

October 13, 2020

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 6, 2020 meeting. All members voted aye. Motion carried.

PUBLIC INPUT

Commissioner Weitala and Auditor Kiepke spoke about the leadership class they are taking. Both feel it is an amazing class. There is so much information regarding the importance of communication, empowering and engaging employees, along with many other things.

RECESS BOARD OF COMMISSIONERS/CONVENE BOARD OF ADJUSTMENT

At 9:16 a.m., motion by Weitala, second by Reider to recess Board of Commissioners and convene Board of Adjustment. All members voted aye. Motion carried.

ADJOURN BOARD OF ADJUSTMENT/RECONVENE BOARD OF COMMISSIONERS

At 9:35 a.m., motion by Reider, second by Weitala to adjourn Board of Adjustment and reconvene Board of Commissioners. All members voted aye. Motion carried.

APPROVE PLATS

Motion by Reider, second by Claggett to approve a Plat of Lift Station Tract 1, a Subdivision of Irregular Tract No. 3 in the SW ¼ of Section 32, T 104 N, R 60 W of the 5th P.M., Davison County, South Dakota. All members voted aye. Motion carried.

Motion by Reider, second by Kiner to approve a Plat of Lot 2 of Lemke Addition, a Subdivision of the West 372' of the SW ¼, except Lot H-1; and the West 372' of Lot W, all in the SW ¼ of Section 27, T 103 N, R 61 W of the 5th P.M., Davison County, South Dakota. All members voted aye. Motion carried.

Motion by Weitala, second by Reider to approve a Plat of Lots 1, 2 & 3 of Bam Addition in the SW ¼ of Section 21, T 104 N, R 62 W of the 5th P.M., Davison County, South Dakota. All members voted aye. Motion carried.

Motion by Reider, second by Kiner to approve a Plat of Tract P, Wild Oak Golf Club Addition, a Subdivision of Irregular Tracts No. 3A and No. 4 in the NW ¼ of Section 23, T 103 N, R 60 W of the 5th P.M., Davison County, South Dakota. All members voted aye. Motion carried.

DRIVEWAY REPAIRS AT NORTH OFFICES

Physical Plant Manager presented two quotes for driveway repairs at the North Offices. However, the commissioners took no action.

APPROVE RIGHT-OF-WAY APPLICATION

As per the request of Highway Superintendent Weinberg, motion by Kiner, second by Reider to approve an Application for Occupancy on the Right of Way of County Highways for Santel Communications Cooperative, Inc. to bury fiber optic cable with the locations attached to the application which may be found on file in the Davison County Auditor's office. All members voted aye. Motion carried.

ACCEPT FUEL QUOTE

As per the request of Highway Superintendent Weinberg, motion by Kiner, second by Reider to accept the lone quote from Meyers Oil for 7,200 gallons of #2 diesel fuel at a cost of \$1.3550 per gallon. All members voted aye. Motion carried.

APPROVE AUDITOR'S ACCOUNT WITH TREASURER

Motion by Claggett, second by Weitala to approve the September 2020 Auditor's account with the Treasurer in the amount of \$5,302,196.02. All members voted aye. Motion carried.

APPROVE APPLICATION FOR COVID19 GRANT

As per the request of Auditor Kiepke, motion by Claggett, second by Weitala approve the application for the CTCL COVID19 Elections Grant. All members voted aye. Motion carried.

ADOPT DAVISON COUNTY, SOUTH DAKOTA EMPLOYEE PURCHASING STANDARDS AND POLICIES

Motion by Kiner, second by Weitala to adopt the following South Dakota Employee Purchasing Standards and Policies. All members voted aye. Motion carried.

DAVISON COUNTY SOUTH DAKOTA EMPLOYEE PURCHASING STANDARDS AND POLICIES

It is the purpose of these standards and policies to provide guidance to those employees of Davison County, South Dakota, who, as part of their job duties, are authorized to exercise their independent judgment and discretion in making purchases on behalf of Davison County, South Dakota. Failure to adhere to these standards and policies may be considered to be misconduct which may result in disciplinary action up to and including immediate discharge from employment.

It is important for all employees authorized to exercise their independent judgement and discretion in making purchases on behalf of Davison County, South Dakota, to fully understand that when they are making such purchases, they are spending taxpayer funds. This resultingly carries both an obligation and responsibility to spend said funds in a fiscally responsible manner, with the benefit of the citizens of Davison County, South Dakota to be the sole consideration in determining how such funds are expended.

Personal incentives should never be a consideration influencing how taxpayer funds are expended. Rebates should never be a consideration influencing how taxpayer funds are expended, unless the amount of the rebate influences

the fiscal responsibility of the purchase when deducted from the sale price. Frequent flyer miles, hotel club program credits, fuel points, and benefits issued under other similar programs should never be a consideration influencing how taxpayer funds are expended, unless their application enhances the fiscal responsibility of the purchase when deducted from the sale price, and it is practicable for the employee to do so on behalf of the County.

1) Personal Incentives Personal incentives include any enticements by a retail establishment, supplier, or vendor to entice a purchase. Said enticements may or may not be deliberate on the part of the retail establishment, supplier, or vendor, but should never be a consideration to an employee in influencing the expenditure of taxpayer funds. Personal incentives may include, but are not limited to:

- a) Tangible items of value, such as liquor, flowers, gifts etc.
- b) Tickets to sporting, cultural, or entertainment events.
- c) Additional goods or services. (e.g. “buy one get one free”).

If practicable to do so, a county employee offered a personal incentive by a retail establishment, supplier, or vendor to entice a purchase on behalf of the County should politely decline the personal incentive and refuse to accept it.

In the event it is impracticable to refuse to accept the personal incentive – particularly in the case of “buy one get one free” merchandise – the personal incentive received should be immediately turned over to the employee’s supervisor or the County Auditor’s office, so a determination may be made as to how to best utilize the received personal incentive for the benefit of the County and the taxpayers. Under no circumstances shall an employee retain a received personal incentive for their own benefit, or confer or otherwise transfer a received personal incentive to a third-party. All personal incentives received by employees making purchases on behalf of the County as part of their job duties are the exclusive property of Davison County, and are not the property of the employee.

2) Rebates

Rebates are a special category of incentive offered by retail establishments, suppliers, or vendors to entice a purchase. Rebates should never be a consideration influencing how taxpayer funds are expended, unless the amount of the rebate influences the fiscal responsibility of the purchase when deducted from the sale price. Rebates may include, but are not limited to:

- a) Cash or credit based on total purchases issued at the point of sale. (e.g. “instant rebates”).
- b) Checks to be issued to the buyer upon the mailing of a rebate request and a copy of a purchase receipt. (e.g. “mail in rebates”).
- c) Credits on future purchases to be issued to the buyer upon the mailing of a rebate request and a copy of a purchase receipt. (e.g. “merchandise credit check rebate” or “Menards-Style Rebates”).
- d) Any other incentive offered by a retail establishment, supplier, or vendor to entice a purchase which is not contemporaneously received by the purchaser at the point of sale, excluding frequent flyer miles, hotel club program credits, fuel points, and other similar programs.

In the event of an “instant rebate” resulting in credit on total purchases at the point of sale, no additional action by the employee is required under this policy. In the event of an “instant rebate” resulting in cash issued to the employee at the point of sale, the cash must be immediately surrendered to the County Auditor’s office. In the event of a “mail in rebate”, “merchandise credit check rebate”, or “Menards-Style Rebate”, both the complete and entire purchase receipt and rebate request form (if any) must be immediately surrendered to the County Auditor’s office. In the event of any other incentive offered by a retail establishment, supplier, or vendor to entice a purchase which is not contemporaneously received by the employee at the point of sale, excluding frequent flyer miles, hotel club program credits, fuel points, and other similar programs, the incentive shall be immediately surrendered to the County Auditor’s office upon receipt. Under no circumstances shall an employee retain a rebate for their own

benefit, or confer or otherwise transfer a rebate to a third-party. All rebates connected with purchases made by employees of the County as part of their job duties are the exclusive property of Davison County, and are not the property of the employee.

3) Frequent flyer miles, hotel club program credits, fuel points, and benefits issued under other similar programs.

Frequent flyer miles are issued pursuant to airline loyalty programs, and may subsequently be redeemed by the traveler for future air travel, discounts, and other rewards. Hotel club program benefits are issued pursuant to hotel loyalty programs, and may subsequently be redeemed by the traveler for future hotel stays, discounts, and other rewards. Fuel points are issued pursuant to gas station and grocery store loyalty programs, and may subsequently be redeemed for discounted fuel.

Frequent flyer miles, hotel club program credits, fuel points, and benefits issued under other similar programs should never be a consideration influencing how taxpayer funds are expended, unless their application enhances the fiscal responsibility of the purchase when deducted from the sale price, and it is practicable for the employee to do so on behalf of the County.

While frequent flyer miles, hotel club program credits, fuel points, and benefits issued under other similar programs are also a form of incentive offered to entice a purchase, Davison County specifically recognizes that it is often not practicable for an employee traveling on County business to redeem frequent flyer miles, hotel club program credits, fuel points, and benefits issued under similar programs for the benefit of the County, as these benefits are often issued directly to the traveler on an individual basis and are often non-transferable. Notwithstanding this, when it is practicable to do so, employees traveling on County business are strongly encouraged to make reasonable efforts to redeem frequent flyer miles, hotel club program credits, fuel points, and benefits issued under other such programs for the benefit of the County, even if the benefits cannot be directly transferred to the County. Notwithstanding this encouragement, frequent flyer miles, hotel club program credits, fuel points, and benefits issued under such programs earned by employees traveling on County business are not the exclusive property Davison County, and may be retained by the employee for their own benefit without constituting misconduct, or a violation of these standards and polices.

APPROVE AUTOMATIC SUPPLEMENT

Motion by Kiner, second by Claggett to approve an automatic supplement of \$3,016.97 from general fund line 3310300 of which \$2,995.00 goes to line 4225/169 IT contract/County Coordinator and \$21.97 goes to line 4350/163 minor equipment/Register of Deeds. All members voted aye. Motion carried.

APPROVE BILLS

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

GENERAL FUND:

COMM: Publishing/Daily Republic Forum Communications-232.04; **ELECT:** Supplies/McLeod's Printing-300.00; **JUD:** Prof Fees/Carol Johnson-258.40, Witness Fees/Witness-45.70, Jury Fees/Jurors-402.08; **AUD:** Mainframe Prog/Software Services-180.00; **STATES ATTY:** Med Prof Fees/Avera Queen of Peace-1,755.00, Repairs & Maint/Dakota Data Shred-48.00, Supplies/Innovative Office-265.03; **CRT APPTED ATTY:** Crt Appted Atty/Wantoch Law Office-427.10, Pub Def Expenses/Alvine Weidenaar LLP-40.00; **A & N:** A & N Child/Wantoch Law Office-1,733.55; **PUB SFTY BLDG:** Repairs/Menards-161.62, Supplies/Jones Supplies-18.92, Garbage/Miedema Sanitation-150.00; **CRTHOUSE:** Repairs & Maint/Golden West-75.00,

Supplies/Jones Supplies-183.66, Garbage/Miedema Sanitation-101.00; **DOE:** Publishing/JOBSHQ-414.50, Supplies/Menards-3.27, Software Services/Software Services-100.00; **ROD:** Prog Support/Software Services-1,360.00; **NORTH OFF:** Repairs/Carquest of Mitchell18.12, Golden West-89.97, Runnings Supply-35.98, Garbage/Miedema Sanitation-83.00; **COORD:** Supplies/Software Services-120.00; **SHERIFF:** Car Wash/Mega Wash-73.00, Office Supplies/innovative Office-43.73, Field Supplies/County Fair Food Store-20.92, The Glow Store-142.98, Prisoner Transport/Pennington Co Jail-120.45; **JAIL:** Jail Supplies/Jones Supplies-385.86, Laundry Supplies/Ameripride Services-278.95, Prisoner Food/Summit Food Service-4,613.81, Water Softener/Darrington Water-45.00; **JUV DET:** Detention/Minnehaha Co Regional-11,608.10; **WELFARE:** Supplies/McLeod's Printing-15.00, Office Utilities/Midcontinent-37.50, Funerals/Fredericksen Enterprise Bittner Funeral-2,500.00; **MENTAL HAND:** Handicap/SD Dept of Revenue-1,871.63, Dakotabilities/Dakotabilities-540.00; **MENTAL ILL:** Committals/Patrick Kiner-194.00, Douglas Papendick-194.00; **FAIR:** Supplies/Jones Supplies-18.91, Water & Sewer/Davison Rural Water-59.25, Garbage/Miedema Sanitation-101.00, Buildings/Dakota Pro Striping-969.39; **CO EXTENSION:** Trvl & Conf/SDSU Extension-113.00, Utilities/Midcontinent-37.50; **HIWAY:** Publishing/Daily Republic Forum Communications-8.11, Repairs & Maint/Butler Machinery-909.96, Carquest of Mitchell403.46, CHS Farmers Alliance-350.00, Interstate Tire-4,360.00, Mitchell Iron & Supply-46.32, Sturdevant's Auto Parts-3.69, Wheelco Truck & Trailer-218.48, Supplies & Materials/A-OX Welding Supply-77.56, Butler Machinery-2,329.03, Carquest of Mitchell165.36, SD Dept of Revenue-356.90, Elite Business Systems-65.30, Mueller Lumber Co-68.44, Sturdevant's Auto Parts-6.99, Utilities/City of Mt Vernon-90.00, Miedema Sanitation-83.00, Santel Communications-41.78, Bridge Repair/O'Connor & Son Trucking-4,379.72, Spencer Quarries-11,723.51, Projects/Truenorth Steel-10,922.70, Mueller Lumber Co-19.99.

INTO EXECUTIVE SESSION

At 10:43 a.m., motion by Claggett, second by Weitala to move into executive session to discuss personnel as per SDCL 1-25-2. All members voted aye. Motion carried.

OUT OF EXECUTIVE SESSION

At 11:05 a.m., motion by Reider, second by Kiner to move out of executive session. All members voted aye. Motion carried.

APPOINT DIRECTOR OF EQUALIZATION

The Mayor of the City of Mitchell was contacted immediately regarding the following offer of appointment and agreed to the selection, terms, and conditions thereof.

Motion by Claggett, second by Kiner to offer appointment to Karla Love as the new Director of Equalization, effective October 10th, 2020, under the following terms. She will be paid \$45,000, which is less than what was advertised because she is not currently certified. However, she is working on receiving her certification and at that time will get a \$3,000 wage increase. As per SDCL 10-3-1.1, she must receive her certification within one year. Ms. Love will also get any wage increase received by other Davison County employees at the beginning of 2021. All members voted aye. Motion carried.

The offer was communicated to Ms. Love and she accepted the position. Accordingly, the appointment of Karla Love as Director of Equalization under the terms set forth immediately above was completed.

ADJOURN

At 11:15 a.m., Chairperson Bode adjourned the meeting and set the next regular Board of Commissioners meeting for October 27th at 9:00 a.m.

ATTEST

Susan Kiepke, Auditor

Brenda Bode, Chairperson

Publish Once
Approximate Cost