

Tripp County, South Dakota
January 24, 2023

The meeting of the Tripp County Commissioners was called to order by the Chairman in the Commissioner Room at the Court House at Winner on January 24, 2023, at 10:00 A.M. Roll call showed Board members Joyce Kartak, Larry Wilcox, Daniel Forgey, Cody Jorgensen, and Michael Novotny. Also present was Auditor Barbara DeSersa, Jon Burdette, EM and Dan Bechtold, Winner Advocate.

Wilcox made the motion, seconded by Novotny, to add Derek McTighe, Brosz Engineering, Todd Stiehl, Deputy Sheriff, and Heather Schroeder and Marcia Haukaas, Deputy Auditors and approve the agenda as amended.

Roll call: All ayes. Motion carried.

Forgey made the motion, seconded by Wilcox, that the minutes of the meeting held on January 10, 2023, be approved as read.

Roll call: All ayes. Motion carried.

Novotny made the motion, seconded by Jorgensen, that the claims be approved as follows:

BI-MONTHLY PAYROLL: COMMISSIONERS: \$2,067.58; AUDITOR'S OFFICE: \$5,628.38; TREASURER'S OFFICE: \$5,287.19; STATES ATTORNEY'S OFFICE: \$6,183.88; COURTHOUSE: \$1,384.62; ASSESSOR'S OFFICE: \$4,766.86; REGISTER OF DEED'S OFFICE: \$6,616.07; VETERAN'S SERVICE: \$260.00; INFORMATION TECHNOLOGIES: \$2,190.38; SHERIFF'S OFFICE: \$7,636.51; SOLID WASTE: \$843.75; WELFARE: \$384.62; AMBULANCE: \$7,661.43; LIBRARY: \$4,200.38; EXTENSION: \$2,043.96; WEED: \$1,384.62; ROAD & BRIDGE: \$35,821.63; EMERGENCY MANAGEMENT: \$356.81; VARIOUS DEDUCTIONS: AFLAC, JANUARY CONTRIBUTION, \$640.87; BEAM INSURANCE, VISION INSURANCE, \$43.72; FIRST FIDELITY BANK, WITHHOLDING, SOCIAL SECURITY & MEDICARE, \$20,445.17; DELTA DENTAL, CONTRIBUTION, \$142.50; LEGAL SHIELD, CONTRIBUTION, \$12.95; OPTILEGRA, CONTRIBUTION, \$70.61; THE HEALTH POOL OF SD, INSURANCE, \$1,145.31; SD RETIREMENT SYSTEM, CONTRIBUTION, \$9,392.88; GENERAL DEDUCTIONS: COLONIAL LIFE, CONTRIBUTION JANUARY, \$1,119.55; TRIPP COUNTY AMBULANCE, AMBULANCE PAYMENT, \$25.00; TRIPP COUNTY TREASURER, AMBULANCE BILL, \$25.00; DIVISION OF CHILD SUPPORT, CONTRIBUTION, \$360.00; SD SUPPLEMENTAL RETIREMENT, DEDUCTIONS, \$712.50.
COMMISSIONERS: TRIPP COUNTY FAIRBOARD, STAFF TRAINING MEAL, \$800.00; CIRCUIT COURT: JURORS, JURY DUTY, \$497.94; THOMSON REUTERS, ONLINE SOFTWARE SUBSCRIPTION, \$1,120.49; AUDITOR: TODD COUNTY TRIBUNE, 1 YEAR SUBSCRIPTION, \$50.00; COURT APPOINTED ATTORNEY: AMY BARTLING JACOBSEN, CAA FEES, \$1,219.07; GEORGE F JOHNSON, CAA FEES, \$786.32; SANDY STEFFEN, CAA FEES, \$1,168.58; COUNTY BUILDING MAINTENANCE: OREL TREE SERVICE, TRIMMING/STUMP REMOVAL, \$1,800.00; BLACK HILLS CHEMICAL, PAPER TOWEL/VACUUM BAGS, \$104.10; REGISTER OF DEEDS: OFFICE PRODUCTS CENTER, BINDER/HANGER/STENO BOOK, \$24.77; IT: FIRST BANK AND TRUST, WIRELESS HEADSET/AVG OFF SITE BACKUP, \$246.66; GOLDEN WEST TELECOMMUNICATIONS, PHONE/INTERNET/FAX SERVICE, \$1,967.12; MELANIE LEVI, REIMBURSE FOR LAPTOP CHARGER AND CORDS, \$32.99; MIDWEST ALARM COMPANY, ANNUAL SUPPORT DOORS, \$740.68; PROVANTAGE LLC, SAMSUNG MONITOR/LEVO THINK PAD, \$870.40; SHERIFF: GROSSENBURG IMP., TIRES/OIL CHANGES, \$1,211.10; GALLS, LLC., SUPPLIES, \$10.95; INVENTORY TRADING COMPANY, UNIFORM SHIRT, \$305.00; DILLON BATES, ON CALL FOR SHERIFF, \$35.00; THE INSURANCE CENTER, TODD'S NOTARY, \$80.00; VERIZON WIRELESS, CELL SERVICE, \$187.48; WINNERS LASER WASH, CAR WASH, \$14.00; MID-STATE ORGANIZED CRIME, MEMBERSHIP X 3, \$100.00; BENNY AUDISS, INMATE TRANSFERS, \$119.00; JAIL: CITY OF WINNER, INMATE ROOM AND BOARD, \$29,341.00; PENNINGTON COUNTY JAIL, \$95.88; WINNER REGIONAL, BLOOD DRAWS, \$307.50; THE WINNER PHARMACY, INMATE PRESCRIPTIONS, \$86.37; WINNER FAMILY DRUG, INMATE PRESCRIPTIONS, \$188.00; AVERA MEDICAL GROUP PIERRE, READ CT INMATE, \$87.00; FIRE PROTECTION: WITTEN FIRE DEPARTMENT, 2023 ALLOCATION, \$13,790.00; SOLID WASTE: HARRY K NAPA, OIL/FILTERS, \$104.96; ROSEBUD ELECTRIC, UTILITIES, \$228.00; SCHAEFFER AND COMPANY LLC, PROPANE, \$38.40; COUNTY NURSE: WINNER REGIONAL H.C., 2022 4TH QUARTER ALLOCATION, \$9,100.00; AMBULANCE: B & L COMMUNICATIONS, PAGER REPAIR, \$427.20; FIRST BANK AND TRUST, AMB FEES/FLOWERS, \$216.03; MCKESSON MEDICAL-SURGICAL, SUPPLIES, \$824.73; RUNNINGS SUPPLY, TOW ROPE, \$824.73; SCHAEFFER AND COMPANY LLC, DIESEL, \$36.97; VERIZON WIRELESS, CELL SERVICE, \$251.01; WINNER MUNICIPAL UTILITIES, 20% UTILITIES, \$476.32; WINNER TRUE VALUE, BATTERIES/LED FLASHLIGHT, \$46.96; COUNTY FAIR, SUPPLIES, \$58.93; MENTAL HEALTH: COMMUNITY CONNECTIONS, INC, 2023 ALLOCATION, \$6,500.00; MENTAL ILLNESS: DARCY LOCKWOOD, MI HEARING, \$15.00; FOX & YOUNGBERG PC, MI HEARING, \$163.57; LEWIS AND CLARK, BMI'S, \$368.00; VAL LARSON, MI HEARING, \$15.00; DEAN SCHAEFER COURT REPORTING, COURT

REPORTING, \$90.00; LIBRARY: CHS, INC., PROPANE, \$675.68; FIRST BANK AND TRUST, AMAZON/DOLLAR GENERAL/ZOOM, \$280.43; WHITLEY’S CLEANING, JANUARY CLEANING, \$950.00; WEED: AUTOMATE PARTS & MACHINE SHOP, LED AMBER X 3, \$278.98; ASSN OF SD WEED AND PEST, 2 MEETING REGISTRATIONS, \$340.00; PLANNING AND DEVELOPMENT: 2023 MEMBERSHIP DUES, \$14,873.00; ROAD & BRIDGE: BAUM HYDRAULICS, SHOP SUPPLIES, \$155.34; CHS, INC, PROPANE, \$2,184.87; FLYING D CONVIENCE STORE, DIESEL/GAS, \$385.38; HYDRAULIC WORLD, REPAIR PARTS, \$125.60; INLAND TRUCK PARTS COMPANY, REPAIR PARTS, \$893.66; ROSEBUD ELECTRIC CO, UTILITIES, \$307.55; KEVIN OSBORNE, LUNCH TO GET EQUIPMENT, \$14.00; SAMUEL LEE, LUNCH TO GET EQUIPMENT/SHOP SUPPLIES, \$169.47; SNOW REMOVAL: ATTEBERRY CONSTRUCTION, SNOW REMOVAL, \$51,590.00; DEBT SERVICE: DAIMLER TRUCK FINANCIAL, TRUCK PAYMENTS, \$12,426.27; 9-1-1: CITY OF WINNER, 9-1-1 SURCHARGE, \$6,885.76; EMERGENCY MANAGEMENT: KONEXUS, ALERTSENSE FEE, \$1,668.00; DONATED AMBULANCE: FIRST BANK AND TRUST, COATS, \$447.30.
Roll call: All ayes. Motion carried.

No conflict of interest was reported.

Jon Burdette, EM, appeared for public comment. Mr. Burdette wanted to inform the Commissioners that the county met the threshold and were approved for FEMA and has contacted the Townships.

Debbie Steinke, Extension Secretary, and Jamie Wolf, 4-H Youth Leader, entered the meeting. Mr. Wolf would like to start advertising for a summer assistant at \$13.00 per hour for 560 hours. Forgey made the motion, seconded by Novotny, to give Mr. Wolf permission to advertise for a summer assistant at \$13.00 per hour for 560 hours.
Roll call: All ayes. Motion carried.

Scott Rank, Custodian, came to discuss the Kone Elevator contract and a bill he is questioning for elevator repair.

Janiece Weber, DOE, came to the meeting to discuss hiring another full-time employee. Mrs. Weber has someone interested that is certified. Mrs. Weber reported they have sent the owner-occupied forms and the elderly tax freeze forms.

Forgey made the motion, seconded by Novotny, to adopt the following:
RESOLUTION (9-2023):
Be it Resolved by the Tripp County Board of Commissioners to herby hire Makaleigh Nilson as a full-time Deputy Director of Equalization effective February 21, 2023 and
Further Be it Resolved Ms. Nilson shall be compensated at the rate of \$19.24 per hour with probation up to six months.
Dated at Winner, South Dakota this 24th day of January, 2023.

Chairman, Joyce Kartak

Larry Wilcox

Daniel Forgey

Cody Jorgensen

Michael Novotny

ATTEST:

County Auditor
Roll call: Ayes: Kartak, Wilcox, Forgey, Jorgensen and Novotny.
Nays: None. Resolution adopted.

Roger Sund, Highway Superintendent, Derek McTighe, Brosz Engineering, Inc., and Kurtis Atteberry, Atteberry Construction, entered the meeting.
At 10:30 A.M. the bid opening for 2023 highway supplies, gravel crushing and dirt work was held as advertised. Kurtis Atteberry, Atteberry Construction, Roger Sund, Highway Superintendent and Derek McTighe, Brosz Engineering, Inc., were in attendance.

I. Gravel Crushing

A. Atteberry Construction, Colome, SD \$4.58 per ton county pits

\$10.00per ton Larson Pit 1” crushed
\$7.25 per ton Heese Pit
\$7.25 per ton Richie Pit
\$6.50 per ton Dean Storms Pit
\$7.25 per ton Twila Hansen Pit

Young Quarry for various sizes of quartzite rock @ \$21.00 per ton
to include Rip-Rap Class A,B,C,D all sizes

B. Kings Crushing, LLC, Parker, SD

\$6.50 per ton county pits

Novotny made the motion, seconded by Jorgensen, to accept the bid from Atteberry Construction for gravel crushing.

Roll call: All ayes. Motion carried.

II. Dirt Work and/or Track Hoe

A. Ed Dostal, E & L Excavating, Gregory, SD

Scraper TS 14

\$250.00 per hour

Hein Werner Excavator ¾ yard

\$200.00 per hour

Dozer 82-40 Terex

\$250.00 per hour

Forgey made the motion, seconded by Jorgensen, to accept the bid from E & L Excavating for dirt work.

Roll call: All ayes. Motion carried.

III. Work in Unorganized Township

A. Nagel Construction, Inc. Winner, SD

Blading roads

\$145.00 per hour

Snow removal

\$175.00 per hour

Loading

.70¢ per ton

Gravel hauling

.30¢ per ton mile

Average tonnage capacity of gravel trailer

25 ton

Discussion was held on the Unorganized Townships and the County will do the work needed and bill the Unorganized Townships.

At 10:30 A.M. bids were opened for Oil and Grease as advertised.

1. Country Pride Coop, Winner SD

a. DEF

\$ 2.20 per gallon / bulk

b. Oil-Fleet or Universal

5W40

\$20.23 per gallon / bulk

15W40

\$13.20 per gallon / bulk

10W30

\$13.20 per gallon / 55 gal barrel

c. Oil

5W20 Must meet API Service, SN, SM, SL, SJ

\$ 4.54 per quart

5W30 Dexos licensed

both synthetic blend or full synthetic

\$ 4.50 per quart

d. SAE-30W Power transmission fluid-55 gal barrel

\$15.08 per gallon

SAE-10W Power transmission fluid-30 gal barrel

\$ 15.08 per gallon

2. Hydraulic transmission oil- HT13

\$ 12.63 per gallon

3. Hydraulic oil (anti-wear agent) Allison C-3, C-4, IH,

Cat- MTO

\$ 12.63 per gallon

4. Universal gear lube 2.5 gal

\$ 16.49 per gallon

5. Grease cartridge; multi-purpose Blue Gard #2

\$ 2.95 per cartridge

6. Grease cartridge; extreme pressure, impact resistant Max. EP

\$ 3.86 per cartridge

Forgey made the motion, seconded by Wilcox, to accept the bid from CHS for oil and grease.

Roll call: All ayes. Motion carried.

Roger Sund, Highway Superintendent, gave his report. The crews are plowing snow and using the snow blower on the bigger drifts. High priority roads were discussed and filling the fuel tanks that are placed out of town for the highway equipment.

Fuel quotes were requested for a transport of #2 dyed diesel and E-10 fuel. Quotes were received as follows:

1. CHS #1 dyed diesel \$4.19 per gallon

2. Schaeffer & Company #1 dyed diesel \$4.70 per gallon

Quotes were received for E-10 gasoline as follows:

1. CHS Unleaded E-10 fuel \$3.07 per gallon

Novotny made the motion, seconded by Jorgensen, to accept the gas quotes from CHS on both the #1 dyed diesel and the unleaded E-10 fuel.

Roll call: All ayes. Motion carried.

Barbara DeSersa, Auditor, was present for the public hearing to supplement the 2023 budget. Forgey made the motion, seconded by Wilcox, to adopt the following:

RESOLUTION (10-2023):

WHEREAS, it is necessary to supplement the 2023 Annual Budget in order to carry on the indispensable functions of Tripp County; and

WHEREAS, the adoption of the proposed Supplemental Budget was duly considered by the Tripp County Commission on the 24th day of January, at 11:00 A.M., in the Commission Meeting Room, pursuant to due notice; now therefore be it,

RESOLVED by the Tripp County Commission that the following Supplemental Budget be, and the same is, hereby approved for the purpose of providing budget to conduct the indispensable functions of Government, to-wit:

Road and Bridge:

Appropriations:

Acct #201-312 Snow Removal	\$90,000
	=====

Source of Funding:

Unassigned Fund Balance	\$90,000
	=====

Dated at Winner, South Dakota this 24th day of January, 2023.

Chairman, Joyce Kartak

Larry Wilcox

Daniel Forgey

Cody Jorgensen

Michael Novotny

ATTEST:

County Auditor

Roll call: Ayes: Kartak, Wilcox, Forgey, Jorgensen and Novotny.

Nays: None. Resolution adopted.

Forgey made the motion, seconded by Novotny, to authorize the Auditor to post a Notice of Hearing on February 14, 2023, at 11:00 A.M. to consider a supplement to the Road & Bridge budget for 2023.

Roll call: All ayes. Motion carried

Derek McTighe, Brosz Engineering, Inc, came to the meeting to give an update on the bridge funding. There are six bridges in Tripp County on the list to be replaced in the next eighteen months to four years. Two bridges will be done in 2023. Mr. McTighe also gave an update on the Signage Project. Letters have been sent to the Townships as the Township will be responsible to maintain and replace the new signs.

Todd Stiehl, Deputy Sheriff, came to the meeting to discuss the 29.75 hours of overtime pay he claims was omitted on his check. Forgey made the motion, seconded by Jorgensen, to approve paying Todd Stiehl 29.75 hours at the overtime rate of \$12.00 per hour.

Roll call: All ayes. Motion carried.

Heather Schroeder and Marcia Haukaas, Deputy Auditors, entered the meeting.

At 12:10 P.M. Forgey made the motion, seconded by Novotny to enter into Executive session to discuss a personnel issue pursuant to SDCL 1-25-2 (1).

Roll call: All ayes. Motion carried.

Dan Bechtold, Winner Advocate, left for the day.

At 12:50 P.M. Forgey made the motion, seconded by Novotny, to return to regular session.

Roll call: All ayes. Motion carried.

Wilcox made the motion, seconded by Jorgensen, that the Commissioners serve on the following Boards for 2023:

Commissioner Member

Forgey

Wilcox and Forgey

Jorgensen

Kartak

Wilcox and Kartak

Board

Unified Economic Development

Weed and Pest

Planning & Development District III

Promotion & Expansion

Fairboard

Novotny
Jorgensen and Novotny
Jorgensen and Wilcox
Forgey
Novotny

Library
Solid Waste & Recycling Center
Ambulance
The South Dakota Health Pool
Tri-County Landfill

Roll call: All ayes. Motion carried.

Wilcox made the motion, seconded by Jorgensen, to adopt the following:

RESOLUTION (11-2023):

Be it Resolved by the Tripp County Board of Commissioners to hereby approve the following raises effective January 1, 2023, for some full-time and part-time employees as follows:

1. The Commissioners salary remains \$9,500.00 per year.
The following four offices salaries are now combined with Todd County pay which was \$20,259.00 for office heads and \$6,744.00 for deputies yearly:
2. The salary of Auditor Barbara DeSersa will increase from \$43,930+\$20,259 to \$70,923 a year.
3. The salary of Deputy Auditor Heather Schroeder will increase from \$16.25+\$3.24 to \$21.50/hour.
4. The salary of Deputy Auditor Marcia Haukaas will increase from \$15.25+\$3.24 to \$20.70 /hour.
5. The salary of Treasurer, Candy Biggins will increase from \$40,109+\$20,259 to \$63,550 a year.
6. The salary of Deputy Treasurer, Kathy Klein will increase from \$15.25+\$3.24 to \$19.05 /hour.
7. The salary of Deputy Treas., Katlyn Williams will increase from \$15.25+\$3.24 to \$19.05 /hour.
8. The salary of Director of Equalization Janiece Weber will increase \$40,080+\$20,259 to \$63,376 per year.
9. The salary of DOE Admin Assistant Emily Moser will increase from \$19.24 to \$19.90 per hour.
10. The salary of Register of Deeds, Kristin Assman remains at \$52,000 per year.
11. The salary of Deputy Register of Deeds Rebecca Bohnet remains at \$19.00 per hour.
12. The salary of I.T., Melanie Levi will increase from \$49,670 to \$51,750 per year.
13. The salary of Sheriff Shawn Pettit remains at \$53,000 per year.
14. The salary of Todd Stiehl, Deputy Sheriff remains at \$24.00 per hour.
15. The salary of Kyle Swedlund, Deputy Sheriff remains at \$21.00 per hour.
16. The salary of Jon Burdette, Dispatcher, will increase from \$14.75 to \$16.75 per hour.
17. The salary of Jon Burdette, Emergency Manager, will increase from \$9,377 to \$10,000 per year.
18. The salaries of Ambulance Directors Kathie Cole remain at \$47,195 per year.
19. The salary of Zachary Pahlke, States Attorney will remain at \$69,670 per year.
20. The salary of Mason Juracek, Deputy States Attorney will remain at \$35,500 per year.
21. The salary of Tracy Swanson Secretary for States Attorney at \$23.00 per hour (no insurance)
22. The salary of Scott Rank, Custodian, will increase from \$36,000 to \$38,500 per year.
23. The salary of Duane Wetzel, Weed Supervisor will increase from \$36,000 to \$38,080 per year.
24. The salary of Debbie Steinke, Extension Secretary will increase from \$16.50 to \$17.50 per hour.
25. Bev Vaughn, Ambulance billing will remain at \$20,000 per year.
Bev Vaughn, Welfare Director, will increase from \$10,000 to \$12,000 per year.
26. The salary of Recycling Center Manager, Charles York, remains at \$15.00 per hour.
27. The salary of recycling employee Brian Snow remains at \$15.00 per hour.
28. The salaries of the full-time and part-time employees at the library shall increase as follows:
Misti Burns, Librarian from \$42,000 to \$44,100 per year (no health insurance)
Jerry Fuller from \$15.00 to \$15.50 per hour.
Val Padmore from \$14.00 to \$14.25 per hour (part-time).
Janell Millian from \$12.00 to \$12.25 per hour (part-time).
29. The salary of Veterans Service Officer Milton Douglas remains at \$16.00 per hour.
30. The salary of Roger Sund, Highway Superintendent, remains at \$52,108 per year.
31. The salary of Connie Christensen Highway Secretary remains at \$27.00 per hour, no insurance.
32. The salary of Kristi Donahue Highway Secretary remains at \$18.00 per hour.
33. The salaries of the Highway Construction employees shall remain at:
Gerald Tyburec remains at \$23.00 per hour.
Andrew Connelly remains at \$23.00 per hour.
Kevin Osborne remains at \$23.00 per hour.
Scott Bolie remains at \$23.00 per hour.
David Witt remains at \$23.00 per hour.
Orville Meyers remains at \$22.00 per hour.
Todd Bicek remains at \$22.00 per hour.
Larry Kutz remains at \$22.00 per hour.
Scott Hoffer remains at \$22.00 per hour.
Sam Lee remains at \$22.00 per hour.
Craig Fiscus remains at \$22.00 per hour.
34. Part-time Ambulance Attendants will remain trip under 100 miles, \$100 per trip; Ambulance Attendants 100 to 300 miles, \$150.00 per trip; Ambulance Attendants 301 to 450 miles, \$250.00 per trip; Ambulance Attendants over 450 miles, \$350.00 per trip; EMT above B, will remain at \$126.00 per day, EMT-B will remain at 120.00 per day, Assists remain at \$30.00 and call out remains at \$40.00.
35. Coroner Dr. Rick Wagner will remain at \$58.00 per call.

Dated at Winner, South Dakota this 24th day of January, 2023.

Chairman, Joyce Kartak

Larry Wilcox

Daniel Forgey

Cody Jorgensen

Michael Novotny

ATTEST:

County Auditor

Roll call: Ayes: Kartak, Wilcox, Forgey, Jorgensen and Novotny.

Nays: None. Resolution adopted.

Novotny made the motion, seconded by Wilcox, to appoint Laura Welker, Deb Engel and Brad Watzel to serve a three-year term on the Fairboard.

Roll call: Ayes: Kartak, Wilcox, Forgey, Jorgensen and Novotny.

Nays: None. Motion carried.

The Fairboard members, dates of their appointments and terminations are as follows:

<u>MEMBER</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>
Rusty Heenan	1-11-2022	1-14-2025
Tara Parvin Fenenga	1-11-2022	1-14-2025
Jill Sell	1-11-2022	1-14-2025
Jeremy Schroeder	1-12-2021	1-09-2024
Barb Watzel	1-12-2021	1-09-2024
Katrin VanZandbergen	1-12-2021	1-09-2024
Laura Welker	1-24-2023	1-10-2026
Deb Engel	1-24-2023	1-10-2026
Brad Watzel	1-24-2023	1-10-2026

Discussion was held on increasing Commissioner Cody Jorgensen’s pay as he will not be participating in the healthcare provided by the county. Forgey made the motion, seconded by Novotny, to increase Mr. Jorgensen’s pay \$526 per month.

Roll call: Ayes: Kartak, Forgey and Novotny.

Nays: None. Abstain: Jorgensen and Wilcox. Motion carried.

Jorgensen made the motion, seconded by Wilcox, to pursue collection a debt through AAA.

Roll call: All ayes. Motion carried.

Forgey made the motion, seconded by Kartak, to approve the Quarterly Ambulance Write-offs in the amount of \$43,656.69.

Roll call: All ayes. Motion carried.

Discussion was held on the verbiage in the Tripp County Personnel Handbook, Section V, under 502 ADVERSE WEATHER CONDITION and under 504 TIME AND TRAVEL REIMBURSEMENT RECORDS. Jorgensen made the motion, seconded by Kartak, to adopt the following:

RESOLUTION (12-2023):

Therefore, Be it Resolved by the Tripp County Board of Commissioners to hereby amend the 2023 revised Tripp County Personnel Handbook, Section V, Under 502 ADVERSE WEATHER CONDITION, to include C. and read:

C. If R-1 County Highway Department and Sheriff Department employees are doing emergency work during a day the courthouse is declared closed by the Chair, they will receive 2 times their regular rate of pay also;

Under 504 TIME AND TRAVEL REIMBURSEMENT and read:

A. All county employees will clock in and out using ExecuTime either with their computers or phones (if they have that right) for each week worked. The employee will be responsible for approving their time with the respective supervisor to follow, no later than 9:00 A.M. Monday the day before the scheduled payday. Each department will instruct employees on the timecard process. All offices or each office will submit their time records to the Auditor’s Office for approval by the Board of Commissioners.

- B. The filling out of another employee’s time record or the falsifying of any time record is prohibited and may be grounds for disciplinary action, up to and including termination.
- C. Pay raises will start on the beginning of the pay period.
- D. Mileage and other travel reimbursement documentation must be submitted to the County Auditor monthly.

Therefore Be it Resolved by the Tripp County Board of Commissioners to hereby adopt the newly revised 2023 Tripp County Personnel Handbook, replacing the 2022 Personnel Handbook, and Further Be it Resolved that the effective date of this Resolution is January 24, 2023, and that all other resolutions or parts of resolutions in conflict herewith be hereby repealed.
Dated at Winner, South Dakota this 24th day of January, 2023.

Chairman, Joyce Kartak

Larry Wilcox

Daniel Forgey

Cody Jorgensen

Michael Novotny

ATTEST:

County Auditor
Roll call: Ayes: Kartak, Wilcox, Forgey, Jorgensen and Novotny.
Nays: None. Resolution adopted.

At 2:55 P.M. Wilcox made the motion to adjourn until February 14, 2023 at 10:00 A.M., seconded by Jorgensen.
Roll call: All ayes. Meeting adjourned.

Chairman, Joyce Kartak

ATTEST:

County Auditor