November 19, 2013

9:00 A.M.

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on November 19, 2013 at 9:00 a.m. at the County Courthouse. Members present were: Denis Arbach, Richard Godkin, Duane Martin, Don Leff and Phylliss Pudwill. Also present were Auditor Rebecca Krein, States Attorney Jamie Hare, and Sandy Bond, news reporter for the Mobridge Tribune.

Chairperson Pudwill called the meeting to order.

The Pledge of Allegiance was recited by those in attendance.

Leff moved and Godkin seconded that the minutes of the meeting of November 5, 2013 be approved. Voting Aye: 5; Nay: 0. The motion was adopted.

**CLAIMS APPROVED:**

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

**GENERAL FUND:** Cardmember Service – postage, $900.00;

**COMMISSIONERS:** City of Mobridge – water service 324 5th Ave, $63.60; Lincoln National Life Ins – life insurance, $14.26; Mobridge Tribune – TV proceedings, $28.66; Mobridge Tribune – lawn care/snow removal bids, official proceedings, $403.20; Venture Communications Coop – phone service, $43.95;

**AUDITOR:** A & B Business Inc – envelopes, $21.95; Cardmember Service – postage service charge, $6.25; Lincoln National Life Ins – life insurance, $13.26; Venture Communications Coop – fax service, phone service, $77.25;

**TREASURER:** A&B Business Inc – supplies, $28.73; Cardmember Service – postage service charge, $6.25; Lincoln National Life Ins – life insurance, $13.26; McLeod’s Printing & Office – tax envelopes, paper, tax notices, $224.21; Mobridge Tribune – taxes due notice, $247.20; Venture Communications Coop – fax service$102.27;

**STATES ATTORNEY:** Cardmember Service – postage service charge, $6.25; Lincoln National Life Ins – life insurance, $13.26; Mobridge Regional Hospital – blood alcohol draws, $195.00; Venture Communications Coop – phone service, $121.01;

**COURT HOUSE:** Cardmember Service – paper towels, vacuum belts, supplies, $60.57; Jensen Rock & Sand Inc – Landscape rock, $365.25; Lincoln National Life Ins – life insurance, $6.63;

**COURT APPOINTED ATTORNEY:** Vickie S Broz Krause - $3144.440; Christopher Jansen - $525.00;

**ABUSED CHILD DEFENSE:** Von Wald Law Offices - $2205.00

**COURTHOUSE:** City of Selby – water & sewer service, $79.77; Homesteading Building Supplies – roof supplies, $118.97; Ken’s Western Lumber – supplies, black poly, $70.43; James A Larson – winterize sprinkler system, $100.00; Montana Dakota Utilities- electricity, natural gas, $880.16; Reuer Sanitation – garbage service, $95.00; Texas Refinery Corp – 75 gals roof coating @ $19.60, $14700; Kurt A Wolf – lawn care, $725.00;

**DOE:** Cardmember Service – postage service charge, $6.25; Lincoln National Life Ins – life insurance, $19.89; Venture Communications Coop – phone service, $48.86;

**REGISTER OF DEEDS:** Cardmember Service – postage service charge, supplies, $17.53; Lincoln National Life Ins – life insurance, $13.26; Reliable Office Supplies – supplies, $12.44; Stoick’s Food Center – supplies, $2.45; Venture Communications Coop – phone service, fax service, $53.32;

**SHERIFF:** A & B Business Inc – envelopes, ink cartridge, $73.94; Cardmember Service – postage service charge, gasoline, lodging Boll, $308.97; Connecting Point – networking, $115.00; Lincoln National Life Ins – life insurance, $15.91; Pennington County – transport, $267.60; Slater Oil & LP Gas – gasoline, 520 gal @ $2.796, $1453.92; Venture Communications – phone service, fax service, $118.37;

**JAIL:** Building Sprinkler Inc – annual sprinkler inspection, $621.33; Cardmember Service – gasoline, groceries, $144.39; Electronic Security Equipment – fix exterior cameras, replace intercom substation, $1045.00; Family Pharmacy – prescriptions, $71.12; Lincoln National Life Ins – life insurance, $41.77; Neve’s Uniforms – freight, name plate, uniform shirts$82.65; Venture Communications Coop – phone service, fax service, $131.28;

**EMERGENCY & DISASTER:** Venture Communications Coop – radio service, $30.10; Dewey County Treasurer – incorrectly receipted, $27198.30;

**SUPPORT OF POOR:** Cardmember Service – postage service charge, $6.24; Venture Communications Coop – phone service, fax service, $$33.94;

**MENTALLY ILL:** SD Department of Revenue – services, $611.63;

**DEVELOPMENTALLY DISABLED:** SD Department of Revenue – services, $60.00;

**EXTENSION:** Cardmember Service – postage service charge, $6.25; Lincoln National Life Ins – life insurance, $6.63; SDSU Department of Animal Sciences, 2014 Redbooks – 10, $57.50; Venture Communications Coop – phone service, $31.92;

**WEED CONTROL:**  Lincoln National Life Ins – life insurance, $4.31; Roger Walker – registration, mileage $85.30;

**RD & BR:** Cardmember Service – gasoline, $180.31; Hase Plumbing Heating & Air – coupler assembly, motor mount setup, $188.96; Lincoln National Life Ins – life insurance, $59.67; Montana Dakota Utilities – electricity Java shop, $19.15;

**SOLID WASTE:** Lincoln National Life Ins – life insurance, $26.52; Tri State Water Inc. – water rental, $16.20;

**STATE ACCOUNT FUND:** SD Department of Revenue – ROD & Vital Record Fees, Motor Vehicle Fees, $73080.11;

**SALE/EXCISE TAX FUND:** SD State Treasurer – city sales tax, state sales tax. $244.03

**5 COUNTY TELEVISION DISTRICT FUND:** Sid Haux – cell phone, mileage expense, $$247.85;

**REGIONAL E911 FUND:** AT&T – access charges, $127.61; Centurylink – access charges, $1279.60; Language Line Services – interpretation services, $90.00; Quenzer Electric Inc. – repairs, $4024.77; Venture Communications – data updates, access charges, $424.09; West River Telecommunications – access charges, $$1881.63;

**WEST PAYMENT CENTER:** information charges, $1921.50

**MONTHLY TREASURER’S REPORT:**

**TREASURER’S MONTHLY FINANCIAL REPORT TO COUNTY COMMISSIONERS**

**WALWORTH COUNTY, SOUTH DAKOTA**

**OCTOBER 31, 2013**

NSF CHECKS $162.12

Bankwest Savings $5,445,319.31

Wells Fargo Savings $0.00

Great Western Bank $33,343.95

Cash in Office $3,098.15

Checks in Office $248,743.87

Investments – Cert. of Deposit $2,250,000.00

Landfill Post Closure $360,712.13

Landfill Cell Closure $264,493.20

South Dakota Fit $4,435.86

Construction Bond Savings $0.00

Clerks of Courts Trust $0.00

 TOTAL $8,610,307.59

**MONTHLY DEPARTMENT HEAD MEETING:**

Treasurer Greg Pudwill informed the board that Susan Schneider is no longer working for Walworth County. He requested to hire part-time help. Commissioner Martin suggests hiring someone full time to float and work in all offices. Godkin moved and Arbach seconded to advertise for a full time/part time office assistant. Voting Aye: 4; Nay: 1. The motion was adopted.

**DOE OFFICE:**

Director of Equalization Deb Kahl met with the Commission to report that both Jill Hoogeveen and Michelle Hesselberg are nearing the end of their 6 month probationary period. Leff moved and Godkin seconded to allow both of these employees off of the probationary status as of December 3, 2013. Voting Aye: 5; Nay: 0. The motion was adopted.

**TAX DEED PROPERTIES:**

Godkin moved and Martin seconded to appoint Deb Kahl, Duane Martin and Harley Overseth to appraise Perry’s Addition Lot 6 Block 1 and Grand Crossing Addition Lots 11 & 12 Block 31 so that they can be advertised for sealed bids and sold. Voting Aye: 5; Nay: 0. The motion was adopted.

**PLATS:**

Leff moved and Martin seconded to approve the Plat of Rivett-Schwan 1st Addition in the NW4 of Section 29-123-78. Voting Aye: 5; Nay: 0. The motion was adopted.

Arbach moved and Leff seconded to approve the Plat of Tract 1 Walz Addition in the S2SW4 Section 9-122-75. Voting Aye: 5; Nay: 0. The motion was adopted.

**DEPARTMENT OF INTERIOR COMMUNICATION:**

The Commissioners reviewed a letter received from the Department of Interior and no action was taken.

**BID OPENING – LANDFILL WHEEL LOADER**

Bids were opened for the Landfill Wheel Loader as follows:

 Bid #1: Butler $273,953.00 $241,953.00 with trade

 Bid #2: Titan $259,750.00 $227,400.00 with trade

 Bid #3: RDO Equipment $280,000.00 $252,000.00 with trade

 Bid #4: Sheehan Mack $241,890.00 $215,890.00 with trade

Landfill Supervisor Badten requested that bids be tabled until the December 3, 2013 meeting due to the variance in equipment. Godkin moved and Leff seconded to table the decision until December 3, 2013. Voting Aye: 5; Nay: 0. The motion was adopted.

**ROGER WALKER:**

Mr. Walker reported that concerning his schedule, he is fully engaged in weed spraying from May until October. For the balance of the year he is mainly engaged with Equalization projects except when zoning issues and meetings for weeds and zoning come up.

**HIGHWAY AND LANDFILL ISSUES:**

Highway Superintendent Goetz reported that the culvert on County Road 236 is approximately half done with the packing. It will be at least another week. She also stated that some items were able to be reused from the first culvert placement.

Commissioner Martin requested a blading schedule from the Highway Department. He stated that with 5 blades running the entire county should be bladed once a week. Superintendent Goetz responded that it depends on what type of blading is being done and that weather plays a big factor in the blading schedule with Commissioner Arbach reiterating the fact that weather plays a big factor in the blading of roads. Commissioner Martin reported that Clover Road needs gravel. Superintendent Goetz responded that this is a minimum maintenance road and was graveled 2 years ago. Commissioner Martin stated that he does not believe the proper rotations are being completed. Commissioner Leff stated that he believed the highway department is being run very well.

Landfill supervisor Badten believes that he will need to contract out cleaning sedimentation out of the cell due to the size of the excavator that will be required. He is still looking into his options.

Badten requested new computers which will be needed at the Landfill when the accounting system is switched from the Highway Department to the Landfill.

**EXECUTIVE SESSION:**

Leff moved and Martin seconded to enter into executive session at 11:07 a.m. for the purpose of discussing a personnel issue as per SDCL 1-25-2(2). Voting Aye: 5; Nay: 0. The motion was adopted.

Chairperson Pudwill declared the executive session ended and the board reconvened in regular session at 11:10

a.m.

**JAIL ISSUES:**

Jailer Nelson met with the board at his request. He had been suspended for a week without pay on November 5, 2013 for not following policy. He brought a policy manual that he pointed out to the board did not provide him the entire chain of command, therefore he contacted a non-county law enforcement officer for assistance. The Sheriff’s Department stated that the Deputy Sheriff was out on patrol and in the area and was available to help, however Nelson never tried to call him. He requested that he be compensated for that week and that the reprimand be taken out of his employee file. Leff moved and Martin seconded to reinstate a week’s pay and remove the reprimand from the employee file. Voting Aye: 4; Nay: 1. The motion was adopted.

 Dean Marske from HKG Architects presented a new jail plan with an 18 month construction schedule. If the project proceeds they request a payment of $10,000.00 to continue working with the county. Commissioner Martin commented that he feels we are not in need of a new jail at this time due to a feasibility study that he has seen we are satisfactory until 2030. He feels that the stairs are not a liability. Marske stated that the stairs do not meet standards. Leff moved and Godkin seconded to go ahead with the agreement with HKG, paying them $10,000.00 A roll call vote was called for: Pudwill – abstained; Leff – yes; Arbach – yes; Martin – no; Godkin – yes. The motion was adopted.

Leff moved and Arbach seconded a motion to sign a contract with Brown County to house prisoners if needed. Voting Aye: 5; Nay: 0. The motion was adopted.

**NEW BUSINESS:**

Commissioner Martin brought up the possibility of hiring a County Manager to oversee all departments. No action was taken at this time.

Commissioner Arbach reported that the Hoven Country Club is thinking about making a change to their liquor license. Auditor Krein will look into the request and see if it is a possibility.

**ADJOURNMENT:**

Leff moved and Godkin seconded a motion that the Board of County Commissioners adjourn until the hour of 9:00 a.m. on Tuesday, December 3, 2013. Voting Aye: 5; Nay: 0. The motion was adopted.

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**PHYLLISS PUDWILL, CHAIRPERSON**

**ATTEST:**

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**REBECCA KREIN, AUDITOR**

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