

January 11, 2022

The meeting of the McCook County Commission was called to order in their Meeting Room by Chairman Chuck Mehlbrech.

Members present: Dean Koch, Steve Gordon, Marc Dick, and Charles Liesinger.

Chairman Mehlbrech led the Pledge of Allegiance.

Chairman Mehlbrech called for approval of the agenda. Motion made by Koch to approve the agenda as posted. Second by Dick. Motion carried.

The minutes from the December 29, 2021, meeting were sent to Board members for review prior to publication. Motion made by Gordon to approve the minutes for publication. Second Koch. Motion carried.

Public input: Sheldon Jensen, Economic Development Specialist Sioux Metro Growth Alliance, introduced himself to the Board, noting that he will be working with Salem City specifically in the areas of housing & economic development needs.

Auditor Sherman relayed a message from Roger Hofer to the Board. Hofer asked that the Commissioners consider lowering Ag values in McCook County to be in line with Hanson County.

Commissioner Reports: none.

Conflict of Interest: none noted.

Old business: none.

At this time, the meeting was turned over to Auditor Sherman to reorganize as the 2022 Board of County Commissioners. The Auditor called for nominations for a chairman.

Koch nominated Gordon as Chairman. Second Mehlbrech. Dick moved that nominations cease, and Gordon be declared Chairman. All voted aye.

Gordon nominated Dick as Vice-Chairman. Second Koch. Dick moved that nominations cease, and Dick be declared Vice-Chairman. All voted aye.

Liesinger nominated Mehlbrech as Official Stamper. Second Koch. Dick moved that nominations cease, and Mehlbrech be declared Official Stamper. All voted aye.

Chairman Gordon assumed control of the meeting.

Motion made by Dick, second Liesinger, and carried, to make the following appointments and designations for 2022. 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. Mehlbrech: Inter-Lakes Community Action Board liaison. Liesinger: Bridgewater Ambulance Board and Weed Board. Dick: Southeast Enterprise Facilitation Project (SEFP) Board and Southeastern Behavioral Healthcare, Volunteers of America, Dakotas. Koch: Minnehaha County Regional Juvenile Detention Center Board, Food Pantry Board and South Eastern Council of Governments Board. 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: John McCormick. Weed Supervisor: Brian (BJ) Havard. County Coroner: Andrew Kinzley.

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

Election Board workers will receive \$200.00 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 at State rates; breakfast \$6, dinner \$14 and supper \$20.

McCook County does not discriminate based on 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 2022 follows:

Salaried:

Dean Koch, Commissioner	\$10,299.86 + \$150 longevity
Charles Liesinger, Commissioner	\$10,299.86 + \$150 longevity
Marc Dick, Commissioner	\$10,299.86 + \$450 longevity
Steve Gordon, Commissioner	\$10,299.86 + \$150 longevity
Charles (Chuck) Mehlbrech, Commissioner	\$10,299.86 + \$150 longevity
Geralyn Sherman, Auditor/Welfare Director	\$53,970.74 + \$850 longevity
Carol Lauer, Treasurer	\$48,507.19 + \$450 longevity
Laurie Schwans, Register of Deeds	\$48,152.31 + \$850 longevity
Corissa Kaufmann, Dir of Equalization/Planning & Zoning Administrator	\$45,975.90 + \$150 longevity
Mike Fink, States Attorney	\$49,586.92 + \$250 longevity
Michael Kreutzfeldt, Hwy Supt/Drainage Administrator	\$67,954.46 + \$1050 longevity
Mark Norris, Sheriff	\$61,274.25 + \$1150 longevity
Randall Schwader, Investigator	\$47,570.65 + \$250 longevity
Anna Misar, Deputy Sheriff/School Resource Officer	\$46,682.90 + \$150 longevity
Hayley Mayou, Certified Deputy Sheriff	\$46,682.90 + \$150 longevity
Troy Rempfer, Certified Deputy Sheriff	\$46,682.90 + \$150 longevity
Tonya Mayou, Certified Deputy Sheriff	\$46,012.86
Christine Morris, Certified Deputy Sheriff	\$44,240.29
Dylan McKee, Uncertified Deputy Sheriff	\$39,728.00
Tim Simmerson, Uncertified Deputy Sheriff	\$39,728.00
Bradley Stiefvater Jr, EDS Director	\$37,821.66

Hourly:

Michele Eichacker, Deputy Auditor	\$24.72 + \$850 longevity
Rebecca Hoiten, Deputy Auditor II	\$21.78 + \$250 longevity
Robyn Koch, Deputy Treasurer	\$17.67
Beth Skaff, Deputy Treasurer and Food Pantry Coordinator	\$17.42
Victoria Buchanan, Deputy Register of Deeds	\$17.67
Paula Kroger, Equalization and Zoning Clerk	\$18.40
Stacey Sieverding, 4-H Youth Program Assistant	\$19.75 + \$150 longevity
Jessica Klinkhammer, CHN Secretary	\$20.74 + \$150 longevity
Annette VanEmmerik, Administrative Deputy	\$21.07 + \$250 longevity
John McCormick, Custodian	\$17.85
Michelle Zelmer, Hwy Dept Administrative Assistant/Drainage Secretary	\$21.96 + \$850 longevity
Brian Weber, Operations Supervisor	\$22.09 + \$850 longevity
Bob Jandl, Auto/Diesel Technician	\$21.66
Travis Raap, Lead Maintenance Worker	\$20.99 + \$150 longevity
Kevin Anderson, Maintenance Worker	\$19.47 + \$150 longevity
Jerry Heumiller, Maintenance Worker	\$19.47 + \$150 longevity
Ron Heumiller, Maintenance Worker	\$20.58 + \$350 longevity
Heath Koepsell, Maintenance Worker	\$20.11 + \$450 longevity
Donnie Theel, Maintenance Worker	\$20.11 + \$750 longevity
Joshua Zens, Maintenance Worker	\$20.11 + \$350 longevity
Brian Havard, Maintenance Worker/Weed Supervisor/Veteran Service Officer	\$18.66 (moved to Pay Grade D)

Part-Time

Tammera Hofer, States Attorney Secretary	\$26,469.62 annual
Cleta Lentsch, Register of Deeds	\$14.42/hour
James Lentsch, Sheriff's Office	\$14.42/hour

Motion made by Koch to enter Executive Session at 9:15 a.m. to discuss land options and funds available for a storage building that will be utilized by Search & Rescue (Emergency Management), Hwy Dept, and Law Enforcement, SDCL 1-25-2 (5) prices & land options. Mic Kreutzfeldt, Hwy Supt, Brad (BJ) Stiefvater Jr, EMS, Mark Norris, Sheriff, and Auditor Sherman were present. Second Mehlbrech. Motion carried. Chairman Gordon declared out of Executive Session at 10:00 a.m.

In other business, Norris asked the Board for approval to purchase a single axle trailer for storage and hauling of law enforcement equipment/supplies. Several board members suggested a bigger/heavier trailer. Motion made by Dick to approve the purchase. Second Mehlbrech. Motion carried. Norris also asked that cages from retired law enforcement vehicles be declared surplus property because

these cannot be used in new vehicles, declaring them scrap. Motion made by Liesinger to declare the vehicle cages as surplus property because they are not usable. Second Koch. Motion carried. Norris asked Kreutzfeldt if the Hwy Dept guys would get the cages from the boiler room. Yes.

Hwy Supt Kreutzfeldt and the Board reviewed the 2022 pit royalties/material rates, equipment rates and moving permit rates. Following review, motion was made by Dick to set gravel materials \$1.15/ton; with black dirt & clay negotiated as needed; to set \$10.00 per ton for asphalt millings (none currently available for sale); to set \$35.00 per hour for labor rate; to follow the current FEMA hourly rates for equipment rental rates except for the following unlisted items: trash pump \$50/day; Brillion seeder/tractor \$35/hour; broadcast seeder \$25/day and moving permit pricing scale remains same. Second Liesinger. Motion carried. All rates are on file in the Hwy Dept Office.

Kreutzfeldt informed the Board of a 2006 International plow truck available at Boyer Trucks. Motion was made by Dick to purchase the 2006 International 7600 truck. Second Liesinger. Motion carried. There was brief discussion regarding the new CDL regulations & high costs for new applicants beginning February 7, 2022.

Cori Kaufmann, Dir of Equalization/Zoning Administrator, met with the Commission. Kaufmann told the Board that she would like to hire an individual who is knowledgeable in GIS. Kaufmann feels that this person could work with Emergency Management, Hwy Dept, and Zoning. Kaufmann is working with the SD Planners Assn (SDPA), contacting Technical Schools, making them aware of this job opening. Kaufmann added that she doesn't know where to start with pay scale and with no HR, not sure where to begin. Auditor Sherman noted that she feels we will want/need to continue working with Alternative HR with the hiring process, until a decision is made on HR support. The Board approved moving ahead with the hiring of a GIS person and working with Alternative HR.

Laurie Schwans, Register of Deeds, presented a sheet, Fun Facts on Fees collected by the Deeds office, total documents recorded, and Vital Record documents issued, showing comparisons between the years of 2016, 2020, and 2021. The Board asked Schwans to provide this information on an annual basis, going forward, great information.

Julie Dykstra, SE Region Public Health Manager, and Deb Wollman, Community Health Nurse, met with the Commission. Dykstra explained that clerical assistance is needed in the Sioux Falls office, and they are looking for other county clerical to provide some coverage to this office. Travel won't be involved because some of the work can be completed remotely. WIC would reimburse the clerical time at the rate of \$19.01 per hour. Koch asked Wollman if this is doable for our office. Yes. Koch added that we will help as long as McCook County's CHN office is not adversely affected. Motion made by Koch to approve clerical assistance to the SF office. Second Dick. Motion carried.

Geralyn Sherman, Welfare Director, and the Commissioners reviewed Care of Poor cases and the list of lien payments received in December 2021. A Notice of Hospitalization was received from Avera McKennan Hospital (2022-01). A Notice of Hospitalization was received from Avera Heart Hospital of SD (2022-02).

Mike Fink, States Attorney, and the Commission reviewed the Application for Medical Cannabis Business License, applicant Pitbull Acres LLC, owners Mike & Kasey Entwisle. Mark Norris, Sheriff, Randy Schwader, Investigator, and Cori Kaufmann, Dir of Equalization/Zoning Administrator, were present. Norris asked if background checks are required for someone to hold this license. Fink placed calls to DCI and the Attorney General's Office to inquire about background checks as to who is responsible for doing them. Motion was made by Mehlbrech to table the application until St Atty Fink gets a reply from DCI or the Attorney General's Office with answers regarding background checks. Second Koch. Motion carried.

Motion made by Liesinger, to authorize Chairman Gordon to sign the Prisoner Housing Contract for 2022 with Charles Mix County Sheriff. Due to rising cost of care for inmates due to covid, the daily housing rate increased to \$70.00 per day. Second Dick. Motion carried.

Auditor Sherman presented a letter from the Senior Companion Program which serves the homebound elderly in McCook County, explaining that the letter dated May 4, 2021, was not received by the county during the budget process. The request is for \$2000 in local matching funds for the program for 2022, and funds are available in the Care of Poor budget. The request was approved.

The following building permits were issued the month of December 2021:

2022-006	Robert & Laura Hoiten	30x67 barn to be moved in	E2SE4 Ex Tr 1 Hoitens Add 25-103-55
2022-008	East River Electric	24x30 substation	Lot 1 of Canistota Substation Addn in SW4 6-101-53

Laurie Schwans, Register of Deeds, Cori Kaufmann, Dir of Equalization, and Mic Kreutzfeldt, Hwy Supt, joined the meeting for the Board's HR discussion. Auditor Sherman shared the cost information of Fractional HR Support that was received from Alternative HR. Koch and Mehlbrech noted that the meeting with Karen DeLange, Senior HR Consultant, and Michelle Stubjkaer, HR Consultant, Alternative HR went well but the cost of services is a concern. Stubjkaer would assist with recruiting, on-boarding, benefit administration, performance management issues, compliance issues, etc., providing support through a combination of on-site and remote work. Following more discussion, the Board agreed that we will work with Alternative HR with the hiring process for an HR Manager (part-time or full-time) and a full-time GIS person.

The December 2021 Law Enforcement Report was noted and filed.

The Southeast Enterprise Facilitation Project 2022 January Facilitator's Report was noted and filed.

Auditor Sherman presented 4 abatements and 1 added tax to the Board for approval. Motion made by Liesinger to approve the following abatements and added tax and authorize Chairman Gordon to sign same. Abatement #1, parcel 18.24.4304, City of Bridgewater, reason-property given to the city is tax exempt, \$1098.74; Abatement #2, parcel 09.80.3101, Ryan Hofer, reason-mobile home tax paid in prior year, \$784.52; Abatement #4, parcel 09.34.8040, Brian & Petra Wilson, reason-mobile home tax paid in prior year, \$1200.02; Abatement #5, parcel 21.04.0511, Matthew Koepp, reason-Assessor valuation error, \$18186.40; and Adjustment #6 added tax, parcel 21.40.0201, Michael Johns, reason-house deleted in error when combining parcels, \$715.96. Second Mehlbrech. Motion carried.

Motion made by Mehlbrech, second Dick, and carried, to pay claims: GENERAL FUND: Bi-Weekly Payroll: 1/8/2022: Commissioners 2880.75 mileage 77.28; Auditor 6277.32; Treasurer 4113.42; States Attorney 3175.25; Custodian 1249.50; Dir of Equalization 2587.41; Register of Deeds 3956.58; Veterans Service Officer 279.90; Sheriff 11281.69; Contract Law 7244.78; Care of Poor 198.08; Welfare 243.88; Community Health Nurse Secretary 1451.80; 4-H Youth Assistant (Extension) 1347.94; Drainage 313.87; Planning & Zoning 560.89. Reemployment Assistance Division of SD, 4th Qtr 2021 contribution 119.58; SD Dept of Revenue, SD Developmental Center-Redfield 60.00; A&B Business, monthly copier contract 70.83; Alternative HR, HR support 825.53; AutoEx LLC, law enforcement vehicle service 691.37; Avera Queen of Peace Hospital, blood alcohols 246.00; Card Service Center, book 14.81 auto fuel 99.98 care of poor 28.48 vacuum 335.24 battery 35.16; Central Farmers Coop, auto fuel 68.00; Century Business Products monthly copier contract 211.42; Chesterman Co, water 153.00; City of Bridgewater, January ambulance appropriation 3741.67; Dakota Data Shred, shredding service 53.82; Davison County Sheriff, December jail service 1710.00; Feeding South Dakota, Food Pantry delivery charges 70.00; Mike Fink, December expenses 419.77; Gordon Flesch Co, monthly copier contract 21.00; Green Eggs and Ram, computer repair 273.70; IWorQ Systems, annual software support 3000.00; Jack's Uniforms & Equipment, uniforms/supplies 191.24; Lentsch Tree Service, snow removal 90.00; Marco Technologies, monthly copier contract 304.28; Maynards Salem, supplies 21.67;

McCook Conservation District, 1st Qtr appropriation 3750.00; McCook County EMS, ½ 2022 appropriation 122900.00; McCormick Motors, law enforcement vehicle service 1201.20; McLeod's Printing, assessment notices 259.90 deposit stamp 28.23; Meyer Motor, law enforcement vehicle service & tires 942.87; Microfilm Imaging Systems, monthly scanning equipment rent 534.00; Mitchell Clinic, prisoner care 323.00; Mitchell Regional 911, 1st Qtr Traffic Services 2627.12; New Century Press, publishing 1197.16; Paul's Towing, winch out law enforcement vehicle 75.00; Record Keepers Inc, vault box storage 19.25; Salem City, utilities 110.75; Salem Lumber, 3 window 938.00; Schneider Geospatial, annual Beacon maintenance 16806.00; SD Achieve/dba LifeScape, services for six residents 360.00; SD Assn of Weed & Pest Board, 2022 dues 50.00; SD Sheriff's Assn, 2022 dues 573.77; SD State's Attorneys Assn, 2022 dues 760.00; SDACC, 2022 dues 1352.00, NACO dues 450.00; SDACO, 2022 dues 929.04; SDAE4-HP, 2022 dues 120.00; SDML Work Comp Fund, 2022 work comp renewal 12826.06; South Eastern Council of Governments, 2022 membership dues 12189.00; Southeastern Behavioral HealthCare, 1st Qtr allotment 1404.50; Tech Solutions, Managed IT services 3548.00 hard drive 149.00; Triotel Communications, telephone/internet service 1529.62; Verizon Wireless, iPad service 40.01 cell phone service 412.55; Zapp Hardware, supplies 74.44.

COUNTY ROAD & BRIDGE FUND: Bi-Weekly Payroll: 1/8/2022: Hwy Dept 21336.67. Appeara, towel & mat rental 53.81; Boyer Ford Trucks, 2006 International 40025.00; Card Service Center, printer ink & fuel 117.20; Chesterman Company, water 40.00; Gessner Welding & Repair, parts 60.10; Nick & Linda Grace Trust, easement 1.00; Iron Wheel Sales & Service, tube heater 75.00; Janssen Living Trust, easement 1.00; New Century Press, bid letting notice 105.71; Puthoff Sales & Service, parts 4.20; Salem City, utilities 163.63; SDML Work Comp Fund, 2022 work comp renewal 18941.01; Southeastern Electric, utilities 36.64; Stan Houston Equipment, impact wrench 249.99; Sturdevant's Auto Supply, parts 197.69; Triotel Communications, telephone/internet service 111.96.

911 EMERGENCY REPORTING SYSTEM FUND: Golden West Telecommunications, 911 telephone service 371.72; Mitchell Regional 911, 1st Qtr services 18264.12; Triotel Communications, 911 telephone service 179.20.

EMERGENCY & DISASTER SERVICES FUND: Bi-Weekly Payroll: 1/8/2022: EDS Director 1454.68. Sanford Health, EMT Course for S&R member 800.00; SDML Work Comp Fund, 2022 work comp renewal 890.18; Brad Stiefvater Jr, Dec expenses 165.77; Sturdevant's Auto Supply, generator battery 140.18; T&C's Pit Stop, fuel 70.00; Triotel Communications, telephone & internet service 87.48.

24/7 SOBRIETY FUND: Bi-Weekly Payroll: 1/8/2022: Sheriff Secretary/Dispatcher 230.34. PharmChem, sweat patch analysis 125.80; SDML Work Comp Fund, 2022 work comp renewal 11.75.

RURAL ACCESS INFRASTRUCTURE FUND: McCook County Hwy Dept, Pearl Twp culvert inventory & inspection 300.00.

PAYROLL CONTRIBUTIONS – ALL FUNDS: 1/8/2022: Dir of IRS, county share of FICA 4003.90, Medicare 936.37; SD Retirement System, county share of retirement contribution, 3981.16; Wellmark BlueCross/BlueShield of SD, county share of health insurance premium 7194.24.

The Auditor's Account with the County Treasurer for the month of December 2021: deposits in banks, \$6,606,813.28; cash to deposit, \$2,096.87; checks to deposit, \$40,488.79; CC payments, \$1,106.60; 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: \$7,453,025.54.

Auditor Sherman asked the Board for a motion to move Brian Havard to Pay Grade D, this per a meeting they had with Hwy Supt Kreutzfeldt and Laura Schultz, HR Manager in June 2021. Motion made by Dick to move Brian Havard from Pay Grade C to Pay Grade D, \$18.12/hour plus 3% increase, effective 01/01/2022. Second Koch. Motion carried.

Motion made by Koch to enter Executive Session at 12:50 p.m. for personnel discussion, SDCL 1-25-2 (1). Second Mehlbrech. Motion carried. Chairman Gordon declared out of Executive Session at 1:15 p.m.

The meeting adjourned subject to call.

Dated this 11th day of January 2022.

Steve Gordon _____
Chairman, McCook County Commission

ATTEST:

Geralyn Sherman _____
Auditor, McCook County