

**JANUARY 4, 2022**

**CALL TO ORDER**

Auditor Kiepke called the first meeting of 2022 of the Davison County Board of Commissioners to order at 9:00 a.m. Members of the Board present were Claggett, Kiner, Weitala, Bode. Absent Reider. 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, Weitala and Bode.

**ELECT 2022 CHAIRPERSON**

Auditor Kiepke called for nominations for the 2022 Chairperson of the Davison County Board of Commissioners. Motion by Weitala, second by Kiner to nominate Commissioner Bode as Chairperson.

Auditor Kiepke called for any additional nominations. There being no further nominations, motion by Claggett, second by Kiner for nominations to cease and a unanimous ballot be cast for Commissioner Bode as 2022 Chairperson of the Davison County Board of Commissioners. All members present voted aye. Motion carried.

**ELECT 2022 VICE-CHAIRPERSON**

Auditor Kiepke called for nominations for the 2022 Vice-Chairperson of the Davison County Board of Commissioners. Motion by Kiner, second by Claggett to nominate Commissioner Weitala as Vice-Chairperson.

Auditor Kiepke called for any additional nominations. There being no further nominations, motion by Bode, second by Claggett for nominations to cease and a unanimous ballot be cast for Commissioner Weitala as 2022 Vice-Chairperson of the Davison County Board of Commissioners. All members present voted 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 Claggett, second by Kiner to approve the minutes of the December 28, 2021, meeting. All members present voted aye. Motion carried.

**ADOPT DAVISON COUNTY EMPLOYEE WAGES FOR 2022**

As per SDCL 6-1-10, motion by Weitala, second by Claggett to adopt and publish the following wages for fiscal year 2022, which include a 2.5% plus \$.50 increase. A roll call vote was taken as follows. Weitala – aye, Kiner – aye, Claggett – aye, Bode – aye, Reider - absent. Motion carried.

**Note**

The salary figures do not include longevity that may be due some employees. The salaries of Department Supervisors, Assistant State's Attorney and Corrections Administrator are prorated per the period worked throughout the fiscal year.

**Department Supervisors-Director of Physical Plant** Joel Rang-\$62,540.00; **Director of Equalization** Karla Love-\$56,518.13; **Highway Superintendent** Russel Weinberg-\$74,008.66; **Planning & Zoning/Emergency Management Director** Jeff Bathke-\$74,653.24

## **Employees**

**Auditor's Office** – Karen Knadle-\$25.94; James Matthews-\$19.38

**Treasurer's Office** – Tonya Ford-\$19.53; Rachel Soulek-\$19.02; Nikki Weber-\$16.90

**States Attorney** – Bob O'Keefe-\$81,463.14; Alicia Odland-\$69,368.05; Katie Buschbach-\$22.60; Jill Lux-\$22.76; Angie Larson-\$19.04

**Maintenance Department** – Robert Faas-\$18.99; Jamie Sloan-\$18.99; Robert Love-\$19.50; Lawrence Schmitt-\$20.69; Leonda Doering-\$18.49

**Director of Equalization** - Blake Biggerstaff-\$23.17; Stephanie Friesen-\$18.99; Carla Wittstruck-\$20.69; Jared Olsen-\$18.43; Robin Dutt-\$16.81

**Register of Deeds** – Danna Kolbeck-\$20.58; Bridgette Nelson-\$19.50; Darlene Bailey-\$23.13

**Veteran's Service Officer** – Craig Bennett-\$21.22; Alexander Kraus-\$20.07

**Human Resources** – Tonya Meaney-\$25.14

**Highway Department** – Andrea Horton-\$19.59; Tyler Decker-\$19.50; Christopher DeBoer-\$19.50; Jack Sorenson-\$19.50; Kevin Geidel-\$24.96; Steven Groseth-\$25.45; Brian Grambihler-\$19.50; Tyler Page-\$19.50; Rueben Sonne-\$23.32; Randy Strong-\$25.85; Clayton Wells-\$22.57; Gerald Koch-\$16.82

**Welfare Intake Administrative Assistant/4-H Youth Advisor Assistant** – Christine Norwick-\$16.30

**County Health Nurse** – Angela Seitz-\$18.09

**WIC** – Danielle Radel-\$18.35

**Extension** – Seasonal-\$16.30

**Planning & Zoning/Emergency Management** – Karen Wegleitner-\$23.05

**Sheriff's Office** – Tim Reitzel-\$28.26; Darin Moke-\$23.03; Jacob Verry-\$22.22; Trestin Jerke-\$20.53; Kyle Bice-\$20.53; Dawn Grissom-\$22.65; Grace Murphy-\$22.66 **Part Time** – Linda Aldrich-\$20.69; Paul Paulson-\$18.49; Greg Nelson-\$24.05; Josh Peterson-\$24.05

**Jail** – Don Radel-\$65,192.33; Jane Kingsbury-\$27.19; Ginger Faas-\$25.91; Tyler Bier-\$18.99; Lance Bryant-\$20.12; Cheryl Buenning-\$18.99; Timothy Carson-\$21.51; Christine Diede-\$18.99; Misty Grove-\$20.11; Melinda Harmelink-\$20.11; Trevor Harms-\$18.99; Kyelle Herrick-\$20.11; Misty Hicks-McDaniel-\$20.11; Matthew Huber-\$19.50; Shawn Jerke-\$20.02; Marco Mora-\$20.63; Nathan Newton-\$19.50; Janelle Phillips-\$24.33; Haley Renberg-\$19.50; Lynn Smith-\$20.54; David Suarez-\$19.50; Marlyn Tollefson-\$18.99; Mark Zard-\$18.99 **Part Time** - Jack Aalbers-\$17.36; Kimberly Beltran-\$21.51; Marcus Bruce-\$18.99; Brett Costello-\$20.11; Mychal Deas-\$18.99; Trina Frey-\$16.81; Becky Handrahan-\$17.37; Abby Perez-\$18.99; Carol Radel-\$19.59; Cinthya Rocha Ramirez-\$18.99; Ashley Schulz-\$18.99; Destiny Soto-\$18.99; Dominick Warmbein-\$18.99; Trevor Wilkinson-\$18.99

## **ADOPT RESOLUTION TO SET ELECTED OFFICIALS WAGES FOR 2022**

Motion by Claggett, second by Weitala to adopt the following resolution, which approves a 2.5% plus \$.50 increase for elected official's wages for 2022. A roll call vote was taken as follows: Kiner – aye, Claggett – aye, Weitala - aye, Bode – aye, Reider - absent. Motion carried.

### **Resolution #010422-01 Set Elected Officials Wages**

**WHEREAS**, SDCL 7-7-9.1 states that the board of county commissioners shall establish, by resolution, the salary payable to the county treasurer, county auditor, and county register of deeds. The salary payable may not be less than \$35,952 based upon the salary schedule which is based upon the most recent decennial federal census of population for counties; and

**WHEREAS**, SDCL 7-7-12 states that the board of county commissioners shall establish, by resolution, the salary payable to the state's attorney. The salary payable may not be less than \$71,534 based upon the fact that the commissioners have designated the position of state's attorney as full time; and

**WHEREAS**, SDCL 7-12-15 states that the board of county commissioners shall establish, by resolution, the salary of the sheriff. The salary payable may not be less than \$46,110 based upon the salary schedule

which is based upon the most recent decennial federal census of population for counties. The sheriff will also receive an additional 10% added to the \$46,110 for managing a full-time jail; and

**WHEREAS**, the Board of county commissioners may not decrease the salary of the county treasurer, county auditor, county register of deeds, county state's attorney or county sheriff during consecutive terms of office of the county treasurer, county auditor, county register of deeds, county state's attorney or county sheriff.

**THEREFORE, BE IT RESOLVED**, that elected official's salaries for 2022 shall be set as follows; auditor - \$68,570.56, treasurer - \$56,271.57, register of deeds – \$67,444.49, state's attorney - \$98,974.75 and sheriff - \$77,915.00. These salaries are not inclusive of longevity pay that may be due some of these officials.

Dated at Mitchell, South Dakota, this 4<sup>th</sup> day of January, 2022.

\_\_\_\_\_  
Brenda Bode, Chairperson  
Davison County Commission

ATTEST: \_\_\_\_\_  
Susan Kiepke, Auditor

**APPROVE CONTRACT INCREASE**

At the request of States Attorney Miskimins, motion by Claggett, second by Weitala to increase the contract for James Taylor P.C. firm, which is equivalent to one part-time Deputy States Attorney, at the same rate as County employees, which is 2.5% plus \$.50, making the contract amount for 2022, \$53,619.06. A roll call vote was taken as follows. Claggett – aye, Weitala – aye, Kiner – aye, Bode – aye, Reider - absent. Motion carried.

**ADOPT RESOLUTION TO SET COUNTY COMMISSIONER WAGES FOR 2022**

Motion by Claggett second by Kiner to adopt the following resolution which approves a 2.5% wage increase for the Davison County Commissioners for 2022, with an extra \$2,400.00 paid to the chairperson. A roll call vote was taken as follows. Claggett - aye, Kiner – aye, Weitala - aye, Bode – aye, Reider - absent. Motion carried.

**Resolution #010422-02  
Set Commissioner Wages**

**WHEREAS**, SDCL 7-7-3 states that the method of payment, whether per diem or salary, and the amount of per diem or salary shall be determined by the board of county commissioners in each county. If the per diem method is used, the county commissioners shall be allowed the per diem amount for each day they are actually and necessarily employed in the duties and business relating to county affairs and the duties of their office and in attending and returning from sessions of the board. The county commissioners shall be allowed mileage for the distance actually traveled in attending the meetings of the board, or when engaged in other official duties. The per diem shall be paid out of the general county fund. The per diem shall be set by the commission on the first regular meeting date in January of each year; and

**WHEREAS**, SDCL 7-7-5 states that the board of county commissioners may determine the salary of the commissioners. Such salary may be set by the board of county commissioners at its first regular meeting of each year. If the board of county commissioners fails to determine a salary, then the salary of a county commissioner in any one year is six thousand five hundred sixty-six dollars as per diem or salary in counties of fifteen thousand population and over and not more than thirty thousand population.

**THEREFORE, BE IT RESOLVED** that the Davison County Commissioners salaries will be set at \$19,024.00 for the year 2022, with the chairperson receiving \$2,400 more than the other four commissioners.

Dated at Mitchell, South Dakota, this 4<sup>th</sup> day of January, 2022.

**ATTEST:**

\_\_\_\_\_  
Susan Kiepke, Auditor

\_\_\_\_\_  
Brenda Bode, Chairperson

**SET RATES FOR 2022**

Motion by Claggett, second by Kiner to approve the following rates for 2022. All members voted 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	\$14.00	\$18.00
Supper	\$20.00	\$28.00

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. County employees are asked to use the County vehicle when available.

Mental Illness Board

Mental Illness Board \$40.00 per meeting  
Mental Illness Chairperson \$101.00 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 ½ x 11 and x 14 Black & White	1.00 per copy
8 ½ x 11 and x 14 Color	2.00 per copy

Computer Print-outs

8 ½ x 11 and 11 x 14	.50 cents per page
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\$28.00 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 11<sup>th</sup>, 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	0.005
Two story house/addition w basement, per floor (")	\$40.00	0.005
Garage	\$15.00	0.005
Manufactured home	\$25.00	0.005
Basement	\$12.00	0.005
Deck/Covered Porch	\$ 8.00	0.005
Pole building	\$ 6.00	0.005
Frame barn w pit	\$15.00	0.005
Frame building	\$12.00	0.005
All steel machine shed	\$12.00	0.005
Concrete or block building	\$15.00	0.005
Remodel/Finish/Change of use	\$ 9.00	0.005
Pool	\$10.00	0.005
Grain bin/Silo	\$ .68 per bushel	0.005
Tank	\$ .30 per gallon	0.005
Sign/Billboard		\$100 Flat Fee
Grain Leg		\$100 Flat Fee
Structures Not Listed (\$100 minimum)		\$1 per \$1,000 valuation

Other Fees

Minimum Fee	\$100.00
Variance	\$100.00
Plat Consideration Fee	\$100.00
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

<u>Drainage</u>	
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 2022 DIGITAL DATA POLICY**

Motion by Weitala, second by Claggett to approve the 2022 Digital Data Policy. All members present voted aye. Motion carried.

**2022 Department of Equalization Data Policy**

Assessed value and physical attributes may be viewed per parcel at no charge on the District III website for Davison County at [gis.districtiii.org/davison](http://gis.districtiii.org/davison).

The following information is compiled in August each year. All information such as name and address changes will be through the date the report is compiled.

- Parcel number
- Owner name and address
- Property address
- Legal description
- Assessed values
- Exemption amounts
- Land and Building classification codes

Preferred delivery option is via email at a cost of \$25.00 plus applicable tax.

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 at the rate of \$100 per hour.

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

Neither Davison County nor any employee 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 to get values that have been finalized is the month of August.

No sketches or property photos are currently available digitally.

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.

For information requiring manual copies, copied by Equalization staff, there is a per page fee (adopted by the Commissioners) 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.

**ADOPT RESOLUTION FOR ELECTION WORKERS**

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

**RESOLUTION #010422-03**

**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)	\$50.00 per person
Election Board/Master Book Workers	\$250.00 per day (primary or special election) \$250.00 per day (general election)
Absentee Board	\$87.50 per 1/2 day (primary or special election)
(same as regular Board for full day)	\$92.50 per 1/2 day (general election)
Precinct Assistant	\$17.00 per hour
Resolution Board	\$25.00 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 4<sup>th</sup> day of January, 2022.

**ATTEST:**

\_\_\_\_\_  
Susan Kiepke, Auditor

\_\_\_\_\_  
Brenda Bode, Chairperson

**DESIGNATE OFFICIAL NEWSPAPER FOR 2022**

Pursuant to SDCL 7-18-3, motion by Claggett, second by Weitala to designate the Mitchell Daily Republic as the official newspaper of the County. All members present voted aye. Motion carried.

**APPROVE COUNTY DEPOSITORIES/INVESTMENT POLICY**

Motion by Weitala, second by Claggett to approve the following depositories/investment policy for Davison County for 2022. All members present voted 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. SCOPE**

This Policy applies to the investment of all funds of Davison County, South Dakota. Longer-term funds, including investments of employees’ retirement funds and proceeds from certain bond issues, are covered by a separate policy. Except for funds held in trust or special funds that are otherwise specifically provided for, Davison County will consolidate the balances from all funds to maximize investment earnings and meet the liquidity requirements of Davison County

subject to the primary objective of providing security of principal. Investment income will be allocated to the various funds based on their respective participation of capital in the overall portfolio in accordance with generally accepted accounting principles.

All references in this Investment Policy to "financial institutions" is intended to include both state and federal banks, credit union, and broker/dealers."

## **2. POLICY**

Pursuant to SDCL 4-5-8 it is the policy of Davison County 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, being a) Safety of Principal b) Liquidity and c) Return on Investments.

### **A) Safety of Principal**

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate the following risks.

#### **a. Credit Risk**

The County will minimize credit risk, which is the risk of loss due to the failure of the investment issuer or backer, by limiting the portfolio to the types of investments listed in section 5. Authorized and Suitable Investments of this Policy and diversifying the investment portfolio to diminish the impact of potential losses from any one type of investment or from any one individual issuer.

#### **b. Interest Rate Risk**

The County will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by structuring the portfolio to meet the cash requirements of ongoing operations, thereby mitigating the need to liquidate securities at a loss prior to maturity.

#### **c. Concentration Risk**

The County will minimize Concentration of Credit Risk, which is the risk of loss due to having a significant portion of resources invested in a single issuer, by diversifying the investment portfolio as described in section 9. Diversification so that the impact of potential losses from any one type of security or issuer will be minimized. Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are excluded from this requirement.

#### **d. Custodial Credit Risk**

The County will minimize Custodial Credit Risk for deposits, which is the risk that in the event of the failure of a depository financial institution the deposits or collateral securities that are in the possession of an outside party would not be able to be recovered, as addressed in section 6. Collateralization.

The County will minimize Custodial Credit Risk for investments, which is the risk that in the event of the failure of the counterparty to a transaction the value or collateral securities that are in the possession of an outside party would not be able to be recovered, as addressed in section 10. Safekeeping and Custody.

### **B) Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.



### **C) Return**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

### **3. 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.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

In case of extended leave of absence, the Governing Board shall appoint a replacement Officer.

### **4. AUTHORIZED FINANCIAL DEALER AND INSTITUTIONS**

All financial institution and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.
- Certification of having read and understood and agreeing to comply with this investment policy.

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 4 <sup>th</sup> 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

### **5. AUTHORIZATION AND SUITABLE INVESTMENTS**

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

- Interest bearing checking accounts
- Savings accounts
- United States Treasury bills, bonds and notes (SDCL 4-5-6)
- United States Government Agencies (SDCL 4-5-6)  
Securities issued by government-sponsored enterprises (GSE's) or federally related institutions that are guaranteed directly or indirectly by the US Government. Securities issued by the Government National Mortgage Association (GNMA or Ginnie Mae) are an example of securities directly guaranteed by the government. Securities issued by other GSEs may be allowable.
- Certificates of Deposit (CD's) (SDCL 7-20)\*
- Certificates of Deposit (CDs) purchased through CDARS® (Certificate of Deposit Account Registry Service) (SDCL 4-5-6.1)\*

- Money Market Mutual Funds – open-end, no-load (SDCL 4-5-6)  
Mutual and money market funds that invest in US Treasury securities or securities issued by GSEs or federally related institutions that are guaranteed directly or indirectly by the US Government.
- Repurchase Agreements fully collateralized by allowable securities (SDCL 4-5-6)
- Investments in direct obligations of counties, municipalities and school districts or in bonds issued by state authorities pursuant to the conditions listed in SDCL 4-5-6.2
- Local Government Investment Pool (SD FIT)

\*When investing in Certificates of Deposit (CDs) public funds will be invested at the highest rate of interest possible after attempting to secure three (3) quotes.

The above listed authorized deposits will be kept in financial institutions in South Dakota as required by SDCL 7-20-1.

The county treasurer shall deposit and at all times keep on deposit the money in his/her possession as county treasurer in state or national financial institutions within the county. In the event that such deposits exceed the limit prescribed in § 7-20-10 or if there is but one financial institution located within the county then such deposits may be made in other financial institutions or branch financial institutions within an adjacent county of this state having an approved and responsible financial standing. (SDCL 7-20-1)

## 6. COLLATERALIZATION

In accordance with the SDCL 4-6A and 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.

SDCL 4-6A-3 requires that collateral be segregated by each depository in such manner as approved by the South Dakota Public Deposit Protection Commission. Collateral may not be held in any safety deposit vault owned or controlled either directly or indirectly by the pledging financial institution but must be deposited for safekeeping in a financial institution that is a member of the Federal Reserve.

## 7. REPORTING

The Treasurer shall prepare an investment report not less than quarterly, that provides a clear picture of the status of the current investment. The report will include the following: (Pie or Bar Chart)

- Percent invested in each security type (CD, US Treasury, money market funds, etc).
- Listing of investments by maturity date.
- Percent held by each financial institution.

## 8. INTEREST EARNED

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

## 9. DIVERSIFICATION

It is the policy of Davison County 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.
- No more than 60% of the investable funds shall be placed in any one type of investment or issuer.
- Investment maturities will be staggered in such a manner that all investments will not come due at the same time. Unless matched with specific cash flow, the County will not directly invest in securities maturing more than 2 years from the date of purchase.
- At least 10 % of the investable funds shall be accessible for use by the County in one day's notice.

## 10. SAFEKEEPING AND CUSTODY

### Delivery vs. Payment

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

### Safekeeping

Securities will be held by a (centralized) independent third-party custodian selected by the County as evidenced by safekeeping receipts in the County's name as per SDCL 4-5-9. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (SAS 70).

**Internal Controls**

The County Treasurer shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the governing board. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the entity.

\_\_\_\_\_  
, Chairperson

ATTEST:

\_\_\_\_\_  
David Beintema, Treasurer

**SET RATES FOR 2022 WELFARE ASSISTANCE**

Motion by Claggett, second by Weitala 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. All members present voted 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	\$300.00
2-3	person household	\$400.00
4-5	person household	\$475.00
6 +	person household	\$550.00

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

**Utilities**

1	person household	\$250.00
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 Claggett, second by Kiner to adopt the following resolution to approve regularly scheduled travel for 2022. A roll call vote was taken as follows: Kiner – aye, Weitala - aye, Claggett – aye, Bode – aye, Reider - absent. Motion carried.

**Resolution #010422-04  
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 2022. 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, Human Resources Director and Welfare Intake Administrative Assistant; Southeast Central District meetings to be attended by Auditor, Treasurer, Register of Deeds, Commissioners, Planning & Zoning Administrator and Deputy, 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 Commissioners, 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, NACO Convention and Legislative Conference and anything related to be attended by Auditor; Passport training and Motor Vehicle training to be attended by Treasurer and deputies; Newly Elected Officials Workshop and Deputy Workshop to be attended by Elected officials and Deputies from the Auditor's, Treasurer's and ROD offices; Trimin User Group meeting to be attended by ROD staff; Assessors Annual Conference, Assessors School and SDAAO District 4 meetings, OHE, Dept of Revenue Workshops, Sales Ratio Workshop and Vangaurd user meetings to be attended by Assessors staff; Pictometry Conference to be attended by Planning & Zoning Administrator; SD Planners Assoc. Conference, Pictometry Workshops and Code Enforcement Training, District III meetings, Dakota Rural Action Conference and Demography Conference to be attended by Planning & Zoning Administrator and/or deputy and several planning board members; Short Course, Region 8 Road Safety Convention & Asphalt Conference, Towns and Twps meeting and LTap meetings to be attended by Highway Superintendent; 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; JDAI System Assessment meeting to be attended by JDAI Coordinator; Electrical Code Class to be attended by applicable maintenance staff; Annual Welfare Spring Workshop and Welfare Regional meetings to be attended by Welfare Intake Administrative Assistant; SDOVA Conference to be attended by VSO Directors; HR School and SDML Annual Conference to be attended by HR 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, 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; Use of Force Instructor Re-Certification and Taser Instructor Re-Certification to be attended by Sheriff, Chief Deputy and Jail Administrator (possibly other staff if there is pertinent training); Zuercher/Central Square User Conference to be attended by Jail Admin and one jail staff member; SD Atty General 24/7 Conference, SD Corrections Association Spring and Fall Conference, NSA-NIJO Virtual Training Seminar and Basic Jail Officer Course to be attended by select jail and or 24/7 staff; Safety Conference to be attended by members of the Safety Committee; District III meetings to be attended by commissioners, department heads and Acting 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 4<sup>th</sup> day of January, 2022.

**ATTEST:**

\_\_\_\_\_  
Susan Kiepke, Auditor

\_\_\_\_\_  
, Chairperson

**ACKNOWLEDGE VOLUNTEERS**

Motion by Claggett, second by Weitala to acknowledge Davison County volunteers for the month of January 2022. A complete list may be found on file in the Davison County Auditor's office. All members present voted aye. Motion carried.

## **APPROVE BILLS**

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

## **GENERAL FUND:**

**COMM:** Workman's Comp/SDML Workers Compensation Fund-208.05, Cultural Endeavors/First Bankcard-119.82, Utilities/Brenda Bode-50.00, John Claggett-50.00, Kim Weitala-50.00, Dues/SDACC-3,943.00; **AUD:** Workman's Comp/SDML Workers Compensation Fund-124.73, Supplies/First Bankcard-99.00, McLeod's Printing-101.94, Trvl & Conf/First Bankcard-804.16, Utilities/Susan Kiepke-50.00, Assoc Dues/SDACO-642.74; **TREAS:** Workman's Comp/SDML Workers Compensation Fund-166.44, Passport Postage/First Bankcard-95.70, Supplies/First Dakota Nat'l Bank-3.00, Utilities/David Beintema-50.00, Tonya Ford-50.00, Rachel Soulek-50.00, Assoc Dues/SDACO-642.74; **STATES ATTY:** Workman's Comp/SDML Workers Compensation Fund-430.52, Div Service & Fees/Catherine Buschbach-50.00, First Bankcard-506.52, Supplies/Innovative Office Solutions-138.62; **CRT APPTED ATTY:** Crt Appted Atty/Dailey Law-940.50, Patrick W Kiner-455.40, Morgan Theeler-1,267.20, Legal Expenses/Zylstra Investigations-2,080.00, Pub Def Expense/Alvine Weidenaar LLP-87.25; **PUB SFTY BLDG:** Workman's Comp/SDML Workers Compensation Fund-1,902.09, Repairs/First Bankcard-350.69, Larry's I-90 Service-16.36, Gas & Electric/Northwestern Energy-7,361.23, Water & Sewer/City of Mitchell-1,206.46, Phone/Robert Faas-50.00, Jamie Sloan-50.00; **CRTHOUSE:** Workman's Comp/SDML Workers Compensation Fund-951.05, Repairs & Maint/Menards-15.00, South Dakota IAEI-125.00, Water & Sewer/City of Mitchell-103.77, Phone/Robert Love-50.00, Joel Rang-50.00; **DOE:** Workman's Comp/SDML Workers Compensation Fund-2,651.05, Utilities/Blake Biggerstaff-50.00, Karla Love-50.00, Carla Wittstruck-50.00; **ROD:** Workman's Comp/SDML Workers Compensation Fund-124.83, Rentals/Bureau of Administration-33.50, Supplies/First Bankcard-67.99, Dues/SDACO-642.74; **NORTH OFF:** Workman's Comp/SDML Workers Compensation Fund-1,902.10, Repairs/First Bankcard-41.95, Supplies/First Bankcard-51.94; **VET:** Workman's Comp/SDML Workers Compensation Fund-83.22, Supplies/McLeod's Printing-152.33, Utilities/Craig Bennett-50.00, Alexander Kraus-50.00; **COORD:** Copy Mach Maint/A & B Business Solutions-45.44, Access Systems-50.02; **GIS:** GIS Maint/Planning & Dev Dist III-2,000.00, GIS Maint Soil Calc/Planning & Dev Dist III-1,500.00; **HR:** Workman's Comp/SDML Workers Compensation Fund-41.61, Supplies/GFC Leasing-189.68, McLeod's Printing-119.14, Utilities/Tonya Meaney-50.00, Minor Equip/First Bankcard-42.00, McLeod's Printing-308.00; **SHERIFF:** Workman's Comp/SDML Workers Compensation Fund-4,329.72, Prof Services/FedEx-15.23, Witness & Undercover/James Valley Drug Force-6,250.00, Repairs Patrol Car/Big E Auto Service-155.87, Office Supplies/First Bankcard-127.28, Innovative Office Solutions-237.05, Gas Patrol Car/First Bankcard-144.55, Field Supplies/Axon Enterprise-10.45, Cellular Service/Dawn Grissom-50.00, Grace Murphy-50.00, Assoc Dues/SD Sheriff's Assoc-1,085.12; **JAIL:** Workman's Comp/SDML Workers Compensation Fund-17,735.45, Minor Equip/First Bankcard-313.36; **WELFARE:** Workman's Comp/SDML Workers Compensation Fund-41.61, Office Utilities/Northwestern Energy-205.42, Christine Norwick-50.00; **NURSE:** Workman's Comp/SDML Workers Compensation Fund-41.61; **WIC:** Workman's Comp/SDML Workers Compensation Fund-41.61; **CADC:** Stepping Stones/CADC Stepping Stones-1,500.00; **MENTAL HEALTH:** Dakota Counseling Institute/Dakota Counseling-1,750.00; **MENTAL ILL:** Hearings/Mark Katterhagen-15.00, Darcy Lockwood-15.00, Lucy M Lewno-165.03, Creighton A Thurman-214.92, Yankton Sheriff's Ofc-100.00; **FAIR:** Workman's Comp/SDML Workers Compensation Fund-1,159.10, Gas & Electric/Northwestern Energy-2,512.73; **CO EXTENSION:** Workman's Comp/SDML Workers Compensation Fund-249.66, Utilities/Northwestern Energy-205.41; **WEED:** Workman's Comp/SDML Workers Compensation Fund-1,277.98, Utilities/City of Mitchell-229.16; **DRAINAGE:** Workman's Comp/SDML Workers Compensation Fund-249.66; **P & Z:** Workman's Comp/SDML Workers Compensation Fund-208.05, Repairs/First Bankcard-

112.88, Dist III Fees/Planning & Dev Dist III-25,858.00; **HIWAY:** Workman's Comp/SDML Workers Compensation Fund-15,835.80, Prof Fees/NASASP-39.00, Repairs & Maint/B & B Upholstery-145.00, Tractor Supply Credit Plan-143.87, Upper Midwest Garage Door-96.93, Supplies & Materials/Agronomy Plus LLC-166.80, Tractor Supply Credit Plan-43.96, Trvl & Conf/SDACHS-100.00, Utilities/City of Mitchell-43.74, Northwestern Energy-257.70, Jack Sorenson-50.00, Clayton wells-50.00, Box Culvert/Richard Dierks-500.00, Projects/Prahn Construction-79,588.00; **EMG MGMT:** Workman's Comp/SDML Workers Compensation Fund-1,193.06, Supplies/Menards-753.99, Fuel/First Bankcard-75.00, Utilities/Jeff Bathke-50.00, Karen Wegleitner-50.00; **LIABILITIES:** BID DEP & REF/Angie Langley-200.00.

**SIGN REVISED SDPAA CONTRACT**

Motion by Claggett, second by Kiner to authorize chairperson to sign the Revised South Dakota Public Assurance Alliance contract. All members present voted aye. Motion carried.

**SIGN UNION CONTRACT**

Motion by Weitala, second by Kiner to authorize chairperson to sign the 2022 Union Contract as presented. All members present voted aye. Motion carried.

**ADVERTISE FOR FULL-TIME CORRECTIONS OFFICER**

Motion by Weitala, second by Claggett to advertise for a full-time Corrections Officer. All members present voted aye. Motion carried.

**ADJOURN**

At 10:20 a.m., Chairperson Bode adjourned the meeting and set the next regular Board of Commissioners meeting for January 11, 2022, at 9:00 a.m.

**ATTEST:**

\_\_\_\_\_  
Susan Kiepke, Auditor

\_\_\_\_\_  
Brenda Bode, Chairperson

Publish once  
Approximate cost