

**HERMOSA TOWN BOARD
TUESDAY, SEPTEMBER 5, 2023
REGULAR MEETING @ 6:00pm**

- 1) **ROLL CALL:**
 - A. BOT Roll Call: Ferguson, Henrichsen, Holsworth, Kramer, Styles
 - B. Acknowledgement of other Attendees
 - C. Pledge of Allegiance to be led by Styles

- 2) **CALL FOR CHANGES:**
 - A. Review of current agenda items
 - B. Motion to accept the agenda as presented/amended

- 3) **SPECIAL ITEMS:**
 - A. Meeting Protocol
 - B. Adopt a special rule of order

- 4) **CONSENT CALENDAR:**
 - A. Approval of the August 15, 2023, regular meeting minutes and August 16, August 17, and August 28, 2023, special and budget meeting minutes

- 5) **CONFLICT OF INTEREST DECLARATION**

- 6) **CLAIMS:**
 - A. Review payroll and claims
 - B. Motion to approve the claims as presented/amended

- 7) **LAW ENFORCEMENT/ ABATEMENTS/COMPLAINTS:**
 - A. Committee report
 - B. Custer County Log
 - C. Abatements
 - Properties, Dumpster
 - D. Dispatch Contract, pending
 - E. Approval to purchase taser
\$5800, 5-year contract
 - F. Approval to purchase “Reserved for Marshal” sign

- 8) **LEGAL:**
 - A. Engineer expense reimbursement
 - B. Resolution assistance to dissolve P&Z
 - C. Assistance to review and rewrite ordinances to support dissolving P&Z
 - D. Approval to rescind motion to hire Hagg’s engineer
Engineer was hired to perform work in support of the lagoon & other projects

- 9) **ENGINEER:**
 - A. Water Rehab Project (WRT System)
 - B. Hermosa Sidewalk Project
 - C. Sewer Project (Lagoon design & expansion)
 - D. Water/Sewer Facility Plans - pending
 - Resolution(s) review
 - DANR Award
 - Bruels Email
 - E. Black Hills Council of Local Governments - pending
 - F. Town of Hermosa Water and Sewer Extension Project – pending
 - G. Hermosa Hills Drainage
 - Town accept Walter Street-pending
 - H. Whitney Street Drainage – pending for monitoring
 - I. Facility Plan for Booster
 - Possibly to add to USDA-pending
 - J. Rural Development
 - Application pending

- 10) **PLANNING & ZONING**
A. Permit 2022-25 - REVISED- Digging/ROW-Sewer Connection- Parcels 009318 & 009319
B. 2023-06 – Commercial Remodeling Permit Application – 250 Main St. – Storage Loft – pending
Loft removed; inspection required
- 11) **PUBLIC WORKS**
A. Committee Report
B. Streets, Street Light Repairs, Water & Sewer Department Updates
Trustee report on town lighting needs
C. Agreement for performance of services of public works and town maintenance
D. Chuck Irvine training expenses
E. Walter street maintenance – add gravel
F. “No Parking” street sign repair on Ferguson St.
G. Approval to reimburse for water leaks
Water not passing through sewer
- 12) **FINANCE OFFICE:**
A. Monthly financials.
B. Department updates
C. Grant research
D. 2024 Budget
E. Approval to increase Boddicker to \$25.00/hour
F. Approval for discretionary funds for office support
\$25.00/hour – Serviss and Dybvig
G. Approval for water bill reduction
Citizen participation in Lead Free Inventory/\$20.00 reduction in water bill
H. Catalis (Hermosa website contractor)
I. CD funds
- 13) **OLD BUSINESS:**
A. Annexation: Voluntary Annexation
B. Town Sign, pending
C. Town Office: Deck Staining, pending
D. Library: Deck Staining, pending
E. Hermosa Connects
F. Sidewalk extension – from Ingalls Blvd
- 14) **NEW BUSINESS:**
A. SBHW presentation – pending – Mid to late August
B. Contractors Licensing Ordinance – Chapter 112 – Review 112.03 - Requirement and Obligations
C. Administrative Assistant Position
1. Rescind motion for temporary position
2. Approve new position description
3. Approval to advertise for permanent position
D. Fuel the Growth – Economic Development Course
E. Headwaters Economics
F. Andersen Engineers
1. Survey; Locate 9 Corners
G. Approval for attendance at SDML Annual Conference
H. Contract for office space
I. Approval of new job description for Town Manager
J. Approval of new leave policy
K. Approval to work with Hermosa Connects
Fund raiser for road
L. 1st Reading
Ordinance 2.076 Appropriating Funds for the Fiscal Year 2024
M. Shorb’s broken electric line

- 15) **ITEMS FROM CITIZENS:** No action will be taken by the board on any issue related without being first placed on a future agenda, by the board, to allow for proper notice. (Reserved time for public comment is 15 minutes). Meetings of the Board of Trustees are open to the public. The audience will be allowed to comment on specific agenda items during the time allotted on the agenda for those items, according to established procedures of the Board. This is a time for members of the public (citizens, business owners, and those living within one mile of the town limits) to express concerns or discuss issues having relevance to the town. Anyone wishing to address the Town Board during this time shall be asked to stand and identify themselves after being recognized by the Board President.
- 16) **TRUSTEE INPUT:**
- 17) **EXECUTIVE SESSION:**
A. Motion to enter Executive Session allowable by SDCL 1-25-2.1 – Legal/Personnel/Contract
B. Motion to exit out of Executive Session
C. Motions resulting from Executive Session
- 18) **ADJOURN:** Motion by _____; Second by _____ to adjourn the meeting at _____ PM.

**HERMOSA TOWN BOARD
TUESDAY, AUGUST 15, 2023
REGULAR MEETING @ 6:00pm**

4A

ROLL CALL: Styles called the meeting to order on Tuesday, August 15, 2023, at 6.00 pm with the following members present: Ferguson, Henrichsen, Holsworth, Kramer and Styles. Mitch Johnson, Town Attorney, was also present. Pledge of Allegiance led by Jerald Styles.

CALL FOR CHANGES: Motion made and seconded to approve the agenda as presented; vote; all ayes, motion carried.

SPECIAL ITEMS: Dybvig presented details on the Lead-Free SD program. "As part of a nationwide initiative, water systems are asking people to look at their pipes and report their results, regardless of what they find. Knowing where lead lines are is just as important as knowing where they are not." The program is mandated by the EPA and all results are due by October 2024. Motion made and seconded to remove Lead-Free SD from the agenda; vote; all ayes, motion carried.

CONSENT CALENDAR: Motion made and seconded to approve the August 1, 2023, BOT regular minutes and August 9, 2023, BOT special meeting minutes; vote; all ayes, motion carried.

CONFLICT OF INTEREST DECLARATION: None.

CLAIMS: Motion made and seconded to approve August 15, 2023, Payroll and Claims as presented with discussion. A & B Business Equipment, Monthly Printer/FAX/Newsletter, \$554.05; Chuck Ferguson, Fuel for Lagoon Aerator, \$303.09; Donna Ferguson, Pierre/New officer wkshop, \$50.78; Dakota Supply Group, Lumen Photo Eye, Pump House, \$165.55; Dakota Supply Group, Lagoon, \$99.63; Flagpole Farm, SD Flags x 3, \$117.95; Golden West Technologies, Monthly service-Aug 2023, \$651.00; Harvey's Lock & Security, New keys for town office, \$647.96; HAWKINS, Inc, Hydrogen peroxide for lagoon, \$219.95; Jerry Styles, Pierre/New officer wkshop, \$269.60; Midco Diving & Marine Services, Repair work and inspection, \$3,876.00; Mt Rushmore Telephone, Phone/Internet, \$261.47; Pioneer Bank & Trust VISA, Office supplies, \$354.96; Pioneer Bank & Trust, Bank charge for 2 signature acct, \$25.00; Riteway business forms Inc, Laser utility bill, \$203.78; Sanders Sanitation, Monthly Sanitation Services: 07/23, \$4,207.22; Southern Hills Publishing, Publishing/Legal 07/23, \$286.04; Vicki Henrichsen, Pierre/New officer wkshop, \$245.42. **Accounts Payable Total: \$12,539.45. Payroll: Financial Administration, \$3,316.89; EFTPS-Electronic Federal Tax, FED/FICA TAX, \$828.73. Payroll Total: \$4,145.62. REPORT TOTAL: \$16,685.07. GENERAL: \$10,987.38; BBB GROSS RECEIPTS TAX: \$289.16; WATER: \$4,481.28; SEWER: \$927.25**

LAW ENFORCEMENT/ ABATEMENTS/COMPLAINTS: Abatements: committee is working on helping citizens become compliant. Dispatch Contract, pending. Law Enforcement: Ferguson received quotes for car detailing, car needs full-service checkup. Custer County Deputy Elizabeth Allen attended to offer discussion on the Custer County Log Report. Motion made and seconded to approve to hire Slade Heeb as the Hermosa Town Marshal beginning August 21, 2023; vote; all ayes, motion carried. Motion made and seconded to remove Law Enforcement Approval to Hire from agenda; vote; all ayes, motion carried.

LEGAL: No report.

ENGINEER: Water Rehab Project (WRT System) - pending resubmittal by ACES. Hermosa sidewalk project – second phase nearing completion. Sewer project (Lagoon design & expansion): pending SD DANR response to the last submittal. AET hired by town to perform borings to determine soil characteristics. Motion made and seconded to allow BOT president to request a proposal for the bid services and construction administration for the lagoon expansion project. The contract needs to be online before the lagoon expansion project is approved by SD DANR so construction and bidding can begin; discussion; vote; all ayes, motion carried. Water/Sewer Facility Plans - pending. Black Hills Council of Local Governments – pending. Town of Hermosa Water and Sewer Extension Project: project plan resubmitted to DANR – issue pending the response from DANR. Hermosa Hills drainage - pending. Whitney Street drainage – pending the continued monitoring the situation. Facility plans for booster, water meters – pending. Rural development - pending.

PLANNING & ZONING: Permit 2022-25, Revised Digging/ROW, pending. Permit 2023-06–Commercial Remodeling Permit Application: update – motion made and seconded to send letter to Westergard to have loft removed by 15 September 2023; failure to meet this date will result in termination of the contract, discussion; none. Vote; Holsworth, nay; Kramer, nay; Henrichsen, aye; Ferguson, aye; Styles, aye; motion carried. Motion made and seconded to send a letter to Westergard, he needs to provide a key to the town shop, as per the contract, by 21 August 2023; failure to do so will result in termination of the contract; discussion. Motion made and seconded to amend the main motion from 21 August 2023 to 15 September 2023; vote; Holsworth, nay; Kramer, nay; Ferguson, aye; Henrichsen, aye; Styles, aye, motion carried. Vote on main motion to have the letter sent with the date of 15 of September, vote; Ferguson, aye; Henrichsen, aye; Styles, aye; Holsworth, nay; Kramer, nay; motion carried.

PUBLIC WORKS: Ferguson reported on status of streets, streetlights, water and water tower. Ferguson requesting quotes on sealing the tower. Agreement for performance of public work services, pending. Irvine training, pending. Walter Street maintenance/add gravel, pending weather. Ferguson to put up the "No Parking" sign on Ferguson Street.

FINANCE OFFICE: Monthly financials in packet. Department updates: so very sad to see Jill Dybvig resign but the opportunity for her is incredible. Time Capsule outside of town hall – no plans to open it. Budget meetings are scheduled for August 16, 17, and 18, 2023. Discussion to research town program to trap, spay/neuter, release feral cats; no action. Motion made and seconded to take Monika Serviss off of the SD FIT authorization and to add Gail Boddicker for authorization; vote; all ayes, motion carried. Boddicker reported on pricing for all board members to have a town email address; no action. Motion made and seconded to remove SD FIT and Hermosa BOT Email from agenda; vote; all ayes, motion carried.

OLD BUSINESS: Annexation: Voluntary Annexation, pending. Town Sign, pending. Town Office: Deck Staining, pending. Library: Deck Staining, pending. Hermosa Connects, no report. Sidewalk extension – from Ingalls Blvd: future plans include extending the sidewalk east to extend to the east end of the American Legion. The sidewalk will be installed on the north side of Highway 40 East in front of the Catholic Church and American Legion. Representatives from the church and the Legion have agreed to clearing the sidewalk in inclement weather but will not be responsible for repairs or replacement. Chicken ordinance – Backyard hen permit application form and fees: motion made and seconded to approve the hen permit; vote; Ferguson, aye, Henrichsen, aye, Holsworth, nay, Kramer, aye, Styles, aye; motion carried. Motion made and seconded to remove Chicken Ordinance/Hen Permit from the agenda; vote; all ayes, motion carried.

NEW BUSINESS: SBHW presentation – pending – Mid to late August. Contractors Licensing Ordinance – Chapter 112 – Review 112.03 - Requirement and Obligations, pending. Administrative Assistant Position: Rescind motion for temporary position: motion made and seconded to rescind the motion made at a previous meeting to hire the administrative assistant position as a temporary position; vote; Ferguson, aye; Henrichsen, aye; Holsworth, nay; Kramer, aye; Styles, aye; motion carried. Approve new position description: Motion made and seconded to table advertising the administrative assistant position until the next meeting; vote; Ferguson, aye; Henrichsen, nay; Holsworth, nay; Kramer, nay; Styles, nay; motion failed. Motion made and seconded to approve the revisions made to the position description; vote; all ayes, motion carried. Motion made and seconded to approve to advertise the administrative assistant permanent position with consideration for either part time or full time; vote; all ayes, motion carried. Fuel the Growth – Economic Development Course: Black Hills State will host the economic development course, "Fuel the Growth – 2023: Advancing Economic Development in Communities" to be held on September 12-14, 2023. Motion made and seconded to approve Harris, Holsworth, Styles, the FO/Admin Assistant, and a representative from Hermosa Connects to attend, to fund the registration fee with BBB Funds; plus, approve anyone to attend the Western Dakota Regional Water System conference; vote; all ayes, motion carried. Headwaters Economics: motion made and seconded to approve board president to sign the Memorandum of Understanding with Headwater Economics, vote; all ayes, motion carried. Hermosa was selected to participate in the FloodWise Community Assistance Program administered by Headwater Economics to assist communities in decreasing flood risk. Andersen Engineers, Survey; Locate 9 Corners: motion made and seconded to have Andersen Engineers perform a survey to identify locate 9 corner pins, discussion. Motion made and seconded to contact the railroad before the survey is performed; vote; all ayes, motion carried. Vote on initial motion; all nays, motion carried.

ITEMS FROM CITIZENS: Citizen voiced concern the electric company did not request a SD 811 Locate while performing utility work west of Hermosa.

TRUSTEE INPUT: Trustees had input.

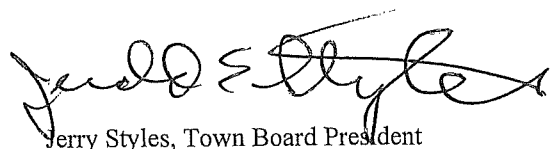
EXECUTIVE SESSION: Motion made and seconded to enter executive session at 8:09 pm for legal purposes; vote; all ayes, motion carried. Motion made and seconded to exit executive session at 8:12 pm; vote; all ayes; motion carried. No motions made coming out of executive session.

ADJOURN: Motion made, seconded to adjourn the meeting at 8:13 pm; Vote: Unanimous, motion carried.

ATTEST:

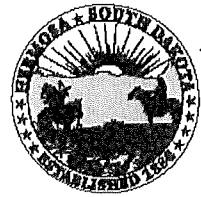


Gail Boddicker, Finance Officer



Jerry Styles, Town Board President

HERMOSA TOWN BOARD
BUDGET REVIEW
WEDNESDAY, AUGUST 16, 2023, @ 6PM



ROLL CALL: Styles called the meeting to order at 6:00pm, with the following members present: Ferguson, Henrichsen, Holsworth, Kramer and Styles. Pledge of Allegiance led by Styles.

CALL FOR CHANGES: Motion made and seconded to accept the agenda presented. Unanimous.

2024 BUDGET: Boddicker presented the projected revenue in support of the 2024 fiscal year budget. No action taken.

ITEMS FROM CITIZENS: None

TRUSTEE INPUT: Trustees had input.

EXECUTIVE SESSION: None.

ADJOURN: Motion made and seconded to adjourn the meeting at 7:25 pm; vote; all ayes, motion carried.

ATTEST:

A handwritten signature in cursive script, appearing to read "Gail Boddicker".

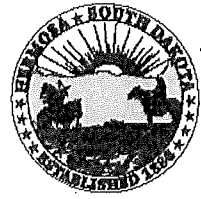
Gail Boddicker
Finance Officer

A handwritten signature in cursive script, appearing to read "Jerry Styles".

Jerry Styles
Town Board President

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HERMOSA TOWN BOARD
BUDGET REVIEW
THURSDAY, AUGUST 17, 2023, @ 6PM



ROLL CALL: Styles called the meeting to order at 6:00pm, with the following members present: Ferguson, Henrichsen, Holsworth, Kramer and Styles. Pledge of Allegiance led by Styles.

CALL FOR CHANGES: Motion made and seconded to accept the agenda presented. Unanimous.

2024 BUDGET: Boddicker presented the projected expenses in support of the 2024 fiscal year budget. No action taken.

PUBLIC WORKS: Motion made and seconded to approve the purchase of an oxygen monitor; vote; all ayes.

ITEMS FROM CITIZENS: None

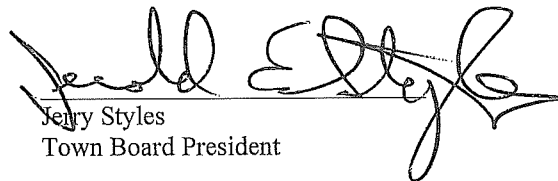
TRUSTEE INPUT: None

EXECUTIVE SESSION: None.

ADJOURN: Motion made and seconded to adjourn the meeting at 8:39 pm; vote; all ayes, motion carried.

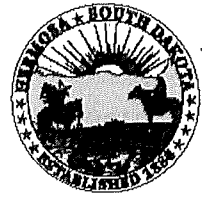
ATTEST:


Gail Boddicker
Finance Officer


Jerry Styles
Town Board President

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HERMOSA TOWN BOARD
SPECIAL AND BUDGET MEETING
MONDAY, AUGUST 28, 2023, @ 6PM



ROLL CALL: Styles called the meeting to order at 6:02 pm with the following members present: Ferguson, Henrichsen, Holsworth, and Styles. Kramer joined the meeting in session. Pledge of Allegiance led by Styles.

CALL FOR CHANGES: Motion made and seconded to accept the agenda presented. Unanimous.

NEW BUSINESS:

Newsletter Printing: Due to time constraints within the town office, motion made and seconded to discontinue printing the Hermosa Newsletter in the town office; discussion.

Motion amended, seconded, the town pays for the costs associated with printing the newsletter at Little Print Shop for two months; vote; motion carried.

Vote on the main motion as amended to have the town pay the for the newsletter printing outsourced; vote; all ayes, motion carried.

2024 BUDGET: Boddicker presented the final report in support of the 2024 fiscal year budget. The appropriations ordinance will be presented for final board approval.

ITEMS FROM CITIZENS: Walk to School is scheduled for October 4, 2023.

TRUSTEE INPUT: Trustees had input.

EXECUTIVE SESSION: Motion made and seconded to enter executive session at 7:55 pm for legal purposes; vote; Ferguson, nay; Henrichsen, nay; Holsworth, aye, Kramer, aye, Styles, aye, motion carried. Motion made and seconded to exit executive session at 8:39 pm; vote; all ayes; motion carried. No motions made coming out of executive session.

ADJOURN: Motion made and seconded to adjourn the meeting at 8:39 pm; vote; all ayes, motion carried.

ATTEST:

Gail Boddicker
Finance Officer

Jerry Styles
Town Board President

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CLAIMS FOR APPROVAL 9-5-2023		
VENDOR	REFERENCE	AMOUNT
A&B Business Equipment Inc.	MONTHLY PRINTER/FAX FEE , NEWSL	\$ 568.00
Black Hills Electric Coop	Utilities-Electric 08/2023	\$ 3,158.64
Boddicker, Gail	Reimburse for office stamps	\$ 102.00
Ferguson, Chuck	Monthly agreement 08/2023	\$ 2,600.00
Ferguson, Chuck	Pull pump #2	\$ 250.00
Golden West Technologies	Set up Heeb's email account	\$ 262.50
Harvey's Lock & Security	Add'l basement keys	\$ 22.89
Heeb, Slade	Fuel, Office Printer	\$ 365.63
SD DOT	2023 Bridge Inspection	\$ 48.20
BHSU FUEL THE GROWTH-2023	Registrations for Economic Dev	\$ 1,580.00
DSG-Dakota Supply Group	Deep well water pump	\$ 8,554.98
Rural Development	RD1 loan-Sept Interest/Principal	\$ 1,278.00
Rural Development	RD2 loan-Sept Interest/Principal	\$ 417.00
Rural Development	RD3 loan-Sept Interest/Principal	\$ 222.00
ACCOUNTS PAYABLE TOTAL		\$ 19,429.84
Total Paid On: 8/30/23	Financial Administration	\$ 4,025.05
	Water	\$ 370.25
	Sewer	\$ 157.45
	Promoting City/BBB	\$ 52.48
EFTPS-Electronic Federal Tax	FED/FICA TAX	\$ 1,173.50
South Dakota Retirement System	SDRS	\$ 445.24
PAYROLL RELATED TOTAL		\$ 6,223.97
REPORT TOTAL		\$ 25,653.81
GENERAL		\$ 8,204.05
BBB GROSS RECEIPTS TAX		\$ 1,875.83
WATER		\$ 13,573.07
SEWER		\$ 2,000.86
TOTAL FUNDS		\$ 25,653.81

Proposed credits on sewer for water leaks –

1. Wiles Real Estate – Acct#10020001

Sewer - \$55.00 – Commercial in Town for 3,000 gal.

Average last year 8,000 gal.

\$55.00 – 3,000 gal.

\$17.50 – 5,000 gal - \$3.50 per 1000

Proposed credit of \$619.50

2. Roggenthen – South – Acct# 12310001- Prairie Wind Mobile Home Park – 7 users

Sewer - \$217.00 – 7 residential users

Average last year \$21,000 gal

\$31.00 x 7 users = \$217.00

Proposed credit of \$239.50

ACCOUNT NUMBER 10020001 STATUS Active
 NAME WILES REAL ESTATE
 PROPERTY 24547 HWY 79

SV SERIAL #	MULTIPLIER	DIGITS	INS DATE	SERV DATE	LOCATION	NOTE
SE	8			11/10/2022		
WA	8			11/10/2022		

BILL DATE	SERV	READ DATE	PRES	PREV	EST	BILL CONS	CHARGE
8/23/2023	WA	8/20/2023	827000	757000		70000	467.00
	SE	8/20/2023	827000	757000		70000	289.50
7/24/2023	WA	7/24/2023	757000	692000		65000	437.00
	SE	7/24/2023	757000	692000		65000	272.00
6/21/2023	WA	6/20/2023	692000	656000		36000	263.00
	SE	6/20/2023	692000	656000		36000	170.50
5/24/2023	WA	5/20/2023	656000	631000		25000	197.00
	SE	5/20/2023	656000	631000		25000	132.00
4/24/2023	WA	4/20/2023	631000	610000		21000	173.00
	SE	4/20/2023	631000	610000		21000	118.00
3/21/2023	WA	3/20/2023	610000	598000		12000	119.00
	SE	3/20/2023	610000	598000		12000	86.50
2/22/2023	WA	2/20/2023	598000	588000		10000	107.00
	SE	2/20/2023	598000	588000		10000	79.50
1/26/2023	WA	1/20/2023	588000	580000		8000	95.00
	SE	1/20/2023	588000	580000		8000	72.50
12/22/2022	WA	12/20/2022	580000	575000		5000	64.50
	SE	12/20/2022	580000	575000		5000	62.00
	GA	12/20/2022					20.00

Handwritten notes and calculations:

- 289.50 - 72.50 = 217.00
- 437.00 - 72.50 = 199.50
- 272.00 - 72.50 = 98.00
- 170.50 - 72.50 = 59.50
- 132.00 - 72.50 = 45.50
- 118.00 - 72.50 = 45.50
- A circled total of 619.50 is shown, which is the sum of the previous four calculations (217.00 + 199.50 + 98.00 + 59.50).
- A handwritten note says: "Normal average last year 8000 gal." with an asterisk next to the 3/21/2023 WA row.

BILL DATE	SERV	DMD ACTUAL	DMD BILLED	MULT	DMD TOTAL	CHARGE
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BILL DATE	SERV	READ DATE	PRES	PREV/DMD	MULT	CONS	LST YR	PCT CHNG
8/23/2023	WA	8/20/2023	827000	757000		70000		
	SE	8/20/2023	827000	757000		70000		
7/24/2023	WA	7/24/2023	757000	692000		65000		
	SE	7/24/2023	757000	692000		65000		
6/21/2023	WA	6/20/2023	692000	656000		36000		
	SE	6/20/2023	692000	656000		36000		
5/24/2023	WA	5/20/2023	656000	631000		25000		
	SE	5/20/2023	656000	631000		25000		
4/24/2023	WA	4/20/2023	631000	610000		21000	12000	75.00
	SE	4/20/2023	631000	610000		21000	12000	75.00
3/21/2023	WA	3/20/2023	610000	598000		12000		
	SE	3/20/2023	610000	598000		12000		
2/22/2023	WA	2/20/2023	598000	588000		10000		
	SE	2/20/2023	598000	588000		10000		
1/26/2023	WA	1/20/2023	588000	580000		8000		
	SE	1/20/2023	588000	580000		8000		
12/22/2022	WA	12/20/2022	580000	575000		5000		
	SE	12/20/2022	580000	575000		5000		

ACCOUNT NUMBER 12310001 STATUS Active
 NAME ROGGENTHEN, BILL SOUTH (605)391-9156
 PROPERTY 2 ROGGENTHEN-SOUTH

SV SERIAL #	MULTIPLIER	DIGITS	INS DATE	SERV DATE	LOCATION	NOTE
SE	8			11/15/2022		
WA	8			11/15/2022		

BILL DATE	SERV	READ DATE	PRES	PREV	EST	BILL CONS	CHARGE
8/23/2023	WA	8/20/2023	12013000	11884000		129000	827.00
	SE	8/20/2023	12013000	11884000		129000	379.00
7/24/2023	WA	7/20/2023	11884000	11829000		55000	483.00
	SE	7/20/2023	11884000	11829000		55000	294.50
6/21/2023	WA	6/20/2023	11829000	11799000		30000	358.00
	SE	6/20/2023	11829000	11799000		30000	257.00
5/24/2023	WA	5/20/2023	11799000	11779000		20000	287.00
	SE	5/20/2023	11799000	11779000		20000	217.00
4/24/2023	WA	4/20/2023	11779000	11734000		45000	407.00
	SE	4/20/2023	11779000	11734000		45000	253.00
3/21/2023	WA	3/20/2023	11734000	11709000		25000	307.00
	SE	3/20/2023	11734000	11709000		25000	223.00
2/22/2023	WA	2/20/2023	11709000	11700000		9000	287.00
	SE	2/20/2023	11709000	11700000		9000	217.00
1/26/2023	WA	1/20/2023	11700000	11666000		34000	352.00
	SE	1/20/2023	11700000	11666000		34000	236.50
12/22/2022	SE	12/20/2022	11666000	11653000		13000	217.00
	SE	12/20/2022	11666000	11653000		13000-	238.70-
	WA	12/20/2022	11666000	11653000		13000	217.00
	SE	12/20/2022	11666000	11653000		13000	238.70

379.00 - 217.00 = \$ 162.00
 294.50 - 217.00 = \$ 77.50

\$ 239.50

BILL DATE	SERV	DMD ACTUAL	DMD BILLED	MULT	DMD TOTAL	CHARGE
-----------	------	------------	------------	------	-----------	--------

BILL DATE	SERV	READ DATE	PRES	PREV/DMD	MULT	CONS	LST YR	PCT	CHNG
8/23/2023	WA	8/20/2023	12013000	11884000		129000			
	SE	8/20/2023	12013000	11884000		129000			
7/24/2023	WA	7/20/2023	11884000	11829000		55000			
	SE	7/20/2023	11884000	11829000		55000			
6/21/2023	WA	6/20/2023	11829000	11799000		30000			
	SE	6/20/2023	11829000	11799000		30000			
5/24/2023	WA	5/20/2023	11799000	11779000		20000			
	SE	5/20/2023	11799000	11779000		20000			
4/24/2023	WA	4/20/2023	11779000	11734000		45000	25000	80.00	
	SE	4/20/2023	11779000	11734000		45000	25000	80.00	
3/21/2023	WA	3/20/2023	11734000	11709000		25000			
	SE	3/20/2023	11734000	11709000		25000			
2/22/2023	WA	2/20/2023	11709000	11700000		9000			
	SE	2/20/2023	11709000	11700000		9000			
1/26/2023	WA	1/20/2023	11700000	11666000		34000			
	SE	1/20/2023	11700000	11666000		34000			
12/22/2022	SE	12/20/2022	11666000	11653000		13000			

Bill History

01-00002615-00-9 Roggenthen, Bill 1 South Prairie Winds Mobile Home HERMOSA SD 57744

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 01-00002615-00-9 Prairie Winds Mobile Home										
Calculation Number 101										
	Prev Bal	\$479.50							6	2022
	Receipt	\$479.50	6/28/2022						6	2022
Service	WATER	\$217.00	7/22/2022	11563000	6/21/2022	11584000	7/21/2022	21000	6	2022
Service	SEWER	\$217.00	7/22/2022					21000	6	2022
Service	DOT 1	\$10.50	7/22/2022						6	2022
Service	DOT 2	\$10.50	7/22/2022						6	2022
Service	WELL	\$24.50	7/22/2022						6	2022
Surcharge	STATE/CITY	\$0.00	7/22/2022						6	2022
	Cur Charges	\$479.50	7/22/2022						6	2022
	Total	\$479.50	7/22/2022						6	2022
Calculation Number 101										
Calculation Number 102										
	Prev Bal	\$479.50							7	2022
	Receipt	\$479.50	7/28/2022						7	2022
Service	WATER	\$217.00	8/23/2022	11584000	7/21/2022	11605000	8/23/2022	21000	7	2022
Service	SEWER	\$217.00	8/23/2022					21000	7	2022
Service	DOT 1	\$10.50	8/23/2022						7	2022
Service	DOT 2	\$10.50	8/23/2022						7	2022
Service	WELL	\$24.50	8/23/2022						7	2022
Surcharge	STATE/CITY	\$0.00	8/23/2022						7	2022
	Cur Charges	\$479.50	8/23/2022						7	2022
	Total	\$479.50	8/23/2022						7	2022
Calculation Number 102										
Calculation Number 103										
	Prev Bal	\$479.50							8	2022
	Receipt	\$479.50	8/26/2022						8	2022
Service	WATER	\$217.00	9/26/2022	11605000	8/23/2022	11626000	9/26/2022	21000	8	2022
Service	SEWER	\$217.00	9/26/2022					21000	8	2022
Service	DOT 1	\$10.50	9/26/2022						8	2022
Service	DOT 2	\$10.50	9/26/2022						8	2022
Service	WELL	\$24.50	9/26/2022						8	2022
Surcharge	STATE/CITY	\$0.00	9/26/2022						8	2022
	Cur Charges	\$479.50	9/26/2022						8	2022
	Total	\$479.50	9/26/2022						8	2022

Calculation Number 103
 For 01-00002615-00-9 Prairie Winds Mobile Home



Catalis
3025 Windward Plaza, Ste 200
Alpharetta, GA 30005

Quote Ref#: 20220755
Date: August 14, 2023
Quote valid for 60 days

12H

WORDER FORM

Client Information

Clients:	Town of Hermosa	Address:	PO Box 298
Contact Name:	Gail Boddicker		230 Main St.
Email Address:	gail@hermosasd.com		Hermosa, SD
Phone:	605-255-4291		57744

Terms and Conditions

Subscription Start Date:	May 1, 2024	Payment Method:	EFT
Subscription End Date:	April 30, 2025	Auto-Renewal:	Yes

Products and Services

	<u>Year 1</u>
Website Management (Sched. A)	\$1,000
SUBTOTAL	\$1,000

Notes

Subscription Fee(s), are invoiced each year on the annual anniversary of this Agreement.
Fees do not include applicable Taxes.

Acceptance

Client acknowledges and agrees that this Order Form shall become legally binding, and Client shall be bound by the terms and conditions of the Catalis Terms and Conditions found at <https://govcontract.wpengine.com/saas-terms-conditions/>

Effective Date: _____

Town of Hermosa

Catalis Public Works & Citizen Engagement, LLC

Per: _____

Per: _____

Name: _____

Name: _____

Title: _____

Title: _____



Catalis
3025 Windward Plaza, Ste 200
Alpharetta, GA 30005

Quote Ref#: 20220755
Date: August 14, 2023
Quote valid for 60 days

SCHEDULE A – WEB DESIGN AND MAINTENANCE SERVICES

WEBSITE FEATURES INCLUDED	
ALL-INCLUSIVE PACKAGE:	
<i>Basic Municipal Set up Package includes hosting, design, tech support, basic municipal web applications, automatic updates, Mobile View, data backups, and all existing and new website features.</i>	
SSO	Inc.
Admin Dashboard	Inc.
Automatic Feature Updates	Inc.
Accessibility Development	Inc.
Responsive Designs (NO REDESIGNS)	Inc.
North America Hosting	Inc.
SSL Certificates	Inc.

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SDML ANNUAL CONFERENCE 2023

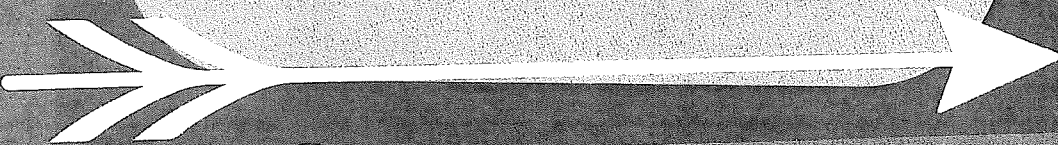
Featuring Keynote Speaker
Matt Lehrman: INSPIRATION AND INSTRUCTION IN TIMES OF DISRUPTION AND DIVISION

- Keep current on timely topics.
- Network and share best practices.
- Find inspiration.
- Attend business meetings.
- Discover new products.
- Recharge with socials and activities.



SDML Members
\$125/person

Non-members
\$225/person



OCTOBER 3-6TH

Rapid City

REGISTRATION NOW OPEN!

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8.1 Town Manager

Duties and Responsibilities of the Town Manager

Chief Financial Officer
Economic Developer
Contract Manager

Work is performed under the policy direction of the Board of Trustees. Operationally, the Town Manager shall report to the Town Board President.

Responsibilities as the Chief Financial Officer

Responsible to oversee all aspects of Town finances on behalf of the Board of Trustees. Assures State and Federal regulatory compliance. Responsible for all fiscal management of Town funds, insurance administration, licensing, elections, budgets, equalization/assessments, ordinance and resolutions. Develops and implements the financial goals, objectives, policies and procedures for the municipality and ensures that programs are administered and evaluated to meet those goals and objectives. Interacts with the public taking of complaints, requests, and suggestions. Chief Finance Officer duties will also include all responsibilities and obligations as set forth in the South Dakota Codified Laws, including but not necessarily limited to those enumerated in Chapters 1-27, 3-21, 5-24, 5-26, 9-2, 9-4, 9-5, 9-11, 9-13, 9-14, 9-19 through 9-23, 9-25, 9-27, 9-39, 9-43, 9-48, 10-11, 10-12, 11-3, 11-6, 11-9, 12-4, 35-2, 35-3, 35-10 and all other statutes applicable from time to time.

- Invest the Town's funds in accordance with the Board of Trustees' guidelines and sound financial practices.
- Receiving and recording all monies deposited with the Town.
- Issue and administer beer, wine and liquor licensing.
- Special assessment administration.
- Maintains the official records of the Town: ordinances, resolutions, documents, etc.
- Serves as recorder for the Board of Trustees. Records minutes, maintain ordinance book and other Board records. Arranges for publication of minutes of meetings and other public notices.
- Draw and countersign all warrants.
- Keep the corporate seal.
- Examine treasurer's records.

- Audit and adjust all claims against the municipality before they come before the governing board.
- Administers water and sewer enterprise funds (billing, receipts and accounts)
- Certify annual tax levy to County Auditor.
- Maintain special assessment record.
- File bonds of all employees and officials.
- Prepare, publish and file annual financial report.
- Maintain bond record.
- Administers licensing for transient merchants, peddlers, solicitors and pawn brokers.
- Maintain a file of annual inventories.
- Coordinates and oversees municipal elections.
- Administers oath of office to public officials.
- Responsible for policy development, program planning, and long-range fiscal management.
- Responsible for accomplishing department objectives and setting goals within guidelines established by the Board of Trustees.
- Secures funding sources through contracts and grant applications.
- Prepare reports and correspondence on special projects.
- Supervises all aspects of the Town Office and administration, and provides operational direction of the Town's office and staff.
- Approve permits as delegated by the Board of Trustees.

Responsibilities as the Economic Developer

- As the Economic Developer you are responsible for planning, designing, and implementing economic development strategies, as well as acting as a key liaison between public and private sector and the community
- Be the Town's point of contact for Hermosa Connects Inc. and attend monthly meetings.
- Develop a community asset report and needs report to attract businesses to the community.
- Monitor trends and changes in the economy that could impact the community's ability to attract and retain businesses.
- Stay up-to-date on available incentive programs and tax credits that could benefit businesses locating in the community.
- Serve as a resource to businesses already located in the community, providing assistance with expansion plans, workforce training, and other needs.

- Maintain accurate records of all contacts and activities related to economic development.
- Conduct research to identify target industries and specific companies that would be a good fit for the community.
- Prepare and deliver presentations to promote the community as a desirable location for businesses.
- Plan and execute events and trade missions designed to attract new businesses to the community.
- Work with local, state. And federal agencies to secure funding for economic development initiatives.
- Manage economic development projects from start to finish, including feasibility studies, market analysis, and project financing.
- Develop and maintain positive relationships with business leaders, key stakeholders, and the community at large.
- Working with the Board of Trustees to create new ordinances and policies that promote economic development.
- Researching economic development initiatives in other regions to identify successful strategies that can be replicated in our community.
- Recruiting businesses from other regions to relocate the to our community.
- Secures funding sources through contracts and grant applications.
- Establish relations build networks, and generate resources to meet the needs of current and future businesses.

Responsibilities as the Contract Manager

- Maintain all contract records and folders as required by South Dakota Codified Laws.
- Monitor all A&E contracts and statements of works/Task orders to ensure compliance and timely delivery of deliverables. Review all contractor status reports and notify the BOT of any discrepancies or issues which will have an adverse effect on the outcome of the project.
- Monitor the public works contract and ensure compliance.

WORK CONDITIONS

- Employees of this position may be subject to working hours beyond that of a normal scope and may be required to report for duty under emergency conditions. - Work assigned may involve extended workdays outside the regular working hours to attend and be present at meetings and community events. - Physical efforts involve standing, sitting, reaching, walking and the

lifting of up to 25 lbs. - Extended periods of sitting/standing and use of computer keyboards/monitors. - Infrequent exposure to the elements and adverse conditions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES OR DISIRE AND ABILITY TO LEARN

- Working knowledge of complex word processing, spreadsheet and querying software. - Working knowledge of accounting practices. - Effective verbal and written skills, good proofreading and spelling skills. - Proficient in the use of business math and understanding and use of basic analytical skills.
- Skill in establishing and maintaining subject matter files.
- Excellent organization skills. - Ability to meet time deadlines.
- Ability to maintain a high level of confidentiality and integrity with regard to customer records, financial material, and other sensitive information.
- Ability to operate office equipment associated with this position. - Ability to pleasantly and effectively interact with the public on a daily basis.
- Ability to communicate effectively orally and in writing.
- Ability to maintain an acceptable public relations image.
- Ability to maintain a high level of accuracy with regards to data entry and processing.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals accurately and quickly.
- Ability to establish successful working relationships.
- Ability to supervise office staff.
- Ability to work under pressure and/or with frequent interruptions.
- Ability to read and comprehend instructions, correspondence, and memos.
- Demonstrates leadership skills of critical thinking, conflict management, and fosters goals of team building.
- Researching, investigating, evaluating and developing resolutions to complex and/or politically sensitive issues, concerns and complaints.
- Expressing ideas clearly, concisely and convincingly with research and preparation of necessary reports.
- Analyzing, reviewing, preparing and presenting financial and economic reports.
- Establishing and maintaining effective working relationships with employees and with the general public.

- Negotiating, developing, administering and executing public and private partnerships, development deals, contracts, grants and professional services.
- Federal, State, County and Town laws, rules, regulations, ordinances related to finances of a municipal government.
- Modern government accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting, and reporting systems, GAAFR, GAAP, and GASB.
- Financial management, government financing, economic principles, budget development and cost control principles and practices.
- Long and short-range strategic planning techniques, economic, social, environmental and physical needs of the municipality.
- Proficient utilizing standard office equipment including the computer systems and applications, internet and e-mail operations.
- Strong understanding of economic principles and their application to community development.
- Excellent research, writing and analytical skills.
- Experience with grant writing and grant management.
- Knowledge of economic and business development principles, practices and procedures.

MINIMUM EDUCATION AND EXPERIENCE

A graduate from an accredited college or university with a degree in accounting, finance, business, public administration, business economic development or a closely related field; and/or five (5) years' progressively responsible accounting work or any equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities. Prior experience in municipal government and fund accounting preferred.

The Town of Hermosa is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the Town of Hermosa provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Proposed
HERMOSA

Policy #4 General Benefits

Request the BOT to approve the below section 4.4 Vacation to replace the current section 4.4 Vacation

4.4 Vacation

Full-time (40 hours per week) and salary employees of the Town of Hermosa shall be entitled to paid vacation. From date of hire to completion of 4 years continuous employment the employee shall accrue leave at 4 hours per pay period. Thirteen days per year. The maximum Carryover hours is 120 hours. After completion of 4 years to completion of 13 years continuous employment the employee shall accrue leave at 6 hours per pay period. Nineteen and ½ days per year. The maximum Carryover hours is 160 hours. After completion of 13 years continuous employment the employee shall accrue leave at 8 hours per pay period. Twenty-six days per year. The maximum Carryover hours is 200 hours. For the purpose of this policy a week shall be understood to be the average hours worked by each individual employee.

The use of vacation time, and the duration to be taken, requires approval of the Board of Trustees.

Saturdays, Sundays and Legal Holidays occurring within a period of annual leave shall not be charged as vacation leave.

POLICY #4 GENERAL BENEFITS

CURRENT
Hermosa

①

4.1 Travel and Meal Allowance

Any employee/trustee traveling for Town purposes shall have the following expenses reimbursed:

Lodging:	Cost of lodging per day
Meals:	In accordance with the current state rates
Mileage:	In accordance with the current state rates

4.2 Insurance

The Town of Hermosa will pay 100% health insurance for all full-time employees. Families may be added at the employee's expense.

4.3 Retirement Plan

All regular full-time employees are required to participate in the South Dakota Retirement System through payroll deduction. Payroll deductions for administrative employees shall not be less than 6% of gross earnings. Payroll deductions for law enforcement employees shall not be less than 8% of gross earnings. In addition, the employer shall match not less than the 6% or 8% deduction requirement and not more than an amount established by the South Dakota Retirement System, which may be adjusted from time-to-time.

4.4 Vacation

Full-time (40 hours per week) employees of the Town of Hermosa shall be entitled to paid vacation. Upon completion of one year the employee shall be entitled to one week paid vacation. Upon completion of two years, the employee shall accrue leave at 6.7 hours per month for years 3 through 7 years of employment and are allowed to accrue the maximum annual leave not in excess of 250 hours; on hire date anniversary of employees 8 through 13 years of employment shall receive 9.9 hours per month; and are allowed to accrue the maximum annual leave not in excess of 300 hours; and on hire date anniversary of 14 years of employment will accrue 13.5 hours monthly thereafter, and are allowed to accrue the maximum annual leave not in excess of 350 hours. The completion of a year shall be determined from the hiring anniversary date to anniversary date. For the purpose of this policy a week shall be understood to be the average hours worked by each individual employee.

The use of vacation time, and the duration to be taken, requires approval of the Board of Trustees.

Saturdays, Sundays and Legal Holidays occurring within a period of annual leave shall not be charged as vacation leave.

4.4.1 Accumulation of Vacation

When an employee quits, or is discharged he/she will be paid for all unused vacation hours that are accumulated at their current rate of pay.

4.5 Sick Leave

Full-time employees will be eligible for Sick Leave after completion of the three-month or

ninety (90) day probationary period.

4.5.1 Accumulation of Sick Leave

After an employee has served the probationary period he/she shall be credited with three (3) days of sick leave and thereafter shall accumulate leave at a rate of one working day for each full month of service. Unused sick leave may be accumulated to a total of thirty (30) working days.

4.5.2 Compensation of Sick Leave

Each day of paid sick leave shall be equivalent to normal working hours of the position of pay at the rate applicable to the employee's wage rate at the start of the absence for which compensation is requested.

4.5.3 Cancellation of Sick Leave

When an employee quits, or is discharged from his employment, any unused accumulation of sick leave shall be canceled.

4.5.4 Use of Accrued Sick Leave

An employee may use accrued sick leave for either personal illness or for the illness of a member of his/her immediate family including: a parent, child, grandparent, sibling, spouse or significant other.

4.5.5 Sick Leave Bank

All employees of the Town of Hermosa, at the discretion of the Town Board, may voluntarily gift to another employee, from their personal accumulated sick leave a portion of their accumulated leave balances if they so choose.

4.5.6 Leave Without Pay

Employees may request leave without pay in extenuating circumstances. Such leave is at the sole discretion of the governing body. It is the policy of the municipality that in circumstances such as these vacation and/or sick time leave will be used in full, before such leave without pay is granted. No additional leave or other benefits shall accrue during such leave without pay.

In the event of a serious or prolonged illness of an employee said employee who has utilized all accumulated sick leave may use all accumulated vacation leave for sick leave. In the event an employee is placed on leave without pay after having utilized all sick leave and vacation leave toward said illness or absence, the Town shall not be required to maintain or continue payment for health insurance benefits for said employee. Provided the Town's insurance carrier will permit continued coverage, the employee may be permitted to pay for said continued health insurance benefits by advancing said health insurance premium to the Town in order to continue said coverage. In the event the Town's insurance carrier will not permit said continued payment and coverage under the Town's policy, the Town shall not be required by this provision in any manner to continue said benefits on behalf of the employee.

If in the opinion of the Finance Officer or Board President, an employee is unfit to perform their duties adequately by reason of physical condition, or may be jeopardizing the health or safety of the other employees; such employee may be required to apply for eligible pension or disability benefits and may be granted a leave of absence.

3.3- Holidays

The Town of Keystone recognized ten (10) Holidays:

New Year's Day	January 1 st
Marin Luther King Day	3 rd Monday in January
Presidents Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Native American Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25 th

When a holiday falls on a Saturday, the preceding Friday is observed as the paid holiday for eligible municipal employees. If a holiday falls on a Sunday, it is observed on the following Monday.

3.4- Health Insurance

The Town of Keystone will pay one hundred percent (100%) for all full time employees. Families may be added at the employee's expense.

3.5- Dental Insurance

The Town of Keystone will pay one hundred percent (100%) for all full time employees. Families may be added at the employee's expense.

3.6- Uniform Allowance

The Town of Keystone will furnish the uniforms and jackets for all employees when needed.

Keystone 3.7- Vacation Time

Full time employees of the Town of Keystone shall be entitled to paid vacation. A full time employee is one who works at least 39 hours per week and who has completed a probation period of six months. Each employee shall accrue leave at 6.7 hours per month for the first seven (7) years of employment and are allowed to accrue the maximum annual leave not in excess of two hundred fifty (250) hours; on hire date anniversary of employees eight (8) through twelve (12) years of employment shall receive 9.9 hours per month, and are allowed to accrue the maximum annual leave not in excess of three hundred (300) hours; and on hire date anniversary of thirteen (13) years of employment

Keystone

2

will accrue 13.5 hours monthly thereafter, and are allowed to accrue the maximum annual leave not in excess of three hundred fifty (350) hours.

3.8- Payment for Unused Vacation Leave

In the event of resignation, retirement, death or termination of his or her employment, every employee shall receive payment for the unused vacation leave which has accrued as of his/her final day on the payroll. Such payment may not exceed the sum of the employee's current hourly wage rate times the accrued hours, not exceeding 250, 300 or 350 hours in accordance with years of employment listed in policy 3.7 above.

3.9- Sick Leave and Accumulated Sick Leave

Each regular full-time employee shall be entitled to 8 hours per month of sick leave with an unlimited accumulation. In order to be entitled to sick leave for illness extending for more than two (2) days in duration, the employee shall, at the request of the Finance Officer or Board President, obtain a doctor's certificate attesting as to the need of such leave. In the event an employee uses more than thirty (30) continuous days of vacation or sick leave, leave benefit will cease to accrue until the employee has returned to working status. Sick leave benefits may be used for the following purposes:

1. Any bonafide non-occupational personal illness or injury. Doctor appointments,
2. Quarantine for contagious disease
3. Serious illness of any member of the immediate family when it can clearly be show that an employees presence is required away from work
4. Maternity or parental leave.

3.10- Payment for unused Sick Leave

A Payment for accrued unused sick leave on termination of employment – Time and manner of payment. Every City employee, who has been continuously employed in a permanent position by the Town of Keystone, for at least seven years prior to the date of the employee's retirement, voluntary resignation, layoff, termination for inability to perform job functions due to physical disability or death, shall receive payment of forty-five percent (45%) of the unused leave of absence for sickness which has accrued as of the employee's final day on payroll. Payment shall be made in a lump sum with the employee's last payroll warrant however, in the case of death of the employee; payment for such accumulated leave of absence for sickness shall be paid as provided under the provisions of SDCL 3-8-8 to 3-8-11, inclusive.

3.11- Sick Leave Bank

All employees of the Town of Keystone, at the discretion of the Town Board, may voluntarily gift to another employee, from their personal accumulated sick leave, and vacation leave , all or a portion of their accumulated leave balances if they so choose.

If no employees in the work unit volunteer for the standby work, it shall be assigned to employees with the least seniority.

20.04. Standby Call Out. An employee who is called in to work while on standby shall be paid premium pay for the actual hours worked.

20.05. Called in to shift early. When an employee is called in to begin work prior to the start of the shift and works continuously into the shift, the employee will be paid straight time for the additional time worked, unless Section 14.03 applies to require premium pay.

**ARTICLE TWENTY-ONE
ANNUAL LEAVE**

21.01. Benefited employees shall be entitled to Annual Leave paid at their regular hourly rate of pay. Full-time employees shall accrue Annual Leave as shown below (part-time employees shall accrue leave on a prorated basis):

Length of Employment (Years)	Accrual Rate/Pay Period (Hours)
Date of hire to completion of 4 years continuous employment	3.08
After completion of 4 years to completion of 13 years continuous employment	4.62
After completion of 13 years continuous employment	6.15

21.02. The following table shows the maximum amount of Annual Leave an employee may carry over each year. Accumulations in excess of this amount will be forfeited on January 1st. A Department Director may, at his sole discretion, allow additional carryover amounts when operational requirements preclude the usage of excess leave.

Length of Employment (Years)	Maximum Carryover (Hours)
Date of hire to completion of 4 years continuous employment	120
After completion of 4 years to completion of 13 years continuous employment	160
After completion of 13 years continuous employment	200

21.03. Use of Annual Leave shall be scheduled as determined by the Department Director, but shall be granted as requested if consistent with the operational requirements of the unit. When such operational requirements limit the number of employees who may take leave, priority shall be based on seniority.

21.04. On or before December 15th of each year, each Department Director shall give employees a ten (10) day period to select Annual Leave for the upcoming calendar year. Such leave will be granted based on seniority and staffing requirements. Any employee not selecting leave during this time shall relinquish seniority rights for the purpose of scheduling Annual Leave. The schedule of seniority leave shall be posted by January 1st.

21.05. An employee may schedule Annual Leave for which they have not yet accrued sufficient time, as long as they actually have sufficient leave time by the date the leave is scheduled.

21.06. Pay for Annual Leave.

- A. All Annual Leave shall be paid at the employee’s regular rate of pay on the date the leave commences.
- B. Employees shall not be allowed to waive Annual Leave and receive double-pay for working during leave.
- C. When an employee leaves employment with the City of Rapid City for any reason, the employee shall be paid for all unused Annual Leave, up to a limit of 160 hours.

**ARTICLE TWENTY-TWO
FUNERAL LEAVE**

22.01. Funeral Leave of up to three (3) days per funeral shall be granted in case of the death of a spouse, child, stepchild, grandchild, parent, grandparent, spouse’s parent or grandparent, step-parent, spouse of an adult child, or sibling. Additionally, if an employee serves as pallbearer for someone other than the relations listed in this Section, he shall be entitled to up to twelve (12) hours of funeral leave per calendar year. Such leave shall be paid at the employee’s regular rate of pay.

22.02. Any additional time required to attend a funeral may be taken as Annual Leave.

**ARTICLE TWENTY-THREE
HOLIDAYS**

23.01. Employees, including employees in their probationary period, not working a holiday recognized in the Agreement shall receive a regular shift’s pay at their regular rate of pay for the holiday. Appendix C lists the recognized holidays, by Department. However, any employee who is scheduled to work on a holiday but refuses to do so shall not be paid for the holiday. Any holiday not worked shall count towards the computation of overtime.

23.02. Employees, including employees in their probationary period, working any holiday recognized in Appendix C shall be paid the premium rate of one and a half (1.5) times their regular rate of pay.

23.03. Each employee who has completed his or probationary period by October 15th of the employee’s first year of employment shall receive two personal holidays. Every year after the first year of employment, each employee shall receive the personal holidays. Employees may not use personal holidays until their probationary period has been completed. Personal holidays shall

FYI

EXERCISING THE VALVES IN YOUR WATER SYSTEM



Mike Moeller, SDARWS Training Specialist

One of the most important things an operator of a water system must have is control of that system. The valves in the system are an integral part of that control. When an operator has to isolate part of the system for any reason, if the valves they are using don't close fully or turn very hard, it makes for a long day for that operator.

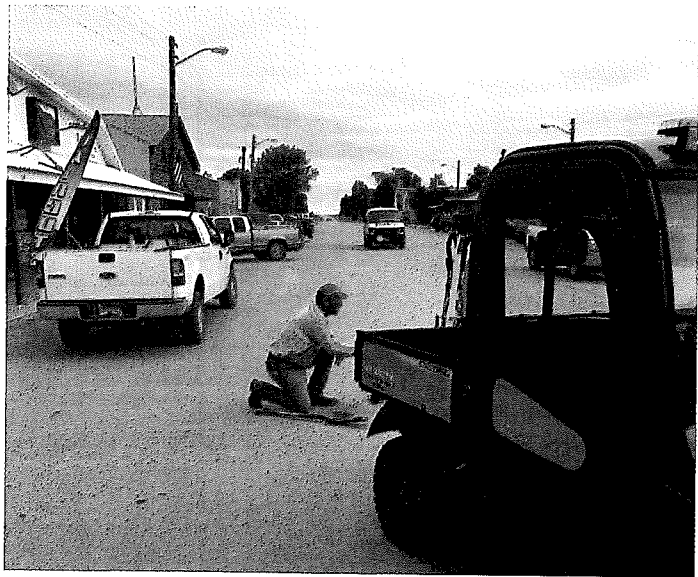
Valve exercising is a preventative maintenance step that can be done periodically to help eliminate problem valves in your system. Exercising the valves ensures the proper function of the valve, and if flushing is done while exercising, it will also pull debris from the seat area of the valve so that the valve can close fully when needed.

South Dakota Association of Rural Water Systems has recently purchased a second valve exerciser. We will have one at our east river office and one at our west river office. SDARWS recommends that you exercise your valves every couple of years. Some of the systems that I have performed valve exercising at have waited longer than a couple of years, and when it came time to exercise them, many of the valves turned very hard. If it had been a severe situation where the valves needed to be turned quickly, they wouldn't have been able to do it.

Another part of the valve maintenance equation is ensuring the valve risers are clean. SDARWS has a hydro-vac at each office and can clean all the debris from the valve risers before exercising them. When a system calls us to exercise valves, we often have to make multiple trips because we find that the valve risers are full of debris and you can't get the valve wrench on the nut to operate the valve. We then have to get our hydro-

vac and clean them before we can exercise them.

If you haven't exercised your system valves in quite some time (or ever), don't be afraid to give SDARWS a call at 605-556-7219 and ask us bring our equipment to assist.



MIKE MOELLER has worked for SDARWS since 2014. He previously worked at Dakota Pump and Control for five years, and served 30 years with the South Dakota National Guard. Mike also holds an Advanced Safety Certificate from the National Safety Council.