



Golf and Cemetery Board Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
November 10, 2025

- 1. 5:45 PM Call to Order**
- 2. Citizen's Input**
If you need to address the board on an item that was not on the agenda, excluding personnel items, please come forward to the podium and state your name and your concern. Presentations are limited to three minutes. Items will be considered but no action will be taken at this time.
- 3. Delegations**
- 4. Additions and/or Deletions then Approval of Agenda**
- 5. Approval of Minutes from October 16**
- 6. Approval of Financial Reports**
- 7. Clubhouse Report**
- 8. Superintendent Report**
- 9. Review of South Dakota Open Meeting Laws**
- 10. Review and Consider Approval of Cemetery Expansion Design**
- 11. Executive Session: Motion to Enter into Executive Session in Accordance with SDCL 1-25-2 (5) to Discuss Marketing and/or Pricing Strategies of a Publicly-Owned Competitive Business and SDCL 1-25-2 (4) to Prepare Contract Negotiations or Negotiating with Employees or Employee Representatives**
- 12. Approval of 2026 Rates for Lakeview Golf Course**
- 13. Set Date for December Board Meeting**
- 14. Adjournment**

Individuals with disabilities who require special assistance to take part in this meeting may contact one of the following at City Hall (605) 995-8420 at least 24 hours prior to the meeting with requests for assistance: Human Resources Officer or the City Administrator.

Golf and Cemetery Board Meeting Minutes
City Council Chambers
October 16, 2025

The meeting was called to order at 3:59 p.m. by board president Jeff McEntee.

Board members present: Joel Reinesch, Joe Schlimgen, Lynette Shattuck, Tom Young, Jeff McEntee, and Terry Reitveld, and council liaison Dan Sabers

Staff present: Eric Hieb, Jason Gunnare, and Kevin Nelson

Absent: Mark Graham

Citizen's Input: None

Delegations: None

Additions or Deletions to the Agenda: None

The board minutes from the September 9, 2025 meeting were motioned to be approved by Reinesch and seconded by Young. Motion carried.

Next was a review of the **financial reports**. A motion was made by Reitveld and seconded by Schlemgen to approve the financial reports for both the cemetery and golf course. Motion carried.

Next was an overview of the **clubhouse report was presented by Hieb**.

Next was the **superintendent report by Gunnare**.

Next was discussion on possible Phase 3 Lakeview development. All board members provided input, with each expressing support, at minimum, of pursuing the 5-hole short course for 2026. Comments included the following:

- Short course is number one request, after visiting with numerous members.
- It's a 'no brainer' – will grow the game and usership.
- Rates have gone up 30 percent in the last 5 years.
- We're presently maxed out on rates and members.
- I'm 110% in support.
- Membership numbers are up 36 percent since 2022.
- I would like to see the best we can have.
- Improving holes 4, 5, and 15 will NOT grow the game, nor will it take the pressure of the course (but the 5-hole short course will).

Next was discussion on rates for 2026. After much discussion, it was determined that Jason should come up with a recommendation after doing comparisons of other courses {taking into account those that are similar, such as Elmwood, Edgebrook, and Brookings}. Note: Ultimately, a Golf/Cemetery Board committee met on November 6, following the surveying and comparing/contrasting rates of other golf courses to those of Lakeview, to discuss rates, and to bring forth to the board a recommendation.

The next meeting was set for November 10 at 5:45pm.

The meeting was adjourned at 5:25pm.

PACKET : 07525 07526 07527

VENDOR SET: Multi

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BANK: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	S/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-01199	STURDEVANTS AUTO VALVE					
		I-815063579	101-43700-42600	SUPPLIES & MA COIL	208866	33.99
		I-815063970	101-43700-42600	SUPPLIES & MA IGNITION MODULE	208866	129.97
01-01518	VERIZON WIRELESS					
		I-6124712905	101-43700-42900	UTILITIES ACCT #286931646-00001	208878	65.32
01-02495	TITAN MACHINERY-MITCHEL					
		C-SR0046861-1	101-43700-42600	SUPPLIES & MA RETURNED HANDLE	000000	474.10-
		I-PS0717490-1	101-43700-42600	SUPPLIES & MA HANDLE	000000	474.10
01-08130	C & B OPERATIONS LLC					
		I-13468412	101-43700-42600	SUPPLIES & MA HOSES, WATER PUMP REPAIR KIT	208733	96.64
		I-13471424	101-43700-42600	SUPPLIES & MA INNER AIR FILTER	208733	57.96
01-08281	VESTIS					
		I-6390317750	101-43700-42600	SUPPLIES & MA MAT CLEANING	208890	33.26
DEPARTMENT 3700 CEMETERY					TOTAL:	417.14

PACKET : 07544 07545 07546

VENDOR SET: Multi

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BANK: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00428	CARQUEST AUTO PARTS INC					
		I-4977-344867	101-43700-42600	SUPPLIES & MA FUEL FILTER	208936	36.70
01-00436	CBS INC					
		I-IG3614	101-43700-42610	GAS & FUEL GOLF MAINT UNLEADED GAS	208941	558.69
		I-IG3639	101-43700-42610	GAS & FUEL GOLF MAINT RUBY FIELDMASTER	208942	840.92
01-00718	MAPA CENTRAL					
		C-821072	101-43700-42600	SUPPLIES & MA FUEL FILTER RETURNED	209015	19.61-
		I-820815	101-43700-42600	SUPPLIES & MA GOLF FUEL FILTER	209015	23.97
		I-820868	101-43700-42600	SUPPLIES & MA NITRILE GLOVES	209015	40.62
01-01930	NORTHWESTERN ENERGY					
		I-2581639-8.10.25	101-43700-42800	UTILITIES 700 W 23RD AVE	209018	143.64
		I-2581641-4.10.25	101-43700-42800	UTILITIES W 23RD	209018	16.04
		I-2581642-2.10.25	101-43700-42800	UTILITIES 600 W 23RD AVE PMP	209018	130.70
01-06034	COLOURS 59					
		I-6672456	101-43700-42600	SUPPLIES & MA SPRAY MAX BLANK	208945	21.85
01-08130	C & B OPERATIONS LLC					
		I-13479272	101-43700-42600	SUPPLIES & MA SCAG	208935	129.60
01-08281	VESTIS					
		I-6380321087	101-43700-42600	SUPPLIES & MA MAT CLEANING	209064	33.26
DEPARTMENT 3700 CEMETERY					TOTAL:	2,006.28

PACKET : 07515 07516 07517

VENDOR SET: Multi

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BANK: Multi

BUDGET TO USE: DE-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-01518	VERIZON WIRELESS					
		I-8184712905	614-45250-42800	UTILITIES	ADDT #886931646-00001	208878 39.72
01-01590	MCLEOD'S PRINTING					
		I-87042	614-45250-42800	PUBLISHING	MRS COOPER BOOKS	208809 185.00
01-02061	MIDCONTINENT COMMUNICAT					
		I-02830670215000	614-45250-42800	UTILITIES	ADDT #026306702	208810 105.39
01-02624	SD PUBLIC ASSURANCE ALL					
		I-31856-4221	614-45250-42100	INSURANCE	ADDITIONAL PROPERTY COVERAGE	208859 219.74
01-02679	WENARD'S INC					
		I-94000	614-45250-42800	SUPPLIES & MA	EXIT LIGHT,SOLAR FLAG LIGHT	208809 36.96
01-09696	UPPER MIDWEST GARAGE DC					
		I-72202	614-45250-42500	REPAIR & MAINT	SHOP DOOR REPAIR,REPLACEMENT	208877 1,374.09
					DEPARTMENT 5250 GOLF COURSE	TOTAL: 1,960.10
					FUND 614 GOLF COURSE	TOTAL: 1,960.10

PACKET: 07540 CREDIT CARDS 10.22.2025

VENDOR SET: 01

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BANK: APBNE

BUDGET TO USE: 08-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-07141	FIRST NATIONAL BANK OMA					
		I-10002025.7070	614-45250-42600	SUPPLIES & MA RYC BEND	009991	31.17
				DEPARTMENT 5250 GOLF COURSE	TOTAL:	31.17
				FUND 614 GOLF COURSE	TOTAL:	31.17

PACKET : 07544 07545 07546

VENUE SET: Multi

FUND : 614 GOLF COURSE

DEPARTMENT: 5050 GOLF COURSE

BANK: Multi

BUDGET TO USE: DE-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00436	CHS INC					
		I-103613	614-45250-42610	GAS & FUEL LAKEVIEW UNLEADED GAS	109940	1,016.88
01-00712	MAPA CENTRAL					
		I-820902	614-45250-42600	SUPPLIES & MA ETHER FUEL CYLINDER	109915	71.77
		I-820918	614-45250-42600	SUPPLIES & MA WEATHER CAP	109915	13.40
01-01355	MIDWEST TURF & IRRIGATI					
		I-3957540-00	614-45250-42600	SUPPLIES & MA 4-TIME SCARP TURF	209906	93.39
01-01930	NORTHWESTERN ENERGY					
		I-2531659-9.10.25	614-45250-42600	UTILITIES 700 W 23RD AVE	209918	143.65
		I-2531643-0.10.25	614-45250-42600	UTILITIES GOLF PUMP 100 H	209918	1,434.51
		I-2531875-9.10.25	614-45250-42600	UTILITIES GOLF CLUB HOUSE	209918	530.35
		I-2531876-6.10.25	614-45250-42600	UTILITIES GOLF CART SHED	209918	44.42
		I-2939180-2.10.25	614-45250-42600	UTILITIES 825 INDIAN VILLAGE RD	209918	112.01
01-08892	ERIC HIEB					
		I-10272025	614-45250-42200	GOLF PRO CONT BASE CONTRACT 11.2025	209976	5,994.05
		I-102725	614-45250-42200	GOLF PRO CONT CLOVER CC FEES 11.2025	209976	1,737.67
DEPARTMENT 5050 GOLF COURSE					TOTAL:	11,197.06
FUND 614 GOLF COURSE					TOTAL:	11,197.06

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2025

101-GENERAL
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES-GOODS & SERVICES	<u>138,400</u>	<u>5,760.00</u>	<u>97,973.69</u>	<u>112,559.00</u>	<u>25,841.00</u>	<u>81.33</u>
TOTAL REVENUES	138,400	5,760.00	97,973.69	112,559.00	25,841.00	18.67
<u>EXPENDITURE SUMMARY</u>						
<u>CEMETERY</u>						
SALARIES	261,590	23,833.39	198,811.23	214,320.49	47,269.51	81.93
CURRENT EXPENSES	73,700	3,985.25	49,129.64	38,896.97	34,803.03	52.78
CAPITAL OUTLAY	<u>77,950</u>	<u>5,590.00</u>	<u>47,050.00</u>	<u>41,795.28</u>	<u>36,154.72</u>	<u>53.62</u>
TOTAL CEMETERY	<u>413,240</u>	<u>33,408.64</u>	<u>294,990.87</u>	<u>295,012.74</u>	<u>118,227.26</u>	<u>28.61</u>
TOTAL EXPENDITURES	413,240	33,408.64	294,990.87	295,012.74	118,227.26	28.61
REVENUE OVER/ (UNDER) EXPENDITURES	(274,840)	(27,648.64)	(197,017.18)	(182,453.74)	(92,386.26)	33.61

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2025

101-GENERAL

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CHARGES-GOODS & SERVICES</u>						
101-348 CEMETERY PERMITS	5,000	360.00	5,345.00	3,680.00	1,320.00	73.60
101-3481 CEMETERY OPENINGS	60,000	1,600.00	48,200.00	55,850.00	4,150.00	93.08
101-3482 CEMETERY LOT SALES	38,000	1,300.00	20,454.30	22,001.20	15,998.80	57.90
101-3483 CEMETERY SAT FUNERAL FEE	5,000	0.00	2,600.00	2,800.00	2,200.00	56.00
101-3484 CEMETERY MAINTENANCE FEES	22,000	0.00	21,374.39	23,527.80 (1,527.80)	106.94
101-3485 COLUMBARIUM LOT SALES	<u>8,400</u>	<u>2,500.00</u>	<u>0.00</u>	<u>4,700.00</u>	<u>3,700.00</u>	<u>55.95</u>
TOTAL CHARGES-GOODS & SERVICES	138,400	5,760.00	97,973.69	112,559.00	25,841.00	18.67
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TOTAL REVENUE	138,400	5,760.00	97,973.69	112,559.00	25,841.00	18.67

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2025

101-GENERAL
CEMETERY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SALARIES</u>						
101-43700-41100 SALARIES	149,717	17,155.00	112,916.91	124,350.56	25,366.44	83.06
101-43700-41110 OVERTIME	1,250	0.00	1,302.38	642.12	607.88	51.37
101-43700-41120 PART-TIME	30,308	3,911.95	34,300.34	29,048.98	1,259.02	95.85
101-43700-41200 SOCIAL SECURITY/MEDICARE	13,868	1,591.10	10,862.54	11,197.75	2,670.25	80.75
101-43700-41300 RETIREMENT	9,058	1,029.30	6,786.86	7,473.48	1,584.52	82.51
101-43700-41500 GROUP INSURANCE	57,389	146.04	32,642.20	41,607.60	15,781.40	72.50
101-43700-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	261,590	23,833.39	198,811.23	214,320.49	47,269.51	18.07
<u>CURRENT EXPENSES</u>						
101-43700-42200 PROFESSIONAL FEES/SERVIC	22,000	0.00	0.00	0.00	22,000.00	0.00
101-43700-42500 REPAIR & MAINTENANCE	3,000	1,000.65	5,881.59	2,814.59	185.41	93.82
101-43700-42510 HEADSTONE REPAIR & MAINT	1,000	0.00	2,800.00	0.00	1,000.00	0.00
101-43700-42600 SUPPLIES & MATERIALS	16,000	761.22	12,345.29	13,204.52	2,795.48	82.53
101-43700-42602 CHEMICALS	8,500	0.00	8,214.14	8,518.11 (18.11)	100.21
101-43700-42603 WEED EATERS SUPPLIES	1,500	0.00	1,705.75	1,288.63	211.37	85.91
101-43700-42604 TREES, SOD & SEED	2,000	0.00	2,000.00	250.00	1,750.00	12.50
101-43700-42610 GAS & FUEL	10,000	1,490.48	7,423.43	6,298.79	3,701.21	62.99
101-43700-42650 UNIFORMS	500	0.00	203.37	165.00	335.00	33.00
101-43700-42690 CHANGE IN INVENTORY	0	0.00	0.00	0.00	0.00	0.00
101-43700-42700 TRAVEL, CONF. & DUES	500	0.00	566.76	367.00	133.00	73.40
101-43700-42800 UTILITIES	5,500	532.23	4,194.12	3,876.44	1,623.56	70.48
101-43700-42830 UTILITIES-WATER/SEWER	2,000	145.72	1,258.69	352.34	1,647.66	17.62
101-43700-42950 CREDIT CARD FEES	0	54.95	0.00	761.55 (761.55)	0.00
101-43700-42999 REFUND OF FEES	<u>1,200</u>	<u>0.00</u>	<u>2,536.50</u>	<u>1,000.00</u>	<u>200.00</u>	<u>83.33</u>
TOTAL CURRENT EXPENSES	73,700	3,985.25	49,129.64	38,896.97	34,803.03	47.22
<u>CAPITAL OUTLAY</u>						
101-43700-43200 BUILDINGS	27,000	5,590.00	0.00	26,996.28	3.72	99.99
101-43700-43300 IMPROVEMENTS	19,000	0.00	0.00	0.00	19,000.00	0.00
101-43700-43400 MACHINERY & EQUIPMENT	<u>31,950</u>	<u>0.00</u>	<u>47,050.00</u>	<u>14,799.00</u>	<u>17,151.00</u>	<u>46.32</u>
TOTAL CAPITAL OUTLAY	77,950	5,590.00	47,050.00	41,795.28	36,154.72	46.38
TOTAL CEMETERY	413,240	33,408.64	294,990.87	295,012.74	118,227.26	28.61
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TOTAL EXPENDITURES	413,240	33,408.64	294,990.87	295,012.74	118,227.26	28.61
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REVENUE OVER/ (UNDER) EXPENDITURES	(274,840)	(27,648.64)	(197,017.18)	(182,453.74)	(92,386.26)	33.61
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WARNING 2,192 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2025

614-GOLF COURSE
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
INTERGOVERNMENTAL REV	0	0.00	0.00	0.00	0.00	0.00
CHARGES-GOODS & SERVICES	554,200	36,830.62	660,897.57	762,696.61 (208,496.61)	137.62
MISCELLANEOUS REVENUE	<u>16,500</u>	<u>2,656.21</u>	<u>12,182.15</u>	<u>16,122.26</u>	<u>377.74</u>	<u>97.71</u>
TOTAL REVENUES	570,700	39,486.83	673,079.72	778,818.87 (208,118.87)	36.47-
<u>EXPENDITURE SUMMARY</u>						
<u>GOLF COURSE</u>						
OTHER	0	0.00	0.00	0.00	0.00	0.00
SALARIES	245,907	20,788.90	175,444.87	226,113.54	19,793.46	91.95
CURRENT EXPENSES	213,822	18,775.95	188,014.72	211,167.47	2,654.53	98.76
CAPITAL OUTLAY	<u>111,500</u>	<u>0.00</u>	<u>728,621.90</u>	<u>337,078.00</u>	<u>(225,578.00)</u>	<u>302.31</u>
TOTAL GOLF COURSE	<u>571,229</u>	<u>39,564.85</u>	<u>1,092,081.49</u>	<u>774,359.01</u>	<u>(203,130.01)</u>	<u>35.56-</u>
TOTAL EXPENDITURES	571,229	39,564.85	1,092,081.49	774,359.01 (203,130.01)	35.56-
REVENUE OVER/(UNDER) EXPENDITURES	(529)	(78.02)	(419,001.77)	4,459.86 (4,988.86)	943.07
<u>OTHER SOURCES</u>						
OTHER SOURCES	0	0.00	0.00	3,470.00 (3,470.00)	0.00
OTHER USES	0	0.00	0.00	0.00	0.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	(529)	(78.02)	(419,001.77)	7,929.86 (8,458.86)	0.00

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2025

614-GOLF COURSE

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>INTERGOVERNMENTAL REV</u>						
614-33930 FEMA DISAST ASST-CFDA #97.036	0	0.00	0.00	0.00	0.00	0.00
614-33931 STATE OF SD-DISASTER ASSIST	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INTERGOVERNMENTAL REV	0	0.00	0.00	0.00	0.00	0.00
<u>CHARGES-GOODS & SERVICES</u>						
614-3461 MEMBERSHIP FEES	166,000	5,167.30	174,926.35	202,264.47 (36,264.47)	121.85
614-3462 RANGE MEMBERSHIP	23,000	195.90	23,808.52	26,876.71 (3,876.71)	116.86
614-34620 RANGE BALLS	23,000	934.72	31,877.74	40,851.99 (17,851.99)	177.62
614-34622 ADULT GREEN FEES	120,000	9,325.30	149,019.57	154,837.97 (34,837.97)	129.03
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	17,000	0.00	17,555.95	16,492.48	507.52	97.01
614-3463 ELECTRIC CART & STORAGE FEE	21,000	7,569.26	16,480.22	17,733.00	3,267.00	84.44
614-34630 1.5% TOURISM TAX~RANGE BALLS	300	14.02	478.16	618.66 (318.66)	206.22
614-34631 CART RENTAL	135,000	9,862.12	191,276.25	229,785.47 (94,785.47)	170.21
614-34632 LAWN BOWLING MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
614-3464 ANNUAL TRAIL FEES	18,000	22.60	16,794.60	15,917.01	2,082.99	88.43
614-34641 LOCKER FEE	1,200	0.00	922.83	856.89	343.11	71.41
614-3465 TOURNAMENT SPONSOR FEE	24,000	3,645.00	31,857.98	50,096.81 (26,096.81)	208.74
614-3466 MISC/GAS/PROG/CLUBHOUSE	1,700	94.40	1,738.24	1,345.15	354.85	79.13
614-3467 ADVERTISING REVENUE (NO TAX)	4,000	0.00	4,161.16	5,020.00 (1,020.00)	125.50
614-3469 INTEREST EARNED	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CHARGES-GOODS & SERVICES	554,200	36,830.62	660,897.57	762,696.61 (208,496.61)	37.62-
<u>MISCELLANEOUS REVENUE</u>						
614-367 CONTRIBUTION FR PRIVATE SOURCE	0	2,500.00	116.18	2,500.00 (2,500.00)	0.00
614-3671 CONTR FR PRIVATE SOURCE LAWN B	0	0.00	0.00	0.00	0.00	0.00
614-3672 CITY CONTRIBUTION	4,500	0.00	0.00	0.00	4,500.00	0.00
614-369 REFUNDS AND REIMBURSEMENTS	<u>12,000</u>	<u>156.21</u>	<u>12,065.97</u>	<u>13,622.26 (</u>	<u>1,622.26)</u>	<u>113.52</u>
TOTAL MISCELLANEOUS REVENUE	16,500	2,656.21	12,182.15	16,122.26	377.74	2.29
TOTAL REVENUE	570,700	39,486.83	673,079.72	778,818.87 (208,118.87)	36.47-

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2025

614-GOLF COURSE
 GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>OTHER</u>						
614-45250-21610 ACCRUED LEAVE EXPENSE	0	0.00	0.00	0.00	0.00	0.00
614-45250-21620 PENSION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
614-45250-21630 OPEB EXPENSE	0	0.00	0.00	0.00	0.00	0.00
614-45250-21670 DEPRECIATION EXPENSE	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER	0	0.00	0.00	0.00	0.00	0.00
<u>SALARIES</u>						
614-45250-41100 SALARIES	112,122	12,913.11	85,704.21	94,696.15	17,425.85	84.46
614-45250-41110 OVERTIME	1,000	0.00	1,356.49	605.60	394.40	60.56
614-45250-41120 PART-TIME	67,136	5,600.01	47,694.39	71,659.68 (4,523.68)	106.74
614-45250-41200 SOCIAL SECURITY/MEDICARE	13,790	1,393.05	9,832.91	12,043.26	1,746.74	87.33
614-45250-41300 RETIREMENT	6,787	774.81	5,175.47	5,698.85	1,088.15	83.97
614-45250-41500 GROUP INSURANCE	45,072	107.92	25,681.40	41,410.00	3,662.00	91.88
614-45250-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	245,907	20,788.90	175,444.87	226,113.54	19,793.46	8.05
<u>CURRENT EXPENSES</u>						
614-45250-42100 INSURANCE	12,000	218.74	11,436.40	13,251.20 (1,251.20)	110.43
614-45250-42200 GOLF PRO CONTRACT	73,840	9,943.65	78,013.98	89,997.53 (16,157.53)	121.88
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,000	185.00	1,906.14	2,175.30 (175.30)	108.77
614-45250-42400 RENTALS	3,000	0.00	0.00	950.00	2,050.00	31.67
614-45250-42500 REPAIR & MAINTENANCE	12,000	2,374.94	7,911.83	7,343.54	4,656.46	61.20
614-45250-42600 SUPPLIES & MATERIALS	27,500	111.79	24,981.11	24,649.73	2,850.27	89.64
614-45250-42601 SUPPLIES-LAWN BOWLING	0	0.00	0.00	0.00	0.00	0.00
614-45250-42602 CHEMICALS	25,000	0.00	22,924.24	25,157.81 (157.81)	100.63
614-45250-42603 SAND/GOLF COURSE	6,000	0.00	1,668.47	1,740.41	4,259.59	29.01
614-45250-42604 TREES & SOD	2,500	0.00	1,080.24	1,027.00	1,473.00	41.08
614-45250-42610 GAS & FUEL	15,000	2,018.14	14,430.62	14,124.06	875.94	94.16
614-45250-42650 UNIFORMS	500	0.00	125.97	39.99	460.01	8.00
614-45250-42690 CHANGE IN INVENTORY	0	0.00	0.00	0.00	0.00	0.00
614-45250-42700 TRAVEL, CONF. & DUES	2,950	0.00	1,420.86	2,949.26	0.74	99.97
614-45250-42800 UTILITIES	20,180	2,791.51	14,355.60	18,221.84	1,958.16	90.30
614-45250-42830 UTILITIES-WATER/SEWER	3,218	1,059.06	1,851.17	1,855.88	1,362.12	57.67
614-45250-42920 COMPUTER SOFTWARE	7,834	0.00	4,830.91	6,800.04	1,033.96	86.80
614-45250-42931 SALES TAX	300	73.12	457.18	603.88 (303.88)	201.29
614-45250-42940 LIABILITY CLAIM	0	0.00	0.00	0.00	0.00	0.00
614-45250-42999 REFUNDS	<u>0</u>	<u>0.00</u>	<u>620.00</u>	<u>280.00 (</u>	<u>280.00)</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	213,822	18,775.95	188,014.72	211,167.47	2,654.53	1.24

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2025

614-GOLF COURSE
 GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CAPITAL OUTLAY</u>						
614-45250-43200 BUILDINGS	0	0.00	0.00	0.00	0.00	0.00
614-45250-43300 IMPROVEMENTS	20,000	0.00	693,621.90	0.00	20,000.00	0.00
614-45250-43400 MACHINERY & EQUIPMENT	<u>91,500</u>	<u>0.00</u>	<u>35,000.00</u>	<u>337,078.00</u>	<u>(245,578.00)</u>	<u>368.39</u>
TOTAL CAPITAL OUTLAY	111,500	0.00	728,621.90	337,078.00	(225,578.00)	202.31-
TOTAL GOLF COURSE	571,229	39,564.85	1,092,081.49	774,359.01	(203,130.01)	35.56-
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	571,229	39,564.85	1,092,081.49	774,359.01	(203,130.01)	35.56-

REVENUE OVER/(UNDER) EXPENDITURES	(529)	(78.02)	(419,001.77)	4,459.86	(4,988.86)	943.07
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OTHER FINANCING SOURCES

614-3900 FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	0.00
614-39104 DAMAGE/LOSS REIMB-CAPITAL ASSE	0	0.00	0.00	0.00	0.00	0.00
614-39127 NOTE PROCEEDS	0	0.00	0.00	0.00	0.00	0.00
614-39131 SALE OF FIXED ASSETS~EQUIP	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>3,470.00</u>	<u>(3,470.00)</u>	<u>0.00</u>
TOTAL OTHER FINANCING SOURCES	0	0.00	0.00	3,470.00	(3,470.00)	0.00

OTHER FINANCING USES

614-49000-51100 TRANSFER OUT TO GENERAL	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER USES	0	0.00	0.00	0.00	0.00	0.00

REVENUES & OTHER SOURCES OVER

(UNDER) EXPENDITURES & OTHER (USES)	(529)	(78.02)	(419,001.77)	7,929.86	(8,458.86)	1,599.03
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October/November Lakeview Golf Course Clubhouse Report

- October was pretty good weather, play was about like last year during the month of October
- No Events in October; just member play and public play
- November play is little but still some coming out with decent weather days
- Cleaning up around the clubhouse; removing flowers; scheduling for next year and prepping schedules for 2026 from events, fundraisers, state events, junior golf clinics and fitting days
- Will have a tentative schedule of events for 2026 at the Dec or Jan Meeting
- Have had 3 different zoom meetings for different Tee Sheets; like to see the different options and prices out there; see if anything sticks out from a user friendly and consumer friendly standpoint
 - Currently use ForeUP
 - Looked at Lightspeed, Club Caddy and GolfNow
- Will be having my Holiday Golf Sale again this year some time in December for pro shop merchandise; along with selling memberships, punch cards, etc. at normal pricing for the Holiday Season
- Reminder of State Events in the upcoming years at Lakeview Golf Course
 - 2026
 - SDGA State Mid Am Championship – June 6th & 7th
 - SDHSAA State A Boys Golf Championship – October 4th & 5th
 - 2027
 - SDGA State Two Woman Championship – June 12th & 13th
 - 2028
 - SDHSAA State B Boys/Girls Golf Championship – June 5th & 6th
 - 2029
 - SDHSAA State AA Girls Golf Championship – June 4th & 5th

Thanks,

Eric Hieb

2025 Rounds Played & Membership Numbers

Rounds

Total Rounds Played in 2023 = 25,416
Total Rounds Played in 2024 = 37,155
2025 Month of October Rounds = 1,937
Total Rounds Played Through October 2025 = 38,877

Membership

2022 Numbers

Single: 159
Couples: 110
College: 14
Student: 33
Family: 232
Total: 548

2023 Numbers

Single: 160
Couples: 104
College: 17
Student: 34
Family: 228
Total: 543

2024 Numbers

Single: 168
Couples: 102
College: 23
Student: 43
Family: 349
Total: 685

2025 Numbers

Single: 203 Members
Couples: 104 Members
College: 27 Members
Student: 41 Members
Family: 371 Members
Total: 746 Members

Single Range Passes: 71 (74 in 2024)

Family Range Passes: 58 (39 in 2024)

City of Mitchell Fun Pass Membership Numbers

Single: 23 Memberships (23 Members)
Couples: 13 Memberships (26 Members)
Family: 47 Memberships (196 Members)

New Members: 93

Punch cards:

- 18 without Cart (9 Holes)
- 49 with Cart (9 Holes)
- 9 without Cart (18 Holes)
- 8 with Cart (18 Holes)

Golf and Cemetery Board

5:45 PM

November 10th

Community Gardens

- The garden is winterized and tilled.
- There were a few gardens that we had to do extra clean up.

Cemetery

- Bike trail is done.
 - Trees are planted, and mulched.
 - The other side will be next fall.
 - We will dormant seed after dirt work is completed.
- Columbarium's for serviceman's cemetery were installed 1st part of November.
- Bathroom is moving forward with start date not determined yet.
 - May not happen until spring.
- Eight trees were planted in the cemetery.

Golf

- All aerification is done except fairways and high traffic areas.
- Bathrooms were winterized on Wednesday the 5th.
- Mulching leaves as they come down.
- Blow out and winterization will be this week.
- Working on rates.
- State is scheduled for today to give recommendations for project.
- Going to get First green set up for next year.
- We will continue to work on the course as long as the weather permits.
- I have a dozen or so trees that will need to come down.
- There is also a handful of stumps that will also need to be done.

Golf & Cemetery Superintendent

Jason Gunnare



Conducting the Public's Business in Public

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

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

Published by:
South Dakota NewsMedia Association
1125 32nd Ave. Brookings, SD 57006

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

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

Q: WHO DOES THE OPEN MEETINGS LAWS APPLY TO?

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

Q: ARE TELECONFERENCES CONSIDERED PUBLIC MEETINGS?

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

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

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

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

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

Q: WHO ARE LOCAL NEWS MEDIA?

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

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

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

Q: CAN PUBLIC MEETINGS BE RECORDED?

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

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

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

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

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

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

Q: WHAT IS THE PROPER PROCEDURE FOR EXECUTIVE SESSIONS?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PERTINENT S.D. OPEN MEETINGS STATUTES
(other specific provisions may apply depending on the public body involved)

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

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

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

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

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

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

A violation of this section is a Class 2 misdemeanor.

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) Emergency management or response;

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

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

(e) Guard schedules;

(f) Lock combinations;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1-27-1.16. MEETING PACKETS AND MATERIALS.

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

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

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



Open Meetings Laws in South Dakota

Updated
November
2025

SDCL 1-25-13

In 2025, the legislature enacted SDCL 1-25-13 which requires an annual review of:

- (1) The explanation of the open meeting laws of this state published by the attorney general, pursuant to § 1-11-1; and
- (2) Any other material pertaining to the open meeting laws of this state provided by the attorney general.

Open Meeting Basics

South Dakota political subdivisions exercising sovereign power are required to follow the state's open meetings laws. This includes ensuring official meetings are open to the public, providing adequate notice to the public of meetings, and allowing public comment periods at official meetings.

This presentation is intended to highlight common issues, not cover all open meetings laws in detail.

For more information, please refer to the South Dakota Attorney General's Office brochure entitled "Conducting the Public's Business in Public" which has been provided for review.

Who must follow open meetings laws?

SD open meetings laws apply to political subdivisions of South Dakota which exercise sovereign power.

This means that any public body of the City that has the authority to exercise sovereign power, such as implementing taxes, creating regulations, imposing penalties, etc., must comply with the open meetings laws. Public bodies that are advisory only are not required to comply with the open meetings laws.

Each public body of the city that has the authority to exercise sovereign power must also review the open meetings laws annually.

What are open meetings?

Open meetings include all official meetings of the political subdivision. This is when a quorum of members are present and official business or public policy of the body is discussed or decided.

Open meetings include in person meetings, but also teleconferences, group texts, and group emails that include a quorum where official business or public policy of the political subdivision is discussed or decided.

How is the public notified?

Generally, a political subdivision is required to post a notice for an official meeting at least 24 hours in advance. Less than 24 hours' notice is permitted under certain circumstances, but as much notice as possible should still be provided.

The notice must include the date, time, and location of the meeting and the items proposed to be discussed. The notice must be posted at political subdivision's principal office and on its official website. It must also be delivered to all local news media that have asked to be notified.

The political subdivision is also required to provide meeting materials on its website at least 24 hours in advance or when the materials are provided to board members, whichever is later.

How can the public participate?

The public is entitled to attend open meetings and may record the meetings if the recording is reasonable, obvious, and not disruptive.

The political subdivision must also allow public comment at official meetings, except for those held exclusively for certain purposes. The political subdivision may limit public comment as to the time allowed for each topic, and as to the total time allowed for public comment.

The public is not entitled to attend or participate in a political subdivision's executive sessions.

When can a meeting be closed?

A political subdivision can hold private, executive sessions that are closed to the public and media. SDCL 1-25-2 provides several categories of discussions that may be done in executive session. Executive session may also be held when the federal or state constitution or federal or state statutes require or permit it.

To enter executive session, the political subdivision must make a motion to enter executive session and cite the statute that applies to the discussions to be held. Discussions in executive session are limited to the cited statute.

No action may be taken during executive session. Any action to be taken relative to matters discussed in executive session must be done once the political subdivision has returned to open session.

Questions/Comments/Discussion

For more information, please refer to the South Dakota Attorney General's Office brochure entitled "Conducting the Public's Business in Public" and South Dakota Codified Laws Chapter 1-25.



