

Unapproved
MARSHALL COUNTY COMMISSION MEETING
Britton, South Dakota

The Board of County Commissioners met in regular session at 9:00 a.m. on July 24, 2018 at the Marshall County Courthouse. Members present were Schuller, Medhaug, Luttrell, and Knebel. Commissioner Symens was absent. Commissioner Medhaug presided.

AGENDA:

Schuller moved, Knebel seconded to approve the agenda for July 24, 2018. All members present voted aye.

MINUTES:

Luttrell moved, Schuller seconded to approve the minutes for July 10, 2018. All members present voted aye.

CLAIMS:

Knebel moved, Luttrell seconded to approve and pay the following claims. All members present voted aye. PAYROLL by department: July 12, 2018: Commissioners 1351.50; Auditor 2866.75; Treasurer 3669.50; States Attorney 1396.15; Courthouse 1819.95; Director 4364.90; Register 2586.65; VSO 622.05; Community Building 539.58; Sheriff 30042.25; Jail 8780.00; Welfare 382.95; Nurse 358.88; Ambulance 8454.48; Extension 1276.00; Weed 1345.21; Zoning 361.86; Highway 13873.74; E911 5480.01; Emergency Management 539.05

EMPLOYER FICA & MEDICARE: First Savings Bank 20165.88

EMPLOYER SOUTH DAKOTA RETIREMENT SYSTEM: 8761.90

A & B BUSINESS INC SOLUTIO	753.48
AMERIPRIDE SERVICES INC	37.55
AVERA HOME MEDICAL EQUIPME	443.90
BARD, BRIAN	114.76
BAUS OIL CO	271.60
BUHLS VALET DRYCLEANERS	16.00
CARQUEST AUTO PARTS	170.33
CENTURY LINK	327.57
COMPUTER FORENSIC RESOURCE	440.66
CREDIT COLLECTIONS BUREAU	35.27
DACOTAH PAPER COMPANY	48.50
DAKOTA AG SERVICE	249.75
DELANEY NIELSEN SANNES PC	3,987.00
DOUG OELKERS	208.58
DVL FIRE & SAFETY INC	875.00
EDEN OIL	3,243.00
FARM HOME PUBLISHERS	1,307.10
FULL CIRCLE AG	437.13
HIWAY SERVICE POLARIS LLC	139.24
HOLLAND NAPA AUTO PARTS	29.47

INTOXIMETERS INC	640.00
JENNIFER RINGKOB	133.87
JERDE-HJERMSTAD LLC	16,050.00
KELLER REPAIR	1,939.00
KONICA MINOLTA PREMIER FIN	101.39
MARCO TECHNOLOGIES LLC	18.62
MARSHALL CO MEDICAL	25.95
MEYER HARDWARE HANK	18.31
OTTER TAIL POWER COMPANY	13.62
PITNEY BOWES	1,008.50
QUILL CORPORATION	24.00
R & D WELDING & REPAIR SE	353.04
SANDERS SEW N VAC INC	24.99
SD ASSOCIATION ASSESSING O	600.00
SD ASSOCIATION OF COUNTY O	202.00
SD COUNTIES	2,602.00
SD DEPT OF MOTOR VEHICLES	21.20
SDSU STATE 4-H OFFICE	17.00
TALIAFERRO LAW FIRM P.C.	94.00
THE FLAME RESTAURANT	90.00
THOMSON REUTERS	973.45
VENTURE COMMUNICATIONS	2,471.43
VERIZON WIRELESS	160.04
WEBERS BODY SHOP	334.95
WERNER AUTOMOTIVE	1,914.57

ZONING:

Shannon Lee, Zoning Director and Erin Collins-Miles, Zoning Director in-training met with the board to discuss zoning business. Schuller moved, Knebel seconded to approve the following plat: Plat of Lots 1 & 2 of Crowell Addition in the NW1/4 in Section 17, T126N, R57W of the 5th P.M., Marshall County, South Dakota. All members present voted aye.

HIGHWAY:

Dustin Hofland, Highway Superintendent and Sandy Dinger, Highway Secretary met with the board to discuss Highway business. Hofland reported that the Highway department has been working on replacing culverts.

Knebel moved, Luttrell seconded to bid out the surface repair/chip project on the Roy Lake road and then bill the Department of Game, Fish & Parks for 75% of the cost. All members present voted aye. The Department of Game Fish & Parks will bid out the Sica Hollow road and bill Marshall County and Roberts County for 25% of their respective portion's cost.

Dinger informed the board that Marshall County is one of the counties selected to advance in the Risk MAP process for the FEMA SD Risk MAP program regarding floodplain assessment and mapping.

Dinger presented Highway Department budget reports for May and June.

The check from TransCanada for the settlement amount of \$350,000 for damage done to County roads during clean-up of the oil spill has been received.

FUEL QUOTES:

Sandy Dinger received the following quotes for #2 diesel for the Veblen shop on July 12: DaMar Elevator \$2.60, Eden Oil 2.58, Holland Bros Oil 2.59. Diesel fuel was delivered to the Veblen shop by Eden Oil.

VETERAN'S SERVICE OFFICER:

Dave Daberkow, Veteran's Service Officer met with the board to give a quarterly report. In 2017, the Department of Veteran's Affairs spent \$680,774,000.00 in South Dakota. \$2,173,000.00 of that was spent in Marshall County.

TRAVEL:

Luttrell moved, Knebel seconded to authorize the following travel expense: Dave Daberkow to Pierre August 20-24 for VSO Re-certification, Shelby Beck, Amanda Streier and Pam Oelkers to Chamberlain August 16 for a SDACES meeting. All members present voted aye.

COUNTY HEALTH NURSE:

Linda Haaland, County Health Nurse Secretary met with the board to present the County Health Nurse's quarterly report. The County Health Nurse has received a grant for a film to promote the HPV vaccine that will be shown at each school and possibly at the movie theatre in September. A panel of medical professionals will be available to answer any questions that arise following the movie.

EXECUTIVE SESSION:

Schuller moved, Luttrell seconded to enter into executive session at 10:41 am to discuss personnel issues. All members present voted aye. The chairman called the board out of executive session at 11:30 am.

EMERGENCY MANAGEMENT: DRONE

Todd Landmark, Emergency Manager, Shannon Lee, Zoning Director and Erin Collins-Miles Zoning Director in-training met with the board to discuss the purchase of a drone. Marshall County received a grant for \$13,000 towards this purchase. Luttrell moved, Knebel seconded to purchase a Matrice 210 for \$25,118. All members present voted aye.

RESOLUTION:

Medhaug moved, Schuller seconded to support the following resolution proposed by the South Dakota Association of County Commissioners:

**RESOLUTION IN SUPPORT OF ALLOCATION OF FUNDS TO
BRIDGE IMPROVEMENT GRANT PROGRAM**

WHEREAS, The State of South Dakota closed its 2018 budget year with a \$16.9 million surplus; and

WHEREAS, Due to sound financial decisions and planning by the State of South Dakota, budget surpluses have been realized in many recent years; and

WHEREAS, The South Dakota Department of Transportation (SDDOT) provides technical design guidance, and construction engineering support services for the approximately 4000 bridges that are on the local government and county systems in South Dakota; and

WHEREAS, The Bridge Improvement Grant (BIG) program was created by the 2015 legislative session in Senate Bill 1 (SB 1); and

WHEREAS, In 2016/2017 there were 70 Bridge Improvement Preliminary Engineering Grants awarded; 31 Bridge Improvement Preservation Grants awarded, and 9 Bridge Improvement Rehab/Replacement Grants awarded, it is still a small percentage of the overall need; and

NOW, THEREFORE, Be it resolved that the South Dakota Association of County Commissioners respectfully requests and is support of the State of South Dakota diverting 25 percent (25%) of future budget surpluses to the SDDOT Bridge Improvement Grant Program to help all of the South Dakota counties and cities participating in the program a better chance of replacing critical bridges at a faster rate for the overall safety of our citizens.

All members present voted aye.

NEW HIRE:

Aaron Beaner will be doing ride-alongs with the ambulance crew to begin training as an EMT.

Ruby Hagen, Treasurer met with the board to inform them that Gina Honer has been hired as part-time (over 20 hours/week) Deputy Treasurer effective July 27 at a rate of \$14.00/hour.

PERSONNEL POLICY:

Schuller moved, Luttrell seconded to make the following changes to the personnel policy:

2-3 OVERTIME: The commission discourages routine overtime work. When overtime becomes necessary due to work load or emergency conditions in any department, the rate of pay will be time and one-half for all hours worked over forty (40) hours per work week. Overtime is defined as time that is worked in excess of the first 40 hours within the standard work week and does not include hours paid but not worked such as holidays, PTO or sick hours. All overtime must be authorized by the employee's department head prior to the working of such hours except in emergency situations.

Exception: the Marshall County Sheriff's Office employees will be on a 28-day work period and will be paid for overtime hours in excess of 171 hours worked in that period. On-call hours will be determined by the Sheriff and paid at an hourly rate.

Department Heads (elected or appointed) when paid a salary are expected to perform all work and expend all hours as may be necessary to fulfill the obligations for the job or position held. Such salaried employees shall not receive additional pay or compensatory time off for hours worked in excess of forty (40) hours during an employee's workweek, **except the Highway Superintendent, who shall receive \$100 for every Friday, Saturday or Sunday that he/she is required to work.**

2-5 TRAVEL: Travel authorization to conduct official County business must be obtained beforehand from the County Commission. Expenses for travel shall include meals, lodging and automobile costs incurred except that reimbursement for **meals** shall not exceed ~~twenty-six (\$26.00)~~ **thirty-two (\$32.00)** dollars per day.

4-13 4-13 HOLIDAYS: the following days will be observed as holidays:

- The first day of January – New Year's Day
- The third Monday in January – Martin Luther King, Jr. Day
- The third Monday in February – President's Day
- Good Friday – close at 12 noon
- The last Monday in May – Memorial Day
- The Fourth day in July – Independence Day
- The first Monday in September – Labor Day
- The second Monday in October – Native American's Day
- The eleventh day in November – Veteran's Day
- The fourth Thursday in November – Thanksgiving Day
- The Friday following Thanksgiving
- Christmas Eve Day – close at 12 noon
- The twenty-fifth day in December – Christmas Day

And any day designated by the Governor of this State as a holiday or an administrative leave day granted to State employees.

Highway Department employees shall take holidays as follows: Friday holidays shall be taken on Thursdays. When a holiday falls on a Thursday and a Friday, the holidays shall be taken on Wednesday and Thursday. If the highway department is required to work on a holiday due to weather, at the highway superintendent's discretion, time worked on the holiday will be paid at regular time over and above 40 hours per week. Highway Department employees may use 2 hours of sick time to reach a 40 hours work week. This is at the Highway Superintendent's discretion, dependent upon work necessity.

All **regular** full-time employees required to work holidays shall, in lieu thereof, receive compensation at his normal rate of pay for an eight hour day. **All salaried employees called to work on an above named holiday to fulfill their official duties shall be paid \$100.**

All members present voted aye.

FINANCIAL REPORT:

County Auditor Megan Biel presented the following report showing the financial condition of the County Treasurer's office as of the close of business June 30, 2018 FSB \$5,646,099.11. Certificates of Deposit \$1,061,513.04. Cash \$1,150.00. Total \$6,708,762.15. The amounts above include amounts held for others including schools, towns, townships, etc.

ADJOURN:

Knebel moved, Luttrell seconded to adjourn. All members present voted aye.

ATTEST:

Doug Medhaug, Chairman

Megan Biel, Auditor