

April 16, 2013
Unapproved minutes
Union County Commissioners

The Union County Board of Commissioners met in regular session on April 16, 2013, at the Courthouse in Elk Point, SD at 8:30 a.m.

Members present were Jordan, Schempp, Karpen, Neely, and Ustad.

Motion by Ustad, second by Jordan to approve the agenda. Carried.

Motion by Neely, second by Ustad to approve the minutes from April 2 and April 9, 2013. Carried.

March Monthly Report

Register of Deeds' reported \$7,744 in transfer tax and \$13,119 in fees.

County Nurse reported \$50 in donations and fees.

Federal Prisoner & INS room & board fees-\$10,720.07.

VSO officer-9 contacts in March.

General Fund Surplus Analysis

To be in compliance with SDCL 7-21-18.1, it is required to publish in the minutes the unassigned fund balance of the general fund of the county as of March 31 and September 30. This amount may not exceed 40% of the total amount of all general fund appropriations contained in the budget for the next fiscal year. As of March 31, 2013, Union County has \$2,545,908.90 in unassigned funds. This figure is 37.87% of the 2013 General Fund Budget.

Cash Transfer

Motion by Neely, second by Schempp to approve the cash transfer from General Fund to Highway Fund in the amount of \$654,106. Carried.

Personnel

Motion by Ustad, second by Schempp to accept the resignation of Deputy Sheriff Thomas Moore, Jr., effective April 22, 2013. Carried. Board thanks Deputy Moore for his service to the county and wishes him luck in his future endeavors.

Executive Session

Motion by Schempp, second by Ustad to enter executive session to discuss personnel at 8:41. Carried. Chairman declared out of executive session at 9:00 a.m.

Department Head Monthly reports

Janet Lingle met with the board to discuss fair and extension updates.

VSO Veatch met with the board and reported that there has been a considerable delay in Veterans receiving their compensation.

County Nurse Lisa McInerney met with the board for the March update report.

Recess

Chairman declared a recess from 9:22 to 9:34.

Highway

PWA Roggow met with the board to discuss various matters.

States Attorney

States Attorney Miller met with the board. SA Miller reviewed the fact that Union County does not have a specific drainage ordinance or resolution but due to state law the commissioners act as a drainage board. The Board can act or decline on any issue and then allow the court to act. Union County does not have a drainage permitting process. Brule Township board members Steve Hofland, Brian McInerney and Gregg Hanson present for discussion.

SA Miller discussed applying for a courthouse security grant.

Surplus

Surplus items were submitted by Building Supt. Sexton and PWA Roggow for the surplus sale to be held May 15. Final items to be submitted by April 30 and declared surplus at the April 30 meeting.

Claims

Motion by Jordan, second by Neely to approve the following claims. Carried. The following claims have been audited, approved and warrants drawn on the same: The following claims have been audited, approved and warrants drawn on the same: Bi-weekly payroll for 04-19-2013: Auditor \$99.36; Election \$80.04; Treasurer \$278.76; State's Attorney \$633.00; Public Building \$799.70; Register of Deeds \$665.50; Sheriff \$33,298.33; Nurse \$170.55; WIC \$210.35; Highway \$22,123.96. 3 D Specialties (Sign Materials) \$2,850.01; Alcester Union (Legals) \$478.25; Alliance Communication (Util) \$150.00; Altec Industries (Repair) \$15.49; American Stamp & Marking (Supp) \$23.57; Avera University Psych (Care) \$670.00; Barnes Distribution (Supp) \$163.41; Beresford Republic (Legals) \$730.34; Blackburn Mfg (Supp) \$94.63; Boyer Trucks Sioux Falls (Repair/Supp) \$750.54; Butler Machinery (Repair) \$19,369.73; Century Link (Util) \$2,511.13; Chesterman (Water) \$186.00; City Of Alcester (Util) \$47.53; City Of Elk Point (Util) \$4,318.07; Codys Homestead (Meals) \$220.00; Community Health Clinic (Care) \$66.30; Country Estates Truck Repair (Repair/Maint) \$811.90; Dakotabilities (Allotment) \$360.00; Dept of Revenue (Licensing) \$14.00; Diamond Mowers (Repair) \$7.86; Dustar Contracting (Maint) \$1,623.17; Dykstra Excavating (Ditch Work) \$2,050.00; ESRI (Prof Svcs) \$400.00; Fastenal Company (Supp) \$190.28; Ferdigs Body Shop (Maint) \$100.00; First National Bank (GO Bonds) \$5,216.25; Gapp Counseling Services (MI Hearing) \$300.00; Graham Tire (Maint) \$1,775.96; Guarantee Oil (Supp) \$49.31; Heiman Fire Equip (Maint) \$128.00; Hickory Tech (Util) \$122.70; Hollaway Construction (Hwy Const/Excise Tax) \$28,268.28; Hydraulic Sales (Repair) \$461.25; Jones Food Ctr (Supp) \$1,175.06; Knology (Util) \$205.46; Light & Siren (Supp) \$350.77; Load King (Repair) \$459.08; Matheson (Supp) \$62.72; Metal Culverts (Supp) \$108.36; Microfilm Imaging System (Rental) \$3,840.00; MidAmerican Energy (Util) \$2,011.10; Midwest Wheel Companies (Repair/Supp) \$1,629.60; Millborn Seeds (Supp) \$550.00; Minnehaha County Reg Juvenile Detention (Care) \$4,165.00; Noll Collection Svc(Collections) \$252.32; Nygren's True Value (Supp/Repair) \$165.63; O'Reilly Auto

Parts (Repair) \$18.99; Office Depot (Supp) \$66.66; Office Elements (Supp) \$187.61; Office Systems (Supp) \$226.20; Ollies Drive Inn (Meals for Jail) \$7,907.75; Perkins (Supp) \$1,749.11; Pioneer Drug (Supp) \$84.68; Quill Corporation (Supp) \$94.15; ROCS Dakota Senior Meals (Meals) \$1,622.25; Sams Club (Supp) \$64.87; SD Assn of County Weed & Pest (Dues) \$150.00; SD Dept of Labor (Unemployment) \$648.00 SDACC (CLERP) \$2,571.26; SDACO / M&P Fund (Mod/Preservation) \$640.00; Servall Towel & Linen (Towel SVC) \$46.33; Sheehan Mack (Repair) \$1,493.40; Sheriff of Woodbury County (Return) \$64.06; Sioux Falls Two-Way Radio (Maint) \$180.00; Sooland Bobcat (Supp) \$206.04; Standard Ready Mix (Hwy Const) \$1,592.26; State Of South Dakota (Util) \$226.62; Steve Schmitz (Repair) \$62.31; Sturdevant's Auto Parts (Repair/Supp) \$801.22; The Achievement Ctr (Supp) \$662.19; The Boulder Company (Supp) \$21.96; Thomson West (Supp) \$3,755.95; Verizon Wireless (Util) \$1,138.33; Vermeer Equip (Repair) \$101.84; Vermillion Ford (Repair) \$29.95; Volunteers of America (Care) \$4,620.00; Yankton County (MI Hearing) \$127.25.

Travel Authorization

Deputy Register of Deeds Colleen Mead met with the board in the absence of Reg. of Deeds Foltz to request travel authorization for Foltz to attend NACo convention in Texas and use of the county credit card with expenses to be out of the Modernization and Preservation fund. Following discussion, motion by Jordan, second by Schempp to grant travel authorization for the registration and rooms for NACo convention because of the \$1500 stipend from SDACO to be used for travel and meals and other incidentals. This will be paid from the General fund budget unless there is something specific on the NACo agenda relating to the modernization and preservation fund. Carried.

Recess

Chairman declared a recess from 10:44 to 10:51.

Evaluations

Motion by Jordan, second by Schempp to establish an Elected Officials Compensation Board comprised of a representative picked by each elected official, with the board of commissioners receiving two members. (States Attorney, Register of Deeds, Treasurer, Auditor, Sheriff, Commissioners). Motion carried. The board members will be county residents and registered voter. The names are to be submitted to the commissioners by the April 30 meeting.

Discussion took place regarding the non-elected; non-department head employees' evaluation process. Motion by Ustad, second by Jordan to accept the following salary ranges provided by Commissioner Ustad to begin the process for employee evaluations. Carried. It was recommended that Commissioner Ustad come back with recommendations for seasonal/data processing and EMA administrative assistant positions.

Range 1-	2080 hrs.	1950 hrs.
Start \$12.70	\$26,416	\$24,765
Mid-point \$15.24	\$31,692.20	\$29,718
Top-\$17.78	\$36,982.40	\$34,671

This includes dispatch, jailers, administrative assistants for auditor, treasurer, state's attorney, assessor, register of deeds, highway department, sheriff

Range 2

Start \$14.28	\$29,707.40	\$27,846
Mid-point \$17.14	\$35,651.20	\$33,423
Top \$20.00	\$41,600	\$39,000

This includes highway department, head jailer, director of communication

Range 3

Start \$15.12	\$31,449.60	29,484
Mid-point \$18.14	\$37,731.20	35,373
Top \$21.16	\$44,012.80	41,262

This includes deputy sheriff, chief investigator, assistant highway superintendent

Range 4

Start \$18.50	\$38,480	\$36,075
Mid-point \$22.20	\$46,176	\$43,290
Top \$25.90	\$53,872	\$50,505

Deputy States Attorney

Adjournment

Motion by Jordan, second by Ustad to adjourn at 11:32 until April 30, 2013.
Carried.

ATTEST: _____
Carol Klumper, Auditor
Union County

Doyle Karpen, Chairman
Union County Board of Commissioners

Published once at the total approximate cost of _____.