

**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:
 - C. Clerk shall keep minutes (to be filed within two days §8-3-11)
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)
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 (§8-3-2, 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 (Section 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, 1.3 and 1.4)
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

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. (Clerk must file map with County.)
 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 3rd 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