

January 12, 2016

The meeting of the McCook County Commission was called to order in their Meeting Room by Chairman Ralph Dybdahl. Members present: Marc Dick, Ron Scharffenberg, Sheldon Butzke, and Steve Gordon.

Chairman Dybdahl led the Pledge of Allegiance.

Chairman Dybdahl called for approval of the Agenda. Motion made by Gordon to approve the Agenda. Second Scharffenberg and motion carried.

The minutes from the December 22nd & December 29th meetings were sent to Board members for review prior to publication. Chairman Dybdahl called for approval of same. Motion made by Butzke to approve the minutes for publication. Second Dick and motion carried.

Commissioner Reports: none.

At this time, the meeting was turned over to Auditor Sherman to reorganize as the 2016 Board of County Commissioners. The Auditor called for nominations for a Chairman.

Dybdahl nominated Scharffenberg as Chairman. Second was made by Gordon. Butzke moved that nominations cease and Scharffenberg be declared Chairman. All voted aye.

Gordon nominated Butzke as Vice-Chairman. Second was made by Dybdahl. Scharffenberg moved that nominations cease and Butzke be declared Vice-Chairman. All voted aye.

Dybdahl nominated Gordon as Official Stamper. Second was made by Dick.

Scharffenberg moved that nominations cease and Gordon be declared Official Stamper.

All voted aye.

Chairman Scharffenberg assumed control of the meeting.

Motion made by Butzke, second Gordon, and carried, to make the following appointments and designations for 2016. Authorize all county officials to attend meetings and workshops within the State of South Dakota, which are beneficial to McCook County. Commissioner Meetings will be held the 2nd and 4th Tuesday of each month.

APPOINTMENTS: Gordon: 4-H Youth Advisory Board, Minnehaha County Regional Juvenile Detention Center Board. Dybdahl: Inter-Lakes Community Action Board. Scharffenberg: Bridgewater Ambulance Board, Southeast Enterprise Facilitation Project Board. Dick: Southeastern Behavioral Healthcare, Volunteers of America, Dakotas, South Eastern Council of Governments Board. Butzke: Weed Board, Emergency & Disasters Service. County Health Board: SD Department of Health and States Attorney Mike Fink. Planning & Zoning Board: Board of County Commissioners. Drainage Board: Board of County Commissioners. Public Health Physician: State Health Board. Highway Superintendent: Michael Kreutzfeldt. Custodian: Dwayne McIntyre. Weed Supervisor: open position at this time. County Coroner: Andrew Kinzley.

DESIGNATIONS: Official county newspapers: Bridgewater Tribune, Canistota Clipper and Montrose Herald. Depositories for county monies: Farmers State Bank, Bridgewater; The Security State Bank, Canistota; Security State Bank, Montrose; First Dakota National Bank, Salem; Security State Bank, Spencer.

Election Board workers will receive \$125.00 compensation for Election Day and \$25.00 for attending the election school.

Mileage will be paid at State rate (\$.42/mile) and receipts will be required for meal reimbursement which will be paid through payroll according to IRS rules.

McCook County does not discriminate on the basis of handicapped status in the admission or access to, treatment of employment in, its programs or activities.

The wage scale for McCook County employees for fiscal year 2016 follows:

Salaried (includes longevity):

Geralyn Sherman, Auditor	\$41421
Geralyn Sherman, Welfare Director	\$ 3500
Michele Eichacker, Deputy Auditor	\$33032
Michele Eichacker, Welfare Billing	\$ 2500
Carol Lauer, Treasurer	\$41021
Rebecca Hoiten, Deputy Treasurer	\$32532
Annette VanEmmerik, Deputy Treasurer/Extension Secretary	\$32382
Laurie Schwans, Register of Deeds	\$41321
Beverly Bartling, Deputy Register of Deeds	\$32932
Tracy Hofer, Director of Equalization	\$41121
Tracy Hofer, Planning & Zoning Administrator	\$ 5000
Susanne Arnold, Clerk	\$32382
Mark Wilder, Staff Appraiser	\$29382
Mark Wilder, Planning & Zoning Secretary	\$ 3000
Mike Fink, States Attorney	\$37400
Tammera Hofer, States Attorney Secretary	\$21150
Karen Fendrich, CHN Secretary	\$32732
Mark Norris, Sheriff	\$48650
Kipp Stearns, Deputy Sheriff	\$33600
Casey Urrutia, Deputy Sheriff	\$37850
Anna Misar, Deputy Sheriff	\$33600
Randall Schwader, Deputy Sheriff	\$37700
Cole German, Deputy Sheriff	\$37700
Dylan Hillestad, Deputy Sheriff	\$33600
Lisa Kampshoff, Sheriff's Secretary/Dispatcher	\$32932
Lisa Kampshoff, 24/7 Secretary	\$ 2500
Michael Kreutzfeldt, Drainage Administrator	\$ 5000
Michelle Zelmer, Hwy Dept Administrative Assistant	\$32940
Michelle Zelmer, Drainage Secretary	\$ 3000
Bradley Stiefvater, EDS Director	\$34898

Dwayne McIntyre, Custodian	\$31065
Ralph Dybdahl, Commissioner	\$ 7950
Sheldon Butzke, Commissioner	\$ 7850
Ronald Scharffenberg, Commissioner	\$ 7750
Marc Dick, Commissioner	\$ 7950
Steve Gordon, Commissioner	\$ 7600

Hourly:

Part-Time

Kay McCormick, Auditor's Office	\$13.34
Cleta Lentsch, Register of Deeds	\$13.34
Jim Lentsch, Courtroom Security Officer	\$13.34
Keith Aden, Veteran's Service Officer	\$13.34
Sharon Hieb, Social Service's Office	\$11.46
Anthony Garcia, Deputy Sheriff	\$13.34

Highway Department employees:

Michael Kreutzfeldt, Hwy. Supt. longevity	\$21.87 + \$950
Sam Boecker, Maintenance Worker longevity	\$17.31 + \$150
James Fecko, Maintenance Worker longevity	\$17.31 + \$350
Ron Heumiller, Maintenance Worker longevity	\$17.46 + \$150
Heath Koepsell, Maintenance Worker longevity	\$17.31 + \$250
Doug Mokros, Maintenance Worker longevity	\$17.31 + \$450
Travis Raap, Auto/Diesel Technician longevity	\$18.70 + \$350
Donnie Theel, Maintenance Worker longevity	\$17.31 + \$650
Brian Weber, Highway Technician longevity	\$18.60 + \$750
Joshua Zens, Maintenance Worker longevity	\$17.31 + \$250

Hwy Supt, Mic Kreutzfeldt, reported the present worth of inventory \$341,514.39;

present worth gravel pit inventories \$152,593.84; present worth of fixed assets

\$2,301,708.00 (excluding buildings). The 2015 ending budgets for Hwy Dept, Weed

Dept and Drainage were reviewed. Kreutzfeldt recommended increasing the current material rates/pit royalties for 2016 as follows: gravel 1.00/ton; sand 1.00/ton; rock 1.00/ton; and retain black dirt 1.50/cubic yard; and clay .75/cubic yard. Equipment rates were reviewed. Moving Permit rates were also reviewed. Following review and discussion, motion was made by Dick to follow Kreutzfeldt's recommendation and increase 2016 material rates/pit royalties to 1.00/ton with no changes being made to equipment rental rates or moving permit rates which must be pre-approved by Hwy Supt. Second made by Dybdahl and motion carried. All rates are on file in the Hwy Dept Office.

Kreutzfeldt presented information from several counties where a county employee holds position of Weed Supervisor along with other office duties, such as EDS Director or Hwy Dept worker. Following discussion, motion was made by Dick to appoint Gary Parry as Weed Supervisor, effective February 1, 2016, salary \$8600/year. Second made by Gordon and motion carried.

Kreutzfeldt informed Commission about a request from Bridgewater Twp to hire McCook County to do restoration work on 267th St (township road), no action taken at this time. Discussed applying for a Transportation Planning Grant; Kreutzfeldt will prepare grant application and present at the next meeting. Following discussion, motion was made by Gordon to authorize Hwy Supt Kreutzfeldt to sign road permits & agreements for Dakota Access Pipeline. The pipeline will cross NE McCook County in Ramsey Twp from Lake Co to Minnehaha Co. Second by Butzke and motion carried. Installation of the fuel key fob system is taking longer than expected due to the holidays. Discussion held with regard to taking sealed bids or using auctions for disposal of surplus

property. Kreutzfeldt reviewed “work projects procedure practice” within Hwy Dept with the Board. Current projects include snow removal, sign inspection and crack sealing.

No drainage permits.

At 10:30 a.m. the final reading for Ordinance 2015-01 was held to receive input concerning a request to rezone property from lake residential to rural residential.

Applicants: Robert & Diane Gordon. Legal description: Lot 1 Gordon’s Addn W2SE4 27-102-53. Tracy Hofer, Zoning Administrator, presented the Ordinance for review, approval and adoption. No public comments were received. Motion was made by Dick to adopt Ordinance 2015-01, rezoning property from Lake Residential to Rural Residential. Second was made by Dybdahl. Roll call vote: Ayes: Dick, Dybdahl, Butzke and Scharffenberg. Nays: none. Abstain: Gordon. Motion carried.

ORDINANCE # 2015-01
AN ORDINANCE REZONING PROPERTY

BE IT ORDANED BY MCCOOK COUNTY, SOUTH DAKOTA:

The following legally described property shall be rezoned from Lake Residential to Rural Residential, and the Official Zoning Map shall be amended to reflect such change:

Lot 1 Gordon’s Addition, W2SE4, 27-102-53

CONFLICTS. Any prior ordinance or part of any ordinance in conflict with this ordinance is hereby repealed.

SEPARABILITY. Should any section or provision of this ordinance be declared unconstitutional or otherwise invalid, such decision shall not affect the validity of the remainder thereby.

EFFECTIVE DATE. This ordinance shall become effective according to state law.

First Reading: _____ December 8, 2015 _____

Second Reading & Adoption: _____ January 12, 2016 _____

Publication: January 21, 2016

Effective Date: February 11, 2016 (20 days after publication)

ATTEST:

McCook County Chairman

McCook County

Auditor

Carol Lauer, Treasurer, presented an Investment Policy to the Commission for their review. Lauer noted that this was requested from an earlier audit and was discussed with current audit being held. Following review, motion was made by Dybdahl to approve and adopt the Investment Policy as presented, authorizing Chairman Scharffenberg and Treasurer Lauer to sign same. Second made by Gordon and motion carried. The policy is on file in the County Treasurer's Office.

Welfare Director Sherman and the Commissioners reviewed Care of Poor cases. One Notice of Hospitalization was received from Avera McKennan Hospital (2016-01). Deposition was taken for a Sanford USD Medical Center hospital claim (2015-38). Sherman informed the Commissioners that the Avera McKennan Hospital and Avera Queen of Peace Hospital are questioning the Medicaid payments that have been sent to them for Care of Poor claims (2012-14, 2013-30) and through email correspondence these two hospitals are also sending counties "amended" bills for claims that have been denied. McCook County hasn't received any amended bills.

Mark Norris, Sheriff, and Lisa Kampshoff, Secretary/Dispatcher, met with the Commissioners to discuss receipt of an \$18,107 Staffing Grant for the 24/7 Sobriety Program, from the Attorney General's Office. Norris also introduced Anna Misar,

Deputy Sheriff, hired mid-December. Norris noted that 16 agencies applied for this staffing grant, each receiving \$18107.00. Norris said the plan is to expand the number of bracelets that McCook County will utilize and set aside a set number of hours during business hours specifically for SCRAM purposes. The goal is to allow Kampshoff to do SCRAM during set hours and then county office duties during regular hours. Currently staff has to stop whatever they are doing to tend to SCRAM business which is rather disruptive. Kampshoff added that she will work an extra 3 hours per day, working a 10 hour day. Norris stated that Kampshoff can be paid her regular salary and a part-time hourly rate based on her current salary. Auditor Sherman noted that she doesn't believe that an employee can be both salaried and hourly. The Commissioners asked if Kampshoff receives a salary from the 24/7 Fund now. Yes. Following discussion, the Commissioners asked that Mike Fink, States Attorney, be contacted and asked to attend their next meeting to discuss this further. No action taken at this time.

Motion made by Dybdahl to approve abatement of taxes for Michelle Wolf; parcel 19.80.1004. The house was moved from the property prior to 11/1/2014, assessment date. The total taxes to be abated \$998.06. Second by Butzke and motion carried.

The following building permits were issued the month of December, 2015:

15-85	Cordell Hofer	machine shop 72x152x36	NE4 7-102-55
15-86	Michael Eichacker	calf barn 26x76	SW4 22-103-54

Motion made by Butzke, to authorize Chairman Scharffenberg to sign the Charles Mix County Prisoner Housing Agreement for 2016. The cost is \$50 for each prisoner each day. Second by Gordon and motion carried.

Motion made by Dybdahl to approve and adopt the Records Retention & Destruction Schedule for the Register of Deeds Office. The Schedule has been approved by the SD Bureau of Administration Records Management Program. Second by Gordon and motion carried.

The December, 2015 Clerk of Courts Report was noted & filed.

The December 2015 Activities Report for Southeast Enterprise Facilitation Project was noted & filed.

Motion made by Butzke, second Gordon, and carried, to pay claims: GENERAL FUND: Bi-Weekly Payroll: 1/3/16: Commissioners 2561.55, mileage 132.30; Auditor 3459.73; Treasurer 3557.01; States Attorney 2267.31; Custodian 1185.19; Dir of Equalization 4389.81; Register of Deeds 4023.07; Veterans Service Officer 373.52; Sheriff 8137.45; Contract Law 4650.00; Care of Poor 230.77; Welfare 275.04; Community Health Nurse Secretary 1245.46; Extension Secretary, 498.18; Drainage 307.69; Planning & Zoning 307.69. Grand Jury fees & mileage, 671.04; Unemployment Ins Div of SD, 4th qtr 2015 contribution, 309.62; SD Remittance Center, lab services, 105.00; A & B Business Solutions, monthly copier contract 30.04, tax list binders 221.12, office supplies 150.24; AutoEx, law enforcement labor and supplies/parts 930.11; Avera Queen of Peace Health Services, November & December blood alcohols 1345.00; Bridgewater Sr. Citizens, 2016 appropriation 500.00; Card Service Center, Dell Notebook 374.98, drug dog supplies 61.95, law enforcement auto fuel & supplies 394.93; Chesterman Company, water 49.00; City of Bridgewater, January ambulance appropriation 3215.42; Davison County Jail, balance of December jail services 3150.00; Dust-Tex Service, dust mop rent 27.17; Farm & Home Publishers, balance directories bill

9.87; Mike Fink, December expenses 71.93; Patricia Hartsel, court reporting transcript 34.00; Inter-Lakes Community Action, January CSW funds 688.42; Lake County Sheriff's Office, December GPS scram bracelet – out of county tracking 620.00; Larry's Food & Auto, law enforcement supplies & repairs 148.62; Lentsch Tree Service, snow removal 50.00; MARCO Technologies, monthly copier contract & overage 196.11; McCook Conservation District, 1st qtr 2016 appropriation 3750.00; McCook County EMS, ½ 2016 ambulance appropriation 87235.00; McCook County Publishers, publishing Special & Clipper 1137.37; McCook County Sheriff, check blanks 19.70; McCormick Motors, law enforcement auto service 134.25; MES Companies, labor to install radar & computer mount 630.00, parts 260.00; Microfilm Imaging Systems, scanning equipment rent 469.00; MOCIC, 2016 membership dues 100.00; Morgan Theeler LLP, court appt attorney for Tamara L Kline 648.00, for Clinton Deffenbaugh 414.00, for Neal H Gregory 333.00; Nat'l Assn of Counties, 2016 membership dues 450.00; Neve's Uniforms & Equipment, law enforcement supplies 2370.19; RBS Sanitation, garbage service 56.25; Record Keepers Inc, vault box storage 19.25; Salem City, utilities 74.28; Salem Community Drug, thank you notes 11.78, batteries 5.98; Salem Lumber Co, blandex board 11.45; Salem Sales, law enforcement auto fuel 2195.65; The Schneider Corp, Beacon hosting & support 9615.00; SD Achieve, services for 4 residents 240.00; SD Dept of Public Safety, 6 months teletype rent 2340.00; SD Sheriff's Assn, 2016 membership dues 518.54; SD State's Attorneys Assn, 2016 membership dues 759.00; SD Assn of County Commissioners, 2016 membership dues 1286.52; SD Assn of County Officials, 2016 membership dues 918.26; SDAE4-HP, 2016 membership dues 120.00; SDML Work Comp Fund, 2016 work comp renewal 8799.92;

South Eastern Council of Governments, 2016 SECOG dues 11418.00; Brenda Stadel, website design changes 75.00; Sturdevant's Auto Supply, law enforcement supplies 5.28; T & C's Pit Stop, law enforcement auto fuel 139.75; Total Stop Food Store, law enforcement auto fuel 443.86; Triotel Communications, telephone/internet service 703.44; Verizon Wireless, internet modem service 212.11, cell phone 23.84, cell phone service 264.99; Xcel Energy, utilities 725.47; Zapp Hardware, supplies 34.87, keys & key rings 13.32; Zuercher Technologies, annual software support 4021.92.

COUNTY ROAD & BRIDGE FUND: Bi-Weekly Payroll: 1/3/16: Hwy Dept 19528.19. Card Service Center, office supplies 77.57; ESRI Inc, ArcPad maintenance 250.00; Lyle Signs, Hwy signs 125.79; Michael Johnson Construction, concrete sand 1570.55; Puthoff Repair, supplies 31.84; RBS Sanitation, garbage service 56.25; Salem City, utilities 87.10; Salem Lumber Co, supplies 249.02; Santel Communications, PC, monitor & supplies 1163.90; SDML Work Comp Fund, 2016 work comp renewal 15034.47; Servall Towel & Linen, towel & mat rent 40.09; Southeastern Electric, utilities 23.00; Stan Houston Equipment Co, post hole auger supplies 149.52; Sturdevant's Auto Supply, supplies 615.52; Triotel Communications, telephone/internet service 99.31; Vulcan Inc, delineator hardware 445.00; Xcel Energy, utilities 481.68.

911 EMERGENCY REPORTING SYSTEM FUND: Golden West Telecommunications, 911 telephone service, 371.72; Mitchell Regional 911 Center, 1st qtr E911 services, 11573.00; Triotel Communications, 911 telephone service, 195.20.

EMERGENCY & DISASTER SERVICES FUND: Bi-Weekly Payroll: 1/3/16: EDS Director 1305.69. SDML Work Comp Fund, 2016 work comp renewal, 760.80; Triotel Communications, telephone & internet service, 94.36.

24/7 SOBRIETY FUND: Bi-Weekly Payroll: 1/3/16: Sheriff

Secretary/Dispatcher 96.15. SDML Work Comp Fund, 2016 work comp renewal, 5.81

MODERNIZATION & PRESERVATION FUND: Microfilm Imaging Systems, scanning equipment rent 123.00.

PAYROLL CONTRIBUTIONS – ALL FUNDS: 1/3/16: Dir of IRS, county share of FICA 3348.92, Medicare 783.21; SD Retirement System, county share of retirement contribution, 3365.04; Wellmark Blue Cross/Blue Shield, county share of health insurance premium, 4916.87.

The Auditor's Account with the County Treasurer for the month of December, 2015: deposits in banks, \$4,075,899.06; cash to deposit, \$133.00; checks to deposit, \$15,233.46; CC payments, \$100.73; Cash Items (postage) \$0; Treasurer's Cash, \$1,570.00; Register of Deeds, \$450.00; Sheriff, \$500.00; CD's, \$800,000.00. The total deposits on hand: \$4,893,886.25.

The meeting adjourned subject to call.

Dated this 12^h day of January, 2016.

Ronald Scharffenberg

Chairman, McCook

County Commission

ATTEST:

Geralyn Sherman _____
Auditor, McCook County