

Agenda

Yankton County Commission

6:00 PM, Tuesday, May 19, 2026
Commission Chamber
Yankton County Government Center

**DOCUMENTS WILL BE AVAILABLE AT AUDITOR'S OFFICE FOR REVIEW BEGINNING
May 15th. COPIES AVAILABLE FOR \$1.00 PER PAGE**

Meeting chaired by: John Marquardt, Chairman

Call to order: 6:00 PM **PLEDGE OF ALLEGIANCE**

02 Roll Call: _____ Wanda Howey-Fox _____ Ryan Heine _____
_____ Ryan Heine _____ John Marquardt

AGENDA ITEMS

| No. | Time | Item Description | Presenter |
|-----|---------|--|------------------------------------|
| 03 | 6:00 PM | Abstain Financial Conflict of Interest (SDCL 6-1-17) Non-Financial Interest-Must State Reason for Abstaining | Commissioner Marquardt |
| 04 | | Approval of Agenda | |
| | 6:05 PM | Public comment is a time for persons to address this body on any subject. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Each person has up to three minutes to speak. There shall be no personal attacks against the members of this body, county staff, individual, or organizations. The Chair has the authority to enforce this policy. Failure to adhere to these rules may result in forfeiture of the remaining speaking time. | Public Comment |
| 05 | 6:10 PM | Motion to appoint Highway Superintendent | Mike Sedlacek |
| 06 | 6:15 PM | Approve Surplus Notice/Appoint to Appraise Property | Commission |
| 07 | 6:20 PM | Pathways Shelter | Jesse Ridgway & Courtney Wagner |

| | | | |
|----|---------|--|------------------|
| 08 | 6:25 PM | Approve 2026 Updated Employee Handbook | State's Attorney |
| 09 | 6:30 PM | Plat – Walloch Plat – Buffington Plat – Gall Plat – James Hutterian Brethren Plat – Bartling | Zoning |
| 10 | 6:35 PM | Approve Ambulance Position & Wage | Commission |
| 11 | 6:40 PM | Approve Salary Increase for Sheriff Employees | Commission |
| 12 | 6:45 PM | April 14, 2026 Minutes April 24, 2026 Minutes April 27, 2026 Minutes May 05, 2026 Minutes | Commission |
| 13 | 6:50 PM | Claims Yankton City E911 Claim | Auditor |
| 14 | 6:55 PM | April 2026 Auditor/Treasurer Report, Pooled Cash | Auditor |
| 15 | 7:00 PM | Taskforce Updates | Commission |
| 16 | 7:05 PM | Public Comment | |
| 17 | 7:10 PM | Commissioner Updates | |
| 18 | 7:15 PM | Executive Session Poor Relief Issues Pursuant to SDCL 1-25-2 & 28-13 and 28-13-1.3 Items for Next Meeting | State's Attorney |

NOTICE OF SALE OF SURPLUS PROPERTY

WHEREAS, the Board of Commissioners of the County of Yankton, South Dakota, has directed the below described real property acquired by Yankton County to be sold as provided by law.

NOW, THEREFORE, pursuant to the direction of the Board of Commissioners of Yankton, County, South Dakota, sealed bids shall be received by the Yankton County Auditor, 321 West 3rd Street, Suite 100, Yankton SD 57078, not later than 10:00 a.m., Friday, June 12, 2026, for the following described real estate situated in the County of Yankton, State of South Dakota, to-wit:

1. Walnut Lot, Parcel ID #78.790.074.050, Legal:

Lot Five (5), Block Seventy-four (74), Todd's Addition, City and County of Yankton, South Dakota, as per plat recorded in Book G, page 2.

2. 2403 Timberland Drive, Parcel ID #09.003.200.116, Legal:

Lot Sixteen (16), Schwarz Addition, County of Yankton, South Dakota as per plat as recorded in Book S8, Page 71.

3. 1215 Whiting Street, Parcel ID #78.170.001.380, Legal:

Lot Thirty-four (34) and the West One-fourth (W1/4) of Lot Thirty-five (35), Dakota National Company Subdivision, City and County of Yankton, South Dakota, as per plat recorded in Book SS, page 40 and survey recorded in Book SS, page 110.

("Whiting Street Property")

**BIDS SHALL BE PUBLICLY OPENED AND READ AT 10:00 A.M.
AT THE YANKTON COUNTY AUDITOR'S OFFICE FRIDAY, JUNE 12, 2026**

**BIDS SHALL BE AWARDED 6:10 P.M.
AT THE JUNE 16, 2026 YANKTON COUNTY COMMISSION MEETING**

The properties are being sold subject to assessments, liens, easements and restrictions of record, if any, to the highest bidder for cash. Whiting Street Property has an additional condition of sale requiring the new owner to remove the structures located on said property and construct a new residence upon said property by July 1st, 2029, otherwise the property reverts back to Yankton County. Yankton County reserves the right to reject any or all bids, waive technicalities and make awards as deemed to be in the best interest of Yankton County, SD. If a bid is accepted, the property will be conveyed to the successful bidder by Quit Claim Deed upon payment in full.

Dated this __ date of June, 2026

Patty Hojem
Yankton County Auditor



COMMISSIONER MEETING AGENDA REQUEST

321 W 3rd, Suite 100, Yankton, SD 57078

E-Mail: patty@co.yankton.sd.us

Submission Deadline: 3:00pm on the Wednesday before scheduled meeting

Date Request Submitted 5/13/2022

Request is for Commission Meeting Dated 5/19/2022

Name: Pathways Shelter for the Homeless

Address: 412 E. 4th St. Yankton, SD

Phone: 605-659-8203

E-Mail Address: CWagner@yanktonpathways.org

Topic to be Addressed and Length of Presentation: Homeless Shelter - 8 to 10mins

Specific Purpose for the Request (Please Also Attach Support Documents): _____

Person(s) Making Presentation to the Board: Jesse Ridgway & Courtney Wagner

Audio/Visual Equipment Needed: _____

For Office Use:

Approved _____ Denied _____ Reason(s): _____

Signature: _____

Date: _____



Employee Handbook

Yankton County, South Dakota

Updated and
Revised
May 19, 2026

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SECTION 1: WELCOME & INTRODUCTION

101 WELCOME

Welcome to the **Yankton County** team! Together, we serve the residents of Yankton County. As an employer, Yankton County is committed to ensuring that working for the County is a rewarding and positive experience.

It is the policy of the Yankton County Commission that this document be used as the basic outline for employment policies, practices, and procedures. The Employee Handbook contains general statements of County policy and should not be read as including the fine details of each policy, or as forming an expressed or implied contract or promise that the policies discussed in it will be applied in all cases.

The Yankton County Commission may add to the policies in the Handbook or revoke or modify them from time to time. The Commission will attempt to keep the Handbook current, but there may be times when policies change before this document can be updated. In the event of a conflict between these policies and any state or federal law, the law shall prevail.

As an employee, it is important that you understand the policies and benefits available to you. This Employee Handbook explains various policies that will help you do your job to the best of your abilities. As a member of the Yankton County team, we want to help you develop professionally and personally, and to realize your potential as a valuable employee who contributes to the success of our County. Please refer to this Handbook often, and do not hesitate to contact your supervisor if you have questions or concerns that are not addressed here.

Once again, welcome to our team and we wish you a fulfilling, enjoyable future with the County.

102 ABOUT YANKTON COUNTY

Yankton County played an early and important role in the history of Dakota Territory and the state of South Dakota.

Bordered on the south by the Missouri River, the county is named for the Yankton band of Sioux who have lived in the area since the early 1700s. Pierre Dorion was the first non-native person to reside here. Dorion married a Yankton Sioux woman 20 years before the arrival of Lewis and Clark in 1804.

The first known white woman to visit Yankton County was Pelagie LaBarge, traveling on the Missouri River in 1847 on a steamboat piloted by her husband. Major William Lyman was the first known white settler in Yankton County in 1857. Lyman established a ferry across the James River along with a small trading post.

In 1861, the territorial government was established with the City of Yankton designated as the first capital of Dakota Territory. The year 1861 also saw the first official newspaper, "The Weekly Dakotian," published in Yankton. Steamboat trade flourished here until 1873 when the first railroad line connected Yankton and Sioux City, Iowa.

The first school, held in the home of Dr. Abram Van Osdel, opened in December of 1862. Governor Howard selected Yankton County as the site for the hospital for the insane in September of 1878. Yankton lost the fight to retain the status of Territorial Capital in 1883 when the capital was moved to Bismarck, North Dakota.

The rich history of Yankton County is preserved through many landmark buildings, historical sites and the written word.

103 YANKTON COUNTY VISION AND MISSION STATEMENTS

The Yankton County Commission has crafted the following statements to express both its aspirations for the future and intentions in serving the public.

Vision Statement

Yankton County will be a dynamic place, with a strong sense of history, community pride, environmental responsibility, economic prosperity and rural culture.

Mission Statement

The mission of Yankton County is to provide citizens with high quality public services that create a foundation of trust, unity, safety, and collaboration.

In accomplishing this mission, the Yankton County Commission will encourage its employees and all elected officials to exhibit these values:

- Accountability, dependability, and professionalism in the performance of their duties.
- Honesty, integrity, and transparency in all proceedings.
- Inclusiveness, accessibility, and equality in working with the public.
- Efficiency, sustainability, and innovation in the design and implementation of programs and services.

Adhering to the values will help Yankton County:

- Stay focused on its goals;
- Operate in an open and welcoming manner;
- Remain positive in challenging situations; and
- Lead by example.

104 EMPLOYEE RESPONSIBILITY

It is the employee's responsibility to follow the guidelines, regulations, policies, and procedures of Yankton County. An employee's refusal to correct a violation or repeated violations can lead to disciplinary action, up to and including suspension and discharge.

105 EFFECTIVE DATE

This Employee Handbook shall become effective upon formal adoption of the Yankton County Board of Commissioners.

106 TERMS AND DEFINITIONS

As used in this Employee Handbook:

1. The words "**shall**" or "**will**" are construed as mandatory.
2. The word "**may**" is construed as permissive.
3. To the extent possible, nouns and pronouns will be gender neutral and inclusive of all employees.
4. "**Supervisor**" means an individual with the authority to assign, direct, or review the work of subordinates. In many situations, the supervisor will be a county department head.
5. Unless otherwise specified, the term "**family member**" includes the employee's mother/father, grandmother/grandfather, wife/husband, son/daughter, stepson/stepdaughter, brother/sister, aunt/uncle, niece/nephew, and mother-in-law/father-in-law.

6. The word “**County**” means Yankton County as managed under the authority of the Board of County Commissioners, elected County officers, and appointed department heads.
7. “**Commissioners**” are elected by the citizens of Yankton County and are responsible for the oversight of all county services.
8. “**Elected County Officers**” are elected by the citizens of Yankton County for a designated term of office and are responsible for the oversight of services within their area of responsibility. Elected County officers in Yankton County include: Auditor, Register of Deeds, Sheriff, State’s Attorney, and Treasurer.
9. “**Appointed Officials**” are appointed to their position by the County Commission and serve at the pleasure of the Commission.
10. “**Exempt**” employees are those whose position contains duties and responsibilities of an executive, administrative or professional nature as described under the Fair Labor Standards Act and is therefore exempt from the overtime provisions of the Act. Exempt employees may be required to perform work in excess of the standard work week without additional compensation.
11. “**Non-Exempt**” employees are those whose position is covered by the overtime provisions of the Fair Labor Standards Act due to the duties and responsibilities of the position. The Fair Labor Standards Act includes the provision for payment of all overtime hours worked in excess of 40 hours per week for these non-exempt positions.
12. “**Temporary or seasonal**” employees are those who are hired as interim replacements, to supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Generally, they are not eligible for benefits beyond workers’ compensation.
13. “**Part-time**” employees are those required to work less than 20 hours of compensated work per week. Generally, they are not eligible for benefits beyond workers’ compensation.
14. “**Regular full-time**” employees are those who are not in a temporary or introductory status and who are regularly scheduled to work at least 30 hours per week. Generally, they are eligible for all employee benefits, subject to the terms, conditions and limitations of each benefit program.
15. “**Regular part-time**” employees are those who are not assigned to a temporary or introductory status and are regularly scheduled to work at least 20 hours a week, but less than 30 hours per week. Generally, they are eligible for some benefits, subject to the terms, conditions, and limitations of each program.
16. “**Contract**” employees are those who work under a special agreement and conditions established by the County Commission, and whose compensation may include specified benefits.
17. “**Introductory**” employees are those whose performance is being evaluated to determine whether further employment as regular full-time or regular part-time employees with the County is appropriate. Introductory employees include new hires, plus present employees being transferred or promoted to a new position.

SECTION II: EMPLOYMENT POLICIES & PRACTICES

201 WELCOME

1. **Employment-At-Will:** Employment with Yankton County is voluntarily entered into, and the employer/employee relationship may be terminated at any time for any lawful reason by either party. In the event an employee resigns their position, the employee is expected to give the County a two-week notice of the intended action.
2. **Not a Contract:** Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the County and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment at-will, may be amended or canceled at any time, at the County's sole discretion.
3. **Changes to these Policies:** These provisions supersede all existing policies and practices and may not be amended or added to without the expressed written approval of the Yankton County Commission. Proposed changes to existing policies can be brought to the County Commission for consideration by one of the Commissioners, by an elected official, by an appointed officer, or by any department head within the County. Proposed changes should be reviewed by the State's Attorney.

202 EQUAL EMPLOYMENT OPPORTUNITY

In compliance with Title VII of the Civil Rights Act of 1964 as amended and under authority of SDCL § 7-8-20, it is the policy of Yankton County to provide equal opportunities to all employees and applicants for employment. The County does not discriminate in hiring or in any terms and conditions of employment based on sex, pregnancy, childbirth or related medical condition, race, color, creed, religion, national origin, ancestry, citizenship, gender, age, disability, sexual orientation, genetic information or veteran status or on any other status that is protected under law against discrimination. This policy applies to employees and applicants and to all phases of employment including, but not limited to, hiring, promotion, demotion, and treatment during employment, rates of pay or other forms of compensation, and termination of employment.

If an individual is concerned about a violation of this policy, they may utilize the Complaint Resolution policy set forth in this handbook.

203 VETERAN'S PREFERENCE

Yankton County will comply with South Dakota's Veterans Preference Law, SDCL § 3-3-1, which means that eligible veterans receive preference for appointment, employment and promotion. If the applicant possesses at least the minimum qualifications necessary to fill the position, the qualifying veteran shall be granted an interview. The unmarried spouse of a deceased veteran is entitled to the same preference, as is the spouse of a disabled veteran who is unable to exercise his or her right due to a disability.

204 ACCOMMODATIONS – ADA, PWFA & RELIGIOUS

The County is committed to complying fully with the Americans with Disabilities Act (ADA), the Pregnant Workers Fairness Act (PWFA), and providing religious accommodations consistent with the law. All employment practices and activities are conducted on a non-discriminatory basis. Employees requesting reasonable accommodation during either a recruitment or employment process should contact the Department Head to begin an interactive discussion about potential accommodations that would be available and appropriate. When considering potential accommodations, the Department Head may need to visit with the County Auditor and/or State's Attorney to evaluate the

request. If accommodations will require a significant cost, or cannot be agreed upon, then the matter should be brought to the County Commissioners. The County will consider specific requests but reserves the right to offer its own recommendations for accommodations to the extent permitted by law. Accommodations that create an undue hardship may be denied.

If an employee makes a request to the department head and no response is received within one (1) week, the employee should take the matter to the Commissioners.

All employment decisions regarding disability accommodations will be based on the merits of the situation in accordance with the defined criteria and federal and state regulations.

Any form of retaliation against an employee for engaging in activity under this provision is expressly prohibited and will result in disciplinary action up to and including termination. Please see the complaint and retaliation provisions set out in the Discrimination and Harassment policy.

205 IMMIGRATION LAW COMPLIANCE

The County is committed to employing only people who are United States citizens or non-citizens who are legally authorized to work in the United States. We do not discriminate because of a person's citizenship or national origin.

To comply with the Immigration Reform and Control Act of 1986, every new employee is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility. All employees will be expected to complete the I-9 Form on or before the first day of work. If the employee cannot provide the necessary documentation within three (3) working days from the date of hire, they must provide proof that they have applied for the required documents. If this is not provided, the employee will be terminated. Former employees who are rehired must complete the form if they have not completed an I-9 or, it is no longer retained or valid.

206 COUNTY PROPERTY

It is the policy of Yankton County to:

1. Prohibit the purchase of supplies, equipment or tools without authorization from a supervisor;
2. Prohibit the loaning or selling of equipment, supplies or tools unless the action was previously and clearly authorized by the County Commission;
3. Require employees to turn in County vehicle and/or building keys and any County equipment prior to receiving their final paycheck; and
4. Seek reimbursement for the replacement value of County property that is damaged or destroyed by employee negligence.

207 EDUCATION AND TRAINING

1. The County may support certain training events, such as workshops and conferences when such training, including travel, has been approved as part of a department's annual budget.
2. Yankton County encourages employees to take advantage of educational opportunities that will enhance their job performance.

208 DISCRIMINATION & HARASSMENT-FREE WORKPLACE

Yankton County recognizes that the strength of the organization relies on an environment where people are treated with dignity and respect without intimidation, oppression or exploitation. Therefore, the County is committed to providing a work environment that is free of unlawful discrimination and harassment. The County expressly prohibits any form of employee harassment, which includes verbal or physical conduct that denigrates or shows hostility or aversion toward an

individual, based upon race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Yankton County will strive to prevent, correct and discipline behavior that is not consistent with its commitment to provide equal opportunity and an environment free from harassment and discrimination. This policy is adopted using the following definitions:

Discrimination includes conduct, in violation of federal and state law, where unfavorable decisions are made, or unfavorable actions are taken, based on an individual's protected classification, as listed above. This policy is intended to be consistent with the prohibitions stated in such anti-discrimination laws.

Harassment based on an individual's protected classification as listed above includes conduct which interferes with an individual's ability to do their job by creating an intimidating, hostile or offensive work environment; unreasonably interfering with the individual's work performance and/or adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

- Verbal epithets, slurs, negative stereotyping or verbal or physical threatening, intimidating or hostile acts that relate to the categories above. This includes jokes or pranks that are hostile or demeaning to the above protected categories.
- Written, electronic or graphic material that denigrates or shows hostility or aversion toward an individual or group included in the above categories.

Sexual harassment (both overt and subtle) is a form of unlawful harassment that includes employee misconduct that is demeaning to another person or undermines the integrity of the employment relationship and is strictly prohibited. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when:

- Submission to such conduct is made either explicitly or implicitly as a condition of employment
- Submission or rejection of such conduct by an individual is used as a basis for employment decisions
- Such conduct has a purpose or effect of substantially interfering with an individual's work performance
- Such conduct has a purpose or effect of creating an intimidating, hostile or offensive work environment

Some examples of sexual harassment include, but are not limited to, the following:

- Sexual innuendo, jokes of a sexual nature, propositions, threats
- Sexually suggestive pictures or objects, staring, leering, obscene gestures
- Unwanted physical contact
- Unwelcome repeated requests for a date, telephone calls, letters or messages
- Discussion of sexual activities

This policy applies not only to normal working hours, but also to social contact, off-premises work and business travel. This policy protects employees from harassment by supervisors, co-workers, and third parties with whom they come into contact with during the course of their job.

Harassment can be found where, in aggregate, the incidents are sufficiently pervasive, persistent or severe enough that a reasonable person would be adversely affected to a degree that unreasonably interferes with employment. If the victim does not subjectively perceive the environment to be

hostile or the conduct has not actually altered the conditions of employment, then there may not be a violation of this policy. In addition, a victim may not be the subject of the conduct, however witnessing the conduct may also constitute a hostile or offensive work environment for the witness.

Training

Harassment training will take place annually and will be required for all active County employees including elected officials, and commissioners. Notice of such training will be provided in advance of the training. Supervisors will be responsible for ensuring that all active staff members are scheduled for the training. Training may be provided in person or via a web-based platform. Failure to complete the training each year may result in disciplinary action up to and including termination.

Reporting Discrimination / Harassment

It is the responsibility of every employee to act consistently with the spirit and intent of this policy. Department heads and supervisors shall work to establish and maintain a climate in the work unit which encourages employees to communicate questions or concerns regarding this policy, recognize incidents of harassment and discrimination, and take immediate action in accordance with this policy.

If you experience any possible unlawful harassment or discrimination, promptly report the concern to your immediate supervisor, to a department head, or to any Commissioner. The County takes complaints of discrimination and harassment very seriously and investigates claims received. Thus, there is no need to follow any formal chain of command when filing a complaint or discussing or expressing any issue of concern regarding alleged discrimination or harassment, and you may bypass anyone in your direct chain of command.

This policy applies to all incidents of alleged discrimination or harassment, including those which occur off-premises, or off-hours, where the alleged offender is a group leader, supervisor, co-worker, or even a non-employee, such as a vendor or customer, with whom the employee is involved, directly or indirectly, in a business or potential business relationship.

Should the alleged discrimination or harassment occur at a time other than your normal business hours, your complaint should be made as early as practicable following the incident. The County will undertake an investigation of any complaints in a timely and appropriate manner. All complaints will be kept confidential to the extent possible.

All employees have a duty to report any conduct which they believe violates this policy. In addition, every employee has a duty to cooperate with any investigation conducted by the County, regardless of whether the investigation is being conducted by County officials or outside parties retained by the County for this purpose, or, for that matter, by an outside agency.

If the County determines that an employee has; violated this policy including unlawfully discriminating against or harassing another individual, violated the confidentiality or non-retaliation provisions, or who have been found to have knowingly made a false complaint, appropriate disciplinary action will be taken with the offending employee, up to and including an unpaid suspension or termination of employment.

Retaliation

The County, in accordance with state and federal law, prohibits any form of retaliation against any employee for reporting in good faith a violation of this policy, filing a complaint under this policy, or assisting in a complaint investigation.

One type of retaliation occurs when an employer takes adverse employment action against an

employee who complains about harassment or discrimination, or who engages in activities such as refusal to provide genetic information, testifying at or providing information related to a labor investigation, filing or having filed a workers' compensation claim, or whistleblower status as provided for by law. Another type of retaliation occurs when co-workers ostracize, employ derogatory epithets (verbal, written or gestural) against or otherwise harass an employee because he or she has complained about discrimination or harassment or has participated in an investigation into harassment or discrimination.

It is illegal to retaliate against any employee because of a complaint about harassment or discrimination, even if no harassment or discrimination ever happened. The County policy strictly PROHIBITS any form of retaliation against an employee because of a complaint about harassment or discrimination. Any complaints of retaliation should be reported to your direct supervisor, any department head, or any Commissioner.

However, if an individual is found to have made a complaint in bad faith, fails to cooperate with an investigation or provides false or intentionally misleading information or testimony, that employee is subject to disciplinary action up to and including termination.

209 COMPLAINT RESOLUTION

General Complaints

The County is committed to providing an excellent working environment for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any complaint or problem can be discussed rather than utilizing any formal, restrictive grievance procedure. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner.

Employees with concerns or complaints should first discuss the problem with their immediate supervisor or, if this is not possible, with their department head. Employees who believe they cannot discuss the concern with their department head may instead contact a Commissioner.

Employees who have a complaint about the interpretation or application of a specific County policy or about a disciplinary act may submit a written inquiry or complaint to their department head and, if unresolved at that level, to the Commissioners. Department heads and the Commissioners will strive to respond to written inquiries or complaints in a timely manner. Although not all complaints can be resolved to everyone's complete satisfaction, this written option provides employees with a method for receiving information about their inquiries and for potentially resolving concerns.

Individuals who wish to pursue a formal complaint to the Commissioners should submit a timely written statement of the factual basis for the complaint to their immediate supervisor. If the employee is not comfortable going to their immediate supervisor, alternative contact can be made with the State's Attorney, another department head, or any Commissioner. The Commissioners or their Agent will coordinate an investigation into the complaint in a timely manner. All interested parties will be afforded the opportunity to submit evidence on the complaint. At the conclusion of the investigation, the Commissioners will review the evidence in executive session and determine the appropriate course of action. The decision made by the County Commissioners shall be deemed final.

However, if an individual is found to have made a complaint in bad faith, fails to cooperate with an investigation or provides false or intentionally misleading information or testimony, that employee is subject to disciplinary action up to and including termination.

210 CONFIDENTIAL NATURE OF WORK

Yankton County will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and refrain from any illegal, dishonest or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be openly discussed with your immediate supervisor and, if necessary, with your department head or the commissioners for advice and consultation.

While much of the work that the County does is public, certain information obtained during your employment may be sensitive or confidential. Employees must not disclose such information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the County. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

211 PERSONNEL RECORDS

Official personnel files for each employee will be maintained in the Auditor's Office. Although supervisors may keep some records within the department, the official personnel file is maintained in the Auditor's Office.

Records to be maintained in the official personnel file include, but are not limited to, the following: application forms, personnel actions, training records, performance appraisals, and disciplinary actions. Due to the particularly sensitive nature, some records pertaining to employees are maintained in separate files outside the basic files such as relating to medical issues and internal investigations.

All information maintained in the official personnel files will be considered confidential and may be accessed by the Auditor's staff, the supervisor, the Department Head, and the Commissioners. Current employees may also review their own personnel file upon request to the Auditor. In addition, when potential legal issues arise regarding an employee, the County's legal counsel will have access to that employee's personnel files. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. Employees, or their representative, may be provided access according to state law and at the discretion of the County.

Information relating to dates of employment, position titles and rates of pay are a matter of public record. The Auditor will publish such information as required by law.

Department Heads are responsible for completing personnel action forms for new hires, promotions, demotions, transfers, terminations, or related personnel changes. Employees are responsible for informing the Auditor's Office of changes in name, address, marital status, dependents, emergency contacts, and beneficiaries as soon as they occur.

SECTION III: CONDUCT OF EMPLOYEES

301 APPEARANCE

It is the policy of Yankton County that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Employees are expected at all times to present a professional, business-like image to the public.

1. The appearance of employees that do not regularly meet the public is to be governed by the requirements of safety and comfort but should still be as neat as working conditions permit.
2. The appearance of office workers and employees who have regular contact with the public shall follow normally accepted standards for similar situations.
3. Department heads may authorize periodic "casual days" and establish dress standards for those occasions. This option is solely at the discretion of individual department heads and may be rescinded by the County Commission at any time should abuses and/or public complaints arise.

Any employee that does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises or work location. Any work time missed, because of failure to comply with this policy, may not be compensated. Repeated violations of this policy will be cause for disciplinary action.

302 ATTITUDES

It is the policy of Yankton County that certain rules, concerning employee behavior, are necessary for the efficient operation of County government.

Employees are expected to conduct themselves in a positive manner so as to promote the best interests of Yankton County. This conduct includes:

1. Reporting to work as scheduled and being at the proper workstation, ready for work, at the assigned starting time;
2. Giving proper advance notice whenever unable to work or report on time;
3. Complying with all County safety and security regulations;
4. Smoking only at times and places not prohibited by the County Commission;
5. Eating meals in the workplace is discouraged, except during designated breaks and within designated eating areas;
6. Maintaining workplace cleanliness and orderliness;
7. Treating all customers, visitors and fellow employees in a courteous manner;
8. Refraining from behavior or conduct deemed offensive or undesirable;
9. Performing assigned work efficiently and in accord with established quality standards; and
10. Reporting to the supervisor and/or County Commission suspicious, unethical, or illegal conduct by fellow employees, customers or suppliers.

303 PUBLIC RELATIONS

It is the policy of Yankton County to be service oriented and to require all employees to always treat the public in a courteous and respectful manner. All employees have an obligation to make the public feel as comfortable as possible in dealing with County government.

Employees should attempt to educate the public in using County services and should seek ways to improve services.

Employees are encouraged to report recurring customer-related problems to their supervisor. If a customer becomes unreasonable or abusive and the employee cannot resolve the problem, the customer should be referred to the supervisor.

304 COUNTY EQUIPMENT

Supervisors are responsible for instructing employees on the proper use of County equipment, the proper care, maintenance and safety of County equipment, and for assuring that any required certification and/or licensing is maintained.

Employees should not use County equipment for personal purposes.

305 PERSONAL PROPERTY

It is the policy of Yankton County to ask employees to refrain from bringing unnecessary or inappropriate personal property to work.

The County recognizes that employees may wish to bring certain personal items to work. However, personal property that is not related to the employee's job performance may disrupt work or pose a safety risk to other employees. The employee's supervisor shall determine the appropriateness of personal items in the workplace.

306 CONFLICTS OF INTEREST

It is the policy of Yankton County to prohibit employees from engaging in any activity, practice or act, which conflicts with, or appears to conflict with, the interests of the County.

A conflict of interest is defined to include any situation in which a County official, employee or board member, in the discharge of official duties, would be required to take any action or make any decision that may cause financial benefit to:

1. the same County official, employee or board member;
2. any member of that official's, employee's or board member's immediate family, defined to include a spouse, parent, child or a sibling related by blood, marriage or adoption; or
3. a business enterprise owned in whole or in part by the public official, employee, or board member; unless the benefit is extended to the general public or a broad segment of the public at large.

As soon as a County official, employee, or a board member is actually aware or should reasonably be aware of a conflict of interest, they are required either to make full public disclosure of or to remove themselves from the conflict of interest.

Specifically, County officials, employees, and board members are prohibited from:

1. using their County position or any influence, power, authority, or confidential information derived from it, or any County time, equipment, property, or supplies for private gain; or
2. receiving any outside compensation, gift, or gratuity, for the performance of County duties except as follows:
 - a. Awards for meritorious public contributions publicly awarded.
 - b. Receipt of honoraria or expenses paid for papers, talks, demonstrations, or appearances made by employees with the approval of the employee's department head or the County Commission.
 - c. Receipt of social amenities, ceremonial gifts, or advertising gifts, worth less than \$100 in value.

Unless directed otherwise by the County Commission, any gifts beyond those listed above received for performance of County duties will be considered County property and will be immediately reported to the County Auditor's Office for inventory.

307 NEPOTISM

A member of an employee's family will be considered for employment by Yankton County, provided the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if such employment would:

1. Create either a direct or indirect supervisor/subordinate relationship with a family member; or
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

308 SECONDARY EMPLOYMENT

County employment must be the principal vocation of all full-time employees; however, a County employee may engage in outside employment, subject to all of the following conditions:

1. The secondary employment must not interfere with the efficient performance of the employee's County duties;
2. The secondary employment must not conflict with the financial or public interests of the County or any department thereof; and
3. The secondary employment must not be the type that would give rise to criticism or suspicion of conflicting interests or duties.

County employees must notify their supervisor before engaging in secondary employment. Non-elected department heads must notify the County Commission before engaging in secondary employment that exceeds ten hours per work week.

309 WORKPLACE VIOLENCE PREVENTION

The County is committed to preventing workplace violence and to maintaining a safe work environment.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the supervisor, sheriff's office, or any member of the County Commission. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the supervisor or sheriff's office.

310 SMOKING PROHIBITED

It is the policy of Yankton County, and in accordance with applicable state law, that smoking, including smokeless tobacco, electronic cigarettes and all vaping devices, shall not be permitted in County building or any County vehicle. Such use is permissible only in personal vehicles while on break, or in other designated areas. No additional breaks beyond those normally scheduled may be taken for the purpose of smoking or using similar products. When smoking or using tobacco or similar products outside, please leave no traces of litter or residue.

311 DISTRACTED DRIVING

Employees are prohibited from undertaking any activity that could distract them from the safe operation of County vehicles. Examples of distractions while operating a vehicle include but are not limited to operating a cell phone, texting, consuming food or beverages, reading, and smoking.

Employees who use cell phones or radios as part of their normal work activities should operate those communication devices in a manner that does not inhibit or interfere with the safe operation of County vehicles.

312 ELECTRONIC INFORMATION SYSTEMS

Any use of Yankton County's Internet access or E-mail services shall be considered and treated as any other work product, subject to periodic or specific review by, and approval of, the employee's immediate supervisor or department head.

Supervisors or department heads shall designate which employees may use E-mail. Each employee using E-mail or the Internet shall be required to sign an "Acceptable Use Agreement." Yankton County reserves the right to monitor transmissions of E-mail. Supervisors and department heads shall periodically monitor both Internet and E-mail use by Yankton County employees in their office to ensure they are in conformance with these policies and the Acceptable Use Agreement. Any employee found to be in violation of the Acceptable Use Agreement shall be subject to disciplinary action up to and including termination.

In addition to the terms of the Acceptable Use Agreement, prohibited uses of Yankton County's E-mail and Internet systems via County-owned computer equipment include, but are not limited to the following:

1. To transmit, receive, access, upload, download, or distribute offensive, threatening, pornographic, obscene, or sexually explicit material;
2. To vandalize, damage, or disable property of the County or another individual or organization;
3. To access another individual's materials, information, or files without permission;
4. To use the network or Internet for commercial or political campaign purposes;
5. To release personal information, files, addresses, passwords, or other vital accessing information;
6. To promote or solicit for illegal activities, including gambling;
7. To interfere with another person's use or account in any way;
8. To violate copyright or other protected material laws, trade secrets, proprietary financial information, or similar materials without authorization;
9. To attempt to log on to the Internet as a system administrator;
10. To subscribe, without authorization, to mailing lists, e-mail messages, games, chain letters, or other services;
11. To circumvent security measures on County or remote computers or networks;
12. To enroll in or engage in any activity on the Internet which results in an unauthorized charge or assessment to Yankton County or its representatives;
13. Use of the system to conduct non-Yankton County activities, including, but not limited to, operation of a private business, conducting job searches, promoting religious beliefs, or forwarding political advertisements; and
14. Use of the system to harass, intimidate, defame, or injure another individual or group.

Any member of the Yankton County Commission may inspect the contents of the E-mail or Internet activity of any employee or department head without prior notice. Department heads also have the right to inspect E-mail or Internet activity of any employee within their department.

Information technology and equipment is to be used for county business purposes and to increase the timeliness and effectiveness of County business communications. Any personal use of County information technology and equipment during work hours, such as for checking personal E-mail is expected to be limited to incidental use or emergency situations only. Excessive time spent on such personal activities during work hours will subject the employee to disciplinary action.

Employee use of information technology and equipment must be able to withstand public scrutiny without embarrassment to the County, its taxpayers, its clients, or its employees. Employees should use generally accepted standards of business conversation in all computer, electronics and internet usage. Employees should use good judgment in the type of messages created and the tone and content of messages. The content of messages is always considered personal opinion unless specifically stated as a county position.

Employees learning of any misuse of County electronic information systems or a violation of this policy must notify their department head or the Commissioners of such misuse or violation immediately. Failure to notify may result in corrective action up to and including termination. **Nothing in this policy, however, shall be deemed to interfere with employee rights to engage in discussions protected by law.**

313 BATHROOMS

Employees shall not provide a member of the opposite sex permission to use a restroom or changing room not of the individual's sex. Employees shall also take reasonable steps to prohibit members of the opposite sex from using the restroom or changing rooms not of the individual's sex. Exceptions apply for a parent/chaperone accompanying a child under 10 years of age or a person with a disability who needs assistance.

314 SOCIAL MEDIA

Personal websites, blogs and social media sites have become prevalent methods of self-expression in our culture. However, the County is also committed to ensuring that the use of such communications does not detract from our business by maintaining the County's identity, integrity, and reputation in a manner consistent with our values and policies.

The County respects the right of employees to use these media outlets during their personal time. Employees may not use their County email addresses to register for social media sites. If you, as an employee, choose to identify yourself as a County employee on a website or blog, you should make it clear to the readers that the views expressed are the employee's alone and that they do not necessarily reflect the views of the County.

Employees are prohibited from using, disclosing or discussing confidential and/or proprietary information, including business and personal information about clients, vendors and co-workers.

Employees are prohibited from posting or displaying comments about customers, suppliers and co-workers that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the employer's workplace policies against discrimination, bullying, harassment, retaliation, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic. Instead, it is recommended to use the following questions as a guideline in the creation of social media content: Is the content positive? Is it professional? Is this information protected?

As an employee, you must be careful not to let online communication interfere with your job or customer commitments. Refrain from using social media while on work time or on equipment provided by Yankton County unless it is work-related as authorized by your department Head or

consistent with County policy.

If an employee believes that a blog or other online communication violates any County policy, the employee should immediately report the blog or online communication to their department head.

The County reserves the right to monitor all public blogs and social networking forums for the purpose of protecting its interests and monitoring compliance with County policies. If online activity is seen as compromising the County, the County may request a cessation of such commentary, and the employee may be subject to coaching and, potentially, disciplinary action.

Any employee who violates this policy may be subject to disciplinary action, up to and including termination. Additionally, legal action may be taken where necessary against employees who engage in prohibited or unlawful conduct.

Nothing in this policy, however, shall be deemed to interfere with employee rights to engage in discussions protected by law. This policy is not intended to restrict an employee's right to discuss wages and other terms and conditions of employment with co-workers or in any way limit employees' rights under applicable laws. For any questions about these guidelines or any matter related to personal websites or blogs, contact the department head.

SECTION IV: DRUG AND ALCOHOL-FREE WORKPLACE

401 COUNTY COMMITMENT

It is the policy of Yankton County to maintain a workplace that is free from the effects of drug and alcohol abuse.

Consistent with the spirit and intent of this policy, Yankton County will act to eliminate any substance abuse which could impair an employee's ability to safely and effectively perform a particular job, and which increases the potential for accidents, absenteeism, substandard performance and tends to undermine public confidence in the County's workforce.

402 DEFINITIONS

1. **Alcohol** – means the intoxicating agent is beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.
2. **Drugs** – means any substance (other than alcohol) that is a controlled substance as defined in this section.
3. **Controlled Substance** – that which has a stimulant, depressant, or hallucinogenic effect on the central nervous system.
4. **Reasonable Suspicion** – means a belief based on specific facts and reasonable inferences drawn from those facts that an employee is under the influence of drug or alcohol. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:
 - a. A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head or other individual for assistance.
 - b. Information provided by a reliable and credible source with personal knowledge.
 - c. Direct observation of drug or alcohol use.
 - d. Presence of the physical symptoms of drug or alcohol use: (i.e. glossy or blood-shot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes).
 - e. Possession of substances in violation of the County's drug and alcohol policy.
5. **Refusing to Submit** - to an alcohol or controlled substance test means that an employee:
 - a. Fails to provide adequate breath for testing without a valid medical explanation after having received notice of the requirement for breath testing;
 - b. Fails to provide adequate urine for controlled substance testing without a valid medical explanation after having received notice of the requirement for urine testing; or
 - c. Engages in conduct that clearly obstructs the testing process.

403 COUNTY POLICIES

1. Employees are prohibited from the use, sale, dispensing, distribution, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on County premises or work sites. In addition, employees are prohibited from the off-premises use of alcohol and possession, use, or sale of illegal drugs when such activities adversely affect job performance or job safety. Illegal and/or inappropriate use of prescription and over-the-counter medications are also prohibited.
2. Employees will be subject to disciplinary action, as provided in Section X for violations of these policies. Such violations include, but are not limited to, possessing illegal or non-prescribed drugs

and narcotics or alcoholic beverages at work; being under the influence of such substance while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on County property and work sites. Employees, their possessions, and County issued equipment and containers under their control are subject to search and surveillance at all times while on County property or while conducting County business.

3. Certain positions with the County may require that an applicant pass a post-offer, pre-employment drug test. Applicants for those positions will be notified of the need for such test. Failure to pass the pre-employment test, or failure to submit to testing, will prevent the applicant from further consideration for that position.
4. Employees may be requested to undergo drug and alcohol testing if there is a “reasonable suspicion” that the employee is under the influence of drugs or alcohol during work hours. Where “reasonable suspicion” exists that the policies have been violated, the supervisor should report the situation immediately to their department head. The department head may ask the employee to submit to blood and urine testing by a qualified medical physician or hospital at the County’s expense. Prior to testing, the County shall secure a signed release statement from the employee to have the hospital/physician release medical information to the County. If a department head is suspected of “reasonable suspicion”, the suspecting party should report their suspicions to the Commission Chair.
5. An employee who refuses to consent to a drug and alcohol test when reasonable suspicion exists may be subject to disciplinary action. A positive result from the drug and/or alcohol test confirming the reasonable suspicion may result in disciplinary action. All information from an employee’s drug and/or alcohol test is confidential, and only those with a need to know are to be informed of the results.
6. Individual departments may require random drug testing as a condition of employment, especially when individual and/or public safety concerns exist.
7. Employees are required to notify their supervisor no later than five (5) days after any criminal drug statute conviction for a violation occurring in the workplace.
8. The County Commission will take one or both of the following actions within thirty (30) days of the notice specified in 403, item 7:
 - a. Take appropriate disciplinary action against the employee up to and including termination; and/or
 - b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.
9. Employees who use legal drugs or narcotics during work, and have any reasons to expect such use may affect their ability to perform their work, must report this fact to their supervisor. A determination will then be made as to whether the employee should be able to perform the essential functions of the job safely and properly.
10. Medical Marijuana Exception -Employees who are lawful registered medical marijuana cardholders under applicable state law and who possess a valid physician certification or prescription shall not be considered in violation of this policy solely due to lawful off-duty use of medical marijuana or a positive drug test for marijuana metabolites. However, employees are strictly prohibited from possessing, using, being impaired by, or under the influence of marijuana while on County property, during work hours, while operating County vehicles or equipment, or while performing County

business.

This exception does not apply to employees in safety-sensitive positions or positions otherwise governed by federal drug and alcohol regulations, including, but not limited to, Commercial Driver's License (CDL) holders and employees subject to U.S. Department of Transportation (DOT) regulations. Such employees shall remain subject to all provisions of this policy and all applicable federal testing and prohibition requirements, regardless of state medical marijuana authorization.

11. Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. County-required counseling should be kept confidential and should not have any influence on performance appraisals. Job performance alone, not the fact that an employee seeks counseling, is to be the basis of all performance appraisals.
12. Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the supervisor that the employee is capable of performing their job. Failure to cooperate with an agreed upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other County policies.
13. If any employee has been found to have violated County policies, the employee may in certain circumstances be permitted to return to their position. Determination of whether or not an employee will be returned to work, and what specific conditions may be set for an employee's return to work, will be made on a case-by-case basis by the County Commission. The specific conditions may include, but are not limited to:
 - a. An employee may be required to submit to an alcohol and controlled substance abuse assessment with a designated substance abuse professional.
 - b. An employee may be required to successfully complete an in-patient or out-patient chemical dependency treatment program as recommended by a substance abuse professional.
 - c. An employee may be required to continue participation in aftercare treatment programs, counseling, support groups, or other rehabilitation/maintenance program as may be recommended by the substance abuse professional.
 - d. An employee may be required to meet very specific on-the-job requirements involving performance, sick leave use, attendance, etc.
 - e. An employee may be required to submit to a return-to-work alcohol and controlled substance test, with negative results, before being allowed to return to work.
 - f. An employee may be required to submit to several unannounced follow-up alcohol and controlled substance tests for an extended period following return to work, with consistently negative outcomes.
14. Individuals who provide volunteer service to any department within Yankton County are considered employees and are subject to this drug and alcohol-free workplace policy, and to all other county policies.

404 MANAGEMENT GUIDELINES

Supervisors and department heads should not physically search the person of employees, nor should they search the personal possessions of the employees without the freely given consent of, and in the presence of the employee.

Supervisors and department heads shall notify the appropriate law enforcement agency when they

have reasonable suspicion to believe that an employee may have illegal drugs in their possession or in an area jointly or fully controlled by the County.

Any supervisor or department head encountering an employee who refuses to consent to a drug and/or alcohol analysis when "reasonable suspicion" has been identified, should remind the employee of the requirements of the policy and that they may be subject to disciplinary action. The reason(s) for the refusal shall be considered in determining the appropriate disciplinary action. Where there is reasonable suspicion that the employee is under the influence of alcohol or drugs, the supervisor or department head should direct the employee to remain at work for a reasonable time until the employee can be safely transported home.

Nothing in this policy shall be interpreted as constituting any waiver of or limitation on the County's responsibility to maintain discipline, or the right to invoke disciplinary measures, nor the employee's right to due process and the processing of grievances concerning such disciplinary measures in accordance with the grievance procedures set forth in this handbook.

SECTION V: SAFETY RULES AND REGULATIONS

501 GENERAL POLICIES

Yankton County will strive to provide a safe working environment for its employees.

Yankton County is committed to making the best effort to detect and correct unsafe conditions and unsafe practices on the job. However, employees are in an especially good position to observe such hazards. Without employee participation in recognizing and reporting hazards, perhaps the greatest source of discovering them would be lost.

Employees are required to support the safety rules and regulations that have been implemented for their protection on the job. Always remember, safety never just happens. If a job is safe, it is because somebody is working to make it safe. Every employee of Yankton County has an important role in maintaining a safe working place for all County employees. Therefore, all employees are required to follow safety rules and regulations, and participate in any safety training that is required of their position.

502 SUPERVISOR'S RESPONSIBILITIES FOR SAFETY

Supervisors have the definite responsibility for the following:

1. Maintaining safe working conditions;
2. Making available suitable protective equipment as furnished by the County and seeing that it is properly used by all employees;
3. Properly maintaining tools and equipment in safe working condition;
4. Properly planning all work performed in a safe manner;
5. Requiring all employees to practice the general and specific safety rules;
6. Assigning employees to jobs which they are capable of doing safely; and
7. Taking immediate steps to correct any violation of safety rules observed or reported to them.

Employees assigned to direct or lead a working crew will be held responsible for seeing that job procedures are carried out in a safe manner. They should make certain that the employees understand the following:

1. The work to be done;
2. The hazards that may be encountered;
3. The proper procedures for doing the work safely including any recommended training;
4. The proper use of suitable protective equipment as furnished by the County; and
5. The work plan and individual job responsibilities and job procedures.

Frequent periodic inspections of road construction sites, hazardous areas, maintenance equipment, materials, conditions, and methods will be made by supervisors as a part of their routine duty. Such inspections are essential to prevent accidents.

503 ACCIDENT REPORTING AND INVESTIGATION

Any employee who suffers an injury while working for the County shall report as soon as possible (the same workday) such injury to the person directly in charge of the job.

All accidents to the public involving County personnel, motor vehicles, equipment, or property shall be reported as soon as possible (the same workday).

Every accident shall be investigated to determine the cause and steps needed to prevent a recurrence. It shall be the responsibility of the supervisor to obtain complete and detailed information about the accident.

Supervisors shall see to it, as soon as possible after the occurrence of any accident, that the Accident Report Form is filled out completely, giving the fullest possible description of the accident and any resulting injuries. Department heads should review and approve all accident reports originating in their areas of operation.

Recommendations should be made on each accident concerning any corrective safety measures needed and proper follow-up and monitoring of these recommendations provided by department heads. Even accidents that do not result in personal injury should be reported and investigated as if an injury had occurred so that proper corrective safety measures may be taken.

504 ACCIDENT INVESTIGATION POLICY

Some key points about conducting an accident investigation are:

1. Accurately identify locations, machines, equipment, operations, and individuals involved;
2. Provide enough detail to be understood; and
3. Provide additional description as needed.

The following list comprises the information needed for the investigation of each accident:

1. Date, time, location, employees, and equipment involved;
2. What was the employee doing? Explain;
3. How was the employee injured? Explain;
4. Was an unsafe or hazardous condition present? Explain;
5. What were the environmental conditions of the work site (heat, cold, noise, ventilation, lighting, etc.)?
6. Were all guards in place and functioning properly? Explain;
7. Was all necessary protective equipment supplied, in good condition, and properly used? Explain;
8. Were proper job procedures being followed? Explain;
9. Was an existing safety rule violated? Explain;
10. To what degree was the employee being supervised, and was the employee properly instructed in the safe way to perform this task? Explain; and
11. What corrective actions could be taken to avoid this type of accident in the future? Explain recommendations.

The State of South Dakota Workers' Compensation First Report of Injury Form should be filled out completely within twenty-four (24) hours of the accident or incident and turned into the County Auditor. The County Auditor has immediate responsibility for submitting the First Report of Injury Form to the insurance carrier within twenty-four (24) hours of receipt of the form.

505 JOB RELATED INJURIES

Employees injured on the job are covered by the South Dakota State Workers' Compensation Act. This law provides specific benefits. In order to qualify for these benefits, certain specific procedures shall be followed:

1. The employee shall immediately report any injury, regardless of extent, to their immediate supervisor. The immediate supervisor shall provide first aid treatment or the injured employee shall be taken to the hospital or a physician;
2. The supervisor shall immediately inform the department head of the action taken. The department head shall be responsible for providing the necessary information to the Auditor's office for the completion of all accident reports within seventy-two (72) hours of the injury. Upon the employee's return to work, the department head will inform the Auditor and Board of County Commissioners by memorandum;
3. Medical and hospital expenses incurred due to on-the-job injuries received shall be paid for in accordance with County policy and the applicable provisions of the Worker's Compensation Act;
4. The County shall compensate employees on injury leave up to a maximum of ninety (90) calendar days by paying the difference between any payment made to the employee for salary by the County's Workers' Compensation insurance carrier and the employee's County salary at the time of being placed on injury leave;
5. After the ninety (90) day period, the employee may elect to use accumulated sick leave and/or vacation credits to continue receiving full pay;
6. Should the employee not elect such action or should the employee exhaust all available leave benefits, the employee may apply for disability under the provisions of the Workers' Compensation Act or unpaid disability leave of absence under County policies; and
7. All vacation, sick leave, and holiday leave earned while on injury leave shall accrue at the employee's regular rate.

506 WEAPONS & FIREARMS

Unless otherwise authorized under South Dakota law bringing firearms and other weapons or having them in possession while at work and in our property, buildings and vehicles is strictly prohibited (except for law enforcement officers in the execution of their duties).

SECTION VI: WORK PERIODS AND TIME RECORDS

601 WORKWEEK AND WORKDAY

It is the policy of Yankton County to establish the time and duration of working hours as required by workload, customer service needs, the efficient management of personnel resources, and applicable laws.

The normal workweek is Monday through Sunday, beginning and ending at midnight on Sunday. Some departments, however, may use a different work week for scheduling and tracking purposes.

Each supervisor will determine the schedule of hours for employees. The supervisor will inform employees of their daily schedule, including meal periods and rest or coffee breaks.

Yankton County offices will normally be open to the public Monday through Friday. The County Commission will establish the daily office hours.

Highway Department

1. Highway Department will generally work Monday through Friday, forty (40) hours per week as scheduled; and
2. Eight (8) hours base pay per day; and
3. Any hours worked beyond the forty (40) hour work week must be approved by the department head prior to being worked, emergencies being the exception.

County Government Center Offices

1. County Government Center offices shall be open and functioning during each day of the year, except Saturdays, Sundays, designated holidays, and emergencies;
2. The Auditor's office shall remain open, upon the request of a person in charge of school or municipal elections, until the closing of the polls for that election; and
3. Any hours worked beyond a forty (40) hour work week must be approved by the department head prior to being worked, emergencies being the exception.

Soil Conservation and Extension Services Office

Employees working with these offices will work according to the hours established by those departments. County employees will follow County policies for holidays and any other unscheduled time off (example – weather related office closing).

Custodians

The custodian's work week shall not exceed forty (40) hours in any calendar week unless approved by the department head.

Sheriff's Department, Ambulance Department, Office of Emergency Management

These department personnel shall work as scheduled, and work shifts may vary. These departments are required to provide coverage 24 hours a day, seven days a week.

602 CHANGES IN WORKDAYS

A change in the workday schedule within any calendar week to establish a long weekend is permissible provided the department head approves and it is recommended to the Yankton County Commission before such action is taken and providing no overtime is involved.

In accordance with SDCL §7-7-2.1, the Chairperson of the Board of the Yankton County Commission has the discretion to close the Yankton County Government Center in case of emergency or severe weather and each such closing shall be for no more than one business day. The public shall be adequately notified. An emergency for the purpose of this section is an unforeseen occurrence or combination of circumstances that calls for immediate action or remedy. Any extended closings due to emergency situations must be approved by the Commission.

County employees shall receive their regular pay should the County Government Center or other facilities be closed under the circumstances described above. Employees on authorized leave (example - sick or vacation time) during a closed event shall not be allowed to substitute the weather- or emergency-related leave for their already approved absence.

If any full-time employee is unable to get to work due to inclement weather and County offices are open, the employee can take earned vacation time or time off without pay will be charged.

603 BREAKS

County employees subject to work regular office hours are allowed a one (1) hour unpaid midday break and two (2) paid fifteen (15) minute breaks. Break times shall be at the discretion of the department head. There may be times when job conditions and/or work demands do not permit a break.

604 TIME RECORDS

All non-exempt employees (employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) may be required to complete an individual time record showing the daily hours worked or annual leave, sick leave, or compensatory time used. The following points should be considered in filling out time records:

1. Employees may be required to record their hours worked, using a monthly time sheet;
2. Employees are not permitted to sign in or commence work before their normal starting time, or to sign out or stop work after their normal quitting time, without the prior approval of their supervisor;
3. Employees are required, whenever possible, to take scheduled lunch or meal breaks;
4. Employee time records are to be checked and signed by the supervisor involved. Leave time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered on the time record. Authorized comp time should also be identified;
5. Unapproved absences are not to be considered as hours worked for pay purposes. Supervisors are to inform employees if they will not be paid for certain hours of absence;
6. 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;
7. Timesheets should be turned in to the Auditor's office by noon on the 25th of each month, unless the employee is otherwise directed by their supervisor; and
8. Personnel employed in executive, administrative, professional, or certain computer-related capacities are exempt from the provisions of the Fair Labor Standards Act. Such employees may still be required to fill out monthly time records and must account for daily attendance.

605 HOLIDAY HOURS

For the purposes of this Handbook, holiday hours will be included as “hours worked” during a workweek, in determining overtime. Vacation, sick, and other leave categories will not be included as “hours worked,” in determining overtime.

606 HOLIDAYS

Each full-time employee, beginning with starting date of employment, shall be eligible for eleven (11) legal holidays, with regular base pay.*

A holiday that occurs on a Saturday will be observed on the preceding Friday and a holiday occurring on a Sunday will be observed on the following Monday.

The following days are deemed holidays for eligible employees:

1. New Year’s Day - January 1st
2. Martin Luther King, Jr. Day – Third Monday in January
3. President’s Day – Third Monday in February
4. Good Friday - Friday prior to Easter Sunday
5. Memorial Day – Last Monday in May
6. Independence Day – July 4th
7. Labor Day - First Monday in September
8. Veteran’s Day – November 11th
9. Thanksgiving Holiday - Fourth Thursday in November
10. Thanksgiving Holiday – Fourth Friday in November
11. Christmas Day - December 25th

In addition, every day appointed by the President of the United States or by the Governor of South Dakota for a public fast, thanksgiving, or holiday may be observed as a legal holiday, if approved by the County Commission.

If any employee is required to work during a holiday caused by emergency circumstances, then that employee shall receive overtime pay plus holiday pay.

*Employees in certain departments are required to work on holidays. Those departments, including Sheriff’s Department, Ambulance Department and Office of Emergency Management, handle holidays differently than described here. Efforts will be made to let these employees off when deemed possible by their department head.

607 PAYDAY

All employees will be paid by electronic deposit (direct deposit) on the last working day of each month. Payroll will not be issued in advance.

Individual timecards or time sheets are issued to each employee and are used to record the number of hours worked per week. It is the responsibility of each employee to record their own time accurately. Employees are not allowed to record time for another employee. If an error occurs, only your department head is to adjust the card.

608 OVERTIME PAY

1. For non-exempt employees in most positions, any work performed in excess of the standard forty (40) hours in a workweek shall be considered overtime and shall be compensated as overtime or as compensatory time off.
2. The work period for certain employees, such as public safety employees in the Sheriff's Department, and for employees in the Department of Emergency Management and Ambulance Department, may be based on a different work cycle that conforms to Fair Labor Standard requirements.
3. Any overtime worked shall be with the prior knowledge and approval of the department head.
4. Overtime shall be paid at one and one-half (1½) times the employee's regular hourly rate of pay.
5. Compensatory time off shall be granted at a rate of one and one-half (1½) hours of compensatory time for each hour of overtime worked.
6. The decision to compensate with compensatory time must be agreed to or understood before the work is performed. Department heads may establish the limit of compensatory time to be earned in their department, except that the maximum compensatory time accrual will not exceed 90 hours (for 60 hours of overtime worked).
7. Compensatory time may be used with the approval of the department head at the convenience of the County.
8. All department heads and other employees exempt from the provisions of the Fair Labor Standards Act shall not receive extra compensation or overtime pay. The need for them to work extra or irregular hours from time to time in order to carry out their assigned responsibilities and properly administer the authority vested in them is a consideration in the determination of their salary. Supervisors serving positions below the administrative or staff level shall be eligible for overtime pay subject to the approval of the department head and compliance with federal regulations pertaining to the Fair Labor Standard Act.

609 PAYROLL DEDUCTIONS

Employees are required by law to file forms with the County authorizing withholdings for federal income taxes and other special deductions. Yankton County uses official government tables to determine the amount of federal withholding taxes to be deducted from employee pay. If an employee wants additional taxes withheld, they may arrange to do so by notifying the County Auditor's office, which processes payroll.

The Federal Social Security tax is deducted as required by law. The employee's Social Security number must be on file with the County before the first paycheck can be issued. Employees must be certain that their Social Security number is included with the information supplied when they are first placed on the payroll.

Other regular deductions may include hospitalization and major medical insurance premiums, optional life insurance premium, and/or other voluntary contributions.

Garnishments are court orders requiring an employer to withhold specific amounts from an employee's wages for payment of a debt owed by the employee to a third party. State law requires the County to honor garnishments of employee wages (including child support) as a court or other legal judgment may instruct. The law also provides for an administrative fee to be charged when a garnishment occurs. The County will not terminate any employee solely for the reason of being subject to garnishment.

610 CHANGE OF STATUS

To assure that the county employee list is complete and up-to-date, it is important that department heads have the most current information regarding employee addresses and telephone numbers. Additionally, for tax and health insurance purposes, any changes in marital status and dependents must be reported to the employee's department head immediately. In turn, the department head must pass along that information to the Auditor's Office.

611 PAY PLAN

The County's goal is to recruit and retain high performing employees that provide outstanding service to our citizens. While recognizing that we are stewards of taxpayers' dollars, we focus on offering pay that is generally competitive and recognizes employees' growth and development. The objectives of the compensation program are to ensure appropriate compensation for positions considering both internal worth to the organization and external market. The wages and compensation method for a position depends on its classification. The following provisions apply to regular, full-time, non-elected positions unless otherwise specified.

The County utilizes a grade and step pay plan for most full-time, non-elected positions within the County. A job analysis process is used to evaluate each position. This analysis is used to develop a job description for the position and to assign, or classify, a position to a pay grade.

Each pay grade is associated with a salary range and has prescribed points referred to as "steps." Each grade and step will be associated with a rate of pay. This grade and step structure is referred to as the "pay matrix." Salary ranges increase by each pay grade and, within each pay grade, rates of pay increase with each step.

Employees may obtain a copy of the pay matrix, a listing of position pay grades, and their grade and step placement from their Department Head or the Auditor's office.

Pay Matrix Adjustments - The County Commission considers adjustments to the pay matrix periodically. When evaluating adjustments to the pay matrix, the County Commission may consider compensation philosophy, County's relative position to the market, cost of living, and other factors. The County's current financial status, revenue sources, and expenditures may also impact any type of pay structure adjustment.

If an adjustment is warranted, the entire structure would be adjusted by the determined amount. When a structure adjustment is completed, each employee's pay moves with the structure so that all employees stay on step.

Rate of Pay upon Hire - New employees are typically hired at the base of their position's pay grade. With approval from the County Commission, Department Heads may hire new employees at a higher pay grade if warranted by the individual's experience and after consideration of equity issues within the department.

Seasonal, Variable Hour and Part-time Position Pay - Pay ranges for individuals in seasonal or variable hour positions are based on a variety of factors including market, equity within the County, economic environment, and other items. Compensation for individuals in regular, part-time positions which are authorized as part of the County budget depends on the position classification and funding source. Part-time positions may either be paid similarly to those on the matrix or based on a rate similar to variable-hour positions.

Pay Increases - Changes are recommended by department heads to the County Commissioners as part of the annual budget process. The County Commission reviews and must approve all pay changes. Step increases typically occur following an individual's anniversary. Cost of living or other

adjustments to the pay matrix typically occur at the beginning of a new calendar year.

612 POSITION CHANGES

New Positions - New positions may be requested by the department head. The County Commission must approve all new positions and the position's associated pay grade. New position requests will typically be considered as part of the annual budget process. When necessary, new job descriptions will be developed in cooperation with the department head.

Transfers - County employees may apply for job openings in other County departments. If the new position is at the same level of responsibility as the current position, the employee will receive the same rate of pay.

Promotions - A promotion is the movement of an individual to a position with greater responsibilities or to a position with a different employment status. Promotions are situations where employees either apply and are selected for a position with greater minimum qualifications or when a supervisor advances them to a position in the same series when they possess the qualifications to perform the required duties of the higher-level position. Employees who are promoted may receive a pay increase. If a non-exempt employee is promoted into an exempt position, any accrued compensatory time will be paid out the pay period following the first date the employee works in the promoted position.

Demotions - An employee may be demoted for performance concerns, misconduct, in the event of a reduction in force, or at management's discretion. Demotions also occur when employees apply for or voluntarily accept a position with a lower pay grade than their current position.

In the case of a demotion, the employee's rate of pay may be reduced within the range established for the position to which demoted. If an employee had been promoted and is currently demoting to their previous classification, the employee may be placed at the rate of pay the employee would have been at if they had never been promoted.

Reclassification - A reclassification is the movement of a position to a higher or lower pay grade or a change in exemption status. Reclassification requests will typically be considered as part of the annual budget process and must be approved by the County Commission. Because a reclassification is the movement of a position, all employees in the position are consequently also moved to the new pay grade, retaining their current rate of pay (or, if that is not possible in the new range, the step closest to but higher than their current rate of pay).

Reduction in Force - A reduction in force (RIF) occurs when changing priorities, budgetary constraints or other business conditions require Yankton County to abolish positions. A RIF can also occur when a position changes so significantly that the employee is no longer able to perform the required duties. Any department head may terminate or demote any employee without prejudice because of lack of funds or curtailment of work. In such event, the department head or immediate supervisor will give at least a two-week notice of the intended action to the employee. The employee's rate and receipt of pay will not be altered until at least two weeks after the date notice is given. In the event of demotion or job termination, the monies received by the employee during the two weeks will be considered the total sum of any "severance pay" which may be claimed by the employee.

613 COMPENSATION FOR ELECTED OFFICIALS

Elected Officials are paid on a salary that is set by the County Commission. The salary for each elected official will be reviewed during the annual budget process. Items to be considered when budgeting for adjustments may include, but not be limited to, market for similar positions, equity within Yankton County management positions, pay of subordinate staff, performance and funding.

Adjustments in the pay rate, either increases or decreases, will be made at the discretion of the County Commission.

SECTION VII: EMPLOYEE BENEFITS

701 STATUTORY BENEFITS

In accordance with applicable law, the following benefits are provided to all employees:

1. Workers' Compensation Insurance provides financial protection in case you are injured or become ill as a result of your employment. This coverage complies with the workers' compensation laws of the state, and the County pays the cost of this protection on your behalf.
2. Social Security coverage entitles you and your family to certain health and retirement benefits based on income and number of years worked. The County contributes to this coverage by paying one half of the Social Security tax.

702 VACATION LEAVE

1. Vacation leave is allowed after six (6) months of employment as a full-time employee.
2. The employee's anniversary date of hiring shall be the date used for determining vacation accrual. Vacations must be scheduled and approved in advance by the department head. The following conditions are based upon "years of service" to Yankton County, not continuous years of service:
 - a. Payment is based on regular day's pay not to exceed eight hours. Any changes to this policy must be authorized by the County Commission;
 - b. Vacation Leave Accrual:

| Years of Service | 40 Hour Per Week Employees | | 35 Hour Per Week Employees | |
|------------------|----------------------------|----------------------|----------------------------|----------------------|
| | Hours Per Month | 8 Hour Days Per Year | Hours Per Month | 7 Hour Days Per Year |
| 0-6 (72 months) | 6.6667 | 10 (80 hours) | 5.8333 | 10 (70 hours) |
| 7-14 (168 mos) | 10 | 15 (120 hours) | 8.7500 | 15 (105 hours) |
| 15-19 (228 mos) | 13.3333 | 20 (160 hours) | 11.6667 | 20 (140 hours) |
| 20+ (240 mos) | 16.6667 | 25 (200 hours) | 14.5836 | 25 (175 hours) |

| Years of Service | 12-Hour Per Shift Ambulance Paramedics | |
|------------------|--|-----------------------|
| | Hours Per Month | 12 Hour Days Per Year |
| 0-6 (72 months) | 10 | 10 (120 hours) |
| 7-14 (168 mos) | 15 | 15 (180 hours) |
| 15-19 (228 mos) | 20 | 20 (240 hours) |
| 20+ (240 mos) | 25 | 25 (300 hours) |

- c. At the option of the employee, persons with at least seven (7) years of service may take a payout (through direct deposit) of one (1) week of vacation accrual per year. Persons with at least 15 years of service may take a payout (through direct deposit) of two (2) weeks of vacation accrual per year. Such payment will be at the employee's current base rate of pay and the department head must be notified prior to the 25th day of the month.
 - d. Employees are allowed to accrue a maximum of 200 hours of vacation leave that may be carried over from year to year.
3. Years of service shall mean full years of service based on the anniversary date of employment.
 4. Any employee, upon retirement or who is terminated through no fault of their own, shall be allowed credit for a partial year of accumulated vacation based on their status. It will be allowed as time off with pay or lump sum payment.
 5. Department heads shall maintain monthly records for all their employees on the approved form.
 6. This section does not cover elected officials.

703 SICK LEAVE

1. Full-time employees shall accumulate sick leave at the rate of one (1) day consisting of seven (7) or eight (8) hours, depending upon their normal work day period per month beginning with the first full month of employment. A maximum of one hundred twenty (120) usable sick days (840 or 960 hours depending upon their normal work day) may be accrued. Accumulated sick leave days may not be used until after sixty (60) days of employment.
2. As an incentive for good work attendance, accumulated sick leave days in excess of the one hundred twenty (120) days accrual limit shall be paid back to the employee annually at one-fourth (1/4) of the employee's current base pay. This payment shall be included in the monthly pay (through direct deposit) in which the hiring anniversary date of the employee falls. A County voucher requesting this annual payment shall be submitted to the County Auditor by the department head at least five (5) working days prior to the normal monthly payday.
3. Sick leave may be used when an employee is legitimately ill, consulting a doctor, or utilizing clinic or hospital facilities. Sick leave may also be used to care for an immediate family member. For the purposes of this section, an immediate family member is the employee's husband or wife, son or daughter, or mother or father.
4. If at any time the County questions the validity of the illness, the employee shall be required to furnish adequate proof of the actual illness.
5. Any employee abusing sick leave privileges or falsifying a doctor's statement shall be subject to disciplinary action.
6. Any person who has been employed by the County for five (5) years shall be entitled to payment (through direct deposit) from Yankton County in an amount equal to twenty (20) percent of the employee's total accumulated sick days effective upon leaving employment from Yankton County.
7. This section does not cover elected officials.

704 DONATED SICK LEAVE

Full-time employees may transfer sick leave to a fellow full-time employee suffering an extended illness, family crisis, or maternity leave.

1. Each request will be reviewed on a case-by-case basis and approved by the County Commission.
2. A donor may authorize the transfer of a minimum of four (4) hours and a maximum of forty (40) hours. There will also be a forty (40) hour maximum per year.
3. The sick leave balance of the employee donating hours may not go below twenty-four (24) hours after the transfer has been made.
4. A special authorization "Sick Leave Transfer" form available in the Auditor's Office must be completed. The donor's names will be confidential; however, individual donors may personally inform the recipient of their transfer if they so desire;
5. Transfers will only be permitted for a specified individual and during a specified time period upon administrative approval. Donations will be taken in the order they are received, and in the event that all hours are not needed the remainder will be given back to the employee, donating the hours;
6. In the case of a family crisis, all sick leave must be exhausted by the recipient prior to the transfer of sick leave;
7. In the case of personal illness, both vacation leave and sick leave must be exhausted by the recipient prior to the transfer of sickleave;
8. The recipient must be on leave-of-absence status and will not accrue benefit time. They will be covered for the full costs of the health insurance premiums, if they are enrolled, during this time as required by FMLA (Family and Medical Leave Act);
9. Recipients will receive sick leave at their hourly rate, and they will not be obligated to repay it; and
10. Recipients receiving Worker's Compensation will not be eligible for this program.

705 BEREAVEMENT LEAVE

Regular, full-time employees will be granted up to four (4) days leave from work with pay, in the event of death in the employee's immediate family. Immediate family is defined as a spouse, child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents and grandchildren.

A regular, full-time employee may take one (1) day leave from work with pay to attend the funerals of other relatives or friends. This benefit is limited to two (2) occurrences per year. Any additional days taken by the eligible employee for any one situation will be deducted from vacation time or be taken without pay.

706 TIME OFF TO VOTE

In general, if you wish to vote, you are expected to do so before or after your scheduled shift. If, on the day of any election, the polls are not open for at least two consecutive hours before or after your scheduled shift, you may be granted up to two consecutive paid hours off work during times that the polls are open to allow you to vote.

To be granted time off to vote, you must provide reasonable advance notice to your supervisor. To provide you with sufficient time to vote while minimizing disruption to County business, your supervisor may specify the hours you may take off work to vote. Such time will be treated as regular work time for the purpose of pay.

707 JURY DUTY

County employees who are summoned for jury duty during assigned work hours will receive regular county pay. All fees received by the employee for serving on the jury will be returned to the County. Mileage, lodging, meals, and any other travel expenses paid to the employee by the court system will be retained by the employee. County travel compensation will not be allowed.

Jury time off duty shall not be used in combination with annual or other leave, unless authorized in advance by the department head. Eligible employees will continue to accrue authorized leave benefits during the jury leave period.

708 COURT APPEARANCE

An employee who is required to make a court appearance in an official capacity in connection with the County or as an expert witness shall be deemed to be on duty and no charge will be made against leave.

If an employee is involved in a personal case, either as a plaintiff or as a defendant, the employee may be granted leave, but the time off will be charged to annual leave, compensatory time, or leave of absence without pay.

Any payments received by an employee for appearing as a legally required or expert witness, in their official county capacity, shall be turned over to the County.

709 LEAVE OF ABSENCE

The County recognizes that there are circumstances when, for various reasons, employees may find it necessary to be absent for an indefinite period of time. Leaves of absence constitute an additional expense to the County and will be carefully controlled. Each request will be considered on its own merits. If the leave is granted, preferential treatment will be given and every effort will be made to re-employ such people when their leave is up, provided the type and kind of work for which they are suited is available, and under the following conditions and/or rules:

1. Requests for leave of absence are to be made in advance as far as possible;
2. Employees shall notify their supervisor and fill out the appropriate form, obtaining written approval of those officers listed under authorization;
3. Employees must notify the County Commission and department head at least one week in advance of their agreed-upon return-to-work date. If the employee fails to report to work on the agreed-upon date, they will be terminated and coded as a voluntary quit. If, while on leave, the employee decides to terminate, they shall notify the County Commission;
4. If a leave of absence is applied for under false pretenses, the employee will be subject to automatic discharge;
5. If a leave of absence is for a time period of sixty (60) days or less, the returning employee does not suffer a break in continuous service. However, the employee must complete the specified period of time required for earning benefits (i.e., vacations) and will be eligible for holiday pay upon return; and
6. If a leave of absence is for more than sixty (60) days, the returning employee will be treated as a new employee and will serve the one hundred eighty (180) days introductory period. Exceptions to this rule are job-related and non-job-related disability leaves.

710 JOB RELATED AND NON-JOB-RELATED DISABILITY LEAVE

Disability leave may be granted to any regular full-time employee. A disability leave of absence requires a continued physician's statement of disability (each two [2] weeks). A maximum of twelve (12) months applies. During this period the employee wishing to continue insurance coverage will continue to pay their portion of all insurance premiums. Section 709 #6 applies if disability leave is more than twelve (12) months. Employees must present a signed physician's "release to return to work" form to return to work.

711 MILITARY LEAVE

1. Regular employees ordered for temporary monthly training (usually two [2] days) or annual training (usually two [2] weeks) by the respective military reserve or National Guard unit will be granted time off without pay for this purpose, except as noted in paragraph #3 below. However, employees are required to provide department heads with a copy of written military orders sufficiently in advance of training dates so that work-scheduling adjustments can be made.
2. Employees will continue to accrue all the normal employment benefits for which they are eligible during periods of temporary or annual military training.
3. Employees who miss work for annual military training will be paid the difference between their military pay and their County pay for up to two weeks, if the County pay is higher, and if the employee provides documentation of their military pay for that time period.
4. Employees are responsible for making their required contributions to keep their health insurance in force during military leave.
5. Employees called to active duty in the Armed Forces of the United States will be reinstated under the provisions of the Veteran's Reemployment Rights Act and other applicable state and federal laws. Every reasonable effort will be made to return eligible employees to their previous position or a comparable one.
6. Employees on military leave will be treated as if they were continuously employed for the purpose of determining benefits, based upon the length of service.

712 FAMILY AND MEDICAL LEAVE OF ABSENCE

The federal **Family & Medical Leave Act of 1993 (FMLA)** as amended, requires employers with 50 or more employees to provide eligible employees with unpaid leave. There are two types of leave available, including the basic 12-week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlement (Military Family Leave) described in this policy.

Eligibility

Employees are eligible for FMLA leave if they:

1. Have worked for the company for at least 12 months;
2. Have worked at least 1,250 hours for the company during the 12 calendar months immediately preceding the request for leave; and
3. Are employed at a work site that has 50 or more employees within a 75-mile radius.

The 12 months of service need not be consecutive. Employment before a break in service of 7 years or more will not be counted, unless the break in service was caused by the employee's USERRA-covered service obligation, or there was a written agreement that the employer intended to rehire the employee after the break in service.

Under certain conditions, employees who are designated as "key" may be denied job restoration

rights. These employees must be in the highest paid ten percent (10%) of the workforce, and their absence must mean a substantial economic loss to Yankton County. Supervisors are urged not to use a “key” person designation unless absolutely necessary. If a person designated as “key” still takes family leave, Yankton County will pay the health care premiums, but no guarantees are made about returning to the same job. Yankton County will not attempt to recover health care premiums from such employees who do not return to work.

Basic FMLA Leave

Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

1. To care for the employee’s son or daughter during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent (“covered relation”) with a serious health condition;
4. For incapacity due to the employee’s pregnancy, prenatal medical or child birth; *or*
5. Because of the employee’s own serious health condition that renders the employee unable to perform an essential function of his or her position.

The twelve (12) month period is determined on a “rolling basis”; measured backward from the date an employee uses any FMLA leave. Under this method, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the twelve (12) weeks that has not been used during the immediately preceding twelve (12) months. Employees will be required to take any unused sick and vacation time as part of this 12-week period.

In cases where a married couple is employed by the County, the two spouses together may take a *combined total* of 12 weeks leave during any 12-month period for reasons 1 and 2, or to care for the same individual pursuant to reason 3.

Military Family Leave

There are two types of Military Family Leave available.

1. **Qualifying exigency leave.** Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave for a qualifying exigency while the employee’s spouse, son, daughter, or parent (the military member or member) is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).

For Regular Armed Forces members, “covered active duty or call to covered active duty status” means duty during the deployment of the member with the Armed Forces to a foreign country (outside of the United States, the District of Columbia, or any territory or possession of the United States, including International waters).

For a member of the Reserve components of the Armed Forces (members of the National Guard and Reserves), “covered active duty or call to covered active duty status” means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

Qualifying exigencies may include:

- Short-notice deployment (seven or less calendar days)

- Attending certain military events and related activities
 - Childcare or school activities
 - Addressing certain financial and legal arrangements
 - Periods of rest and recuperation for the military member (up to 15 calendar days of leave, dependent on orders)
 - Attending certain counseling sessions
 - Attending post-deployment activities (available for up to 90 days after the termination of the covered military member's covered active duty status, and to address issues arising from death of military member)
 - Attending to parental care needs arising from covered active duty or call to duty (arrange for alternative care for a parent of a military member, provide urgent or immediate care, admit or transfer to a care facility, or attend non-routine caregiver meetings with care facility staff)
 - Other activities arising out of the military member's covered active duty or call to active duty and agreed upon by the company and the employee
- 2. Leave to care for a covered service member.** There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military service member or veteran recovering from a serious injury or illness, as defined by FMLA's regulations.

For a current member of the Armed Forces, including a member of the National Guard or Reserves, the member must be undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness.

A covered veteran must be undergoing medical treatment, recuperation or therapy for a serious injury or illness. Covered veteran means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

An eligible employee must begin leave to care for a covered veteran within five years of the veteran's active duty service, but the single 12-month period may extend beyond the five-year period.

Use of FMLA leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Military Family Leave due to qualifying exigencies may also be taken on an intermittent basis. Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave. Employees are prohibited from engaging in alternative employment while on FMLA leave from the County. Employment by a branch of the United States' Armed Forces during approved military leave does not constitute alternative employment during sick leave.

Time off for FMLA

Employees are required to first use available sick and vacation time for FMLA qualifying events. If all paid time off options have been exhausted, the remaining time off will be unpaid.

The substitution of paid leave time for unpaid leave time does not extend the 12 or 26-week leave period. Furthermore, in no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100 percent of an employee's salary.

Employees are prohibited from working any other job for another employer while out on FMLA leave. While out on leave, employees may be required to periodically report into their supervisors regarding their return to work plans.

Medical certification

Employees must provide certification explaining their own serious health condition or that of a family member. It should detail:

1. The date on which the condition began;
2. The probable duration of the condition;
3. Appropriate medical facts regarding the condition;
4. A statement that the employee is needed to care for a spouse, parent, or child; and
5. A statement that the employee's own health condition makes it impossible for them to work.

All employees returning from medical leave caused by their own illness will be required to obtain medical certification from Yankton County's health care provider that the employee is able to resume work.

Employees on leave status will be required to report their status on a weekly basis. The employee's estimated date of return to work will be communicated to the appropriate Yankton County compliance officer or supervisor as far in advance as practical so that scheduling can be facilitated. Supervisors will communicate with employees during the leave to determine the employee's intention to return to work, and they should be informed immediately if the medical condition changes or the employee states that they will not be returning to work.

Medical and other benefits

During an approved family medical leave, the County will maintain the employee's health benefits as if the employee continued to be actively employed. If paid leave is substituted for unpaid family medical leave, the company will deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his or her portion of the premium and make arrangements through the payroll department.

An employee's healthcare coverage will cease if the employee's premium payment is more than 30 days late. If the payment is more than 15 days late, the County will send the employee a letter to this effect. If the County does not receive the co-payment within 15 days after the date of that letter, the employee's coverage may cease. If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee will be required to reimburse the County for the cost of the premiums paid by the County for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

Employees will not accrue any paid time off benefits while on FMLA leave.

Return to job at end of FMLA leave

Upon return from FMLA leave, eligible employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms except as otherwise provided by law. Return to work documentation, including a provider statement about work abilities and restrictions, may be necessary if an employee is on leave for their own serious medical condition.

If an employee is unable to return to work following the expiration of all FMLA leave and has a qualifying ADA or PWFA disability, the County will engage in the ADA accommodation process.

Employee Responsibilities When Requesting FMLA Leave

If the need to use FMLA leave is foreseeable, the employee must give the County at least 30 days' prior notice of the need to take leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable (within 1 or 2 business days of learning of the need for leave except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying the start of the FMLA leave.

Whenever possible, requests for FMLA leave should be submitted in writing to the Auditor's Office.

If the need for leave is not foreseeable, employees are required to provide as much notice as soon as practicable under the facts of the particular case. An employee requiring unforeseeable leave must, absent extraordinary circumstances, call their direct supervisor and provide sufficient information regarding the employee's need for leave to support a request for FMLA leave. It generally should be practicable for the employee to provide notice of leave within one business day.

When submitting a request for leave, the employee must provide sufficient information for the County to determine if the leave might qualify as FMLA leave and also provide information on the anticipated date when the leave would start as well as the duration of the leave. Calling in "sick" is not sufficient. Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Employees also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also will be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities during FMLA Leave

When an employee requests leave, the County will inform the employee whether they are eligible under the FMLA. If the employee is eligible for FMLA leave, the employee will be given a written notice that includes details on any additional information they will be required to provide. If the employee is not eligible under the FMLA, the company will provide the employee with a written notice indicating the reason for ineligibility.

If leave is designated as FMLA-protected, the County will inform the employee in writing and provide information on the amount of leave that will be counted against the employee's 12- or 26-week entitlement.

Reporting While on FMLA Leave

If an employee takes leave because of the employee's own serious health condition or to care for a covered relation, the employee must notify their department head as soon as possible. If the FMLA is intermittent, it is the employee's responsibility to notify their department head in accordance with County call in standards. The employee also must clarify the time off is FMLA-related.

713 PAID PARENTAL LEAVE

Purpose/Objective

The County will provide up to three (3) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the County for at least 6 months.
- Be a full-time employee regularly scheduled for at least 35 hours per week (temporary employees, part-time employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child and/or are the biological parent of a newborn child.
- Be a spouse or domestic partner of an individual who has given birth to a child. The County reserves the right to verify marriage or domestic partnership relationships at its sole discretion.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

Amount, Timeframe and Duration of Paid Parental Leave

- Eligible full-time employees will receive a maximum of three (3) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the three (3) weeks total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than three (3) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement occurs within that twelve- (12) month timeframe.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Pay does not include bonuses, overtime pay, and/or the monetary value of other benefits or compensations. Paid parental leave will be paid on a monthly basis on regularly scheduled pay dates. Parental leave payments are taxable at the same rate as regular pay.
- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month timeframe.
- In the event of an employee giving birth, the three (3) weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth, should the employee need additional time off after disability. If not, the employee may take parental leave up to 12 months after the birth of the child.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month timeframe indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month timeframe.
- Upon termination of the individual's employment at the County, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy may be in addition to approved unpaid Family Medical Leave or PTO, however all leaves are not to exceed 12 weeks in a 12-month lookback period unless required by law, e.g. accommodations under ADA or PWFA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of personal leave (if applicable) will be compensated through employees' accrued PTO and unpaid time. Upon exhaustion of accrued PTO, any remaining leave will be unpaid leave.
- The County will maintain all benefits for employees during the paid parental leave period as long as the employee continues to be eligible for benefits-protected leave.
- Employees that are approved for paid parental leave will not receive paid holidays during the period of the leave request.
- Employees that are approved for paid parental leave will not accrue paid time off (PTO) on the paid parental leave earnings.
- A full-time regular employee that has not met all of the employment eligibility requirements, but meets the criteria as stated above, may still take the appropriate time off without pay and is afforded the same job protection for the period of time that the employee is on the parental leave as if the employee was on a personal leave of absence.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation as required by the County to substantiate the request.
- An employee returning from parental leave is requested to return to their position at regular schedules and not at reduced hours unless otherwise agreed upon. Failure to return to work after the period of leave, with or without accommodation may result in termination.
- As is the case with all County policies, the organization has the exclusive right to interpret this policy.

714 HEALTH INSURANCE

It is the policy of Yankton County to offer health insurance benefits to regular full-time employees. Yankton County will offer one or more options for coverage, and will contribute an amount to be determined each year towards each eligible employee's premium. Employees who want to provide health insurance coverage for family members will be responsible for the additional premium cost, to be paid through payroll deduction. Insurance coverage and options may change from year to year.

715 HEALTH INSURANCE CONTINUATION (COBRA)

Group health coverage would normally terminate on the last day of active full-time employment with Yankton County. However, under the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and covered dependents may be able to continue group health coverage beyond the date it would normally terminate by paying the premiums for the continued group health coverage, plus an administrative fee. Other qualifying events, such as leave of absence, change of work hours, change of marital status, change of dependent status, or death, may also trigger the ability to continue coverage.

After a qualifying event, employees and/or covered dependents may apply to continue group health coverage. Such persons will be known as continuation applicants. As continuation applicants, former employees and eligible dependents will be entitled to the same health benefits for which they were

covered under the County's Plan immediately prior to the employee's termination. Coverage includes medical benefits, but does not include any life insurance or accidental death and dismemberment benefits.

When an employee becomes eligible for Yankton County's health insurance plan, they will be given a written notice describing the COBRA rights.

In the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plans, you and/or your dependent(s) is/are responsible for contacting the Auditor's office and the Plan Administrator to discuss continuation or conversion rights. You and your qualified beneficiary are also responsible for notifying the Auditor's and the Plan Administrator within 60 days of qualifying for social security disability benefits.

716 HEALTH REIMBURSEMENT ARRANGEMENT (HRA)

The Health Reimbursement Arrangement (HRA) is an employer-funded benefit to reimburse eligible full-time employees for out-of-pocket medical expenses not covered by insurance. The reimbursement amount for each year will be determined at or before annual open enrollment.

717 RETIREMENT

Yankton County is a participating member of South Dakota Retirement System (SDRS). For eligible employees as defined by SDCL § 3-12c, participation in SDRS is mandatory and administered in accordance with policy and procedure outlined by SDRS. In addition, Yankton County also offers participation in the SDRS Supplemental Retirement Plan (SRP), which is a personal retirement savings option available to SDRS members and any person providing services to the state or a political subdivision of the state for which compensation or contractual payment is paid by an SDRS-participating employer. The SDRS-SRP allows participants to save additional dollars for retirement on either a pre-tax or after-tax (Roth) basis.

The SDRS is set by state statute and is subject to change, and any statutory provisions supersede all references made in any other material distributed by the County.

718 LONGEVITY PAY (Bonus for time employed in County service)

The length of County employment shall be the full number of years as of the hire date of the employee during the calendar year. The employee's "years of service" shall be considered for longevity pay. The department head shall determine any question on eligibility.

Eligible employees shall be paid a prorated share of longevity pay upon their voluntary termination of employment.

Longevity pay shall be paid annually (through direct deposit) on or around the employee's anniversary date, according to the following formula (NOTE: Some departments may have a different payment formula due to a different work schedule.)

| Years of Service | Annual Payment | Years of Service | Annual Payment |
|------------------------------|----------------|------------------------------|----------------|
| 0-5 | NONE | 31 (\$30 increase each year) | \$930 |
| 6-10 | \$100 | 32 | \$960 |
| 11-15 | \$175 | 33 | \$990 |
| 16 (\$15 increase each year) | \$250 | 34 | \$1,020 |
| 17 | \$265 | 35 | \$1,050 |
| 18 | \$280 | 36 (\$35 increase each year) | \$1,260 |
| 19 | \$295 | 37 | \$1,295 |
| 20 | \$310 | 38 | \$1,330 |
| 21 (\$20 increase each year) | \$420 | 39 | \$1,365 |
| 22 | \$440 | 40 | \$1,400 |
| 23 | \$460 | 41 (\$40 increase each year) | \$1,640 |
| 24 | \$480 | 42 | \$1,680 |
| 25 | \$500 | 43 | \$1,720 |
| 26 (\$25 increase each year) | \$650 | 44 | \$1,760 |
| 27 | \$675 | 45 | \$1,800 |
| 28 | \$700 | 46 (\$45 increase each year) | \$2,070 |
| 29 | \$725 | 47 | \$2,115 |
| 30 | \$750 | 48 | \$2,160 |

719 EMPLOYEE BENEFIT ELIGIBILITY SUMMARY TABLE

The following table outlines the benefits that are generally available to various employee classifications. The table's purpose is to provide a "quick reference" for employees. It may not accurately represent the benefit situation for each employee within a particular classification; nor does it infer a promise by the County to provide particular benefits to any group of employees.

***Please refer to the individual benefit descriptions for information on the timing of benefit accrual and use.**

| <p align="center">Employee Classification</p> <p align="center">The following classifications are defined in the "Terms and Definitions" Section page v.</p> <p align="center">✓ - Indicates benefit eligibility</p> | Worker's Comp & Injury Leave | Vacation Leave | Sick Leave | Donated Sick Leave | Funeral Leave | Jury Duty | Court Appearance | Leave of Absence | Disability Leave | Military Leave | Family & Medical Leave | Health Insurance | Health Insurance Continuum | Retirement | Longevity Pay | |
|---|------------------------------|----------------|------------|--------------------|---------------|-----------|------------------|------------------|------------------|----------------|------------------------|------------------|----------------------------|------------|---------------|---|
| Temporary or Seasonal (Less than 6 months) | ✓ | | | | | | ✓ | | | | | | | | | |
| Temporary or Seasonal (More than 6 months) | ✓ | | | | | | ✓ | | | | | ✓ | | | | |
| Part Time (Under 20 hours per week) | ✓ | | | | | | ✓ | | | | | | | | | |
| Regular Full Time (At least 35 hours per week) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Regular Full Time (At least 30 hours per week) | ✓ | | | | | ✓ | ✓ | | | ✓ | | ✓ | | ✓ | | |
| Regular Part Time (Over 20 hours per week) | ✓ | | | | | ✓ | ✓ | | | ✓ | | | | ✓ | | |
| Contract (Under County supervision) | ✓ | | | | | | ✓ | | | | | | | | | |
| Introductory (Regular Full Time) * | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | ✓ | | ✓ | | |
| Introductory (Regular Part Time) * | ✓ | | | | | ✓ | ✓ | | | ✓ | | ✓ | | ✓ | | |

720 INCLEMENT WEATHER

Weather conditions may, on occasion, make it impossible for you to arrive at work safely. The County does not want you to take unnecessary risks to get to work under such circumstances, and you should use common sense and your best judgment when traveling to work in inclement weather.

If weather conditions cause the Government Center to close, hourly employees will receive their regular pay, as described in 602, paragraph 3.

If the County opens for business and you elect not to come into work or to leave early because of dangerous weather conditions, available paid time off will be used or otherwise the time off is unpaid.

721 NURSING MOTHERS

Nursing mothers are entitled to reasonable break times each day to allow for expressing breast milk for their nursing child. The County will provide a room or location (not a restroom), for a nursing mother to express milk with privacy.

722 STAFF DEVELOPMENT

Yankton County employees are afforded various training opportunities for the purpose of providing academic and technical knowledge in the area of their official duties. Budget permitting, these may include in-service seminars, workshops, or training for academic credit. All travel and expenses outside of approved budget items are subject to approval by the County Commissioners.

723 CREDIT CARDS

County employees traveling outside the county, on county business, may be issued a credit card under their name and office.

Credit cards may be used for motels, gas and/or repairs for county vehicles, and purchases where open accounts are unavailable or inefficient including conference registration. Meals are covered on a per diem basis and credit cards are not used.

Department heads are responsible for cards issued to their offices and shall code all credit card receipts monthly for the Auditor. Department officials shall immediately report any lost cards to the bank. Misuse of credit cards may result in loss of the card privilege.

SECTION VIII: TRAVEL POLICIES

801 MILEAGE COMPENSATION

1. It is the policy of Yankton County to reimburse employees for business-related travel, in personal vehicles, according to the following conditions:
 - a. The travel must have been approved by the employee's supervisor; and
 - b. A properly prepared voucher must have been submitted to the Auditor.
2. The mileage rate is subject to change. Employees should contact their supervisor or the County Auditor to obtain the current mileage rate. State mileage figures will be considered in determining the rate amount.

802 MEALS

1. County business-related meal expenses will be reimbursed under the following conditions:
 1. The employee was on authorized County business; and
 2. A properly prepared voucher must have been submitted to the Auditor.
2. The County will reimburse the employee based upon current state government rates.
3. Meal payments will be based upon the following time periods.
 - a. Breakfast. Leave before 6:00 a.m.
 - b. Lunch Leave before 11:00 a.m.
 - c. Dinner Leave before 5:00 p.m.
4. The meal rates are subject to change. Employees should contact their supervisor or the County Auditor to obtain the current rates.
5. Meal costs may not be allowable expenses unless the business trip is overnight. Meal compensation may be treated as employee income if the activity does not involve an overnight stay.

803 LODGING

Yankton County will reimburse employees for lodging expenses, while on official business, under the following conditions:

1. The travel was authorized by their supervisor;
2. The accommodation was reasonable in price for the area. If the expenses appear excessive, "state lodging rates" shall be the initial consideration in evaluating costs. The location of the meeting or work site in relation to the lodging may also be considered. Finally, the prevailing price of similar accommodations may be reviewed; and
3. A completed voucher and applicable receipt are submitted to the Auditor.

804 REGISTRATION AUTHORIZATION

Registration costs and related expenses for professional conferences, meetings and trainings should be submitted for approval during the County's annual budget process. Costs not approved during the annual budget process must receive County Commission approval in advance of the expenditure.

805 RIDESHARING AND USE OF COUNTY VEHICLES

1. County personnel are encouraged to pool rides whenever possible while traveling to worksites, meetings, conferences, or training locations.
2. Vehicles, owned, or leased by Yankton County are to be used for business purposes only. This includes transportation for County personnel during business hours (on County business).
3. The personal use of county vehicles is not allowed without prior approval of the County Commission. Commission's approval will be contingent, in part, upon the necessity of the employee having immediate access to a county vehicle (Example: on-call emergency personnel).
4. All Yankton County employees are required to wear seatbelts when traveling in any County owned- or leased-vehicle, as required by state law.
5. Consumption of alcohol in any County owned- or leased-vehicle, either by a driver or a passenger is expressly prohibited. Violation of this policy will result in disciplinary action, up to and including termination for the first such offense.
6. Drivers should not consume beverages or food or participate in any other behavior that could distract them while operating a vehicle.

806 DRIVERS LICENSE AND INSURANCE RESPONSIBILITIES

1. The County may require all drivers to submit a photocopy of their state operator's license to facilitate a review of their driving record and restrictions.
2. The County may request a copy of any Motor Vehicle Report or associated legal documents if the driver is under disciplinary probation or suspension.
3. Drivers are required to report to their supervisor any and all tickets received while driving a County vehicle.
4. Drivers are required to inform their Supervisor of any Driving Under the Influence (DUI) tickets, suspensions or revocation of driving privileges immediately. Continuing to drive a County vehicle while under suspension may result in termination.
5. All employees using their personal vehicle for county business on a regular basis shall provide a Certificate of Insurance or a photocopy of an insurance statement to show proof of insurance.

807 DEFENSIVE DRIVING CLASSES

1. Employees are encouraged to complete a defensive driving course if they regularly operate motorized vehicles and/or travel regularly on County business.
2. The County may provide opportunities for all employees to take defensive driving classes as it deems necessary.

808 PERSONAL USE OF COUNTY VEHICLES

1. Certain employees may be authorized to use county vehicles to commute to and from work, if immediate access to such a vehicle is necessary for the effective delivery of services (examples - emergency response and snow removal).
2. Employees using a county vehicle for commuting may have a "financial benefit" added to their gross income. The amount of the benefit will be determined by applicable state and federal guidelines.
3. Employees will be responsible for paying appropriate taxes on the additional income.

SECTION IX: HIRING PROCEDURES AND PERFORMANCE REVIEWS

901 RESPONSIBILITIES OF THE COUNTY COMMISSION

SDCL §7-7-20 authorizes the County Commission, if it deems it necessary to dispatch business, to fix:

1. The number of deputies or clerks to be employed;
2. The time of employment; and
3. The compensation which they shall receive.

902 RESPONSIBILITIES OF CONSTITUTIONAL OFFICERS

SDCL §7-7-21 gives the officer the authority to appoint and remove clerks and deputies at pleasure.

903 RESPONSIBILITIES OF APPOINTED DEPARTMENT HEADS

The County Commission delegates the responsibility of hiring employees to appointed department heads, subject to the policies of Section 904.

904 POLICIES

1. It is the policy of Yankton County to be an equal opportunity employer and to hire individuals solely upon the basis of their qualifications and ability to perform the job. South Dakota's Veterans Preference Law must be followed in the hiring process.
2. All supervisors, including constitutional officers, shall inform the County Commission of a job opening, prior to advertising and/or filling the position, unless they are replacing an employee that was already part of the department's current annual operating budget.
3. Yankton County will normally try to fill job openings, above entry level, by promoting from within, if qualified applicants are known to be available internally.
4. Regular full-time and part-time positions will be posted internally, as well as on online job boards and/or newspapers.
5. Temporary positions may be filled at the discretion of the supervisor, provided the job(s) are part of the department's current annual operating budget.
6. During the recruitment, hiring, and orientation process, no statement is to be made promising permanent or guaranteed employment and no document should be called a contract unless, in fact, a written employment agreement is to be used. No written employment agreements may be made without the prior approval of the Board of County Commissioners.
7. The Board of County Commissioners shall be informed of all hiring decisions. Prior Commission approval is needed for any hiring decision that will result in the department exceeding its authorized budget.
8. The County Commission reserves the right to review all hiring decisions to determine if County policies have been followed in selecting the employee.

905 INTRODUCTORY PERIOD

1. Introductory employees shall work an introductory period of one hundred eighty (180) days.
2. The department head will utilize the introductory period to observe the employees work, to train and aid employees in meeting the required work standards.
3. At the end of the introductory period, the department head will conduct a performance appraisal. If this performance appraisal results in a "satisfactory" evaluation, or better, then the employee will have successfully completed the introductory period.

4. The department head, on behalf of the supervisor or other person charged with responsibility of overseeing the employee's position may terminate the employee for any reason during the introductory period.
5. Employees will accrue benefits during the introductory period.
6. Any significant absence from work during the introductory period may result in a corresponding extension of the introductory period.

906 REGULARLY SCHEDULED REVIEW

Yankton County encourages annual performance reviews where department heads assess each individual's work and areas of responsibility and convey this information to that person to enable the employee to know whether they are on target or not with their efforts. Positive feedback is just as important as negative in that both help an employee do a better job, which is the County's overall goal. Also, this time is set aside for employees to meet with their supervisors and to bring up any subjects they would like; such as new ideas, policy questions, etc.

The performance of employees should be evaluated according to an ongoing twelve (12) month cycle- Department heads are encouraged to conduct performance evaluations on a regular schedule, but no later than November 30, of each year. Non-elected department heads may be evaluated by the County Commission on or near the first regular commission meeting in December.

907 WAGES

Changes in salary or wage rates are normally made on an annual basis in December of each year, with any adjustments to be effective January 1st of the following year.

908 POLITICAL ACTIVITY

Political affiliation or activity will not be a factor in hiring, promotion, demotion, transfer, suspension, termination, or any other conditions and privileges of employment with Yankton County. County employees will not use their County work time or County facilities to aid, encourage, or promote candidates for elected public office whether partisan or nonpartisan.

Those employees whose employment is financed by loans or grants made by the United States or a federal agency may be subject to the provisions of the Federal Elections Campaign Act (the "Hatch" Act) regardless of when or where partisan election activities occur. This Act prohibits certain types of involvement in federal, state and local elections such as use of official authority or influence to affect an election or nomination of a candidate, donations of items of value to an election fund, or becoming a candidate for office in a partisan election.

Nothing in this section will prohibit any non-elective County officer or employee from exercising their right as a citizen to express an opinion or do any partisan or nonpartisan political act not expressly prohibited herein as long as it is not done on County time or with County resources. This includes advocating for or against ballot issues.

A County employee will not be obliged to, by reason of employment, contribute to any political funds or collections or to render political service. Any employee refusing to contribute such funds or to render such service may not be removed or otherwise disciplined or prejudiced for that refusal. A County employee cannot use their position to coerce the political action of a person or group.

In the case of any County employee running for an elective public office, the following provisions will apply:

1. A County employee who intends to be a candidate for political office or participate in other time-

- consuming responsibilities connected with a governmental unit other than the County must notify their Department Head and the County Commission in writing as soon as possible.
2. Due to the wide variance in demands on time and the employee's differing job responsibilities, leaves of absence for the purpose of campaigning or holding political office will be arranged with the County Commission on an individual basis.
 3. The Commission will give the employee a written copy of any agreement it reaches regarding the employee's political activity and job responsibilities.
 4. Employees who are granted a leave of absence for political activity may return to their previous employment with the County without loss of position or benefits following that absence.
 5. These restrictions do not apply to elected County officials.
 6. The County will not employ or retain any person who advocates or belongs to an organization that advocates the overthrow or change of our government by force or violence. Employees may be required to take an oath as set forth in the State Constitution (Art. XXI, Sec. 3), SDCL 3-1-5, SDCL 3-5-11, and SDCL 3-2-3.

SECTION X: DISCIPLINARY PROCESS AND GRIEVANCE PROCEDURES

1001 DISCIPLINARY PROCESS

1. Yankton County encourages employees to develop their performance to the highest level or ability. To achieve this level an employee cannot let lateness, tardiness, failure to follow work rules and policies, or unacceptable job performance interfere with their job.
2. When a problem occurs, the normal process will be to encourage the employee to change the unacceptable behavior or performance problem. The normal process includes the following steps:
 - a. Verbal warning and counseling with the department head or supervisor;
 - b. Written warning, with a copy in personnel file;
 - c. Up to a thirty (30) day suspension; or
 - d. Termination.

Yankton County, however, reserves the right to not apply progressive discipline based on the circumstances of the situation. Employment with the County is at-will, so discipline including termination may occur for any or no reason and no procedural due process rights are in effect.

3. Steps taken and time allowed for resolution is dependent upon the nature and severity of the problem.
 - a. Verbal Warning and Counseling: A supervisor or department head may counsel the individual regarding a problem area. A written summary is not required to be placed in the employee's personnel file.
 - b. Written Warning and Counseling: A supervisor or department head may document the behavioral or performance problem, previous discussions, the current situation, and conditions toward necessary improvements in writing. The employee may be asked to sign this document and a copy retained in their personnel file. Upon request when issued, the employee will be given a copy of the writing.
 - c. Suspension or Termination: A department head may suspend an employee without pay for up to thirty (30) days or terminate the employment relationship. Employees under suspension may be subject to the withholding of wages and benefits for the period of the suspension, with the exception of health insurance contributions and will not accrue leave time benefits.
1. Upon the request of an employee who has been dismissed, the individual may meet with the Commissioners. The request must be made within two (2) weeks of the termination notice and the Commission will set the meeting. The meeting will occur in Executive Session with only the individual, the department head, the Commissioners and State's Attorney. If the individual wishes to have an attorney present, notice must be provided with the initial request for the meeting. The Commissioners' decision shall be entered into the minutes of the meeting.

1002 GRIEVANCE PROCEDURE

1. Definitions:

Grievance: An alleged violation, misrepresentation, or inequitable application of an existing agreement, contract, resolution, policy, rule or regulation, of County Commissioners or of any County office.

County Office: Any office under the supervision of the County Commissioners or of any elected County Officer.

Department head: The County Officer in charge of the employee's office. Where applicable, it also refers to the Board of County Commissioners.

2. All employee grievances will be handled in the manner set out by this resolution. Failure to follow this grievance procedure will result in the grievance being dismissed with prejudice.
 - a. The employee will discuss the grievance with their department head. If the grievance is of a non-recurring nature, this step must be within thirty (30) calendar days of the event leading to the grievance. If the grievance is of a recurring nature, this step must be taken within five (5) working days of the event leading to the grievance.
 - b. If the grievance cannot be reconciled through step one to the employee's satisfaction within one week (7 calendar days) from the time the grievance is originally presented to their department head, the employee shall present the department head with a written grievance which shall state specifically the event(s) causing the grievance, all actions taken by the employee to resolve it and the action the employee desires the employer to take.
 - c. The department head shall resolve the grievance by themselves if they are able to and if they feel it is justified. If the department head cannot resolve it within one week (7 calendar days), they shall present it to the Board of County Commissioners for discussion at its next regularly scheduled meeting.
 - d. The Commissioners shall render a decision on the grievance at the meeting in which it is presented. The Commissioners may postpone a decision to the next regularly scheduled meeting if additional information or legal advice is needed.
 - e. Should the employee quit prior to the grievance being decided, the grievance is deemed abandoned and will be dismissed.
3. The Burden of Proof in this procedure shall be on the employee. The employee will have to furnish the evidence necessary to prove any contested facts.
4. This procedure is for the benefit of the individual employees only. It may not be used by a non-employee (including former employees who have resigned, retired or been dismissed), nor by employee associations or by labor unions.
5. The department head should carry out the following four steps with fairness, firmness, and understanding, since these are fundamental to the satisfactory handling of any grievance.
 - a. The department head shall:
 - i. Receive the grievance properly;
 - ii. Arrange for privacy;
 - iii. Give a good hearing;
 - iv. Give their full attention;

- v. Don't interrupt;
 - vi. Ask questions to make certain all the facts are given;
 - vii. Repeat the essentials to the employee in their own words to assure accurate communication; and
 - viii. Assure the employee of prompt action.
- b. Get the facts:
- ix. Check every angle;
 - x. Check the union agreement (if applicable);
 - xi. Check State law and County practices; and
 - xii. Examine the employment record of the employee involved.
- c. Take action within one week:
- i. If the employee is right, take steps to correct the situation and prevent its recurrence; and
 - ii. If the employee is wrong, explain decisions to them.
- d. Follow-up:
- i. Make sure actions are carried out;
 - ii. Maintain an atmosphere which will promote high morale; and
 - iii. Check with employees to find out whether there are potential irritations, which may become grievances, and take steps toward their removal.
6. Department heads shall not discourage employees from coming to them with grievances. Neither shall an employer discriminate against or take discriminatory action against an employee who has filed or is in the process of filing a grievance. Although they may be troublesome and time-consuming, it is better that employees make their grievances known than to keep them within themselves. An unheard grievance can be a serious infection, which before long may undermine the morale of an entire office.

1003 SEPARATION OF EMPLOYMENT

Termination of employment is an inevitable part of personnel activity within any organization and many reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment separation initiated by an employee
- Discharge – involuntary employment termination initiated by the organization
- Lay-off – involuntary employment termination initiated by the organization for non-disciplinary reasons
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from the organization.

As a matter of courtesy, non-exempt employees who desire to leave County employment are requested to give a 2-week notice. Exempt employees are requested to give at least 30-day notice. Retirement notices should be given as far in advance as possible. Resignation and retirement notices should be in written form. The County reserves the right to accept resignation or retirement effective immediately without further pay. Generally, the last day worked will be recognized as the termination date. Employees will be paid for all time worked up to the separation date and time in accordance with the Fair Labor Standards Act. Paid time off will be paid out at the next pay period to employees that provide adequate notice and as set forth in this Handbook.

Employees must return all equipment belonging to the County on or before the last day of employment including but not limited to, all keys, County telephones and/or radios, and charge card (if issued). No final settlement of pay will be made until all items are returned in appropriate condition, unless it conflicts with state or federal laws. The cost of replacing non-returned items may be deducted from the final paycheck to the extent permitted by law. Furthermore, any outstanding financial obligations owed to the County will also be deducted from the final check.

Since employment at Yankton County is based on mutual consent between both the employee and the County, both the employee and Yankton County have the right to terminate employment at will, with or without cause, at any time.

Employee benefits will be affected by employment termination. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

1004 REINSTATEMENT

Employees who resign from an SDRS benefits eligible position with the County may be reinstated to their former position and rate of pay under the following conditions.

1. The vacated position or an equivalent position is open;
2. The department head and County Commission approve the reinstatement; and
3. The employee forfeits all previously accrued leave and seniority.

Re-employment at any time later than two weeks after separation will be treated as new employment in all respects, including the requirement to compete in an open selection process.

APPENDIX 1: CODE OF CONDUCT



CODE OF CONDUCT

FOR COUNTY COMMISSIONERS, ELECTED AND APPOINTED DEPARTMENT HEADS, MEMBERS OF ALL BOARDS, COMMISSIONS, COMMITTEES, TASK FORCES OR OTHER APPOINTED ADVISORY GROUPS

YANKTON COUNTY, SOUTH DAKOTA

ADOPTED BY THE YANKTON COUNTY BOARD OF COMMISSIONERS

2020

PREFACE

Business Ethics and Conduct

The successful business operation and reputation of Yankton County is built upon the principles of fair dealing and ethical conduct. The reputation of county governance for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of personal conduct, integrity and public service.

The continued success of Yankton County is dependent upon the public's trust and those who serve the public on behalf of the County should be dedicated to preserving that trust. County Commissioners elected and appointed department heads, members of all boards, commissions, committees, task forces or other appointed advisory groups owe a duty to Yankton County and the public to act in a way that will merit the continued trust and confidence of the public.

Yankton County expects its elected officials, appointed department heads, members of boards, commissions, committees, task forces and other appointed advisory groups to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest, unethical or disruptive behavior. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.

It is the policy of the County of Yankton, South Dakota, to uphold, promote and demand the highest standard of ethical behavior from its elected and appointed department heads and individuals serving on all boards, commissions, committees, task forces or other appointed advisory groups, hereinafter referred to collectively as "Members." It is presumed that all Members have chosen to serve in order to preserve and protect the present and the future of the County. Honesty, integrity and fairness are hallmarks of public service.

This code has been created to ensure that all Members have clear guidelines for carrying out their responsibilities in their relationships with each other, with all other county employees, with the citizens of Yankton County and with all other private and governmental entities.

SECTION 1: Obey the Laws

Obeying the law, both in letter and in spirit, is the foundation on which this County's ethical standards are built. The Members shall support the Constitution of the United States and the State of South Dakota as well as all federal, state and local laws, rules and regulations.

SECTION 2: Responsibility of Public Service

Members are to be trustworthy, respectful, responsible, fair, caring and promote citizenship at all times and are not entitled to special consideration or treatment based on their official position or responsibility. In addition to the above:

- A. Members should actively pursue policy goals they believe to be in the best interest of all residents within the parameters of orderly decision-making and the laws and rules governing those decisions.
- B. Members should respect the legitimacy of the goals and interests of other Members and should respect the rights of others to pursue goals and policies different from their own.
- C. Members who sit on county boards, commissions, committees, advisory groups, task forces, etc., do not individually speak for the body itself unless approved by the Member body to do so.
- D. Members should dispose of the business of the County in a deliberate manner that assure citizens have meaningful knowledge of and input into their decisions.
- E. Members should conserve the resources of the County in their charge. They should employ county equipment, property, funds and personnel only in legally permissible pursuits and in a manner that

exemplifies excellent stewardship.

- F. No Member may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.
- G. No person may offer or give to a Member, directly or indirectly, and no Member may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the Member's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the Member.
- H. Members are cautioned to refrain from giving legal advice or other related directions to members of the public on matters under investigation by Yankton County departments/offices, on matters pending before the courts or government bodies and on any matters where a conflict of interest would caution against any such communication.

SECTION 3: Members' Conduct with County Employees

Governance of the County relies on the cooperative efforts of the Members and the County employees who implement and administer adopted policies and procedures within the County. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each other for the good of the community. The following are examples of how the Members should relate to the employees of Yankton County:

- A. Members should treat all employees as professionals. Clear, honest communication that respects the abilities, experience and dignity of each employee is expected. Poor behavior or disrespectful comments toward employees are not acceptable.
- B. Members should never publicly criticize employees. Public criticism of employees leads to poor morale among the employees and undermines their effectiveness with the public and is detrimental to their performance.
- C. Members should not attempt to influence, by intimidation or other unethical means, the decisions or opinions of employees on issues that may come before the Planning Commission, Board of Commissioners or other Member bodies.
- D. Individual Members may not intentionally coerce or intimidate employees or interfere with employees' duties or authority.
- E. Members, except for elected and appointed department heads interacting with their own employees, shall not instruct nor direct employees to perform duties related to the employee's job.
- F. Requests for information and clarification on items of County business are allowed and encouraged. Communication is most effective when the Member contacts the department head or elected official in charge. Members in general should always respect and interact appropriately when requesting information pertinent to County business.

SECTION 4: Conduct in Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Members toward an individual participating in a public meeting. Every effort should be made to be fair and impartial in listening to public comments. Members should listen to comments from the public and ask for clarification if they do not understand the comment. Members should not disparage or insult other Members, County employees or other members of the public.

The Chairperson presiding over any meeting, which is subject to open meetings laws or not, shall not allow an individual or other Member to interfere with the orderly progression of meetings. Personal attacks against any Member, County employees or any other person are not allowed regardless of whether the meeting is in session or in recess. If the audience dialogue or Member discussion becomes disruptive or abusive, the Chairman has the

option to ask the offending individual(s) to leave or have the individual(s) removed from the meeting by law enforcement.

SECTION 5: Open Government

The citizens of Yankton County expect and deserve open government. South Dakota’s open meetings law embodies the principle that the public is entitled to the greatest possible information about public affairs and is intended to encourage public participation in government.

Members who are subject to the Open Meetings Laws of the State of South Dakota shall conduct themselves in a manner that fully adheres to the intention of state laws concerning open meetings and transparency of actions. These Members are encouraged to employ a “mindset of openness” in conducting the affairs of the County in an open meeting and should resort to conducting business in executive session only when allowed by law.

SECTION 6: Conflict of Interest

In the execution of official County business, a Member shall not put himself or herself in a position where his or her personal interest conflicts with his or her duties and responsibilities. Members shall disclose any personal relationships to the governing body in instances where there could be an appearance of a conflict of interest. The Member shall not use official information acquired in the course of their duties for personal gain.

SECTION 7: Violation of Code of Conduct

Violations of this Code of Conduct may result in disciplinary action being taken by the Board of County Commissioners. Disciplinary action may involve public or private reprimand at the discretion of the appropriate governing body and may include removal from serving on an appointed body or removal from Office as provided in law.

Date of Adoption: February 4, 2020

APPENDIX 2: SAFETY MANUAL



Yankton County Safety Manual

YANKTON COUNTY, SOUTH DAKOTA

ADOPTED BY THE YANKTON COUNTY BOARD OF COMMISSIONERS

2026

POLICY STATEMENT

YANKTON COUNTY is exposed to various risks associated with providing services to our citizens. These risks are most evident when incidents occur involving damage to property and injuries to personnel and our citizens. To protect our financial resources, we participate in the South Dakota Public Assurance Alliance (SDPAA), Safety Benefits, Inc. (SBI) a self-insurance group pool of South Dakota public entities which we are a member.

The objective of our Risk Management and Loss Control Program is to protect people and to preserve our assets and revenues. The following policy has been prepared with this in mind:

1. We will identify sources of loss to our property, our employees, and the general public.
2. We will evaluate the impact of loss in terms of frequency and severity.
3. We will make every effort to control the causes of loss by and through a specific written Action Plan prepared by each Department responsible for actual day-to-day activities.
4. We will eliminate sources of loss by corrective action.
5. Where possible, we will obtain coverage in such amounts and in such areas as will provide protection against catastrophic loss.

It is the joint responsibility of the Risk Management Committee to see that the Loss Control Program is implemented in accordance with this Policy Statement.

A training schedule will be provided to the employees each year based on needs of the department heads recommendations. Three classes will be required each fiscal year for each employee. These classes will be online or at a sponsored class provided by the company. A record and certificate of attendance will be kept on hand for each employee in their personnel record folder kept at the auditor's office.

Class topics included but not limited to:

Training Recommended in SBI Loss Control Surveys:

- Orientation training program (including safety training) for new employees
- Documented orientation for new commission members
- Review of sexual harassment prevention policy each year
- Documented evacuation (fire) drills, shelter (tornado) drills each year
- Fire extinguisher training every 2 years
- Defensive driving training every 3 years
- Hazard Communications Program training (chemicals used on the job, location of safety data sheets)
- Automatic Electronic Defibrillator (AED) training for employees working in locations where AEDs are available

Written Policy/Programs and Documented Training for employees required to perform specific tasks:

- Confined space entry
- Lockout tagout
- Trenching and excavation
- MSHA Annual Refresher/Safety Training (Mine Safety and Health Act) – for employees entering gravel mines/pits
- Safe removal of manhole covers – safe lifting
- Respirators and/or self-contained breathing apparatus

- 4 wheelers
- Forklifts/Manlifts
- Commercial Motor Vehicles – Proper placement of reflective triangles when CMV is stalled or stuck
- Construction Signage training in accordance with the Manual on Uniform Traffic Control Devices Part VI
- Task training specific to the job or equipment or tools

Training Recommended in Annual Safety & Loss Control Awards:

- Entity representative attend at least one of the safety training or defensive driving courses sponsored by the risk sharing pools or another organization each year
- Safety committee meetings – document date, topics, attendees
- Fire extinguisher training every 2 years
- Back injury prevention/safe lifting training each year
- Slip, trip, and fall prevention each year
- Defensive driving course every 3 years AND at least one safety meeting devoted to a safe driving topic
- Law Enforcement – adoption of and annual training on 12 critical tasks as recommended by the SDPAA

Occupational Health and Safety Act (OSHA):

Link to specifics on the following: <https://www.osha.gov/Publications/osha2254.pdf>

- Exit Routes and Emergency Planning
- Powered Platforms, Manlifts
- Occupational Noise Exposure
- Hazardous Materials
- Personal Protective Equipment
- Medical Services and First Aid
- Fire Protection
- Materials Handling and Storage
- Machine and Machine Guarding
- Welding

Once this document is approved by the Yankton County Commissioner. A committee will be form to keep the safety program on track. The use of proper reporting form, training and other data necessary.

Adopted May 19th, 2026

Yankton County Planning Commission
Yankton County Board of Adjustment

Date filed: 4/17/2026

Applicant

Walloch - PLAT

District type: AG R1-Low R2-Moderate R3-High C-Comm.

LC – Lakeside Commercial RT-Rural Transitional

Variance needed:

Section 513 (4) – Existing Farmstead/Home Section 515 Section 705

Section 715 Section 805

Other 605

North Side/ Yard lot line: _____ feet or no closer than _____ feet to the _____ lot line.

East Side / Yard lot line: _____ feet or no closer than _____ feet to the _____ lot line.

South Side / Yard lot line: _____ feet or no closer than _____ feet to the _____ lot line.

West Side / Yard lot line _____ feet or no closer than _____ feet to the _____ lot line.

Accessory Building Size allowed:

Proposed building size:

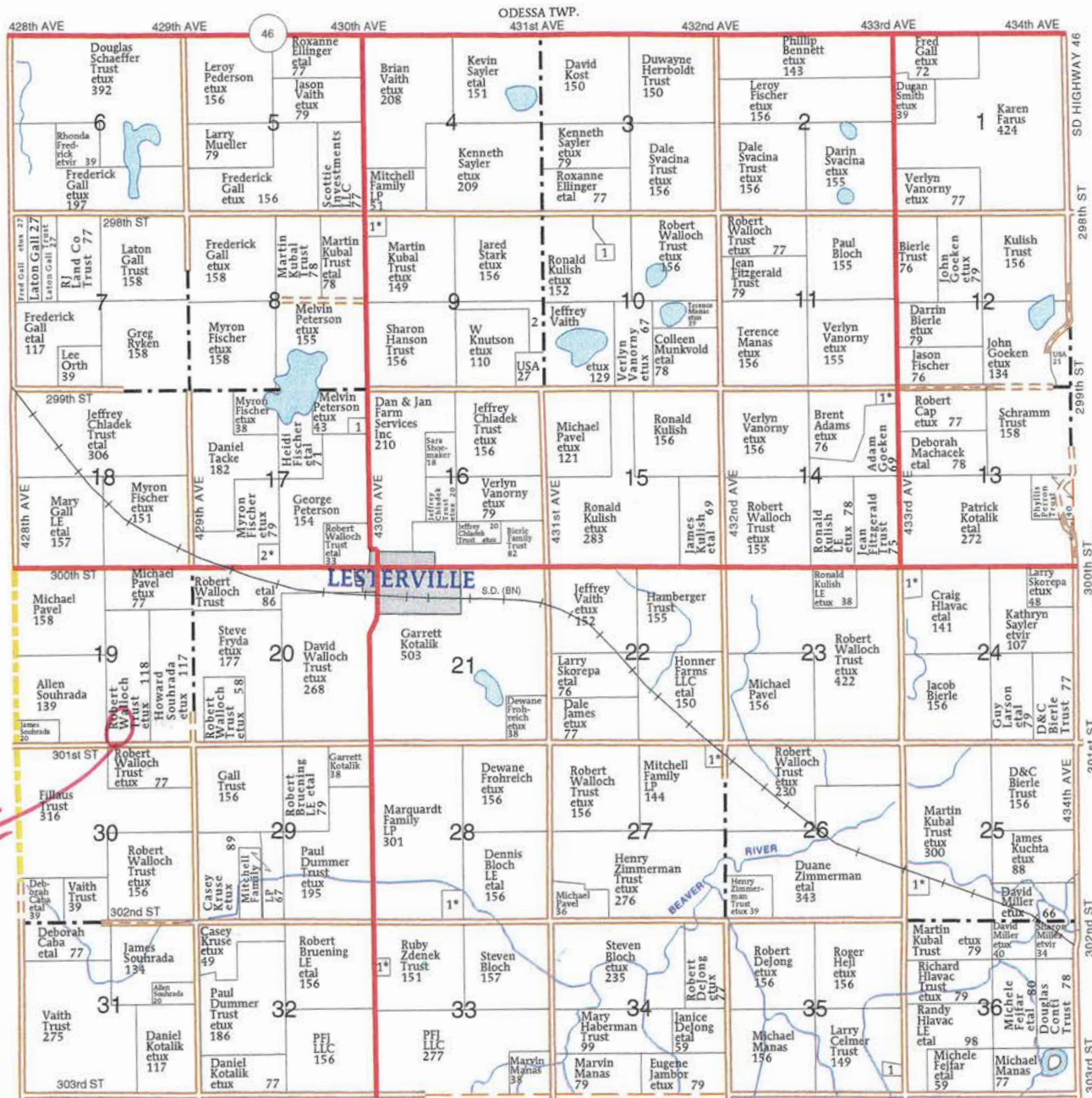
Proposed sidewall height:

Affects Section:

NOTE:

Plat of Tract 1, Robert & Julie Walloch Addition, in the SW1/4 of the SE1/4 of Section 19, T95N, R57W of the 5th P.M., Yankton County, South Dakota

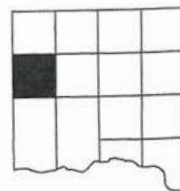
(Landowners)



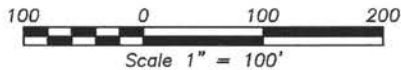
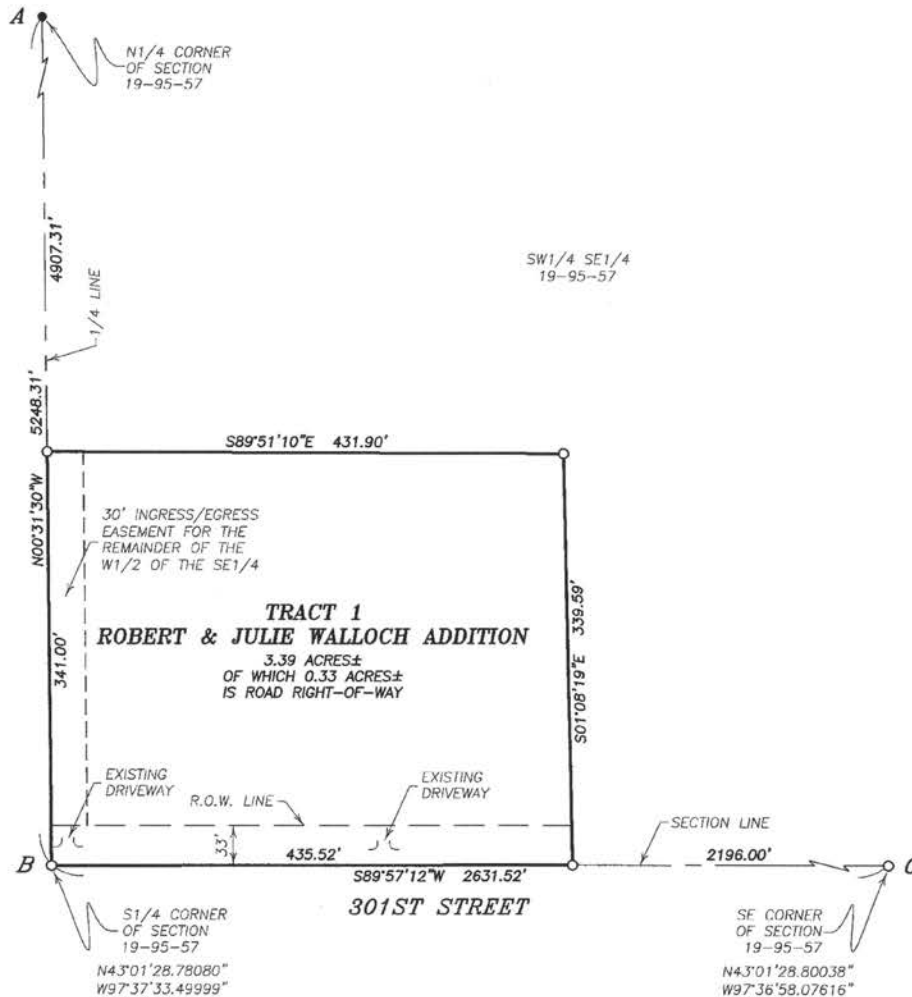
ZISKOV TWP.

LESTERVILLE TOWNSHIP

- SECTION 8**
- 1 POMMERVILLE, MICHAEL ETUX 7
- 2 SUSTAINABLE PROPERTY HOLDINGS LLC 20
- SECTION 10**
- 1 GARTZKE, MELVIN 5
- SECTION 14**
- 1 SVEC, DENISE ETAL 9
- SECTION 17**
- 1 PETERSON, GEORGE 5
- 2 AUCH, DOUGLAS ETUX 9
- SECTION 24**
- 1 HLAVAC, CRAIG ETUX 15
- SECTION 25**
- 1 SCHANCHE, KENNETH ETUX 7
- SECTION 27**
- 1 LAWRENCE, ROBERT ETUX 9
- SECTION 28**
- 1 MARQUARDT, RALPH ETUX 11
- SECTION 33**
- 1 TESCH, WIATT ETUX 5
- SECTION 35**
- 1 PULLEN, LORINDA 6



PLAT OF TRACT 1, ROBERT & JULIE WALLOCH ADDITION, IN THE SW1/4 OF THE SE1/4 OF SECTION 19, T95N, R57W OF THE 5TH P.M., YANKTON COUNTY, SOUTH DAKOTA.



LEGEND

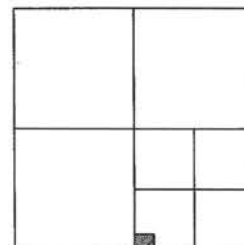
- SET 5/8" REBAR WITH L.S. CAP STAMPED "SD 5349 NE 708 BRANDT"
- FOUND MAG NAIL

CORNER REFERENCE TIES

- A. NORTH 1/4 CORNER OF SEC. 19, T95N, R57W**
1. 58.96' SE TO A DOUBLE HEADED NAIL IN A FENCE POST.
 2. 54.97' SSW TO A DOUBLE HEADED NAIL IN A FENCE POST.
 3. 70.28' SW TO A DOUBLE HEADED NAIL IN A FENCE POST.
- B. SOUTH 1/4 CORNER OF SEC. 19, T95N, R57W**
1. 36.72' N TO A DOUBLE HEADED NAIL IN A CORNER POST.
 2. 37.99' S TO A DOUBLE HEADED NAIL IN A CORNER POST.
 3. 81.58' WSW TO A DOUBLE HEADED NAIL IN A FENCE POST.
- C. SOUTHEAST CORNER OF SEC. 19, T5N, R57W**
1. 47.31' NW TO A DOUBLE HEADED NAIL IN A POWER POLE.
 2. 47.16' SE TO A DOUBLE HEADED NAIL IN A CORNER POST.
 3. 114.41' SSW TO A DOUBLE HEADED NAIL IN A POWER POLE.

NOTE:
BASIS OF BEARING
BY GPS OBSERVATION

PREPARED BY:
BRANDT LAND SURVEYING
1202 WILLOWDALE ROAD
YANKTON, SD 57078
(605) 665-8455



LOCATION (N.T.S.)
SECTION 19-95-57

PLAT OF TRACT 1, ROBERT & JULIE WALLOCH ADDITION, IN THE SW1/4 OF THE SE1/4 OF SECTION 19, T95N, R57W OF THE 5TH P.M., YANKTON COUNTY, SOUTH DAKOTA.

SURVEYOR'S CERTIFICATE

I, JOHN L. BRANDT, A REGISTERED LAND SURVEYOR UNDER THE LAWS OF SOUTH DAKOTA, HAVE AT THE DIRECTION OF THE OWNERS, MADE A SURVEY AND PLAT OF TRACT 1, ROBERT & JULIE WALLOCH ADDITION, IN THE SW1/4 OF THE SE1/4 OF SECTION 19, T95N, R57W OF THE 5TH P.M., YANKTON COUNTY, SOUTH DAKOTA. I HAVE SET IRON REBAR AS SHOWN AND SAID SURVEY AND PLAT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATED THIS 17TH DAY OF APRIL, 2026.



JOHN L. BRANDT REG. NO. 5349

OWNER'S CERTIFICATE

WE, ROBERT WALLOCH AND JULIE WALLOCH, TRUSTEES OF THE ROBERT & JULIE WALLOCH LIVING TRUST DATED MARCH 8, 2007, DO HEREBY CERTIFY THAT THE ROBERT & JULIE WALLOCH LIVING TRUST DATED MARCH 8, 2007, IS THE OWNER OF THE ABOVE DESCRIBED REAL PROPERTY AND THAT THE ABOVE SURVEY AND PLAT WAS MADE AT OUR REQUEST AND UNDER OUR DIRECTION FOR THE PURPOSE OF MARKING, PLATTING AND TRANSFER. WE ALSO CERTIFY THAT THE DEVELOPMENT OF THIS LAND SHALL CONFORM TO ALL EXISTING APPLICABLE ZONING, SUBDIVISION AND EROSION AND SEDIMENT CONTROL REGULATIONS. WE ALSO HEREBY GRANT THE 30' INGRESS/EGRESS EASEMENT AS SHOWN ON THIS PLAT.

DATED THIS _____ DAY OF _____, 20____.

ROBERT WALLOCH
TRUSTEE

JULIE WALLOCH
TRUSTEE

STATE OF _____

COUNTY OF _____

ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED OFFICER, PERSONALLY APPEARED ROBERT WALLOCH AND JULIE WALLOCH, WHO ACKNOWLEDGED THEMSELVES TO BE TRUSTEES OF THE ROBERT & JULIE WALLOCH LIVING TRUST DATED MARCH 8, 2007, AND THAT THEY AS TRUSTEES, BEING AUTHORIZED TO DO SO, EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES THEREIN CONTAINED.

MY COMMISSION EXPIRES _____ NOTARY PUBLIC

ZONING ADMINISTRATOR

I, THE UNDERSIGNED, COUNTY ZONING ADMINISTRATOR FOR YANKTON COUNTY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT THIS PLAT HAS BEEN REVIEWED BY ME OR MY AUTHORIZED AGENT IN ACCORDANCE WITH SECTION 513 (FARMSTEAD, MINIMUM LOT REQUIREMENTS) OF THE YANKTON COUNTY SUBDIVISION REGULATIONS, AND WALLOCH'S ADDITION QUALIFIES AS A FARMSTEAD.

ZONING ADMINISTRATOR

COUNTY PLANNING COMMISSION

BE IT RESOLVED BY THE COUNTY PLANNING COMMISSION OF YANKTON COUNTY, SOUTH DAKOTA, THAT THE ABOVE SURVEY AND PLAT IS APPROVED AND THE SAME BE CERTIFIED TO THE YANKTON COUNTY BOARD OF COUNTY COMMISSIONERS WITH THE RECOMMENDATION THAT SAID SURVEY AND PLAT BE APPROVED.

DATED THIS _____ DAY OF _____, 20____.

CHAIRMAN, PLANNING COMMISSION

COUNTY COMMISSIONER'S RESOLUTION

BE IT RESOLVED BY THE COUNTY BOARD OF COMMISSIONERS OF YANKTON COUNTY, SOUTH DAKOTA, THAT THE ABOVE SURVEY AND PLAT BE APPROVED AND THE COUNTY AUDITOR OF YANKTON COUNTY, SOUTH DAKOTA, IS HEREBY AUTHORIZED AND DIRECTED TO ENDORSE ON SUCH PLAT A COPY OF THE RESOLUTION AND CERTIFY THE SAME.

DATED THIS _____ DAY OF _____, 20____.

CHAIRMAN, COUNTY COMMISSIONERS

I, THE UNDERSIGNED, COUNTY AUDITOR FOR YANKTON COUNTY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS PASSED BY THE BOARD OF COUNTY COMMISSIONERS OF YANKTON COUNTY, SOUTH DAKOTA, AT THE REGULAR MEETING ON THE _____ DAY OF _____, 20____.

COUNTY AUDITOR

APPROVAL OF HIGHWAY AUTHORITY

STATE OF SOUTH DAKOTA COUNTY OF YANKTON

ACCESS TO 301ST STREET IS APPROVED. THIS ACCESS APPROVAL DOES NOT REPLACE THE NEED FOR ANY PERMITS REQUIRED BY LAW TO ESTABLISH THE PRECISE ACCESS LOCATION, INCLUDING PERMIT REQUIREMENTS SET FORTH IN ADMINISTRATIVE RULE OF SOUTH DAKOTA 70:09:01:02.

HIGHWAY OR STREET AUTHORITY

COUNTY TREASURER'S CERTIFICATE

I, THE UNDERSIGNED, COUNTY TREASURER FOR YANKTON COUNTY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT ALL TAXES WHICH ARE LIENS UPON ANY LAND INCLUDED IN THE ABOVE PLAT, AS SHOWN BY THE RECORDS OF

MY OFFICE ON THE _____ DAY OF _____, 20____, HAVE BEEN PAID IN FULL.

COUNTY TREASURER

DIRECTOR OF EQUALIZATION

I, THE UNDERSIGNED, COUNTY DIRECTOR OF EQUALIZATION FOR YANKTON COUNTY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT A COPY OF THE ABOVE PLAT HAS BEEN FILED AT MY OFFICE.

DIRECTOR OF EQUALIZATION

REGISTER OF DEEDS

FILED FOR RECORD THIS _____ DAY OF _____, 20____, AT _____ O'CLOCK _____ .M., AND RECORDED IN BOOK _____ OF PLATS ON PAGE _____.

REGISTER OF DEEDS

PLAT PERMIT

Longitude

-97.62467244989239

Latitude

43.024907577700446

Permit Number

PLAT2657

Parcel Number

15.019.200.300

Permit Status

Approved Active

Permit Fee

100

Total Due

100

Receipt Number

9185

Application Accepted By

Bill Conkling

Site Plan Checked By

Bill Conkling

Is location in floodplain?

No

Existing Zoning

AGRICULTURE

Size of the Current Parcel

79

Current Legal Description

W2 SE4

Applicant Name

Robert Walloch

Applicant Phone

6056658455

Applicant Address

29901 439 AVE UTICA SD 57067

Applicant Email Address

jackbrandt@vyn.midco.net

Name of the Surveyor / Engineer

John Brandt

Surveyor / Engineer Address

1202 Wilowdale Rd., Yankton

Surveyor / Engineer Phone

6056658455

Surveyor / Engineer Email

jackbrandt@vyn.midco.net

Surveyor / Engineer Contact Person

Jack Brandt

Owner Name

Robert Walloch

Owner Phone

6056658455

Owner Address

42856 301 ST LESTERVILLE

Owner Email Address

jackbrandt@vyn.midco.net

Location of Property

Lat: 43.024908 Lon: -97.624672



Powered by [Esri](#)

Section Township Range

19-95-57

Tract or Lot Number

Tract 1

Number of Acres Being Platted

3

Addition Name

Robert & Julie Walloch Addition

How is the Property Currently Being Used

AG

How Will the Property Be Used

AG Farmstead

Is this Property an Existing Farmstead

Yes

If a Farmstead, How Many Acres Surround it

3

Has the Plat Been Approved By the City of Yankton

No

Is Owner Signature Notarized

Yes

Do you have Signatures and Approval from the Road Authority

Yes

Do you have the County Treasurer's Signature

Yes

Insert Plat Here

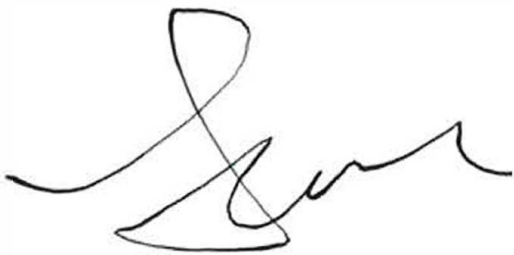
PDF [sharpcopier@1officesolution.com_20260417_053535.pdf](#)
128.9KB

Applicant Signature

A handwritten signature in black ink, appearing to read "Robert Walker". The signature is written in a cursive style with a large initial 'R'.

ApplicantSignature-.jpg

Owner Signature

A handwritten signature in black ink, appearing to read "Evan". The signature is written in a cursive style with a large initial 'E'.

OwnerSignature-.jpg

Date of Application Submission

Apr 17, 2026

Yankton County Planning Commission
Yankton County Board of Adjustment

Date filed: 4/21/2026

Applicant

Buffington - PLAT

District type: AG R1-Low R2-Moderate R3-High C-Comm.

LC – Lakeside Commercial RT-Rural Transitional

Variance needed:

Section 513 (4) – Existing Farmstead/Home Section 515 Section 705

Section 715 Section 805

Other 605

North Side/ Yard lot line: ____ feet or no closer than ____ feet to the ____ lot line.

East Side/ Yard lot line: ____ feet or no closer than ____ feet to the ____ lot line.

South Side/ Yard lot line: ____ feet or no closer than ____ feet to the ____ lot line.

West Side/ Yard lot line ____ feet or no closer than ____ feet to the ____ lot line.

Accessory Building Size allowed:

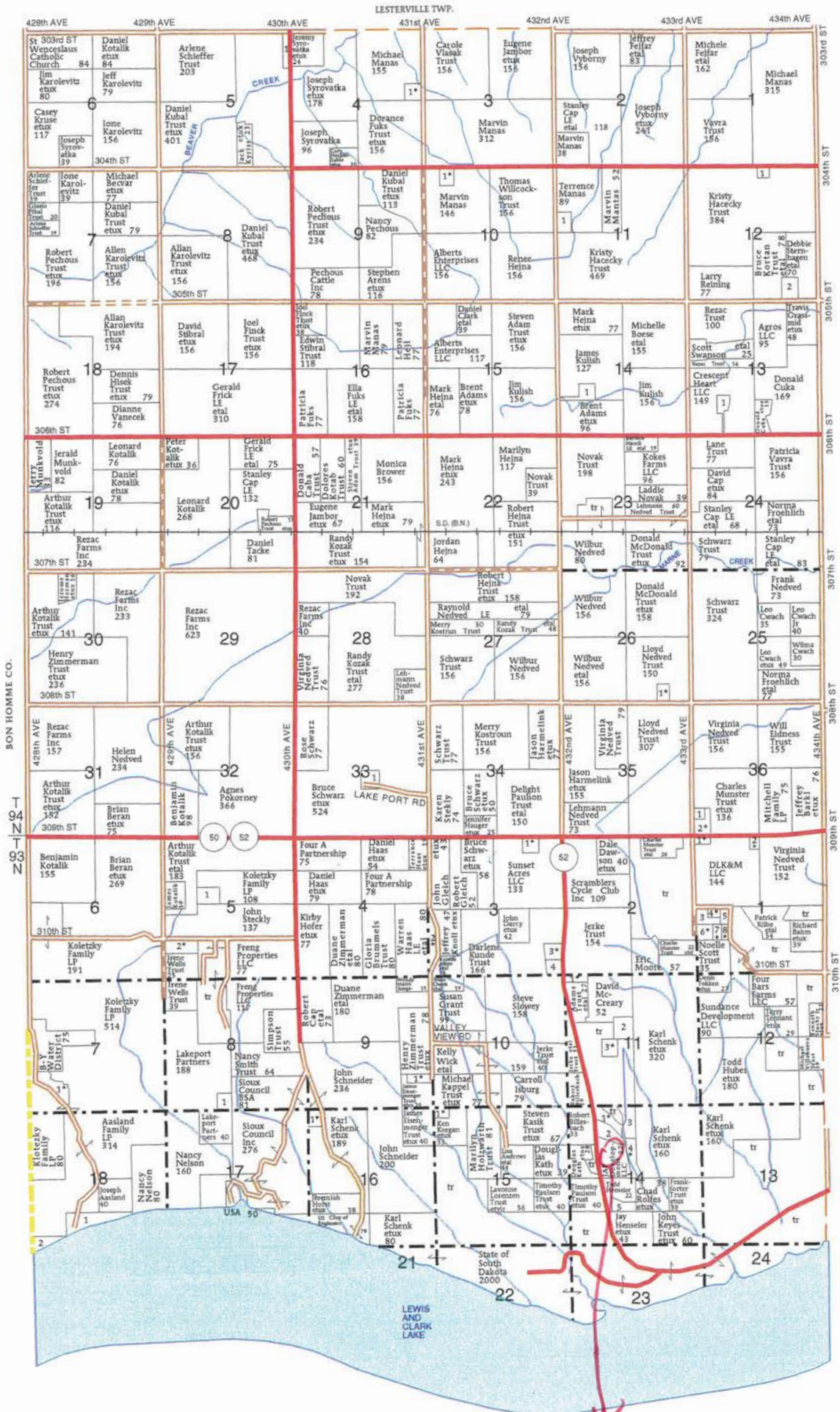
Proposed building size:

Proposed sidewall height:

Affects Section:

NOTE:

Plat of Lot 3 of C.C. Hollow, a replat of a portion of Lot 2 of C.C. Hollow in the Northwest Quarter of Section 14, T93N, R57W of the 5th P.M., Yankton County, South Dakota



ZISKOV TOWNSHIP

SECTION 1S

- 1 GATES, GARY ETAL 6
- 2 BAKKE, KENDRA ET VIR 6
- 3 BARTH, CHAD 9
- 4 FISCHER, KATRINA ETAL 5
- 5 GAUSE, JANELL 9
- 6 TAYLOR, LYNN ETUX 5
- 7 SCOTT, BIAYE ETUX 5
- 8 KRAMER, FRANCIS ETAL 5

SECTION 3S

- 1 AUSDEMORE, ROBERT ETAL 9
- 2 HAAS TRUST, WARREN ETUX 10
- 3 MUELLER, JAMES ETUX 8
- 4 KUNDE, DARLENE 8

SECTION 4N

- 1 HOFFMAN, RC ETUX 10

SECTION 5N

- 1 POLISH CATHOLIC CONGREGATION 9

SECTION 5S

- 1 WILLISIE, CAROL 11
- 2 SEDLACEK, KENNETH ETUX 12

SECTION 7S

- 1 KOLETZKY, IONE ETAL 17

SECTION 8S

- 1 KOSTER, JEFF 9

SECTION 9S

- 1 WOSTREL, ELDON ETUX 15

SECTION 10N

- 1 MANAS, TERENCE ETUX 10

SECTION 11N

- 1 CAP, DANIEL 11

SECTION 11S

- 1 HABERMAN, ADAM ETUX 10
- 2 KONOPASEK TRUST 10
- 3 LYONS, SEAN ETAL 10

SECTION 12N

- 1 HACEKY, KERRY ANN 6
- 2 HEINA, MARILYN 9

SECTION 13N

- 1 MANAS, DYLAN 6

SECTION 14N

- 1 SUDBECK, CHARLENE 12

SECTION 14S

- 1 PETERSON, COREY ETAL 9
- 2 FEIMER FAMILY PROTECTION TRUST 9
- 3 COLBY, DAVID 13
- 4 VANDEKOP, DALE ETUX 10
- 5 K&M HENSELER TRUST 9

SECTION 16S

- 1 MCGARGILL, JONI ET VIR 7

SECTION 16N

- 1 FLANNERY, ROBBIE ETUX 14

SECTION 18S

- 1 STATE OF SOUTH DAKOTA 66
- 2 YONKE TRUST, MARK 5

SECTION 26

- 1 MARTIN, NATHAN ETUX 6

SECTION 33

- 1 ST WENCESLAUS ROMAN CATHOLIC CHURCH 10

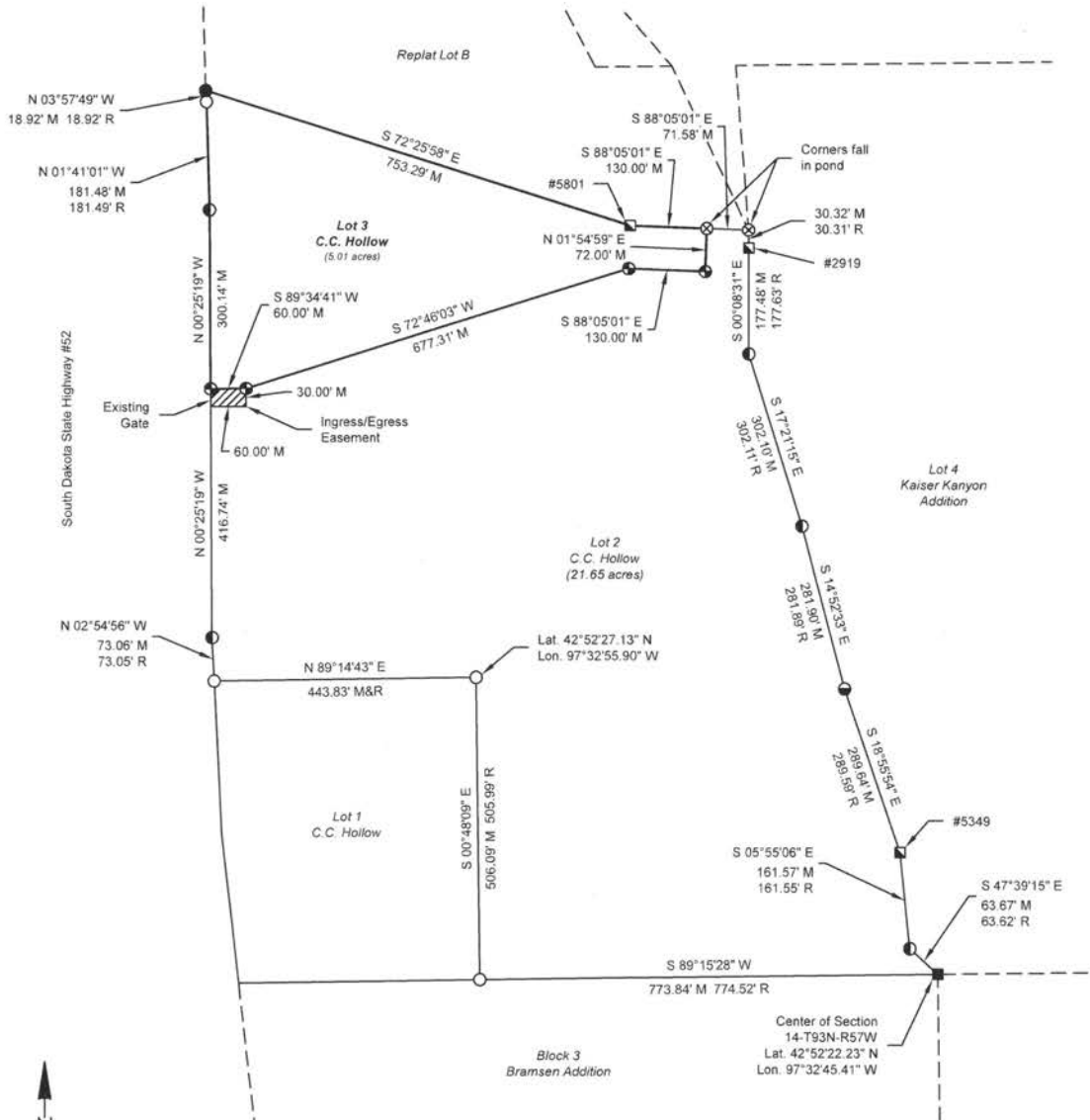
SECTION 36

- 1 TACKE, JOSEPH 5
- 2 KOLETZKY, DAVID ETUX 8

location

Plat of Lot 3 of C.C. Hollow

a replat of a portion of Lot 2 of C.C. Hollow in the Northwest Quarter of Section 14, Township 93 North, Range 57 West of the 5th P.M.,
Yankton County, South Dakota



Surveyor's Statement

I, Brian J. Benson, a duly Registered Land Surveyor under the laws of the State of South Dakota, have performed a survey of Lot 3 of C.C. Hollow, a replat of a portion of Lot 2 of C.C. Hollow in the Northwest Quarter of Section 14, Township 93 North, Range 57 West of the 5th P.M., Yankton County, South Dakota, and the above survey was made by me or under my direct supervision and is true and accurate to the best of my knowledge.

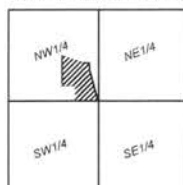
Brian J. Benson, LS 11950

Date

Legend

- Found South Dakota DOT Right of Way Aluminum cap
- ⊙ Found 1/2" Rebar
- ⊖ Found 5/8" Rebar
- Found Rebar/Pipe with Plastic Survey Cap
- Found 1" Pipe
- Found 1/2"x24" Rebar & Cap Stamped "LS 718"
- ⊕ Set 1/2"x24" Rebar & Cap Stamped "LS 718"
- ⊗ Computed corner
- M Measured Distance
- R Record Distance

Section 14, T93N, R57W



Prepared for:
Mark & Teresa Buffington
6725 245th St West
Farmington, MN 55024
Ph.# 952-200-1960

Date: 4/14/2026

Job Number: 26SU03

Drawn by: BB

Page: 1 of 2

Preliminary

Meridian
LAND SURVEYING LLC

Brian J. Benson
1109 Douglas Ave.
Yankton, SD 57078

402-860-4332
brian@meridianrls.com

PLAT PERMIT

Longitude

-97.55052557076897

Latitude

42.87549278597875

Permit Number

PLAT2658

Parcel Number

13.014.410.200

Permit Status

Approved Active

Permit Fee

100

Total Due

100

Was fee paid?

Yes

Receipt Number

00684713

Application Accepted By

Bill Conkling

Site Plan Checked By

Bill Conkling

Is location in floodplain?

No

Existing Zoning

LOW DENSITY RESIDENTIAL

Size of the Current Parcel

26

Current Legal Description

LT 2 C C HOLLOW

Applicant Name

Mark Buffington

Applicant Phone

9522001960

Applicant Address

6725 245th St West, Farmington, MN

Applicant Email Address

brian@meridianrls.com

Name of the Surveyor / Engineer

Brian Benson

Surveyor / Engineer Address

1109 Douglas, Yankton

Surveyor / Engineer Phone

4028604332

Surveyor / Engineer Email

brian@meridianrls.com

Surveyor / Engineer Contact Person

Brina Benson

Owner Name

Mark Buffington

Owner Phone

9522001960

Owner Address

6725 245th St West, Farmington, MN

Owner Email Address

brian@meridianrls.com

Location of Property

Lat: 42.875493 Lon: -97.550526



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Section Township Range

14-93-57

Tract or Lot Number

Lot 2

Number of Acres Being Platted

5

Addition Name

C.C. Hollow

How is the Property Currently Being Used

LD

How Will the Property Be Used

LD

Is this Property an Existing Farmstead

No

If a Farmstead, How Many Acres Surround it

0

Has the Plat Been Approved By the City of Yankton

No

Is Owner Signature Notarized

Yes

Do you have Signatures and Approval from the Road Authority

Yes

Do you have the County Treasurer's Signature

Yes

Insert Plat Here

PDF [PLAT-.pdf](#)
1.2MB

Applicant Signature

A handwritten signature in black ink, appearing to read "Mark S. S. S. S.", written in a cursive style.

ApplicantSignature-.jpg

Owner Signature

A handwritten signature in black ink, appearing to read "J. S.", written in a cursive style.

OwnerSignature-.jpg

Date of Application Submission

Apr 21, 2026

Yankton County Planning Commission
Yankton County Board of Adjustment

Date filed: 4/21/2026

Applicant

Gall - PLAT

District type: AG R1-Low R2-Moderate R3-High C-Comm.

LC – Lakeside Commercial RT-Rural Transitional

Variance needed:

Section 513 (4) – Existing Farmstead/Home Section 515 Section 705

Section 715 Section 805

Other 605

North Side/ Yard lot line: ____ feet or no closer than ____ feet to the ____ lot line.

East Side / Yard lot line: ____ feet or no closer than ____ feet to the ____ lot line.

South Side / Yard lot line: ____ feet or no closer than ____ feet to the ____ lot line.

West Side / Yard lot line ____ feet or no closer than ____ feet to the ____ lot line.

Accessory Building Size allowed:

Proposed building size:

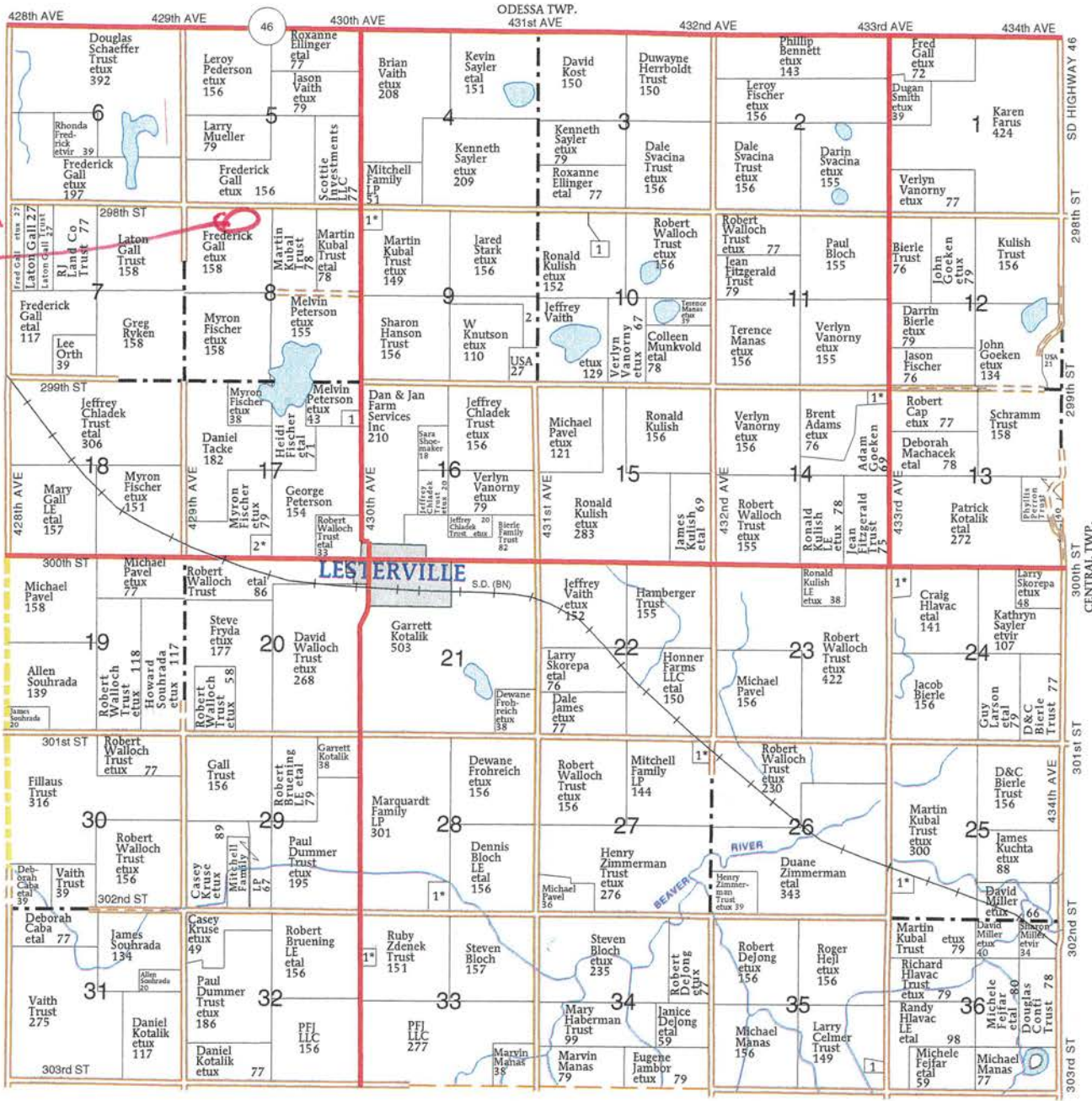
Proposed sidewall height:

Affects Section:

NOTE:

Plat of Lot 1 of Galway Nursery, Located in the Northwest Quarter of Section 8, T95N, R57W of the 5th P.M., Yankton County, South Dakota

(Landowners)



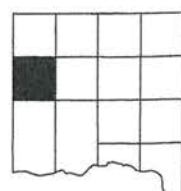
Lo canyon

LESTERVILLE

BEAVER RIVER

LESTERVILLE TOWNSHIP

- SECTION 9**
- 1 POMMERVILLE, MICHAEL ETUX 7
- 2 SUSTAINABLE PROPERTY HOLDINGS LLC 20
- SECTION 10**
- 1 GARTZKE, MELVIN 5
- SECTION 14**
- 1 SVEC, DENISE ETAL 9
- SECTION 17**
- 1 PETERSON, GEORGE 5
- 2 AUCH, DOUGLAS ETUX 9
- SECTION 24**
- 1 HLAVAC, CRAIG ETUX 15
- SECTION 25**
- 1 SCHANCHE, KENNETH ETUX 7
- SECTION 27**
- 1 LAWRENCE, ROBERT ETUX 9
- SECTION 28**
- 1 MARQUARDT, RALPH ETUX 11
- SECTION 23**
- 1 TESCH, WIATT ETUX 5
- SECTION 35**
- 1 PULLEN, LORINDA 6



Lot 1 of Galway Nursery

Located in the Northwest Quarter of Section 8, Township 95 North, Range 57 West of the 5th P.M.,
Yankton County, South Dakota

Owners Certificate

We, Frederick V. Gall and Tricia A. Gall, husband and wife, owners of the Northwest Quarter of Section 8, Township 95 North, Range 57 West of the 5th P.M., Yankton County, South Dakota, had this Plat made at our request and under our direction for the purpose of defining and describing the property as shown by this plat and shall hereafter be known as Lot 1 of Galway Nursery in the Northwest Quarter of Section 8, Township 95 North, Range 57 West of the 5th P.M., Yankton County, South Dakota. The development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations.

Dated this _____ day of _____, _____.

Frederick V. Gall

Tricia A. Gall

State of _____)
)
County of _____)

Be it remembered that on this _____ day of _____, _____ before me the undersigned, a Notary Public within and for the county and state aforesaid, personally appeared Frederick V. Gall and Tricia A. Gall, known to me to be the persons who are described in and who executed the within and foregoing instrument and certificate and acknowledged to me that they executed the same.

My commission expires _____

Notary Public

Approval of Highway Authority

State of South Dakota County of Yankton

The location of the existing proposed access roads abutting the County or State highway as shown hereon is hereby approved. Any change in the location of the existing or proposed access shall require additional approval.

Highway Authority

County Planning Commission Approval

Approval of the final plan of Lot 1 of Galway Nursery in the Northwest Quarter of Section 8, Township 95 North, Range 57 West of the 5th P.M., Yankton County, South Dakota, is hereby granted by the Yankton County Planning Commission on this _____ day of _____, 20____.

Chair, County Planning Commission
Yankton County, South Dakota

County Commission Approval

I hereby certify that the final plan of Lot 1 of Galway Nursery in the Northwest Quarter of Section 8, Township 95 North, Range 57 West of the 5th P.M., Yankton County, South Dakota, was duly submitted to the Yankton County Board of County Commissioners, and that after due consideration the Board approved said final plan at its meeting held on the _____ day of _____, 20____.

Chairman County Commission
Yankton County, South Dakota

Treasurer Certificate

I, Treasurer of Yankton County, South Dakota, hereby certify that all taxes which are liens upon any land shown in the above plat as shown by the records of my office, have been paid in full.

Treasurer
Yankton County, South Dakota

County Auditor Certificate

I do hereby certify that the above certificate of approval is true and correct including the signature thereon.

Dated this _____ day of _____, 20____.

County Auditor
Yankton County, South Dakota

Director of Equalization Certificate

I, the undersigned Director of Equalization of Yankton County, South Dakota, certify that I have received a copy of the foregoing plat.

Dated this _____ day of _____, _____.

Director of Equalization
Yankton County, South Dakota

Register of Deeds

Filed for record this _____ day of _____, 20____, at _____ O'clock _____M., and recorded in book _____ of plats on page _____.

Register of Deeds
Yankton County, South Dakota

Preliminary

| |
|--------------------|
| Date: 4/16/2026 |
| Job Number: 26SU18 |
| Drawn by: BB |
| Page: 2 of 2 |



PLAT PERMIT

Longitude

-97.61184311038137

Latitude

43.067118062075984

Permit Number

PLAT2659

Parcel Number

15.008.400.100

Permit Status

Approved Active

Permit Fee

100

Total Due

100

Was fee paid?

Yes

Receipt Number

533

Application Accepted By

Bill Conkling

Site Plan Checked By

Bill Conkling

Is location in floodplain?

No

Existing Zoning

AGRICULTURE

Size of the Current Parcel

158

Current Legal Description

NW4

Applicant Name

Jordan Gall

Applicant Phone

6057605772

Applicant Address

1809 Walnut Yankton, SD

Applicant Email Address

brian@meridianrls.com

Name of the Surveyor / Engineer

Brian Benson

Surveyor / Engineer Address

1109 Douglas, Yankton

Surveyor / Engineer Phone

4028604332

Surveyor / Engineer Email

brian@meridianrls.com

Surveyor / Engineer Contact Person

Brina Benson

Owner Name

Jordan Gall

Owner Phone

6057605772

Owner Address

1809 Walnut Yankton, SD

Owner Email Address

brian@meridianrls.com

Location of Property

Lat: 43.067118 Lon: -97.611843



Powered by [Esri](#)

Section Township Range

8-95-57

Tract or Lot Number

Lot 1

Number of Acres Being Platted

37

Addition Name

Galway Nursery

How is the Property Currently Being Used

AG

How Will the Property Be Used

AG

Is this Property an Existing Farmstead

No

If a Farmstead, How Many Acres Surround it

0

Has the Plat Been Approved By the City of Yankton

No

Is Owner Signature Notarized

Yes

Do you have Signatures and Approval from the Road Authority

Yes

Do you have the County Treasurer's Signature

Yes

Insert Plat Here

PDF [PLAT-.pdf](#)
1MB

Applicant Signature

A handwritten signature in black ink, appearing to read "John Grant", written in a cursive style within a rectangular box.

ApplicantSignature-.jpg

Owner Signature

A handwritten signature in black ink, appearing to read "J. Grant", written in a cursive style within a rectangular box.

OwnerSignature-.jpg

Date of Application Submission

Apr 21, 2026

Yankton County Planning Commission
Yankton County Board of Adjustment

Date filed: 4/28/2026

Applicant

Jamesville Hutterian Brethren - PLAT

District type: AG R1-Low R2-Moderate R3-High C-Comm.

LC – Lakeside Commercial RT-Rural Transitional

Variance needed:

Section 513 (4) – Existing Farmstead/Home Section 515 Section 705

Section 715 Section 805

Other 605

North Side/ Yard lot line: ____ feet or no closer than ____ feet to the ____ lot line.

East Side / Yard lot line: ____ feet or no closer than ____ feet to the ____ lot line.

South Side / Yard lot line: ____ feet or no closer than ____ feet to the ____ lot line.

West Side / Yard lot line ____ feet or no closer than ____ feet to the ____ lot line.

Accessory Building Size allowed:

Proposed building size:

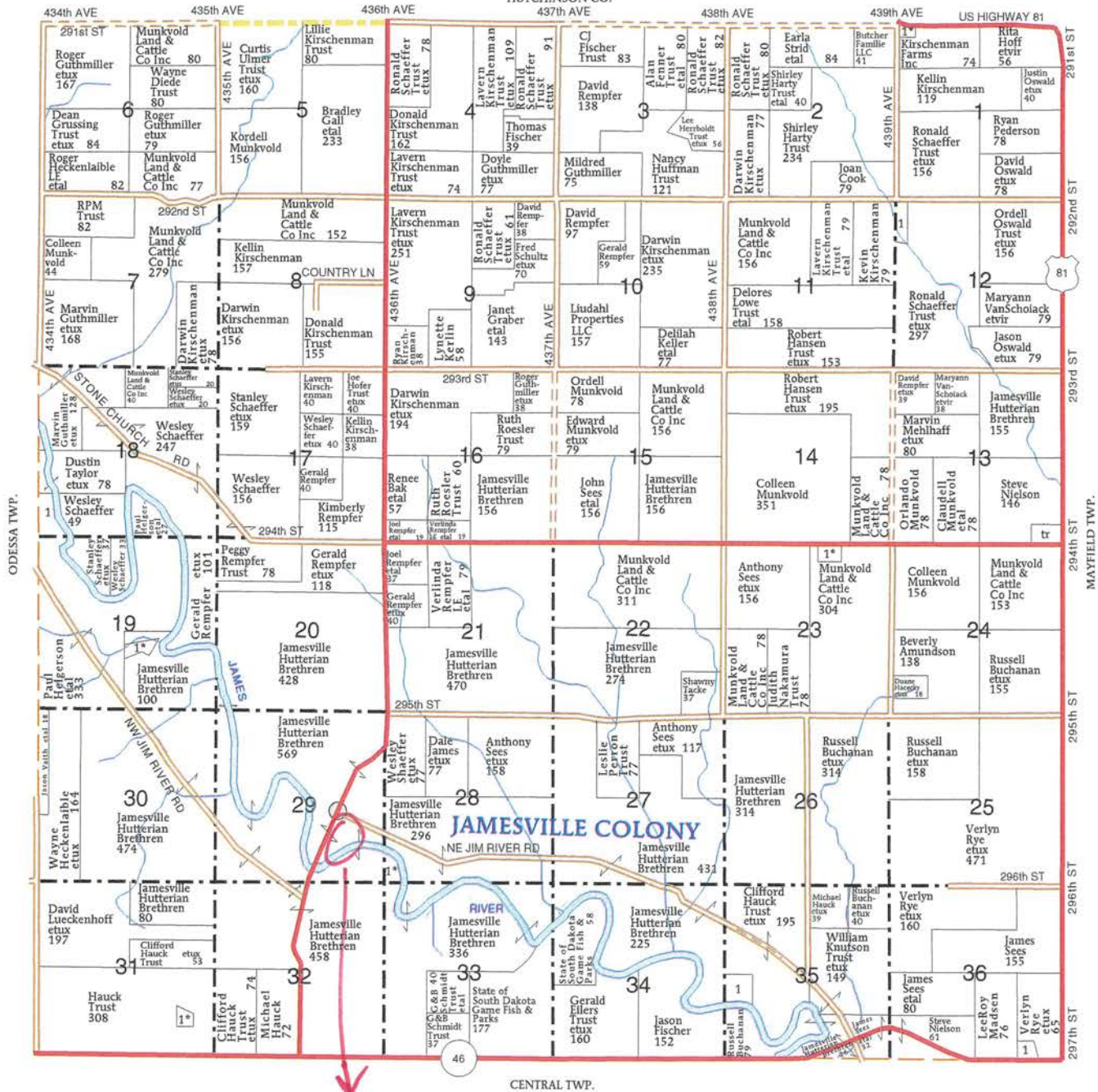
Proposed sidewall height:

Affects Section:

NOTE:

Plat of Tract 1, Jamesville Colony Addition, in Government Lots 11, 12, and 13, The NE1/4 of the NE1/4 AND the SE1/4 of the NE1/4 of Section 29, T96N, R56W of the 5th P.M., Yankton County, South Dakota. Containing 86.38 Acres more or less.

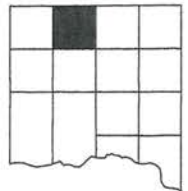
(Landowners)
HUTCHINSON CO.



Location

JAMESVILLE TOWNSHIP

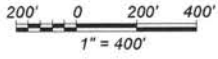
| | | |
|---------------------------------|--|----|
| SECTION 1 | | |
| 1 WEISS, DALE ETUX | | 6 |
| SECTION 12 | | |
| 1 KIRSCHENMAN, RYAN | | 16 |
| SECTION 16 | | |
| 1 FISCHER, MARK | | 13 |
| SECTION 19 | | |
| 1 MASSEY, FRANK ETAL | | 13 |
| SECTION 23 | | |
| 1 MUNKVOLD, ORLANDO ETUX | | 7 |
| SECTION 28 | | |
| 1 SEINER, TRACY ETAL | | 5 |
| SECTION 31 | | |
| 1 HAUCK, RICHARD ETUX | | 9 |
| SECTION 35 | | |
| 1 JAMESVILLE HUTTERIAN BRETHREN | | 17 |
| SECTION 36 | | |
| 1 HARPER, ARLENE | | 10 |



PLAT OF
TRACT 1, JAMESVILLE COLONY ADDITION,
 IN GOVERNMENT LOTS 11, 12, AND 13, THE NE1/4 OF THE NE1/4 AND
 THE SE1/4 OF THE NE1/4 OF SECTION 29, TOWNSHIP 96 NORTH, RANGE 56 WEST
 OF THE 5TH P.M., YANKTON COUNTY, SOUTH DAKOTA.
 CONTAINING 86.38 ACRES MORE OR LESS



BASIS OF BEARING
 UTM 14

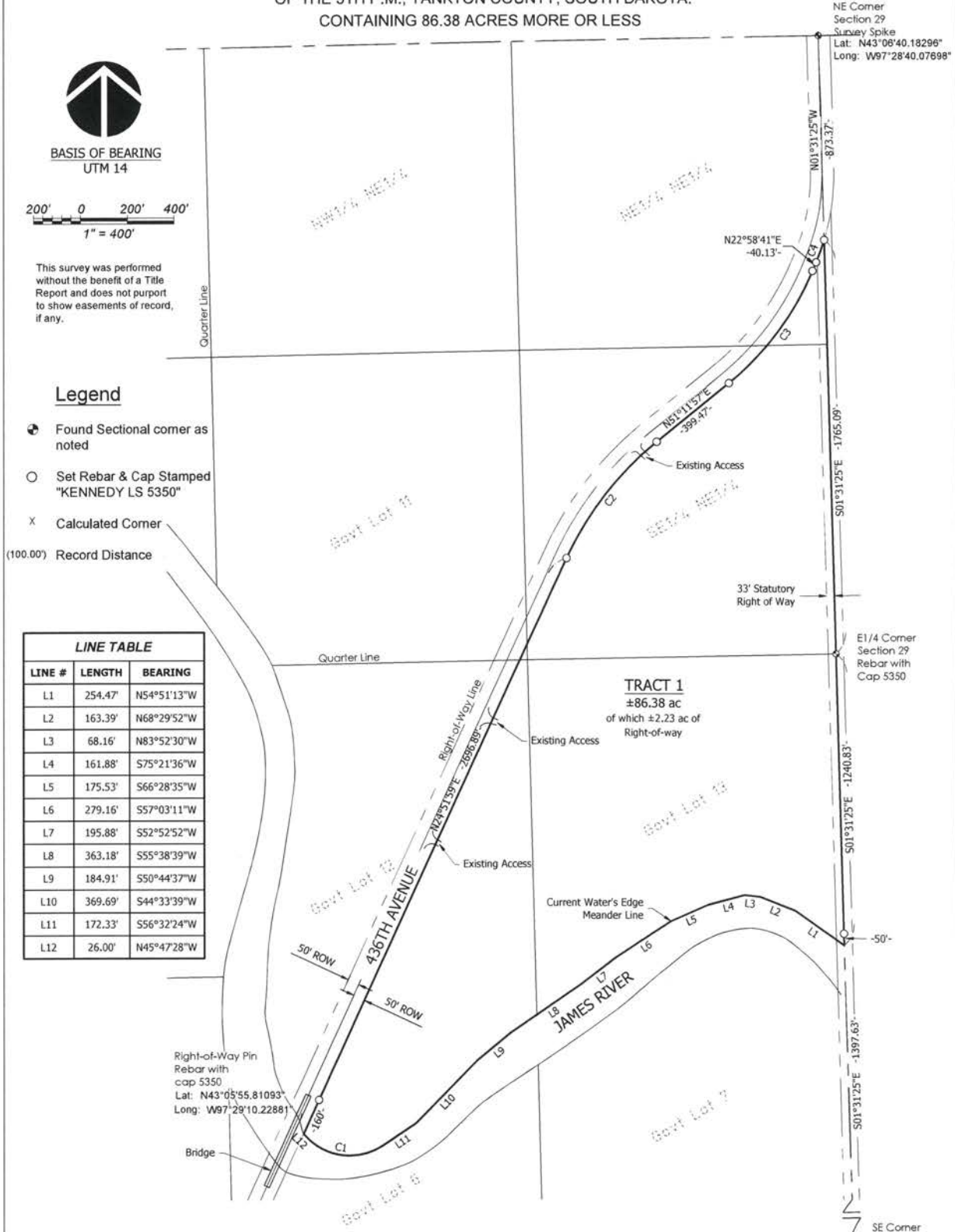


This survey was performed without the benefit of a Title Report and does not purport to show easements of record, if any.

Legend

- ⊕ Found Sectional corner as noted
- Set Rebar & Cap Stamped "KENNEDY LS 5350"
- X Calculated Corner
- (100.00') Record Distance

| LINE TABLE | | |
|------------|---------|-------------|
| LINE # | LENGTH | BEARING |
| L1 | 254.47' | N54°51'13"W |
| L2 | 163.39' | N68°29'52"W |
| L3 | 68.16' | N83°52'30"W |
| L4 | 161.88' | S75°21'36"W |
| L5 | 175.53' | S66°28'35"W |
| L6 | 279.16' | S57°03'11"W |
| L7 | 195.88' | S52°52'52"W |
| L8 | 363.18' | S55°38'39"W |
| L9 | 184.91' | S50°44'37"W |
| L10 | 369.69' | S44°33'39"W |
| L11 | 172.33' | S56°32'24"W |
| L12 | 26.00' | N45°47'28"W |

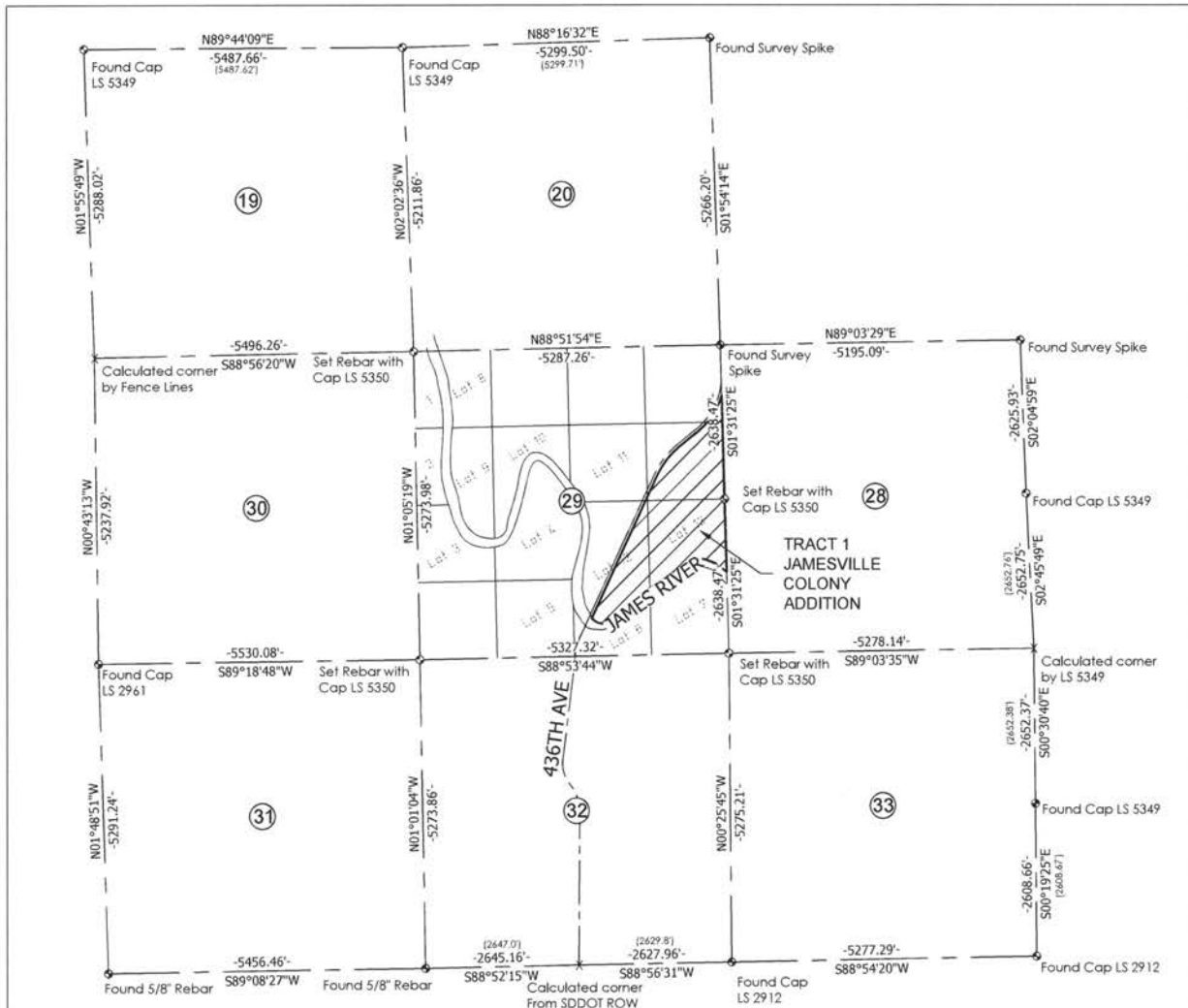


| CURVE TABLE | | | | | | |
|-------------|---------|----------|------------|---------|---------------|--------------|
| CURVE # | LENGTH | RADIUS | DELTA | TANGENT | CHORD BEARING | CHORD LENGTH |
| C1 | 352.45' | 260.00' | 077°40'08" | 209.30' | N84°37'32"W | 326.08' |
| C2 | 635.39' | 1382.50' | 026°19'59" | 323.41' | N38°01'57"E | 629.82' |
| C3 | 605.83' | 1230.00' | 028°13'15" | 309.19' | N37°05'19"E | 599.73' |
| C4 | 101.47' | 968.00' | 006°00'22" | 50.78' | N19°58'30"E | 101.43' |

PROJECT NUMBER: 26080
 CREW CHIEF: BKENNEDY
 DRAFTED BY: BKENNEDY
 REVIEWED BY: JWHITLOCK
 DRAWING: 26080-PLAT
 LAYOUT: 1
 SHEET NO. 1 OF 3 TOTAL SHEETS

Prepared By:

STOCKWELL
 STOCKWELL ENGINEERS, INC.
 201 WALNUT STREET
 YANKTON, SD 57508
 PH: 605.445.8092
 www.stockwellengineers.com



LOCATION MAP
Scale: 1"=2000'

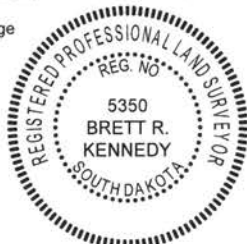
SURVEYOR'S CERTIFICATE

I, Brett R. Kennedy, a Registered Land Surveyor in the State of South Dakota, do hereby certify that at the request of the owners, and under their direction, did on or prior to April 22, 2026 have surveyed Government Lots 11, 12, and 13, the NE1/4 of the NE1/4 and the SE1/4 of the NE1/4 of Section 29, Township 96 North, Range 56 West of the 5th P.M., Yankton County, South Dakota, with area and dimensions as shown on the plat:

And shall hereafter be known and described as TRACT 1, JAMESVILLE COLONY ADDITION, IN GOVERNMENT LOTS 11, 12, AND 13, THE NE1/4 OF THE NE1/4 AND THE SE1/4 OF THE NE1/4 OF SECTION 29, TOWNSHIP 96 NORTH, RANGE 56 WEST OF THE 5TH P.M., YANKTON COUNTY, SOUTH DAKOTA.

I also hereby certify that this plat is to the best of my knowledge and belief, in all respects, a true description of said property.

I have executed this document this 23rd day of April, 2026.



PRELIMINARY

Brett R. Kennedy, LS 5350

OWNER'S CERTIFICATE

I, the undersigned, hereby certify that I am the absolute and unqualified owner of the land included in this plat being entitled:

TRACT 1, JAMESVILLE COLONY ADDITION, IN GOVERNMENT LOTS 11, 12, AND 13, THE NE1/4 OF THE NE1/4 AND THE SE1/4 OF THE NE1/4 OF SECTION 29, TOWNSHIP 96 NORTH, RANGE 56 WEST OF THE 5TH P.M., YANKTON COUNTY, SOUTH DAKOTA, that the plat has been made at my request and under my direction, for the purpose of defining and describing the property as shown by this plat, that the development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations, and we hereby dedicate to the public, for public use forever as such, the right-of-ways and easements, as shown and marked on this plat.

In witness whereof we have hereunto set my hands this _____ day of _____, _____.

Jamesville Hutterian Brethren, Inc.
a non-profit South Dakota corporation

By: _____

Its: _____

| | |
|-------------------------------|------------|
| PROJECT NUMBER: | 26080 |
| CREW CHIEF: | BKENNEDY |
| DRAFTED BY: | BKENNEDY |
| REVIEWED BY: | JWHITLOCK |
| DRAWING: | 26080-Plat |
| LAYOUT: | 2 |
| SHEET NO. 2 OF 3 TOTAL SHEETS | |

Prepared By:



CORPORATION ACKNOWLEDGEMENT

STATE OF _____)
) SS
COUNTY OF _____)

Be it remembered that on this _____ day of _____, 2026, before me the undersigned, a Notary Public within and for the county and state aforesaid, personally appeared _____ of Jamesville Hutterian Brethren, Inc., a non-profit South Dakota corporation, known to me to be the person who is described in and who executed the within and foregoing instrument and certificate and acknowledged to me that he executed the same.

My commission expires _____.

Seal
Notary Public

CERTIFICATE OF STREET AUTHORITY

The location of existing access roads abutting or approaches entering the State/County/Township/City Road, is hereby approved. Any changes in the existing access shall require additional approval.

Approved this ___ day of _____, _____.

State/County/Township/City Road Authority

COUNTY PLANNING COMMISSION APPROVAL

Approval of the final plan of TRACT 1, JAMESVILLE COLONY ADDITION, IN GOVERNMENT LOTS 11, 12, AND 13, THE NE1/4 OF THE NE1/4 AND THE SE1/4 OF THE NE1/4 OF SECTION 29, TOWNSHIP 96 NORTH, RANGE 56 WEST OF THE 5TH P.M., YANKTON COUNTY, SOUTH DAKOTA, is hereby granted by the Yankton County Planning Commission on this _____ day of _____, _____.

Chair, County Planning Commission
Yankton County, South Dakota

COUNTY COMMISSION APPROVAL

I hereby certify that the final plan of TRACT 1, JAMESVILLE COLONY ADDITION, IN GOVERNMENT LOTS 11, 12, AND 13, THE NE1/4 OF THE NE1/4 AND THE SE1/4 OF THE NE1/4 OF SECTION 29, TOWNSHIP 96 NORTH, RANGE 56 WEST OF THE 5TH P.M., YANKTON COUNTY, SOUTH DAKOTA was duly submitted to the Yankton County Board of County Commissioners, and that after due consideration the Board approved said final plan at its meeting held on the day of _____, _____.

Chairman, County Commission Yankton County, South Dakota

COUNTY AUDITOR CERTIFICATE

I do hereby certify that the above certificate of approval is true and correct including the signature thereon.

Dated this ___ day of _____, _____.

County Auditor
Yankton County, South Dakota

DIRECTOR OF EQUALIZATION

I, the undersigned, County Director of Equalization for Yankton County, South Dakota, do hereby certify that a copy of the above Plat has been filed at my office.

Dated this ___ day of _____, _____.

Director of Equalization
Yankton County

CERTIFICATE OF COUNTY TREASURER

I, the undersigned, County Treasurer for Yankton County, South Dakota, do hereby certify that all taxes which are liens upon any land included in the above and foregoing plat as shown by the records of my office have been fully paid.

Dated this ___ day of _____, _____.

Treasurer
Yankton County

CERTIFICATE OF REGISTER OF DEEDS

STATE OF _____)
) SS
COUNTY OF _____)

Filed for record this _____ day of _____, 20____ at _____ o'clock _____ M. and recorded in Book _____ of Plats on page _____ therein.

Register of Deeds
Yankton County

| | |
|-----------------|---------------------|
| PROJECT NUMBER: | 26080 |
| CREW CHIEF: | BKENNEDY |
| DRAFTED BY: | BKENNEDY |
| REVIEWED BY: | JWHITLOCK |
| DRAWING: | 26080-Plat |
| LAYOUT: | 3 |
| SHEET NO. | 3 OF 3 TOTAL SHEETS |

Prepared By:



PLAT PERMIT

Longitude

-97.4819098410481

Latitude

43.10370453169733

Permit Number

PLAT2661

Parcel Number

12.029.200.100

Permit Status

Approved Active

Permit Fee

100

Total Due

100

Was fee paid?

Yes

Receipt Number

00689947

Application Accepted By

Bill Conkling

Site Plan Checked By

Bill Conkling

Is location in floodplain?

No

Existing Zoning

AGRICULTURE

Size of the Current Parcel

207

Current Legal Description

LTS 8,9,10,11,12 & 13 EXC LT CH1 SE4

Applicant Name

Jamesville Hutterian Brethren

Applicant Phone

6056658092

Applicant Address

29568 436 AVE

Applicant Email Address

accounting@jamesvillehb.com

Name of the Surveyor / Engineer

Stockwell Engineers

Surveyor / Engineer Address

201 Walnut, Yankton

Surveyor / Engineer Phone

6056658092

Surveyor / Engineer Email

bkennedy@stockwellengineers.com

Surveyor / Engineer Contact Person

Brett Kennedy

Owner Name

Jamesville Hutterian Brethren

Owner Phone

6056658092

Owner Address

29568 436 AVE

Owner Email Address

accounting@jamesvillehb.com

Location of Property

Lat: 43.103705 Lon: -97.48191



Powered by [Esri](#)

Section Township Range

29-96-56

Tract or Lot Number

Tract 1

Number of Acres Being Platted

86

Addition Name

Jamesville Colony Addition

How is the Property Currently Being Used

AG

How Will the Property Be Used

AG

Is this Property an Existing Farmstead

No

If a Farmstead, How Many Acres Surround it

0

Has the Plat Been Approved By the City of Yankton

No

Is Owner Signature Notarized

Yes

Do you have Signatures and Approval from the Road Authority

Yes

Do you have the County Treasurer's Signature

Yes

Insert Plat Here

PDF [PLAT-.pdf](#)
1.7MB

Applicant Signature

A handwritten signature in black ink, appearing to read "John Smith". The signature is written in a cursive style with a large initial "J" and a long, sweeping tail.

ApplicantSignature-.jpg

Owner Signature

A handwritten signature in black ink, appearing to read "John". The signature is written in a cursive style with a large initial "J" and a long, sweeping tail.

OwnerSignature-.jpg

Date of Application Submission

Apr 28, 2026

Yankton County Planning Commission
Yankton County Board of Adjustment

Date filed: 4/17/2026

Applicant

Bartling - PLAT

District type: AG R1-Low R2-Moderate R3-High C-Comm.

LC – Lakeside Commercial RT-Rural Transitional

Variance needed:

Section 513 (4) – Existing Farmstead/Home Section 515 Section 705

Section 715 Section 805

Other 605

North Side/ Yard lot line: _____ feet or no closer than _____ feet to the _____ lot line.

East Side / Yard lot line: _____ feet or no closer than _____ feet to the _____ lot line.

South Side / Yard lot line: _____ feet or no closer than _____ feet to the _____ lot line.

West Side / Yard lot line _____ feet or no closer than _____ feet to the _____ lot line.

Accessory Building Size allowed:

Proposed building size:

Proposed sidewall height:

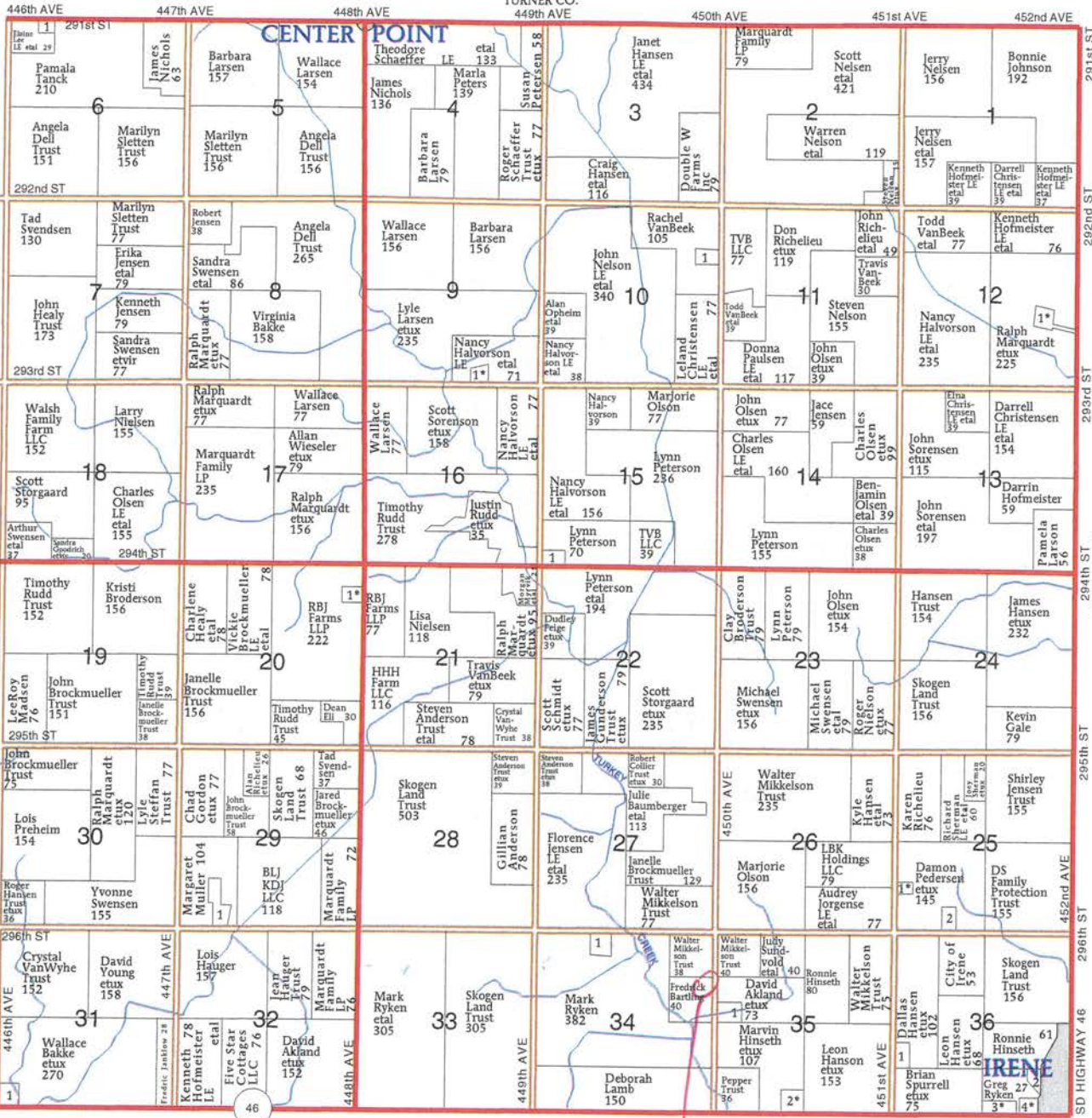
Affects Section:

NOTE:

Plat of Tract 1 of Bartling Addition, in the SE1/4 of Section 34, T96N, R54W of the 5th P.M.,
Yankton County, South Dakota

(Landowners)

TURNER CO.

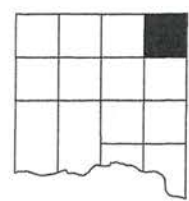


MARINDAHL TWP.

Location

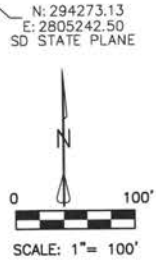
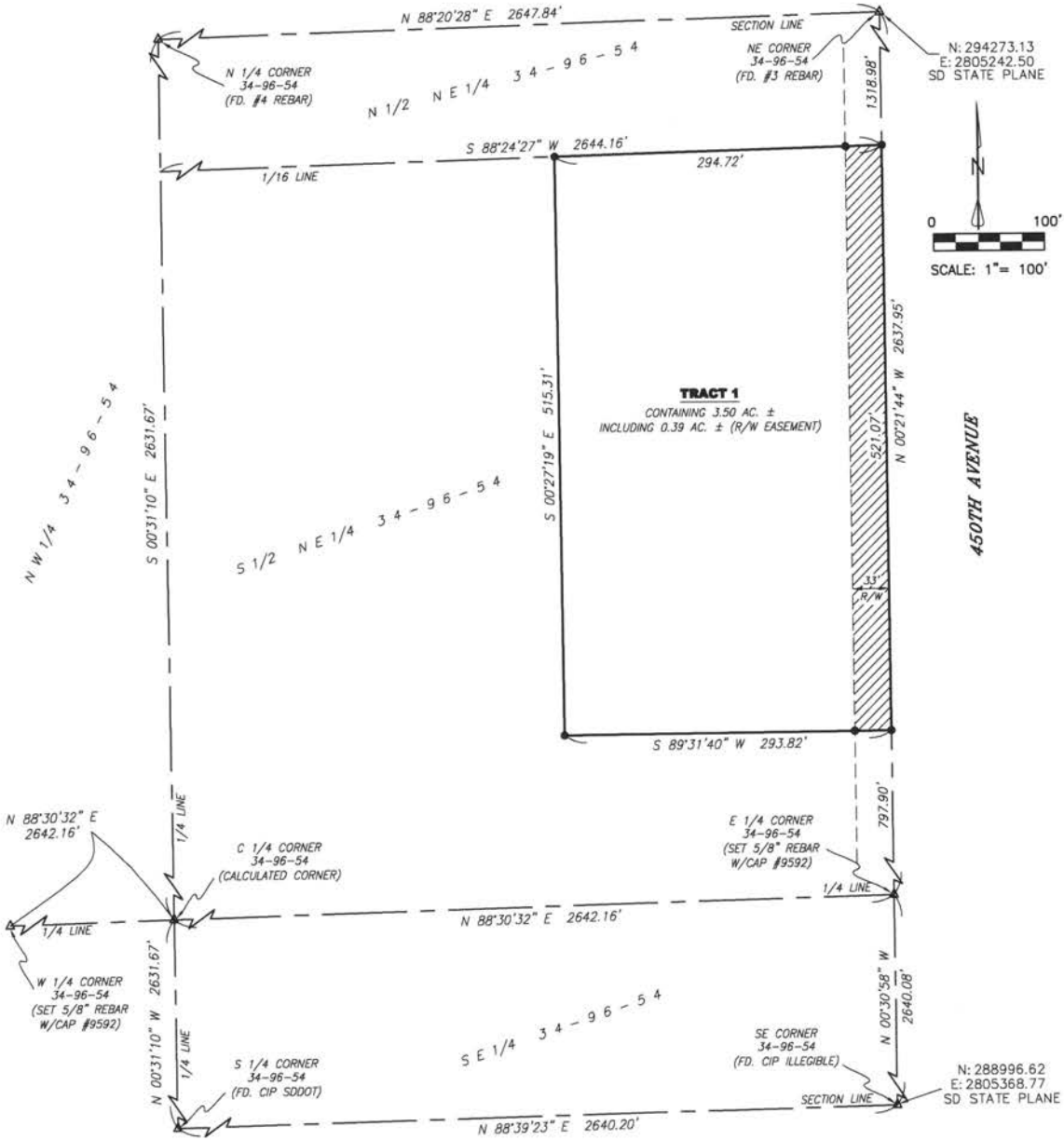
| TURKEY VALLEY TOWNSHIP | |
|------------------------|--|
| SECTION 6 | 1 LEE, BRENDA |
| SECTION 9 | 1 SATHE, DANIEL ETUX |
| SECTION 10 | 1 GOETZ, RETA |
| SECTION 12 | 1 RASMUSSEN, ROBERT ETAL |
| SECTION 15 | 1 RUDD, DAVID |
| SECTION 21 | 1 KING, KATHY ETVIR |
| SECTION 25 | 1 NIELSEN, SHAWN ETUX 2 GLENRIDGE GOLF CLUB INC |

| | | |
|------------|--|--------------------|
| SECTION 29 | 1 NELSON, DAVID | 13 |
| SECTION 31 | 1 DSS EQUIPMENT & PROPERTY LLC | 5 |
| SECTION 34 | 1 BUCKMILLER, JANET | 10 |
| SECTION 25 | 1 RUDD, JACK 2 HINSETH, CHARLOTTE ETAL | 6 10 |
| SECTION 26 | 1 ELL, DANIEL 2 BARKER, DEBBIE 3 AGGERGAARD MEMORIAL CEMETERY 4 HANSEN, KYLE ETAL | 10 5 10 6 |



PLAT OF TRACT 1 OF BARTLING ADDITION

AN ADDITION IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 34, TOWNSHIP 96 NORTH, RANGE 54 WEST OF THE 5TH PRINCIPAL MERIDIAN, YANKTON COUNTY, SOUTH DAKOTA.



- LEGEND:**
- SET 5/8" REBAR W/CAP #9592
 - FD. MONUMENT
 - △ SECTION CORNER (AS NOTED)
 - (R) RECORD INFORMATION
 - AC. ACRES
 - S.F. SQUARE FEET
 - U.E. UTILITY EASEMENT
 - A.E. ACCESS EASEMENT
 - D.E. DRAINAGE EASEMENT
 - R/W RIGHT-OF-WAY
 - N.T.S. NOT TO SCALE
 - EASEMENT LINE
 - - - - - PREVIOUSLY PLATTED PROPERTY LINE
 - SECTION LINE
 - PLATTED PARCEL




NOTES:
BASIS OF BEARINGS IS UTM-ZONE 14
THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.
EASEMENTS OF RECORD WERE NOT RESEARCHED AND ARE NOT SHOWN ON THE PLAT.



PREPARED BY:
Meyer Land Surveying, LLC
45246 Hwy 44
Parker, SD 57053
Phone: (605) 310-9401

PLAT OF TRACT 1 OF BARTLING ADDITION

AN ADDITION IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 34, TOWNSHIP 96 NORTH,
RANGE 54 WEST OF THE 5TH PRINCIPAL MERIDIAN, YANKTON COUNTY, SOUTH DAKOTA.

| | |
|--|---|
| <p style="text-align: center;">SURVEYOR'S CERTIFICATE</p> <p>I, Eric D. Meyer, of Meyer Land Surveying, LLC, a Registered Land Surveyor in the State of South Dakota, do hereby state that I did, on or before this date, survey the Southeast Quarter of the Northeast Quarter of Section 11, Township 96 North, Range 56 West of the 5th P.M. and platted the same into Tract 1 of Bartling Addition, an Addition in the Northeast Quarter of Section 34, Township 96 North, Range 54 West of the 5th P.M., Yankton County, South Dakota.</p> <p>The same shall be known and described as TRACT 1 OF BARTLING ADDITION, AN ADDITION IN SOUTHEAST THE NORTHEAST QUARTER OF SECTION 34, TOWNSHIP 96 NORTH, RANGE 54 WEST OF THE 5TH P.M., YANKTON COUNTY, SOUTH DAKOTA.</p> <p>I further certify that the above PLAT correctly represents the same, is true and correct and that it was made at the request of the owners.</p> <p>Dated this _____ day of _____, 20____.</p> <div style="text-align: center;">  </div> <p>Eric D. Meyer, Registered Land Surveyor No. 9592</p> | <p style="text-align: center;">COUNTY PLANNING COMMISSION APPROVAL</p> <p>Be it resolved by the Yankton County, South Dakota, Planning Commission that the above survey and plat is approved and the same be certified to the Yankton County Board of County Commissioners with the recommendation that said survey and plat be approved.</p> <p>Dated this _____ day of _____, 20____.</p> <p>_____ Planning Commission Chair Yankton County, South Dakota</p> |
| <p style="text-align: center;">OWNER'S CERTIFICATE</p> <p>I, the undersigned, do hereby certify that I am the owner of all land included in the above plat and that said plat has been made at my request and in accordance with our instructions for the purposes of transfer, and that the development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations.</p> <p>I hereby dedicate to the public for public use forever, the streets, roads, alleys, parks and public grounds, if any, as shown on said plat. Including all sewers, culverts, bridges, water distribution lines, sidewalks and other improvements on or under the streets, roads, alleys, parks and public grounds whether such improvements are shown or not. I also hereby grant easements to run with the land for water, drainage, sewer, gas, electric, telephone, cable television, or other public utility lines or services, under, on or over those strips of land designated hereon as easements.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>_____ Fredrick J. Bartling</p> <p>State of _____ County of _____</p> <p>On this the _____ day of _____, 20____, the undersigned officer, personally appeared Fredrick J. Bartling, known to me or satisfactorily proven to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.</p> <p>In witness whereof I hereunto set my hand and official seal.</p> <p>_____ Notary Public - State of _____ My Commission Expires: _____</p> | <p style="text-align: center;">COUNTY COMMISSIONER'S APPROVAL</p> <p>Be it resolved by the County Board of Commissioners of Yankton County, South Dakota, that the above survey and plat be approved and the County Auditor of Yankton County, South Dakota is hereby authorized and directed to endorse on such plat a copy of the resolution and certify the same.</p> <p>Dated this _____ day of _____, 20____.</p> <p>_____ Chairman, Board of County Commissioners Yankton County, South Dakota</p> |
| <p style="text-align: center;">CERTIFICATE OF ROAD AUTHORITY</p> <p>I, _____ (Name), _____ (Title) of the _____ (Agency), do hereby certify that this plat and access to location has been reviewed by me or my authorized agent and that this plat is recommended for approval.</p> <p>By: _____ Date: _____</p> <p>TITLE: _____</p> | <p style="text-align: center;">ZONING ADMINISTRATOR</p> <p>The undersigned, County Zoning Administrator of Yankton County, South Dakota, hereby certifies that this plat has been reviewed by me or my authorized agent in accordance with Section 513 (Formated Minimum Lot Requirements) of the Yankton County Subdivision Regulations, and TRACT 1 OF BARTLING ADDITION, AN ADDITION IN THE NORTHEAST QUARTER OF SECTION 34, TOWNSHIP 96 NORTH, RANGE 54 WEST OF THE 5TH P.M., YANKTON COUNTY, SOUTH DAKOTA, does qualify as a Formated.</p> <p>_____ Zoning Administrator Yankton County, South Dakota</p> |
| <p style="text-align: center;">COUNTY AUDITOR CERTIFICATE</p> <p>I, do hereby certify that the above certificate of approval is true and correct including the signature thereon.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>_____ County Auditor Yankton County, South Dakota</p> | <p style="text-align: center;">COUNTY TREASURER'S CERTIFICATE</p> <p>I, the Treasurer of Yankton County, South Dakota, do hereby certify that all taxes which are liens upon any land shown in the above plat, as shown by the records of my office have been paid in full.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>_____ TREASURER Yankton County, South Dakota</p> |
| <p style="text-align: center;">DIRECTOR OF EQUALIZATION</p> <p>I, the Director of Equalization of Yankton County, South Dakota, do hereby certify that a copy of the above and foregoing described plat has been filed in my office.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>_____ DIRECTOR OF EQUALIZATION Yankton County, South Dakota</p> | <p style="text-align: center;">REGISTER OF DEEDS</p> <p>Filed for record this _____ day of _____, 20____, at _____ o'clock, _____ m., and recorded in Book _____ of Plots on Page _____.</p> <p>_____ REGISTER OF DEEDS Yankton County, South Dakota</p> |



PREPARED BY:
Meyer Land Surveying, LLC
45246 Hwy 44
Parker, SD 57053
Phone: (605) 310-9401

PLAT PERMIT

Longitude

-97.20030447768563

Latitude

43.093359536394736

Permit Number

PLAT2660

Parcel Number

04.034.100.020

Permit Status

Approved Active

Permit Fee

100

Total Due

100

Was fee paid?

Yes

Receipt Number

00686624

Application Accepted By

Bill Conkling

Site Plan Checked By

Bill Conkling

Is location in floodplain?

No

Existing Zoning

AGRICULTURE

Size of the Current Parcel

40

Current Legal Description

SE4 NE4

Applicant Name

Fredrick Bartling

Applicant Phone

6053109401

Applicant Address

29635 450 AVE IRENE SD 57037

Applicant Email Address

meyerlandsurveying@gmail.com

Name of the Surveyor / Engineer

Meyer Land Surveying

Surveyor / Engineer Address

45246 hwy 44 PARKER, sd

Surveyor / Engineer Phone

6053109401

Surveyor / Engineer Email

meyerlandsurveyingsd@gmail.com

Surveyor / Engineer Contact Person

Eric Meyer

Owner Name

Fredrick Bartling

Owner Phone

6053109401

Owner Address

29635 450 AVE IRENE SD 57037

Owner Email Address

meyerlandsurveying@gmail.com

Location of Property

Lat: 43.09336 Lon: -97.200304



Powered by [Esri](#)

Section Township Range

34-96-54

Tract or Lot Number

Tract 1

Number of Acres Being Platted

3

Addition Name

Bartling Addition

How is the Property Currently Being Used

AG

How Will the Property Be Used

Ag

Is this Property an Existing Farmstead

Yes

If a Farmstead, How Many Acres Surround it

3

Has the Plat Been Approved By the City of Yankton

No

Is Owner Signature Notarized

Yes

Do you have Signatures and Approval from the Road Authority

Yes

Do you have the County Treasurer's Signature

Yes

Insert Plat Here

PDF [PLAT-.pdf](#)
1.2MB

Applicant Signature

A handwritten signature in black ink, appearing to read "Justin Lopez". The signature is written in a cursive style with a large initial 'J' and 'L'.

ApplicantSignature-.jpg

Owner Signature

A handwritten signature in black ink, appearing to read "Jim". The signature is written in a cursive style with a large initial 'J'.

OwnerSignature-.jpg

Date of Application Submission

Apr 27, 2026

APR 29 2026

| PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS | | |
|---|------------------------------------|--------------------|
| New Hire | | |
| EMPLOYEE NAME Alexis Grams | DATE 4/29/26 | |
| EFFECTIVE PROMOTION OR HIRE DATE 5/19/26 | POSITION TITLE Detention Deputy | DEPARTMENT Jail |
| CURRENT GRADE AND STEP — | NEW GRADE AND STEP 7/1 | |
| CURRENT PAY RATE — | NEW PAY RATE \$ 24.53 | |
| REASONS FOR CHANGE New Hire | | |

51,032.02 yr
4,252.67 monthly
36.80 OT

EMPLOYEE SIGNATURE _____
DEPARTMENT HEAD SIGNATURE _____
DATE April 29, 2026
COUNTY COMMISSIONERS _____
DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

MAY 13 2026

| PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS | | |
|---|-----------------------------|--------------------|
| Change of Status | | |
| EMPLOYEE NAME Leah Brandt | | DATE 5/1/26 |
| EFFECTIVE PROMOTION OR HIRE DATE 5/1/26 | POSITION TITLE Corporal | DEPARTMENT Jail |
| CURRENT GRADE AND STEP 7/10 | NEW GRADE AND STEP 8/7 | |
| CURRENT PAY RATE \$60,987.98 | NEW PAY RATE \$61,780.61 | |
| REASONS FOR CHANGE Promotion | | |

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE  _____

DATE 5-13-2026 _____

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

MAY 13 2026

| PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS | | |
|---|-------------------------------------|--------------------|
| Change of status | | |
| EMPLOYEE NAME Mindy Andersen | DATE 5/1/26 | |
| EFFECTIVE PROMOTION OR HIRE DATE 5/1/26 | POSITION TITLE Correctional off. | DEPARTMENT Jail |
| CURRENT GRADE AND STEP 9/1 | NEW GRADE AND STEP 7/7 | |
| CURRENT PAY RATE \$58,973.87 | NEW PAY RATE \$57,470.34 | |
| REASONS FOR CHANGE Demotion. | | |

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE  _____

DATE 5-13-2026 _____

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

MAY 14 2026

| PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS | | |
|---|--|--|
| EMPLOYEE NAME <i>Jordan Maxon</i> | DATE <i>5-14-2026</i> | |
| EFFECTIVE PROMOTION OR HIRE DATE <i>5-19-2026</i> | POSITION TITLE <i>Patrol Sergeant</i> | DEPARTMENT <i>Yankton County Sheriff's Office</i> |
| CURRENT GRADE AND STEP <i>9/6</i> | NEW GRADE AND STEP <i>10/3</i> | |
| CURRENT PAY RATE <i>\$65,111.92</i> | NEW PAY RATE <i>\$65,958.15</i> | |
| REASONS FOR CHANGE <i>Promotion from patrol deputy to patrol sergeant.</i> | | |

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE *Jordan Maxon* _____

DATE *5-14-2026* _____

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE
EFFECTIVE OR ANNIVERSARY DATE.

| PERSONNEL TRANSACTION - <u>NEW HIRE</u> / CHANGE OF STATUS | | |
|--|---|--|
| EMPLOYEE NAME <i>Tyler Miglianti</i> | | DATE <i>5-11-2026</i> |
| EFFECTIVE PROMOTION OR HIRE DATE <i>5-18-2026</i> | POSITION TITLE <i>Deputy Sheriff</i> | DEPARTMENT <i>Yankton County Sheriff's Office</i> |
| CURRENT GRADE AND STEP | NEW GRADE AND STEP <i>9/1</i> | |
| CURRENT PAY RATE | NEW PAY RATE <i>\$58,973.⁸⁷</i> | |
| REASONS FOR CHANGE <i>See attached</i> | | |

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE  _____

DATE *5-12-2026* _____

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

YANKTON COUNTY COMMISSION MEETING

April 14, 2026

A special meeting of the Yankton County Commission was called to order by Commissioner Dan Klimisch at 11:00 a.m. on Tuesday, April 14, 2026.

Roll call was taken with the following Commissioners present: Don Kettering, Bridget Benson, Mike Villanueva, Brian Bertsch, Kathy Greenway and Dan Klimisch.

There were no conflicts of interest reported by the board.

There were no public comments. Commissioner Klimisch closed public comment.

Action 26124C: A motion was made by Greenway and seconded by Kettering to approve the meeting agenda. All present voted aye; motion carried, 6-0.

Action 26125C: A motion was made by Kettering and seconded by Benson to open session for County & Consolidated board of Equalization. All present voted aye; motion carried, 6-0.

Action 26126C: A motion was made by Kettering and seconded by Villanueva to recess the Board of Equalization until April 24, 2026 at 11:30 a.m. All present voted aye; motion carried, 6-0.

There were no public comments. Commissioner Klimisch closed public comment.

Action 26127C: A motion was made by Villanueva and seconded by Benson to adjourn. All present voted aye; motion carried, 6-0.

The next regular meeting will be Tuesday, April 21, 2026 at 6:00 p.m.

Dan Klimisch,
Yankton County Commission

ATTEST:
Patty Hojem, County Auditor

YANKTON COUNTY CONSOLIDATED BOARD OF EQUALIZATION

April 24, 2026

The 2026 Yankton County Consolidated Board of Equalization was called to order by County Commission Chairman John Marquardt at 11:30 am on Friday, April 24, 2026, in the Commission Chambers at the County Government Center. The Pledge of Allegiance was recited.

Roll call was taken with the following members: Mike Villanueva; Dave Carda and Brian Bertsch -- representatives of the City of Yankton; Jacklyn Mueller -- representative of the Yankton Public School District; Dan Klimisch, Wanda Howey-Fox, Don Kettering, Ryan Heine and John Marquardt -- representatives of Yankton County from the Yankton County Board of Commissioner.

Also present were the following Yankton County staff members Director of Equalization Michelle Goeken, Appraisers Andrea Wright, Jacob Miller and Charles Richardson.

There were no conflicts of interest reported by the board.

A motion was made by Fox and seconded by Heine to approve the meeting agenda. All present voted aye; motion carried, 9-0.

There was no public comment. Commissioner Marquardt closed public comment.

The following appeals were introduced and acted upon:

Before the appeal were acted upon Klimisch made a motion to recess for 10 minutes and seconded by Fox. All present voted aye; motion carried, 9-0.

A motion was made by Fox and seconded by Kettering to reconvene. All present voted aye; motion carried, 9-0.

Diede, Wayne & Malena, Lot 9 Blk 3 Matuska's Addition, Yankton, SD.

Parcel #78.460.003.090

Current value: **NAD (land) \$20,900/NAD1 \$342,000**

Assessor's Recommendation: **NAD No change/NAD1 No change**

A motion was made by Klimisch and seconded by Fox for a valuation of \$325,000 on NAD1. All present voted aye; motion carried, 9-0.

A substitute motion was made by Don and second by Heine for a valuation of \$342,00 on NAD1. Roll call vote was taken with Kettering, Heine, Fox voted aye; Klimisch, Villanueva, Carda, Mueller, Bertsch and Marquardt voted nay; motion failed, 3-6.

Holan Charles, Lot 11 & S 16" Lot 12 Blk 60, Central Addition, Yankton, SD.

Parcel #78.110.060.110

Current value: **NAD (land) \$11,400/NAD1 \$132,100**

Assessor's Recommendation: **NAD No change/NAD1 \$125,000**

A motion was made by Heine and seconded by Klimisch to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 9-0.

Needham, Kurt & Julie, Lot 1 Parc B & Lot 1 Parc A, SW1/4 NE1/4 & Bal of Parc A & B Exclude H1 & H2, Yankton, SD

Parcel #78.980.008.030

Current value: **NADO (land) \$24,400/NAD10 \$219,000**

Assessor's Recommendation: **NADO No change/NAD10 No change**

A motion was made by Fox and seconded by Heine to accept the Assessor's valuation recommendation on the above referenced property. Fox, Heine, Kettering, Villanueva, Carda, Bertsch, Mueller and Marquardt voted aye; Klimisch voted nay; motion carried. 9-0.

Ryken RV Park Inc, Lot 6 Exclude Parc 1, 2, 3, 6 & 7 Blk 1, Slaughter's Addition, Yankton, SD.

Parcel #78.720.012.065

Current value: **NADC (land) \$1,162,800/NADC2 \$11,807,900**

Assessor's Recommendation: **NADC No change/NADC2 No change**

A motion was made by Heine and seconded by Carda for a valuation of \$10,400,000 on NADC.

A substitute motion was made by Klimisch and seconded by Villanueva for a valuation \$9,200,000 on NADC2. Roll call vote was taken with Klimisch, Villanueva, Carda, Bertsch, Fox, Mueller and Marquardt voted aye; Kettering and Heine voted nay; motion carried. 7-2.

Menard Inc, Lot 5 Blk 1 & Outlot A North Broadway S/D, Yankton, SD.

Parcel #78.525.001.050

Current value: **NADC (land) \$2,249,400/NADC2 \$7,351,200**

Assessor's Recommendation: **NADC No change/NADC2 No change**

A motion was made by Klimisch and seconded by Fox to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried. 9-0.

Hurd Yankton LLC, Lots 1 Exc Lot H-1, 2, 3 & 4 Exc W 50' Lot 4 & All Lot 6 HYVEE S/D, Yankton, SD.

Parcel #78.381.001.010

Current value: **NADC (land) \$836,200/NADC2 \$3,877,600**

Assessor's Recommendation: **NADC No change/NADC2 No change**

A motion was made by Klimisch and seconded by Kettering to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried. 7-0.

Kolberg-Pioneer Inc., Parc D NW1/4, NE1/4 Ex Lot 1, Yankton, SD.

Parcel #78.990.012.160

Current value: **NADC (land) \$137,200/NADC2 \$11,893,700**

Assessor's Recommendation: **NADC No change/NADC2 No change**

A motion was made by Fox and seconded by Mueller to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried. 9-0.

Hunhoff, Elizabeth, Lots 13-16 BLK 16 Hillcrest Park Addition, Yankton, SD
Parcel #78.360.016.160

Current value: **NADO \$30,100/NAD10 \$477,500**

Assessor's Recommendation: **NADO No change/NAD10 \$402,000**

A motion was made by Klimisch and seconded by Fox to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried. 9-0.

Kovalerchik, Maksim, E10' Lots 1 & 2 & All Lots 3-5 Lots 14-18 Blk 30 Exc Parts of Lots 5 & 14 in Marine Creek Tr 4 Lower Yankton & Adj Vac Alley Between 6th & 7th St & Adj Vac Mulberry St., Yankton, SD

Parcel #78.430.030.130

Current value: **NADC \$66,400/NADC2 \$582,300**

Assessor's Recommendation: **NADC No change/NADC2 \$375,200**

A motion was made by Fox and seconded by Heine to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried. 9-0.

Multi-Center Investments, Lots 2-7 Pyncheon's Addition, Yankton, SD

Parcel #78.650.002.010

Current value: **NADC \$719,900/NADC2 \$3,063,700**

Assessor's Recommendation: **NADC No change/NADC2 \$2,070,100**

A motion was made by Villanueva and seconded by Klimisch to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried. 9-0.

There was no public comment. Commissioner Marquardt closed public comment.

A motion was made by Klimisch and seconded by Heine to adjourn as Consolidated Board of Equalization. All present voted aye; motion carried, 9-0.

John Marquardt, Chairman
County Board of Equalization

ATTEST:
Patty Hojem, Auditor

YANKTON COUNTY BOARD OF EQUALIZATION
April 24, 2026

The County Board of Equalization meeting was called to order by Chairman Marquardt on Friday, April 24, 2026.

Roll call was taken with the following Commissioners present: Wanda Howey-Fox, Dan Klimisch, Ryan Heine, Don Kettering and John Marquardt.

Also present were the following Yankton County staff members Director of Equalization Michelle Goeken, Appraisers Andrea Wright, Jacob Miller and Charles Richardson.

There were no conflicts from the board.

A motion was made by Fox and seconded by Kettering to approve the meeting agenda. All present voted aye; motion carried, 5-0.

There was no public comment. Commissioner Marquardt closed public comment.

The following appeals were acted upon:

Krommenhock, Noah, Replat Lot 1 Blk 1 Marina Dell Two S/D, N2 NW4 17-93-56, Yankton, SD.
Parcel #09.017.500.101

Current value: **NACO \$90,000/NAC10 \$599,800**

Assessor's Recommendation: **NACO No Change/NAC10 No Change**

A motion was made by Fox and seconded by Heine to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 5-0.

Hastings Filters, Lot 2 Blk 2 Foss's 2nd Addition 9-93-55, Yankton, SD.
Parcel #05.009.100.305

Current value: **NACC \$99,300/NACC2 \$9,694,600**

Assessor's Recommendation: **NACC No Change/NACC2 \$9,416,400**

A motion was made by Heine and seconded by Fox to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 5-0.

Rykens RV Park Inc, Tract 3 Ryken Addition 14-93-56, Yankton, SD.
Parcel #09.014.400.350

Current value: **NACC \$159,100/NACC2 \$130,700**

Assessor's Recommendation: **NACC No Change/NACC2 No change**

A motion was made by Kettering and seconded by Heine to accept the Assessor's valuation recommendation on the above referenced property. Kettering, Heine, Fox and Marquardt voted aye; Klimisch voted nay; motion carried, 4-1

Rykens RV Park Inc, Tract 2 Whitetail Run 16-93-56, Yankton, SD.
Parcel #09.016.225.200

Current value: **NACC \$203,400/NACC2 \$380,700**

Assessor's Recommendation: **NACC No Change/NACC2 No change**

A motion was made by Heine and seconded by Fox to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 5-0.

Rykens RV Park Inc, Lot 11 Whitetail Run 16-93-56, Yankton, SD.

Parcel #09.016.250.110

Current value: **NACC \$237,900/NACC2 \$255,600**

Assessor's Recommendation: **NACC No Change/NACC2 No change**

A motion was made by Fox and seconded by Kettering to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 5-0.

Rykens RV Park Inc, Lot 16 Whitetail 16-93-56, Yankton, SD.

Parcel #09.016.250.160

Current value: **NACC \$170,100/NACC2 \$263,000**

Assessor's Recommendation: **NACC No Change/NACC2 No change**

A motion was made by Heine and seconded by Kettering to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 5-0.

Larson's Landing, LLC, E2 Lot 2 Shore Acres 27-93-56, Yankton, SD.

Parcel #09.027.200.200

Current value: **NACC \$248,000/NACC2 \$678,900**

Assessor's Recommendation: **NACC No Change/NACC2 \$669,300**

A motion was made by Kettering and seconded by Fox to accept the Assessor's valuation recommendation on the above referenced property. Kettering, Fox, Heine and Marquardt voted aye; Klimisch voted nay; motion carried, 4-1

Larson's Landing, LLC, W100' Blk 4 & W100' Blk 4A Lot 3, Shore Acres 27-93-56, Yankton, SD.

Parcel #09.027.200.345

Current value: **NACC \$54,800/NACC2 \$79,900**

Assessor's Recommendation: **NACC No Change/NACC2 \$77,700**

A motion was made by Fox and seconded by Kettering to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 5-0.

Larson's Landing, N208' Exc W117.7' Blk 5 Govt Lot 3 Shore Acres 27-93-56, Yankton, SD.

Parcel #09.027.200.353

Current value: **NACC \$24,700/NACC2 \$50,700**

Assessor's Recommendation: **NACC No Change/NACC2 No change**

A motion was made by Fox and seconded by Heine to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 5-0.

Larson's Landing, LLC, S101' W117.7' Blk 5 Govt Lot 3 Shore Acres 27-93-56, Yankton, SD.

Parcel #09.027.200.355

Current value: **NACC \$25,000/NACC2 \$40,900**

Assessor's Recommendation: **NACC No Change/NACC2 No change**

A motion was made by Kettering and seconded by Heine to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 5-0.

Larson's Landing, LLC, Blk 8 Exc E296' Shore Acres 27-93-56, Yankton, SD.
Parcel #09.027.200.360

Current value: **NACC \$23,000/NACC2 \$103,400**

Assessor's Recommendation: **NACC No Change/NACC2 No change**

A motion was made by Fox and seconded by Kettering to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 5-0.

Dagley, Carson, Tract A Brewer's Addition 27-95-56, Yankton, SD.
Parcel #11.037.300.155

Current value: **NAC \$13,800/NAC1 \$212,000**

Assessor's Recommendation: **NAC No Change/NAC1 \$179,600**

A motion was made by Fox and seconded by Heine to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 5-0.

Koster, Gerald Family Trust, Lot A Exc N575' & Exc N150' of S235' & Exc Lot H-2 & Exc S20' & Exc N25' of S45' Lane's S/Div 13-93-55, Yankton, SD.

Parcel #05.013.400.410

Current value: **NAC \$18,200/NAC1 \$30,500**

Assessor's Recommendation: **NAC No Change/NAC1 No change**

A motion was made by Fox and seconded by Heine to accept the Assessor's valuation recommendation on the above referenced property. All present voted aye; motion carried, 5-0.

A motion was made by Klimisch and seconded by Heine to approve 177 Elderly Tax Freeze applications as recommended by the Director of Equalization. All present voted aye; motion carried, 5-0.

A motion was made by Klimisch and seconded Heine to approve 100 applications for Disabled Veteran exemptions. All present voted aye; motion carried, 5-0.

A motion was made by Klimisch and seconded by Heine to approve two Paraplegic Veteran Exemption applications for a reduction of \$396,000 in total assessed value. All present voted aye; motion carried, 5-0.

A motion was made by Klimisch and seconded by Heine to approve the following tax-exempt properties. Exemptions are 100% unless otherwise noted:

Isaac Walton League of Yankton County 01.007.300.150, **Gayville Community Cemetery** 01.012.400.150 and 01.012.400.175, **Trinity Lutheran Church Cemetery Association** 01.037.100.100, **Anthony Leggett & Leggett Family Farm Trust** 02.001.200.210, **Volin Cemetery Association** 02.013.400.100, **St. John E. L. Church** 02.019.100.100, **Vangen Norsk Evangelisk Lutherske Menighed** 02.030.300.125, **S. Hinseth Etal** 03.003.400.400, **Broom Tree Farm Retreat Ministries** 03.007.300.350 (100% exempt on buildings), **Trondhjem Evanelisk Lutherske Menighed of Hauges Synod** 03.021.400.200, **Faith United Lutheran Church** 03.033.100.110, **Zion Cemetery Association, Inc** 03.033.100.111, **Norske Evangelical Lutheran Meldahl Church** 04.005.100.005, **TV Baptist Cemetery Association** 04.023.100.020, **Turkey Valley Lutheran Church** 04.024.400.020, **Aggergaard Memorial Cemetery AKA**

Hillcrest Cemetery 04.036.200.010, **Yankton Thrive, Inc.** 05.009.100.450, **Heartland Humane Society Inc.** 05.010.300.316, **National Field Archery Association Foundation** 05.016.400.300, **Broom Tree Farm Retreat Ministries** 07.012.100.100 (100% exempt on buildings and 100% exempt on 80 acres), 07.012.400.100 (0% exceeds 80 acres limit allowed), **Walshtown Township** 07.017.200.350, **Walshtown Community Church** 07.014.300.150, **Roman Catholic Cemetery** 07.027.200.200, **ELIM Cemetery Association** 08.008.100.010, **Our Redeemer Lutheran Church** 08.019.400.030 (50% exempt), **St. Columba Church, Mayfield** 08.034.100.010, **Yankton Thrive** 09.002.300.100, **4030 Foundation** 10.036.110.101, **Geraldson Family Cemetery Association** 11.001.200.110 and 11.001.300.110, **Joel V Braunesreither (Cemetery)** 11.009.400.160, **Martinus Lutheran Church** 11.014.300.250, **Mueller Family Cemetery** 11.018.400.205, **Saint Agnes Church Sigel** 11.023.100.110, **Rodney A. Rahn** 11.025.400.150, **Martinus Cemetery, Inc** 11.026.300.210, **Elizabeth Calleson Est (Cemetery)** 11.030.400.410, **Donald E. & Lois Kirschenman Trust** 12.008.250.000, **Peace Christian Reformed Church** 12.009.400.250, **Bethlehem Norsk Evangelical Lutheran Church** 12.011.300.300, **Bethlehem Lutheran Church** 12.014.300.200, **Maple Grove Cemetery Association** 13.005.300.300, **Sioux Council BSA** 13.008.200.300, **House of Mary Shrine** 13.013.100.144, 13.013.300.510, 13.013.300.515, 13.013.300.520, 13.013.300.585, 13.013.300.710, 13.013.300.723, 13.013.600.991, 13.013.600.992, 13.013.600.993, **Yankton Sioux Tribe** 13.013.600.968, 13.013.600.973, 13.013.600.974, **Polish Catholic Congregation (Cemetery)** 14.005.100.150, **Public Cemetery** 14.011.400.150, **Roman Catholic Church of St. Wenceslaus** 14.033.200.420, **St John the Baptist Church of Lesterville** 15.021.100.450, **Civil Cemetery Association** 15.029.200.150, **Our Savior's Evangelical Lutheran Church of Yankton** 16.004.300.111, **Our Savior's Lutheran Congregation** 16.009.100.110, **James River Norske Evagelecke Lutherick** 16.011.400.150, **Zion American Lutheran Church (Cemetery)** 16.028.300.305, **German Reformed Odessa Church (Cemetery)** 16.031.100.150, **Cemetery** 16.031.300.350, **Hoffnunge Reformed Church Gemeinde** 16.034.100.150, **Community Center of Gayville** 31.100.010.140, **Lutheran Church (Gayville)** 31.100.016.090 and 31.100.015.090, **Gayville-Volin United Methodist Church** 31.100.016.140, **Ernie Pecenka Community Center** 40.100.005.150, **Lesterville Fire Department** 40.100.005.245, **Ernie Pecenka Community Center** 40.100.006.160, **Lesterville Community Club** 40.100.006.180, **St John Baptist Catholic Church (Lesterville)** 40.200.002.120, **Roman Catholic Parish (Lesterville)** 40.300.001.050, **Harvest Independent Baptist Church** 46.700.025.010, **Mission Hill Cemetery Association** 46.700.025.020, 46.700.025.055, **Lutheran Church** 46.700.025.090, **Wintz & Ray Funeral Home & Cremation Service Inc.** 78.010.001.040, **Garden of Charity Non-Profit Cremation Cemetery** 78.010.001.045, **Ability Building Services Inc** 78.010.001.065, **Sacred Heart Health Services** 78.025.014.000, **Yankton Thrive Inc.** 78.060.002.840, **Iglesia Pentecostal Fuente De Vida Inc.** 78.060.003.300, **Sacred Heart Hospital** 78.065.010.050 (99.11% exempt of Benedictine Center; 92.03% exempt of Pavilion Building; 72.75% exempt of Wellness and Rehab Center), **Mount Marty Hospital Association** 78.065.010.100, **Benedictine Convent of the Sacred Heart** 78.065.010.105, 78.065.010.106, 78.065.010.107, 78.065.010.110, 78.065.010.120, **Dakota Conference Corp of Seventh-Day Adventists** 78.110.070.050, **First United Methodist Church** 78.171.002.002, **Yankton Thrive Inc.** 78.179.000.000 (0%), **Calvary Baptist Church** 78.235.000.055, **Sacred Heart Health Services** 78.245.500.026 (91% on Medical Office, 100% on Surgical Center, 89% on land), 78.245.500.029, **Prince of Peace ELC** 78.265.300.300, **National Field Archery Association Foundation** 78.325.017.110 and 78.325.017.135, **Habitat for Humanity of Yankton County** 78.330.001.110, **Riverview Park Reformed Church**

78.340.007.040, **Sacred Heart Catholic Church** 78.430.004.180, **Roman Catholic Church of the Sacred Heart** 78.430.005.025, 78.430.005.070, 78.430.005.150, 78.430.005.160, 78.430.005.180, 78.430.019.080, **Yankton Area Arts Association** 78.430.005.050, **Antioch Baptist Church** 78.430.006.080, **Roman Catholic Church of the Sacred Heart** 78.430.019.080, **Roman Catholic School** 78.430.020.090, **Heritage Homes, Inc** 78.430.020.170, **Habitat for Humanity of Yankton County** 78.430.023.050, 78.430.040.075, **Yankton Homeless Shelter Inc.** 78.430.045.110, **Pathways Shelter for the Homeless Inc.** 78.430.051.080, 78.430.051.090, **Yankton Area Adjustment Training Center** 78.430.062.080 and 78.430.063.020, **Abundant Life Ministries** 78.430.067.170, **Yankton Area Adjustment Training Center** 78.465.003.060 and 78.465.003.130, **Prince of Peace ELC** 78.490.005.100, **Planning & Development District III** 78.550.001.050, **Club 12-24** 78.610.001.020 and 78.610.001.170, **Yankton County 4-H Club** 78.620.002.120, **Yankton Women's/Children's Center** 78.660.001.024 and 78.660.001.025, **Ability Building Services** 78.660.001.050, **Mount Marty Hospital Association** 78.680.001.030, **Sacred Heart Health Services** 78.680.001.160, **Redeeming Grace Bible Church** 78.690.004.150, **L & C Behavioral Health Services, Inc** 78.714.001.100, 78.714.001.200, **First Assembly of God Church** 78.735.000.030, **Restore Church of Yankton** 78.760.002.200, **St Benedict Catholic Church** 78.785.001.010 and 78.785.002.060, **Yankton Church Holdings Inc** 78.790.012.165 and 78.790.012.170, **Ernest Bowyer Post #791** 78.790.013.130, **Scottish Rite Temple Association** 78.790.024.180, **Onward Yankton** 78.790.026.030, **Faith Christian Fellowship** 78.790.048.110, **United Church of Christ** 78.790.049.050, **City of Yankton** 78.790.049.090, **First Congregational Church of Yankton** 78.790.049.120, **Christ Episcopal Church** 78.790.050.160, **Lewis & Clark Mental Health Center** 78.820.001.030, **Lewis & Clark Behavioral Health Services** 78.820.001.120, **First United Methodist Church** 78.820.002.080, 78.820.002.100 and 78.820.003.160, **Yankton Church of Christ** 78.880.007.260, **St. Johns Evangelical Church** 78.890.015.120, **Mount Marty College, Inc** 78.890.022.090, **Yankton Thrive** 78.930.008.116 (0%), 78.930.008.117 (0%), and 78.930.008.118 (0%), **Ability Building Services Inc** 78.940.015.020, **Trinity Lutheran Church** 78.940.036.040, 78.940.036.070 and 78.940.036.180, **Yankton Area Adjustment Training Center** 78.940.037.120, **Stephen's House Inc.** 78.940.037.170, **Mount Marty Hospital Association** 78.940.041.090, **Roman Catholic Church** 78.980.006.010, **Christ the King Lutheran Church** 78.980.006.085, **Corp of Bishops Church of Latter Day Saints** 78.980.006.100, **Yankton Congregation of Jehovah's Witnesses** 78.980.007.082, **Yankton Thrive Inc.** 78.980.008.020, 78.980.008.100 (0%), 78.980.009.040, **National Field Archery Association Foundation** 78.980.017.105, 78.980.017.114, 78.980.017.116, 78.980.017.121, 78.980.017.135, 78.980.017.140, 78.980.017.145 and 78.980.017.163, **Horizon Health Care Inc.** 78.980.018.231, **Elks Lodge #994** 78.990.001.026, **Sacred Heart Health Services** 78.990.011.100, **Yankton Area Adjustment Training Center** 78.990.012.250, **Benedictine Convent of Sacred Heart DBA Sacred Heart Monastery** 78.990.013.021, **Mount Marty College Inc.** 78.990.013.050, **Benedictine Convent of the Sacred Heart** 78.990.013.110.

There was no public comment. Commissioner Marquardt closed public comment.

A motion was made by Heine and seconded by Fox to adjourn as County Board of Equalization. All present voted aye; motion carried.

John Marquardt, Chairman
County Commission

ATTEST:
Patty Hojem, County Auditor

YANKTON COUNTY COMMISSION MEETING

April 27, 2026

A special meeting of the Yankton County Commission was called to order by Chairman John Marquardt at 5:30 p.m. on Monday, April 27, 2026.

Roll call was taken with the following Commissioners present: Don Kettering, Wanda Howey-Fox, Ryan Heine & John Marquardt. Absent Dan Klimisch.

There were no conflicts of interest reported by Commissioners.

Action 26144C: A motion was made by Kettering and seconded by Fox to approve the meeting agenda. All present voted aye; motion carried, 4-0.

There were no public comments. Chairman Marquardt closed public comment.

Action 26145C: A motion was made by Fox and seconded by Heine to recess the regular session at 7:50 p.m. and convene in executive session to discuss Personnel Issue Pursuant to SDCL 1-25-2(1) and Employee Contracts 1-25-2(4). All present voted aye; motion carried, 4-0.

Action 26146C: A motion was made by Fox and seconded by Kettering to adjourn executive session at 8:10 p.m. and reconvene in regular session. All present voted aye; motion carried, 4-0.

No action was taken during executive session.

Action 26148C: A motion was made by Fox and seconded by Heine to approve the hiring of Boyce Law Firm LLP, Sioux Falls SD, for union negotiations. All present voted aye; motion carried, 4-0.

Action 26149C: A motion was made by Fox and seconded by Heine to adjourn. All present voted aye; motion carried, 4-0.

The next regular meeting will be Tuesday, April 17, 2026 at 6:00 p.m.

John Marquardt, Chairman
Yankton County Commission

ATTEST:
Patty Hojem, Yankton County Auditor

YANKTON COUNTY COMMISSION
May 5, 2026

The regular meeting of the Yankton County Commission was called to order by Chairman John Marquardt at 6:00 p.m. on Tuesday, May 5, 2026.

Roll call was taken with the following Commissioners present: Don Kettering, Wanda Howey-Fox, Ryan Heine and John Marquardt.

There were no conflicts of interest reported by the board.

Action 26144C: A motion was made by Fox and seconded by Heine to approve the agenda. All present voted aye; motion carried, 4-0.

There was a public comment made by Bob Gleich.

Chairman Marquardt closed public comment.

Action 26145AUD: A motion was made by Fox and seconded by Henie to approve the following Malt Beverage License Renewal applications: Captain Norm's, Lewis & Clark Marina, Marina Bar & Grill, Pump N Stuff, Joe's Substation, Gerstner Oil Co, Double T Truck Stop, Flatlanders, Mayfield Bar & Grill, TJ's Mini Mart, Cottonwood, Kozy's Bar, Lewis & Clark Meat Lodge LLC, Lewis & Clark Resort, Riverside Roadhouse, Mazing Acres Pumpkin Patch, Sully's and Dollar General Store #31100. All present voted aye; motion carried, 4-0.

Chairman Marquardt opened it up for public comment. There were no public comments.

Marquardt closed public comment.

Action 26146WD: A motion was made by Fox and seconded by Kettering to accept the Weed Spraying Joint Agreement with the State of South Dakota. All present voted aye; motion carried, 4-0.

Action 26147C: A motion was made by Heine and seconded by Fox to approve items for surplus as presented by the Buildings and Grounds Supervisor. All present voted aye; motion carried, 4-0.

Dan Klimisch joined the meeting at 6:09 p.m. by phone.

Action 26148EXT: Madison Melcher gave quarterly updates for Extension and the 4-H program. A motion was made by Heine and seconded by Fox to approve the Extension Quarterly update. All present voted aye; motion carried, 5-0.

Action 26149C: A motion was made by Fox and seconded by Heine to approve the April 7, 2026 meeting minutes. All present voted aye; motion carried, 5-0.

Action 26150C: A motion was made by Heine and seconded by Fox to approve the April 9, 2026 meeting minutes. All present voted aye; motion carried, 5-0.

Action 26151C: A motion was made by Fox and seconded by Heine to approve the April 21, 2026 meeting minutes. All present voted aye; motion carried, 5-0.

Action 26152C: A motion was made by Fox and seconded by Heine to approve the APRIL, 2026 Gross Payroll: **Commissioners:** \$6,840.20; **Election:** \$12.13; **Auditor:** \$18,878.58; **Treasurer:** \$24,421.46; **States Attorney:** \$44,239.53; **Government Buildings:** \$6,629.61; **Director of Equalization:** \$23,875.74; **Register of Deeds:** \$19,170.48; **Veterans Service:** \$4,404.40; **Courthouse & Safety Center:** \$10,718.08; **Sheriff:** \$97,685.59; **County Jail:** \$107,432.42; **Coroner:** \$1,850.00; **Juvenile:** \$0.00; **Ambulance:** \$82,610.18; **Weed:** \$621.20; **Planning & Zoning:** \$13,480.04; **Road & Bridge:** \$88,172.21; **OEM:** \$12,623.19; **24-7 Program:** \$3,607.81. First Dakota National Bank \$40,267.40 (Withholding), First Dakota National Bank \$68,317.24 (FICA) First Dakota National Bank \$15,977.46 (Medicare), South Dakota Retirement System \$33,673.18 (Other Employees), South Dakota Retirement System \$38,771.00 (Sheriff/Jail/EMS), South Dakota Retirement System (Spouse Opt) \$168.69, South Dakota Retirement System (Supplemental) \$5,301.33, American Family Life Assurance Company (AFLAC) \$2,845.87, Nationwide Retirement Solutions \$69.44, Boston Mutual Life Insurance \$290.69, Colonial Life & Accident \$2,385.27, AVERA Health Insurance \$70,127.50, Delta Dental \$1,946.34, VSP Vision \$643.22, HealthEquity \$3,321.00. IBC TPA \$11,315.38, Reliance Life Insurance \$1,241.71, Reliance Dental \$339.76, MASA \$83.00, Aflac Dental \$1,539.31, Gross Payroll \$567,320.85, Net Payroll \$422,403.35 All present voted aye; motion carried, 5-0.

Taskforce updates: Doug Ekern provided the update on the financial advisory committee taskforce - his taskforce has met four times. Ekern and the taskforce are focusing on three areas; revising financial reporting, looking at policies and procedures on how to do business as a county, and comparing Yankton County to other similar South Dakota counties in regards to revenues, expenditures, etc... Don Kettering provided the update on the economic development task force – his taskforce has meet twice and they are working on economic development in the community and is wanting transparency and involvement within the community.

Action 26153C: A motion was made by Fox and seconded by Kettering to approve the following claims with exception of the E911 disbursement to the City of Yankton and hold that particular claim for the next meeting; **Commission:** Alternative HR, LLC (Prof Services) \$660.00; Health Equity (Group Insurance) \$47.25; Yankton County Observer (Publishing) \$247.58; Yankton County Daily Press & Dakotan (Publishing) \$252.00; **Elections:** Election Systems & Software, Inc. (Supplies) \$771.86; Election Systems & Software, Inc. (Prof Services) \$54.27; McLeod's Print & Office Supplies (Supplies) \$52.17; Qualified Presort

Service, LLC (Supplies) \$140.52; Verizon (Rentals) \$200.05; **Court:** Avera McKennan Hospital (Lab) \$500.00; Blackburn & Stevens, Prof. LLC (Prof Services) \$2,637.84; Youngberg Law, Prof. LLC (Prof Services) \$2,883.21; Great Plains Reporting (Prof Services) 262.25; Jacob Bies (Prof Services) \$230.00; Witnesses (Fees) \$56.80; Alvine Law Firm, LLP (Prof Services) \$2,454.06; Horn Law Office, LLC (Prof Services) \$21,361.00; Kennedy Pier Loftus Reynolds & Brandt, LLP (Prof Services) \$4,218.80; Stephanie Moen (Prof Services) \$622.30; Dean Schaefer (Prof Services) \$336.00; Yankton Daily Press & Dakotan (Other) \$39.68; **Auditor:** Qualified Presort Service, LLC (Supplies) \$90.24; **Treasurer:** Qualified Presort Service, LLC (Supplies) \$157.48; **Data Processing:** CSI, LLC (Maintenance) \$1,537.75; Tyler Technologies (Maintenance) \$2,575.93; **States Attorney:** CSI, LLC (Minor Equipment) \$1,923.80; Qualified Presort Service, LLC (Prof Services) \$105.97; SD Special Pay Plan (Salary) \$14,380.26; SD Special Pay Plan (Retirement) \$45.00; **CLEP:** SDACC (2nd Allotment) \$9,268.00; **Government Center:** City of Yankton (Utilities) \$2,249.92; Zimo Supply Co. (Supplies) \$78.00; Johnson Controls, Inc. (Maintenance) \$7,592.26; Northwestern Energy (Utilities) \$2,922.54; Olson's Pest Technicians (Maintenance) \$84.00; **Director of Equalization:** Qualified Presort Service, LLC (Supplies) \$38.10; Steinley Real Estate Appraisals (Education Expenses) \$200.00; **Register of Deeds:** Executive Management Finance (Supplies) \$60.00; Qualified Presort Service, LLC (Supplies) \$50.32; **Veterans Service Office:** Verizon (Rentals) \$40.01; **Safety Center Building:** City of Yankton (Utilities) \$1,167.22; Clarks Rental, Inc. (Rentals) \$77.00; Amazon Capital Services (Maintenance) \$86.38; Zimco Supply Co. (Supplies) \$78.00; Johnson Controls, LLC (Maintenance) \$6,990.83; Northwestern Energy (Utilities) \$8,194.03; **Sheriff:** Cardmember Services (Maintenance Contract) \$75.00; Cardmember Services (Travel) \$659.04; Cardmember Services (Uniforms) \$231.99; Cardmember Services (Ballistiv Vests) \$1,141.20; Cardmember Services (Supplies) \$96.73; The Collision Center (Maintenance Contract) \$1,107.50; AT & T Mobility (Maintenance Contract) \$1,387.37; Intoximeters, Inc. (Equipment Grant) \$898.00; Qualified Presort Service, LLC (Maintenance Contract) \$156.17; **County Jail:** Avera Sacred Heart Hospital (Prof Services) \$5,123.67; Scott Family Dentistry, Inc. (Prof Services) \$979.71; Cardmember Services (Uniforms) \$77.25; Cardmember Services (Other) \$341.50; Cardmember Services (Supplies) \$1,070.48; Cardmember Services (Travel) \$438.81; IDEMIA Identity & Security USA, LLC (Maintenance Contract) \$2,728.00; Trinity Services Group (Food Services) \$10,747.44; AT & T Mobility (Maintenance Contract) \$39.37; Assusen Prof. LLC (Prof Services) \$3,825.00; Hy-Vee (Prof Services) \$4.61; JCL Solutions (Supplies) \$689.48; Olson's Pest Technicians (Maintenance) \$155.00; Siouxland Oral & Maxillofacial Surgery (Prof Services) \$2,066.25; **Ambulance:** Sacred Heart Health Services (Prof Services) \$1,500.00; City of Yankton (Utilities) \$224.42; Amazon Capital Services (Supplies) \$93.98; Sacred Heart Health Services (Supplies) \$791.58; Menards (Supplies) \$137.78; MidAmerican Energy (Utilities) \$249.93; Northwestern Energy (Utilities) \$1,125.15; Olson's Pest Technicians (Maintenance) \$119.00; Qualified Presort Service, LLC (Supplies) \$108.31; Jean Scherschligt (Supplies) \$94.07; Verizon (Utilities) \$338.24; **Mental Illness Board:** Birmingham & Cwach Law Office, Prof. LLC (Hearings) \$240.58; Val Larson (Hearings) \$32.00; Fox Law Firm, PLLC (Hearings) \$559.75; Mark Katterhagen (Hearings) \$32.00; Luci Lewno (Hearings) \$204.00; **Senior Citizens:** City of Yankton (1st Quarter Allotment) \$4,202.59; **Extension:** Clarity Telecom, LLC (Utilities) \$322.66; City of Yankton

(Utilities) \$85.52; Madison Melcher (Travel) \$656.99; Great America Financial (Retals) \$328.23; MidAmerican Energy (Utilities) \$73.93; Olson's Pest Technicians (Maintenance) \$75.00; **Weed:** Verizon (Utilities) \$10.02; **Planning and Zoning:** Qualified Presort Service, LLC (Supplies) \$42.82; Yankton Daily Press & Dakotan (Publishing) \$82.13; **Highway:** Bomgaars (Supplies) \$388.36; Barco Municipal Products (Supplies) \$1,317.42; Butler Machinery Co. (Maintenance) \$17.46; City of Yankton (Annual Projects) \$84.14; NAPA Auto Parts of Yankton (Maintenance) \$25.23; CHI, Inc. (Highway Fuel) \$25,762.17; City of Yankton-Landfill (Supplies) \$91.08; UST Testing, Inc. (Maintenance) \$2,370.00; South Dakota Public Assurance Alliance (Insurance) \$3,745.06; I State Truck Center (Maintenance) \$836.09; Olson's Pest Technicians (Maintenance) \$100.00; Riverside Hydraulics & Labs (Maintenance) \$392.00; Verizon (Utilities) \$10.02; **Diversion:** Tred-Mark Communications (Utilities) \$237.50; **OEM:** B-Y Electric (Utilities) \$68.00; AT & T Mobility (Utilities) \$52.15; T-Mobile (Utilities) \$2,068.52; CSI, LLC (Minor Equipment) \$1,923.80; Great America Financial (Rentals) \$212.95; Midcontinent Communications (Utilities) \$181.31; MidAmerican Energy (Utilities) \$20.71; Verizon (Utilities) \$379.57; **Government Buildings:** Amazon Capital Services (Supplies) \$368.22; Zimco Supply Co. (Supplies) \$79.00; Menards (Supplies) \$276.77; **Non-Departmental:** South Dakota Department of Revenue (Alcoholic Beverage Licenses) \$2,850.00. General Fund \$146,910.93; Road & Bridge \$35,139.03; Emergency Management \$4,907.01. All present voted aye; motion carried, 5-0.

Action 26154C: A motion was made by Heine and seconded by Fox to approve the salary increase for the sheriff's employee going from part-time to full-time. All in favor aye; motion carried, 5-0.

Action 26155C: A motion was made by Heine and seconded by Klimisch to table the new hire salary increase for the sheriff's employee to get an explanation of the steps and grade. All in favor aye; motion carried, 5-0.

Commissioner Updates: Marquardt - they are making great headway on Stone Church Bridge and are ahead of schedule. Klimisch - VFW hosted a Loyalty Day where law enforcement was honored.

Action 26156C: A motion by Heine and seconded by Klimisch to move into Board of Adjustment at 6:30 p.m. All present voted aye; motion carried, 5-0.

Variance Public Hearing: This was the time and place for a public hearing for a Variance application from St. Agnes Church. Applicant is requesting a minimum lot size in an Agriculture District per Article 18 Section 1807 and Article 19 Section 1907. Said property is legally described as Beginning at a point on NE1/4, of S23-T93N-R56W, 22 Rod West from the NE1/4 thence running with 20 rods, thence 40 rods, 20 rods to the North line of NE1/4, thence East along said last mentioned one to the place of beginning, containing 5 acres, Yankton, South Dakota.

Chairman Marquardt opened it up for public comment. Tony Sees, Bob DeJong, and Father Bob Lacey spoke during public comment.

Marquardt closed public comment.

Action 26157Z: A motion was made by Heine and seconded by Fox, to approve Variance for St. Agnes Church. All in favor aye; motion carried, 5-0.

CUP Public Hearing: This was the time and place for a public hearing for a Conditional Use Permit application from Paul & Jodi Smith. Applicants are requesting a Conditional Use Permit to have an open storage area in a Moderate Density Residential District per Article 7 Section 709, Article 18 Section 1805, and Article 19 Section 1905. Said property is legally Lot 1 Block 1 Missouri Valley Acres in S16-T93N-R55W West of the 5th P.M., Yankton County, South Dakota. E911 address is 3912 Buck St., E911 address is 901 East Side Dr., Yankton.

Chairman Marquardt opened it up for public comment. There were no public comments.

Marquardt closed public comment.

Action 26158Z: A motion was made by Kettering and seconded by Heine, to approve Conditional Use Permit for Paul & Jodi Smith. All in favor aye; motion carried, 5-0.

Action 26159C: A motion was made by Fox and seconded by Heine to recess Board of Adjustment at 6:44 p.m. and reconvene in regular session. All present voted aye; motion carried, 5-0.

Action 26160Z: A motion was made by Klimisch and seconded by Heine to adopt the following resolution: Whereas it appears Kevin Kirschenman, owner of record, has caused a plat to be made of the following real property: Tract 1 and Tract 2 of St. Agnes Addition, SE1/4, SE1/4 of Section 14 and in North 12 Rods of the East 67 Rods, NE1/4, NE1/4, S23-95N-56W, County of Yankton, S.D., and has submitted such plat to the Yankton County Planning Commission and Yankton County Commission for approval. Now therefore be it resolved that such plat has been executed according to law and conforms to all existing applicable zoning, subdivision, erosion and sediment control and same is hereby approved. County Auditor is hereby authorized and directed to endorse on such the proper resolution and certify the same. All present voted aye; motion carried, 5-0.

There were no public comments.

Marquardt closed public comment.

Action 26161C: A motion was made by Fox and seconded by Heine to move into executive session at 6:46 p.m. to discuss Poor Relief Issues Pursuant to SDCL 1-25-2 & 28-13 and 28-13-1.3, Personnel 1-25-2(1). All present voted aye; motion carried, 5-0.

Action 26162C: A motion was made by Fox and seconded by Heine to adjourn executive session at 7:39 p.m. and reconvene in regular session. All present voted aye; motion carried, 5-0.

There was no action taken in executive session.

Action 26163C: A motion was made by Fox and seconded by Heine to adjourn. All present voted aye; motion carried, 5-0.

The next regular meeting will be Tuesday, May 19, 2026 at 6:00 p.m.

John Marquardt, Chairman
Yankton County Commission

ATTEST:
Kasi Foss, Deputy County Auditor

5/15/2026 2:37 PM
 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 111 COMMISSIONERS

PAGE: 1
 ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------|-------------------------|----------------|-----------------|----------------------------|--------|----------|
| 01-04879 | CARLSON WEST POVANDRA A | I-202605146276 | 101-5-111-42200 | PROF SERVICES - COMMISSION | | 2,155.32 |
| 01-05065 | FIRST BANKCARD | I-202605146298 | 101-5-111-42600 | SUPPLIES - COMMISSION | | 97.66 |
| 01-05471 | BOYCE LAW FIRM, LLP | I-202605146240 | 101-5-111-42200 | PROF SERVICES - COMMISSION | | 975.00 |
| 01-07582 | HY-VEE | I-202605146365 | 101-5-111-42600 | SUPPLIES - COMMISSION | | 46.95 |
| 01-16017 | QUALIFIED PRESORT SERVI | I-202605146381 | 101-5-111-42600 | SUPPLIES - COMMISSION | | 27.50 |
| 01-22241 | ONE OFFICE SOLUTION | I-202605146352 | 101-5-111-42600 | SUPPLIES - COMMISSION | | 37.34 |

DEPARTMENT 111 COMMISSIONERS TOTAL: 3,339.77

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 120 ELECTIONS

PAGE: 2
 ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|--------------------------|-------------------------|----------------|-----------------|---------------------|--------|----------|
| 01-04105 | ELECTION SYSTEMS & SOFT | I-202605146303 | 101-5-120-42600 | SUPPLIES - ELECTION | | 1,007.00 |
| 01-04105 | ELECTION SYSTEMS & SOFT | I-202605146304 | 101-5-120-42600 | SUPPLIES - ELECTION | | 3,107.32 |
| 01-05065 | FIRST BANKCARD | I-202605146297 | 101-5-120-42600 | SUPPLIES - ELECTION | | 9.50 |
| 01-16017 | QUALIFIED PRESORT SERVI | I-202605146379 | 101-5-120-42600 | SUPPLIES - ELECTION | | 170.70 |
| DEPARTMENT 120 ELECTIONS | | | | | TOTAL: | 4,294.52 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 130 COURT

PAGE: 3
 ITEMS PRINTED: PAID, UNPAID

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------------------|-------------------------|----------------|-----------------|-----------------------|--------|----------|
| 01-05136 | IVONNE BELLEW PROF. LLC | I-202605146286 | 101-5-130-42200 | PROF SERVICES - COURT | | 74.00 |
| 01-05453 | JACOB BIES | I-202605146271 | 101-5-130-42200 | PROF SERVICES - COURT | | 50.00 |
| 01-05453 | JACOB BIES | I-202605146313 | 101-5-130-42200 | PROF SERVICES - COURT | | 50.00 |
| 01-10061 | KENNEDY PIER LOFTUS REY | I-202605146372 | 101-5-130-42200 | PROF SERVICES - COURT | | 698.20 |
| 01-10094 | KOLETZKY LAW OFFICE, PR | I-202605146369 | 101-5-130-42230 | MINOR - COURT | | 583.00 |
| 01-12605 | STEPHANIE MOEN | I-202605146287 | 101-5-130-42200 | PROF SERVICES - COURT | | 294.00 |
| 01-18170 | DEPARTMENT OF HEALTH | I-202605146277 | 101-5-130-42210 | LAB - COURT | | 900.00 |
| 01-18801 | DEAN SCHAEFER | I-202605146370 | 101-5-130-42200 | PROF SERVICES - COURT | | 444.00 |
| 01-22259 | THOMSON REUTERS - WEST | I-202605146329 | 101-5-130-42600 | SUPPLIES - COURT | | 1,347.38 |
| DEPARTMENT 130 COURT | | | | | TOTAL: | 4,440.58 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 141 AUDITOR

PAGE: 4
 ITEMS PRINTED: PAID, UNPAID

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|------------------------|-------------------------|----------------|-----------------|-------------------------|--------|----------|
| 01-02735 | RAMKOTA HOTEL & CONFERE | I-202605146316 | 101-5-141-42700 | TRAVEL - AUDITOR | | 282.00 |
| 01-11049 | LEAF | I-202605156384 | 101-5-141-42400 | RENTALS - AUDITOR | | 183.35 |
| 01-16017 | QUALIFIED PRESORT SERVI | I-202605146374 | 101-5-141-42600 | SUPPLIES - AUDITOR | | 223.82 |
| 01-22241 | ONE OFFICE SOLUTION | I-202605146353 | 101-5-141-42500 | MAINTENANCE - AUDITOR | | 168.86 |
| 01-22259 | THOMSON REUTERS - WEST | I-202605146331 | 101-5-141-42200 | PROF SERVICES - AUDITOR | | 195.44 |
| DEPARTMENT 141 AUDITOR | | | | | TOTAL: | 1,053.47 |

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VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 101 GENERAL FUND
DEPARTMENT: 142 TREASURER

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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ITEMS PRINTED: PAID, UNPAID

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|--------------------------|-------------------------|----------------|-----------------|----------------------|--------|--------|
| 01-02735 | RAMKOTA HOTEL & CONFERE | I-202605146315 | 101-5-142-42700 | TRAVEL - TREASURER | | 282.00 |
| 01-11049 | LEAF | I-202605146345 | 101-5-142-42400 | RENTALS - TREASURER | | 148.06 |
| 01-16017 | QUALIFIED PRESORT SERVI | I-202605146373 | 101-5-142-42600 | SUPPLIES - TREASURER | | 215.20 |
| DEPARTMENT 142 TREASURER | | | | | TOTAL: | 645.26 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 143 DATA PROCESSING

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 ITEMS PRINTED: PAID, UNPAID

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|--------------------------------|--------------------------|----------------|-----------------|----------------------|--------|-----------|
| 01-04858 | CSI, L.L.C. | I-202605146275 | 101-5-143-42500 | MAINTENANCE - DATA | | 6,170.00 |
| 01-04858 | CSI, L.L.C. | I-202605156383 | 101-5-143-42200 | PROF SERVICES - DATA | | 29,791.06 |
| 01-05065 | FIRST BANKCARD | I-202605146296 | 101-5-143-42500 | MAINTENANCE - DATA | | 44.78 |
| 01-15038 | PICTOMETRY INTERNATIONAL | I-202605146310 | 101-5-143-42501 | PICTOMETRY - DATA | | 26,393.34 |
| DEPARTMENT 143 DATA PROCESSING | | | | | TOTAL: | 62,399.18 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 151 STATES ATTORNEY

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 ITEMS PRINTED: PAID, UNPAID

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|--------------------------------|-------------------------|----------------|-----------------|-----------------------------|--------|----------|
| 01-01404 | CENTURY BUSINESS PRODU | I-202605146311 | 101-5-151-42400 | RENTALS - STATES ATTY | | 297.87 |
| 01-01404 | CENTURY BUSINESS PRODU | I-202605146312 | 101-5-151-42400 | RENTALS - STATES ATTY | | 334.04 |
| 01-02483 | CULLIGAN | I-202605146341 | 101-5-151-42600 | SUPPLIES - STATES ATTY | | 107.75 |
| 01-05065 | FIRST BANKCARD | I-202605146292 | 101-5-151-42700 | TRAVEL - STATES ATTY | | 232.00 |
| 01-05065 | FIRST BANKCARD | I-202605146293 | 101-5-151-42600 | SUPPLIES - STATES ATTY | | 244.13 |
| 01-05065 | FIRST BANKCARD | I-202605146294 | 101-5-151-42610 | DIVERSION - STATES ATTY | | 411.10 |
| 01-05101 | TYLER LARSEN | I-202605146241 | 101-5-151-42700 | TRAVEL - STATES ATTY | | 718.20 |
| 01-16017 | QUALIFIED PRESORT SERVI | I-202605146380 | 101-5-151-42200 | PROF SERVICES - STATES ATTY | | 29.70 |
| 01-18951 | SECURITY SHREDDING SERV | I-202605146283 | 101-5-151-42500 | MAINTENANCE - STATES ATTY | | 160.00 |
| 01-22259 | THOMSON REUTERS - WEST | I-202605146330 | 101-5-151-42200 | PROF SERVICES - STATES ATTY | | 315.01 |
| DEPARTMENT 151 STATES ATTORNEY | | | | | TOTAL: | 2,849.80 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 161 GOVERNMENT CENTER

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 ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------|-------------------------|----------------|-----------------|-------------------------|--------|--------|
| 01-00090 | KOPETSKY'S ACE HARDWARE | I-202605146338 | 101-5-161-42600 | SUPPLIES - GOVT CENTER | | 16.59 |
| 01-02001 | CITY OF YANKTON | I-202605146325 | 101-5-161-42600 | SUPPLIES - GOVT CENTER | | 480.08 |
| 01-02483 | CULLIGAN | I-202605146342 | 101-5-161-42600 | SUPPLIES - GOVT CENTER | | 249.97 |
| 01-03820 | AMAZON CAPITAL SERVICES | I-202605146367 | 101-5-161-42600 | SUPPLIES - GOVT CENTER | | 28.48 |
| 01-12167 | MENARDS | I-202605146358 | 101-5-161-42600 | SUPPLIES - GOVT CENTER | | 19.51 |
| 01-12167 | MENARDS | I-202605146359 | 101-5-161-42600 | SUPPLIES - GOVT CENTER | | 42.50 |
| 01-12167 | MENARDS | I-202605146360 | 101-5-161-42600 | SUPPLIES - GOVT CENTER | | 19.43 |
| 01-12167 | MENARDS | I-202605146361 | 101-5-161-42600 | SUPPLIES - GOVT CENTER | | 5.96 |
| 01-12371 | MIDAMERICAN ENERGY | I-202605156385 | 101-5-161-42800 | UTILITIES - GOVT CENTER | | 490.75 |

DEPARTMENT 161 GOVERNMENT CENTER TOTAL: 1,353.27

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

PAGE: 9
 ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------|-------------------------|----------------|-----------------|-------------------|--------|--------|
| 01-00090 | KOPETSKY'S ACE HARDWARE | I-202605146335 | 101-5-162-42600 | SUPPLIES - DOE | | 4.99 |
| 01-02735 | RAMKOTA HOTEL & CONFERE | I-202605156382 | 101-5-162-42700 | TRAVEL - DOE | | 282.00 |
| 01-04634 | CHARLES RICHARDSON | I-202605146248 | 101-5-162-42700 | TRAVEL - DOE | | 142.32 |
| 01-05065 | FIRST BANKCARD | I-202605146291 | 101-5-162-42600 | SUPPLIES - DOE | | 296.37 |
| 01-12418 | MICROFILM IMAGING SYSTE | I-202605146327 | 101-5-162-42500 | MAINTENANCE - DOE | | 120.00 |
| 01-16017 | QUALIFIED PRESORT SERVI | I-202605146375 | 101-5-162-42600 | SUPPLIES - DOE | | 103.55 |
| 01-22241 | ONE OFFICE SOLUTION | I-202605146355 | 101-5-162-42500 | MAINTENANCE - DOE | | 135.81 |

DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL: 1,085.04

5/15/2026 2:37 PM
VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 101 GENERAL FUND
DEPARTMENT: 163 REGISTER OF DEEDS

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 10
ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------------------------------|-------------------------|----------------|-----------------|----------------|--------|--------|
| 01-02735 | RAMKOTA HOTEL & CONFERE | I-202605146314 | 101-5-163-42700 | TRAVEL - ROD | | 282.00 |
| 01-16017 | QUALIFIED PRESORT SERVI | I-202605146376 | 101-5-163-42600 | SUPPLIES - ROD | | 45.89 |
| DEPARTMENT 163 REGISTER OF DEEDS | | | | | TOTAL: | 327.89 |

5/15/2026 2:37 PM
VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 101 GENERAL FUND
DEPARTMENT: 165 VETERANS SERVICE OFFICER

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 11
ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------|---------------------|----------------|-----------------|-------------------|--------|--------|
| 01-11049 | LEAF | I-202605146348 | 101-5-165-42400 | RENTALS - VSO | | 120.84 |
| 01-22241 | ONE OFFICE SOLUTION | I-202605146356 | 101-5-165-42500 | MAINTENANCE - VSO | | 12.43 |

DEPARTMENT 165 VETERANS SERVICE OFFIC TOTAL: 133.27

5/15/2026 2:37 PM
VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 101 GENERAL FUND
DEPARTMENT: 169 SAFETY CENTER BUILDING

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 12
ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|--|--------------------|----------------|-----------------|-------------------------------|--------|----------|
| 01-02001 | CITY OF YANKTON | I-202605146321 | 101-5-169-42800 | DUMPSTER FEES - SAFETY CENTER | | 144.00 |
| 01-10330 | KONE INC | I-202605146285 | 101-5-169-42500 | MAINTENANCE - SAFETY CENTER | | 2,330.43 |
| 01-12167 | MENARDS | I-202605146362 | 101-5-169-42600 | SUPPLIES - SAFETY CENTER | | 73.74 |
| 01-12371 | MIDAMERICAN ENERGY | I-202605146349 | 101-5-169-42800 | UTILITIES - SAFETY CENTER | | 1,690.95 |
| DEPARTMENT 169 SAFETY CENTER BUILDING TOTAL: | | | | | | 4,239.12 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 211 SHERIFF

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 ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------|-------------------------|----------------|-----------------|-------------------------------|--------|-----------|
| 01-00925 | AUTOZONE | I-202605146270 | 101-5-211-42500 | MAINTENANCE - SHERIFF | | 156.99 |
| 01-01397 | INTEGRATED TECHNOLOGY & | I-202605146214 | 101-5-211-42600 | SUPPLIES - SHERIFF | | 84.00 |
| 01-01668 | CHRIS MEIER | I-202605146243 | 101-5-211-42700 | TRAVEL - SHERIFF | | 100.00 |
| 01-02001 | CITY OF YANKTON | I-202605146322 | 101-5-211-42610 | FUEL - SHERIFF | | 2,830.05 |
| 01-02830 | THE COLLISION CENTER | I-202605146235 | 101-5-211-42500 | MAINTENANCE - SHERIFF | | 3,850.58 |
| 01-02989 | LES DRAKE | I-202605146245 | 101-5-211-42700 | TRAVEL - SHERIFF | | 100.00 |
| 01-05472 | BRADY SMITH | I-202605146247 | 101-5-211-42700 | TRAVEL - SHERIFF | | 70.00 |
| 01-05473 | YANKTON COUNTY SHARPSHO | I-202605146249 | 101-5-211-42200 | PROF SERVICES - SHERIFF | | 60.00 |
| 01-05474 | CLEARWATER PACKAGING, I | I-202605146215 | 101-5-211-42520 | MAINTENANCE CONTRACT - SHERIF | | 10,980.00 |
| 01-05475 | FIRST DAKOTA NATIONAL B | I-202605146216 | 101-5-211-42600 | SUPPLIES - SHERIFF | | 527.10 |
| 01-15118 | PENNINGTON COUNTY JAIL | I-202605146228 | 101-5-211-42700 | TRAVEL - SHERIFF | | 914.61 |
| 01-19064 | TIRE MUFFLER ALIGNMENT | I-202605146268 | 101-5-211-42500 | MAINTENANCE - SHERIFF | | 216.48 |
| 01-24004 | YANKTON MEDICAL CLINIC | I-202605146236 | 101-5-211-42200 | PROF SERVICES - SHERIFF | | 80.00 |

DEPARTMENT 211 SHERIFF TOTAL: 19,969.81

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 212 COUNTY JAIL

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BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------------------------|-------------------------|----------------|-----------------|-------------------------|--------|-----------|
| 01-00075 | AVERA MCKENNAN HOSPITAL | I-202605146233 | 101-5-212-42200 | PROF SERVICES - JAIL | | 2,172.38 |
| 01-00269 | AVERA SACRED HEART HOSP | I-202605146225 | 101-5-212-42200 | PROF SERVICES - JAIL | | 243.26 |
| 01-00269 | AVERA SACRED HEART HOSP | I-202605146227 | 101-5-212-42200 | PROF SERVICES - JAIL | | 705.76 |
| 01-01383 | SCOTT FAMILY DENTISTRY, | I-202605146263 | 101-5-212-42200 | PROF SERVICES - JAIL | | 93.40 |
| 01-02001 | CITY OF YANKTON | I-202605146326 | 101-5-212-42210 | FOOD SERVICES - JAIL | | 15.00 |
| 01-02483 | CULLIGAN | I-202605146343 | 101-5-212-42210 | FOOD SERVICES - JAIL | | 85.00 |
| 01-02483 | CULLIGAN | I-202605146344 | 101-5-212-42210 | FOOD SERVICES - JAIL | | 23.00 |
| 01-03073 | DIAMOND DRUGS | I-202605146262 | 101-5-212-42200 | PROF SERVICES - JAIL | | 9,564.07 |
| 01-03678 | TRINITY SERVICES GROUP | I-202605146223 | 101-5-212-42210 | FOOD SERVICES - JAIL | | 5,575.36 |
| 01-03678 | TRINITY SERVICES GROUP | I-202605146224 | 101-5-212-42210 | FOOD SERVICES - JAIL | | 4,994.14 |
| 01-04422 | SAPPHIRE HEALTH LLC | I-202605146231 | 101-5-212-42200 | PROF SERVICES - JAIL | | 566.50 |
| 01-12167 | MENARDS | I-202605146364 | 101-5-212-43500 | MINOR EQUIPMENT - JAIL | | 34.96 |
| 01-15104 | CORRECTIONAL RISK SERVI | I-202605146232 | 101-5-212-42220 | INMATE INSURANCE - JAIL | | 2,908.20 |
| 01-24002 | YANKTON REXALL DRUG CO. | I-202605146222 | 101-5-212-42200 | PROF SERVICES - JAIL | | 471.96 |
| 01-24004 | YANKTON MEDICAL CLINIC | I-202605146220 | 101-5-212-42200 | PROF SERVICES - JAIL | | 98.62 |
| 01-24004 | YANKTON MEDICAL CLINIC | I-202605146221 | 101-5-212-42200 | PROF SERVICES - JAIL | | 131.86 |
| DEPARTMENT 212 COUNTY JAIL | | | | | TOTAL: | 27,683.47 |

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VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 101 GENERAL FUND
DEPARTMENT: 213 CORONER

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|------------------------|----------------|----------------|-----------------|-------------------------|--------|----------|
| 01-18295 | SANFORD HEALTH | I-202605146278 | 101-5-213-42200 | PROF SERVICES - CORONER | | 2,391.00 |
| DEPARTMENT 213 CORONER | | | | | TOTAL: | 2,391.00 |

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VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 101 GENERAL FUND
DEPARTMENT: 216 JUVENILE DETENTION

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|-----------------------------------|------------------|-----------------------|-----------------|------------------------------|--------|-----------|
| 01-12002 | MINNEHAHA COUNTY | JUVENI I-202605146272 | 101-5-216-42400 | RENTALS - JUVENILE DETENTION | | 42,743.26 |
| DEPARTMENT 216 JUVENILE DETENTION | | | | | TOTAL: | 42,743.26 |

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VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 101 GENERAL FUND
DEPARTMENT: 226 YANKTON AREA SEARCH & RES

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|---|-------------------------|----------------|-----------------|-----------------|--------|--------|
| 01-00090 | KOPETSKY'S ACE HARDWARE | I-202605146332 | 101-5-226-42600 | SUPPLIES - YSAR | | 249.04 |
| 01-00090 | KOPETSKY'S ACE HARDWARE | I-202605146333 | 101-5-226-42600 | SUPPLIES - YSAR | | 104.95 |
| 01-02001 | CITY OF YANKTON | I-202605146323 | 101-5-226-42600 | SUPPLIES - YSAR | | 96.53 |
| 01-05065 | FIRST BANKCARD | I-202605146302 | 101-5-226-42600 | SUPPLIES - YSAR | | 64.43 |
| DEPARTMENT 226 YANKTON AREA SEARCH & TOTAL: | | | | | | 514.95 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 424 AMBULANCE

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BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|--------------------------|-------------------------|----------------|-----------------|---------------------------|--------|----------|
| 01-01902 | BOUND TREE MEDICAL LLC | I-202605146213 | 101-5-424-42600 | SUPPLIES - AMBULANCE | | 2,926.93 |
| 01-02001 | CITY OF YANKTON | I-202605146324 | 101-5-424-42600 | SUPPLIES - AMBULANCE | | 1,040.62 |
| 01-03820 | AMAZON CAPITAL SERVICES | I-202605146366 | 101-5-424-42600 | SUPPLIES - AMBULANCE | | 43.21 |
| 01-04510 | SETH JACKSON | I-202605146289 | 101-5-424-42600 | SUPPLIES - AMBULANCE | | 187.50 |
| 01-04770 | SACRED HEART HEALTH SER | I-202605146266 | 101-5-424-42600 | SUPPLIES - AMBULANCE | | 1,014.11 |
| 01-05065 | FIRST BANKCARD | I-202605146290 | 101-5-424-42200 | PROF SERVICES - AMBULANCE | | 207.59 |
| 01-11049 | LEAF | I-202605146346 | 101-5-424-42400 | RENTALS - AMBULANCE | | 101.59 |
| 01-12167 | MENARDS | I-202605146363 | 101-5-424-42600 | SUPPLIES - AMBULANCE | | 34.21 |
| 01-16017 | QUALIFIED PRESORT SERVI | I-202605146378 | 101-5-424-42600 | SUPPLIES - AMBULANCE | | 99.40 |
| 01-18951 | SECURITY SHREDDING SERV | I-202605146282 | 101-5-424-42500 | MAINTENANCE - AMBULANCE | | 40.00 |
| 01-19064 | TIRE MUFFLER ALIGNMENT | I-202605146269 | 101-5-424-42500 | MAINTENANCE - AMBULANCE | | 340.16 |
| DEPARTMENT 424 AMBULANCE | | | | | TOTAL: | 6,035.32 |

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VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 101 GENERAL FUND
DEPARTMENT: 441 MENTLLY HANDICAPPED

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|------------------------------------|-------------------------|----------------|-----------------|----------------------|--------|--------|
| 01-18215 | SD ACHIEVE dba LIFESCAP | I-202605146229 | 101-5-441-00000 | MENTALLY HANDICAPPED | | 120.00 |
| DEPARTMENT 441 MENTLLY HANDICAPPED | | | | | TOTAL: | 120.00 |

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 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 445 MENTAL ILLNESS BOARD

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------|-------------------------|----------------|-----------------|---------------------------|--------|----------|
| 01-01767 | DEN HERDER LAW OFFICE | I-202605146368 | 101-5-445-00000 | HEARINGS - MENTAL ILLNESS | | 195.20 |
| 01-04000 | VAL LARSON | I-202605156389 | 101-5-445-00000 | HEARINGS - MENTAL ILLNESS | | 60.00 |
| 01-04100 | FOX LAW FIRM, PLLC | I-202605156387 | 101-5-445-00000 | HEARINGS - MENTAL ILLNESS | | 194.50 |
| 01-10061 | KENNEDY PIER LOFTUS REY | I-202605146371 | 101-5-445-00000 | HEARINGS - MENTAL ILLNESS | | 268.40 |
| 01-10118 | MARK KATTERHAGEN | I-202605156388 | 101-5-445-00000 | HEARINGS - MENTAL ILLNESS | | 60.00 |
| 01-11005 | LEWIS & CLARK BEHAVIORA | I-202605146267 | 101-5-445-00000 | HEARINGS - MENTAL ILLNESS | | 900.00 |
| 01-11033 | LINCOLN COUNTY TREASURE | I-202605146288 | 101-5-445-00000 | HEARINGS - MENTAL ILLNESS | | 2,673.88 |
| 01-11092 | LUCILLE M. LEWNO | I-202605156386 | 101-5-445-00000 | HEARINGS - MENTAL ILLNESS | | 1,011.23 |

DEPARTMENT 445 MENTAL ILLNESS BOARD TOTAL: 5,363.21

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 615 WEED

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 ITEMS PRINTED: PAID, UNPAID

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|---------------------|---------------------|----------------|-----------------|-------------------|--------|--------|
| 01-12167 | MENARDS | I-202605136209 | 101-5-615-42600 | SUPPLIES - WEED | | 41.95 |
| 01-22241 | ONE OFFICE SOLUTION | I-202605136211 | 101-5-615-42600 | SUPPLIES - WEED | | 171.05 |
| 01-24003 | YANKTON DAILY P & D | I-202605136212 | 101-5-615-42300 | PUBLISHING - WEED | | 587.20 |
| DEPARTMENT 615 WEED | | | | | TOTAL: | 800.20 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 101 GENERAL FUND
 DEPARTMENT: 711 PLANNING & ZONING

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 ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------------------------------|-------------------------|----------------|-----------------|------------------------|--------|------------|
| 01-04163 | ESRI | I-202605146218 | 101-5-711-42500 | MAINTENANCE - ZONING | | 1,903.33 |
| 01-05065 | FIRST BANKCARD | I-202605146295 | 101-5-711-42200 | PROF SERVICES - ZONING | | 169.81 |
| 01-12418 | MICROFILM IMAGING SYSTE | I-202605146328 | 101-5-711-42500 | MAINTENANCE - ZONING | | 70.00 |
| 01-16017 | QUALIFIED PRESORT SERVI | I-202605146377 | 101-5-711-42600 | SUPPLIES - ZONING | | 29.66 |
| 01-24003 | YANKTON DAILY P & D | I-202605146351 | 101-5-711-42300 | PUBLISHING - ZONING | | 220.17 |
| DEPARTMENT 711 PLANNING & ZONING | | | | | TOTAL: | 2,392.97 |
| FUND 101 GENERAL FUND | | | | | TOTAL: | 194,175.36 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 201 ROAD & BRIDGE
 DEPARTMENT: 311 HIGHWAY CONSTRUCTION & MA

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------|-------------------------|----------------|-----------------|----------------------|--------|------------|
| 01-00257 | APPEARA | I-202605136181 | 201-5-311-42600 | SUPPLIES - HWY | | 167.28 |
| 01-01011 | BOMGAARS | I-202605136182 | 201-5-311-42500 | MAINTENANCE - HWY | | 114.99 |
| 01-01011 | BOMGAARS | I-202605136183 | 201-5-311-42600 | SUPPLIES - HWY | | 325.70 |
| 01-01012 | B-Y ELECTRIC | I-202605136184 | 201-5-311-42800 | UTILITIES - HWY | | 94.99 |
| 01-01166 | BUTLER MACHINERY CO. | I-202605136185 | 201-5-311-42500 | MAINTENANCE - HWY | | 6,760.08 |
| 01-02008 | NAPA AUTO PARTS OF YANK | I-202605136186 | 201-5-311-42500 | MAINTENANCE - HWY | | 79.51 |
| 01-03820 | AMAZON CAPITAL SERVICES | I-202605136187 | 201-5-311-42500 | MAINTENANCE - HWY | | 186.61 |
| 01-03820 | AMAZON CAPITAL SERVICES | I-202605136188 | 201-5-311-42600 | SUPPLIES - HWY | | 20.93 |
| 01-04163 | ESRI | I-202605146217 | 201-5-311-42500 | MAINTENANCE - HWY | | 1,903.33 |
| 01-04338 | MIDWEST PETROLEUM EQUIP | I-202605136189 | 201-5-311-42600 | SUPPLIES - HWY | | 566.79 |
| 01-04585 | SOUTH DAKOTA PUBLIC ASS | I-202605136190 | 201-5-311-42100 | INSURANCE - HWY | | 591.69 |
| 01-05118 | EQUIPMENT BLADES, INC. | I-202605136191 | 201-5-311-42500 | MAINTENANCE - HWY | | 12,720.00 |
| 01-05468 | MOON RIVER AUTO, INC. | I-202605136192 | 201-5-311-42500 | MAINTENANCE - HWY | | 85.00 |
| 01-08014 | I STATE TRUCK CENTER | I-202605136193 | 201-5-311-43600 | AUTO EQUIPMENT - HWY | | 142,677.60 |
| 01-09120 | JANSSEN'S GARBAGE SERVI | I-202605136194 | 201-5-311-42800 | UTILITIES - HWY | | 65.00 |
| 01-10334 | KIMBALL MIDWEST | I-202605136195 | 201-5-311-42600 | SUPPLIES - HWY | | 1,035.76 |
| 01-11049 | LEAF | I-202605136196 | 201-5-311-42600 | SUPPLIES - HWY | | 124.98 |
| 01-12167 | MENARDS | I-202605136197 | 201-5-311-42500 | MAINTENANCE - HWY | | 959.79 |
| 01-12167 | MENARDS | I-202605136198 | 201-5-311-42600 | SUPPLIES - HWY | | 28.15 |
| 01-12371 | MIDAMERICAN ENERGY | I-202605136199 | 201-5-311-42800 | UTILITIES - HWY | | 127.64 |
| 01-13001 | NORTHWESTERN ENERGY | I-202605136200 | 201-5-311-42800 | UTILITIES - HWY | | 1,130.32 |
| 01-14005 | OLSON'S PEST TECHNICIAN | I-202605136201 | 201-5-311-42200 | PROF SERVICES - HWY | | 100.00 |
| 01-17145 | ROAD KING INC. | I-202605136202 | 201-5-311-42500 | MAINTENANCE - HWY | | 1,243.74 |
| 01-17226 | RIVERSIDE HYDRAULICS & | I-202605136203 | 201-5-311-42500 | MAINTENANCE - HWY | | 180.96 |
| 01-18242 | SD DEPARTMENT OF TRANSP | I-202605136204 | 201-5-311-42903 | BRIDGES - HWY | | 45,329.41 |
| 01-18541 | SPENCER QUARRIES INC | I-202605136205 | 201-5-311-42600 | SUPPLIES - HWY | | 2,336.60 |
| 01-18745 | SOUTHEASTERN ELECTRIC C | I-202605136206 | 201-5-311-42800 | UTILITIES - HWY | | 143.16 |
| 01-22241 | ONE OFFICE SOLUTION | I-202605136207 | 201-5-311-42600 | SUPPLIES - HWY | | 171.05 |
| 01-24008 | YANKTON JANITORIAL SUPP | I-202605136208 | 201-5-311-42600 | SUPPLIES - HWY | | 368.40 |

DEPARTMENT 311 HIGHWAY CONSTRUCTION & TOTAL: 219,639.46

FUND 201 ROAD & BRIDGE TOTAL: 219,639.46

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 207 EMERGENCY 911 FUND
 DEPARTMENT: 225 LOCAL EMERGENCY PLANNING

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 ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|--|-------------------------|----------------|-----------------|------------------|--------|----------|
| 01-01200 | CLARITY TELECOM, LLC | I-202605146350 | 207-5-225-42800 | UTILITIES - E911 | | 1,556.01 |
| 01-06224 | GOLDEN WEST TELECOMMUNI | I-202605146274 | 207-5-225-42800 | UTILITIES - E911 | | 144.97 |
| DEPARTMENT 225 LOCAL EMERGENCY PLANNI TOTAL: | | | | | | 1,700.98 |
| FUND 207 EMERGENCY 911 FUND TOTAL: | | | | | | 1,700.98 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
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 FUND : 218 OPIOID SETTLEMENT
 DEPARTMENT: 443 ** INVALID DEPT **

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| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|-----------------------------------|-------------------|----------------|-----------------|--------------|--------|-----------------|
| 01-04699 | DETECTACHEM, INC. | I-202605146237 | 218-5-443-00000 | OPIOID FUNDS | | 382.27 |
| 01-08008 | INTOXIMETERS INC. | I-202605146261 | 218-5-443-00000 | OPIOID FUNDS | | 713.00 |
| DEPARTMENT 443 ** INVALID DEPT ** | | | | | | TOTAL: 1,095.27 |
| FUND 218 OPIOID SETTLEMENT | | | | | | TOTAL: 1,095.27 |

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DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 219 DIVERSION
DEPARTMENT: 151 STATES ATTORNEY

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|--------------------------------|-------------------------|----------------|-----------------|-------------------|--------|----------|
| 01-04619 | SOUTHEAST PUBLIC TRANSI | I-202605146284 | 219-5-151-42610 | DIVERSION EXPENSE | | 27.50 |
| 01-05476 | YELLOW BRICK ROAD COUNS | I-202605146239 | 219-5-151-42610 | DIVERSION EXPENSE | | 1,125.00 |
| DEPARTMENT 151 STATES ATTORNEY | | | | | TOTAL: | 1,152.50 |
| FUND 219 DIVERSION | | | | | TOTAL: | 1,152.50 |

VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 226 EMERGENCY MANAGEMENT
 DEPARTMENT: 222 EMERGENCY MANAGEMENT

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|--|-------------------------|----------------|-----------------|---------------------|--------|----------|
| 01-00090 | KOPETSKY'S ACE HARDWARE | I-202605146334 | 226-5-222-42600 | SUPPLIES - EDS | | 179.87 |
| 01-03267 | YANKTON HOME & GARDEN R | I-202605146279 | 226-5-222-42500 | MAINTENANCE - EDS | | 153.00 |
| 01-03267 | YANKTON HOME & GARDEN R | I-202605146280 | 226-5-222-42500 | MAINTENANCE - EDS | | 112.20 |
| 01-03267 | YANKTON HOME & GARDEN R | I-202605146281 | 226-5-222-42500 | MAINTENANCE - EDS | | 110.00 |
| 01-04163 | ESRI | I-202605146219 | 226-5-222-42500 | MAINTENANCE - EDS | | 1,903.34 |
| 01-05065 | FIRST BANKCARD | I-202605146299 | 226-5-222-42600 | SUPPLIES - EDS | | 204.78 |
| 01-05065 | FIRST BANKCARD | I-202605146300 | 226-5-222-42200 | PROF SERVICES - EDS | | 992.36 |
| 01-05065 | FIRST BANKCARD | I-202605146301 | 226-5-222-42620 | LEPC SUPPLIES - EDS | | 767.62 |
| 01-11049 | LEAF | I-202605146347 | 226-5-222-42400 | RENTALS - EDS | | 187.86 |
| 01-19247 | TABOR LUMBER COOPERATIV | I-202605146273 | 226-5-222-42600 | SUPPLIES - EDS | | 391.32 |
| 01-22241 | ONE OFFICE SOLUTION | I-202605146354 | 226-5-222-42600 | SUPPLIES - EDS | | 223.60 |
| DEPARTMENT 222 EMERGENCY MANAGEMENT TOTAL: | | | | | | 5,225.95 |
| FUND 226 EMERGENCY MANAGEMENT TOTAL: | | | | | | 5,225.95 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 233 COUNTY BUILDING
 DEPARTMENT: 920 GOVERNMENT BUILDINGS

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 ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|--|-------------------------|----------------|-----------------|-----------------------------|--------|----------|
| 01-00090 | KOPETSKY'S ACE HARDWARE | I-202605146336 | 233-5-920-00000 | SUPPLIES - COUNTY BUILDINGS | | 6,356.00 |
| 01-00090 | KOPETSKY'S ACE HARDWARE | I-202605146339 | 233-5-920-00000 | SUPPLIES - COUNTY BUILDINGS | | 22.96 |
| 01-00090 | KOPETSKY'S ACE HARDWARE | I-202605146340 | 233-5-920-00000 | SUPPLIES - COUNTY BUILDINGS | | 28.99 |
| DEPARTMENT 920 GOVERNMENT BUILDINGS TOTAL: | | | | | | 6,407.95 |
| FUND 233 COUNTY BUILDING TOTAL: | | | | | | 6,407.95 |

5/15/2026 2:37 PM
VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 248 24/7 SOBRIETY FUND
DEPARTMENT: N/A NON-DEPARTMENTAL

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 29
ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------------------------------|------|----------------|-------------|---------------------------|--------|--------|
| | | I-202605146319 | 248-4-34230 | REFUND - SOBRIETY TESTING | | 20.00 |
| DEPARTMENT 0000 NON-DEPARTMENTAL | | | | | TOTAL: | 20.00 |

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DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 30

VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 248 24/7 SOBRIETY FUND
DEPARTMENT: 212 24/7 PROGRAM

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|-----------------------------|-------------------------|----------------|-----------------|----------------------|--------|----------|
| 01-03707 | PRECISION KIOSK TECHNOL | I-202605146230 | 248-5-212-42200 | PROF SERVICES - 24/7 | | 1,500.00 |
| 01-15051 | PHARMCHEM INC. | I-202605146264 | 248-5-212-42200 | PROF SERVICES - 24/7 | | 4,057.65 |
| 01-15051 | PHARMCHEM INC. | I-202605146265 | 248-5-212-42600 | SUPPLIES - 24/7 | | 1,727.01 |
| DEPARTMENT 212 24/7 PROGRAM | | | | | TOTAL: | 7,284.66 |
| FUND 248 24/7 SOBRIETY FUND | | | | | TOTAL: | 7,304.66 |

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER
 VENDOR SET: 01 Yankton County
 PACKET: 02597 KASI'S CLAIMS 05-19-2026
 FUND : 250 M & P R FUND
 DEPARTMENT: 163 MOD & PRESERV RELIEF

PAGE: 31
 ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|--|---------------------|----------------|-----------------|-------------|--------|--------|
| 01-22241 | ONE OFFICE SOLUTION | I-202605146357 | 250-5-163-42900 | M & PR FUND | | 63.06 |
| DEPARTMENT 163 MOD & PRESERV RELIEF TOTAL: | | | | | | 63.06 |
| FUND 250 M & P R FUND TOTAL: | | | | | | 63.06 |

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02597 KASI'S CLAIMS 05-19-2026

FUND : 759 CLEARING FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------|------------------|----------------|-------------|------------------------|--------|----------|
| 01-04773 | SUPERCOM, INC. | I-202605146305 | 759-4-34216 | JAIL TRACKING MONITORS | | 175.50 |
| | | I-202605146318 | 759-4-34216 | REFUND - CAM DAILY FEE | | 102.00 |
| 01-18405 | BYRON NOGELMEIER | I-202605146306 | 759-4-34217 | REFUND - CAM DAILY FEE | | 2,033.85 |
| 01-18405 | BYRON NOGELMEIER | I-202605146308 | 759-4-34223 | REFUND - REMOTE BREATH | | 10.00 |
| 01-18405 | BYRON NOGELMEIER | I-202605146309 | 759-4-34223 | REFUND - REMOTE BREATH | | 617.70 |

DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL: 2,939.05

FUND 759 CLEARING FUND TOTAL: 2,939.05

VENDOR SET: 01 Yankton County
PACKET: 02597 KASI'S CLAIMS 05-19-2026
FUND : 768 ST WIDE 24/7 SOBRIETY FUN
DEPARTMENT: N/A NON-DEPARTMENTAL

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT | DESCRIPTION | CHECK# | AMOUNT |
|----------------------------------|------------------|----------------|-------------|------------------------------|--------|------------|
| | | I-202605146317 | 768-4-34230 | REFUND - CAM DAILY FEE | | 23.00 |
| | | I-202605146320 | 768-4-34230 | REFUND - STATE PARTICIPATION | | 17.00 |
| 01-18405 | BYRON NOGELMEIER | I-202605146307 | 768-4-34230 | REFUND - STATE PARTICIPATION | | 358.00 |
| DEPARTMENT 0000 NON-DEPARTMENTAL | | | | | TOTAL: | 398.00 |
| FUND 768 ST WIDE 24/7 SOBRIETY | | | | | TOTAL: | 398.00 |
| REPORT GRA TOTAL: | | | | | | 440,102.24 |