March 22, 2016

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on March 22, 2016 at 9:00 a.m. at the County Courthouse. Members present were: Scott Schilling, Duane Martin, Jim Houck, Kevin Holgard and David Siemon. Also present were Auditor Rebecca Krein and State’s Attorney James Hare.

Chairperson Schilling called the meeting to order.

The Pledge of Allegiance was recited by those in attendance.

Holgard moved and Martin seconded that the minutes of the meeting of March 1st, 2016 be approved. Voting Aye: 5; Nay: 0. The motion was adopted.

Martin moved and Holgard seconded that the minutes of the meeting of March 4th, 2016 be approved. Voting Aye: 3; Nay: 2. The motion was adopted.

**CLAIMS APPROVED:**

Holgard moved and Martin seconded that the following claims be paid. Voting Aye: 4; Nay: 1. The motion was adopted.

**COMMISSIONERS:** Academy Trophy – plaque, $50.00; Cardmember – postage, $14.16; City of Mobridge – water service, $10.50; Lincoln National – life insurance, $28.02; Mobridge Area Protection Team – Delta Dental van, $500.00; Mobridge Tribune – publishing, $321.25; Venture Comm – phone service, $45.42

**ELECTIONS:** Cardmember – stamp sheets, $14.17;

**COURTS:** Tim Hathaway – replace check 60388, $10.00; West Payment – information charges, $2234.38

**AUDITOR:** A&B Business – supplies, $59.40; Cardmember – supplies/stamps, $129.85; Lincoln National – life insurance, $21.39; Venture Comm – phone & fax service, $79.90

**TREASURERS:** Cardmember Service – postage/supplies, $385.98; Lincoln National – life insurance, $14.26; Quill – supplies, $373.90; Venture Comm – phone & fax service, $72.62

**STATES ATTORNEY:** Kristi Brandt – services & fees, $211.60; Cardmember – supplies/stamps, $158.00; Lincoln National – life insurance, $14.26; Mobridge Regional Hospital – services, 195.00; Mobridge Tribune – publishing, $42.08; Quill – file totes, $70.66; SD Dept. of Revenue – services, $880.00; Venture Comm – phone & fax service;

**COURT APPT ATTY:** Laurie Bauer – services, $492.00; Dakota Plains Legal Service – services, $1495.75; Mark Kroontje – services, $2224.74; SDACC – catastrophic legal expense, $954.22

**COURTHOUSE:** Cam Wal – repairs, $255.15; Cardmember – supplies, $17.34; City of Selby – Utilities, $72.48; Heartland Waste – Garbage service, $105.00; Johnson Controls – maintenance, $711.14; Kens Western Lumber – supplies, $14.96; Lincoln National – life insurance, $7.13; Pfitzer Pest Control – services, $174.56; Servall – rentals, $42.58;

**DIRECTOR OF EQUALIZATION:**  Cardmember Service – supplies/postage, $1105.91; Kens Western Lumber – supplies, $9.99; Lincoln National – life insurance, $21.39; Venture Comm – phone service, $88.28;

**REGISTER OF DEEDS:** Cardmember service – supplies/postage, $186.77; Lincoln National – life insurance, $14.26; Venture Comm – phone service, $50.00;

**VETERANS SERVICE OFFICE:** West River Telecommunications – phone service, $34.32;

**SHERIFF:** AT&T – cell phone service, $237.13; Cardmember – supplies/postage, $340.79; Connecting Point – install storage, $1932.20; Deluxe – check blanks, $120.61; Lincoln National – life insurance, $21.39; Modern Marketing – supplies, $473.62; National Sheriffs Assoc – dues, $58.00; Slater Oil – supplies, $1630.00; Selby Oil – repairs, $99.60; Valley Motors – repairs, $355.33; Venture Comm – phone & fax service, $117.95;

**JAIL:** ABC – repairs, $818.04; Cam Wal Electric Cooperative – repairs/supplies, $659.84; Cardmember service – supplies, $2372.20; City of Selby – utilities, $216.76; Datamaxx – software renewal, $744.00; Dominik’s Equipment – freezer, $1795.00; Family Pharmacy – prescriptions/supplies, $84.05; Fischer’s Plumbing – install washers/dryers, $3061.23; Kens Western Lumber – supplies, $148.35; Les’s Standard – repairs, $191.60; Lincoln National – life insurance, $57.04; Merkels Foods – groceries/supplies, $4315.57; Mobridge Tribune – publishing, $40.56; Neve’s Uniforms – uniforms, $136.68; Pennington County Jail – transport, $145.25; Pfitzers Pest Control – services, $189.52; Reliance Telephone – phone cards, $1000.00; Rieker Electric – repairs, $122.40; Stoicks – groceries, $11.98; Venture Comm – phone/fax/internet service, $265.19;

**CORONER:** Regional Health – services, $422.00

**EMERGENCY & DISASTER:** AT&T Mobility – cell phone service, $34.01; Lincoln National – life insurance, $3.57; R&K Computers – 3 computers Mob PD, $11700.00; Venture Comm – radio service, $30.10;

**SUPPORT OF POOR:** Cardmember service – postage, $36.76; Venture Comm – phone service, $30.83;

**MENTAL ILLNESS BOARD:** Norma Anderson – services, $15.00; James & Assoc – services, $190.00; Lewis & Clark Behavioral – services, $160.00; Lucy Lewno – services, $150.49; Karen Swanda – services, $15.00; Yankton County Treasurer – services, $139.25; Yankton Co. Sheriff’s Office – civil papers, $25.00;

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

**EXTENSION:** Cardmember Service – postage, $36.33; Lincoln National – life insurance, $7.13; SDSU Extension – salary, $3563.45; Venture Comm – phone/fax service, $31.11

**WEED CONTROL:** AT&T – cell phone service, $34.01; Lincoln National – life insurance, $3.56;

**RD & BR:** Aberdeen News – publishing, $189.21; Cam Wal Electric Cooperative – electricity, $68.08; Cardmember services – postage, $7.20; City of Mobridge – utilities, $48.38; City of Selby – utilities, $62.86; Currency Cash Acct – supplies, $24.10; Heartland Waste Management INC – garbage service, $50.00; Hoven Coop Service Company – fuel and gasoline, $583.87; Lincoln National – life insurance, $64.17; Mobridge Tribune – publishing, $65.70; Montana-Dakota Utilities – electricity, $34.23; North Central Farmers – fuel & gasoline, $219.49; Praxair Dist. – supplies, $169.00; Valley Telecommunications – cell phone service, $39.99; Venture Comm – phone/fax/internet service, $265.24; West River Telecommunications – phone service, $32.75;

**SOLID WASTE:** Cam Wal Electric Cooperative – electricity, $183.90; Cardmember Service – dues/postage, $264.47; Lincoln National – life insurance, $28.52; Mobridge Gas – supplies, $30.00; North Central Farmers – fuel, $1831.52; Quill – supplies, $899.16; Trux – software renewal, $1260.00 Valley Telecommunications – phone & internet services, $93.34; WEB – utilities, $37.08; Wenck Associates – landfill design, $10687.44;

**STATE ACCOUNT FUND:** SD Department of Revenue – motor vehicle, ROD & vital records, $97348.46

**SCHOOL DIST FUND:** Cortrust Bank – February 2016 apportionment, $25016.33 January 2016 apportionment, $56.86; Hoven School District – February 2016 apportionment, $14798.49 ; January 2016 apportionment, $18.95 Dacotah Bank – February 2016 apportionment, $156844.24 January 2016 apportionment, $31134.18; Bank West – February 2016 apportionment, $111980.17 January 2016 apportionment, $21626.78;

**CITIES AND TOWNS FUND:** City of Mobridge – February 2016 apportionment, $80793.20 January 2016 apportionment, $17062.59; BankWest – February 2016 apportionment, $25443.83 January 2016 apportionment, $5913.89; Dacotah Bank – February 2016 apportionment, $731.63 January 2016 apportionment, $482.56; Bank of Hoven – February 2016 apportionment, $133.75 January 2016 apportionment, $256.94;

**PARTIAL PAYMENTS FUND:** Walworth County Treasurer – partial payments, $3299.67;

**SALE/EXCISE TAX FUND:** South Dakota State Treasurer – state, city, excise tax, $381.91;

**5 COUNTY TV DISTRICT FUND:** Cam Wal Electric Cooperative – electricity @ Java 1 & 2, $1185.74;

**JAVA FIRE DIST FUND:** Bank West – February 2016 apportionment, $538.32 January 2016 apportionment, $65.44;

**BOWDLE FIRE DIST FUND:** February 2016 apportionment, $311.12;

**SDACO M&P FUND:** M&P Remittance, $138.00

AUDITOR'S MONTHLY SETTLEMENT WITH THE TREASURER

 WALWORTH COUNTY

 FEB-16

CASH ON HAND IN TREASURER'S OFFICE:

CASH TOTAL $2,581.49

CHECKS TOTAL $70,883.15

CASH ITEMS

NSF CHECKS

TOTAL CASH ON HAND $73,464.64

SAVINGS ACCOUNT BALANCES

 BANKWEST MONEY MARKET SAVINGS $2,236,488.66

BANKWEST LANDFILL MONEY MARKET $816,508.41

CERTIFICATES OF DEPOSIT

 INVESTMENTS--CERTIFICATES OF DEPOSIT $2,250,000.00

 GRAND TOTAL CASH AND BALANCES $5,376,461.71

GENERAL LEDGER CASH AND INVESTEMENT BALANCES BY FUNDS

GENERAL FUND $2,423,112.97

SPECIAL REVENUE FUNDS:

 ROAD AND BRIDGE FUND $690,940.14

 911 SERVICE FUND $15,479.31

 FIRE PROTECTION FUND $-10,232.92

 EMERGENCY AND DISASTER FUND $4,215.49

 DOMESTIC ABUSE FUND $118.01

 24/7 SOBRIETY PROGRAM FUND $5,700.12

 MODERNIZATION & PRESERVATION RELIEF FUND $26,018.58

 DARE PROGRAM FUND $1,674.66

ENTERPRISE FUNDS:

 SOLID WASTE (LANDFILL) FUND $1,497,125.65

TRUST AND AGENCY FUNDS $737,727.96

 GRAND TOTAL GENERAL LEDGER CASH AND INVESTMENTS $5,371,879.97

**EXECUTIVE SESSION:**

Holgard moved and Martin seconded to enter into executive session @ 9:19 a.m. per sdcl 1-25-2(1) regarding a personnel matter. Voting Aye: 4; Nay: 1. The motion was adopted.

 Schilling declared the executive session ended at 10:12 a.m.

The board heard from several visitors regarding the Director of Equalization.

Martin moved to direct the State’s Attorney to notify Kahl in writing and follow through with the termination hearing. Holgard seconded. Houck made a substitute motion to postpone the termination hearing indefinitely Siemon seconded. Roll call vote requested: Houck –Aye; Siemon –Aye; Holgard –Aye; Martin –Nay; Schilling did not have to vote due to the fact there was not a tie. The motion was adopted.

**HIGHWAY ISSUES:**

Luke Berg met with the board requesting to use a Walworth County road to construct a sow farm in Edmunds County. He stated that they would repair any damage to the road. Superintendent Goetz suggested that an agreement should be signed or a trip permit fee of $100.00 per truck per load. Goetz and Berg will have a pre-inspection of the roads current condition available for the next meeting.

The town of Lowry requested help with graveling their roads. The board advised Goetz to help them with the request.

**TREASURERS OFFICE:**

Holgard moved and Houck seconded to approve partial payments of $150.00 per month beginning May1st 2016 for record #7920. Voting Aye: 5; Nay: 0. The motion was adopted.

Holgard moved and Siemon seconded that the county not take the following parcels this year for unpaid taxes: 4061, 4034, 5023, 5765, 5427, 5333, 4461, 5502, 5762, 5080, & 4071. Voting Aye: 5; Nay: 0. The motion was adopted.

**SHERIFF AND JAIL ISSUES:**

Discussion was held on the inmate housing area and installing triple bunks. Badten contacted the Fire Marshall and they have no regulations. The board requested that Badten measure the space available and report how many square feet the cells are at the next meeting.

Houck moved and Siemon seconded to approve a wage increase of $.50 to Marissa Mickelson for certification completion effective March 1, 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

Holgard moved and Houck seconded to approve the wage of $14.71 for Eddie Rice, Jr. as fill time jailer effective March 18, 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

The intercom system does not work at the jail. This is a requirement to have. The board advised Boll to have it replaced.

**GIS WORKSHOP:**

Brent Jensen with GIS met with the board and informed them that other counties may be interested in signing up for the program which would give Walworth County a discount. No action was taken at this time.

**ABATEMENTS:**

Record 5729 was not in attendance and requested no action be taken at this meeting regarding their abatement. Holgard moved and Houck seconded to table the abatement. Voting Aye: 5; Nay: 0. The motion was adopted.

Holgard moved and Siemon seconded to table the abatement for record 5542 and to have Kahl and Siemon go look at the property. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck moved and Siemon seconded to approve an abatement for record 300371 of $136.92 since the mobile home was not there when it was assessed. Voting Aye: 5; Nay: 0. The motion was adopted.

**EQUALIZATION:**

Discussion was held on the equalization process. The board believes they should have some sort of guidelines to follow to make sure they handle every appeal the same. Badten & Hare will bring a suggestion of guidelines to the next meeting.

Fees for information & copies were discussed again. Holgard moved and Houck seconded to not charge for information provided and to keep the $1.00 per page copy fee. Voting Aye: 5; Nay: 0. The motion was adopted.

**LAW LIBRARY:**

The cost of the law library was discussed and Hare and Badten will talk to Judge Myren to find out what exactly needs to be in the library.

**COUNTY ASSISTANT/LANDFILL:**

Badten provided the board with options to review that he thought would be good for the portion of the health insurance family plan that the county pays. Currently the county pays 72% of the cost which is a $512.98 per month benefit employees with the family plan receive that the employees with the single plan do not. This will be discussed at a later date.

Badten submitted an application for 2 defibrillators for the courthouse and Sherriff.

Siemon moved and Holgard seconded to approve advertising for a part-time seasonal employee at the landfill. Voting Aye: 5; Nay: 0. The motion was adopted.

Holgard moved and Siemon seconded to set Walworth County clean up days for May 16-21. Voting Aye: 5; Nay: 0. The motion was adopted.

**MEDIA POLICY:**

Holgard moved and Martin seconded to adopt a media policy suggested by South Dakota Public Assurance Alliance to designate State’s Attorney Hare to be the contact person for the media. Voting Aye: 5; Nay: 0. The motion was adopted.

**OPEN MEETINGS:**

Discussion was held on open meetings and what should be discussed in executive sessions. There should be no decisions being made outside of meetings.

**HEALTH INSURANCE:**

Holgard moved and Martin seconded to approve signing the insurance form to change the renewal date to October of 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

**POOR RELIEF:**

Breda DeToy met with the board to update them on the poor relief. She requested they deny some cases for not qualifying for assistance. The following cases were denied.

Case 16A13 Houck moved and Siemon seconded.

Case 16A12 Holgard moved and Martin seconded.

Case 16A11 Holgard moved and Martin seconded.

Case 16A10 Siemon moved and Martin seconded.

Case 16A9 Houck moved and Siemon seconded.

Case 16A8 Holgard moved and Martin seconded.

Case 16A7 Holgard moved and Martin seconded.

Case 16A6 Holgard moved and Houck seconded.

Case 16A5 Houck moved and Siemon seconded.

Case 16A4 Houck moved and Siemon seconded.

Case 16A3 Holgard moved and Martin seconded.

Case 16A2 Holgard moved Martin seconded.

All members present voted Aye for all the cases listed above. The motions were all adopted.

DeToy informed the board that the Welfare manual is outdated and needs to be updated.

**4-H YOUTH ADVISOR:**

DeToy informed the board that Marissa Mickelson has been hired as the Walworth/Campbell County Youth Advisor effective March 22. Detoy also requested the board consider changing the position from 10 hours a week to 20 starting in 2017 or 2018.

**BURN BAN:**

Holgard moved and Martin seconded to reinstate the burn ban. Voting Aye: 5; Nay: 0. The motion was adopted.

**MOLD:**Discussion was held on the issue of mold in the courthouse. State Risk Management was here on Monday and will be having another mold inspection completed. There was one done in 2015 that found no active colonies at that time. The county has taken some measures to decrease the possibility of mold, however people are claiming that they are having health issues from it.

**ADJOURNMENT:**

Siemon moved and Martin seconded that the Board of County Commissioners adjourn until the hour of 9:00 a.m. April 5, 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

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**KEVIN HOLGARD, VICE-CHAIRPERSON**

**ATTEST:**

**Vice-Chairperson signed in absence of Chairperson Schilling**

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**REBECCA KREIN, AUDITOR**

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