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South Dakota Municipalities 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.
One of the things we hear most often in our training sessions is “This is great information – How can we get it to our elected officials? They really need to know this!” We all know how difficult it is to get the time away from real jobs, all the other activities that come with family and community, and go to a school or seminar, but it is one of the most important things you can do as an elected official.

At the recent District Meetings, we had “The Yellow Page” of all the upcoming meetings. There is a full year of excellent opportunities for training, but a couple we especially want to point out to the elected officials. For only the second year, we will be offering regional budget training. This is especially for elected folks, and available July 6 in Rapid City; July 7 in Pierre; July 13 in Aberdeen; and July 14 in Sioux Falls.

For those who are newly elected, or who’d like to brush up on the basics, the best opportunity is coming up on July 20, in Pierre. The Elected Officials Workshop will take you through ordinances and resolutions, forms of government, dealing with employees, open meeting laws, bids and contracts, liquor licensing, and budgeting, as well as other changes to talk with experts and get to hear from other elected officials. It is a full day, and the range of topics doesn’t allow us to delve deeply into any one issue, but it is a great chance to get a broad overview that will allow you to recognize when things are perhaps not going just right – and give you the chance to correct it before it becomes a real problem.

We have also started to make arrangements for the Annual Conference, and think you will find a lot of very valuable content, as well as the chance to meet new friends and greet our old acquaintances. The City of Rapid City is also working on a whole bunch of special events, so please make plans now to attend – October 4-7 in Rapid City!

Registration materials and more information can be found on our website, sdmunicipalleague.org.

We hope to see you soon at one of these events, but until then, remember we are always available at 1-800-658-3633 or yvonne@sdmunicipalleague.org.

Yvonne Taylor
Executive Director

SD Municipal Attorneys’ Association Meeting

What: Luncheon Meeting
When: Thursday, June 23, 2016
12:00 p.m. to 1:00 p.m.
Where: Ramkota Hotel, Sioux Falls
Visit www.sdmunicipalleague.org/sdmlevents for the agenda and registration.
First and foremost I want to thank each and every one of you who welcomed me into your towns and lives during the district meetings. I met so many strong and talented people with open hearts who made me feel that each district has its own unique qualities and pride in their community. Your stories and worth of each city/town were openly presented and appreciated by everyone attending. You made my dreams of being your president and hearing your stories way beyond my best expectations. It is a treasure I will carry throughout the rest of my years. I humbly thank you, the strength of this organization, and now my friends. (I will try to get your comments about your town together for one of the magazines in the near future.)

Speaking of strength, we just finished our municipal election last night. It takes strength all around, for the citizens running and the worker bees who make it happen.

Always it astonishes me the strength it takes to put yourself out there, to run for an office, knowing you may be kicked down. You should be very proud of yourself – win or lose – you tried!

On the worker bee side, it takes strength to put yourself out there to make sure the election is as impartial and true to the laws that dictate it as possible. It is the essence of our democracy and you do not want to screw it up!

The whole election process is fun and nerve racking for all involved. It takes and pulls you every which way, but your strength and focus must remain in place. Change is scary and with each election changes come. We must remain open to these changes and try to move our city/town forward to grow with these changes. Adversity abounds, but your strength will carry you through and make your part of the world a better place to be.

You as the public servant must take the path that leads to the good of your community and the growth of the citizens within. I admire your strength of character and drive to do what is best. Thank all of you for being an integral part of democracy.

Tell next month use your STRENGTH key wisely!

Respectfully, Meri Jo Anderson
President

Footnote* I must admit that this is all big talk and I truly hope I could have applied it if the guy who disliked me (hard to believe, huh?) and dislikes laws (at least ours) had won the Mayor’s spot. I do know, and have lived it, that you have to stay the course of good government and trust that the good citizens will come through in the end. That is democracy!
Budget Training
Municipal Budgets – Dollars and $ense

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 6, 2016 Rapid City Ramkota Hotel  ☐ July 7, 2016 Pierre Ramkota Hotel
☐ July 13, 2016 Aberdeen Ramkota Hotel  ☐ July 14, 2016 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 June 22, 2016* to: South Dakota Municipal League
208 Island Drive
Fort Pierre, SD 57532

*No refund will be given after June 22, 2016.
...of the 309 municipalities in South Dakota, less than 15 have full time professional Human Resource personnel. Most HR duties are added responsibilities for existing city staff. This training will help anyone with HR responsibilities become better informed in this field, learn who to call on when they need help and where to turn to find resources.

Agenda

Tuesday, June 7
12:15 p.m. Registration
1:00 p.m. General Business Meeting
1:15 p.m. What you need to know about Wage and Hour (Public Sector)
  Sharon Holt, Investigator, U.S. Department of Labor
3:15 p.m. Break
3:30 to 5:00 p.m. FLSA Updates for Municipalities...
  and Much More
  Chris Hoyme, Principal, Jackson Lewis P.C.
5:30 p.m. Social
6:00 p.m. Dinner Theater
  Dinner and entertainment featuring the Bukit Lizt Players from Spearfish Variety show
  including a One-act Comedy, Musical Numbers and more!

Wednesday, June 8
7:30 a.m. Continental Breakfast
8:00 a.m. Workers Compensation Road Map: Q & A
  • Compensability • Denials
  • Benefits • Wheeler Decision/HB 1084
  Jennifer Seitzler, Workers' Compensation Claims Manager, Claims Associates, Inc.
8:45 a.m. SDPAA Coverage Levels and Updates
  Paytra Nichols, Assistant Underwriter, SDPAA
9:15 a.m. Break
9:30 a.m. How to Correctly Take and Defend Disciplinary Action
  Chris Hoyme, Principal, Jackson Lewis P.C.
11:00 to 11:30 a.m. Veterans Preference Laws
  Larry Zimmerman, Secretary, SD Department of Veterans Affairs
  Aaron Pollard, Deputy Secretary, SD Department of Veterans Affairs

Registration fee: $50.00 for affiliate members and $100.00 non-members.

Accommodations: Mention you are with the SDML Human Resource Association. Make reservations by May 7 to guarantee the conference rate. Holiday Inn, 605-642-4683 or online at www.holiday-inn.com/spearfishsd and using the Group Code HRA, $99.95 + tax.

Return registration with payment by May 25, 2016 to: SD Governmental Human Resource Association
  208 Island Drive, Ft. Pierre, SD 57532

*No refunds will be given after May 25, 2016
SD Governmental Finance Officers’ School  
June 8, 9, & 10, 2016 • Holiday Inn Convention Center • Spearfish, SD

Preliminary Agenda

Wednesday, June 8

10:30 a.m. – 12:30 p.m.  Banyon User Group – Swarm Room
Jeff Christensen, President, Banyon Data System, Inc.
Utility Billing, Point of Sale, Fund Accounting, Payroll and New Products will be covered.
Banyon will be available for individual Q&A following the User Group meeting until 2:00.

Door Prizes will be given away throughout the school – must be present to win.

Noon – 4:00 p.m.  Registration – Convention Center Lobby

12:45 p.m.  WELCOME by Spearfish Mayor Dana Boke – Oak/Cedar Rooms

1:00 – 1:30 p.m.  Business Meeting

1:30 – 2:00 p.m.  Legislative Update  
Yvonne Taylor, Executive Director, SD Municipal League

2:00 – 2:45 p.m.  Investing  
Rod Fortin, Director of Local Government Assistance, SD Department of Legislative Audit

2:45 – 3:00 p.m.  Break – Convention Center Lobby

3:00 – 4:00 p.m.  Basic Accounting – Oak/Cedar Rooms  
Rod Fortin, Director of Local Government Assistance, SD Department of Legislative Audit

2:45 – 5:15 p.m.  Golf Tournament – Elkhorn Ridge Golf Club, 6845 St. Onge Road, Spearfish
*$28.75/person, includes cart, bottle of water, range balls and 9 holes

6:00 – 8:30 p.m.  Welcome Reception and Dinner – Spearfish City Park Central Shelter, 119 S. Canyon Street  
BBQ Dinner 6:30-7:30 – Sand Volleyball – Cornhole – Visit DC Booth Fish Hatchery

Hospitality room at Holiday Inn opens from 8:30 p.m. – 11:30 p.m.

Thursday, June 9

7:15 – 8:00 a.m.  Breakfast Buffet – Ponderosa/Cottonwood Rooms

8:15 – 9:45 a.m.  General Session – Oak/Cedar Rooms  
Keynote Speaker: Steve Gilliland, CSP, CPAE
With an appeal that transcends barriers of age, culture and occupation—plus an interactive and entertaining style—Steve shows audiences how to open doors to success in their careers, their relationships and their lives.

9:45 – 10:00 a.m.  Break – Convention Center Lobby

10:00 – 10:55 a.m.  Concurrent Sessions (Pick one; these sessions will be repeated in the afternoon)  
• Utility Billing Panel – Willow Room  
  Meri Jo Anderson, Finance Officer, City of New Underwood  
  Anita Lowary, Finance Officer, City of Groton  
  Adam Karst, Director of Administration, Watertown Municipal Utilities
• De-Escalating Verbal Conflict – Aspen Room  
  Dr. Pat Simpson, Dean, College of Education and Behavioral Sciences, BHSU
• Municipal Web Trends and GovOffice User Group Session – Spruce Room  
  Ross Heupel, Marketing Director, GovOffice
11:00 – 11:55 a.m. Concurrent Sessions *(Pick one; these sessions will be repeated in the afternoon)*
   - **The World of Liquor** – Willow Room
     Marne Dooley, Revenue Section Coordinator, SD Department of Revenue
   - **Preparing for an Audit** – Aspen Room
     Rod Fortin, Director of Local Government Assistance, SD Department of Legislative Audit
   - **Code Enforcement** – Spruce Room
     Dave Smith, Code Enforcement Officer, City of Sturgis
     Geoff Fillingsness, Code Enforcement Officer, City of Beresford
     Tom Frieberg, City Attorney, City of Beresford

12:00 – 12:45 p.m. Lunch Buffet - Years of Service Pins will be Presented – Ponderosa/Cottonwood Rooms

1:00 – 2:30 p.m. General Session – Oak/Cedar Rooms
   Keynote Speaker: Steve Gilliland – continued

2:30 – 2:45 p.m. Break – Convention Center Lobby

2:45 – 3:40 p.m. Concurrent Sessions *(Pick one)*
   - **Utility Billing Panel** – Willow Room
     Meri Jo Anderson, Finance Officer, City of New Underwood
     Anita Lowary, Finance Officer, City of Groton
     Adam Karst, Director of Administration, Watertown Municipal Utilities
   - **Preparing for an Audit** – Aspen Room
     Rod Fortin, Director of Local Government Assistance, SD Department of Legislative Audit
   - **Municipal Web Trends and GovOffice User Group Session** – Spruce Room
     Ross Heupel, Marketing Director, GovOffice

3:45 – 4:40 p.m. Concurrent Sessions *(Pick one)*
   - **The World of Liquor** – Willow Room
     Marne Dooley, Revenue Section Coordinator, SD Department of Revenue
   - **De-Escalating Verbal Conflict** – Aspen Room
     Dr. Pat Simpson, Dean, College of Education and Behavioral Sciences, BHSU
   - **Code Enforcement** – Spruce Room
     Dave Smith, Code Enforcement Officer, City of Sturgis
     Geoff Fillingsness, Code Enforcement Officer, City of Beresford
     Tom Frieberg, City Attorney, City of Beresford

6:00 p.m. President’s Social – Ponderosa/Cottonwood Rooms

7:00 p.m. Finance Officer of the Year Banquet – Ponderosa/Cottonwood Rooms
   Speaker: Dr. Priscilla Romkema, Dean, College of Business and Natural Sciences, BHSU
   Hospitality room opens after Banquet until 11:30 p.m.

**Friday, June 10**

Municipal Pride Day!
Wear a shirt, hat or pin that promotes your city!

7:30 – 8:15 a.m. Breakfast Buffet – Ponderosa/Cottonwood Rooms

8:15 – 8:30 a.m. Last Minute Announcements – Oak/Cedar Rooms

8:30 – 10:00 a.m. Project Management
   Rachel Headley, Owner, Cobblestone Science

10:00 – 10:30 a.m. Break – Convention Center Lobby

10:30 – Noon Property Taxes 101 – Oak/Cedar Rooms
   Wendy Semmler, Property Tax Program Manager, SD Department of Revenue

Registration form can be found online at www.sdmunicipalleague.org under SDML Events.
This year, the *Excellence in South Dakota Municipal Government* award will be presented to an **elected municipal official** in South Dakota. The award recipient will be selected from nominations received by the South Dakota Municipal League Past Presidents’ Committee. All nominations must be submitted in writing by **August 15, 2016**. The award will be presented at the SDML Annual Conference in Rapid City on October 6, 2016.

Name of Nominee: ________________________________ Title: ________________________________

Address of Nominee: ______________________________________________________________

Significant contributions to the municipality:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Significant contributions to the community:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Significant contributions to other organizations:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Significant contributions to South Dakota Municipal Government:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Other Comments:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Submitted by: ________________________________ Phone: ________________________________

**DEADLINE: August 15, 2016**

Please submit to: South Dakota Municipal League
208 Island Drive, Ft. Pierre, SD 57532
FAX to 605-224-8655
The South Dakota State sales and use tax rate increases from 4 percent to 4.5 percent starting on June 1, 2016.

The South Dakota Department of Revenue has been making changes to its tax collection software, forms and publications to account for the one-half percent sales and use tax increase created by House Bill 1182.

“Our goal is to make this transition as easy as possible for taxpayers,” Department of Revenue Secretary Andy Gerlach said. “We are currently changing our software, forms and publications and communicating with stakeholders to answer any questions about the new sales and use tax rate.”

South Dakota sales or use tax applies to the gross receipts of all retail sales, including the sale, lease or rental of products and services.

Doug Schinkel, Director of Business Tax, said “Plainly put, if you are currently paying 4% state sales tax, on June 1st you will begin paying 4.5% sales tax.”

For more information, visit the Department of Revenue website at http://dor.sd.gov/ and click the link regarding the state sales and use tax increase.

For additional assistance, please call the Department of Revenue Taxpayer Assistance Center at 800-829-9188 or email at bustax@state.sd.us.
Gov. Daugaard Recognizes Britton as the 2016 South Dakota Community of the Year

The Governor’s Office of Economic Development (GOED) rolled out its own version of a red carpet at this year’s annual conference, which was held April 13 in Sioux Falls.

Gov. Dennis Daugaard recognized two individuals and one community for achievements and contributions to economic development in South Dakota. Among the award recipients were Sean Coffman of Sioux Falls, Ralph Hanson (posthumously) of Pollock and the community of Britton.

The first award, the Entrepreneur of the Year Award, was presented to Sean Coffman, founder of Carsforsale.com in Sioux Falls. This award recognizes an exceptional business person who takes big risks to follow their dreams, and that’s just what Coffman did when he began his business in 1999. Since then, the company has grown to more than 170 employees and lists more than two million vehicles for sale nationwide.

“Since its inception, Carsforsale.com has seen incredible growth,” said Gov. Daugaard. “Carsforsale.com soon plans to begin construction on its new corporate campus right here in Sioux Falls. It’s a great honor to recognize Sean for his giant vision and innovative spirit,” Gov. Daugaard added.

The second award, the Excellence in Economic Development Award, honors the dedication and commitment of eight South Dakotans, including Gov. George S. Mickelson, who lost their lives when returning home from an economic development event in 1993. The award is presented annually at the conference. Ralph Hanson was honored with this year’s award. Sadly, Hanson died in January.

“While we can’t share this honor with Ralph in person, we can share it in spirit, with his family, and tonight we honor the legacy he left behind in his community and region,” said Gov. Daugaard. “Ralph has a long list of achievements, including his first big economic development project, recruiting PIC (Pig Improvement Company) to Campbell County. Located southeast of Mound City, it employs 55 people—that’s seven percent of Campbell County’s total labor force.

“Ralph was a positive, supportive force in northeast South Dakota and his good nature and positive attitude helped create an atmosphere of camaraderie among all the rural counties,” said Gov. Daugaard.

Hanson’s wife Darlene and his son Arnie accepted the 2016 Economic Development Award on his behalf.

Finally, the governor recognized Britton as the 2016 South Dakota Community of the Year.

“Britton is an example of a community that’s put its experience, expertise, enthusiasm and its pocketbooks to good use for improvement of their economy and quality of life,” said Gov. Daugaard. “What once were ideas have turned into realities thanks to the collaborative efforts between economic development professionals, volunteers and local citizens,” Gov. Daugaard added.
Together with its economic development professionals and volunteers, citizens have funded and turned their ideas into realities. This includes a new walking path, new school playground equipment, Wellness Center and an Ambulance/EMT Center.

Citizens also stepped up to save the town’s theatre by raising the money necessary to convert it from film to digital projection.

This community has nearly completed a multi-million dollar infrastructure project with water, sewer and communication line upgrades throughout the city.

They are also in phase 3 of a 4-phase elevator and rail line expansion. This $40 million investment will tremendously aid in agriculture and commodity transportation along with the $11 million rail line improvement and rail spur development.

To help with workforce issues this community is engaging youth in the schools and educating them on local opportunities, entrepreneurship and customer service skills.

They are also using their network of citizen volunteers to help recruit “homegrown professionals” back to the area.

Most recently a chiropractor and a physical therapist, both of which graduated in the area, are now bringing their talents back home.

“Collaborative efforts and leadership are keys to sustainability, progressive growth and success. That’s why Britton is more than deserving to be named this year’s Community of the Year,” Gov. Daugaard concluded.
Larry Weiss with Central SDLTAP Retires

For some of you reading the SDML magazine you may not be familiar with SDLTAP. LTAP is Local Transportation Assistance Program. Our goal is assisting Cities, Counties, Townships, and Tribes with problem solving and training which has included personnel management.

My area of responsibility the past 13+ years has been 17 counties and cities within those counties in Central SD. I have worked with and assisted approximately 15 – 20 Class 1 and 2 cities. I have very much enjoyed working with Street Superintendents, Councilmen, and Commissioners in an effort to make improvements with limited funds. Based on my experience, Class 2 cities have the greatest need since in many cases you have one or two individuals trying to maintain utilities, streets, parks and “other duties as assigned”! I recall working in a Class 2 city with a recently hired street superintendent/utility manager. This individual recently left the military and being unfamiliar was seeking knowledge and information regarding street maintenance. We spent over two hours looking at street issues and discussing options for improvements. When I was ready to leave he said “I really appreciate your willingness to spend this much time trying to educate me.” My response was, “I have 45 years of knowledge in this head, if I am not willing to transfer it to others I am not doing my job.” I continue to feel that way and now have 51 years of engineering experience.

I feel blessed in that I have had four careers; 37 Years with SD Army National Guard, 37 years with SD Dept. of Transportation, 12 years as a Pierre City Commissioner, and 13 years as a Service Provider with LTAP. No, I am not 99 years old, some of these were part time and overlapped; I am actually 77. As I retire on May 6, 2016, again I want to thank all of you for the opportunity to work with you and wish you well in your future challenges.

Larry Weiss
Central SDLTAP Provider
605-222-4339

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The object is simplicity.
Gov. Daugaard Announces Nearly $54.8 Million for Environmental Projects

Gov. Dennis Daugaard says the state Board of Water and Natural Resources has approved nearly $54.8 million for water and waste projects.

The $54,798,268 total includes $14.6 million in grants and $40.2 million in low-interest loans, with $4.96 million of the loan total in principal forgiveness.

“I am pleased to announce that this money is available to assist local communities,” said Gov. Daugaard. “Grant and loan awards will result in better drinking water, improved wastewater treatment and enhanced protection of the environment.”

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

Grants were awarded to:
- **Delmont**, $126,768 grant to refinance state revolving fund loan
- **Department of Environment and Natural Resources**, $750,000 grant for Big Sioux River hydrologic model
- **Emery**, $1.25 million grant amendment for water distribution system upgrade and replacement
- **Faulkton**, $500,000 grant for wastewater system improvements
- **Freeman**, $100,000 grant for restricted use facility expansion
- **Midland**, $275,000 grant for water distribution and storage improvements
- **Sioux Falls**, $2.04 million grant for flood control project
- **Watertown**, $225,125 grant for flood control study

Loans were awarded to:
- **Brandon**, $2.598 million loan for lift station project
- **Brookings-Deuel Rural Water System**, $250,000 loan for automatic meter reading system
- **Canton**, $2.408 million for two loans that includes a $1.648 million loan for sanitary and storm sewer improvements and a $760,000 loan for water distribution
- **Kingbrook Rural Water System**, $9 million loan for water system improvements
- **Pierre**, $4.071 million for two loans that includes a $3.821 million loan for wastewater treatment facility improvements and a $250,000 loan amendment for solid waste baler replacement

Loans with principal forgiveness were awarded to:
- **Astoria**, $744,000 loan for wastewater system improvements, with $368,700 in principal forgiveness
- **Chancellor**, $180,000 loan for water meter replacement, with $90,000 in principal forgiveness
- **Conde**, $2.333 million loan for water distribution and storage improvements, with $1.833 million in principal forgiveness
- **Perkins County Rural Water System**, $1.722 million loan for water line realignment and booster station improvements, with $1.033 million in principal forgiveness

Grant and loan packages were awarded to:
- **Britton**, $4.656 million for water system improvements that includes a $1.444 million grant and $3.212 million loan
- **Colman**, $1.2 million for watermain replacements that includes a $700,000 grant and $500,000 loan
Dell Rapids, $7.5 million total that includes a $3.372 million grant and $2.386 million loan for wastewater treatment facility improvements; a $1.037 million grant for a 10th Street and Highway 115 sanitary and storm sewer improvements; and a $705,000 loan for 10th Street and Highway 115 drinking water improvements

Miller, $8.611 million that includes a $1 million grant and $3.541 million loan for wastewater improvements; a $1.958 million loan for storm water improvements; and a $2.112 million loan for water distribution improvements, with $692,000 in principal forgiveness

Prairie Meadows Sanitary District, $1.388 million for wastewater collection system improvements that includes an $800,000 grant and $588,000 loan

Wakonda, $1.93 million for drinking water system improvements that includes a $552,000 grant and $1.378 million loan, with $948,000 in principal forgiveness

Westport, $617,000 for wastewater and storm water improvements that includes a $172,000 grant and $445,000 loan

Yale, $327,000 for a lagoon rip-rap project that includes a $243,000 grant and $84,000 loan

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

The Consolidated Water Facilities Construction Program, funded in part by revenues from the Petroleum Release Compensation Tank Inspection fee and the sale of lotto tickets, provides grants and loans for water, wastewater and watershed projects. The Solid Waste Management Program provides grants and loans for solid waste disposal, recycling and waste tire projects. The State Water Resources Management System, also funded in part by revenues from the sale of lotto tickets, provides grants and loans for large water projects that have been authorized by the Legislature. The Legislature annually appropriates dedicated water and waste funding for the Consolidated, Solid Waste and State Water Resources Management System programs through the Governor’s Omnibus Water Funding Bill.

The State of South Dakota and the U.S. Environmental Protection Agency fund the Drinking Water State Revolving Fund Program, which provides low-interest loans for public drinking water system projects. The State of South Dakota and the U.S. Environmental Protection Agency fund the Clean Water State Revolving Fund Program, which provides low-interest loans for wastewater, storm water and nonpoint source projects. Principal forgiveness is a subsidy option that results in a reduced loan repayment amount for the borrower.
Special Events Involving Alcoholic Beverages

By Kristina Peterson, Director of Underwriting, SDPAA

It’s that time for preparations to begin for celebrations, parades, street dances and other festivities in your area. While discussions of the event may be underway, if your event involves alcohol, there are extra steps to be taken to make sure everyone has fun and stays safe.

Members may choose to provide alcohol themselves or may consider contracting out the alcohol services. We recommend teaming up with a local business with a liquor license to provide the alcohol and services. Any vendor should provide evidence of liability coverage of at least $1,000,000 to you, the Member, and show the Member added as an additional insured. We also recommend having a contract in place with hold harmless/indemnification language. Sample documents can be found on our website: www.sdpaaonline.org.

When alcohol is being provided by Members, employees and volunteers should be trained and up to date on the entity’s policies and procedures, and be trained in the acceptable forms of ID in South Dakota. Generally acceptable forms of ID include:

- Valid driver’s license
- State issued identification card
- Military ID
- Current passport

Entities may wish to enroll employees and/or volunteers in the SD Responsible Serving of Alcohol Certification Course, to ensure proper procedures are followed. This course teaches state laws regarding alcohol service, how to recognize fake IDs and techniques for providing a safe environment for attendees. The course is offered online through Professional Server Certification Corporation. More information can be found on their website: http://www.servercertificationcorp.com/.

In addition to properly checking IDs and clearly identifying those that meet the legal age limit, Members should provide adequate security at the event by hiring a private security firm or work with local law enforcement to provide a safe environment for the event. Law enforcement resources can be limited and Members may choose to provide additional employees and volunteers who have been trained and/or certified to help law enforcement.
enforcement ensure underage individuals are not consuming alcohol at the event.

We also recommend alcohol tents at those events whose attendance includes individuals of all ages. Trained and/or certified Member employees and/or volunteers should check ID’s, and supervise the beverage tents, beer gardens and/or areas alcohol is allowed.

Overall, for special events with alcohol, SDPAA recommends the following:

- Policies & Procedures have been established for the event.
- Verify any required permits for serving alcohol have been obtained.
- Verify event sponsors and promoters who serve alcohol have adequate liquor liability insurance and the public entity is named as additional insured on the policy.

When developing policies and procedures for events with alcohol, the following topics should be reviewed and addressed:

- Denying entry of intoxicated persons to the event.
- Prohibiting attendees from bringing alcohol to the event.
- Limiting the size of containers in which alcohol is served.
- Checking photo IDs to verify legal ages.
- Establishing a limit of no more than two drinks per person.
- Designating times for beginning and ending of alcohol sales.
- Serving food at the event to help absorb alcohol.
- Encouraging designated drivers and arranging for alternative modes of transportation for those who may become intoxicated.
- Prohibiting sales to people who are obviously intoxicated.
- Providing security or law enforcement personnel to deal with intoxicated or unruly attendees.
- Making sure those who serve alcohol meet age requirements, and prohibit them from consuming alcohol during their work shift.
- Training those who serve liquor in alcohol awareness techniques, state law requirements, and how to deal with intoxicated persons.

As always, SDPAA is available to discuss your event. Member-run, third party, with or without alcohol, we are here to assist with loss control measures and provide sample language or recommendations for your event. Contact our office at 800.658.3633 to discuss your event with a staff member.
In honor of David Olson, the SDSU Extension Community Development Team will be offering their Marketing Hometown America Program at a discounted fee. David Olson started working for SDSU Extension as a Community Coach for the Horizons Project in 2006 and was named the Community Development Program Director in 2011.

David Olson passed away from cancer on February 12, 2016, he was diagnosed in May of 2015 and was still working at the time of his death. He quickly made his impact, providing mentorship and thoughtful leadership, while intersecting his own brand of humor and grace, to the projects and the community members he worked with.

He quickly established himself as a community capacity builder – engaging communities in gaining skills that empowered their ability to identify, achieve and sustain THEIR goals and objectives. David had this magnetic personality that put people at ease. He was a man of honor, integrity, loyalty and grace.

SDSU Extension has lost an accomplished professional, valued colleague and a true friend. We will never be able to replace David, but we are committed to continuing his work and his legacy.

As a part of David Olson’s legacy the Community Development Team would like to offer to any rural community in South Dakota the opportunity to participate in the Marketing Hometown America program at a discounted fee.

Marketing Hometown America empowers communities to create a vision to grow. Designed as a tool to create dialogue that moves toward action, it can be the spark to

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help a rural community look at itself in a new way. It was pilot tested and in seven communities.

When asked to explain what happened the following impacts were highlighted:

**Marketing Actions**
- Entrance signs were created or renovated.
- Videos were produced showcasing the community.

**Amenity Improvements**
- Downtown murals were painted.
- Lots cleared.

**Adult and Youth Engagement**
- Expanded recruitment of new professionals.
- Youth planned and implemented a scavenger hunt via traditional and GPS methods for youth.

**Leadership Development**
- New people stepped up to mobilize, play a role and even lead the Marketing Hometown America process.

**Networking**
- New connections were made with Federal agencies, tourism boards, Chambers of Commerce, economic development groups, University Extension, schools and other higher education institutions.

**Civic Awareness and Community Spirit**
- People noted a heightened sense of urgency and began to question the “status quo.”
- A “can do” perspective was strengthened.

Your community may already be working on attracting new residents. But to grow, more people need to be part of that effort. Marketing Hometown America engages communities through small groups called Study Circles to get more people involved and more voices heard.

**Community Benefits**
- Use positive conversations to begin or expand community marketing.
- Create a welcoming spirit needed to attract new residents.
- Learn what new residents are looking for as they relocate to a rural community.
- Discover often overlooked local assets that attract potential new residents.
- Build and implement a marketing action plan.

For more information on how to participate in the Marketing Hometown America program or to learn more about the “programs and tools” the SDSU Extension Community Development Team can provide please contact a team member:

- Kari O’Neill (605.685.6972) Martin, SD
- Peggy Schlechter (605.394.1722) Rapid City, SD
- Kenneth Sherin (605.995.7378) Mitchell, SD
- Paul Thares (605.374.4177) Lemmon, SD

Your Company’s Post-Offer Fitness for Duty Exam Revealed a Disability. . .Now What?

By Abigail Moland, McGrath North Attorney

Well, first take the test! Should you:
(a) Quick! Withdraw the offer. You can still dodge a bullet.
(b) Apologetically rescind the offer, but tell him he can reapply when he can pass the test with flying colors.
(c) Engage in the interactive process. Get more specific information that will allow you to talk about potential reasonable accommodation options.
(d) Pretend as if you never made him an offer. Destroy all evidence of the offer and never contact him again.

Although the answer is painful for employers, a recent decision out of the Fifth Circuit Court of appeals provides guidance on how employers should respond in order to avoid liability.

In Cannon v. Jacobs Field Services (5th Cir. 1/13/2016), Jacobs, a construction company withdrew an offer of employment made to a field engineer after a post-offer medical examination revealed he suffered from a severe rotator cuff injury for which he had been taking opioid pain medication.

The employee passed the Company’s drug screen. Following the post-offer exam, the Company doctor cleared him for employment provided that the employee (1) did not drive a company vehicle, (2) did not lift, push, or pull more than 10 pounds; and, (3) not work with his hands above shoulder level. A Company manager testified that the field engineer job could not be done within those restrictions, “as the job site was located ‘in the mountains with rough/rocky terrain’ and ‘spread over several miles.’”

The Company then referred Mr. Cannon to its Occupational Health Department; he was instructed to provide medical documentation to verify he could use a ladder while taking prescription medication. Mr. Cannon provided the documentation two days later. That same day, the Company withdrew the job offer, citing Mr. Cannon’s lack of physical qualifications to do the job.

Cannon filed a charge with the EEOC and then a lawsuit in federal court in Texas.

The Company’s attempt to defend against Cannon’s claims failed in two notable ways. First, the Company argued that Cannon’s torn rotator cuff did not qualify as a disability, sufficient to trigger the protections of the ADA. In reversing the lower court, the Fifth Circuit denied the Company’s argument citing the ADA amendments, which took effect in 2009 and dramatically broadened what qualifies as a ‘disability’. The Court noted that even if Mr. Cannon was not disabled, the Company ‘regarded’ him as disabled.

Second, the Company argued that Mr. Cannon was not qualified to perform the field engineer position. That argument also lacked merit, the Fifth Circuit concluded. In so holding, the Court noted that “[L]ooking at the facts in Cannon’s favor, there is little argument to be made that [the Company] engaged in the interactive process the law requires. It rescinded the offer almost immediately after learning of Cannon’s impairment without further exploration of his impairment or even waiting for his responses to the questions posted by the Occupational Health Department.” The Company’s summary judgment was overturned and the case was remanded for further proceedings.

This case is a painful, but helpful reminder to employers. Not only did the 2008 ADA Amendments make it much easier for plaintiffs to establish a disability, it also changed the focus of defending employers in ADA-related litigation. Whether an individual is qualified for a position now hinges on the employer’s duty to fully engage in the interactive process—regardless of when the employer becomes aware of the impairment. The validity of the interactive process will serve as key evidence of the candidate’s qualifications and is a crucial step employers must take before making a decision to rescind an offer.

Abigail Moland can be contacted at 402-633-9566 or amoland@mcgrathnorth.com.
WE ARE PLEASED TO ANNOUNCE

CONNECTSD

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

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

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National City-County Task Force on the Opioid Epidemic Holds Inaugural Convening

Yucel Ors

Local leaders from across the country have come together to take action in response to the rapid escalation and deadly impact of prescription drug abuse and heroin use in cities and counties. The National City-County Task Force on the Opioid Epidemic convened on April 7 for its inaugural meeting in Washington, D.C. to share experiences, engage with national experts and explore solutions to stem the tide of drug abuse and related fatalities.

A joint initiative by the National League of Cities (NLC) and the National Association of Counties (NACo), the 24-member task force explored how cities and counties can strengthen collaboration with each other and state, federal, private-sector and non-profit partners to tackle the opioid crisis.

Prevention and education, treatment, public safety and community wellness were front and center on the task force’s agenda. Local leaders shared information about challenges and effective local responses that could be replicated in communities across the country.

Following the convening, the task force will take the following actions:

- Continue national dialogues where city and county leaders will explore the main impacts of this crisis and comprehensive responses that have proven to be effective;
- Convene special forums, webinars and other opportunities to engage with national experts, federal, state and other partners; and
- Publish a national summary report with policy recommendations and best practices that promote prevention and education, effective treatment options, public safety and community wellness.

Visit www.nlc.org/OpioidTaskForce for more information.

Senate Moves Forward with Federal Preemption in FAA Bill

Matthew Colvin

The Senate voted to move forward with their 18-month reauthorization of the Federal Aviation Administration (FAA). Unfortunately, the bill brought to the floor by Commerce Committee Chairman John Thune (R-SD) and Ranking Member Bill Nelson (D-FL) still contains language that would tell cities and states they cannot regulate when and where drones fly in our own communities. Instead, the FAA would be the sole authority on whether or not unmanned vehicles fly over our schools, homes, parks, and crowded events like parades and sporting events.

NLC is working hard to build momentum for a bipartisan amendment (Senate Amendment 3464) introduced by Senators Feinstein (D-CA), Tillis (R-NC), and Blumenthal (D-CT) that will spell out a clear role for states and municipalities to restrict drone use.

The Wall Street Journal published an article by Arizona State University Law School professor Troy A. Rule criticizing this dangerous overstep by leadership in the Commerce Committee. In his article, Professor Rule cited NLC’s letter to Senate leadership, urging them to reconsider preempting local authority on the airspace just feet above our heads. In addition, NLC published a blog article on citysspeak.org, entitled 3 Things Every City Should Know About Drones (see pages 26-27).

With the bipartisan amendment now filed, NLC is asking city officials to send a letter your senators urging them to cosponsor Senate Amendment 3558 to support local control of drones.

Water Infrastructure Bills Set for Senate Action

Carolyn Berndt

With the drinking water crisis in Flint, Michigan, still very much on the minds of legislators, NLC continued its advocacy in support of bills that would provide funds for communities nationwide to address aging infrastructure and conduct lead pipe removal projects.

The first bill, the Firm, Unwavering National Dedication to Water Act (FUND Act, S. 2583) would reauthorize and more than triple the authorization level for the Drinking Water and Clean Water State Revolving Loan Fund programs. The second bill, the Grants and Education to Tackle Homeowner Exposure to Lead Ensuring American Drinks Only from Unpolluted Taps Act (GET THE LEAD OUT Act, S. 2588) would provide grants to local governments for lead pipe replacement. Both bills are sponsored by Senator Benjamin Cardin (D-MD) and have been referred to the Senate Committee on Environment and Public Works (EPW).

It is expected that the EPW Committee will mark up these bills at the end of April, and they could potentially be included in the Water Resources and Development Act that both the Senate and House are currently drafting.

In addition to these bills, NLC continued to urge senators to support the Drinking Water Safety and Infrastructure
Act (S. 2579). This proposal would provide a $220 million aid package for the City of Flint to resolve the drinking water crisis, as well as funding to support communities with aging water systems nationwide. The Flint aid proposal is one of a handful of major items on the Senate’s agenda before appropriations work gets underway and since there is still no agreement on a path forward for the Flint aid proposal, it is important that you send a letter to your senators today and tell them to support S. 2579.

Fed Rule Doesn’t Go Far Enough
Carolyn Coleman
The Federal Reserve released its final rule that would amend the 2014 Liquidity Coverage Ratio rule and admit some muni securities as high quality liquid assets (HQLA). While the rule is less restrictive than what the Federal Reserve initially proposed last summer, it still has significant shortcomings (such as permitting HQLA designation to GO bonds but not revenue bonds). The Federal Reserve’s rule would also only apply to two of the nine bank holding companies with over $250 billion in assets affected by the 2014 rule, so would not be nearly as inclusive of muni securities as a rule that is coordinated rule with the Federal Deposit Insurance Corporation (FDIC) and the Office of the Comptroller of Currency (OCC), or what is outlined in the House-passed H.R. 2209.

In coordination with the Government Finance Officers Association (GFOA) and others, NLC will be on the Hill to meet with offices of members of the Senate Banking Committee to discuss our ongoing concerns with the 2014 LCR Rule and the Federal Reserve’s final rule, and stressing the need for Congress to enact legislation that would require the Federal Reserve, FDIC and OCC to classify all investment-grade, liquid and readily marketable municipal securities as HQLA. Only legislation will compel the FDIC and OCC to act on this issue, and ensure that the greatest number of municipal securities can be classified as HQLA.

Department of Justice Resumes Equitable Sharing
Yucel Ors
The Department of Justice (DOJ) announced it is resuming equitable sharing payments to states and local governments through its Asset Forfeiture Program. The payments were temporarily suspended late last year when $1.2 billion in program funds were rescinded. The rescission threatened the financial solvency of the Assets Forfeiture Fund, and forced the Department to take cost-cutting steps across all discretionary programs, including suspending the equitable sharing payments.

Congress is still considering legislation that would limit DOJ’s future ability to transfer property and funding to state and local law enforcement agencies through the program. While NLC supports program reforms, city leaders oppose legislation that would limit local law enforcement’s ability to participate in the program and call on Congress to maintain the program, while also establishing appropriate requirements that safeguard individual rights and remove financial incentives for potential misconduct.

3 Things Every City Should Know About Drones

By Matthew Colvin, National League of Cities

With Congressional action on drones just around the corner, here are three things you should know about the current landscape of unmanned aerial vehicles.

Imagine you and your family are trying to enjoy a Labor Day parade while twenty drones buzz loudly overhead, filming the parade route. Or maybe it’s your daughter’s big soccer game, and the same drones are flying just feet above their heads. What if your neighbor placed an order online late at night, only to have one buzz just past your bedroom window to deliver it?

This is what our communities might look like if our mayors and councilmembers aren’t given the authority to decide if, when, and where drones operate. Unfortunately, this may be reality within a matter of months. With Congressional action on drones just around the corner, here are three things you should know about the current landscape of unmanned aerial vehicles.

1. Drones Are Already Here
Roughly 700,000 recreational drones were sold in 2015, a 63 percent increase from the previous year. The vast majority of these drones are small, lightweight aircraft that pose very little threat to the safety of Americans when operated within the bounds of the law. Most recreational drone operators are now required to register with the FAA – but ensuring the more than one million model aircraft in our skies are following the letter of the law still largely falls to local law enforcement.

Commercial drones are less prevalent for now, but it is a quickly growing field. The FAA has issued more than 2,600 exemptions to allow commercial drone operators to fly in the National Airspace System. While our online purchases may not be arriving on our doorsteps just yet, these drones are being used for a growing list of purposes, including aerial photography, crop monitoring, and conservation efforts.

2. States and Cities Are Acting
Twenty-six states have already issued their own drone-related regulations, nearly all 50 states have considered drone-related legislation, and a growing number of cities have begun issuing regulations on when and where drones can operate.

Land use and zoning, regulating hours of flight at local airports, and enforcing sobriety laws and speed limits are all essential functions performed by cities, and it makes perfect
sense that cities should issue regulations regarding how, when, and where drones operate within their jurisdictions.

So far, the FAA has examined local and state regulations on a case-by-case basis to ensure they don’t conflict with their authority. Around airports and at heights that may interfere with passenger and private aircraft, this makes a great deal of sense. The FAA has a clear role to play in the regulation and safety of our airspace. But city leaders are better equipped to tell drone operators whether or not they can fly over a parade or just feet above a school.

3. U.S. Senate May Overturn Local Actions

A provision in the U.S. Senate Commerce Committee’s long-term reauthorization of the FAA would prevent cities, counties, and states from enacting or enforcing any laws regarding the operation of drones. If this legislation is passed into law, cities may not even be able to enforce existing privacy, nuisance, and harassment ordinances.

Commercial drones create tremendous potential for innovation, economic growth, and new business opportunities, but city leaders must be partners when it comes to their operations, and not relegated to the sidelines. We are excited that one day soon, shoes we order online might arrive in our back yards in mere minutes, but we should have a say in the path they take to arrive there.

Telling the citizens of our cities that their voices are not important is a dangerous step forward for Congress. We have been down the path of federal preemption enough times to know that it may take decades to claw our way back to the negotiating table – and this technology won’t simply sit and wait while we do.

The National League of Cities sent a joint letter with the U.S. Conference of Mayors expressing serious concerns about this provision to Senate Commerce Committee leadership, and is currently working with Congressional staff in hopes that they will exempt certain regulations, like zoning and operations, from preemption before the FAA bill goes before the entire Senate for a vote.


About the author: Matthew Colvin is the Principal Associate for Infrastructure and Development on the NLC Federal Advocacy team. He leads NLC’s advocacy, regulatory, and policy efforts on surface, air and marine transportation issues. Follow Matthew on Twitter at@MatthewAColvin.

Reprinted from CitiesSpeak.org, the official blog of the National League of Cities.
Cities Make a Difference with Limitless Opportunities

By Megan Sexton

From handicapped-accessible playground equipment to miracle fields that let disabled children play organized baseball to beach accesses wide enough to accommodate wheelchairs, cities and towns around South Carolina are taking steps to ensure recreation opportunities are available to all.

The federal Americans with Disabilities Act requires newly built and altered state and local government facilities, including parks and recreation centers, be accessible and usable by people with disabilities. Municipalities are working—often with nonprofits or citizen advocates—to remove barriers to parks, playgrounds and beaches.

In Hartsville, two residents led the move to add handicapped-accessible play areas to local playgrounds. One was the mother of a physically disabled boy and another runs a children’s rehabilitation center in town.

“They really are the heart of it. They are truly the champions,” said Mary Catherine Farrell, assistant to the city manager and grant writer. “They brought the requests to the city, and how can you turn that down?”

The women became not only champions, but also advisers, helping the city understand exactly what types of changes the city should make in its playgrounds.

“A lot of things are ADA compliant, but there’s a difference with something that’s designed for integrated play,” said Farrell. “For example, wood mulch is ADA compliant, but then you watch how hard it is for moms to push heavy wheelchairs through mulch.”

The city committed to adding something in each city playground for handicapped children, and Farrell got busy. Grants from a local foundation and the federal Land and Water Conservation Fund have resulted in upgrades and changes at city parks.

Hartsville is now home to Garrison’s Place, a fully-integrated playground that includes a wheelchair-platform swing, adaptive swings and a zip line for children with disabilities. The city added aquatic wheelchairs at the
Piratesville Splash Pad at the Byerly Park Recreation Complex and is now applying for a grant to upgrade another playground.

Farrell’s advice for other municipalities looking to make their recreation facilities accommodating to disabled people: “Identify a champion, involve that champion and be creative. We are a small town, but we do our research to identify funding sources.”

In Greer, people from around the Upstate head to Kids Planet at Century Park. In 1999, more than 3,000 volunteers assembled the first playground in nine days. Then in 2001, more than 700 volunteers built the accessible playground, Kids Planet Two featuring handicapped-accessible swings and play areas.

Steve Owens, Greer’s communications manager, suggests partnering with a group such as Able South Carolina, a nonprofit that offers a variety of services and programs that empower people with disabilities to reach their independence.

During the past year, Greer has been inspecting buildings, and parks and recreation facilities to see what type of improvements should be made. Able South Carolina representatives, who understand the issues and know the landscape, accompanied city stuff on the inspections, Owens said.

“That’s their wheelhouse. They’d be good for any municipality to talk to,” he said.

The coordination between nonprofits and cities is not uncommon when addressing accessible recreation areas.

Summerville’s Miracle Field allows children of all abilities to play baseball. The city owns and maintains the facility, while the Summerville Miracle League organizes the games and the teams, said Doyle Best, the town’s parks and recreation manager. The scaled-down field with a soft-rubber surface features programming for all ages—from young children to disabled adults.

In Myrtle Beach, where the top recreation destination is the city’s 10 miles of beaches, city leaders decided more
than seven years ago to offer fully ADA-compliant beach accesses at least every half-mile along the oceanfront. That means dune walkovers that are accessible to wheelchairs while not harming the dunes.

Parks Superintendent Richard Kirby said the city works closely to meet ADA guidelines while maintaining environment regulations for dune preservation. The cost is an average of $70,000 per beach access, with some costing considerably more.

This spring Myrtle Beach will open Savannah’s Playground, built on city property by a nonprofit organization. The site is adjacent to Crabtree Memorial Gymnasium, in the Market Common district off Farrow Parkway, on the site of the former Myrtle Beach Air Force Base.

The enabling playground will be fully ADA-approved to provide children of all abilities the opportunity for social interaction. It includes a ropes and zip line area, accessible swings with a pond view, musical playground equipment, a fishing pier and paddleboats, a fitness trail and more.

The goal is to promote a barrier-free, bias-free world for all children with special needs. It is designed to serve the citizens of Horry County, along with tourists and visitors from all over the world.

“This is pretty amazing; it’s a big deal,” Kirby said. “There is nothing like it in the Southeast.”

Along with making accommodations to playgrounds and parks, municipalities need to ensure their recreation programming is accessible.

The City of Greer, for example, has had children with autism, epilepsy, cerebral palsy and physical development disorders participate in summer camps, football and soccer programs.

“We make accommodations to support individuals with disabilities who would like to participate in our leagues, summer camps and after-school programs every year,” said Ann Cunningham, director of Greer’s parks and recreation department.

“We meet with our staff, parents and coaches to ensure everyone is knowledgeable about any special needs that may be required,” said Cunningham. “Depending on the circumstances, we may ask for a release from their doctor to ensure the child’s safety. We also feel that it is important that once the child is placed on a team or in a program, the child is treated just like everyone else.”

In Mauldin, the city joined with the Mauldin Miracle League in 2004 to create an accessible baseball field and playground area at Sunset Park. The league provides baseball programs for children and young adults with physical and developmental challenges. The field is also used by the Mauldin Maulers, a softball league for adults in wheelchairs.

The city supports the programs by providing facility maintenance and program assistance, when needed, during special events, according to Kimberly Hamel, director of business and development services in Mauldin.

The Town of Mount Pleasant has a full schedule of programming to improve the physical fitness, motor skill development, and artistic and social skills of people with disabilities, said Recreation Director Ken Ayoub. The town’s Unified Athletic League offers golf, soccer, basketball and Friday socials, while a swim team focuses on swimming technique, fitness and fun.

“Our goal is to remove the barriers that may keep some individuals in the community from participating in recreation activities. Through recreation, participants have the opportunity to become more active, learn a new sport, and improve social skills, all while making new friends,” Ayoub said.

“The Unified Athletic League offers the opportunity for all youth and adults to play on a sports team. It joins both youth and adults with disabilities and those without for training and to play together as a team. Smaller fields and modified equipment may be used as needed to ensure fairness and safety for all.”

Mount Pleasant offers aquatic programming open to children with severe and multiple disabilities, while instructors offer swim lessons to participants regardless of any limitations. Both of the town pools are ADA accessible, and each aquatic facility has a set of stairs leading into the pool for easy access for patrons who are unable to climb a ladder. There are two portable aquatic pool lifts that can lift someone up to 300 pounds into the pool, he said.
Safe engineering for a secure community.

The town's summer camps offer programs for children and teens with disabilities. New this year will be four weeks of summer Arts for Autism camp for ages 10 to 14, designed for verbal autistic youth, who will work with a team of trained professionals.

"While our program was developing, we had families willing to drive 40 to 50 miles round trip and pay double to get their child involved in programs for the first time," Ayoub said. "Numbers are needed and involving participants from outside your community will enable you to offer a program for your residents, then do it."

Ayoub offered this advice for municipalities working to improve access to a recreation program: "The families and the community of the disabled are very close-knit and in many cases will come together to help the recreation department in providing the programs. Keep this group involved in the development of programs and seek out their opinions and recommendations. Don't be afraid to try new approaches and techniques when offering a program. Don't be afraid of failure. Many in the community will appreciate the effort and in most cases will rally around that effort and help the next time."

Ayoub also suggested visiting other programs and learning from what is already in place, and involving others outside the immediate community. He also suggested hiring an employee, full or part-time, who is both trained appropriately and who is passionate about the programs and the participant.

Ayoub tells a story that shows the importance of the programs: "When we started our first Unified baseball team, there was a young man who was severely disabled and wheelchair-bound. He became involved in the program, the ball games and socialization of the program. He was a young man who was severely disabled and had a simple love for baseball. At his funeral, the family brought his baseball glove with him. There was a young man who was severely disabled and had a simple love for baseball. At his funeral, the family brought his baseball glove with him."

"Unfortunately, he passed away a few years later, but up to that time, he was playing baseball with us. When we started our Unified baseball team, there was a young man who was severely disabled and had a simple love for baseball. He became involved in the program, the ball games and socialization of the program. The family brought his baseball glove with him."

Ayoub told the story of a young man who was severely disabled and had a simple love for baseball. At his funeral, the family brought his baseball glove with him. He was a young man who was severely disabled and had a simple love for baseball. At his funeral, the family brought his baseball glove with him.

Reprinted with permission from the Municipal Association of South Carolina's newsletter Uptown, April 2016.
Re-imagining Danville

The former tobacco and textile town helps residents and visitors to capture the spirit of the town and all that it’s becoming.

By Arnold Hendrix

Take a drive into the heart of Danville, VA and you will come to a point where two historic districts – the Tobacco Warehouse District and downtown – are tied together by the Dan River. While downtown languished, the Tobacco Warehouse District could boast of a modest redevelopment, with a community market, concert pavilion and a state-supported science center.

Along the banks of the Dan River, federal money had been used to create a popular walking trail.

Six years ago, city leaders bet they could better redevelop downtown if it were marketed as one with the amenities provided by the Tobacco Warehouse District and the Dan River. With this strategy agreed upon, the “River District” was born.

It has been a winning bet.

Today, private investment is taking place as hoped, and it is outpacing public investment by threefold. Nearly 40 different businesses are flourishing in the River District, and more are coming. There are multiple restaurant choices. Entertainment, health and fitness, and educational opportunities are available.

To capture the spirit of the changes taking place in Danville, city leaders undertook an effort to officially brand the River District.

On May 1, Danville will mark the one-year anniversary of the unveiling of a new branding platform for the River District.

The brand identity “Reimagine That” captures the spirit of Danville and sends a clear message within and outside the Danville community about what makes the district special.

“Our message is clear, ‘here in the River District, the status quo is a no go,’” says Corrie Teague, assistant director of
Teague and other City officials encouraged organizations and groups to not only embrace the brand identity during the weeklong events and activities, but to continue to use it.

“This process was not about a new advertising campaign with a logo and a slogan. It was about a believable, shared destination identity that frames the Danville River District. The brand concept is flexible enough for organizations and groups to adapt the message to what they are trying to do.

“We want the outside community – whether it is a business looking to expand or relocate or the creative class of young professionals looking for a walkable, urban experience – to know that we are pushing new ideas and championing change in the River District, so take a look at what we have to offer.”

Before the Party
This year, the City is in its sixth year of its River District Development Project, which has garnered several awards, including the 2014 Achievement Award from the Virginia Municipal League.

The plan calls for strategic public planning and investment to spur private investment. In 2015, we completed the fifth year of this award-winning effort. The public seeding has included:

- Repurposing of buildings for residential units and for locating, starting or growing businesses.
- Upgrading utilities and creation of public, outdoor Wi-Fi hotspots in the 300, 400 and 500 blocks on Main Street, with expansions coming.

The celebration continued long after the party that night ended.

Daily events and activities were held for another six days – all using the “Reimagine That” brand. For example:

- An annual spring river cleanup served as a way to “Reimagine the River.”
- A new concert series debuted as an occasion to “Reimagine Entertainment.”
- Located in the River District, the Danville Family YMCA promoted a movie night as “Reimagine Family Time.”
- A yoga studio in the district offered citizens an opportunity to “Reimagine Balance,” with a free, outdoor yoga session.
- Restaurants joined to allow patrons to “Reimagine Nightlife,” with the first-ever River District bar crawl.

How a Brand Catches On
Marketing experts advise localities to create a brand that can be shared by all. In Danville’s case, Reimagine has been adapted to reimagine anything:

- Reimagine the River – an annual spring river clean-up
- Reimagine Entertainment – a concert series
- Reimagine Family Time – movie night at the YMCA
- Reimagine Nightlife – restaurants join together to host first River District bar-crawl
- Reimagine Living – a local realty company created a spin off logo

When businesses and organizations start using your brand, you know it’s caught on!
• Providing additional parking and changing street traffic patterns to provide better access to businesses and parking lots serving stores on Main Street.
• Adoption of design guidelines for the look and feel of the district.
• Completion of two phases of streetscape improvements, including the JTI Fountain and Main Street Plaza.

The fountain and the plaza are where friends meet to take photos in front of the fountain, leisurely stroll along the spacious promenade connecting Main Street to Bridge Street, or simply sit and relax on the benches provided while watching the fountain in operation. The fountain and plaza also provide a popular venue for a summer series of free, outdoor concerts featuring various jazz, rhythm and blues, and beach music artists.

By the end of March, the City will complete a pedestrian lane on the Martin Luther King Jr. Memorial Bridge to connect walking trails on the north and south side of the Dan River.

Later in the year, the City will install vehicular, directional and pedestrian signs in and outside the River District. Construction will start on the next streetscape phase, which will be on Craghead Street – a major entry route into the River District.

Repurposing of buildings for residential units and for locating, starting or growing businesses continues. Among those is one of Danville’s iconic buildings – the Dan River Research Building. Built in the late 1880s, it served as the first textile mill for what would later become Dan River Inc. The company converted the building for use by its research division sometime in the mid-1900s. It closed in 2006 along with the rest of the company.

Now, this historic building is undergoing a transformation to a leasable medical and mixed retail space. Construction began in early October and is on target to be completed by the end of the year. This project represents a smart adaptive reuse of an historic building, and it is expected to create a second wave of development in the River District. The City of Danville was instrumental in getting this project financed by proactively establishing a Community Development Entity to apply for and administer New Market Tax Credits.

One Unified Message
The “Reimagine That” brand is designed to complement the city’s development plan for the River District. The conceptual process kicked off in the summer of 2013 when the City contracted with North Star Destination Strategies.

“We knew what we were trying to do in the River District was working, but the question was how to best tie all of this together into one unified message, and then use that message to our competitive advantage,” Teague said. “We wanted the outside perspective of a company that conducts quantitative and qualitative research through data and talking to a lot of people. North Star did just that.”

Under the guidance of a local steering committee, North Star proceeded to develop a strategy to define and describe what is authentic, ownable and distinct about the River District.

Research Phase, Focus Groups
The first stage of the process was the research phase. In addition to gathering demographic and consumer data, North Star visited the community to hold focus groups with stakeholders and to conduct one-on-one interviews with local, regional and state leaders to gather their perspective of the progress in the district.

As North Star learned, like so many communities in this great nation, the industry that founded Danville disappeared along with the jobs and economy associated with that industry. What didn’t go away were the spirit of innovation and the attitude of determination that made Danville great initially and was the driving force behind making this defining Virginia Downtown great again.

Repeatedly, the words “adaptation” and “repurposing” were used during these interviews.

Based off its research, North Star developed a strategy for marketing the community with the creation of a brand platform. This platform read as follows:

“For those with an appetite for opportunity and momentum, Danville’s River District, with its stunning historic architecture along the Dan River, is a celebration of adaptation and repurposing that sparks progress with character and distinction.”

From this, Teague said, a brand narrative was created to “tell our story.” Creative deliverables focused on helping people see the possibilities of everything from a fresh perspective.

Creative details, such as a new logo, color scheme and tagline, were developed. The logo is an innovative mix of old and new with stylized illustrations of the city’s most iconic historic buildings on top. The bottom half of the logo is open to customizations with the River District
version featuring an abstract illustration representative of both the Dan River and circuitry representing both the city’s position on the river and high-tech capabilities.

“The new creative elements gave our River District one story, one platform, one voice,” Teague said.

**The Spirit of Reinvention**

An emotional connection exists between citizens and their community. When asked to describe their community in one phrase, most citizens will respond with something such as, “A great place to live, work and play.”

However, as North Star officials point out, your community brand is not who you say you are, but what people say about you when you are not around. It is a combination of emotional and intellectual reactions to all the different experiences, marketing communications and behaviors people have encountered on behalf of your community.

Branding is the process a community embarks upon to change, refine or improve what people are saying. It is more than a logo and line. The best identities are grounded in reality but aspirational in vision. They bridge the past and the present with an eye toward the future. They are uncovered and brought to life through a process that unites rather than divides.

For Danville, the “spirit of reinvention” is that bridge between the past and the present with an eye for the future. As evident with the River District Development Plan, Danville is being creative and innovative in how it uses the tools and resources it has.

As Interim City Manager Ken Larking says, “It’s about transitioning from what was to what we can be … and what we think is so great about the River District. People are beginning to see how important a vibrant River District is for the success of the whole city.”

“Reimagine That” is the credo for the way things work today in Danville. City leaders invite you to visit and meet the Danville spirit.

Arnold Hendrix is the Public Information Officer for the City of Danville.

*This article is reprinted with permission from Virginia Town & City, the magazine of the Virginia Municipal League.*
**The Impact of Capital Projects on the Operating Budget**

**Background.** The operating impact of a capital project is an essential factor to consider when making an informed decision about proceeding with the project. Capital projects can impose significant consequences upon the operating budget. While this is typically an additional operating budget burden, these impacts can also represent a positive impact on the operating budget.

Presenting operating impacts may be required by law or by the government’s own financial policies.\(^1\)

The analysis of operating impacts from capital is often deficient in practice (i.e., in Budget Awards Program – many “not proficient” ratings). This is an indicator that practitioners are (1) failing to understand the need, (2) not effectively making the argument within their jurisdictions to include it, or (3) lacking the tools and methodologies for calculating or showing the costs.

**Recommendation.** GFOA recommends that governments discuss and quantify the operating impact of capital projects in the budget document. The impacts should be identified on an individual project basis, but may be summarized. The following steps should be taken to ensure that operating impacts are identified.

1. A specific policy on operating impacts should be included under the capital section in the financial policies of the government. A rule might be established that the capital improvement program may not be submitted/approved until impacts are noted.\(^2\)

2. In order to accurately reflect and describe these impacts, assumptions should be noted. Staff involved with estimating operating impacts should be trained on how to set up the methodology. Items to consider when making assumptions include:
   a. Timeframe to determine when costs, savings or revenue will start. For example, first-year startup costs will likely differ from costs in successive years when savings may be realized.
   b. Various anticipated phases of the project.
   c. In-house or external operations.
   d. Type of work being done.
   e. Whether the costs, savings, or revenues are recurring or non-recurring. For example, replacement and maintenance costs may occur on alternating or periodic years rather than annually over the life of a capital asset. A government should analyze the cycles for such up-keep costs and plan accordingly.
   f. Defined cost structures, when applicable (see Example 1).

**Example 1:**

<table>
<thead>
<tr>
<th>Improvement</th>
<th>Annual Maintenance Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighborhood Parks</td>
<td>$x,xxx/acre</td>
</tr>
<tr>
<td>Community Parks</td>
<td>$x,xxx/acre</td>
</tr>
<tr>
<td>Regional Parks</td>
<td>$x,xxx/acre</td>
</tr>
<tr>
<td>Linear Parks</td>
<td>$x,xxx/acre</td>
</tr>
<tr>
<td>Open Space Parks</td>
<td>$x,xxx/acre</td>
</tr>
<tr>
<td>Special Use Parks</td>
<td>$x,xxx/acre</td>
</tr>
<tr>
<td>Road Widening/New Roads</td>
<td>$x,xxx/mile</td>
</tr>
<tr>
<td>New Police Station</td>
<td>$x,xxx/square feet</td>
</tr>
<tr>
<td>New School Building</td>
<td>$x,xxx/square feet</td>
</tr>
<tr>
<td>Traffic Signal Improvement</td>
<td>$x,xxx/each</td>
</tr>
</tbody>
</table>

3. Operating impacts can be classified into one of three elements or a combination of the three. These include increased revenues, increased expenditures or additional cost savings (see Example 2).
   a. Increased revenues may be the result of additional volume, like opening a new train line, a new swimming pool, or a sports facility.
   b. Increased expenditures are often the result of a new facility, like a school building, fire station, etc. This would result in additional headcount and associated expenditures. Expenditures can be broken out by component.

**Example 2:**

<table>
<thead>
<tr>
<th>Project</th>
<th>Year 1, Including Start-up Costs</th>
<th>Recurring Salary &amp; Benefits</th>
<th>Recurring Other Operating Costs</th>
<th>Recurring Annual Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library A</td>
<td>$xx,xxx</td>
<td>$xx,xxx</td>
<td>$xx,xxx</td>
<td>N/A</td>
</tr>
<tr>
<td>Library B</td>
<td>$xx,xxx</td>
<td>$xx,xxx</td>
<td>$xx,xxx</td>
<td>N/A</td>
</tr>
<tr>
<td>Hangar</td>
<td>$x,xxx</td>
<td>N/A</td>
<td>$x,xxx</td>
<td>$xx,xxx</td>
</tr>
<tr>
<td>Animal Shelter Addition</td>
<td>$x,xxx</td>
<td>N/A</td>
<td>$x,xxx</td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td>$xx,xxx</td>
<td>$xx,xxx</td>
<td>$xx,xxx</td>
<td>$xx,xxx</td>
</tr>
</tbody>
</table>
c. Savings may result from a number of items such as more efficient energy savings, more productive software, and lower maintenance and repair expenditures.

4. Agency long-range financial plans should include anticipated operating impacts from approved or anticipated capital projects.
   a. GFOA recommends the development of long-range financial planning. Such plans should include the operating impacts of capital projects.
   b. Similarly, the assumptions regarding the long-range financial plan should include clear descriptions of such operating impacts.

Narrative

Libraries - The additional personnel (3.5 FTEs) that will be needed at the two new branch libraries are an Assistant Branch Manager/Children’s Coordinator, Library Clerk, Maintenance Worker, and one part-time employee. The additional operating costs are due to the fact that the Library A is increasing from an existing 1,500 square feet structure to an 11,000 square feet building, and Library B is increasing from 2,400 square feet to 13,000 square feet. The increased operating costs may be broken down into start-up costs and on-going costs (some of which may not necessarily be annual, but periodic) Start-up includes hiring of a contracted security guard ($xx,xxx), additional books and materials ($xx,xxx), magazines and newspapers ($x,xxx), children’s programming ($x,xxx), clerical, janitorial, and miscellaneous supplies ($x,xxx). It is anticipated that the new branch libraries will open October 20XX and September 20XX, respectively. On-going costs include books and computer software annual maintenance fees. Salaries and benefits for the new personnel as well as any escalating costs of the retiree benefit package are increased annually from the initial base. Maintenance and equipment upkeep ($xx,xxx) are included on a periodic basis.

Hangar - The additional 10-unit hangar at the Airport will provide for annual revenue of approximately $xx,xxx. The Regional Airport maintains a waiting list for hangar space and the addition of ten additional units will help alleviate some of this backlog of applicants.

Animal Shelter Addition - The proposed Animal Shelter Addition allows for maintenance.

Notes:
1. For instance, per Nevada Revised Statutes (NRS) 354.601: Construction of capital improvement without funding for operation and maintenance included in approved budget is prohibited. A local government shall not begin the construction of a capital improvement unless the funding for the operation and maintenance of the improvement during the current fiscal year, included personnel is included in an approved budget.
2. For the Commonwealth of Massachusetts, as part of the annual development of the capital investment plan, the Executive Office for Administration and Finance evaluates the operating budget impacts for all requested projects.

References:

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NLC’s City Summit

NLC’s City Summit (formerly Congress of Cities) is coming to Pittsburgh, PA, November 16-19, 2016.

Learn alongside local officials from across the country in our workshops, and learn from other local officials as you network and exchange ideas throughout the four-day event. And be sure to choose an NLC University seminar to kick off your conference experience!

We are excited to welcome Donna Brazile, Ana Navarro, Terry Bradshaw, and Vernice “FlyGirl” Armour as our general session speakers. We hope you’ll join them (and us!) in Pittsburgh.

Register before July 15th, 2016 for the early bird rate: citysummit.nlc.org.
Incorporating the Capital Budget into the Budget Document

Background. Once a government has adopted a multi-year capital plan, the next step is to incorporate the capital budget into the budget document. Capital projects are different from other programs adopted in the operating budget, often representing very large financial obligations that may span two or more fiscal years. Because of the unique nature of capital projects, the presentation may differ from other items within the budget document.

Recommendation. GFOA recommends that governments prepare and adopt a formal capital budget as part of their annual or biennial budget process. The capital budget should be directly linked to the multi-year capital improvement plan. Presentation of the capital budget should include a summary of the multi-year capital plan as well as detailed information related to the budget year (or both budget years for biennial budgets). Each government will need to establish the appropriate balance between summary-level and detailed information. To avoid placing excessive detail in the capital section of the budget document, consideration may be given to placing the additional information on the web or in a separate capital document.

Governments should use the following guidelines when incorporating information on the capital budget within the budget document.

1. Definition. A definition of capital expenditures should be included in the budget document. The definition of a capital project can be designed in a way that is broad enough to encompass a variety of different situations. Governments frequently refer to asset life and dollar threshold in the capital expenditures definition.

2. Placement. The capital budget should be in a distinct section of the budget document. It is very difficult to follow the various elements of the capital program if information is scattered throughout the document. Having the capital budget and multi-year capital plan within the same or adjacent sections of the document makes it easier to follow that relationship.
3. **Sources and Uses.** The capital presentation should focus on both sources and uses. The government should indicate the total dollar amount of capital expenditures for the budget year (or both budget years for biennial budgets), for each year in the multi-year plan and the total plan. The capital plan sources and uses summary should include all projects (regardless of fund) that fit within the government’s definition of capital expenditures. Funding sources should be identified for all aspects of the project, clearly noting those sources with financing requirements (i.e., debt service). Estimate costs of each project, based on recent and accurate sources of information, recognizing project costs may inflate if multi-year. This information can be presented by department, fund, category, priority, strategic goal, or geographic location.

4. **Process.** The following items help to communicate major steps within the capital budget decision making process.

   a. **Calendar.** A calendar showing key dates in the capital budget process should be presented along with text describing the process. The calendar could be juxtaposed with the operating budget calendar.

   b. **Prioritization.** Information on how capital projects are evaluated and prioritized is critical. The criteria for evaluating capital projects could include such items as public safety, risk, location, return on investment, net payback, public need, connection to strategic planning documents or other projects, and available funding. Changes in priority should also be addressed and explained (i.e., emergency needs, increases/decreases in available funding).

   c. **Reporting.** A description of the process should identify when regular reports are or will be issued to review status and provide expected completion dates of new and ongoing capital projects.

5. **Identification.** Capital projects should be noted as recurring or non-recurring in nature. Recurring capital projects are those that (1) are included in almost every budget, (2) have a regular replacement cycle, and (3) may have no significant impact on the operating budget. Governments should provide a greater level of detail and information for non-routine capital projects than for routine projects. For example, a major new
wastewater treatment plant or civic center will have greater service and cost implications than a recurring project to resurface roads or maintain water lines.

6. Capital Project Detail. The budget document should include the following capital project detail for each major project:

a. Description and Cost. Each project should be described concisely (i.e., indicate the project’s purpose and funding sources). Indicate the total project costs and the amount appropriated for the project during either the budget year or in biennial budgets.

b. Timetable. Showing a timetable for different phases of a project is very informative, and including individual schedules for major capital projects may be useful.

c. Graphics. Legible graphic illustrations (pictures or maps) can add value to a capital project presentation.

d. Links to Other Plans. Governments may consider indicating on the individual capital project detail what specific goals that the capital project is fulfilling.

e. Operating Impacts. The operating impact of the project should be both quantified and described.

References:

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HEALTH POOL OF SOUTH DAKOTA

Open Enrollment Announcement

Open Enrollment will be during the month of May for coverage beginning July 1, 2016!

Open Enrollment is the yearly period when people can enroll in the Health Pool of SD health insurance plan.

People may also qualify for Special Enrollment periods allowing them to enroll outside of the Open Enrollment if they have certain life events, like getting married, having a baby, or losing other coverage.

Please send enrollment forms by May 31, 2016 to Sandi Larson at sandi@sdmunicipalleague.org or mail to the Health Pool of South Dakota, 208 Island Dr., Ft. Pierre, SD 57532.

Enrollment forms can be found on our website at www.healthpoolsd.org under the Forms tab.

Community Walk Audit Grant

The South Dakota Department of Health is pleased to announce the third year of a unique funding opportunity for ‘Community Walk Audits’. This funding (up to $5,000) can be used by SD communities to launch ‘complete streets’ policy efforts by creating community advocacy for walkability. By assessing the built environment through walk audits – easy, doable assessments – communities can position themselves for short-term walkability enhancements, and more long-term policy work.

Applications are due May 20, 2016 and can be found at http://healthysd.gov/fundingopportunities under the Physical Activity tab.

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SOUTH DAKOTA MUNICIPAL LEAGUE
Risk-Sharing News

Spring/Summer Safety Reminders

Spring has arrived and once again many departments are gearing up for an extremely busy season, whether it is trying to complete various projects in the short construction season that we have in South Dakota or just trying to keep up with day-to-day operations. The following are some safety and loss control reminders for supervisors and employees in dealing with spring and summer challenges.

Safety Meetings

It is extremely important to continue to provide employees with reminders on how to perform job tasks safely during the spring and summer months. This can best be done by actually increasing the number of safety talks during busy and challenging times. Safety needs to be a priority throughout the year and not just when it is convenient. “Toolbox” or “tailgate” safety meetings should be held on a regular basis, ideally each week. They do not have to be lengthy but they should be used to remind employees of the importance of not compromising safety to try to keep up with seasonal demands.

Employees, including seasonal help, need to be reminded of such safety topics as back injury prevention and the importance of wearing adequate personal protective equipment for the job tasks that they are performing. In addition to covering proper lifting techniques, employees should be reminded to use mechanical devices whenever possible to assist with lifting heavy objects. A maximum of 50 pounds is the ideal weight limit for most employees. Employees should be encouraged to ask for assistance for lifting any heavy, large or bulky objects. Back injuries are still one of the leading causes of all workers compensation injuries. Employees need to also be reminded to wear proper clothing and personal protective equipment, including eye, hearing and foot protection, while performing their assigned tasks.

Motor vehicle crashes are still the leading cause of all work-related fatalities so it is important that employees are reminded to wear their seat belts, even on short trips. Cell phone use continues to be a leading distraction and a frequent contributing cause of motor vehicle crashes. Entities need to make sure that they continue to remind employees that they should not be placing and receiving calls while driving. Supervisors need to make sure that entity policies are enforced to protect employees and other motorists alike. Texting while driving should be absolutely prohibited.

Heat Stress

Workers who are exposed to extreme heat or work in hot environments may be at risk of heat stress. Heat stress can result in heat stroke, heat exhaustion, heat cramps, or heat rashes. Heat can also increase the risk of injuries to workers as it may result in sweaty palms, fogged-up safety glasses, and dizziness. Prevention of heat stress in workers is important. Employers should provide training to workers so they understand what heat stress is, how it affects their health and safety, and how it can be prevented.

According to the National Institute for Occupational Safety and Health (NIOSH), employees should avoid exposure to extreme heat, sun exposure, and high humidity when possible. When these exposures cannot be avoided, workers should take the following steps to prevent heat stress:

- Wear light-colored, loose-fitting, breathable clothing such as cotton. Avoid non-breathing synthetic clothing.
- Gradually build up to heavy work.
- Schedule heavy work during the coolest parts of day.
- Take more breaks in extreme heat and humidity. Take breaks in the shade or a cool area when possible.
- Drink water frequently. Drink enough water that you never become thirsty (approximately 1 cup every 15-20 minutes).
- Avoid drinks containing caffeine and large amounts of sugar.
- Be aware that protective clothing or personal protective equipment may increase the risk of heat stress.
- Monitor your physical condition and that of your coworkers.
Safety Observations
Supervisors should be encouraged to take time from their busy schedules to observe their employees while they are working. Are they following your written safety rules? Are they wearing the required personal protective equipment? Are they performing their assigned tasks safely? If they are following proper procedures, they should be commended. A little praise goes a long way in establishing a positive safety culture. If they are not following the rules, their behavior should be corrected and they need to be reminded that their safety is most important to you and your entity. The first time a supervisor observes a violation of a safety rule and ignores it, they have just told the employees that safety is not that important to your organization and it is okay to ignore the rules.

Work Zone Safety
According to the Federal Highway Administration there were 669 fatalities in construction and maintenance work zones in 2014. For everyone’s safety, employees need to be reminded to properly set up work zones and temporary road closures as outlined in Part VI of the “Manual on Uniform Traffic Control Devices.” The MUTCD is designed to protect the motoring public and your employees. It will also serve as the standards that your entity has to meet whenever defending any type of civil litigation. Employees need to be reminded that they should be wearing the required hi-visibility safety vests/clothing any time they are working in and around traffic. Proper advance warning signs should be used to warn motorists of any work that is being done on the streets or within right-of-ways. Temporary traffic control devices need to be utilized as outlined in the MUTCD. Yellow warning lights should be activated on all equipment that is being used within the work zone. A supervisor should always review the layout of the work zone to make sure motorists are being adequately warned of the potential dangers ahead and that workers are being protected.

Challenges continue for local government. Budget shortfalls, increased demands for service and additional challenges caused by the weather face many of you and your employees. The importance of getting the job done quickly should never be placed as a priority over safety. Safety is a good investment and unlike some of the paltry returns that we are seeing on our monetary investments, SAFETY DOES PAY! Your life may depend on it.

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

The poverty problem in our country – in our own state – is heartbreaking. It’s more than a lack of cash flow. It’s a deficiency of opportunity, of hope. It’s a seemingly inescapable reality for many that is time and again passed down from generation to generation. And the programs put in place to help often perpetuate the problem.

In the last seven years, the cycle of poverty has not only continued, it’s accelerated. Since President Obama took office, around six million more Americans have slipped into poverty.

The path to upward mobility for these individuals and families is lined with obstacles. We have to help break down those barriers. As a member of the House Ways and Means Committee and as a representative of a state that includes some of the most impoverished counties in the country, I am working to move forward real solutions that restore opportunity and address the root causes of poverty.

That agenda begins with recognizing the best path out of poverty goes through the workplace. Today’s federal programs can help to avoid crisis, but they fail to equip low-income individuals with the tools needed to move up the economic ladder.

There are very few people in this world who want to stay on federal programs their whole life. They want to achieve their dreams. Our system, then, should be focused on getting people back to work, out there searching for a job, or into a training program that will help them launch a career if they are to receive benefits.

But right now, the federal government often disincentives work, and by doing that, it can trap people in poverty. The government has set up cliffs where it can make less financial sense to get a job or accept a promotion than to stay on federal programs. That’s wrong. The incentives system needs to be realigned.

This means we must also redefine “success” when it comes to welfare policy. For decades, success has been defined by increasing enrollment numbers and the dollars spent. It should be defined instead by whether or not the programs are producing meaningful outcomes.

None of this can be accomplished, however, without also improving the integrity of our welfare system. It is wrought with fraud, waste, and abuse. Today, Temporary Assistance for Needy Families – or TANF – is the predominant federal program used to support low-income individuals and transition them into the workforce. Loopholes have diluted the program’s effectiveness. Some states have been allowed to manipulate their numbers in order to get taxpayer money without helping people find jobs. South Dakota doesn’t allow for this kind of manipulation and I’d like to see our way of doing things carried out nationwide. I’ve introduced legislation to close this loophole and am actively working to ensure it advances through the legislative process.

Speaker of the House Paul Ryan often says: “The condition of your birth should not determine the outcome of your life. This is who we are as a nation.” I agree, but many – including thousands in our state – don’t see how that could be true for them.

In March 2016, the U.S. Commerce Department announced South Dakota’s economy grew by an astounding 9.2 percent in the third quarter of 2015 – the largest rate of growth in the nation. That compares to just 1.9 percent growth during that same period nationwide. Still, the poorest county in the country is in South Dakota. These families deserve a solution and I’m committed to offering one that produces more accountability and better efficiency to protect what Middle Class Americans have earned, while also generating greater financial independence and a path to upward mobility for those who need it most. This must be a priority.
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Get to grade faster. And do it in a way that's safe, efficient, profitable and sustainable. That's the challenge – all day, every day.

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JUNE Community Events

February 20 - June 18
Sioux Falls Storm
Sioux Falls

May 27 - October 10
Legends in Light® Laser Light Show at Crazy Horse Memorial
Crazy Horse

June 2
Summer Performance & Lecture Series at Crazy Horse Memorial
Crazy Horse
Summer Porch at Strawbale Winery
Renner
Main Street Square Concert Series: Marshall Star
Rapid City

June 2 - 5
19th Annual RibFest
Sioux Falls

June 3
Dedication Anniversaries at Crazy Horse Memorial
Crazy Horse
The Crescendo Gala
Lead

Celtic Woman
Rapid City

June 3 - 4
The Original SD BBQ Championships
Huron

June 3 - 5
Lake Andes Fish Days
Lake Andes
Wheel Jam
Huron
Fort Sisseton Historical Festival
Lake City
Black Hills Quilt Show
Rapid City

June 4
Sisseton Car & Motorcycle Show & Swap Meet
Sisseton
Dairy Fest
Brookings
Kids’ Carnival
Rapid City
National Trails Day Hike:
Wolves Prairie Trail on Richmond Lake
Aberdeen
Annual Casey Tibbs
Match of Champions
Fort Pierre

June 4 - 5
Spring Volksmarch at Crazy Horse Memorial
Crazy Horse

June 5
Deadwood Mickelson Trail Marathon
Deadwood
Strawbale Winery Sangria Sunday
Renner

June 7 - 9
Prairies to Peaks Iron Horse Rail Summer Camp
Hill City

June 9
Summer Porch at Strawbale Winery
Renner
Main Street Square Concert Series: Abbey Road
Rapid City
Movie in the Park - Brady Park
Spearfish

June 9 - 11
Dakota Sky International Piano Festival
Sioux Falls

June 11
Gold Rush Gravel Grinder
Spearfish

infrastructure design group inc.
Art & Wine Festival
Rapid City

Luce Cabin Pioneer Day
Madison

Mt Rushmore Rodeo at Palmer Gulch
Hill City

June 12
Strawbale Winery Sangria Sunday
Renner

June 16
Summer Porch at Strawbale Winery
Renner

Main Street Square Concert Series:
Vaughn Suponatime
Rapid City

June 16 - 19
Czech Days
Tabor

June 17
Redfield Bull-a-Rama
Redfield

June 17 - 19
Crazy Horse Stampede Rodeo and
Gift from Mother Earth
Crazy Horse

Wild Bill Days
Deadwood

June 18
Zippity Zoo Day
Sioux Falls

Vinegar Days
Roslyn

Fort Sisseton Lantern Tour
Lake City

June 19
Strawbale Winery Sangria Sunday
Renner

1880 Train’s Father’s Day Special
Hill City

June 23
Summer Porch at Strawbale Winery
Renner

Main Street Square Concert Series:
#MashTag
Rapid City

Movie in the Park - Lions Park
Spearfish

June 24
Midsommar at Dalesburg
Vermillion

Hemmings Motor News Great Race
presented by Hagerty
Sioux Falls

Sunset Zoofari
Watertown

June 24 - 25
Quilts in Bloom - 2016 Quilt Show
Mitchell

605 Summer Classic Beer &
Music Festival
Sioux Falls

June 25
Family Zoofari
Watertown

Toby Keith
Sioux Falls

June 26
Strawbale Winery Sangria Sunday
Renner

Night Blast at Crazy Horse Memorial
Crazy Horse

June Night Blast at
Crazy Horse Memorial
Crazy Horse

Prairie Village Variety Show
Madison

Gordon Lightfoot: Fifty Years on the
Carefree Highway
Sioux Falls

June 30
Summer Porch at Strawbale Winery
Renner

Main Street Square Concert Series:
Kory and the Fireflies
Rapid City

For details visit

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CLASSIFIED ADS POLICY: Member municipalities receive free insertions and free postings on the League website. Non-member advertisers are billed $50 per insertion. All ads are subject to editing if necessary. The next deadline is May 16 for the June 2016 issue. Email ads to carrie@sdmunicipalleague.org or fax to 605-224-8655. Visit www.sdmunicipalleague.org for more classifieds.

BUILDING INSPECTOR: Watertown, SD. Salary Grade 4-$38,148, includes Benefits. Applications must be received in the Human Resources Coordinator’s office to be considered for this position. Human Resources Office, 23 2nd Street NE, PO Box 910, Watertown, SD 57201. Application Forms and complete position descriptions are available at City Hall Finance Office or on line at http://www.watertownsd.us/Jobs.aspx. This position will be open until filled. Minimum Qualifications: Two (2) year Associates degree in a construction-related field is preferred. A minimum of four (4) years of construction experience is required, preferably with at least two (2) years in supervision or inspector capacity; or equivalent combination of education and/or experience may be considered; A valid SD driver’s license is required; Must establish residency within 35 miles of the Watertown Regional Airport terminal within six months of hire date. Veteran’s preference points are acknowledged in the City’s hiring process. The City’s Personnel Policy, including the City’s policy on Nepotism, can be obtained at the City Finance Office or on our website at www.watertownsd.us. The City of Watertown does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services. EOE.

CHIEF OF POLICE: Faith, SD. Salary negotiable. Must be certified and have at least three years of experience as a Police Officer. Applicants must be highly motivated with a great work ethic and have the ability to work cooperatively with other agencies, the public and city personnel. Must relocate to Faith. Please submit application and resume to City of Faith, Box 368, Faith, SD 57626 or email to faith@faithsd.com. Phone 605-967-2261. EOE.

CHIEF OF POLICE: Kimball, SD. Salary negotiable. Must be certified or be able to be certified through the SD Law Enforcement Training Center within one year of hiring. Applicants must be highly motivated with a great work ethic and have the ability to work cooperatively with other agencies, the public and city personnel. Position open until filled. Must relocate to Kimball. Please submit cover letter and resume to City of Kimball, Attn: City Finance Officer, PO Box 16, Kimball, SD 57355 or email to kimballcitysd@midstatesd.net. Phone: 605-778-6277. EOE.

CITY MANAGER: Ogallala, NE (4,737). Salary: $87.5K - $115K DOQ. 5-member council. Performs high-level administrative, technical & professional work in directing and supervising the administration of city government & works under the broad policy guidance of the City Council. Complete job description may be viewed at www.ogallala-ne.gov. Resume with cover letter may be submitted to: Jane Skinner, City Clerk, at 411 East 2nd Street, Ogallala, NE, 69153; or electronically at jane.skinner@ogallala-ne.gov. Open until filled.

ENGINEER II/PLANNER: Watertown, SD. Salary Grade 5-$3,468/month. Applications must be received in the Human Resources Coordinator’s office to be considered for this position. Human Resources Office, 23 2nd Street NE, PO Box 910, Watertown, SD 57201. This position will be open until filled. Application Forms and complete position descriptions are available at City Hall Finance Office or on line at http://www.watertownsd.us/Jobs.aspx. Minimum Qualifications: Bachelor’s degree in Urban Planning, Civil Engineering, or related field such as Geography or Architecture from an accredited college or university; One to two years of experience in urban planning activities such as policy and ordinance development, code enforcement, or an equivalent combination of education and experience; A valid SD driver’s license; Certified Planner’s certificate from the American Planning Association/American Institute of Certified Planners is desirable; Must establish residency within 35 miles of the Watertown Regional Airport terminal within six months of hire date. Veteran’s preference points are acknowledged in the City’s hiring process. The City’s Personnel Policy, including the City’s policy on Nepotism, can be obtained at the City Finance Office or on our website at www.watertownsd.us. The City of Watertown does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services. EOE.

FINANCE/CITY ADMINISTRATOR: Box Elder, SD. We are looking for someone with City Administration experience to help develop continuity in all Departments. The Finance Officer’s responsibilities are set forth in SDCL 9-14-17, 9-14-18, 9-14-19, 9-14-20, 9-14-21. Their primary job is as chief accounting and financial officer providing accounting advice and counsel to the Mayor, Department heads and City Council. Various job responsibilities include: financial reporting; cash management and investments; preparation, facilitation and maintenance of annual budget; HR Department and time clock management; payroll and benefits; financial recordkeeping and monthly closing; direction of accounts payable and receivable process; preparation, posting and reconciliation of accounting records and accrual of revenues and expenditures; prepare for annual audit process and ensure completion of Comprehensive Annual Financial Report (CAFR); maintain all debt service funds and financial records related to grants and tax increment districts; conduct revenue/expenditure financial projections and forecasting and act a city’s investment officer on all idle public funds; direct city’s Human Resources functions and maintain employee files and records; and other duties as designated by the Mayor and Council. Bachelor’s degree in Accounting, Business,
Management or closely related major required with coursework and/or experience in Governmental Accounting preferred. Five years of experience in financing and office accounting required with preference given for governmental accounting. Minimum of two years overseeing professional and technical staff in administrative or supervisory capacity required with management of information. The ideal candidate will be positive, organized, able to work with little or no supervision, be able to lead effectively in a team environment, be able to work effectively with the general public, have knowledge of management principles and practices, possess skill in employee management and supervision, and possess good written and verbal communication skills. Applicants must be eligible for bonding. Employment is contingent upon passing a background check and drug screening. Excellent benefits package: 100% of employee Health insurance paid, retirement benefits through the State of South Dakota retirement system, and paid vacation are part of this great benefit package. Salary will be competitive and is negotiable depending upon qualifications. Position open until filled. Submit letter of interest, detailed resume and application to: Attn: Finance Opening, Finance Office, 420 Villa Drive, Box Elder, SD 57719. Phone: 605-923-1404.

MAINTENANCE WORKER: Hoven, SD. Work areas include but are not limited to water, sewer, streets, snow removal, landfill, swimming pool and airport. The following certifications/licenses must be possessed or be able to obtain: Commercial Applicators License, Class I Water Distribution, Class I Wastewater Treatment and Collection. Knowledge with all types of equipment is desired. Wage DOE. Please contact the City of Hoven, PO Box 157, Hoven, SD 57450. You may also call 605-948-2257. Position open until filled.

MAINTENANCE WORKER (PART-TIME): Java, SD. Work areas include but are not limited to water, sewer, streets, parks, snow removal, landfill, and cemetery. The following certifications/licenses must be possessed or be able to obtain within 6 months of employment: Class I Water Distribution, Class I Wastewater Treatment and Collection. Applicant must have a valid SD driver's license and be competent to operate a blade, front end loader and a tandem gravel truck. Position open until filled. For an application and job description contact: Town of Java, PO Box 56, Java, SD 57452-0056. Call 605-649-6226, Fax: 605-649-6229 or Email:javacity@venturecomm.net.

MECHANIC: The City of Vermillion Street Department is accepting applications for a full-time mechanic. Wage is $16.54/hour – $17.31/hour depending on experience plus benefits. Position open until filled. Applications and a complete job description are available at City Hall, 25 Center Street, Vermillion, SD 57069, the SD Department of Labor and Regulation, 904 E. Cherry Street, Vermillion, SD 57069, and on the web at www.vermillion.us/careers. EOE.

POLICE OFFICER: Sturgis, SD. Responsible for performing general law enforcement functions as related to maintaining and promoting law and order and is responsible to serve the legal processes of the courts. Hourly wage is $18.27 for non-certified law enforcement officers; $19.59 - $20.64 for South Dakota certified law enforcement officers (actual wage dependent on qualifications and experience). This is a full-time position, eligible for uniform allowance, medical, dental, retirement and other benefits. To apply, please contact Human Resources at 605-347-4422, ext 4 or apply online at www.sturgis-sd.gov. First review of applications after April 29.

POLICE OFFICER: The City of Philip, SD (779) is accepting applications for a full-time Police Officer. This position will be under the direct supervision of the Chief of Police. Must be certified or able to be certified through the SD Law Enforcement Training Center within one year of hire date. Must be 21 years of age with no convictions of any crime by any state or federal government punishable by imprisonment in a federal or state penitentiary. Valid driver’s license required with acceptable driving record. Applicant must be highly motivated with a great work ethic and have the ability to work cooperatively with other agencies, the public and city personnel. Must be willing to relocate to Philip. Salary/wage is dependent upon qualifications. Excellent benefit package. The position will remain open until filled. Applications and the detailed job description may be obtained from the City Finance Office, PO Box 408, Philip, SD 57567-0408; or, email philipdfo@gwtc.net. Phone: 605-859-2175. The City of Philip is a small friendly community located in western South Dakota with prevalent hunting and fishing, an excellent school system and health care facility, beautiful 9 hole golf course, and an all-around great place to raise a family. The City of Philip is an EOE.

POLICE OFFICER: The Viborg Police Department has an opening for a part-time Police Officer. This position will be under the direct supervision of the Chief of Police. Hours include days, nights, weekends and holidays. A certified officer is preferred but not required. Interested parties may
obtain an application by contacting the Police Department or City Hall at 110 North Main Street in Viborg, SD. This position will be open until filled. EOE.

WATER/SEWER MAINTENANCE: Wessington Springs, SD. Applicants are required to have a Class B commercial driver’s license or will be required to obtain within 60 days of hire. Applicant will be subject to pre-employment physical. After employment employee will be subject to random, reasonable-suspicion, post-accident, follow up, and return-to-duty drug and alcohol testing. Desired qualification is to possess a Class II Water Treatment, Class I Water Distribution, Class I Wastewater Collection and Class I Wastewater Treatment certificates from the State of South Dakota or obtained with classes within one year of hire. Applicants will be required to help in street and electric department as needed. The position includes an excellent benefit package including SD Retirement System, health insurance, life insurance, AFLAC, Delta Dental and paid sick leave and vacation. Salary will depend on experience and qualifications. Applications available at City Hall, PO Box 443, Wessington Springs, SD 57382 Phone: 605-539-1691. Open until filled. EOE.


FOR SALE: For sale by sealed bids 1980 Case Payloader, Model W 24C, 2.5 yard bucket, 5 tooth GrabTech grab, new radiator. Send bids to the City of Geddes, Box 19, Geddes, SD 57342 by May 6, 2016. The City reserves the right to reject any and all bids.

FOR SALE: 1979 International Binder, 60,0000 miles, 750 gallon steel tank on 13’ flatbed without pump. Make offer to Lebanon, SD Fire Department. 605-769-1663 or 605-768-2136.

FOR SALE: Sensus RadioRead Water Meter Equipment. The City of Piedmont, SD has seventy-eight (78) new “Sensus Radio Readers” Model # M510P-F1-3W-X-P for sale. Asking price is $75.00 each. Sensus RadioRead features the most robust, high-powered radio frequency transmitter available for use with walk-by or drive-by automatic meter reading systems. A handheld unit can be used for reading RadioRead equipped meters. If interested, contact the City of Piedmont at 605-716-5495.

FOR SALE OR MAKE OFFER: 1975 Chevy C65 5 speed manual transmission Smeal 1,000 gal tank 750 gpm stationary pumper firetruck 5,902 original miles. 1979 GMC 7000 4 wheel drive automatic transmission 500 gal tank Emergency One Box, pump and roll firetruck 23,868 miles on chassis 3,000 miles on engine. Both sold as is, contact Dana Horn, City of Tripp, 605-935-6332 or 605-770-9542.

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

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

State Surplus Heavy Equipment for Sale

The State of South Dakota will be offering a ‘Pre-Sale’ opportunity of equipment and items to eligible City, County, Township and Tribal Governments from June 14 through July 5, 2016.

After the presale has concluded, the equipment will no longer be available for purchase until public auction week: September 12-16, 2016. No exceptions.

NOTE: Be certain to check availability date of equipment.

1. PREREGISTRATION to the site is required. (You will only do this once). A login ID and password will be required for the ability to purchase from the site. If you haven’t registered, visit www.sdsurplusproperty.com and click on “Registration.”

2. SIGN UP for email notifications throughout the year for surplus information from SD Property Management at www.sdsurplusproperty.com.

Please contact the SD Property Management office with any questions:
SD Property Management
Lennis Axdahl, Manager
1320 E. Sioux Ave., Pierre, SD 57501
605-773-4935 or email: surplus.property@state.sd.us
Municipal Calendar

May

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

May 1 – Special assessment installments which are payable under either the Plan One or Plan Two options become delinquent. (SDCL 9-43-109; See Hdbk., sec. 12.160)

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 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 election – In municipalities governed by a mayor and two commissioners, the board shall by a resolution adopted by a majority, 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)

By May 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))

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)

Last Monday of May – Memorial Day – State holiday (SDCL 1-5-1)

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

June

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)

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**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)

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**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 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)

*Find the Municipal Calendar for the entire year in the SDML Handbook for Municipal Officials, Directory of SD Municipal Officials, or at www.sdmunicipalleague.org.*
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