

## JANUARY 4, 2022 -REORGANIZATION MEETING

This being the reorganization meeting of the Brown County Commission for year 2022, said Board convened at 8:45 A.M. in the Commissioner's Chambers, Courthouse Annex, Brown County, South Dakota. Present were Commissioners Dennis Feickert, Doug Fjeldheim, Mike Gage, Duane Sutton and Mike Wiese. Commissioner Sutton led the Pledge of Allegiance.

### APPROVAL OF AGENDA:

Moved by Sutton, seconded by Wiese to approve the agenda. All members present voting aye. Motion carried.

Cathy McNickle, Brown County Auditor called for nominations for Brown County Commission Chair for year 2022, pursuant to SDCL 7-8-15.

Commissioner Wiese nominated Duane Sutton for Chair. Moved by Wiese, seconded by Fjeldheim that nominations cease and a unanimous ballot be cast for Duane Sutton 2022 Chair of the Brown County Commission. All members present voting aye. Motion carried.

Commissioner Feickert nominated Mike Wiese for Vice Chair. Moved by Feickert seconded by Gage that nominations cease and a unanimous ballot be cast for Mike Wiese Vice Chair 2022 of the Brown County Commission. All members present voting aye. Motion carried.

### MINUTES:

Moved by Feickert, seconded by Wiese to approve the General Meeting minutes of December 28, 2021. All members present voting aye. Motion carried.

### CLAIMS/PAYROLL:

Moved by Fjeldheim, seconded by Wiese to approve the following claims and payroll: Professional Fees: BMI MUSIC LICENSE FOR LOCAL GOVERNMENTAL ENTITIES \$368.00; HOUSTON ENGINEERING, INC. \$11,287.39; KRISTI SPITZER \$200.00; LUMEN \$189.46; Mullen Coughlin, LLC \$1,698.50; NE MENTAL HEALTH CENTER \$4,944.00; Ross K. Den Herder \$366.30; SD ASSOC OF COUNTY COMMISSIONERS \$6,976.00; SD ASSOC. OF COUNTY OFFICIALS \$3,212.37; SD SHERIFF'S ASSOC \$1,595.93; SD STATE'S ATTORNEY ASSOC. \$1,799.00; SD TEEN COURT ASSN \$750.00; STATE BAR OF SOUTH DAKOTA \$2,035.00; TYLER TECHNOLOGIES INC \$1,144.22; US BANK \$497.99; ZYLSTRA INVESTIGATIONS \$875.00 Publishing: KING MIDAS, INC. \$850.00; US BANK \$296.62 Repairs & Maintenance: CRAWFORD M S & F INC \$987.00; CRAWFORD TRUCKS & EQUIPMENT \$598.16; DAKOTA PUMP INC. \$4,545.00; DOUGLAS E. GROTE \$2,425.00; HONEYWELL INTERNATIONAL INC. \$25,783.65; KIRBY KIESZ \$280.50; LEIDHOLT ELECTRIC LLC \$673.04; NICK A. FINNESAND \$500.00; STEVEN LUST AUTOMOTIVE \$64.74; TITAN MACHINERY - ABERDEEN NH \$6,969.99; TITAN MACHINERY, INC - ABERDEEN CASE IH \$729.60; US BANK \$224.94 Supplies: ABERDEEN MEDICAL CENTER PHARMACY \$933.85; ABERDEEN PIT STOP \$769.95; BAKKEN BUILD MAINTENANCE \$500.00; CENTURY BUSINESS PRODUCTS \$82.75; CRAWFORD M S & F INC \$85.50; CRAWFORD TRUCKS & EQUIPMENT \$217.34; DAKOTA MAILING & SHIPPING EQUIPMENT INC \$940.00; FEDEX \$21.36; HOUSE OF GLASS \$43.79; KIRBY KIESZ \$331.60; MARCO INC \$53.42; MENARDS \$184.03; PITNEY BOWES INC. \$126.00; RUNNINGS \$79.61; TITAN MACHINERY - ABERDEEN NH \$115.20; TITAN MACHINERY, INC - ABERDEEN CASE IH \$1,609.72; US BANK \$10,765.92 Travel & Conference: CITY OF GROTON \$327.24; IAFE (INTERNATIONAL ASSOC. OF FAIRS & EXPOSITIONS) \$825.00; MARK MILBRANDT \$200.00; US BANK \$833.43 Utilities: AT&T MOBILITY \$250.39; MIDCONTINENT COMMUNICATIONS \$343.61; NORTHWESTERN ENERGY & COMMUNICATIONS \$5,804.00; QWEST CORPORATION \$297.64;

RICHMOND LAKE SANITARY DIST \$3,780.00; US BANK \$2,172.16 Rentals: NORTHERN ELECTRIC COOP, INC \$1,200.00; ROLAND L. MOERKE \$63.75 Others: LAMB CHEVROLET & IMP \$41,600.00; SD DEPT OF AGRICULTURE & NATURALRESOURCES \$600.00; US BANK \$1,563.50. Payroll 26: Commission \$4,327.95; Auditor \$7,544.14; Treasurer \$12,420.54; SA \$24,740.11; SVAWA \$0.00; Maintenance \$7,822.30; Assessor \$14,793.77; Register of Deeds \$7,969.60; VSO \$4,022.49; GIS \$2,411.38; IT \$7,258.55; HR \$3,833.83; Sheriff \$44,410.83; Jail \$57,417.65; Coroner (Voucher) \$4,650.00; Court Security \$4,488.67; JDC \$31,021.44; Welfare \$2,982.62; Museum \$8,591.78; Parks/Fairgrounds \$3,429.18; Fair Board \$4,160.00; Weed \$884.14; Planning & Zoning \$5,332.71; Highway \$41,874.47; Dispatch \$32,951.63; Emergency \$4,160.96; Teen Court \$531.30; JDAI \$1,846.15; 24/7 Sobriety \$1,376.75; Landfill \$14,987.20; MATCHING Benefits: FICA \$22,480.04; Medicare \$5,257.44; Health Insurance\_Wellmark BCBS \$ 111,696.82; Dental Insurance\_Delta Denta; \$7,384.85, Life Insurnace \_Dearborn \$1,013.87, Retirmentet\_SDRS \$65,836.74. All members present voting aye. Motion carried. All members present voting aye. Motion carried.

#### HR REPORT:

Moved by Wiese, seconded by Fjeldheim to approve the HR Office Report, which includes the following:

- Acknowledge resignation of Brenda Reich, Brown County HD Correctional Officer, part-time; effective December 19, 2021. Request to fill.
- Approve hiring of Macy Mikkelson as Brown County Building Maintenance Custodian, part-time; starting wage \$11.96/hour; effective January 3, 2022.
- Approve hiring of JorDenne DuCheny as Brown County Communications Dispatcher, full-time; starting wage \$21.16/hour; effective January 17, 2022.
- Approve hiring of Aaron Walberg Jr. as Brown County Jail Correctional Officer, full-time; starting wage \$18.87/hour; effective January 11, 2022.
- Approve hiring of Paige Smit as Brown County Jail Correctional Officer, part-time; starting wage \$14.76/hour; effective December 29, 2021.
- Approve hiring of Candace Rohrbach as Brown County Jail Correctional Officer, part-time; starting wage \$14.76/hour; effective December 29, 2021.
- Approve amendment to wage on 12.21.21 HR report: Promotion of Austin Ball from Brown County Jail CO to Brown County Jail Sergeant; starting wage \$21.20/hour; effective December 27, 2021.
- Approve amendment to 12-28-2021 HR Report, step schedule: Mariann Malsom was \$26.36 s/b \$25.36; Leanne Shutt was \$14.14 s/b \$15.03; Jennifer Hopkins was \$15.44 s/b \$14.42; Samuel Hoppock was \$22.63 s/b \$20.66; Joseph Embury listed twice s/b PT; Jennifer White listed twice s/b PT

All members present voting aye. Motion carried.

#### DOE CLOTHING POLICY:

Moved by Feickert, seconded by Wiese to approve request submitted by Gene Loeschke, DOE, for 2022 clothing allowance @ \$150.00 for each employee in the Equalization Office, per Employee Policy C-12. All members present voting aye. Motion carried.

#### SHERIFF UNIFORM ALLOWANCE:

Moved by Wiese, seconded by Gage to acknowledge the sheriff uniform request as budgeted for in the 2022 budget. All members present voting aye. Motion carried.

#### OFFICIAL NEWSPAPERS:

Moved by Feickert seconded by Wiese to designate the following as the official Brown County newspapers for year 2022 (SDCL 7-18-3): Aberdeen American News, Aberdeen, SD; The Groton Independent, Groton, SD. These are the only two official newspapers in Brown County for 2022. All members present voting aye. Motion carried.

**DEPOSITORIES:**

Moved by Fjeldheim seconded by Feickert to designate the following as official depositories for Brown County public funds for year 2022 (SDCL 7-2-13), with funds deposited in the name of Patty VanMeter, Brown County Treasurer: Dacotah Bank; US Bank; First Savings of Beresford, First Savings of Hecla; Bank North of Warner; Bank North of Warner, Aberdeen Branch; First National Bank of Frederick; Plains Commerce Bank; Great Western Bank; Great Plains Bank; CorTrust. All members present voting aye. Motion carried.

**DESIGNATION OF DEPUTIES:**

Commissioner Fjeldheim offered the following Resolution:

**RESOLUTION #1-22**

WHEREAS, SDCL Chapter 7-7-20 mandates the designation of the number of deputies and clerks for various offices by the Board of County Commissioners,

THEREFORE, BE IT RESOLVED, that the following deputies and clerks are authorized at the discretion of the County Officials for County offices: Auditor - 2 Chief Deputy, 2 Senior Office Deputies; Treasurer - 2 Chief Deputies, 5 Deputies, 1 part-time Clerk; Register of Deeds - 1 Chief Deputy, 4 Deputies. All extra help hired by County Officials must first be approved by the County Commission.

Seconded by Commissioner Wiese. Roll call vote: Commissioners Feickert-aye, Sutton-aye, Wiese-aye, Gage-aye, Fjeldheim-aye. Resolution adopted.

**INVESTMENT POLICY:**

Commissioner Wiese offered the following Resolution:

**RESOLUTION #2-22**

WHEREAS, the nature of tax collections and other revenue is such that cash on deposit in the County's depositories at times exceeds the requirement for current expenditures; and

WHEREAS, it is in the best interest of the County to invest these monies not required for immediate expenditure.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Treasurer is hereby directed to invest Brown County public funds at the highest rate of interest possible at said time on available monies at financial institutions, as designated by the Brown County Commission, and

FURTHER, to furnish quarterly reports detailing same, as authorized by SDCL 4-5-8.

Seconded by Commissioner Fjeldheim. Roll call vote: Commissioners Feickert-aye, Sutton-aye, Wiese-aye, Gage-aye, Fjeldheim-aye. Resolution adopted.

**INTEREST POLICY:**

Moved by Fjeldheim, seconded by Wiese to approve the following Policy in regard to interest earned from deposits and investments: State law allows income from deposits and investments to be credited to either the General Fund or the fund making the investment. The County's policy is to credit all income from deposits and investments to the General Fund during the year, except for interest earned on specific certificates of deposits for the Solid Waste Fund. USGAAP requires income from deposits and investments to be reported in the fund whose assets generated that income. Where the governing board has discretion to credit investment income to a fund other than the fund that provided the resources for investment, a transfer to the designated fund is reported when authorized by the Commission. Fund transfers of investment earnings to the General Fund shall not occur in 2022, all funds shall receive the income generated from the assets of the fund. All members present voting aye. Motion carried.

**EXPENSE POLICY:**

Moved by Feickert, seconded by Wiese to set the following expense rates for Brown County employees for year 2022:

Meal reimbursement made only for out of County travel

	In-State	Out-of-State
Breakfast	\$ 6.00	\$10.00
Lunch	\$14.00	\$18.00
Dinner	<u>\$20.00</u>	<u>\$28.00</u>
	\$40.00	\$56.00

Qualifying time for meal allowances:

Breakfast - leave before 5:31 a.m. - return after 7:59 a.m.

Lunch - leave before 11:30 a.m. - return after 12:59 p.m.

Dinner - leave before 5:31 p.m. - return after 7:59 p.m.

Lodging reimbursed at actual cost, receipt required (if possible have direct billing, as County tax exempt).

Reimbursement for use of personal vehicle for County business, as follows: All county employees and officials shall be paid for traveling expenses for each mile traveled in the discharge of their official duties at 47 cents per mile. Miles to be determined by the assistance of Map Quest or similar web site; Odometer readings required for all destinations not available on web site; Odometer reading only required once to establish routine destination routes, i.e. per diem for board members. All members present voting aye. Motion carried.

**EXPENSE POLICY - ELECTION OFFICIALS:**

Moved by Fjeldheim, seconded by Wiese to set \$250.00 as the one-day fee for vote center officials working on Election Day, \$15.00 per hour for absentee vote center officials working on Election Day, \$20.00 for vote center officials attending Election School, and to set minimum mileage at five miles when claimed by vote center/absentee ballot official. All members present voting aye. Motion carried.

**TAX DEED NOTICES:**

Commissioner Wiese, offered the following Resolution:

**RESOLUTION #3-22**

WHEREAS, Brown County has acquired tax certificates on property with delinquent real estate taxes for which tax deeds and notices can be served.

THEREFORE, BE IT RESOLVED, that the Brown County Commission authorizes the County Treasurer, Patty VanMeter to request States Attorney Ernest Thompson and States Attorney Office personnel to act as agents to process said tax deeds and notices.

Seconded by Commissioner Fjeldheim. Roll call vote: Commissioners Feickert-aye, Sutton-aye, Wiese-aye, Gage-aye, Fjeldheim-aye. Resolution adopted.

#### COUNTY RENTAL RATE AND FEE SCHEDULE:

Moved by Wiese, seconded by Gage to establish rental rates and fee schedule for 2022: County wide rental and fee schedule is on file at the Auditor's office. All members present voting aye. Motion carried.

#### VOLUNTEERS/WORKER COMPENSATION:

Moved by Fjeldheim, seconded by Wiese to approve the following list of volunteers for work comp purposes: (CERT, Citizens Corp, Dive Team, Chaplans, Fair, Museum, 4-H Promotion/Expansion). List is on file in the Board Book with the Brown County Auditor. All members present voting aye. Motion carried.

#### COMMUNICATIONS COUNCIL 2022:

Moved by Wiese, seconded by Gage to assign Chair Sutton, and Vice Chair Wiese as representative to Communication Council per agreement. All members present voting aye. Motion carried.

#### FSA APPOINTMENT:

Moved by Feickert, seconded by Wiese to appoint Doug Fjeldheim as Farm Service Agency representative. All members present voting aye. Motion carried.

#### BOARD BOOK INCLUDING COMMISSION COMMITTEE ASSIGNMENTS 2022:

Moved by Feickert, seconded by Wiese to approve the Board Book for 2022 including board appointments and commission committee assignments. Commission Committee assignments are as follows for 2022: Duane Sutton - Aberdeen Development Corporation, Communication Council, Fair Board, SD Public Assurance Alliance, Dacotah Prairie Museum Board, Alternate liaison 4-H Leaders Association/Promotion & Expansion Committee, Edwards Preserve Nature Area, SDACC Catastrophic Legal Board, Centennial Village Liaison; Doug Fjeldheim - Airport Board, NECOG, Sick Leave Bank, Aberdeen/Brown County Regional Railroad Authority, FSA representative; Mike Gage - Risk Management Committee, Legislative Contact, Planning & Zoning Board, JDAI (Juvenile Detention Alternative Initiative), Senior Citizens Board, 4-H Leaders Association/ Promotion & Expansion; Mike Wiese - Range Fire Suppression, Union Negotiations, Liaison to Welfare, LEPC, Alternate to Aberdeen /Brown County Regional RR Authority, Glacial Lakes, Communication Council; Dennis Feickert - Weed & Pest Control Board, alternate legislative contact, County Buildings, Union Negotiations, Grow SD (NESDCAP), Fair Board, NE Mental Health Center. Full board book is on file for public inspection at the Brown County Auditor's Office. All members present voting aye. Motion carried.

#### OUT OF STATE TRAVEL REQUEST:

Moved by Wiese, seconded by Fjeldheim to approve out of state travel for Brown County Fair employees Rachel Kippley and McKenzie Bierman to attend 2022 IFM Summit in Denver Colorado January 21-24, 2022. All members present voting aye. Motion carried.

**ABATEMENTS:**

Moved by Fjeldheim, seconded by Weise to approve the following abatement: Mark Hanse (assessed excess land) @ \$259.72; Brown County (tax exempt) @ \$113.64, \$76.47, \$9.23, \$349.89, \$72.01 \$461.01; Aberdeen Downtown Apartments (Historical Tax Freeze) @ \$14,729.61; Aberdeen School District (Tax exempt) @ \$355.23, \$137.85; Jeff Voeller (Owner Occupied) @ \$87.97. All members present voting aye. Motion carried.

**SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE CONTRACT:**

Moved by Feickert, seconded by Gage to approve and authorize chair sign revised contract with South Dakota Public Assurnace Alliance. All members present voting aye. Motion carried.

**EXECUTIVE SESSION:**

Moved by Fjeldheim, seconded by Wiese to go into executive session to discuss personnel, contracts, and security per SDCL 1-25-2(1,4,6). All members present voting aye. Motion carried. The chair declared the executive session closed with no action taken.

**ADJOURNMENT:**

Moved by Fjeldheim, seconded by Feickert to adjourn the Brown County Commission at 10:50 A.M. All members present voting aye. Motion carried.

Cathy McNickle, Brown County Auditor

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