

Agenda

Yankton County Commission

6:00 PM, Thursday, September 17, 2020

Commission Chamber

Yankton County Government Center

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Meeting chaired by: Cheri Loest, Chair

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

02 Roll Call: _____ Don Kettering _____ Dan Klimisch
_____ Gary Swensen _____ Joseph Healy _____ Cheri Loest

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 Loest
04		Approval of Agenda	
	6:05 PM	Public Comments	
05	6:10 PM	Approval of Minutes from September 1, 2020 & September 11, 2020 Meetings	
06	6:15 PM	Provisional Budget Hearing	Auditor
07	6:20 PM	Claims Auditor/Treasurer Report, Pooled Cash Report Riverside Roadhouse, Inc. Liquor & Malt Beverage License Unanticipated Revenue- Sheriff	Auditor

08	6:25 PM	Prevailing Wind Park- Road Use Agreement Completion Certificate	Commissioners
09	6:35 PM	Second Reading of Wheel Tax Ordinance	Commissioners
10	6:40 PM	Employee Handbook Approval	Commissioners
11	6:45 PM	Resolution for SD Transportation Alternatives Grant	Crystal Nelson
12	6:50 PM	Yearly Update for Pathways Shelter for the Homeless	Jesse Bailey
Board of Adjustment			
13	7:00 PM	Jason Larsen- Conditional Use Permit	Gary Vetter
Regular Session			
14	7:05 PM	Sundance Development LLC- Plat	Gary Vetter
15	7:10 PM	Vacancy on Planning Commission	Gary Vetter
Drainage Board			
16	7:15 PM	Cleaning of Clay Creek Ditch	Steve and Susan McClure
Regular Session			
17	7:20 PM	Growmark and East Side Drive Development	Joe Healy
18	7:25 PM	Economic Development	Don Kettering
19	7:30 PM	Air Cleaning Equipment from Global Plasma Solutions	Cheri Loest
20	7:35 PM	Public Comments	
21	7:40 PM	Commissioner Updates	Commissioners
22	7:45 PM	Executive Session/Poor Relief Issues Pursuant to SDCL 1-25-2 & 28-13 and 28-13-1.3 Executive Session/Litigation Pursuant to SDCL 1-25-2(3) Items for Next Meeting	State's Attorney

YANKTON COUNTY COMMISSION MEETING

September 1, 2020

The regular meeting of the Yankton County Commission was called to order by Vice Chairman Joseph Healy at 6:00 p.m. on Tuesday, September 1, 2020.

Roll call was taken with the following Commissioners present: Joseph Healy, Dan Klimisch, Gary Swensen, Don Kettering; Chair Cheri Loest appeared telephonically via Zoom but was unable to access audio for the purpose of participating in the meeting until 6:15 p.m.

There were no conflicts of interest reported by Commissioners.

Action 20368C: A motion was made by Klimisch and seconded by Swensen to approve the meeting agenda. All present voted aye; motion carried.

There were two public comments from Brian Hunhoff and Gary Swensen.

Vice Chairman Healy closed public comment.

Action 20369C: A motion was made by Klimisch and seconded by Swensen to approve the minutes of August 18, 2020 meeting with the following correction; **Action 20362C** should have read Healy, Kettering and Loest voted aye; Klimisch and Swensen voted nay; motion carried, 3-2. All present voted aye; motion carried.

Action 20370C: A motion was made by Klimisch and seconded by Kettering to approve the following claims with correction on claim for Brian Hunhoff should be \$146.90. Intuvio Solutions (Professional Services) \$99.90; **Elections:** Election Systems & Software (Supplies) \$1,276.67, Qualified Presort Services (Supplies) \$55.71, Verizon (Rentals) \$320.08, One Office Solution (Supplies) \$183.15; **Court:** Juror Fees (\$50.00 x 8) \$400.00, Juror Mileage (\$0.84 x 2) \$1.68, Juror Mileage (\$8.40 x 2) \$16.80, Juror Mileage (\$4.20 x 1) \$4.20, Juror Mileage (\$5.04 x 1) \$5.04, Megan Reeves (Professional Services) \$261.80, Kent E. Lehr Law Office (Delinquent/Minor) \$2,088.50, Harmelink & Fox Law Office (Delinquent/Minor) \$1,403.49, Harmelink & Fox Law Office (Legal Assistance) \$1,327.89, Larson & Nipe Attorneys at Law (Legal Assistance) \$5,085.73, Hy-Vee (Supplies) \$21.38; **Auditor:** Patty Hojem (Travel) \$51.24, Qualified Presort Services (Supplies) \$62.48; **Treasurer:** Qualified Presort Services (Supplies) \$141.05; **Data:** Miller Consulting LLC (Maintenance) \$3,028.00; **States Attorney:** Executive MGMT. Finance (Utilities) \$29.25, Miller Consulting LLC (Maintenance) \$240.00; **Government Center Building:** Kopetsky's Ave Hardware (Supplies) \$34.57, City of Yankton (Utilities) \$2,060.02, Echo Group (Maintenance) \$84.60, Flynn's Flowing Flags (Professional Services) \$100.00, Heiman Inc. (Maintenance) \$192.00, Justra's Body Shop Inc. (Professional Services) \$105.00, JCL Solutions (Supplies) \$53.84, Menards (Maintenance) \$35.49, Northwestern Energy (Utilities) \$3,572.39, OTIS Elevator Company (Maintenance) \$848.04, United Laboratories Inc. (Supplies) \$525.39; **Director of Equalization:** Matt Archer (Travel) \$96.60, Miller Consulting LLC (Maintenance) \$60.00,

Jeffery Puthoff (Travel) \$188.40, Qualified Presort Services (Supplies) \$13.73, Verizon (Utilities) \$162.01; **Register of Deeds:** Executive MGMT. Finance (Utilities) \$29.25, Brian Hunhoff (Supplies) \$146.90, Miller Consulting LLC (Maintenance) \$120.00, Micro Tek Solutions (Supplies) \$96.82, Qualified Presort Services (Supplies) \$33.96, One Office Solution (Supplies) \$54.33; **VA:** Qualified Presort Services (Supplies) \$6.09; **Safety Center Building:** Kopetsky's Ace Hardware (Maintenance) \$10.88, Bomgaars (Supplies) \$66.73, City of Yankton (Utilities) \$779.71, Cole Papers Inc. (Supplies) \$788.77, Menards (Supplies) \$65.97, Northwestern Energy (Utilities) \$10,151.97, Top Notch Window Cleaning (Professional Services) \$345.00; **Sheriff:** Mozak's Inc. (Minor Equipment) \$888.00, Cardmember Services (Fuel) \$37.56, Qualified Presort Services (Maintenance) \$111.74, One Office Solution (Supplies) \$66.13; **County Jail:** Mark Payer (Supplies) \$24.00, Cardmember Services (Security Maintenance) \$73.74, Cardmember Services (Food Services) \$10.18, Summit Food Services, LLC (Food Services) \$5,419.42, Sherwin Williams Company (Maintenance) \$51.81, Jerold Sorbel (Food Services) \$8.47, Jerold Sorbel (Professional Services) \$240.00; **Coroner:** Sanford Health (Professional Services) \$9,468.00; **Juvenile Detention:** Minnehaha County Juvenile Detention Center (Rentals) \$20,373.40; **YASR:** Battery Exchange (Supplies) \$520.50, Two Way Solutions Inc. (Supplies) \$826.41; **Contact Center:** Qualified Presort Services (Supplies) \$91.66; **Public Health Nurse:** Qualified Presort Services (Supplies) \$61.94; **Ambulance:** Avera Health dba Avera Education & Staffing (Travel) \$40.00, Sacred Heart Health Service (Professional Services) \$1,500.00, City of Yankton (Utilities) \$261.35, Cintas (Supplies) \$68.13, Quick Med Claims (Supplies) \$2,648.72, Change Healthcare (Professional Services) \$155.83, Kaiser Heating & Cooling (Maintenance) \$2,090.34, Miller Consulting LLC (Maintenance) \$600.00, Menards (Supplies) \$228.36, MidAmerican Energy (Utilities) \$14.11, Northwestern Energy (Utilities) \$1,063.18, Olson's Pest Technicians (Maintenance) \$114.00, Qualified Presort Services (Supplies) \$13.53, Verizon (Utilities) \$304.69; **Mental Illness Board:** Darcy Lockwood (Hearings) \$66.00, Mark Katterhagen (Hearings) \$66.00, Lucille M. Lewno (Hearings) \$1,056.00; **Senior Citizens:** City of Yankton (2nd Quarter Senior Citizens) \$4,529.12; **County Extension:** Vast Business (Utilities) \$399.11, City of Yankton (Utilities) \$59.75, Clay County 4-H Leaders (Professional Services) \$63.85, MidAmerican Energy (Utilities) \$8.52, Olson's Pest Technicians (Maintenance) \$150.00, One Office Solution (Supplies) \$210.46; **Weed:** C & B Operations LLC (Supplies) \$215.29, Cox Auto Supply Inc. (Supplies) \$24.49, C & R Supply Inc. (Supplies) \$118.73, Van Diest Supply Co (Chemicals) \$1,906.25; **Planning & Zoning:** Qualified Presort Services (Supplies) \$82.56, Verizon (Utilities) \$41.98; **Road & Bridge:** Appeara (Supplies) \$116.41, Bomgaars (Supplies) \$13.85, Broadway Chrysler, Dodge & Jeep (Supplies) \$447.00, Battery Exchange (Supplies) \$180.00, Butler Machinery Co (Supplies) \$379.44, City of Yankton (Utilities) \$172.77, Cox Auto Supply Inc. (Supplies) \$515.22, Concrete Materials (Annual Projects) \$246,317.10, Direct TV (Utilities) \$83.99, Loiseau Construction (Annual Projects) \$185,540.00, Calibration Technologies (Maintenance) \$1,251.95, Nelson Services LLC (Supplies) \$112.20, 3-D Specialties Inc. (Supplies) \$144.36, Beth Wilhelms (Travel) \$57.33, Kimball Midwest (Supplies) \$153.84, Lyle Signs Inc. (Supplies) \$2,348.79, Longs Propane Inc. (Fuel) \$52.50, Menards (Supplies) \$41.91, Midwest Radiator & Exhaust (Maintenance) \$105.00, Northwestern Energy (Utilities) \$928.02, O'Reilly Auto Parts (Supplies) \$9.31, Overhead Door Company of Sioux City Inc. (Maintenance) \$290.25,

Riverside Hydraulics & Labs (Supplies) \$6.78, SD Department of Transportation (Annual Projects) \$1,757.55, Truck Trailer Sales Services Inc. (Supplies) \$425.00, Verizon (Utilities) \$86.85, One Office Solution (Supplies) \$39.62, Yankton Daily P & D (Publishing's) \$148.82, Yankton Fire & Safety Company (Maintenance) \$929.25; **Emergency 911 Fund:** City of Yankton (2nd Quarter E911 Dispatch) \$29,348.25, CenturyLink (Utilities) \$73.92, Midcontinent Communications (Utilities) \$115.00, SD Department of Public Safety (Utilities) \$3,215.00; **Emergency Management:** First Bankcard (Disaster Plan) \$2,961.96, Kopetsky's Ace Hardware (Supplies) \$34.06, Bomgaars (Supplies) \$170.36, Boston Shoes to Boots (Supplies) \$211.00, Menards (Supplies) \$562.89, MidAmerican Energy (Utilities) \$8.00, Verizon (Utilities) \$733.64, One Office Solution (Supplies) \$2.58, Yankton Janitorial Supply (Disaster Plan) \$594.00; **24/7 Sobriety Fund:** Pharmchem Inc. (Supplies) \$1,236.00; **Non-Departmental:** Pollman Excavation (YC County Ditch) \$19,576.57; General Fund \$100,305.81, Road & Bridge, \$442,655.11, Emergency Management, \$5,278.49. All present voted aye; motion carried.

Action 20371C: A motion was made by Kettering and seconded by Klimisch to approve the **AUGUST, 2020 Gross Payroll: Commissioners:** \$5,606.74; **Court:** \$0.00; **Election:** \$0.00; Auditor: \$15,256.84; **Treasurer:** \$17,590.33; **States Attorney:** \$29,247.73; **Government Buildings:** \$6,296.70; **Director of Equalization:** \$25,536.98; **Register of Deeds:** \$13,037.81; **Veterans Service:** \$3,521.98; **Courthouse & Safety Center:** \$5,588.93; **Sheriff:** \$66,135.71; **County Jail:** \$79,710.19; **Coroner:** \$800.00; **Juvenile:** \$220.36; **Nurse:** \$3,122.44; **Ambulance:** \$60,011.43; **WIC :** \$1,847.02; **Extension:** \$7,190.02; **Soil Conservation:** \$3,113.25; **Weed:** \$7,053.75; **Planning & Zoning:** \$10,451.97; **Road & Bridge:** \$72,089.77; **E911:** \$57.32; **OEM:** \$8,525.32; **24-7 Program:** \$996.36. First Dakota National Bank \$34,573.20 (Withholding), First Dakota National Bank \$53,191.90 (FICA) First Dakota National Bank \$12,439.98 (Medicare), South Dakota Retirement System \$33,275.74 (Other Employees), South Dakota Retirement System \$19,858.52 (Sheriff), South Dakota Retirement System (Spouse Opt) \$228.42, South Dakota Retirement System (Supplemental) \$5,616.66, American Family Life Assurance Company (AFLAC) \$5,509.21, Legalshield \$25.90, Office of Child Support \$578.00, Nationwide Retirement Solutions \$69.44, Accounts Management \$50.00, Boston Mutual Life Insurance \$341.43, Colonial Life & Accident \$1,455.14, Optilegra \$496.08, Wellmark BC Health Insurance \$69,353.99, United Way of Greater Yankton \$47.50, Delta Dental \$1,253.00, VSP Vision \$196.10, WageWorks \$3,219.04. Gross Payroll \$443,008.95, Net Payroll \$326,931.12. All present voted aye; motion carried.

Action 20372C: A motion was made by Klimisch and seconded by Swensen to approve the Allen Kokesh Bridge Dedication Program use agreement. All present voted aye; motion carried.

Action 20373C: A motion was made by Klimisch and seconded by Kettering to allow all full and part time county employees to receive the yearly flu shot. All present voted aye; motion carried.

Prevailing Wind Park: Scott Creech, Prevailing Wind Park, LLC appeared for the board to sign off on the completion certificate for the Road Use and Repair Agreement for Prevailing Wind Park. Mr. Creech said the project was finished and had talked to Highway Superintendent Mike Sedlacek. Chair Loest said she had talked to Mr. Sedlacek and the roads were about in the same condition as when the project started. Commissioner Klimisch said he would like to have something in writing. Loest said she would contact the Highway Superintendent and have something at the next commission meeting.

Action 20374C: A motion was made by Kettering to approve the completion certificate.

Action 20375C: A motion was made by Klimisch and seconded to Kettering to have Highway Superintendent Sedlacek present in writing before approval of the certificate. All present voted aye; motion carried.

Kettering withdrew his motion.

Hearing: There was a first reading on the adoption of proposed amendment to Ordinance 14, for the imposition, collection and enforcement of a wheel tax in Yankton County. The second reading of Yankton County Ordinance No. 20-25 will be at the next commission meeting on September 17, 2020.

County Handbook: The board discussed changes to proposed employee handbook that will be placed on the September 17th, 2020 commission meeting for approval. All present voted aye; motion carried.

Historical Society: Crystal Nelson, representing the Yankton County Historical Society, appeared to request a resolution from the County Commission in securing a Transportation Alternatives Grant for the moving and restoration of transportation related structures owned by the museum. Commissioner Klimisch offered to work with Crystal and States Attorney to draft the resolution.

Planning Commission: Zoning Administrator presented names for the open position on the zoning board. The names were: Chris Barkl, Cathy Weiss, Jay Cutts, Gen Ekeren, Dr. Cindy Franklin, James Feldhacker, and Emily Radech.

Action 20376Z: A motion was made by Kettering and seconded by Loest to appoint Chris Barkl to a two year term for the Zoning Commission Board. All present voted aye; motion carried.

Action 20377C: A motion was made by Swensen and seconded by Kettering to recess the regular session and convene as Board of Adjustment. All present voted aye; motion carried.

CUP Public Hearing: This was the time and place for a public hearing for a Conditional Use Permit application from Jon Moser. Applicants requested a permit for a swimming pool in a Moderate Density Residential District. Said property is legally described as N 300', S 633', E 196', W 656', SE1/4, NE1/4, S7-T93N-R56W, hereinafter referred to as Utica South Township, County of Yankton, State of South Dakota. The Planning Commission recommended approval 6-0.

Jon Moser spoke on the CUP request.

Action 20378Z: A motion was made by Klimisch and seconded by Kettering, to approve on the same condition as approved by the Planning Commission, based on Findings of Fact from the August 11, 2020 Yankton County Planning Commission meeting the Conditional Use Permit as presented, pursuant to Article 19, Section 1907 of the Yankton County Zoning Ordinance. Roll call vote was taken with Klimisch, Kettering, Loest and Healy voting aye; Swensen voting nay; motion carried, 4-1.

Variance Public Hearing: This was the time and place for a public hearing for a Variance of application from Connor Mulherin Variance of a Minimum Lot Width from 2.64 +/- to +e.41 acres and increase the existing width to 270.00 in an Agriculture District. Said property is legally described as Lot 1, Red Cedar Subdivision, E1/2, SW1/4, S32-T96N-R54W, hereinafter referred to as Turkey Valley Township, County of Yankton, State of South Dakota. The Planning Commission recommended approval 6-0.

Connor Mulherin spoke on the CUP request.

Action 20379Z: A motion was made by Kettering and seconded by Klimisch to approve the variance application based on Findings of Fact from the August 11, 2020 Yankton County Planning Commission meeting as presented, pursuant to Article 19, Section 1907 of the Yankton County Zoning Ordinance. Roll call vote was taken with Kettering, Klimisch, Loest, Swensen and Healy voting aye; motion carried, 5-0.

Action 20380Z: A motion was made by Klimisch and seconded by Kettering to adopt the following resolution. Whereas it appears, Connor Mulherin, owner of record, has caused a plat to be made of the following real property: Lot 1, Red Cedar Subdivision, E1/2, SW1/4, S32-T96N-R54W, County of Yankton, S.D., and has submitted such plat to the Yankton County Planning Commission and the 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 and erosion and sediment control and the same is hereby approved. The County Auditor is hereby authorized and directed to endorse on such the proper resolution and certify the same. Roll call vote was taken with Klimisch, Kettering, Swensen, Loest and Healy voting 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 Wally Bakke. Applicants requested a permit for an Open Sales Area

and a Repair Shop, Motor Vehicle and Equipment. Said property is legally described as SW1/4, SE1/4, S31-T96N-R54W, hereinafter referred to as Turkey Valley Township, County of Yankton, State of South Dakota. The Planning Commission recommended approval 6-0.

Applicant Wally Bakke spoke on the CUP request.

Action 20381Z: A motion was made by Klimisch and seconded by Swensen, to approve on the same condition as approved by the Planning Commission, based on Findings of Fact from the August 11, 2020 Yankton County Planning Commission meeting the Conditional Use Permit as presented, pursuant to Article 19, Section 1907 of the Yankton County Zoning Ordinance. Roll call vote was taken with Klimisch, Swensen, Kettering, Loest and Healy voting 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 Ehresmann Holdings, LLC. Applicants requested a permit for a Training Tower. Said property is legally described as S1/2, SW1/4, Lots 1 and 3, Lot A and S 851.23', E450', S33-T94N-R56W, and excluding Luken's First, Third, Fourth, Fifth Addition and Lot H1, hereinafter referred to as Utica North Township, County of Yankton, State of South Dakota. The Planning Commission recommended approval 6-0.

Applicant Eric Taylor spoke on the CUP request.

Action 20382Z: A motion was made by Kettering and seconded by Swensen, to approve on the same condition as approved by the Planning Commission, based on Findings of Fact from the August 11, 2020 Yankton County Planning Commission meeting the Conditional Use Permit as presented, pursuant to Article 19, Section 1907 of the Yankton County Zoning Ordinance. Roll call vote was taken with Kettering, Swensen, Klimisch Loest and Healy voting aye; motion carried, 5-0.

Action 20383C: A motion was made by Kettering and seconded by Swensen to recess the Board of Adjustment and reconvene in regular session. All present voted aye; motion carried.

2021 Budget: Commissioner Swensen commented on the proposed 2021 Budget.

There were no public comments.

Vice Chairman Healy closed public comment.

Commissioner updates: Commissioner Swensen said he will have a conference call with Washington DC. Other items mentioned were Kokesch Bridge dedication, District III meeting in Mitchell, the Center is celebrating 50 years, 8-Co Meeting and State Convention September 14th and 15th.

Chair Loest Left the meeting.

Action 20384C: A motion was made by Klimisch and seconded by Swensen to recess the regular session at 7:40 pm and convene in executive session to discuss Poor Relief Issues SDCL 1-25-2 & 28-13. All present voted aye; motion carried.

Action 20385C: A motion was made by Swensen and seconded by Klimisch to adjourn the executive session at 8:05 pm and reconvene in regular session. All present voted aye; motion carried.

Vice Chairman Healy reported no action would be taken as a result of the executive session.

Action 20385C: A motion was made by Swensen and seconded by Kettering to adjourn. All present voted aye; motion carried.

The next regular meeting will be Tuesday, September 17, 2020 at 6:00 p.m.

Joseph Healy, Vice Chair
Yankton County Commission

ATTEST:
Patty Hojem, County Auditor

YANKTON COUNTY COMMISSION MEETING

September 11, 2020

A special meeting of the Yankton County Commission was called to order by Vice Chairman Joseph Healy at 1:00 PM on Friday, September 11, 2020.

Roll Call was taken with the following Commissioners present: Gary Swensen, Dan Klimisch, Don Kettering and Joseph Healy; Absent: Cheri Loest.

There were no conflicts of interest reported by Commissioners.

Action 20386C: A motion was made by Kettering and seconded by Klimisch to approve the meeting. All present voted aye; motion carried.

There was one public comment from Gary Swensen.

Action 20387C: A motion was made by Kettering and seconded by Klimisch to recess the regular session at 1:10 p.m. and convene in executive session to discuss personnel issues SDCL 1-25-2(1). Kettering, Klimisch and Healy voted aye; Swensen voted nay; motion carried, 3-1.

Commissioner Swensen left the meeting.

Action 20388C: A motion was made by Klimisch and seconded by Kettering to adjourn the executive session at 2:25 p.m. and reconvene in regular session.

Action 20389C: A motion was made by Kettering and seconded by Klimisch to uphold Yankton County Ambulance Director Steve Hawkin's recommendation.

Action 20390C: A motion was made by Klimisch and seconded by Kettering to adjourn. All present voted aye; motion carried.

There were no public comments.

Vice Chairman Healy closed public comment.

The next regular meeting will be Thursday 17, 2020 at 6:00 p.m.

Joseph Healy, Vice Chairman
Yankton County Commission

ATTEST:
Patty Hojem, County Auditor

PROVISIONAL BUDGET FOR YANKTON COUNTY, SD
For Year January 1, 2021 through December 31, 2021

Governmental Funds

	General Fund	Road and Bridge Fund	Emergency E911 Fund	Emergency Management Fund	Domestic Abuse Fund	24/7 Fund	Government Building Fund	Debt Service Fund	M & PR Fund	Historical Preservation Fund
100 General Government										
110 Legislative										
111 Board of County Commissioners	163,608.00									
112 Contingency	400,000.00									
120 Elections	11,026.00									
130 Judicial System	521,000.00									
140 Financial Administration										
141 Auditor	272,294.00									
142 Treasurer	311,841.00									
143 Data Processing	113,300.00									
149 Other										
150 Legal Services										
151 States Attorney	500,689.00									
152 Public Defender										
153 Court Appointed Attorney										
154 Abused and Neglected Child Defense										
159 Clerp	30,000.00									
160 Other										
161 General Government Building	244,820.00						60,000.00			
162 Director of Equalization	498,700.00									
163 Register of Deeds	238,802.00								7,000.00	
164 Judgments										
165 Veterans' Service Officer	54,067.00									
166 Predatory Animal (GFP)	2,800.00									
167 Disability Coordinator										
168 Self Insurance Plan										
169 Safety Center Building	330,220.00									
170 Geographic Information System										
TOTAL GENERAL GOVERNMENT	3,693,167.00						60,000.00		7,000.00	0.00

PROVISIONAL BUDGET FOR YANKTON COUNTY, SD
For Year January 1, 2021 through December 31, 2021

Governmental Funds

	General Fund	Road and Bridge Fund	Emergency E911 Fund	Emergency Management Fund	Domestic Abuse Fund	24/7 Fund	Government Building Fund	Debt Service Fund	M & PR Fund	Historical Preservation Fund
200 Public Safety										
210 Law Enforcement										
211 Sheriff	1,393,745.00									
212 County Jail	1,814,385.00					87,617.00				
213 Coroner	43,900.00									
214 County-Wide Law Enforcement										
215 Juvenile Detention	108,520.00									
219 Other Law Enforcement										
220 Protective & Emergency Services										
221 Fire Protection										
222 Emergency & Disaster Services				303,233.00						
223 Flood Control										
224 Fire Guards										
225 Communications Center (911)			211,436.00							
226 Yankton Search & Rescue	32,560.00									
TOTAL PUBLIC SAFETY	3,393,110.00		211,436.00	303,233.00		87,617.00				
300 Public Works										
310 Highways & Bridges										
311 Highways, Roads, & Bridges		4,895,369.00								
320 Sanitation										
321 Sewers										
322 Solid Wastes										
330 Transportation										
331 Airport	7,500.00									
332 Railroad										
340 Water System										
TOTAL PUBLIC WORKS	7,500.00	4,895,369.00								

PROVISIONAL BUDGET FOR YANKTON COUNTY, SD
For Year January 1, 2021 through December 31, 2021

Governmental Funds

	General Fund	Road and Bridge Fund	Emergency E911 Fund	Emergency Management Fund	Domestic Abuse Fund	24/7 Fund	Government Building Fund	Debt Service Fund	M & PR Fund	Historical Preservation Fund
400 Health & Welfare										
410 Economic Assistance										
411 Support of Poor	105,000.00									
412 Public Welfare	10,000.00									
413 LIEAP										
414 Medicaid Contribution										
415 Contact	50,000.00									
419 Catastrophic	2,000.00									
420 Health Assistance										
421 County Nurse	73,025.00									
422 Health Services										
423 Hospital										
424 Ambulance	1,267,677.00									
425 Board of Health										
427 WIC	23,900.00									
429 Other										
430 Social Services										
431 Day Care Centers										
432 Child Support Enforcement										
433 Care of Aged										
434 Domestic Abuse					10,000.00					
439 Other										
440 Mental Health Services										
441 Mentally Ill	90,000.00									
442 Developmentally Disabled										
443 Drug Abuse										
444 Mental Health Centers	108,419.00									
445 Mental Ill Board	100,000.00									
TOTAL HEALTH & WELFARE	1,830,021.00				10,000.00					

PROVISIONAL BUDGET FOR YANKTON COUNTY, SD
For Year January 1, 2021 through December 31, 2021

Governmental Funds

	General Fund	Road and Bridge Fund	Emergency E911 Fund	Emergency Management Fund	Domestic Abuse Fund	24/7 Fund	Government Building Fund	Debt Service Fund	M & PR Fund	Historical Preservation Fund
700 Urban & Economic Development										
710 Urban Development										
711 Planning & Zoning	242,993.00									
712 Urban & Rural Development										
719 Other										
720 Economic Development										
721 Tourism, Ind. & Rec. Development	25,000.00									
729 Other										
TOTAL URBAN & ECONOMIC DEVELOPMEN	267,993.00									
750 INTERGOVERNMENTAL EXPENDITURES										
800 DEBT SERVICE								617,000.00		
850 PAYMENTS TO LOCAL EDUCATION AGENCIES										
900 Other Uses										
910 Other Financing Uses										
911 Transfers Out	2,440,727.00									
912 Payments to Refunded Debt Escrow	0.00									
913 Special Items										
914 Extraordinary Items										
915 Discount on Bonds Issued										
TOTAL OTHER USES	2,440,727.00							0.00	0.00	0.00
TOTAL EXPENDITURE APPROPRIATIONS	12,063,886.00	4,895,369.00	211,436.00	303,233.00	10,000.00	87,617.00	60,000.00	617,000.00	7,000.00	106,478.00
Capital Outlay Accumulations (SDCL 7-21-51)	285,000.00			0.00						
TOTAL APPROPRIATIONS	12,348,886.00	4,895,369.00	211,436.00	303,233.00	10,000.00	87,617.00	60,000.00	617,000.00	7,000.00	106,478.00

PROVISIONAL BUDGET FOR YANKTON COUNTY, SD
For Year January 1, 2021 through December 31, 2021

Governmental Funds

	DLA General Fund	Road and Bridge Fund	Emergency E911 Fund	Emergency Management Fund	Domestic Abuse Fund	24/7 Fund	Government Building Fund	Debt Service Fund	M & PR Fund	Historical Preservation Fund
Cash Balance Applied	3,484,358.00	0.00	-13,564.00	0.00	4,000.00	17,367.00	-310.00	-5,250.00	-8,000.00	-825.00
311 Current Property Tax Levy	6,526,663.00	405,773.00					60,000.00	616,000.00		106,478.00
Less current uncollected		()	()	()	()	()	()	()	()	()
Less 25% to Cities	-22,286.00	()	()	()	()	()	()	()	()	()
Road & Bridge Levy		0.00								
312/319 - Other Taxes	60,500.00	479,250.00					810.00	5,250.00		775.00
NET TOTAL TAXES	6,564,877.00	885,023.00	0.00		0.00	0.00	60,810.00	621,250.00	0.00	107,253.00
320 Licenses & Permits	69,000.00	5,500.00			4,000.00					
330 Intergovernmental Revenue	416,000.00	2,066,000.00	220,000.00	50,000.00		0.00		0.00		0.00
340 Charges for Goods & Services	2,358,020.00	1,000.00			1,500.00	70,000.00			15,000.00	
350 Fines & Forfeits	30,000.00				500					
360 Miscellaneous Revenue	39,075.00	3,000.00	5,000.00	120.00		250.00	2,500.00	1,000.00		50.00
370 Other Financing Sources	5,000.00	2,000.00								0.00
Transfers		2,177,614.00		253,113.00						
	2,917,095.00	4,255,114.00	225,000.00	303,233.00	6,000.00	70,250.00	2,500.00	1,000.00	15,000.00	50.00
SUBTOTAL	12,966,330.00	5,140,137.00	211,436.00	303,233.00	10,000.00	87,617.00	63,000.00	617,000.00	7,000.00	106,478.00
Less 5% (SDCL 7-21-18)	617,444.30	244,768.45					3,000.00			
NET MEANS OF FINANCE	12,348,886	4,895,369	211,436	303,233	10,000	87,617	60,000	617,000	7,000	106,478
TOTAL APPROPRIATIONS	12,348,886	4,895,369	211,436	303,233	10,000	87,617	60,000	617,000	7,000	106,478

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-00030	DEPARTMENT OF REVENUE & I-202009035311		101-4-32200	2020 MALT BEVERAGE LICENSE		75.00
DEPARTMENT 0000 NON-DEPARTMENTAL					TOTAL:	75.00

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 111 COMMISSIONERS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-03270	ALTERNATIVE HRD, LLC	I-202009105396	101-5-111-42200	PROF SERVICES-COMMISSIONERS		1,988.25
01-05065	FIRST BANKCARD	I-202009155441	101-5-111-42600	SUPPLIES-COMMISSIONERS		37.16
01-14001	YANKTON COUNTY OBSERVER	I-202009035323	101-5-111-42300	PUBLISHINGS-COMMISSIONERS		510.41
01-24003	YANKTON DAILY P & D	I-202009105419	101-5-111-42300	PUBLISHINGS-COMMISSIONERS		936.08

DEPARTMENT 111	COMMISSIONERS	TOTAL:	3,471.90
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VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 120 ELECTIONS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-05065	FIRST BANKCARD	I-202009155440	101-5-120-42600	SUPPLIES-ELECTIONS		21.29
01-12016	MCLEOD'S PRINTING & OFF	I-202009105403	101-5-120-42600	SUPPLIES-ELECTIONS		945.00
01-16017	QUALIFIED PRESORT SERVI	I-202009155451	101-5-120-42600	SUPPLIES-ELECTIONS		126.09
01-22241	ONE OFFICE SOLUTION	I-202009155454	101-5-120-42600	SUPPLIES-ELECTIONS		30.00
01-22241	ONE OFFICE SOLUTION	I-202009155454	101-5-120-42600	SUPPLIES-ELECTIONS		80.94
DEPARTMENT 120 ELECTIONS TOTAL:						1,203.32

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 130 COURT

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-02155	CERTIFIED LANGUAGES INT	I-202009105392	101-5-130-42200	PROF SERVICES-CRT		39.60
01-02591	JAMES PLACE LLC	I-202009035314	101-5-130-42200	PROF SERVICES-CRT		588.00
01-02670	MEGAN REEVES	I-202009035315	101-5-130-42200	PROF SERVICES-CRT		27.20
01-05215	FOX & YOUNGBERG PC	I-202009155442	101-5-130-42200	PROF SERVICES-CRT		14,330.70
01-05215	FOX & YOUNGBERG PC	I-202009155442	101-5-130-42230	DELINQUENT/MINOR-CRT		669.30
01-18170	DEPARTMENT OF HEALTH	I-202009155453	101-5-130-42210	LAB CRT AUG 2020		355.00
01-18801	DEAN SCHAEFER	I-202009035324	101-5-130-42200	PROF SERVICES-CRT		963.00

DEPARTMENT 130 COURT

TOTAL: 16,972.80

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 141 AUDITOR

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01200	VAST BUSINESS	I-202009155424	101-5-141-42800	UTILITIES-AUDITOR		175.03
01-02483	CULLIGAN	I-202009155433	101-5-141-42600	SUPPLIES-AUDITOR		28.00
01-11049	LEAF	I-202009155445	101-5-141-42400	RENTALS-AUDITOR		159.00
01-16017	QUALIFIED PRESORT SERVI	I-202009155451	101-5-141-42600	SUPPLIES-AUDITOR		112.62
01-22241	ONE OFFICE SOLUTION	I-202009155454	101-5-141-42500	MAINTENANCE-AUDITOR		138.11
01-22241	ONE OFFICE SOLUTION	I-202009155454	101-5-141-42600	SUPPLIES-AUDITOR		15.07
DEPARTMENT 141 AUDITOR					TOTAL:	627.83

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 142 TREASURER

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01200	VAST BUSINESS	I-202009155424	101-5-142-42800	UTILITIES-TREASURER		209.75
01-02483	CULLIGAN	I-202009155433	101-5-142-42600	SUPPLIES-TREASURER		42.00
01-16017	QUALIFIED PRESORT SERVI	I-202009155451	101-5-142-42600	SUPPLIES-TREASURER		183.85
DEPARTMENT 142 TREASURER					TOTAL:	435.60

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01200	VAST BUSINESS	I-202009155424	101-5-143-42800	UTILITIES-DATA		832.83
01-05065	FIRST BANKCARD	I-202009155439	101-5-143-42500	MAINTENANCE-DATA		54.49
DEPARTMENT 143 DATA PROCESSING						TOTAL: 887.32

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 151 STATES ATTORNEY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01404	CENTURY BUSINESS PRODUC	I-202009105387	101-5-151-42400	RENTALS-STATES ATTY		549.29
DEPARTMENT 151 STATES ATTORNEY TOTAL:						549.29

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01011	BOMGAARS	I-202009155422	101-5-161-42500	MAINTENANCE-GOVT CTR		38.09
01-01011	BOMGAARS	I-202009155422	101-5-161-42600	SUPPLIES-GOVT CTR		60.94
01-01200	VAST BUSINESS	I-202009155424	101-5-161-42800	UTILITIES-GOVT CTR		52.50
01-05065	FIRST BANKCARD	I-202009155437	101-5-161-43500	FURNITURE/MINOR EQUIP-GOVT CT		151.76
01-09287	JCL SOLUTIONS	I-202009155443	101-5-161-42600	SUPPLIES-GOVT CTR		147.19
01-12167	MENARDS	I-202009155447	101-5-161-42500	MAINTENANCE-GOVT CTR		80.73
01-12167	MENARDS	I-202009155447	101-5-161-42500	MAINTENANCE-GOVT CTR		13.96
01-12371	MIDAMERICAN ENERGY	I-202009155448	101-5-161-42800	UTILITIES-GOVT CTR		229.11
01-14005	OLSON'S PEST TECHNICIAN	I-202009155449	101-5-161-42500	MAINTENANCE-GOVT CTR		82.00
DEPARTMENT 161 GOVERNMENT BUILDINGS TOTAL:						856.28

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01200	VAST BUSINESS	I-202009155424	101-5-162-42800	UTILITES-DOE		229.50
01-05065	FIRST BANKCARD	I-202009155436	101-5-162-42700	TRAVEL-DOE		45.08
01-12418	MICROFILM IMAGING SYSTE	I-202009105408	101-5-162-42500	MAITNENANCE-DOE		70.00
01-16017	QUALIFIED PRESORT SERVI	I-202009155452	101-5-162-42600	SUPPLIES-DOE		13.10
01-22241	ONE OFFICE SOLUTION	I-202009155454	101-5-162-42500	MAINTENANCE-DOE		106.63

DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL: 464.31

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VENDOR SET: 01 Yankton County ITEMS PRINTED: PAID, UNPAID
PACKET: 01942 Lyndsey 09-17-2020 CLAIMS
FUND : 101 GENERAL FUND
DEPARTMENT: 163 REGISTER OF DEEDS BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01200	VAST BUSINESS	I-202009155424	101-5-163-42800	UTILITIES-ROD		179.11
01-16017	QUALIFIED PRESORT SERVI	I-202009155451	101-5-163-42600	SUPPLIES-ROD		42.47
DEPARTMENT 163 REGISTER OF DEEDS TOTAL:						221.58

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 165 VETERANS SERVICE OFFICER

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01200	VAST BUSINESS	I-202009155424	101-5-165-42800	UTILITIES-COMMISSIONERS		52.50
DEPARTMENT 165 VETERANS SERVICE OFFIC TOTAL:						52.50

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 169 SAFETY CENTER BUILDING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01200	VAST BUSINESS	I-202009155427	101-5-169-42800	UTILITIES-SAFETY CTR		822.86
01-02001	CITY OF YANKTON	I-202009155430	101-5-169-42800	UTILITIES-SAFETY CTR		160.00
01-02084	COLE PAPERS INC.	I-202009155432	101-5-169-42600	SUPPLIES-SAFETY CTR		704.10
01-05065	FIRST BANKCARD	I-202009155437	101-5-169-43500	FURNITURE/MINOR EQUI-SAFETYCT		151.75
01-10007	KAISER APPLIANCE & REFR	I-202009035319	101-5-169-42500	MAINTENANCE-SAFETY CTR		107.95
01-12167	MENARDS	I-202009155447	101-5-169-42600	SUPPLIES-SAFETY CTR		92.88
01-12371	MIDAMERICAN ENERGY	I-202009105406	101-5-169-42800	UTILITIES-SAFETY CTR		459.54
01-14005	OLSON'S PEST TECHNICIAN	I-202009155449	101-5-169-42500	MAINTENANCE-SAFETY CTR		110.00

DEPARTMENT 169 SAFETY CENTER BUILDING TOTAL: 2,609.08

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 211 SHERIFF

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-00090	KOPETSKY'S ACE HARDWARE	I-202009155421	101-5-211-42600	SUPPLIES-SHERIFF		28.11
01-02483	CULLIGAN	I-202009155433	101-5-211-42600	SUPPLIES-SHERIFF		35.00
01-05295	FEDEX	I-202009105399	101-5-211-42900	OTHER-SHERIFF		13.59
01-11049	LEAF	I-202009155445	101-5-211-42520	MAINTENANCE CONTACTS-SHERIFF		324.35
01-15118	PENNINGTON COUNTY JAIL	I-202009105410	101-5-211-42700	TRAVEL-SHERIFF		144.22
01-18951	SECURITY SHREDDING SERV	I-202009105414	101-5-211-42520	SECURITY MAINTENANCE-SHERIFF		35.00
01-19064	TIRE MUFFLER ALIGNMENT	I-202009105415	101-5-211-42500	MAINTENANCE-SHERIFF		572.43
01-22241	ONE OFFICE SOLUTION	I-202009155454	101-5-211-42600	SUPPLIES-SHERIFF		4.84
01-22241	ONE OFFICE SOLUTION	I-202009155454	101-5-211-42520	MAINTENANCE CONTRACTS-SHERIFF		52.22
01-24003	YANKTON DAILY P & D	I-202009105418	101-5-211-42520	MAINTENANCE CONTRACTS-SHERIFF		600.00

DEPARTMENT 211 SHERIFF

TOTAL:

1,809.76

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 212 COUNTY JAIL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-00269	AVERA SACRED HEART HOSP	I-202009105378	101-5-212-42200	PROF SERVICES-JAIL		733.49
01-00377	AMG RADIOLOGY YANKTON	I-202009105380	101-5-212-42200	PROF SERVICES-JAIL		11.20
01-00377	AMG RADIOLOGY YANKTON	I-202009105381	101-5-212-42200	PROF SERVICES-JAIL		316.94
01-00402	AVERA MEDICAL GROUP	I-202009105382	101-5-212-42200	PROF SERVICES-JAIL		1,883.00
01-00874	AMG EAR, NOSE & THROAT	I-202009105383	101-5-212-42200	PROF SERVICES-JAIL		45.40
01-00874	AMG EAR, NOSE & THROAT	I-202009105384	101-5-212-42200	PROF SERVICES-JAIL		81.36
01-01383	SCOTT FAMILY DENTISTRY,	I-202009105386	101-5-212-42200	PROF SERVICES-JAIL		463.00
01-02059	CHARM-TEX	I-202009105391	101-5-212-42600	PROF SERVICES-JAIL		33.80
01-02483	CULLIGAN	I-202009155433	101-5-212-42200	SUPPLIES-JAIL		27.00
01-03195	SUMMIT FOOD SERVICE, LL	I-202009105395	101-5-212-42210	FOOD SERVICES-JAIL		2,736.35
01-03538	INDUSTRIAL CHEM LABS	I-202009105397	101-5-212-42600	SUPPLIES-JAIL		151.22
01-07471	HARDING GLASS	I-202009105401	101-5-212-42540	AUTO EXPENSE-JAIL		228.00
01-09287	JCL SOLUTIONS	I-202009155443	101-5-212-42600	SUPPLIES-JAIL		737.53
01-09287	JCL SOLUTIONS	I-202009155443	101-5-212-42600	SUPPLIES-JAIL		139.52
01-12167	MENARDS	I-202009155447	101-5-212-42600	SUPPLIES-JAIL		72.20
01-12167	MENARDS	I-202009155447	101-5-212-42600	SUPPLIES-JAIL		15.98
01-12167	MENARDS	I-202009155447	101-5-212-42600	SUPPLIES-JAIL		8.50
01-15104	CORRECTIONAL RISK SERVI	I-202009105409	101-5-212-42220	INMATE MEDICAL LIAB INS-JAIL		538.00
01-22241	ONE OFFICE SOLUTION	I-202009155454	101-5-212-43500	MINOR EQUIPMENT-JAIL		399.00
01-24002	YANKTON REXALL DRUG CO.	I-202009105417	101-5-212-42200	PROF SERVICES-JAIL		332.20

DEPARTMENT 212 COUNTY JAIL

TOTAL:

8,953.69

VENDOR SET: 01 Yankton County
PACKET: 01942 Lyndsey 09-17-2020 CLAIMS
FUND : 101 GENERAL FUND
DEPARTMENT: 226 YANKTON AREA SEARCH & RES

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-03260	PREMIER VENTURES, LLC	I-202009035316	101-5-226-42200	SUPPLIES-YASR		588.00
01-05065	FIRST BANKCARD	I-202009155441	101-5-226-42700	TRAVEL-YASR		120.00
01-05065	FIRST BANKCARD	I-202009155441	101-5-226-42500	MAINTENANCE-YASR		30.30
DEPARTMENT 226 YANKTON AREA SEARCH & TOTAL:						738.30

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 411 CARE OF POOR

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-16017	QUALIFIED PRESORT SERVI	I-202009155451	101-5-411-42600	SUPPLIES-POOR RELIEF		92.39
DEPARTMENT 411 CARE OF POOR					TOTAL:	92.39

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01200	VAST BUSINESS	I-202009155424	101-5-421-42800	UTILITIES-NURSE		238.75
01-01536	TIAA COMMERCIAL FINANCE	I-202009155428	101-5-421-42400	RENTALS-NURSE		70.96
01-16017	QUALIFIED PRESORT SERVI	I-202009155451	101-5-421-42600	SUPPLIES-NURSE		59.78
DEPARTMENT 421 PUBLIC HEALTH NURSE TOTAL:						369.49

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 424 AMBULANCE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-00090	KOPETSKY'S ACE HARDWARE	I-202009155421	101-5-424-42600	SUPPLIES-AMBULANCE		193.44
01-00363	AT & T	I-202009105379	101-5-424-42800	UTILITIES-AMBULANCE		36.05
01-01902	BOUND TREE MEDICAL LLC	I-202009105390	101-5-424-42600	SUPPLIES-AMBULANCE		8,511.89
01-05065	FIRST BANKCARD	I-202009155435	101-5-424-42700	TRAVEL-AMBULANCE		275.00
01-05065	FIRST BANKCARD	I-202009155435	101-5-424-42600	FUEL-AMBULANCE		33.99
01-05065	FIRST BANKCARD	I-202009155435	101-5-424-42600	FUEL-AMBULANCE		210.47
01-05065	FIRST BANKCARD	I-202009155435	101-5-424-42600	SUPPLIES-AMBULANCE		40.43
01-05065	FIRST BANKCARD	I-202009155435	101-5-424-42600	SUPPLIES-AMBULANCE		53.24
01-05065	FIRST BANKCARD	I-202009155435	101-5-424-42600	FUEL-AMBULANCE		60.38
01-05065	FIRST BANKCARD	I-202009155435	101-5-424-42600	FUEL-AMBULANCE		173.82
01-05065	FIRST BANKCARD	I-202009155435	101-5-424-42600	SUPPLIES-AMBULANCE		54.95
01-05146	FOX RUN QUIK LUBE	I-202009105398	101-5-424-42600	SUPPLIES-AMBULANCE		86.24
01-05242	FASTENAL INDUSTRIAL & C	I-202009035318	101-5-424-42600	SUPPLIES-AMBULANCE		299.40
01-08004	AUTO VALUE YANKTON	I-202009105402	101-5-424-42600	SUPPLIES-AMBULANCE		43.97
01-11049	LEAF	I-202009155445	101-5-424-42400	RENTALS-AMBULANCE		89.57
01-12129	MATHESON TRI-GAS INC. d	I-202009105404	101-5-424-42400	RENTALS-AMBULANCE		80.53
01-12167	MENARDS	I-202009155447	101-5-424-42600	SUPPLIES-AMBULANCE		4.24
01-12167	MENARDS	I-202009155447	101-5-424-42600	SUPPLIES-AMBULANCE		27.96
01-14005	OLSON'S PEST TECHNICIAN	I-202009155449	101-5-424-42500	MAINTENANCE-AMBULANCE		114.00
01-16017	QUALIFIED PRESORT SERVI	I-202009155451	101-5-424-42600	SUPPLIES-AMBULANCE		15.08
01-22241	ONE OFFICE SOLUTION	I-202009155454	101-5-424-42600	SUPPLIES-AMBULANCE		79.16

DEPARTMENT 424 AMBULANCE

TOTAL:

10,483.81

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 441 MENTLLY HANDICAPPED

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-18215	SD ACHIEVE dba LIFESCAP	I-202009105412	101-5-441-00000	CARE-MI AUG 2020		300.00
DEPARTMENT 441 MENTLLY HANDICAPPED TOTAL:						300.00

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 445 MENTAL ILLNESS BOARD

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01765	DARCY LOCKWOOD	I-202009155429	101-5-445-00000	HEARINGS-MI		96.00
01-02702	DANA LARSON	I-202009155434	101-5-445-00000	HEARINGS-MI		90.00
01-10061	KENNEDY PIER LOFTUS & R	I-202009035320	101-5-445-00000	HEARINGS-MI		213.40
01-10118	MARK KATTERHAGEN	I-202009155444	101-5-445-00000	HEARINGS-MI		96.00
01-11033	LINCOLN COUNTY TREASURE	I-202009035321	101-5-445-00000	HEARINGS-MI		97.00
01-11092	LUCILLE M. LEWNO	I-202009155446	101-5-445-00000	HEARINGS-MI		1,229.25
01-12134	MINNEHAHA COUNTY AUDITO	I-202009105405	101-5-445-00000	HEARINGS-MI		55.50

DEPARTMENT 445 MENTAL ILLNESS BOARD TOTAL: 1,877.15

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 611 COUNTY EXTENSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01023	BUHL'S CLEANERS	I-202009105385	101-5-611-42200	PROF SERVICES-EXTENSION		37.82
01-01523	SDSU EXTENSION	I-202009105388	101-5-611-42700	TRAVEL-EXTENSION		31.54
01-11049	LEAF	I-202009155445	101-5-611-42400	RENTALS-EXTENSION		210.93
01-12167	MENARDS	I-202009155447	101-5-611-42600	SUPPLIES-EXTENSION		90.20
01-22241	ONE OFFICE SOLUTION	I-202009155454	101-5-611-42600	SUPPLIES-EXTENSION		97.00

DEPARTMENT 611	COUNTY EXTENSION	TOTAL:	467.49
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VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 615 WEED

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01011	BOMGAARS	I-202009105332	101-5-615-42600	SUPPLIES-WEED		85.73
DEPARTMENT 615 WEED						TOTAL: 85.73

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 711 PLANNING & ZONING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01200	VAST BUSINESS	I-202009155424	101-5-711-42800	UTILITIES-ZONING		62.50
01-05065	FIRST BANKCARD	I-202009155438	101-5-711-42600	SUPPLIES-ZONING		19.12
01-05065	FIRST BANKCARD	I-202009155438	101-5-711-42700	TRAVEL-ZONING		18.00
01-05065	FIRST BANKCARD	I-202009155438	101-5-711-42500	MAINTENANCE-ZONING		50.00
01-11049	LEAF	I-202009155445	101-5-711-42400	RENTALS-ZONING		104.86
01-12418	MICROFILM IMAGING SYSTE	I-202009105407	101-5-711-42400	RENTALS-ZONING		70.00
01-15188	PHEASANTLAND INDUSTRIES	I-202009155450	101-5-711-42600	SUPPLIES-ZONING		102.60
01-16017	QUALIFIED PRESORT SERVI	I-202009155451	101-5-711-42600	SUPPLIES-ZONING		7.21
01-22241	ONE OFFICE SOLUTION	I-202009155454	101-5-711-42500	MAINTENANCE-ZONING		205.49
01-24003	YANKTON DAILY P & D	I-202009105420	101-5-711-42300	PUBLISHINGS-ZONING		374.20

DEPARTMENT 711	PLANNING & ZONING	TOTAL:	1,013.98
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FUND	101	GENERAL FUND	TOTAL:	54,618.60
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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-00090	KOPETSKY'S ACE HARDWARE	I-202009105333	201-5-311-42600	SUPPLIES-HWY		10.58
01-01011	BOMGAARS	I-202009105334	201-5-311-42600	SUPPLIES-HWY		25.96
01-01012	B-Y ELECTRIC	I-202009105335	201-5-311-42800	UTILITIES-HWY		70.21
01-01013	B-Y WATER DISTRICT	I-202009105336	201-5-311-42800	UTILITIES-HWY		78.00
01-01059	BROADWAY CHRYSLER, DODG	I-202009105337	201-5-311-42500	MAINTENANCE-HWY		108.00
01-01130	BATTERY EXCHANGE	I-202009105338	201-5-311-42600	SUPPLIES-HWY		393.90
01-01200	VAST BUSINESS	I-202009155425	201-5-311-42800	UTILITIES-HWY		228.20
01-01406	PRESTO-X	I-202009105339	201-5-311-42500	MAINTENANCE-HWY		105.00
01-02008	COX AUTO SUPPLY INC.	I-202009105340	201-5-311-42600	SUPPLIES-HWY		511.11
01-02058	CONCRETE MATERIALS	I-202009105341	201-5-311-42600	SUPPLIES-HWY		19,463.50
01-02058	CONCRETE MATERIALS	I-202009105341	201-5-311-42900	ANNUAL PROJECTS-HWY		20,365.10
01-03154	CHS INC	I-202009105342	201-5-311-42640	FUEL-HWY		12,641.46
01-03551	DAKOTA RENDERING, INC	I-202009105343	201-5-311-42600	SUPPLIES-HWY		25.00
01-04043	EHRESMANN ENGINEERING I	I-202009105344	201-5-311-42600	SUPPLIES-HWY		41.16
01-09014	JEBRO INC.	I-202009105355	201-5-311-42900	ANNUAL PROJECTS-HWY		521,842.90
01-09120	JANSSEN'S GARBAGE SERVI	I-202009105345	201-5-311-42800	UTILITIES-HWY		45.00
01-12011	MARKS MACHINERY	I-202009105346	201-5-311-42600	SUPPLIES-HWY		375.27
01-12150	MEAD LUMBER	I-202009105347	201-5-311-42600	SUPPLIES-HWY		26.42
01-12167	MENARDS	I-202009105348	201-5-311-42600	SUPPLIES-HWY		14.11
01-12371	MIDAMERICAN ENERGY	I-202009105349	201-5-311-42800	UTILITIES-HWY		21.23
01-14030	O'REILLY AUTO PARTS	I-202009105350	201-5-311-42600	SUPLLES-HWY		215.56
01-18242	SD DEPARTMENT OF TRANSP	I-202009105351	201-5-311-42900	ANNUAL PROJECTS-HWY		1,088.21
01-18745	SOUTHEASTERN ELECTRIC C	I-202009105352	201-5-311-42800	UTILITIES-HWY		38.78
01-19006	THE ROAD GUY CONST. CO.	I-202009105353	201-5-311-42900	ANNUAL PROJECTS-HWY		273,087.00
01-22241	ONE OFFICE SOLUTION	I-202009105354	201-5-311-42600	SUPPLIES-HWY		134.62

DEPARTMENT 311

HIGHWAY CONSTRUCTION & TOTAL:

850,956.28

FUND

201

ROAD & BRIDGE

TOTAL:

850,956.28

9/15/2020 10:23 AM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 26

ITEMS PRINTED: PAID, UNPAID

VENDOR SET: 01 Yankton County

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 207 EMERGENCY 911 FUND

DEPARTMENT: 225 LOCAL EMERGENCY PLANNING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01200	VAST BUSINESS	I-202009155426	207-5-225-42800	UTILITIES-E911		1,100.33
01-06224	GOLDEN WEST TELECOMMUNI	I-202009105400	207-5-225-42800	UTILITIES-E911		147.18
DEPARTMENT 225 LOCAL EMERGENCY PLANNI TOTAL:						1,247.51
FUND 207 EMERGENCY 911 FUND TOTAL:						1,247.51

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-20 CLAIMS

FUND : 226 EMERGENCY MANAGEMENT

DEPARTMENT: 222 EMERGENCY MANAGEMENT

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01011	BOMGAARS	I-202009155422	226-5-222-42600	SUPPLIES-EDS		144.40
01-01130	BATTERY EXCHANGE	I-202009155423	226-5-222-42600	SUPPLIES-EDS		120.95
01-01536	TIAA COMMERCIAL FINANCE	I-202009035312	226-5-222-42400	RENTALS-EDS		173.15
01-01902	BOUND TREE MEDICAL LLC	I-202009105389	226-5-222-42610	DISASTER PLAN-EDS		787.00
01-02008	COX AUTO SUPPLY INC.	I-202009155431	226-5-222-42600	SUPPLIES-EDS		192.54
01-02359	CLARKS RENTAL INC.	I-202009035313	226-5-222-42500	MAINTENANCE-EDS		75.00
01-05065	FIRST BANKCARD	I-202009155441	226-5-222-42610	DISASTER PLAN-EDS		1,285.43
01-05065	FIRST BANKCARD	I-202009155441	226-5-222-42600	SUPPLIES-EDS		604.11
01-05065	FIRST BANKCARD	I-202009155441	226-5-222-42700	TRAVEL-EDS		52.09
01-05065	FIRST BANKCARD	I-202009155441	226-5-222-42500	MAINTENANCE-EDS		178.23
01-11049	LEAF	I-202009155445	226-5-222-42400	RENTALS-EDS		81.00
01-12132	MIDCONTINENT COMMUNICAT	I-202009035322	226-5-222-42800	UTILITIES-EDS		167.47
01-12167	MENARDS	I-202009155447	226-5-222-42600	SUPPLIES-EDS		223.00
01-12167	MENARDS	I-202009155447	226-5-222-42600	SUPPLIES-EDS		19.90
01-12167	MENARDS	I-202009155447	226-5-222-42600	SUPPLIES-EDS		105.06
01-16017	QUALIFIED PRESORT SERVI	I-202009155451	226-5-222-42600	SUPPLIES-EDS		7.30
01-18043	SD FEDERAL PROPERTY AGE	I-202009105411	226-5-222-42610	DISASTER PLAN-EDS		125.00
01-19247	TABOR LUMBER COOPERATIV	I-202009105416	226-5-222-42600	SUPPLIES-EDS		195.64
01-22241	ONE OFFICE SOLUTION	I-202009155454	226-5-222-42600	SUPPLIES-EDS		724.17
01-24008	YANKTON JANITORIAL SUPP	I-202009035325	226-5-222-42610	DISASTER PLAN-EDS		480.00

DEPARTMENT	222	EMERGENCY MANAGEMENT	TOTAL:	5,741.44
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FUND	226	EMERGENCY MANAGEMENT	TOTAL:	5,741.44
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VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 233 COUNTY BUILDING

DEPARTMENT: 920 GOVERNMENT BUILDINGS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-03574	SORLIEN ELECTRIC INC	I-202009035317	233-5-920-00000	GOVT BUILDINGS		3,961.23
				DEPARTMENT 920 GOVERNMENT BUILDINGS	TOTAL:	3,961.23
				FUND 233 COUNTY BUILDING	TOTAL:	3,961.23

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 705 TOWER FUND

DEPARTMENT: 000 TOWER FUND

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-02740	COMMUNITY WIRELESS CONS	I-202009105394	705-5-000-00000	SERVICES-TOWER FUND		2,700.00
				DEPARTMENT 000 TOWER FUND	TOTAL:	2,700.00
				FUND 705 TOWER FUND	TOTAL:	2,700.00

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01942 Lyndsey 09-17-2020 CLAIMS

FUND : 759 CLEARING FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-02291	SATELLITE TRACKING OF P	I-202009105393	759-4-34216	TRAKING MONITORS-JAIL		279.50
01-18405	BYRON NOGELMEIER	I-202009105413	759-4-34217	CAM DAILY FEE- AUGUST 2020		1,842.00
				DEPARTMENT 0000 NON-DEPARTMENTAL	TOTAL:	2,121.50
				FUND 759 CLEARING FUND	TOTAL:	2,121.50
				REPORT GRA	TOTAL:	921,346.56

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2020	101-4-32200	ALCOHOLIC BEVER*NON-EXPENS	75.00	14,000-	11,250.00-				
	101-5-111-42200	PROFESSIONAL SERVICE & FEE	1,988.25	40,000	22,906.16				
	101-5-111-42300	PUBLISHINGS	1,446.49	13,000	3,480.12				
	101-5-111-42600	SUPPLIES	37.16	2,000	1,400.38				
	101-5-120-42600	SUPPLIES	1,203.32	18,000	8,445.67-	Y			
	101-5-130-42200	PROFESSIONAL SERVICE & FEE	15,948.50	400,000	173,299.91				
	101-5-130-42210	JUROR-WITNESS-HEARINGS-LAB	355.00	50,000	16,794.25				
	101-5-130-42230	DELINQUENT & MINOR	669.30	20,000	1,162.15				
	101-5-141-42400	RENTALS	159.00	4,200	1,559.92				
	101-5-141-42500	REPAIRS & MAINTENANCE	138.11	2,000	25.77				
	101-5-141-42600	SUPPLIES	155.69	10,000	5,632.02				
	101-5-141-42800	UTILITIES	175.03	2,000	423.65				
	101-5-142-42600	SUPPLIES	225.85	12,000	2,571.81				
	101-5-142-42800	UTILITIES	209.75	3,900	2,014.54				
	101-5-143-42500	REPAIRS & MAINTENANCE	54.49	65,000	50,262.36				
	101-5-143-42800	UTILITIES	832.83	10,000	626.00				
	101-5-151-42400	RENTALS	549.29	7,000	257.37				
	101-5-161-42500	REPAIRS & MAINTENANCE	214.78	25,000	3,941.88				
	101-5-161-42600	SUPPLIES	208.13	9,000	1,100.97				
	101-5-161-42800	UTILITIES	281.61	70,000	25,191.17				
	101-5-161-43500	FURNITURES & MINOR EQUIPME	151.76	1,000	848.24				
	101-5-162-42500	REPAIRS & MAINTENANCE	176.63	46,300	20,875.81				
	101-5-162-42600	SUPPLIES	13.10	10,000	2,827.89				
	101-5-162-42700	TRAVEL	45.08	13,600	11,019.87				
	101-5-162-42800	UTILITIES	229.50	3,000	934.50				
	101-5-163-42600	SUPPLIES	42.47	3,300	329.83				
	101-5-163-42800	UTILITIES	179.11	2,700	895.42				
	101-5-165-42800	UTILITIES	52.50	400	137.50				
	101-5-169-42500	REPAIRS & MAINTENANCE	217.95	40,000	11,818.65				
	101-5-169-42600	SUPPLIES	796.98	16,000	2,065.96				
	101-5-169-42800	UTILITIES	1,442.40	130,000	47,361.85				
	101-5-169-43500	FURNITURE & MINOR EQUIPMEN	151.75	1,000	848.25				
	101-5-211-42500	REPAIRS & MAINTENANCE	572.43	20,000	12,524.82				
	101-5-211-42520	MAINTENANCE CONTRACTS	1,011.57	10,000	5,439.38				
	101-5-211-42600	SUPPLIES	67.95	6,800	5,502.44				
	101-5-211-42700	TRAVEL	144.22	11,250	9,728.00				
	101-5-211-42900	OTHER	13.59	1,000	960.30				
	101-5-212-42200	PROFESSIONAL SERVICES	3,893.59	100,000	43,720.65				
	101-5-212-42210	FOOD SERVICE	2,736.35	225,000	107,554.82				
	101-5-212-42220	INMATE MEDICAL LIAB INSURA	538.00	16,390	10,154.89				
	101-5-212-42540	AUTO EXPENSE	228.00	4,590	3,929.82				
	101-5-212-42600	SUPPLIES	1,158.75	40,000	10,332.60				
	101-5-212-43500	FURNITURE & MINOR EQUIPMEN	399.00	1,600	1,201.00				
	101-5-226-42200	PROFESSIONAL SERVICE & FEE	588.00	2,724	2,136.00				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-5-226-42500	REPAIRS & MAINTENANCE	30.30	1,230	473.12				
	101-5-226-42700	TRAVEL	120.00	500	166.98				
	101-5-411-42600	SUPPLIES	92.39	3,000	450.31				
	101-5-421-42400	RENTALS	70.96	700	41.36				
	101-5-421-42600	SUPPLIES	59.78	1,350	218.67				
	101-5-421-42800	UTILITIES	238.75	3,500	1,344.87				
	101-5-424-42400	RENTALS	170.10	8,160	3,613.71				
	101-5-424-42500	REPAIRS & MAINTENANCE	114.00	49,776	30,709.07				
	101-5-424-42600	SUPPLIES	9,888.66	104,520	38,686.93				
	101-5-424-42700	TRAVEL	275.00	7,800	3,513.58				
	101-5-424-42800	UTILITIES	36.05	28,560	9,922.98				
	101-5-441-00000	MISC	300.00	100,000	53,628.61				
	101-5-445-00000	MISC	1,877.15	88,000	16,974.39				
	101-5-611-42200	PROFESSIONAL SERVICE & FEE	37.82	300	160.51				
	101-5-611-42400	RENTALS	210.93	5,000	2,080.19				
	101-5-611-42600	SUPPLIES	187.20	5,500	4,178.08				
	101-5-611-42700	TRAVEL	31.54	3,500	2,959.30				
	101-5-615-42600	SUPPLIES	85.73	12,000	9,371.54				
	101-5-711-42300	PUBLISHINGS	374.20	2,000	176.03-	Y			
	101-5-711-42400	RENTALS	174.86	8,900	7,468.20				
	101-5-711-42500	REPAIRS & MAINTENANCE	255.49	2,200	190.47				
	101-5-711-42600	SUPPLIES	128.93	4,000	1,348.62				
	101-5-711-42700	TRAVEL	18.00	3,000	2,554.01				
	101-5-711-42800	UTILITIES	62.50	1,000	40.20				
	201-5-311-42500	REPAIRS & MAINTENANCE	213.00	130,000	44,380.15				
	201-5-311-42600	SUPPLIES	21,237.19	377,000	88,001.67-	Y			
	201-5-311-42640	HWY FUEL	12,641.46	135,000	51,612.97				
	201-5-311-42800	UTILITIES	481.42	30,000	7,065.77				
	201-5-311-42900	ANNUAL PROJECT(S)	816,383.21	1,330,000	41,825.76				
	207-5-225-42800	UTILITIES	1,247.51	44,000	19,859.25				
	226-5-222-42400	RENTALS	254.15	9,972	6,237.65				
	226-5-222-42500	REPAIRS & MAINTENANCE	253.23	24,000	13,189.55				
	226-5-222-42600	SUPPLIES	2,337.07	32,000	13,695.28				
	226-5-222-42610	OEM - DISASTER PLAN	2,677.43	0	16,355.71-	Y			
	226-5-222-42700	TRAVEL	52.09	6,314	5,905.84				
	226-5-222-42800	UTILITIES	167.47	17,700	7,464.22				
	233-5-920-00000	MISC	3,961.23	20,000	65,756.52-	Y			
	705-5-000-00000	Expenditure	2,700.00	0	2,700.00-	Y			
	759-4-34216	TRACKING MONITO*NON-EXPENS	279.50	0	13.25				
	759-4-34217	SCRAM BRACELETS*NON-EXPENS	1,842.00	0	2,033.00-				
	** 2020 YEAR TOTALS		921,346.56						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	75.00
101-111	COMMISSIONERS	3,471.90
101-120	ELECTIONS	1,203.32
101-130	COURT	16,972.80
101-141	AUDITOR	627.83
101-142	TREASURER	435.60
101-143	DATA PROCESSING	887.32
101-151	STATES ATTORNEY	549.29
101-161	GOVERNMENT BUILDINGS	856.28
101-162	DIRECTOR OF EQUALIZATION	464.31
101-163	REGISTER OF DEEDS	221.58
101-165	VETERANS SERVICE OFFICER	52.50
101-169	SAFETY CENTER BUILDING	2,609.08
101-211	SHERIFF	1,809.76
101-212	COUNTY JAIL	8,953.69
101-226	YANKTON AREA SEARCH & RES	738.30
101-411	CARE OF POOR	92.39
101-421	PUBLIC HEALTH NURSE	369.49
101-424	AMBULANCE	10,483.81
101-441	MENTALLY HANDICAPPED	300.00
101-445	MENTAL ILLNESS BOARD	1,877.15
101-611	COUNTY EXTENSION	467.49
101-615	WEED	85.73
101-711	PLANNING & ZONING	1,013.98

101 TOTAL	GENERAL FUND	54,618.60
201-311	HIGHWAY CONSTRUCTION & MA	850,956.28

201 TOTAL	ROAD & BRIDGE	850,956.28
207-225	LOCAL EMERGENCY PLANNING	1,247.51

207 TOTAL	EMERGENCY 911 FUND	1,247.51
226-222	EMERGENCY MANAGEMENT	5,741.44

226 TOTAL	EMERGENCY MANAGEMENT	5,741.44
233-920	GOVERNMENT BUILDINGS	3,961.23

233 TOTAL	COUNTY BUILDING	3,961.23

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
705-000	TOWER FUND	2,700.00

705 TOTAL	TOWER FUND	2,700.00
759	NON-DEPARTMENTAL	2,121.50

759 TOTAL	CLEARING FUND	2,121.50

	** TOTAL **	921,346.56

NO ERRORS

** END OF REPORT **

SECTION IV-ACCOUNTING RECORDS

ILLUSTRATION 18

AUDITOR'S MONTHLY SETTLEMENT WITH TREASURER

YANKTON COUNTY

August 31st, 2020

DATE

CASH ON HAND IN TREASURER'S OFFICE:

SILVER AND PENNIES	\$0.17
ONES	\$23.00
FIVES	\$10.00
TENS	\$20.00
TWENTIES	\$680.00
FIFTIES	\$100.00
HUNDREDS	\$4,400.00
CASH ITEMS	\$5,233.17
CHECKS (SEE ATTACHED TAPE)	\$27,112.46
OFFICE CHANGE	\$1,430.00
TOTAL CASH ON HAND	\$39,008.80

CHECKING ACCOUNT BALANCES:

FIRST DAKOTA NATIONAL BANK CR CARD	\$5,255,853.13
------------------------------------	----------------

SAVINGS ACCOUNT BALANCES:

1ST DAKOTA NATIONAL BANK	\$418,945.11
COR TRUST BANK GAYVILLE	\$658,505.87
COR TRUST BANK YANKTON	\$249,781.86
FIRST NATIONAL BANK, YANKTON	\$595,292.75
GREAT WESTERN BANK	\$1,008,606.46
WELLS FARGO BANKS	\$369,701.05

CERTIFICATES OF DEPOSIT:

INVESTMENTS:

OTHER ACCOUNT BALANCES:

BAD CHECKS	\$3,774.91
------------	------------

GRAND TOTAL CASH AND BALANCES	\$8,599,469.94
-------------------------------	----------------

GENERAL LEDGER CASH AND INVESTMENT BALANCES BY FUNDS:

GENERAL FUND

\$4,949,029.20

SPECIAL FUND

\$2,504,627.93

TRUST AND AGENCY FUNDS

\$1,140,695.68

GRAND TOTAL GENERAL LEDGER CASH AND INVESTMENTS

\$8,594,352.81

COUNTY AUDITOR SIGNATURE

DATE

COUNTY TREASURER SIGNATURE

DATE

POOLED CASH REPORT

AS OF: AUGUST 31ST, 2020

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>					
101-10100		GENERAL CASH & DEPOSITS	5,380,541.17	(431,511.97)	4,949,029.20
201-10100		ROAD & BRIDGE CASH & DEPOSITS	308,037.85	(60,846.44)	247,191.41
207-10100		E911	658,892.50	16,127.65	675,020.15
210-10100		JAIL BLDG CASH & DEPOSITS	613,532.63	132.73	613,665.36
226-10100		EMERGENCY MANAGEMENT	39,450.76	(19,492.32)	19,958.44
229-10100		DOMESTIC ABUSE	20,490.33	526.00	21,016.33
233-10100		COUNTY BUILDING	159,788.56	202.80	159,991.36
243-10100		HISTORICAL PRESERVATION	7,397.16	756.46	8,153.62
248-10100		24/7 FUND	43,174.96	896.56	44,071.52
250-10100		M & P R FUND	105,117.37	6,417.20	111,534.57
303-10100		CAP PROJECT SAFETY CENTER	6,201.60	1.34	6,202.94
304-10100		CAP PROJECT ROAD & BRDGE	0.00	0.00	0.00
306-10100		CAP PROJECT - NAPA JUNCTION	0.00	0.00	0.00
402-10100		DEBT SERVICE-SAFETY CENTER	376,618.89	4,553.09	381,171.98
403-10100		Debt Service - Highway Blg	0.00	0.00	0.00
404-10100		DEBT SERVICE - NAPA JUNCTION	216,650.25	0.00	216,650.25
704-10100		COUNTY LAW LIBRARY	480.55	386.00	866.55
705-10100		TOWER FUND	16,058.41	0.00	16,058.41
721-10100		DISTRICT SCHOOLS	71,060.76	89,811.66	160,872.42
723-10100		CITIES & TOWNS	33,552.48	10,428.37	43,980.85
725-10100		TOWNSHIPS	53,132.01	(29,711.35)	23,420.66
733-10100		ROAD DISTRICTS	0.00	0.00	0.00
734-10100		BOND DEPOSITS	0.00	0.00	0.00
735-10100		DELINQUENT TAXES	44,568.50	(1,068.58)	43,499.92
736-10100		MUNICIPALITIES	0.00	0.00	0.00
739-10100		SPECIAL ASSESSMENTS	0.00	0.00	0.00
740-10100		DRAINAGE DITCHES	359,046.61	0.00	359,046.61
742-10100		STATE MOTOR	513,386.93	(49,356.11)	464,030.82
748-10100		LOCAL EMERGENCY PLANNING	4,460.25	0.00	4,460.25
757-10100		SPECIAL HIGHWAY	0.00	0.00	0.00
759-10100		CLEARING FUND	95,196.60	(91,041.37)	4,155.23
763-10100		REDEMPTION	114.85	0.00	114.85
764-10100		RC & D LOWER JAMES	4,620.00	0.00	4,620.00
767-10100		FIRE/ROAD DISTRICT	0.00	0.00	0.00
768-10100		Statewide 24/7 Sobriety Prog	2,450.00	0.00	2,450.00
769-10100		M & PR Fund	0.00	0.00	0.00
770-10100		OTHER SPECIALS	8,108.89	5,010.22	13,119.11
771-10100		YC DITCH #2	0.00	0.00	0.00
TOTAL CLAIM ON CASH			9,142,130.87	(547,778.06)	8,594,352.81
			=====	=====	=====

CASH IN BANK - POOLED CASH

999-10050		TOTAL CASH ON HAND	40,269.21	(6,377.54)	33,891.67
999-10100		Pooled Cash Checking	5,899,990.53	(644,137.40)	5,255,853.13
999-10200		CHECKING CREDIT CARD	0.00	0.00	0.00
999-10300		SAVINGS ACCOUNT BALANCES	3,197,996.82	102,836.28	3,300,833.10
999-10400		CD'S ACCOUNT BALANCE	0.00	0.00	0.00
999-10500		BAD CHECKS	3,874.31	(99.40)	3,774.91
SUBTOTAL CASH IN BANK - POOLED CASH			9,142,130.87	(547,778.06)	8,594,352.81

Date Received _____

Date Issued _____

License No. RB 3672

Uniform Alcoholic Beverage License Application

A. Owner Name and Address

Brandy Beringer
113 Kingsley Ln
Yankton SD 57018

Owner's Telephone #: _____

C. Indicate the class of license being applied for (submit separate application for each class of license).

- ☐ Retail (on-sale) Liquor
☐ Retail (on-sale) Liquor - Restaurant
☐ Convention Center (on-sale) Liquor
☐ Package (off-sale) Liquor
☒ Retail (on-off sale) Wine and Cider
☐ Retail (on-off sale) Malt Beverage & SD Farm Wine
☐ Package Delivery
☐ Hunting Preserve
☐ Other _____

Is this license in active use? ☒ Yes ☐ No

Do you or any officers, directors, partners, or stockholders hold any other alcohol retail, manufacturing, or wholesaler licenses?

☒ Yes ☐ No If Yes, please list on the back page.

H. CERTIFICATE: The undersigned applicant certifies under the penalties of perjury that all statements provided herein are true and correct; that the said applicant complies with all of the statutory requirements for the class of license being applied for and in addition agrees to permit agents of the Department of Revenue access to the licensed premises and records as provided in SDCL 35-2-2.1, and agrees this application shall constitute a contract between applicant and the State of South Dakota entitling the same or any peace officers to inspect the premises, books and records at any time for the purpose of enforcing the provisions of Title 35 SDCL, as amended.

Date 8-24-2020 Print Name Brandy Beringer Signature Brandy Beringer

I. APPROVAL OF LOCAL GOVERNING BODY - Notice of hearing was published on 9-4-2020. Public hearing on the application was held 9-17-2020, not less than SEVEN (7) days after official publication. The governing body by majority vote recommends the approval and granting of this license and certifies that requirements as to location and suitability of premises and applicant have been reviewed and conform to the requirements of local and South Dakota law.

Renewal - no public hearing held ☐Amount of fee collected with application \$ 150.00Amount of fee retained \$ 75.00Forwarded with application \$ 75.00

For Local Government Use

(Seal) _____
Mayor or Chairman

If disapproved, endorse reason thereon and return to applicant

B. Business Name and Address

Riverside Roadhouse, Inc
44368 309th St
Mission Hill, SD 57046

Business Telephone #: 605-665-9749Place of business is located in a municipality? ☐ Yes ☒ NoCounty: YanktonDo you own or lease this property? ☐ Own ☒ LeaseAre real property taxes paid to date? ☒ Yes ☐ No

D. Legal description of licensed premise:

S108' Outlot A Government Lot 2
Section 3, 93/55
05.003.100.140

Have you ever been convicted of a felony? ☐ Yes ☒ NoE. State Sales Tax Number 1036-3787-STF. New license ☐ Transfer? (\$150) ☒ Re-issuance ☐

Transferred (State Use)

From: _____

Sales tax approval _____ Date _____

STATE LIQUOR AUTHORITY:

APPROVAL _____ REVIEW _____

**Company supplement information
(For corporate/partnership/LP/LLC applicants)**

Name of corporation/partnership/LP LLC Riverside Roadhouse Co.

Address of office and principal place of business of corporation/partnership/LP/LLC 113 Kingply Ln
Yankton SD 57078

Are all managing officers of this corporation/partnership/LP/LLC of good moral character having never been convicted of a felony? ☒ Yes ☐ No

Name, title of office, occupation and address of each of the officers/owners of the corporation, partnership, LP or LLC:

Name	Office	Address	Occupation
<u>Brandy Beringer</u>		<u>113 Kingply Ln Yankton SD 57078</u>	<u>Principal</u>

Name of any officers, directors, partners or stockholders of applicant having a financial interest or capital stock in any other alcoholic beverage license:

Name	Type of License, License Number, Financial Interest Held, and Address of Business Location

Where and with whom are all company records kept, such as charter, by-laws, minutes, accounts, notes payable, and notes and accounts receivable, etc?

113 Kingply Ln, Yankton SD 57078 - Brandy Beringer

With signature the applicant agrees to the following:

That the applicant company will comply with all provisions of ARSD chapter No. 64:75:02 of the Department of Revenue, relating to the transfer of stock and prior approval of the transfer of such stock by the Secretary of Revenue and violation of any of the provisions of said regulation or failure to comply therewith, whether by the undersigned corporation, partnership/LP/LLC or by any stockholder thereof, or by anyone interested in said company, shall constitute cause for revocation or suspension of any license issued pursuant to and in reliance on this application, or for refusal to renew such license upon expiration thereof.

We the undersigned officers and directors of the applicant company acknowledge that the within supplement application form is true and correct in every respect and that there exists no financial arrangement concerning this or any other alcoholic beverage license than that expressly set forth above. If company stock is to be transferred we ask for approval of such voluntary stock transfer.

Signature of Authorized Officer/Director/Partner

Date

Brandy Beringer

8-24-2020

A F F I D A V I T

STATE OF SOUTH DAKOTA)

COUNTY OF Yankton) SS

Jerome & Terry Fleege, being first duly sworn on oath deposes and says: That on the 29th day of August 2020 they were the owners of the license/business/stock of Fleege Roadhouse situated on (legal description) 44368 309th Mission Hill SW 57646 in the city/county of Yankton South Dakota and that on the said date they made a transfer/sale of said license operated under an alcoholic beverage license to Riverside Roadhouse Inc of Yankton South Dakota.

Terry Fleege (signature) Jerome S Fleege (signature) Brandy Beringer (signature) Buyer

Subscribed and sworn to before me this 24th day of August 2020.



(Notary Seal)

Amanda F. Horn (Notary Public)
Commission Expires: 03/16/21

Date Received _____

Date Issued _____

License No. RL 10201

Uniform Alcoholic Beverage License Application

A. Owner Name and Address

Brandy Beringer
113 Kingsley Ln
Yankton SD 57018

Owner's Telephone #: 605-660-8345

C. Indicate the class of license being applied for (submit separate application for each class of license).

- ☒ Retail (on-sale) Liquor
☐ Retail (on-sale) Liquor - Restaurant
☐ Convention Center (on-sale) Liquor
☐ Package (off-sale) Liquor
☐ Retail (on-off sale) Wine and Cider
☐ Retail (on-off sale) Malt Beverage & SD Farm Wine
☐ Package Delivery
☐ Hunting Preserve
☐ Other _____

Is this license in active use? ☒ Yes ☐ No

Do you or any officers, directors, partners, or stockholders hold any other alcohol retail, manufacturing, or wholesaler licenses?

☒ Yes ☐ No If Yes, please list on the back page.RB 3672

H. CERTIFICATE: The undersigned applicant certifies under the penalties of perjury that all statements provided herein are true and correct; that the said applicant complies with all of the statutory requirements for the class of license being applied for and in addition agrees to permit agents of the Department of Revenue access to the licensed premises and records as provided in SDCL 35-2-2.1, and agrees this application shall constitute a contract between applicant and the State of South Dakota entitling the same or any peace officers to inspect the premises, books and records at any time for the purpose of enforcing the provisions of Title 35 SDCL, as amended.

Date 8-24-2020 Print Name Brandy Beringer Signature Brandy Beringer

I. APPROVAL OF LOCAL GOVERNING BODY - Notice of hearing was published on 7-4-2020. Public hearing on the application was held 7-17-2020, not less than SEVEN (7) days after official publication. The governing body by majority vote recommends the approval and granting of this license and certifies that requirements as to location and suitability of premises and applicant have been reviewed and conform to the requirements of local and South Dakota law.

Renewal - no public hearing held ☐Amount of fee collected with application \$ 150.00Amount of fee retained \$ 150.00Forwarded with application \$ 0

For Local Government Use

(Seal) _____
Mayor or Chairman

If disapproved, endorse reason thereon and return to applicant

B. Business Name and Address (physical address)

Riverside Roadhouse, Inc
44368 309th St
Mission Hill SD 57046

Business Telephone #: 605-665-9749Place of business is located in a municipality? ☐ Yes ☒ NoCounty: YanktonDo you own or lease this property? ☐ Own ☒ LeaseAre real property taxes paid to date? ☒ Yes ☐ No

D. Legal description of licensed premise:

S108' Outlot A Government Lot 2
Section 3, 93N/55W
05.003.100.140

Have you ever been convicted of a felony? ☐ Yes ☒ NoE. State Sales Tax Number 1036-3787-STF. New license ☐ Transfer? (\$150) ☒ Re-issuance ☐

Transferred (State Use)

From: _____

Sales tax approval _____ Date _____

STATE LIQUOR AUTHORITY:

APPROVAL _____ REVIEW _____

Company supplement information
(For corporate/partnership/LP/LLC applicants)

Name of corporation/partnership/LP LLC Riverside Roadhouse Co.

Address of office and principal place of business of corporation/partnership/LP/LLC 113 Kingdley Ln, Yankton SD 57078

Are all managing officers of this corporation/partnership/LP/LLC of good moral character having never been convicted of a felony? ☒ Yes ☐ No

Name, title of office, occupation and address of each of the officers/owners of the corporation, partnership, LP or LLC:

Name	Office	Address	Occupation
<u>Blandy Beringer</u>		<u>113 Kingdley Ln, Yankton SD 57078</u>	<u>(principal)</u>

Name of any officers, directors, partners or stockholders of applicant having a financial interest or capital stock in any other alcoholic beverage license:

Name	Type of License, License Number, Financial Interest Held, and Address of Business Location
<u>Ba</u>	

Where and with whom are all company records kept, such as charter, by-laws, minutes, accounts, notes payable, and notes and accounts receivable, etc?

113 Kingdley Ln, Yankton, SD 57078 - Blandy Beringer

With signature the applicant agrees to the following:

That the applicant company will comply with all provisions of ARSD chapter No. 64:75:02 of the Department of Revenue, relating to the transfer of stock and prior approval of the transfer of such stock by the Secretary of Revenue and violation of any of the provisions of said regulation or failure to comply therewith, whether by the undersigned corporation, partnership/LP/LLC or by any stockholder thereof, or by anyone interested in said company, shall constitute cause for revocation or suspension of any license issued pursuant to and in reliance on this application, or for refusal to renew such license upon expiration thereof.

We the undersigned officers and directors of the applicant company acknowledge that the within supplement application form is true and correct in every respect and that there exists no financial arrangement concerning this or any other alcoholic beverage license than that expressly set forth above. If company stock is to be transferred we ask for approval of such voluntary stock transfer.

Signature of Authorized Officer/Director/Partner

Date

Blandy Beringer

8-24-2020

A F F I D A V I T

STATE OF SOUTH DAKOTA)
COUNTY OF Yankton) ss

Jerome & Terry Fleege being first duly sworn on oath deposes and says: That on the ____ day of August 2020 they were the owners of the license/business/stock of Fleege Roadhouse situated on (legal description) 44368 309 St. Mission Hills SD 57046 in the city/county of Yankton South Dakota and that on the said date they made a transfer/sale of said license operated under an alcoholic beverage license to Riverside Roadhouse Inc. of Yankton South Dakota.

Terry Fleege

Jerome S Fleege (signature) (seller)

Brandy Beringer (signature) (buyer)

Subscribed and sworn to before me this 24th day of August 2020.



(Notary Seal)

Amanda Fleege (Notary Public)
Commission Expires: 03/16/21

NOTICE OF PUBLIC HEARING ON APPLICATION FOR
TRANSFER OF MALT BEVERAGE & SD FARM WINE LICENSE
AND RETAIL ON-SALE LIQUOR LICENSE FOR THE YEAR 2020

Notice is hereby given that the Board of County Commissioners in and for the County of Yankton, South Dakota, on the 17th of September, 2020, at the hour of 6:20 PM, at the Yankton County Government Center in the Commissioners Chambers will meet to consider the following application for Malt Beverage and SD Farm Wine License transfer and Retail On-Sale Liquor License transfer, which has been presented to the Board of County Commissioners and filed in the County Auditor's Office: Transfer Malt Beverage and SD Farm Wine License and Retail On-Sale Liquor License from Jerry & Terry Fleege, dba Fleege's Roadhouse located in S108' Outlot A Government Lot 2, Section 3, 93N/55W, to Brandy Beringer dba Riverside Roadhouse, Inc., Mission Hill, SD. Notice is further given that any person, persons, or their attorney may appear and be heard at said scheduled public hearing who are interested in the approval or rejection of such transfer.

Patty Hojem, Yankton County Auditor

Please publish on September 4, 2020.

EMC INSURANCE COMPANIES
PO BOX 712
DES MOINES IA 50306-0712



B00028C
YANKTON COUNTY
321 W 3RD ST STE 100
YANKTON SD 57078-4396

FILED
IN THE OFFICE OF
YANKTON COUNTY AUDITOR

AUG 31 2020

PATTY A. HOJEM
COUNTY AUDITOR

Check L34027539 Issue date 08/27/20
Claim BA00-Z01613937 Loss date 08/22/20
Policy 4E4-61-57 from 01/01/20 to 01/01/21
Insured Yankton County

Agency M.T. & R.C. SMITH INSURANCE,
Agent DB-5194
Approved JACKIE-O
Issued at HO ERU

Payee YANKTON COUNTY

Check amount \$****6,445.51

101437300
unanticipated Revenue - sheriff

Payment Damage to the 2020 Explorer VIN # C14493 less the \$2000
for deductible

(NON-NEGOTIABLE)

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER



PO BOX 712
DES MOINES IA 50306-0712

Employers Mutual Casualty Company
EMCASCOS Insurance Company
EMC Property & Casualty Company
Illinois EMCASCOS Insurance Company
Union Insurance Company of Providence
Dakota Fire Insurance Company

DATE 08/27/2020

L34027539

36-1901
1012

\$**6,445.51**

PAY TO YANKTON COUNTY

\$****6,445.51

VOID AFTER 180 DAYS

THE SUM SIX THOUSAND FOUR HUNDRED FORTY FIVE DOLLARS AND 51 CENTS

FOR Claim number BA00-Z01613937, Issued at HO ERU
Damage to the 2020 Explorer VIN # C14493 less the \$2000
deductible

SENT TO B00028C
YANKTON COUNTY
321 W 3RD ST STE 100
YANKTON SD 57078-4396

UMB Bank, N.A.
St. Joseph, Missouri 65407

John K. Jean

THE REVERSE SIDE OF THIS DOCUMENT HAS FLUORESCENT FIBERS AND A TRUE WATERMARK. HOLD TO LIGHT TO VIEW.

34027539 101219017 5008008361



YANKTON COUNTY HIGHWAY DEPARTMENT

3302 W City Limits Road • Yankton, SD 57078

Ph: 605-260-4473 • Fax: 605-260-4492

Prevailing Winds Road Agreement

September 8, 2020

I have inspected 432nd Ave, 299th St, and 431st Ave all by the Substation north of Lesterville. I would agree that those roads are in acceptable condition for the completed substation project. The 2019 flood made it pretty miserable for that construction crew with the soft roads. The base on those roads should actually be much better than before. They had to haul in many loads of rock and gravel to be able to continue construction. Then throughout the summer with it being so wet they had to keep adding material. This August I met with the contractor in charge of the road maintenance and we agreed that they would put another lift of gravel over those roads. The contractor has completed the gravel placement and I feel the road is currently in better condition than before they started construction.

A handwritten signature in black ink, reading "Mike Sedlacek".

Mike Sedlacek
Superintendent
Yankton County Highway

ROAD USE AND REPAIR AGREEMENT

APPENDIX D

CERTIFICATE OF COMPLETION

In accordance with Section 2.3(h) of the Road Use Agreement ("Road Agreement"), dated 12/19, 2018, by and between Prevailing Wind Park, LLC ("Developer") and Yankton County ("County"), the County certifies as follows:

1. All repairs to Designated Roads required of Developer pursuant to Section 2 of the Road Agreement have been inspected by the County Engineer;
2. Developer has satisfactorily completed all repairs to Designated Roads; and
3. Developer is not required to make any additional repairs to Designated Roads pursuant to the Agreement.

IN WITNESS WHEREOF, the County hereby issues this Certificate of Completion, duly executed on the day and year listed below.

Yankton County

Date: _____

County Board Chair

County Administrator

**YANKTON COUNTY BOARD OF COUNTY COMMISSIONERS
YANKTON COUNTY, SOUTH DAKOTA**

**ORDINANCE IMPOSING AN INCREASED WHEEL TAX RATE
IN YANKTON COUNTY**

ORDINANCE NO. 20-25

WHEREAS, the Commissioners of Yankton County have the power to construct and repair bridges; to open, lay out, vacate, and change roads; and, to protect all property of Yankton County situated therein; and,

WHEREAS, South Dakota Codified Law (SDCL) 32-5A-1 (“Wheel Tax Statute”) authorizes the Yankton County Commission to impose a wheel tax on all motor vehicles, as defined by SDCL 32-3-1, at a rate not to exceed five dollars per vehicle wheel with a maximum of sixty dollars per vehicle; and,

WHEREAS, SDCL 32-3-1 defines “motor vehicles” as automobiles, motor trucks, motorcycles, house trailers, trailers, and all vehicles propelled by power other than muscular power, except traction engines, road rollers, farm wagons, freight trailers, vehicles that run only on rails or tracks, and off-road vehicles as defined by SDCL 32-20-1; and,

WHEREAS, the proceeds from the tax created by the Wheel Tax Statute shall be retained by the County and deposited in the county road and bridge fund, and the revenue may be used only for highway and bridge maintenance and construction; and,

WHEREAS, Yankton County currently imposes a wheel tax on all motor vehicles as defined by SDCL 32-3-1, at a rate not to exceed four dollars per vehicle wheel with a maximum of four vehicle wheels; and,

WHEREAS, Yankton County has insufficient funds to properly maintain and construct highways and bridges situated therein.

NOW THEREFORE, BE IT RESOLVED, that the Yankton County Commission, in accordance with SDCL 32-5A-1, shall impose wheel tax on all motor vehicles, as defined in SDCL 32-3-1, registered in the county at a rate of five dollars per vehicle wheel with a maximum of four vehicle wheels commencing on the January 1, 2021; and,

BE IT FURTHER RESOLVED, that the proceeds of the wheel tax shall be deposited in a Yankton County road and bridge fund, to be used only for highway and bridge maintenance and construction; and,

BE IT FURTHER RESOLVED, that this Ordinance shall be published within ten days of today’s date and shall be published at least twice in each legal newspaper designated by Yankton County, with no fewer than five days between dates.

Dated this _____ day of September, 2020.

Cheri L. Loest
Chairman
Yankton County Commission

Attest – Patty Hojem
Auditor
Yankton County, South Dakota



Employee Handbook

Yankton County, South Dakota

Updated and
Revised
September 17, 2020

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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 Indians who 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 limitation of each benefit program.
15. **"Regular part-time"** employees are those who are not assigned to a temporary or introductory status and also 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, 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 AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act of 2008, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with qualified disabilities and require employers to provide reasonable accommodations to applicants and employees as below discussed.

It is the policy of Yankton County to comply with all federal and state laws concerning the employment of persons with disabilities. Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Reasonable accommodation is available to all qualified individuals with disabilities in accordance with the ADA and provided such accommodation does not pose an undue hardship or pose a direct threat to the safety of the employee or others. 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.

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 is not able to 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:

- Epithets, slurs, negative stereotyping or 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 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 that a reasonable person with the same characteristics of the victim of the harassing conduct 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.

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 discriminated against or harassed 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 against 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.

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 are not able to 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 work place 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 treat the public in a courteous and respectful manner at all times. 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 work place.

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, unload, 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 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 communications 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 work place 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 work place.
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. 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.
11. 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 his 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.

12. 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 tests, with negative results, before being allowed to return to work.
 - f. An employee may be required to submit to a number of unannounced follow-up alcohol and controlled substance tests for an extended period following return to work, with consistently negative outcomes.
13. 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 possession 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 in to 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.

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 1 |
| 2. Martin Luther King, Jr. Day | January, 3 rd Monday |
| 3. President's Day | February, 3 rd Monday |
| 4. Good Friday | Friday prior to Easter Sunday |
| 5. Memorial Day | May, last Monday |
| 6. Independence Day | July 4 |
| 7. Labor Day | September, 1 st Monday |
| 8. Veteran's Day | November 11 |
| 9. Thanksgiving Day | November, 4 th Thursday |
| 10. Day after Thanksgiving | November, Day after Thanksgiving |
| 11. Christmas Day | December 25 |

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 timesheets 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 sick leave;
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 be 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 in order to allow you to vote.

To be granted time off to vote, you must provide reasonable advance notice to your supervisor. In order to provide you with sufficient time to vote while minimizing disruption to County business, your supervisor may specify the particular 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 themselves 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. Request for leave of absence is 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 in excess of twelve (12) months. Employees must present a signed physician's "release to return to work" form in order 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 of 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 entitlements (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 in to 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 FMLA leave

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 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, 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 an 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 will be 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 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.

714 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.

715 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.

716 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.

717 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

718 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.**

Employee Classification The following classifications are defined in the "Terms and Definitions" Section page v. ✓ - Indicates benefit eligibility	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) *	✓					✓	✓			✓		✓		✓	

719 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.

720 NURSING MOTHERS

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

721 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.

722 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 accommodations were 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 sites 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 snowremoval determinations).
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 on-line 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

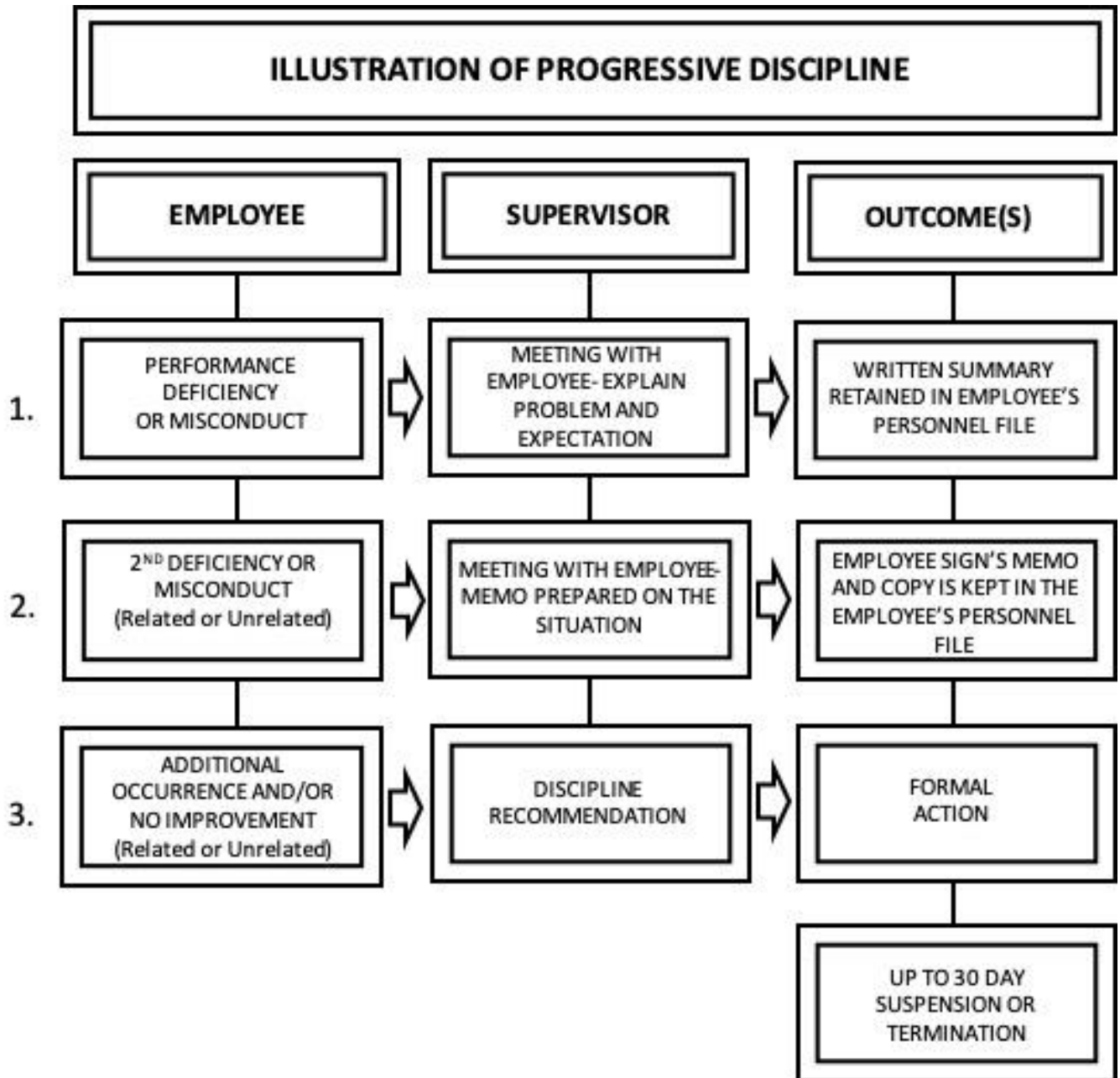
1001 DISCIPLINARY PROCESS

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.

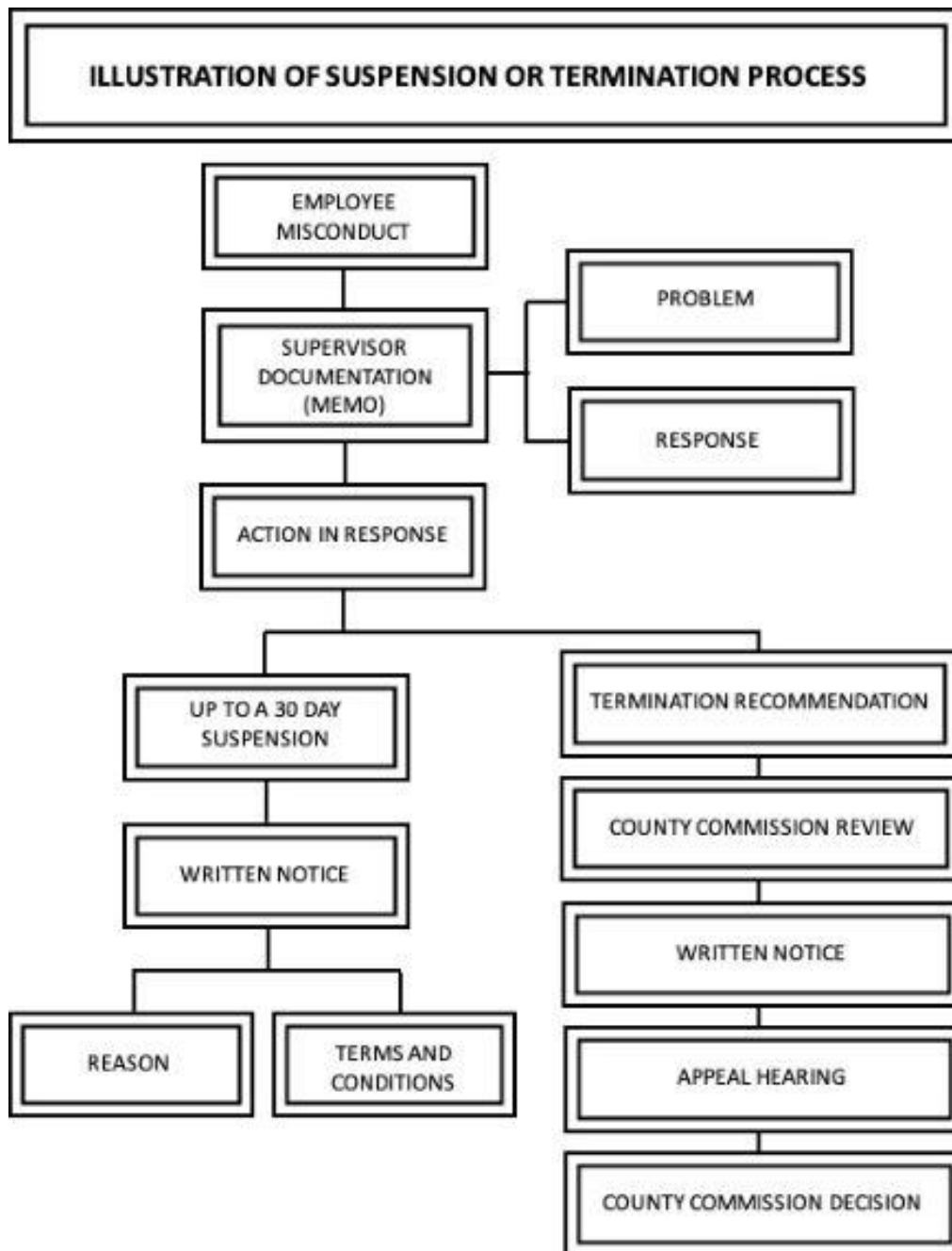
Item c and d may be applied on the first offense if the performance or behavioral problem is sufficiently serious, upon recommendation of the department head and approved by the Yankton County Commission.

3. Steps taken and time allowed for resolution is dependent upon the nature and severity of the problem.
 - a. Verbal Warning and Counseling: If a supervisor or department head views the employee's behavior or performance on the job as unacceptable, they will counsel the individual regarding the problem area. A written summary of this decision will be retained in the employee's personnel file.
 - b. Written Warning and Counseling: If unacceptable behavior or performance continues after counseling, the department head will document the behavioral or performance problem, previous discussions, the current situation, and conditions toward necessary improvements in a memo. The employee will be asked to sign this document and a copy will be retained in their personnel file. The employee will also receive a copy of this memo. Continuation of the unacceptable behavior or performance, after verbal and written warning, will be cause for termination.
 - c. Suspension or Termination: When all measures of progressive disciplinary action regarding behavioral or performance problems have been taken, and there is no improvement, there is little choice but to either impose a suspension of 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.
4. An employee who has been dismissed shall be entitled to a hearing at the next Commissioner's meeting following their dismissal. No written request shall be necessary. Such hearing shall be conducted in private with the dismissed employee and the department head present. The hearing may be adjourned from time to time. If the employee wishes to have an attorney present, they must notify the Commissioners who may then reschedule the hearing to a time when the state's attorney can be present to advise the Board. Both sides may call sworn witnesses. Employees may provide a court reporter at their own expense. The Commissioners' decision shall be entered into the minutes of the meeting.

5. The following illustration is a representation of progressive discipline. It does not supersede the County's written policies, nor does it infer that the same steps will be taken in all cases. Its purpose is to show how employees and supervisors could interact and the outcomes of various misconduct situations.



6. The following illustration is a representation of the actions associated with suspension or termination. It does not supersede the County's written policies, nor does it infer that the same steps will be taken in all cases. Its purpose is to show how the process would typically work.



1002 GRIEVANCE PROCEDURE

1. Definitions:

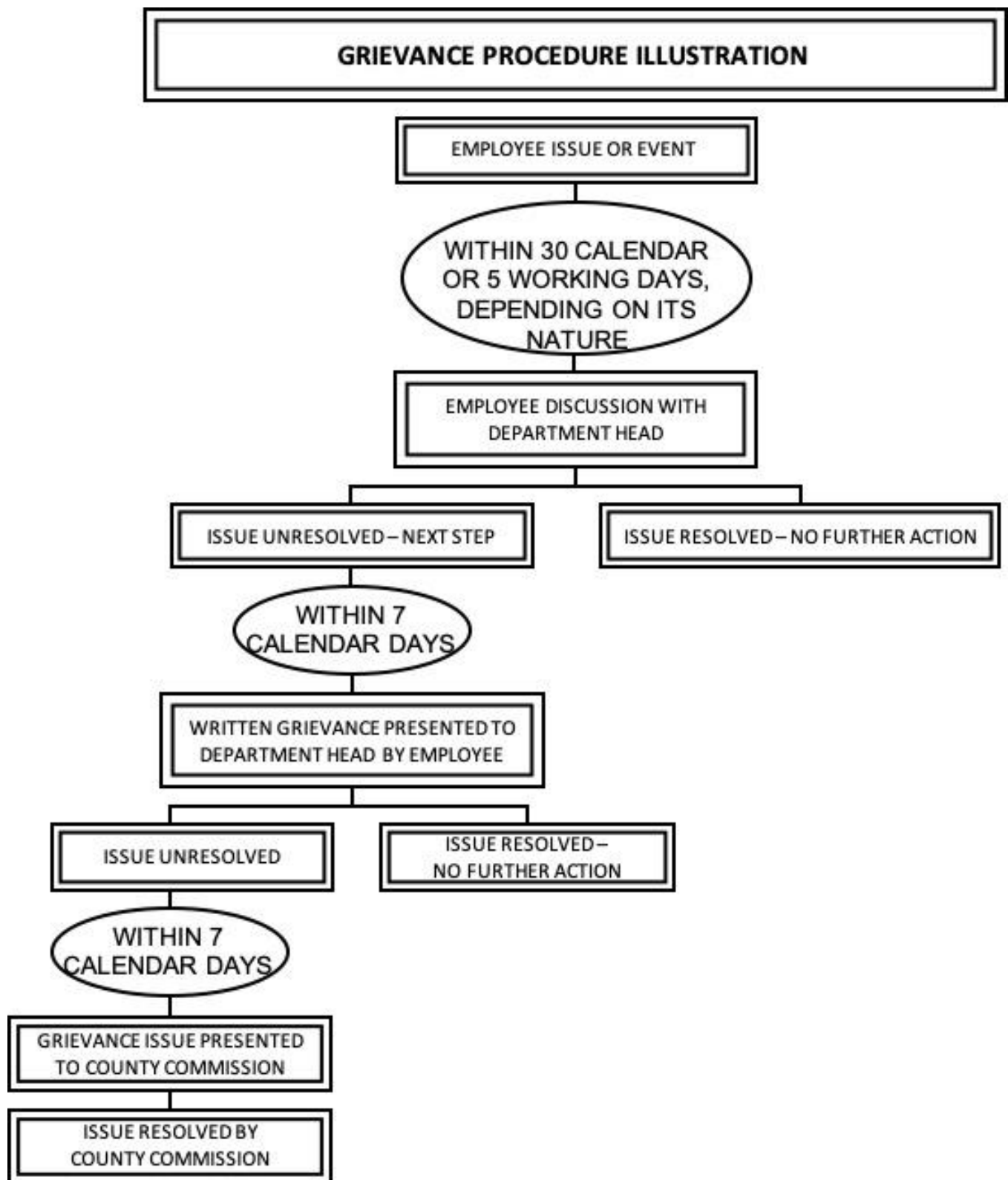
Grievance: An alleged violation, misrepresentation, or inequitable application of an existing agreement, contract, resolution, policy, rule or regulation, of County Commissioners or of any County office.

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.
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:
 - i. Check every angle;
 - ii. Check the union agreement (if applicable);
 - iii. Check State law and County practices; and
 - iv. 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.
- 7. The following illustration is a representation of the County's grievance procedure. It does not supersede the County's written policies, nor does it infer that the same steps will be taken in all cases. Its purpose is to show typical steps and time frames.



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 a 30-day notice. Retirement notices should be given as far in advance as possible. Separation notices should be in written form. 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: 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 assures 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 direction 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 of 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, with the exception of 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 is 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 the instance 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 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

**RESOLUTION IN SUPPORT OF THE YANKTON COUNTY HISTORICAL SOCIETY
TRANSPORTATION GRANT**

WHEREAS, the mission of the Yankton County Historical Society exists to preserve, protect, interpret, and educate the public about the heritage and development of the city and county of Yankton, and the Dakota Territory

WHEREAS, the Yankton County Historical Society and the Yankton County Preservation Commission currently do not have adequate funding to facilitate the depot and caboose preservation project without a South Dakota Transportation Alternative Grant

WHEREAS, the Yankton County Commission understands the importance of preserving the rich history of Yankton County, the city of Yankton, and the Dakota Territory

NOW, THEREFORE, BE IT RESOLVED, that we the Yankton Board of County Commissioners do hereby resolve that we support the Yankton County Historical Society and the Yankton County Historic Preservation Commission in their application for a South Dakota Transportation Alternative Grant for the Yankton County Historical Society train depot and caboose preservation project.

This the 17th day of September 2020.

Cheri Loest, Chair

Joe Healy, Vice Chair

Don Kettering, Commissioner

Gary Swensen, Commissioner

Dan Klimisch, Commissioner



COMMISSIONER MEETING AGENDA REQUEST

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

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

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

Date Request Submitted 9/3/2020

Request is for Commission Meeting Dated 9/17/20

Name: Jesse Bailey - Pathways Shelter for the Homeless

Address: 412 E 4th St

Phone: 605-664-4940

E-Mail Address: jbailey@yanktonpathways.org

Topic to be Addressed and Length of Presentation: Annual update on Pathways, information on expansion. 5-7 minutes.

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

General update + request for continued funding. In this case, a thank you for continued funding through 2021.

Person(s) Making Presentation to the Board: Jesse Bailey

Audio/Visual Equipment Needed: No

For Office Use:

Approved _____ Denied _____ Reason(s): _____

Signature: _____

Date: _____



412 E 4th St
Yankton, SD 57078

Invoice

Date	Invoice #
9/3/2020	6

Bill To
Yankton County Auditor

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Yankton County 2020 Allocation	10,000.00	10,000.00
Thank you for your continued support!			
Pathways is a 501(c)3 private non-profit organization. Your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your generous donation. Tax ID: 47-3974624		Total	\$10,000.00

Yankton County Planning Commission
Yankton County Board of Adjustment

Date filed: 7/27/20

Applicant

Larsen – Conditional Use Permit

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

☐ LC – Lakeside Commercial ☒ PUD

CUP needed:

☐ Section 507 ☐ Section 607 ☐ Section 707 ☒ Article 13

☐ Section 1805 ☒ Section 1905

NOTE:

Applicant is requesting a Conditional Use Permit for a swimming pool. Said property is legally described as Lot 7 of Parcel 1 and Lot 8 of Parcel 1, all in Quarry Pines Addition, as per plat recorded in Book S20, page 79, Section 16, T93N R56W, Yankton County, South Dakota hereinafter referred to as Utica South Township, County of Yankton, State of South Dakota.

PC: Article 13
BOA: Article 13

Article 18 Section 1805
Article 19 Section 1905

Planning Commission date: 08/11/20
Board of Adjustment date: 09/17/20

Time: 7:30 PM
Time: 7:00 PM

Yankton County

 Variance

 X Conditional Use

 Rezoning

Owner: Jason or Mindy Larsen

Owners Address: 101 Quarry Pines Lane

Owners Phone: 6058575522

Applicants Name,
if different from

Owner: Jason Larsen

Applicants

Address: 101 Quarry Pines Lane

Job Address: 101 QUARRY PINES LN

Legal: LT 7 PARC 1 QUARRY PINES ADDN

Section,

Township, Range: 16-93-56

Zoning

Classification: PD

Affected Zoning

Ordinance: Article 13 and 1805Section 1905Article 13

Reason for
Request: Would like to install an inground pool on my acreage

List Specific
Hardships: none that I am aware of

SCHEDULED FOR PLANNING COMMISSION ACTION (DATE): 08/11/2020 7:30

SCHEDULED FOR BOARD OF ADJUSTMENT ACTION (DATE): 09/01/2020 7:20

Application Fee: \$300.00 Check #: 1034 Receipt #:

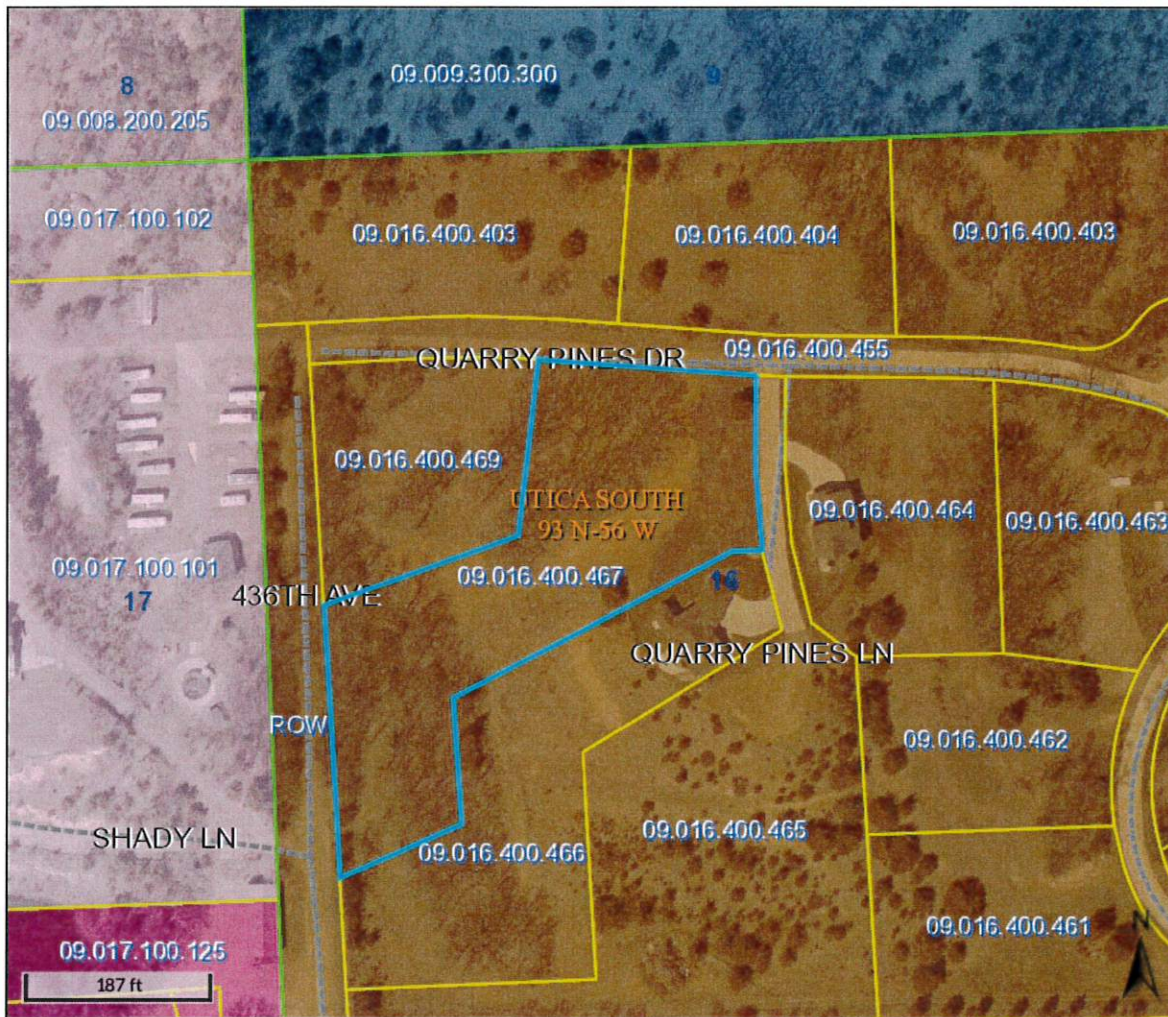
Date:

Signature:



Jason or Mindy Larsen

07/27/2020



Overview



Legend

- Townships
- Sections
- Parcels
- City Limits
- Streets and Roads
- County Zoning District**
- <all other values>
- COMMERCIAL
- ETJ
- HIGH DENSITY RESIDENTIAL
- LAKE SIDE COMMERCIAL
- LOW DENSITY RESIDENTIAL
- MODERATE DENSITY RESIDENTIAL
- PLANNED UNIT DEVELOPMENT
- PUBLIC
- RURAL TRANSITIONAL

Parcel ID - 09.016.400.467
 Address - 101 QUARRY PINES LN
 Owner - LARSEN, JASON C (D)
 LARSEN, MINDY (D)

Disclaimer: Yankton County digital cadastral data are a representation of recorded plats and surveys for use within the Geographic Information System for purposes of data access and analysis. These and other digital data do not replace or modify land surveys, deeds, and/or other legal instruments defining land ownership or use.

Date created: 7/27/2020
 Last Data Uploaded: 7/27/2020 8:15:31 AM

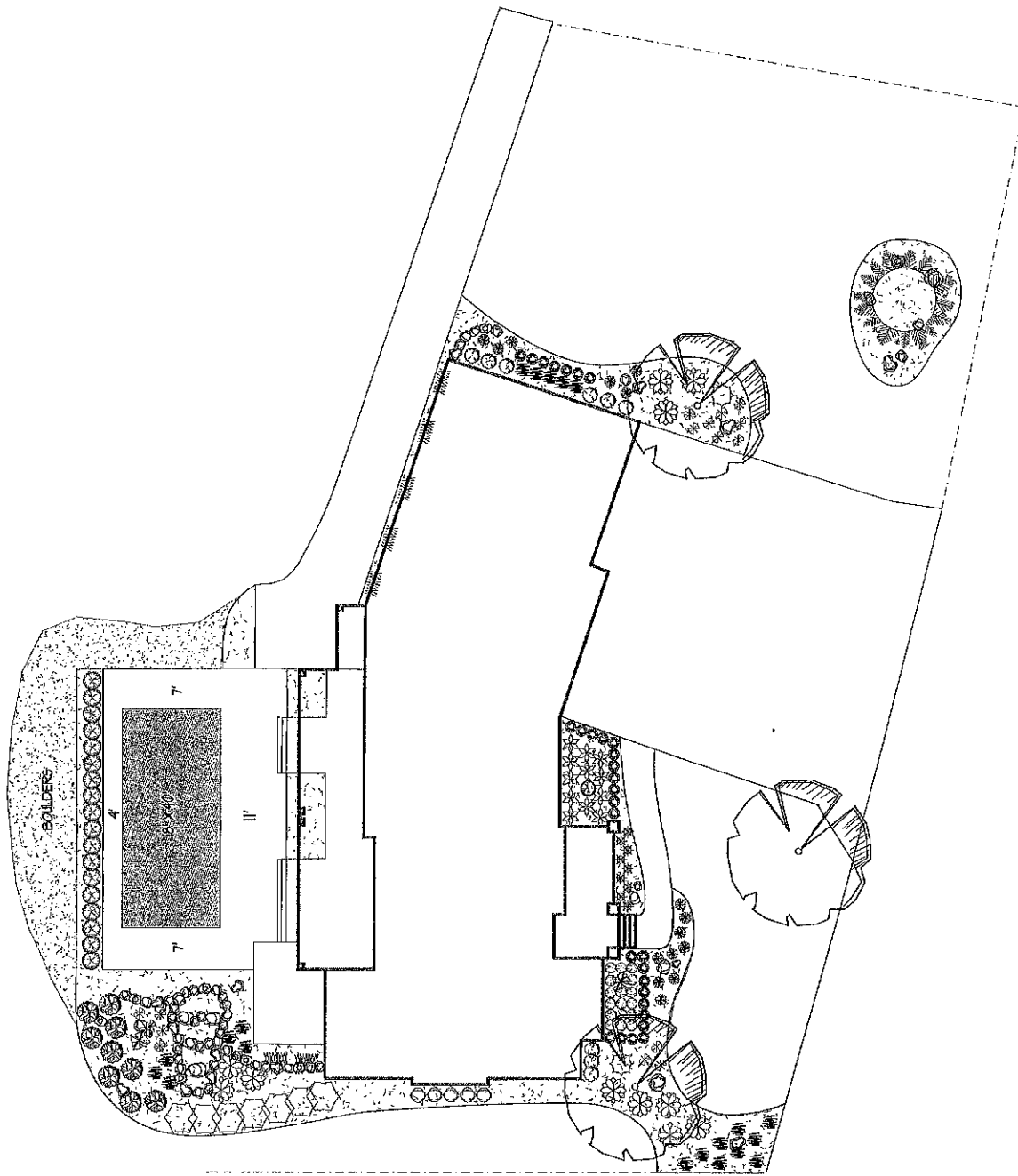
Developed by **Schneider**
 GEOSPATIAL

Map - Mark the location of structures and other necessary information.

Reference Layer

▶  Layer





From: Intuvio Solutions CMS [mailto:no-reply@intuviosolutions.com]

Sent: Monday, August 3, 2020 11:14 AM

To: Gary Vetter <gary@co.yankton.sd.us>

Subject: New Contact Us Message

You have received a Contact Us Message from your website.

Name: Nick Kellen

Address: 120 Quarry Pines Drive

City/State/Zip: Yankton, South Dakota 57078

Email: njk3@outlook.com

Phone: 605-321-1201

Message:

Regarding Conditional Use Permit for construction of swimming pool at 101 Quarry Pines Lane At our 05/20/19 Quarry Pines Homeowners Association (HOA) meeting a motion was made and approved to form a committee to review our existing HOA restrictions & covenants and provide homeowners with general comments, observations and recommendations. The committee meeting was held on 10/01/19 and all homeowners were provided with a copy of the meeting minutes. Below is an excerpt from the minutes regarding restriction/covenant # 14 which states, "No above ground swimming pool may be maintained upon any of the lots hereby restricted." # 14 The committee felt this restriction/covenant should be reviewed with the HOA. The HOA may want to include commentary on below ground swimming pools also. The HOA may want to consider allowing below ground swimming pools only with HOA approval. There could be swimming pool noise issues homeowners would want to consider. It was the intent of the committee to present this item (along with others) at our 2020 HOA meeting for membership to vote on. Due to COVID-19 distancing recommendations our 2020 HOA meeting has been postponed. It would be my personal recommendation that you allow homeowners to vote on this issue prior to issuing 101 Quarry Pines Lane an actual building permit for a swimming pool.

FINDINGS OF FACT – CONDITIONAL USE PERMIT

Jason Larsen – CUP-2020-13

Are the requirements of Section 1723 met? (signed by owner unless there is a binding purchase agreement then signed by applicant, Variance accompanied by building permit (if applicable), site plan included with building permit,	Yes
Are the requirements of Section 1729 met? (all fees paid at time of application)	Yes
Section 1805:	
1. Did you specifically cite, in the application, the section of the Ordinance under which the conditional use is sought and state the grounds on which it is requested	Applicant is requesting a Conditional Use Permit for a swimming pool.
2. Was notice of public hearing given per Section 1803 (3-5)?	Mailed – 7/31/20 Published – 07/31/20 <u>09/5/20</u>
3. Attend the public hearing	08/11/20
4. Planning Commission: Make a recommendation to include: a. Granting of conditional use; b. Granting with conditions; or c. Denial of conditional use	Move to give conditional use permit for swimming pool with safety cover 6-0
5. Planning Commission must make written findings certifying compliance with specific rules including: a. Ingress and Egress to proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;	Ingress/egress exists
b. Off right-of-way parking and loading areas where required; with particular attention to the items in (A) above and the economic, noise, glare or odor effects of the conditional use on adjoining properties and properties generally in the district;	Existing residential
c. Refuse and service areas, with particular reference to the items in (A) and (B) above;	Existing residential
d. Utilities, with reference to locations, availability, and compatibility;	Existing residential
e. Screening and buffering with reference to type, dimensions, and character;	Safety cover with lock will be on the pool
f. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect;	No signs
g. Required yards and other open spaces; and	Required yards exist
h. General compatibility with adjacent properties and other property in the district and that the granting of the conditional use will not adversely affect the public interest.	Generally compatible, will have safety cover with lock

AFFIDAVIT OF MAILING

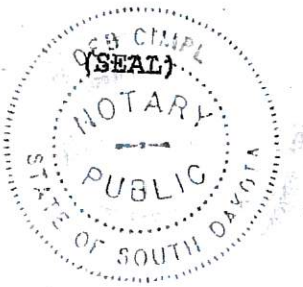
I, Jason Larson, hereby certify that on the 31st day of July, 2020, I mailed by first class mail, postage prepaid, a true and correct copy of the Notice of Public Hearing to all owners of real property lying within a 1,320 feet radius of the proposed project to the most recent address of the recipient known to your Affiant.
A true and correct copy of the Notice of Public Hearing notification letters are attached as Exhibit #1 or #2.
A true and correct copy of the mailing list for owners of real property is attached as Exhibit #1A or #2A.

Dated the 31st day of July, 2020.

[Signature]
(Name)
Affiant

Subscribed and sworn to before me this 31st day of July, 2020.

[Signature]
Notary Public - South Dakota
My commission expires: 2-17-24



NOTIFICATION

July 31, 2020

Jason Larsen
101 Quarry Pines Ln
Yankton, SD 57078

Dear Yankton County Property Owner:

The Yankton County Zoning Ordinance requires written notification describing a specific action be sent to the owners of real property lying within 1,320 feet of the property on which the below described action is proposed. The notice shall be given to each owner of record by depositing such notice in the United States Post Office not less than 10 days prior to the hearing date. Therefore, you are hereby notified. Please take a moment to review the notice of public hearing described below.

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held before the Yankton County Planning Commission, Yankton County, South Dakota, at 7:30 P.M. on the 11th day of August, 2020 at the Yankton County Government Center, Commissioners Chambers, 321 West Third St., Yankton South Dakota.

Said hearing is to consider the following:

Applicant is requesting a Conditional Use Permit for a swimming pool. Said property is legally described as Lot 7 of Parcel 1 and Lot 8 of Parcel 1, all in Quarry Pines Addition, as per plat recorded in Book S20, page 79, Section 16, T93N R56W, Yankton County, South Dakota hereinafter referred to as Utica South Township, County of Yankton, State of South Dakota. The E911 address is 101 Quarry Pines Ln, Yankton, SD.

The application may be reviewed at the Zoning Administrators office, Yankton County Government Center, 321 West Third St., Yankton, S.D. or online at the Yankton County Website.

Sincerely,

Jason Larsen
Petitioner

BINDER, ALBERT J TRUST (D)
169 CLARK TRL
YANKTON SD 57078

BINDER, ALBERT TRUST (D)
169 CLARK TRL
YANKTON SD 57078

BLAALID, LISA J (D)
122 WEST 3 ST
YANKTON SD 57078

BLAALID, LISA J (D)
43592 SD HWY 52
YANKTON SD 57078

BLAALID, NORMAN D (D)
122 WEST 3 ST
YANKTON SD 57078

CAUWELS, JEREMY M (D)
7205 S BURLEIGH CIR
SIOUX FALLS SD 57108

CONWAY, BENJAMIN E (D)
156 QUARRY PINES DR
YANKTON SD 57078

DAUGHERTY, LISA J B (D)
122 WEST 3 ST
YANKTON SD 57078

DJ'S PROPERTIES LLC (D)
31110 WALLEYE DR #200
YANKTON SD 57078

DYKSTRA, DOUGLAS T (D)
152 QUARRY PINES DR
YANKTON SD 57078

EIDSNESS, WILL LIVING TRUST (D)
254 PIONEER RD
YANKTON SD 57078

FALKENBERG, STEPHEN (D)
105 DEER BLVD
YANKTON SD 57078

FOSS, PATRICK J (D)
31117 QUARRY DR
YANKTON SD 57078

HACECKY, BRETT (D)
174 QUARRY PINES DR
YANKTON SD 57078

HARRIS, DWIGHT (D)
124 MARINE DR
YANKTON SD 57078

HARRIS, RONALD D (D)
124 MARINE DR
YANKTON SD 57078

JACKMAN, KATHERINE (D)
PO BOX 373
YANKTON SD 57078

JENSEN, EUGENE (D)
105 QUARRY PINES LN
YANKTON SD 57078

JONES, HERBERT M (D)
169 QUARRY PINES DR
YANKTON SD 57078

KARTTRAX INC (D)
%SCHENKEL, DALE
606 REGAL DR
YANKTON SD 57078

KAZEMBA, DOUGLAS (D)
134 QUARRY PINES DR
YANKTON SD 57078

KELLEN, NICK J III (D)
120 QUARRY PINES DR
YANKTON SD 57078

KRAMER, ALLAN J (D)
1201 5 ST NE
SIOUX CENTER IA 51250

KRAMER, NORMAN E (D)
31105 436 AVE
YANKTON SD 57078

LARSEN, JASON C (D)
101 QUARRY PINES LN
YANKTON SD 57078

MORTON, DAVID REV TRUST (D)
162 QUARRY PINES DR
YANKTON SD 57078

ONETWENTY YANKTON LLC (D)
226 SCOTTSWOOD RD
RIVERSIDE IL 60546

QUARRY PINES HOMEOWNERS ASC (D)
2513 BURLEIGH ST
YANKTON SD 57078

REZAC FAMILY REVOCABLE TRUST (D)
30776 435 AVE
YANKTON SD 57078

ROKAHR, STEVEN C (D)
195 PIONEER RD
YANKTON SD 57078

RUEB, BRENDA J (D)
159 QUARRY PINES DR
YANKTON SD 57078

SD DEPT OF TRANSPORTATION (D)
700 E BROADWAY AVE
PIERRE SD 57501

STIBRAL, CHARLES J (D)
31110 WALLEYE DR #200
YANKTON SD 57078

TRAMP, JAMES F LIVING TRUST (D)
2513 BURLEIGH ST
YANKTON SD 57078

TRAMP, JAMES F TRUST (D)
2513 BURLEIGH ST
YANKTON SD 57078

TRAMP, JASON W (D)
2400 BURLEIGH ST
YANKTON SD 57078

WELSH, MICHAEL P (D)
114 QUARRY PINES DR
YANKTON SD 57078

WITHROW, MARVIN L (D)
144 QUARRY PINES DR
YANKTON SD 57078

AFFIDAVIT OF MAILING

I, Jason Larsen, hereby certify that on the 5th
day of September, 2020, I mailed by first class mail, postage
prepaid, a true and correct copy of the Notice of Public Hearing
to all owners of real property lying within a 1,320 foot radius
of the proposed project to the most recent address of the
recipient known to your Affiant.
A true and correct copy of the Notice of Public Hearing
notification letters are attached as Exhibit #1 or #2.
A true and correct copy of the mailing list for owners of real
property is attached as Exhibit #1A or #2A.

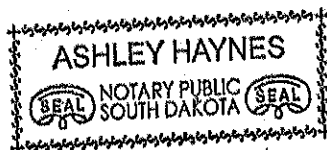
Dated the 8th day of September, 2020.

[Signature]
(Name)
Affiant

Subscribed and sworn to before me this 5th day of
September, 2020.

[Signature]
Notary Public - South Dakota
My commission expires: 4/3/2024

(SEAL)



NOTIFICATION

September 5, 2020

Jason Larsen
101 Quarry Pines Ln
Yankton, SD 57078

Dear Yankton County Property Owner:

The Yankton County Zoning Ordinance requires written notification describing a specific action be sent to the owners of real property lying within 1,320 feet of the property on which the below described action is proposed. The notice shall be given to each owner of record by depositing such notice in the United States Post Office not less than 10 days prior to the hearing date. Therefore, you are hereby notified. Please take a moment to review the notice of public hearing described below.

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held before the Yankton County Board of Adjustment, Yankton County, South Dakota, at 7:00 P.M. on the 17th day of September, 2020 at the Yankton County Government Center, Commissioners Chambers, 321 West Third St., Yankton South Dakota.

Said hearing is to consider the following:

Applicant is requesting a Conditional Use Permit for a swimming pool. Said property is legally described as Lot 7 of Parcel 1 and Lot 8 of Parcel 1, all in Quarry Pines Addition, as per plat recorded in Book S20, page 79, Section 16, T93N R56W, Yankton County, South Dakota hereinafter referred to as Utica South Township, County of Yankton, State of South Dakota. The E911 address is 101 Quarry Pines Ln, Yankton, SD.

The application may be reviewed at the Zoning Administrators office, Yankton County Government Center, 321 West Third St., Yankton, S.D. or online at the Yankton County Website.

Sincerely,

Jason Larsen
Petitioner

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YANKTON SD 57078

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HACECKY, BRETT (D)
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114 QUARRY PINES DR
YANKTON SD 57078

WITHROW, MARVIN L (D)
144 QUARRY PINES DR
YANKTON SD 57078

Please Check Plat Type:

☒ Final ☐ Amended ☐ Preliminary ☐ Revision

-----Development Information-----

Plat Name: Lot 16 of Sundance Ridge
W1/2

Section No: 12 Township No: 93

Range: 57 Number of Lots/Tracts: 1

Number of Acres: 5.01

How is the property currently being used? ~~Residential~~ R1

What is the proposed use of the property? R1

-----Surveyor/Engineer Information-----

Firm Name: Tom Week

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____

-----Property Owner Information-----

Name: Sundance Development LLC

Address: _____

City: _____ State: _____ Zip: _____

Contact person: _____

If the property owner is represented by an authorized agent, please provide the following:

Agent's name: _____

Agents Title: _____

You must provide the following:

The Yankton County Zoning Ordinance requires minimum lot sizes.

1. Does this lot/tract conform? ☒ Yes ☐ No

2. What is/are the lot size(s) 5.01

3. Is this (plat) an existing farmstead? ☐ Yes ☒ No

4. If a farmstead, how many acres are surrounding it? _____

5. The Yankton County Zoning Ordinance requires a variance from minimum lot sizes. Are you willing to apply for the variance, if necessary? ☐ Yes ☐ No

6. Is this property to have construction on it? ☐ Yes ☐ No

If yes:

Name, address and phone number of contractor(s)

-----Owner certification-----

This is to certify that _____
the undersigned is/are the sole owner(s) of the property described above on the date of this application, and that I/we have read and understand Section 207 of the Yankton county Zoning Ordinance.

Owner Signature

Owner Signature

This is to certify that _____
acting by and through the undersigned, its duly authorized agent is/are the sole owner(s) of the property described above on the date of this application, and that I have read and understand Section 207 of the Yankton County Zoning Ordinance.

Agent Signature

Planning Office Use Only: Planning Commission Date: _____
County Commission Date: _____

Some plats of subdivisions and additions may require a Perpetual Road Maintenance Agreement prior to consideration.

YANKTON COUNTY PLANNING PLAT APPROVAL CHECKLIST

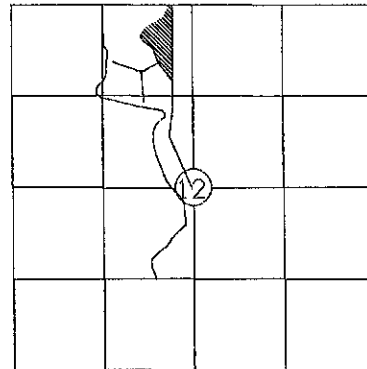
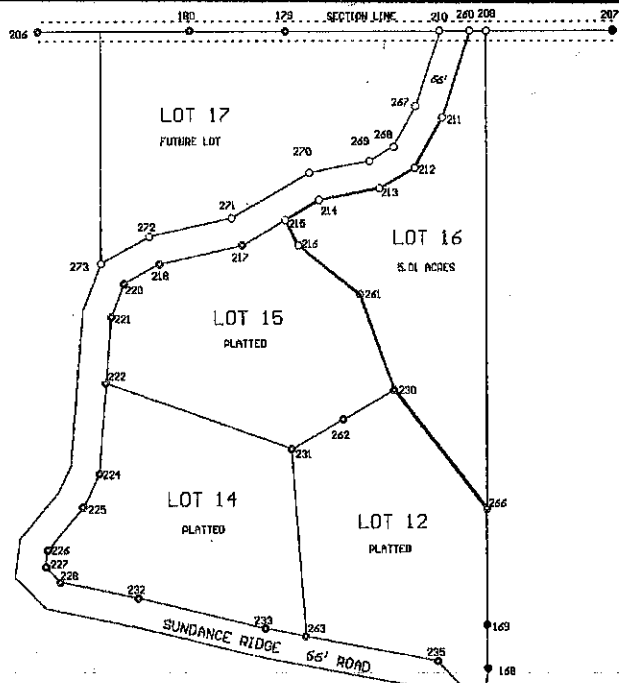
In order to insure prompt approval of your plat, please follow these steps:

☐ Plat has been approved by the City of Yankton, if within the ETJ or 3 mile buffer zone?

- ☒ 1. All required signatures notarized (owner(s), surveyor)?
- ☒ 2. Taxes paid at County Treasures?
- ☒ 3. County Treasurer's signature?
- ☒ 4. Ownership verified by Director of Equalization and signed?
- ☒ 5. Street authority signature (DOT, Highway, Township)?
- ☒ 6. \$100.00 Fee Paid at Zoning Office?
- ☒ 7. Plat has been scheduled/approved by the Yankton County Planning Commission?
- ☒ 8. County Planning Commission Chair signature?
- ☒ 9. Plat has been scheduled/approved by the Yankton County Board of County Commissioners?
- ☐ 10. County Commission Chairs signature?
- ☐ 11. County Auditor's signature?
- ☐ 12. Plat has been filed with the Register of Deeds?

Planning Commission date: 09/08/2020
Board of Adjustment date: _____

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LOCATION

PLAT OF LOT 16 OF SUNDANCE RIDGE,
LOCATED IN THE W.1/2 OF SECTION
12, T93N, R57W, OF THE 5TH. P.M.,
YANKTON COUNTY, SOUTH DAKOTA

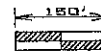
POINT 216, LAT. 42-53-34.87744 N, LONG. 97-31-46.24770 W
POINT 260, LAT. 42-53-36.14727 N, LONG. 97-31-39.60600 W



PREPARED BY: TOM WEEK
407 REGAL DRIVE
YANKTON, SOUTH DAKOTA 57078
605-665-8333

- FOUND REBAR
- ⊙ FOUND REBAR WITH CAP
- SET 5/8" REBAR / CAP STAMPED
TOM WEEK PELS 2912

SCALE :



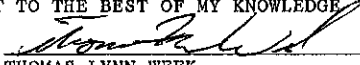
PLAT OF LOT 16 OF SUNDANCE RIDGE, LOCATED IN THE W.1/2 OF SECTION 12, T93N, R57W, OF THE 5TH. P.M., YANKTON COUNTY, SOUTH DAKOTA.

LOT 16	LINE	: DISTANCE	: BEARING	: LINE	: DISTANCE	: BEARING	
208-266:	1090.52'	:	S 00-04-05 W	266-230:	344.50'	:	N 38-11-13 W
230-261:	231.98'	:	N 20-01-43 W	261-216:	182.00'	:	N 51-37-52 W
216-215:	64.49'	:	N 27-56-31 W	215-214:	91.78'	:	N 59-52-52 E
214-213:	141.94'	:	N 79-16-35 E	213-212:	94.13'	:	N 59-53-19 E
212-211:	131.34'	:	N 28-54-49 E	211-260:	207.37'	:	N 18-01-31 E
260-208:	38.69'	:	N 89-59-26 E			:	

SURVEYORS CERTIFICATE

I, THOMAS LYNN WEEK, REGISTERED LAND SURVEYOR IN YANKTON, SOUTH DAKOTA, HAVE AT THE DIRECTION OF THE OWNER, MADE A SURVEY OF LOT 16 OF SUNDANCE RIDGE, LOCATED IN THE W.1/2 OF SECTION 12, T93N, R57W, OF THE 5TH. P.M., YANKTON COUNTY, SOUTH DAKOTA. I HAVE SET IRON PINS AS SHOWN, AND SAID SURVEY AND PLAT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATED THIS _____ DAY OF _____, 2020.


 THOMAS LYNN WEEK
 REGISTERED LAND SURVEYOR
 REG. NO. 2912

OWNERS CERTIFICATE

WE, TODD H. HUBER AND LISA M. HUBER, AS MANAGING MEMBERS OF SUNDANCE DEVELOPMENT, LLC., A SOUTH DAKOTA LIMITED LIABILITY COMPANY, DO HEREBY CERTIFY THAT THE SUNDANCE DEVELOPMENT, LLC., A SOUTH DAKOTA LIMITED LIABILITY COMPANY IS THE QUALIFIED OWNER OF THE ABOVE DESCRIBED PROPERTY: LOT 16 OF SUNDANCE RIDGE, LOCATED IN THE W.1/2 OF SECTION 12, T93N, R57W, OF THE 5TH. P.M., YANKTON COUNTY, SOUTH DAKOTA. THAT THE ABOVE SURVEY AND PLAT WAS MADE AT OUR REQUEST AND UNDER OUR DIRECTION FOR THE PURPOSE OF LOCATING, MARKING AND PLATTING THE SAME, AND THAT SAID PROPERTY IS FREE FROM ALL ENCUMBRANCES. THE DEVELOPMENT OF THIS LAND SHALL CONFORM TO ALL EXISTING APPLICABLE ZONING SUBDIVISION AND EROSION AND SEDIMENT CONTROL REGULATIONS. A 66 FOOT WIDE ROAD (SUNDANCE RIDGE) IS DEDICATED FOR PUBLIC USE FOREVER.

DATED THIS _____ DAY OF _____,

TODD H. HUBER, MANAGING
 MEMBER, SUNDANCE
 DEVELOPMENT, LLC

LISA M. HUBER, MANAGING
 MEMBER, SUNDANCE
 DEVELOPMENT, LLC

STATE OF SOUTH DAKOTA
 COUNTY OF _____

ON THIS _____ DAY OF _____, _____, BEFORE ME, THE UNDERSIGNED OFFICER, PERSONALLY APPEARED TODD H. HUBER AND LISA M. HUBER, WHO ACKNOWLEDGED THEMSELVES TO BE THE MANAGING MEMBERS OF SUNDANCE DEVELOPMENT, LLC, A SOUTH DAKOTA LIMITED LIABILITY COMPANY, AND THAT THEY, AS SUCH, BEING AUTHORIZED SO TO DO, EXECUTED THE SAME FOR THE PURPOSES THEREIN CONTAINED. MY COMMISSION EXPIRES _____

 NOTARY PUBLIC

RESOLUTION OF COUNTY PLANNING COMMISSION

BE IT RESOLVED BY THE YANKTON COUNTY PLANNING COMMISSION, THAT THE ABOVE PLAT REPRESENTING LOT 16 OF SUNDANCE RIDGE, LOCATED IN THE W.1/2 OF SECTION 12, T93N, R57W, OF THE 5TH. P.M., YANKTON COUNTY, SOUTH DAKOTA, BE AND THE SAME IS HEREBY APPROVED.

 CHAIRMAN, PLANNING COMMISSION

RESOLUTION OF APPROVAL

WHEREAS, IT APPEARS THAT THE OWNER THEREOF HAS CAUSED A PLAT TO BE MADE OF THE FOLLOWING REAL PROPERTY: LOT 16 OF SUNDANCE RIDGE, LOCATED IN THE W.1/2 OF SECTION 12, T93N, R57W, OF THE 5TH. P.M., YANKTON COUNTY, SOUTH DAKOTA, AND HAS SUBMITTED SUCH PLAT TO THE COUNTY COMMISSION OF YANKTON COUNTY, SOUTH DAKOTA FOR APPROVAL. NOW THEREFORE BE IT RESOLVED, THAT SUCH PLAT HAS BEEN EXECUTED ACCORDING TO THE LAW AND SAME IS HEREBY APPROVED. THE COUNTY AUDITOR IS HEREBY AUTHORIZED AND DIRECTED TO ENDORSE ON SUCH PLAT A COPY OF THIS RESOLUTION AND CERTIFY THE SAME.

I, _____, COUNTY AUDITOR OF YANKTON COUNTY, SOUTH DAKOTA, DO HEREBY CERTIFY THAT THE WITHIN AND FOREGOING IS A TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF COUNTY COMMISSIONERS OF YANKTON COUNTY, SOUTH DAKOTA, ON THIS _____ DAY OF _____,

 COUNTY AUDITOR

 CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS

PLAT OF LOT 16 OF SUNDANCE RIDGE, LOCATED IN THE W.1/2 OF SECTION 12, T93N, R57W, OF THE 5TH. P.M., YANKTON COUNTY, SOUTH DAKOTA.

DIRECTOR OF EQUALIZATION CERTIFICATE

I, _____, DIRECTOR OF EQUALIZATION, YANKTON COUNTY, SOUTH DAKOTA, CERTIFY THAT I HAVE RECEIVED A COPY OF THE FOREGOING PLAT. DATED THIS ____ DAY OF _____, ____.

DIRECTOR OF EQUALIZATION, YANKTON COUNTY

TREASURER CERTIFICATE

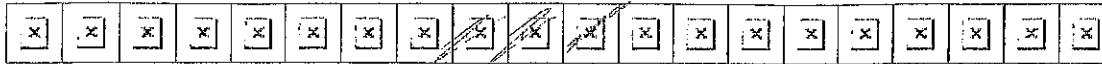
I, _____, TREASURER OF YANKTON COUNTY, SOUTH DAKOTA, CERTIFY THAT ALL TAXES WHICH ARE LIEN UPON ANY LAND INCLUDED IN THE ABOVE PLAT, AS SHOWN BY THE RECORDS OF THIS OFFICE, HAVE BEEN PAID. DATED THIS ____ DAY OF _____, ____.

TREASURER, YANKTON COUNTY

REGISTER OF DEEDS CERTIFICATE

I, _____, REGISTER OF DEEDS, YANKTON COUNTY, SOUTH DAKOTA, CERTIFY THAT I HAVE RECEIVED THE ORIGINAL PLAT, FILED FOR RECORD THIS ____ DAY OF _____, ____ O'CLOCK ____ M., AND DULY RECORDED IN BOOK NO. ____, PAGE ____.

REGISTER OF DEEDS, YANKTON COUNTY



There's a new MapQuest - come try it out!

MAPQUEST

Sorry! When printing directly from the browser your directions or map may not print correctly. For best results, try clicking the Printer-Friendly button.

★ Volin, SD



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Google

Yankton County, South Dakota plat map

**Global Plasma Solutions Virtually Eliminates Static SARS-CoV-2
with Proprietary NPBI™ Technology**

Global Plasma Solutions is the first air purification solution to test SARS-CoV-2, achieving a 99.4% reduction of the surface strain within 30 minutes

CHARLOTTE, NORTH CAROLINA — June 10, 2020 — [Global Plasma Solutions](#), the leader in Indoor Air Quality, announced today industry-leading ionization testing results, demonstrating a 99.4% reduction rate on a SARS-CoV-2 (COVID-19) surface strain within 30 minutes, the first instance in which an air purification company has effectively neutralized SARS-CoV-2. Following initial testing of coronavirus 229E in March 2020, Global Plasma Solutions utilized its proprietary [needlepoint bipolar ionization](#) to inactivate SARS-CoV-2. The study was jointly executed with [Aviation Clean Air](#).

In this laboratory study, Aviation Clean Air designed a test to mimic ionization conditions like that of a commercial aircraft's fuselage. Based on viral titrations, it was determined that at 10 minutes, 84.2% of the virus was inactivated. At 15 minutes, 92.6% of the virus was inactivated, and at 30 minutes, 99.4% of the virus was inactivated.

"The testing results we achieved through our proprietary needlepoint bipolar ionization technology clearly demonstrate that Global Plasma Solutions is the gold standard in air purification," said Global Plasma Solutions Founder and Chief Technology Officer, Charles Waddell. "For any kind of facility from commercial buildings to aircrafts, delivering the cleanest, safest indoor air environment will only become increasingly more important, and our ozone-free technology is one of the most sophisticated products on the market."

Understanding needlepoint bipolar ionization

Needlepoint bipolar ionization works to safely clean indoor air, leveraging an electronic charge to create a high concentration of positive and negative ions. These ions travel through the air continuously seeking out and attaching to particles. This sets in motion a continuous pattern of particle combination. As these particles become larger, they are eliminated from the air more rapidly.

Additionally, positive and negative ions have microbicidal effects on pathogens, ultimately reducing the infectivity of the virus. Global Plasma Solutions' needlepoint bipolar ionization is ozone-free and the only kind in its category to pass the RCTA DO-160 standard for aircraft. Traditional bipolar ionization systems produce harmful ozone as a byproduct.

About Global Plasma Solutions

[Global Plasma Solutions](#) (GPS) is the leader in Indoor Air Quality, with over 30 patents and more than 150,000 installations worldwide using our needlepoint bipolar ionization (NPBI) technology to deliver clean indoor air that is safe and healthy – producing neither ozone nor other harmful by-products. All of our NPBI products are UL and CE certified and registered and use NPBI to purify the air by eliminating airborne particulates, odors and pathogens. GPS was founded in 2008 and is headquartered in Charlotte, North Carolina.

CONTACT

Kevin Boyle

kevin.boyle@globalplasmasolutions.com

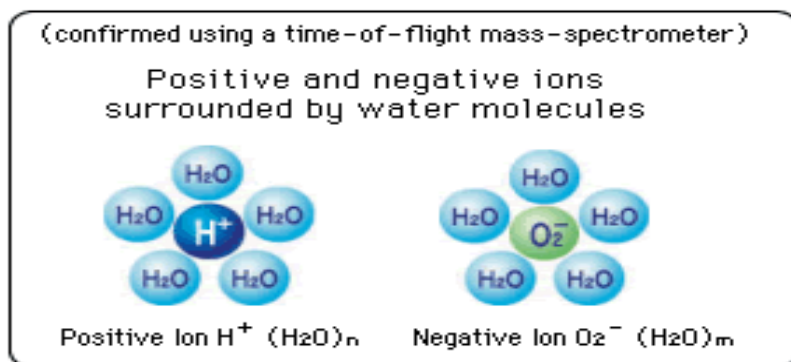
(980) 214 2021

Global Plasma Solutions

What does Plasma Kill and Inactivate?

Global Plasma Solutions' bi-polar ionization generator creates cold plasma discharge that consists of positive ions (H^+) and negative ions (O_2^-) from water vapor in the air. These ions have the property of clustering around microparticles and gases, and thus, they surround harmful substances such as airborne mold, virus, bacteria, volatile organic compounds and allergens. At that point, a chemical reaction occurs on the cell membrane surface and they are transformed into OH radicals, a powerfully active but unstable material, which robs the harmful substance of a hydrogen atom (H). As a result, they are inactivated by severing the protein on the cell membrane, opening holes. The OH radicals instantly bond with the removed hydrogen (H), forming water vapor (H_2O), and return to the air.

- 1) The GPS generator creates bi-polar ionization (cold plasma), replicating the same positive and negative ions found abundantly nature, for example, in woods and forests. Ions are found in the highest concentrations where the ocean meets the shore and high elevation in the mountains. GPS' plasma process will artificially create the ions found in these desirable locations and supply them into the building, enhancing the indoor air quality. The ions turn into OH radicals only on the surface of harmful substances to kill or inactivate them, so they are completely harmless to the human body and pets.
- 2) GPS plasma will effectively eliminate bacteria, virus, mold and volatile organic compounds by working directly on the air contained in the entire zone and duct.
- 3) The plasma process consumes a miniscule amount of electricity, less than a 5 watt light bulb, in most applications.



Global Plasma Solutions
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Charlotte, NC 28208
Phone: 980-279-5622
Email: info@globalplasmasolutions.com
www.globalplasmasolutions.com

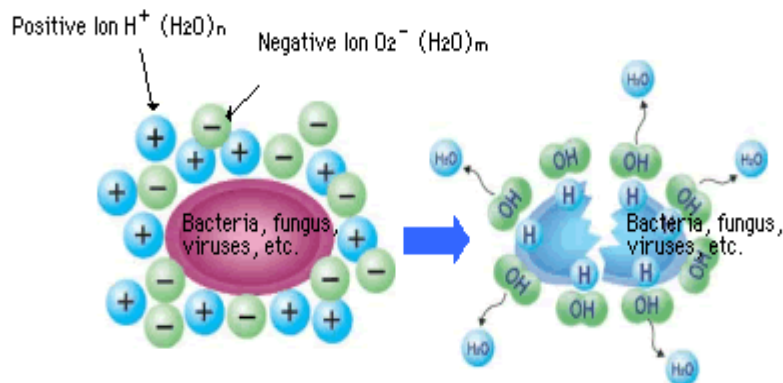
Various Pathogens that Plasma Kills

Target Substance	Species	Testing & Verification Organization	Date of Announcement
Fungi	Cladosporium (black mold, mildew)	Ishikawa Health Service Association	September 2000
		Universitätsklinikums Lübeck University Clinic (Germany) (proliferation control effect)	February 2002
		CT&T (Professor Gerhard Artmann, Aachen University of Applied Sciences)	November 2004
	Penicillium, Aspergillus	Universitätsklinikums Lübeck University Clinic (Germany) (proliferation control effect)	February 2002
	Aspergillus, Penicillium (two species), Stachybotrys, Alternaria, Mucorales	CT&T (Professor Gerhard Artmann, Aachen University of Applied Sciences)	November 2004
Bacteria	Coliform bacteria (E. coli)	Ishikawa Health Service Association	September 2000
	<i>E. coli</i> , <i>Staphylococcus aureus</i> , <i>Candida</i>	Shanghai Municipal Center for Disease Control and Prevention, China	October 2001
	Bacillus subtilis	Kitasato Research Center of Environmental Sciences	September 2002
		CT&T (Professor Gerhard Artmann, Aachen University of Applied Sciences)	November 2004
	MRSA (methicillin-resistant <i>Staphylococcus aureus</i>)	Kitasato Research Center of Environmental Sciences	September 2002
		Kitasato Institute Medical Center Hospital	February 2004
	Pseudomonas, Enterococcus, Staphylococcus	Universitätsklinikums Lübeck University Clinic (Germany)	February 2002
	Enterococcus, Staphylococcus, Sarcina, Micrococcus	CT&T (Professor Gerhard Artmann, Aachen University of Applied Sciences)	November 2004

Allergens	Mite allergen (dust from dead mite bodies and feces), pollen	Graduate School of Advanced Sciences of Matter, Hiroshima University	September 2003
	Airborne allergens	Asthma Society of Canada	April 2004
Viruses	H1N1 influenza virus (Swine Flu)	Kitasato Research Center of Environmental Sciences	September 2002
		Seoul University, Korea	September 2003
		Shanghai Municipal Center for Disease Control and Prevention, China	December 2003
		Kitasato Institute Medical Center Hospital	February 2004
	H5N1 avian influenza virus	Retroscreen Virology, Ltd, London, U.K.	May 2005
	Coxsackie virus (summer colds)	Kitasato Research Center of Environmental Sciences	September 2002
	Polio virus	Kitasato Research Center of Environmental Sciences	September 2002
	Corona virus	Kitasato Institute Medical Center Hospital	July 2004

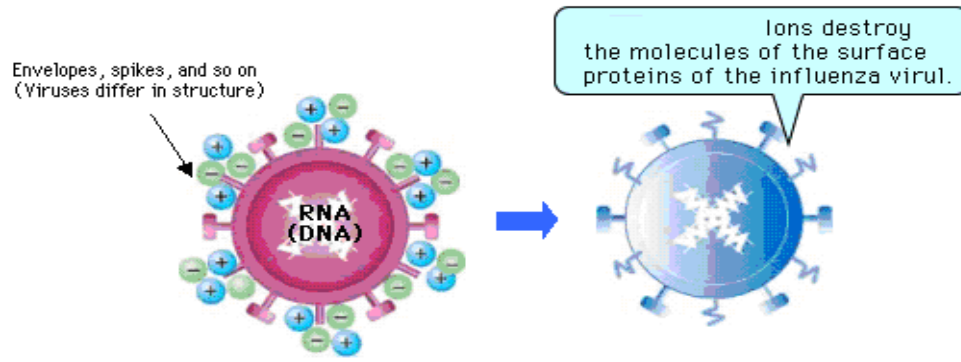
Mechanism of Plasma for Inactivating Airborne Fungi

The positive (H^+) and negative (O_2^-) ions cluster together on the surface of airborne fungi, causing a chemical reaction that results in the creation of highly reactive OH groups called hydroxyl radicals ($\bullet OH$). The hydroxyl radical will take a hydrogen molecule from the cell wall of an airborne fungi particle. This process inhibits mold infestation as well as controls musty and household odors (caused in large part by mold fungi) as they occur.



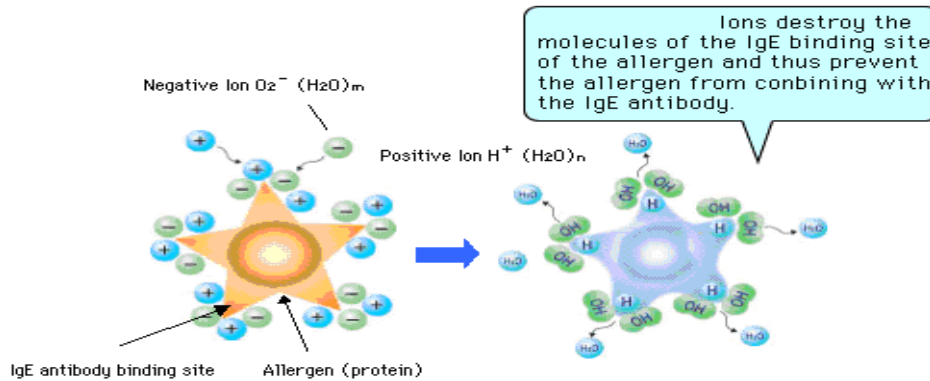
Mechanism of Plasma for Inactivating Airborne Virus

The positive (H^+) and negative (O_2^-) ions surround the hemagglutinin (surface proteins that form on organisms and trigger infections) and change into highly reactive OH groups called hydroxyl radicals ($\bullet OH$). These groups take a hydrogen molecule from the hemagglutinin and change it into water (H_2O). The ions destroy the virus surface structure, for example its envelopes and spikes, on a molecular level. As a result, the virus cannot infect even if it enters the body.



Mechanism of Plasma for Deactivating Airborne Allergens

The positive (H^+) and negative (O_2^-) ions surround the airborne allergen and change into highly reactive hydroxyl radicals ($\bullet OH$). The hydroxyls then deactivate the molecules of the IgE antibody binding site of the allergen. No allergic symptoms occur even if allergens enter the body.



GPS' plasma is a technology with many benefits. Plasma can kill or inactivate many airborne pathogens, not just at the source of the plasma, but also in the zone where the heated or cooled air is being supplied. Ultraviolet light cannot kill pathogens outside of the blue light produced by the ultraviolet light tube, so the killing of ultraviolet light is limited to the effectiveness of the ventilation system to get the pathogen back to the air handler for control.

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Control of Gases and Odors with Plasma

While plasma is very effective at pathogen killing, it is also effective at controlling gases, odors and volatile organic compounds (VOC's). Just as the plasma surrounds pathogens and deactivates them, the plasma also surrounds gas molecules. As the gas molecules are attacked by the plasma, the molecular bond of the gas molecule is broken down, just as glue is broken down by contact with paint thinner, and the gas reverts back to its natural state. What the gas molecule starts out will depend on what it breaks down to. Using ammonia (NH₃) as an example, ammonia breaks down to oxygen, nitrogen and water vapor when subjected to a plasma field of sufficient strength. Ammonia is an odorous chemical produced by occupants as well as cigarette smoke and some building materials.

When installed in a central HVAC system, zone odors are controlled such as ammonia, formaldehyde, cooking odors, bathroom odors, musty & mildew odors as well as other odors produced by the occupants and building furnishings and processes. The gases produced by the building materials are broken down to harmless gases already prevalent in the earth's atmosphere such as oxygen, nitrogen, water vapor or carbon dioxide. Contact Global Plasma Solutions to learn more today!



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To: Yankton County Government Center Attn: Jeff	Date: 7/28/20
Project: Global Plasma Solutions	Terms: Net 30 Days FOB Factory, FFA
	Quote No: 200728TP
	<i>Taxes are NOT Included</i>

Note: Price subject to change 30 days from date of quotation

We are pleased to quote the following equipment for the above referenced job:

AHU-1

Global Plasma Solutions iMod Units with:

- 1 total GPS Control Enclosure
- 1 total GPS iMod bar (102 snap)
- 24-240 VDC needed to power units

Price \$ 5387.67
Installation \$ 595.00

* All units will require 24-240 VAC Supply. If power is not available at the AHU extra charges will apply.

* Freight is additional Estimated \$ 45.00.

Respectfully,

Tyler Pierce
O'Connor Company



To: Yankton County Government Center Attn: Jeff	Date: 7/28/20
Project: Global Plasma Solutions	Terms: Net 30 Days FOB Factory, FFA
	Quote No: 200728TP
	<i>Taxes are NOT Included</i>

Note: Price subject to change 30 days from date of quotation

We are pleased to quote the following equipment for the above referenced job:

EMS BUILDING

- 4) GPS FC48AC (4 Furnaces)
- 1) GPS IRIB (PTAC)
- 3) GPS FC48AC (Three Roof top units)

Price \$ 4,800.00
Installation \$ 1,700.00

* All units will require 24-240 VAC Supply. If power is not available at the AHU extra charges will apply.

* Freight is additional Estimated \$45.00.

Respectfully,

Tyler Pierce
O'Connor Company



To: Yankton County Government Center Attn: Jeff	Date: 7/28/20
Project: Global Plasma Solutions	Terms: Net 30 Days FOB Factory, FFA
	Quote No: 200728TP
	<i>Taxes are NOT Included</i>

Note: Price subject to change 30 days from date of quotation

We are pleased to quote the following equipment for the above referenced job:

EXTENSION OFFICE

2) GPS FC048AC (2Furnaces)

- Auto Cleaning

Price \$ 1200.00
Installation \$ 510.00

* All units will require 24-240 VAC Supply. If power is not available at the AHU extra charges will apply.

* Freight is additional Estimated 20.00.

Respectfully,

Tyler Pierce
O'Connor Company



To: Yankton County Jail / Dispatch Attn: Jeff	Date: 7/28/20
Project: Global Plasma Solutions	Terms: Net 30 Days FOB Factory, FFA
	Quote No: 200728TP
	<i>Taxes are NOT Included</i>

Note: Price subject to change 30 days from date of quotation

We are pleased to quote the following equipment for the above referenced job:

AHU-4 D POD

Global Plasma Solutions iMod Units with:

- 1 total GPS Control Enclosure
- 1 total GPS iMod bar (30 snap)
- 24-240 VDC needed to power units

Price \$ 2,547.96
Installation \$ 595.00

AHU-4 UPSTAIRS OLD

Global Plasma Solutions iMod Units with:

- 1 total GPS Control Enclosure
- 1 total GPS iMod bar (126 snap)
- 24-240 VDC needed to power units

Price \$ 6,180.00
Installation \$ 595.00

AHU-2 UPSTAIRS OLD

Global Plasma Solutions iMod Units with:

- 1 total GPS Control Enclosure
- 1 total GPS iMod bar (72 snap)
- 24-240 VDC needed to power units

Price \$ 4,194.42
Installation \$ 595.00

AHU-3

Global Plasma Solutions iMod Units with:

- 1 total GPS Control Enclosure
- 1 total GPS iMod bar (48 snap)
- 24-240 VDC needed to power units

Price \$ 3,255.83
Installation \$ 595.00

AHU-6 B POD

Global Plasma Solutions iMod Units with:

- 1 total GPS Control Enclosure
- 1 total GPS iMod bar (54 snap)
- 24-240 VDC needed to power units

Price \$ 3,479.33
Installation \$ 595.00

AHU-5 A POD

Global Plasma Solutions iMod Units with:

- 1 total GPS Control Enclosure
- 1 total GPS iMod bar (48 snap)
- 24-240 VDC needed to power units

Price \$ 3,255.83
Installation \$ 595.00

AHU-7

Global Plasma Solutions iMod Units with:

- 1 total GPS Control Enclosure
- 1 total GPS iMod bar (48 snap)
- 24-240 VDC needed to power units

Price \$ 3,255.83
Installation \$ 595.00

AHU-2 KITCHEN

Global Plasma Solutions iMod Units with:

- 1 total GPS Control Enclosure
- 1 total GPS iMod bar (60 snap)
- 24-240 VDC needed to power units

Price \$ 3,732.98
Installation \$ 595.00



AHU-1 DOWNSTAIRS JAIL ROOM

Global Plasma Solutions iMod Units with:

- 1 total GPS Control Enclosure
- 1 total GPS iMod bar (42 snap)
- 24-240 VDC needed to power units

Price \$ 3,025.10
Installation \$ 595.00

TRAINING, INVESTIGATION #1 & #2

Global Plasma Solutions iMod Units with:

- 3 GPS-IRIB-18
- 110-240V
- Fold to length

Price \$ 1,341.00
Installation \$ 765.00

DISPATCH

Global Plasma Solutions iMod Units with:

- 1 GPS-IRIB-18
- 110-240V
- Fold to length

Price \$ 515.00
Installation \$ 255.00

AHU-2-SHERIFF'S OFFICE

Global Plasma Solutions iMod Units with:

- 1 total GPS Control Enclosure
- 1 total GPS iMod bar (126 snap)
- 24-240 VDC needed to power units

Price \$ 10,474.58
Installation \$ 595.00

* All units will require 24-240 VAC Supply. If power is not available at the AHU extra charges will apply.

* Freight is additional Estimated \$ 425.00.

Respectfully,



Tyler Pierce
O'Connor Company

