

October 15, 2013
Unapproved minutes
Union County Commissioners

The Union County Board of Commissioners met in regular session on October 15, 2013, at the Courthouse in Elk Point, SD at 8:30 a.m.

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

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

Motion by Neely, second by Ustad to approve the minutes of October 1, 2013. Carried.

September Monthly Report

Veterans Service Officer reported 3 individual contacts.

Register of Deeds' reported \$6,053 in transfer tax and \$33,509 in fees.

County Nurse \$20 donation.

Sheriff reported Federal Prisoner & INS room & board fees-\$21,783.67.

Bank Balance

AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER
September 2013

Total amount of deposits in bank	\$1,372,571.69
Total amount of actual cash	\$2,836.05
Total amount of checks and drafts in Treasurer's possession not exceeding three days	\$82,146.69
Investments	\$4,533,391.28
Cash Variance	\$56.96
Credit card outstanding	\$1,596.56
Total	\$5,992,599.23

*Note: These figures include all funds administered by the county including city, schools & township revenue and other pass through accounts.

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 September 30, 2013, Union County has \$1,662,802.79 in unassigned funds. This figure is 22.64% of the 2014 General Fund Budget.

Travel authorization

Motion by Ustad, second by Jordan to approve the travel authorization for the VSO office to attend training in Brookings on October 24, 2013. Carried.

Ranges

Motion by Jordan, second by Neely to make the changes to the salary ranges initially approved on April 16, 2013:

Range 1-Top-\$18.19 This includes dispatch, jailers, administrative assistants/deputy/clerk for auditor, treasurer, state's attorney, assessor, register of deeds, highway department, sheriff and nurse; Assistant to Building and Ground Superintendent; appraisers.

Range 2-Top \$21.02; Range 3-Top \$21.89;PT Seasonal:Start- \$11.00Mid-point-13.20Top- \$15.40.

Motion carried.

Personnel Policy

Discussion took place regarding Section IV of the Employee Handbook- pg 47. Motion by Jordan, second by Karpen to revise page 47 to read:

1. Penalties for failing to turn in receipts: (all employees—elected and appointed)
 - 1st offense – written warning
 - 2nd offense – Purchase card deactivation for 90 days. Employee will have to pay for purchases with cash and submit receipts for reimbursement.
 - 3rd offense – Permanent deactivation of card.
2. Penalties for personal purchases on card:
 - 1st offense- written warning
 - 2nd offense – 3-day suspension without pay & payment of purchases
 - 3rd offense – termination & payment of purchases
3. Penalties for allowing others to use card: (all employees except elected officials)
 - 1st offense – Reprimand and card deactivation for 90 days for both individuals.
 - 2nd offense – Termination for both individuals.

* Since elected officials would not be suspended or terminated for penalties on bullets 2 and 3, the following penalties would apply to them:

-for penalty #2 on the first offense, the party would have the card suspended for 30 days-turning card in to the auditor's office; on the second offense, the party would have the card suspended for six months; on the third offense, the card would be deactivated permanently.

-for penalty #3 on the first offense, both parties' cards would be permanently deactivated.

Motion carried.

Transportation

The board discussed the possibility of adding a policy for county vehicle use but following the discussion it was determined not to make a formal policy, but to strongly recommend that county employees utilize a county vehicle if available when travelling on county business.

Dept. head meeting

County Nurse Lisa McInerney, Fair manager Lingle, Zoning Director Henze, Public Building & Grounds Supt. Sexton met with the board for monthly reports.

Recess

Chairman declared a five minute recess at 9:31.

Highway

PWA Roggow met with the board for various matters.

Motion by Jordan, second by Ustad to accept the bid from Bereket Flkre of \$142,258.99 to purchase the 2007 104H Caterpillar Motorgrader. Carried. (2nd bid from Solomon Tedla @ \$133,110) This allows the county to purchase two Motorgraders borrowing 169,423.01 from Caterpillar. (the difference being the sale of two surplus motorgraders).

Motion by Neely, second by Ustad to approve the following Pre-Disaster Mitigation Plan. Carried.

**UNION COUNTY, SOUTH DAKOTA
MULTI-HAZARD PRE-DISASTER MITIGATION PLAN
PROMULGATION OF ADOPTION**

Be it known that the Union County, South Dakota Board of County Commissioners does hereby approve the Adoption of the Union County South Dakota Multi-Jurisdictional Multi-Hazard Pre-Disaster Mitigation Plan and direct its implementation through the Union Mitigation Planning Committee.

Be it also known that the Board of County Commissioners hereby directs the Coordinator of Emergency Services to continue to lead the implementation and maintenance of this Plan as the Union County Multi- Hazard Pre-Disaster Mitigation Committee Chair.

This Plan has been developed in the interest of providing all hazard mitigation protection to populations living in Union County and the incorporated Cities within its boundary. Through adoption of this Plan, all County and city agencies are requested to develop directives, standard operating procedures, checklists or other supplemental guidance to insure its maximum effectiveness.

Motion by Ustad, second by Jordan to approve the following quote for #2 Diesel not to exceed 8,600 gallons to the Elk Point maintenance shop from SE Farmers Elevator Coop @ 3.1125 per gallon. Carried. (Also bidding- Turkey Ridge Oil- \$3.1171)

Quarterly WIC report

Jessie Schmidt presented the WIC quarterly report.

Personnel

Motion by Jordan, second by Neely to approve hiring Willis Strawn, III as transport officer effective 10-3-13 @ \$10.30 per hour; Shadrick Wulf as transport officer effective 10-4-13 @ 10.30 per hour; Cory Gunn as pt jailer effective 10-14-13 @ 12.68 per hour. Carried.

Expenditure and revenue reports

The board discussed the September 2013 revenue and expenditure reports. In the expenditure report, the board looked at specific line items (ie: professional services) where there is unspent budget at this time. The board urges department heads to look at line item spending vs. total budget authority while finishing out the 2013 budget during the final quarter and to avoid spending when not absolutely necessary.

Executive Session

Motion by Jordan, second by Ustad to enter executive session for personnel-evaluation at 10:30 a.m. Carried.

Nuisance

Zoning Director Henze met with the board to discuss a possible nuisance violation on the property located at 30737 474th Ave. owned by Samuel Sveeggen. Henze reviewed the nuisance ordinance and distributed photos of the property. The weed department brought forth the nuisance violation and recently mowed the property as the tenant would not allow the weed department to spray. Motion by Jordan, second by Neely to declare the property a nuisance and Zoning Director to move forward with the necessary notice. Motion carried.

Recess

Chairman declared a recess from 11:12 – 11:18.

Surplus property

The board discussed holding an auction on November 12, at 11 a.m. for the sale of surplus property from tax deed process and county –owned property. Treasurer Hertel will advertise the property, auctioneer will be hired at \$350.

Abatement 2013-10

The City of Beresford applied for abatement on 2008 taxes on Lots 11 & 12 Blk 14 Original. Motion by Ustad, second by Neely to approve the abatement #2013-10 amount to be calculated by the treasurer. Carried. (abate: City-180.10; Beresford School-\$531.85; County-\$119.53). Treasurer will calculate the interest owed on delinquent tax. Motion carried.

Claims

Motion by Ustad, second by Neely to approve the claims as presented. Discussion on the invoices in the 911/Communication budget for telephone bills. Vote 0 aye, 4 nay. Motion failed.

Motion by Jordan, second by Neely to approve the following claims and remove the claim from Beresford Municipal Telephone for \$485.46. Carried.

The following claims have been audited, approved and warrants drawn on the same: Bi-weekly payroll for 10-18-13: Auditor \$42.00; Election \$42.00; Treasurer \$336.00; State's Attorney \$563.10; Public Building \$773.50; Register of Deeds \$698.78; Sheriff \$32,834.98; Nurse \$170.55; WIC \$289.94; Highway \$23,037.70; EMA \$69.52. 2013 Deductible \$500.00; Alcester Union (Legals) \$168.78; Alliance Communication (Util) \$183.70; Arctic Ice (Maint) \$26.00; Automatic Building Control (Maint) \$373.00; Beresford Republic (Publishing) \$231.11; Bob Barker Company (Supp) \$71.80; Boyer Trucks (Repair) \$571.15; Campbell Supply (Supp) \$133.96; Century Link (Util) \$1,286.35; Chesterman (Water) \$126.00; City of Alcester (Util) \$46.76; Community Health Clinic (Care) \$408.20; Custom Cage (Equipment) \$690.00; Dakota Dunes NSC Times (Publishing) \$82.37; Dakotabilities (Allot) \$360.00; Document Depot & Destruction (Maint) \$40.00; EMC Ins (Deductible) \$3,174.28; Fastenal Company (Supp) \$46.78; Filter Care (Supp) \$115.85; Hickory Tech (Supp) \$122.70; Holiday Inn (Lodging) \$1,565.82; I-State Truck Ctr (Repair) \$765.87; Inland Truck Parts (Supp) \$72.67; Jacks Uniform & Equip (Equip) \$803.58; Janitor Depot (Supp) \$703.46; Jim Hawk (Repair/Supp) \$869.61; Jim's Water Treatment (Supp) \$55.00; Jones Food Ctr (Supp) \$32.94; JPATS/USMS (Transport) \$1,925.28; Knife River (Repair/Supp) \$326,926.99; Knoepfler Chevrolet (Repair) \$267.17; Knology (Util) \$152.49; Leader Courier (Publishing) \$81.81; LexisNexis (Supp) \$58.24; Lincoln County (Reimb MI) \$216.00; Lyle Signs (E911 Sign) \$39.99; Matheson (Supp) \$121.41; Matt Parrott (Supp) \$276.55; Menards (Repair) \$33.48; Mid-American Research Chemical (Supp) \$426.57; Midwest Wheel Companies (Repair) \$74.90; Minnehaha Co Treas (Reimb MI) \$90.00; Mobile Electronic Svc (Maint) \$195.00; Myrl & Roys Paving (Supp) \$692.16; Noll Collection Svc (Collections) \$60.00; Northland Products (Supp) \$291.60; Nygren's True Value (Supp) \$67.94; Pedersen Machine (Supp) \$332.12; Pennington Co (Transport) \$163.20; Perkins Office Solutions (Maint) \$534.98; Pharm Chem (Supp) \$63.00; Pioneer Drug (Drugs) \$831.88; Pyle Automotive (Maint) \$41.90; Quill Corp (Supp) \$315.73; Road Machinery & Supp (Repair) \$960.44; Roto Rooter (Repair) \$96.00; Sams Club (Supp) \$285.88; SD State Health Lab (BL Draws) \$350.00; SDACO / M&P Fund (Mod/Pres) \$532.00; Servall (Repair) \$51.38; Sheehan Mack (Supp) \$322.64; Shepherd Reporting (MI Hearing) \$6.00; Sheriff of Woodbury Co (Return) \$21.36; Sioux Falls Two-Way Radio (Maint) \$180.00; Sioux Laundry (Wash for Jail) \$529.89; Southeast Farmers Coop (Supp) \$22,422.45; State of South Dakota (Util) \$281.65; Steinley Real Estate (Reg) \$680.00; Truenorth Steel (Supp) \$27,036.01; Vac Shack (Supp) \$31.90; Verizon Wireless (Util) \$172.41; Volunteers of America (Care) \$3,300.00; Wrenn's Plumbing (Repair) \$156.98; Yankton Co Sheriff (Return MI) \$50.00; Yankton Co (Reimb MI) \$114.65.

Adjournment

Motion by Jordan, second by Ustad to adjourn until October 29, 2013. Carried.

ATTEST: _____

Carol Klumper, Auditor
Union County

Doyle Karpen, Chairman
Union County Board of Commissioners

Published once at the total approximate cost of_____.