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Member SIPC/FINRA
SOUTH DAKOTA MUNICIPALITIES (ISSN 0300-6182, USPS 503-120) is the official publication of the South Dakota Municipal League, published monthly at 208 Island Drive, Ft. Pierre, South Dakota 57532, phone 605-224-8654. This institution is an equal opportunity provider, and employer. Periodical postage paid at Pierre, South Dakota and additional mailing offices. Non-member subscriptions are available for $30.00 annually. The opinions expressed herein are not necessarily those of the South Dakota Municipal League. Postmaster: Send address changes to SOUTH DAKOTA MUNICIPALITIES, 208 Island Drive, Ft. Pierre, South Dakota 57532.
Almost the entire history of the SD Municipal League is based on the principle that we are better when we work together. Few things exemplify that better than the concept of pooling.

Beginning with the SD Public Assurance Alliance, followed quickly by the creation of the SDML Workers’ Compensation Fund, and later by the Health Pool of South Dakota, the pools were started at a time when coverage was either not available at all, or was simply too expensive. There is even a story dating back to the beginning of the pools about a city that was offered one million dollars of coverage — for the bargain price of a one million dollar premium.

It was realized at the time that an answer must be developed, and the concept of pooling was brought to South Dakota. The pools allow local entities to “pool” their resources and jointly purchase reliable, affordable coverage for property, casualty, liability, workers compensation, and health.

Times have certainly changed, and the pools have brought stability to rates, solid and responsible coverage for cities and towns, counties and other local entities, even as they face increased competition in the standard coverage market. The article on page 16 tells how much of SDPAA resources are returned to the members; similar stories can be told by the SDML Workers’ Compensation Fund, and the Health Pool recently notified members that prices have decreased.

Credit for creating the pools belongs to the predecessors of this Board and staff, but we still take great pride in the fact that these programs offer such responsible coverage, and my personal favorite feature is that the members of the pool are in complete control. They elect boards of trustees to work with service providers and govern the services offered by the pools – the boards are made up of mayors, finance officers, council members, and other city officials who have as their only interest providing solid coverage at reasonable rates. That cannot be said of any of the competing products.

A statement was made by the administrator of the SDPAA that says it all. “We don’t look for ways to deny claims. We look for ways to make sure they are covered.”

More than twenty years after their inception, the vast majority of South Dakota’s cities and towns belong to one or more the pools. The League thanks them for their support, and urges all entities to continue to use these pools. They are a strong tool in protecting your city’s employees and assets.

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

Yvonne Taylor
Executive Director
June 24, 2003. I remember this day vividly, even though it is 12 years later. Tornado Tuesday. Parker was hit with an F2 tornado. Now, today, as I watch reports of the May 10th tornado in Delmont and the devastation to this community, I remember how Parker dealt with the aftermath of our tornado. I will never forget trying to get from my home at 11:00 at night to City Hall. If you are familiar with Parker, our courthouse sits on a “hill”. As I came around the corner of the courthouse and looked north toward Main Avenue; I was stunned as the entire street was lined with numerous fire trucks, rescue units and ambulances from MANY neighboring communities. All ready to help. All feeling the seriousness of the situation. By the grace of God, no one was injured and our property damage was limited. Trees were downed everywhere! It looked like a jungle on the streets. I feel for Delmont and so hope they realize we all will help them as best we can.

As we head into the beginning of summer, June is when the SD Governmental Human Resources and the SD Governmental Finance Officers’ Associations meet for their annual school/conference. The connection these two groups have is to provide workshops and classes that educate and enhance the finance officers’ and human resource directors’ knowledge base. It is extremely important these folks attend these annual conferences. Networking with other finance officers is so beneficial. Thank you for allowing these people time away to attend these conferences.

For those of you that are reading this column for the first time – welcome!! (Newly elected officials!!!) Thank you for your service to your community! The SDML is an organization that cares about your success as a leader of your community. If you have questions, feel free to contact the SDML office. They are ready to help!

I hope everyone has glorious summer plans! Enjoy family reunions, picnics, camping, fishing and just plain sitting outside and listening to the wonderful quiet evenings of a South Dakota summer.

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”
— John Quincy Adams

Jeanne Duchscher
President

Pool Testing

Municipal swimming pools are not regulated by the State of South Dakota, however, these facilities should be tested for coliform bacteria during each week of operation.

All pool samples should be tested for “total coliform,” which is an indicator bacteria for drinking water and pools.
- “Total Coliform – Negative” means that no coliform bacteria were found and the water is safe.
- “Total Coliform – Positive” means that coliform bacteria were found.

Two or more consecutive positive samples indicates a general trend of bacteria presence in the pool. Corrective measures should be taken, such as super-chlorination, to prevent a health related incident caused by poor water quality.

SDPRA Maintenance School
Tips for working with confined spaces, plumbing and electrical.

Sioux Falls July 21
Outdoor Campus East

Rapid City July 23
Outdoor Campus West

Contact: lori.skadsen@state.sd.us
Tentative Schedule

Tuesday
All Day  SDPAA Board Meeting
2 p.m.  tee off  SDML Golf Tournament
7 p.m.  SDML Board of Directors Meeting

Wednesday Morning
8 a.m. to 4 p.m.  Registration
8 a.m. to 4 p.m.  Exhibits Open
8 a.m.  Online Not In Line (Municipal Websites)
9 a.m.  Orientation for New Attendees
9 a.m.  SD City Management Association
9 a.m.  SD Municipal Electric Association
10 a.m.  SDML Pooling Meetings/Fun Info Session
Noon  Safety Awards Luncheon

Wednesday Afternoon
1 p.m.  Elected Officials Workshop
1 p.m.  SD Airport Management Association
1 p.m.  SD Association of Code Enforcement
1 p.m.  SD Governmental Human Resource Association
1 p.m.  SD Municipal Liquor Control Association
4 p.m.  SDML Policy Committee Meetings
4 p.m.  SDML Auditing Committee
4 p.m.  SDML Nominating Committee

Wednesday Evening
5:30 p.m.  Exhibit Area Social
6:30 p.m.  Dinner and Entertainment

Thursday Morning
7 a.m.  SDML 12th Annual Walk/Run
7:45 a.m.  Breakfast and SDML Past Presidents’ Breakfast
8 a.m. to 4 p.m.  Registration
8 a.m. to 11 a.m.  Exhibits Open
8 a.m.  Resolutions Committee
9 a.m.  Elected Officials Workshop
9 a.m.  SD Municipal Attorneys’ Association
9 a.m.  SD Building Officials’ Association
9 a.m.  SD Governmental Finance Officers’ Association
9 a.m.  SD Police Chiefs’ Association
9 a.m.  SD Municipal Street Maintenance Association
Noon  Excellence in SD Municipal Government Award Luncheon

Thursday Afternoon
1 p.m.  SD Chapter, American Public Works Association
1 p.m.  South Dakota Fire Chiefs Association
1:30 p.m.  General Sessions

Thursday Evening
5:30 p.m.  President’s Reception
6:30 p.m.  Dinner and Entertainment

Friday Morning
8 a.m. to 10 a.m.  Registration
8 a.m.  Breakfast
8:30 a.m.  General Sessions
10:30 a.m.  SDML Annual Business Meeting and Election

Accommodations

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The purpose of this workshop is to provide a basic crash course on local government.

★ THIS WORKSHOP IS OPEN TO ALL ELECTED OFFICIALS ★

Agenda

9:15 a.m.  Registration

9:45 a.m.  Welcome and Introduction to the League*
           Yvonne Taylor, Executive Director,
           South Dakota Municipal League

10:00 a.m.  Financial and Compliance Matters
            Rod Fortin, Director of Local Government
            Assistance, SD Dept of Legislative Audit

11:30 a.m.  Lunch (provided) – Gallery A

12:15 p.m.  Open Meetings and Executive Sessions - Do's and Don’ts
            Steven Blair, Assistant Attorney General,
            Office of the Attorney General

1:15 p.m.  Setting the Agenda and Parliamentary Procedure
           Anita Lowary, Finance Officer, City of Groton
           Lindsey Riter-Rapp, City Attorney, City of Pierre
           Larry Nelson, City Attorney, Cities of Canton,
           Hartford and Worthing

2:00 p.m.  Interviewing Prospective Employees:
           What to Say and What Not to Say
           Lisa Marso, Boyce Law Firm, L.L.P.

2:45 p.m.  Best Practices: How to Manage City Staff as a Part-Time Elected Official
           Gary Lipp, Mayor, City of Custer
           Laurie Gill, Mayor, City of Pierre
           Gloria Hanson, Mayor,
           City of Fort Pierre
           Anita Lowary, Finance Officer,
           City of Groton

3:30 p.m.  Adjourn

*Sessions are in Galleries B & C

Registration Form

Municipality:_____________________________________
Form of Government__________________________

Please Print Name and Title as you would like it to appear on the nametag.

Name........................................ Title........................................ Email........................................
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Number Attending _______ @ $50.00/person = _______.

$50.00 per person includes workshop material, the SDML Handbook for Municipal Officials ($60 value) and lunch.

Please return the form and payment by June 24, 2015* to: South Dakota Municipal League

*No refunds will be given after June 24, 2015.

Make checks payable to SDML.

Sorry no credit cards accepted.

SDML Office Use Only: Date:_____________ Check #:_____________ Amount:_____________
Budget Training
Municipal Budgets – Dollars and Sense

Course Description: This one-day training will provide elected officials and finance officers with the tools they need to create and maintain the annual municipal budget. Attendees will learn about available resources, preparation and timelines for completion of the budget, on-going monitoring, contingency transfer and supplemental appropriation.

Agenda:
- Budget and Appropriations
- Budget Resources
- Budget Timeline
- Budget vs. Cash
- Budget Preparation
- Adoption of Appropriation Ordinance
- Budget Execution
- Future Budgets

Presenter: Rod Fortin, Director of Local Government Assistance, Department of Legislative Audit. He has audited and provided financial and compliance assistance to cities, counties, schools and other local governments for over 17 years.

Registration Form

Municipality: _____________________________________________________________

Please Print Name and Title as you would like it to appear on the nametag.

Name ___________________________ Title ___________________________ Email ___________________________

Name ___________________________ Title ___________________________ Email ___________________________

Name ___________________________ Title ___________________________ Email ___________________________

Please choose one training to attend:

Each training is from 10 a.m. to 3 p.m. local time with lunch provided.

☐ July 15, 2015 Rapid City Ramkota Hotel    ☐ July 16, 2015 Pierre King’s Inn
☐ July 22, 2015 Aberdeen Ramkota Hotel    ☐ July 23, 2015 Sioux Falls Ramkota Hotel

Number Attending _____ @ $25.00/person = $ ________________

Make checks payable to SDML, Sorry no credit cards accepted.

Please return this form and payment by July 1, 2015* to: South Dakota Municipal League

*No refund will be given after July 1, 2015.

208 Island Drive
Fort Pierre, SD 57532

SDML Office Use Only: Date:___________________ Check #:___________________ Amount:___________________
South Dakota Building Officials’ Association
Summer Training

July 16 & 17, 2015 • Chamber of Commerce Community Room • Pierre, SD

Thursday, July 16

1 – 3 p.m.  SDBOA Business Meeting

Attendees are welcome to participate in a round of golf after the Business Meeting. Pay at the golf course.

7 p.m.  SD Building Officials’ Cook Out
Steamboat Park, W. Dakota Avenue
Hosted by SDBOA

Friday, July 17

8 a.m. – Noon  2015 IBC Penetrations, Joints, and Dampers
Doug W. Thornburg, AIA, CBO
This seminar will focus on the materials and methods of construction used to protect through-penetrations and membrane-penetrations of horizontal assemblies and fire-resistance-rated wall assemblies. In addition, fire-resistant joint systems used to protect joint in or between fire-resistance-rated walls, floor or floor/ceiling assemblies, and roofs or roof/ceiling assemblies will be discussed. Provisions regarding the protection of duct penetrations and air transfer openings will also be addressed as they relate to all fire-resistance-rated assemblies as well as nonfire-resistance-rated floor assemblies.

Douglas W. Thornburg, AIA, CBO, is currently Vice-President of Education and Certification for the International Code Council (ICC) where he provides administrative and technical leadership for the ICC education and certification programs. Prior to employment with ICC in 2004, he spent nine years as a code consultant and educator, and the previous ten years with the International Conference of Building Officials (ICBO).

Registration fee: SDBOA Member Registration: Free. SDBOA Non-Member Registration: $95.00
No refunds will be given after July 1, 2015.

Accommodations: A block of rooms has been reserved for the evening of July 16th at the following locations:
Clubhouse Hotel & Suites – please call 605-494-2582 to make a reservation. Rate is $121+tax. Governor’s Inn – please call 605-224-4200 to make a reservation. Rate is $79.95+tax. These rooms will be held until June 16, 2015.

Registration Form

Representing __________________________________________

Name ___________________________ Title ___________________________ Email ___________________________

July 16th Meeting: Number of people attending ______
July 16th Golf: Number of people participating ______ (Payment made at Golf Course.)
July 16th Cookout: Number of people attending ______
July 17th Seminar: Number of people attending ______

Return registration by July 1, 2015 to: South Dakota Building Officials’ Association
208 Island Drive, Ft. Pierre, SD 57532, Fax: 605-224-8655

SDML Office Use Only: Date:_______________ Check #:_______________ Amount:________________
SD Police Chiefs’ Association Presents 2015 Awards

The South Dakota Police Chiefs’ Association presented the following awards during the annual banquet at the joint Chiefs’ and Sheriffs’ Spring Training held in Deadwood on April 23, 2015.

Medal of Honor
The Medal of Honor award is for members who willingly distinguish themselves through an act of courage, involving a risk of imminent serious injury or death, for the purpose of saving or protecting a human life or while taking an armed and immediately dangerous suspect into custody.

The Medal of Honor award is an award given jointly by the South Dakota Police Chiefs’ Association and the South Dakota Sheriffs’ Association. The 2015 Medal of Honor award was presented to Deputy Lester Plank from the Brule County Sheriffs’ Office.

The incident surrounding the award given to Deputy Plank was summarized in the nomination form as follows: “On 1/7/15 near Kimball, SD an armed man by the name of Donald London was shooting his assault rifle at two Highway Patrol Officers. Donald shot one of the troopers, Sergeant John Koenig and had the other pinned down by gunfire in a near building. Sergeant Koenig was laying on the frozen ground calling for help, when Deputy Plank jumped in his vehicle and raced down the driveway towards the gunman’s direction. Deputy Plank grabbed Sergeant Koenig and put him into the passenger seat. Deputy Plank had his truck positioned for cover for Trooper Adam Woxland to jump in as well. Deputy Plank rushed them to safety, risking taking on fire from the armed suspect. Sergeant Koenig managed to board the ambulance and get to a nearby hospital in a timely manner. Deputy Plank is a hero and a man of honor for what he did on that fateful day.”

SOUTH DAKOTA MUNICIPALITIES
“Chief Jim Bush joined the Sturgis Police Reserves in 1978. He was hired as full-time patrol officer in 1979, graduation from South Dakota Standards in February 1980. Jim was promoted to Sergeant in 1985 and became Police Chief in 1990.

His entire law enforcement career has been spent with the Sturgis Police Department and that, of course, means working the Rally. From foot patrol to the Chief, He always strives to ensure a peaceful and safe experience for all visitors, but he doesn’t lose site of the local residents, working with them to deal with the Rally as well as troubleshoot any problems that might arise. No matter what will be new or different each year, he has consistently met the challenge of providing the community with sufficient and appropriate law enforcement readiness. Beyond the fact that he and his department consistently deliver a safe Rally environment for the 500,000+ visitors, the Chief provides a consistent law enforcement presence in the community, year round. The Chief oversees a staff that includes patrol, investigation, records, school and animal control.

In addition to law enforcement service, the Chief has been a past President of the SD Police Chiefs’ Association as well as the local Sturgis United Way Board. In 2011, the Chief was also asked to serve in a leadership capacity as part of the transition management team responsible for the day to day operations of the City between City Managers.

The Chief is a long-standing Board member for the Action for the Betterment of the Community, a local non-profit that seeks to improve the quality of life for the Greater Sturgis area residents by collaborating to reduce drug and alcohol use among youth and to address other social issues that may threaten the health and safety of our communities and families.

It goes without saying that the Chief is a well-respected pillar of the community and his boots will be hard to fill when he finally does step away and retire.

It is a great pleasure to present the John Wainman, Sr. Service award to Chief Jim Bush.”

Sturgis Chief Jim Bush receives the Chief John Wainman, Sr. Service Award from Dave Kull, President of the South Dakota Police Chiefs’ Association.
Spring SoDACE Meeting held in Mitchell

By Brittany Smith, City of Philip Deputy Finance Officer, SoDACE Immediate Past President

The SD Association of Code Enforcement (SoDACE) met May 6-7, 2015, in Mitchell, SD, for their annual spring meeting. The meeting was once again highly attended – 61 attendees representing 42 cities and towns throughout South Dakota.

During the first day, attendees were provided with four hours of training from Dale Powers, Independent Code Enforcement Consultant. Mr. Powers presented on different strategies in dealing with code enforcement. He pointed out some of the flaws experienced when enforcing the various codes while providing a different approach. More specifically, he promotes a more personal interaction with property owners when initially dealing with code violations.

In addition, Tom Frieberg, Frieberg, Nelson & Ask L.L.P., provided an excellent legal background on the condemnation and assessment process. Sample materials, from court orders to legal notices, were provided to the attendees. He stressed the importance of seeking legal counsel when dealing with code violations.

The Thursday morning session was packed full of useful information. Roy Fyffe with the American Association of Code Enforcement (AACE) presented on the 2015 International Property Maintenance Code (IPMC). The goals and objectives of the code were reviewed in great detail. The attendees were engaged in the dialogue and were able to leave with a greater knowledge of the IPMC that they were able to take back to their own communities.

The Wednesday evening banquet was also a successful networking session for the attendees. Congratulations to Jack Neitzert from the City of Huron for receiving the Code Enforcement Officer of the Year Award! In addition, Brittany Smith, SoDACE Immediate Past President from Philip, SD, was also recognized for her past ten years of service on the board. Board elections were held during the business meeting and new officers will be seated during the October meeting that will be held in conjunction with the SDML Annual Conference in Watertown. A plan for training with more consultants from the AACE is already in progress for the fall meeting.

On behalf of the SoDACE board, we thank you for your continued support of our association and allowing your public employees and officials to attend our trainings. More information about the association can be found on the SDML website under the affiliate organization tab.

SD Municipal Attorneys’ Association Meeting

What: Luncheon Meeting

When: Thursday, June 18, 2015*
  12:00 p.m. to 1:00 p.m.
  *Note the date change.

Where: Ramkota Hotel, Rapid City

Visit www.sdmunicipalleague.org/sdmlevents for the agenda and registration.
The following is from the presentation of the 2015 SoDACE Code Enforcement Officer of the Year Award.

“It is my distinct honor to present the 2015 SoDACE Code Enforcement Officer of the Year Award.

The recipient of this award is responsible for all aspects of code enforcement in their city. He is very approachable and has excellent communication skills both in person and on the phone. This person has superb “people skills” and can calm most people down very quickly. This individual has worked diligently to clean a lot of nuisances by working with both property owners and renters and has spent many hours helping elderly people with clean up by cutting trees and hauling branches away with his own trailer and vehicle for nothing but a “Thank you” from the recipient.

He has been a certified police officer for 39 years and during his career was promoted to Sergeant and then Captain. He has been the Code Enforcement Officer for five years. Having been a police Captain has increased his ability to talk difficult situations into calm resolutions when called upon.

Along with work for the city, he was a two-time participant of the “Bike Across South Dakota” for South Dakota Special Olympics and a former trainer for Safety City. He was a Cub Scout and Boy Scout leader for 10 years and continued to volunteer for Troop 6 after his children had moved on. He was also an Eagle Scout himself. He was a volunteer EMT with the ambulance for 10 years.

It gives me great pleasure to present the 2015 SoDACE Code Enforcement Officer of the Year to Jack Neitzert of Huron.”

**SoDACE President Scott Simianer (left) presents the SoDACE Code Enforcement Officer of the Year Award to Jack Neitzert.**

Special Olympics and a former trainer for Safety City. He was a Cub Scout and Boy Scout leader for 10 years and continued to volunteer for Troop 6 after his children had moved on. He was also an Eagle Scout himself. He was a volunteer EMT with the ambulance for 10 years.

It gives me great pleasure to present the 2015 SoDACE Code Enforcement Officer of the Year to Jack Neitzert of Huron.”
Effective July 1, 2015, several of the state reimbursement rates will be changing. These changes were proposed by the State Board of Finance and approved at the Interim Rules Committee meeting on April 20, 2015. The changes to the rates are as follows:

1) Mileage reimbursement – $0.42 per mile for use of a privately owned vehicle, covering all incidental expenses. If a privately owned vehicle is used when state motor pool vehicles are available, reimbursement is $.23 per mile.

2) Mileage reimbursement, special needs – $0.56 per mile for a passenger or cargo van, pick up or sports utility vehicle; $0.42 per mile for any other vehicle.

3) Private airplane rates – $2.50 per statute miles for piston single engine; $4.00 per statute mile for piston multi engine; $4.65 per statute mile for turbo prop multi engine with fewer that nine seats; $5.65 per statute mile for turbo prop multi engine with nine or more seats.

4) Out-of-country per diem rates – $10 for breakfast, $21 for lunch and $29 for dinner.

5) Out-of-state per diem rates – $10 for breakfast, $14 for lunch and $21 for dinner.

6) In-state per diem rates – $6 for breakfast, $11 for lunch, and $15 for dinner, up to a maximum of $32 per day. Note: The reimbursement for evening supper was repealed.

7) Out-of-country lodging reimbursement – actual cost up to $175 per day. Authorization may be approved up to $100 per day for lodging provided the total amount does not exceed the actual cost of the lodging.

8) Out-of-state lodging reimbursement – $175 plus tax per day. Authorization may be approved up to $100 per day for lodging provided the total amount does not exceed the actual cost of the lodging.

9) In-state lodging reimbursement – $55 plus tax per day from check-in on September 1 through check-out on June 1; $70 plus tax per day for check in on June 1 through check-out on September 1.

10) Lodging for special needs – $125 per day for the accessible room. Individual must have a disability that requires lodging that is physically accessible.

11) Per diem for private trailer house – $8 per day plus parking fees and electricity costs, with the total not exceeding $26 per day.

Schedule for computing meal allowances:

- **Breakfast** – leaves post of duty before 5:31 a.m. or returns to post of duty after 7:59 a.m.
- **Lunch** – leaves post of duty before 11:31 a.m. or returns to post of duty after 12:59 p.m.
- **Dinner** – leaves post of duty before 5:31 p.m. or returns to post of duty after 7:59 p.m.

Meals and lodging not to be included in registration expense, exception:

- The cost of meals or lodging which is included in the registration fee shall be deducted from the registration fee and included as per diem based on rates allowed by § 5:01:02:11 or 5:01:02:14. However, one meal fee per registration fee will be allowable in lieu of reimbursement under subdivision 5:01:02:11(2) or subdivision 5:01:02:14(3) for that meal.


### State Rates

**State Rates**

(As of July 1, 2015)

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Tentative 2016-2019 Four-Year Statewide Transportation Improvement Program (STIP)

The SDDOT has scheduled a series of meetings intended to inform the public of the projects that are planned in the state. The first meetings will be hosted by the Planning and Development Districts. These are informal meetings designed to give invitees a preliminary look at the 2016-2019 “Tentative” STIP prior to the formal Public Meetings.

This “Tentative” STIP document lists the projects that the South Dakota Department of Transportation proposes in Federal Fiscal Years 2016 through 2019. The purpose of these meetings are to furnish interested persons and government offices with the 2016-2019 Tentative STIP and to review and discuss it prior to the formal Public Meetings. That way they can attend the public meetings better informed.

Prior to formal public meetings being held, the SDDOT will be presenting the “Tentative” Statewide Transportation Improvement Program (STIP) at the following Planning and Development Districts.

Informal Public Meetings

June 24, 2015 – Aberdeen – 7:00 p.m.
Northeast Council of Governments at their office, 416 N Production St.

July 1, 2015 – Watertown – 10:00 a.m.
1st District Association of Local Governments at their office, 124 1st Avenue Northwest.

July 1, 2015 – Sioux Falls – 3:00 p.m.
Southeast Council of Governments at their office, 500 N. Western Ave., Suite 100.

July 8, 2015 – Yankton – 10:00 a.m.
3rd Planning and Development District at their office, 1808 Summit Street.

July 9, 2015 – Pierre – 10:00 a.m.
Central South Dakota Enhancement District at their office, 3431 Airport Road, Suite 3.

July 9, 2015 – Rapid City – 7:00 p.m.
Black Hills Council of Local Governments at City Hall, 300 6th Street.

Formal Public Meetings

July 13, 2015 – Aberdeen – 7:00 p.m.
Ramada Convention Center

July 14, 2015 – Sioux Falls – 7:00 p.m.
Ramkota Hotel

July 15, 2015 – Ft. Pierre – 7:00 p.m.
AmeriInn Lodge

July 16, 2015 – Rapid City – 7:00 p.m.
Ramkota Hotel

July 23, 2015 – Webinar – 1:30 p.m.
Contact Dave.Voeltz@state.sd.us to register.

For more information contact Dave Voeltz at 605-773-3590 or email Dave.Voeltz@state.sd.us.

We’re not just another pea in the pod.
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SDPAA 2014 Member Credits Top $1 Million

By Kristina Peterson, Director of Underwriting, SDPAA

SDPAA is excited to share that in 2014, Member credits topped $1 million for the first time in SDPAA history. These credits can be earned through renewal, loss control efforts, and low loss ratios. Earned credits are reflected on Member invoices each year.

Each Member receives a renewal credit upon their coverage term date for renewing with SDPAA. In 2014, SDPAA credited Members a total of $60,678 in renewal credits.

Loss control credits are earned by participating in loss control recommendations from our service provider, Safety Benefits, Inc. (SBI). SBI visits each Member and reviews both property and liability coverages. Covered property is inspected every four years and a property valuation is conducted by SBI. The results and recommendations are shared with the Member and if the Member takes the recommendations and addresses concerns, SBI may recommend a loss control credit for the following year. For liability, SBI visits every three years and provides recommendations to help prevent or mitigate losses. Credits are given upon completion of recommendations made by SBI. In 2014, SDPAA credited Members a total of $438,628 in loss control credits.

Loss ratio credits are earned for an acceptable three-year loss history. Upon renewal, the Member’s loss ratio is reviewed and if acceptable, the credit is applied to the invoice for coverage. Loss control can tie into loss ratios. Following the recommendations made by SDPAA and SBI may prevent or minimize losses in some instances thus helping Members keep loss ratios down which may result in a loss ratio credit. Loss ratio credits to SDPAA Members in 2014 totaled $462,779.

For Members purchasing law enforcement liability coverage through SDPAA, credits are available for those who follow SBI’s recommendations. SDPAA gave a total of $47,145 in law enforcement liability credits to Members in 2014.

According to SDPAA Executive Director, Judy Payne, “Our Member credit program is of value to Members, the SDPAA, and the public. Any time we can incentivize and work to eliminate or reduce losses, all involved are providing great public service. SDPAA appreciates Members’ participation in the program and we look forward to growing that participation.”

For any questions regarding the SDPAA Member credit program, please contact SDPAA at 800.658.3633 or sdpaa@sdmunicipalleague.org.

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SD Approves a $7.7 Million Federal Funding Advance  
Water will be “Wheeled” to Madison

By Troy Larson, Executive Director, Lewis and Clark Regional Water System

In a huge step forward for Lewis & Clark (L&C), SD approved a $7.7 million federal funding advance this legislative session! The funding was part of Governor Dennis Daugaard’s Omnibus Water Bill and will be used to construct the southernmost and northernmost segments of the Madison service line, which are five miles each. There is a 32 mile gap between the two segments. To “wheel” up to one million gallons of water a day to Madison, the bill also authorizes a combined $4.8 million for Minnehaha Community Water Corp (MCWC) and Big Sioux Community Water System (BSCWS) to connect their infrastructure and bridge the 32 mile gap. L&C will sell water to MCWC using the southern segment, who in turn will sell water to BSCWS, who in turn will sell water to Madison using the northern segment.

Throughout the approval process, state officials praised everyone involved for the innovation and cooperation in developing this “regional approach” to address water needs. Madison Mayor Roy Lindsay said “This is fantastic news for Madison! Without the teamwork and creativity of BSCWS, MCWC, L&C, Department of Environment & Natural Resources, Board of Water & Natural Resources, Governor Daugaard and the Legislature to solve this issue, it could have been another 20 to 30 years before Madison received water. Our four systems cannot thank state leaders enough. It will be an exciting day when we finally get to turn the tap and let the water flow!”

L&C’s long-term plan is to construct the remaining 32 miles of service line, but will wait for federal funding to do so. When that happens, the connection between MCWC and BSCWS will still be used. BSCWS was planning to build additional water treatment capacity, which would have required state assistance. Having access to more water through MCWC and L&C will allow BSCWS to significantly delay and hopefully eliminate the need for additional treatment capacity.

The annual Omnibus Water Bill has a dedicated source of funding for water projects. West River/Lyman-Jones RWS prepaid a $12.5 million loan, which could only be re-invested in other water projects. The one-time money ensured the “wheeling option” did not adversely impact any other water projects. This $7.7 million and the $1 million approved last year for engineering and easement acquisition on these two segments are zero interest awards that will be paid back with future federal funding, as available, once all 20 members are connected but before the project is complete. An estimated $33 million of work will remain once all the members are connected. This work will not be completed until all state advances have been repaid.
Midwest Assistance Program: Community Solutions

Each year, the staff at Midwest Assistance Program (MAP) conducts on-site visits to the small communities around the region and closely follows new programs and news relevant to these communities. Dedicated to finding infrastructure and development solutions through information, resource management, expertise, and technical assistance, MAP organizes these critical research findings into impactful case studies.

From protecting vital drinking water sources and providing practical compliance guidance to organizing urgent funding assistance and coordinating repairs for aging systems, the MAP team continues to support local communities in a tangible way. Follow along for a concrete understanding of both the challenges experienced by the region along with the innovative solutions MAP has helped these communities implement.

Case Study: City of Edgemont, SD
Infrastructure Type: Drinking Water
Project Type: Compliance and Environmental Health
TAP: RJ Inskeep
Population Served: 774
Low-Income Pop. Served: 147
Minority Pop. Served: 30
Number of Households: 598
Median HH Income: $28,988

Problem:
Compliance with Safe Drinking Water Act Standards and aged drinking water storage facility with crumbling tanks.

Solution:
Construct drinking water treatment plant and construct a new drinking water storage facility.

The City of Edgemont is a small community located in Fall River County on the far southern edge of the Black Hills in southwestern South Dakota. Edgemont is known as a railroad town and serves a population of approximately 774.

The community of Edgemont has outdated crumbling drinking water storage tanks, old distribution lines and poor quality drinking water supply wells. Over the past years the community has been in and out of compliance with SD DENR having drinking water samples that exceeded the Safe Drinking Water Act MCL limits for radionuclides. The community has engineered new storage tanks and a water treatment plant to address drinking water quality concerns. The community has decided to fund and implement a water-main replacement program.

MAP began working on this project with the City of Edgemont in 2012. With MAP’s assistance the community was placed on the State Water Plan, contact and meetings with the City Council and project engineer were conducted and project funding options are being considered. Currently MAP is working on the development of the environmental report that is required when applying for funding.

Because of the availability of OCS funding, MAP assisted the community in finding a solution and facilitating meetings that led to a final project which addressed the community’s drinking water compliance and drinking water storage issues. With continued OCS funding, MAP anticipates providing further assistance with securing funds to construct a drinking water treatment plant and new a drinking water storage facility. By doing this project, the City will be able to continue providing safe drinking water for years to come.

Case Study: Trail City and Glencross, SD
Demographics for Dewey and Corson county are not a real depiction of the system demographics. Using a combination of Trail City and Glencross (TC&G) facility info and Dewey County.

Edgemont’s covered bridge.
Infrastructure Type: Drinking Water  
Project Type: Facilities Development  
TAP: Jim Jones  
Population Served: 170 - (TC&G Rural Water)  
Low-Income Pop. Served: Unknown  
Minority Pop. Served: 56 Dewey City  
Number of Households: 80 - (TC&G Rural Water)  
Median HH Income: $30,710 - (Dewey County)

Problem:  
Aged system with many mainbreaks and at times, customers do not have water.

Solution:  
Replacement and rehabilitation of the water system.

Trail City and Glencross (TC&G) South Dakota is located in Corson and Dewey Counties. It is a ranch community that formed a rural water system serving 170 customers. To reach all of its customers it has approximately 25 miles of pipe in the ground.

The water system was constructed in the 1970’s and has been maintained and operated since then with no significant upgrades. Due to the age of the infrastructure, TC&G conducted a preliminary inspection and has found several areas that need to be improved. The small diameter pipe (less than 2 inches) in place cannot meet the water demand for the rural customers. Some water users near the end of the main lines have no water at the tap during peak times of the day. Mainbreaks are common, as many plastic mains show stress cracking and need to be replaced. Water loss is very high as old meters need replacement. TC&G is ready to move forward on the high priority areas of the project.

MAP began working with TC&G April 2014. A community needs assessment was completed and meetings with the Board and project engineer were also conducted. MAP staff assisted in setting water rates, obtaining grants for engineering work, and prepared TC&G for the project.

Because of the availability of OCS funding, MAP was able to offer technical assistance to the operator and Board members. With continued OCS funding, MAP anticipates providing further assistance by developing a rate study and helping secure funds to replace water infrastructure. By doing this project, TC&G will be able to provide uninterrupted water service for years to come.

MAP helps revitalize small communities and tribal nations in nine states. MAP is a member of the Rural Community Assistance Partnership. RCAP is a national network of regional nonprofit organizations that provide comprehensive, on-site technical assistance and training to help small, rural communities address their drinking water, wastewater, and other community development needs. For more information, call 660-562-2575, email: MAP@map-inc.org or visit www.map-inc.org.

This article was originally published in Source Magazine, a publication of the Midwest Assistance Program, Inc. (MAP), and has been reprinted with their permission. www.map-inc.org
Lightweight tanks definitely need to be anchored against high winds in areas that experience them, and elevated water tanks should have their windage rods inspected and tightened regularly to maintain winds of 150 mph, blowing from any direction.

Tanks not grounded are subject to lightening damage. Lightning strikes could cause power outages that could affect the ability to receive water. Water pumps and alarms could malfunction, or a complete tank failure could occur. NFPA 780 states, “Tanks shall be grounded to conduct away the current of direct strokes and the buildup and potential that cause sparks to ground.”

Drought/Flooding

When a drought occurs, aggressive water conservation measures are often taken; but tanks still need to be inspected and cleaned. To conserve precious water, Robotic Operated Vehicles (ROVs) can be used to inspect and clean tanks without draining them, thus saving the water.

Foundation damage can easily occur if tanks are subjected to flooding for prolonged periods. Tank sites should have good drainage to minimize or prevent possible foundation damage from flooding. The site design should also include provisions for draining the tank and the discharge from the tank overflow without damaging the tank site or neighboring properties.
Seismic Activity
Tanks are designed and constructed for resisting earthquake damage by complying with the earthquake design load provisions of American Water Works Association (AWWA), in accordance with its Seismic Use Group (SUG) and site class. The SUG is a classification assigned to a tank based on its intended use and expected performance; Tanks that serve multiple facilities use the highest SUG. Site class accounts for the effect of local soil conditions on the ground motion and are based on the soil present and their engineering properties as established by a geotechnical investigation. The SUG and site class help determine the appropriate freeboard and the number of anchor bolts needed. Freeboard is the distance from the Maximum Operating Level (MOL) to the lowest level of the roof framing and is determined by the sloshing wave height that could occur. Freeboard is taken into consideration to prevent a tank from overturning or causing roof damage due to sloshing.

The design of the piping system connected to the tank should consider the effects of foundation movements and potential movement of the connection points during earthquakes. Sufficient flexibility should be provided to avoid release of the tank contents due to failure of the piping system. The piping system and supports shall be designed so as not to impart significant mechanical loading on the attachments of the tank. Mechanical devices that add flexibility, such as bellows, expansion joints, and other flexible apparatus, may be used when designed for the seismic displacements and defined operating pressure.

What to Look For
Water tanks should be inspected regularly for proper working order and stability before severe weather hits. Overhead obstructions, trees and overgrowth that could puncture or damage a tank during severe weather should be removed, and operators should routinely look for foundation, wind, and earthquake damage. Such damage on tower-supported tanks may be indicated by cracked coating or welds at the tower connections; broken, bent, or sagging rods; buckled struts; dented or twisted columns; or missing or loose rod pins. If any of these conditions are observed, the tank should be professionally inspected. In addition, tanks in areas at high risk for wind or earthquake damage should be inspected more frequently than tanks in low risk areas.

References
Contagious Leadership: The Cure for the Common Team

By Monica Wofford, CSP

The health of a leader’s team is determined by the leader. If it’s underperforming the leader is likely unaware of his influence. If performing well, or very healthy, the leader is spreading an effective message and infecting the team with motivation and engagement. But leaders in both cases are often unaware of their individual impact on employee performance. They believe they got lucky, have great team members, or are doing the right thing by operating on instinct alone. They address bad behavior with consequences and reward good behavior with praise. Things seem to work until great change occurs or an attitude arises. These problems are as common as a cold, but for leaders and teams alike, a cure actually exists: Contagious Leadership. This style of leading entails the leader’s awareness that everything he or she does, says, thinks, believes and how they behave rubs off on those they lead. The key is being aware of how to thrive through the common problems, dig deeper than surface conversations, build a powerful team, and sustain a successive pipeline of promotables in the process. These Contagious Leadership steps are the cure for the common team and just the booster the potentially high performing team needs.

Recognize Value
Each team member has value. Tapping into it and identifying it, is another matter entirely. If the leader believes a microscope is needed to see the value in a team member, they’ve hired the wrong person. Value should be readily recognizable and Contagious Leaders seek to find it, point it out, capitalize on it and build it regularly. Acting as if there is no value in one team member or another will result in lower expectations, even lower performance and well, a common under-performing member of the team.

Build Trust
Contagious Leaders build the health of their team by encouraging and earning trust. How does a leader earn trust? By building a healthy dose of rapport. They care and it shows. They listen and it’s heard. They connect and everyone feels a part of a bigger picture. They are “brave, bold, and honest” in their feedback, directions and ideas and people get it and get them. Leaders who lack trust...
face daily drama, rampant conflict and a flurry of difficult people in and out of their office door.

Be Coachable
Powerful leaders coach and are coachable. They don’t focus on daily discipline and criticism, but a way to help others succeed by giving them the skills and knowledge they need. They are patient, yet firm. They listen and get heard. This also makes them coachable. Employees train a leader how to treat them with their performance and repeated patterns of behavior. The best leaders nurture the positive patterns and interrupt the rest. The leaders who don’t share, guide, or really lead and instead keep the secrets employees need, close to the vest, are building a team that will need to eventually be replaced.

Remain Collaborative
Prestigious universities are beginning to add collaborative skills into their MBA programs for emerging leaders. Why? One reason is that while the Millennials grew up in a collaborative culture, the baby boomers value command and control. That fact complicates teamwork, but Contagious Leaders continue to remain collaborative with team members of all generations and levels of experiences. This action dovetails the fact that all team members have value and are able to contribute in meaningful ways to the team. Lead different team members with varying backgrounds, cultures, personalities, agendas, and skills to create an even better outcome than any one of them could produce alone. What the leader believes about the abilities of each team member they lead will be reflected in the cohesive and collaborative nature of the team.

Much as one would seek help for their physical health, leaders need an occasional leadership check-up. In this way, the health of leaders and the awareness of their influence stay in check. Contagious Leaders confirm the presence of value and trust and work to build more. They stay coachable and involve the entire team in two way dialogue about how to get better. They encourage collaboration at all levels. They create the cure for the common team; by instilling high levels of uncommon, individualized leadership to the team members they have the privilege of leading. Consider it the insurance needed for every team leader!

Monica Wofford, CSP is a leadership development expert, was a speaker at the 2015 CGA 811 Excavation Safety Conference & Expo, and author of the book and webinar Make Difficult People Disappear. To learn more about Monica and her company Contagious Companies, Inc. you can contact her by calling 866-382-0121 or via email: Monica@ContagiousCompanies.com or check out her website at www.ContagiousCompanies.com.

Reprinted with permission from the Spring 2015 issue of Damage Prevention Professional.
Basic Trauma Kits Available

Attorney General Marty Jackley announced that the South Dakota Law Enforcement Training Division has secured a homeland security grant to provide basic trauma treatment kits to all law enforcement officers in the State of South Dakota. The Downed Officer Kit (DOK) is a basic kit which includes a tourniquet, trauma dressing, face shield, gloves, trauma sheers and tape.

“Law Enforcement Officers are often the first responders to arrive at the scene of emergencies, and this kit will allow them to immediately administer first aid that may well assist in saving lives,” said Jackley.

The program is open to law enforcement officers and agencies in SD and requires tactical medical training prior to distribution. The monies were awarded from the SD Department of Public Safety’s Office of Homeland Security for a state project that met the federal requirements of federal homeland funds. Technical training support has been provided by the Box Elder Police Department.

Interested agencies are encouraged to contact Art Aplan with Law Enforcement Training at 605-773-3584.

Smoke Alarm Grant Program

The SD Fire Marshal’s Office has received a $6,000 grant from State Farm to support the SD Smoke Alarm Grant Program, a statewide cooperative initiative to help provide smoke alarms for homes with high-risk populations.

Working with local fire services and other interested groups, the Fire Marshal’s Office coordinates a program to distribute and install alarms in homes that lack them and to replace non-working smoke alarms in other homes.

Through the Smoke Alarm Grant Program, participating fire departments will receive an initial number of alarms. Fire department personnel will distribute and, if possible, install the alarms in homes that lack them.

The alarms were purchased using a portion of the revenue from the Fire Safe Cigarette Fund. The State Farm grant will help make another 530 smoke detectors available. Other funding sources are being sought to help continue the program.

For more information call the State Fire Marshal’s Office at 605-773-3562.
Riverside Technologies, Inc. (RTI) is the primary equipment provider for the municipalities that received technical infrastructure improvements through the state sponsored South Dakota Broadband Initiative. Improvements included wired and wireless network equipment, servers, firewalls for edge security and end user devices such as computers, laptops and tablets. The SDBI project has now closed and RTI would like to help South Dakota municipalities sustain those technical improvements and maximize their potential. Therefore, we are continuing to offer the same products and services to our state’s municipalities and related organizations through a new project called ConnectSD. RTI has a long standing history with public sector, and looks forward to delivering the same level of products and services to which they are accustomed through the ConnectSD project.

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Work Place Fraud – It’s Really Easy

By Robert Diss, Audit Partner, Lindsey + Associates, LLC

Would you like an extra $130,000? Of course you would. Who wouldn’t? According to the Association of Certified Fraud Examiners, the median loss caused by asset misappropriation fraud is $130,000. With the average Maryland municipality’s budget of over $8.3 million (excluding Baltimore City), skimming off less than 2% isn’t really that hard.

Where’s the Cash?
There are probably a lot of things lying around Town Hall that seem worth taking, but generally if employees are going to steal something, it’s going to be cash. Petty cash is an easy target, but generally there’s only a couple hundred dollars available at the most. For bigger bucks, there are other methods for stealing money.

There are two broad categories for stealing cash: (1) theft of cash receipts, and (2) fraudulent disbursements. In other words, through money coming in or money going out. Money coming into a municipality usually takes the form of a wire transfer and it goes directly into the Town’s bank account. It’s pretty hard to directly divert incoming money, but not so hard to set some aside to take later.

Worksite Example: Rita Crundwell stole $54,000,000 from the Town of Dixon, Illinois, by diverting revenue into a secret bank account that she had set up. No one else knew about it and she was the only signatory. She would then spend money out of that account whenever she wanted to. Unfortunately she made the mistake of going on vacation and another employee opened the bank statement that came in the mail and started asking questions. Successful fraudsters never take vacations!

Fraud Method #1: Erroneously enter income lower than the amount actually received. Income tax revenue for $350,000 shows up via direct deposit. An employee can just record revenue as $300,000. That extra $50,000 can be withdrawn later and no one will ever know. It has to come out before the end of the month though so it won’t show up on the bank reconciliation.

Lesson for your Municipality: Keep an eye on accounts receivable and the employees recording the money.
few thousand (even print it on the Town’s printer). Then, depending on the expected procedures, forge a set of “approval” initials. Then be sure to enter it into QuickBooks as something vague like “consulting” because no one ever looks there.

Lesson for your Municipality: Review bank statements! Fortunately, QuickBooks has an “audit trail” function that will show when any field has been edited — like the payee.

Does He Work Here?
The biggest single expense a Town (or just about any entity) has is salaries. Up to half of all the cash going out the door goes to someone’s salary. Setting up a ghost employee who receives a salary is another common fraud method.

Worksite Examples:
• Delbert Morgan was recently convicted of taking more than $200,000 from Knox County, Kentucky, over a four-year period in a ghost employee scheme.
• A former employee of Monroe, Louisiana, is on trial for hiring an employee that never provided services (which included “overtime”).
• In Delaware, a School District Finance Director paid himself an extra $150,000 over eight years. He also underpaid several school administrators a combined $50,000 in one school year.

Fraud Method #2B: If an invoice really needs to be filed, all an employee has to do is print a phony invoice for a few thousand (even print it on the Town’s printer). Then, depending on the expected procedures, forge a set of “approval” initials. Then be sure to enter it into QuickBooks as something vague like “consulting” because no one ever looks there.

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Fraud Method #3: Look at all these ways to commit payroll fraud! Here’s how to get a ghost employee added to the payroll.

• When an employee quits, they are kept on the payroll and the direct deposit information is changed to the bank account of the employee committing fraud.
• Local death records can supply social security numbers of dead people who can then be added to the payroll easily.
• Employees looking for extra income can also just authorize a raise for themselves.
Lesson for your Municipality: Don’t let payroll be automatic! Make sure someone trustworthy reviews it. Timecards add that extra layer of review, too.

Who’s Driving the Mercedes?
With an authorized credit card, employees can buy virtually anything. Fraudulent credit card purchases are probably the easiest fraud scam. Checks are harder because somebody has to sign them and then they show up on the bank statements. Credit cards are just easy money.

Worksite Example: The Executive Director at a city’s housing authority was the authorized user of its official credit card. After years of service, he decided it couldn’t hurt to buy a new set of tires for his personal car. And new appliances for his kitchen. And some new patio furniture, too. In all, he charged nearly $20,000 in personal expenses to the housing authority in just one year. Repairs to his personal Mercedes-Benz eventually did him in.

Fraud Method #4: Just whip out the card and use it! It’s so easy for an employee ordering computers to buy one extra. If an employee knows where the public works trucks are gassed up, filling up his own car on the city’s credit card is easy.

Lesson for Your Municipality: Look at the bank statements before just paying the bill. Question odd charges that don’t match your business need and vague ones like Amazon that could be someone’s new kitchen appliance!

Internal Controls are Your Friend
Help deter fraud by making sure there are internal controls in your finance processes. Internal controls are a fraudster’s undoing. If someone outside the processing/payment cycle takes the time to review things with a skeptical eye, the odds of catching employees on the take increase. If one person is doing everything, the chance for fraud is much greater.

Hopefully, with the tips in this article, you can check to make sure your organization hasn’t made it easy for an employee to take the cash!

Lindsey + Associates is a certified public accounting and financial consulting firm. You can contact Richard P. Diss, CPA, at Lindsey Associates, 410-825-1994, ext. 209, e-mail rdiss@acpafirm.com.

This article is reprinted with permission and originally appeared in the April 2015 issue of Municipal Maryland, the official publication of the Maryland Municipal League.
What is internal control? There are many different types of governments, but all of them share certain basic objectives: effectiveness, efficiency, safeguarding of assets, reliable reporting, and compliance. Internal control provides reasonable assurance that a government is, in fact, meeting all of those objectives. The Government Finance Officers Association’s (GFOA) *An Elected Official’s Guide: Internal Control* is specifically designed to offer non-specialists – be they members of the governing board, staff members without accounting or auditing expertise, or ordinary citizens – the information they need to understand what internal control is, how it operates, and who is responsible.

Management and the governing body have complementary roles to play in regard to internal control. *An Elected Official’s Guide: Internal Control* (paperbound — 36 pages; electronic — 32 pages;) should help both to do so by helping them understand each of the five essential elements of a comprehensive framework of internal control, as well as each of the basic principles needed to ensure that all five components are fully operational and effective:

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring

The booklet is part of GFOA’s popular *Elected Official’s Series*. Each guide in the series provides a thorough introduction to a single topic. An affordable price structure and quantity discounts make these booklets ideal for distribution to newly elected officials, government employees, citizens and taxpayer groups, the media, and others interested in local government finance. To learn more about the books in the series, visit www.gfoa.org.

Ordering Information: Copies of *An Elected Official’s Guide: Internal Control* (paperbound) are $15 each for GFOA members and $20 each for nonmembers. Electronic copies are $5 each for GFOA members and $10 each for nonmembers. Visit the GFOA’s e-store at www.gfoa.org to order a copy and to check out other resources.
Guiding Principles for Financial Resiliency

By Heather Johnston

Most governments are developing ways to provide a high level of services with fewer resources. The best way to accomplish that over the long term is to weave strong, goal-oriented financial practices into the fabric of your organization. These are the organization’s guiding principles, and they ultimately lead to resiliency, which can be defined as an ability to recover from or adjust easily to misfortune or change. Given the many changes that are underway in local government, anything we can do to make it easier for the organization to adapt to change is critically important.

Benefits
Avoid Short-Term Thinking. As much as government officials want to act in the best interest of the public, pressing challenges sometimes arise that require immediate reaction — and that can lead to decisions that are inadvertently in conflict with an organization’s long-term interests. To help avoid this situation, governments should adopt guiding principles that articulate the organization’s values. Doing so ensures the government’s long-term ability to provide valuable services to its citizens, which is what financial resiliency is all about — making sure that decisions are aligned with the organization’s most fundamental beliefs about what is in the best interest of the community in the long run.

Identify Conflicts and Alignment. The guiding principles are intended to provide direction to everyone — elected officials, appointed managers, finance officers, and departmental staff. It’s helpful to achieve some distance from short-term emotions and compare your decision to the organization’s guiding principles for financial resiliency. In this way, you can better identify any potential conflicts and make sure you are aligning the organization’s allocation of resources with its goals.

Development
Help Leaders Express their Vision. People typically find it difficult to articulate what guides their decision making, but there are ways to help them with this. The finance officer can get the process started by talking with elected officials and members of the governing board about their vision for the future of the organization. The organization’s goals and values are an excellent place to start the conversation. Ask probing questions about the future — for example, ask elected officials to describe what a thriving, growing

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organization would look like in the future, while also identifying some of the risks to achieving that vision. The ensuing discussion will help shape the guiding principles.

**Review Past Decisions.** It’s also possible to discern the organization’s core values by reviewing past decisions, both good and bad. For example, all the council members of one city referred to a downtown redevelopment project as a major positive turning point because it was funded not just by the city, but in cooperation with community groups and private businesses. The council was excited about the possibility of extending this type of cooperative spirit to other challenges faced by the community. Hence, a principle for budget decision making in this city could be, “The city will always attempt to work with others so it can do more than it would be able to do alone.” This would discourage programs that might be easier in the short term (because the city doesn’t have to do the hard work of lining up partnerships) but more expensive in the long run (because the city would have to rely on its own resources).

**Keep It Authentic.** After discovering the standards that provide the foundation of the organization, a set of formal principles should be drafted by someone who can keep his or her own interests separate from the task at hand. Wherever possible, the wording and phrases should be consistent with what elected officials, senior management, and other decision makers have said. After participants have been given the opportunity to review the draft and suggest modifications, the governing board should formally adopt the principles as official guidance for board and executive management decisions.

**Best Practices**

**Link to the Organization’s Work.** Guiding principles are not helpful unless they are easily understood and can be linked to the work of the organization. The guiding principles for financial resiliency are intended to support the government in the pursuit of its mission and vision, so they should be broadly consistent and parallel the community’s overarching values. One example of a guiding principle used by Yolo County, California, is to “provide fiscally sound, dynamic, and responsive services.” This is supported by departmental objectives such as “managers are aware of the full cost of their decisions” and “the county should know whether customer needs are met.”

**Provide Guidance for the Future.** Next, the principles should provide forward-looking guidance regarding the way trends might affect the government in the long term. For example, a community that is expecting rapid growth will emphasize a long-term balance between the cost of servicing new growth and the revenues received from growth, compared to a community that expects little to no growth.
Be Clear. Third, and perhaps most challenging, the principles must be specific. In the public sector, mission statements and strategic goals are often purposely written in vague and ambiguous language in order to accommodate a wide range of stakeholder viewpoints. But if the organization’s guiding principles are too open-ended, they can be used to justify almost any decision. Yolo County has made its principles concrete by embedding them in a complete framework of goals and objectives for the financial health of the county (see Exhibit 1).

Part of the Process
Ultimately, the principles should be integral to what the organization is doing, and how.

Embody the Principles in the Budget Process. The annual budget process is where the principles often have their greatest impact. The finance officer can design the process to directly reflect these tenets. For instance, Yolo County’s budget ensures that services will continue and that the government will operate within its means. The budget process might then include provisions to identify and divest under-performing programs and to make sure that non-recurring revenues such as asset sales are not used to fund ongoing expenditures such as sheriff salaries, for example.

Reflect the Principles in Decision Making. Leadership staff should understand the guiding principles and reflect their purpose by setting the example for department staff, demonstrating that the guiding principles are the basis of decision making for the organization. This can be reflected in the questions leaders ask, the analysis they request, and so on.

Continuing Relevance
Incorporate the Principles into Training. The guiding principles can be used to instruct new members of the organization about its values. An orientation session for new board members might include a review, along with some examples of principled decisions that past boards have made, and the positive results. The principles can also be used when training departments in the budget process.

All staff should be trained about how the guiding principles are relevant to their day-to-day work. For example, some segments of a city distrusted government leaders because they felt that urban renewal projects hadn’t been planned with adequate consideration to the ways local residents would be affected. As a result, one of the city’s major guiding principles addressed this issue by directing the organization to solicit public input and engage neighborhoods in planning, economic development, and resource allocation.
<table>
<thead>
<tr>
<th>Strategic Goal</th>
<th>Financially Sustainable County Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meaning</td>
<td>A financially sustainable county government provides valuable services to county residents within available means while proactively taking measures to build and preserve its ability to provide services in the long run.</td>
</tr>
<tr>
<td>Key Concepts</td>
<td></td>
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<tr>
<td>Principles</td>
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<tr>
<td>Policy Objectives</td>
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<tr>
<td></td>
<td>• The county should periodically assess the current and future needs of its customers.</td>
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<tr>
<td></td>
<td>• The county should know whether customer needs are met.</td>
</tr>
<tr>
<td></td>
<td>• The county should periodically adjust the mix of services to maintain optimal usefulness.</td>
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<tr>
<td></td>
<td>• Annual budgets are balanced, that is, financing sources equal total financing uses and no deficit exists.</td>
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<td></td>
<td>• Budgetary controls are enforced.</td>
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<td></td>
<td>• Managers are aware of the full cost of their decisions.</td>
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<td></td>
<td>• Financial responsibility is everyone’s responsibility.</td>
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<td></td>
<td>• Department heads are accountable for budgetary resources under their control.</td>
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<tr>
<td></td>
<td>• County debts are at a healthy level.</td>
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<td></td>
<td>• The county should identify key threats to financial health and plan to address them.</td>
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<tr>
<td></td>
<td>• The county should foster entrepreneurial activities that permit self-sufficiency.</td>
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<tr>
<td></td>
<td>• County management periodically assess the county’s financial health and take the necessary corrective action to stay on course with the financial plan.</td>
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<tr>
<td></td>
<td>• The county should take measures, (reserves succession plans) to protect core services from destabilizing events.</td>
</tr>
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<td></td>
<td>• The county should identify stakeholders in the county’s financial health and partner with them to chart and control the county’s financial destiny.</td>
</tr>
<tr>
<td></td>
<td>• The county should identify key assets, including infrastructure, financial capital and human resources and maintain their productivity.</td>
</tr>
<tr>
<td></td>
<td>• Cost recovery should be based on the objective of preserving ability.</td>
</tr>
<tr>
<td></td>
<td>• The county should forecast long-term trends in services and resources and adopt strategies to maintain financial health.</td>
</tr>
<tr>
<td></td>
<td>• County management should consider the long-term effect of key decisions.</td>
</tr>
<tr>
<td></td>
<td>• The county should develop and maintain a long-term financial plan that is consistent with the county mission and other long-term plans such as the General Plan and capital improvement plans.</td>
</tr>
</tbody>
</table>
One day, the parks and recreation department began renovations on a neighborhood park, which included removing obsolescent structures such as an underused softball back-stop. The local residents were worried that this foreshadowed full-scale development of the park site, and a large public backlash ensued. It is not difficult to imagine how telling new parks and recreation employees this story would impress upon them the need to seek public consultation when planning significant changes to community assets.

**Keep the Principles in Front of People.** There will be times when short-term pressures will inevitably distract decision makers from the guiding principles, so the government should take steps to keep them in mind – especially when decisions are being made that have the potential to significantly affect the organization’s financial condition. For example, collective bargaining sessions could begin with a review. Go over the principles at the very beginning of the budget process to provide context for how budget requests and decisions should be made, and again as the organization is making its final allocation decisions.

Including every department in the development phase means the principles could be included in every group’s plans and documents, making it clear that they are for the organization as a whole, not just the finance department. They could also be referenced or built upon in every department’s missions and goals, keeping them at the forefront of the entire organization.

**Conclusions**

Finance officers are well versed in the nature of tradeoffs in financial decision making. Weaving the financial resiliency principles into the organization’s culture makes these tradeoffs clear to others. Perhaps more importantly, this integration allows decision makers to link all of their choices about resources to the overall goals of the organization. Doing so helps the organization weather the inevitable storms that come along, making sure that all parties continue moving in the same direction toward a vibrant future.

**Note**

1. Chip Heath and Dean Heath, the authors of *Decisive: How to Make Better Choices in Life and Work* (New York: Random House, 2013), talk about “honoring your core priorities” and letting those core priorities guide your decision making. The idea of principles of financial resiliency is partially derived from their work.

Heather A. Johnston is the city manager for the City of Burnsville, Minnesota, and the GFOA’s president-elect.


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**SOUTH DAKOTA MUNICIPALITIES**
Tree Planting Assistance after Tornado Damage

In June 2014, Wessington Springs had significant tornado damage to many homes and businesses in their area as well as many of the town’s trees.

In 2014, the South Dakota Department of Agriculture, Resource Conservation and Forestry Division (RCF) Urban Forestry program received $10,000 from the US Forest Service to fund replanting in communities that have been affected by the June 2014 storms.

Soon after the storm, Aaron Wang, community forestry coordinator for RCF, toured the community with Dan Kruse, street superintendent for the City of Wessington Springs, and determined the extent of damage to the trees, assessed needs of the community and developed a tree planting plan.

“The damage was significant and the trees especially had been hard hit,” said Wang. “Providing an assessment of what resources were available to the community was essential.”

In July 2014, RCF foresters conducted a street tree inventory and prepared an assessment report of urban tree resources in the area.

On February 5, the Wessington Springs city council voted to approve planting plans submitted by RCF and set a tentative date of May 2 for a planting event. Due to time constraints the event has been postponed to the Fall of 2015. The event will consist of planting demonstrations and workshops, ceremonial plantings with speakers, educational sessions and planting of trees around the community.

Wang is currently working with the city to assemble a list of trees to plant, determine planting locations and secure volunteer assistance.

RCF provides technical assistance to South Dakota communities upon request, including development of management plans, inventory assistance, tree selection and planting advice and tree care information. For more information, call Wang at 605.773.3594.

Agriculture is South Dakota’s No. 1 industry, generating $25.6 billion in annual economic activity and employing over 115,000 South Dakotans. The South Dakota Department of Agriculture’s mission is to promote, protect, preserve and improve this industry for today and tomorrow. Visit them online at http://sdda.sd.gov or find them on Facebook and Twitter.
Facebook has become almost a “must have” tool for local governments and local officials. But there’s more to leveraging the reach and use of this social media tool than just signing up for an account. It is important to understand the types of Facebook accounts and how they are best used.

Facebook offers two basic types of accounts: profiles and pages. Anyone who registers for a Facebook account gets a “profile” page. Profiles are a way for individuals to connect personally with friends and family. While local officials must first have a profile account, they should also create a “pages” account. According to Facebook’s Dan Seymour, pages are designed specifically for public officials and public organizations. Individuals can create multiple pages, and pages can have multiple administrators. Pages, unlike profiles, give administrators insights (or analytics) into who is visiting and liking the page; when fans (people who have “liked” the page) are online; and how they engage with the page’s content.

Profiles are considered two-way communication. The profile owner sees updates from friends in his newsfeed, and friends see what the profile owner is posting on his newsfeed.

Pages are one-way communication. Fans will see what the page administrator posts on their newsfeed, but their posts will not appear on the page’s newsfeed.

Seymour encourages local officials to host Q&A sessions on Facebook. For a designated time period (i.e., 20 minutes), the official replies to questions posted on the page. To generate interest, Seymour suggests promoting the event well in advance using multiple communication tools (i.e., Twitter, news releases, flyers, email signatures, etc.) In addition, he advises announcing the Q&A event by posting it as a status update in Facebook.

During the event, post a picture of the person hosting the session along with a message such as “John Doe, city manager, will be here for the next 20 minutes answering your questions about …”

Seymour shares what works well for local official and city Facebook pages.

Visuals
• Interesting behind-the-scenes photos (1200x630) and videos
• Personal video messages giving policy updates
• Graphics without lots of text

Authenticity
• Share personal stories
• Explain policies
• Post information as if you are having a conversation with another person. If you can’t post in first person (I, we, me) at least be conversational.
• Don’t post press releases verbatim

Social interaction
• Reply to comments
• Host a Facebook Q&A session
• Tag other pages
• Be timely

Additional best practices
• Share public service announcements (e.g. Fire Safety Month, Clean Water Week)
• Highlight local events and meetings
• Ask for feedback
• Show off your town
• Post two to three short posts daily rather than one long post

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Don’t Let Sidewalks Trip You Up

The much-anticipated season of Spring has finally arrived. Robins and other songbirds are back. Flowers are starting to bloom. The sound of lawn equipment is starting to resound through the neighborhoods. And the toll of Winter’s cold temperatures, snow, ice, freezing, thawing and the efforts to combat those effects are evident in the condition of streets and sidewalks.

This article addresses two aspects of law relating to sidewalks. The first issue is who is responsible for sidewalks along state highways that run through cities and towns: the state or the city? The second issue is who is responsible for sidewalks in front of residences or businesses.

Many municipalities in South Dakota have state highways running smack dab through town. If someone trips and falls, who has “control” of the sidewalks in the highway right-of-way running through town, the State or the City? According to the South Dakota Supreme Court, the answer is: The City. See Patitucci v City of Hill City, 2013 SD 62. In that case, a visiting tourist tripped and fell on a sidewalk in front of a commercial business on Main Street, which is also U.S. Highway 385. Designed and constructed by the State as part of a re-design of Highway 385, the sidewalk in question had two levels. In the ensuing litigation, the City argued it had no duty to the injured tourist because it lacked control over the sidewalk the State designed and built. On appeal, the Supreme Court noted several state statutes, SDCL 9-45-1 and SDCL Ch. 9-46, grant municipalities authority over the sidewalks, but none of these statutes limit that authority when the sidewalk is within a State highway right-of-way in the municipality. As such, the City had the duty of keeping the sidewalk in a reasonably safe condition and a duty to warn of unsafe conditions.

But, what of the fact that this fall occurred in front of a commercial business? What triggers their liability? That is dictated by statute and case law and depends on various factors, as follows:

- Did the landowner create or maintain the condition that caused the injury? Such examples may include the abutting landowner excavating the sidewalk, or placing objects on the sidewalk. If the landowner creates or maintains the condition, the landowner owes a duty to maintain the sidewalk in a reasonably safe condition for pedestrians to use. This is called the “special use” doctrine.

- SDCL 9-46-2 imposes a statutory duty on property owners to keep abutting sidewalks reasonably safe.
  - Landowners who reside on the property have a duty to keep the sidewalks in repair. This makes sense, since the residential owners are generally most familiar with the condition of the walks in front of their own homes.
  - Non-resident property owners (usually commercial businesses where the owner does not also live) must make repairs when notified by the municipality.
  - In either situation, the failure of residential owners to keep sidewalks in good repair, or the failure of a
non-resident owner to repair upon notice, creates a secondary liability of the landowner to the municipality. In other words, the municipality remains on the hook to the injured pedestrian, but has the ability through a cross-claim or a later suit for indemnity or contribution, to seek redress from the landowner.

- Injuries caused by negligent construction or repair of a sidewalk are the liability of whoever caused the construction or repair.

In the Patitucci case, the Supreme Court looked at all these factors and did not find any facts that supported the allegation that the commercial business owed any particular duty to the tourist. So, when all the dust settled, the business got out of the suit altogether, and the City remained in because the question of whether the two-level design of the sidewalk was an open and obvious condition was a factual question for a jury to resolve. The case was settled.

Patitucci clarified that municipalities are responsible for sidewalks along the State highways running through town, even if the municipality didn’t design or build those sidewalks. Otherwise, the case provides a good illustration or reminder of the interplay of municipal and landowner duties regarding sidewalks. The real take-away for municipalities is to make sure that notice is given to commercial or non-resident property owners to repair sidewalks. A regular inspection program with good record keeping would be most beneficial.

Christopher Madsen
General Counsel
Claims Associates, Inc.
cmadsen@claimsassoc.com
605-333-9810

Open Enrollment Reminder

June is open enrollment for the Health Pool of South Dakota.

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By Senator Mike Rounds

We just celebrated Memorial Day, a federal holiday designated for honoring those who paid the ultimate sacrifice protecting our freedom. As we prepare to recognize the brave men and women in uniform, I am reminded just how fortunate we are for all those who answer the call to serve.

Our armed forces are the epitome of public servants, sacrificing everything to keep us free and safe. But there are many ways in which we give back to our communities to promote the greater good. Many South Dakotans serve as federal, state, county and local government employees. These are the men and women that make sure our streets are safe, our veterans receive their benefits, our food is safe for consumption and our children are properly educated. Their work can be felt in nearly everything that we do.

Law enforcement officials and first responders also play a critical role in protecting our nation. They are on the front lines of crises and terror here at home. I recently cosponsored a resolution that continues our nation’s tradition of honoring our law enforcement annually, by designating a week in May as National Police Week. Police officers put their lives on the line every day to pursue justice and keep our communities safe. I encourage you to take time to thank a law enforcement officer.

Giving back doesn’t have to be a full time job. Many of us donate our time in addition to family, school and career commitments. In 2014, South Dakota ranked 7th in the nation for volunteerism. That includes those who serve in all-volunteer fire departments, which protect many of our communities in South Dakota. I myself belong to the Elks Club in Pierre, as well as the Pierre-Fort Pierre Exchange Club, both of which promote fellowship and volunteerism. I find the work these organizations do to be extremely rewarding.

I recently met with two high school students from South Dakota who were visiting Washington, D.C., to celebrate their national awards for community involvement. One created a program to make, collect and distribute holiday cards to active military men and women and veterans. The other raises money for the Children’s Miracle Network. Neither of these students were required to volunteer for school credit. Rather, they saw a need in their communities and stepped in to fill it. Their leadership and compassion at such a young age is truly inspiring.

Amidst some of the partisanship in Washington and violence going on in places like Baltimore, it’s easy to get discouraged in today’s world. This makes it as important as ever to remember the good work being done by millions of Americans every day in all shapes and forms. From our men and women in uniform to ordinary citizens who volunteer to better their communities, we are incredibly fortunate to be amidst so many dedicated public servants. I’m grateful for everyone working to keep our communities, our state, our country and this world a better place than they left it.
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JULY Community Events

**June 6 - August 9**
The 47th Annual Red Cloud Indian Art Show
Pine Ridge

**July 3**
Brown Bag at Dakota Territorial Museum
Yankton

Lake Norden Community Barbeque
Lake Norden

Downtown Friday Nights:
The Broken Spokes
Spearfish

Aberdeen Aqua Addicts Water Ski Show
Aberdeen

4th of July Spectacular Celebration
Redfield

Fort Pierre’s 4th of July Parade, Rodeo & Fireworks
Fort Pierre

**July 3 - 5**
Miller 4th of July Celebration
Miller

Freedom Dayz
Eureka

Sisseton Wahpeton Oyate
147th Annual Wacipi
Agency Village

**July 4**
Lake Norden Independence Day Celebration
Lake Norden

Fourth of July at the Depot
Redfield

Wylie Park 4th of July Celebration
Aberdeen

July 4 Celebration
Menno

Independence Day at
Crazy Horse Memorial
Crazy Horse

Watertown’s 4th of July Parade & Fireworks
Watertown

Aberdeen Aqua Addicts Water Ski Show
Aberdeen

Yankton Summer Pops Concerts
Yankton

The Phantom of the Matthews Opera House
Spearfish

Aberdeen Aqua Addicts Water Ski Show
Aberdeen

Movie in the Park - Lions Park
Spearfish

**July 9 - 12**
Hof Harley Nights
Sioux Falls

**July 10**
Downtown Friday Nights:
The Suspects
Spearfish

**July 10 - 11**
Deadwood Stagecoach Days
Deadwood

Laura Ingalls Wilder Pageant
DeSmet

**July 10 - 12**
Northern Fort Playhouse
Lake City

**July 10 - 25**
Hy-Vee Day at the Zoo
Sioux Falls

**July 11**
Aberdeen Downtown Crazy Days
Aberdeen

**July 14 - 15**
SD All Star Games
Aberdeen

LauraPalooza 2015
Brookings

**July 16 - 19**
Burke Stampede Rodeo
Burke

Black Hills Corvette Classic
Spearfish

**July 17 - 18**
The Gathering of People, Wind & Water Native Art Market & Cultural Celebration
Rapid City

**July 17 - 19**
Sisseton Horse & Buggy Days
Sisseton

LauraPalooza 2015
Brookings

Aberdeen Downtown Crazy Days
Aberdeen

**July 11**
Ag Day
Watertown

**July 11 - 12**
Archaeology Awareness Days
Mitchell

Annual Gem & Mineral Show
Rapid City

Watertown 4-H Rodeo
Watertown

**July 14**
Yankton Summer Pops Concerts
Yankton

**July 14 - 15**
Ag Day
Watertown

**July 16 - 17**
Archaeology Awareness Days
Mitchell

Annual Gem & Mineral Show
Rapid City

Watertown 4-H Rodeo
Watertown

**July 17 - 18**
Black Hills Corvette Classic
Spearfish

Cookin on Kampeska
Watertown

The Gathering of People, Wind & Water Native Art Market & Cultural Celebration
Rapid City

**July 17 - 19**
Sisseton Horse & Buggy Days
Sisseton

LauraPalooza 2015
Brookings

Aberdeen Downtown Crazy Days
Aberdeen
RDO Day of Play
Aberdeen

Murdo Ranch Rodeo
Murdo

**July 21 - 25**
Days of ’76 Rodeo and Parades
Deadwood

**July 22 - 26**
Arlington Days Celebration
Arlington

**July 23**
Movie in the Park - Jorgenson Park
Spearfish

**July 23 - 26**
Western Print Pro-Am
Aberdeen

**July 24**
Storybook Land Festival
Aberdeen

**July 24 - 26**
24th Annual Bruce Honey Days
Bruce

Gold Discovery Days
Custer

**July 26**
Folk Off & Rib Challenge
Renner

**July 30**
Jungle Jubilee
Sioux Falls

Aberdeen Aqua Addicts Water Ski Show
Aberdeen

**July 31 - August 9**
Custer Cruisin’
Custer

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Spearfish

Downtown Friday Nights: The Outer Vibe
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servant minded leader to serve as its first Electric Utility Director. Must possess a broad range of knowledge and experience of construction, operation, maintenance and sustainability of an electric generation, distribution and transmission system. Requires exceptional organizational and communication skills to direct and coordinate the work within the utility and engage, inform and correspond with the general public. Bachelor’s degree from an accredited university in electrical engineering or related field with three years’ experience in a comparable position or an equivalent combination of education and experience. Salary range $64,000 - $80,000 with an excellent benefit package. For confidential consideration, send resume and letter of interest to City of Madison, Human Resources, 116 W Center St, Madison, SD 57042. 605-256-7500. Closes 6-10-15. EOE.

FACILITY MAINTENANCE SUPERINTENDENT:
Responsibilities: City of Spearfish is accepting applications for a full-time Facility Maintenance Superintendent who will organize, monitor, and supervise facility maintenance operations for all buildings and grounds owned by the City of Spearfish. The Superintendent will perform a variety of technical tasks relative to facility maintenance and provide technical assistance to the facility staff. Requirements: Graduation from an accredited college or university with a Bachelor’s Degree in an applicable field. Five years’ experience with facility maintenance activities, three of which were in a lead supervisory capacity. Excellent supervision, training, and performance evaluations skills. Knowledge of construction and project management principles. Excellent communication skills to include both written and oral. Equivalent combination of education and experience which provides the knowledge, skills and abilities required to perform the job. Possession of a valid South Dakota driver’s license and clean driving history. High school diploma or possession of a GED certificate. Residency required within a distance from the City of Spearfish adequate to meet a thirty (30) minute response time requirement. How to Apply: Interested persons must submit a City application to the Human Resource Office, 625 Fifth Street, Spearfish, SD 57783; p 605-642-1354; f 605-642-1329; e jodi.friedel@cityofspearfish.com. Minimum salary: $21.75, DOE/DOQ; Excellent Benefits; Equal Opportunity Employer. Position open until filled. To view entire position description please visit the City’s web page at www.cityofspearfish.com. Individuals with disabilities who need reasonable accommodations to complete the job application process are encouraged to apply and should contact Jodi Friedel to commence the accommodation interactive process.

FINANCE DIRECTOR: The City of Brookings (pop. 22,056) is seeking an innovative, forward thinking, results oriented professional to oversee the Department of Finance and Information Technology as chief accounting and financial officer providing accounting advice and counsel to the City Manager and all City department heads. Various job responsibilities include: financial reporting; cash management and investments; preparation, facilitation and maintenance of annual budget; direction of information technology services and staff; work closely with HR Department on time clock management, payroll and benefits; financial recordkeeping and monthly closing; direction of accounts payable and receivable process; preparation, posting and reconciliation of accounting records and accrual of revenues and expenditures; prepare for annual audit process and ensure completion of Comprehensive Annual Financial Report (CAFR); maintain all debt service funds and financial records related to grants and tax increment districts; conduct revenue/expenditure financial projections and forecasting and act as city’s investment officer on all idle public funds; and other duties as designated by City Manager. Bachelor’s degree in Accounting, Business, Management or closely related major required with coursework and/or experience in Governmental Accounting preferred. Five years of experience in financing and office accounting required with preference given for governmental accounting. Minimum of two years overseeing professional and technical staff in an administrative or supervisory capacity required with management of
information technology and related resources background evident. Current designation as a Certified Public Accountant preferred. An acceptable combination of education, experience and training in a related field may be considered in lieu of education requirement. Visit www.cityofbrookings.org for detailed position description. Salary range is $74,045 to $99,961 depending upon background and qualifications. Excellent benefit package. Position is open until filled. Submit letter of interest, detailed resume and current salary information to: Attn: Donna Langland, Human Resources Director, City of Brookings, PO Box 270, Brookings, SD 57006. dlangland@cityofbrookings.org. Phone: 605.697.8668. Fax: 605.697.8661. AA/EOE.

MAINTENANCE WORKER: The City of Philip, SD, is accepting applications for a full-time Maintenance Worker. Work areas include, but are not limited to water, sewer, streets, snow removal, rubble site, swimming pool and airport. The following certifications/licenses must be possessed or be able to obtain: Commercial Applicator’s License, Class I Water Distribution, Class I Wastewater Treatment and Collection, Commercial Driver’s License. Knowledge and experience with all types of equipment is desired. Individual must also be dependable, reliable, friendly, and able to work with others. Salary/wage is depending upon qualifications and experience. Applications and the detailed job description may be obtained from the City Finance Office, PO Box 408, Philip, SD 57567-0408; telephone 605-859-2175; or, email philipdfo@gwtc.net. The City Office is located at 140 S. Howard Ave., Philip, SD, Haakon County Courthouse, Fourth Floor. Office hours are 8:00 a.m. to 5:00 p.m. Monday thru Friday (Mountain Time). The position will remain open until filled. EOE.

POLICE OFFICER: The City of Jefferson is accepting applications for a full-time police officer. Individual must be a South Dakota certified police officer or be able to be certified. Needed: a High School diploma/GED certificate, current/valid driver’s license. Apply at Jefferson City Hall, 208 Main Street, P.O. Box 276, Jefferson, SD 57038 or call 605-966-5838 to request an application and job description. The position will remain open until filled. EOE.

POLICE OFFICER: The North Sioux City Police Department is presently taking applications for a full-time police officer position, for the City of North Sioux City, SD. South Dakota certification is preferred, but not mandatory. Send applications and resumes to the North Sioux City Police Department 118 So. Victor Avenue, PO Box 650, North Sioux City, SD 57049. Phone: 605-232-3302 Fax: 605-232-3266. Application Deadline: June 12, 2015 at 5:00 PM. EOE.


SURPLUS PROPERTY: Sealed bids for the 2006 Dodge 1500 Quad Cab Pickup and for the 1993 EMCO 8’ X 20’ Recycling Trailer that were declared surplus property will be received by the City of Eureka, McPherson County, SD, at the finance office until 7:05 p.m., June 8, 2015. Bids will be opened, read aloud and the top two bidders for each item must be present or be available by phone to be able to raise their bids. Office hours are 9:00 - 5:00, Monday through Friday. Bid envelopes must be plainly marked with the appropriate “Bid for the 2006 Dodge 1500 Quad Cab Pickup” or “Bid for the 1993 EMCO Recycling Trailer.” Each bid must contain a certified check, cashier’s check or draft issued by a solvent state or national bank in the amount of at least 5% of the bid amount payable without condition to the City of Eureka. The City of Eureka reserves the right to reject any and all bids and waive informalities by the virtue of statutory authority. Additional information can be obtained at the City of Eureka Finance Office, PO Box 65, Eureka, SD 57437-0655. Phone 605-284-2441.

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

June 2015

June elections – Follow the Municipal Election Calendar for all election deadlines.

Third Tuesday in June – A municipality may combine its election with a school district and hold the election on the third Tuesday in June. (SDCL 9-13-1.1; See Hdbk., sec. 7.050)

First meeting following election – Except as otherwise provided, every officer of the municipality will begin to discharge his duties on the first meeting of the month next succeeding the election, or as soon as the officer has qualified. (SDCL 9-14-5; See Hdbk., sec. 5.115)

First meeting following election – Appointed municipal officials are usually appointed. The appointment may be annual, or for an interval determined by the governing body. (SDCL 9-14-3)

First meeting following election – In municipalities having the mayor and common council form of government, the council must elect a president and vice-president for the ensuing year. (SDCL 9-8-7; See Hdbk., sec. 2.520)

First meeting following the election – In municipalities governed by a mayor and four commissioners, the board must designate by a majority vote, the following commissioners: Public Safety, Public Works, Utilities, and Finance and Revenue. Commissioners are assigned areas of responsibility under the law. (SDCL 9-9-18 to 9-9-24; See Hdbk., sec. 2.590)

First meeting following the election – In municipalities governed by a mayor and two commissioners, the board shall by a resolution adopted by a majority, at the first meeting following the annual election, assign and apportion between the members, all duties that are not assigned to the mayor. (SDCL 9-9-27; See Hdbk., sec. 2.595)

First meeting following election – In those municipalities employing a city manager and under the commissioner form of government, at the first regular meeting in the month following the annual election, the commissioners must elect one of their members to serve as mayor for a term of one year. (SDCL 9-10-6; See Hdbk., sec. 2.615)

Tax levy – The governing body of the municipality may impose an excess tax levy with an affirmative two-thirds vote of the governing body on or before July fifteenth of the year prior to the year the taxes are payable. The decision to increase taxes must be published within 10 days of the decision (certain publication size restrictions apply), and may be referred upon a petition signed by at least five percent of the registered voters in the municipality and filed within twenty days of publication of the decision. The referendum election shall be held on or before October first preceding the year the taxes are payable. (SDCL 10-13-36; See Hdbk., sec. 12.170)

By June 30 – Applications for renewal of licenses for the sale of malt beverages should be filed before the expiration of June 30. (SDCL 35-4-2.5; See Hdbk., sec. 11.465)

By June 30 – All mechanical or electronic amusement devices must be registered. The secretary of revenue shall distribute the registration fee to the municipality in which the device is located. (SDCL 10-58-3 and 10-58-5; See Hdbk., sec. 12.255(7))

No later than July 1 – Each municipal governing body shall provide to the Department of Public Safety, Division of Emergency Management, information that will enable emergency agencies to reach the members of the municipal governing board and the mayor at any time, day or night. The information necessary shall include home, business, and other personal telephone numbers including any facsimile transmission machines and cellular or mobile telephone numbers; home, business, and other personal addresses; employer’s name and telephone number; and home, business, and other personal email or internet addresses. In addition, each municipal governing body shall provide contact information for the municipal employees responsible for the following functions if the

June 2015

JUNE 2015
municipality employs a person in such a capacity: City administrator or city manager; Building inspection; Engineering; Electrical; Fire; Police and law enforcement; Public works; Streets and highways; Sewer and waste water; Water; Telephone; Utilities; Emergency services or civil defense; Coroner; and 911 coordinator. (SDCL 33-15-11.1; 33-15-11.2; See Hdbk., sec. 9.400)

July

July 1 – The effective date of any new or amended municipal sales 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)

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July 4 – Independence Day – State holiday (SDCL 1-5-1)

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By July 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))

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)

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