

AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS OF FALL RIVER COUNTY:

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of this County on this 30<sup>th</sup> day of November, 2018.

Total Amt of Deposit in First Interstate Bank: \$778,987.32

Total Amt of Deposit in First National Bank of Lead: \$1,000.00

Total Amount of Cash: \$2,815.98

Total Amount of Treasurer's Change Fund: \$ 900.00

Total Amount of Checks in Treasurer's Possession Not Exceeding Three Days: \$45,883.09

SAVINGS:

First Interstate Bank : \$183,098.27

First National Bank of Lead: \$1,021,957.20

CERTIFICATES OF DEPOSIT:

First Interstate-Hot Springs: \$3,553,492.10

Black Hills Federal Credit Union: \$250,000.00

Bank of the West \$506,381.99

Schwab Treasury \$1,300,000.00

Itemized list of all items, checks and drafts that have been in the Treasurer's possession over three days:

Register of Deeds Change Fund: \$500.00

Highway Petty Cash: \$20.00

Election Petty Cash: \$15.00

RETURNED CHECKS:

Baker, David \$300.00, Lic 09/10/2018


Bayan, Fritchie \$957.52, Lic 08/24/2018

Hughson, Tamara \$1,394.06, Lic 11/05/2018

Rieck, Dana \$1,877.78, Lic 11/19/2018

TOTAL \$7,649,580.31

Dated This 30<sup>th</sup> Day of November, 2018.

  
Sue Ganje, County Auditor of Fall River County.

County Monies: \$7,162,094.65

Held for other Entities: \$345,552.67

Held in Trust: \$141,932.99

TOTAL: \$7,649,580.31

The Above Balance Reflects County Monies, Monies Held in Trust, and Monies Collected for and to be remitted to Other ENTITIES: SCHOOLS, TOWNS, TOWNSHIPS, FIRE AND AMBULANCE DISTRICTS, AND STATE.

## FALL RIVER COUNTY APPROVED MINUTES OF DECEMBER 4, 2018

The Fall River Board of County Commissioners met in regular session on December 4, 2018 in the courtroom on the second floor of the Courthouse. Present: Ann Abbott, Joe Allen, Joe Falkenburg, Paul Nabholz, Deb Russell and Sue Ganje, Auditor.

The Pledge of Allegiance was stated, and the meeting called to order at 9:00 a.m.

The agenda was reviewed for conflicts; none were noted. ALL MOTIONS RECORDED IN THESE MINUTES WERE PASSED BY UNANIMOUS VOTE, UNLESS OTHERWISE STATED.

Motion made by Russell, seconded by Abbott, to approve the agenda as written, with the exception of the tour of the Hot Springs Library, with the suggestion that Nabholz discuss it during public comment. With Nabholz voting no, all others voting yes, motion carries.

Motion made by Nabholz, seconded by Abbott, to set year end meeting on December 27, 2018, at 9 a.m.

Motion made by Nabholz, seconded by Russell, to approve the minutes of November 8, 2018.

The November 20, 2018 minutes were not available.

Motion made by Russell, seconded by Abbott, to approve the hourly pay raises for Michael DeBoer (jailer), from \$12.50 to \$13.00, (2080 hours) effective November 15, 2018 and Darwyn Ulberg (highway department), from \$15.05 to \$16.11, (4160 hours), effective November 1, 2018, both as per union contract.

Lyle Jensen, Building Supervisor, met with the board. Motion made by Russell, seconded by Nabholz, to approve the Golden West Quote for advanced threat protection in the amount of \$680.00 per month.

Jensen updated the board that the part of the audio/video recording equipment he purchased has arrived.

Dustin Ross, Andersen Engineers, met with the board. Motion made by Allen, seconded by Russell, to approve the following resolution:

### **FALL RIVER COUNTY RESOLUTION #2018-31**

**A plat of Lot 6 of Green Valley Subdivision in part of the E1/2NW1/4, Part of the SW1/4NE1/4, and part of the S1/2NW1/4NE1/4 of Section 20, T7S, R5E, BHM, Fall River County, South Dakota**

WHEREAS, there has been presented to the County Commissioners of Fall River County, South Dakota, the within plat of the above described lands, and it appearing to this Board that the system of streets conforms to the system of streets of existing plats and section lines of the county; adequate

provision is made for access to adjacent unplatted lands by public dedication or section line when physically accessible; all provisions of the county subdivision regulations have been complied with; all taxes and special assessments upon the property have been fully paid; and the plat and survey have been lawfully executed; now and therefore,

BE IT RESOLVED that said plat is hereby approved in all respects.

Dated this 4<sup>th</sup> day of December, 2018.

ATTEST:  
/s/Sue Ganje  
Fall River County Auditor's Office

/s/Joe Falkenburg  
Fall River County Board of Commissioners

Motion made by Allen, seconded by Abbott, to approve the following resolution:

**FALL RIVER COUNTY RESOLUTION #2018-32**

**A plat of Skow Tract of Country View Subdivision, located in the SW1/4SE1/4 of Section 27, and NW1/4NE1/4 of Section 34, All in T7S, R5E, BHM, Fall River County, South Dakota**

WHEREAS, there has been presented to the County Commissioners of Fall River County, South Dakota, the within plat of the above described lands, and it appearing to this Board that the system of streets conforms to the system of streets of existing plats and section lines of the county; adequate provision is made for access to adjacent unplatted lands by public dedication or section line when physically accessible; all provisions of the county subdivision regulations have been complied with; all taxes and special assessments upon the property have been fully paid; and the plat and survey have been lawfully executed; now and therefore,

BE IT RESOLVED that said plat is hereby approved in all respects.

Dated this 4<sup>th</sup> day of December 2018.

ATTEST:  
/s/Sue Ganje  
Fall River County Auditor's Office

/s/Joe Falkenburg  
Fall River County Board of Commissioners

Kelli Rhoe, Treasurer, met with the board, advising the board of a new 'Cars' program for motor vehicles. Rhoe also presented a delinquent tax agreement for Mele-Ann Rae-Bruhjell. Motion made by Allen, seconded by Abbott, to approve the delinquent tax agreement for Mele-Ann Rae-Bruhjell, parcel #'s 81900-00000-02980 and 65190-00400-00200, in the amount of \$120.00 per month, payable the 15<sup>th</sup> of each month. With Nabholz voting no, all others voting yes, the motion carried.

Paul Nabholz, Commissioner, met with the board. Nabholz discussed correspondence with Judge Pfeifle concerning employees carrying guns in the courthouse and federal regulations for manning a fire truck. Nabholz will pursue reduced federal rules for small communities.

Frank Maynard, Emergency Management, met with the board, noting certificates for two webinar trainings on floodplain mapping as continuing education. The PDM and LEPC grant applications have been completed and he advised the board that the letter has been sent for a 50/50 grant for the Court ITV, and a request for a new ITV to be installed in the 24/7 room in the sheriff's office. The total request is for \$10,730.00. Maynard also updated the board on fires and incidents.

The supplement and contingency transfer hearing was held as advertised. The auditor reviewed the year to date expenses by departments for contingency transfers, and the listing of supplements to be made. Motion made by Allen, seconded by Nabholz, to approve the following resolution:

**FALL RIVER COUNTY RESOLUTION #2018-30**  
**Supplemental Budget 2018, #3**  
**Contingency Transfers 2018, #3**

WHEREAS, SDCL 7-21-22 provides that the Board of County Commissioners may adopt a supplemental budget, and whereas, as due and legal notice has been given, the following Supplements for December 4, 2018 be approved as follows to the following general fund departments: Weed Grant 10100X4341615, \$23,730.00 (Mid Dakota Vegetation); Weed Grant 10100X4341615, \$5,000.00 (Baby's Breath); Weed Grant 10100X4341615, \$6,200.00 (Prairie Dog 50/50); Weed Salaries 10100X4110615 \$1,532.50 (Mosquito); Weed Social Security 10100X4120615 \$117.24 (Mosquito); Weed Travel 10100X4272615 \$1,739.07 (Mosquito); Weed Supplies 10100X4266615 \$5,031.91 (Mosquito); Extension Supplies 10100X4260611 \$155.00 (Overpayment on copier); Payment to Local Agencies 10100X4260750 \$839.84 (balance); Payment to Local Agencies 10100X4260830 \$668.61 (balance) ; and to Emergency Management 22600X4300222 \$750.00 (grant reimbursement for HMEP, Hazmat). Means of finance for all to be grant funds and cash, and

WHEREAS, SDCL 7-21-32.2 provides that the Board of County Commissioners may adopt a transfer appropriation from the contingency budget to other appropriations, which are insufficient, a contingency transfer shall be approved and adopted to the following Departments: General fund - Court Appointed Attorney, \$60,000.00; Abuse & Neglect \$4,000.00; Contract Service (BLDG) \$13,500.00; 24/7 Sobriety \$1,200.00; Mental Illness \$4,400.00;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners to adopt the Supplemental Budget, #3 and Contingency Transfer #3 for 2018.

Dated at Fall River County, South Dakota this 4<sup>th</sup> day of December, 2018.

/s/Joe Falkenburg, Chair  
Fall River County Board of Commissioners

ATTEST:  
/s/Sue Ganje, Fall River County Auditor

Greg Foust, Director of Fall River Housing and Redevelopment Commission and Randy Meyers, met with the board. A letter from Foust was reviewed which noted the experience and qualifications that Meyers has, making him an excellent candidate to serve on this commission.

Motion made by Allen, seconded by Russell, to appoint Randy Meyers to a 5-year term on the Fall River Housing and Redevelopment Commission.

A short discussion was held on audio and video recording of commission meetings, noting that Robert's Rules of Order will be followed more closely. The board discussed limiting comments from the audience when discussing a motion, with a possible time limit, or continuing to allow all comments. Discussion was also held on the need to have individuals who have issues with any county department first address the matter with that department's supervisor, if unresolved, then the issue can come to the board. The board asked Ganje to assist with writing a draft of procedures of conduct to be brought to the December 18, 2018 meeting. Lyle Jensen also addressed the recordings, noting that edits may be made to comply with FCC regulations for viewing on you tube. Examples for edited recordings would be use of foul language or nudity, etc. The original unedited copy will be kept with the auditor, with a possible cost of \$10.00 for a copy of a meeting on a DVD.

Motion made by Abbott, seconded by Russell, to approve the bills as follows:

**GENERAL FUND**

FIDELITY SEC. LIFE INS CO	EYE INSURANCE	\$88.23
AMERICAN FAMILY ASSURANCE	AMERICAN FAMILY ASSURANCE	\$511.95
A'VIANDS LLC	INMATE FOOD/SUPPLY	\$8,897.50
BLACK HILLS CHEMICAL	SUPPLY	\$468.22
BRUMBAUGH & QUANDAHL,P.C.	GARNISHMENT	\$36.36
BLACK HILLS ENERGY	UTILITY POWER ELECTRIC	\$3,647.54
BOSTON MUTAL LIFE INSURANCE	LIFE INSURANCE	\$32.76
HUB INTERNATIONAL	AIRPLANE INSURANCE	\$126.00
SEVENTH CIRCUIT CASA PRG	CASA PROGRAM	\$1,300.00
CENTURY BUSINESS LEASING	COPIER LEASE & USAGE	\$856.57
CORRECT RX PHARMACY SERV.	INMATE PHARMACE	\$219.65
DELTA DENTAL PLAN OF SD	DELTA DENTAL	\$2,375.40
EFTPS	EFTPS PAYROLL TAXES	\$31,009.40
ELECTION SYSTEMS & SOFTWARE	ELECTION BALLOTS	\$421.73
EN-TECH LLC	FUMIGATION	\$100.00
EXECUTIVE MGMT FINANCE	BIT NETWORK FEES	\$128.75
FAMILY SUPPORT REGISTRY	CHILD SUPPORT	\$272.00
FALKENBURG, JOE	MILEAGE REIMBURSEMENT	\$174.72
FALL RIVER HEALTH SERVICE	INMATE MEDICAL/RANDOM DRUG TEST	\$2,051.43
FARRELL,FARRELL &GINSBACH	CAAF	\$1,059.98
FR COUNTY TREASURER	FIRST INTERSTATE	\$37.05
GOLDEN WEST TECHNOLOGIES	SERVICE	\$3,687.50
HAGEMAN, WAYNE	MILEAGE REIMBURSEMENT	\$53.34
HEAVY HIGHWAY FRINGE	INSURANCE FEES	\$585.00
HILLS EDGE AUTO SALES	CAR REPAIR	\$4,731.85
HILPERT & HALE, PROF, LLC	MI	\$112.80

HOT SPRINGS ACE HARDWARE	SUPPLY	\$314.75
CITY OF HOT SPRINGS	4TH QUARTER FIRE SPRINKLER	\$24.00
HUNT, KAREN PAIGE	MI	\$136.30
IOWA LABORERS DISTRICT	HEALTH INSURANCE	\$17,038.20
KATTERHAGEN, MARK	MI	\$15.00
LIUNA LABORERS LOCAL 620	UNION DUES	\$250.00
LEWNO, LUCY	MI	\$166.47
LOCKWOOD, DARCY	MI	\$15.00
LOGUE PAT	MI TRANSPORT	\$80.00
MANLOVE PSYCHIATRY GROUP	MI	\$59.90
MARKETLAB INC	SUPPLY	\$227.18
MEDICINE VOICE HEALING	MI QHMP	\$150.00
MEYER, DAN	MI	\$35.00
MONROE, HEATHER	MI TRANSPORT	\$240.00
NATIONWIDE RETIREMENT SOL	NATIONWIDE RETIREMENT	\$29.42
NEW YORK LIFE INSURANCE	NEW YORK LIFE INSURANCE	\$65.00
NORTON'S SINCLAIR	AUTO REPAIR	\$205.52
NORTON, TINA	CONTRACT NURSE INMATE	\$1,225.00
NOVOTNY, ROBERT	MILEAGE REIMBURSEMENT	\$37.80
OECHSLE, KEN	REIMBURSEMENT	\$107.46
CHILD SUPPORT PAYMENT CNT	CHILD SUPPORT	\$1,195.00
O'NEILL, JUSTIN	CAAF	\$689.20
PENNINGTON COUNTY JAIL	INMATE TRANSPORT	\$174.00
PENNINGTON COUNTY	MI	\$113.00
US POSTAL SERVICE	POSTAGE	\$255.60
QUILL CORPORATION	OFFICE SUPPLIES	\$649.62
RAPID CITY JOURNAL (THE)	ADVERTISING/PROCEEDING	\$31.92
SDACC	4TH QTR. CATASTROPHIC	\$2,353.00
SD RETIREMENT SYSTEM	SDRS CONTRIBUTION	\$16,138.82
SERVALL	RUG/UNIFORM SERVICE	\$246.46
SD SUPPLEMENT RETIREMENT	SDRS SUP RETIREMENT	\$950.00
NORTON, MIKAYLA	BLOOD DRAW	\$150.00
UNITED WAY BLACK HILLS	UNITED WAY DONATION	\$15.00
VALDEZ, CHUCK	MI	\$35.00
VERIZON WIRELESS	CELL PHONE PLAN	\$1,092.47
WINTER, PAUL R.	A&N	\$164.90
SIDES, JOHN	MILEAGE REIMBURSEMENT	\$252.00
YANKTON CO. SHERIFF	CIVIL PAPERS SERVED	\$50.00
WYATT, JERRY	MILEAGE REIMBURSEMENT	\$231.00
COMMISSION	NOVEMBER SALARIES	\$4,100.00
ELECTION	NOVEMBER SALARIES	\$134.51
AUDITOR'S OFFICE	NOVEMBER SALARIES	\$13,995.38
AUDITOR'S OFFICE	OVERTIME	\$988.76

TREASURER'S OFFICE	NOVEMBER SALARIES	\$11,574.29
TREASURER'S OFFICE	OVERTIME	\$8.51
STATE'S ATTORNEY'S OFFICE	NOVEMBER SALARIES	\$8,363.83
STATE'S ATTORNEY'S OFFICE	OVERTIME	\$207.48
MAINTENANCE	NOVEMBER SALARIES	\$9,293.57
MAINTENANCE	OVERTIME	\$248.99
ASSESSOR'S OFFICE	NOVEMBER SALARIES	\$12,525.41
ASSESSOR'S OFFICE	OVERTIME	\$6.05
REGISTER OF DEEDS OFFICE	NOVEMBER SALARIES	\$8,649.42
VETERAN'S SERVICE OFFICE	NOVEMBER SALARIES	\$3,296.68
GIS OFFICE	NOVEMBER SALARIES	\$3,243.47
SHERIFF'S OFFICE	NOVEMBER SALARIES	\$29,262.01
SHERIFF'S OFFICE	OVERTIME	\$2,708.19
JAIL	NOVEMBER SALARIES	\$15,896.59
JAIL	OVERTIME	\$1,791.88
CORONER	NOVEMBER SALARIES	\$150.00
NURSE'S OFFICE	NOVEMBER SALARIES	\$3,298.24
NURSE'S OFFICE	OVERTIME	\$14.06
EXTENSION OFFICE	NOVEMBER SALARIES	\$3,294.68
WEED & PEST OFFICE	NOVEMBER SALARIES	\$5,728.76
	TOTAL FOR GENERAL FUND	\$246,975.48

**COUNTY ROAD & BRIDGE**

A & B WELDING SUPPLY CO.	WELDING SUPPLIES/LEASE	\$11.47
FIDELITY SEC. LIFE INS CO	EYE INSURANCE	\$48.60
AMERICAN FAMILY ASSURANCE	AMERICAN FAMILY ASSURANCE	\$421.58
BLACK HILLS ENERGY	UTILITY POWER ELECTRIC	\$716.34
BUTLER MACHINERY CO.	SUPPLIES/REPAIRS	\$180.00
DELTA DENTAL PLAN OF SD	DELTA DENTAL	\$512.60
DIESEL MACHINERY, INC	PARTS	\$57.06
EDDIES TRUCK SALES	REPAIRS/PARTS	\$3,583.00
EFTPS	EFTPS PAYROLL TAXES	\$8,128.65
FALL RIVER HEALTH SERVICE	INMATE MEDICAL/RANDOM DRUG TEST	\$40.00
FORWARD DISTRIBUTING	SUPPLIES/PARTS	\$21.60
HEAVY HIGHWAY FRINGE	INSURANCE FEES	\$150.00
HOT SPRINGS AUTOMOTIVE	AUTO SUPPLY PARTS	\$30.57
RICOH USA INC	PRINTER LEASE	\$75.00
IOWA LABORERS DISTRICT	HEALTH INSURANCE	\$3,415.00
LIUNA LABORERS LOCAL 620	UNION DUES	\$125.00
NATIONWIDE RETIREMENT SOL	NATIONWIDE RETIREMENT	\$50.00
POWERPLAN OIB	REPAIR/PARTS/LABOR	\$43.30
SAFETY KLEEN	SUPPLIES	\$124.47
SD RETIREMENT SYSTEM	SDRS CONTRIBUTION	\$4,261.62
SEILER, RANDY	CELLPHONE REIMBURSEMENT	\$75.00

TRUE NORTH STEEL	SUPPLY	\$16,759.20
TWILIGHT INC	FIRST AID SUPPLY	\$253.90
BUILDER'S FIRST SOURCE	SUPPLY	\$24.00
HIGHWAY DEPARTMENT	NOVEMBER SALARIES	\$35,513.33
	TOTAL FOR COUNTY ROAD AND BRIDGE	\$74,621.29

**911 SURCHARGE REIMBURSEMENT**

FIDELITY SEC. LIFE INS CO	EYE INSURANCE	\$25.00
CENTURY BUSINESS LEASING	COPIER LEASE & USAGE	\$43.50
CREDIT COLLECTIONS BUREAU	COLLECTIONS	\$302.86
DELTA DENTAL PLAN OF SD	DELTA DENTAL	\$337.55
EFTPS	EFTPS PAYROLL TAXES	\$3,991.54
HEAVY HIGHWAY FRINGE	INSURANCE FEES	\$60.00
IOWA LABORERS DISTRICT	HEALTH INSURANCE	\$1,366.00
LIUNA LABORERS LOCAL 620	UNION DUES	\$25.00
PORTFOLIO RECOVERY ASSOC.	GARNISHMENT	\$147.37
SD RETIREMENT SYSTEM	SDRS CONTRIBUTION	\$2,064.84
DISPATCH	NOVEMBER SALARIES	\$16,396.16
DISPATCH	OVERTIME	\$810.77
	TOTAL FOR 911 SURCHARGE REIMBURSEMENT	\$25,570.59

**EMERGENCY MANAGEMENT**

EFTPS	EFTPS PAYROLL TAXES	\$1,397.51
QUILL CORPORATION	OFFICE SUPPLIES	\$37.99
SD RETIREMENT SYSTEM	SDRS CONTRIBUTION	\$594.36
VERIZON WIRELESS	CELL PHONE PLAN	\$162.06
FR EMERGENCY MANAGEMENT		
OFFICE	NOVEMBER SALARIES	\$5,482.65
	TOTAL FOR EMERGENCY MANAGEMENT	\$7,674.57

**COURTHOUSE BUILDING FUND**

SIMON MATERIALS	GRAVEL COURTHOUSE PARKING LOT	\$610.08
	TOTAL FOR COURTHOUSE BUILDING FUND	\$610.08
	TOTAL PAID BETWEEN 11/21/18 AND 12/04/18	\$355,452.00

Break was taken at 9:49 a.m. and resumed at 9:54 a.m.

Public comment was heard from Lyle Rudloff, Jim Angell and Paul Nabholz. Rudloff questioned why people were not allowed to carry guns in the courthouse. Angell was curious how the road tour went. Seiler told the public where they had went on the road tour and for the most part everything looked good. The board asked if the culvert near Edgemont had been put in; it is installed. Nabholz noted that the agenda item on the library was only an offer of a tour of the Hot Springs Library. Nabholz offered to provide tours of the structural deficiencies for the commissioners and public.

Randy Seiler, Highway Superintendent, met with the board. Fuel quotes were presented as follows:



11-29-18	8000 Gallons E1087	8000 Gal of #1/#2 Blend Diesel
Nelson's Oil and Gas	\$2.02/gallon	\$2.43/gallon
MG Oil	\$1.9994/gallon	No Bid
PJ'S Hi-D-Way	No Bid	No Bid

Motion made by Nabholz, seconded by Russell, to approve the low bid from MG Oil for 8,000 gallons of E10 gasoline at \$1.9994 per gallon, for a total amount of \$15,995.20 and the low bid from Nelson's Oil and Gas for 8,000 gallons of #1/#2 dyed diesel at \$2.43 per gallon, for a total amount of \$19,440.00.

Bob Evans, Sheriff, and Jerry Dibble, Edgemont Mayor, met with the board and reviewed changes in the law enforcement contract with Edgemont for 2019. Motion made by Russell, seconded by Nabholz, to approve the 2019 law enforcement agreement with Edgemont, pending approval from the Edgemont City Council. With Nabholz voting no, all others voting yes, motion carried.

Motion made by Nabholz, seconded by Abbott, to approve the purchase of a Dodge Durango off state bid in the amount of \$30,596.00.

Evans presented quotes for body cameras and will apply for funds for those from the SD Attorney General office.

Motion made by Nabholz, seconded by Russell, to enter in executive session for personnel purposes to evaluate the highway superintendent at 10:17 a.m., as per SDCL 1-25-2 (1).

Meeting reconvened at 10:50 a.m.

Motion made by Abbott, seconded by Allen, to adjourn at 10:50 a.m.

/s/ Joe Falkenburg  
 Joe Falkenburg, Chair  
 Board of Fall River County Commissioners

ATTEST:  
 /s/ Sue Ganje  
 Sue Ganje  
 Fall River County Auditor

**Fall River County Policy for Public Information**

**Purpose:**

The intended purpose behind establishing county social media sites is: first, to disseminate information from the county, about the county, to its citizens; and second to engage in dialogue with citizens, visitors and potential visitors.

**Definitions:**

1. **Social Media:** Social media is content created by individuals using accessible technology through the Internet. Examples of social media include but are not limited to: Facebook, blogs, Instagram, MySpace, RSS, YouTube, Second Life, Twitter, LinkedIn, Etc.
2. **County Moderator:** An authorized County official or employee who creates and is responsible for posted articles, messages and information on social media sites. The County Moderator reviews, authorizes and allows content submitted by public commentators to be posted to a County social media site (see section below).
3. **PIO:** The Public Information Officer is an employee appointed by the County Commissioner to be the main communication coordinator or spokesperson for the county.
4. **Post:** Content created and disseminated directly by Fall River County employees or officials. (includes videos & audio recordings)
5. **Sharing:** Disseminating content created by another entity, in most cases that was received via the same social media platform.
6. **Comment:** A response to a post or shared post on a social media site.

**Section 1**

**Use of Social Media on Official County Business**

1. **Regulation:** All Official County Social Media Platforms will:
  - a. Be approved by the county PIO and (if applicable) the Department Supervisor
  - b. Allow the county PIO administrative status on the account
2. **Applicable law and policies:** All County social media sites shall adhere to applicable federal, state and local laws, regulations and policies, including, to the extent applicable and feasible, those relating to the disclosure and retention of public records.
3. **County reserved rights:** The County reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

## Fall River County Policy for Public Information

### 4. Content Restrictions:

#### a. Posts:

- i. Fall River County will limit its post to the following topics:
  1. Official Meetings
    - a. Announcements, agendas, recordings, and minutes
  2. Public Service Announcements
    - a. Deadlines for county or state programs such as tax assistance programs, voter registration, or assessment appeals.
    - b. Information regarding general operation and procedures for county offices for the purpose of creating better understanding with the public (Examples: understanding tax & appeal cycles, how to form a road district, understanding where tax dollars go)
    - c. Safety reminders whether of general or seasonal nature
    - d. Emergency Management information such as evacuations, road closures, specific hazards or an on-going event that is causing public concern.
    - e. Changes in hours of operation, office closures, office locations or other logistic items.
  3. Training for employees (generally privately posted using county social media sites)
  4. Informational, educational, or safety events sponsored directly by a county office or a local tax entity
  5. Changes in personnel; introducing new employees, announcing retirements, announcing changes in positions, etc
  6. Advertising employment openings for county offices.
- ii. The following posts are NOT allowed:
  1. any type of election campaign or endorsement of a candidate
    - a. an exception will be made for posting factual information regarding county initiated ballot measures
  2. any type of fundraising event,
  3. any type of commercial business endorsement
- iii. County Employees must follow all copyright laws, public records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply to the County or their functional area.
- iv. County Employees must not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval.
- v. If it is necessary to correct a post, either for a spelling, grammatical, or informational mistake a note should be included in the post as to the edit.
- vi. It is the job of county employees to share facts not opinions.

Fall River County Policy for Public Information

- b. **Sharing:** Fall River County will limit its sharing of posts from other entities using the same content guidelines as those for Posts. In addition it will only share posts from trusted and known sources such as other local government and state entities.
- c. **Comments:** Comments by the public will be monitored by the county PIO and County Moderators.
  - i. Comments containing any of the following inappropriate forms of content shall not be permitted on county social media sites and are subject to removal and/or restriction by the PIO or County Moderator.
    - 1. Comments not related to the original topic, including random or unintelligible comments;
    - 2. Comments on topics or issues not within the jurisdictional purview of the county;
    - 3. Comments that cannot be verified as factual;
    - 4. Profane, obscene, violent, or pornographic content and/or language;
    - 5. Content that promotes, fosters or perpetuates discrimination on the basis of race, gender, color, religion, sex, national origin, mental disability or physical disability;
    - 6. Defamatory or personal attacks;
    - 7. Threats to any person or organization;
      - a. Moderator will report said threats immediately to law enforcement
    - 8. Comments in support of, or in opposition to, any political campaigns or ballot measures;
      - a. an exception will be made for discussion of county initiated ballot issues as long as said comments follow the other rules of courtesy listed here
    - 9. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
    - 10. Conduct in violation of any federal, state or local law;
    - 11. Encouragement of illegal activity;
    - 12. Information that may tend to compromise the safety or security of the public or public systems;
    - 13. Content that violates a legal ownership interest, such as a copyright, of any party.

## Fall River County Policy for Public Information

- ii. A comment posted by a member of the public on any county social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, Fall River County, nor do such comments necessarily reflect county opinions or policies.
  - iii. The county reserves the right to deny access to county social media sites for any individual, who violates the county's Social Media Policy, at any time and without prior notice.
    - 1. The county PIO should be notified by County Moderators of any person whose comment is removed or who is blocked from commenting on a county social media site. This notification should be via email and included the reason for the removal and a copy of the comment.
    - 2. The moderation process must be objective and impartial and avoid any perception that posts are being censored for political reasons.
    - 3. The moderation process must be sensitive to the diversity of the public and avoid any perception that it is being applied in a discriminatory manner.
  - d. **Sensitive Information:** Employees shall ensure that information shared via social media is public information. They must protect their privacy, the privacy of citizens and the information the County holds. Follow all privacy protection laws, i.e., HIPPA, and protect sensitive and confidential County information
5. **Advertising:** If advertising is utilized on a county social media site the county will, where possible, prevent the showing of political ads and non-family safe ads.

## Section 2

**Public Recordings:** In order to make government more accessible and more informative to its citizens and allow for a more participative process, Fall River County has established the following policy for the recording of public meetings.

1. **Types of meetings to be recorded:**
  - a. Board of Commissioners
  - b. Any other meetings the commissioners determine to be recorded
2. **Rules:** The following rules will be adhered to by the public and officials for all recorded meetings.
  - a. Robert's Rules will be followed during meetings.
  - b. Each person addressing the board must introduce themselves.
  - c. Any person requesting to address the commission on a meeting agenda item may be given one minute or less to do so at the discretion of the chairperson. All other comments they have will be addressed during public comment.
  - d. The board requires that any individual that has an issue with any department, first address that issue with the pertinent department supervisor. If issue is unresolved, then it may be brought to the commission. Comments addressing individual employees will not be allowed.
3. **Posting:** Meeting videos will be linked from the County website at [fallriver.sdcounties.org](http://fallriver.sdcounties.org) and will be available online for 24/7 viewing on the following channel: Fall River County Commission SD at [www.youtube.com](http://www.youtube.com) and will be available 24 hours after the conclusion of the meeting.
  - a. Fall River County takes no responsibility for any 'downtime' or 'outages' for [www.youtube.com](http://www.youtube.com) or the county website which are beyond the county's control
4. **Broadcast:** The meeting may be broadcasted on a local government cable station.

## Fall River County Policy for Public Information

### 5. Edits:

- a. Fall River County reserves the right to edit the public copy of an officially recorded meeting in the following way:
  - i. To 'bleep' or mute profanity, obscenity, or indecent speech, in compliance with FCC regulations
  - ii. To visually obstruct or 'blur' any visual that may be considered indecent or obscene, in compliance with FCC regulations
  - iii. To 'bleep' or mute any information which is protected by law, i.e. HIPPA, that may be accidentally or inadvertently spoken of during a public meeting.
- b. An unedited copy of the meeting will always be preserved by the courthouse for review in the event that the 'edit' is questioned by a member of the public. However, the original recording will not be obtainable by the public.
- c. Any edit done to a video will be noted with the reason for the edit. This note will appear in the video or comments.

### 6. Obtaining Copies:

- a. Anyone wishing to obtain an edited DVD of a recording must make a request in writing to the County Auditor's Office and provide payment of \$10.00 per DVD. The revenue received shall be deposited in the County General Fund.
- b. The request for a DVD should be made with 24 hour advance notice.
- c. Recordings/DVD's shall be retained for 7 years by the County Auditor's Office.

### 7. Official Record

- a. Recording/DVD's are made for broadcast purposes only. The official record of proceedings shall be the minutes as approved by the governing body.
- b. The recordings are provided as a public service and do not constitute an official record. No warranty or guarantee of any kind is provided.

## Section 3

### Employee Access to County Social Media Accounts

1. **Access:** Only the County PIO and County Moderators will be given access to post and share via county social media accounts.
2. **Understanding Policy:** All County Moderators and the PIO will read this county Social Media Policy and sign the attached form stating that they have read and understand these policies prior to being given access to the county social media accounts.
3. **Choosing County Moderators:** Department Supervisors may decide which of their employees (or themselves) they would like to appoint as County Moderator for their department or they may choose not to appoint any employee and instead rely on the county PIO.
4. **Moderator Employment Termination:** It is the job of the immediate supervisor to inform the PIO immediately if a County Moderator under their supervision has their employment terminated or if they resign so that the appropriate accounts and accesses can be removed.
5. **Policy Violation:** County Moderators who violate the county social media policy will be reported to their Department Head or Supervisor for appropriate disciplinary action. The PIO may choose to suspend their access to county accounts until their Supervisor is able to determine disciplinary action or resolve the issue.
6. **Access List:** The County PIO will maintain a list of the county's social media accounts and the County Moderators who have access to those accounts.



FALL RIVER COUNTY COURTHOUSE

906 N. RIVER STREET

HOT SPRINGS, SD 57747

PHONE: 745-5130, FAX: 745-6835

BID: 9000 gallons of propane, Request for Bid, to be delivered on January 3<sup>rd</sup> 2019

Specifications: Propane is to be HD-5 grade, 90% or greater propane, preferably 95% propane, with other gases as per ASTM D-1835.

DATE: December 21, 2018

FROM: Nelson's Oil & Gas

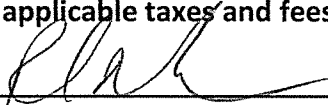
PHONE: 745-4189

BID FOR: 9000 gallons of propane, delivered to the County Courthouse.

AMOUNT OF BID (Including all applicable taxes and fees):

\$ 0.985 / gallon

AUTHORIZED SIGNATURE: \_\_\_\_\_



DATE SIGNED: 12-26-18

NOTE: All bids must be received in the Fall River County Auditor's Office at the above address (faxed or hand delivered), before 12:00pm noon on Wednesday December 26, 2018 to be considered, unless otherwise stated by the caller for bids.

If declining to bid please fax this form with the words: "Decline today's bid" on the line designated for the Bid Amount.

Thank You



Lyle Jensen