

Chairman Connie Hohn called the Monday November 06, 2023 meeting of the Hughes County Board of Commissioners to order at 5:30 PM with members Randy Brown, Tom Rounds, Bill Abernathy, and Rob Fines present. County Manager Lori Jacobson, Sheriff Patrick Callahan, Director of Equalization/County Planner & Building Official Eric Booth, Highway Superintendent Trent Arbach, Veterans Service Officer Janet Beck, and Jail Administrator Gerald Wasko were also present. The meeting began with a prayer by John Fette and the Pledge of Allegiance.

CONFLICT OF INTEREST: No conflicts declared.

AGENDA: Moved by Rounds and seconded by Fines to approve the agenda as stated. All voted Aye. Motion Passed.

MINUTES: Moved by Rounds and seconded by Fines to approve the minutes of the October 16, 2023 Commission meeting. All voted Aye. Motion passed.

CLAIMS: Moved by Rounds and seconded by Fines to approve the following verified claims. All voted Aye. Motion passed. ADVANCE CORRECTIONAL HEALTH 204.00 JAIL MEDICAL CONTRACT SERVICES, AIRTECH 1208.40 JAIL REPAIRS, ALL AROUND GRAPHIX 55.00 JAIL UNIFORMS, AMERICAN MEDICAL RESPONSE 1526.20 JAIL MEDICAL, ANDERSON RUMPCA DENTAL 814.50 JAIL DENTIST, ANDRIEL STEELY 20.00 WITNESS FEE, AUTOMATIC BUILDING CONTROLS 240.00 EXPO CENTER FIRE ALARM MONITOR, AVERA MCKENNAN HOSPITAL 1660.00 MENTAL HEALTH HOLD, AVERA MCKENNAN HOSPITAL 3160.00 MENTAL HEALTH HOLD, AVERA ST MARYS HOSPITAL 1005.73 JAIL DOCTOR, AVERA ST MARYS HOSPITAL 346.11 JAIL DOCTOR, AVERA ST MARYS HOSPITAL 186.67 JAIL DOCTOR, AVERA ST MARYS HOSPITAL 361.43 JAIL DOCTOR, AVERA ST MARYS HOSPITAL 621.99 JAIL DOCTOR, AVERA ST MARYS HOSPITAL 109.18 JAIL DOCTOR, AVERA ST MARYS HOSPITAL 899.82 JAIL DOCTOR, AVERA ST MARYS HOSPITAL 99.81 JAIL DOCTOR, AVERA ST MARYS HOSPITAL 448.46 JAIL DOCTOR, BIRMINGHAM & CWACH 370.45 MI COURT APPOINTED ATTORNEY, BLACK HILLS TOWING LLC 230.00 SO REPAIRS AND LABOR, BOB ARBACH 77.94 CLOTHING REIMBURSEMENT, BOB BARKER CO INC 1076.45 JAIL INMATE SUPPLIES/ UNIFORMS, BOB BARKER CO INC 2052.48 JAIL INMATE SUPPLIES, BOICES PLUMBING 138.06 JAIL MAINTENANCE, BOTTOM LINE WELDING 24.00 505 MULCHER, BUREAU OF ADMINISTRATION 46.50 ACCESS FEE, BUREAU OF ADMINISTRATION 163.56 POSTAGE, BUREAU OF ADMINISTRATION 600.71 POSTAGE, BUREAU OF ADMINISTRATION 46.50 ACCESS FEE, CAPITAL AREA REFUSE 591.71 GARBAGE SERVICES, CAPITAL AREA COUNSELING 12275.00 MCR RISK ASSES/MOBILE CRISIS, CAPITAL AREA COUNSELING 5101.56 QMHP EVALS, CAPITAL JOURNAL 11869.00 PUBLICATIONS, CAPITAL JOURNAL 6673.00 PUBLICATION, CAPITAL ONE - WALMART 338.52 JAIL SUPPLIES, CAPITAL ONE - WALMART 16.87 CRT HSE MAINT. SUPPLIES, CENTURY BUSINESS PRODUCTS INC 370.22 COPIER LEASE/SUPPLIES, CENTURY BUSINESS PRODUCTS INC 426.85 COPIER LEASES, CENTURYLINK 138.64 JAIL TELEPHONE, CLEARFLY 1487.38 TELEPHONE, COLE PAPERS INC 517.83 JAIL SUPPLIES, COLE PAPERS INC 3094.65 JAIL SUPPLIES, COLE PAPERS INC 1991.65 JAIL SUPPLIES, COLE PAPERS INC 1815.56 JAIL SUPPLIES, COLUMN SOFTWARE PBC 19.17 LEGAL NOTICE 5YR PLAN, COMM TECH INC 1085.95 SUPPLIES/ REPAIR, CORRECTEC INC 925.00 JAIL EQUIPMENT, DAKOTA FOOD SERVICE 22795.58 JAIL/JSC FOOD, DAKOTABILITIES 360.00 PERSONS SERVED, DEANNA TURNEY 600.00 BLOOD DRAWS, DEPT OF REVENUE &

REGULATION 1.58 SALES AND USE TAX, DEPARTMENT OF TRANSPORTATION 929.54 PE
BIG BRIDGE SN 33-270-100, DEPARTMENT OF TRANSPORTATION 1256.36 2023 BDG
INSPEC, SCOUR ANALYSI, DEPARTMENT OF TRANSPORTATION 3191.78 FUEL, DONS
SINCLAIR 30807.92 #2 DIESAL FUEL - SHOP 103, ERIC BOOTH 237.00 TRAVEL
REIMBURSEMENT, FISCHER ROUNDS & ASSOCIATES 80.00 JAIL OFFICE SUPPLIES,
FLOYD'S KUBOTA 1069.18 JAIL EQUIPMENT REPAIR, FLOYDS TRUCK CENTER 529.21
EXHAUST PARTS #153, FOX & YOUNGBERG PC 152.88 BOARD OF MENTAL ILLNESS, FT
PIERRE CITY 1477.90 EXPO UTILITIES, GALLS 26.77 JAIL UNIFORMS, GOLDEN WEST
TECHNOLOGIES 615.00 MICROSOFT OFFICE PRO, GRAHAM TIRE 633.00 SO SUPPLIES -
TIRES, GROUP RESOURCES OF IOWA LLC 591.00 NOV GROUP ADMIN FEES, GUNDERSON
PALMER NELSON & 599.20 MENTAL ILLNESS BOARD, HARLIE PETRAK 40.00 WITNESS
FEE, HOFFMAN OIL 2070.00 #2 FUEL FOR BLUNT SHOP, HOGENS HARDWARE HANK 13.48
SUPPLIES, INGRAM PEST SERVICE 194.00 JAIL OFFICE SUPPLIES, ISBURG FUNERAL
CHAPEL 2000.00 INDIGENT BURIAL JG, JACEN HANCOCK 120.00 UNIFORM
REIMBURSEMENT, JC OFFICE SUPPLIES 201.57 OFFICE SUPPLIES, JC OFFICE SUPPLIES
33.00 SO SUPPLIES, JC PRINTING 173.00 TIME CARDS - HWY, JC PRINTING INC 129.00 SO
SUPPLIES, JIMS CLOTHING & SPORTING GOODS 2045.00 JAIL UNIFORMS, KALLEO
TECHNOLOGIES LLC 560.00 JAIL SOFTWARE MAINTENANCE, MARK KATTERHAGEN 12.00
MENTAL ILLNESS BOARD, KENNEDY PIER KNOFF & LOFTUS 203.30 MENTAL ILLNESS
COURT APPT ATTN, KYLER BOLIN 120.00 JAIL UNIFORM REIMBURSEMENT, LANGUAGE
LINE SERVICE 112.65 INTERPRETATION SERVICES, LEWIS & CLARK BHS 213.00 BMI
INVOICE, LINCOLN COUNTY 1012.56 MENTAL ILLNESS AUG 23, LINCOLN COUNTY
1863.78 MENTAL ILLNESS JUL 23, LINCOLN COUNTY 6467.21 MENTAL ILLNESS OCT 23,
LINCOLN COUNTY 4442.61 MENTAL ILLNESS SEPT 23, LINCOLN COUNTY 1066.27
MENTAL ILLNESS JUNE 23, LORI JACOBSON 75.00 REGISTRATION REIMBURSEMENT,
LYLE SIGNS INC 705.42 STREET SIGNS, MATTHEW BENDER & CO 253.91 VETERAN
BENEFITS MANUAL, MCKESSON MEDICAL-SURGICAL 101.24 JAIL INMATE SUPPLIES,
MCKESSON MEDICAL-SURGICAL 763.62 JAIL INMATE SUPPLIES, MELISSA MCCOMSEY
20.00 WITNESS FEE, MELISSA VANCE 376.52 CORONER TRAINING REIMBURSEMENT,
MENARDS 419.77 JAIL REPAIRS/SUPPLIES, MENARDS 253.11 SUPPLIES/REPAIRS,
MENARDS 120.02 JAIL SUPPLIES/REPAIRS, MIDWEST OIL COMPANY 2943.15 DEF,
MIDWEST TIRE & MUFFLER INC 170.28 SO GAS OIL & TIRE, MONTANA DAKOTA
UTILITIES 384.70 UTILITIES, NORTHWEST PIPE FITTING, INC 64.33 JAIL
REPAIR/MAINTENANCE, O'REILLY 66.48 SO SUPPLIES, O'REILLY 41.25 JAIL
REPAIR/MAINTENANCE, OAHE GLASS INC 131.50 GVT BLDG MAINTENANCE, OFFICE
DEPOT 581.05 OFFICE SUPPLIES, OLSON PLUMBING 176.16 JAIL REPAIRS, PENNINGTON
COUNTY JAIL 1883.50 SO PRISONER TRANSPORT, PIERRE CITY 360.00 MEDICAL
DIRECTOR, PIERRE CITY 9178.17 CT HOUSE / JAIL UTILITIES, PIERRE CITY 7650.00 , REESE
COMMUNICATIONS 1458.00 JAIL EQUIP BANK CHARGERS, ROBINS WATER
CONDITIONING INC 10.00 JSC WATER COOLER, RUNNINGS SUPPLY 101.12 JAIL
REPAIR/MAINTENANCE, SAFETY KLEEN SYSTEMS INV 335.00 USED OIL CLEAN UP AT
HWY SHOPS, SD DEPT OF HEALTH 170.00 JAIL FOOD LICENSE, SDACC 1000.00 NATNL CTR
PUBLIC LANDS CO REQU, SDML WORKER'S COMP 113531.00 BILLING PERIOD 1/1/24-
1/1/25, SERVALL UNIFORM & LINEN CO 108.84 HWY RUGS/COVERALLS CLEANING,
SERVALL UNIFORM & LINEN CO 185.79 CRT HSE RUGS, SHANES PHARMACY 2194.69 JAIL
MEDICATIONS, SHANES PHARMACY 1131.48 JAIL MEDICATIONS, SOLID WATE FACILITY
3.25 YARD WASTE - MOWING, THOMSOM REUTERS WEST PAYMENT 1114.57 WEST LAW

SUBSCRIPTION, TIME CLOCK PLUS LLC 28.00 CLOCKABLE EMPLOYEE OVERAGE, TITAN MACHINERY 1244.06 UNIT 47 BLOWER FAN/SWITCH, VAL LARSON 12.00 MENTAL ILLNESS BOARD, MONA WEIGER 844.70 TRASCRIPTS, WHEELHOUSE PLUMBING 150.00 JAIL REPAIR /MAINTENANCE, YANKTON COUNTY 50.00 CIVIL PAPERS SERVED, YANKTON COUNTY 237.00 MENTAL ILLNESS, YOUNGBERG LAW 214.00 MENTAL ILLNESS, ZACH KNOWLTON 40.00 WITNESS FEE, ZANDER AUTO PARTS 67.95 SUPPLIES, ZANE HESSE 142.00 WITNESS/MILAGE FEE.

SPECIAL BUSINESS:

UNFINISHED BUSINESS:

HEALTH INSURANCE: Sonja Nordbye with Risty Benefits reviewed the different health insurance options available for 2024 with the Commission.

Zack Clark with Zack Clark Insurance also reviewed different health insurance options available for 2024 with the Commission.

JAIL CONTRACT PROPOSAL: Moved by Rounds and seconded by Brown to approve the proposal from PrimeCare Pharmacy Systems for inmate medication services at the Jail in the amount of \$33,450 and \$538.33 each month thereafter. All voted Aye. Motion passed.

AAA COLLECTIONS CONTRACT: Moved by Rounds and seconded by Fines to approve the agreement with AAA Collections for services in aiding Hughes County in the collection of outstanding liens with the removal of item 8 and removing Minnehaha County from section I to include Hughes County. All voted Aye. Motion passed.

SHERIFF'S DEPARTMENT VEHICLE PURCHASE: A 2023 Chevrolet Tahoe PPV purchased from Beck Motor Company of Pierre, Bid # 2775 in the amount of \$41,105 and was approved at the October 02, 2023 Commission meeting under claim # 106666. When the State of South Dakota bid out their vehicles for contracts the Chevrolet Tahoe Police was not available and there were no bidders. When the vehicles became available a separate bid was held for it to run April 20, 2022 and a bid opening date of May 04, 2022. The bid from Beck Motor Company was the only bid received so it was then awarded. The notice to bidders was published in April of 2022 in the Rapid City Journal and the Aberdeen American News for two consecutive days.

CONTINGENCY TRANSFERS: Moved by Rounds and seconded by Fines to approve contingency transfers to the Mental Illness Board Expense budget in the amount of \$10,000 and the Mentally Ill Support Fee budget in the amount of \$12,000. Leaving a balance of \$128,000 in the contingency fund. All voted Aye. Motion passed.

ADDITIONS TO NEW HIRE PAPERWORK: Moved by Abernathy and seconded by Brown to approve the additions of the following forms to the new hire paperwork for Hughes County employees. Code of Conduct Policy, Anti-Harassment/Discrimination Policy, Personal Vehicle Use Waiver, At-Will Employment Policy Statement, and the Equal Employment Opportunity (EEO-1) Employee Self-Identification Form. All voted Aye. Motion passed.

EMPLOYEE BREAKS AT JAIL: Moved by Brown and seconded by Abernathy to approve removing the built in 30-minute break for employees at the Jail who work a 12-hour shift. Effective October 25, 2023 all Jail employees who work a 12-hour shift will be paid for 12 hours and not have a mandated 30-minute break. All voted Aye. Motion passed.

NEW BUSINESS:

SDML INTERGOVERNMENTAL CONTRACT & COVERAGE DOCUMENT- SDML WORKERS' COMPENSATION FUND: Moved by Brown and seconded by Rounds to authorize and allow the Chairman to sign the agreement between Hughes County and the South Dakota Municipal League for Workers' Compensation Coverage for 2024. All voted Aye. Motion passed.

SNOW POLICY: No action taken.

PERSONNEL: Moved by Rounds and seconded by Fines to approve the resignation of Emily Valeck Correctional Officer at the Jail effective November 1, 2023 and authorize for the advertisement of the position for hire. All voted Aye. Motion passed.

Moved by Rounds and seconded by Fines to accept the resignation of Kelly Fleagle part-time 24/7 visitation worker at the Jail effective November 02, 2023. All voted Aye. Motion passed.

Moved by Brown and seconded by Rounds to authorize for the advertisement of an Emergency Management Administrator. All voted Aye. Motion passed.

Moved by Brown and seconded by Abernathy to authorize for the advertisement of a Highway Maintenance Worker. All voted Aye. Motion passed.

Moved by Brown and seconded by Abernathy to authorize for the advertisement of a Highway Department Administrative Assistant. All voted Aye. Motion passed.

Moved by Fines and seconded by Rounds to authorize for the advertisement of a Human Resource Manager. All voted Aye. Motion passed.

Moved by Fines and seconded by Brown to authorize payment of an additional 150 hours for services provided by Alternative HR, LLC. All voted Aye. Motion passed.

STEVE NELSON & JIM MEHLHAFF- PRESENTATION OF TWO BILLS: No action taken.

EXECUTIVE SESSION: PERSONNEL SDCL 1-25-2(3) CARE OF THE POOR; HIPPA & 1-25-2 (4) EMPLOYEE REPRESENTATIVES: Moved by Abernathy and seconded by Rounds to move the meeting into executive session. All voted Aye. Motion passed. The Chairman declared the board to be out of executive session.

Moved by Brown and Seconded by Abernathy to deny claims for TCE on September 16, 2023 and SLT on April 18, 2023. All voted Aye. Motion passed.

**COMMISSIONER PROCEEDINGS
HUGHES COUNTY, SOUTH DAKOTA**

NOVEMBER 06, 2023

The following salaries and benefits were paid by department in the month of October 2023:

Commissioners-\$19,446.20, Auditor-\$19,086.42, Treasurer-\$21,276.18, States Attorney-\$39,307.33, Govt Buildings-\$9,509.46, Equalization-\$5,258.72, Register of Deeds-\$11,018.85, Veterans Service-\$7,667.40, Sheriff-\$51,798.16, Jail-\$244,807.37, Coroner-\$403.69, Juvenile Services-\$62,816.62, Planning & Zoning-\$11,253.21, Road & Bridge-\$67,044.66, Emergency Management-\$6,800.53. Total payroll \$577,494.80.

Auditor's Account with the Treasurer October 31, 2023: Cash on hand-\$10,329.15, Checks in the Treasurer's possession less than three days-\$662,180.30 Cash items-\$0.00, Demand deposits: American Bank & Trust-\$17,817,605.92, First Dakota National \$700,000.00; Bad Checks Outstanding-\$1,916.28, and Investments-\$1,500,000.00. Total Cash Assets-\$20,692,031.65

Register of Deeds Fees Collected in October 2023: Recording Fees-\$5,190.00, Transfer Fees-\$11,129.50, Copy Fees- \$429.00 Credit Card Fees-\$25.00, and Vitals-\$2,580.00. Total \$19,353.50.

PUBLIC COMMENT: None

Moved by Abernathy and seconded by Fines to adjourn the meeting until **5:30 PM on Thursday November 9, 2023**. All voted Aye. Motion passed.

ATTEST:

Thomas J. Oliva, Finance Officer
Hughes County, South Dakota

Connie Hohn, Chairman
Hughes County Commission