

City Council Meeting  
Springfield, South Dakota  
July 7, 2025

The regular meeting of the City Council was held on July 7, 2025, at 6:35pm at the CSC. The meeting was called to order by Mayor Kostal. The Pledge of Allegiance was spoken. Roll Call: Burch (via phone), Dietsch, Ludens, Mueller and Mayor Kostal were present. Also present, City Attorney Beau Barrett, Finance Officer Larson, Asst. F.O. Rothschadl, *Springfield Times Reporter* Bochman, Carol Hagen (via phone), Bob and Mary Van Oort, Richie Ludens, Dave Feilmeier, and Bayden Schneider.

**Monthly Items:** Agenda Approval: Mueller moved, Dietsch second to approve the agenda as amended. All voted in favor, motion carried. Executive Session: Mayor Kostal called for Executive Session pursuant to SDCL 1-25-2 (1) Personnel. Ludens moved, Mueller second to enter Executive Session. Entered at 6:39 pm and exited at 7:30 pm. Ludens moved, Dietsch second to authorize offering applicant police officer position. All voted in favor, motion carried. Minutes Approval: Mueller moved, Ludens second to approve the minutes of June 2, 2025 meeting. All voted in favor, motion carried. Claims Approval: Ludens moved, Dietsch second to approve the claims. All voted in favor, motion carried. A-OX Welding Supply, supplies, 79.70; Agap LLC, lagoon pump repair, 171.83; Appeara, rugs & supplies, 176.22; Aqua-Pure, chemical, 643.50; AT&T, utilities, 216.04; B&H Publishing, publishing, 285.92; Barnes & Noble, books, 95.18; B-Y Electric, utilities, 87.00; Dane Boeckman, 8u baseball coach, 400.00; Katelyn Burch, 8u & 12u softball coach, 800.00; CFC, supplies, 2391.00; Chase Pest Service, pest spraying, 60.00; City of Sioux Falls, water testing, 105.48; City of Springfield, account payment, 82.03; DGR Engineering, airport CIP, 60383.16; Den Herder, Hovden, & Barrett, attorney services, 919.36; Doug's Food Center, supplies, 995.11; Duininck, Airport CIP PA#5, 870783.15; Dust-Tex, supplies, 254.07; Feimer Construction Inc, WTP PA#27, 75637.10; First Savings Bank, supplies, 375.04; First Savings Bank, pool clothing, 274.07; Goldenwest, utilities, 809.09; Hawkins Inc, chemicals, 2074.14; Kaul's Ag, supplies, 310.60; Sam Knoll, 10u baseball coach, 400.00; Scott Kostal, travel reimbursement, 351.44; Amanda Larson, HR/FO school & budget training travel, 427.15; LEAF, copy contract, 283.34; Luke Repair, supplies, 181.94; Northwestern, utilities, 10065.33; One Source, copies, 231.31; PCC, April billing, 796.05; Public Health Lab, water testing, 181.00; Quill, paper, 39.98; Reemployment Assistance, unemployment, 67.41; Ramkota Hotel, HR/FO school lodging, 714.00; Kayla Rothschadl, HR/FO school, 62.00; Nevaeh Schreiber, water deposit refund, 117.97; Dept of Revenue, sales tax, 63.68; Thomson Reuters-West, SDCL updates, 337.57; Kimberly Tolsma, pool reimbursement, 393.37; TwoTrees Technologies, monthly services, 708.75; Walsh Polygraph, background check, 400.00; Dominick Warmbein, water deposit refund, 150.00; Water & Environmental, water testing, 88.00; Williams Sanitation, utilities, 256.00. Payroll Deductions: SD Retirement System 2852.94; Principal Life Insurance 35.83; Avera Health Plans 5024.58; Supplemental Retirement 180.00; Messerli & Kramer P.A. 807.00; Companion Life 123.00; First Savings Bank 9877.75. Payroll by Department: GENERAL- Mayor/Council 969.67; Finance Office 5065.02; Streets 3180.73; Airport 841.14; Ambulance 1388.83; Parks & Rec 2515.59; Parks Pool, 12052.31; Library 533.32; WATER 4232.22; SEWER 5878.32. Finance Officer's Report: Ludens moved, Mueller second to approve the Finance Officer's Report. All voted in favor, motion carried. Donations: Mueller moved, Ludens second to approve donation of \$500.00 to pool from BH Running Club. All voted in favor, motion carried.

**Public Comment:** Carol Hagen spoke regarding concerns of stormwater and drainage. Bob Van Oort spoke regarding the building permit process.

**Official Correspondence:** Mayor Kostal read letter from the Department of Legislative Audit and the thank you from Renner family.

**Mayor and Department Report:** Utilities – See capital improvements projects update. Streets – Patching streets. Assisted with 4<sup>th</sup> of July activities. Airport – See capital improvement projects update. Fire Department – No

Report. Ambulance – 12 June calls, 64 YTD; Potential EMT recruited. Police - No report. Library – Messtival in the park was a success. Parks – Awaiting sand sealing of walking trail. Finance Office – Reviewing election legislation; new office furniture; ACH water payments going well; received Project Boundary Fence results; Open meeting law review next meeting; beginning policy and employee handbook updates. Mayor - Project Prison Reset updates; Elected Official's Workshop July 16-17. Other Partners/Agencies – No report.

**Capital Improvement Projects:** Water Treatment Plant Update - WTP Change Order #16R2 - \$25,125.00: Mueller moved, Ludens second to approve WTP Change Order #16 for \$25,125.00. All voted in favor, motion carried. WTP Change Order #17 – \$3,557.14: Ludens moved, Dietsch second to approve WTP Change Order #17 for \$3,557.14. All voted in favor, motion carried. WTP Change Order #18 - \$0.00: Dietsch moved, Mueller second to approve WTP Change Order #18 for \$0.00. All voted in favor, motion carried. WTP Change Order #19 - \$80,000.00: Mueller moved, Dietsch second to approve WTP Change Order #19 for \$80,000.00. All voted in favor, motion carried. Furniture and lab supplies have been ordered; CSC bathroom ADA accessibility remodel; restoration of old clear well. Airport – Duininck Pay App #5 - \$870,783.15: Mueller moved, Dietsch second to approve Airport Duininck Pay App #5 for \$870,783.15. All voted in favor, motion carried. Dave with DGR provided an update on the Airport Runway Pavement project.

**Old Business:** Abandoned Properties - No action. Approve 2026-2030 Capital Infrastructure Plan – Dietsch moved, Mueller second to pick up 2026-2030 Capital Infrastructure Plan from table. All voted in favor, motion carried. Mueller moved, Dietsch second to approve 2026-2030 Capital Infrastructure Plan as presented. All voted in favor, motion carried.

**New Business:** Zoning Ordinance Discussion – City Attorney Beau Barrett presented proposed zoning ordinance amendments. Approve First Savings Bank Building Permit – Mueller moved, Burch second to approve the First Savings Bank Building Permit as requested. All voted in favor, motion carried. Approve Restroom & Changing Room Access Policy - Mueller moved, Dietsch second to approve the Restroom & Changing Room Access Policy as presented. All voted in favor, motion carried.

**Other Business:** Ludens expressed concern regarding pool concrete breakup.

**Adjournment:** Mueller moved, Ludens second to adjourn. All voted in favor, motion carried. Meeting adjourned at 9:42 pm.

Scott L. Kostal  
Mayor

Amanda Larson  
Finance Officer

Published one time at an approximate cost of \_\_\_\_\_.





RECONCILIATION OF CASH ASSETS  
July 2025

REPORTED BALANCE		Beginning Balance	Receipts	Disbursements	Transfers In & Out	Changes in A/R	TOTAL
101	101.00	General Fund	\$ 283,257.28	\$ 815,567.54	\$ 985,946.22	\$ 2,442.59	\$ 115,990.48
101	101.01	GF Ambulance Cash	\$ 82,985.44	\$ 4,270.77	\$ 1,259.94	\$ (2,454.44)	\$ 83,541.83
101	104.00	GF FIT	\$ 56,719.90	\$ 184.13	\$ -	\$ -	\$ 56,904.03
101	105.00	GF Savings Certificates	\$ 11,500.00	\$ -	\$ -	\$ -	\$ 11,500.00
101	105.01	GF Savings Certificates - Ambulance	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00
101	107.40	HWY C/O Payloader Restricted	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
272	101.00	RLF Fund	\$ 120,998.81	\$ 889.51	\$ -	\$ -	\$ 121,888.32
272	104.00	RLF Fund - FIT	\$ 11,344.42	\$ 36.78	\$ -	\$ -	\$ 11,381.20
275	105.00	RLF Savings Certificate	\$ 101,000.00	\$ -	\$ -	\$ -	\$ 101,000.00
601	101.00	Liquor Cash	\$ 72,831.26	\$ 5,552.03	\$ -	\$ (0.80)	\$ 78,382.49
602	101.00	Water Fund	\$ 755,171.64	\$ 57,318.73	\$ 92,559.85	\$ (13,655.00)	\$ 723,526.44
602	102.00	Water Cash Change	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00
602	105.00	Water Savings Certificates	\$ 1,046,000.00	\$ -	\$ -	\$ -	\$ 1,046,000.00
602	105.10	Water Depreciation Savings Certificates	\$ 549,000.00	\$ -	\$ -	\$ -	\$ 549,000.00
602	107.10	Water Surcharge Restricted	\$ 380,086.63	\$ 22,437.71	\$ -	\$ -	\$ 402,524.34
602	107.20	WTP Bond Reserve	\$ 22,356.00	\$ -	\$ -	\$ 1,242.00	\$ 23,598.00
602	107.40	WTP Short-Lived Asset	\$ 4,840.00	\$ -	\$ -	\$ -	\$ 4,840.00
602	107.50	WTP C/O Membrane Restricted	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
602	107.90	Water Bid Restricted	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00
604	101.00	Sewer Fund	\$ 145,188.79	\$ 19,196.18	\$ 10,692.82	\$ -	\$ 156,896.48
604	107.00	Sewer Depreciation Restricted	\$ 6,422.03	\$ -	\$ -	\$ -	\$ 6,422.03
604	107.10	Sewer Surcharge Restricted	\$ 484,047.08	\$ 9,440.32	\$ -	\$ -	\$ 493,487.40
TOTAL RECORDED CASH ASSETS::			\$ 4,194,199.28	\$ 934,893.70	\$ 1,090,458.83	\$ (12,425.65)	\$ 21,124.54
							\$ 4,047,333.04

RECONCILED CASH ON HAND AND IN BANK		Ambulance Checking	Money Market Savings	General Fund Checking	FIT & CD's	Other	TOTAL
Bank Balance:: July 29, 2025		\$ 115,198.84	\$ 1,606,010.46	\$ 1,007,975.31	\$ 2,205,785.23	\$ 50.00	\$ 4,935,019.84
Add::							
Deposits in Transit (D)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outstanding Transactions (O)		\$ -	\$ 542.47	\$ 887,144.33	\$ -	\$ -	\$ 887,686.80
Reconciled Bank Balance::		\$ 115,198.84	\$ 1,605,467.99	\$ 120,830.98	\$ 2,205,785.23	\$ 50.00	\$ 4,047,333.04

OTHER RECONCILING ITEMS		Ambulance Checking	Money Market Savings	General Fund Checking	FIT & CD's	Other	TOTAL
Ambulance Checking							\$ 115,198.84
MMSA Balance							\$ 1,605,467.99
Checking Balance							\$ 120,830.98
FIT Balance							\$ 68,285.23
Certificates of Deposit							\$ 2,137,500.00
Petty Cash							\$ 50.00
TOTAL RECONCILED CASH ASSETS::							\$ 4,047,333.04
VARIANCE-REPORTED VS. RECONCILED							\$ -

## 1

[illegible]



FINANCE OFFICER

CITY OF SPRINGFIELD, SOUTH DAKOTA

①

Date 16 July, 2025

Nº 34885

RECEIVED OF Eleanor Renner Memorial \$ 200.00  
Two Hundred + 00/ DOLLARS

Account No.	Amount	
181-00-367.01	200	00

For Library Donation

By Kayla Rothrock

**BUDGET EXPENDITURE TOTALS REPORT AS OF 07/30/2025**  
**CITY OF SPRINGFIELD**

Fund	Act	Account Description	Beginning Budgeted	Mods In/Out	- Total - Budget	Yr-To-Date Expensed	Budget Remaining	% Exp.	Month-T-D Expensed
<b>Expenses</b>									
101	411.5	CONTINGENCY	300,000.00	.00	300,000.00	.00	300,000.00	.0	.00
101	412.1	MAYOR & COUNCIL	30,670.00	.00	30,670.00	14,648.66	16,021.34	47.8	1,983.43
101	414.1	ATTORNEY	10,000.00	.00	10,000.00	3,972.36	6,027.64	39.7	919.36
101	414.2	FINANCE OFFICER	128,025.00	.00	128,025.00	81,728.30	46,296.70	63.8	10,395.57
101	414.6	INSURANCE	27,500.00	.00	27,500.00	25,241.50	2,258.50	91.8	.00
101	419.2	GEN GOV'T BUILDING	33,620.00	.00	33,620.00	7,887.96	25,732.04	23.5	722.73
		<b>SUBTOTAL:</b>	<b>529,815.00</b>	<b>.00</b>	<b>529,815.00</b>	<b>133,478.78</b>	<b>396,336.22</b>	<b>25.2</b>	<b>14,021.09</b>
101	421.0	POLICE	215,050.00	.00	215,050.00	23,829.91	191,220.09	11.1	744.81
101	422.0	FIRE DEPT.	21,200.00	.00	21,200.00	9,836.24	11,363.76	46.4	434.61
		<b>SUBTOTAL:</b>	<b>236,250.00</b>	<b>.00</b>	<b>236,250.00</b>	<b>33,666.15</b>	<b>202,583.85</b>	<b>14.3</b>	<b>1,179.42</b>
101	431.2	HIGHWAY & STREET	222,500.00	.00	222,500.00	68,772.11	153,727.89	30.9	7,407.23
101	431.6	STREET LIGHTING	31,300.00	.00	31,300.00	13,856.77	17,443.23	44.3	1,886.68
101	431.7	SNOW	17,925.00	.00	17,925.00	663.12	17,261.88	3.7	.00
101	435.0	AIRPORT	4,379,550.00	.00	4,379,550.00	1,902,307.85	2,477,242.15	43.4	932,633.07
		<b>SUBTOTAL:</b>	<b>4,651,275.00</b>	<b>.00</b>	<b>4,651,275.00</b>	<b>1,985,599.85</b>	<b>2,665,675.15</b>	<b>42.7</b>	<b>941,926.98</b>
101	441.3	HEALTH WEST NILES	900.00	.00	900.00	810.00	90.00	90.0	810.00
101	446.0	AMBULANCE	70,000.00	.00	70,000.00	30,994.36	39,005.64	44.3	3,714.38
		<b>SUBTOTAL:</b>	<b>70,900.00</b>	<b>.00</b>	<b>70,900.00</b>	<b>31,804.36</b>	<b>39,095.64</b>	<b>44.9</b>	<b>4,524.38</b>
101	452.0	PARK & REC	23,325.00	.00	23,325.00	13,464.23	9,860.77	57.7	3,842.50
101	452.1	PARKS POOL	59,300.00	.00	59,300.00	38,078.84	21,221.16	64.2	18,687.90
101	452.2	PARKS BALL PROGRAM	10,200.00	.00	10,200.00	4,044.38	6,155.62	39.7	1,675.36
101	455.0	LIBRARY	18,275.00	.00	18,275.00	9,004.95	9,270.05	49.3	1,360.38
		<b>SUBTOTAL:</b>	<b>111,100.00</b>	<b>.00</b>	<b>111,100.00</b>	<b>64,592.40</b>	<b>46,507.60</b>	<b>58.1</b>	<b>25,566.14</b>
101	465.0	ECONOMIC DEVELOPMENT	14,300.00	.00	14,300.00	8,432.12	5,867.88	59.0	.00
		<b>SUBTOTAL:</b>	<b>14,300.00</b>	<b>.00</b>	<b>14,300.00</b>	<b>8,432.12</b>	<b>5,867.88</b>	<b>59.0</b>	<b>.00</b>
101	491.0	JUDGMENT BOND	.00	.00	.00	.00	.00	.0	.00
		<b>SUBTOTAL:</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.0</b>	<b>.00</b>
<b>Total Expenses</b>			<b>5,613,640.00</b>	<b>.00</b>	<b>5,613,640.00</b>	<b>2,257,573.66</b>	<b>3,356,066.34</b>	<b>40.2</b>	<b>987,218.01</b>
<b>Other Uses</b>									
101	511.0	TRANSFER OUT	20,000.00	.00	20,000.00	.00	20,000.00	.0	.00
		<b>SUBTOTAL:</b>	<b>20,000.00</b>	<b>.00</b>	<b>20,000.00</b>	<b>.00</b>	<b>20,000.00</b>	<b>.0</b>	<b>.00</b>
<b>Total Other Uses</b>			<b>20,000.00</b>	<b>.00</b>	<b>20,000.00</b>	<b>.00</b>	<b>20,000.00</b>	<b>.0</b>	<b>.00</b>
<hr/>									
<b>Total Expenses and Other Uses At Fund:</b>									
101	<b>***GENERAL FUND</b>		<b>5,633,640.00</b>	<b>.00</b>	<b>5,633,640.00</b>	<b>2,257,573.66</b>	<b>3,376,066.34</b>	<b>40.1</b>	<b>987,218.01 **</b>

Period 7  
Opt #66

BUDGET EXPENDITURE TOTALS REPORT AS OF 07/30/2025  
CITY OF SPRINGFIELD

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Fund	Act	Account Description	Beginning Budgeted	Mods In/Out	- Total - Budget	Yr-To-Date Expensed	Budget Remaining	% Exp.	Month-T-D Expensed
Expenses									
272	465.3	EC DEVELOPMENT	500.00	.00	500.00	.00	500.00	.0	.00
		----- SUBTOTAL:	500.00	.00	500.00	.00	500.00	.0	.00
Total Expenses			500.00	.00	500.00	.00	500.00	.0	.00
Total Expenses and Other Uses At Fund:									
272	***REVOLVING LOAN FUND ***		500.00	.00	500.00	.00	500.00	.0	.00 **

Period 7  
Opt #66

**BUDGET EXPENDITURE TOTALS REPORT AS OF 07/30/2025**  
**CITY OF SPRINGFIELD**

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Fund	Act	Account Description	Beginning Budgeted	Mods In/Out	- Total - Budget	Yr-To-Date Expensed	Budget Remaining	% Exp.	Month-T-D Expensed
		<b>SUBTOTAL:</b>	.00	.00	.00	.00	.00	.0	.00
<b>Expenses</b>									
602	433.0	WATER	.00	.00	.00	.00	.00	.0	.00
602	433.1	SOURCE OF SUPPLY	16,700.00	.00	16,700.00	66.99	16,633.01	.4	.00
602	433.2	WAT POWER & PUMPING	924,200.00	.00	924,200.00	341,931.92	582,268.08	37.0	81,243.38
602	433.3	WATER PURIFICATION	60,000.00	.00	60,000.00	22,823.71	37,176.29	38.0	1,297.15
602	433.4	WATER DISTRIBUTION	45,500.00	.00	45,500.00	18,326.58	27,173.42	40.3	277.65
602	433.5	WATER ADMINISTRATION	135,500.00	.00	135,500.00	77,245.35	58,254.65	57.0	9,391.67
		<b>SUBTOTAL:</b>	1,181,900.00	.00	1,181,900.00	460,394.55	721,505.45	39.0	92,209.85
602	470.0	DEBT SERVICE	155,000.00	.00	155,000.00	86,891.00	68,109.00	56.1	12,413.00
		<b>SUBTOTAL:</b>	155,000.00	.00	155,000.00	86,891.00	68,109.00	56.1	12,413.00
<b>Total Expenses</b>			<b>1,336,900.00</b>	<b>.00</b>	<b>1,336,900.00</b>	<b>547,285.55</b>	<b>789,614.45</b>	<b>40.9</b>	<b>104,622.85</b>
<b>Other Uses</b>									
602	511.0	TRANSFER OUT	279,740.00	.00	279,740.00	.00	279,740.00	.0	.00
		<b>SUBTOTAL:</b>	279,740.00	.00	279,740.00	.00	279,740.00	.0	.00
<b>Total Other Uses</b>			<b>279,740.00</b>	<b>.00</b>	<b>279,740.00</b>	<b>.00</b>	<b>279,740.00</b>	<b>.0</b>	<b>.00</b>
<hr/>									
<b>Total Expenses and Other Uses At Fund:</b>									
602	<b>***WATER</b>		<b>*** 1,616,640.00</b>	<b>.00</b>	<b>1,616,640.00</b>	<b>547,285.55</b>	<b>1,069,354.45</b>	<b>33.9</b>	<b>104,622.85 **</b>



FISCAL REVENUE REPORT FOR 07/30/2025  
CITY OF SPRINGFIELD

Fund	G/L #	Account Description	Estimated Revenue	Yr-to-Date Revenue	Balance of Estimates	Percent Collected	Month-T-D Revenue
<b>Revenue</b>							
101	311.01	GF CURRENT YEAR TAX	279,000.00	157,184.92	121,815.08	56.3 %	2,675.07
101	311.06	GF ALL PRIOR YEARS TAX	12,000.00	2,757.31	9,242.69	23.0 %	.00
101	311.07	GF MOBIL HOME TAX	2,000.00	1,842.73	157.27	92.1 %	.00
101	313.00	GF GENERAL SALES & USE TAX	300,000.00	204,684.07	95,315.93	68.2 %	46,697.49
101	318.00	TAX DEED REVENUE	.00	.00	.00	.0 %	.00
101	319.00	GF PENALTY & INTEREST	700.00	928.56	-228.56	132.7 %	7.56
<b>Taxes</b>			<b>593,700.00</b>	<b>367,397.59</b>	<b>226,302.41</b>	<b>61.9 %</b>	<b>49,380.12</b>
101	321.00	GF LIQUOR LICENSE	.00	.00	.00	.0 %	.00
101	322.00	GF DOG LICENSES	800.00	706.00	94.00	88.3 %	49.00
101	323.00	GF BUILDING PERMITS	300.00	700.00	-400.00	233.3 %	50.00
101	324.00	GF CABLE TV FRANCHISE	4,000.00	3,891.87	108.13	97.3 %	1,277.04
101	329.00	GF OTHER LICENSE & PERMITS	1,000.00	1,094.00	-94.00	109.4 %	220.00
<b>Licenses &amp; Permits</b>			<b>6,100.00</b>	<b>6,391.87</b>	<b>-291.87</b>	<b>104.8 %</b>	<b>1,596.04</b>
101	331.00	FEDERAL GRANT AIRPORT CIP	4,350,000.00	1,570,008.77	2,779,991.23	36.1 %	698,691.08
101	331.01	2024 HLS -CFDA #97.067	.00	11,914.56	-11,914.56	.0 %	.00
101	331.02	2025 RSDG 25SC09	.00	3,941.89	-3,941.89	.0 %	990.00
101	331.03	AIRPORT CIP GRANT -DESIGN	.00	22,918.68	-22,918.68	.0 %	.00
101	334.00	5% STATE AIRPORT CIP	.00	88,495.96	-88,495.96	.0 %	38,816.15
101	334.01	COMMACCESS PCN0A3R	.00	.00	.00	.0 %	.00
101	335.01	GF BANK FRANCHISE TAX	3,200.00	1,995.79	1,204.21	62.4 %	.00
101	335.02	GF MV COMMERCIAL LICENSES 12%	2,000.00	1,024.67	975.33	51.2 %	.00
101	335.03	GF LIQUOR TAX REVERSION	13,000.00	9,234.50	3,765.50	71.0 %	3,020.78
101	335.04	GF MOTOR VEHICLE LICENSES 5%	11,000.00	7,042.27	3,957.73	64.0 %	1,347.88
101	335.08	GF STATE HIGHWAY & BRIDGE FUND	31,000.00	24,510.83	6,489.17	79.1 %	5,246.29
101	338.02	GF CO HWY & BRIDGE RESERVE 25%	1,900.00	1,901.43	-1.43	100.1 %	.00
<b>Intergovernmental Revenue</b>			<b>4,412,100.00</b>	<b>1,742,989.35</b>	<b>2,669,110.65</b>	<b>39.5 %</b>	<b>748,112.18</b>
101	341.00	GF GENERAL GOVERNMENT	.00	7.00	-7.00	.0 %	.00
101	342.01	SPECIAL POLICE SERVICES	.00	.00	.00	.0 %	.00
101	343.00	GF HIGHWAYS AND STREETS	2,000.00	1,656.72	343.28	82.8 %	.00
101	344.02	GF WEED CUTTING AND REMOVAL	.00	.00	.00	.0 %	.00
101	346.00	GF PARK FEES	7,000.00	12,684.75	-5,684.75	181.2 %	4,733.50
101	347.00	GF AMBULANCE	70,000.00	33,847.83	36,352.17	48.1 %	4,270.77
101	349.00	AIRPORT FUEL	2,000.00	589.31	1,410.69	29.5 %	.00
<b>Charges for Goods &amp; Services</b>			<b>81,000.00</b>	<b>48,585.61</b>	<b>32,414.39</b>	<b>60.0 %</b>	<b>9,004.27</b>
101	351.00	GF COURT FINES	.00	.00	.00	.0 %	.00
101	354.00	LIBRARY FINES	.00	.00	.00	.0 %	.00
<b>Fines &amp; Forfeits</b>			<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.0 %</b>	<b>.00</b>
101	361.00	GF INTEREST EARNED	19,000.00	10,451.32	8,548.68	55.0 %	804.83
101	362.10	GF RENTAL COMMUNITY HALL	5,000.00	3,139.50	1,860.50	62.8 %	425.00
101	362.20	GF RENTAL AIRPORT PROPERTY	800.00	5,065.00	-4,265.00	633.1 %	.00
101	362.30	GF RENTAL INDUSTRIAL CROPLAND	.00	1,238.13	-1,238.13	.0 %	.00
101	362.60	GF RENTAL STREET	40.00	25.00	15.00	62.5 %	.00
101	363.01	SPECIAL ASSESSMENTS PRINCIPAL	700.00	1,729.91	-1,029.91	247.1 %	.00
101	363.02	SPECIAL ASSESSMENT INTEREST	200.00	122.23	77.77	61.1 %	.00
101	367.00	GF CONTRIBUTIONS & DONATIONS	2,000.00	5,162.00	-3,162.00	258.1 %	3,000.00
101	367.01	LIBRARY DONATIONS/ GRANTS	2,000.00	1,700.00	300.00	85.0 %	200.00
101	369.00	GF ANY OTHER REVENUE	8,000.00	11,418.00	-3,418.00	142.7 %	7,500.00
101	369.05	GF REVENUE IN LIEU OF TAXES	.00	.00	.00	.0 %	.00
101	369.90	RESTITUTION AND JUDGEMENTS	.00	29.20	-29.20	.0 %	.00
101	369.99	OTHER REVENUE RECOVER	3,000.00	3,553.11	-553.11	118.4 %	.00
<b>Miscellaneous Revenues</b>			<b>40,740.00</b>	<b>43,633.40</b>	<b>-2,893.40</b>	<b>107.1 %</b>	<b>11,929.83</b>

Period 7  
Opt #87

FISCAL REVENUE REPORT FOR 07/30/2025  
CITY OF SPRINGFIELD

Page 3  
07/30/2025@11:57:35 AM

Fund	G/L #	Account Description	Estimated Revenue	Yr-to-Date Revenue	Balance of Estimates	Percent Collected	Month-T-D Revenue
Revenue							
272	341.99	ORIGINATION FEES	.00	.00	.00	.0 %	.00
		<b>Charges for Goods &amp; Services</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.0 %</b>	<b>.00</b>
272	361.00	RLF INTEREST	5,000.00	3,081.66	1,918.34	61.6 %	464.43
		<b>Miscellaneous Revenues</b>	<b>5,000.00</b>	<b>3,081.66</b>	<b>1,918.34</b>	<b>61.6 %</b>	<b>464.43</b>
Total Revenue			5,000.00	3,081.66	1,918.34	61.6 %	464.43
<b>272 REVOLVING LOAN FUND</b>			<b>5,000.00</b>	<b>3,081.66</b>	<b>1,918.34</b>	<b>61.6 %</b>	<b>464.43</b>

FISCAL REVENUE REPORT FOR 07/30/2025  
CITY OF SPRINGFIELD

Fund	G/L #	Account Description	Estimated Revenue	Yr-to-Date Revenue	Balance of Estimates	Percent Collected	Month-T-D Revenue
<b>Revenue</b>							
602	331.02	WATER FED GRANT EPA	.00	.00	.00	.0 %	.00
602	331.03	USDA LOAN CFDA 10.760	.00	.00	.00	.0 %	.00
602	331.04	USDA GRANT CFDA 10.760	775,000.00	313,969.78	461,030.22	40.5 %	.00
602	331.05	CDBG 1919-113	.00	.00	.00	.0 %	.00
602	332.10	CDBG -11AO	.00	.00	.00	.0 %	.00
602	332.20	SRF DW-02 -11AO	.00	.00	.00	.0 %	.00
602	332.30	COMMACCESS PCN0A3R	.00	.00	.00	.0 %	.00
602	334.00	WATER CDBG GRANTS	.00	.00	.00	.0 %	.00
<b>Intergovernmental Revenue</b>			<b>775,000.00</b>	<b>313,969.78</b>	<b>461,030.22</b>	<b>40.5 %</b>	<b>.00</b>
602	361.00	WATER INTEREST	20,000.00	25,059.97	-5,059.97	125.3 %	4,436.58
602	361.10	WATER DEPR. RESERVE INTEREST	15,000.00	10,141.65	4,858.35	67.6 %	444.28
602	366.00	WAT GAIN SALE OF CAPITAL ASSET	.00	.00	.00	.0 %	.00
<b>Miscellaneous Revenues</b>			<b>35,000.00</b>	<b>35,201.62</b>	<b>-201.62</b>	<b>100.6 %</b>	<b>4,880.86</b>
602	371.00	WTP SURCHARGE DEBT SECURITY	300,000.00	157,666.30	142,333.70	52.6 %	22,540.90
602	371.10	SRF DW-02 11AO SURCHARGE	.00	.00	.00	.0 %	.00
<b>Trust and Agency Funds</b>			<b>300,000.00</b>	<b>157,666.30</b>	<b>142,333.70</b>	<b>52.6 %</b>	<b>22,540.90</b>
602	381.00	WATER DEPOSITS	.00	.00	.00	.0 %	.00
602	381.10	WATER METERED SALES	650,000.00	373,560.10	276,439.90	57.5 %	49,394.68
602	381.11	WAT TREATMENT PLANT SURCHARGE	.00	.00	.00	.0 %	.00
602	381.20	WATER BULK WATER SALES	2,000.00	8,868.90	-6,868.90	443.4 %	1,387.50
602	381.30	WAT SALE OF SUPPLIES/MATERIALS	1,000.00	1,743.90	-743.90	174.4 %	992.98
602	381.40	WATER HOOK-UPS	.00	.00	.00	.0 %	.00
602	381.50	WATER TURN ONS	600.00	325.00	275.00	54.2 %	.00
602	381.70	WATER RENTA OF EQUIPMENT	.00	.00	.00	.0 %	.00
602	381.80	WATER RECOVERY OF DIRECT EXPEN	.00	.00	.00	.0 %	.00
602	381.89	WATER RECOVERY NSF CHARGES	100.00	.00	100.00	.0 %	.00
602	381.90	WATER OTHER	.00	31.86	-31.86	.0 %	.00
<b>Enterprise Operating Revenue</b>			<b>653,700.00</b>	<b>384,529.76</b>	<b>269,170.24</b>	<b>58.8 %</b>	<b>51,775.16</b>
<b>Total Revenue</b>			<b>1,763,700.00</b>	<b>891,367.46</b>	<b>872,332.54</b>	<b>50.5 %</b>	<b>79,196.92</b>
<b>Other Financing Sources</b>							
602	391.01	WATER TRANSFER IN	.00	.00	.00	.0 %	.00
602	391.29	SRF LT DEBT FORGIVEN	.00	.00	.00	.0 %	.00
<b>Other Sources</b>			<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.0 %</b>	<b>.00</b>
<b>Total Other Financing Sources</b>			<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.0 %</b>	<b>.00</b>
<b>602 WATER</b>			<b>1,763,700.00</b>	<b>891,367.46</b>	<b>872,332.54</b>	<b>50.5 %</b>	<b>79,196.92</b>



Providing new, quality, hardcover children's books to rural public libraries.

Kelly Namminga  
Evelyn Lang Public Library  
605 8th St  
Springfield, SD 57062

July 7, 2025

Dear Ms. Namminga,

I would like to extend my congratulations to you and your library community for receiving the Children's Book Project grant award from The Pilcrow Foundation. Your library was selected to be sponsored through a generous donation from Drs. Bill Strawbridge & Meg Wallhagen of California. You received 64 books with a total retail value of \$1,199.24. You also received books purchased through donor-sponsored programs. The first program provides an additional \$400.48 worth of math and science books. These additional 20 books are provided by a generous donation from Mr. Hal Berenson & Mrs. Laura Ackerman of Colorado (shared household). The second program provides an additional \$303.71 books related to health and wellness. These 17 books are provided by a generous donation from Drs. Bill Strawbridge & Meg Wallhagen of California (shared household).

Please write to our donors to thank them for their support. Send your thank you notes to me and I will forward your notes with a copy of your report to our donors for you. I have enclosed bookplates for books you received through the matching grant and donor-sponsored programs.

All books provided through the Children's Book Project are for your library's permanent collection and may not be distributed as incentives, gifts, or prizes in any way.

Remember to submit your report! Your community contributed \$400.00 to the grant award. Please recognize your supporters and let us know what you did to celebrate the acquisition of your new books. We may share aspects of your report with our donors in our annual letter, as your celebrations help them connect with the work they support. The narrative can include information about the library and community; how you and/or your sponsors successfully raised funds for the grant; ways in which you publicized and promoted the acquisition of the new books and celebrated your sponsors; and the impact the new books may have had on the library's services and patronage. Include copies of newspaper articles, photographs, and other items. You can send photos electronically. Your letters provide evidence to donors and the IRS that small, rural public libraries do benefit from the Children's Book Project grants. Once you submit your report, your library will be eligible to reapply at any time. Grant recipients who do not submit the required reporting may not be eligible for future grants. Please submit your report by the week of September 29, 2025.

Please do not hesitate to contact me if you have any questions: (541.913.4754) or by email (pilcrowfoundation@gmail.com). I look forward to reading about your celebrations.

Happy reading!

Karren Timmermans  
Executive Director


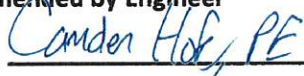
Water Usage Report				
2025				
	Rush-Co	MDSP	Residential	City Total Usage
January	19,900	3,142,900	1,057,090	4,219,890
February	26,700	2,837,200	961,500	3,825,400
March	23,200	2,873,700	908,540	3,805,440
April	18,400	2,863,100	1,196,900	4,078,400
May	47,600	2,717,000	1,562,000	4,326,600
June	30,400	3,395,000	1,916,600	5,342,000
July	17,600	2,548,600	1,329,900	3,896,100
August				-
September				-
October				-
November				-
December				-
<b>Total</b>	183,800	20,377,500	8,932,530	29,493,830
365				Year's Daily Average
Percent	1%	69%	30%	80,805



2025 WATER LOSS REPORT				
				WATER LOSS
2025	WATER PLANT	CUSTOMERS	DIFFERENCE	PERCENTAGE
JANUARY	6,971,500	4,219,890	2,751,610	39%
FEBRUARY	5,698,400	3,825,400	1,873,000	33%
MARCH	5,293,000	3,805,440	1,487,560	28%
APRIL	6,525,200	4,078,400	2,446,800	37%
MAY	6,190,000	4,326,600	1,863,400	30%
JUNE	7,394,000	5,342,000	2,052,000	28%
JULY	4,913,000	3,896,100	1,016,900	21%
AUGUST				#DIV/0!
SEPTEMBER				#DIV/0!
OCTOBER				#DIV/0!
NOVEMBER				#DIV/0!
DECEMBER				#DIV/0!

		GALLONS
JANUARY	NEW PLANT	32000
MARCH	HYDRANT FLUSHING	5500
	FIRE DEPT-VARIOUS FIRES	9400
	MOTEL WATER LEAK	25,000
MAY	HYDRANT FLUSHING	3000
	FD TRAINING & FIRE CALL	6000
	BULK WATER HYDRANT METER	32800
JUNE	HYDRANT FLUSHING	3000
	FIRES	5000
	WATER LEAKS	20,000
JULY	HYDRANT	10,000
	BULK WATER HYDRANT METER	34,000

**Contractor's Application for Payment****Application No.: 28**

Owner: <u>City of Springfield, SD</u>	Engineer's Project No.: <u>15627</u>																												
Engineer: <u>SPN and Associates</u>																													
Contractor: <u>Feimer Construction</u>																													
Project: <u>Water Treatment Plant</u>																													
Application Date: <u>July 18, 2025</u>																													
Application Period: From <u>May 18, 2025</u> to <u>July 18, 2025</u>																													
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 70%;">1. Original Contract Price</td><td style="width: 30%; text-align: right;">\$ 7,321,476.00</td></tr><tr><td>2. Net change by Change Orders</td><td style="text-align: right;">\$ 1,694,128.88</td></tr><tr><td>3. Current Contract Price (Line 1 + Line 2)</td><td style="text-align: right;">\$ 9,015,604.88</td></tr><tr><td>4.a Total Work Completed</td><td style="text-align: right;">\$ 8,180,710.83</td></tr><tr><td>4.b Materials Stored to Date</td><td style="text-align: right;">\$ -</td></tr><tr><td>4.c Less Value of Non-conforming Work</td><td style="text-align: right;"></td></tr><tr><td>5. Retainage</td><td></td></tr><tr><td>    a. 5% X \$ 8,130,358.83 Work &amp; Materials (Milestone 1)</td><td style="text-align: right;">\$ 406,517.94</td></tr><tr><td>    b. 5% X \$ 50,352.00 Work &amp; Materials</td><td style="text-align: right;">\$ 2,517.60</td></tr><tr><td>    c. Total Retainage (Line 5.a + Line 5.b)</td><td style="text-align: right;">\$ 409,035.54</td></tr><tr><td>6. Amount eligible to date (Line 4.a + 4.b - 4.c - Line 5.c)</td><td style="text-align: right;">\$ 7,771,675.29</td></tr><tr><td>7. Less previous payments (Line 6 from prior application)</td><td style="text-align: right;">\$ 7,733,352.29</td></tr><tr><td>8. Amount due this application</td><td style="text-align: right;">\$ 38,323.00</td></tr><tr><td>9. Balance to finish, including retainage (Line 3 - Line 6)</td><td style="text-align: right;">\$ 1,243,929.59</td></tr></table>		1. Original Contract Price	\$ 7,321,476.00	2. Net change by Change Orders	\$ 1,694,128.88	3. Current Contract Price (Line 1 + Line 2)	\$ 9,015,604.88	4.a Total Work Completed	\$ 8,180,710.83	4.b Materials Stored to Date	\$ -	4.c Less Value of Non-conforming Work		5. Retainage		a. 5% X \$ 8,130,358.83 Work & Materials (Milestone 1)	\$ 406,517.94	b. 5% X \$ 50,352.00 Work & Materials	\$ 2,517.60	c. Total Retainage (Line 5.a + Line 5.b)	\$ 409,035.54	6. Amount eligible to date (Line 4.a + 4.b - 4.c - Line 5.c)	\$ 7,771,675.29	7. Less previous payments (Line 6 from prior application)	\$ 7,733,352.29	8. Amount due this application	\$ 38,323.00	9. Balance to finish, including retainage (Line 3 - Line 6)	\$ 1,243,929.59
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<b>Contractor's Certification</b> The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																													
<b>Contractor Approval</b> Signature: <u></u> Date: <u>7/18/25</u>																													
<b>Recommended by Engineer</b> By: <u></u> Title: <u>Project Engineer</u> Date: <u>7/16/25</u>	<b>Approved by Owner</b> By: _____ Title: <u>Mayor</u> Date: _____																												
<b>Approved by Funding Agency</b> By: _____ Date: _____ Title: _____																													

**CHANGE ORDER NO. 20**

Owner: City of Springfield Engineer's Project No.: 15627  
Engineer: SPN & Associates  
Contractor: Feimer Construction Inc  
Project: Water Treatment Plant  
Contract Name: Bid Schedule A with Alternates  
Date Issued: 7/21/2025 Effective Date: 7/21/2025

The Contract is modified as follows upon execution of this Change Order:

**Description:**

The Contract is amended by adding a downspout drain to the west side of the building.

Attachments: Attachment to Change Order 20

Change in Contract Price	Change in Contract Times
Original Contract Price:  \$7,321,476.00	Original Contract Times: Milestone 1 NA Substantial Completion: 12/1/2023 Ready for final payment: 12/31/2023
Increase from previously approved Change Orders No. 1 to No. 19:  \$1,694,128.88	Increase from previously approved Change Orders No.1 to No. 19: Milestone 1 NA Substantial Completion: 706 Ready for final payment: 897
Contract Price prior to this Change Order:  \$9,015,604.88	Contract Times prior to this Change Order: Milestone 1 8/8/2025 Substantial Completion: 11/6/2025 Ready for final payment: 6/15/2026
Increase this Change Order:  \$15,475.00	Increase this Change Order: Milestone 1 Substantial Completion: Ready for final payment:
Contract Price incorporating this Change Order:  \$9,031,079.88	Contract Times with all approved Change Orders: Milestone 1 8/8/2025 Substantial Completion: 11/6/2025 Ready for final payment: 6/15/2026

**Recommended by Engineer**

By: Camden Hoef, PE  
Title: Project Engineer  
Date: 7/24/25

**Accepted by Contractor**

[Signature]  
Corp Officer  
7/24/25

**Authorized by Owner**

By: \_\_\_\_\_  
Title: Mayor  
Date: \_\_\_\_\_

**Approved by Funding Agency**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



**CHANGE ORDER NO. 21**

Owner: City of Springfield Engineer's Project No.: 15627  
 Engineer: SPN & Associates  
 Contractor: Feimer Construction Inc  
 Project: Water Treatment Plant  
 Contract Name: Bid Schedule A with Alternates  
 Date Issued: 7/21/2025 Effective Date: 7/21/2025

The Contract is modified as follows upon execution of this Change Order:

**Description:**

The Contract is amended by adding cost to grade around the existing underground clear well and remove the cost of the clear well cutting and backfilling.

Attachments: Attachment to Change Order 21

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$7,321,476.00		Milestone 1	NA
		Substantial Completion:	12/1/2023
		Ready for final payment:	12/31/2023
Increase from previously approved Change Orders No. 1 to No. 20:		Increase from previously approved Change Orders No.1 to No. 20:	
\$1,709,603.88		Milestone 1	NA
		Substantial Completion:	706
		Ready for final payment:	897
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$9,031,079.88		Milestone 1	8/8/2025
		Substantial Completion:	11/6/2025
		Ready for final payment:	6/15/2026
Increase this Change Order:		Increase this Change Order:	
\$10,500.00		Milestone 1	
		Substantial Completion:	
		Ready for final payment:	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$9,041,579.88		Milestone 1	8/8/2025
		Substantial Completion:	11/6/2025
		Ready for final payment:	6/15/2026

Recommended by Engineer

By: Camden Hofs, PE  
 Title: Project Engineer  
 Date: 7/24/25

Accepted by Contractor

Mike T...  
Corp Officer  
7/24/25

Authorized by Owner

By: \_\_\_\_\_  
 Title: Mayor  
 Date: \_\_\_\_\_

Approved by Funding Agency

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

EJCDC® C-941, Change Order

## APPLICATION AND RECOMMENDATION FOR PAYMENT NO.

6 - ProgressTo City of Springfield, 605 8th St, PO Box 446, Springfield, SD 57062Contract for Reconstruct Rwy 15/33, Rwy 15 Turn Around, Txy A, Apron, & Taxilane AFor work accomplished through the date of July 26, 2025Contractor Duininck, Inc.

---

This application meets the requirements of the Contract Documents.

In accordance with the contract, the undersigned recommends payment to the contractor of the amount due as shown below.

Brian Meyer, DGR Engineering  
Engineer

Dated \_\_\_\_\_

By: \_\_\_\_\_

---

Contractor's Certification

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of Contractor incurred in connection with Work covered by prior Applications and Recommendations for Payment numbered 1 through 6 inclusive; and (2) title to all Work, Materials and equipment incorporated in said Work or otherwise listed in or covered by this Application will pass to Owner at the time of payment free and clear of all liens, claims, security interests or encumbrances (except such as are covered by Bond acceptable to Owner indemnifying Owner against any such lien, claim, security interest or encumbrance); and (3) all work covered by this Application is in accordance with the Contract Documents and not defective as that term is defined in the Contract Documents.

Kristopher Duininck, Duininck, Inc.  
Contractor

Dated \_\_\_\_\_

By: \_\_\_\_\_

Total Work to Date: \$ 3,981,095.04

Original Contract Amount: \$ 4,603,678.31

Less Retainage (5%): \$ 199,054.75

Net Change Orders  
No. 1 Through 1 \$ 66,192.52

Total Due to Date: \$ 3,782,040.29

Adjusted Contract Amount \$ 4,669,870.83

Less Previous Payments: 2,198,650.52

Less Total Payments Due \$ 3,782,040.29

Amount Due This Pay Application: \$ 1,583,389.77

Contract Balance: \$ 887,830.54

The Owner concurs with this Application and Recommendation for Payment.

City of Springfield, Owner

Signature: \_\_\_\_\_

Printed Name: Scott KostalTitle: Mayor

Dated: \_\_\_\_\_



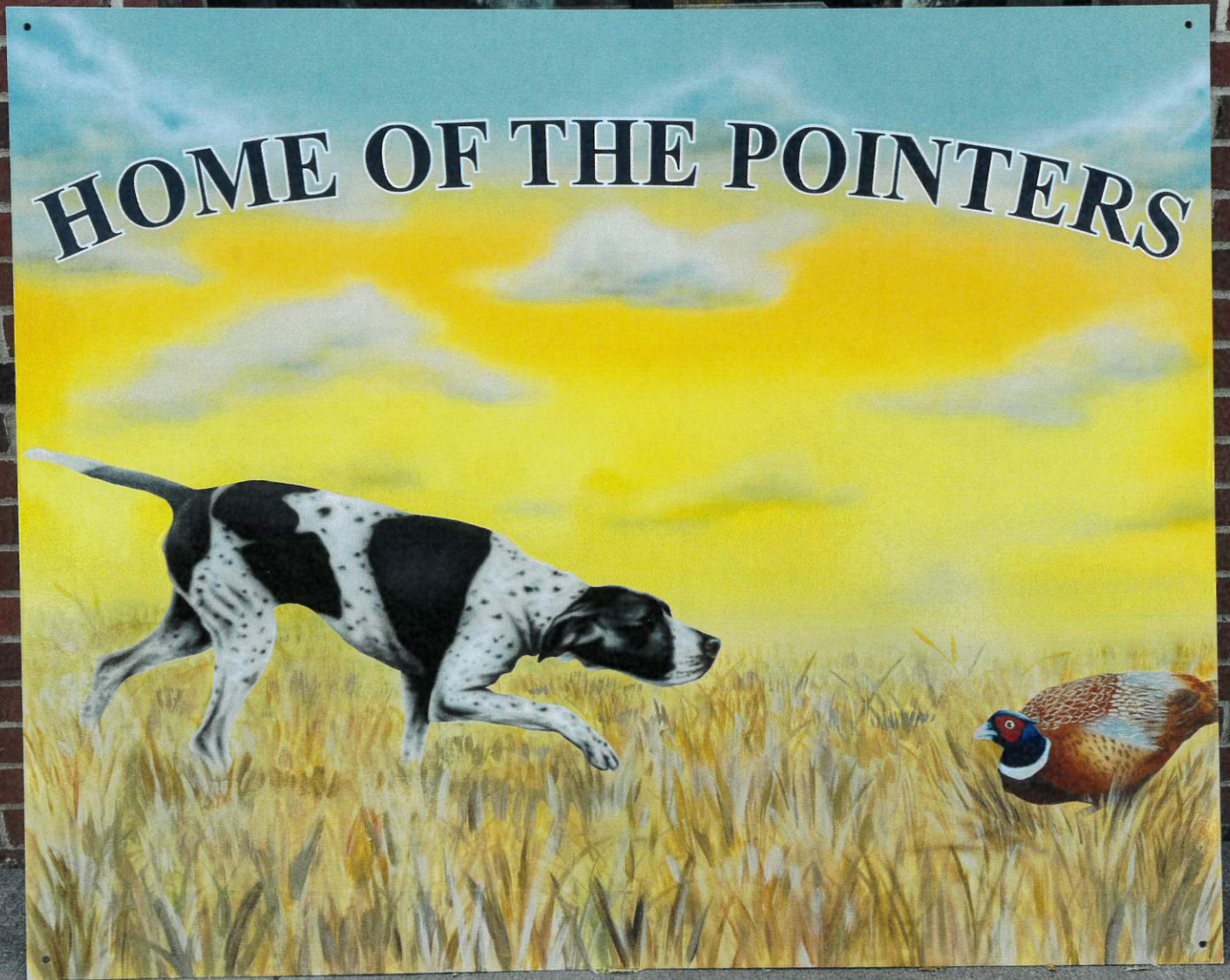
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price:  \$ 4,603,678.31	Original Contract Times: Substantial Completion: <u>July 23, 2025 (Phase 1B &amp; 2)</u> Ready for Final Payment: <u>August 20, 2025</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> :  \$ 66,192.52	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> : Substantial Completion: <u>July 31, 2025 (+3 working days)</u> Ready for Final Payment: <u>August 28, 2025 (+3 working days)</u> days or dates
Contract Price prior to this Change Order:  \$ 4,669,870.83	Contract Times prior to this Change Order: Substantial Completion: <u>July 31, 2025</u> Ready for Final Payment: <u>August 28, 2025</u> days or dates
[Increase] [Decrease] of this Change Order:  \$ 0.00	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>Add 21 Calendar Days</u> Ready for Final Payment: <u>No Change</u> days or dates
Contract Price incorporating this Change Order:  \$ 4,669,870.83	Contract Times with all approved Change Orders: Substantial Completion: <u>August 11, 2025</u> Ready for Final Payment: <u>August 28, 2025</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>Brian D. Meyer</u> Engineer (if required)	By: _____ Owner (Authorized Signature)	By: MITCH HALVORSON <small>Digitally signed by MITCH HALVORSON DN: cn=US, email=halvorson@ejcadc.com, c=US, o=ENR INCORPORATED, ou=MITCH HALVORSON Date: 2025.07.21 13:01:55 -0500</small>
Title: <u>Project Engineer</u>	Title: _____	Title: <u>Contractor (Authorized Signature)</u> <u>Project Manager</u>
Date: <u>7-18-2025</u>	Date: _____	Date: <u>7-21-2025</u>

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_









**SURPLUS**  
**4August2025**

Number	Item	Purchase Date	Purchase Price
C28	Ball Park Lights	1978	\$7200
GEN00342	1997 Ford F250 pickup	2015	\$7500
GEN00400	Office Desk & Credenza	2000	\$845
	Metal Shelving	2024	\$0
I634	Desk Chairs (2)		\$350
	Metal Desk -small		\$0
	Metal Table -small		\$0
	Metal Shelving		\$0

Date Received: \_\_\_\_\_  
17 JUL 2025 PM4:12



**SPECIAL EVENT ON-SITE  
ALCOHOL SALES PERMIT REQUEST**

TO: Springfield City Council

**Springfield Pub** would like to request a Special Event On-Site Liquor License Permit for:

Ban Hammes Inaugural Lincoln Day Dinner to be held on **September 20, 2025**,  
(name of event)

at the Community Service Center, 605 8<sup>th</sup> Street, Springfield, South Dakota.

Thank you,

  
Signature

7-17-25  
Date



**RESOLUTION 2025-02**  
**A RESOLUTION AMENDING LIBRARY BUDGET**

WHEREAS, the City Council of the City of Springfield, South Dakota has determined that city expenditures for expanding the library inventory were paid to the Pilcrow Foundation in the amount of \$400.00 and;

WHEREAS, funds were made available through two donations, Schwab Charitable and Irene Cooley, received in the amounts of \$250.00 and \$150.00, respectively;

WHEREAS, SDCL 9-21-9.2 authorizes the municipality to reimburse for such expenditures to be restored to the fund from which originally withdrawn and the deposit of the same shall restore the budget of such fund in the amount of the reimbursement;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Springfield, South Dakota that the Library budget will be increased by \$400.00.

Dated this 4<sup>th</sup> day of August 2025.

ATTEST:

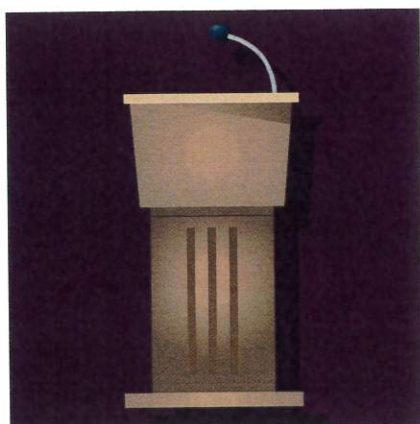
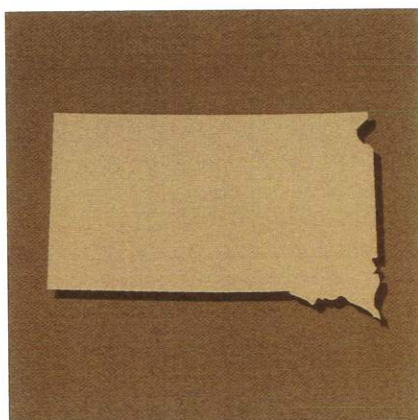
\_\_\_\_\_  
Scott L. Kostal, Mayor

\_\_\_\_\_  
Amanda Larson, Finance Officer

{ SEAL }

Published one time on August 12, 2025.  
At an approximate cost of \$\_\_\_\_\_.





# Conducting the Public's Business in Public

A guide to South Dakota's  
Open Meetings Laws  
*(Revised 2025)*

Prepared by:  
S.D. Attorney General's Office  
*in partnership with the*  
S.D. NewsMedia Association

Published by:  
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1125 32nd Ave. Brookings, SD 57006

**Q: WHAT ARE SOUTH DAKOTA'S OPEN MEETINGS LAWS?**

**A:** South Dakota's open meetings laws embody the principle that the public is entitled to the greatest possible information about public affairs and are intended to encourage public participation in government. SDCL Ch. 1-25 requires that official meetings of public bodies must be public and advance notice is to be given of such meetings. The statutes define an "official meeting" as one where a quorum of the public body is present and at which official business or public policy of the body is discussed or decided. Openness in government is encouraged.

**Q: WHO DOES THE OPEN MEETINGS LAWS APPLY TO?**

**A:** The open meetings laws apply to all public bodies of the state and its political subdivisions. SDCL 1-25-1, 1-25-12(3). This includes cities, counties, school boards and other public bodies created by ordinance or resolution, such as appointed boards, task forces, and committees, so long as they have authority to exercise sovereign power. SDCL 1-25-12(2). Although no court decisions have been issued on the subject, this probably does not include bodies that serve only in an advisory capacity. The State Constitution allows the Legislature and the Unified Judicial System to create rules regarding their own separate functions.

**Q: ARE TELECONFERENCES CONSIDERED PUBLIC MEETINGS?**

**A:** Yes. The open meetings laws allow meetings, including executive or closed meetings, to be conducted by teleconference – defined as an exchange of information by audio, video, or electronic means (including the internet) – if a place is provided for the public to participate. SDCL 1-25-1.5, 1-25-12(5). In addition, for teleconferences where

less than a quorum of the public body is present at the location open to the public, arrangements must also be made for the public to listen by telephone or internet (except for portions of meetings properly closed for executive sessions). SDCL 1-25-1.6. The media and public must be notified of teleconference meetings under the same notice requirements as any other meeting.

**Q: HOW ARE THE PUBLIC AND MEDIA NOTIFIED WHEN PUBLIC BUSINESS IS BEING DISCUSSED?**

**A:** SDCL 1-25-1.1 requires that all political subdivisions (except the state and its boards, commissions, or departments as provided in § 1-25-1.3) prominently post a notice and copy of the proposed agenda at the political subdivision's principal office. At a minimum, the proposed agenda must include the date, time, and location of the meeting and must be visible, readable, and accessible to the public for 24 continuous hours immediately preceding the meeting. Also, if the political subdivision has its own website, the notice must be posted on the website upon dissemination of the notice. For special or rescheduled meetings, political subdivisions must comply with the regular meeting notice requirements as much as circumstances permit. The notice must be delivered in person, by mail, by email, or by telephone to all local news media who have asked to be notified. It is good practice for local media to renew requests for notification of special or rescheduled meetings at least annually.

SDCL 1-25-1.3 varies slightly from SDCL 1-25-1.1 and requires the State and its agencies, boards, commissions, or departments to give notice by posting a proposed agenda at least 72 continuous hours before a meeting is scheduled to start (this does not include any weekend or legal holiday). The State is also required to give notice of a public meeting by posting its proposed agenda on <http://boardsandcommissions.sd.gov>.

**Q: WHO ARE  
LOCAL NEWS MEDIA?**

**A:** There is no definition of "local news media" in SDCL ch. 1-25. "News media" is defined in SDCL 13-1-57 generally as those personnel of a newspaper, periodical, news service, radio station, or television station regardless of the medium through which their content is delivered. The Attorney General is of the opinion that "local news media" is all news media – broadcast and print – that regularly carry news to the community.

**Q: IS A PUBLIC COMMENT  
PERIOD REQUIRED AT  
PUBLIC MEETINGS?**

**A:** Yes. Public bodies are required to provide at every official meeting a period of time on their agenda for public comment. SDCL 1-25-1. Each public body has the discretion to limit public comment as to the time allowed for each topic commented on, and as to the total time allowed for public comment. Public comment is not required at meetings held solely for an executive session, inauguration, presentation of an annual report, or swearing in of elected officials.

**Q: CAN PUBLIC MEETINGS  
BE RECORDED?**

**A:** Yes, SDCL 1-25-11 requires public bodies to allow recording (audio or video) of their meetings if the recording is reasonable, obvious, and not disruptive. This requirement does not apply to those portions of a meeting confidential or closed to the public.

**Q: WHEN CAN A MEETING  
BE CLOSED TO THE  
PUBLIC AND MEDIA?**

**A:** SDCL 1-25-2 allows a public body to close a meeting for the following purposes: 1) to discuss personnel issues pertaining to officers or employees; 2) consideration of the performance or discipline of a student, or the student's participation in interscholastic activities; 3) consulting with legal counsel, or reviewing communications from legal counsel about proposed or pending litigation or

contractual matters; 4) employee contract negotiations; 5) to discuss marketing or pricing strategies of a publicly-owned competitive business; or 6) to discuss information related to the protection of public or private property such as emergency management response plans or other public safety information. The statute also recognizes that executive session may be appropriate to comport with other laws that require confidentiality or permit executive or closed meetings. Federal law pertaining to students and medical records will also cause school districts and other entities to conduct executive sessions or conduct meetings to refrain from releasing confidential information. Meetings may also be closed by cities and counties for certain economic development matters. SDCL 9-34-19.

Note that SDCL 1-25-2 and SDCL 9-34-19 do not require meetings be closed in any of these circumstances.

Any official action based on discussions in executive session must, however, be made at an open meeting.

**Q: WHAT IS THE PROPER  
PROCEDURE FOR EXECUTIVE  
SESSIONS?**

**A:** Motions for executive sessions must refer to the specific state or federal law allowing for the executive session i.e. "pursuant to SDCL 1-25-2(3)." Also, best practice to avoid public confusion would be that public bodies explain the reason for going into executive session. For example, the motion might state "motion to go into executive session pursuant to SDCL 1-25-2(1) for the purposes of discussing a personnel matter," or "motion to go into executive session pursuant to SDCL 1-25-2(3) for the purposes of consulting with legal counsel."

Discussion in the executive session must be strictly limited to the announced subject. No official votes may be taken on any matter during an executive session. The public body must return to open session before any official action can be taken.

**Q: WHAT HAPPENS IF THE MEDIA OR PUBLIC IS IMPROPERLY EXCLUDED FROM A MEETING OR OTHER VIOLATIONS OF THE OPEN MEETING LAWS OCCUR?**

**A:** Excluding the media or public from a meeting that has not been properly closed subjects the public body or the members involved to: (a) prosecution as a Class 2 misdemeanor punishable by a maximum sentence of 30 days in jail, a \$500 fine or both; or (b) a reprimand by the Open Meeting Commission ("OMC"). The same penalties apply if the agenda for the meeting is not properly posted, or other open meeting violations occur.

Also, action taken during any meeting that is not open or has not been properly noticed could, if challenged, be declared null and void.

**Q: HOW ARE ISSUES REFERRED TO THE OPEN MEETINGS COMMISSION ("OMC")?**

**A:** Persons alleging violations of the open meetings laws must make their complaints with law enforcement officials in the county where the offense occurred. After a signed and notarized complaint is made under oath, and any necessary investigation is conducted, the State's Attorney may: (a) prosecute the case as a misdemeanor; (b) find that the matter has no merits and file a report with the Attorney General for statistical purposes; or (c) forward the complaint to the OMC for a determination. The OMC is comprised of five State's Attorneys or Deputy State's Attorneys appointed by the Attorney General. The OMC examines whether a violation has occurred and makes written public findings explaining its reasons. If you have questions on the procedures or status of a pending case, you may contact the Attorney General's Office at 605-773-3215 to talk to an assistant for the OMC. Procedures for the OMC are posted on the website for the Office of Attorney General. <http://atg.sd.gov/>.

**Q: WHAT DOES THE TERM "SOVEREIGN POWER" MEAN?**

**A:** The open meetings laws do not define this term, but it generally means the power to levy taxes, impose penalties, make special assessments, create ordinances, abate nuisances, regulate the conduct of others, or perform other traditional government functions. The term may include the exercise of many other governmental functions. If an entity is unclear whether it is exercising "sovereign power" it should consult with legal counsel.

**Q: MAY AGENDA ITEMS BE CONSIDERED IF THEY ARE ADDED LESS THAN 24 HOURS BEFORE A MEETING?**

**A:** Proposed agendas for public meetings must be posted at least 24 hours in advance of the meeting. The purpose of providing advance notice of the topics to be discussed at a meeting is to provide information to interested members of the public concerning the governing body's anticipated business. Typically, the public body adopts the final agenda upon convening the meeting. At the time the final agenda is adopted, the governing body may add or delete agenda items and may also change the order of business. See *In re Yankton County Commission, Open Meetings Commission Decision # 20-03*, December 31, 2020. New items cannot be added after the agenda has been adopted by the governing body.

Public bodies are strongly encouraged to provide at least 24 hours' notice of all agenda items so as to be fair to the public and to avoid dispute.

For special or rescheduled meetings, public bodies are to comply to the extent circumstances permit. In other words, posting less than 24 hours in advance may be permissible in emergencies.

**Q: ARE EMAIL DISCUSSIONS "MEETINGS" FOR PURPOSES OF THE OPEN MEETINGS LAWS?**

**A:** The definition of an "official meeting" in SDCL 1-25-12(1) specifically includes meetings conducted by "electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform[.]" A quorum of a public body that discusses official business of that body via electronic means is conducting an official meeting for purposes of the open meetings laws. Electronic communications made solely for scheduling purposes do not fall within the definition of an official meeting.

**Q: WHAT RECORDS MUST BE AVAILABLE TO THE PUBLIC IN CONJUNCTION WITH PUBLIC MEETINGS?**

**A:** SDCL 1-25-1.4 requires state boards, commissions, or departments to make public meeting materials available on <http://boardsandcommissions.sd.gov>. SDCL 1-27-1.16 requires that any other public body must post meeting materials on the public body's website or make those materials available to the public at least twenty-four hours prior to the hearing or when made available to the members of the public body, whichever is later. Finally, SDCL 1-27-1.17 requires that draft minutes of public meetings must be made available to the public at the principal place of business for the public body within 10 business days after the meeting (or made available on the website for the public body within five business days).

These laws are in addition to any specific requirements for public bodies (i.e., publication requirements in state laws pertaining to cities, counties, or school districts). Enforcement of public records laws contained in SDCL Ch. 1-27 are handled by separate procedures found in SDCL 1-27-35, et. seq. rather than the open meeting procedures described above. Violations of SDCL 1-27-1.16 and 1-27-1.17 are also Class 2 misdemeanors.

**Q: WHAT REQUIREMENTS APPLY TO TASK FORCES, COMMITTEES AND WORKING GROUPS?**

**A:** Task forces and committees that exercise "sovereign power," and are created by statute, ordinance, or proclamation are required to comply with the open meetings laws. SDCL 1-25-12(1). Task forces, committees, and working groups that are not created by statute, ordinance, or proclamation, or are advisory only, may not be subject to the open meetings laws, but are encouraged to comply to the extent possible when public matters are discussed. Ultimately, if such advisory task forces, committees and working groups present any reports or recommendations to public bodies, the public bodies must wait until the next meeting (or later) before taking final action on the recommendations. SDCL 1-27-1.18.

**Q: ARE PUBLIC BODIES REQUIRED TO REVIEW THE OPEN MEETINGS LAWS?**

**A:** Public bodies must annually review an explanation of the open meetings laws provided by the Attorney General, along with any other material pertaining to the open meetings laws made available by the Attorney General. SDCL 1-25-13. Each public body must report in its minutes that the annual review of the open meetings laws was completed.



## **PERTINENT S.D. OPEN MEETINGS STATUTES**

**(other specific provisions may apply depending on the public body involved)**

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**1-25-1. OPEN MEETINGS.** An official meeting of a public body is open to the public unless a specific law is cited by the public body to close the official meeting to the public.

It is not an official meeting of one public body if its members provide information or attend the official meeting of another public body for which the notice requirements of § 1-25-1.1 or 1-25-1.3 have been met. It is not an official meeting of a public body if its members attend a press conference called by a representative of the public body.

For any event hosted by a nongovernmental entity to which a quorum of the public body is invited and public policy may be discussed, but the public body does not control the agenda, the public body may post a public notice of a quorum, in lieu of an agenda. The notice of a quorum must meet the posting requirements of § 1-25-1.1 or 1-25-1.3 and must contain, at a minimum, the date, time, and location of the event.

The public body shall reserve at every official meeting a period for public comment, limited at the public body's discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment.

Public comment is not required at an official meeting held solely for the purpose of meeting in executive session, an inauguration, presentation of an annual report to the public body, or swearing in of a newly elected official, regardless of whether the activity takes place at the time and place usually reserved for an official meeting.

If a quorum of township supervisors, road district trustees, or trustees for a municipality of the third class meets solely for purposes of implementing previously publicly adopted policy; carrying out ministerial functions of that township, district, or municipality; or undertaking a factual investigation of conditions related to public safety; the meeting is not subject to the provisions of this chapter.

A violation of this section is a Class 2 misdemeanor.

**1-25-1.1. PUBLIC NOTICE OF POLITICAL SUBDIVISIONS.** Each political subdivision shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any official meeting, by posting a copy of the notice, visible to the public, at the principal office of the political subdivision holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the political subdivision's website upon dissemination of the notice, if a website exists. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by

telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, each political subdivision shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

**1-25-1.3. PUBLIC NOTICE OF STATE.** The state shall provide public notice of a meeting by posting a copy of the proposed agenda at the principal office of the board, commission, or department holding the meeting. The proposed agenda shall include the date, time, and location of the meeting, and be visible, readable, and accessible to the public. The agenda shall be posted at least seventy-two hours before the meeting is scheduled to start according to the agenda. The seventy-two hours does not include Saturday, Sunday, or legal holidays. The notice shall also be posted on a state website, designated by the commissioner of the Bureau of Finance and Management. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, the state shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

**1-25-1.5. TELECONFERENCE MEETING.** Any official meeting may be conducted by teleconference. A teleconference may be used to conduct a hearing or take final disposition regarding an administrative rule pursuant to § 1-26-4. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote.

**1-25-1.6. TELECONFERENCE PARTICIPATION.** At any official meeting conducted by teleconference, there shall be provided one or more places at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, that has less than a quorum of the members of the public body participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to official meetings closed to the public pursuant to specific law.

**1-25-2. EXECUTIVE SESSION.** Executive or closed meetings may be held for the sole purposes of:

(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term, employee, does not include any independent contractor;

(2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student or the eligibility of a student to participate in interscholastic activities provided by the South Dakota High School Activities Association;

(3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;

(4) Preparing for contract negotiations or negotiating with employees or employee representatives;

(5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business; or

(6) Discussing information pertaining to the protection of public or private property and any person on or within public or private property specific to:

(a) Any vulnerability assessment or response plan intended to prevent or mitigate criminal acts;

(b) Emergency management or response;

(c) Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed;

(d) Cyber security plans, computer, communications network schema, passwords, or user identification names;

(e) Guard schedules;

(f) Lock combinations;

(g) Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security of critical systems of the building or facility; and

(h) Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear, chemical, or biological agents; or other military or law enforcement equipment or personnel.

However, any official action concerning the matters pursuant to this section shall be made at an open official meeting. An executive or closed meeting must be held only upon a majority vote of the members of the public body present and voting, and discussion during the closed meeting

is restricted to the purpose specified in the closure motion. Nothing in § 1-25-1 or this section prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it. A violation of this section is a class 2 misdemeanor.

**1-25-6. DUTY OF STATE'S ATTORNEY.** If a complaint alleging a violation of chapter 1-25 is made pursuant to § 23A-2-1, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. Upon doing so, the state's attorney shall send a copy of the complaint and any investigation file to the attorney general. The attorney general shall use the information for statistical purposes and may publish abstracts of such information, including the name of the government body involved for purposes of public education; or

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action.

**1-25-6.1. DUTY OF STATE'S ATTORNEY (COUNTY COMMISSION ISSUES).** If a complaint alleges a violation of this chapter by a board of county commissioners, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. The attorney general shall use the information for statistical purposes and may publish abstracts of the information as provided by § 1-25-6;

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action; or

(4) Refer the complaint to another state's attorney or to the attorney general for action pursuant to § 1-25-6.

**1-25-7. REFERRAL TO OMC.** Upon receiving a referral from a state's attorney or the attorney general, the South Dakota Open Meetings Commission shall examine the complaint and investigatory file submitted by the state's attorney or the attorney general and shall also consider signed written submissions by the persons or entities that are directly involved. Based on the investigatory file submitted by the state's attorney or the attorney general and any written responses, the commission shall issue a written determination on whether the conduct violates this chapter, including a statement of the reasons therefor and findings of fact on each issue and conclusions of law necessary for the proposed decision. The final decision shall be made by a majority of the commission members, with each member's vote set forth in the written decision. The final decision shall be filed with the attorney general and shall be provided to the public entity and or public officer involved, the state's attorney,

and any person that has made a written request for such determinations. If the commission finds a violation of this chapter, the commission shall issue a public reprimand to the offending official or governmental entity. However, no violation found by the commission may be subsequently prosecuted by the state's attorney or the attorney general. All findings and public censures of the commission shall be public records pursuant to § 1-27-1. Sections 1-25-6 to 1-25-9, inclusive, are not subject to the provisions of chapter 1-26.

**1-25-8. OMC Members.** The South Dakota Open Meeting Commission is comprised of five state's attorneys or deputy state's attorneys appointed by the attorney general. Each commissioner serves at the pleasure of the attorney general. The members of the commission shall choose a chair of the commission annually by majority vote.

**1-25-12. DEFINITIONS.** Terms used in the open meetings laws mean:

(1) "Official meeting," any meeting of a quorum of a public body at which official business or public policy of that public body is discussed or decided by the public body, whether in person or by means of teleconference or electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform, provided the term does not include communications solely to schedule a meeting or confirm attendance availability for a future meeting;

(2) "Political subdivision," any association, authority, board, municipality, commission, committee, council, county, school district, task force, town, township, or other local governmental entity, which is created by statute, ordinance, or resolution, and is vested with the authority to exercise any sovereign power derived from state law;

(3) "Public body," any political subdivision or the state;

(4) "State," each agency, board, commission, or department of the State of South Dakota, not including the Legislature; and

(5) "Teleconference," an exchange of information by any audio, video, or electronic medium, including the internet.

**1-25-13. ANNUAL REVIEW OF OPEN MEETING LAWS.** Any agency, as defined in § 1-26-1, or political subdivision of this state, that is required to provide public notice of its meetings pursuant to § 1-25-1.1 or 1-25-1.3 must annually review the following, during an official meeting of the agency or subdivision:

(1) The explanation of the open meeting laws of this state published by the attorney general, pursuant to § 1-11-1; and

(2) Any other material pertaining to the open meeting laws of this state provided by the attorney general.

The agency or subdivision must include in the minutes of the official meeting an acknowledgement that the review was completed.

**1-27-1.16. MEETING PACKETS AND MATERIALS.**

If a meeting is required to be open to the public pursuant to § 1-25-1 and if any printed material relating to an agenda item of the meeting is prepared or distributed by or at the direction of the governing body or any of its employees and the printed material is distributed before the meeting to all members of the governing body, the material shall either be posted on the governing body's website or made available at the official business office of the governing body at least twenty-four hours prior to the meeting or at the time the material is distributed to the governing body, whichever is later. If the material is not posted to the governing body's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the governing body is considering the printed material. However, the provisions of this section do not apply to any printed material or record that is specifically exempt from disclosure under the provisions of this chapter or to any printed material or record regarding the agenda item of an executive or closed meeting held in accordance with § 1-25-2. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to printed material, records, or exhibits involving contested case proceedings held in accordance with the provisions of chapter 1-26.

**1-27-1.17. DRAFT MINUTES.** The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.

**1-27-1.18. WORKING GROUP REPORTS.** Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body.