

**BERESFORD CITY COUNCIL  
REGULAR MEETING AGENDA  
Tuesday, July 5, 2022 7:00 P.M.  
Beresford City Council Chambers – 103 N. 3<sup>rd</sup> St.**

[1] – Pledge of Allegiance

[2] – Call to Order & Roll Call

[3] – Adopt Agenda

[4] – Approve Minutes – June 20, 2022

[5] – Public Hearings

- Beresford Vol. Fire Dept. for One Day Temporary Malt Beverage License on July 31, 2022 for the Beresford Tactor Pull

[6] – Visitors to be heard

- Joanne Paulson – Beresford Senior Center
  - Request for funding to replace gas stove

[7] – Committee/Mayor Report

[8] – Department Head and City Administrator Reports

- Elaine Johnson – Finance Officer
  - 2021 Audit Report
  - Update on sealed bids for On-Sale Liquor License Operating Agreement
  - 2023 Budget process
- Jerry Zeimetz – City Administrator
  - Update on Certificates of Participation for Baseball-Softball Complex

[9] – Old Business

- Request for funding assistance from Beresford Ambulance Service for Stryker Power Load System
- 

[10] – New Business

- Resolution 2022-12 – A Resolution Regarding Discretionary Formula Designation for Reduced Taxation for Certain New Structures and Additions Within the City of Beresford
- Subsidy draw down request from Beresford Community Bus
- Accept retirement letter from Beth Rasmussen Beresford Municipal Telephone Dept.
- Authorize advertising for Full-time Telephone General Manager Assistant
- Lease extension request from T-Mobile for space on top of water tower at 308 N. 2<sup>nd</sup> St. – amend lease to add (2) additional (5) year terms to the lease agreement
- Declare surplus two Fujitsu FLM 150 Multiplexer shelves and cards surplus for disposal
- Declare surplus (4) Siemens 250 Kva Voltage Regulators and (1) General Electric Grounding Transformer for transfer to another municipality

[11] – Discussion & Information Items

[12] – Approval of Travel Requests

[13] – Payment of Bills

[14] – Executive Session - Proprietary

[15] – 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 Tuesday, July 5 2022

Time: July 5, 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

+1 312 626 6799 US (Chicago)

Meeting ID: 546 078 0834

**BERESFORD CITY COUNCIL**  
**Monday, June 20, 2022**

The Beresford City Council met in regular session in City Council Chambers at 7:00 p.m.; the Pledge of Allegiance was recited.

**Members Present:** Mayor Nathan Anderson, Troy Boone (arrived at 7:05 PM), Troy Doeden, Will Roelke, Art Schott, Teresa Sveeggen, Mike Tiedeman

**Also Present:** Elaine Johnson, Finance Officer; Jerry Zeimetz, City Administrator; Electric Supt. Mike Antonson, Street/Water/Sewer Supt. Jeff Heidebrecht, Librarian Jane Norling

**Adopt Agenda:** A motion was made by Tiedeman, second by Doeden, to adopt the agenda as presented. All present Council members voted aye; motion carried.

**Approve Minutes:** A motion was made by Sveeggen, second by Roelke, to approve the meeting minutes from June 6, 2022. All present Council members voted aye; motion carried.

**Visitors to be Heard:**

- Sarah Bickett made a request to close a section of 3<sup>rd</sup> Street for a Kiddie Parade to be held in conjunction with Old-Fashioned Weekend. Schott made a motion, second by Tiedeman, to close 3<sup>rd</sup> Street from Hemlock to Oak on July 29, 2022 from 7-9 PM for the Kiddie Parade. All present Council members voted aye; motion carried.
- Chris Anderson, representing the Beresford Tractor Pullers, requested permission to use the Beresford Saddle Club grounds for the Tractor Pull to be held on July 31. Schott made a motion to authorize the Beresford Tractor Pullers to use the Beresford Saddle Club grounds for a tractor pull beginning at noon on Sunday, July 31, pending proof of insurance. The motion was seconded by Sveeggen and all present Council members voted aye; motion carried.
- A request was received from Gerald Dahlin to close part of N. 16<sup>th</sup> Street for the car show to be held during Old-Fashioned Weekend. A motion was made by Schott, second by Doeden, to close North 16<sup>th</sup> Street from West Main to West Spruce on July 30 for the car show. All present Council members voted aye; motion carried.

**Department Head and City Administrator Reports**

Elaine Johnson, Finance Officer: Johnson gave a brief overview of May financials. Following review of the reports, Doeden made a motion to approve the May financial reports. The motion was seconded by Tiedeman and all present Council members voted aye; motion carried.

**Old Business**

**Community Fireworks Display:** Johnson reported that after visiting with the Beresford Chamber and Premier Pyrotechnics, July 29 appears to be the best date for the community fireworks display (in conjunction with Old-Fashioned Weekend). Council was in agreement; the fireworks display will be held at dusk on July 29, 2022.

**Updated Ballfield Site Plan:** Council reviewed and discussed the updated plans for the ballfield complex as prepared by Banner Engineering. A motion was made by Schott and seconded by Sveeggen to accept Plan #SP202 from Banner Engineering for the proposed ballfield addition as presented. All present Council members voted aye; motion carried.

**New Business**

**Street Repair:** A motion was made by Schott, second by Roelke, to accept the 2022 Multi-Community Asphalt Surface Treatment Initiated Agreement and Notice to Proceed in the amount of \$93,898.40 from Astech Corporation. All present Council members voted aye; motion carried.

**Seasonal Hire:** Upon recommendation from Librarian Jane Norling, a motion was made by Doeden, second by Tiedeman, to hire Allie Westra at \$9.95/hr. as part-time seasonal help at the library. All present Council members voted aye; motion carried.

**Step-Pay Increase:** A motion was made by Doeden, second by Schott, to approve a step-pay increase for Tyson Bullis, Beresford Police Dept. from \$24.05/hr. to \$24.69/hr., effective June 21, 2022. All present Council members voted aye; motion carried.

**Full-Time Hire:** Following recommendation from Supt. Jeff Heidebrecht, a motion was made by Schott, second by Sveeggen, to hire Tanner Knutson at \$20.84/hour as a full-time employee in the Street/Water/Sewer Dept. All present Council members voted aye; motion carried.

**Subsidy Draw Down Requests:**

- A motion was made by Doeden, second by Tiedeman, to approve the budgeted subsidy draw-down request from the Beresford Chamber of Commerce Old-Fashioned Weekend in the amount of \$3500. All present Council members voted aye; motion carried.
- A motion to approve the budgeted subsidy draw-down request from the Beresford Community Cupboard in the amount of \$2500 was made by Schott and seconded by Tiedeman. After discussion, all present Council members voted aye; motion carried.
- Schott made a motion to approve the budgeted subsidy drawn-down request from the Beresford Senior Citizens in the amount of \$3000. The motion was seconded by Sveeggen and all present Council members voted aye; motion carried.

**Parks Request:** Sioux Corporation made a request to allow them to consume alcoholic beverages at their annual picnic at Bulow Park in August. A motion was made by Schott and seconded by Boone to allow Sioux Corporation to consume alcohol in and around the Lion's Shelter on August 11, 2022. All present Council members voted aye; motion carried.

**Public Hearing Date:** A motion was made by Scott, second by Sveeggen, to set July 5, 2022 at 7:00 p.m. as the hearing date for the Beresford Volunteer Fire Department's application for a one-day malt beverage license for the July 31, 2022 tractor pull. All present Council members voted aye; motion carried.

**Updated Fire Dept. Roster:** Schott made a motion to approve the addition of Angela Carlson to the roster for the Beresford Volunteer Fire Department. The motion was seconded by Tiedeman and all present Council members voted aye; motion carried.

**Payment of Bills:** A motion to pay the following bills was made by Doeden, second by Boone. All present Council members voted aye; motion carried.

Aaron's Pro Window Cleaning, service, \$70.00; AMC Concrete, concrete repair, \$2066.48; Baker & Taylor, books, \$746.67; Banner Assoc., ballfield planning, \$7812.36; Batteries Plus, battery backups, \$165.18; Beal Dist., beer, \$2231.30; Beresford Chamber of Commerce, 2022 subsidy, \$3500.00; Beresford Com. Food Cupboard, 2022 subsidy, \$2500.00; Beresford Senior Citizens, 2022 subsidy, \$3000.00; Border States Elec., station repair, \$1581.99; Bridges at Beresford, advertising, \$20.00; Brosz Engineering, street maint. project, \$500.00;

Cengage Learning, books, \$88.77; CenturyLink, 911 circuit, \$109.33; Chesterman Co., resale, \$419.14; City of SF Public Works, tipping fees, \$5272.50; Consortia, consulting fee, \$3500.00; Control Installations of Iowa, door repair, \$70.83; Country Sunshine, hanging pots, \$120.00;

Dakota Beverage, beer, \$1969.85; Demco, supplies, \$252.33; ECHO Group, resale, \$534.44; Express Comm., toll settlement, \$1952.67; Farr Tech., internet repairs, \$2025.00; Fiesta Foods, food, \$95.58; Hawkins, chemicals, \$798.93; Heartland Payment Systems, CC fees, \$1170.41; Interstate TRS Fund, TRS fund, \$387.94; Jack's Uniforms & Equipment, equipment, \$894.67; Jerry's Chevrolet, service, \$166.96; Johnson Bros. Famous Brands, liquor, \$200.08; Elaine Johnson, meals, \$22.00; KCL Group Benefits, insurance, \$140.50; Kiefer Aquatics, lifeguard suits, \$475.95;

Lawson Products, repair assortment, \$175.00; LECA, funding assessment, \$2777.00; Menards, pool maintenance, \$15.98; MidAmerican Energy, natural gas, \$1060.73; Midwest Alarm, service, \$141.00; Midwest Tape, book, \$32.98; Midwest Turf & Irrigation, supplies, \$919.76; Missouri River Energy Services, oil sampling services, \$1035.20; New Century Press, publishing, \$263.69; Norbert Paint, pool paint, \$237.28; Olson's Pest Tech., service, \$275.00; Overdrive, books, \$212.51; Performance Foodservice, food, \$2926.60; Printing Plus, certificates, \$117.00; Quadient, postage meter lease, \$609.06; Quill Corp., supplies, \$237.89;

Roo's Sanitation, disposal serv., \$5626.00; Rovi Guides, guides, \$669.67; S&S Willers, golf course sand, \$927.56; SD Assn. of Rural Water, storm sewer camera, \$2375.00; SDN Comm., 800 database, \$7.55; Stuart C Irby Co., supplies, \$97.20; T Time Golf, golf merchandise, \$265.00; The Tessman Co., flags/memorial, \$850.11; The Fillin' Station, repair, \$174.25; Utilismart Corp., service contracts, \$1529.25; USAC, school & libraries, \$1881.77; Verizon Wireless, cell phone, \$932.87; Vermeer High Plains, repair, \$501.20; Walt's Homestyle Foods, resale, \$97.00; Wellmark BC/BS of SD, insurance, \$35,845.24; Wells Fargo, CC charges, \$3216.95; Wholesale Supply Co., supplies/resale, \$491.40

**May 2022 Payroll Totals:** Finance \$5644.18; Gov't Bldg. \$154.68; Police \$24,739.56; Street \$14,649.58; Parks \$5722.64; Water \$8082.87; Electric \$29,355.07; Sewer \$7723.58; Telephone \$32,539.00; Rubble/Recycling \$2045.48; Library \$8986.52; City Admin \$8346.08; Golf Course \$3308.58; Clubhouse \$9471.58; Event Center \$385.21.

**June 2022 Payroll Totals:** Finance \$5644.18; Gov't Bldg. \$154.68; Police \$24,858.78; Street \$15,331.60; Parks \$10,003.95; Water \$8103.08; Electric \$31,183.78; Sewer \$7758.82; Telephone \$29,917.58; Rubble/Recycling \$1839.00; Planning & Zoning \$1500.00; Library \$10,445.55; Swimming Pool \$10,799.47 City Admin \$8346.08; Golf Course \$6448.32; Clubhouse \$12,360.46.

**Executive Session:** At 7:43 p.m., a motion to enter into Executive Session at 7:43 p.m. to discuss proprietary matters was made by Doeden and seconded by Tiedeman. All present Council members voted aye; motion carried. Mayor Anderson declared Council out of Executive Session at 8:28 p.m. No action was taken.

**Adjournment:** Having no further business, Mayor Anderson adjourned the meeting at 8:28 p.m.

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Elaine Johnson, Finance Officer  
Recorded by Kathy Stuessi

**NOTICE OF HEARING  
APPLICATION FOR ONE DAY MALT BEVERAGE LICENSE**

**CITY OF BERESFORD**

Notice is hereby given that the following license application for temporary sale of Malt Beverages for the Beresford Volunteer Fire Department on July 31, 2022 has been filed in the City Finance Office, Beresford, South Dakota.

**One Day – Temporary Malt Beverage:**

Beresford Volunteer Fire Department  
for the Beresford Tractor Pull (at the former Saddle Club)  
S ½ NW ¼ \*EX S 585'  
W 482' & BEDCO NORTH  
ADD\* 32-96-50  
Beresford, SD 57004

**A Public Hearing will be held on July 5th, 2022 at the Council Chambers, 103 N 3<sup>rd</sup> St. Beresford, SD at a City Council meeting, which convenes at 7:00 p.m.**

Any person or their representative may appear and be heard for or against approval of said license.

Dated at Beresford, South Dakota this 20th day of June, 2022.

\_\_\_\_\_  
Elaine Johnson, Finance Officer

Publish: June 23rd, 2022

Legal, One Time

Published at an approximate cost of \$ \_\_\_\_\_

COPY

## LEASE

THIS LEASE dated this 4th day of June, 2010, made by and between CITY OF BERSEFORD, hereinafter called "Landlord" and BERSEFORD SENIOR CITIZEN CENTER, INC., hereinafter called "Tenant".

Landlord hereby leases to Tenant for use by the Beresford Senior Citizen Center, Inc., and Tenant hereby leases from Landlord, for the term and at the rental and upon the conditions set forth herein the premise located at 501 West Elm Street, Beresford, South Dakota, as located on that certain real property described as:

LOT 4 OF CLUBHOUSE ADDITION IN THE NW $\frac{1}{4}$  OF SECTION 5, TOWNSHIP 95 NORTH, RANGE 50 WST OF THE 5<sup>TH</sup> P.M., CITY OF BERSEFORD, UNION COUNTY, SOUTH DAKOTA.

## TERM

The term of this Lease is one hundred years to commencing January 1, 2010, unless terminated earlier under the terms of this Lease agreement.

## RENT

Tenant agrees to pay to the Landlord at the address listed in this lease, as rent for the above described premises for and during the full term of this Lease the sum of \$1.00 per year, payable in advance on the 1st day of each and every year.

## USE

The premises shall be occupied only by members of the Beresford Senior Citizens and used solely for the purpose of Beresford Senior Citizen's related activities including Senior Nutrition. Landlord reserves the right to authorize or prohibit other activities on the premises in its sole discretion. Further, Tenant agrees not to lease the facilities for use by others, but may accept donations from users to offset costs of operating the facility.

Tenant shall not use or permit the use of the premises in any manner that will tend to create waste or a nuisance, or to operate or carry on any business, profession, or trade of any kind.

Tenant agrees to comply with all applicable zoning,

municipal, county and state laws, ordinances and regulations governing and regulating the use of the premises.

#### **MAINTENANCE AND REPAIRS**

A. LANDLORD'S OBLIGATIONS. The Landlord will be responsible for the following on the premises:

1. Snow removal from parking lot and sidewalks;
2. Sanding of parking lot when ice is present; and
3. Lawn care to include mowing, fertilizing and weed control.

B. TENANT'S OBLIGATION. Tenant agrees to comply with the following obligations:

1. Keep the premises in reasonable repair and fit for human habitation and in good and safe working order during the term of the Lease except when the disrepair has been caused by the negligent, willful or malicious conduct of persons not under Tenant's direction or control.
2. Maintain in good and safe working order and condition all electrical, plumbing or heating systems of the premises.
3. Preserve the premises, appliances, appurtenances in good condition, reasonable wear and tear excepted.
4. Repair all deteriorations or damage to the premises occasioned by their negligent, willful or malicious conduct or such conduct of persons acting under their direction or control.
5. Not make any improvements, changes, or alterations to the premises unless they receive written consent from the Landlord. Any alterations, changes or improvements shall become the property of the Landlord and remain in the premises at the termination of this lease unless they can be removed without causing damage to the premises.

#### **UTILITIES**

Tenant shall be responsible at their own expense for utilities, including natural gas, electricity, water, trash



removal, telephone, and cable or computer services.

#### **INSURANCE**

Tenant shall be responsible for providing adequate insurance to insure Tenant's property contained in said building and to provide adequate liability insurance to protect Tenant and Landlord from any loss occurring as a result of Tenant's use of the premises or Tenant's business invitees' use of the premise. Tenant shall be further responsible for insuring the premises against loss occasioned by fire, wind, hail, or other disaster. In the event the insurance is available through Landlord's insurance policy, Tenant shall reimburse Landlord for the annual costs of such insurance.

#### **POSSESSION**

The Landlord agrees that the Tenant on paying the rents and complying with the terms of this Lease, Tenant shall peacefully and quietly possess the leased premises.

#### **RIGHT OF ENTRY**

Landlord and Landlord's agents shall have the right to enter the premises at reasonable times to view, examine and for all such purposes as may be necessary to perform and to assure performance of this Lease.

#### **SURRENDER**

The Tenant agrees that they will at the expiration of this Lease quietly yield and surrender the above described premises to the Landlord in as good condition and repair as when taken, reasonable wear and tear excepted.

#### **DEFAULTS AND REMEDIES**

The Landlord may terminate this Lease if Tenant fails to pay rent within sixty (60) days after it is due or upon failure to abide with the other terms and conditions of this lease.

#### **TERMINATION**

This Lease may be canceled and terminated by the Lessee on giving written notice of intent to terminate to Lessor one hundred eighty (180) days prior to the date of the intended termination, by sending the required notice to the party to be

notified, postage prepaid, by certified mail, at the address specified for that party in this Lease, or by personal delivery to that party. The giving of the notice required herein shall not release either Landlord or Tenant from full and faithful performance of all terms and conditions of this Lease during the continuing occupancy of Tenant after notice of termination but before Tenant actually vacates the premises.

#### **ASSIGNMENT AND SUBLETTING**

Tenant may not voluntarily or by operation of law assign, transfer, mortgage, sublet, or otherwise transfer or encumber all or any part of Tenant's interest in this Lease or in the premises without prior written consent of the Landlord, which consent shall not be unreasonably withheld. Any attempted assignment, transfer, mortgage, encumbrance, or subletting without such consent shall be void.

#### **GENERAL PROVISIONS**

A. SEVERABILITY. Any provision of this Lease determined to be invalid by a court of competent jurisdiction shall in no way affect any other provision hereof.

B. TIME OF ESSENCE. Time is of the essence.

C. NOTICES. Any notice required or permitted to be given hereunder shall be in writing and may be served personally or by certified mail addressed to Landlord and Tenant respectively at the addresses set forth after their signatures at the end of this Lease or such other address which may be furnished in writing. If by mail, notice shall be deemed given at the time of mailing with the necessary postage prepaid.

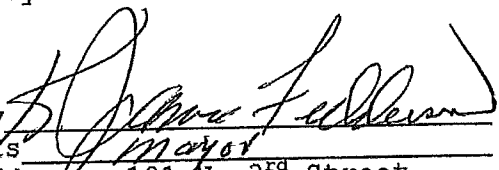
D. WAIVERS. No waiver by either party of any provision hereof shall be deemed a waiver of any other provision hereof or of any subsequent breach by the other party of the same or any other provisions. Either party's consent to or approval of any act shall not be deemed to render unnecessary the obtaining of such party's consent to or approval of any subsequent act by the other party.

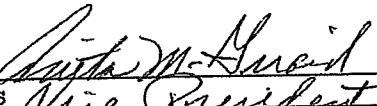
E. BINDING EFFECT. This Lease shall bind the parties, their personal representative, successors and assigns.

In witness whereof the parties hereto have set their hands and seals as of the date first written above.

City of Beresford, Landlord

Beresford Senior Citizen Center,  
Inc., Tenant

By   
Its Mayor  
Address: 101 N. 3<sup>rd</sup> Street  
Beresford, SD 57004

By   
Its Vice President  
Address: 501 West Elm Street  
Beresford, SD 57004

## **REQUEST FOR SEALED BIDS**

**The City of Beresford is accepting sealed bids for the following:**

### **One On-Sale Liquor License Operating Agreement**

Bids will be accepted until July 15, 2022 at 9:00 p.m. at the Beresford City Hall, 101 N. 3<sup>rd</sup> Street, Beresford, South Dakota. Bid forms may be obtained from the City Finance Office at 101 N. 3<sup>rd</sup> Street, Beresford, South Dakota 57004, (605) 763-2008 or by emailing [elaine@bmtc.net](mailto:elaine@bmtc.net). Bids shall be in a sealed envelope and clearly marked BERESFORD ON-SALE LIQUOR LICENSE BID. A South Dakota alcoholic beverage application must accompany the bid along with a license fee of \$700. The license fee will be returned to unsuccessful bidders. THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND TO ISSUE THE LICENSE AS DEEMED TO BE IN THE BEST INTERESTS OF THE CITY BY THE CITY COUNCIL.

**City of Beresford**  
**Request for Proposals**  
**On-Sale Retail Liquor License**

The City of Beresford, SD (City) currently has one (1) On-Sale Retail Liquor License available and is seeking proposals from interested parties for this license. The city has determined that it is in the best interest of taxpayers to accept proposals for this license. The city will take proposals until 5:00 p.m. July 15, 2022 with issuance of a license from January 1, 2022 to December 31, 2022.

**PROPOSAL REQUIREMENTS**

All proposals must include the following:

- **Cover Letter** - Summarizing the applicant's interest and intended use for the available liquor license.
- **Business Information** - The proposal shall include the type of business and if the business is new or existing, date of opening if new business, the location of the business, and the hours of service. A site plan of the business location shall also be included, showing the property location, building placement, and square footage of any buildings.
- **Applicant Information** - The proposal shall include name of business, contact person and title, contact address, phone number and email.
- **Purchase Price** - Please include a bid price to purchase the available license from the city.
- **SD Alcoholic Beverage Application** - The applicant must complete the SD alcoholic beverage application form and submit with the proposal, along with applicable fees. Must comply with all state liquor licensing laws.

**PROPOSAL SUBMISSION**

Deadline for proposals is July 15, 2022, at 5:00 p.m. CDT. All proposals will be reviewed by the City Council at their meeting on July 18, 2022.

All interested parties need to provide a copy of their proposal, plus a completed state Alcoholic Beverage Application (attached) to the city by the deadline outlined above. All proposals can be submitted by mail or emailed to the following addresses:

By Mail:                   City of Beresford  
                                  Attn: Elaine Johnson, Finance Officer  
                                  101 N 3<sup>rd</sup> St.  
                                  Beresford, SD 57004

By Email:                   elaine@bmtc.net

## **EVALUATION**

Proposals will be evaluated by the City Council at the regular city council meeting on July 18, 2022.

## **RIGHT TO REJECT PROPOSALS**

The City of Beresford reserves the right to reject any and all proposals if deemed in the best interest of the City.

## **QUESTIONS**

Please direct questions or inquiries to:

Elaine Johnson, Finance Officer  
101 N 3<sup>rd</sup> St.  
Beresford, SD57004  
605-763-2008  
elaine@bmtc.net

**\$3,400,000**

FINAL 6/28/22

City of Beresford, South Dakota  
Certificates of Participation, Series 2022A  
Baseball / Softball Complex

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### Report

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**\$3,400,000**

City of Beresford, South Dakota  
Certificates of Participation, Series 2022A  
Baseball / Softball Complex

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/02/2022	-	-	-	-	-
06/01/2023	-	-	115,701.58	115,701.58	-
12/01/2023	115,000.00	3.150%	69,653.13	184,653.13	300,354.71
06/01/2024	-	-	67,841.88	67,841.88	-
12/01/2024	170,000.00	3.150%	67,841.88	237,841.88	305,683.76
06/01/2025	-	-	65,164.38	65,164.38	-
12/01/2025	150,000.00	3.150%	65,164.38	215,164.38	280,328.76
06/01/2026	-	-	62,801.88	62,801.88	-
12/01/2026	145,000.00	3.150%	62,801.88	207,801.88	270,603.76
06/01/2027	-	-	60,518.13	60,518.13	-
12/01/2027	125,000.00	3.150%	60,518.13	185,518.13	246,036.26
06/01/2028	-	-	58,549.38	58,549.38	-
12/01/2028	125,000.00	3.150%	58,549.38	183,549.38	242,098.76
06/01/2029	-	-	56,580.63	56,580.63	-
12/01/2029	135,000.00	3.150%	56,580.63	191,580.63	248,161.26
06/01/2030	-	-	54,454.38	54,454.38	-
12/01/2030	135,000.00	3.150%	54,454.38	189,454.38	243,908.76
06/01/2031	-	-	52,328.13	52,328.13	-
12/01/2031	140,000.00	4.125%	52,328.13	192,328.13	244,656.26
06/01/2032	-	-	49,440.63	49,440.63	-
12/01/2032	145,000.00	4.125%	49,440.63	194,440.63	243,881.26
06/01/2033	-	-	46,450.00	46,450.00	-
12/01/2033	155,000.00	4.125%	46,450.00	201,450.00	247,900.00
06/01/2034	-	-	43,253.13	43,253.13	-
12/01/2034	155,000.00	4.125%	43,253.13	198,253.13	241,506.26
06/01/2035	-	-	40,056.25	40,056.25	-
12/01/2035	160,000.00	4.500%	40,056.25	200,056.25	240,112.50
06/01/2036	-	-	36,456.25	36,456.25	-
12/01/2036	190,000.00	4.500%	36,456.25	226,456.25	262,912.50
06/01/2037	-	-	32,181.25	32,181.25	-
12/01/2037	200,000.00	4.750%	32,181.25	232,181.25	264,362.50
06/01/2038	-	-	27,431.25	27,431.25	-
12/01/2038	210,000.00	4.750%	27,431.25	237,431.25	264,862.50
06/01/2039	-	-	22,443.75	22,443.75	-
12/01/2039	220,000.00	4.750%	22,443.75	242,443.75	264,887.50
06/01/2040	-	-	17,218.75	17,218.75	-
12/01/2040	230,000.00	4.750%	17,218.75	247,218.75	264,437.50
06/01/2041	-	-	11,756.25	11,756.25	-
12/01/2041	240,000.00	4.750%	11,756.25	251,756.25	263,512.50
06/01/2042	-	-	6,056.25	6,056.25	-
12/01/2042	255,000.00	4.750%	6,056.25	261,056.25	267,112.50
<b>Total</b>	<b>\$3,400,000.00</b>	<b>-</b>	<b>\$1,807,319.81</b>	<b>\$5,207,319.81</b>	<b>-</b>

### Yield Statistics

Bond Year Dollars	\$40,923.89
Average Life	12.036 Years
Average Coupon	4.4162954%
Net Interest Cost (NIC)	4.6290989%
True Interest Cost (TIC)	4.6586786%
Bond Yield for Arbitrage Purposes	4.4520001%
All Inclusive Cost (AIC)	4.7481889%

### IRS Form 8038

Net Interest Cost	4.5298164%
Weighted Average Maturity	11.994 Years

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**\$3,400,000**

City of Beresford, South Dakota  
Certificates of Participation, Series 2022A  
Baseball / Softball Complex

## Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	DSR	Existing D/S	Net New D/S
12/01/2022	-	-	-	-	-	69,086.25	69,086.25
12/01/2023	115,000.00	3.150%	185,354.71	300,354.71	-	305,702.50	606,057.21
12/01/2024	170,000.00	3.150%	135,683.76	305,683.76	-	302,407.50	608,091.26
12/01/2025	150,000.00	3.150%	130,328.76	280,328.76	-	328,297.50	608,626.26
12/01/2026	145,000.00	3.150%	125,603.76	270,603.76	-	333,797.50	604,401.26
12/01/2027	125,000.00	3.150%	121,036.26	246,036.26	-	361,247.50	607,283.76
12/01/2028	125,000.00	3.150%	117,098.76	242,098.76	-	363,297.50	605,396.26
12/01/2029	135,000.00	3.150%	113,161.26	248,161.26	-	360,047.50	608,208.76
12/01/2030	135,000.00	3.150%	108,908.76	243,908.76	-	361,647.50	605,556.26
12/01/2031	140,000.00	4.125%	104,656.26	244,656.26	-	361,860.00	606,516.26
12/01/2032	145,000.00	4.125%	98,881.26	243,881.26	-	361,360.00	605,241.26
12/01/2033	155,000.00	4.125%	92,900.00	247,900.00	-	360,200.00	608,100.00
12/01/2034	155,000.00	4.125%	86,506.26	241,506.26	-	362,400.00	603,906.26
12/01/2035	160,000.00	4.500%	80,112.50	240,112.50	-	364,000.00	604,112.50
12/01/2036	190,000.00	4.500%	72,912.50	262,912.50	-	-	262,912.50
12/01/2037	200,000.00	4.750%	64,362.50	264,362.50	-	-	264,362.50
12/01/2038	210,000.00	4.750%	54,862.50	264,862.50	-	-	264,862.50
12/01/2039	220,000.00	4.750%	44,887.50	264,887.50	-	-	264,887.50
12/01/2040	230,000.00	4.750%	34,437.50	264,437.50	-	-	264,437.50
12/01/2041	240,000.00	4.750%	23,512.50	263,512.50	-	-	263,512.50
12/01/2042	255,000.00	4.750%	12,112.50	267,112.50	(305,683.76)	-	(38,571.26)
<b>Total</b>	<b>\$3,400,000.00</b>	<b>-</b>	<b>\$1,807,319.81</b>	<b>\$5,207,319.81</b>	<b>(305,683.76)</b>	<b>\$4,595,351.25</b>	<b>\$9,496,987.30</b>

### Yield Statistics

Bond Year Dollars	\$40,923.89
Average Life	12.036 Years
Average Coupon	4.4162954%
Net Interest Cost (NIC)	4.6290989%
True Interest Cost (TIC)	4.6586786%
Bond Yield for Arbitrage Purposes	4.4520001%
All Inclusive Cost (AIC)	4.7481889%

### IRS Form 8038

Net Interest Cost	4.5298164%
Weighted Average Maturity	11.994 Years

**\$3,400,000**

City of Beresford, South Dakota  
Certificates of Participation, Series 2022A  
Baseball / Softball Complex

## Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
12/01/2030	Term 1 Coupon	3.150%	3.150%	1,100,000.00	100.000%	1,100,000.00
12/01/2034	Term 2 Coupon	4.125%	4.125%	595,000.00	100.000%	595,000.00
12/01/2036	Term 3 Coupon	4.500%	4.625%	350,000.00	98.695%	345,432.50
12/01/2039	Term 4 Coupon	4.750%	4.850%	630,000.00	98.830%	622,629.00
12/01/2042	Term 5 Coupon	4.750%	4.900%	725,000.00	98.076%	711,051.00
<b>Total</b>	-	-	-	<b>\$3,400,000.00</b>	-	<b>\$3,374,112.50</b>

## Bid Information

Par Amount of Bonds	\$3,400,000.00
Reoffering Premium or (Discount)	(25,887.50)
Gross Production	\$3,374,112.50
Total Underwriter's Discount (1.800%)	\$(61,200.00)
Bid (97.439%)	3,312,912.50
Total Purchase Price	\$3,312,912.50
Bond Year Dollars	\$40,923.89
Average Life	12.036 Years
Average Coupon	4.4162954%
Net Interest Cost (NIC)	4.6290989%
True Interest Cost (TIC)	4.6586786%

**\$3,400,000**

City of Beresford, South Dakota  
Certificates of Participation, Series 2022A  
Baseball / Softball Complex

## Sources & Uses

Dated 08/02/2022 | Delivered 08/02/2022

### Sources Of Funds

Par Amount of Bonds	\$3,400,000.00
Additional req. Equity contribution by the City	19,717.75
Original Issue Discount (OID)	(25,887.50)
<b>Total Sources</b>	<b>\$3,393,830.25</b>

### Uses Of Funds

Deposit to Project Construction Fund	3,000,000.00
Deposit to Debt Service Reserve Fund (DSRF)	305,683.76
Total Underwriter's Discount (1.800%)	61,200.00
Costs of Issuance	26,000.00
Rounding	946.49
<b>Total Uses</b>	<b>\$3,393,830.25</b>

**\$3,400,000**

City of Beresford, South Dakota  
Certificates of Participation, Series 2022A  
Baseball / Softball Complex

## Detail Costs Of Issuance

Dated 08/02/2022 | Delivered 08/02/2022

### COSTS OF ISSUANCE DETAIL

Bond Counsel	\$19,000.00
Trustee & Counsel Fees	\$2,500.00
Trustee Origination	\$4,500.00
<b>TOTAL</b>	<b>\$26,000.00</b>



**\$3,400,000**

City of Beresford, South Dakota  
Certificates of Participation, Series 2022A  
Baseball / Softball Complex

## Proof of Reserve Fund Requirement

Date	Principal	Interest	TOTAL P+I
12/01/2022	-	-	-
12/01/2023	115,000.00	185,354.71	300,354.71
12/01/2024	170,000.00	135,683.76	305,683.76
12/01/2025	150,000.00	130,328.76	280,328.76
12/01/2026	145,000.00	125,603.76	270,603.76
12/01/2027	125,000.00	121,036.26	246,036.26
12/01/2028	125,000.00	117,098.76	242,098.76
12/01/2029	135,000.00	113,161.26	248,161.26
12/01/2030	135,000.00	108,908.76	243,908.76
12/01/2031	140,000.00	104,656.26	244,656.26
12/01/2032	145,000.00	98,881.26	243,881.26
12/01/2033	155,000.00	92,900.00	247,900.00
12/01/2034	155,000.00	86,506.26	241,506.26
12/01/2035	160,000.00	80,112.50	240,112.50
12/01/2036	190,000.00	72,912.50	262,912.50
12/01/2037	200,000.00	64,362.50	264,362.50
12/01/2038	210,000.00	54,862.50	264,862.50
12/01/2039	220,000.00	44,887.50	264,887.50
12/01/2040	230,000.00	34,437.50	264,437.50
12/01/2041	240,000.00	23,512.50	263,512.50
12/01/2042	255,000.00	12,112.50	267,112.50
<b>Total</b>	<b>\$3,400,000.00</b>	<b>\$1,807,319.81</b>	<b>\$5,207,319.81</b>

### PROOF OF RESERVE FUND

#### MAXIMUM PERIODIC DEBT SERVICE

Omit First Period?	Yes
100 % of the Maximum Periodic Debt Service	305,683.76

#### AVERAGE PERIODIC DEBT SERVICE

Total P+I	5,207,319.81
Bond Years (Delivery Date)	20.33
125 % of the Average Periodic Debt Service	320,165.86

#### PERCENT OF PAR

10 % of Par	340,000.00
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#### RESERVE REQUIREMENT

Computed Requirement	305,683.76
Proof's Requirement	305,683.76

**RESOLUTION NO. 2022- 12**  
**A RESOLUTION REGARDING**  
**DISCRETIONARY FORMULA DESIGNATION FOR REDUCED TAXATION**  
**FOR CERTAIN NEW STRUCTURES AND ADDITIONS**  
**WITHIN THE CITY OF BERESFORD**

WHEREAS, the City of Beresford, Union and Lincoln Counties, State of South Dakota has deemed it in the best interest of the City to adopt a Resolution implementing a Discretionary Formula for the reduced taxation of new structures and additions and partially constructed structures pursuant to SDCL 10-6-137.

NOW, THEREFORE, BE IT RESOLVED, that the following properties shall be, and hereby are, specifically classified for the purpose of taxation pursuant to SDCL § 10-6-137(5), (6), and (7):

- Any new commercial residential structure, or addition to an existing structure, containing four or more units, if the new structure or addition has a full and true value of thirty thousand dollars or more (SDCL § 10-6-137(5));
  
- Any new affordable housing structure containing four or more units with a monthly rental rate of the units at or below the annually calculated rent for the state's sixty percent area median income being used by the South Dakota Housing Development Authority, for a minimum of ten years following the date of first occupancy, if the structure has a full and true value of thirty thousand dollars or more (SDCL § 10-6-137(6));
  
- Any new residential structure, or addition to or renovation of an existing structure, located within a redevelopment neighborhood established pursuant to SDCL § 10-6-141 if the new structure, addition, or renovation has a full and true value of five thousand dollars or more. The structure shall be located in an area defined and designated as a redevelopment neighborhood based on conditions provided in SDCL § 11-7-2 or 11-7-3 (SDCL § 10-6-137(7));

FURTHER RESOLVED, that any structure classified pursuant to this Resolution shall, following construction, initially be valued for taxation purposes in the usual manner, and that

value shall be referred to in this Resolution as the "Pre-Adjustment Value"; and be it

FURTHER RESOLVED, that the assessed value to be used for tax purposes of any structure classified pursuant to 10-6-137(5), (6), and (7) be calculated at a no more than twenty-five percent in the first or second year, no more than fifty percent in the third or fourth year, no more than seventy-five percent in the fifth or sixth year, and one hundred percent in the seventh year; and be it

FURTHER RESOLVED, that the assessed value to be used for tax purposes of any structure classified pursuant to this Resolution shall, following construction, be calculated as follows:

- a. For the first tax year following construction, 25% of the Pre-Adjustment Value;
- b. For the second tax year the following construction, 25% of the Pre-Adjustment Value;
- c. For the third tax year following construction, 50% of the Pre-Adjustment Value;
- d. For the fourth tax year following construction, 50% of the Pre-Adjustment Value;
- e. For the fifth tax year following construction, 75% of the Pre-Adjustment Value;
- f. For the sixth tax year following construction, 75% of the Pre-Adjustment Value;
- g. For the seventh tax year following construction, 100% of the Pre-Adjustment Value;

and be it

FURTHER RESOLVED, that the Beresford City Council may, if requested by the owner of any of the above-described property, not apply the above formula, in which case the full assessment shall be made without application of the formula. In waiving this formula for the structure of one owner, the Beresford City Council is not prohibited from applying the formula for subsequent new structures by that owner; and be it

FURTHER RESOLVED, that for purpose of this Resolution, the assessed valuation during any of the seven years may not be less than the assessed valuation of the property year preceding the first year of the tax years following construction; and be it

FURTHER RESOLVED, that any structure that is partially constructed on the assessment date may be valued for tax purposes pursuant to this Resolution and the valuation may not be less than the assessed valuation of the property in the year preceding the beginning of construction; and be it

FURTHER RESOLVED, that following the seven-year period under this section, the property shall be assessed at the same percentage as is all other property for tax purposes.

FURTHER RESOLVED, that this resolution shall supersede the City of Beresford Resolution # 2021-07 only as to property classified pursuant to SDCL 10-6-137(5).

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

CITY OF BERESFORD

\_\_\_\_\_  
Nathan Anderson, Mayor

Attest:

\_\_\_\_\_  
Elaine Johnson, Finance Officer  
(Seal)

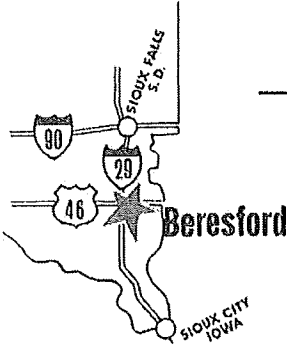
Adopted: July 5, 2022

Approved: July 5, 2022

Publication: July 14, 2022



City Of Beresford



101 N. Third  
Beresford, S.D. 57004-1796  
PHONE: (605) 763-2008  
FAX: (605) 763-2329

**MUNICIPAL SUBSIDY DRAWDOWN REQUEST**  
**CITY OF BERESFORD**

Beresford Community Bus hereby requests the drawdown of the monetary subsidy appropriated for the agency on the FY2022 Municipal Budget in the amount of \$5,000.00.

Attached is the required financial statement to be filed in lieu of a formal audit, as per statute.

Authorized Signature: *Andrea Johnson*

Date: 6/21/2022

**RURAL OFFICE OF COMMUNITY SERVICES, INC.  
STATEMENT OF FINANCIAL POSITION  
SEPTEMBER 30, 2021**

**ASSETS**

**CURRENT ASSETS**

Cash	\$ 376,737.46
Receivables:	
Due from Grantors	538,795.21
Prepaid Expenses	40,699.99
Inventory	<u>19,308.73</u>
Total Current Assets	<u>975,541.39</u>

**PROPERTY AND EQUIPMENT**

Buildings	377,818.00
Equipment and Vehicles	2,588,049.41
(Less) Accumulated Depreciation	<u>(2,569,781.41)</u>
Net Property and Equipment	<u>396,086.00</u>

Total Assets	<u>\$ 1,371,627.39</u>
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**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

Accounts Payable	\$ 14,934.36
Accrued Wages and Fringe Benefits Payable	168,141.66
Current Notes Payable	<u>20,670.12</u>
Total Current Liabilities	<u>203,746.14</u>

**LONG-TERM LIABILITIES**

Accrued Leave Payable	149,822.33
Notes Payable	76,723.75
Less Current Notes Payable	<u>(20,670.12)</u>
Total Long-Term Liabilities	<u>205,875.96</u>
Total Liabilities	<u>409,622.10</u>

**NET ASSETS**

Without Donor Restrictions	<u>962,005.29</u>
Total Net Assets	<u>962,005.29</u>

Total Liabilities and Net Assets	<u>\$ 1,371,627.39</u>
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The attached notes are an integral part of these financial statements

**RURAL OFFICE OF COMMUNITY SERVICES, INC.  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>TOTAL</b>
<b>PUBLIC SUPPORT AND REVENUE:</b>			
Public Support:			
Contributions	\$	\$ 195,981.34	\$ 195,981.34
Revenue:			
Grants and contracts from government agencies	6,366,603.31		6,366,603.31
Other revenue:			
Interest income	230.70		230.70
Program service fees	1,335,093.36		1,335,093.36
Miscellaneous	428,434.14		428,434.14
Total Public Support and Revenue	8,130,361.51	195,981.34	8,326,342.85
 Net Assets released from restrictions	 195,981.34	 (195,981.34)	
<b>EXPENSES:</b>			
Program services:			
Weatherization	689,012.58		689,012.58
Transportation	2,031,864.75		2,031,864.75
Nutrition	1,732,560.46		1,732,560.46
Other programs	2,544,453.35		2,544,453.35
Emergency food and shelter	14,715.70		14,715.70
Total Program Services	7,012,606.84		7,012,606.84
Supporting services:			
Management and general	1,044,306.34		1,044,306.34
Total Expenses	8,056,913.18		8,056,913.18
 INCREASE (DECREASE) IN NET ASSETS	 269,429.67		 269,429.67
 NET ASSETS, Beginning of Year	 692,575.62		 692,575.62
 NET ASSETS, End of Year	 \$ 962,005.29	 \$ 0.00	 \$ 962,005.29

The attached notes are an integral part of these financial statements

**RURAL OFFICE OF COMMUNITY SERVICES, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

	<u>WEATHER- IZATION</u>	<u>TRANSPOR- TATION</u>	<u>NUTRITION</u>
Salaries and wages	\$ 28,261.03	\$ 1,287,130.86	\$ 775,243.62
Fringe benefits	72,965.13	323,989.69	235,657.50
Total salaries, wages and fringe benefits	101,226.16	1,611,120.55	1,010,901.12
Contract Services	220,162.07		13,066.30
Professional Services	6,425.00	1,212.50	
Fuel		99,529.18	
Maintenance	3,587.27	49,656.74	10,359.78
Garage Space		2,712.50	
Travel	16,413.07	15,362.89	6,370.21
Board Expenses			
Space Costs	21,067.44	11,059.46	8,252.04
Utilities		29,973.93	29,933.90
Supplies	23,562.37	13,610.82	66,971.31
Equipment	13,155.03	5,779.26	1,032.84
Training	3,496.33		967.19
Dues	481.98	119.84	
Insurance	13,527.63	66,027.67	17,582.88
Printing and Advertising	220.89	6,227.43	2,462.54
Telephone	3,892.52	15,130.06	10,429.17
Garbage			5,965.23
Postage	1,843.47		3,750.20
Materials	245,278.11		
Miscellaneous		47,392.74	80.83
Meal Contracts			71,107.95
Meal Transport			12,473.90
Food			454,012.95
Drug Policy		6,957.66	
Garden Project			
Food Pantries			
Transit Passes			
Homeless Shelters			
SDHDA & ER1			
Other Projects			
Basic Needs			
<b>Total expenses before depreciation expenses</b>	<u>674,339.34</u>	<u>1,983,783.18</u>	<u>1,725,720.34</u>
Depreciation Expense	14,673.24	48,081.57	6,840.12
<b>Total Expenses</b>	<u>\$ 689,012.58</u>	<u>\$ 2,031,864.75</u>	<u>\$ 1,732,560.46</u>

The attached notes are an integral part of these financial statements.

<u>EMERGENCY FOOD AND SHELTER</u>	<u>OTHER PROGRAMS</u>	<u>TOTAL</u>	<u>MANAGEMENT AND GENERAL</u>	<u>TOTAL EXPENSES</u>
\$	\$	\$ 2,090,635.51	\$ 618,222.08	\$ 2,708,857.59
		632,612.32	94,663.50	727,275.82
		<u>2,723,247.83</u>	712,885.58	3,436,133.41
		233,228.37		233,228.37
		7,637.50	103,436.11	111,073.61
		99,529.18	233.07	99,762.25
		63,603.79	633.85	64,237.64
		2,712.50		2,712.50
		38,146.17	1,253.46	39,399.63
			6,339.30	6,339.30
		40,378.94	38,656.93	79,035.87
		59,907.83	67,784.48	127,692.31
		104,144.50	68,779.75	172,924.25
		19,967.13		19,967.13
	4,400.62	8,864.14	2,000.00	10,864.14
		601.82		601.82
		97,138.18	19,410.44	116,548.62
		8,910.86	8,113.68	17,024.54
		29,451.75	4,899.84	34,351.59
		5,965.23		5,965.23
		5,593.67	9,879.85	15,473.52
		245,278.11		245,278.11
	11,858.91	59,332.48		59,332.48
		71,107.95		71,107.95
		12,473.90		12,473.90
		454,012.95		454,012.95
		6,957.66		6,957.66
	1,739.07	1,739.07		1,739.07
	6,733.95	6,733.95		6,733.95
	5,822.02	5,822.02		5,822.02
14,715.70	4,657.38	19,373.08		19,373.08
	2,244,571.09	2,244,571.09		2,244,571.09
	139,020.03	139,020.03		139,020.03
	125,022.28	125,022.28		125,022.28
<u>14,715.70</u>	<u>2,543,825.35</u>	<u>6,942,383.91</u>	<u>1,044,306.34</u>	<u>7,986,690.25</u>
	628.00	70,222.93		70,222.93
<u>\$ 14,715.70</u>	<u>\$ 2,544,453.35</u>	<u>\$ 7,012,606.84</u>	<u>\$ 1,044,306.34</u>	<u>\$ 8,056,913.18</u>

**RURAL OFFICE OF COMMUNITY SERVICES, INC.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2021**

<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Increase (Decrease) in net assets	\$ 269,429.67
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	70,222.93
(Increase) decrease in operating assets:	
Inventory	8,019.23
Receivables	(29,629.83)
Prepaid expenses	(17,783.99)
Increase (decrease) in operating liabilities:	
Accounts payables	(89,930.64)
Accrued wage and fringe benefits payable	42,561.70
Accrued leave payable	<u>2,662.26</u>
Net cash provided by operating activities	<u>255,551.33</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>	
Proceeds of Long Term Debt	46,959.00
Payments on Long Term Debt	(14,993.49)
Purchase of capital assets	<u>(181,108.21)</u>
Net cash provided by financing activities	<u>(149,142.70)</u>
Net increase in cash and cash equivalents	106,408.63
BEGINNING CASH AND CASH EQUIVALENTS	<u>270,328.83</u>
ENDING CASH AND CASH EQUIVALENTS	<u>\$ 376,737.46</u>

The attached notes are an integral part of these financial statements.

June 27, 2022

Austin Hansen  
Beresford City Council  
101 N. 3<sup>rd</sup> Street  
Beresford, SD 57004

Austin & City Council Members,

Please accept this letter as notice of my upcoming retirement from the City of Beresford and Beresford Telephone. My last day of employment will be September 30, 2022.

I am very grateful for the opportunity to spend the past 23 years working here. I have learned a great deal from everyone I was privileged to work alongside, and have made many lifelong friends. It has been a true pleasure to be a part of the City of Beresford and especially the BeresfordTel team.

I will be more than willing to help with the transition that my retirement will cause, and can also be available after September 30th to answer any questions my replacement may have, if necessary.

Thank you for the opportunity to work for the City of Beresford. I wish you all the best in the years to come!

Sincerely,

A handwritten signature in cursive script that reads "Beth Rasmussen".

Beth Rasmussen

2022

Telephone Department		Increase	Effective 01-01-2022
<b>COE Tech Foreman Thereafter</b>		\$1.00	\$36.83
8th ~ 6 months	97.5%		\$35.91
7th ~ 6 months	95.0%		\$34.99
6th ~ 6 months	92.5%		\$34.07
5th ~ 6 months	90.0%		\$33.15
4th ~ 6 months	87.5%		\$32.23
3rd ~ 6 months	85.0%		\$31.31
2nd ~ 6 months	82.5%		\$30.38
1st ~ 6 months	80.0%		\$29.46
<b>Internet-Telephone Tech/CATV Tech Thereafter</b>		\$1.00	\$33.79
8th ~ 6 months	97.5%		\$32.95
7th ~ 6 months	95.0%		\$32.10
6th ~ 6 months	92.5%		\$31.26
5th ~ 6 months	90.0%		\$30.41
4th ~ 6 months	87.5%		\$29.57
3rd ~ 6 months	85.0%		\$28.72
2nd ~ 6 months	82.5%		\$27.88
1st ~ 6 months	80.0%		\$27.03
<b>Telephone Tech I/Custodian Thereafter</b>		\$1.00	\$24.93
8th ~ 6 months	97.5%		\$24.31
7th ~ 6 months	95.0%		\$23.68
6th ~ 6 months	92.5%		\$23.06
5th ~ 6 months	90.0%		\$22.44
4th ~ 6 months	87.5%		\$21.81
3rd ~ 6 months	85.0%		\$21.19
2nd ~ 6 months	82.5%		\$20.57
1st ~ 6 months	80.0%		\$19.94
<b>Telephone G.M. Assistant Thereafter</b>		\$1.00	\$26.57
8th ~ 6 months	97.5%		\$25.91
7th ~ 6 months	95.0%		\$25.24
6th ~ 6 months	92.5%		\$24.58
5th ~ 6 months	90.0%		\$23.91
4th ~ 6 months	87.5%		\$23.25
3rd ~ 6 months	85.0%		\$22.58
2nd ~ 6 months	82.5%		\$21.92
1st ~ 6 months	80.0%		\$21.26



City of Beresford  
Position Description  
General Manager Assistant

<u>Department</u> Telephone/CATV	<u>Supervisor</u> General Manager	<u>Classification</u> Full-time
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**Purpose of the Position:** To assist the General Manager in designated areas of the telephone, cable and internet management and service.

**Job Location:** This position is located in the Management Function of the Beresford Municipal Telephone Company (BMTC).

**Supervisory Controls:** Incumbent works under the direction of the BMTC General Manager.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Keep abreast of State and Federal regulatory and tariff changes.
- Update rates in billing software.
- Prepare federal, state and local regulatory reports and filings for certification.
- Ensure that settlements, pooling and access revenues are maintained & related information is accurately reported to appropriate agencies.
- Review Consolidated Access Billing (CABS) and CABS related functions to ensure accuracy as to Interexchange Carrier providing services.
- Oversee and perform all aspects of end-user billing: generate and complete service orders, post other charges and credits, transmit monthly billing, review billing for accuracy, work with end-users on billing issues and overdue accounts.
- Work with Lifeline customers (low income customers): enter customer information into National Lifeline Accountability Database (NLAD) and submit annual certification to determine continued eligibility.
- Participate in long and short-range planning with General Manager.
- Knowledge of billing reports necessary for report filings, pricing of services, budget development.
- Responsible for changes and updates to Operations area of billing software.
- Develop marketing plans, to include designing marketing items and newsletters and sales and promotion of services.
- Work with billing software vendor to improve billing processes and develop solutions to billing issues.
- Work with consultants and government agency contacts on regulatory reporting.
- Act as designated Customer Proprietary Network Information (CPNI) Officer to ensure security of customer accounts. Submit annual certification.
- Develop policies and procedures as necessary.
- Evaluate pricing of products and services, and make recommendations to Manager.

- Provide Customer Service to include: selling of services, assistance with billing and/or service questions, technical support within capabilities or routing technical issues to appropriate technician.
- Design of Telephone Directory: compile information pages, cover page, residential & business directory listings, and work with publisher for annual printing of directory.

**ADDITIONAL FUNCTIONS OF THE JOB:**

- Channel 8 updates.
- Web page maintenance.
- Assist technicians with administrative issues when requested.
- Occasional customer assistance at customer premises.
- Perform other duties as assigned.

**REQUIRED KNOWLEDGE & SKILLS:**

- Must be proficient in use of Microsoft Word, Excel & Publisher.
- Possess effective customer service communication skills, written and verbal.
- Comprehensive knowledge of services offered, along with pricing structure.
- Must be able to work independently with little supervision.

## **DETAILED RESPONSIBILITIES:**

### ***Daily:***

- Telephone, Internet & cable issues & customer service
  - . Walk-in & phone-in customers – new customers, questions on bills, requests for new services and/or changes in service, limited tech support
- All service orders:
  - . Create service orders from customer applications & calls from customers, techs & City Hall
  - . Process upon completion
- Trouble tickets
  - . Create trouble tickets for phone & cable customers & contact tech
  - . Process upon completion
- SDN (South Dakota Network) –
  - . Put new customers, address & changes, carrier changes in SDN data base for long distance billing
- IMA (Interconnect Mediated Access) (directory assistance)
  - . Put new customers, moves, name changes, disconnects into IMA data base
- E911 data submission
  - . Put new installs, moves, disconnects into E911 data base, submit on weekly basis, at minimum
- Channel 8 messages
  - . Update, delete & add new messages as needed
- NLAD (National Lifeline Accountability Database)
  - . Lifeline customer data base – put new Lifeline customers and delete outgoing customers into national database to ensure there are no customers receiving duplicate Lifeline benefits

### ***Monthly:***

- NECA AS-1000 (National Exchange Carriers Association)
  - . Compile & send information to MACC (MidAmerica Computer Corporation – telephone billing software vendor)
  - . Report includes access line count & revenue, ARC (Access Recovery Charge) revenue, DSL (Digital Subscriber Line – high speed Internet) revenue, special access revenue
- Communications Hearing Impaired Fund
  - . Complete the Telecommunications Relay Services Remittance Coupon with number of lines that are billed the Hearing Impaired fee and give to Finance Officer for payment
- Lifeline-Linkup Form 497 – Low income program
  - . Report number of Lifeline customers to USAC (Universal Service Administrative Company) for reimbursement, complete form online for Finance Officer to certify
- DSL Internet Monthly Billing
  - . Generate invoice from BMTC to Beresford Internet for monthly service, includes number of residential & business customers per DSL speed, FUSC (Federal Universal Service Charge), access service connection charges from NECA rate band info. Invoice goes to Finance Officer.
- Schools & Libraries E-Rate Credit – Form 474: Invoice filed to request reimbursement for discounts already provided to area schools.
  - . Calculate credit to be given to schools based on information received from USAC in July (schools apply for E-Rate credit). Add credit to each school's monthly bills (HS, Middle School, Elementary, and SE Area Coop) and then submit invoice to USAC. USAC then issues BMTC payment based on receipt of this report.
- Billing Toll Cut
  - . Send toll information online to billing software company - 4<sup>th</sup> of each month
- Bill Transmission & Retrieval
  - . Approximately 25<sup>th</sup> of each month, go through all service orders to ensure accuracy, run multiple billing reports, transmit billing information to billing software vendor for phone, Internet & cable accounts.

- . Approximately 2 days after transmittal, upon notification from billing software vendor, review new bills to ensure accuracy, and then retrieve billing; including inputting bank collect information for ACH (Automated Clearinghouse) customers.
- . Submit ACH information to First Savings Bank 1-2 days prior to 15<sup>th</sup> of each month.

- Bill Messages, Ads, Inserts –
  - . Generate any on-bill messages, on-bill ads, and bill inserts to include in monthly billing. Examples of on-bill message would be quarterly FUSC (Federal Universal Service Charge) rate changes; example of on-bill ad would be some type of promotion; and insert example would be annual Lifeline Program letter to all customers.
- Review “pull bills” – bills that are sent to our office to review before being sent to customers. Includes customers receiving credits, accounts sent to collections, and any other accounts needing individual attention.
- Vacation Report
  - . Give number of cable customers on vacation rate to Finance Officer to submit to programmers
- Digital Cable Sports/Variety Report
  - . Figure number of digital cable sports & variety customers for Finance Officer to submit to programmers
- E911 County Report
  - . Generate report for Finance Officer showing number of customers billed E911 fee in each county

**Quarterly:**

- National Payphone Clearinghouse
  - . Send report to NPC to receive compensation for interstate access from pay phones
- Interstate Common Line Support – FCC Form 507
  - . Line count data collection – collect & send information to Consortia Consulting for filing
- FCC Form 499Q (same information is used for 499A)
  - . Collect & submit information to Consortia for submission to USAC. Consists of AS1000, revenue/expenditure reports, CABS reports. Revenue information is used to calculate individual contributions for each universal service program. The information is also shared with TRS (Telecommunications Relay Service), NANPA (North American Numbering Plan Administration) & the FCC (Federal Communications Commission) for assessment of other fees.
- NECA Form 508 – forecasted line counts for NECA’s annual tariff filing
  - . Information is used to calculate the projected annual common line revenue requirement for the next year.

**Annual:**

- “Do Not Call” notification to customers
  - . Generate bill insert and advertisement in Republic giving customers information on how to register
- PUC required advertisement of BMTC rates in newspaper
- Advanced Services Data Request to NECA
  - . Information on DSL & Special Circuits
- NECA Company Services Data Request
- Annual Lifeline Recertification
  - . Send letters & recertification form to all Lifeline customers. Sometimes requires going to customer premise to assist customer with completion of form.
- Submit Lifeline Form 555 for Recertification of Customers
  - . Verifying that current Lifeline customers still qualify for the program and are not getting more than 1 benefit.
- Lifeline Program – advertise availability to customers
  - . Ad in paper & letter to customers.
- FCC Form 477 (twice yearly)
  - . Includes information on BMTC broadband service/customers and local telephone service, including long distance service. Information goes to Consortia, NECA & FCC.
- Dark Fiber Billing to Alliance Communications
  - . Send invoice for lease of dark fiber
- CPNI rules & guidelines.
  - . Monitor that rules are being followed and we are getting correct CPNI info from customers.

- . Review with Telephone Department & City Hall Employees on annual basis.
- CPNI Certification
  - . Send certification to FCC that all employees have reviewed & understand CPNI rules
  
- Accessibility & Recordkeeping Compliance Certification with FCC
  - . Certification that I am the designated person to handle customers' accessibility concerns. Advertise Relay South Dakota in phone book; also have information for customers who inquire about hearing impaired telephone equipment.
- Rural Health Care
  - . Submit invoice to USAC, send credit to Sanford Clinic. Sanford applies for this credit through USAC – we reimburse Sanford for their DS1 circuit every 12 months, then invoice USAC to credit BMTC.
- BMTC Telephone Book
  - . Includes finding cover picture, reviewing Yellow Page advertisements, verifying accuracy of all white page directory listings, reviewing “WOW” listings, determining number of books to order
- DEX Directory Listings
  - . Work with Dex contact to submit our BMTC listings each year
- NRUF (Number Resource Utilization Forecast) Form 502 Numbering Resource – numbering utilization/forecast report
  - . Report the number of access lines we have assigned to customers & the number of lines we have disconnected within the past year.
- Form 507
  - . Filed with USAC by July 31st of each year. The data collected on this form is used by USAC to calculate the amount of support that BMTC is eligible to receive. The report contains line count data as of December 31 of the preceding calendar year.

**Miscellaneous:**

- Retail sales – phones, modems, routers, cables
- Advertising/Marketing
- MACC Plant updates
- Webpage updates
- Delinquent customers –
  - . Monitor delinquent customers, call customers to make payment arrangements when necessary, follow-up on payment arrangements, disconnect when needed
- Monitor office supplies & order when needed
- Miscellaneous requests of assistance from GM and technicians
- CATV demonstrations for customers
- SDN Special Circuit Orders as they come in

**Industry Contacts**

**Consortia**

Judy Christiansen  
 Marlene Bennett  
 Tim Eklund  
 Lori Nettinga  
 Ann Kuyper

**NECA**

Cindy Grosvenor  
 Jason Krenzer  
 Iris Carrasquillo

**USAC**

Bonnie Overweg

**MACC**

Kathy Coufal  
 Rick Paulsen  
 Sarah Rosterman  
 Claire Ford  
 Woody Welke

**SDN**

Joe Neubauer  
 Kristine Rogotkze  
 Abby Vostad

**SDTA**

Rich Coit

**Badger Communications**

Lindy Plumer  
 Cliff Albertson

**Pinnacle Publishing**

Lori Otis  
 Barry Thompson  
 Amy Neisen

**Dex Listings**

Cindy Leonard

**Yellow Book Listings**

Michael Longwell

Ginni Grannes

**NCTC**

Charlotte Meyer

**Owest (Directory Assistance)**

Marcie Demaio

**NECA**: National Exchange Carriers Association – NECA helps member companies deliver vital communications services to rural consumers at reasonable prices. They manage a significant part of the rural telephone industry’s revenue streams so that people in areas served by small rural telephone companies can stay connected to the rest of America.

**USAC**: Universal Service Administrative Company - Administers the universal service support mechanisms (programs) which help provide communities across the country with access to affordable telecommunications services.

**NCTC**: National Cable Television Cooperative – Made up of approximately 850 small cable operators and 6 million subscribers. NCTC provides member cable companies access to programming networks and industry leading technology companies and products, and is a not-for-profit corporation.

**SDN**: South Dakota Network – SDN is made up of 17 member companies including Beresford. SDN is our major hub to the network world that supports various types of services.

**SDTA**: South Dakota Telephone Association - The South Dakota Telecommunications Association is an essential resource for its members in regulatory and legislative advocacy. Their priority is to help craft public policy that allows members to effectively deliver state-of-the-art communications services to every community they serve. They also provide educational and training opportunities on the newest and best technologies available.

**MACC**: MidAmerica Computer Corporation – MACC is the billing software vendor for BMTC.

**LECA**: Local Exchange Carriers Association – South Dakota Organization made up of member phone companies to collect and distribute long distance revenue at a unified rate.

**CPNI**: Customer Proprietary Network Information - is the data collected by telecommunications companies about a consumer's telephone calls. It protects the consumers’ information to include: the time, date, duration and destination number of each call, and any other information that appears on the consumers’ telephone bill from being released to the public.

**NRUF**: Number Resource Utilization Forecast – a semiannual report compiled by the North American Numbering Plan Administration, based on information provided by the telecom industry in accordance with United States Federal Communications Commission rules.

**CABS**: Carrier Access Billing – Billing of services that are provided by long distance carriers to include Switched and Special Access.

**NPC**: National Payphone Clearinghouse – Provides the service of dial-around compensation (DAC) to Inter-exchange Carriers (IXCs) from a courtesy or payphone.

**LNP**: Local Number Portability - number porting enables end users to keep their telephone numbers when switching from one communications service provider to another.

**NANPA**: North American Numbering Plan Administration - NANPA is required to collect, store and maintain number resource utilization and forecast data. NANP is an integrated telephone numbering plan serving 20 North American countries that share its resources.

**FUSC**: Federal Universal Service Charge – This fund was established to ensure that all consumers have access to the same telecommunications services at affordable prices. It also provides schools, libraries, low-income consumers & rural health care providers with assistance in obtaining telecom services.

**ARC**: Access Recovery Charge - This fee is a monthly charge to customers by a local telephone company for the use of its local network. It allows incumbent local exchange carriers to recover part of the revenues lost through FCC required reductions to access rates.

**ACH**: Automated Clearinghouse – is an electronic network of financial transactions in the United States. ACH processes large volumes of credit & debit transactions in batches, including consumer payments on many kinds of bills.

**E-Rate**: The common term used in place of the Schools and Libraries Program. E-rate provides discounts to schools and libraries for eligible products and services.

**IMA**: Interconnect Mediated Access - Directory Assistance

**NLAD**: National Lifeline Accountability Database - The National Lifeline Accountability Database (NLAD) is designed to help carriers identify and resolve duplicate claims for Lifeline Program-supported service and prevent future duplicates. This is done by providing a means for carriers to check on a real-time and nationwide basis if the consumer is already receiving a Lifeline Program-supported service.

**jerry@bmtc.net**

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**From:** Austin Hansen <austinh@beresfordtel.com>  
**Sent:** Thursday, June 30, 2022 9:42 AM  
**To:** Jerry Zeimetz  
**Subject:** Declare Equipment Surplus

Jerry,

Would you please add to the July 5<sup>th</sup> council agenda to declare as surplus two Fujitsu FLM 150 Multiplexer shelves and cards? These shelves have been in service since 2000 and 2003 and were recently replaced by new equipment. The shelves and cards will be recycled.

Thank you,



**Austin Hansen**  
General Manager  
Beresford Municipal Telephone Co.

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