MINUTES
South Dakota Municipal League
Board of Directors

May 28, 2015 • Parker, SD

Thursday, May 28, 2015

CALL TO ORDER
President Jeanne Duchscher called the meeting to order at 2:00 p.m. Members present were:

Gary Lipp Mayor, Custer; Jeanne Duchscher, Finance Officer, Parker; Arnie Schott, Mayor, McLaughlin; Mike Wendland, Mayor, Baltic; Greg Jamison, Councilmember, Sioux Falls; Pauline Sumption, Finance Officer, Rapid City; Fay Bueno, Finance Officer, Sturgis; Amy Nelson, City Manager, Yankton; Karl Alberts, Finance Officer, Aberdeen; Meri Jo Anderson, Finance Officer, New Underwood; Laurie Gill, Pierre; Tim Reed, Brookings; Debbie Houseman, Lake Andes; Anita Lowry, Groton

Members not able to attend were: Renae Phinney, Ree Heights; Becky Brunsing, Wagner; Sam Kooiker, Rapid City; Harry Weller, Kadoka; Mike Grosek, Webster

Others Present: Yvonne Taylor, Executive Director

APPROVAL OF THE MINUTES
It was moved by Wendland, seconded by Schott to approve the minutes of the February 3, 2015 meeting. Upon unanimous vote, the motion was approved.

APPROVAL OF THE FINANCIAL STATEMENTS
It was noted that financials through the end of April, 2015; along with the audited year end financials, were in the packet and had been e-mailed. It was moved by Anderson, seconded by Alberts to approve the financial statements as presented. Upon unanimous vote, the motion was approved.

APPROVAL OF THE AUDIT REPORT
Audit committee chairman Alberts presented the results of the affiliate reviews and the SDML annual audit, both of which were found to be clean audits. Alberts noted it was recommended the affiliates each adopt a net assets policy. Taylor noted that staff had been discussing this, and planned to present recommended policies to the affiliates prior to the Annual Conference so each group could adopt such a measure. After discussion of the audits, the management letter and response, it was moved by Lowry, seconded by Lipp that the audit report be accepted. Upon
unanimous vote, the motion was approved. Taylor noted that the Board packets also contained the 2014 SDML tax return, the group return, and the 990-T for the Boards review and information.

**REMINDER OF 2015 MEETING SCHEDULE**
The board was asked to note the remaining meetings for the year – 7 p.m. on Tuesday, October 6, 2015 in Watertown; and December 9-10, 2015 in Pierre/Ft.Pierre.

**NEW BUSINESS**

**District Meeting Recap and Approval of 2016 District Meeting Schedule:**
Discussion was held about strategies to increase attendance at the District Meetings. It was recommended that a more formal, nice invitation be issued to elected officials; and that the issue be discussed with the 1st Class Mayors and Black Hills Mayors groups. Taylor was directed to place this item on the October Board agenda.

After reviewing attendance numbers for the 10 districts, it was moved by Sumption, seconded by Schott to adopt the meeting schedule calendar as presented. Upon unanimous vote, the motion was approved.

**Membership Update:**
Taylor presented the Board with the list of 9 non-member cities, and said it is the lowest non-member rate since 2003.

**Legislative Discussion:**
Taylor discussed forming a joint policy and package of legislation with the County groups. After discussion, it was the consensus of the Board that President Duchscher should name the 10 representatives from the SDML to participate, to include Board Members Jamison, Anderson, Lowary, Bueno and Reed.

Taylor also discussed the drafting of legislation stemming from the Economic Development Task Force, and stated the hope was to have final drafts approved by early August or September so the legislation can be reviewed at each group’s convention and policy processes.

**Conference Update:**
Taylor informed the Board of the general session speakers and entertainment arrangements to date.

**Excellence Award Discussion**
Taylor advised the Board that the 2016 Excellence Award category is scheduled to be for a person outside of municipal government, but that often there are few nominations in that category. Taylor recommended eliminating that category and rotating between municipal elected officials and municipal employees. Nelson recommended making the change, but creating a “Friend of SD Cities” award to be awarded as needed. It was moved by Nelson, seconded by Wendland, to alternate the Excellence award between elected officials and employees, and to create a “Friend of SD Cities” award. Upon unanimous vote, the motion was approved.
Discussion – Incorporation of New Municipalities
Taylor presented the Board with the controversial incorporation of the Buffalo Chip Campground as a municipality. Taylor advised the Board that there were three lawsuits pending on the issue. It was moved by Sumption, seconded by Nelson, that membership not be allowed until all court issues have been settled. Bueno abstained from voting. Upon unanimous vote of the remaining members present, the motion was approved.

Discussion – Membership Needs
Duchscher discussed concerns with the ability of elected officials to remain knowledgeable on the financial status of their cities, with finance officer training, and with standard information on financial issues that should be presented to the elected governing bodies. The board discussed items such as magazine articles about board member responsibilities; a “welcome packet” for new finance officers with lists of information that needs to be presented to the governing body; and a sister cities project.

Taylor discussed the Code Enforcement group’s efforts to organize retired enforcement officials to assist cities with their code enforcement issues. She recommended the SDML do everything possible to assist in the efforts.

POLICY REVIEW AND APPROVAL
Taylor presented the Board with three policies recommended by the Safety Audit and the Financial Audit: A Safety/Loss Control Policy; a Media Policy; and a company-owned vehicle usage policy. After extensive discussion, it was moved by Anderson, seconded by Lowry, to approve the Safety and Media policies as presented; and that the vehicle usage policy be approved with changes to remove the ability of spouses/others to drive a company owned vehicle; and to tighten up the language regarding use of hands free technology. Upon unanimous vote, the motion was approved.

Taylor further informed the Board that, on recommendation of the safety audit, the SDML would begin collecting an annual driving record for each employee.

APPOINTMENTS
Taylor noted that due to the retirement of Marilyn Wilson, Mitchell, there is a vacant seat to be filled on the Board of Trustees for the SD Public Funds Investment Trust (FIT). It was moved by Bueno, seconded by Lipp that Shelly Ebbers, Finance Officer, Watertown, be appointed to the seat. Upon unanimous vote, the motion was approved.

BOARD MEMBER ITEMS
Taylor was asked to provide a list of legislators who attended the Legislative Rib Dinner. It was recommended that seating be arranged by legislative district, to allow easier location of legislators and constituents.

DIRECTOR’S REPORT
Taylor circulated a briefing on Senators Rounds efforts to create a federal rules review process. Taylor noted that the Senators office requested support for the effort. The Board referred the issue to the policy committees.

**EXECUTIVE SESSION AND ADJOURNMENT**

There being no motion to enter into Executive Session, it was moved by Wendland, seconded by Schott to adjourn the meeting at 4:45 p.m. Upon unanimous vote, the motion was approved.