September 8, 2015

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on August 4, 2015 at 9:00 a.m. at the County Courthouse. Members present were: Scott Schilling, Kevin Holgard, James Houck, Duane Martin, and David Siemon. Also present was Auditor Rebecca Krein.

Chairperson Schilling called the meeting to order.

The Pledge of Allegiance was recited by those in attendance.

Holgard moved and Siemon seconded that the minutes of the meeting of August 18, 2015 be approved. Voting Aye: 4; Nay: 0. The motion was adopted.

Commissioner Martin arrived.

**CLAIMS APPROVED:**

Houck moved and Siemon seconded that the following claims be paid. Voting Aye: 5; Nay: 0. The motion was adopted.

**COMMISSIONERS:** City of Mobridge – water service @ 306 2nd Ave W, $10.50; Jim Houck – mileage expense, $28.12; Kevin Holgard – mileage expense, $19.24; MARCO Inc – maintenance contract, $25.29; Duane Martin – mileage expense, $31.08; Mobridge Tribune – official proceedings, provisional budget, TV official proceedings, $573.97; Selby Record – official proceedings, equalization proceedings, TV official proceedings, $814.60; Dave Siemon – mileage expense, $31.08;

**ELECTIONS:** Cardmember Service – 2 rolls stamps, $98.00;

**COURTS:** A&B Business Inc – mesh chair, $195.00; Cardmember service – 6 rolls stamps, $294.00;

**COURT APPOINTED ATTORNEY:** Vaughn P Beck – court appointed attorney fees, $1,141.00; Kristi A Brandt – transcripts, $119.00; Dakota Plains Legal Services – court appointed attorney fees, $990.00; Mark K Kroontje – court appointed attorney fees, $906.64;

**ABUSED CHILD DEFENSE:** Von Wald Law Offices LLC – court appointed attorney fees, $1,411.50;

**AUDITOR:** Cardmember Service – postage service charges, stamp sheets, $27.50; Connecting Point – implement cloud backup, monthly backup fee, $46.00; Rebecca Krein – mileage expense, $65.12; MARCO Inc – maintenance contract, $8.96; Midcontinent Communications – internet service, $13.12; Quill Corporation – supplies, $7.99;

**TREASURER:** Cardmember Service – postage, postage service charges, stamp sheets, $149.39; Connecting Point – implement cloud backup, monthly backup fee, $46.00; General Credit Forms Inc – paper for credit card machine, $28.27; MARCO Inc – maintenance contract, $14.51; Midcontinent Communications – internet service, $13.12; Nyla Moak – mileage expense, $65.12; Quill Corporation – adding machine paper, $21.98;

**STATES ATTORNEY:** A&B Business Inc – staples, $7.95;Kristi A Brandt – transcripts, $670.20; Cardmember Service – postage service charges, postage, $40.71; Daniel Hintz – subpoena, mileage expense, $484.72; MARCO Inc – maintenance contract, $.05; Midcontinent Communications – internet service, $13.12; Mobridge Regional Hospital – blood alcohol draws, $260.00; Katelynn Roesler – Blood Alcohol Draw - $65.00;

**COURTHOUSE:** Cardmember Service – paper towels, mini water heater, replace blinds, $1,611.41; City of Selby – water, sewer service, $270.73; Johnson Controls Inc – replace capacitors, mileage expense, $1,484.53; Montana-Dakota Utilities – electricity, natural gas, $748.32; Reuer Sanitation Inc – garbage service, $95.00; Servall Uniform & Linen – mats, mops, $42.40; Kurt A Wolf – lawn care, $775.00;

**DIRECTOR OF EQUALIZATION:** Cardmember Service – postage, postage service charges, stamp sheets, $104.53; Connecting Point – implement cloud backup, monthly backup fee, technical support, $126.00; MARCO Inc – maintenance contract, $6.88; Midcontinent Communications – internet service, $13.12; Shorty’s One Stop – gasoline, $107.11;

**REGISTER OF DEEDS:** Cardmember Service – postage, postage service charges, $86.39; Connecting Point – implement cloud backup, monthly backup fee, $46.00; MARCO Inc – maintenance contract, $4.78; Midcontinent Communications – internet service, $13.13;

**VET SERVICE OFFICER:**  Leo Rookey, Jr – meal, mileage expense, $168.40;

**SHERIFF:** AT&T Mobility – cell phone service, $201.74; Travis Bentz – gasoline, $35.00; Cardmember Service – postage service charges, postage, gasoline, $142.24; Connecting Point – shipping/handling charges, $15.00; Jerry’s Pawn & Gun Shop – 3 Remington 870 express tact guns, $1,725.00; McLeod’s Printing & Office – return books, shipping, $237.74; Midcontinent Communications – internet service, $13.13; Mobridge Hardware – phone/answering machine, $59.99; Mobridge Tribune – signature stamp, $32.54; Selby Oil Company – oil change, $36.60; Servall Uniform & Linen – mats, mops, $41.64; Slater Oil & LP Gas – 1000 gals gasoline @ $2.017, $2,017.00; The Radar Shop Inc – recertify radar units, $156.00; Western Communications Inc – radio service, $21.60;

**JAIL:** Cardmember Service – groceries, cleaning products, $495.75; City of Selby – water, sewer service, $202.87; Dady Drug – otc medications, $34.35; Davison Co Jail – medical care, prescription, $132.48; Patty Dunwoody – laundry money, groceries, $104.84; Kylee Franklin – towels, $21.47; Merkel’s Foods – cleaning products, paper products, groceries, otc medications, $2,199.96; Mobridge Climate Control – repair exhaust fan, $170.00; Mobridge Tribune – notice to bidders, $45.25; Montana-Dakota Utilities – electricity, natural gas, $798.13; Neve’s Uniforms Inc – pants, freight, $50.48; Payless Foods – groceries, personal items, cleaning products, $501.18; Phoenix Supply – gloves, personal items, $238.78; Quill Corporation – pens, toner, $212.64; Rieker Electric – whirlpool washing machine, $750.00; Selby Record – notice to bidders, $38.87; Shorty’s One Stop – otc medications, $6.55; Stoicks Food Center – groceries, paper products, $49.31; Vilas Health & Variety – otc medications, $17.74;

**EMERGENCY & DISASTER:** AT&T Mobility – cell phone service, $33.92; Midcontinent Communications – internet service, $6.56;

**SUPPORT OF POOR:** Cardmember Service – postage service charges, postage, $8.55;

**MENTALLY ILL:**

**DEVELOPMENTALLY DISABLED:**

**MENTAL ILLNESS BOARD:**

**OTHER HEALTH ASST:**

**EXTENSION:**  Cardmember Service – postage service charges, postage, $72.35; IGROW – 2016 IRM Redbooks, $60.00; Midcontinent Communications – internet service, $13.13; Montana-Dakota Utilities – electricity @ 4-H Barn, $24.48;

**WEED CONTROL:** AT&T Mobility **–** cell phone service, $33.92; MARCO Inc – maintenance contract, $.56; Midcontinent Communications – internet service, $6.57; Mobridge Tribune – weed notice, $140.00; Selby Record weed notice, $30.00; Shorty’s One Stop – gasoline, $42.46; Van Diest Supply Company – mosquito chemical, $1,343.00; Western Communications Inc – radio service, $8.80;

**PLANNING & ZONING:**

**RD & BR:** Butler Machinery Co **–** filters, cutting knives, fan assembly, parts, $2,411.13; Cardmember Service – postage, $2.94; Central Diesel Sales Inc – wire hose, stemco seal, parts, $278.88; City of Java – water service @ Java Shop, $18.00; City of Mobridge – water, sewer service, $51.42; City of Selby – water, sewer service, $98.04; Dakota Oil – oil, $293.74; Diesel Machinery Inc – screen, shipping, $684.67; Farnams Genuine Parts – shop towels, $94.36; Hagemeyer – flasher, $99.10; Hase Plumbing Heating & Air – repair boiler, supplies, $1,734.23; John Stefanich DBA – repair AC, $40.00; John Deere Financial – oil, parts, $504.15; Lacal Equipment Inc – blades, $1,167.39; MARCO Inc – maintenance contract, $1.50; Mobridge Tribune – job advertisement, $176.05; Montana-Dakota Utilities – electricity @ State Shop, Selby Shop, Mobridge Shop, $164.50; North Central Farmers Elevator – fuel, $918.29; Reuer Sanitation – garbage service, $35.00; SDSU – South Dakota LTAP – registration, $170.00; Selby Auto Sales & Service – filter, hose, supplies, $107.89.; Selby Record – job advertisement, $36.00; Servall Uniform & Linen – mats, towels, $41.76; Share Corporation – citra sol, $243.20; Shorty’s One Stop – gasoline, $667.54; Valley Telecommunications – cell phone service, $39.99; Western Communications Inc – radio service, $135.90;

**SOLID WASTE:** Cardmember Service – postage, $33.80;Dakota Supply Group – pvc pipe, $883.00; Farnams Genuine Parts – brake cleaner, shop towels, supplies, $152.06; Highmark, Inc – refund of overpayment, $43.99; MARCO Inc – maintenance contract, $.63; Menards – stretch wrap, $53.76; Midwest Industries Inc – 3 recycle trailers, shipping, $21,637.50; North Central Farmers Elevator – 980 gals fuel @ $1.8242, $1,787.72; SD Dept. of Environment – solid waste surcharge, $1,270.00; SDSWMA – membership dues, registration, $800.00; Servall Uniform & Linen – mats, $36.36; Shorty’s One Stop – gasoline, $105.81; Web Water Development – water service, $33.18; Western Communications – radio service, $9.30;

**PARTIAL PYMTS FUND:** Walworth County Treasurer – partial payments, $5,322.27;

**5 COUNTIES TV DISTRICT FUND:** Sid Haux – mileage expense, cell phone service, $247.98; MARCO Inc – maintenance contract, $1.35;

**SDACO:** M & P Remittance, $452.00;

As required by SDCL 6-1-10, the August payroll paid by department was as follows: Commissioners - $7,497.24; Auditor - $8,392.70; Treasurer - $8,918.99; States Attorney - $13,820.00; Courthouse - $2,524.13; Director of Equalization - $11,454.55; Register of Deeds - $8,796.52; Veterans Service Officer - $1,208.09; Sheriff - $16,230.62; Jail - $44,339.10; EMG & Disaster - $2,506.61; Poor - $332.16; Other Health - $168.04; Extension - $844.37; Weed & Pest - $2,183.99; Road & Bridge - $47,676.32; Solid Waste - $19,837.77; 5 County TV Translator District - $1,033.44.

**SELBY LEGION POST 100:**

 Bob Thomason met with the board on behalf of the Selby Legion. He stated they have difficulty locating the holes for the flags they put up during certain holidays and events. He asked the board if the Legion could install a cement slab with a cap to expose the holes. Also requested to trim some branches that interfere with the flags. The board approved the request. Thomason stated he hoped to have it completed by Veterans Day.

**COURTHOUSE REPAIRS:**

 Janitor Leah Holder met with the board to update them on current projects she has been looking into. She stated she has been scoping the down spouts and pipes lines with a camera. She also stated that she would like to hire someone to paint the inside of the courthouse. The board advised her to request quotes.

**TREASURERS OFFICE:**

Treasurer Moak met with the board and informed them that there are 5 parcels that have not paid since 2008 that we are ready to take as tax deeds. The board advised her to have State’s Attorney Hare send the eviction notice to the owners.

**PROVISIONAL BUDGET HEARING:**

Martin moved and Holgard seconded to remove $80,000 from sheriff supplies and remove $80,000 from jail supplies for software. Roll call vote requested as follows: Holgard-Aye; Martin-Aye; Houck-Nay; Siemon-Nay; and Schilling-Aye. The motion was adopted.

Boll stated he no longer wanted the $46,500 equipment request to purchase a new car in 2016, so that was removed.

Holgard moved and Martin seconded to approve Resolution 2015-16 adoption of the 2016 Provisional Budget with the adjustments listed. Voting Aye: 5; Nay: 0. The motion was adopted.

**HIGHWAY ISSUES:**

Larry Weiss and Greg Vavra from SDLTAP met with the board to discuss the road conditions in the county. They stated that they did a training with the highway department employees which 2 commissioners attended. They suggested the county have traffic counts done and have core samples taken on the gravel roads. They also suggested designating specific roads as truck routes and increasing the gravel amounts on those roads. They provided the board with a handout regarding the importance of establishing a good staff and commission relationship and stated that the most important 2 words to use with employees are thank you.

Martin moved and Houck seconded to not act on the request from Randy Carlson to build a road to his property. Voting Aye: 5; Nay: 0. The motion was adopted.

Discussed the grant received for Swan Creek road. The counties portion of the cost will not exceed $270,056.80. Kelly Larson will meet with Superintendent Goetz to discuss the project plans.

Discussion was held on the overtime at the highway department. Goetz stated that since the employees have to use a time clock now they are unable to clock out for lunch breaks. She stated most employees work through their break. She was advised that as stated in the policy manual a half hour lunch break is required for the employees.

**LANDFILL ISSUES:**

Holgard moved and Martin seconded to sign the NPDES permit application prepared by Wenck Associates. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck moved and Siemon seconded to transfer the 2005 Crown Vitoria from the Sheriff’s department to the Landfill. Voting Aye: 5; Nay: 0. The motion was adopted.

Badten informed the board that the recycling trailers have been purchased. He will hold off on purchasing a bailer until next year in case there are grants available to help with the cost.

**COUNTY ASSISTANT:**

Martin moved and Holgard seconded to approve the updated personnel policy. Voting Aye: 4; Nay: 1. The motion was adopted.

Siemon moved and Martin seconded to accept the lowest bid of $51,848.00 from I.T.S of Lennox, South Dakota for the new jail camera system. Voting Aye: 5; Nay: 0. The motion was adopted.

**JAIL ISSUES:**

Siemon moved and Houck seconded to approve the wage of $13.71 for Marissa Mickelson as full-time correction officer. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck moved and Martin seconded to sign an agreement with Brown County to hold juvenile prisoners when needed at a cost of $220.00 per day. Voting Aye: 5; Nay: 0. The motion was adopted.

Holgard stated that they are ordering the walk in refrigerator and freezer units and will be insulating the garage.

**ABATEMENTS:**

Martin moved and Holgard seconded to approve an abatement for record #7477 in the amount of $1,231.26. Voting Aye: 5; Nay: 0. The motion was adopted.

Siemon moved and Holgard seconded to approve an abatement for record #7981 in the amount of $114.09. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck moved and Siemon seconded to approve an abatement for record #5587 in the amount of $1032.28. Voting Aye: 5; Nay: 0. The motion was adopted.

**LIEN RELEASE:**

Martin moved and Houck seconded to deny a request for a lien release on a property in Mobridge. Voting Aye: 5; Nay: 0. The motion was adopted.

**LONGEVITY PAY:**

 Houck moved and Holgard seconded to increase longevity for employees from $3 to $8 beginning January 1, 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

**JAIL VOTE:**

 The board will be voting on whether to build a regional jail at 1:00 P.M. on Tuesday September 22, 2015.

**ADJOURNMENT:**

Siemon moved and Holgard seconded that the Board of County Commissioners adjourn until the hour of 9:00 a.m. September 22, 2015. Voting Aye: 5; Nay: 0. The motion was adopted.

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**SCOTT SCHILLING, CHAIRPERSON**

**ATTEST:**

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**REBECCA KREIN, AUDITOR**

Published once at the total approximate cost of $\_\_\_\_\_\_\_\_\_\_\_\_