

**HUTCHINSON COUNTY COMMISSIONERS**  
**Regular Commission Meeting**  
140 EUCLID ST  
OLIVET SD 57052

Chairman Larry Mehlhaff  
Vice-Chairman Brad Henke

Commissioner Jerome Hoff  
Commissioner Leon Edlund  
Commissioner Steve Friesen

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**AGENDA OF THE HUTCHINSON COUNTY COMMISSION**

**January 3, 2017**

**Call to order:** Pledge of Allegiance

**Adopt of Agenda:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_ to adopt the agenda as presented.

**Approval of minutes:** Motion was made by \_\_\_\_, and seconded by \_\_\_\_\_ to approve the minutes of the December 29, 2016 meeting.

**ADJOURNMENT FOR RE-ORGANIZATION:** Motion was made by \_\_\_\_, and seconded by \_\_\_\_\_ to adjourn at \_\_\_\_\_AM for the purpose of re-organization.

**RE-CONVENE:** County Auditor Murtha re-opened the meeting at \_\_\_\_am. Auditor Murtha opened the floor for nominations for Chairman.

**CHAIRMAN:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to nominate \_\_\_\_\_ as Chairman.

Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to close nominations. Roll call Friesen-\_\_\_\_, Hoff-\_\_\_\_, Henke-\_\_\_\_, Edlund-\_\_\_\_, Mehlhaff-\_\_\_\_.

County Auditor Murtha turned the meeting over to Chairman \_\_\_\_\_.

**VICE-CHAIRMAN:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to nominate \_\_\_\_\_ as Vice-Chairman.

Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to close nominations. Roll Call Vote: Friesen – \_\_\_\_\_, Hoff-\_\_\_\_, Mehlhaff-\_\_\_\_, Edlund-\_\_\_\_, Henke-\_\_\_\_

**Reports:** Motion was made by \_\_\_\_, and seconded by \_\_\_\_\_ to approve the report as presented.

**Claims:** Motion was made by \_\_\_\_, and seconded by \_\_\_\_\_ to approve the claims as presented:

**COMMISSIONER'S SALARY:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to set Commissioner's salary at \$\_\_\_\_\_ (10,000) per year in lieu of per diem as per SDCL 7-7-3.

**DEPUTY CORONER WAGES:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to set fees paid to Deputy Coroner \_\_\_\_\_ (\$100.00) per call plus mileage at \$0.42 as per SDCL 7-14-9.

**COUNTY BURIAL:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to set county burial at \_\_\_\_\_ (\$1750) for the year 2018.

**LEGAL NEWSPAPERS:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to declare the Parkston Advance, Tripp Starr Ledger, Freeman Courier and Hutchinson Herald as legal newspapers for the year 2018.

**PURCHASING AGENTS:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to declare as purchasing agents: Custodian for custodial supplies, Custodian and County Auditor for courthouse and Department Heads for individual office supplies.

**MEALS & MILEAGE:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to set meals & mileage at State rates as per AR 5:01:02:14. Breakfast \$6.00, Noon \$11.00 and Evening \$15.00. Mileage is set at \$0.42 per mile.

**LEGISLATIVE REPRESENTATIVE:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to designate \_\_\_\_\_ (Henke) as legislative representative for 2018.

**COMMITTEES:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to appoint Commissioners to the following committees as listed for 2018.

Extension Advisory Committee	Commissioner _____ (Hoff)
Weed & Pest Board	Commissioner _____ (Friesen)
Lower James Water Cons. Board	Commissioner _____ (Mehlhoff)
Planning & Development Dist. III	Commissioner _____ (Hoff)
Lewis & Clark Mental Health	Commissioner _____ (Edlund)
EM-911 Board	Commissioner _____ (Henke)
Juvenile Detention	Commissioner _____ (Mehlhoff)
Community Drug & Alcohol	Commissioner _____ (Henke)
County Planning & Zoning	Commissioner _____ (Edlund)

**PER DIEM FOR BOARDS:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to set per diem for County Boards as follows.

Weed Board	\$ _____ (50) full day meeting plus mileage
Weed Board	\$ _____ (35) regular meeting plus mileage
Extension Advisory Board	\$ _____ (35) regular meeting plus mileage
Zoning Board	\$ _____ (75) regular meeting plus mileage

**ELECTION EXPENSES:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to set reimbursement for elections as follows.

Poll Workers	\$ _____ (175.00) for Election Day
Poll Workers	\$ _____ (25.00) plus mileage for election school
Poll Rent	Up to \$250.00 per day

**COMPUTER LISTS:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to set rates for computer lists as follows.

Minimum	\$ _____ (10.00)
Partial Listing	\$ _____ (50.00)
Full Listing	\$ _____ (100.00)

**FAXES & COPIES:** Motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_ to set rates for personal faxes & copies at the following rates.

Copies	\$ _____ (.25) per page for public and county employees
Faxes sent	\$ _____ (3.00) for first page, \$1.00 per page thereafter
Faxes received	\$ _____ (3.00) for first page, \$1.00 per page thereafter

**WORK DONE FOR OTHER ENTITIES:** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to set work done for other entities **INSIDE** Hutchinson County at cost plus 10% and to set the rate for work done for other entities **OUTSIDE** Hutchinson County at cost plus 20%.

**VOTING PRECINCTS:** Motion by \_\_\_\_, seconded by \_\_\_\_ to set voting precincts for 2018 at the following locations.

Precinct 1	City of Menno, Town of Olivet, Capital, Sweet, Valley, Kassel and Molan Townships at the Menno Fire Hall
Precinct 2	City of Freeman, Grandview & Silver Lake Townships at Freeman City Hall
Precinct 3	Clayton, Pleasant & Wolf Creek Townships at Clayton Community Hall
Precinct 4	Town of Dimock, Cross Plains, Foster, Liberty, Milltown, & Starr Townships at St. Peter & Paul Parish Hall
Precinct 5	City of Parkston at Parkston American Legion Hall
Precinct 6	City of Tripp, Fair, German, Kulm and Oak Hollow Townships at Tripp Area Emergency Service Center
Precinct 7	Kaylor, Sharon & Wittenberg Townships at County Courthouse

**Part-time Employees raise:** Policy has been that all part-time employees will receive a \$1.00 raise each year until they reach the top of the pay scale. When they reach the top they will earn the same raise as the full time employees. Motion was made by \_\_\_\_, and seconded by \_\_\_\_ to keep the policy the same for 2018 and to give the part-time employees a 3% hourly raise for 2018.

**2018 CELL PHONE STIPENDS:** Motion was made by \_\_\_\_, and seconded by \_\_\_\_, to approve the following Department Heads to be compensated for cell phone usage for county business on their personal cell phones. This compensation will be reimbursed through payroll and will be treated as wages. The following employees will submit a voucher each month for this compensation.

Land Use and Environmental Office -Clifford Tjaden - \$35.00 – per month  
Emergency Management - Dave Hoffman - \$50.00 – per month

**2018 TENURE OF WAGE SCALE:** A motion was made at the Dec. 28, 2017 meeting to give a 3% hourly raise to all full time employees, with the exception of the following positions receiving a 3% raise plus whatever cents to equal a dollar: Auditor, Treasurer, Register of Deeds, Director of Equalization, Highway Superintendent and Sheriff. Motion by \_\_\_\_, seconded by \_\_\_\_ to adopt 2018 Tenure Wage Scale.

**Resolution 2018-01 Abstractors Fees:** Motion was made by \_\_\_\_, seconded by \_\_\_\_ to approve/deny. Roll call Friesen- \_\_\_\_, Mehlhaff- \_\_\_\_, Hoff- \_\_\_\_, Edlund- \_\_\_\_, Henke- \_\_\_\_.

**10:00 am Department Heads Monthly Report:**

**SD Association of County Officials Membership Dues:** Motion was made by \_\_\_\_, seconded by \_\_\_\_ to approve the payment of the dues in the amount of \$1039.01.

**Highway Report:**

**Executive Session pursuant to SDCL 1-25:**

**Other Items:**

**Travel Request:** Joel Baumiller, 2018 Short Course, Deadwood, SD, March 20-22, 2018

Motion was made by \_\_\_\_, seconded by \_\_\_\_ to approve/deny travel request.

**Adjournment:** Motion was made by \_\_\_\_, seconded by \_\_\_\_ to adjourn at \_\_\_\_ am, and to meet next on January 16, 2018 at 9:00 am.

