

## **SAMPLE AGENDA FOR ANNUAL TOWNSHIP MEETING**

**TUESDAY, MARCH \_\_\_\_, 20\_\_.**

*Time, place and notice of annual meeting are set forth in §8-3-1.*

*Registration and Residence Requirements are set forth in section 8-3-7.*

1. Call to order by Township Clerk (§8-3-6)
  - A. Members present:
  - B. Others present:
2. Preparation for Election of Township Officers (§8-3-6)
  - A. Voters select 3 election judges from registered voters of township
  - B. Voters select moderator
  - C. Judges determine qualifications of voters (8-3-9)
  - D. Clerk shall keep minutes (to be filed within two days §8-3-11)
3. Moderator states items on agenda (§8-3-10)
  - A. Read prepared agenda
  - B. Ask for any additions to agenda
4. Moderator proclaims opening of polls (§8-3-14)
  - A. Nomination of township officers (§8-3-12, 13, or 13.1) (depending upon size of township)
  - B. Officers elected by ballot (§8-3-16 and 8-3-17)
    1. Supervisor
    2. Clerk
    3. Treasurer
  - C. Close nominations
5. Reading and approval of minutes of last annual meeting \_\_\_\_\_
6. Submission of Treasurer's Financial Statement (§8-10-29)
  - A. Board's Report on Audit of Financial Statement (§8-10-28)
  - B. Treasurer's Annual Financial Report
7. Establish Sum to be Raised by Taxes (§8-3-2(2))
  - A. Establish General Tax Levy (§10-12-28)
  - B. Establish tax levy for secondary road capital improvement fund. (§10-12-28.2) \*Optional
  - C. Establish Fire Protection (§10-12-28.1) and/or Snow Removal Reserve Fund (§31-13-22) \*Optional
8. Set Salaries of Township Board (§8-4-8)
  - A. Establish annual salary
  - B. Rate of daily compensation – for meetings, inspections etc.
9. Ratify and Approve all Board actions for Fiscal year 20\_\_
10. Supervisor report on road maintenance designation (§31-13-1)
11. Weed Control (determine who pays landowner or township (§31-31-5 & 6)
12. Purchase of equipment in excess of \$15,000.00 (§8-9-3) (may be done at separate election)
13. Voters Designate Depository (§8-10-5) (Only needs to be done if changed)
14. Closing of Polls, Ballot Count & Announcement of Election Results
15. Adjourn

Revised 01/3/2016

## SAMPLE AGENDA FOR MEETINGS OF BOARD OF SUPERVISORS

*\*The following items are addressed by the Board of Supervisors (not the voters). Other than the meetings required by § 8-5-1 the Board of Supervisors may select the dates for regular or special meetings and items to be addressed. Some items below have specific dates/deadlines others may be addressed when determined by the Board.*

1. Confirm Board Positions: (need to be done at or shortly after annual township meeting)
  - A. Selection of Chairman
  - B. Officers sign oaths (need to be submitted to County Auditor within 10 days of annual meeting) (§8-4-3)
  - C. Bond in Place (Treasurer & Clerk §8-6-1, 8-7-1)
2. Approve Township Road System
  - A. Roads
    1. Review township road map
    2. Approve maintenance level map for coming year (§31-13-1.1, 1.3 & 1.4)
    3. Posting of minimum maintenance signs (§31-13-1.2 & 1.5)
  - B. Annual Culvert inspection report (§31-14-33)
3. Equalization Meeting (§ 10-11-13) (required meeting 3<sup>rd</sup> Monday in March)
  - A. Equalize Assessment of Property
  - B. Hear Appeals of Assessment
4. Approve Annual Levy for ensuing year (§10-12-26a) (required to be done on the last Tuesday of March or within ten days thereafter)

|                                   | BUDGET  | LEVY                                              |
|-----------------------------------|---------|---------------------------------------------------|
| General Fund (Highway 31-13-10)\$ | _____   | not to exceed \$3 per 1,000 §10-12-28             |
| Fire Protection (§8-9-4)          | \$_____ | not to exceed \$1.20 per 1,000 §10-12-28.1        |
| Snow Removal (§31-13-22)          | \$_____ | not to exceed .60 per 1,000                       |
| Ambulance (§8-9-7)                | \$_____ | If more than \$1,000 a year need vote of township |
| TOTAL                             | \$_____ |                                                   |

5. Approve Various Services and Memberships: (the following may be done at any meeting)
  - A. Road Maintenance Services
    1. Gravel and hauling: \_\_\_\_\_
    2. Surface Maintenance: \_\_\_\_\_
    3. Snow Removal: \_\_\_\_\_
  - B. Right-of-Way Maintenance Services
    1. a. Work performed by landowner or township
    - b. Deadline: (§31-31-3)
    2. Removal of Right-of-way Obstructions
      - a. Approve letter to effected landowners
        1. Include dates for completion
        2. Advise as to responsibility for cost
  - C. Other Activities
    1. Approval of legal newspaper (§6-17-1, 7-8-16, 8-10-29)
    2. Fire Protection Contract (§8-9-4)
    3. Ambulance Services (§8-9-7)
    4. Insurance (§8-2-7 and 8-2-16)
    5. Township posting site:
  - D. Memberships
    1. County Association of Towns and Townships
    2. South Dakota Association of Towns and Townships
6. Adjourn

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