**Common Council Meeting**
**Springfield, South Dakota**
**August 3, 2026**

The regular meeting of the Common Council was held on August 3, 2026 at the CSC. The meeting was called to order at 6:31pm by Mayor Kostal. The Pledge of Allegiance was spoken. Roll Call: Burch (via phone), Dietsch, Ludens, and Mueller were present. Also present, FO Larson, Asst FO Rothschadl, *Springfield Times* Reporter Bochman, Attorney Barrett, Officer Damico, Mike Grosshuesch, Vance Branton, Rusty Williams, Chelle Eischens (via phone), Darren Hunter (via phone) and Mike Long (via phone).

**Public Hearing – Malt Beverage License Application**: No issues or objections were brought forward.

**MONTHLY ITEMS:** Agenda Approval: Burch moved, Dietsch second to approve the agenda as amended. All voted in favor, motion carried. Minutes Approval: Mueller moved, Ludens second to approve the minutes of July 1, 2026, regular meeting and July 14, 2026, special meeting. All voted in favor, motion carried. Claims Approval: Ludens moved, Dietsch second to approve the claims as presented. All voted in favor, motion carried. A-Ox, supplies, 72.05; AGAP LLC, wire pool pump, 127.50; Appeara, rugs & supplies, 130.53; Aqua-Pure, chemicals, 3630.94; AT&T, utilities, 267.06; B&H Publishing, publishing, 453.21; B-Y Electric, utilities, 114.00; Richard Barrett, water deposit refund, 50.00; Big River LLC, water deposit refund, 200.00; Katelyn Burch, water deposit refund, 150.00; Central Farmers Coop, fuel & supplies, 2113.35; Chase Pest Service, spray services, 40.00; City of Sioux Falls, water testing, 131.85; City of Springfield, postage, 50.84; Corporate Trust TFM, C461071-01, 23917.26; Dakota Pump, sewer lid replacements, 4735.73; Den Herder, Hovden, & Barrett, attorney services, 2000.00; Doug's, supplies, 14.56; Doug's, pool concessions, 588.86; Dust Tex, janitorial supplies, 109.34; Meagan Einrem, pool concessions, 69.90; Tim Einrem, JE water deposit, 150.00; Eurofins Drinking Water, water testing, 199.00; Tessa Folkers, water deposit refund, 200.00; First Savings Banks, supplies,275.08; Gerstner Oil, airport fuel, 1835.38; Goldenwest, utilities, 811.57; Travis & Dawn Gores, water deposit refund, 50.00; Alexis Grams, water deposit refund, 200.00; Haase's Heating & Cooling, service call, 1144.42; Harve's Sport Shop, softballs, 94.99; Hawkins, chemical, 1525.76; Ron Hornstra, airport re-dedication supplies, 350.11; JCL Solutions, supplies, 376.73; Russell Jelsma, water deposit refund, 50.00; Kaul's, supplies, 237.78; Amanda Larson, pool concession, 144.83; Leaf, copier contract, 128.79; Lesli Lee, FO school coverage, 400.00; Lance Long, water deposit refund, 150.00; Luke Repair, supplies, 280.54; MC&R Pools, pool supplies, 130.97; Menards, supplies, 19.99; Travis Muellner, water deposit refund, 200.00; Joel Neuman, July 4th coverage, 200.00; Northwestern, utilities, 9154.28; PCC, May, 512.47; Jeff Pearon, water deposit refund, 150.00; Gabrielle Plante, water deposit refund, 150.00; Denise Platt, water deposit refund, 200.00; Liam Quedensley, July 4th coverage, 200.00; Deidra Quedensley, water deposit refund, 150.00; Myles Runyon, July 4th coverage, 200.00; SD One Call, April -June, 117.60; Lois Snethen, water deposit refund, 75.00; SPN, 11AO & RTP engineering, 7000.00; SSYA, 2026 umpire expenses, 1590.00; Straightline Graphics, police graphics, 123.56; Sioux Valley Environmental, WTP parts, 165.00; Thomson Reuters- West, SDCL updates, 374.70; Haleigh Tjeerdsma, water deposit refund, 200.00; Harlan

Tjeerdsma, water deposit refund, 200.00; Two Trees, monthly services x2, 2064.45; Tyndall Ace, supplies, 62.16; Tyndall Napa, supplies, 75.62; Eric & Lottie Von Seggern, water deposit refund, 200.00; Water & Environmental; water testing, 103.00; Michael West, water deposit refund, Williams Sanitation, utilities, 272.00; Brandon Williams, water deposit refund, 200.00; Springfield Pub, water deposit refund, 150.00. Payroll Deductions: SD Retirement System 3932.90; Principal Life Insurance 37.38; Avera Health Plans 4996.56; Supplemental Retirement 50.00; Nebraska Child Support Payment Center 513.00; Companion Life 129.00; First Savings Bank 11040.94. Payroll by Department: GENERAL- Mayor/Council 1339.09; Finance Office 4415.58; Police 4477.34; Streets 3352.10; Airport 862.27; Ambulance 1706.58; Parks & Rec 146.60; Pool 13379.16; Library 823.79; WATER 4846.75; SEWER 6091.62. Finance Officer's Report: Dietsch moved, Ludens second to approve the Finance Officer's Report. All voted in favor, motion carried.

**DONATION(S):** None.

**PUBLIC COMMENT:** None.

**OFFICIAL CORRESPONDENCE:** None.

**DEPARTMENTAL REPORTS**: Reports were reviewed from the following departments – Utilities, Streets, Police, Ambulance, Airport, Library, Finance Office and Mayor. Travis Rohlk hired for street maintenance position at $22.00/hour with August 4, 2026, start date. Rohlk will receive a $.50/hour increase after satisfactory 6-month probation. Lesli Lee hired at $25.00/hour temporary wage for FO School coverage.

**CAPITAL IMPROVEMENT PROJECTS**: Water Treatment Plant Update: Looking to schedule an open house at the Water Treatment Plant.

**OLD BUSINESS**: Second Reading – Ordinance 625 – Section 90.020-90.023, 90.025 Noxious Weeds & Plants: No comments/concerns from public or council. Mueller moved, Dietsch second to approve Second Reading of Ordinance 625 Amending Sections 90.020-90.023,90.025 Noxious Weeds & Plants. All voted in favor by roll call vote, motion carried.

*ORDINANCE 625*
AN ORDINANCE AMENDING Sections 90.020-90.023, 90.025 THE CITY OF SPRINGFIELD. BE IT ORDAINED by the City of Springfield, South Dakota, that Sections 90.020 through 90.023 and 90.025 of Chapter 90, Title IX, of the Revised City Ordinance of the City of Springfield 2023, be amended as follows: WEEDS AND NOXIOUS VEGETATION; § 90.020 NOXIOUS WEEDS AND PLANTS. The following weeds and plants shall be deemed noxious, dangerous, and unhealthful vegetation and are hereby declared to be nuisances: rag weed, thistles of any kind, wild sunflower, goldenrod, cocklebur, sandbur, wild oats, wild mustard, wild lettuce, wild salsify, pig weed, wild firebush, creeping jenny, as well as all weeds or plants declared to be primary noxious weeds or secondary noxious weeds by the State Weed Board; all forms of grasses and grassy weeds exceeding eight (8) inches in height; and all other useless weeds suffered or allowed to grow during the growing season. Exceptions: Plants, including ornamental grasses as opposed to turf and lawn

grasses, flowers, landscaping, and gardens, shall not be restricted to eight inches in growth if they are managed and maintained and do not demonstrate excessive, aggressive, and/or unruly propagation. Managed and maintained plant growth in excess of eight inches shall not obstruct visibility of and accessibility to sidewalks, alleys, streets, intersections, crosswalks, or other public rights of way. (Prior Code, § 4.0601). § 90.021 DUTY OF OCCUPANT, NOTICE. (A) It shall be the duty of the occupant, person in charge, or the owner of any lot or parcel of land in the city to keep such lot or parcel free from any noxious, dangerous, and unhealthful vegetation and particularly as to the weeds and plants mentioned in § 90.020, and to cut or treat, or cause to be cut or treated, that vegetation at such time or times, as may be necessary to prohibit its growth and bearing seed and to prevent the vegetation from growing more than eight inches in height. Exception: Property that is unable to be mowed or cut as a result of a danger of personal physical harm due to topographical or wetland features shall be exempt from the duty to keep cut in this subsection. If treatment of noxious, dangerous and unhealthful vegetation in such areas can be accomplished without risk of physical harm, the duty to treat in this subsection still applies to noxious, dangerous and unhealthful vegetation with the exception of grasses and grassy weeds, unless such treatment would contribute to unsafe erosion. (B) The Street Superintendent, street maintenance workers, or any other person in charge of streets and alleys of the city, shall, in like manner, destroy all such weeds being and growing in the streets and alleys of the city. (C) Whenever noxious, dangerous, and unhealthful vegetation as defined in this Chapter is found within the City, a written notice shall be sent to the owners and to the occupants, if any, setting forth the presence and description of the noxious, dangerous, and unhealthful vegetation on the property and further stating that such vegetation must be cut or treated within ten days after the sending of such notice, and the consequence for failure to comply will be that the City will enter the property with lawful authority to cut or treat such vegetation and charge the owner of record and occupants a fee for such services. The notice shall be sent by certified mail to the pertinent owners and to the occupants, if any, at their last known postal address. Should there be more than one owner of record and/or more than one occupant, notice to one owner or occupant is deemed notice to all owners or occupants as the case may be. (Prior Code, § 4.0602). § 90.022 EXPENSES CHARGED TO OWNER. If noxious, dangerous, and unhealthful vegetation as defined in this Ordinance is not cut or treated within ten days of the notice as provided in § 90.021 above, the owner and occupants are deemed in violation of this Ordinance. In such instances, in addition to all other remedies available to the City under its Ordinances and the law, designated agents of the Town may lawfully enter upon the property and cause the noxious, dangerous, and unhealthful vegetation to be cut or treated. The fees for such cutting and treatment of noxious, dangerous, and unhealthful vegetation shall be set and may be amended from time to time by the Common Council. In consideration of the fee for the service of cutting or treating the noxious, dangerous, and unhealthful vegetation, the Common Council may take into account the going hourly rate for lawn cutting services. In addition to the service fee, the City shall charge as an additional fee the actual cost of any expenses associated with the cutting or treatment, including but not limited to chemicals, equipment rental, equipment loading, transportation expenses and other miscellaneous expenses. The fees charged shall be billed to the owner and occupant, if any, within 15 days after incurrence. In the event that the bill is not paid within 30 days, the charges may be collected by civil action or by means of special assessment against the owners' property. (Prior Code, § 4.0603). § 90.023 TREES IMPEDING PUBLIC WAYS. The owner, occupant, or person in charge of any premises abutting upon any street, road, or alley shall keep all trees upon the premises and the center of the adjoining streets so trimmed that no bough or branch thereof shall hang lower than eight feet above the surface of the street, road, alley, or sidewalk thereon. (Prior Code, § 4.0604). § 90.024 PROXIMITY TO PUBLIC WAYS. (A) The owner, occupant, or person in charge of any premises abutting upon any street, road, or alley shall keep mowed or cut down all noxious, dangerous, and unhealthful vegetation that may grow between the boundary line of the premises and the center of the adjoining street, road, or alley. (B) Provisions described in §§ 90.021 and 90.022 relative to noxious, dangerous, and unhealthful vegetation, the responsibilities of the owner, occupant, or person in charge of any lot or parcel of land, all violations, and procedures for dealing with violations shall also apply to this section. (Prior Code, § 4.0605). § 90.025 OBSTRUCTION OF INTERSECTIONS. No person shall plant or permit to grow upon any premises abutting upon any street, road, or alley any tree, shrub, hedge, or vegetation in such way to obstruct the view of the drivers of vehicles approaching any street intersection. (Prior Code, § 4.0606). Penalty, see § 90.999.

Personnel Policy Manual – Section IV Recruitment & Selection: Ludens moved, Dietsch second to approve Personnel Policy Manual – Section IV Recruitment & Selection Policies 4.1-4.11 and postpone 4.12 to September 3, 2026, meeting. All voted in favor, motion carried. Abandoned/ Property Update: Jones Property –Surveying the property and the next steps with trailer. (Former) Richey Property –Review letter that was previously sent for next steps going forward. Planning & Zoning Ordinance Discussion: Planning & Zoning Committee – Mayor Kostal reiterated the importance of residents joining committees.

**NEW BUSINESS:** Garbage Rate Increase – Resolution 2026-04: Ludens moved, Mueller second to approve the Resolution 2026-04 increasing garbage rates. All voted in favor, motion carried.

*RESOLUTION 2026-04*
WHEREAS, the Common Council of the City of Springfield, South Dakota may establish single person and two or more-person household garbage rate from time to time as per Title V, Chapter 52, Section 52.03 in the City of Springfield, South Dakota Code of Ordinances and having reviewed and evaluated garbage hauler's request for a rate increase; and WHEREAS, the City deems it necessary for the viable operation of the garbage hauler business due to increase of landfill tonnage rates and fuel prices which will become effective September 1, 2026; NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Springfield, South Dakota as per city ordinance hereby authorizes the following garbage rate increase to Single Person Household, one pickup per week $23.00 per month and Two or More Person Household, one pickup per week $29.00 per month. New rates will be implemented and effective September 1, 2026.
Dated this 3rd day of August 2026.

2027 Budget Appropriations – Set Working Meeting Date: Ludens moved, Dietsch second to set the 2027 Budget Appropriations Working Meeting Date for Monday, August 10, 2026 at 8:30am at the Community Services Center. All voted in favor, motion carried. RB License Application – General Store: Mueller moved, Burch second to approve the recommendation for Springfield General Store's RB License Application to be sent to the Department of Revenue. All voted in favor, motion carried. Committee Appointment: Planning & Zoning Committee – V. Branton – Ludens moved, Burch second to approve appointing Vance Branton to the Planning & Zoning Committee. All voted in favor, motion carried. Authorize Building Permit – Cell Tower: Ludens moved, Mueller second to authorize Grinnell Group's Cell Tower Building Permit Application as amended to include a long-term road use maintenance agreement for the alley in addition to a construction road maintenance agreement with temporary access removal no later than May 1, 2027. Three voted in favor, one nay, motion carried. Update Swimming Pool Policy – Section SP1.5 Facility Rules and Section SP1.7 Work Hours & Scheduling: Ludens moved, Dietsch second to approve the updates to the Swimming Pool Policies Section SP1.5 – Facility Rules and Section SP1.7 – Work Hours & Scheduling as amended. All voted in favor, motion carried. Accept Library Board Resignation – R. Peters: Ludens moved, Dietsch second to approve Renee Peters' resignation from the Library Board with thanks for her service. All voted in favor, motion carried. Appoint Library Board Member – S. Weber: Mueller moved, Dietsch second to appoint Sue Weber to fill the remainder of Peters' term on the Library Board. All voted in favor, motion carried. RLF Informational Review: RLF Advisory Board met to update the Revolving Loan Fund document; approval will be on the September 3 meeting agenda. Sidewalk Café Ordinance Discussion: SDCL 35-4-77.1 prohibits the sale and consumption of alcoholic beverages on a sidewalk or walkway subject to a public right-of-way abutting a licensed premises.  This section does not apply to any federal-aid eligible highway unless approved in accordance with the applicable requirements for the receipt of federal aid. Discussion followed regarding what a future Sidewalk Café Ordinance might include.

**OTHER BUSINESS:** An additional nuisance property was identified for consideration.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Ludens moved, Mueller second to adjourn. All voted in favor, motion carried. Meeting adjourned at 8:41pm.

Scott L. Kostal
Mayor

Amanda Larson
Finance Officer
Published one time at an approximate cost of __________

Nominating Petitions are due to the Finance Office by 5:00pm on Tuesday, August 18,2026.
Next Regular City Council Meeting will be Thursday, September 3, 2026, at 6:30pm at the Springfield Community Center.

Opt #17

CITY COUNCIL MEETING
09/03/2026
SEPTEMBER Bills

| | Bills Presented By: | Bills Presented For: | Amount | Check # |
|---|---|---|---|---|
| 1 . | A-OX WELDING SUPPLY CO, INC | SUPPLIES | 48.90 | 54627 |
| 2 . | AGAP LLC | VFD PUMP REPLACEMENT | 12,806.42 | 54628 |
| 3 . | APPEARA | SUPPLIES | 130.53 | 54629 |
| 4 . | AT&T MOBILITY | UTILITIES | 273.06 | 54630 |
| 5 . | B & H PUBLISHING | PUBLISHING | 337.87 | 54631 |
| 6 . | B-Y ELECTRIC | UTILITIES | 139.00 | 54632 |
| 7 . | TRAVIS BERNDT | AIRPORT CLEAN-UP | 2,000.00 | 54633 |
| 8 . | BON HOMME PHARMACY | EPINEPHRINE | 236.50 | 54634 |
| 9 . | BOUND TREE MEDICAL LLC | SUPPLIES | 257.81 | 54635 |
| 10 . | CARDIO PARTNERS | RSDG RR#13 | 904.00 | 54636 |
| 11 . | CENTRAL FARMERS COOP | SUPPLIES | 2,854.94 | 54637 |
| 12 . | CITY OF SIOUX FALLS | WATER TESTING | 52.74 | 54638 |
| 13 . | CORE & MAIN | SUPPLIES | 742.99 | 54639 |
| 14 . | NIKI DEFRIES | RSDG RR#13 FINAL | 600.00 | 54640 |
| 15 . | DEN HERDER, HOVDEN & BARRETT | ATTORNEY SERVICES | 1,020.00 | 54641 |
| 16 . | GRACE DIEDE | OVERPAYMENT REFUND | 148.77 | 54642 |
| 17 . | DOUG'S FOOD CENTER | SUPPLIES | 13.88 | 54643 |
| 18 . | DOUG'S FOOD CENTER | SUPPLIES | 468.53 | 54644 |
| 19 . | DUST-TEX SERVICE INC | JANITORIAL SUPPLIES | 53.42 | 54645 |
| 20 . | FIRST SAVING BANK | SUPPLIES | 426.50 | 54646 |
| 21 . | GENERAL REPAIR SERVICE | SUPPLIES | 1,725.83 | 54647 |
| 22 . | GOLDENWEST COMPANIES | UTILITIES | 812.80 | 54648 |
| 23 . | GR- EMERGENCY VEHICLE | MOVE RADIO, TEAR DOWN OLD | 1,808.50 | 54649 |
| 24 . | HAWKINS INC | CHEMICAL | 50.00 | 54650 |
| 25 . | NANCY HIXON | OVERPAYMENT REFUND | 370.00 | 54651 |
| 26 . | KAISER APPLIANCE & REFRIG | STIHL TRIMMER | 390.24 | 54652 |
| 27 . | KAUL'S AG & AUTO INC | SUPPLIES & LABOR | 1,197.59 | 54653 |
| 28 . | AMANDA LARSON | RSDG RR#13 FINAL | 1,577.50 | 54654 |
| 29 . | LEAF | COPIER INSURANCE | 128.79 | 54655 |
| 30 . | LIQUIDTEK LLC | LAGOON MIXER | 25,975.00 | 54656 |
| 31 . | LUKE REPAIR | FUEL & SUPPLIES | 299.98 | 54657 |
| 32 . | WILLIAM MINDER | RSDG RR#13 FINAL | 360.00 | 54658 |
| 33 . | MOTOROLA SOLUTIONS INC | CAMERA SUBSCRIPTION | 2,389.27 | 54659 |
| 34 . | JESSICA MYERS | RSDG RR#13 FINAL | 1,469.15 | 54660 |
| 35 . | NORTHWESTERN | UTILITIES | 9,503.02 | 54661 |
| 36 . | ONE SOURCE ONE SOLUTION | COPIES | 131.50 | 54662 |
| 37 . | SPN | RTP & 11AO ENGINEERING | 11,200.00 | 54663 |
| 38 . | TWOTREES TECHNOLOGIES | MONTHLY SERVICES | 2,496.00 | 54664 |
| 39 . | WATER & ENVIRONMENTAL | WATER TESTING | 88.00 | 54665 |
| 40 . | TOM WEEK L.S. | SURVEY -WOOD, JONES, AMB | 1,600.00 | 54666 |
| 41 . | WILLIAMS SANITATION | UTILITIES | 272.00 | 54667 |
| | | **TOTAL** | **87,361.03** | |

# RECONCILIATION OF CASH ASSETS
## August 2026

| | | REPORTED BALANCE | Beginning Balance | Receipts | Current Disbursements | Transfers In & Out | Changes in A/R | TOTAL |
|---|---|---|---|---|---|---|---|---|
| 101 | 101.00 | General Fund | $ 454,813.08 | $ 12,571.90 | $ 59,916.03 | $ 2,812.28 | $ (52.38) | $ 410,228.85 |
| 101 | 101.01 | GF Ambulance Cash | $ 114,581.84 | $ 7,306.96 | $ 604.78 | $ (2,681.21) | $ - | $ 118,602.81 |
| 101 | 104.00 | GF FIT | $ 58,960.59 | $ 164.87 | $ - | $ - | $ - | $ 59,125.46 |
| 101 | 105.00 | GF Savings Certificates | $ 311,500.00 | $ - | $ - | $ - | $ - | $ 311,500.00 |
| 101 | 105.01 | GF Savings Certificates - Ambulance | $ 30,000.00 | $ - | $ - | $ - | $ - | $ 30,000.00 |
| 101 | 107.40 | HWY C/O Payloader Restricted | $ 40,000.00 | $ - | $ - | $ - | $ - | $ 40,000.00 |
| 272 | 101.00 | RLF Fund | $ 131,078.72 | $ 593.32 | $ - | $ - | $ - | $ 131,672.04 |
| 272 | 104.00 | RLF Fund - FIT | $ 11,792.58 | $ 32.98 | $ - | $ - | $ - | $ 11,825.56 |
| 275 | 105.00 | RLF Savings Certificate | $ 101,000.00 | $ - | $ - | $ - | $ - | $ 101,000.00 |
| 601 | 101.00 | Liquor Cash | $ 81,639.55 | $ 2,583.50 | $ - | $ - | $ - | $ 84,223.05 |
| 602 | 101.00 | Water Fund | $ 337,144.77 | $ 73,563.87 | $ 20,993.03 | $ (1,319.55) | $ (2,700.76) | $ 385,695.30 |
| 602 | 102.00 | Water Cash Change | $ 50.00 | $ - | $ - | $ - | $ - | $ 50.00 |
| 602 | 105.00 | Water Savings Certificates | $ 1,146,000.00 | $ - | $ - | $ - | $ - | $ 1,146,000.00 |
| 602 | 105.10 | Water Depreciation Savings Certificates | $ 549,000.00 | $ - | $ - | $ - | $ - | $ 549,000.00 |
| 602 | 107.10 | Water Surcharge Restricted | $ 449,457.07 | $ 22,475.81 | $ - | $ (12,433.00) | $ - | $ 459,499.88 |
| 602 | 107.15 | Water Meter Deposits | $ 21,352.00 | $ 800.00 | $ 3,225.00 | $ - | $ - | $ 18,927.00 |
| 602 | 107.20 | WTP Bond Reserve | $ 37,260.00 | $ - | $ - | $ 1,242.00 | $ - | $ 38,502.00 |
| 602 | 107.40 | WTP Short-Lived Asset | $ 9,680.00 | $ - | $ - | $ - | $ - | $ 9,680.00 |
| 602 | 107.50 | WTP C/O Membrane Restricted | $ 20,000.00 | $ - | $ - | $ - | $ - | $ 20,000.00 |
| 602 | 107.90 | Water Bid Restricted | $ 400.00 | $ - | $ - | $ - | $ - | $ 400.00 |
| 604 | 101.00 | Sewer Fund | $ 380,543.23 | $ 23,632.37 | $ 42,130.83 | $ (24.00) | $ (986.11) | $ 361,034.66 |
| 604 | 107.00 | Sewer Depreciation Restricted | $ 6,422.03 | $ - | $ - | $ - | $ - | $ 6,422.03 |
| 604 | 107.10 | Sewer Surcharge Restricted | $ 398,558.01 | $ 9,461.11 | $ - | $ (10.03) | $ - | $ 408,009.09 |
| | | **TOTAL RECORDED CASH ASSETS::** | **$ 4,691,233.47** | **$ 153,186.69** | **$ 126,869.67** | **$ (12,413.51)** | **$ (3,739.25)** | **$ 4,701,397.73** |

| RECONCILED CASH ON HAND AND IN BANK | Ambulance Checking | Money Market Savings | General Fund Checking | FIT & CD's | Other | TOTAL |
|---|---|---|---|---|---|---|
| **Bank Balance::** August 27, 2026 | $ 186,933.41 | $ 2,296,562.62 | $ 77,123.61 | $ 2,208,451.02 | $ 50.00 | $ 4,769,120.66 |
| **Add::** | | | | | | |
| In Transit (D) | $ - | $ 2,106.91 | $ 47,697.31 | $ - | $ - | $ (45,590.40) |
| Outstanding Transactions (O) | $ - | $ - | $ 22,132.53 | $ - | $ - | $ 22,132.53 |
| **Reconciled Bank Balance::** | $ 186,933.41 | $ 2,298,669.53 | $ 75,016.70 | $ 2,208,451.02 | $ 50.00 | **$ 4,701,397.73** |

| OTHER RECONCILING ITEMS | |
|---|---|
| Ambulance Checking | $ 186,933.41 |
| MMSA Balance | $ 2,298,669.53 |
| Checking Balance | $ 7,293.77 |
| FIT Balance | $ 70,951.02 |
| Certificates of Deposit | $ 2,137,500.00 |
| Petty Cash | $ 50.00 |
| **TOTAL RECONCILED CASH ASSETS::** | **$ 4,701,397.73** |
| **VARIANCE-REPORTED VS. RECONCILED** | **$ -** |

| OUTSTANDING | | | Ambulance Checking | Money Market Savings | General Fund Checking | FIT & CD's | Other |
|---|---|---|---|---|---|---|---|
| 27 | Aug | In Transit (D) | $ - | $ 202.03 | $ - | $ - | $ - |
| | | In Transit (D) | $ - | $ 1,904.88 | $ - | $ - | $ - |
| | | Check #54555 (O) | $ - | $ - | $ 200.00 | $ - | $ - |
| | | Check #54567 (O) | $ - | $ - | $ 69.90 | $ - | $ - |
| | | Check #54581 (O) | $ - | $ - | $ 50.00 | $ - | $ - |
| | | Check #54597 (O) | $ - | $ - | $ 200.00 | $ - | $ - |
| | | Check #54604 (O) | $ - | $ - | $ 1,590.00 | $ - | $ - |
| | | Check #54615 (O) | $ - | $ - | $ 150.00 | $ - | $ - |
| | | Check #54618 (O) | $ - | $ - | $ 150.00 | $ - | $ - |
| | | Check #54620 (O) | $ - | $ - | $ 3,931.02 | $ - | $ - |
| | | Check #54621 (O) | $ - | $ - | $ 43.61 | $ - | $ - |
| | | Check #54622 (O) | $ - | $ - | $ 5,829.32 | $ - | $ - |
| | | Check #54623 (O) | $ - | $ - | $ 50.00 | $ - | $ - |
| | | Check #54624 (O) | $ - | $ - | $ 513.00 | $ - | $ - |
| | | Check #54625 (O) | $ - | $ - | $ 144.50 | $ - | $ - |
| | | Check #54626 (O) | $ - | $ - | $ 9,211.18 | $ - | $ - |
| | | Payroll (D) | $ - | $ - | $ 35,185.91 | $ - | $ - |
| | | CFDA #10.760 L1.21 Payment (D) | $ - | $ - | $ 10,640.00 | $ - | $ - |
| | | CFDA #10.760 L2.21 Payment (D) | $ - | $ - | $ 1,773.00 | $ - | $ - |
| | | Check #54566 Mix-Up (D) | $ - | $ - | $ 98.40 | $ - | $ - |
| | | **TOTAL** | **$ -** | **$ 2,106.91** | **$ 69,829.84** | | |

| Fund | G/L # | Account Description | Estimated Revenue | Yr-to-Date Revenue | Balance of Estimates | Percent Collected | Month-T-D Revenue |
|---|---|---|---|---|---|---|---|
| Revenue | | | | | | | |
| 101 | 311.01 | GF CURRENT YEAR TAX | 291,000.00 | 172,371.56 | 118,628.44 | 59.2 % | 843.12 |
| 101 | 311.06 | GF ALL PRIOR YEARS TAX | 5,500.00 | 8,043.94 | -2,543.94 | 146.3 % | .00 |
| 101 | 311.07 | GF MOBIL HOME TAX | 2,500.00 | 1,982.83 | 517.17 | 79.3 % | .00 |
| 101 | 313.00 | GF GENERAL SALES & USE TAX | 325,000.00 | 209,568.35 | 115,431.65 | 64.5 % | 4,271.69 |
| 101 | 318.00 | TAX DEED REVENUE | .00 | 2,316.15 | -2,316.15 | .0 % | .00 |
| 101 | 319.00 | GF PENALTY & INTEREST | 1,000.00 | 1,278.22 | -278.22 | 127.8 % | 11.03 |
| | **Taxes** | | **625,000.00** | **395,561.05** | **229,438.95** | **63.3 %** | **5,125.84** |
| 101 | 321.00 | GF LIQUOR LICENSE | .00 | .00 | .00 | .0 % | .00 |
| 101 | 322.00 | GF DOG LICENSES | 800.00 | 551.00 | 249.00 | 68.9 % | 12.00 |
| 101 | 323.00 | GF BUILDING PERMITS | 600.00 | 550.00 | 50.00 | 91.7 % | 100.00 |
| 101 | 324.00 | GF CABLE TV FRANCHISE | 5,000.00 | 3,711.29 | 1,288.71 | 74.2 % | .00 |
| 101 | 329.00 | GF OTHER LICENSE & PERMITS | 1,000.00 | 1,712.00 | -712.00 | 171.2 % | 30.00 |
| | **Licenses & Permits** | | **7,400.00** | **6,524.29** | **875.71** | **88.2 %** | **142.00** |
| 101 | 331.00 | FEDERAL AIP013-24 (90%) | .00 | .00 | .00 | .0 % | .00 |
| 101 | 331.01 | 2024 HLS -CFDA #97.067 | .00 | .00 | .00 | .0 % | .00 |
| 101 | 331.02 | 2025 RSDG 25SC09 | .00 | 2,902.19 | -2,902.19 | .0 % | 1,852.19 |
| 101 | 331.04 | FEDERAL BIL014-24 (90%) | .00 | .00 | .00 | .0 % | .00 |
| 101 | 331.05 | FEDERAL IIJA015-25 (95%) | .00 | .00 | .00 | .0 % | .00 |
| 101 | 331.06 | FEDERAL AIP016-25 (95%) | .00 | .00 | .00 | .0 % | .00 |
| 101 | 332.10 | 11AO CDBG 2425-104 | .00 | .00 | .00 | .0 % | .00 |
| 101 | 334.00 | STATE AIP013-24 (5%) | .00 | .00 | .00 | .0 % | .00 |
| 101 | 334.01 | GF&P RECREATIONAL TRAILS | 77,800.00 | .00 | 77,800.00 | .0 % | .00 |
| 101 | 334.02 | 11AO DOT PCN 0A3R | .00 | .00 | .00 | .0 % | .00 |
| 101 | 334.03 | AIRPORT DESIGN -5% STATE | .00 | .00 | .00 | .0 % | .00 |
| 101 | 334.04 | STATE BIL014-24 (5%) | .00 | .00 | .00 | .0 % | .00 |
| 101 | 334.05 | STATE IIJA015-25 (2.5%) | .00 | .00 | .00 | .0 % | .00 |
| 101 | 334.06 | STATE AIP016-25 (2.5%) | .00 | .00 | .00 | .0 % | .00 |
| 101 | 335.01 | GF BANK FRANCHISE TAX | 2,500.00 | 1,591.77 | 908.23 | 63.7 % | .00 |
| 101 | 335.02 | GF MV COMMERCIAL LICENSES 12% | 2,000.00 | 2,586.38 | -586.38 | 129.3 % | 1,588.01 |
| 101 | 335.03 | GF LIQUOR TAX REVERSION | 13,000.00 | 9,021.59 | 3,978.41 | 69.4 % | .00 |
| 101 | 335.04 | GF MOTOR VEHICLE LICENSES 5% | 11,000.00 | 8,368.76 | 2,631.24 | 76.1 % | 938.19 |
| 101 | 335.08 | GF STATE HIGHWAY & BRIDGE FUND | 35,000.00 | 25,446.15 | 9,553.85 | 72.7 % | .00 |
| 101 | 336.00 | STATE PAYMENT IN LIEU OF TAXES | .00 | .00 | .00 | .0 % | .00 |
| 101 | 338.02 | GF CO HWY & BRIDGE RESERVE 25% | 1,900.00 | 1,901.43 | -1.43 | 100.1 % | .00 |
| | **Intergovernmental Revenue** | | **143,200.00** | **51,818.27** | **91,381.73** | **36.2 %** | **4,378.39** |
| 101 | 341.00 | GF GENERAL GOVERNMENT | .00 | 6.00 | -6.00 | .0 % | 3.00 |
| 101 | 342.01 | SPECIAL POLICE SERVICES | .00 | .00 | .00 | .0 % | .00 |
| 101 | 343.00 | GF HIGHWAYS AND STREETS | 2,000.00 | 554.53 | 1,445.47 | 27.7 % | 122.13 |
| 101 | 344.02 | GF WEED CUTTING AND REMOVAL | .00 | .00 | .00 | .0 % | .00 |
| 101 | 346.00 | GF PARK FEES | 7,500.00 | 13,540.75 | -6,040.75 | 180.5 % | 1,035.00 |
| 101 | 347.00 | GF AMBULANCE | 70,000.00 | 52,302.77 | 17,697.23 | 74.7 % | 5,454.77 |
| 101 | 349.00 | AIRPORT FUEL | 2,000.00 | 3,979.99 | -1,979.99 | 199.0 % | 528.71 |
| | **Charges for Goods & Services** | | **81,500.00** | **70,384.04** | **11,115.96** | **86.4 %** | **7,143.61** |
| 101 | 351.00 | GF COURT FINES | .00 | .00 | .00 | .0 % | .00 |
| 101 | 354.00 | LIBRARY FINES | .00 | .00 | .00 | .0 % | .00 |
| | **Fines & Forfiets** | | **.00** | **.00** | **.00** | **.0 %** | **.00** |
| 101 | 361.00 | GF INTEREST EARNED | 19,000.00 | 11,550.27 | 7,449.73 | 60.8 % | 2,036.13 |
| 101 | 362.10 | GF RENTAL COMMUNITY HALL | 5,500.00 | 3,475.00 | 2,025.00 | 63.2 % | 610.00 |
| 101 | 362.20 | GF RENTAL AIRPORT PROPERTY | 10,000.00 | 5,953.12 | 4,046.88 | 59.5 % | .00 |
| 101 | 362.30 | GF RENTAL INDUSTRIAL CROPLAND | 2,400.00 | 1,238.12 | 1,161.88 | 51.6 % | .00 |
| 101 | 362.60 | GF RENTAL STREET | 40.00 | -35.00 | 75.00 | -87.5 % | .00 |
| 101 | 363.01 | SPECIAL ASSESSMENTS PRINCIPAL | 1,500.00 | 1,848.80 | -348.80 | 123.3 % | .00 |
| 101 | 363.02 | SPECIAL ASSESSMENT INTEREST | 200.00 | 161.25 | 38.75 | 80.6 % | .00 |

| Fund | G/L # | Account Description | Estimated Revenue | Yr-to-Date Revenue | Balance of Estimates | Percent Collected | Month-T-D Revenue |
|---|---|---|---|---|---|---|---|
| 101 | 367.00 | GF CONTRIBUTIONS & DONATIONS | 4,000.00 | 3,025.00 | 975.00 | 75.6 % | .00 |
| 101 | 367.01 | LIBRARY DONATIONS/ GRANTS | 3,000.00 | .00 | 3,000.00 | .0 % | .00 |
| 101 | 369.00 | GF ANY OTHER REVENUE | 8,000.00 | 4,919.96 | 3,080.04 | 61.5 % | 607.76 |
| 101 | 369.05 | GF REVENUE IN LIEU OF TAXES | .00 | .00 | .00 | .0 % | .00 |
| 101 | 369.90 | RESTITUTION AND JUDGEMENTS | .00 | 51.36 | -51.36 | .0 % | .00 |
| 101 | 369.99 | OTHER REVENUE RECOVER | 3,500.00 | 6,253.11 | -2,753.11 | 178.7 % | .00 |
| | **Miscellaneous Revenues** | | **57,140.00** | **38,440.99** | **18,699.01** | **67.3 %** | **3,253.89** |
| Total Revenue | | | **914,240.00** | **562,728.64** | **351,511.36** | **61.6 %** | **20,043.73** |
| Other Financing Sources | | | | | | | |
| 101 | 391.01 | TRANSFER IN GEN FUND FROM WAT | 200,000.00 | .00 | 200,000.00 | .0 % | .00 |
| 101 | 391.03 | SALE OF GENERAL FIXED ASSETS | .00 | .00 | .00 | .0 % | .00 |
| 101 | 391.11 | TRANSFER IN GEN FUND FROM SEW | 25,000.00 | .00 | 25,000.00 | .0 % | .00 |
| 101 | 391.12 | TRANSFER IN GEN FUND FROM LIQ | 25,000.00 | .00 | 25,000.00 | .0 % | .00 |
| 101 | 391.29 | OTHER LONG TERM DEBT ISSUED | .00 | .00 | .00 | .0 % | .00 |
| | **Other Sources** | | **250,000.00** | **.00** | **250,000.00** | **.0 %** | **.00** |
| Total Other Financing Sources | | | **250,000.00** | **.00** | **250,000.00** | **.0 %** | **.00** |
| **101** | **GENERAL FUND** | | **1,164,240.00** | **562,728.64** | **601,511.36** | **48.3 %** | **20,043.73** |

| 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 |
| | **Charges for Goods & Services** | | **.00** | **.00** | **.00** | **.0 %** | **.00** |
| 272 | 361.00 | RLF INTEREST | 5,000.00 | 2,398.79 | 2,601.21 | 48.0 % | 146.62 |
| | **Miscellaneous Revenues** | | **5,000.00** | **2,398.79** | **2,601.21** | **48.0 %** | **146.62** |
| Total Revenue | | | **5,000.00** | **2,398.79** | **2,601.21** | **48.0 %** | **146.62** |
| **272** | **REVOLVING LOAN FUND** | | **5,000.00** | **2,398.79** | **2,601.21** | **48.0 %** | **146.62** |

| Fund | G/L # | Account Description | Estimated Revenue | Yr-to-Date Revenue | Balance of Estimates | Percent Collected | Month-T-D Revenue |
|---|---|---|---|---|---|---|---|
| Revenue | | | | | | | |
| 601 | 361.00 | LIQUOR INTEREST | .00 | .00 | .00 | .0 % | .00 |
| | | **Miscellaneous Revenues** | **.00** | **.00** | **.00** | **.0 %** | **.00** |
| 601 | 380.50 | LIQUOR 10% VIDEO LOTTERY | 900.00 | 5,527.51 | -4,627.51 | 614.2 % | 803.05 |
| 601 | 380.81 | LIQUOR 10% LIQUOR | 5,000.00 | 4,662.81 | 337.19 | 93.3 % | 579.07 |
| 601 | 380.82 | LIQUOR 5% BEER | 9,000.00 | 5,695.40 | 3,304.60 | 63.3 % | 1,051.38 |
| 601 | 380.99 | LIQUOR OTHER REVENUE | 450.00 | 875.00 | -425.00 | 194.4 % | 150.00 |
| | | **Enterprise Operating Revenue** | **15,350.00** | **16,760.72** | **-1,410.72** | **109.2 %** | **2,583.50** |
| Total Revenue | | | **15,350.00** | **16,760.72** | **-1,410.72** | **109.2 %** | **2,583.50** |
| **601 LIQUOR** | | | **15,350.00** | **16,760.72** | **-1,410.72** | **109.2 %** | **2,583.50** |

| Fund | G/L # | Account Description | Estimated Revenue | Yr-to-Date Revenue | Balance of Estimates | Percent Collected | Month-T-D Revenue |
|---|---|---|---|---|---|---|---|
| Revenue | | | | | | | |
| 602 | 331.04 | USDA GRANT CFDA 10.760 | 250,000.00 | 399,762.61 | -149,762.61 | 159.9 % | .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 | 334.10 | 11AO SRF DW-02 | .00 | .00 | .00 | .0 % | .00 |
| | **Intergovernmental Revenue** | | **250,000.00** | **399,762.61** | **-149,762.61** | **159.9 %** | **.00** |
| 602 | 361.00 | WATER INTEREST | 35,000.00 | 23,199.30 | 11,800.70 | 66.3 % | 1,959.48 |
| 602 | 361.10 | WATER DEPR. RESERVE INTEREST | 20,000.00 | 9,764.75 | 10,235.25 | 48.8 % | 477.24 |
| 602 | 366.00 | WAT GAIN SALE OF CAPITAL ASSET | .00 | .00 | .00 | .0 % | .00 |
| | **Miscellaneous Revenues** | | **55,000.00** | **32,964.05** | **22,035.95** | **59.9 %** | **2,436.72** |
| 602 | 371.00 | WTP SURCHARGE DEBT SECURITY | 270,000.00 | 180,724.93 | 89,275.07 | 66.9 % | 22,640.90 |
| 602 | 371.10 | SRF DW-02 11A0 SURCHARGE | .00 | .00 | .00 | .0 % | .00 |
| | **Trust and Agency Funds** | | **270,000.00** | **180,724.93** | **89,275.07** | **66.9 %** | **22,640.90** |
| 602 | 381.00 | WATER DEPOSITS | .00 | 75.00 | -75.00 | .0 % | .00 |
| 602 | 381.10 | WATER METERED SALES | 650,000.00 | 488,674.63 | 161,325.37 | 75.2 % | 70,050.10 |
| 602 | 381.20 | WATER BULK WATER SALES | 2,500.00 | 4,084.80 | -1,584.80 | 163.4 % | 292.30 |
| 602 | 381.30 | WAT SALE OF SUPPLIES/MATERIALS | 1,500.00 | 1,157.26 | 342.74 | 77.2 % | 679.36 |
| 602 | 381.40 | WATER HOOK-UPS | .00 | .00 | .00 | .0 % | .00 |
| 602 | 381.50 | WATER TURN ONS | 600.00 | 350.00 | 250.00 | 58.3 % | 50.00 |
| 602 | 381.80 | WATER RECOVERY OF DIRECT EXPEN | .00 | 1,063.36 | -1,063.36 | .0 % | .00 |
| 602 | 381.89 | WATER RECOVERY NSF CHARGES | .00 | 25.00 | -25.00 | .0 % | .00 |
| 602 | 381.90 | WATER OTHER | .00 | 11.26 | -11.26 | .0 % | .00 |
| | **Enterprise Operating Revenue** | | **654,600.00** | **495,441.31** | **159,158.69** | **75.7 %** | **71,071.76** |
| Total Revenue | | | **1,229,600.00** | **1,108,892.90** | **120,707.10** | **90.2 %** | **96,149.38** |
| Other Financing Sources | | | | | | | |
| 602 | 391.01 | WATER TRANSFER IN | .00 | 500,000.00 | -500,000.00 | .0 % | .00 |
| | **Other Sources** | | **.00** | **500,000.00** | **-500,000.00** | **.0 %** | **.00** |
| Total Other Financing Sources | | | **.00** | **500,000.00** | **-500,000.00** | **.0 %** | **.00** |
| **602 WATER** | | | **1,229,600.00** | **1,608,892.90** | **-379,292.90** | **130.8 %** | **96,149.38** |

| Fund | G/L # | Account Description | Estimated Revenue | Yr-to-Date Revenue | Balance of Estimates | Percent Collected | Month-T-D Revenue |
|---|---|---|---|---|---|---|---|
| Revenue | | | | | | | |
| 604 | 332.10 | 11AO CDBG 2425-104 | .00 | .00 | .00 | .0 % | .00 |
| 604 | 332.20 | SRF CW-02 11AO | .00 | .00 | .00 | .0 % | .00 |
| | **Intergovernmental Revenue** | | **.00** | **.00** | **.00** | **.0 %** | **.00** |
| 604 | 361.00 | SEWER INTEREST | .00 | .00 | .00 | .0 % | .00 |
| 604 | 366.00 | SEW GAIN SALE OF CAPITAL ASSET | .00 | .00 | .00 | .0 % | .00 |
| | **Miscellaneous Revenues** | | **.00** | **.00** | **.00** | **.0 %** | **.00** |
| 604 | 371.00 | SEW SURCHARGE SECURITY OF DEBT | 110,000.00 | 76,332.33 | 33,667.67 | 69.4 % | 9,567.87 |
| 604 | 371.10 | SRF CW-02 11A0 SURCHARGE | .00 | .00 | .00 | .0 % | .00 |
| | **Trust and Agency Funds** | | **110,000.00** | **76,332.33** | **33,667.67** | **69.4 %** | **9,567.87** |
| 604 | 383.10 | SEWER CHARGES | 225,000.00 | 176,093.66 | 48,906.34 | 78.3 % | 23,491.58 |
| 604 | 383.20 | SEWER HOOK-UPS | .00 | .00 | .00 | .0 % | .00 |
| 604 | 383.80 | SEWER RECOVER OF D EXPENDITURE | .00 | .00 | .00 | .0 % | .00 |
| 604 | 383.90 | SEWER OTHER | .00 | .00 | .00 | .0 % | .00 |
| | **Enterprise Operating Revenue** | | **225,000.00** | **176,093.66** | **48,906.34** | **78.3 %** | **23,491.58** |
| Total Revenue | | | **335,000.00** | **252,425.99** | **82,574.01** | **75.4 %** | **33,059.45** |
| Other Financing Sources | | | | | | | |
| 604 | 391.01 | SEWER TRANSFER IN FROM WATER | .00 | .00 | .00 | .0 % | .00 |
| 604 | 391.29 | OTHER LONG TERM DEBT | .00 | .00 | .00 | .0 % | .00 |
| | **Other Sources** | | **.00** | **.00** | **.00** | **.0 %** | **.00** |
| Total Other Financing Sources | | | **.00** | **.00** | **.00** | **.0 %** | **.00** |
| **604 SEWER** | | | **335,000.00** | **252,425.99** | **82,574.01** | **75.4 %** | **33,059.45** |

| Fund | Act | Account Description | Beginning Budgeted | Mods In/Out | - Total - Budget | Yr-To-Date Expensed | Budget Remaining | % Exp. | Month-T-D Expensed |
|---|---|---|---|---|---|---|---|---|---|
| Expenses | | | | | | | | | |
| 101 | 411.5 | CONTINGENCY | 120,000.00 | .00 | 120,000.00 | .00 | 120,000.00 | .0 | .00 |
| 101 | 412.1 | MAYOR & COUNCIL | 31,000.00 | .00 | 31,000.00 | 16,120.78 | 14,879.22 | 52.0 | 1,928.53 |
| 101 | 414.1 | ATTORNEY | 10,000.00 | .00 | 10,000.00 | 9,626.28 | 373.72 | 96.3 | 2,000.00 |
| 101 | 414.2 | FINANCE OFFICER | 144,800.00 | .00 | 144,800.00 | 92,700.82 | 52,099.18 | 64.0 | 9,188.17 |
| 101 | 414.6 | INSURANCE | 32,000.00 | .00 | 32,000.00 | 28,287.04 | 3,712.96 | 88.4 | .00 |
| 101 | 419.2 | GEN GOV'T BUILDING | 28,990.00 | .00 | 28,990.00 | 13,718.78 | 15,271.22 | 47.3 | 2,536.96 |
| | | SUBTOTAL: | 366,790.00 | .00 | 366,790.00 | 160,453.70 | 206,336.30 | 43.7 | 15,653.66 |
| 101 | 421.0 | POLICE | 159,410.00 | .00 | 159,410.00 | 74,867.08 | 84,542.92 | 47.0 | 8,065.04 |
| 101 | 422.0 | FIRE DEPT. | 24,500.00 | .00 | 24,500.00 | 10,428.21 | 14,071.79 | 42.6 | 546.19 |
| | | SUBTOTAL: | 183,910.00 | .00 | 183,910.00 | 85,295.29 | 98,614.71 | 46.4 | 8,611.23 |
| 101 | 431.2 | HIGHWAY & STREET | 251,300.00 | .00 | 251,300.00 | 81,995.76 | 169,304.24 | 32.6 | 11,099.02 |
| 101 | 431.6 | STREET LIGHTING | 28,825.00 | .00 | 28,825.00 | 11,973.78 | 16,851.22 | 41.5 | 1,469.53 |
| 101 | 431.7 | SNOW | 17,725.00 | .00 | 17,725.00 | 833.51 | 16,891.49 | 4.7 | .00 |
| 101 | 435.0 | AIRPORT | 42,065.00 | .00 | 42,065.00 | 23,397.69 | 18,667.31 | 55.6 | 4,793.63 |
| | | SUBTOTAL: | 339,915.00 | .00 | 339,915.00 | 118,200.74 | 221,714.26 | 34.8 | 17,362.18 |
| 101 | 446.0 | AMBULANCE | 68,400.00 | 4,200.00 | 72,600.00 | 37,809.29 | 34,790.71 | 52.1 | 3,818.46 |
| | | SUBTOTAL: | 68,400.00 | 4,200.00 | 72,600.00 | 37,809.29 | 34,790.71 | 52.1 | 3,818.46 |
| 101 | 452.0 | PARK & REC | 122,700.00 | .00 | 122,700.00 | 8,649.08 | 114,050.92 | 7.0 | 923.46 |
| 101 | 452.1 | PARKS POOL | 62,000.00 | .00 | 62,000.00 | 59,166.42 | 2,833.58 | 95.4 | 11,020.05 |
| 101 | 452.2 | PARKS BALL PROGRAM | 9,250.00 | .00 | 9,250.00 | 7,321.66 | 1,928.34 | 79.2 | 1,741.25 |
| 101 | 455.0 | LIBRARY | 19,875.00 | .00 | 19,875.00 | 11,289.22 | 8,585.78 | 56.8 | 1,259.45 |
| | | SUBTOTAL: | 213,825.00 | .00 | 213,825.00 | 86,426.38 | 127,398.62 | 40.4 | 14,944.21 |
| 101 | 465.0 | ECONOMIC DEVELOPMENT | 21,300.00 | .00 | 21,300.00 | 5,811.90 | 15,488.10 | 27.3 | .00 |
| | | SUBTOTAL: | 21,300.00 | .00 | 21,300.00 | 5,811.90 | 15,488.10 | 27.3 | .00 |
| 101 | 491.0 | JUDGMENT BOND | .00 | .00 | .00 | .00 | .00 | .0 | .00 |
| | | SUBTOTAL: | .00 | .00 | .00 | .00 | .00 | .0 | .00 |
| Total Expenses | | | **1,194,140.00** | **4,200.00** | **1,198,340.00** | **493,997.30** | **704,342.70** | **41.2** | **60,389.74** |
| Other Uses | | | | | | | | | |
| 101 | 511.0 | TRANSFER OUT | 20,000.00 | .00 | 20,000.00 | 500,000.00 | -480,000.00 | 2500.0 | .00 |
| | | SUBTOTAL: | 20,000.00 | .00 | 20,000.00 | 500,000.00 | -480,000.00 | 2500.0 | .00 |
| Total Other Uses | | | **20,000.00** | **.00** | **20,000.00** | **500,000.00** | **-480,000.00** | **500.0** | **.00** |
| Total Expenses and Other Uses At Fund: | | | | | | | | | |
| 101 | | * * ***GENERAL FUND** * * * | **1,214,140.00** | **4,200.00** | **1,218,340.00** | **993,997.30** | **224,342.70** | **81.6** | **60,389.74** * * |

| 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 | 30.00 | 470.00 | 6.0 | .00 |
| | | SUBTOTAL: | 500.00 | .00 | 500.00 | 30.00 | 470.00 | 6.0 | .00 |
| Total Expenses | | | **500.00** | **.00** | **500.00** | **30.00** | **470.00** | **6.0** | **.00** |
| Total Expenses and Other Uses At Fund: | | | | | | | | | |
| 272 | | * * ***REVOLVING LOAN FUND** * * * | **500.00** | **.00** | **500.00** | **30.00** | **470.00** | **6.0** | **.00** * * |

| Fund | Act | Account Description | Beginning Budgeted | Mods In/Out | - Total - Budget | Yr-To-Date Expensed | Budget Remaining | % Exp. | Month-T-D Expensed |
|---|---|---|---|---|---|---|---|---|---|
| Expenses | | | | | | | | | |
| 601 | 499.0 | LIQUOR | 200.00 | .00 | 200.00 | .00 | 200.00 | .0 | .00 |
| | | SUBTOTAL: | 200.00 | .00 | 200.00 | .00 | 200.00 | .0 | .00 |
| Total Expenses | | | **200.00** | **.00** | **200.00** | **.00** | **200.00** | **.0** | **.00** |
| Other Uses | | | | | | | | | |
| 601 | 511.0 | TRANSFER OUT | 25,000.00 | .00 | 25,000.00 | .00 | 25,000.00 | .0 | .00 |
| | | SUBTOTAL: | 25,000.00 | .00 | 25,000.00 | .00 | 25,000.00 | .0 | .00 |
| Total Other Uses | | | **25,000.00** | **.00** | **25,000.00** | **.00** | **25,000.00** | **.0** | **.00** |
| Total Expenses and Other Uses At Fund: | | | | | | | | | |
| 601 | | * * ***LIQUOR** * * * | **25,200.00** | **.00** | **25,200.00** | **.00** | **25,200.00** | **.0** | **.00** * * |

| Fund | Act | Account Description | Beginning Budgeted | Mods In/Out | - Total - Budget | Yr-To-Date Expensed | Budget Remaining | % Exp. | Month-T-D Expensed |
|---|---|---|---|---|---|---|---|---|---|
| | | SUBTOTAL: | .00 | .00 | .00 | .00 | .00 | .0 | .00 |
| Expenses | | | | | | | | | |
| 602 | 433.0 | WATER | .00 | .00 | .00 | .00 | .00 | .0 | .00 |
| 602 | 433.1 | SOURCE OF SUPPLY | 18,500.00 | .00 | 18,500.00 | 500.00 | 18,000.00 | 2.7 | .00 |
| 602 | 433.2 | WAT POWER & PUMPING | 486,000.00 | .00 | 486,000.00 | 520,022.15 | -34,022.15 | 107.0 | 4,998.51 |
| 602 | 433.3 | WATER PURIFICATION | 50,000.00 | .00 | 50,000.00 | 9,724.06 | 40,275.94 | 19.4 | 4,150.91 |
| 602 | 433.4 | WATER DISTRIBUTION | 50,000.00 | .00 | 50,000.00 | 16,668.07 | 33,331.93 | 33.3 | 2,695.25 |
| 602 | 433.5 | WATER ADMINISTRATION | 143,000.00 | .00 | 143,000.00 | 91,098.37 | 51,901.63 | 63.7 | 9,155.61 |
| | | SUBTOTAL: | 747,500.00 | .00 | 747,500.00 | 638,012.65 | 109,487.35 | 85.4 | 21,000.28 |
| 602 | 470.0 | DEBT SERVICE | 155,000.00 | .00 | 155,000.00 | 99,304.00 | 55,696.00 | 64.1 | 12,413.00 |
| | | SUBTOTAL: | 155,000.00 | .00 | 155,000.00 | 99,304.00 | 55,696.00 | 64.1 | 12,413.00 |
| Total Expenses | | | **902,500.00** | **.00** | **902,500.00** | **737,316.65** | **165,183.35** | **81.7** | **33,413.28** |
| Other Uses | | | | | | | | | |
| 602 | 511.0 | TRANSFER OUT | 229,740.00 | .00 | 229,740.00 | .00 | 229,740.00 | .0 | .00 |
| | | SUBTOTAL: | 229,740.00 | .00 | 229,740.00 | .00 | 229,740.00 | .0 | .00 |
| Total Other Uses | | | **229,740.00** | **.00** | **229,740.00** | **.00** | **229,740.00** | **.0** | **.00** |
| Total Expenses and Other Uses At Fund: | | | | | | | | | |
| 602 | | * * ***WATER** * * * | **1,132,240.00** | **.00** | **1,132,240.00** | **737,316.65** | **394,923.35** | **65.1** | **33,413.28** * * |

| Fund | Act | Account Description | Beginning Budgeted | Mods In/Out | - Total - Budget | Yr-To-Date Expensed | Budget Remaining | % Exp. | Month-T-D Expensed |
|---|---|---|---|---|---|---|---|---|---|
| Expenses | | | | | | | | | |
| 604 | 432.5 | SEWER | 156,150.00 | .00 | 156,150.00 | 105,129.60 | 51,020.40 | 67.3 | 18,213.57 |
| | | SUBTOTAL: | 156,150.00 | .00 | 156,150.00 | 105,129.60 | 51,020.40 | 67.3 | 18,213.57 |
| 604 | 470.0 | DEBT SERVICE | 100,000.00 | .00 | 100,000.00 | 71,751.78 | 28,248.22 | 71.8 | 23,917.26 |
| | | SUBTOTAL: | 100,000.00 | .00 | 100,000.00 | 71,751.78 | 28,248.22 | 71.8 | 23,917.26 |
| Total Expenses | | | **256,150.00** | **.00** | **256,150.00** | **176,881.38** | **79,268.62** | **69.1** | **42,130.83** |
| Other Uses | | | | | | | | | |
| 604 | 511.0 | TRANSFER OUT | 27,000.00 | .00 | 27,000.00 | .00 | 27,000.00 | .0 | .00 |
| | | SUBTOTAL: | 27,000.00 | .00 | 27,000.00 | .00 | 27,000.00 | .0 | .00 |
| Total Other Uses | | | **27,000.00** | **.00** | **27,000.00** | **.00** | **27,000.00** | **.0** | **.00** |
| Total Expenses and Other Uses At Fund: | | | | | | | | | |
| 604 | | * * ***SEWER** * * * | **283,150.00** | **.00** | **283,150.00** | **176,881.38** | **106,268.62** | **62.5** | **42,130.83** * * |

| DEPARTMENTAL REPORTS |
| --- |
| **UTILITIES:**<br>• Mowing and weed eating<br>• VFD fixed on pump 2 at intake building<br>• 3rd round of potholing done for lead service line inventory<br>• Solar powered mixer to be installed at lagoon in September<br>• Cleaning at the WTP- preparing for open house |
| **STREETS:**<br>• 11th, Ash & Oak project awarded $20,000 in funding from South Central Water Development District. |
| **AIRPORT:**<br>• Annual airport inspection was completed Wednesday, August 26 with the inspection report available in the office. Inspection went well with a PAPI light being the one concern noted. |
| **LIBRARY:**<br>• See following document |
| **FIRE:** |
| **AMBULANCE:**<br>• New volunteers to include Alexis Tjeerdsma, EMT and Shannon DeFries, EVOC/student. |
| **POLICE:**<br>• |
| **POOL/PARKS:**<br>• Last official day of the pool is Sunday, September 6, 2026 then will be drained after.<br>• Notice to bidders is out for the 2026 Recreational Trails Program Delightful Prospects trail improvements until Monday, September 14 at 3:00pm. |
| **FINANCE OFFICE:**<br>• 25 water/sewer late notices sent via mail.<br>• MS365 migration finalizing and working access to Council members new emails September 9, 2026. New laptops will be set up the same day.<br>• November 3rd is election day for Ward 1 two-year position between Jared Jelsma and Lonnie Pinkelman along with the two-year Mayoral position between Tim Einrem, Ralph Embree and Scott Kostal.<br>• Unopposed positions: Ward 1 one-year position is Mike Grosshuesch; Ward 2 one-year term is Doug Magee and Ward 3 two-year term is Bob Van Oort.<br>• Auditors were onsite Monday, August 24, 2026 to begin work on the 2025 audit.<br>• Two 2025 Homeland Security grants were awarded to the City. One for security and panic alarm systems for the Community Service Center for $3981.96 and another for a firewall for $2282.99. Waiting on updated quotes since the initial ones were from January 2025.<br>• Cybersecurity Training available in Wagner on Wednesday, September 30, 2026. |
| **MAYOR:**<br>• |
| **OTHER PARTNERS/AGENCIES:** |

August Library Report

August marks 12 months since the library began its decline from its highest engagement in 2024 and early 2025. Library usage has stayed steady since April but is still well below expectations. The Board began working with State Librarian George Seamon in July. He will be guiding them through the strategic planning process and help them develop a plan with measurable goals for the next 3-5 years.

I have asked the Springfield Historical Society to lend their microfiche reader and collection of films from the Springfield Times to the library for the winter so that anyone who would like to look through them or do any research would be able to do so in a climate-controlled environment.

Recertification: I received notice that I have been recertified as a Library Director through August 2029. Certification is voluntary, and I choose to do it because I believe this library has the potential to become more than it has been in the past. Thank-you to the City of Springfield and my Board of Directors for helping me make this library better for our community!

David Hosmer – Yankton Yardbirds: David was here to share stories form his new book about local WW2 veterans who served in the Pacific Theater on August 11th at 7pm. There were 22 people in attendance, and he sold about 10 books. Two copies of his book are available for checkout in the library. I have invited him to return when his European Theater book is released.

Springfield Elementary Open House: Kelsey Irish took library registration forms, program interest assessments, books and bookmarks to the elementary open house on August 11th. Families were able to sign up to use the library, and I will be using the information from the interest surveys to create new programs.

Book signing: I attended a book signing for local author Kara Frei at the Avon Public Library on August 12th. Kara donated her book to our library. Kara will lead a journaling program at the library sometime in January 2027.

Fall Festival: The library will have a table at the Fall Festival on October 3rd. Material and service information will be available, and the Board will be collecting community survey information for the library's 5-year plan.

Book Discussion: Board member Connie Miller will be leading a discussion for the book Buffalo for the Broken Heart by Dan O'Brien on October 20th. Copies of the book will be borrowed from the SD Humanities Council and the SD Accessible Library Services.

| | POLICY PP4.12<br>Residency Requirement | |
|---|---|---|
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

## Residency Requirement

~~Residency within the City or a distance at which the employee can reach the City shall be a condition of employment for all employees. An applicant, however, shall not be discriminated against because of non-residency in the City and shall be given a reasonable amount of time, not to exceed six (6) months, if hired, to establish residency within the City.~~

~~Residency within the City, or within a reasonable distance that allows the employee to respond promptly to City needs, may be required as a condition of employment. Applicants shall not be disqualified or discriminated against based on current non-residency; however, individuals who are hired may be required to establish residency within the City within a reasonable period of time.~~

~~Residency within the City, or within a reasonable distance that allows the employee to respond promptly to City needs, may be required as a condition of employment. Applicants shall not be disqualified or discriminated against based on current non-residency.~~

~~Employees who are required to establish residency must secure suitable housing within six (6) months of their hire date. If suitable housing cannot be secured within this timeframe, the employee must communicate the circumstances to the Common Council for review and further guidance.~~

~~Employees who do not receive City benefits, as well as volunteers, are exempt from this residency requirement.~~

Employees who receive City benefits—such as retirement, insurance, and sick/vacation leave—must establish residency within three (3) miles of the City limits ~~and be able to respond within ten (10) minutes~~. These employees must meet the residency requirement within twelve (12) months from their first day of employment.

If an employee experiences hardship that prevents compliance within the required timeframe, they may request an extension of up to six (6) additional months. This request must be made during a regularly scheduled Common Council meeting. The Council has sole authority to approve or deny the extension.

Employees who do not receive City benefits, as well as volunteers, are exempt from this residency requirement.

Applicants shall not be disqualified or discriminated against based on current non-residency.

| | **POLICY PP4.13**<br>**Employment of Relatives**<br>**(Nepotism)** | |
|---|---|---|
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

**Employment of Relatives (Nepotism)**

The City's policy in employment is to hire and promote on the basis of an individual's merit, knowledge, skills and abilities. It also seeks ~~and~~ to avoid circumstances of favoritism and discrimination. Therefore, ~~thus~~, the employment of immediate family members is prohibited when one ~~where an immediate~~ family member would hire, supervise, discipline or otherwise judge the performance of another. ~~the above is prohibited unless approved by the Common Council or mayor. The City also reserves the right to prohibit such working relationships beyond the department level if potential conflict exists~~. This prohibition may be waived only with approval from the Common Council and Mayor.

Immediate family is defined as an employee's spouse, parents, stepparents, children, stepchildren, brothers, sisters, stepbrothers, stepsisters, grandparents, and grandchildren. The term also includes a spouse's equivalent to the above.

Temporary or seasonal employees are exempt from this requirement, as such positions do not provide opportunities for advancement or promotion.

# ELECTION WORKERS

| | Rate | Number | Total |
|---|---|---|---|
| Training | $ 50 | 6 | $ 300 |
| Election Day | $200 | 3 | $ 600 |
| Canvass | $ 50 | 3 | $ 150 |
| Alternates | $ 25 | 3 | $ 75 |
| Superintendent | $ 100 | 1 | $ 100 |
| | | **Subtotal :** | **$1225** |
| | | **Meals :** | **$ 100** |
| | | **Publishing :** | **$ 100** |
| | | **Grand Total :** | **$1425** |

| Ward I | Ward II | Ward III |
|---|---|---|
| Liz Hofer | Judy Ludens * | Becky Fryda |

| Ward I -Alternate | Ward II -Alternate | Ward III -Alternate |
|---|---|---|
| Geralyn Charleston | Sue Weber | Linda Tjeerdsma |

* Superintendent

# RESOLUTION 2026-05
## A RESOLUTION AMENDING WATER TREATMENT PLANT BUDGET

WHEREAS, the Common Council of the City of Springfield, South Dakota has determined that city expenditures associated with the completion of the water treatment plant in the amount of $100,000.00 and;

WHEREAS, funds were made available through a USDA Rural Development Grant in the amount of $100,000.00 and;

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 Common Council of the City of Springfield, South Dakota that the Water Plant budget will be increased by $100,000.00.

Dated this 3rd day of September 2026.

ATTEST:

____________________________________ _________________________________

Scott L. Kostal, Mayor — Amanda Larson, Finance Officer

{ SEAL }

Published one time on September 8, 2026.

**ORDINANCE 626**
**2027 APPROPRIATION ORDINANCE**

**Part I**

Be it ordained by the City of Springfield that the following sums are appropriated to meet the obligations of the municipality.

| | | | General Fund |
|---|---|---|---|
| **GENERAL GOVERNMENT** | | | |
| | 411.5 | Contingency | $ 100,000.00 |
| | 412.1 | Mayor & Council | $ 31,000.00 |
| | 414.1 | Attorney | $ 20,000.00 |
| | 414.2 | Finance Officer | $ 149,600.00 |
| | 414.6 | Insurance | $ 53,150.00 |
| | 419.2 | General Government Buildings | $ 60,225.00 |
| *Total General Government* | | | $ 413,975.00 |
| **PUBLIC SAFETY** | | | |
| | 421.0 | Police Department | $ 223,525.00 |
| | 422.0 | Fire Department | $ 27,500.00 |
| *Total Public Safety* | | | $ 251,025.00 |
| **PUBLIC WORKS** | | | |
| | 431.2 | Highways Street & Roadways | $ 1,099,350.00 |
| | 431.6 | Street Lighting | $ 28,800.00 |
| | 431.7 | Snow Removal | $ 14,450.00 |
| | 435.0 | Airport | $ 32,450.00 |
| | 446 | Ambulance | $ 66,000.00 |
| *Total Public Works* | | | $ 1,241,050.00 |
| **CULTURE-RECREATION** | | | |
| | 452 | Parks | $ 198,900.00 |
| | 455 | Library | $ 25,675.00 |
| *Total Culture-Recreation* | | | $ 224,575.00 |
| **CONSERVATION & DEVELOPMENT** | | | |
| | 465.0 | Economic Development | $ 56,300.00 |
| *Total Conservation & Development* | | | $ 56,300.00 |
| **TRANSFER OUT** | | | |
| | 511.4 | Hwy Capital Outlay | $ 20,000.00 |
| *Total General Funds* | | | $ 2,206,925.00 |
| **RLF** | | | |
| | 422.0 | RLF Economic Development | $ 500.00 |
| *Total RLF Fund* | | | $ 500.00 |
| **PROPRIETARY FUNDS** | | | |
| | 601 | Liquor | $ 200.00 |
| | 602 | Water | $ 1,362,405.00 |
| | 604 | Sewer | $ 831,550.00 |
| *Total Appropriations* | | | $ 2,194,155.00 |
| **Grand Total Appropriations** | | | $ 4,401,580.00 |

## 2027 APPROPRIATION ORDINANCE 626

The following designates the fund or funds that money derived from the flollowing sources is applied to;

| | | General | RLF |
|---|---|---|---|
| Governmental Funds: | | | |
| | Undesignated Fund Balance | $ 191,985.00 | $ - |
| 310 | Taxes | $ 636,750.00 | $ - |
| 320 | Licenses & Permits | $ 7,650.00 | $ - |
| 330 | Intergovermental Revenue | $ 983,650.00 | $ - |
| 340 | Charges for Goods & Services | $ 83,500.00 | $ - |
| 350 | Fines & Forfeitures | $ - | $ - |
| 360 | Miscellaneous Revenue | $ 53,390.00 | $ 4,000.00 |
| 390 | Operating Transfer-In | $ 250,000.00 | $ - |
| Total Means of Finance | | $ 2,206,925.00 | $ 4,000.00 |

| | Liquor Fund | Water Fund | Sewer Fund |
|---|---|---|---|
| Proprietary Funds | | | |
| Unappropriated Fund Balance | $ 50,000.00 | $ 100,000.00 | $ 150,000.00 |
| Estimated Revenue | $ 20,500.00 | $ 1,419,900.00 | $ 768,100.00 |
| Total Estimated Balance & Revenue | $ 70,500.00 | $ 1,519,900.00 | $ 918,100.00 |
| Appropriations | | | |
| Less Appropriations (w/o transfers) | $ 200.00 | $ 932,665.00 | $ 729,550.00 |
| Less Debt Reserve/ Repayment | $ - | $ 150,000.00 | $ 100,000.00 |
| Less Capital Outlay | $ - | $ 10,000.00 | $ - |
| Total Appropriations | $ 200.00 | $ 1,092,665.00 | $ 829,550.00 |
| Estimated Surplus after Appropriated Expenses | $ 70,300.00 | $ 427,235.00 | $ 88,550.00 |
| Estimated Surplus to be Transferred | | | |
| To Governmental Funds | $ - | $ 250,000.00 | $ - |
| To Depreciation Reserve Funds | $ - | $ 19,740.00 | $ 2,000.00 |
| Estimated Surplus Retained | $ 70,300.00 | $ 157,495.00 | $ 86,550.00 |

**Part III**

The Finance Officer is directed to certify the following dollar amount of tax levies made in this ordinance to the County Auditor.

General Fund $302,000.00

Scott L. Kostal, Mayor

ATTEST:

Amanda Larson, Finance Officer

{SEAL}

| | |
|---|---|
| Placed upon its first reading | September 3, 2026 |
| Placed upon its second reading | |
| Approved this | |
| Published on | |
| At a price of | |

# Section V -Hours of Work

**City of Springfield**
**Springfield, SD 57062**

# Section V –Hours of Work

| | POLICY PP5.1<br>General Policy | |
|---|---|---|
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

**General Policy**

It is the City's intent to establish a standard workweek during which employees are expected to perform City services. The City recognizes that emergencies and other unusual circumstances may require employees to work variable hours. The City is committed to ensuring that all employees are treated fairly and consistently when required to work irregular or extended hours.

| | **POLICY PP5.2**<br>**Standard Work Week** | |
|---|---|---|
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

**Standard Work Week**
The City's standard workweek for calculating pay and overtime runs from Monday at 12:00 am through Sunday at 11:59 pm.  Sworn Police officers covered under FLSA exemptions will also follow a 40-hour, seven-day work period. Their work period will use the same Monday–Sunday schedule as the rest of the City's payroll cycle.

| | POLICY PP5.3<br>Standard Workday | |
|---|---|---|
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

## Standard Workday

The standard five eight (8) hour workdays, or compressed four ten (10) hour workday, for City employees will begin and end as set by the Mayor and Common Council. If less than a full hour is worked, the amount of time recorded on the timesheet should be rounded to the nearest quarter-hour.

Lunch breaks shall be designated as thirty (30) minutes or sixty (60) minutes and should be reflected on an employee's timesheet. A 15-minute break may be taken in both the morning and afternoon and does not need to be reflected on an employee's timesheet. Break periods may not be accumulated for time off.

| | | |
|---|---|---|
| | **POLICY PP5.3.1**<br>**Attendance** | |
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

## Attendance

All City employees are expected to be at work on time and during their regularly scheduled hours.  Employees who are unable to report for work on time are required to notify their immediate supervisor or the finance office prior to their being absent, unless an emergency exists.  If an emergency exists, the employee is expected to notify the proper authority as soon as possible.

Except in cases of an emergency, if an employee is absent more than three (3) consecutive days without proper notification, the employee will be considered to have voluntarily resigned their position and subject to disciplinary action up to termination of employment.

| | | |
|---|---|---|
| | **POLICY PP5.4**<br>**Call-Out Pay** | |
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

## Call-Out Pay
Call-out pay is intended to fairly compensate employees for the inconvenience of being required to work unexpectedly.

### Definition of a Call-Out
A call-out occurs when:

- The employee is off duty,
- The employee is contacted and required to report to work, and
- An immediate response is necessary based on the employee's position.

Call-outs are unscheduled work hours and must meet any response-time requirements established for the employee's role.

### What Is Not Considered a Call-Out
The following situations do not qualify as call-outs:

- Any work that is scheduled in advance, even if it occurs outside normal work hours.
- A supervisor adjusting an employee's start or end time, unless an immediate response is required.
- Working an additional shift or additional hours to cover another employee's absence or to support special projects, events, or weekend activities.

### Compensation for Call-Outs

- Employees who are called out will receive a minimum of two (2) hours of pay at time-and-one-half their regular rate.
- These call-out hours do not count toward the 40-hour workweek because they are already compensated at an overtime rate.
- If an employee completes a call-out, returns home, and is later called out again, each instance is treated as a separate call-out.
- If a call-out lasts longer than two (2) hours, employees will be paid time-and-one-half for all hours worked during the call-out.

### Calls That Do Not Result in Reporting to Work
If an employee receives a work-related call but is not required to report to work, the employee will be compensated for the time spent on the call, rounded to the nearest fifteen (15) minutes.

**Compensable Time**
Compensable call-out time begins when the employee leaves home and ends when:

- The work related to the call-out is completed, or
- The employee’s next regularly scheduled shift begins,
  whichever occurs first.

Travel time home after the work is completed is not compensable.

**Applicability**
Call-out pay applies to any employee who meets the definition of a call-out under this policy. Exempt (salaried) employees will receive call-out compensation in the form of administrative leave.

| | POLICY PP5.5<br>Flex Time | |
|---|---|---|
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

## Flex Time

The City reserves the right to authorize flexible work hours within the 40-hour work week in situations where it is appropriate or necessary.  Employees must still adhere to the standard 40-hour work week unless flex time or overtime has been approved by their supervisor.

| | **POLICY PP5.6**<br>**FLSA & Overtime** | |
|---|---|---|
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

## FLSA & Overtime

The Fair Labor Standards Act (FLSA), also known as the federal Wage and Hour Law, establishes rules for overtime pay. Under the FLSA, positions are classified as either exempt (salaried) or non-exempt (hourly).

### Non-Exempt Employees (Hourly)

Non-exempt employees are covered by the overtime provisions of the FLSA.

- Overtime compensation is paid at one and one-half (150%) of the employee's regular hourly rate.
- Employees may be required to work overtime when deemed necessary by their supervisor or the Mayor.
- Overtime is defined as hours worked in excess of the first 40 hours in the standard workweek, as defined in the City's Standard Work Week policy.
- Overtime does *not* include paid but non-worked hours such as holidays, vacation, sick leave, call-out time compensated but not worked, flex time, administrative leave, or court time paid but not worked.
- All overtime must be approved in advance by the employee's immediate supervisor, except in emergencies. Supervisors may authorize overtime only when the work cannot be completed during regular work hours.
- When possible, overtime opportunities should be distributed as equitably as practicable among employees within each department.
- Accruing overtime without prior authorization may result in disciplinary action.
- If an employee is required to work on a holiday, compensation will follow the Holidays policy contained in this manual.

### Exempt Employees (Salaried)

Exempt employees are not covered by the overtime requirements of the FLSA.

|  | POLICY PP5.6.1<br>Overtime for Exempt (Salaried) Employees | |
|---|---|---|
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

## Overtime for Exempt (Salaried) Employees

Exempt (salaried) employees are paid monthly and are not eligible for overtime. Exempt (salaried) employees may alter hours worked in a workweek as long as 40 hours are worked each week within the monthly pay period.

Compensation is not based on the number of hours worked, nor will they accrue compensatory time for hours worked in excess of 40 hours within a week. Exempt (salaried) employees may use administration leave in lieu of other paid leave.

In special circumstances, the Common Council may approve the payment of overtime for exempt (salaried) employees as stated in the Special Circumstances (PP2.22) policy.

| | **POLICY PP5.7**<br>**Time Keeping** | |
|---|---|---|
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

## Time Keeping

To meet legal requirements for accurate timekeeping and to ensure employees are paid correctly, the City requires all employees to record their hours worked and any paid leave fully and accurately each workday. Employees must submit and approve their time records promptly at the close of each pay period. Under the Fair Labor Standards Act (FLSA), “hours worked” include all time an employee is allowed or permitted to work, whether requested or not.

### Accurate Timekeeping Requirements

- Employees may not perform off-the-clock work under any circumstances.
- Employees may not alter, falsify, or manipulate any part of their time records to misrepresent hours worked, meal periods taken, or time spent working during meal breaks.
- Recording all hours worked does not eliminate the requirement to obtain prior authorization from a supervisor before working overtime or hours outside the regular schedule.
- Employees who work beyond their scheduled hours, including overtime or off-schedule hours, without prior supervisor approval may face disciplinary action, up to termination.

### Timesheet Submission and Verification

- Employees must submit their timesheet promptly at the end of each pay period.
- Submission of a timesheet certifies that the hours listed are a true and accurate record of time worked on behalf of the City.
- Supervisors are responsible for reviewing and approving the recorded time before payroll submission.
- Any correction or modification to a timesheet must be verified by both the employee and the supervisor.
- No employee may record time on behalf of another employee, except a supervisor as required for approval purposes.
- Any falsification or misrepresentation of time records will result in disciplinary action, up to and including termination.

| | **POLICY PP5.8**<br>**Daylight Savings Time** | |
|---|---|---|
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

## Daylight Savings Time

During shifts when Daylight Savings Time is adjusted, employees who are working will be paid for actual hours worked.  Daylight Savings Time begins on the second Sunday in March and ends on the first Sunday in November.  The time change takes effect at 2:00am local time.

| | POLICY PP5.9<br>Flexible Work Arrangements | |
|---|---|---|
| **Issue Date:** | **Updated:** | **Section:**<br>Personnel |

## Flexible Work Arrangements

This policy establishes guidelines for flexible work arrangements that support employee well-being, enhance productivity, and allow the organization to meet business needs. Flexible arrangements are not entitlements; all requests are evaluated based on job requirements, operational impact, and manager approval.

This policy applies to all full-time and part-time employees unless otherwise specified by local regulations or job-specific requirements.

### Types of Flexible Work Arrangements

- **Remote Work (Full or Partial)**
  Employees may work remotely on a regular or occasional basis, provided job duties can be performed effectively outside the office.
- **Flexible Scheduling**
  Employees may adjust their start and end times while maintaining required core hours or coverage needs.
- **Compressed Workweek**
  Employees may work their standard weekly hours across fewer days (for example, four 10-hour days).
- **Part-Time or Reduced Hours**
  Employees may request a reduction in weekly hours. Compensation and benefits may be adjusted accordingly.
- **Job Sharing**
  Two employees share responsibilities, hours, and workload of one full-time position.

### Eligibility Criteria

Approval depends on:

- Nature of job duties
- Performance history
- Team and customer needs
- Safety, confidentiality, and equipment requirements
- Manager discretion and leadership approval (as applicable)

**Request Process**

1. Employee submits a written request to their supervisor describing:
    - Type of arrangement requested
    - Proposed schedule
    - Expected impact on productivity and communication
2. Supervisor reviews feasibility and discusses with the employee.
3. Supervisor consults HR if needed.
4. Final approval is communicated in writing.
5. Approved arrangements may include a trial period and periodic review.

**Expectations & Responsibilities**

- Maintain performance, productivity, and responsiveness.
- Be available during agreed-upon hours.
- Adhere to all company policies, including confidentiality and data security.
- Use company-approved tools and communication channels.
- Coordinate effectively with team members and attend required meetings.

**Equipment & Security**

Employees working remotely must ensure:

- Access to reliable internet and necessary equipment
- Secure handling of confidential data
- Compliance with cybersecurity protocols

**Review & Modification**

Flexible arrangements may be modified or discontinued based on:

- Changing business needs
- Performance concerns
- Team coverage requirements
- Operational constraints

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Date Received: ____________

CITY OF Springfield SOUTH DAKOTA

# SPECIAL EVENT ON SALE ALCOHOL APPLICATION

Application is hereby made to the City of Springfield for a Special Event On Sale Alcohol Application, as follows:

Organization/group: Springfield Chamber

Dates requested: October 3, 2026

Hours requested: 9:00 am - 1:00 am

Brief Description of Special Event: Fall Festival

Description/Location of Special Event: Blocks 7, 8, 9, 8th Street, Springfield, SD 57062

Applicant(s) hereby agree(s) to the following TERMS if application is approved:

1. That applicant shall be responsible for enforcement of proper and lawful conduct of participants.
2. That applicant shall comply with all laws, statutes, and ordinances.
3. That, at the termination of the event(s), all litter and refuse will be picked up and removed/and the premises will be cleaned up.
4. That the City of Springfield will be held harmless: That the City of Springfield and/or any of its employees will be, and are to be, held harmless from any and or all claims for damages, injuries, or losses arising out of or in any way related to, or associated with, the exercise of this license/permit by applicant.
5. When the proposed event location is not City property and the applicant does not own the property, a written agreement from the property owner consenting to the event must be provided with the application.

Submitted and agreed to this 25th day of August, 2026.

Municipal Establishment: Norm's Inc./ Doug's Food Center

Signature: [signature]

*City of Springfield is an equal opportunity employer and provider.*

*605 8th Street – PO Box 446 – Springfield SD 57062 – (605) 369-2311 – (605) 369-2019 (F)*

EQUAL HOUSING OPPORTUNITY

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Date Received: ______________

CITY OF Springfield SOUTH DAKOTA

# SPECIAL EVENT ON SALE ALCOHOL APPLICATION

Application is hereby made to the City of Springfield for a Special Event On Sale Alcohol Application, as follows:

Organization/group: Springfield Chamber

Dates requested: October 30, 2026

Hours requested: 4:00 pm - 2:00 am

Brief Description of Special Event: Chamber High Stakes BIngo

Description/Location of Special Event: Springfield Community Center

Applicant(s) hereby agree(s) to the following TERMS if application is approved:

1. That applicant shall be responsible for enforcement of proper and lawful conduct of participants.
2. That applicant shall comply with all laws, statutes, and ordinances.
3. That, at the termination of the event(s), all litter and refuse will be picked up and removed/and the premises will be cleaned up.
4. That the City of Springfield will be held harmless: That the City of Springfield and/or any of its employees will be, and are to be, held harmless from any and or all claims for damages, injuries, or losses arising out of or in any way related to, or associated with, the exercise of this license/permit by applicant.
5. When the proposed event location is not City property and the applicant does not own the property, a written agreement from the property owner consenting to the event must be provided with the application.

Submitted and agreed to this 25th day of August, 2026.

Municipal Establishment: Norm's Inc.

Signature: [signature]

# SURPLUS

**September 2026**

| Number | Item | Purchase Date | Purchase Price |
|---|---|---|---|
| GEN00396 | 2019 Lenovo Laptop PF266C6P | 1/1/2020 | $1000.00 |
| GEN00397 | 2019 Lenovo Laptop PF266J85 | 1/1/2020 | $1000.00 |
| GEN00399 | HP MFP M578 Copy/ Scan/ Print | 1/1/2000 | $2255.00 |
| FA60 | Lite Bar, Spotlight, Siren, Radio/ Scanner | 1/1/1978 | $2847.00 |
| FA63 | T/M 36042MHZ – 99 Channel Radio | 9/6/1995 | $1252.00 |
| FA65 | Portable Radion Handle Com | 1/1/1970 | $857.00 |
| FA67 | Gibson 7000 BTU Air Conditioner | 8/3/1994 | $399.00 |
| FA69 | Kustom Moving Radar Model KR10SP | 12/1/1989 | $1595.00 |
| FA70 | Semi-Automatic Glock Model 22 (3) | 5/7/1997 | $1250.00 |
| FA68 | Riot Equipment | 1/1/1972 | $500.00 |
| GEN00356 | Police Camera | 9/13/2019 | $10290.66 |
| FA123 | Police Radio (2 handhelds & base) | 10/1/1999 | $1921.00 |
| GEN00230 | 1986 Elgin Street Sweeper | 4/6/2004 | $10,001.00 |
| GEN00440 | HP Printer/ Copier/ Scanner | 1/1/2000 | $2175.00 |
| FA121 | 1000 Gallon Fuel Tank | 12/1/1993 | $3437.00 |

**Board of Appraisers**

Need 3 property owners

# HAZARD MITIGATION PLAN
## Project Selection

*Background*
Every five years, Bon Homme County updates the Pre-Disaster Mitigation Plan which is approved by FEMA. The purpose of the plan is to prevent or reduce losses to people and property that may result in future hazard events in Bon Homme County. The plan identifies and analyzes the hazards that the county is susceptible to and proposes a mitigation strategy to minimize future damage that may be caused by those hazards. The document will serve as a strategic planning tool for use by Bon Homme County in its efforts to mitigate against future disaster events.

This is a multi-jurisdictional plan. All the municipalities located within Bon Homme County are invited to participate in the development plan. Production of the plan is the ultimate responsibility of the Bon Homme County Emergency Management Director. Planning & Development District III of Yankton wrote the plan in accordance with FEMA guidelines.

*2026 Proposed Projects*
Listed below are the proposed mitigation actions/ projects for Springfield:

- Continue participation in the National Flood Insurance Program.
- Stormwater system improvements along College, Ninth and Elm Streets, and elsewhere as needed.
- Acquire generator for Community Services Center building.
- Participate with the County in the Storm Ready Program.
- Tornado shelter construction.
- Participate with the County in the Firewise Program.
- Participate with the County on outreach to educate people about water conservation.


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