

PROCEEDINGS OF COUNTY COMMISSIONERS
MELLETTTE COUNTY, SOUTH DAKOTA
January 2, 2024

The meeting of the Mellette County Board of Commissioners was called to order by Chairman Krogman in the Commissioner Room in the Mellette County Courthouse at White River, SD on January 2, 2023 at 9:05 am. Commission members present were Casey Krogman, Dan Valburg, and Jr. Brandis; also present was Auditor Jenny Galbraith, Highway Superintendent Joe Bechtold, Highway Maintenance Justin Bouman and Charlie Fallis, Jewel Bork, and Ben Krogman.

All motions are to be considered unanimous unless otherwise stated.

The pledge of allegiance was recited. A motion was made to approve the agenda by Valburg, seconded by Brandis.

Visitors – Public Comment: Jewel Bork of South Central RC&D attended the meeting to discuss the woody encroachment in grasslands and what is being promoted to resolve the problems and invite the commission to attend some educational seminars that are coming up.

Oaths of Office and Election of Officers Oaths of office were signed by all County Commissioners. Nominations were called for: Valburg nominated Krogman as Chairman. Brandis moved for nominations to cease and cast a unanimous ballot, second by Valburg. Brandis nominated Valburg as Vice-Chairman, seconded by Krogman. Krogman moved for nominations to cease and cast a unanimous ballot, seconded by Brandis. Oaths of office of all elected officials were signed: Stanley Krogman Sr, Register of Deeds; Jenny Galbraith, Auditor; Hilary Nesheim, Treasurer; Mike Blom, Sheriff; Karen O'Brien, Coroner.

Road & Bridge – Highway Superintendent Joe Bechtold updated the Commission on snow removal and projects the highway department is working on.

Auditor – Jenny Galbraith updated the Commission on the Auditor's office and informed them that tax bills have been printed and are currently being mailed by the Treasurer.

Sheriff – Mike Blom discussed what is happening in the Sheriff's office.

Treasurer – Hilary Nesheim provided the Commission an update on the Treasurer's office.

2024 Business Motions:

BASEMENT POLICY: Motion by Valburg, second by Brandis to leave the basement meeting room policy as set forth in Resolution 97-01 on file in the Auditor's office. Fees to be charged as follows: \$30.00 daily fee; 10-15 meetings \$60.00 per year; 15-30 meetings \$125.00 per year; 30-52 meetings \$200.00 per year.

OFFICIAL NEWSPAPER: Motion by Valburg, second by Brandis to designate the Mellette County News as the official newspaper for the county whereby county publications are to be published.

OFFICIAL BULLETIN BOARD: Motion by Valburg, second by Brandis to designate the bulletin board on the East wall of the Mellette County Courthouse hallway as the bulletin board where legal matters of the county are to be posted.

OFFICIAL DEPOSITORY: Motion by Valburg, second by Brandis to leave Dakota Prairie Bank, White River, South Dakota, as the official depository for county funds until February when it will become First Fidelity Bank.

Sheriff's checking account – motion by Valburg, second by Brandis to close the Sheriff's checking account at Dakota Prairie and deposit the funds into the main checking account

COMMISSION MEETINGS: Motion by Valburg, second by Brandis that the regular meetings of the County Commissioners are held on the first Tuesday of each month beginning at 9:00 a.m.; a second meeting will be held when necessary. Date & time may change to accommodate scheduling conflicts.

RATES FOR HIRE OF COUNTY EQUIPMENT: Motion by Brandis, second by Valburg to set the rates for hire of County Equipment as follows:

Mowing \$150.00 per hour for triple mower with tractor.

Backhoe work \$150.00 per hour.

Gravel hauled with county trucks \$150 per hour for hauling five miles & under and \$3.00 per ton per mile for hauling over 5 miles, \$.75 per ton for loading gravel.

Work with front-end loader \$200.00 per hour.

Blading and snow removal with motor grader \$300.00 per hour.

Gravel royalties to be determined by quality and accessibility of gravel.

The equipment is only allowed with the county patrol operator operating the equipment for said work.

MILEAGE RATE AND PER DIEM RATES: Motion by Brandis, second by Valburg to set the mileage and per diem rate at State rate.

RATES FOR MELLETTE COUNTY AMBULANCE: Motion by Valburg, second by Brandis to leave the ambulance rates as follows: Base rate \$900.00; ALS \$1100.00; Mileage \$13.00 per loaded mile; BLS Attendant \$80.00; ALS Attendant \$90.00; Paramedic \$100.00; Attendants will be paid \$25.00 if ambulance leaves the EMS Building and run is cancelled.

EMT'S AND EVOC'S: Motion by Valburg, second by Brandis that the following personnel are paid volunteer EMT's and EVOC's which will be covered by Mellette County's Work Comp

Insurance: EMT'S: Vanessa Hight and Ernestine Bear Heels. EVOC Drivers: Tyrell Tucker, Cliff Bryan and Bonnie Davidson. Licensed Medical Personnel: Kristi Newbold, RN; Paramedic Karen O'Brien; EMT Professional: Katherine O'Brien.

COUNTY BURIALS: Motion by Valburg, seconde by Brandis to leave the county burial rate at a maximum of \$1000.00 for a total cost of all burial expenses for an adult and \$500.00 for an infant under one year of age.

COUNTY HEALTH AND DENTAL INSURNACE: Motion by Valburg, second by Brandis that all employees who qualify for insurance benefits as specified in the Mellette County Policy Handbook may apply for health and dental insurance, 80% coverage to be paid by the County, 20% to be paid by employee. Employee vision and life insurance of \$20,000 will be paid 100% by the County. There will be no compensation paid to an employee in lieu of insurance coverage. Employees over the age of 65 and eligible for Medicare may voucher, with proper documentation, 80% paid by county, 20% paid by employee, reimbursement of Medigap Supplement, as per Internal Revenue Service counsel, to be reimbursed with monthly paycheck.

BLOOD ALCOHOL RATES: Motion by Valburg, second by Brandis that rate for taking blood alcohols is set at \$55.00 each.

PAY PERIOD: Motion by Valburg, second by Brandis that there shall be one payroll period for all Mellette County Employees. Pay period will end on the third Saturday of every month, time sheets are due in the Auditor's office by the following Monday and pay date will be by the first Thursday after the pay period ends.

PATROL OPERATOR HOURS: Motion by Valburg, second by Brandis to set a maximum of 60 hours per week, from May through October, and 40 hours per week for all other months, unless an

emergency arises such as snow removal, additional hours can be granted with prior approval of commissioners.

DESIGNATED PLACES WHERE CHATTELS ARE TO BE SOLD: Motion by Valbufg, second by Brandis that according to law, the Board of County Commissioners shall designate places where chattels are to be sold under foreclosure proceedings. Designated the places as follows: Mellette County Courthouse located at 321 E 4th Street, American Legion Rodeo Grounds located in the NE 1/4 of the NW 1/4 of Section 2, Township 41, Range 29, White River, South Dakota. Lots 15, 16, 17 of Block 2, First Addition, Town of Wood, South Dakota. Lot 2 & 3 of Block 1, Norris, South Dakota.

ELECTION OFFICIALS: Motion by Brandis, second by Valbufg that election officials shall receive \$250.00 per day plus actual miles traveled, with the exception of the Superintendent who shall receive \$260.00 per day plus mileage. Election officials working as resolution and counting board and post election audit shall receive \$75 per day plus mileage. Officials attending the Election Work Shop shall receive \$40 per day plus actual miles traveled.

POLLING PLACES: Motion by Brandis, second by Valburg that the number of polling places for all county elections shall remain three as follows:

West Precinct 6.....Norris Township Hall, Norris, SD
East Precinct 3.....Wood Community Hall, Wood, SD
White River Precinct 5.....ES Building, White River, SD
Central Precinct 2.....ES Building, White River, SD

EXECUTIVE SESSION: Auditor Galbraith requested that the Commission go into executive session to discuss personnel wages. Motion by Valburg, seconded by Brandis to go into executive session to discuss personnel at 10:09 am; at 10:28 am Chairman Krogman declared executive session over.

SALARIES: Motion by Valburg, second by Brandis to increase all wages 5% as follows:

Office Deputy Starting Wage \$15.52/hour

Janitor Tina Jones \$17.12/hour;

Deputy Sheriff \$23.31/hour with increase to \$23.97/hour after 6 months' probation period;

Reserve Deputy Sheriff and Part Time Deputy Sheriff \$21.09/hour;

Sheriff Secretary Shirley Bruning \$18.90/hour

Deputy Register of Deeds Karen O'Brien \$17.12/hour 16 hours per week;

Jailers \$12.24/hour;

Highway Dept. Highway Maintenance Worker Justin Bouman \$19.43/hour

Highway Dept. Highway Maintenance Worker Charlie Fallis \$18.29/hour

Highway Maintenance worker starting wage \$17.42/hour (depending on experience)

Seasonal or Part-time Highway Help \$17.01/hour;

Highway Bookkeeper Jenny Galbraith \$972.05/month;

VA Officer \$446.25 per month;

Emergency Management Director Karen O'Brien \$393.75/month.

Employees that will receive a monthly \$50 cell phone reimbursement for use of personal cell phones for county business are as follows: Highway Department Superintendent Joe Bechtold and regular employees; Justin Bouman and Charlie Fallis; Sheriff's Office personnel Mike Blom, Brandon Watson, Anthony Bonilla, and Trevor Willcuts.

ELECTED OFFICIALS & APPOINTED SUPERVISORS: Motion by Valburg, second by Brandis to increase all wages 5% as follows:

County Auditor, Jenny Galbraith \$47,182.11

County Treasurer, Hilary Nesheim \$47,182.11

County Register of Deeds, Stanley Krogman Sr. \$47,1182.11

County Director of Equalization, Haley Gallant \$20.64/hour

Highway Superintendent Joe Bechtold \$22.53/hour

States Attorney, Kirby Krogman \$58,195.44

County Sheriff, Mike Blom \$57,548.75

County Coroner, Karen O'Brien \$100.12 per call

No increase for County Commissioners, Casey Krogman, Dan Valburg, Jr. Brandis – salary remains at \$400.00/month plus insurance. No mileage paid for attending meetings.

PURCHASE LIMITS: Motion by Valburg, second by Brandis to set all General Fund and Road & Bridge Fund purchases to \$1000.00 without previous approval by the commissioners.

BILLS: Motion by Valburg, second by Brandis to allow the Auditor pay bills when they are due to avoid late charges if there is no meeting scheduled in time.

New Business

A. Time Clock policy – Auditor Galbraith discussed with the Commission that the Employee Policy manual needed to be updated to address the issue of hourly employees not clocking in and out and not notifying a supervisor in a timely manner. Auditor Galbraith will amend the policy and present at the next meeting for approval.

Commission reviewed the proceedings from December 22, 2023; motion by Brandis, seconded by Valburg to approve the proceedings.

Reports: Register of Deeds collected \$2531.00 for the month of December 2023.

Commission reviewed correspondence; no action required. At 10:41 am Chairman Krogman declared the meeting adjourned. Next meeting scheduled to be held on Tuesday, January 16, 2024 at 9:00 am.

Approved this 16th day of January 2024.

Casey Krogman, Chairman, Mellette County Commissioners

ATTEST

Jenny Galbraith, County Auditor