

**June 21, 2022
AMENDED**

CALL TO ORDER

Chairperson Bode called the regular meeting 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

The Pledge of Allegiance was led by Chairperson Bode.

APPROVE AGENDA

Motion by Kiner, second by Claggett to approve the agenda for the June 14, 2022, meeting as amended. All members present voted aye. Motion carried.

APPROVE MINUTES

Motion by Claggett, second by Kiner to approve the minutes of the June 14, 2022, meeting. All members present voted aye. Motion carried.

RECESS BOARD OF COMMISSIONERS/CONVENE BOARD OF ADJUSTMENT

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

ADJOURN BOARD ADJUSTMENT/RECONVENE BOARD OF COMMISSIONERS

At 9:29 a.m., motion by Claggett, second by Weitala to adjourn Board of Adjustment and reconvene Board of Commissioners. All members present voted aye. Motion carried.

CONTINUE 2023 BUDGET REVIEW

Commissioners continued to review the 2023 budgets.

INTO EXECUTIVE SESSION

At 9:58 a.m., motion by Weitala, second by Kiner to move into executive session to discuss personnel as per SDCL 1-25-2, as requested by Community Health Nurse Auch. All members present voted aye. Motion carried.

OUT OF EXECUTIVE SESSION

At 10:32 a.m., motion by Weitala, second by Kiner to move out of executive session. All members present voted aye. Motion carried.

CONTINUE 2023 BUDGET REVIEW

Commissioners continued to review the 2023 budgets.

APPROVE EMPLOYEE NEW HIRES AND CHANGES

Motion by Weitala, second by Kiner to approve a \$.50 wage increase for Corrections Officer Christine Diede, effective June 25, 2022, as she has successfully completed her introductory period. All members present voted aye. Motion carried.

Motion by Claggett, second by Kiner to approve the hire of Crystal Longhenry as full-time accessor for DOE at a rate of \$20.31, effective July 5, 2022, with a \$.50 wage increase after successful completion of a six-month introductory period. All members present voted aye. Motion carried.

Motion by Kiner, second by Weitala to approve a wage increase of \$1.45 per hour which brings the wage to \$26.59 per hour for Human Resources Director Meaney effective June 25, 2022. All members present voted aye. Motion carried.

APPROVE BILLS

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

GENERAL FUND:

COMM: Supplies/Dakota Pro Air LLC-2,131.94; **ELECT:** Poll Workers/Election Workers-50.00; **JUD:** Jury Fees/Jurors-474.36; **TREAS:** Supplies/McLeod's Printing & Offc-23.43, State MV Supplies/McLeod's Printing & Offc-24.44; **PUB SFTY BLDG:** Repairs/Menards-74.38, Supplies/Jones Supplies-48.44, Menards-12.98, Water & Sewer/City of Mitchell-1,517.52, Pest Control/Premier Pest Control-80.00, Elevator Service/Schumacher Elevator Co-428.34; **CRTHOUSE:** Supplies/Menards-62.16, Gas & Electric/Northwestern Energy-2,606.98, Pest Control/Premier Pest Control-50.00; **NORTH OFC:** Gas & Electric/Northwestern Energy-816.85, Water & Sewer/City of Mitchell-43.74, Pest Control/Premier Pest Control-50.00; **HR:** Supplies/Mitchell Area HR Assoc-35.00; **SHERIFF:** Oil Changes/TMA-67.17, Ofc Supplies/A & B Business Solutions-69.08, Office Advantage-13.99, Innovative Office-103.98, Uniforms/Jack's Uniforms & Equip-314.99, Training/Safe Harbor Foundation-100.00, Prisoner Transport-Pennington Co Jail-78.55, Cellular Service/Verizon Wireless-563.37, Assoc Dues/National Sheriff's Assoc-142.00; **JAIL:** Medicine/Avera QoP Hosp-665.24, Avera Medical Group Internal Med-9.57, Lewis Drug Stores-3,732.14, Mitchell Anesthesia-780.00, Bldg Maint/Menards-24.97, Equip Repair/Arctic Refrigeration-225.17, L L Harder-249.49, Ofc Supplies/Innovative Office-283.37, Jail Supplies/Jones Supplies-626.57, Lewis Drug Stores-42.96, Laundry Supplies/Aramark-331.20, Jones Supplies-320.99, Kitchen Supplies/Jones Supplies-114.08, Prisoner Food/Summit Food Service-10,604.04, Health Protection/Avera Occupational-248.00, Water Softener/Darrington Water-49.00, Buildings/American Garage Door-886.12, Contracts/FNIC-80.00, Office Advantage-234.94, Medical Waste Transport-352.76, Midwest Fire & Safety-246.00, Inmate Services/Swanson Services Corp-373.60; **JUV DET:** Detention/Minnehaha Co Regional-4,369.00; **MENTAL ILL:** Committals/Patrick Kiner-101.00, Douglas Papendick-505.00, Hearings/Yankton Sheriff's Ofc-50.00; **FAIR:** Pest Control/Premier Pest Control-50.00, Phones/Verizon Wireless-41.90; **CO EXTENSION:** Utilities/CenturyLink-27.02; **WEED:** Utilities/Verizon Wireless-41.90; **HIWAY:** Repairs & Maint/Honda of Mitchell-94.00, Upper Midwest Garage Door-107.14, Utilities/Northwestern Energy-570.10, Verizon Wireless-83.80; **EMG MGMT:** Repairs & Maint/TMA-1,204.12, Utilities/CenturyLink-13.51, Northwestern Energy-

48.84, Verizon Wireless-30.06, EM ACCUML/Verizon Wireless-117.84; **LIABILITIES:** M&P/SDACO M&P-680.00.

PAYROLL FOR THE MONTH OF JUNE

Commissioner-\$7,501.52, Election-\$5,198.64, Auditor-\$9,868.90, Treasurer-\$12,561.87, State’s Attorney-\$30,153.91, Public Safety Building-\$5,938.05, Gen. Government Building-\$3,137.90, Director of Equalization-\$18,689.53, Register of Deeds-\$12,809.27, North Offices-\$5,415.45, Veterans’ Services-\$7,286.65, County Coordinator-\$530.00, HR-\$3,915.96, 24/7 Program-\$1,290.06, Sheriff-\$40,980.27, County Jail-\$99,881.35, Emergency Management-\$3,779.78, County Road & Bridge-\$48,097.17, Welfare-\$1,735.68, Community Health Nurses-\$3,036.80, WIC-\$3,036.80, Fairgrounds-\$3,230.03, Extension-\$1,157.12, Weed Control-\$3,269.91, Planning/Zoning-\$5,756.40.

APPROVE RESOLUTION FOR CONTINGENCY TRANSFERS

Motion by Claggett, second by Kiner to approve the following resolution for contingency transfers for the 2022 budget year. A roll call vote was taken as follows. Kiner – aye, Weitala – aye, Claggett – aye, Bode – aye, Reider – absent. Motion carried.

**Resolution #62122-01
Contingency Transfers**

Whereas, SDCL 7-21-32.2 states that no expenditures shall be charged to the line item authorized for by SDCL 7-21-6.1, but such appropriated amount may be transferred, by resolution of the board, to any other appropriation in which insufficient amounts were provided or for items for which no appropriation was provided. When transfers are made from the contingency budget to other appropriations, whose revenue is provided by other than general fund revenues, a transfer of fund balances may be made from the county general fund to such other fund in the amount of the budget transfer.

Now, therefore, be it resolved that the following contingency transfers be made for the 2022 budget year: Transfer from the General Fund Contingency Budget 112 in the amount of \$122,500.00 to:

<u>Budget</u>	<u>Name</u>	<u>Amount</u>
160	Public Safety Building	\$ 22,500.00
164	North Offices	\$ 50,000.00
615	Weed	50,000.00

Dated at Mitchell, South Dakota, this 21st day of June, 2022.

Brenda Bode, Chairperson

ATTEST:

Susan Kiepke, Auditor

APPROVE AUTOMATIC SUPPLEMENT

Motion by Weitala, second by Claggett to supplement the Sheriff’s budget Overtime line (4111/211) in the amount of \$855.22, Social Security line (4120/211) in the amount of \$65.42 and State Retirement line (4130/211) in the amount of \$68.42 received from the State of South Dakota Highway Safety Overtime Enforcement Grant. All members present voted aye. Motion carried.

ADOPT PURCHAING THRESHOLD AND CREDIT CARD LIMIT RESOLUTION

Motion by Claggett, second by Kiner to adopt the following resolution to increase the purchasing policy threshold and the credit card limit. A roll call vote was taken as follows. Weitala – aye, Claggett – aye, Kiner – aye, Bode – aye, Reider – absent. Motion carried.

Davison County Resolution #062122-02 Resolution to Set Purchasing Policy Threshold And Increase Credit Card Limit

Whereas, by law counties are held to budgeted expenditures by department; and

Whereas, it is Davison County’s intention to allow departments to make purchase up to and including two thousand five hundred dollars (\$2,500) without seeking permission from the Commissioners: and

Whereas, SDCL 4-3-27 provides for local government officials and employees to use a credit card or electronic payments for the purchase of materials, supplies, equipment, or other authorized transactions for the benefit of the local government entity; and

Whereas, at the regular meeting of the Davison County Commissioners on October 30, 2001, there was a motion carried to establish a credit card account to be maintained by the Auditor’s Office for special purchases needed by departments; and

Whereas, this resolution is being established for the purpose of complying with SDCL 4-3-27;

Now, therefore be it resolved that Davison County policy reflect that departments will be allowed to expend two thousand five hundred dollars (\$2,500) without permission from the Davison County Commissioners. If a purchase totals more than two thousand five hundred dollars (\$2,500), a department head must come before the Davison County Commissioners to request permission to make such purchases; and

Be it further resolved that each department in the County may have a credit card or cards as long as they are approved by the Davison County Auditor as to credit limit and a purpose is established for that card. There shall be no card allowed that charges fees for the privilege of having the card. The credit limit will be the same as the purchasing authority which is two thousand five hundred dollars (\$2,500). All purchases made on the credit card must have itemized receipts along with the actual credit card statement and department head approval and MUST be turned over to the Auditor’s office for payment on a timely basis to allow approval and payment before the due date. If the itemized receipts are not self-explanatory, then and in that event an explanation from that department as to what the expenditure was used for is required. The credit card can NEVER be utilized for a personal expenditure for the user. Anyone not adhering to this policy may lose the privilege of having the credit card and may face disciplinary review.

Dated at Mitchell, South Dakota this 21st day of June, 2022.

Brenda Bode, Chairperson

ATTEST:

MOVE MEETING TO FAIRGROUNDS

Motion by Claggett, second by Weitala to move the July 12th, 2022, regular meeting of the Davison County Commissioners, which will also include Board of Adjustment from the North Offices to the Davison County Fairgrounds located at 3200 West Havens, Mitchell, SD, with the meeting to begin at 9:00 a.m. All members present voted aye. Motion carried.

ACCEPT FUEL QUOTE

Motion by Kiner, second by Claggett to approve the lone fuel quote from Meyers Oil for 3,000 gallons of 90/10 unleaded at a cost of \$4.0381 per gallon. All members present voted aye. Motion carried.

ADJOURN

At 12:19 p.m., Chairperson Bode adjourned the meeting and set the next regular Board of Commissioners meeting for June 28, 2022, at 9:00 a.m.

ATTEST

Susan Kiepke, Auditor

Brenda Bode, Chairperson

Publish Once
Approximate Cost