

October 24, 2017

CALL TO ORDER

Chairperson Bode called the regular meeting of the Davison County Board of Commissioners to order at 9:00 a.m. All members of the Board were present. Also present was Auditor Kiepke.

PLEDGE

The Pledge of Allegiance was led by Chairperson Bode.

APPROVE MINUTES

Motion by Kiner, second by Claggett to approve the minutes from the October 17, 2017 meeting. All members voted aye. Motion carried.

OPEN SUPPLEMENTAL BUDGET HEARING

At 9:20 a.m., motion by Claggett, second by Weitala to open the Supplemental Budget Hearing for the Highway department. All members voted aye. Motion carried.

ADOPT RESOLUTION TO SUPPLEMENT HIGHWAY BUDGET

Motion by Kiner, second by Reider to adopt the following resolution to supplement the Highway budget. A roll call vote was taken as follows. Kiner – aye, Reider – aye, Weitala – aye, Claggett – aye, Bode – aye. Motion carried.

**Resolution #102417-01
Supplement County
Highway Budget**

Whereas, the Highway budget is not sufficiently funded by the adopted 2017 annual budget to pay expenses for the remainder of the year 2017; and

Whereas, SDCL 7-21-22 states that in the event of the passage and enactment of any law during a fiscal year and after the adoption of the annual budget for a following fiscal year, imposing some new obligation or duty upon a county, or in the event of the failure to provide by the final budget a sufficient revenue to enable the county to conduct the indispensable functions of government in any department, or to pay just obligations upon the county for the necessary conduct of the courts, or for the necessary aid and support of the poor or to discharge any duty which it is the lawful duty of the county to discharge, and of which requires the incurring of liabilities or expenditures of funds for a purpose or object for which no provision has been made in the annual budget for such fiscal year, and when such occasion arises the board must make, approve, and adopt a supplemental budget providing therein for an appropriation for such purposes in such amount as the board may deem necessary, and such budget shall set out in detail each item for which an appropriation is made and the amount to be appropriated for each item, with the time and place when the same will be considered and adopted by the governing board, shall be given in such manner as the board may determine, provided that the time fixed for considering and adopting the same shall not be less than ten days from date when such notice is first given; and

Whereas, there was not sufficient appropriation included in the 2017 budget to pay all Highway Department expenses.

Now, therefore be it resolved, that \$700,000 from the Highway Fund Cash line item 20100A101000 be supplemented to the Highway Department budget, various line items.

Dated at Mitchell, South Dakota this 24th day of October, 2017.

Brenda Bode, Chairperson

ATTEST:

Susan Kiepke, Auditor

CLOSE HEARING

At 9:25 a.m., motion by Reider, second by Weitala to close the hearing. All members voted aye. Motion carried.

APPROVE OPERATING TRANSFER

As there is not enough cash in the County Highway Fund and it is allowable to do an operating transfer of cash from General Fund to other funds, motion by Claggett, second by Weitala to transfer \$500,000 from General Fund Cash 10100A101000 to Highway Fund Cash 20100A101000 for general operating purposes. All members voted aye. Motion carried.

QUARTERLY COMMUNITY HEALTH NURSE REPORT

Community Health Nurse Becky Erdahl presented the third quarterly report for 2017.

There will be a Flu Pod held October 26th, 2017 at the Corn Palace from 3:00 p.m. – 7:00 p.m. There will be 800 doses of flu vaccine available for those 6 months to 18 years old. The vaccine is free of charge to participants.

Community Health nurses attended the Immunization Coalition where improving HPV vaccination rates, the Flu POD and preparation for the upcoming flu season were discussed.

18 pregnancy risk assessments were completed and 59 baby care contacts were made during the 3rd quarter.

A total of 274 clients were seen for family planning services in the 3rd quarter with 35 of the clients being new.

In the Cribs for Kids program, 6 Cribs for Kids sleep kits including Pack ‘n plays, liners, sleep sacks, pacifiers and brochures on safe sleep were distributed to families that needed a safe place to sleep for their infants.

11 car seats were issued to eligible clients.

WIC had 524 participants in September.

The office continues to work on the Breastfeeding initiative.

Screenings were completed in Ethan, Mt. Vernon and Mitchell Christian schools.

The office welcomed Alex Loes and Marcy VanZee to their team.

The full quarterly report may be found on file at the Davison County Auditor's office.

APPROVE REPAIRS

At the request of Physical Plant Director Ruml, motion by Claggett, second by Kiner to approve the low quote from Arctic Refrigeration, Inc. to repair an A/C chiller compressor and condenser coil at the Public Safety Building at a cost of \$10,581.19. All members voted aye. Motion carried.

ADOPT EMPLOYEE POLICY CHANGES/ADDITIONS

Motion by Kiner, second by Claggett to adopt the following changes/additions to the Davison County Employee Policy Manual effective October 24, 2017. All members voted aye. Motion carried.

Section 2.29 CONFLICT OF INTEREST

Effective Date: 10/24/2017

Employees shall disclose any possible conflicts of interest with their supervisor. Department Supervisors and Elected Officials shall disclose any possible conflicts of interest with the County Commission. SDCL 5-18A-17.2. Authorization of officer or employee to be a party to or derive direct benefit from contract, will assist an employee to determine if a conflict exists.

No employee shall solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or any gift of monetary value from any person, corporation, or group which:

1. Has or is seeking to obtain, contractual or other business or financial relationships with Davison County.
2. Conducts operations or activities which are regulated by Davison County.
3. Has interests which may substantially be affected by the performance or non-performance of his/her official duty as an employee.

Exceptions to this are:

1. Family relationships.
2. Food and refreshments.
3. Loans from banks.

Section 2.30 FIXED ASSETS AND INVENTORY

Effective Date: 10/24/2017

The County Policy is that all assets must be recorded. This includes, but is not limited to, items such as furniture, fixtures, equipment, machinery, vehicles, aircraft, buildings, building improvements, land, land improvements, infrastructure, and computer equipment. This also includes, but is not limited to, the cost of major restoration of vehicles and equipment and major remodeling of buildings.

Departments are responsible for providing the Auditor's Office with documentation of any equipment requiring a title and/or license plate through the Department of Transportation. All titled equipment is to be photographed. If the equipment has a license plate, an additional photograph of the license plate attached to the equipment is required. All titles and records for equipment are held with the Auditor's Office.

Departments are responsible for notifying the Auditor's Office of any changes in the status of condition of all capital equipment, regardless of value, listed on the inventory records. These changes may result from:

- Trade-in: An item to be traded must have prior approval and must be listed on the purchase request, showing the tag number, description, serial number if available, and trade-in allowance. This information must also be shown on the final payment voucher. Based on this information, the Auditor's Office will remove traded-in items from the inventory records.
- Excess or Surplus Items: Equipment which is unserviceable, obsolete or excess to the needs of a department for any reason must be disposed of as surplus property. The department must first submit the applicable surplus request form to Auditor's Office requesting the item be declared surplus. The form must also include the inventory number, a brief description, the current condition of the item, and the current location.
- Direct Sale to Other Governmental Agencies: Departments must contact the Auditor's Office before the sale to obtain permission, as state laws and regulations prohibit certain types of sales. When permission is obtained, the Auditor's Office is responsible for working with the department to assure that the item has been sold according to state law and regulations. The department must prepare a memo to the Auditor's Office including the inventory number, a brief description, and other relevant details before the sale.
- Theft of Equipment: Whenever the theft of equipment is discovered the department must immediately report the loss to the Auditor's Office, including all pertinent information related to the equipment. The Sheriff's Office is responsible for investigating the circumstances of the loss and, upon completion of the investigation, for submitting a copy of the case to Auditor's Office. The Auditor's Office shall not remove the item from the inventory records until all investigative action has been completed and all attempts to recover the item failed.
- Transfer of Equipment between Departments: Departments must prepare an *Equipment Transfer Form* and submit it to Auditor's Office including the inventory number, a brief description of the item being transferred, and the department to which the item is being transferred. The memo must also include the new building and room number location of the item. The Auditor's Office is responsible for verifying the transfer with the departments.

On an annual basis, the Auditor's Office is responsible for providing departments a list of the vehicles and equipment charged to their custody. The department is responsible for verifying the list, to ensure that all equipment has been accounted for. The department is also responsible for returning one (1) copy of the list to the Auditor's Office, along with a list of any changes to be made and for maintaining the second copy in the department.

During the interval between annual inventory, the Auditor's Office may conduct spot inventories of various items in departments and offices throughout the County. Items are selected at random, but may include those reported as missing on the latest annual inventory as well as items that are subject to pilferage and high value items. All discrepancies discovered will be reported to the Commission.

Section 2.31 PROCUREMENT

Effective Date: 10/24/2017

The Auditor's Office is responsible for issuing procurement cards upon request. Only the approved cardholder whose name is embossed on the card is authorized to make purchases with the card.

Procurement cards may be used for the purchase of supplies, small equipment needs, and many services in the amount of \$1,000 or less. Charges to procurement cards may not be split in order to avoid exceeding the \$1,000 individual transaction limit. Purchases over the \$1,000 limit require Commission approval.

Procurement cards may not be used for cash advances or personal use. Cardholders are responsible for retaining all invoices, sales slips, register receipts, and procurement card slips for submission to the Auditor's Office. The amount charged to the procurement card must match the documentation exactly.

All purchases made using procurement cards are tax exempt. Documentation should include detail of what was purchased and the amount clearly stated and should show that sales tax was not charged. If tax has been assessed, the cardholder is responsible for contacting the vendor and having the tax credited to the account. Documentation for the credit must also be submitted with the receipts for that month to the Auditor's Office.

If an item is returned, a credit must be shown and supporting documentation must be submitted to the Auditor's Office with the monthly statement. If there is an unauthorized purchase, the cardholder will be responsible for payment of the charge.

Cardholders who observe fraudulent charges on their card should immediately call the bank through which the card is issued to find out the appropriate course of action to take.

Cardholders are responsible for turning in their monthly statements to the Auditor's Office in a timely manner with the appropriate documentation attached.

Cardholders who have turned in their monthly statements late, have unallowable charges, or are missing documentation will be sent a written communication the first time it happens. For the second occurrence, written communication will be sent to the cardholder and the Commission. The third occurrence may result in the card being canceled.

In the event cardholders have a disputed charge on their card (e.g., unallowable charge, sales tax or missing documentation), they will be notified by the Auditor's Office via email. The dispute must be corrected within thirty (30) days. If cardholders are unable to settle the dispute, they may be personally responsible for the disputed amount.

In the event a procurement card is canceled, all outstanding issues must be resolved within thirty (30) days.

In the event a procurement card is lost or stolen, cardholders must immediately notify the bank through which the card is issued as well as the Auditor's Office.

Statements for procurement cards are mailed directly to cardholders after the billing cycle is complete. Upon receipt, cardholders must immediately reconcile their statement and turn it into the Auditor's Office. Cardholders must review the activity on the card. If the cardholders have not received their statements in a timely manner and they are aware charges were made, the cardholder will immediately call the bank through which the card is issued and request a copy of the statement be faxed or emailed to them as soon as possible.

Cardholders must code the statement and attach all required supporting documents, retaining copies for their own office for future reference if a problem arises. The statement must have the appropriate department and expense account(s), if applicable.

Section 2.32 GRANT COMPLIANCE

Effective Date: 10/24/2017

All Grant Applications must be approved by the Commission, prior to applying for the grant.

To maintain grant compliance and essential accounting procedures;

- Grant expenditures must be expensed in the manner in which was detailed in the grant application, as well as in the County Budget.
- Before initiating a contract, purchase order, agreement with a service provider, professional services agreement, or other expense; the Commission must approve the expenditure of funds to purchase any item over \$1,000.
- Assets must be received prior to payment by the Auditor's Office.
- Continue to comply with County policy and procedures; as well as those in the grant contract.

APPROVE BILLS

Motion by Reider, second by Claggett to approve the following bills for payment. All members voted aye. Motion carried.

GENERAL FUND:

COMM: Cultural Endeavors/Brenda Bode-35.70, Susan Kiepke-48.50, Dues/SDACC-3876.00; **ELECT:** Supplies/Bureau of Admin-13.50; **JUDICIAL:** Prof Fees/Avera Med Grp-622.20, Law Library/West Payment Center-749.97; **TREAS:** Supplies/Mcleod's-69.90; **STATES ATTN:** Prof Fees/James D Taylor PC-4000.00, Medical Prof Fees/Avera QOP-1365.00; **INDIGENT DEFEND:** CAA Indigent Contracts/Douglas Papendick-4583.33, Tinan, Smith & Bucher-14078.95; **PUBLIC SFTY BLDG:** Repairs/Dakota Supply Group-214.32, James Valley Nursery-351.00, Menards-150.62, Water & Sewer/City of Mitchell-969.55, Phone/Verizon-42.32, Elevator Service/Schumacher Elevator Co-374.61, Bldgs/Menards-128.99; **COURTHOUSE:** Supplies/Jones Supplies-197.60, Elevator Service/Schumacher Elevator Co-408.69; **DOE:** Travel & Conf/Blake Biggerstaff-160.00, Jon Horton-160.00, Tanner Stunes-160.00; **ROD:** Rentals/Bureau of Admin-13.50; **NORTH OFFICE:** Repairs/Carquest-129.98, James Valley Nursery-119.60, Water & Sewer/City of Mitchell-27.00, Minor Equip/Menards-50.86; **VET:** Supplies/Mcleod's-130.58, Postmaster-49.00, Utilities/Verizon-54.23, Recog & Events/Jessica Davidson-86.00; **CNTY COORD:** Postage/Qualified Presort-406.02, Postage Meter Fees/Qualified Presort-154.89, Copy Machine Maint/A&B Business-35.58; **SHERIFF:** Prof Services/Eternal Security Products-72.89, Oil Changes/Lube Rangers-50.99, Tires/Graham Tire Co-614.28, Office Supp/Hard Drive Outlet-90.01, Field Supp/Mcleod's-69.80, Travel & Conf/Days Inn-110.00, Training/Darin Moke-96.00, Cell Service/Verizon-325.38; **JAIL:** Medicine/Avera QOP-1378.96, James Valley Imaging-334.34, Lewis Drug-1543.09, Mitchell Clinic-237.32; Fed Inmate Medical/Lewis Drug-12.78, Equip Repair/Eternal Security Products-310.71; Jail Supplies/Bob Barker Co-128.46, Jones Supplies-191.22, Lewis Drug-13.98, Laundry Supp/Jones Supplies-65.67, Prisoner Food/CBM Managed Services-3782.27, Contracts/Hard Drive Outlet-212.84, Mitchell Clinic-6875.00, Inmate Services/Swanson Services Corp-298.00; **CORONER:** Coroner Fees/Bart Fredericksen-415.00; **WELF:** Supplies/Mcleod's-25.00; **MENTAL ILLNESS:** Committals/Douglas Papendick-188.00, Hearings/Fox & Youngberg PC-307.42, Mark Katterhagen-18.00, Darcy Lockwood-18.00, Lucy Lewno-159.46, Yankton Sheriff's Office-50.00; **FAIRGRNDS:** Repairs & Maint/Menards-12.83, Supplies/Jones Supplies-98.80, Menards-39.98, Phones/Verizon-42.31; **EXT:** Postage/Qualified Presort-66.95, Utilities/Centurylink-98.58; **WEED:** Utilities/Verizon-73.32; **HIWAY:** Supplies/Mcleod's-35.48, Utilities/Northwestern Energy-479.48, Verizon-127.55; **EM MGT:** Repairs & Maint/TMA-Mitchell-62.65, Utilities/Centurylink-26.86, Verizon-253.92, Emerg Accuml/Verizon-200.05; **M&P:** M&P Fund/SDACO M&P-586.00; **JUDICIAL:** Juror Fees & Mileage-388.64

PAYROLL FOR THE MONTH OF OCTOBER

Commissioner-\$6,364.20, Auditor-\$13,201.40, Treasurer-\$9,403.13, State's Attorney-\$22,813.39, Public Safety Building-\$8,346.90, Gen. Government Building-\$2,517.79, Director of Equalization-\$24,344.70, Register of Deeds-\$11,097.69, North Offices-\$3,436.74, Veterans' Services-\$4,240.68, County Coordinator-\$440.60, 24/7 Program-\$5,427.93, Sheriff-\$37,001.01, County Jail-\$78,429.19, Juvenile Detention-\$294.97, Emergency Management-\$5,166.95, County Road & Bridge-\$38,804.08, Welfare-\$3,268.78, Community Health Nurses-\$2,582.81, WIC-\$2,785.32, Fairgrounds-\$2,756.36, Extension-\$2,423.56, Weed Control-\$2,303.73, Planning/Zoning-\$3,153.09.

APPROVE TIMESHEETS

Motion by Claggett, second by Weitala to authorize chairperson to sign department head timesheets as supervisor. All members voted aye. Motion carried.

DENY WELFARE CLAIMS

As per the recommendation of Welfare Director Grissom, motion by Claggett, second by Kiner to deny the following welfare claims; claim #17-1569 pursuant to SDCL 28-13-33 prior approval required for non-

emergency admissions; claim #17-6526, claim #17-0831 and claim #17-1812 pursuant to SDCL 28-13. Voting aye Weitala, Kiner, Claggett, Bode. Abstaining Reider. Motion carried.

ADJOURN

At 10:40 a.m., Chairperson Bode adjourned the meeting and set the next regular Board of Commissioners meeting for November 7th, 2017, at 9:00 a.m.

ATTEST

Susan Kiepke, Auditor

Brenda Bode, Chairperson

Publish Once
Approximate Cost