

JANUARY 2, 2018

CALL TO ORDER

Auditor Kiepke called the first meeting of 2018 of the Davison County Board of Commissioners to order at 9:00 a.m. All members of the Board were present. Commissioner Weitala appeared telephonically. Also present was Auditor Kiepke.

PLEDGE

Auditor Kiepke opened the meeting with the Pledge of Allegiance.

ADMINISTER OATHS

Auditor Kiepke Administered the Oaths of office to Commissioners Claggett, Kiner, Reider and Bode.

ELECT 2018 CHAIRPERSON

Auditor Kiepke called for nominations for the 2018 Chairperson of the Davison County Board of Commissioners. Motion by Kiner, second by Claggett to nominate Commissioner Bode as Chairperson.

Auditor Kiepke called for any additional nominations. There being no further nominations, motion by Weitala, second by Claggett for nominations to cease and a unanimous ballot be cast for Commissioner Bode as 2018 Chairperson of the Davison County Board of Commissioners. A roll call vote was taken as follows. Claggett -aye, Kiner – aye, Reider – aye, Weitala – aye, Bode – aye. Motion carried.

ELECT 2018 VICE-CHAIRPERSON

Auditor Kiepke called for nominations for the 2018 Vice-Chairperson of the Davison County Board of Commissioners. Motion by Bode, second by Claggett to nominate Commissioner Weitala as Vice-Chairperson.

Auditor Kiepke called for any additional nominations. There being no further nominations, motion by Reider, second by Claggett for nominations to cease and a unanimous ballot be cast for Commissioner Weitala as 2018 Vice-Chairperson of the Davison County Board of Commissioners. A roll call vote was taken as follows. Reider – aye, Claggett -aye, Weitala – aye, Kiner – aye, Bode – aye. Motion carried.

CHAIRPERSON TAKES OVER MEETING

Commissioner Bode took over the meeting as Chairperson and continued with the remainder of the day's business.

APPROVE MINUTES

Motion by Kiner, second by Claggett to approve the minutes of the December 19, 2017 meeting. A roll call vote was taken as follows. Weitala – aye, Claggett – aye, Kiner – aye, Reider – aye, Bode – aye. Motion carried.

SET RATES FOR 2018

Motion by Claggett, second by Reider to approve the following rates for 2018. A roll call vote was taken as follows. Kiner – aye, Reider – aye, Claggett -aye, Weitala – aye, Bode -aye. Motion carried.

Meal Rates

Effective July 29, 2003: Due to an IRS compliance check, meal expenses are not an allowable business expense unless the business trip is over-night or long enough that the employee would need to stop for sleep or rest to properly perform his/her duties.

Allowable meal expenses will be paid at the following rate, with the exception of those set by resolution, which is the same as the state rate:

	In state rate:	Out of state rate:
Breakfast	\$6.00	\$10.00
Lunch	\$11.00	\$14.00
Supper	\$15.00	\$21.00

See Davison County Employee Policy Manual Section 2.22 updated July 21, 2015, for full travel policy.

Travel Rates:

Mileage: .42 cents per mile for county employees and elected officials
.48 cents per mile for Sheriff's Civil mileage

Lodging: Single rate shall be at the going market rate for reasonable accommodations, not to exceed the lowest rate available for that lodging facility. County employees shall ask for "State Discount and Rates" when registering.

Mental Illness Board

Mental Illness Board \$40.00 per meeting
Mental Illness Chairman \$94.00 per hour

Election Lists

The counties will no longer receive the money for these printouts. It will go to the state to maintain the Total Vote system.

Director of Equalization, Auditor, Sheriff & Register of Deeds unrecorded copy rates

Copier Studio 25
8 1/2 x 11 .25 cents per copy per side
8 1/2 x 14 .25 cents per copy per side
11 x 17 .50 cents per copy per side

\$3.00 per page for a page larger than 11" by 17", or the actual cost of reproduction, whichever is larger.

For the reproduction of records not stored in either an electronic or a paper format, such as micro-film, the custodian may charge an additional fee not greater than the actual cost of retrieval from that format.

GIS or Pictometry

8 1/2 x 11 and x 14 Black & White 1.00 per copy
8 1/2 x 11 and x 14 Color 2.00 per copy

Computer Print-outs

8 1/2 x 11 and 11 x 14 .50 cents per page

\$10.00 per request for tax splits requested for closings

For projects taking more than an hour, staff time could be required to be applicably charged. The fee may not exceed the average cost of the staff involved in the location, assembly or reproduction of the request.

For mailings, a charge of .25 cents per copy plus a \$2.00 postage & handling fee up to 4 pages. Five or more pages would include added postage.

E-mail Charges

\$.50 per standard property card to be emailed and more for larger documents with the price to be adjusted according to the employee time/equipment cost basis.

Register of Deeds Recorded/Filed Real Estate, Burial Permit and Vital Record Fees set by State Statute

LICENSED ABTRACTOR FEES

Please note that a resolution #81115-01 was passed August 11th, 2015 to set fees for licensed abstractors for the Register of Deeds office.

Building Permits

<u>Project</u>	<u>Price/SF</u>	<u>Factor</u>
One story house/addition w basement (deduct for no basement)	\$50.00	0.004
Two story house/addition w basement, per floor (")	\$40.00	0.004
Garage	\$15.00	0.004
Manufactured home	\$25.00	0.004
Basement	\$12.00	0.004
Deck/Covered Porch	\$ 8.00	0.004
Pole building	\$ 6.00	0.004
Frame barn w pit	\$15.00	0.004
Frame building	\$12.00	0.004
All steel machine shed	\$12.00	0.004
Concrete or block building	\$15.00	0.004
Remodel/Finish/Change of use	\$ 9.00	0.004
Pool	\$10.00	0.004
Grain bin/Silo	\$.68 per bushel	0.004
Tank	\$.07 per gallon	0.004
Sign/Billboard		\$50 Flat Fee
Grain Leg		\$50 Flat Fee
Structures Not Listed (\$50 minimum)		\$1 per \$1,000 valuation

Other Fees

Minimum Fee	\$50.00
Variance	\$100.00
Plat Consideration Fee	\$50.00
Conditional Use	\$100.00
Special Meetings	\$300.00
Re-Zone	\$200.00
Driveway Approach	\$25.00

911 Address Signs

Sheet Blank (18x6)	\$8.83
5 Numbers	\$7.99
7' Delineator Post	\$5.77
Bolts/Nuts	\$3.00
Labor to create sign	\$12.41

Drainage

Routine Maintenance Application	\$25.00
Administratively Approved Drainage Permit (tile or ditch)	\$100.00
Permit Requiring Drainage Commission Hearing	\$100.00
Work commenced w/o permit*	\$500.00
*In addition to any required permit fees	
Drainage map w tile lines	\$5.00
Filing fee for a Record of Drain document w/Reg of Deeds	\$30.00

APPROVE 2018 DIGITAL DATA POLICY

Motion by Kiner, second by Claggett to approve the 2018 Digital Data Policy. A roll call vote was taken as follows. Claggett – aye, Reider, aye, Weitala – aye, Kiner – aye, Bode – aye. Motion carried.

2018 Davison County Policy and Request Form for Digital Data from the Equalization Office

Assessed value and physical attributes may be viewed per parcel at no charge on the Davison County Equalization website at www.davison.gisworkshop.com.

The Davison County Equalization Office will prepare, one time a year, a copy of the assessment book for the current year and an Excel spreadsheet of the physical attributes per parcel. This information is free of charge, if emailed or put on a CD by requestor with a postage paid envelope. For paper copies the applicable copy charges approved by the Davison County commissioners will apply.

If you prefer to have all the information in a digital format and you want the current owner information (includes transfers) and sales history per parcel, electronically, the following applies:

The data is available in comma-delimited ASCII file (.csv) and can be opened as an Excel spreadsheet.

Delivery options are as an e-mail attachment, to the requestors ftp site or via CD.

Information available:

- Parcel number
- Owner name and address
- Property address
- Legal description
- Assessed values
- Exemption amounts
- Land and building classification codes
- Property characteristics
- Sales history data

For property characteristics, information is available for rural properties, the City of Mt Vernon and Ethan and all commercial properties located in the City of Mitchell. Mitchell residential re-appraisal began in 2012 and is updated continually as we gather new information in the field. We are eliminating old property characteristic files, because they are outdated.

All data shared is in a continual process of being updated. Neither Davison County nor any employee therefor will be responsible for any data deemed inaccurate or incomplete, Davison County hereby disclaims any and all liability or responsibility for any damage, injury, loss, claim or lawsuit arising from any error, inaccuracy or other problem with the data.

The best time to request data in order to get values that have been finalized is the month of August. Any values not finalized will not be shared.

No sketches or property photos are available at this time digitally.

Processing fees for the digital data as described above is payable to the county's software provider, Software Services Inc. 25854 471st Ave Sioux Falls SD 57107. The fee for requestors first set of data is \$2,000 plus applicable tax of 6%. For subsequent updates to the original data, the 2018 processing fee is \$700 plus applicable tax of 6.5%. These costs are subject to change from year to year.

Davison County Equalization Office hours are Monday-Friday from 8:00 a.m. to 5:00 p.m. central time. If your preference is to view the documents or to scan/copy, using your own equipment you may do so at no charge.

Information requiring manual copies, copied by Equalization staff, there is a fee of \$1.00 per page plus the applicable sales tax. If the time needed to produce the manual copies exceeds one hour, there is an additional fee of \$21.00 per hour.

The party requesting the data would be responsible for the correct interpretation of all data received from Davison County. Technical assistance is not included in the above costs. Software Services Inc., Davison County software provider, has agreed to offer technical assistance to you. 2018 rate is \$100 per hour.

Full payment for the database information will be required, prior to Davison County's release of the information. After payment is received, the database will be forwarded to the recipient as soon as reasonable.

Name of Requestor

Date Requested

Mailing Address

Contact person

Authorized Signature

Delivery option

ADOPT RESOLUTION FOR ELECTION WORKERS

Motion by Kiner, second by Claggett to adopt the following resolution concerning election workers compensation. A roll call vote was taken as follows: Weitala – aye, Claggett – aye, Reider – aye, Kiner – aye, Bode - aye. Motion carried.

RESOLUTION #010218-01

WHEREAS, SDCL 12-15-11 states that each precinct superintendent and precinct deputy shall receive a fee to be established annually by resolution of the board of county commissioners at its first regular meeting each year. The person delivering the poll books and ballot boxes to the proper authority at the county seat shall receive the county rate for mileage as established pursuant to SDCL 7-7-24, for miles necessarily traveled in going to and returning from making the delivery.

WHEREAS, SDCL 12-15-1.3 states that in addition to the precinct election board, the person in charge of the election may appoint a person to be designated as the precinct assistant. The precinct assistant may not perform any of the duties of the precinct superintendent or precinct deputies unless specified by statute. The precinct assistant may assist with setting up the polling place, directing voters to the proper election board, and providing instruction on the use of the electronic ballot marking system.

THEREFORE BE IT RESOLVED that the following rates will be paid to election workers:

Elections

Attendance at election school(s)	\$35.00 per person
Election Board/Master Book Workers	\$165.00 per day (primary or special election)
	\$175.00 per day (general election)
Absentee Board	\$82.50 per ½ day (primary or special election)
(same as regular Board for full day)	\$87.50 per ½ day (general election)
Precinct Assistant	\$13.25 per hour
Resolution Board	\$14.00 per hour
Board Superintendents	\$25.00 additional for day of election (any)
Ballot Box Carriers election night (2)	\$20.00
The State rate will be paid for applicable mileage (currently \$.42).	

Dated this 2nd day of January, 2018.

ATTEST:

Susan Kiepke, Auditor

Brenda Bode, Chairperson

DESIGNATE OFFICIAL NEWSPAPER FOR 2018

As per SDCL 7-18-3, motion by Kiner, second by Reider to designate the Mitchell Daily Republic as the official newspaper of the County. A roll call vote was taken as follows. Reider – aye, Weitala – aye, Kiner – aye, Claggett – aye, Bode – aye. Motion carried.

2018 COMMITTEE APPOINTMENTS

Motion by Weitala, second by Kiner to approve the following Committee Appointments for 2018 with names subject to change upon personnel approval. A roll call vote was taken as follow. Kiner – aye, Reider – aye, Weitala – aye, Claggett – aye, Bode – aye. Motion carried.

Emergency Management / 911: Kiner

Insurance Committee: Reider, Bode, Jeff Bathke, Deb Young, Susan Kiepke, Tonya Meaney, Cindy Voyles, Kathye Fouberg, Dawn Grissom

Risk Management Committee: Claggett, Tonya Meaney, Jeff Bathke, Mark Jenniges, Rusty Weinberg, Don Radel, Kathye Fouberg, Mark Ruml

District III: Claggett

Joint Davison/Hanson Extension Board: Weitala, Bode, Becky Muhs, Garry Freier

Alcohol Center & Mental Health Board: Kiner, Sheriff Brink, Randy Stiles

Fair Board: Bode, George Breidenbach, Brad Greenway, Mary Froning, Ben Roudabush, Jim Morken, Barb Weber, Judy Rowley, Lawrence Schmitt, Mark Ruml

Intergovernmental Relations: Claggett, Weitala, Susan Kiepke

Union Negotiations Committee: Kiner, Weitala

County Coroner: Bittner Funeral Home

Deputy Coroner: Bart Fredericksen, Ryan Boyd, Stuart Barns, Lyndon Overweg, Steve Brink

Legislative Contact Persons: Commissioners Claggett, Kiner, Weitala, Reider and Bode

Serviceman's Memorial Cemetery Board: Reider, Kiner

County Doctor (Jail): Mitchell Clinic

Personnel Policy Review Committee: Kiner, Reider, Kathye Fouberg, Deb Young, Susan Kiepke, Cindy Voyles, Jeff Bathke, Assistant State's Attorney Taylor

Highway Board: Commissioners Claggett, Kiner, Weitala, Reider and Bode and one member of each Township Board as liaison

Landfill Board: Weitala

Library Board: Weitala

Planning & Zoning Commission: Steve Thiesse term expiring December 31, 2020; Weitala term expiring December 31, 2020; Gary Stadlman term expiring December 31, 2018; Lewis Bainbridge term expiring December 31, 2018; Bode term expiring December 31, 2018; Charles Storm term expiring December 31, 2018; Bruce Haines term expiring December 31, 2020

Weed Board: Bode, Greg Geppert, Wayne Lyons and Steve Roth terms ending December 31, 2019; Brian Bode term ending December 31, 2018; Ray Hanson term ending December 31, 2018

MRC Nomination: Tom Greenway term ending December 31, 2018

LEPC Representative: Kiner, Jeff Bathke, Mark Jenniges, Ruth Ragels, David Baker, Kevin Kayser, Steve Brink, Lyndon Overweg, Mike Koster, Robert Mayer, Marlene Haines, Marius Laursen, Paul Morris, Dennis Walz, Brian McClure, Michelle Carpenter, Roswitha Konz, Natalie VanDrongelen, Vicki Lehrman, Carey Brenner, Jenna Auch, Jerry Toomey, Susan Kiepke, Jason Nedved, Becky Pitz, Summer Dejong, Jackie Horton, Major Gary Cole, Major Vickie Cole, Adam Kjerstad, Andy Mentele, Dan Muck, Stephanie Ellwein, Gene Deinert, Brett Scott, Dale Wilson, J.P. Skelly, Rusty Weinberg, Dave Beintema

James River Water Development Representative: Weitala, Bode

Soil Conservation Committee: Kiner

Liaison Assignments: Claggett – States Attorney, Treasurer, Director of Equalization; Kiner – Emergency Mgmt/Planning & Zoning, Veteran’s Service Officer, Welfare; Weitala – Auditor, Register of Deeds, Maintenance; Reider – Nurse, Sheriff, Jail; Bode – Extension/Fairgrounds, Highway, Weed

Drainage Board: Kiner, Bode, Mark Klumb, Gregg Bult, Chet Edinger, Jerry Buchholz, Jay Larson. Ex-Officio members Highway Superintendent Weinberg, Planning & Zoning Administrator Bathke and Auditor Kiepke

TECH Committee: Claggett, Susan Kiepke, Deb Young, Jeff Bathke and Ramon Shultz of Tech Solutions

Space Committee: Weitala, Reider, Susan Kiepke, Deb Young, Mark Ruml

Web Site Committee: Deb Young, Jeff Bathke, Christie Gunkel and Ramon Shultz of Tech Solutions

Bldg Maint/Purchasing and Projects Committee: All Commissioners, Jeff Bathke, Rusty Weinberg, Mark Ruml, Susan Kiepke

Wage Committee: Weitala, Reider, Jeff Bathke, Susan Kiepke

Wellness Committee: Reider, Mark Jenniges, Kathy Fouberg, Noelle Stoebner, Susan Kiepke

Search and Rescue: Confidential – On file in the Auditor’s office for insurance purposes

APPROVE COUNTY DEPOSITORIES/INVESTMENT POLICY

Motion by Kiner, second by Reider to approve the following depositories/investment policy for Davison County for 2018. A roll call vote was taken as follows. Claggett – aye, Weitala – aye, Kiner- aye, Reider -aye, Bode – aye. Motion carried.

County Depositories: Wells Fargo Bank, First National Bank of SD, Great Western, First Dakota National Bank, CorTrust Bank, Edward Jones, Stifel Nicolaus and Co Inc, BankWest, Farmers State Bank, Palace City Federal Credit Union, US Bank, Dakotaland Federal Credit Union, Plains Commerce

**Davison County, South Dakota
Investment Policy**

1. POLICY

Pursuant to SDCL 4-5-8 it is the policy of Davison County, South Dakota to invest idle public funds in a manner to meet the daily cash flow demands of the County with the primary objectives, in priority order, a) Safety b) Liquidity and c) Return.

2. DELEGATION OF AUTHORITY

Authority to manage the investment program is granted to the Treasurer who shall refrain from personal business activity that could impair his/her ability to make impartial decisions. The Treasurer acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. In case of extended leave of absence, the Governing Board shall appoint a replacement Officer.

3. AUTHORIZED FINANCIAL DEALER AND INSTITUTIONS

The Governing Board authorizes the placement of cash resources in the following financial institutions:

- Bank West 2100 Highland Way Mitchell SD
- Great Western Bank 714 S Burr St Mitchell SD
- Farmers State Bank 115 E Havens St Mitchell SD
- First Dakota National Bank 500 E Norway St Mitchell SD
- First National Bank SD 210 N Lawler St Mitchell SD

- Stifel Nicolaus 2605 N Main St Mitchell SD
- Edward Jones 115 W 4th Ave Mitchell SD
- Palace City FCU 720 W Havens Ave Mitchell SD
- Wells Fargo 403 N Lawler St Mitchell SD
- US Bank 1421 N Main St Mitchell SD
- CorTrust Bank 719 N Main St Mitchell SD
- Dakotaland FCU 301 S Ohlman Ste 1 Mitchell SD
- Plains Commerce Bank 1200 S Burr St. Ste B Mitchell SD

4. AUTHORIZATION AND SUITABLE INVESTMENTS

The Davison County Treasurer is empowered by statute to invest in the following types of securities:

- Interest bearing checking accounts
- United States Treasury Bonds (SDCL 4-5-6)
- United States Government Agencies (SDCL 4-5-6)
- Certificates of Deposit (CDs) (SDCL 4-5-6)*
- Money Market Mutual Funds – open-end, no-load (SDCL 4-5-6)
- Local Government Investment Pool

*When investing in Certificates of Deposit (CDs) public funds will be invested at the highest rate of interest possible after attempting to secure three quotes.

The county treasurer shall deposit and at all times keep the money in his/her possession as county treasurer in state or national banks within the county.

5. COLLATERALIZATION

In accordance with the SDCL 4-6A.6A, 51A-10-9 Qualified Public Depositories will furnish collateral in the sum equal to one hundred percent (100%) of the public deposit accounts that exceed deposit insurance. The financial institution shall submit a copy of their collateralization report to the Treasurer.

6. INTEREST EARNED

The interest from investments shall be credited to the respective fund, except Agency funds, (SDCL 4-5-9)

7. DIVERSIFICATION

It is the policy of the Davison County Treasurer’s Office to reduce overall risks while attaining average market rates of return by diversifying its investments.

- No more than 60 % of the investable funds shall be placed in any one financial institution.
- Investment maturities will be staggered in such a manner that all investments will not come due at the same time.
- At least 10 % of the investable funds shall be accessible for use by the County in one day’s notice.

Brenda Bode
 Davison County Commission Chairman

ATTEST:

Christie N. Gunkel
 Davison County Treasurer

SET RATES FOR 2018 WELFARE ASSISTANCE

Motion by Claggett, second by Kiner to approve the following Housing Allowance and Utility assistance for Davison County Welfare. Recipients may only receive housing allowance once per calendar year and utility allowance once per calendar year. A roll call vote was taken as follows. Reider – aye, Kiner – aye, Weitala – aye, Claggett – aye, Bode – aye. Motion carried.

Housing Allowance for Davison County

The maximum annual shelter supplement, per household shall not exceed the following, excluding utilities:

1	person household	\$225.00
2-3	person household	\$300.00
4-5	person household	\$325.00
6 +	person household	\$375.00

* Household assistance will be approved for the current month of application with an eviction notice *

Utilities

1	person household	\$225.00
2-3	person household	\$300.00
4-5	person household	\$325.00
6 +	person household	\$375.00

Applicants must check with ROCS, Energy Assistance, Salvation Army, and any other applicable resources before County assistance will be considered.

Emergency assistance will be granted once within a twelve (12) month period.

ADOPT TRAVEL RESOLUTION

Motion by Kiner, second by Claggett to adopt the following resolution to approve regularly scheduled travel. A roll call vote was taken as follows: Kiner – aye, Weitala - aye, Reider – aye, Claggett – aye, Bode - aye. Motion carried.

**Resolution #010218-02
Resolution to Approve
Regularly Scheduled Travel**

Whereas, SDCL 7-7-25 states that county commissioners, county highway superintendents, county auditors, county treasurers, registers of deeds, state’s attorneys, sheriffs, county assessing officers, and county coroner’s are hereby authorized to attend educational conferences, meetings, and conventions held and conducted within or without the State of South Dakota pertaining to the betterment and advancement of county government as authorized by resolution of the board of county commissioners; and

Whereas, the County Auditor has compiled a list of regularly attended meetings based on the information given to her by request from the aforementioned department heads, in addition to other department heads that have regular meetings they must attend each year; and

Whereas, SDCL 7-7-26 states that no charge for expenses in attending any such meetings shall be a charge against the county unless authorized and approved by the county commissioners prior to convening of any such meeting. Upon the actual attendance at such meetings, conferences, or conventions, all county officers as designated in 7-7-25 shall be paid their actual necessary expenses on duly executed vouchers submitted to the board.

Now, therefore be it resolved, that the following meetings are approved for travel, meals and lodging for the year 2018. SDACC Spring Workshop to be attended by Commissioners; SDACO Spring Workshop to be attended by Auditor, Treasurer and Register of Deeds; County Fall Convention to be attended by Auditor, Treasurer, Register of Deeds, Commissioners, Highway Superintendent and Welfare Director; Southeast Central District meetings to be attended by Auditor, Treasurer, Register of Deeds, Commissioners, Planning & Zoning Administrator and Deputy, Planning & Zoning Board when applicable, Highway Superintendent and bookkeepers and assessors; County Day at the Legislature to be attended by Commissioners, Auditor, Treasurer and Register of Deeds; Legislative Sessions to be attended by Auditor, Treasurer, Register of Deeds or any other official called to testify; Annual Report Workshop and Election Workshop to be attended by Auditor and deputies; SDACO Executive Board meetings and anything related, to be attended by Auditor; DMV Task Force meetings to be attended by Treasurer; Surveyors Convention to be attended by Register of Deeds;

Newly Elected Officials Workshop and Deputy Workshop to be attended by Newly Elected officials and Deputies from the Auditor's, Treasurer's and ROD offices; NCRAAO/SDAAO Assessors Conference, Assessors School and SDAAO District 4 meetings, OHE, Dept of Revenue Workshops, USPAP Training to be attended by the Assessor and several staff; SD Planners Assoc. Conference, Pictometry Workshops and Code Enforcement Training to be attended by Planning & Zoning Director, Deputy Director and several planning board members; Short Course, Region 8 Road Safety Convention & Asphalt Conference, DWare, Towns and Twps meeting and LTap meetings to be attended by Highway Superintendent; DWare Annual Training to be attended by Highway secretarial staff; State Weed & Pest Conference, District Weed and Pest Conference and District Weed meeting to be attended by Weed Supervisor; States Attorney's Conference to be attended by State's Attorney and several deputies; Annual Welfare Spring Workshop and Welfare Regional meetings to be attended by Welfare Director; Annual Veteran's Conference, SD Veteran's Affairs Annual VSO School, Veteran's Outreach Seminars and Mini Conferences to be attended by VSO Director; Emergency Management Continuing Education Courses, Region 6 quarterly Emergency Management meetings, Homeland Security Conference, Tri-State Emergency Management meetings, ICS Courses, Emergency Management State & Local Agreement Courses, National Weather Service Trainings, HAZMAT/Railroad Safety Training, Demography Conference, Floodplain Mgmt Course and SD Emergency Management Conference to be attended by Emergency Management Director and/or Deputy; SD Sheriff's Assoc. Spring and Fall Conference to be attended by Sheriff, Chief Deputy and Jail Administrator (possibly other staff if there is pertinent training); SD Atty General 24/7 Conference, Homeland Security Conference to be attended by one or more jail and/or sheriff staff, SD Homeland Security Grant meeting to be attended by Sheriff and deputy in charge of grants, SD Corrections Association Spring and Fall Conference to be attended by select jail staff; Western States Sheriff's Assoc. Conference to be attended by Sheriff; all WIC/Nurse clerical staff will attend the Region Christmas Party and Youth Mental Health Training; Safety Conference to be attended by members of the Safety Committee; District III meetings to be attended by commissioners and Planning & Zoning Administrator.

Be it further resolved, that as per SDCL 7-7-26 that the County Auditor, Treasurer, Register of Deeds, State's Attorney, Sheriff, County Assessing Officer and County Coroner be reimbursed actual necessary expenses with the exception of mileage which will be paid at the state rate.

Dated this 2nd day of January, 2018.

ATTEST:

Susan Kiepke, Auditor

Brenda Bode, Chairperson

ACKNOWLEDGE VOLUNTEERS

Motion by Reider, second by Kiner to acknowledge Davison County volunteers for the month of January 2018. A complete list may be found on file in the Davison County Auditor's office. A roll call vote was taken as follows. Reider – aye, Kiner – aye, Claggett – aye, Weitala – aye, Bode – aye. Motion carried.

EXCUSE COMMISSIONER

Chairperson Bode excused Commissioner Weitala at 9:40 a.m.

2015-16 AUDIT REPORT

Toby Qualm, Department of Legislative Audit, appeared before the Board to review the 2015-16 Audit Report for Davison County. He stated there were a couple of minor deficiencies in financial controls. One of which was that a TIF wasn't reported as a grant and the other was that equipment in the Highway department was reported as a lease rather than operational expenses.

He further stated that partial payments were being accepted in the Treasurer's office without having written contracts in place. This could potentially lead to people not meeting agreements and the County being unaware of this.

DENY WELFARE

Motion by Claggett, second by Kiner to deny welfare claim #17-9908 pursuant to SDCL 28-13-34.1 notice of emergency hospitalization must be sent to the county within fifteen days; claim #16-1077, #16-9248 and #17-7192 pursuant to SDCL 28-13. All members present voted aye. Motion carried.

ACCEPT COMMISSIONER WEITALA TO THE TABLE

At 10:15 a.m, Chairperson Bode accepted Commissioner Weitala back to the table.

INTO EXECUTIVE SESSION

At 10:20 a.m., motion by Claggett, second by Reider to move into executive session as per SDCL 1-25-2 to discuss personnel with Sheriff Brink. A roll call vote was taken as follows. Claggett – aye, Kiner – aye, Reider – aye, Weitala – aye, Bode – aye. Motion carried.

OUT OF EXECUTIVE SESSION

At 10:53, motion by Reider, second by Kiner to move out of executive session. A roll call vote was taken as follows. Kiner – aye, Claggett – aye, Weitala – aye, Reider – aye, Bode -aye. Motion carried.

INTO EXECUTIVE SESSION

At 10:55 a.m., motion by Claggett, second by Reider to move into executive session to discuss personnel as per SDCL 1-25-2 as requested by Director of Equalization Goetsch. A roll call vote was taken as follows. Weitala – aye, Reider – aye, Kiner – aye, Claggett – aye, Bode – aye. Motion carried.

OUT OF EXECUTIVE SESSION

At 11:15, motion by Reider, second by Kiner to move out of executive session. A roll call vote was taken as follows. Reider – aye, Weitala – aye, Claggett – aye, Kiner – aye, Bode -aye. Motion carried.

ACCEPT RESIGNATION

Motion by Kiner, second by Claggett to accept the resignation of Owen Reitzel, Administrative Assistant II, DOE, effective December 5, 2017. A roll call vote was taken as follows. Kiner – aye, Claggett – aye, Reider – aye, Weitala – aye, Bode – aye. Motion carried.

APPROVE NEW HIRES

At the request of Director of Equalization Goetsch, motion by Claggett, second by Kiner to approve Alex Hartman as Administrative Assistant II, DOE, effective January 3, 2018 at a rate of \$14.02 with a \$.50 probationary increase after successful completion of a six-month probationary period. A roll call vote was taken as follows. Reider – aye, Kiner – aye, Weitala – aye, Claggett – aye, Bode – aye. Motion carried.

At the request of Director of Equalization Goetsch, motion by Kiner, second by Claggett to approve Karla Love as Administrative Assistant I, DOE, effective January 16, 2018 at a rate of \$16.62 with a \$.50 probationary increase after successful completion of a six-month probationary period. A roll call vote was taken as follows. Reider – aye, Weitala – aye, Claggett – aye, Kiner – aye, Bode – aye. Motion carried.

INVITATION

Director of Equalization Goetsch extended an invitation to the Commissioners on behalf of Tyler Technology to learn about the C.A.M.A. program they offer. The presentation will be at 8:30 on January 17, 2018 in the DOE office.

CELL PHONE REQUEST

Director of Equalization Goetsch requested the assessors receive cell phone stipends. Chairperson Bode tabled the request until she has a chance to review the cell phone policy.

INTO EXECUTIVE SESSION

At 11:25 a.m., motion by Kiner, second by Claggett to move into executive session to discuss personnel as per SDCL 1-25-2 as requested by Deputy States Attorney Taylor. A roll call vote was taken as follows. Weitala – aye, Reider – aye, Claggett – aye, Kiner – aye, Bode – aye. Motion carried.

OUT OF EXECUTIVE SESSION

At 11:53, motion by Reider, second by Kiner to move out of executive session. A roll call vote was taken as follows. Weitala – aye, Claggett – aye, Kiner – aye, Reider – aye, Bode -aye. Motion carried.

TRAVEL REQUEST

As requested by Corrections Administrator Radel, motion by Kiner, second by Claggett to approve travel for two male Correction Officers to attend the Jail Officer Basic course in Sioux Falls January 15-19, 2018. A roll call vote was taken as follows. Reider -aye, Kiner – aye, Weitala – aye, Claggett – aye, Bode – aye. Motion carried.

STAFFING GRANT DENIED

Corrections Administrator Radel reported that the 24/7 staffing grant request was denied for Davison County.

APPROVE TIMESHEETS

Motion by Claggett, second by Weitala to authorize chairman to sign department head timesheets as supervisor. A roll call vote was taken as follows. Kiner – aye, Claggett – aye, Reider – aye, Weitala – aye, Bode -aye. Motion carried.

FAIRGROUND REPORT

Chairperson Bode reported that Avera will no longer be utilizing the Fairground facility. The facility is available for rent.

ADJOURN

At 12:10 p.m., Chairperson Bode adjourned the meeting and set the next regular Board of Commissioners meeting for January 9, 2018 at 9:00 a.m.

ATTEST:

Susan Kiepke, Auditor

Brenda Bode, Chairperson

Publish once
Approximate cost