes law.
## 2017 Legislators By District

<table>
<thead>
<tr>
<th>District</th>
<th>Legislator</th>
<th>Address</th>
<th>Home Phone</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Sen. Jason Frerichs</td>
<td>13507 465th Ave., Wilmot, SD 57279</td>
<td>605-938-4273</td>
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<td>1</td>
<td>Rep. Steven McCleerey</td>
<td>45708 116th St., Sisseton, SD 57262</td>
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<td>1</td>
<td>Rep. Susan Wismer</td>
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<td>605-448-5189</td>
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<td>2</td>
<td>Sen. Brock Greenfield</td>
<td>507 N. Smith St., Clark, SD 57225</td>
<td>605-532-4088</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>
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<td>605-785-3480</td>
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<td>3</td>
<td>Sen. Al Novstrup</td>
<td>1705 Northview Ln., Aberdeen, SD 57401</td>
<td>605-226-2505</td>
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<td>3</td>
<td>Rep. Dan Kaiser</td>
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<td>Sen. John Wiik</td>
<td>103 3rd Ave., Big Stone City, SD 57216</td>
<td>605-880-1440</td>
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<td>605-949-2747</td>
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<td>5</td>
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<td>Rep. Nancy York</td>
<td>921 8th Ave. NE, Watertown, SD 57201</td>
<td>605-753-6611</td>
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<td>Rep. Isaac Latterell</td>
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<td>9</td>
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<td>9</td>
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<tr>
<td>10</td>
<td>Sen. Jenna Netherton</td>
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<td>605-610-9779</td>
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<tr>
<td>10</td>
<td>Rep. Don Haggar</td>
<td>PO Box 1532, Sioux Falls, SD 57101</td>
<td>605-360-8130</td>
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<td>10</td>
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<td>47629 258th St., Sioux Falls, SD 57104</td>
<td>605-332-1171</td>
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<td>Sen. Jim Stalzer</td>
<td>5909 W. Bristol Dr., Sioux Falls, SD 57106</td>
<td>605-838-0354</td>
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<td>Rep. Mark Willadsen</td>
<td>7712 W. Benelli Cir., Sioux Falls, SD 57106</td>
<td>605-361-6104</td>
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<td>12</td>
<td>Sen. R. Blake Curd</td>
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<td>605-331-5890</td>
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<td>12</td>
<td>Rep. Arch Beal</td>
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<td>605-336-3034</td>
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<td>12</td>
<td>Rep. Greg Jamison</td>
<td>6300 S. Grand Prairie Dr., Sioux Falls, SD 57108</td>
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<td>13</td>
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<td>14</td>
<td>Rep. Thomas Holmes</td>
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<td>15</td>
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<td>605-338-5934</td>
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<td>16</td>
<td>Sen. Jim Bolin</td>
<td>403 West 11th St., Canton, SD 57013</td>
<td>605-261-9669</td>
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<td>Rep. David Anderson</td>
<td>29177 477th Ave., Hudson, SD 57034</td>
<td>605-957-6510</td>
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<td>Rep. Kevin Jensen</td>
<td>27808 484th Ave., Canton, SD 57013</td>
<td>605-987-4296</td>
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<td>17</td>
<td>Sen. Arthur Rusch</td>
<td>PO Box 312, Vermillion, SD 57069</td>
<td>605-624-8723</td>
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<td>17</td>
<td>Rep. Ray Ring</td>
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<td>18</td>
<td>Sen. Craig Kennedy</td>
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<td>605-661-0128</td>
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<td>2511 Mulligan Dr., Yankton, SD 57078</td>
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<td>18</td>
<td>Rep. Mike Stevens</td>
<td>214 Marina Dell, Yankton, SD 57078</td>
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<td>19</td>
<td>Sen. Stace Nelson</td>
<td>24739 420th Ave., Fulton, SD 57340</td>
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<td>20</td>
<td>Sen. Joshua Klumb</td>
<td>26296 401st Ave., Mount Vernon, SD 57363</td>
<td>605-770-9708</td>
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<td>Rep. Lance Carson</td>
<td>PO Box 1112, Mitchell, SD 57301</td>
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<td>Rep. Tona Rozum</td>
<td>87 S. Harmon Dr., Mitchell, SD 57301</td>
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<td>21</td>
<td>Sen. Billie Sutton</td>
<td>919 Franklin St., Burke, SD 57523</td>
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<td>21</td>
<td>Rep. Julie Bartling</td>
<td>28921 US Hwy. 18, Gregory, SD 57533</td>
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<td>21</td>
<td>Rep. Lee Qualm</td>
<td>27507 John Qualm Rd., Platte, SD 57369</td>
<td>605-337-3682</td>
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<td>Rep. John Lake</td>
<td>1105 E. Garfield Ave., Gettysburg, SD 57442</td>
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<td>Rep. Mary Duvall</td>
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<td>Sen. Kris Langer</td>
<td>600 W 7th St., Dell Rapids, SD 57022</td>
<td>605-428-4929</td>
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<td>25</td>
<td>Rep. Tom Pischke</td>
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<td>605-999-2948</td>
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<td>26</td>
<td>Sen. Troy Heinert</td>
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<td>26A</td>
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<td>26B</td>
<td>Rep. James Schaefer</td>
<td>23026 SD Hwy. 273, Kennebec, SD 57544</td>
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<td>Sen. Kevin Killer</td>
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<td>28765 237th Ave., Martin, SD 57551</td>
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<td>28B</td>
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<td>Sen. Gary Cammaack</td>
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### Important Legislative Information:

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<th>District</th>
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<th>Home Phone</th>
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<tr>
<td>33</td>
<td>Sen. Phil Jensen</td>
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<td>605-343-1335</td>
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<td>33</td>
<td>Rep. Taffy Howard</td>
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<td>Rep. David Lust</td>
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<td>Rep. Craig Tieszen</td>
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<td>35</td>
<td>Sen. Terri Haverly</td>
<td>22983 Candlelight Dr., Rapid City, SD 57703</td>
<td>605-390-4616</td>
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<td>35</td>
<td>Rep. Blaine &quot;Chip&quot; Campbell</td>
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<td>35</td>
<td>Rep. Lynne DiSanto</td>
<td>22739A Rando Ct., Box Elder, SD 57719</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://sdlegislature.gov/](http://sdlegislature.gov/)  

**Yvonne's email:** yvonne@sdmunicipalleague.org
# 2017 Municipal Election Calendar

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

<table>
<thead>
<tr>
<th></th>
<th>Second Tuesday in April</th>
<th>First Tuesday after the first Monday in June</th>
<th>Combine with the school on the third Tuesday in June</th>
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<td>The governing board must establish the election date no later than <strong>January 14th</strong> of the election year if they choose a different election date other than the 2nd Tuesday in April. (9-13-1 &amp; 9-13-1.1 &amp; 9-13-1.2)</td>
<td>April 11th</td>
<td>June 6th</td>
<td>June 20th</td>
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<tr>
<td>Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. (9-13-6, 9-13-37, 9-13-40 &amp; 05:02:04:06 &amp; 13-7-5)</td>
<td>Between the dates of January 15th and 30th</td>
<td>Between the dates of Feb. 15th and March 1st</td>
<td>Between the dates of March 15th and 30th</td>
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<td>Earliest date to begin petition circulation and earliest date to file nominating petition. (9-13-9, 9-13-40, 9-13-37, 13-7-6)</td>
<td>January 27th</td>
<td>March 1st</td>
<td>April 11th</td>
</tr>
<tr>
<td>Deadline for filing nominating petition. If this is a <strong>Friday</strong>, please plan accordingly to be available to accept petitions. Registered mail is acceptable if postmarked by the deadline date and time. (9-13-7, 9-13-40, 9-13-37, 13-7-6)</td>
<td>Feb. 24th 5:00 pm</td>
<td>March 28th 5:00 pm</td>
<td>May 12th 5:00 pm</td>
</tr>
<tr>
<td>Deadline for submission of written request to withdraw candidate’s name from nomination. (9-13-7.1, 13-7-7)</td>
<td>Feb. 24th 5:00 pm</td>
<td>March 28th 5:00 pm</td>
<td>May 12th 5:00 pm</td>
</tr>
</tbody>
</table>

*Have you ordered your election kit yet? If you plan to, consider ordering soon. McLeod’s Printing in Mitchell is the only company in SD that sells election Kits. Do you need to order absentee ballot combined envelopes? 05:02:10:01.03*

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 a sample form can be found at sdsos.gov.

*Drawing for candidate order on the ballot needs to be conducted. (9-13-21)*

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

<table>
<thead>
<tr>
<th>Publish first deadline of voter registration notice that needs to be published each week for two consecutive weeks. (12-4-5.2 &amp; 05:02:04:04)</th>
<th>Between the dates of March 6th and 10th</th>
<th>Between the dates of May 1st and 5th</th>
<th>Between the dates of May 15th and 19th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publish last deadline of voter registration notice that needs to be published each week for two consecutive weeks. (12-4-5.2 &amp; 05:02:04:04)</td>
<td>Between the dates of March 13th and 17th</td>
<td>Between the dates of May 8th and 12th</td>
<td>Between the dates of May 22nd and 26th</td>
</tr>
</tbody>
</table>

*Is your ballot ready? Absentee voting begins soon. The ballot form can be found at 05:02:06:12. Sample ballots must be printed in Yellow and we encourage you to put the word SAMPLE on the ballot.*

<table>
<thead>
<tr>
<th>Deadline for voter registration. (12-4-5)</th>
<th>March 27th</th>
<th>May 22nd</th>
<th>June 5th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absentee ballots must be made available no later than 15 days prior to the election. (9-13-21)</td>
<td>March 27th</td>
<td>May 22nd</td>
<td>June 5th</td>
</tr>
</tbody>
</table>
Publish notice of election that needs to be published each week for two consecutive weeks. First publication must be at least 10 days before election. (9-13-13 & 05:02:04:08)

<table>
<thead>
<tr>
<th>Weeks of</th>
<th>Weeks of</th>
<th>Weeks of</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 27th and April 3rd</td>
<td>May 22nd and May 29th</td>
<td>June 5th and June 12th</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Week of</th>
<th>Week of</th>
<th>Week of</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 3rd</td>
<td>May 29th</td>
<td>June 12th</td>
</tr>
</tbody>
</table>

Automatic tabulating systems only. Conduct a public test of the system. Must publish notice 48 hours before test. (12-17B-5 & 05:02:09:01.01)

| April 1 – 10 | May 27 – June 5 | June 10 – 19 |

| 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 3:00pm the day of the election and the ballot has to be returned in time to get it to the polling location.

<table>
<thead>
<tr>
<th>April 11th</th>
<th>June 6th</th>
<th>June 20th</th>
</tr>
</thead>
</table>

Deadline for official canvass. (9-13-24)

<table>
<thead>
<tr>
<th>April 18th</th>
<th>June 13th</th>
<th>June 27th</th>
</tr>
</thead>
</table>

| 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. |

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

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

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

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

Missed Election Notices: We do encourage any jurisdiction that misses a publication to try to get it published and post the notice around their jurisdiction. The notice would still be considered late and the election could still be challenged.

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 any 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.
Municipal Elections: Q & A

Refer to the 2017 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 of a municipality of the first or second class having more than one ward, a nominating petition shall be signed by at least five percent of the registered voters of the ward. The percentage shall be based on the total number of registered voters voting in the ward 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 of a municipality having more than one ward, the nominating petition shall be signed by not less than five registered voters of the ward.

No nominating petition may be circulated until on or after the first day of circulation for that election (SDCL 9-13-9). Petition signers can be active and inactive registered voters in the municipality where the candidate is being nominated (SDCL 12-4-34). 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...
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 last Tuesday in March. 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 9-13-4.1 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 held in a ward or municipality, or part thereof, wherein there are no candidates for any office.
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 (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

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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.
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 conjunction with the regular June primary election. The absentee ballot provided shall be based on the submitted registration form (SDCL 12-19-3).
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 last Tuesday in March. 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).

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 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 petitions 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 municipal or 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).

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.

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**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. (9-13-1 & 9-13-1.1 & 9-13-1.2)
Due to changes made by the U.S. Department of Homeland Security, applications for 2017 State Homeland Security Program funding through the SD Office of Homeland Security will have an earlier time frame than previous years.

The open application period will start January 1, 2017 and close February 17, 2017 at 5:00 pm central time. Applications will be accepted during that time frame through the EDGAR (Electronic Database for Grant Application & Reporting) system. All applications must have a Homeland Security nexus and follow grant policies.

Regional review committees, which approve local projects, will need to approve and rank project applications for funding priority by March 31, 2017.

Funding for projects will not become available until on or about September 1, 2017; award agreements will be generated after the funding becomes available.

You are encouraged to begin planning for Homeland Security grant applications; regional projects are encouraged. Regional projects provide equipment, training, or exercises that benefit the majority of the region.


If you have questions, please contact:
Steve Pluta, Homeland Security Director
stefan.pluta@state.sd.us

June Snyder, Program Manager
june.snyder@state.sd.us

Cathy Strudle
cathy.strudle@state.sd.us

SD Office of Homeland Security
605-773-3450
The South Dakota State Historical Society announces that the applications for the first round of the 2017 Deadwood Fund grant program are due on February 1, 2017, for work beginning no earlier than May 1, 2017.

The program is designed to encourage large-scale restoration or rehabilitation of historic properties by individuals, organizations or public agencies, according to Jay D. Vogt, director of the State Historical Society, whose historic preservation office administers the program.

Grants will be awarded in amounts ranging from $1,000 to $25,000. The grant amount must be matched on a dollar-for-dollar basis from nonfederal and nonstate sources. Nonprofit organizations will be allowed to use in-kind services for one-half of their match.

In 2015, $113,744 were awarded between eight projects, resulting in a total public-private investment of $297,162.

Funding for the program is from Deadwood gaming revenue earmarked by state law for historic preservation projects throughout the state and distributed by the State Historical Society.

The second round of 2017 applications will be due October 1, 2017, for work beginning no earlier than January 1, 2018.

For more information on the South Dakota State Historical Society’s Deadwood Fund grant program, contact the State Historic Preservation Office at the Cultural Heritage Center, 900 Governors Drive, Pierre, SD 57501-2217; Phone 605-773-3458.

Grant forms are available online at http://history.sd.gov/Preservation/FundingOpps/FundingOpportunities.aspx.

About the South Dakota State Historical Society
The South Dakota State Historical Society is a division of the Department of Education. The State Historical Society, an Affiliate of the Smithsonian Institution, is headquartered at the South Dakota Cultural Heritage Center in Pierre. The center houses the society’s world-class museum, the archives, and the historic preservation, publishing and administrative/development offices. Call 605-773-3458 or visit www.history.sd.gov for more information. The society also has an archaeology office in Rapid City; call 605-394-1936 for more information.
The 21st Century Cures Act provides $1 billion of critical funding to communities combating the opioid crisis. According to the CDC, more than 60 percent of drug overdose deaths involve an opioid. And since 1999, the rate of overdose deaths involving opioids (including prescription opioid pain relievers and heroin) has nearly quadrupled.

In December the U.S. Senate passed the 21st Century Cures Act with overwhelming bipartisan support. The comprehensive health bill does many things, including reshaping how the Food and Drug Administration regulates drugs and medical devices and providing new funding for cutting-edge research on disease. But the bill does much more – in ways that impact cities and their communities.

1. The 21st Century Cures Act provides $1 billion of critical funding to communities combatting the opioid crisis. The Cures Act builds on the programs authorized in the Comprehensive Addiction and Recovery Act (CARA) by providing $1 billion over two years for grants to state and local governments to supplement opioid abuse prevention and treatment programs. Areas covered include:
   - Prescription drug monitoring programs
   - Implementing prevention activities
   - Training for health care providers

In November, the National League of Cities (NLC) and the National Association of Counties (NACo) City-County National Task Force on the Opioid Epidemic released the report, “A Prescription for Action: Local Leadership in Ending the Opioid Crisis.” The report provides recommendations for how local officials should address the opioid crisis and explores how cities and counties can strengthen collaboration with each other and state, federal, private-sector and nonprofit partners.

The passage of The Cures Act, in combination with CARA, are important legislative steps toward combatting the opioid crisis from a local level.

2. The Cures Act addresses substance abuse and mental health needs. Cities have long been advocating for reforms to the mental health and criminal justice systems to better address substance abuse and mental health needs. Local elected officials have been leaders in the effort to reduce the criminalization of mentally ill persons, and NLC has made it a priority to advocate for legislation that would help local governments continue to make significant reforms to the criminal justice and mental health system.

The Cures Act addresses many of the criminal justice and mental health system reforms for which NLC has been advocating:

- **Second Chance Act** amended to allow state and local governments to use reentry demonstration project grant funds for the provision of mental health treatment and transitional services (including housing) for mentally ill offenders who are re-entering the community
- **Drug Court Grant Program** amended to allow state and local governments to use their existing grant funds to include targeted interventions for individuals who have both a mental health and substance abuse disorders
- **Byrne Justice Assistance Grant (JAG) Program** changed to enable local law enforcement to use to funds for the creation of mental health response and corrections programs, including police crisis intervention teams
- **Community Oriented Policing Services Grant Program (COPS)** amended to allow local law enforcement to use funds for specialized mental health response training
- **Federal mental health court grant funds** can now be used for the creation of court-ordered outpatient treatment programs to prevent the escalation of mental health crises

On the bill’s passage, NLC President and Cleveland, Ohio, Councilmember Matt Zone said, “The Cures Act goes a long way to lay the groundwork for strong partnerships at every level of government – and it is our hope that before the 114th Congress adjourns it will appropriate the necessary funding authorized in the legislation.”

We are encouraged that Congress has taken a major step towards addressing one of our nation’s greatest epidemics and is making it possible for local governments to make significant advances towards reforming the criminal justice system and combating the opioid epidemic. NLC looks forward to working closely with Congress and the Federal government to ensure the programs authorized in the 21st Century Cures Act and CARA help local governments build stronger and safer communities.

About the Authors
Yucel-OrsYucel (“u-jel”) Ors is the Program Director of Public Safety and Crime Prevention at the National League of Cities. Follow Yucel on Twitter at @nlcpscp. Stephanie Martinez-Ruckman is the Program Director for Human Development at the National League of Cities. Follow Stephanie on Twitter @martinezruckman.

Reprinted from CitiesSpeak.org, the official blog of the National League of Cities.
SDPAA – A Look Back and a Look Ahead

By Judy Payne, Executive Director

As I write this, it’s still December – that time of year when we typically reflect on the year which is coming to a close. However, when you read this, it will be January – that time of year when we typically look ahead at what the New Year may bring. So, I’m writing on a little of both the past and the future.

First and foremost, thank you to our Member-owners for your dedication, support and assistance in the continuing success of the SDPAA. Our membership continues to grow and our coverages and services continue to expand and improve, all while maintaining stable rates and a healthy financial foundation.

Looking Back

• Favorable loss history allowed for a composite rate action of a mere .08% rate increase in 2016.
• We successfully revised, simplified and updated the SDPAA’s underwriting rating system – a plus for Members, SDPAA staff and service providers.
• We simplified the application and renewal processes.
• We developed on-line submission request forms for certain transactions.
• With the South Dakota Office of Risk Management and the SDML Workers Compensation Fund, the SDPAA hosted the 2016 South Dakota Risk and Safety Conference, “Risk Management – Taking It To The Next Level”, an excellent training resource for our Members. Topics addressed included cyber attacks and defenses, a mock trial involving excessive use of force allegations, working with multiple generations in the workplace, dealing with threats and hostile people in the workplace, getting safety performance to the next level, fleet safety, addressing substance abuse in the workplace, and recognizing the dangers of methamphetamine one pot labs.

Looking Forward

• Based upon the latest actuarial report, there will be a slight uptick in some rates with a composite rate action of a 1.06% increase in 2017.
• 2017 will bring the installation and implementation of a web-based “pool management information system” which will create numerous opportunities for staff and
Member efficiencies in operations. The new system and a new interactive SDPAA website will allow Members to utilize a Member portal to make necessary changes in information and to obtain Certificates of Coverage, coverage information, claims data, utilize online renewal submission, and more.

- We will roll-out a new Property Coverage Document which is easier to understand and interpret.
- We will provide more risk management and loss control resources.

**SDPAA Board of Directors News**

2017 brings several changes on the South Dakota Public Assurance Alliance’s Board of Directors.

At the SDPAA’s Annual Membership meeting in Rapid City in October, Lisa Katzenstein, Human Resources Coordinator for the City of Sturgis, was elected to fill the slot being vacated by Jeff Heinemeyer, a former City of Madison Finance Officer. Heinemeyer had served on the SDPAA Board since 1999, serving many years as Chair of the Finance Committee. Katzenstein’s three-year term on the Board began on January 1.

Steve Harding, Pierre City Commissioner, and Mic Kreutzfeldt, McCook County Highway Superintendent, were both re-elected to three-year terms on the Board.

Terry Weisenberg, a former Lawrence County Commissioner who had served on the SDPAA Board of Directors since 2003, made a decision to not run for re-election to the County Commission and resigned from the SDPAA Board in late October. In accordance with the SDPAA’s governing documents, the Board will appoint someone to fill that slot until the end of Weisenberg’s term which expires on December 31, 2017. The Board has begun that process and will be addressing the appointment of Harding County Auditor, Kathy Glines, at its February meeting.

In other Board news, longtime Chairman of the Board, Dennis Olson, Assistant City Administrator for the City of Brandon, advised the Board that he would be stepping down from that position at the end of 2016. Olson, who was elected to the Board in 2000 and has served as Chairman since 2004, will remain on the Board.

Tracy Turbak, City of Sioux Falls Finance Officer, was elected Chairman of the Board at the Board’s December meeting. The following officers were re-elected: Vice-Chair – Mike Wiese, Brown County; Treasurer – Jim Borszich, President and CEO of the Greater Huron Development Corp; and Secretary – Mike Hall, Sioux Falls Risk Manager.

Rounding out the SDPAA Board of Directors are Yvonne Taylor, Executive Director of the SDML and Bob Wilcox, Executive Director of the SDACC, both of whom serve in an ex-officio capacity.

The SDPAA Board of Directors, staff, and service providers look forward to continuing to provide quality coverage and services for our Member-owners in 2017 and beyond. **HAPPY NEW YEAR!**
Buffer Strips Along the Big Sioux River and Skunk Creek Improve Water Quality

By City of Sioux Falls

Cleaner water is ahead for the Big Sioux River and Skunk Creek, in part because of the newly implemented buffer strips along the waterways. Low-use areas adjacent to the Big Sioux River are being converted from turf grass to native plantings or no-mow areas in an effort to improve water quality.

“Farmers and ranchers are not the only ones that can make a difference in improving the water quality of the Big Sioux. The bigger cities and smaller towns up and down this critical waterway need to step up to the plate and do their part, and yes, that includes Sioux Falls in a big way,” says Mayor Mike Huether.

The City of Sioux Falls is dedicated to improving the water quality of the Big Sioux River. Urban storm water runoff is one source of pollution in our watershed. Most of the City’s bike trail runs adjacent to the Big Sioux River, which makes it an excellent site for native plantings and no-mow areas.

Fifteen acres between the bike trail and the river in Nelson Park, Cherry Rock Park, Pasley Park, and Tuthill Park have been converted to no-mow areas. These no-mow areas help to filter storm water runoff before it reaches the waterways.

Three areas have been planted with native grasses. The deep roots of native plantings stabilize soils and allow for better infiltration of storm water. The areas include:

- Four acres near the intersection of 57th Street and Western Avenue.
- Eleven acres in Legacy Park.
- Five acres in Dunham Park.

As part of this project, the City was awarded funding by the South Dakota Discovery Center to install educational signage about the water quality benefits of native grasses.
buffer strips at Dunham Park and Legacy Park. The signs are set for installation in the spring of 2017.

Designated native plantings and City drainageways are left natural to mimic a wetlands habitat. A 12-foot wide access path is mowed for maintenance personnel and to provide a buffer between private property and the City’s natural areas.

More native planting and no-mow areas are being considered for future inclusion in the program. For more information about buffer strips and native plantings, visit www.siouxfalls.org/green.

**Buffer Strip Fun Facts**
- The Sioux Falls park system includes more than 3,000 acres of parkland.
- A total of 146 acres now are established as native plantings or no-mow areas.
- One acre of established prairie plantings can absorb 9 inches of rainfall per hour, and as much as 53 tons of water during a 1-inch-per-hour rain event.
- Native plants are adapted to the Midwest climate; and, therefore require little care. Native plants improve water quality, attract a greater diversity of wildlife, and limit the maintenance of these areas in the future.
SDSU Extension Strategic Planning Process Assists Organizations like the Yankton Area Chamber of Commerce

SDSU Extension uses the Appreciative Inquiry approach as we assist organizations and communities with strategic planning. Our 1-day session, recently used by the Yankton Chamber of Commerce, allows groups to find their strengths, and then to build on those strengths for future growth.

As participants reflect on what has gone well in the past, they can vision about possibilities for the next 1-3 years that eventually turn into action ideas for the future.

For more information about strategic planning with SDSU Extension, contact Kari O’Neill at 605-685-6972 or kari.oneill@sdstate.edu.

Small Business Beginnings Class Held in Wagner/Lake Andes

The SDSU Extension Community Development Team recently held a series of five Small Business Beginnings classes in Wagner/Lake Andes.

Small Business Beginnings is a workshop series designed to help entrepreneurs and existing business owners create or update their business and marketing plan. This workshop series is typically 5-6 sessions long, depending on the needs of the community or organization.


Participants heard from a variety of entrepreneurs during an “Entrepreneur Spotlight” at the beginning of each session and they also participated in Board Meetings where they got ideas from other class participants.
Guest speakers were used to connect participants with available resources in South Dakota. Speakers came from a Small Business Development Center, the SD Dept. of Labor, the SD Dept. of Revenue, the SD Dept. of Ag, the Governor’s Office of Economic Development, a local law office, a local accounting firm, and a local bank.

For more information about Small Business Beginnings with SDSU Extension, contact Peggy Schlechter, Community Development Field Specialist at 605-394-1722 or peggy.schlechter@sdstate.edu.

**Hot Springs City Departments Leadership Training**

Over twenty Hot Springs department heads and city officials, including the mayor and Chamber Executive, attended a leadership training led by SDSU Extension Community Development in November. The first part of the morning was spent learning and discussing differences between cultures and generations, through interactive activities and research-based data. In the second session, participants learned what motivates their team, and ways to build a great team based on the information they discovered throughout the morning.

SDSU Extension Community Development can offer leadership topic training sessions for a variety of organizations and can custom fit presentations to your time frame. Contact Kari O’Neill at kari.oneill@sdstate.edu or 605-685-6972 for more information.

**Hot Springs City Council Development Seminar**

Five Hot Springs City Council members and the City’s Finance Officer, attended a City Council Development Seminar led by SDSU Extension Community Development in October. The half day seminar was spent learning and discussing items such as: Personality/Occupation/Interests, Key rules of Parliamentary Procedure, Principles of Good Governance, Accountability and Organizational Responsibilities and Building a Sense of Community, through interactive activities and research-based data.

For more information about City Council Development contact Community Development Field Specialist Paul Thares at 605-374-4177 or paul.thares@sdstate.edu.

**SDSU Extension Community Development Team**

The SDSU Extension Community Development Team can offer any of the above mentioned programs among others. They can custom fit presentations to your needs and time frame.

For more information about what type of programs and/or tools the SDSU Community Development Team can offer you or your community contact:
- Kari O’Neill, Martin SD, 605-658-6972 or kari.oneill@sdstate.edu
- Kenny Sherin, Mitchell Regional Center, 605-995-7378 or kenneth.sherin@sdstate.edu
- Paul Thares, Lemmon Regional Center, 605-374-4177 or paul.thares@sdstate.edu
- Peggy Schlechter, Rapid City Regional Center, 605-394-1722 or peggy.schlechter@sdstate.edu

*Hot Springs City Finance Officer and City Councilmembers during the City Council Development Seminar.*
Leading Resilient Communities in a Changing Environment

By Robert J. O’Neill Jr.

Given the fiscal challenges and political dysfunction of the federal government and many states, communities will need to decide what is important and how to pay for it. At the center of those discussions and decisions will be local elected and appointed officials.

The issues that matter most to people—jobs, safety, education, the environment, healthcare, and infrastructure—present distinct challenges for local elected officials and city, town, and county managers and their staffs. These issues will require: (1) multi-sector, multi-jurisdictional, and multi-disciplinary strategies, (2) unprecedented regional cooperation to achieve the scale required to produce the outcomes we want, and (3) the ability to “bridge the gap” between what is administratively effective and produces the results we desire and what is politically feasible in today’s highly charged political environment.

The discussion about ways to bridge the gap is more relevant now than ever. Failure to make the connection between what is politically feasible and administratively sustainable results in poorly addressed public concerns and ineffective service delivery, which in turn leads to a lack of trust and legitimacy in government, two elements that are crucial to public sector currency in the 21st century. As we discovered during the 2016 presidential campaign, trustworthiness is an attribute highly valued by voters. It is the engine that moves government at all levels forward.

But the connection between the politics and administration of governance is complicated by two widespread and often conflicting global trends: administrative modernization and what we call “the politics of identity.” While professional managers are committed to effective and efficient service delivery and to helping build community through partnerships with elected officials and community engagement, the tension between the standardization and centralization of public administration versus the desire to brand communities as unique threatens to widen rather than close the gap between what a community wants and what is realistically sustainable.

The situation is further complicated by the fact that appointed managers, once considered the primary purveyors of community expertise, now operate in an “open source” environment in which expertise can and often must come from a number of sources and not just from traditional local government structures. The role that these trends play in shaping the way in which resilient communities must be led in the future is worth examining.

Trend 1: Administrative Modernization/Globalization
The modernization and subsequent globalization of public administration is the result of a series of disruptive revolutions—in communications; transportation; economics; and organizational authority, influence, and power—that create administrative homogeneity throughout the world. In the face of these disruptions, we look to standardization (or fewer variations) and centralization backed by evidence-based best practices to produce high-quality efficiency while controlling costs. When confidently understood and applied, hard data drive out soft data, and local government leaders and their staffs can use this hard

<table>
<thead>
<tr>
<th>Takeaways</th>
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<tbody>
<tr>
<td>• Local governments can no longer afford to operate independently. Many services that were previously managed by the states, such as transportation, will need to be handled on a regional basis. Traditional jurisdictional boundaries will no longer apply, although this can run counter to a community’s desire to retain its sense of place.</td>
</tr>
<tr>
<td>• Appointed managers are stewards of important democratic processes, but results matter, and local government leaders must give equal consideration to these two leadership goals.</td>
</tr>
<tr>
<td>• Our challenge is to develop powerful stories that relate to the hard data and create the emotional connection that enables organizations to get things done and change behaviors.</td>
</tr>
</tbody>
</table>

Note: The genesis of this article was a previous work, “Contemporary Challenges in Local Government: Evolving Roles and Responsibilities, Structures, and Processes,” which was co-authored by John Nalbandian, Robert O’Neill, J. M. Wilkes, and Amanda Kaufman. The original article was published in the American Society for Public Administration’s Public Administration Review in July/August 2013.
The availability of factual and useful information has never been more prevalent than it is today. At the same time, standardization and evidence-based best practices challenge what is spontaneous, unique, and experiential as sources of variation.

**Trend 2: The Politics of Identity**

In contrast to the homogeneity created by the modernization and globalization of public administration are “the politics of identity,” or the desire to create a sense of place within our communities. Today we see residents, businesses, and public agencies working together to brand or convey the “story” of their city, town, or county and to value and celebrate its uniqueness. These attempts to differentiate one’s community from another and to carve out a separate identity often work against the standardization and centralization we rely upon to achieve administrative efficiency.

**Getting to Scale**

Achieving scale is another key issue to consider when attempting to bridge the gap created by the opposing forces of modernization/globalization and the preservation of community identity. A challenge unique to the United States is that we have many metropolitan areas that are not dominated by a single jurisdiction. In most U.S. metropolitan areas, literally hundreds of independent jurisdictions and special authorities must come together to achieve the kinds of results that are needed to ensure their future resiliency and sustainability.

So how do we achieve the level of scale needed to tackle the big issues facing our communities while protecting the political identity or sense of place that we all value? How do we build a platform that is supported by the work of local government professionals—city, town, and county managers and their staffs—and that provides a level of political comfort in which elected leaders can make the type of policy decisions that transcend individual boundaries to benefit everyone in every region?

By its definition, administrative modernization requires more enhanced analytical capacity and more data, which ultimately reveals more complexity. But that complexity can be undermined by the overly simplistic “themes and symbols”—often grounded in “an idyllic sense of past dominated by images of ‘the way we never were’”—that politicians and brand managers use to weave their political stories and campaigns.

While appointed managers and their staff use data and analysis to achieve administrative sustainability, the goal of many elected officials is to achieve what is politically acceptable within the “often emotional context of community identity,” thus widening, rather than bridging
the gap between the two objectives. Because connecting these two goals is essential for effective governance, the appointed managers must be prepared to tackle this new set of leadership challenges with a new set of leadership skills and abilities.

**Future Leadership Challenges**

Public administrators face three fundamental leadership challenges that are associated with bridging the gap between administrative sustainability and political acceptability. These are:

1. **Assuming the role of “bridge builder.”** In the future, city, town, and county managers are likely to spend more time facilitating discussions among elected officials and other community members and less time translating political thinking into administrative action for staff. This change in leadership style necessarily dictates that department heads, who previously were rewarded for how efficiently and effectively they ran their departments, will now be expected to move into the gap to “understand, respect, and contribute to the concept of ‘political acceptability’.” Dramatic changes will take place within the roles and responsibilities of the manager and her or his administrative staff, who will need to broaden their thinking and focus on common public problems with an interdisciplinary, interdepartmental approach that may go beyond the local government organization to include a network of entities and agencies.

2. **Finding ways to synchronize local government responses to problems while maintaining and valuing networks, collaborative relationships, and newly acquired skills.** Because the scope of the problems faced by local governments—economic development, transportation, the environment, and land use in metropolitan areas, for example—can exceed the capacity and authority of any one jurisdiction, addressing these problems often requires a multidisciplinary and multisector approach. Local governments can no longer afford to operate independently. Many services that were previously managed by the states, such as transportation, will need to be handled on a regional basis. Traditional jurisdictional boundaries will no longer apply, although this can run counter to a community’s desire to retain its sense of place and distinguish itself from its regional neighbors.

3. **Ensuring that the results of collaborative efforts in a networked environment are aligned with public and democratic values.** Through integrated resident engagement, local leaders must routinely “connect the issue-specific and passionate views of advocates” with the existing processes of the traditional government structures and such democratic ideals as representation, efficiency, social equity, and individual rights. The rise of the Internet and social media exacerbate this challenge. While these new forms of information gathering and communication can enhance resident education and engagement, they can also undermine the dissemination of evidence-based data and provide a breeding ground for “niche-specific” comments/feedback from residents who fail to see the larger picture.

**Future Leadership Attributes**

Without diminishing the importance of what has gone before, we can safely say that given the environment described above, the management skills and organizational systems we’ve developed over the past century will be prerequisite but not sufficient to address the challenges of 21st century local government. What will be sufficient is a type of innovative thinking that requires local leaders to:

1. **Balance engagement with achieving results.**

American diplomat, educator, and author Harlan Cleveland, who was also former dean of Syracuse University’s Maxwell School of Citizenship and Public
Affairs and a mentor of mine, used to say that the value proposition for managers and their staffs will be “how do you get everyone in on the act and still get action?” Appointed managers are stewards of important democratic processes, but results matter, and local government leaders must give equal consideration to these two leadership goals.

2. Bring together disparate constituencies. According to the work of Peter Drucker and Daniel Pink, the quintessential skill of the 21st century will be the ability to bring together multiple and often diverse disciplines, sectors, and stakeholders so that the whole is greater than the sum of the parts. Like a conductor in a symphony, we will need to orchestrate the work of an entire network of actors—private, public, and nonprofit—over whom we have little or no control—in an entirely different way.

3. Tell stories. We know from numerous scientific studies that the human brain is hardwired to need stories, not logic and data. Stories are a part of us from birth, and their logic aligns with how we naturally think. Our challenge is to develop powerful stories that relate to the hard data and create the emotional connection that enables organizations to get things done and change behaviors.

4. Become right-brained. Daniel Pink also wrote that every 21st century leader must rely on the classic, whole-minded aptitude of design literacy. Pink is not suggesting that all local leaders become graphic artists but that every community challenge has significant design implications, so whether it’s building a public hearing space, launching a new website, or developing or refining a process, design matters, and the outcome will often be determined by the quality of the design.

5. Work small to achieve the large vision. Business and management author Jim Collins and others describe the role that the “incremental revolutionary” plays in moving things forward. Local governments exist in a highly diffused power system in which often no one person or group has enough power to make something happen, but very often many have enough power to stop something. The “incremental revolutionary” focuses on achieving small victories that build the momentum necessary to ultimately achieve a broad vision.

Looking to the Future

Addressing the widening gap between what is politically feasible and administratively sustainable is a prerequisite for successful and effective governance. Increasingly, management as we knew it during the first 100 years of professional local government management will be insufficient to address the gap. Instead, in this open-source environment in which massive amounts of data and information are available both inside and outside traditional local government structures, we will need to think differently about the roles, responsibilities, and processes that contribute to policy and decision making.

Thinking differently about local governance will require appointed leaders to focus on working with elected officials and engaging community stakeholders to ensure that everyone is on the same page. It will also require managers to develop the kind of leadership skills and initiatives that will allow them to navigate structural boundaries and look for networked solutions to regional, metropolitan, and even global challenges rather than myopically addressing only community-specific issues.

ENDNOTES
1 Robert J. O’Neill Jr., Remarks delivered at the Brigham Young University’s Marriott School MPA Program Administrator of the Year Award ceremony, 2016, Provo, Utah. To be published.
7 Nalbandian et al., p. 568.
Robert J. O’Neill Jr. is executive director, ICMA. He previously served as president of the National Academy of Public Administration (NAPA); county executive of Fairfax County, Virginia; and city manager of Hampton, Virginia. O’Neill received the National Public Service Award presented by NAPA and the American Society for Public Administration in 1996 and was elected as a NAPA Academy Fellow in 1997. roneill@icma.org.

Reprinted with permission from LGR: Local Government Review Special Section in the December 2016 issue of Public Management (PM) magazine, published and copyrighted by ICMA (International City/County Management Association), Washington, D.C.
Important 2016 Tax Information Form 1095-B (Health Coverage)

Why am I getting a Form 1095-B, Health Coverage?
The Health Pool of South Dakota is sending Form 1095-B to all individuals who were enrolled in health coverage during 2016. The Affordable Care Act requires people to have health coverage that meets certain standards, also called minimum essential coverage. An individual without minimum coverage can claim an exemption or make a payment with their tax return.

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

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

What do I need to do?
- If you had health coverage for all 12 months of 2016, you’ll just need to check a box on your Federal income tax return indicating you had minimum essential coverage.
- If you had other health coverage during any part of 2016, check with that provider to see if that plan’s coverage was minimum essential coverage.
- If you didn’t have coverage with the Health Pool of South Dakota or other minimum essential coverage for all 12 months of 2016, and you don’t qualify for an exemption from the requirement to have coverage, you may have to pay a fee when you file your taxes.

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

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

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Call the SD Municipal League at 1-800-658-3633 for more information.

Sponsored by:
SOUTH DAKOTA MUNICIPAL LEAGUE
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 number of public entities that purchase their work comp coverage from the SDML Workers’ Compensation Fund continues to grow. 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</td>
<td>416</td>
</tr>
<tr>
<td>2016 – 10 New Members added in 2016</td>
<td>426</td>
</tr>
</tbody>
</table>

Below is the Membership breakdown by type of entity:

<table>
<thead>
<tr>
<th>Type</th>
<th>2016 Net Estimated Numbers</th>
<th>Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cities</td>
<td>234</td>
<td>$3,367,266</td>
</tr>
<tr>
<td>Counties (All Counties in SD)</td>
<td>66</td>
<td>$3,261,071</td>
</tr>
<tr>
<td>Townships</td>
<td>14</td>
<td>$11,166</td>
</tr>
<tr>
<td>Fire Districts</td>
<td>30</td>
<td>$78,742</td>
</tr>
<tr>
<td>Conservation Districts</td>
<td>52</td>
<td>$55,908</td>
</tr>
<tr>
<td>Irrigation Districts</td>
<td>1</td>
<td>$16,663</td>
</tr>
<tr>
<td>Sanitary Districts</td>
<td>5</td>
<td>$12,758</td>
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<tr>
<td>Solid Waste Districts</td>
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<td>$5,846</td>
</tr>
<tr>
<td>Boards &amp; Misc.</td>
<td>13</td>
<td>$81,195</td>
</tr>
<tr>
<td>Ambulance Districts</td>
<td>11</td>
<td>$90,474</td>
</tr>
<tr>
<td>Total</td>
<td>426</td>
<td>$6,981,089</td>
</tr>
</tbody>
</table>

**SDML WCF Claims Information:**
- 2000: 846 Claims, 98.55% Loss Ratio
- 2005: 888 Claims, 93.93% Loss Ratio
- 2010: 1,006 Claims, 67.83% Loss Ratio
- 2015: 1,103 Claims, 53.68% Loss Ratio
- 2016 (as of 12/12/16): 962 Claims, 42.57% Loss Ratio

The number of members has more than doubled since the year 2000. 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. Fourth, your commitment to building a culture of safety for your employees through the use of safety programs and training.

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

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at each individual member’s claims experience and determines each Member’s Fund Modifier based on your individual claims history.

2017: No Change in Rates or Credits. As reported at the Annual Meeting in October, because of the financial strength of the Fund, the SDML Workers’ Compensation Fund Board of Trustees decided to keep the 2017 rates and credits the same as 2016. The Renewal Credit is 15%, the Loss Control Credit is 9% and the Equity Credit is 10% Pro-Rata share. These credits equal more than a 21% savings 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. 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) is $900,000 for each occurrence and will remain at that level for the fourth consecutive year. Since 1987, the SDML Workers’ Compensation Fund has only had 14 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 occurrence.

2017 Grant Programs. For seven years the SDML Workers’ Compensation Fund has offered two grant programs to its members. Because these grant programs promote safety, the SDML WC Fund Board of Trustees decided to offer both grant programs for the 2017 year on a first come first serve basis until the grant funds are exhausted. The Board also decided to expand the Stryker EMS grant to include the Stryker Power-LOAD™ system.

In previous years the Stryker EMS grant program included a 60/40 matching grant to assist our membership in purchasing a Stryker Power-PRO™ ambulance cot or a Stryker Stair-PRO® stair chair. That grant is still available. The expanded part of the grant which includes the Stryker Power-LOAD™ system and is set up to pay 33% of the list price. This will allow more members the opportunity to apply for the grant.

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 your employees.

Both 2017 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; info@sdmlwcfund.com; 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 or email him at brad@sdmlwcfund.com.

Brad Wilson, CIC, AIC, SDWCS
SDML Workers’ Compensation Fund
Fund Administrator- Insurance Benefits, Inc.
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# FEBRUARY Community Events

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

**January 27 - February 5**  
Annual Black Hills Stock Show & Rodeo  
Rapid City

**February 4**  
 Twenty One Pilots  
Sioux Falls

Evening of Wine and Roses for  
Cultural Development Organization  
Hot Springs

**February 7 - 11**  
Watertown Winter Farm Show  
Watertown

**February 10 - 11**  
Strawbale Winery Valentine Twilight Flights 2017  
Renner

**February 11**  
Sioux Empire on Tap  
Sioux Falls

Ben Folds with the South Dakota Symphony  
Sioux Falls

**February 16 - 18**  
Sioux Falls Sno Jam Comedy Festival  
Sioux Falls

**February 16 - 19**  
“Steel Magnolias” Community Theater  
Spearfish

**February 17 - 19**  
Sioux Empire Wacipi  
Sioux Falls

**February 24 - 25**  
Mardi Gras Weekend  
Deadwood

*For details on each event visit [ww.travelsouthdakota.com](http://ww.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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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 13 for the February 2017 issue. Email ads to carrie@sdmunicipalleague.org or fax to 605-224-8655. Visit www.sdmunicipalleague.org for more classifieds.

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. Call 605-948-2257. Position will remain open until filled.

MAINTENANCE WORKER: Parkston, SD. Must be able to perform manual labor, which involves heavy lifting, and operate heavy equipment. Must have a valid driver’s license and be able to obtain a Class A (CDL), with city assistance, within 60 days of hire. Employee will be subject to pre-employment physical plus, pre-employment, random, reasonable-suspicion, post-accident, follow up, and return-to-duty drug and alcohol testing. The employee will work in all departments, which include but not limited to streets, water, sewer, parks and swimming pool. Position requires working outdoors in all weather conditions and may require reporting to and working at unusual times of the day or night, which may include holidays and weekends. Benefits: Employee health insurance, SD Retirement, Vacation, Sick Leave and 9 paid holidays. Wage depending on experience. Position open until filled. Interested applicants can obtain an application at the Parkston Finance Office at 207 W. Main St. or by calling 605-928-3321. Applications are also available at www.cityofparkston.org. Click on Job Openings. EOE.

OFFICE MANAGER: Parks, Recreation and Forestry Department, City of Aberdeen, SD. $19.68/hr. Apply by 1/6/17. More info at www.aberdeen.sd.us. Contact - hr@aberdeen.sd.us, HR Dept., 123 S. Lincoln St., or SD Dept. of Labor. EOE.

PATROL OFFICER: Brookings, SD. Full-time hourly position. Responsible for providing law enforcement services to citizens. 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 $22.34 to $27.17/hr. Full benefit package with shift differential. To apply: Visit www.cityofbrookings.org for job application and position description. Positions are open until filled. Submit application with resume to Attn: HR Dept., City of Brookings, PO Box 270, 520 Third St., Suite 230, Brookings, SD 57006, 605-697-8668 phone. 605-697-8661 fax. Email: dlangland@cityofbrookings.org. AA/EOE.

FOR SALE: Notice is hereby given that the property hereinafter described, held, and owned by the City of Spearfish will be sold at public sale under sealed bids to the highest bidder. Sealed bids will be accepted at the Spearfish Municipal Services Centre, Public Works Office, 625 Fifth Street, Spearfish, SD 57783 until 1:30 p.m., January 9, 2017, at which time they will be opened. Payment shall be made in cash, cashier’s check, or money order to the City of Spearfish within five (5) working days from the date the bid is awarded unless arrangements are made. The property referred to and to be sold is described as follows:

1. 1984 International Boom Truck
2. 1990 Dodge 2x4 Pickup
3. 2009 Dodge Charger
4. 2010 Dodge Charger
5. 1964 International Dump Truck
6. 1979 Dodge 4x4 Pickup 3/4 ton
7. 1991 Dodge 4x4 Pickup

For further information, see www.cityofsp spearfish.com or contact the Public Works Office, 605-642-1333. The City reserves the right to reject any and/or all bids.

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

FOR SALE: Town of Keystone is selling used Bridger Steel panels that were removed off of the Community Center due to hail damage. Roughly 8,000 to 10,000 square feet of panels and rain gutters and will sell all for $1,000. They are damaged from the removal. Contact the Town of Keystone at 605-666-4827.

FOR SALE/BEST OFFER: Keystone, SD. Allen Bradley SLC 500 Series PLC system. Includes the following components: (1) - 1746-A13 - 13 slot Chassis; (6) - 1746-IA 16 - 16 point 120VAC Input Module; (2) - 1746-OW 16 - 16 point Relay Output Module; (2) - 1746- NI4 - 4 point Analog Input Module; (2) - 1746- NO4I - 4 point Analog Output Module; (1) - 1746-P2 - Power Supply; *Processor Not Included* (was defective part that prompted the upgrade). Best Offer. Call Keystone City Hall at 605-666-4827.
**Municipal Calendar**

**January 2017**

**February 2017**

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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)

**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 apports and distributes the tax in the same proportion as the real property taxes levied in each taxing subdivision in the previous year. (SDCL 10-43-76; 10-43-77; See Hdbk., sec. 12.255(4))

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

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

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

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

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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