

Gregory County Commission Proceedings

The regular meeting of the Gregory County Commission was held Tuesday, December 3, 2024, at 9:00 a.m. in Burke with the following members present: Byrain Boes, Doug Janousek, and Jeff Johnson. Members absent: Jessy Biggins and Lance Matucha. Also present: Julie Bartling, Gregory County Auditor, Peggy Glover, District 2 Commissioner-elect, and Patty Connealy, Gregory Times Advocate.

Vice-Chair Byrain Boes called the meeting to order and all present recited the Pledge of Allegiance.

Approval of Agenda: Motion by Jeff Johnson, second by Doug Janousek to approve the agenda as presented. All members present voted aye. Motion carried.

Approval of Minutes: Motion by Doug Janousek, second by Jeff Johnson to approve the minutes of the November 20, 2024 meeting as read. All members present voted aye. Motion carried.

Conflicts of Interest: The Vice-Chair asked if there were any conflicts of interest from members present. None were disclosed.

Ex-Parte Communications: The Vice-Chair inquired if there have been any ex-parte communications by any member present. None were notated.

Public Input: The Vice-Chair opened the meeting for public input. No one appeared at the meeting.

Advertisement of Delinquent Taxes: Kathy Serr, Treasurer, requested as to the Board’s wishes regarding advertising of unpaid taxes. The Board agreed to advertising all unpaid taxes in the designated papers.

Highway Department Report: Bob Nelson, Highway Superintendent, reported on the following activities:

- *CR 42-Site 3- fencing & seeding will be completed
- *Standy Gravel hauling commencing
- *Landing Creek culvert-Kent Wells to install
- *Small Structure projects underway
- * CR 27- bid advertising forth coming (per Ulteig Engineering)
- * CR 57- survey document will be completed soon
- *Rental tractors will be returned and new rental to be discussed
- *Spot gravel continues
- *Snow Removal equipment ready
- *E.R. Sites approved

Approval of Claims: Motion by Jeff Johnson second by Doug Janousek to approve the following claims: I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of this County as of November 30, 2024.

Total Amount of Actual Cash.....	\$	525.00
Checking Account.....	\$	3,889,613.40
Insufficient Fund Checks.....	\$	110.26
Cash Over.....	\$	189.42

Certificate of Deposit.....\$ 2,300,000.00
 TOTAL.....\$ 6,190,438.08

Julie Bartling, Gregory County Auditor
 County of Gregory)
) SS
 State of South Dakota)

Statement of fees collected in the Register of Deeds Office for the month ending November 30, 2024 in the amount of \$6,898.53.

Statement of fees collected in the Sheriff's Office for the month ending November 30, 2024 in the amount of \$407.50.

Statement of fees collected in the Clerk of Courts Office for the month ending October 31, 2024 in the amount of \$6,619.33.

November 30, 2024

Wellmark \$20,526.36	SDRS \$14,617.62
AFLAC \$721.24	Group Resources \$250.00
NE Child Support Payment Center \$850.00	SDSRP \$150.00
Office of Child Support \$786.58	1st Fidelity Bank \$27,801.16
Accounts Management, Inc \$728.00	Colonial Life \$1,047.28
Medical Air Services Association \$445.50	Standard Ins Co \$2,796.08
Commissioners \$3,748.32	Auditor \$8,513.83
Treasurer \$9,750.43	States Attorney \$9,023.69
Courthouse \$4,806.42	DOE \$10,572.77
ROD \$9,490.29	VA \$1,231.52
Sheriff \$27,390.93	Solid Waste \$3,086.43
Nurse \$4,340.43	4-H/Youth \$3,600.23
Weed \$2,289.18	Planning & Zoning \$236.74
Road/Bridge \$67,178.18	EM&D \$1,894.15
24/7 Sobriety Testing \$841.49	

Andes Central School District	October 2024 Apportionment	14,477.25
Burke School District #26-2	October 2024 Apportionment	514,027.07
Gregory School District #26-4	October 2024 Apportionment	705,569.53
South Central School #26-5	October 2024 Apportionment	251,690.58
Dixon Township	October 2024 Apportionment	4,349.65
Edens Township	October 2024 Apportionment	3,544.14
Fairfax Civil Township	October 2024 Apportionment	1,852.94
Jones Township	October 2024 Apportionment	3,559.65
Landing Creek Township	October 2024 Apportionment	804.96
Pleasant Valley Township	October 2024 Apportionment	4,829.49
Schriever Township	October 2024 Apportionment	2,098.90
Star Valley Township	October 2024 Apportionment	2,278.13
Bonesteel Town	October 2024 Apportionment	19,561.61
Burke City	October 2024 Apportionment	60,000.28

Dallas Town	October 2024 Apportionment	15,894.04
Town Of Fairfax	October 2024 Apportionment	8,816.69
Gregory City	October 2024 Apportionment	128,325.84
Gregory City (TIF)	October 2024 Apportionment	6,175.34
Town Of Herrick	October 2024 Apportionment	3,206.49
South Central Water Dev. Dist.	October 2024 Apportionment	7,523.82

4 Season Ag Inc.	8.00	R&B Supplies
4k Design	1,700.00	Sheriff Vehicle
Appeara	208.45	R&B Supplies
Arrowwood	1,143.20	DOE Travel
B&S Machine Shop, Inc	383.42	R&B Repairs/Supplies
Bartling Welding & Machine	225.00	R&B Supplies
Beverley Keegan	50.72	Elections
Beverley Rubel	397.54	Elections
Black Strap Inc	3,454.65	R&B Supplies
Bonesteel Enterprise	1,739.31	Publishing
Burke Body Shop	85.00	R&B Repairs
Burke Building Center	32.77	Supplies
Burke City	1,378.95	Utilities
Burke Gazette	290.96	Publishing
True Value Hardware-Burke	108.55	Supplies
Butler Machinery	1,830.22	R&B Repairs
Commercial Asphalt	903,423.19	R&B Supplies
Cynthia Diekmann	324.52	Elections
D&L Trucking	1,358.30	R&B Gravel Hauler
Dakota Delivery Service	150.00	R&B Repairs
Dakota Traffic Service	14,044.00	R&B Supplies
Dallas Town	25.00	R&B Utilities
David Engelmeyer	272.40	Elections
Deborah Serr	356.68	Elections
Diesel Systems	326.92	R&B Repairs
Doug Pochop	50.72	Elections
Drugtestsinbulk	324.72	24/7 Supplies
Election Systems & Software	1,377.45	Election Supplies
Equipment Blades Inc.	2,410.00	R&B Supplies
Evonne Delong	375.14	Elections
First National Bank Omaha	615.58	Supplies
Fleetpride	2,089.09	R&B Repairs
Galls, LLC	236.89	Sheriffs Uniforms
Stacey Genzlinger	95.90	Elections
Gregory Co. Treasurer	499.21	Partial Pmt
Gregory Co. Treasurer	1,315.95	Partial Pmt
Gregory Times Advocate	3,118.49	Publishing/Supplies
Gregory County Title Company	450.00	Title Search
Grossenburg Implement	155.00	Weed Repairs
Grossenburg Implement	2,663.26	R&B Repairs
Harry K Napa	171.89	R&B Repairs/Supplies

Interstate Battery System	447.85	R&B Supplies
J And J Materials	4,702.46	R&B Supplies
James Waterbury	66.80	Elections
Jim's Garbage Service	220.00	Courthouse Utilities
Katherine Petersen	20.00	Elections
Kennebec Telephone Company	54.64	911 Contract
Kim Ludemann	277.40	Elections
Koenig Lumber	93.92	R&B Supplies
Konexus	1,265.00	EM&D Supplies
Lane's Diesel Repair LLC	500.00	R&B Repairs
LaNeal Schonebaum	110.00	Elections
Lee Chytka	56.08	Elections
Megan Lindholm	75.00	Elections
Lois Laber	283.60	Elections
M&J Auto	185.00	Weed Repairs
Main Street Auto Parts LLC	2,684.02	Repairs/Supplies
Marshall & Swift/Boeckh, LLC	2,037.48	DOE Computer
Meyerink Farm Service	235.94	R&B Repairs
Midwest Petroleum Equipment	1,148.50	R&B Supplies
Mr. Automotive	301.47	Supplies
Nelson Machine & Welding	20.00	Repairs
Nordstrom's Automotive, Inc	130.00	R&B Repairs
Northern Truck Equipment	183.68	R&B Supplies
Nutrien Ag Solutions, Inc.	2,747.60	Weed Chemical
Office Products Center	626.32	Supplies
Opperman, Inc.	397.41	R&B Supplies
Pennington Co. Jail	74.73	Jail Travel
Pheasantland Industries	129.32	R&B Supplies
Prestige Chemicals	1,915.77	R&B Supplies
Prorate Services Inc	100.00	R&B Supplies
Pump N Stuff	39.00	P&Z Travel
Purchase Power	482.58	Treas Supplies/Technology
RDO Equipment Co.	23,511.00	R&B Repairs
Redwood Toxicology Laboratory	106.47	24/7 Supplies
Rising Hope Counseling, LLC	130.00	Jail Medical
Rob Kehn Trucking LLC	5,111.25	R&B Gravel Hauler
Rosebud Electric Cooperative	290.38	Utilities
Rosebud Farmers Union	7,691.66	R&B Supplies/Utilities
Runnings	468.01	Supplies
Sanford Health Pathology	291.00	Coroner
Scott's Auto Repair	112.00	Sheriffs Repairs
SDACOM & PRF	136.00	Oct 2024 M&P Collections
SD Dept. of Revenue	119,616.37	October Cash Receipts
SD Sheriff's Association	619.82	Sheriffs Annual Dues
SD State Treasurer	404.65	October Sales Tax
SDACHS	350.00	R&B Supplies
Kathy Serr	100.00	Elections
Spencer Quarries	2,504.36	R&B Supplies

Susan Chytka	322.40	Elections
Susan Karbo	75.00	Elections
True North Steel, Inc.	17,553.12	R&B Supplies
Twotrees Technologies	1,142.25	Technology
Twylah Ward	247.40	Elections
Ulteig	8,794.19	R&B Prof Service
Us Bank Voyager Fleet System	1,746.96	Sheriff & EM&D Supplies
Verizon Wireless, Bellevue	499.59	Utilities
Wellmark	2,310.76	R&B Insurance
Well's Utilities LLC	32,471.26	R&B Supplies
City Of Winner	6,513.92	911 Contract Services
City Of Winner	16,345.18	Jail Prisoner Housing
Winner Regional Clinic	2,329.00	Jail Medical
Winner Regional Healthcare	9,301.00	Jail Medical
Ww Tire Service	1,974.84	R&B Repairs

All members present voted aye. Motion carried.

Travel Request: Motion by Doug Janousek, second by Jeff Johnson to approve travel for the Commissioners and Officials to attend the Randall Reservoir District meeting in Charles Mix County on December 9, 2024. All members present voted aye. Motion carried.

911 Service Contract: Motion by Doug Janousek, second by Jeff Johnson to authorize the Vice-Chair to sign the Contract for E-911 Services with the City of Winner for 10-1-24 through 12-31-25. All members present voted aye. Motion carried.

Operating Transfer: Motion by Jeff Johnson, second by Doug Janousek to approve a budgeted operating transfer from the General Fund as follows:

Road & Bridge Fund - \$850,000.00

All members present voted aye. Motion carried.

Commissioners Contingency Transfer: Motion by Jeff Johnson, second by Doug Janousek to authorize the following transfers from the Commissioners Contingency to cover expenses for the following General Fund budgets:

Elections:	\$ 9,857.84 (Supplies/Post-Election Audit)
Economic Development:	\$ 2,025.00 (Economic Development Resources)

All members present voted aye. Motion carried.

Automatic Budget Supplements: Motion by Jeff Johnson, second by Doug Janousek to authorize the following automatic supplements to 2024 budgets (funds received from the State of South Dakota):

Road & Bridge: \$ 255,575.07 (STIP funds & Pavement Marking funds)

All members present voted aye. Motion carried.

Courthouse Drainage Project: The Auditor presented a proposal from Ciavarella Design to provide professional services to prepare a comprehensive drainage solution for the Courthouse property. Motion by Doug Janousek, second by Jeff Johnson to accept the proposal of Ciavarella Design of \$21,000. All members present voted aye. Motion carried.

Final Meeting of 2024: Motion by Doug Janousek, second by Jeff Johnson to set December 31, 2024 as the final meeting date of the year. All members present voted aye. Motion carried.

Formal Supplemental Budget Hearing: Motion by Jeff Johnson, second by Doug Janousek to advertise for a supplemental budget hearing for December 31, 2024. All members present voted aye. Motion carried.

Surplus Voting Booths: Motion by Jeff Johnson, second by Doug Janousek to surplus the blue voting booths at \$0 and deposit such at the landfill. The booths are cracking and falling apart. All members present voted aye. Motion carried.

Courthouse Security Discussion: The Auditor discussed courthouse security with the Board. An estimate to place secure locks on each office door and the exterior doors is \$67,196.35 with annual service of \$2,304.00. The estimate will be presented to the Circuit Court Judge to establish if the project will qualify for the UJS Security Grant program.

Personnel Policy Changes: The Board discussed several policy changes and took the following actions:

Use of County Owned Vehicle and Meal Reimbursement: Motion by Doug Janousek, second by Jeff Johnson to approve the following additions/changes regarding Mileage and Meals:

Mileage:

A County employee using a personal vehicle for travel on authorized County business will be reimbursed on a per mile basis, provided:

1. The use of a personal vehicle was approved in advance by the County Commission.
2. The employee used the "usually traveled route".
3. The travel was outside the County, and
4. The employee submits a properly completed voucher for the expense

Meals:

- A. Meal reimbursement is allowed when travel requires an employee to leave before 5:29 a.m. and returns after 7:59 p.m. on the same day, and is allowed for all overnight stays.
- B. Reimbursement will be paid at \$12.00 for breakfast, \$20.00 for lunch, and \$30.00 for dinner. No receipts are required.

These additions/changes are effective December 1, 2024. All members present voted aye. Motion carried.

Compensatory Time: Motion by Jeff Johnson, second by Doug Janousek to delete the Compensatory Time portion of the personnel handbook effective December 1, 2024. Any employee with a balance of compensatory time accumulated as of November 30, 2024 shall use such time by December 31, 2024. All members present voted aye. Motion carried.

Employee Classification: The Board discussed the salary policy of the County, making efforts to insure compliance with the Fair Labor Standards Act regarding minimum wage and hours worked. Motion by Doug Janousek, second by Jeff Johnson to make the following changes:

- A. Full-Time Employees: These are employees hired by the Commissioners and are scheduled to work a minimum of 1,760 hours in a calendar year, up to a maximum of 2,080 hours in a calendar year. These employees receive all benefits offered by the County. The work schedule of these employees will be determined by each individual office Supervisor, or if hired to work in an independent office, such work schedule shall be determined by the Commissioners.
- B. Part-Time Employees: These employees are hired by the Commissioners to work less than 1760 hours in a calendar year, in a particular assigned position. The work schedule of these employees will be determined by the County Commissioners. These employees are not eligible for any benefits.
- C. Temporary Employees: **DELETE**

Time Records and Pay Periods:

- A. All County Courthouse Employees are required to clock in and clock out using a timekeeping system purchased by the County. For accuracy in payroll, employees must clock in at the beginning of the day and upon returning from the required lunch break; and must clock out at the beginning of the required lunch break and at the end of the day.
- B. To comply with US Department of Labor requirements regarding hours worked in a pay period, work periods will be from the 25th of the month through the 10th of the next month and from the 11th of the month through the 24th of the month. Time records shall be turned into the Auditor's office payroll department on the next working day (by 4:00 p.m.) following the cutoff dates of the 10th and 24th. Time records must reflect hours worked, PTO taken, and Holiday pay if applicable. Upon implementation of a time keeping system, payroll reports will be prepared in the payroll department and given to each employee for verification.
- C. All county employees will be paid on an hourly basis each pay period, with the exception of the following: Elected Officials (Commissioners, Auditor, Treasurer, Register of Deeds, State's Attorney, Sheriff); Deputy Sheriffs; Director of Equalization; Highway Superintendent. Excepted employees will be paid an annual salary.

These changes will be implemented January 1, 2025, and will be corrected throughout the Personnel Policy Handbook. All members present voted aye. Motion carried.

Adjourn: Motion by Jeff Johnson, second by Doug Janousek to adjourn. All members present voted aye.
Motion carried.

ATTEST: _____
Julie Bartling, Gregory Co. Auditor

Byrain Boes, Vice-Chair