

**SPINK COUNTY COMMISSION PROCEEDINGS
REDFIELD, SOUTH DAKOTA**

The Spink County Board of Commissioners met at 8:30 AM on Tuesday, December 16, 2008, at the Spink County Courthouse. Present were Commissioners Dave Albrecht, Jeff Albrecht, Craig Johnson and Jerry Zerbel. Commissioner Buchholz was absent. Chairman D. Albrecht opened the meeting with the Pledge of Allegiance.

ADOPT AGENDA

Motion was made by J. Albrecht, seconded by Johnson, to adopt the agenda after adding four agreements from the SD Dept. of Transportation which pertain to project BRO 8058(15). All members present voted aye. Motion carried.

MINUTES APPROVED

Motion was made by Johnson, seconded by J Albrecht, to approve the minutes of December 2, 2008. All members present voted aye. Motion carried.

Auditor Cindy Schultz brought up the problem of heat registers in her office which can't be regulated. Commissioner Johnson had done a spread sheet comparing October and November gas bills from 2007 and 2008 and this year's are substantially higher. Johnson suggested that a walk-through of the courthouse be conducted to make sure all the registers and thermostats are operating efficiently.

RESIGNATION

Jane Pearson, Deputy Treasurer, submitted her letter of resignation effective 1/1/09.

Commissioner meeting dates in January, 2009 will be on the 6th, the 13th and the 27th.

Vic Fischbach, States Attorney, reported that he has prepared a deed for a property in Conde. Commissioner Johnson stated that the home is in good shape. Fischbach also asked about getting some sand on the parking lot.

Tom Leinen, Highway Superintendent, explained the agreements requiring Commissioner approval before bid letting can take place in March for bridge replacement in Buffalo Township. Costs of the project, estimated at \$490,934, are at 80% Federal, 20% County participation.

AGREEMENTS

Motion was made by J. Albrecht, seconded by Johnson, to approve the following agreements pertaining to Project No. BRO 8058(15) in Buffalo Township, Spink County:

- Agreement for Voluntary Right of Way Donation of 0.18 Acre signed 12/10/08 by Richard Roeber;
- Agreement for Voluntary Right-of-Way Donation of 0.11 Acre signed 12/12/08 by Joyce E. Wagner and Ronald V. Wagner;
- Utility Certificate signed by Dave Albrecht, Chairman, on 12/16/08;
- Letting Authorization for Project No. BRO 8058(15) signed by Dave Albrecht on 12/16/08;
- Certification that the Board of County Commissioners have acquired all necessary right of way and temporary construction easements required for Project No. BRO 8058(15).

All members present voted aye. Motion carried.

Leinen informed the Commissioners that there are approximately 157 bridges in Spink County and that the County is responsible for all bridges 20' or over from headwall to headwall.

Leinen stated that liners for the two belly dumps have been ordered. He also reported on the chain saw safety instruction that several of his staff went to, discussed the Doland shop and stated that he will prepare blading fees for the organizational meeting to be held on January 6, 2008.

Steve Hanson, EM/VSO, filed his report of current activities. He stated that the National Weather Service now provides alerts with a conference call along with the cell phone text message.

On the Veterans' side, he reported that the processing center is now in St. Paul, MN. The County is still in possession of the old VA van as no bids were received and the VA has not yet decided how the vans will be offered for sale.

Hanson stated that logging of his calls through dispatch is working well, except if he is already on the phone with someone. When dispatch then tries to reach him on his cell phone, he's already tied up on the office phone.

Lannie Arthurs, Courthouse Maintenance Supervisor, gave an update of his department. The Commissioners asked about spreading sand in the parking lot when it's icy. Arthurs stated that the City of Redfield does it and

that they had made a pass through the lot this morning. He also reported that he's contacted a plumber about problems on the third floor of the courthouse and it will be taken care of after the 1st of the year.

Auditor mentioned that the heat in the outer office and several other offices can't be controlled. Arthurs stated that he has been addressing the problem. The timer that Johnson Controls had recently installed has been disconnected because it wasn't working. Commissioner Johnson suggested that, because Schwan Welding had installed the new boiler, they be contacted about conducting a walk through of the courthouse. At that time registers and thermostats would be checked to see if they are performing properly. Arthurs will contact them and set up a time.

Arthurs then stated that the Health Office had inquired about being hooked up to the emergency generator. They are concerned about medications in their office that require refrigeration. Commissioner Johnson will take a look at the lines to the generator.

Arthurs showed the Assistant Custodian's requested 2009 work schedule to the Commissioners and inquired whether he had to accept it. Commissioners stated that flex schedules require the approval of the department supervisor.

SALARY STEP INCREASE

Sharon Jungwirth, Register of Deeds, stated that Sharlene Gilbert has completed her probationary period and recommended that she be promoted to a full Deputy. Motion was made by Johnson, seconded by Zerbel, to promote Sharlene Gilbert to a full Deputy Register of Deeds, effective 12/26/08, at \$12.41 per hour. All members present voted aye. Motion carried.

QUOTE ON IMAGING SYSTEM

Damon Durick, Active Data Systems, attended the meeting with Jungwirth to explain the \$23,322.00 quote for an updated document imaging system. He stated that the DocStar system, which originally cost \$28,066.00, is five years old and they can no longer support the computer. If the system would fail many years worth of documents could be lost. Commissioners questioned whether the new system would also be obsolete in five years and Durick replied that it could. As an advantage, the Sheriff Departments' system can be connected to the Register of Deeds' server. Commissioner Johnson inquired about the possibility of leasing and Durick will provide that information to the Commissioners.

BIDS

At 10:30, time set by public notice, the bid for one Chevrolet Impala 4-door sedan patrol car was opened and read. Jerry Hanson, Hansen Motor Company, was present and had submitted the only bid. Also present for the opening of bids were Sheriff Les Helm and Marleen Huckabay, Chief Dispatcher.

Motion was made by Johnson, seconded by J. Albrecht, to accept the \$22,223 bid received from Hanson Motor Company, Redfield, for one 2009 Chevrolet Impala 4-door sedan police package 9C-1 patrol car. All members present voted aye. Motion carried.

QUOTE ON COMPUTER

Huckabay also presented a quote on a Dell computer system and stated that the one presently in use is not working well. \$1,600.00 had been budgeted for this expense in 2008 by the department.

Motion was made by Zerbel, seconded by J. Albrecht, to approve the purchase of a Dell Studio XPS 435MT computer system quoted at \$1,538.98 for the Sheriff's Department. All members present voted aye. Motion carried.

A request was filed by Sheriff Helm for Deputy Chad Papke to be given a pay step increase to the Certified Deputy step. Motion was made by Johnson, seconded by J. Albrecht, to promote Chad Papke to the first year, Certified Deputy level and increase his hourly salary from \$13.63 to \$14.11 per hour effective 12/1/08. All members present voted aye. Motion carried.

PRISONER HOUSING AGREEMENTS

Motion was made by J. Albrecht, seconded by Zerbel, to approve the following prisoner housing agreements between Beadle and Spink Counties:

- Regional Correction Center, Huron, at \$65.00/prisoner day effective January 1, 2009 through December 31, 2009;
- Beadle County Juvenile Detention Center, Huron, \$140.00/juvenile detention day effective January 1, 2009 through December 31, 2009.

Both Centers have a \$15.00 per day increase over 2008's fees. All members present voted aye. Motion carried.

Kathy Ludwig, Treasurer, filed a Client Analysis Statement from Wells Fargo Bank. Fees were discussed and it was proposed that the County seek quotes from local banks sometime in the near future.

REPAYMENT OF TAXES AGREEMENT

Ludwig also filed an agreement for partial payments of taxes. Motion was made by Zerbel, seconded by J. Albrecht, to approve the payment of \$140.00 taxes on property described as Lt 3 Blk 10 S-D Blk 9-18 & OL FGH Conde City, such payments due on the 20th of each month beginning January 15, 2009 and continuing until the balance, together with accrued interest, is paid in full. All members present voted aye. Motion carried.

COUNTY WELFARE ASSISTANCE

Theresa Hodges, Deputy Auditor/Welfare Director, discussed medical claims against clients #144 and #162. Commissioners took Hodges recommendation to pay claims totaling \$673.75 in the case of #144 because prior approval had already been granted. A decision will be made on #162's claims using the 2008 income tax return.

Motion was made by Zerbel, seconded by J. Albrecht, to reject payment of \$1,391.52 in claims for case #144 because prior approval would have been required and the hospital did not provide a notice of hospitalization.

PERSONNEL POLICY

Hodges stated that the personnel policy board had met on October 9 and November 21, 2008 and recommended changes pertaining to Job Announcements, the Family and Medical Leave Act, Leave of Absence (Without Pay) and Re-employment.

Motion was made by Johnson, seconded by J. Albrecht, to approve, effective immediately, the Policy Board's proposed change to the Policy Manual which addresses Job Announcements and Promotions and another change addressing Re-employment. All members present voted aye. Motion carried.

Copies of the policy changes will be distributed to all employees and are on file in the Auditor's office. The proposed policies pertaining to Leaves of Absence and FMLA will be addressed by the Policy Board and revisions made.

EXPENSE REQUESTS:

Motion was made by Buchholz, seconded by J. Albrecht, to approve the following expense requests:

- Kim Markley, Director of Equalization, to County Day, Pierre, 1/29-1/30/09;
- Pesticide Applicator Recertification in Aberdeen, 1/7/09: Mike Esser; 1/22/09: Lannie Arthurs, Dennis Baird, Delwin Bierman, Doug Carter, Greg Drayer, Willis Rothacker, Monty Wipf and Mike Esser; 2/10/09: Mike Esser;
- Cindy Schultz, Auditor, and Tammy Suchor, Deputy, to Annual Report Workshop, Aberdeen, 2/6/09.

All members present voted aye. Motion carried.

COMMITTEE REPORTS

Commissioner Johnson reported that Redfield City had adopted the law enforcement contract for 2009 – 2012 and that Community Memorial Hospital's bonding has passed.

Commissioner Zerbel excused himself from the meeting at 12:10.

CLAIMS AND REPORTS ALLOWED

Motion was made by J. Albrecht, seconded by Johnson, to approve the following claims and reports. All members present voted aye. Motion carried.

County General Fund

Misc: Brown County Sheriff 1260.00 board of prisoners, Center for Independence 416.66 Nov. funding, Conde Ambulance 609.10 Nov. & Dec. expenses, Faulk County Sheriff 2640.00 Nov. board of prisoners, Lewis Drug 16.99 care of prisoners, Pennington Co. Sheriff 35.32 serve papers, Redfield City 1000.00 Dec. Code Enforcement, SDACC 2404.04 Catastrophic Legal Pool; SD Dept. Revenue: 10.00 pickup plate transfer; SD State Treasurer: 210.00 lab services, SDDC-Redfield 60.00; juror and witness fees 2301.18;

Supplies and Repairs: Appel Oil 61.20, BW Ins. 82.00, Brick-House 66.43, Burdick Bros. 205.89, Cole Papers 1484.13, Conde News 1305.90, Duckwall-Alco 148.83, Gary's Two-Way Radio 514.95, Hedahls 31.18, Johnson Oil 2001.23, McLeod's 386.30, OK Tire Store 1061.60, Randy's Auto Salvage 425.00, Redfield Press 278.36, Sieglings 55.39, SD Federal Property 17.50, Spink Co. Farm & Hardware 31.06, The Times Record 1305.90, True Value/Radio Shack 348.47, Wells Fargo Remittance 56.14;

Travel: Director of Equalization: SDAAO 165.00 dues; Extension: Mark Rosenberg 80.66 mileage, 75.00 CCA Crop Advisor Renewal, 9.00 meal; Sheriff: Wells Fargo Remittance 156.66 lodging;

Utilities: Executive Management (BIT) 267.08, Northern Wireless 106.40, Northwestern Energy 15.91, Redfield City 97.95;

Welfare: U of MN Med. Center Fairview 618.20, University of MN Physicians 55.55;

Highway Department

Supplies & Repairs: Appel Oil 10522.65, Burdick Bros. 55.08, Butler Machinery 296.08, Cole Papers 163.05, Conde News 42.17, Diesel Machinery 19006.21, Duckwall-Alco 15.75, Farnams 458.41, Harvey's 7880.18, Hedahls 263.83, Johnson Oil 192.40, Kimball Midwest 233.22, Lien Transportation 915.75, McGillvrey Oil 4614.40, Northern Truck Equip. 213.23, OK Tire Store 8.50, Power Plan (RDO) 538.73, Safety Service Inc. 25.15, Spink Co. Farm & Hardware 215.92, The Times Record 42.17, True Value/Radio Shack 11.97;

Utilities: Doland City 28.50, Executive Management (BIT) 12.23, Northern Wireless 39.95, Northwestern Energy 355.54, Qwest 82.00, Redfield City 39.90;

E911

Supplies & Repairs: Synergem 2384.00;

Utilities: James Valley Telecommunications 248.44, Qwest 906.42;

Emergency Management

Supplies & Repairs: Cole Papers 32.61, Duckwall-Alco 18.00, Redfield Press 39.44;

Utilities: Executive Management (BIT) 6.38, Northern Wireless 5.55;

Domestic Abuse

Misc: Family Crisis Center 1700.00 second half 2008 support;

Law Library

Supplies & Repairs: West Group 478.50.

REPORTS

- November 2008 Register of Deeds Statement of Fees Collected: \$5,822.30
- November 2008 Highway Department Report of Collections:
 - Road and Bridge Fund (201) \$11,517.00
 - Weed Department (101) \$184.00
- November 2008 Sheriff's Department Report of Collections: \$5,074.99
- November 2008 Auditor's Report of Poor Lien Reimbursements: \$175.00
- November 2008 Spink County Ambulance Report of Activities
- 2008 YTD Comp and OT Earned by Department
- 2008 YTD Leave Without Pay Hours
- November 2008 Auditor's Account With the County Treasurer as of September 30, 2007
 - County General Fund \$2,242,322.12
 - Special Revenue Funds 197,645.61
 - Capitol Projects 24,400.46
 - TIF Debt Service -20,521.19
 - Trust & Agency Funds 145,517.90
 - Amount Held for School Districts 844,650.91
 - Amount Held for Townships 91,067.56
 - Amount Held for Municipalities 288,900.65
 - TOTAL \$3,813,884.02
- General Fund Surplus Analysis effective 11/30/08: 0.13

Commissioners discussed salaries and the upcoming reorganizational meeting to be held on January 6th.

CORRESPONDENCE:

- Notice of Grow Spink annual meeting to be held in the Frankfort Community Center on January 8, 2009
- SD Dept. Environment & Natural Resources: Spink Colony Dairy Manure Management System Reception Pit Plans & Specs Review
- National Council on Compensation Insurance, Inc. report of experience modifier: 1.17
- SD Dept. of Health regarding WIC County Contract – Participant Rate Reimbursement
- James River Water Development District notice of meeting in Frankfort Dec. 18, 2008

Chairman Dave Albrecht declared the meeting adjourned at 12:50 p.m. until 8:30 a.m., Tuesday, December 30, 2008.

Dave Albrecht, Chairman
Spink County Board of Commissioners

ATTEST:
Cindy Schultz, Auditor
Spink County, South Dakota