November 6, 2014

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on November 6, 2014 at 9:00 a.m. at the County Courthouse. Members present were: Denis Arbach, Richard Godkin, Duane Martin, Phylliss Pudwill and David Siemon. Also present were Auditor Rebecca Krein and States Attorney Jamie Hare.

Chairperson Arbach called the meeting to order.

The Pledge of Allegiance was recited by those in attendance.

Pudwill moved and Godkin seconded that the minutes of the meeting of October 21, 2014 be approved. Voting Aye: 5; Nay: 0. The motion was adopted.

**CLAIMS APPROVED:**

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

**COMMISSIONERS:** Denis Arbach – mileage expense, $42.18; Cardmember Service – postage, $25.48; City of Mobridge – water service 306 2nd Ave W, $10.50; Richard Godkin – mileage expense, $15.54; Duane Martin – mileage expense, $15.54; Reliable Office Supplies – paper, cups, $21.44; Selby Record – lawn care contract, official proceedings, $533.81; David Siemon – mileage expense, $15.54;

**ELECTIONS:** Cardmember Service – postage, $108.05; Quill Corporation – toner, supplies, Dymo labels, paper, $135.06; Selby Record – voter instructions, sample ballots, notice of general elections, constitutional amendments, voter registration deadline, $460.90; Stoick’s Food Center – supplies, $17.72;

**COURTS:** Kristi A Brandt – transcripts, $74.80; Cardmember Service – 4 rolls stamps, $196.00;

**AUDITOR:** Cardmember Service – postage service charge, $6.25; Midcontinent Communications – internet service, $13.12; Quill Corporation – envelopes, supplies, toner, $226.51; Reliable Office Supplies – file folders, paper, $26.49; Safety Benefits Inc – registration Krein, $65.00;

**TREASURER:** Cardmember Service – postage service charge, postage, $64.74; Lar-Jo’s – tax bill supplies, $998.70; McLeod’s Printing & Office – tax notice supplies, $418.00; Midcontinent Communications – internet service, $13.12; Mobridge Tribune – 2nd half taxes due, $345.20; Selby Record – 2nd half taxes due, $72.00; **STATES ATTORNEY:** Cardmember Service – postage service charges, postage, $39.15; CNA Surety Direct – surety bond, $60.00; Connecting Point – travel & installation, software, Eliteone 800 computer, $1925.00; Mikhaela Laundreaux – mileage fee, subpoena fee, $35.54; Midcontinent Communications – internet service, $13.12; Mobridge Regional Hospital – blood alcohol draws, $455.00; Mobridge Tribune – legal notice, $32.96; Quill Corporation – toner, $222.98; Reliable Office Supplies – paper, $96.44;

**COURT APPOINTED ATTORNEY:** Vickie S Brosz – court appointed attorney fees, $1909.50; Dakota Plains Legal Service – court appointed attorney fees, $1935.75; Mark K Kroontje – court appointed attorney fees, $2811.85; SDACC – catastrophic legal expense, $1173.32

**ABUSED CHILD DEFENSE:** Vickie S Broz Krause – court appointed attorney fees, $543.50; Von Wald Law Offices – court appointed attorney fees, $$1243.94;

**COURTHOUSE:** Cardmember Service – can liners, Lysol Bathroom cleaner, trash bags, paper towels, vacuum bags, mold detective, $310.63; City of Selby – water & sewer service, $96.79; Leah Holder – supplies, smoke stands, $82.79; Ken’s Western Lumber – supplies, $100.49; Montana Dakota Utilities – electricity, natural gas, $890.61; Quill Corporation – ice melt, batteries, $55.95; Reuer Sanitation Inc – garbage service, $95.00; Runnings Supply Inc – supplies, $6.98; Kurt A Wolf – lawn care contract, $775.00;

**DIRECTOR OF EQUALIZATION:** Cardmember Service – postage service charge, postage, $41.23; Ken’s Western Lumber – batteries, $12.99; Midcontinent Communications – internet service, $13.12; Quill Corporation – labels, paper, $69.89; Shorty’s One Stop – gasoline, $131.62;

**REGISTER OF DEEDS:** Cardmember Service – postage service charge, postage, $96.07; Hal Systems Software – software maintenance, $292.00; Midcontinent Communications – internet service, $13.13;

**SHERIFF:** AT & T Mobility – cell phone service, $390.10; Beadle Ford Inc – repairs 2012 Impala, $152.48; Cardmember Service – postage service charge, postage, gasoline, meal expense, $231.46; Communications Center – transfer decals & equipment, $2031.50; Double Duty Portable Storage – storage container rental, $1434.85; Light & Siren – install lights & equipment, $561.97; Midcontinent Communications – internet service, $13.13; Selby Oil Company – oil change 2008 Crown Victoria, $35.60; Shorty’s One Stop – gasoline, $20.75; Slater Oil & LP Gas – gasoline 525 gals @2.829, $1485.23; Western Communications Inc – radio maintenance, $21.60;

**JAIL:** A&B Business Supplies – toner, $135.98; Alco Stores Inc – supplies, 4 storage cabinets, groceries, $428.65; Cardmember Service – storage units, groceries, $1123.30; City of Selby – water & sewer service, $157.06; Connecting Point – software, 21.5” monitor, Elitedesk 800 computer, $1340.00; DVL Fire & Safety – fire extinguisher maintenance, $76.00; Eseind Inc – door access cards, $76.50; Family Dollar – supplies, personal care items, groceries, cleaning products, $276.30; Family Pharmacy – OTC medications, prescriptions, $97.32; Hettinger Tobacco – shampoo, $128.38; HKG Architects – jail replacement study, $10505.65; Hughes County Auditor – juvenile boarding, $1000.00; Ken’s Western Lumber – supplies, $15.07; Lind’s Hardware – supplies, alarm clock, roaster pan, $52.47; Merkel’s Foods – supplies, OTC medications, groceries, paper products, $2516.19; Mobridge Medical Clinic – medical care, $189.04; Montana Dakota Utilities – electricity, natural gas, $767.93; Payless Foods – groceries, cleaning products, $20.10; Oscar D Prasek Jr – door repairs, $47.72; Andrea L Sandmeier – blood alcohol draw, $65.00; Servall Uniform & Linen – mops, $21.99; Shorty’s One Stop – pizza, $41.31; Stoick’s Food Center - $16.94; Tami Hogie-Lorenzen – mileage expense, lodging, instructor fee, $427.35;

**EMERGENCY & DISASTER:** AT&T Mobility – cell phone service, $67.83; Midcontinent Communications – internet service, $6.56;

**SUPPORT OF POOR:** Cardmember Service – postage service charge, postage, $7.68;

**MENTAL ILLNESS BOARD:** Denise Cody – services & fees, $15.00; Lucy Lewno – services & fees, $150.49; Karen A Swanda – services & fees, $15.00; Yankton County Sheriff’s Office – services & fees, $25.00;

**EXTENSION:** Cardmember Service – postage service charges, postage, $24.43; Jenna Malsom – mileage expense, $119.14; Midcontinent Communications – internet service, $13.13; Donna Bittiker – registration Detoy, $25.00;

**WEED CONTROL:** AT&T Mobility – cell phone service, $67.83; Midcontinent Communications – internet service, $6.57; Runnings Supply Inc – pipe thread compound, antifreeze, $47.29; Western Communications Inc – radio maintenance, $8.80;

**RD & BR:** Joe Arbach – chips crushed royalty, gravel crushed royalty, $34338.18; Best Western Ramkota – lodging Hook, lodging Goetz, $335.96; Brownlee Construction Inc – chips crushed, gravel crushed, $128026.15; Butler Machinery Co – supplies, $81.69; Cardmember Service – postage, gasoline, $105.66; Central Diesel Sales Inc – supplies, $1318.04; City of Java – water service @ Java shop, $18.00; City of Mobridge – water & sewer @ Mobridge shop, $42.34; City of Selby – water & sewer service, $63.75; Farnams Genuine Parts – supplies, $98.65; Great Western Tire Inc – supplies, $813.44; Hase Plumbing, Heating & Air – furnace parts, $153.18; John Deere Financial – supplies, $4.86; Ken’s Western Lumber – supplies, $2.00; Montana Dakota Utilities – Selby shop, state shop, Mobridge shop, $184.66; North Central Farmers Elevator – gasoline, fuel, $1694.18; Newman Traffic Signs – 911 sign, $45.76; North Star Energy LLC – furnace parts, $16.00; Reuer Sanitation Inc – garbage service, $35.00; Runnings Supply Inc – supplies, $7.77; SD Department of Transporation – 2014 pavement marking, 2014 bridge inspection, $10273.90; Selby Auto Sales & Service – supplies, ignition switch, $60.25; Servall Uniform & Linen – rags & rugs, $38.66; Shorty’s One Stop – gasoline, $737.44; Valley Telecommunications – cell phone service, $39.99; Western Communications Inc – radio maintenance, $135.90;

**SOLID WASTE:** Cardmember Service – postage, safety clothing, $171.88; Central Diesel Sales Inc – parts & supplies, $183.47; Farnams Genuine Parts – supplies, $84.35; Lucky’s Gas & More – gasoline, $162.94; Mobridge Gas Company – propane for forklift, $60.00; North Central Farmers Elevator – fuel 610.7 @ 3.0967; fuel 986 gals @ 2.9676, $4745.20; Pheasantland Industries – freight, safety clothing, $250.45; Runnings Supply Inc – supplies, tire sealant, grease tubes, masks, valves for barrels, fittings, $357.43; SD Dept of Environment – solid waste surcharge, $1258.00; SD Federal Property Agency - supplies, $203.00; Selby Record – landfill winter hours, notice to bidders, $82.31; Servall Uniform & Linen, $34.18; Shorty’s One Stop – gasoline, $172.66; Tri State Water – water service, $16.20; Valley Telecommunications – internet service, phone service, $81.68; Web Water Development, $43.58; Western Communications Inc – radio maintenance, $9.30;

**5 COUNTY TV DISTRICT FUND:** Fem Electric Assoc. – electricity, $85.02; Sid Haux – cell phone expense, mileage expense, $177.57; United States Treasury – IRS fee for March 31, 2011, $25.26;

**SDACO M&P FUND:** M&P remittance, $232.00

As required by SDCL 6-1-10, the October payroll paid by department was as follows: Commissioners - $6,359.40; Auditor - $7,7872.71; Treasurer - $9,474.79; States Attorney - $12,668.76; Courthouse - $1,060.13; Director of Equalization - $10,527.16; Register of Deeds - $7,984.73; Veterans Service Officer - $1,172.90; Sheriff - $14,913.87; Jail - $38,001.52; Emergency & Disaster - $1,828.91; Poor - $412.18; Extension - $1,063.55; Weed & Pest - $2,572.76; Road & Bridge - $42,950.31; Solid Waste - $16,631.74; 5 County TV Translator District - $1,033.44.

WALWORTH COUNTY GENERAL FUND SURPLUS ANALYSIS

DATE: September 30, 2014

ASSETS:

10100 Cash 190,626.91

10200 Cash Change 550.00

10400 Interest Bearing Accounts 2,250,000.00

10800 Taxes Receivable--Current 821,643.19

11000 Taxes Receivable--Delinquent 35,404.52

TOTAL ASSETS 3,298,224.62

GENERAL FUND SURPLUS ANALYSIS

22400 Deferred Revenue 857,047.71

FUND BALANCES:

27400 Restricted 15,184.57

27500 Committed (list)

Courthouse Renovations

27600 Assigned 380,000.00

27601 Subsequent Year's Budget

September - 1/4 of current year + subsequent year 647,563.00

27700 Unassigned 1,398,429.34

TOTAL LIABILITIES AND EQUITY 3,298,224.62

Following Year's General Fund Budget

2,692,115.00

The unassigned fund balance 51.95%

**4-H UPDATE:**

Jenna Malsom met with the board and gave them an update on 4-H. She stated that it was a really busy year. And also extended an invitation to the board to the 4-H recognition even on November 23rd starting at 2:00 at the Opera House in Selby.

**SOUTH DAKOTA DEPARTMENT OF LEGISLATIVE AUDIT:**

Dave Schlosser met with the board regarding the audit findings for 2012 and 2013. He reported all the findings and told the board they have a chance to respond but to respond in a timely manner.

**314 5TH AVE W, MOBRIDGE:**

Godkin moved and Pudwill seconded to deed the County owned property at 314 5th Ave W, Mobridge to the Mobridge Economic Development Corporation. Hare stated that we can give the property to another government entity. The representatives from Mobridge Economic Development stated they will not be making a profit on the property and will be selling it for $1.00 to the neighbor of the property to get it back on taxes and it will be going to someone that will make sure it is kept up. Voting Aye: 5; Nay: 0. The motion was adopted.

**LANDFILL ISSUES:**

Martin moved and Siemon seconded to allow chairperson Arbach to sign a letter authorizing the South Dakota Board of Water and Natural Resources to close SWMP Grant #2014G-SW-205 and return any remaining funds to the Solid Waste Management Program for future disbursement. Voting Aye: 5; Nay: 0. The motion was adopted.

**HIGHWAY ISSUES:**

Pudwill moved and Martin seconded to reappoint Penny Goetz as highway superintendent for 2 years. Pudwill stated that she has done an excellent job and should maintain appointment. Voting Aye: 5; Nay: 0. The motion was adopted.

Goetz received a call from a Glenham resident requesting the speed limit of 35 that runs through town be lowered to 25. Goetz stated the request would cost the county approximately $100-$150. Martin moved and Siemon seconded to approve the request. Voting Aye: 5; Nay: 0. The motion was adopted.

Goetz stated that the repairs on the John Deere tractor are completed. The transmission was rebuilt at a cost of $20,783.90.

Goetz reported that the gravelling has been finished on the Shillingstad road.

Goetz informed the board she received a request for a taxpayer to bury 6” round pvc pipe under the county road. She stated that there is a state statute not allowing this. The same resident was discussed as he did not purchase a building permit for his home and might be in the right of way. Goetz and Director of Equalization Kahl were going to go measure after the meeting to determine if the house was out of compliance and if so he would have to meet with the zoning board to apply for a variance.

Goetz also stated that she received a request for work to be done from a taxpayer. She stated that after looking at the request she determined he wanted a slew filled in and the county will not do that.

**SHERIFF & JAIL ISSUES:**

Sheriff Boll submitted a letter drafted to the current counties that have jail contracts with us informing them that the amount per day of prisoner boarding will be $80.00 non-contract and $70.00 contract. The board told him that the amount should be $80.00 across the board and approved sending the letter after that change is made.

Siemon moved and Pudwill seconded to declare the 2005 Crown Victoria surplus property to be sold. Voting Aye: 5; Nay: 0. The motion was adopted.

Pudwill moved and Siemon seconded to declare the 2008 Chevy Impala surplus property and to transfer it to the Assessor’s office. Voting Aye: 5; Nay: 0. The motion was adopted.

Siemon moved and Godkin seconded to declare the 2001 Chevy Blazer surplus property to be sold. Voting Aye: 5; Nay: 0. The motion was adopted.

**EXECUTIVE SESSION:**

Pudwill moved and Siemon seconded to enter into executive session per SDCL 1-25-2(2) regarding a personnel

matter at 11:52 a.m. Voting Aye: 5; Nay: 0. The motion was adopted. Chairperson Arbach declared the executive session ended and the board reconvened in regular session at 12:06 p.m.

Godkin moved and Martin seconded to approve the hiring of Kylee Franklin as full-time correction officer at a wage of $13.71. Voting Aye: 5; Nay: 0. The motion was adopted.

Pudwill moved and Godkin seconded to approve moving Kari Beaman to the supervisor position and change her wage to $16.00 effective October 27, 2014. Voting Aye: 5; Nay: 0. The motion was adopted.

Siemon moved and Martin seconded to accept the resignation of Cheryl McGovern-Tulp. Voting Aye: 5; Nay: 0. The motion was adopted.

Pudwill moved and Godkin seconded to approve the wage change for Earleen Irigoyen to $14.46 per hour. Voting Aye: 5; Nay: 0. The motion was adopted.

**HOLIDAY CLOSING DATES:**

Pudwill moved and Godkin seconded to follow the Governor’s decision to be closed both the day after Thanksgiving and Christmas. Pudwill stated that she would also like to close the offices at 12:00 p.m. on December 24th. She stated that families like to participate in events that evening and some people need to travel far to get to their families. Voting Aye: 5; Nay: 0. The motion was adopted.

**ABATEMENT:**

Siemon moved and Pudwill seconded to approve an abatement for record #4065 in the amount of $221.52. This is a county owned property and should not have been taxed. Voting Aye: 5; Nay: 0. The motion was adopted.

**ZONING:**

Director of Equalization Kahl requested on behalf of the zoning board that the approved minutes be published for all zoning meetings. Also requested that instead of the current schedule of quarterly meetings, they would like to meet once a month as needed. Martin moved Siemon seconded to allow meetings every 2nd Thursday of the month as needed. Voting Aye: 5; Nay: 0. The motion was approved. There was also some discussion on charging residents that build agriculture buildings without obtaining a permit prior to construction. This will be discussed at a further date.

**EXECUTIVE SESSION:**

Siemon moved and Godkin seconded to enter into executive session per SDCL 1-25-2(2) regarding a personnel matter at 1:00 p.m. Voting Aye: 5; Nay: 0. The motion was adopted. Chairperson Arbach declared the executive session ended and the board reconvened in regular session at 1:10 p.m.

**UPDATE ON ASSESSOR’S OFFICE:**

This item was tabled until November 18th, 2014.

**INFORMATION REQUEST:**

State’s Attorney Hare informed the board that he received more correspondence from Black Knight that has requested the Assessor’s files transferred electronically. Kahl stated that they are on her list when she gets to them they will receive it at the cost decided of $5.00 per parcel transferred.

**ADJOURNMENT:**

Godkin moved and Martin seconded that the Board of County Commissioners adjourn until the hour of 9:00 a.m. November 18, 2014. Voting Aye: 5; Nay: 0. The motion was adopted.

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**DENIS ARBACH, CHAIRPERSON**

**ATTEST:**

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**REBECCA KREIN, AUDITOR**

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