

**July 21, 2015**

**CALL TO ORDER**

Chairman Claggett called the regular meeting of the Davison County Board of Commissioners to order at 9:00 a.m. Members of the Board present were Claggett, Reider, Weitala, Bode. Absent Kiner. Also present was Auditor Kiepke.

**PLEDGE**

The Pledge of Allegiance was led by Chairman Claggett.

**APPROVE MINUTES**

Motion by Weitala, second by Reider to approve the minutes from the July 14, 2015 meeting. All members present voted aye. Motion carried.

**DAV VAN DISCUSSION**

Veteran's Service Officer Davidson appeared before the Board to discuss details of a position she is requesting. Davidson feels she needs somebody to answer phone calls when she is with veterans and to coordinate the DAV van.

The commissioners will take the matter into consideration. No action was taken today.

**CONTINUE 2016 BUDGET REVIEW**

The commissioners continued to review department budget requests for 2016.

**APPROVE REPAIR**

At the request of Highway Superintendent Weinberg, motion by Bode, second by Weitala to approve the repair of the Zipper at a cost of \$18,495.00. All members present voted aye. Motion carried.

**HR GREEN FINAL TRANSPORTATION STUDY PRESENTATION**

John Wiegand of HR Green presented the final report on the Transportation Study conducted in Davison County. The final chapters of discussion were chapter 9, 10 & 11.

He presented the following recommendations.

1. Maintain and preserve the existing transportation system and infrastructure.
2. Prioritize roadways to guide investment decisions.
3. Continue to seek and evaluate new and additional funding opportunities for road and bridge projects.
4. Provide a comprehensive approach to address current and future issues and needs throughout the County's transportation network.
5. Maintain a Master Transportation Plan that is compatible with other planning documents and adaptable to address unforeseen needs and the evolving transportation network.
6. Continue to partner with surrounding agencies to address multi-jurisdictional transportation issues, needs, and challenges presented by a regional transportation network.

The full report may be found on file in the Davison County Auditor's office.

Mr. Wiegand also noted that in order to get Bridge Improvement Grant funds the county is required to have their own 5 year Master Transportation Plan. Although this report would aid Davison County, it would not be considered as Davison County's Master Transportation Plan.

## **APPROVE BILLS**

Motion by Weitala, second by Reider to approve the following bills for payment. All members present voted aye. Motion carried.

## **GENERAL FUND:**

**JUDICIAL:** Law Library/West Payment Center-680.25; **TREASURER:** Travel & Conf/Christie Gunkel-914.09; **ST ATTORNEY:** Prof Fees/JobsHQ-258.96, Medical Prof Fees/Avera Queen of Peace-3,834.00, Books/West Payment Center-139.00; **INDIGENT DEFENDER:** Third Party Billing/Fink Law Office-329.19, Morgan, Theeler-117.00; **PUBLIC SAFETY BLDG:** Repairs/McFarland Supply-15.55, Menards-18.35, Monick Pipe & Supply-524.71, Gas & Fuel/Meyers Oil-247.91, Water & Sewer/City of Mitchell-633.05, Phone/Roger Collins-50.00; **GEN GOV BLDG:** Gas & Fuel/Meyers Oil-56.07, Gas & Electric/Northwestern Energy-2,548.29, Phone/Dennis Bruske-50.00, Minor Equip/Menards-23.75; **DOE:** Gas/Meyers Oil-121.63, Travel & Conf/SDAAO-600.00; **NORTH CO OFFICES:** Repairs/McFarland Supply-25.89, Supplies/Jones Supplies-80.83, Gas & Fuel/Meyers Oil-46.51, Gas & Electric-980.03, Water & Sewer/City of Mitchell-56.00; **CO COORDINATOR:** IT Contract/Tech Solutions-6,593.40; **SHERIFF:** Radio Equip Repair/Sioux Falls Two Way Radio-175.00, Patrol Car Repair/Advance Auto Parts-4.40, Office Supplies/Hard Drive Outlet-69.96, Wholesale Electronis-94.32, Gas/Meyers Oil-3,989.57; **JAIL:** Vehicle Maint/Meyers Oil-562.10; **CORONER:** Fees/George Bittner-170.00; **FAIRGROUNDS:** Supplies/Jones Supplies-72.19, Gas & Fuel/Meyers Oil-213.09; **WEED:** Supplies/Agronomy Plus-96.00, Fuel/Meyers Oil-923.80; **HIWAY:** Repairs & Maint/Asphalt Zipper-1,422.47, Boyer Trucks-99.73, Supplies & Materials/Robert Maeschen-521.02, Gas & Fuel/Meyers Oil-13,998.43, Utilities/Northwestern Energy-332.61; **EMERG MGMT:** Fuel/Meyers Oil-813.59, **FUBD 76900:** M & P Due to Other County Assoc/SDACO-M & P-584.00.

## **PAYROLL FOR THE MONTH OF JUNE**

Commissioner-\$6,007.40, Auditor-\$12,204.44, Treasurer-\$8,834.35, State's Attorney-\$14,537.26, Public Safety Building-\$8,336.02, Gen. Government Building-\$8,943.84, Director of Equalization-\$20,579.17, Register of Deeds-\$10,146.05, North Offices-\$2,628.36, Veterans' Services-\$2,520.81, County Coordinator-\$413.80, 24/7 Program-\$4,845.78, Sheriff-\$34,282.32, County Jail-\$69,041.53, Coroner-\$290.00, Juvenile Detention-\$188.16, Emergency Management-\$4,563.28, County Road & Bridge-\$35,538.26, Welfare-\$2,941.96, Community Health Nurses-\$1,873.60, WIC-\$2,592.04, Fairgrounds-\$2,391.70, Extension-\$3,339.68, Weed Control-\$5,661.03, Planning/Zoning-\$3,151.05.

## **APPROVE TIMESHEETS**

Motion by Bode, second by Reider to authorize chairman to sign department head timesheets as supervisor. All members present voted aye. Motion carried.

## **DENY WELFARE CLAIM**

As per the recommendation of Welfare Director Grissom, motion by Bode, second by Weitala to deny welfare claim #15-8137 as per SDCL 28-13-34.1 notice of hospitalization was not received within fifteen days. All members present voted aye. Motion carried.

## ADOPT AMENDED TRAVEL POLICY

Motion by Reider, second by Weitala to adopt the amended travel policy as written below, in accordance with Title 5, Administrative Rules of South Dakota, Section 5:01:02:11 and Section 5:01:2:14. All members present voted aye. Motion carried.

### 2.22 TRAVEL POLICY

**Effective Date / Review Date: 7/6/2004 / 1/1/2005 / 2/2/2010 7/21/2015**

All "non-routine" work-related travel, such as district meeting attendance, conventions etc., must have prior approval of the County Commission. A resolution may be passed at the beginning of each year authorizing some overnight travel for that year. Refer to the minutes of the Commission meetings for said resolution. Travel within Davison County & not over night travel can be approved by department heads. Day to day routine travel such as inmate transportation, etc. is understood as a department function. It is also the understanding of Davison County that unforeseen emergencies may arise which may constitute travel for the Emergency Management Department without giving emergency management personnel ample time to get formal approval.

#### APPROVAL

Regardless of how the travel is authorized the usual review and approval of expenses incurred will be made by the County Auditor and the County Commission before payment is made. The County Commission will regulate county travel; questions regarding interpretation of those regulations should be referred to the County Auditor's office.

Employees shall accomplish county travel by whatever method is most Economical and Practical to the county with consideration given to time requirements and the destination of travel. Employees are encouraged to travel together whenever possible on joint county business.

#### MEALS ALLOWABLE

Meal expenses are not considered an allowable business expense unless the business trip is overnight. Allowable meal reimbursements will no longer require meal receipts except for the exception listed below. Allowable meal reimbursements will be paid in accordance with Title 5 of the Administrative Rules of South Dakota.

**Meals will be reimbursed in accordance with Title 5, Administrative Rules of South Dakota. Section 5:01:02:11 (Out of State) and, Section 5:01:2:14 (In State).**

Meals and lodging will be a reimbursable expense for out of county travel only. This expense will not be allowed as a normally incurred expense during in-county employee service. No more than the maximum per day (as reflected by state rates) will be reimbursed, with the following exception.

As per SDCL 7-7-26, county commissioners, highway superintendents, auditors, treasurers, registers of deeds, state's attorneys, sheriffs, assessing officers and coroners shall be paid actual necessary expenses. However, if payment is to be over the annual per diem, receipts will be required.

These rates reflect state rates as noted in Title 5, Administrative Rule of South Dakota, Section 5:01:02:11 (Out of State) and Section 5:01:02:14 (In State). Meals will be paid per diem with \$32 per day for in state travel and \$45 per day for out of state travel according to the schedule below.

	<u>In State</u>	<u>Out of State</u>
<b>Breakfast</b>	\$ 6.00	\$10.00

<b>Lunch</b>	\$11.00	\$14.00
<b>Dinner</b>	\$15.00	\$21.00

**MILEAGE RATE ALLOWABLE:**

Any Individual seeking mileage reimbursement from Davison County shall be reimbursed In accordance with Title 5, Administrative Rule of South Dakota. Davison County will reimburse eligible individuals for qualified mileage at the current State Rate of .42 cents per mile for elected and appointed officials (effective 7/21/15) and .42 cents per mile for county employees for the use of a private or personal vehicle while on official county business.

**LODGING:**

In-State and Out-of-State: Single rate shall be at the going market rate for reasonable accommodations, not to exceed the lowest rate available for that lodging facility. County employees shall ask for “State Discount Rates” when registering.

**ADDITIONAL POLICIES:**

- **Travel Advance:**

A travel advance is NOT available to any county employee required to travel on county business.

- **Travel Vouchers:**

All travel vouchers for payment shall be submitted to the County Auditor’s office no more than 90 days after travel during normal voucher cycle. No claim will be accepted that is not completed properly. The reason for the trip and dates must be noted along with the documented expenses on a Request for Payment Voucher.

- **Proof of Expense:**

Receipts are required for all reimbursable expenses requested including meals when applicable.

**ADJOURN**

At 3:30 p.m., Chairman Claggett adjourned the meeting and set the next regular Board of Commissioners meeting for July 28, 2015, at 9:00 a.m.

**ATTEST**

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Susan Kiepke, Auditor

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John Claggett, Chairman

Publish Once  
Approximate Cost