

January 4, 2018  
Regular Meeting

The Deuel County Commissioners met in regular session on Thursday January 4th at 9:00 a.m. in the Commission Room of the Courthouse with Chairman Jaeger presiding. Those present were Commissioners DeAnne Dumke, Gary Jaeger, Lynn Pederson, Steve Rhody and Gary DeJong. The meeting opened with prayer and the Pledge of Allegiance. 1) Dumke moved, seconded by Pederson to approve the minutes of the regular meetings of December 5 and 19, special meeting of December 29, 2017. All voted yes and the motion carried. 2) DeJong moved, seconded by Rhody to approve the agenda as presented with addition of Executive Session pursuant to SDCL 1-25-2(1) for the purpose of discussing a personnel matter at 10:15 a.m.. All voted yes and the motion carried.

### **OLD BUSINESS**

Chairman Jaeger asked for any old business. There being no other business, 3) Pederson moved, seconded by Dumke to adjourn as 2017 Board. All voted yes and the motion carried.

### **ELECT CHAIRMAN & VICE CHAIR OF BOARD**

County Auditor Pam Lynde then asked for nominations for Chairman of the Board for 2018. Dumke nominated Gary DeJong for Chairman; Jaeger seconded the nomination and asked that nominations cease and a unanimous ballot be cast for DeJong. All voted yes. Pederson nominated Rhody for Vice Chairman; Dumke seconded the nomination and asked that nominations cease and a unanimous ballot be cast for Rhody. All voted yes.

The Commission for 2018 was seated and Chairperson DeJong called the meeting to order.

### **COMMITTEE ASSIGNMENTS, OFFICIAL BANKS & NEWSPAPER, BOARD APPOINTMENTS**

4) Pederson moved, seconded by Dumke to approve the Committee Assignments for 2018. All voted yes and the motion carried.

#### **COMMITTEE ASSIGNMENTS 2018**

DEANNE DUMKE: Courthouse and Grounds, Fair Board/Extension, Director of Equalization Office, Auditor's Office, Health Insurance

STEVE RHODY: Weed Board, Highway Department, ICAP, Register of Deeds Office, Planning & Zoning Board Member

GARY JAEGER: Planning & Zoning Alternate, Director of Equalization Office, Auditor's Office, First District Assoc. Loc. Gov't Rep., Soil Conservation Rep.

LYNN PEDERSON: Register of Deeds Office, Health Nurse Office, Treasurer's Office, Sheriff's Department, Highway Department, Salary Committee

GARY DEJONG: Sheriff's Dept., First Dist. Assoc. Local Gov't Alternate, Glacial Lakes Tourism, Human Services, Treasurer's Office, DADi Board

5) Rhody moved, seconded by DeJong to declare the DNB National Bank Clear Lake, and First National Bank Toronto Branch as the official depositories for the county and the Clear Lake Courier as the official newspaper for Deuel County and any area paper of greater circulation as needed. All voted yes and the motion carried.

6) Jaeger moved, seconded by Dumke to appoint Steve Rhody to the Planning and Zoning Board for one year as the commissioner representative and Gary Jaeger as alternate on the board. All voted yes and the motion carried.

7) Pederson moved, seconded by Dumke to set Coroner call fee at 69.50 per Coroner call. All voted yes and the motion carried.

### **APPOINTMENTS**

#### **9:05 Jamie Hintz Highway Superintendent**

Hintz discussed several highway related issues with the Commissioners. Hintz presented the map of tentative seal coat routes to be done the summer of 2018. Hintz said it is a good idea to seal coat most highways on a four to five year rotation. Load limits on county roads were discussed. 8) Jaeger moved, seconded by Rhody to advertise and bid truck bodies for new 2019 MACK trucks. All voted yes and the motion carried. 9) Dumke moved, seconded by Pederson to pay travel costs for Highway Superintendent Hintz to attend short course in March. All voted yes and motion carried.

#### **9:45 Deputy Sheriff/Emergency Manager Cory Borg**

Borg discussed several items with the Commissioners. Borg gave the 2017 year-end report for the Sheriff's Dept. Some of the statistics were: 1102 cases, 2016 there were 1076; served 307 civil papers; 2117 calls for service; 135,082 miles put on by all patrol cars; contract towns 2362.56 hours for those towns with police contracts; 201 accidents. 10) Rhody moved, seconded by Jaeger to approve and sign the 2018 Search and Dive Rescue Contract with Codington County Search and Rescue and pay \$1500 for year. All voted yes and the motion carried. Deputy Laurie Smith was introduced by Borg to the Commissioners. Borg presented the resignation from Brain Crosby as of January 17.

#### **10:15 Executive Session SDCL Pursuant to SDCL 1-25-2(1) for the Purpose of Discussing a Personnel Matter**

11) Jaeger moved, seconded by Dumke to move into Executive Session at 10:15 pursuant to SDCL 1-25-2(1) for the purpose of discussing a personnel matter. All voted yes and motion carried. Chairman DeJong declared the Commissioners out of Executive Session at 10:45 a.m.

#### **10:45 Register of Deeds Casey Severson**

Severson met with the Commissioners and discussed several items. Severson said she would like to install a credit card machine in her office with the machine provided by the state Dept. of Health at no cost to the county. Severson stated she would like to provide this as an added convenience for the customers. 12) Dumke moved, seconded by Rhody to install credit card machine in the Register of Deeds office. All voted yes and motion carried. She also talked about E recording and two companies she is working with. Severson also discussed her salary for 2018 and office hours for the Register of Deeds Office. Office hours will be discussed again at the next meeting.

#### **11:00 State's Attorney John Knight**

State's Attorney Knight had reviewed the intergovernmental contract with SD Public Assurance Alliance and recommended approving and signing it. Discussion was also held on the possibility of First District Assoc. of Local Governments talking to the

Commissioners about Planning and Zoning work. 13) Dumke moved, seconded by Jaeger to have First District Assoc. of Local Governments come to the next meeting Jan. 16 to discuss the possibility of contracting with them for additional help with zoning. All voted yes and motion carried.

**NEW BUSINESS**

14) Dumke moved, seconded by Rhody to approve the Cash Balance Sheet for December and sign and approve the Treasurer’s Cash Sheet as of 12-31-17. All voted yes and the motion carried. Commissioner Dumke said the Treasurer’s Office had prepaid taxes for 2018 in the amount of \$147,000 which was more than double in previous years.

**Cash Balance Sheet and Cash Sheet for 2017**

**DEUEL COUNTY AUDITOR'S ACCOUNT  
WITH TREASURER**

<b>END OF MONTH CASH BALANCE</b>	<b>December-17</b>
CASH TOTAL	\$ 1,000.00
CHECKS TOTAL	\$ 77,341.86
CASH ITEM	\$ -
CASH CHANGE SHERIFF	\$ 50.00
TOTAL CASH ASSETS ON HAND	\$ 78,391.86
CHECKING ACCOUNT BALANCE	\$ 156,921.96
MM DNB NATIONAL BANK	\$ 4,058.47
PREMIUM MM FIRST BANK & TRUST OF TORONTO	\$5,813,843.73
CREDIT CARDS	\$ 3,346.53
CD'S \$250,000 DNB	\$ 250,000.00
\$0 FIRST BANK & TRUST	
REVOLVING LOAN	\$ 99,747.12
<b>GRAND TOTAL CASH ASSETS</b>	<b>\$6,406,309.67</b>
GL CASH BALANCE BY FUNDS:	
GENERAL	\$1,754,320.19
SP REVENUE FUNDS	\$4,315,558.07

TRUST & AGENCY FUNDS				\$ 336,431.41
townships	\$31,876.99	cities	\$8,873.04	
schools	\$36,038.55	rural fire	\$538.54	

**TOTAL GENERAL LEDGER CASH** **\$6,406,309.67**

**Wage Increase and Salary Resolution for 2018, Election Worker Pay, Campaigning in Courthouse**

15) Rhody moved, seconded by Pederson to increase wage of all hourly permanent employees .50 per hour over base wage received in 2017; \$1040 over base wage received in 2017 for salaried employees and elected officials; additional raises above .50/1040 were Casey Severson \$500 yr., Mary Korth \$500 yr., date of increase Dec. 20, 2017 which is a part of the Jan. 2018 pay period; the 2018 Pay Grade Table will be used for most new hires. This will include the Deuel County Official Pay Grade Series and Management Salary Compensation and Longevity Pay which is on file in the Auditor's Office. All voted yes and the motion carried.

16) Jaeger moved, seconded by Dumke to approve Resolution 2018-01 Salary Resolution. All voted yes and the motion carried.

17) Dumke moved, seconded by Rhody to pay election workers \$140.00 per day for each election (Primary and General) \$25 for election school, plus mileage to election school for the 2018 election year. All voted yes and the motion carried.

**#2018-01**

**SALARY RESOLUTION**

WHEREAS, the Deuel County Commission must establish and publish salaries of all officials and employees of the county at the first meeting in January under SDCL 6-1-10. (Monthly or hourly where applicable)

Gary Jaeger 1492.00; Gary DeJong 1492.00; Lynn Pederson 1492.00; DeAnne Dumke 1492.00; Steve Rhody 1492.00; Pam Lynde 4107.34; Shirley Quail 16.85 hr.; Lisa Brandt 13.00 hr.; Mary Korth 3277.34; Jennifer Mewherter 14.35 hr.; John Knight 5214.92; Rita Schiefelbein 16.10 hr.; Scott Ruby 16.15 hr.; Willard Dumke 16.90 hr.; Donna Rhody 4105.67; Jodi Theisen 3182.01 plus 100.00 per zoning meeting; Melissa Smith 14.10 hr.; Casey Severson 3086.00; Renae Engelkes 12.85 hr.; Dennis Evenson 1056.17; David Solem 4177.66; Bruce Kittelson 18.90 hr.; Cory Borg 3776.94; Brian Crosby 3354.00; Tyrel Wik 2750.80; Laurie Smith 3354.00; Mindi Dailey 13.85 hr.; Sandy Koenecke 16.45 hr.; Jamie Hintz 4333.34; Lisa Jorvig 12.75 hr.; Dennis Norton 21.61 hr.; Dean Gruener 21.31 hr.; Richard Eidet 17.34 hr.; James Perkins 20.42 hr.; Jan Dailey 18.82 hr.; Marty Brown 18.46 hr.; Jamie Broksieck 18.46 hr.; Kirk Berge 18.17 hr.; Justin Bolden 17.93 hr.; Dana Nelson 17.04 hr.; Dallas Olson 17.34 hr.; Jeff Swanz 16.40 hr.; Clinton Severson 13.10 hr.; Dawn Fritz 15.60 hr.; Keith Goens 1317.00 (18.50 hr. spraying); Tim Kopman 15.50 hr.

After continuous years of service to Deuel County, various employees will be eligible for longevity pay in addition to their regular pay based on guidelines for various county employee positions. Longevity pay will be granted as a lump sum in the anniversary month of employment. (See Longevity Pay Guideline)

The county pays the single health insurance premium benefit for full time employees (and an additional \$100 for two party and family policy) and life insurance benefits through a 125-

cafeteria plan. Clothing allowance for full time Sheriff, Deputies and Emergency Manager will be \$250 per year (PT \$125) paid in lump sum with first payroll check of the year.

**TRAVEL EXPENSE**

Mileage .42 per mile  
(plus lodging and registration)

**MEALS AT STATE RATE**

Breakfast 6.00  
Lunch 11.00  
Dinner 15.00

NOW THEREFORE BE IT RESOLVED, that the Deuel County Commission of Deuel County does hereby adopt the Salary Resolution 2018-01 for the year 2018.

Dated this 4th day of January, 2018.

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Pam L. Lynde Auditor

\_\_\_\_\_  
Chairman

18) Rhody moved, seconded by Jaeger to approve and sign the following policy statement concerning campaigning in the Courthouse. All voted yes and the motion carried.

**No Campaigning  
Deuel County Courthouse**

The Deuel County Commissioners will prohibit any political campaigning in the Deuel County Courthouse or within 100 feet of the Courthouse because the Courthouse will be used for and is considered a polling place for absentee voting for the Primary and General Elections in Deuel County.

Dated this 4<sup>th</sup> day of January, 2018.

ATTEST:

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Chairman, Deuel County  
Commission

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Pam L. Lynde, Deuel County Auditor

**Authority to Pay Claims Early, Police Contract City of Brandt**

19) Pederson moved seconded by DeJong to allow Auditor’s office to pay claims early, if necessary, (before a meeting) in order to avoid late payment fees. All voted yes and the motion carried.

20) Pederson moved, seconded by Dumke to approve and sign police contract for 2018 with town of Brandt. All voted yes and the motion carried.

**Warrants**

21) Jaeger moved, seconded by Dumke to approve all warrants as presented and those paid early. All voted yes and the motion carried. A&B Business Solutions 91.17 Supplies, Bjerke Sanitation 124.00 Utilities, Paul E. Blanchard Sts. Attorney Assoc. 721.00 Dues, Codington Co Search & Rescue 1500.00 Prof. Services, City Of Clear Lake 211.93 Utilities, Clear Lake Courier 121.50 Publishing, SDACC 519.06 CLERP Payment, Deuel County Conservation Dist 2250.00 1st Qtr. Support 2018, DCN Insurance 1902.17 Workers Comp/Ambulance Ins, Dust-Tex Service 104.66 Rental, Election Systems& Software Inc 44430.00 DS450 Digital Counter, First Bank & Trust 65.10 Credit Card/Supplies, First Dist. Assoc Local Gov't 7000.00 GIS Services, Fritz

Chevrolet 221.67 Repairs, GIS Workshop 898.00 GIS Support, ITC 2025.00  
Phone/Internet, LED Outfitters 633.24 Light Bar, Lifescape 120.00 Client Support,  
Mailfinance 600.18 Postage Mach. Rental, Microfilm Imaging Systems 160.00 Reg.  
Deeds Scan Equip. Rent, Mid-States Organized Crime 100.00 Dues, Northwestern  
Energy 253.15 Utilities, Office Peeps 296.94 Supplies, Ottetail Power 22.55 Utilities,  
RC Technologies 150.00 Utilities, Sanford Clinic 2730.33 Health Nurse Contract, SD  
Assn County Weed & Pest 50.00 Dues, SDACC 1605.00 Membership Dues, SD Assn Co  
Hwy Superintendents 275.00 Dues, SDACO 830.48 Membership Dues, SDML Worker's  
Comp Fund 31689.00 Workers Comp Ins, SD Sheriffs' Association 630.92 Dues,  
Transource Truck & Equipment 115500.00 2019 Mack Truck, City Of Watertown 500.00  
Tech Support Zuercher Safety Software, Weed & Pest Conference 380.00 Registration,  
Williams Carpet 4571.47 Flooring DOE Office, Zuercher Technologies 118.52 Prof.  
Services.

There being no further business Pederson moved, seconded by Dumke to adjourn.

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Chairman Gary DeJong

ATTEST: \_\_\_\_\_

Pam L. Lynde, Auditor

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