

December 11, 2018

The meeting of the McCook County Commission was called to order in their Meeting Room by Chairman Marc Dick. Members present: Chuck Mehlbrech, Steve Gordon, Charles Liesinger and Dean Koch.

Chairman Dick led the Pledge of Allegiance.

Chairman Dick called for approval of the Agenda. Auditor Sherman noted removal of 10:30 Plat and Kreutzfeldt asked that an Executive Session be added at 9:30. Motion made by Koch to approve the Agenda with changes noted. Second by Liesinger and motion carried.

The minutes from the November 27<sup>th</sup> meeting were sent to Board members for review prior to publication. Motion made by Gordon to approve the minutes for publication. Second Mehlbrech and motion carried.

Citizen Input: none.

Commissioner Reports: Auditor Sherman told Board that she was asked to ask them if the two trees near the bell on the Courthouse Yard could be decorated with lights for next year's Hometown Christmas. Yes.

Hwy Supt, Mic Kreutzfeldt, presented the following quotes for 60/40 blend #1 & #2 dyed diesel: Cole's Petroleum #1 \$2.3542/gallon & #2 \$1.9588/gallon; Central Farmers Coop #1 \$2.38/gallon & #2 \$2.01/gallon; Country Pride Coop #1 \$2.426/gallon & #2 \$2.045/gallon; and Stern Oil, no quote received. Motion made by Liesinger to accept quote from Cole's Petroleum. Second made by Gordon and motion carried. Kreutzfeldt presented a utility permit for approval. Motion made by Koch to approve Electric Utility Permit for Southeastern Electric. Scope of Project: install underground to new home at 26397 443 Ave. Second made by Liesinger and motion carried. Kreutzfeldt noted that \$60,000 is budgeted in 2019 for a belly dump trailer and the purchase can be made off of a Sourcewell Contract (cooperative government purchasing). Motion was made by Mehlbrech to approve purchase of Trail King belly dump trailer from Butler Machinery utilizing Sourcewell Contract #032515; \$56260.00. Second made by Koch and motion carried. Kreutzfeldt updated Board on progress of bridge construction projects: 44-042-220 will be backfilled & reopened in the spring and 44-101-110 will have temporary backfill placed & reopened for the winter.

Motion made by Liesinger to enter into Executive Session at 9:25 a.m. to discuss personnel issue. Laura Schultz, Deputy Auditor/HR Coordinator, joined the meeting. Second by Gordon and motion carried. Chairman Dick declared out of Executive Session at 9:40 a.m.

Current Hwy Dept projects include bridge repairs according to Bridge Inspection Report, spot graveling and cutting volunteer trees. Kreutzfeldt informed the Board that 350T of salt/sand was used following the ice storms last weekend.

Motion made by Koch to convene as Drainage Commission. Second by Liesinger and motion carried.

Drainage Administrator Kreutzfeldt presented the following drainage permit applications, noting that downstream landowner signatures were obtained and he has signed off on them. All permits are available for inspection at the Hwy Dept Office.

D18-017	Gene Sandine	SE4 Ex 2AC & Inc Former RR 17-104-55
D18-021	Cremer Holdings LLC	SW4 34-104-56
D18-022	Richard Nelson	Ericsson Tract 1 in SW4SW4 & SE4SW4 including 50' ROW abutting South Line of Tract 3-104-55

Kreutzfeldt presented Permit D18-008, applicant Parry Farm LLC, to the Board. The legal description is NW4 13-102-54. This permit needs Board approval because the outlet is to a drained wetland. Motion was made by Koch to authorize Chairman Dick to sign the permit. Second made by Gordon and motion carried.

Motion made by Liesinger to convene as Board of County Commissioners. Second made by Gordon and motion carried.

Geralyn Sherman, Auditor/Welfare Director, and the Commissioners reviewed Care of Poor cases and the list of lien payments received in November. Two Notices of Hospitalization were received from Avera McKennan Hospital (2018-64 & 2018-65). A Notice of Hospitalization was received from Sanford USD Medical Center (2018-67). A Hospital Request for Payment from Avera Heart Hospital of SD was denied because the individual hasn't applied for county assistance and the financial information provided on the Application for Poor Relief Assistance concerning this patient only indicates that there is no insurance coverage; there was no financial information provided (2018-54). A couple requested assistance for auto fuel to go to SF for a food give-away; neither have a valid SD Driver's License, request was denied (2018-66).

Laura Schultz, Deputy Auditor/HR Coordinator, met with the Board. Schultz presented job descriptions for Custodian, 4-H Youth Program Assistant, Veteran's Service Officer, Sheriff, Chief Deputy Sheriff, Investigator, Sergeant Deputy, Deputy, Sheriff Administrative Deputy and Deputy Register of Deeds which were reviewed by the Commission. Mark Norris, Sheriff, and Laurie Schwans, Register of Deeds, were present. Motion was made by Gordon to approve the job descriptions as presented. Second made by Koch and motion carried.

Paul Deters stopped in to let the Commission know that he's resigning from the Search & Rescue Team. The Board thanked Deters for his many years of service.

Schultz resumed discussion with regard to pay increases for 2019, noting that going forward increases should be based on job descriptions, job duties and job performance evaluations. As it's been, most employees received same pay increase because it was "fair" but not all jobs are the same and some employees are paid a salary and some are paid hourly. Schultz noted that a per hour increase along with overtime paid after an 8 hour day, for ten months out of the year, doesn't equate to the same as a salary increase. This discussion will continue after lunch when the Hwy Supt and Hwy Dept Administrative Assistant are able to attend the meeting.

Laura Schultz, Deputy Auditor/HR Coordinator, Mic Kreutzfeldt, Hwy Supt, and Michelle Zelmer, Hwy Dept Administrative Asst., met with the Board to continue discussion regarding pay increases and how overtime is calculated for highway department employees compared to other county employees. Mark Norris, Sheriff, Laurie Schwans, Register of Deeds, and Carol Lauer, Treasurer, were present. Schultz presented analysis and comparisons on actual 2018 increases and proposed 2019 increases. If the intention of the Commission is to give employees the same pay rate increase they would need to rethink the 2019 proposed increases. Following further discussion, motion was made by Koch to set \$1321 as annual salary increase and based upon a 35 hour week, set \$.73/hour as the hourly rate increase for 2019. No change to part-time hourly pay \$14.00/hour; no change to Weed Supervisor annual salary \$9500; and ¾ of \$1321 for States Attorney Secretary annual salary increase \$990. Second made by Gordon and motion carried. A complete list of increases will be presented by Schultz at the next meeting. Kreutzfeldt and Zelmer explained use of flextime and rational behind overtime being paid to Hwy Dept employees after an 8 hour day. Kreutzfeldt will present his payroll recommendations at a future meeting.

The following building permits were issued the months of October and November:

2018-59	Tyler & Melissa Johnson	pole barn	Tract 1 of Eichacker's Addn in NW4 29-103-53
2018-60	Brad Mair	new residence	Tract 1 Stockwell Addn SE4 7-101-54
2018-61	Daniel Larson	moving in house	Tract 1 Sperling's Addn N2NE4 23-101-54
2018-62	Paul Smith	pole barn	SE4 24-103-53
2018-63	Bruce Otto	20x40 lean to	N509' of W856' of NW4NW4 13-101-54
2018-64	Dylan Seubert	garage addn & house remodel	SW4 Ex .128Ac of Tract 1 of W2SW4 Ex Tract 2 Seubert's Addn 9-101-53
2018-65	Ron Weeldreyer	commodity shed	E2SW4 27-102-56
2018-66	Whit & Megan Olson	move in house	Lot 2 Olson's First Addn SW4 13-104-56
2018-67	George Peterson	new residence	Tract 1 Peterson's Addn NW4 13-104-56
2018-68	Rodney & Janine Salazar	horse barn completion	Lot 2 Tract 1 Aspen Ridge Addn in E2 of 11-101-53
2018-69	Vyacheslav Volkotrub	wood burning stove	E175' of W545' of S484' NE4SE4 14-101-53

Auditor Sherman presented 3 original copies of the Minnehaha County Regional Juvenile Detention Center Agreement to the Board for approval and signing. The daily rate for the JDC is set at \$230.00 per bed, per day. The rate for Shelter Care will be \$230.00 per bed, per day. This is a change from previous years. Motion made by Koch to authorize Chairman Dick to sign the Agreements. Second made by Mehlbrech and motion carried.

Auditor Sherman presented a letter to the Board regarding the designation of an Entity Administrator who will manage the Entity's registration record in the System for Award Management (SAM). This information is required to activate the SAM Entity Registration. Sherman noted that she has completed the renewal information for a number of years; the notarized letter designating the Entity Administrator is new and has to be sent to the Federal Service Desk. Motion made by Gordon to authorize Auditor Geraldyn Sherman as the Entity Administrator, authorize Chairman Dick to sign the letter, with Notary Laura Schultz, witnessing his signature. Second made by Koch and motion carried.

The November 2018 Law Enforcement Reports for each City/Town and the services received were noted & filed. A County Report was also provided.

The November 2018 Clerk of Courts Report was noted and filed.

Motion made by Mehlbrech, second Liesinger, and carried, to pay claims: GENERAL FUND: Bi-Weekly Payroll: 12/1/18: Commissioners 1692.30 mileage 55.44; Auditor 4333.91; Treasurer 3479.83; States Attorney 2471.73; Custodian 1277.51; Dir of Equalization 5433.75; \*Corissa Kaufmann, 1 year increase \$17.46 to \$17.79/hour\*; Register of Deeds 3008.27; Veterans Service Officer 203.00; Sheriff 10336.70; Contract Law 4805.76; Care of Poor 231.43; Welfare 126.00; Community Health Nurse Secretary 1275.63; \*Jessica Klinkhammer, 2 year increase \$17.79 to \$18.45/hour\*; Extension Secretary, 1030.14; Weed 365.38; Drainage 312.61; Planning & Zoning 305.32. SD Remittance Center, Human Service Center patient 591.90; Advanced Systems, monthly copier contract 96.87; American Solutions for Business, typewriter ribbons 19.78; AutoEx LLC, law enforcement vehicle supplies/parts & service 2712.70; Bridgewater City, polling place rent 70.00; Campbell Supply Co, supplies 347.42; Card Service Center, law enforcement supplies 166.77 meal expense 25.88; Chesterman Co, water 35.00; City of Bridgewater, December ambulance appropriation 3411.25; Dave's Electric, repair outlet wiring 42.40; Davison County Sheriff, October jail service 3705.00; Dept of Health, lab services 550.00; Mike Fink, November expenses 232.95; Kathryn Heumiller, services-drawing blood 100.00; Inter-Lakes Comm Action, December CSW funds 716.17; Lewis Family Drug, prisoner care 75.31; Lincoln County Treasurer, reimburse mental health expenses 233.28; Marco Technologies, monthly copier contract 121.04; McCook County EMS, December ambulance appropriation 8413.40; McCook County Publishers, publishing 1859.25; McCook County Treasurer, postage 526.86; McCormick Motors, law enforcement vehicle service & supplies 865.28; McLeod's Printing, stamped envelopes 2989.40 calendars 79.98 stamped envelopes 359.90; Meyer Motor, law enforcement auto service 41.81; Microfilm Imaging System, scanning equipment rent, 469.00; Minnehaha County Auditor, reimburse mental health expenses 157.50; Mitchell Clinic, prisoner care 238.00; Modern Marketing, drug test kits 568.89; Noll Collection service, lien collection fee 66.66; Office Depot, office supplies 60.00; Douglas Papendick, court appt attorney for Roy W Patterson 543.30 for Michael Kissner 390.60 for Houston Red Day 1173.90; RBS Sanitation, garbage service 59.00; Record Keepers Inc, vault box storage 19.25; Salem Apartments, care of poor-1 month rent 495.00; Salem City, utilities 96.10; Salem Special, rubber stamper 18.95; Santel Communications, managed IT services 1945.00; SD Achieve, services for six residents 360.00; SD Dept of Health, controlled substance registration 75.00; SD Dept of Health, Hepatitis B injection 92.00; SDSU Extension, portion of 3<sup>rd</sup> Qtr appropriation for 4-H Youth Advisor 4128.00; Sioux Falls Food Bank, Food Pantry delivery charges 70.00; Triotel Communications, telephone/internet service 652.38; Two Way Solutions, law enforcement radio repair & supplies 88.49; Casey Urrutia, purchase of drug dog 1.00; Verizon

Wireless, cell phone service 231.08, internet modem service 255.66; Wash 'N' Go, car wash tokens 80.00; Dava Wermers, court appt attorney for Ronald Demand Sr 770.20.

COUNTY ROAD & BRIDGE FUND: Bi-Weekly Payroll: 12/1/18: Hwy Dept 20207.52. Appera, towel & mat rental 89.78; Butler Machinery, parts & labor 330.90; Campbell Supply, supplies 442.77; Chesterman Co, water 21.00; Cole's Petroleum, diesel fuel 17577.34; Gessner Welding, supplies 471.72; Pomp's Tire Service, tires 1952.16; Puthoff Repair, supplies 1.80; RBS Sanitation, garbage service 59.00; Salem City, utilities 147.40; Salem Lumber, supplies 137.38; Southeastern Electric, utilities 9.56; Sturdevant's Auto Supply, supplies 536.17; Triotel Communications, telephone/internet service 103.24; Wheelco Truck & Trailer, parts 228.07; Zapp Hardware, wall clock for Shop 13.99.

911 EMERGENCY REPORTING SYSTEM FUND: Golden West Telecommunications, 911 telephone service, 371.72; Triotel Communications, 911 telephone service, 199.20.

EMERGENCY & DISASTER SERVICES FUND: Bi-Weekly Payroll: 12/1/18: EDS Director 1398.00. Card Service Center, Norton antivirus 74.53; M & T Fire & Safety, Dakota Access Grant 994.00; Brad Stiefvater, November expenses 98.99; Triotel Communications, telephone/internet service 87.34.

24/7 SOBRIETY FUND: Bi-Weekly Payroll: 12/1/18: Sheriff Secretary/Dispatcher 173.19. PharmChem, sweat patch analysis 171.30.

PAYROLL CONTRIBUTIONS – ALL FUNDS: 12/1/18: Dir of IRS, county share of FICA 3518.92 Medicare 823.00; SD Retirement System, county share of retirement contribution, 3768.97; Wellmark BlueCross/BlueShield of SD, county share of health insurance premium 6933.77.

The Auditor's Account with the County Treasurer for the month of November, 2018: deposits in banks, \$6,352,337.74; cash to deposit, \$395.17; checks to deposit, \$36,967.10; CC payments, \$3,290.34; Cash Items (postage) \$526.86; Treasurer's Cash, \$1,043.14; Register of Deeds, \$450.00; Sheriff, \$500.00; CD's, \$800,000.00. The total deposits on hand: \$7,195,510.35.

The meeting adjourned subject to call.

Dated this 11<sup>th</sup> day of December, 2018.

Marc Dick \_\_\_\_\_  
Chairman, McCook County Commission

ATTEST:  
Geraldyn Sherman \_\_\_\_\_  
Auditor, McCook County