

**BERESFORD CITY COUNCIL
REGULAR MEETING AGENDA
Monday, March 21, 2022 7:00 P.M.
Beresford City Council Chambers – 103 N. 3rd St.**

[1] – Call to Order & Roll Call

[2] – Adopt Agenda

[3] – Approve Minutes – March 7, 2022

[4] – Public Hearings

- Local Board of Equalization meets

[5] – Visitors to be heard

[6] – Committee/Mayor Report

[7] – Department Head and City Administrator Reports

- Mike Antonson – Electric Dept. Supt.
 - Replace light poles at Teener-Legion baseball field
- Elaine Johnson – Finance Officer
 - February 2022 Financial Report
- Jerry Zeimetz – City Administrator
 - Dog park update

[8] – Old Business

- Liquor Store Building and inventory

[9] – New Business

- Consider Resolution 2022-05 Rubble Site Rules, Regulations & Fees
- Accept resignation from police officer Kipp Stearns
- Authorize advertising for full-time police officer
- Step pay increase for Internet-Telephone Tech. Tony Laurvick

[10] – Discussion & Information Items

- Considering offering free dumping for Beresford residents at rubble site in April
- Summer hours at rubble site start April 1

[11] – Approval of Travel Requests

- SDMEA Annual Conference & Training Expo, April 4-6, Watertown, Antonson, Knutson

[12] – Payment of Bills

[13] – Adjournment

Welcome to your City Council Meeting

If you wish to participate in the discussion, the meeting provides several opportunities:

1. After the minutes are approved and public hearings are held, the mayor will ask if any visitors wish to be heard. Any item **NOT** on the agenda may be discussed. Items requiring action will then be placed on the next city council agenda for formal action.
2. During the discussion of agenda topics, anyone may comment if the Council is accepting public testimony. The mayor may recognize you if you raise your hand. Please state your name and address for the city minutes. Discussion occurs before motions are made and seconded. Discussion also occurs after the motion is seconded and before the vote.

If you would like to join the meeting via Zoom, please follow the instructions below.

Topic: City Council Meeting Monday, March 21, 2022

Time: March 21, 2022 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5460780834?pwd=bittbHg1QjJ5SDYxaUFOb0VGZ3crQT09>

Meeting ID: 546 078 0834

Passcode: Beresford

One tap mobile

+12532158782,,5460780834#,,,,,0#,,140120663# US (Tacoma)

+13462487799,,5460780834#,,,,,0#,,140120663# US (Houston)

Dial by your location

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Meeting ID: 546 078 0834

BERESFORD CITY COUNCIL
Monday, March 7, 2022

The Beresford City Council met in regular session in City Council Chambers at 7:00 p.m.

Members Present: Mayor Nathan Anderson presiding, Troy Boone, Troy Doeden, Will Roelke, Art Schott, Teresa Sveeggen, Mike Tiedeman

Also Present: Elaine Johnson, Finance Officer

Adopt Agenda: A motion to adopt the agenda as amended was made by Sveeggen and seconded by Tiedeman. All present Council members voted aye; motion carried.

Approve Minutes: A motion to approve the February 7, 2022 regular meeting minutes was made by Doeden and seconded by Boone. All present Council members voted aye; motion carried.

Public Hearings: Mayor Anderson opened the public hearing for a package (off-sale) liquor license for Casey's. As no one was present for public comment, a motion was made by Schott to approve issuance of one package (off-sale) liquor license to Casey's #2830, 910 W. Cedar St., Beresford, SD. The motion was seconded by Doeden and all present Council members voted aye; motion carried.

Visitors to be Heard: Shane Bryant, representing Beresford Baseball, made a request to Council for a discount on rent at the Bridges for a fundraiser on April 1. After brief discussion, it was decided to defer the decision to Manager Ben Reiter.

Old Business

Ordinance 2022-01: A motion was made by Schott, second by Doeden, to approve the second reading and adoption of Ordinance 2022-01 – An Ordinance Amending Chapter 14 of the Beresford Zoning Regulations. All present Council members voted aye; motion carried.

ORIDINANCE 2022-01

AN ORDINANCE AMDENDING CHAPTER 14 OF THE BERESFORD ZONING REGULATIONS

BE IT ORDAINED by the City Council of the City of Beresford, South Dakota that an amendment be made to the 2017 revised Beresford Zoning Regulations of the City of Beresford, said amendment to be as follows:

1. Chapter 14.01(B) amended to read as follows:
 - B. Should any non-conforming use of a primary structure be destroyed by any involuntary means to the extent of more than 50% of its replacement cost, such non-conforming use shall not continue, unless the reconstruction or replacement thereof is completed on the exact footprint as the original non-conforming use.

Passed and adopted this 22nd day of March, 2022.

By: _____
Nathan Anderson, Mayor

ATTEST:

Elaine Johnson
Municipal Finance Officer

Liquor Store Building: No new information was available; this will be discussed at a future meeting. Finance Officer Johnson informed Council that Casey's will be moving the inventory out of the building on Thursday (3/10/22).

New Business

Resolution 2022-04 – Bridges Golf Course Fees: Schott made a motion, second by Doeden, to approve Resolution 2022-04 – Bridges Golf Course Fees. All present Council members voted aye; motion carried.

RESOLUTION 2022-04

SUBJECT: BRIDGES GOLF COURSE FEES

BE IT RESOLVED, by the City Council of the City of Beresford: That all past fee structures for green fees, cart rental fees, trail fees, driving range fees, cart storage and annual fees are hereby amended.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BERESFORD, AS FOLLOWS:

The fees for the Bridges at Beresford Golf Course be as follows:

Green Fees	
9 holes	\$17
18 holes	\$27
Gas Cart Rental	
9 hole	\$12/per person
18 hole	\$18/per person
Annual Membership Pass	
Family	\$570
Single	\$465
College	\$170
Senior – 65 or older	
Couple	\$415
Single	\$335
High School/Junior	\$120
Member & Guest	\$175 added to any membership
Annual Gas Golf Cart Lease	Single - \$350 Couple - \$525
Annual Cart Storage	Electric - \$235 Gas - \$195
Annual Trail Fee	\$120

(ALL PRICES ARE SUBJECT TO SALES TAX)

Adopted this 7th day of March, 2022

Nathan Anderson, Mayor

ATTEST:

Elaine Johnson, Finance Officer

Outdoor LED Sports Lighting Bids: After reviewing the only bid received, a motion was made by Doeden to accept the bid from WESCO in the amount of \$99,234.00 for outdoor LED sports lighting

fixtures and hardware for the Lawrenson Ballfield. The motion was seconded by Sveeggen and all present Council members voted aye; motion carried.

Subsidy Draw-Down Requests:

- A motion was made by Sveeggen, second by Boone, to approve the budgeted subsidy draw-down request from Beresford Parks, Recreation and Community Education in the amount of \$30,000. All present Council members voted aye; motion carried.
- A motion to approve the budgeted subsidy draw-down request from Beresford Baseball/Softball Association in the amount of \$10,000 was made by Doeden and seconded by Roelke. All present Council members voted aye; motion carried.

Step-Pay Increase: A motion was made by Schott, second by Roelke, to approve a step-pay increase for Kathy Stuessi, City Hall, from \$21.15/hour to \$21.69/hour. All present Council members voted aye; motion carried.

Seasonal Hire: Per a request from Library Director Jane Norling, Schott made a motion, second by Roelke, to hire Anna Atwood at \$10.55/hour as a seasonal hire for the Beresford Public Library. All present Council members voted aye; motion carried.

Discussion & Information Items

- The Board of Equalization will meet on Monday, March 21, 2022 during the regular City Council meeting. Deb Bergland will attend as a representative of the Beresford School District.

Travel Requests: A motion was made by Schott, second by Doeden, to approve the following travel requests. All present Council members voted aye; motion carried.

- Joint Police Chiefs and Sheriffs Conference – Deadwood, April 18-22, Schurch
- Criminal Interdiction Training – Pierre, March 21-24, Defries

Payment of Bills: A motion to approve payment of the following bills was made by Doeden and seconded by Sveeggen. All present Council members voted aye; motion carried.

Aaron's Pro Window Cleaning, service, \$70.00; Adams, Doug, refund, \$167.60; Adtran, WiFi contract, \$375.00; AFLAC, insurance, \$1594.58; Amsterdam Printing, job applications, \$298.92; Michael Antonson, meals, \$28.00; Appera, service, \$300.04; Argus Leader, subscription, \$291.98; Azar Comp. Software, digital serv. ctr., \$250.00; Baker & Taylor, books, \$219.20; Bally Sports North, affiliate fees, \$3199.30; Batteries Plus, supplies, \$12.95; Beal Distributing, beer, \$166.88; Beresford Baseball Assoc., 2022 subsidy, \$10,000.00; Beresford Cablevision, CATV bill, \$404.50;

Beresford Community Education, 2022 subsidy, \$30,000.00; BMTC, monthly billing, \$2154.59; Beresford Mun. Utilities, utilities, \$15,557.99; Big 10 Network, affiliate fees, \$138.84; Blooston & Mordkofsky, legal fees, \$406.50; Capital One Credit, tools, \$358.94; Carlson's Body Shop, sensor, \$130.00; CDW Gov't, projector screen, \$422.37; Cengage Learning, books, \$87.46; Center Point Large Print, books, \$109.78; Ruth Christensen, refund, \$48.02; Colonial Life, insurance, \$31.04; Dakota Beverage, beer, \$63.45; DGR Engineering, east substation, \$820.00; Eastway Auto, service, \$46.50;

Fairbank Equipment, parts, \$56.23; Fiber Ring Rev. Pooling Assn., pooling fees, \$3111.20; Fiesta Foods, supplies, \$111.77; Finger, Jack, refund, \$24.34; Goldfield Telecom, FortiGate/1 year, \$1241.60; Heartland Glass, service, \$2100.00; High Plains Technology, subscription, \$75.00; Jensen Agency, liability audit, \$1767.00; Johnsen H&C, boiler repair, \$796.62; KCL Group Benefits, insurance, \$151.20; KTTW Fox, affiliate fees, \$25.60; KVHT, advertisement, \$2700.00; Leifgen, Arthur, refund, \$66.47; Lewis & Clark RWS, water, \$20,410.47; Lumen, toll settlement, \$81.92; Menards, equipment, \$679.97;

Mid America Comp. Corp., billing fee, \$2634.30; Midwest Tape, DVD, \$22.49; Missouri River Energy, supplemental power, \$253,851.13; Montoya, Sherry, refund, \$59.32; Muller Auto Parts, repair/supplies, \$866.94; Nat'l Cable Tel., affiliate fees, \$27,453.75; New Century Press, publishing, \$402.13; NY Life, insurance, \$108.00; Nexstar Broadcasting, affiliate fees, \$3219.93; Alison O'Connell, clothing, \$201.12; Office Depot, supplies, \$102.20; Office of Energy Asst., refund, \$172.80; Olson's Ace, supplies, \$2351.31; Olson's Pest Tech., service, \$60.00; Performance Food Serv., food, \$665.10;

Printing Plus, envelopes, \$753.00; Quill Corp., supplies, \$192.53; R&R Products, supplies, \$146.60; Redden, Evelyn, refund, \$158.57; Ben Reinter, mileage, \$37.44; Rovi Guides, guides, \$669.67; SD Dept. of Revenue, sales tax, \$24,971.10; SD Epath, E911 surcharges, \$590.00; SD Public Health Lab, water labs, \$30.00; SDN Comm., route set delivery, \$974.22; SEFOG, dues, \$40.00; Showtime, affiliate fees, \$71.50; Sioux Valley News, advertising, \$250.00; Jason Strand, meals, \$11.00; Sturdevant's Auto Parts, supplies, \$126.44; The Penworthy Co., books, \$911.54; Productivity Plus Acct., parts, \$780.00;

Total Stop, fuel, \$2602.70; Transource, electronic unit, \$4923.24; UPS, shipping fees, \$180.00; Utilismart Corp., service contract, \$1530.00; Vantage Point, CALEA, \$160.00; Verizon Wireless, cell phones, \$1075.15; Cameron Voegeli, meals/mileage, \$48.44; Washington Mutual Ins., insurance, \$84.30; WESCO Dist., hardware, \$3271.20

February 2022 Payroll Totals:

Finance \$5644.18; Gov't Bldg. \$175.57; Police \$22,941.35; Street \$11,081.96; Parks \$3908.28; Water \$7426.77; Electric \$27,050.66; Sewer \$7425.84; Telephone \$32,330.59; Rubble/Recycling \$889.84; Library \$9192.43; City Admin. \$8346.08; Golf Course \$2884.56; Clubhouse \$6264.85; Event Center \$369.31.

Adjournment: As there was no further business, Mayor Anderson adjourned the meeting at 7:30 p.m.

Elaine Johnson, Finance Officer
Recorded by Kathy Stuessi

City of Beresford

Budget to Actual - Income Statement Comparison (without Transfers)

FEBRUARY 2022

Department/Fund	2022 - Actual		2022 - Actual		2022 - Budget		Over(Under) Budget		Profit/Loss
	YTD Revenue	YTD Expense	Profit/Loss	Revenue	Expense	Revenue	Expense		
General Fund	\$ 139,674.09	\$ 271,952.09	\$ (132,278.00)	\$ 2,384,107.00	\$ 2,384,107.00	\$ (2,244,432.91)	\$ (2,112,154.91)	\$ (132,278.00)	
Council		17,413.55			70,990.00		(53,576.45)		
Mayor		1,441.43			10,875.00		(9,433.57)		
City Administrator		22,687.22			146,240.00		(123,552.78)		
Finance Office		18,886.05			145,616.00		(126,729.95)		
City Attny		4,087.50			26,800.00		(22,712.50)		
Gov't Bldg		3,811.70			20,765.00		(16,953.30)		
Police		87,917.05			498,075.00		(410,157.95)		
Fire		6,166.48			129,100.00		(122,933.52)		
Street		49,149.75			626,845.00		(577,695.25)		
Mosquito		-			4,000.00		(4,000.00)		
Park		17,646.08			259,436.00		(241,789.92)		
Pool	1,625.00	3,658.59	(2,033.59)	36,500.00	109,030.00	(34,875.00)	(105,371.41)	70,496.41	
Subsidies		-			72,200.00		(72,200.00)		
Library		38,817.22			252,110.00		(213,292.78)		
Planning & Zoning		269.47			12,025.00		(11,755.53)		
Debt Serv/201&301	\$ 69,242.17	\$ 4,000.00	\$ 65,242.17	\$ 653,656.00	\$ 313,553.00	\$ (584,413.83)	\$ (309,553.00)	\$ (274,860.83)	
Liquor - 601	\$ 1,878.29	\$ 21,566.33	\$ (19,688.04)	\$ 312,731.00	\$ 306,220.00	\$ (310,852.71)	\$ (284,653.67)	\$ (26,199.04)	
Water - 602	\$ 102,776.52	\$ 109,308.56	\$ (6,532.04)	\$ 744,660.00	\$ 764,002.00	\$ (641,883.48)	\$ (654,693.44)	\$ 12,809.96	
Electric - 603	\$ 739,142.24	\$ 638,617.83	\$ 100,524.41	\$ 3,982,515.00	\$ 3,841,340.00	\$ (3,243,372.76)	\$ (3,202,722.17)	\$ (40,650.59)	
Sewer - 604	\$ 56,837.68	\$ 98,546.24	\$ (41,708.56)	\$ 376,525.00	\$ 369,637.00	\$ (319,687.32)	\$ (271,090.76)	\$ (48,596.56)	
Telephone - 611	\$ 330,092.90	\$ 160,587.58	\$ 169,505.32	\$ 1,662,000.00	\$ 1,497,227.00	\$ (1,331,907.10)	\$ (1,336,639.42)	\$ 4,732.32	
Solid Waste - 612	\$ 35,410.92	\$ 27,499.49	\$ 7,911.43	\$ 200,350.00	\$ 199,245.00	\$ (164,939.08)	\$ (171,745.51)	\$ 6,806.43	
Cablevision - 615	\$ 86,000.70	\$ 78,076.83	\$ 7,923.87	\$ 463,000.00	\$ 462,850.00	\$ (376,999.30)	\$ (384,773.17)	\$ 7,773.87	
Bridges at Beresford									
Golf Course 640-4510	\$ 15,653.60	\$ 18,630.09	\$ (2,976.49)	\$ 472,600.00	\$ 160,423.00	\$ (456,946.40)	\$ (141,792.91)	\$ (315,153.49)	
Club House 640-4511	\$ 5,705.89	\$ 28,658.34	\$ (22,952.45)	\$ 54,700.00	\$ 330,845.00	\$ (48,994.11)	\$ (302,186.66)	\$ (247,486.77)	
Event Center 640-4512	\$ 21,359.49	\$ 6,288.98	\$ 15,070.51	\$ 527,300.00	\$ 60,255.00	\$ (505,940.51)	\$ (497,945.59)	\$ (7,994.92)	
Enterprise Totals	\$ 1,373,498.74	\$ 1,187,780.27	\$ 185,718.47	\$ 8,269,081.00	\$ 7,992,044.00	\$ (6,895,582.26)	\$ (6,804,263.73)	\$ (91,318.53)	
General Fund Total	\$ 208,916.26	\$ 275,952.09	\$ (67,035.83)	\$ 3,037,763.00	\$ 2,697,660.00	\$ (2,828,846.74)	\$ (2,421,707.91)	\$ (407,138.83)	
Overall Totals	\$ 1,582,415.00	\$ 1,463,732.36	\$ 118,682.64	\$ 11,306,844.00	\$ 10,689,704.00	\$ (9,724,429.00)	\$ (9,225,971.64)	\$ (498,457.36)	
		14.00%	13.69%						

CITY OF BERESFORD
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR PERIOD ENDING FEBRUARY 2022

	General/ Gov't Fund	Enterprise Funds							Total			
		Liquor Fund	Water Fund	Electric Fund	Sewer Fund	Telephone Fund	Garbage Fund	Golf Course		Cablevision		
Revenues												
310 Taxes	\$ 165,357.63											\$ 165,357.63
320 Licenses and Permits	(1,623.00)											\$ (1,623.00)
330 Intergovernmental Revenue	31,843.91											\$ 31,843.91
340/370/380 Charges for Good and Services	3,546.76	1,861.99	102,754.46	738,748.04	56,837.06	329,711.40	35,344.53	21,359.49	82,361.27			\$ 1,372,525.00
350 Fines and Forfeits	118.00											\$ 118.00
360 Miscellaneous Revenue	9,113.97								3,599.78			\$ 12,713.75
Total Revenues	208,357.27	1,861.99	102,754.46	738,748.04	56,837.06	329,711.40	35,344.53	21,359.49	85,961.05			\$ 1,580,935.29
Expenditures												
410 Mayor/ Council/ Atty/ City Admin/ FO	68,327.45											\$ 68,327.45
420 Police and Fire	94,083.53											\$ 94,083.53
430 Street	49,149.75											\$ 49,149.75
440 Mosquito	-											\$ -
452/453 Parks/Pool	21,304.67											\$ 21,304.67
454 Subsidies	-											\$ -
455 Library	38,817.22											\$ 38,817.22
460 Planning & Zoning	269.47											\$ 269.47
470 Debt Service	4,000.00											\$ 4,000.00
410 Employee Expense		10,669.55	19,584.28	74,685.80	21,538.77	90,583.24	2,351.71	24,698.79	70,572.10			\$ 314,684.24
420 Other Current Expenses		3,995.92	77,868.35	74,866.99	66,533.29	64,345.84	24,328.51	19,183.36	812.19			\$ 331,934.45
4262 Materials (COS)		6,900.86	6,704.99	489,065.04	1,043.95	5,658.50	819.27	9,945.26	6,692.54			\$ 526,830.41
Total Expenditures	275,952.09	21,566.33	104,157.62	638,617.83	89,116.01	160,587.58	27,499.49	53,827.41	78,076.83			\$ 1,449,401.19
Excess of Revenue Over Expenditures	(67,594.82)	(19,704.34)	(1,403.16)	100,130.21	(32,278.95)	169,123.82	7,845.04	(32,467.92)	7,884.22			\$ 131,534.10
Other Financing Sources (Uses):												
Investment Earnings	558.99	16.30	22.06	394.20	0.62	381.50	66.39	0.64	39.65			\$ 1,480.35
Interest Expense	-	-	(5,150.94)	-	(9,430.23)	-	-	-	-			\$ (14,581.17)
Debt Paydown	-	-	-	-	-	-	-	-	-			\$ -
Transfers In (Out)	-	-	-	-	-	-	-	-	-			\$ -
Long-term Debt Issued	-	-	-	-	-	-	-	-	-			\$ -
Sale of Fixed Assets	-	-	-	-	-	-	-	-	-			\$ -
Total Other Financing Sources (Uses)	558.99	16.30	(5,128.88)	394.20	(9,429.61)	381.50	66.39	0.64	39.65			\$ (13,100.82)
Net Position/Change in Fund Balance	(67,035.83)	(19,688.04)	(6,532.04)	100,524.41	(41,708.56)	169,505.32	7,911.43	(32,467.28)	7,923.87			\$ 118,433.28
Net Cash Inflow/Outflow BEFORE Transfers	(67,035.83)	(19,688.04)	(6,532.04)	100,524.41	(41,708.56)	169,505.32	7,911.43	(32,467.28)	7,923.87			118,433.28

CITY OF BERESFORD
STATEMENT OF NET POSITION
AS OF FEBRUARY 2022

	General/ Gov't Fund	Enterprise Funds								Total		
		Liquor Fund	Water Fund	Electric Fund	Sewer Fund	Telephone Fund	Garbage Fund	Golf Course	Cablevision			
ASSETS:												
Current Assets:												
100 Cash and Cash Equivalents	\$ 1,706,672.19											\$ 4,492,016.48
110 Taxes Receivable - Delinquent	20,264.64											\$ 20,264.64
115 Accounts Receivable, Net		602.75	43,115.21	423,814.65	30,045.50	190,781.51	22,040.09		3,251.29			\$ 713,651.00
128 Notes Receivable												\$ 33,070.19
131 Due from Golf Course/Community Center												\$ -
132 Due from Other Governments	34,026.55											\$ 34,026.55
141 Inventory of Supplies	37,040.71		48,087.75	798,811.42	13,734.62	92,968.42			11,897.15			\$ 1,018,321.73
142 Inventory of Resale Items		21,416.46										\$ 21,416.46
151 Investments-SDFIT	427,363.88			446,232.85	38,086.13	200,433.30	25,793.76					\$ 1,177,911.69
151 Investments-CDs												\$ -
155 Prepaid Expenses	55,167.65	9,549.12	11,045.84	24,159.73	5,525.34	30,221.23	2,425.50					\$ 151,484.04
Total Current Assets	2,313,605.81	(15,095.23)	175,615.84	2,941,020.97	66,490.47	1,750,219.33	260,421.00	24,435.18	145,449.41			\$ 7,662,162.78
Noncurrent Assets:												
107.1 Restricted Cash and Cash Equivalents	397,729.22			1,857,485.15		89,490.00						\$ 2,344,704.37
154 Deposits				18,773.48		11,831.45						\$ 30,604.93
157 Unamortized Discounts on Bonds Sold												\$ -
Capital Assets: (not including gov't funds)												
160 Land	570,544.92											\$ 1,014,379.60
162 Buildings	3,063,109.31	18,200.00	4,886.00	22,249.94	19,000.00	15,300.00	62,930.82		301,267.92			\$ 6,409,319.87
164 Improvements Other Than Buildings	7,349,869.40	147,249.55	1,069,484.25	218,654.18	322,853.54	322,853.54	65,344.70		1,522,624.34			\$ 25,769,915.82
166 Machinery and Equipment	2,582,921.69	44,369.89	4,778,609.86	6,375,592.05	4,871,411.38	5,114,195.85	51,194.78		1,757,972.50			\$ 10,056,230.31
168 Construction in Progress	349,946.35		81,069.33	1,390,139.34	171,674.75	5,114,195.85	46,623.15		296,749.97			\$ 9,190,064.75
Less: Accumulated Depreciation	(4,902,116.39)	(180,120.10)	(2,405,096.12)	(5,227,742.13)	(1,601,480.58)	(4,807,981.85)	(107,250.16)		(1,197,390.56)			\$ (21,302,957.33)
190 Intangible Assets			1,406,475.72									\$ 1,406,475.72
Total Noncurrent Assets	9,412,004.50	29,699.34	4,935,429.04	10,203,974.09	3,460,605.55	4,036,985.31	118,843.29	2,681,224.17	39,972.75			\$ 34,918,738.04
TOTAL ASSETS	11,725,610.31	14,604.11	5,111,044.88	13,144,995.06	3,527,096.02	5,787,204.64	379,264.29	2,705,659.35	185,422.16			\$ 42,580,900.82

BANK CASH REPORT
2022

BANK NAME FUND GL NAME	JANUARY CASH BALANCE	FEBRUARY RECEIPTS	FEBRUARY DISBURSMENTS	FEBRUARY CASH BALANCE	OUTSTANDING TRANSACTIONS	FEB BANK BALANCE
FIRST SAVINGS BANK						
BANK FIRST SAVINGS BANK						4,453,711.89
101 General Checking Account	648,382.83	66,425.77	146,582.00	568,226.60		
101 Bad Check Account	554.34	0.00	0.00	554.34	23,015.64	
201 Second Penny	346,353.36	4,458.77	2,000.00	348,812.13	2,000.00	
211 Gross Receipts Tax	789,075.59	1,603.53	0.00	790,679.12		
301 Debt Svc-Clubhouse/Event Cntr	0.00	0.00	2,000.00	2,000.00-	2,000.00	
302 Debt Svc - TIF District	0.00	0.00	0.00	0.00		
303 Debt Service - Public Safety	0.00	0.00	0.00	0.00		
304 Drinking WA 1 SRF	0.00	0.00	0.00	0.00		
305 Clean WA 2 SRF	0.00	0.00	0.00	0.00		
306 Drinking WA 2 DOT	0.00	0.00	0.00	0.00		
307 Clean WA 1 DOT	0.00	0.00	0.00	0.00		
308 HYBRID TURKEY TIF - CASH	0.00	0.00	0.00	0.00		
500 CDBG-Senior Citizens Bldg	0.00	0.00	0.00	0.00		
501 GF&P Grant - Rec Trail	0.00	0.00	0.00	0.00		
502 Bridges Clubhouse/Event Center	0.00	0.00	0.00	0.00		
503 North Industrial Park Improve	0.00	0.00	0.00	0.00		
504 East Street Water Improve	0.00	0.00	0.00	0.00		
505 Bridges Golf Course Project	0.00	0.00	0.00	0.00		
506 Swimming Pool - Cap Project	0.00	0.00	0.00	0.00		
507 Bridges Housing Project	0.00	0.00	0.00	0.00		
508 Watermain/San Sewer Improve	0.00	0.00	0.00	0.00		
510 FEMA Safe Room/Bathhouse	0.00	0.00	0.00	0.00		
511 Hybrid Turkey WA/SW Ext Proj	0.00	0.00	0.00	0.00		
512 East Substation	0.00	0.00	0.00	0.00		
601 Municipal Liquor Store	151,700.05-	242.68	2,621.93	154,079.30-	635.72	
602 Water	66,733.17	59,859.73	53,225.86	73,367.04	3,602.65	
603 Electric	1,196,085.60	441,538.07	389,621.35	1,248,002.32	12,164.56	
604 Sewer	19,179.25-	29,419.89	31,141.76	20,901.12-	2,816.72	
611 Telephone	1,157,319.77	171,991.09	93,495.99	1,235,814.87	13,453.13	
612 Solid Waste	208,002.04	18,247.90	16,088.29	210,161.65	4,910.63	
615 Cablevision	121,166.11	53,239.40	44,104.54	130,300.97	3,315.30	
640 Bridges Golf Course	27,683.43-	13,991.34	32,445.79	46,137.88-	5,024.54	
750 Trust & Agency	0.00	0.00	0.00	0.00		
900 General Fixed Assets	0.00	0.00	0.00	0.00		
999 General Long Term Debt	0.00	0.00	0.00	0.00		
DEPOSITS					2,077.74	
WITHDRAWALS					50.00	
FIRST SAVINGS BANK TOTALS	4,335,110.08	861,018.17	813,327.51	4,382,800.74	70,911.15	4,453,711.89
FSB- CABLEVISION CHECKING						
BANK FSB- CABLEVISION CHECKING						
615 CATV CHECKING ACCOUNT	0.00	0.00	0.00	0.00		
640 CATV CHECKING ACCOUNT	0.00	0.00	0.00	0.00		
FSB- CABLEVISION CHECKING TOTA	0.00	0.00	0.00	0.00	0.00	0.00

BANK CASH REPORT

2022

BANK FUND GL	BANK NAME NAME	JANUARY CASH BALANCE	FEBRUARY RECEIPTS	FEBRUARY DISBURSMENTS	FEBRUARY CASH BALANCE	OUTSTANDING TRANSACTIONS	FEB BANK BALANCE
FSB- CSDP CHECKING							
BANK	FSB- CSDP CHECKING						31,404.93
603	ELECTRIC-CUSTOMER DEPOSITS	18,897.76	1,075.72	1,200.00	18,773.48	400.00	
611	TELEPHONE-CUSTOMER DEPOSITS	13,131.00	400.45	1,700.00	11,831.45	400.00	
	FSB- CSDP CHECKING TOTALS	32,028.76	1,476.17	2,900.00	30,604.93	800.00	31,404.93
1ST DAKOTA NATL BANK-CHECKING							
BANK	1ST DAKOTA NATL BANK-CHECKING						101,340.32
601	VIDEO LOTTERY CHECKING	100,960.77	7.78	0.00	100,968.55	371.77	
	1ST DAKOTA NATL BANK-CHECKING	100,960.77	7.78	0.00	100,968.55	371.77	101,340.32
1ST DAKOTA NATL BANK- SAVINGS							
BANK	1ST DAKOTA NATL BANK- SAVINGS						247.19
601	VIDEO LOTTERY SAVINGS	247.19	0.00	0.00	247.19		
	1ST DAKOTA NATL BANK- SAVINGS	247.19	0.00	0.00	247.19	0.00	247.19
SD PUBLIC FUNDS IN TRUST							
BANK	SD PUBLIC FUNDS IN TRUST						1,177,911.69
101	GENERAL FUND SD FIT	104,488.07	0.87	0.00	104,488.94		
201	SECOND PENNY FUND SD FIT	320,466.50	2.53	0.00	320,469.03		
302	DEBT SERVICE - TIF DIST.	2,405.91	0.00	0.00	2,405.91		
506	SWIMMING POOL - CAP PROJECT	0.00	0.00	0.00	0.00		
602	WATER SD FIT	0.00	0.00	0.00	0.00		
603	ELECTRIC SD FIT	446,229.32	3.53	0.00	446,232.85		
604	SEWER SD FIT	38,085.83	0.30	0.00	38,086.13		
611	TELEPHONE SD FIT	200,431.72	1.58	0.00	200,433.30		
612	SOLID WASTE SD FIT	25,793.56	0.20	0.00	25,793.76		
615	CABLEVISION SD FIT	0.00	0.00	0.00	0.00		
640	BRIDGES GOLF COURSE SD FIT	40,001.46	0.31	0.00	40,001.77		
	SD PUBLIC FUNDS IN TRUST TOTAL	1,177,902.37	9.32	0.00	1,177,911.69	0.00	1,177,911.69
=====							
	TOTAL OF ALL BANKS	5,646,249.17	862,511.44	816,227.51	5,692,533.10	72,082.92	5,764,616.02
=====							

jerry@bmtc.net

From: nathan anderson <nathananderson123456@gmail.com>
Sent: Thursday, March 10, 2022 11:17 AM
To: Jerry Zeimetz
Subject: Fwd: Beresford Liquor Proposal
Attachments: CityofBeresford.doc

Proposal attached.

----- Forwarded message -----

From: Ken Girard, CAI, AARE <girardauction@gmail.com>
Date: Thu, Mar 10, 2022, 11:03 AM
Subject: Beresford Liquor Proposal
To: <nathananderson123456@gmail.com>

Hi Nate, attached in the proposal for the liquor store. I included 2 options; Live Auction and Online Only Auction.

I think both methods would be effective and successful to sell the real estate and contents; the Online Only is probably a little less prep work on the City's side. A few advantages and disadvantages either way.

Online Only is nice; anyone can see the bid at any time and bid from anywhere. Also, we can hide the UserID so no one knows who the high bidder is; this is great on small town real estate.

Live auction is nice too; you can read the bidders better and know for sure if they are done bidding or need a little time to make a phone call or take a quick break.

We can do both very successfully; commission and advertising would be about the same.

Let me know what you guys think and decide and we can get an auction date set in stone and start to plan accordingly,

--

Ken Girard, CAI, AARE
Girard Auction & Land Brokers, Inc.
(605) 267-2421
Toll Free: 1-866-531-6186
www.GirardAuction.com
www.GirardBid.com



Auction Proposal & Contract

Prepared for: City of Beresford, SD—Nathan Anderson, Mayor

Prepared by: Ken Girard, CAI, AARE; Girard Auction & Land Brokers, Inc.

Prepared on: March 10th, 2022

Objective: To sell the former City Liquor Store & Bar—Real Estate and Equipment/Contents

Option 1: Online Only Auction—No Live Auction

Commission:

15% Commission on all personal property; 6% on real estate. All advertising costs will be charged to the seller. Advertising budget of \$3,500 for this auction. SD sales tax of 6.5% will be charged to the seller on the commission (in South Dakota, services are subject to sales tax). Internet buyers will pay a 10% buyer's premium on all that will go to Girard Auction; Real Estate will be exempt from the Buyer's Premium.

All items would be left at the property until they are sold. We would come to the bar and photograph and catalog everything approximately 1-month prior to the auction. Items would sell through our website with a \$1 opening bid and no reserve. An open house would be conducted approximately a week ahead of the auction close so buyers can come and inspect the items if they wish. Girard Auction staff would be onsite for this as well. We would offer a pickup and pay the day following the auction and the evening of the auction.

Online Only Method: Starting at 10:00 a.m. on auction day., 6 items will close every 2-minutes. If a bid is placed on an item in the last 60-seconds, the count down clock on that item will reset to 60-seconds. It will keep resetting until no more bids are placed on that item. Catalog will be posted for approximately 2 weeks ahead of the auction close. A maximum of 6-items will be on the screen at a time. The real estate can be the first or the last lot in the auction.

Advertising: An advertising budget for a live auction including your collection would be around \$3,500. This would include ads in the Star, Broadcaster, & Argus Leader along with heavy focused online & social media advertising. We also use KXRB/KIKN Radio out of Sioux Falls.

Auction Location: Items will remain onsite at the bar and will sell in place.

Proposed Auction Dates: An auction like this, I propose a week day, morning auction. We would close out at 10:00 a.m., it would be done around noon. We have some invoice work to do after the auction, so we would probably offer a 5pm to 7pm pickup the day of auction and the next morning from 9:00 a.m. to 11:00 a.m.. Open Dates include: April 19th, May 3rd, & May 4th. Other dates may be available too, but I think this timing would be about right.

Payment: Payment is made to the seller within 10-business days following the auction in the form of a company check.

Option 2: Traditional Live Auction with NO Online bidding:

Commission:

25% Commission on all personal property; 6% on real estate. All advertising costs will be charged to the seller. Advertising budget of \$3,500 for this auction. SD sales tax of 6.5% will be charged to the seller on the commission (in South Dakota, services are subject to sales tax).

All items would be left at the property until they are sold. Girard Auction will assist city staff on setting up the auction, but the bulk of the labor if pieces need to be moved outside will be provided by city staff.

Advertising: An advertising budget for a live auction including your collection would be around \$3,500. This would include ads in the Star, Broadcaster, & Argus Leader along with heavy focused online & social media advertising. We also use KXRB/KIKN Radio out of Sioux Falls.

Auction Location: Items will remain onsite at the bar.

Proposed Auction Dates: An auction like this, I propose a week day, evening auction. 5:00 p.m. start time, we would be done in 1 to 1 ½-hours. Open Dates include May 3rd, May 4th, May 5th, May 12th;

Payment: Payment is made to the seller within 10-business days following the auction in the form of a company check.

Terms on Real Estate (either method): 10% down the day of auction with the balance due on closing. Closing Costs & Title Insurance split 50/50 between buyer and seller. Closing can be done by Union County Title or the city Attorney if preferred.

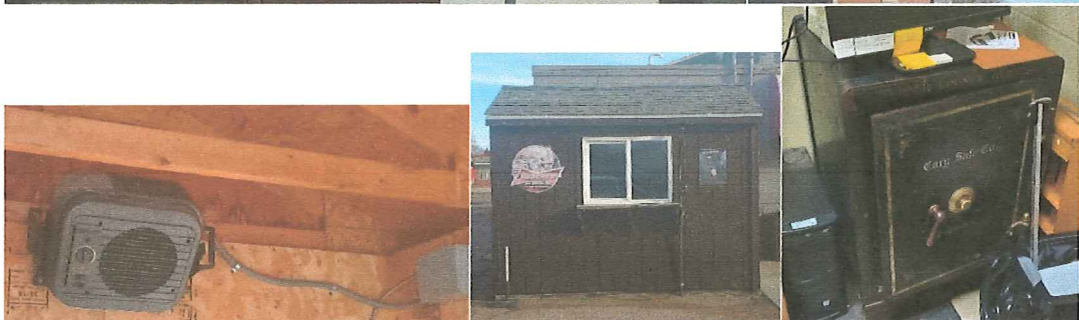
Ken Girard, CAI, AARE
Girard Auction & Land Brokers, Inc.

Nathan Anderson, Mayor

BERESFORD MUNICIPAL LIQUOR STORE – INVENTORY FOR AUCTION 03.2022

- 4 – 36" Tall Round Tables w/Footrests
- 40 – Bar Height Stools (20 small seats, 20 large seats)
- 1 – 60" Vizio TV
- 1 – 50" Vizion TV
- 1 – 42" Vizio TV
- 2 – 51" True Brand Sliding Double Door Coolers
- 1 – 5' x 28" White Westinghouse Upright Freezer
- 1 – Black Plastic 2 Step ladder
- 1 – Jose Cuervo Display Stand w/4 Shelves
- 2 – TOAST Point of Sale Systems, Cash Drawer, UPC Scanner, Credit Card Scanner, Printer
- 1 – Frigidaire 32" x 32" Refrigerator/Freezer
- 2 – 50" True Brand Bottle Coolers (1 currently is not working)
- 1 – Frigidaire 27" x 21" Chest Freezer
- 1 – Popcorn Machine
- 1 – Pizza Oven
- 1 – Sharp Carousel Microwave
- 1 – Disco Ball
- 1 – 36" x 36" Square Tall Table
- 1 – 45" Table Top Table
- 1 – 48" x 36" Bar Height Oblong Table
- Numerous Holiday Decorations
- Beer & Liquor Signs
- Pool Billiard Balls
- 1 - Hamilton Beach Roaster
- 1 – 2-Step Wood Ladder
- 1 – 8 Ft. Aluminum Ladder
- Numerous Glasses
- Numerous Ash Trays
- Numerous Plastic Bowls, kitchen utensils
- Mop & Bucket
- Vacuum
- Broom
- Grocery Cart
- Dolly Cart
- Brass Foot Rail
- (Size) Garden Shed
- Exterior Arrow Sign
- Safe
- Filing Cabinet
- Time Clock

BERESFORD MUNICIPAL LIQUOR STORE – INVENTORY FOR AUCTION 03.2022



Resolution 2022-05

City of Beresford Rubble Site Rules, Regulations, & Fees Effective March 21, 2022

Rubble Charges – Vehicle Sizes		
Type	Resident	Non-Resident
Passenger Car	\$5.00	\$10.00
Pickup Truck/8' 2-Wheel Trailer	\$10.00	\$15.00
2-Wheel/4-Wheel Car Trailer w/no sides (approx. 16')	\$17.00	\$22.00
Single Axle Truck or 4-Wheel Dump Trailer 14'-16' box (approx. 5-7 yd.)	\$50.00	\$60.00
Tandem Axle Truck (approx. 12-14 yd.)	\$75.00	\$100.00
Semi-Truck – Side Dump or End Dump (approx. 20-22 yd.)	\$135.00	\$200.00
An additional \$30.00 per load may be added for untarped or unsecured loads.		

Tires		
Type	Resident	Non-Resident
Car	\$7.50	\$13.00
Light Truck	\$10.00	\$18.00
Truck	\$20.00	\$30.00
Tractor Tire 200 lb.	\$50.00	\$70.00
Tractor Tire 300 lb. (approx. 17.5 x 25)	\$60.00	\$80.00
Tractor Tire 400 lb. (approx. 20.5 x 25)	\$80.00	\$100.00
Tractor Tire 600 lb. (approx. 23.5 x 25)	\$90.00	\$110.00
Tractor Tire 1,000 lb. (approx. 26.5 x 25)	\$165.00	\$200.00
Tires mounted on rims are <u>not</u> accepted.		
Because of the many different sizes of tires, the gate attendant may use their discretion in charging fees based on the size of tire presented.		

White Goods		
Type	Resident	Non-Resident
Stoves, Washers, Dryers, Water Heaters, Dish Washers, etc.	\$10.00	\$20.00
Refrigerators, Freezers, A/C Units (freon must be removed)	\$15.00	\$30.00
Note: Any and all materials may be rejected at the discretion of the Rubble Site Attendant.		

Yard Waste

Residents – No Charge

Commercial - \$65/month

Includes: leaves, grass clippings, wood chips, garden or other vegetation. No tree branches of any kind are allowed. Yard waste in plastic or paper bags are to be dumped out and the bags taken back with you.

An additional \$30.00 per load may be added for untarped or unsecured loads.

Other Fees

Clay Fill Dirt - \$5.00/cubic yard – purchaser must load and haul clay (for availability please check with Jeff Heidebrecht – 605-751-9151) Random loads will be weighed.

Suc-Vac Slurry by pick-up pulled trailers	\$100.00
Suc-Vac Slurry by large truck mounted units	\$200.00
Root Balls	\$65.00

ANYONE DISPOSING OF PROHIBITED MATERIALS IN THE City’s Restricted Use Facility are in violation of the regulations as set forth by the City of Beresford and the South Dakota Department of Environment and Natural Resources. The City shall impose a fine of \$200.00 for anyone found guilty of such violation. The City of Beresford may charge patrons of the restricted use facility any and all costs associated with the patron’s failure to follow the facilities rules and procedures.

ALL ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE DUE TO STATE DENR AND US EPA LAWS AND REGULATIONS.

Adopted this 21st day of March, 2022

Nathan Anderson, Mayor

ATTEST:

Elaine Johnson, Finance Officer
Adopted: March 21, 2022
Published:
Effective Date:

**CITY OF BERESFORD RUBBLE SITE
RULES, REGULATIONS AND FEES
EFFECTIVE NOVEMBER 21, 2017**

RUBBLE CHARGES – VEHICLE SIZES

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
1. PASSENGER CAR	\$3.50	\$7.00
2. PICKUP TRUCK OR 2-WHEEL TRAILER	\$7.50	\$15.00
3. SINGLE AXLE TRUCK OR 4-WHEEL TRAILER (approx. 7 yd.)	\$25.00	\$35.00
4. TANDEM AXLE TRUCK (approx. 12 yd.)	\$60.00	\$80.00
5. SEMI TRUCK – SIDE DUMP OR END DUMP (approx. 20-22 yd.)	\$100.00	\$135.00
6. YARD WASTE (leaves, grass clippings, branches and other vegetation)	NO CHARGE	NO CHARGE
7. COMMERCIAL YARD WASTE (\$50/MONTH OR PAY THE SAME RATE AS NON RESIDENT FEES BASED ON THE SIZE OF THE VEHICLE)		

An additional \$25.00 per load may be added for an untarped or unsecured load

TIRES

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
1. CAR	\$5.00	\$10.00
2. LIGHT TRUCK	\$7.50	\$15.00
3. TRUCK	\$17.50	\$25.00
4. TRACTOR TIRE		
200 LB	\$35.00	\$50.00
300 LB (approx. 17.5 x 25)	\$45.00	\$60.00
400 Lb. (approx. 20.5 x 25)	\$65.00	\$80.00
600 LB (approx. 23.5 x 25)	\$75.00	\$90.00
1000 LB (approx. 26.5 x 25)	\$150.00	\$165.00

Because of the many different sizes of tires, the gate attendant may use their discretion in charging fees based on the size of tire presented

WHITE GOODS

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
STOVES, WASHERS, DRYERS, WATER HEATERS, DISH WASHERS ETC.	\$5.00	\$10.00
REFRIGERATORS, FREEZERS, A/C UNITS ***Freon must be removed***	\$10.00	\$15.00

NOTE: ANY AND ALL MATERIALS MAY BE REJECTED AT THE DISCRETION OF THE RUBBLE SITE ATTENDANT OR HIS/HER AGENT.

OTHER FEES

CLAY FILL DIRT - \$2.50/cubic yard – purchaser must load and haul clay (for availability please check with Jeff Heidebrecht – 605-751-9151)

ACCEPTED WASTES (subject to change)

CONSTRUCTION AND DEMOLITION DEBRIS: Concrete, brick stonework, asphaltic concrete, concrete block, asphaltic or fiberglass shingles, painted or stained wood, attached insulation, pipe and similar wastes

TREES AND UNTREATED WOOD: Scrap lumber, trees, tree branches, and brush.

WHITE GOODS/METALS: Refrigerators, washer, dryers, freezers, stoves, water heaters and other recyclable scrap metals, excluding petroleum fuel tanks unless they have been cleaned and can be recycled.

WASTE TIRES

MISCELLANEOUS WASTES: Carpets, chairs, couches, mattresses linoleum and similar items.

ASH – Only ash from wood burning stoves or other household sources and authorized on-site open burning may be accepted for burial.

YARD WASTE: Leaves, grass clippings and similar vegetation.

WASTES THAT ARE NOT ACCEPTED (subject to change)

HAZARDOUS WASTE: Waste oil, solvents, PCBs, ash or similar wastes.

PESTICIDE CONTAINERS

REGULATED ASBESTOS-CONTAINING MATERIALS

LEAD-ACID BATTERIES

PUTRESCIBLE WASTES: Municipal solid waste and household garbage

LIQUID WASTE: Petroleum products, sludge's, tar, paint, used motor oil, contaminated water or other liquid wastes.

TREATED WOOD: Wood treated with inorganic chemicals, chromated copper arsenate (CCA), pentachlorophenol (PCP), or creosote. CCA and PCP treated wood is commonly referred to as green or brown treated.

MISCELLANEOUS WASTES: Cardboard, plastic, plastic containers, Styrofoam, foam rubber, packaging materials, containerized paints, sealants, adhesives, dead animals, and similar materials.

CONTAMINATED SOIL: Soil contaminated with diesel fuel, fuel oil, kerosene, jet fuel, gasoline, pesticides, solvents, transformer oil, motor oil, lubricants, grease, tar, or similar materials.

ELECTRONIC WASTES: Televisions, computers, monitors, cell phones, VCRs/DVDs, and similar electronic waste materials.

ANYONE DISPOSING OF PROHIBITED MATERIALS IN THE City's Restricted Use Facility are in violation of the regulations as set forth by the City of Beresford and the South Dakota Department of Environment and Natural Resources. The City shall impose a fine of \$200.00 for anyone found guilty of such violation. The City of Beresford may charge patrons of the restricted use facility any and all costs associated with the patron's failure to follow the facilities rules and procedures.

ALL ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE DUE TO STATE DENR AND US EPA LAWS AND REGULATIONS.

Chief Schurch
Beresford Police Department
310 N 4th Street
Beresford, SD

Dear Chief Schurch:

This is my letter of resignation from the Beresford Police Department. Due to unseen circumstances I will no longer be able to fulfill this position full time. My last shift will be March 20, 2022.

I am grateful to have served the community of Beresford. I thank you for the opportunity to serve the community. Although my time here was short I thank everyone that I was able to meet along the way. I will forever be grateful for the amazing coworkers that helped during my time with COVID.

Sincerely,



Kipp Stearns

March 7, 2022

NOTICE OF JOB OPENING
CITY OF BERESFORD, SD
POLICE OFFICER

The City of Beresford, SD is accepting applications for a full time Police Officer.

A complete job description is available by calling 605-763-2008 or can be found on the city's website at www.beresfordsd.com.

Candidates for this position will be responsible for patrol, accident and criminal investigation, public relations, traffic enforcement and other duties as assigned. South Dakota certification is preferred. Competitive wages and excellent benefits are offered.

Please submit a letter of interest, resume, three job references and three personal references to City of Beresford, Attn: Police Chief, 101 N. 3rd St., Beresford SD, 57004. Position is open until filled. EOE.

jerry@bmtc.net

From: alison@bmtc.net
Sent: Tuesday, March 15, 2022 8:14 AM
To: 'Austin Hansen'
Cc: jerry@bmtc.net
Subject: T. Laurvick Step Convo

Good Morning!

Tony is up for a step pay increase on 03/08/2022 from \$28.72/hr. to \$29.57/hr. This would be at 87.5% of the scale. Tony also has \$0.12 of longevity pay, therefore his new wage would be \$29.69. Please advise your recommendation.

Please let me know if you have any questions!

Alison O'Connell

City of Beresford / Finance Assistant

101 N 3rd St. Beresford, SD 57004

605-763-2008

alison@bmtc.net

City of Beresford Travel Voucher

Name: Mike Antonson and Joe Knutson

1. Destination & Location of Event: Rankota - Watertown, SD

2. Reason for travel: SDMEA Annual Cont. + Technology Expo
(Meeting Agenda, Training Schedule or other supporting documentation must be attached.)

3. Place of departure: Beresford

4. Departure time & date: 12 PM 4-4-22

5. Arrival time & date: 3 PM 4-4-22

6. Cost of Lodging: \$193.98 94.99/night x 2

Departure from destination:

7. Departure time & date: 3 PM 4-6-22

8. Arrival time & date: 6 PM 4-6-22

Transportation:

Personal Vehicle:

Mileage claimed: _____

(Mileage reimbursement will be paid at the IRS Federal rate.)


City Owned Vehicle:

Commercial Transportation:

Cost of commercial transportation: _____

Meals claimed: _____

(Meals will be reimbursed at the state rate if not provided by the event host.)

Signature:  Date: 3/9/22

My signature certifies that expenses incurred for travel and the above statements are true and accurate to the best of my knowledge.

Approving Signature for Travel: _____

Finance Officer Signature: Claine Johnson