January 3, 2017

9:00 A.M.

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on January 3, 2017 at 9:00 a.m. at the County Courthouse. Members present were: Jim Houck, Kevin Holgard, Melissa Miller, Scott Schilling and David Siemon. Also present were Auditor Rebecca Krein and States Attorney Jamie Hare.

Chairperson Schilling called the meeting to order.

The Pledge of Allegiance was recited by those in attendance.

Houck moved and Siemon seconded that the minutes of the meeting of December 29, 2016 be approved. Voting Aye: 4; Nay: 0. The motion was adopted.

**PRESENTATION OF PLAQUES:**

Chairperson Schilling presented a plaque to Phylliss Pudwill for her many years of dedicated service to Walworth County.

**OLD BUSINESS:**

Junior and Tina Thompson were in attendance regarding their liquor license application. Hare informed them that the City of Mobridge Zoning no longer has a problem with it, however it may be a problem in the future.

**ADJOURNMENT OF 2016 BUSINESS**

**COUNTY COMMISSIONER CHAIR PERSON & VICE CHAIRPERSON FOR 2017:**

Schilling nominated Holgard for the position of Walworth County Chairperson, Houck nominated Siemon. Voting Siemon - 3; Holgard – 2. Siemon was appointed Chairperson of 2017.

Siemon nominated Houck for the position of Vice Chairperson, Schilling nominated Holgard. Voting Houck – 3; Holgard – 2. Houck was appointed Vice-Chairperson for 2017.

**DESIGNATION OF OFFICIAL NEWSPAPERS:**

Holgard moved and Schilling seconded to designate the Mobridge Tribune and the Selby Record/Continuing the Java Herald as Walworth County’s official newspapers for 2017. Voting Aye: 5; Nay: 0. The motion was adopted.

**APPOINTMENT OF VOLUNTEER:**

Holgard moved and Schilling seconded to appoint Scott Holder as a volunteer to assist the Janitor as needed. Voting Aye: 5; Nay: 0. The motion was adopted.

**DESIGNATION OF OFFICIAL DEPOSITORY:**

Houck moved and Holgard seconded to designate all banks in the county as the official depositories for 2017. Voting Aye: 5; Nay: 0. The motion was adopted.

**BOARD APPOINTMENTS AS PER CHAIRMAN SIEMON:**

**SIEMON:** Northeast Council of Governments, Jail, Highway, Regional Aging Council, and Courthouse Maintenance, Rural Zoning

**SCHILLING:** Landfill, Ambulance

**HOLGARD:** Purchasing, North Central Regional E911

**HOUCK:** Highway, Weeds, North Central RC & D, Northeast Council of Governments, Courthouse Maintenance, War Hawk Emergency Management, Rural Zoning

**MILLER:** Ambulance, Insurance, Investment & Finance and Purchasing

**NORTH CENTRAL REGIONAL E911:** Kevin Holgard and Curt Rawstern

**EMERGENCY DISASTER COORDINATOR:** Penny Goetz

**VETERANS’ SERVICES OFFICER:** Leo Rookey, Jr.

**WAR HAWK EMERGENCY MANANGEMENT COORDINATOR:** Ted Schweitzer

**FAMILY ASSISTANCE COORDINATOR:** Brenda DeToy

**PURCHASING:** Rebecca Krein, Nyla Moak, Kevin Holgard and Melissa Miller

**INSURANCE:** Rebecca Krein and Melissa Miller

**RURAL ZONING BOARD:** Lyle Perman, Duane Karst, Harley Overseth, Stanley Weiss, David Siemon, and Jim Houck

**NORTHEASTERN MENTAL HEALTH:** Phylliss Pudwill

**BOARD OF ZONING ADJUSTMENTS:** Jim Houck, David Siemon and Kevin Holgard; alternates: Scott Schilling and Melissa Miller

**PERSONNEL POLICY:** Jim Houck, Kevin Holgard, Melissa Miller, David Siemon, Scott Schilling, Rebecca Krein, Sue Eisemann, Penny Goetz and Josh Boll

**“504” TASK & A.D.A:** Commissioner Jim Houck, Auditor Rebecca Krein, Non-elected employee Deborah Kahl, Veterans’ Services Officer Leo Rookey, County Handicapped Representative At-Large: vacant,

**BUILDING MAINTENANCE:** Jim Houck, David Siemon, and Highway Superintendent Penny Goetz

**4-H COMPLEX POLICY COMMITTEE:** Commissioner Scott Schilling, Auditor Rebecca Krein, and Highway Superintendent Penny Goetz

**MEDICAL EQUIPMENT COMMITTEE:** Walworth County Representative Brenda Detoy, Selby Legion Auxiliary Representative Phyliss Prasek, Java Legion Auxiliary Representative Lois Wolf and Selby Lioness Representative Florence Karst

**TELEVISION TRANSLATOR DISTRICT:** Phylliss Pudwill

**WEED BOARD:** Commissioner Jim Houck, Kirk Miller, Ernie Mertz, Ralph Rabenberg, Gordon Huber, and Gene Zabel

**COMMISSIONERS SALARY:**

Pursuant to SDCL 7-7-5, Houck moved and Schilling seconded to set the salary at $10,041.73 keeping the salaries as they were in 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

**2017 SALARY SCHEDULE:**

Houck moved and Schilling seconded to set the 2017 salary schedule as follows and to authorize said publication as per SDCL 6-1-10. The rate of pay for each county employee will reflect a 1.5 percent increase from their 2016 rate. All full time employees, shall also receive an additional $4.00 for each completed year of employment as longevity pay each pay period. Voting Aye: 5; Nay: 0. The motion was adopted.

**Commissioners:** Jim Houck, $10,041.73; Kevin Holgard, $10,041.73; David Siemon, $10,041.73; Melissa Miller, $10,041.73; Scott Schilling, $10,041.73;

**Auditor’s Office:** Deputy Auditor Katie Gregg, $15.19 per hour; Deputy Auditor Aubriauna Diaz, $15.19 per hour; Auditor Rebecca Krein, $45,353.12;

**Treasurer’s Office:** Deputy Treasurer Eva Cognones, $15.19 per hour; On-Call Deputy Treasurer Leah Holder, $15.19 per hour; Treasurer Nyla Moak, $43,361.98;

**Sheriff’s Department:** Sheriff Joshua Boll, $52,498.61; Deputy Sheriff Travis Bentz, $19.19 per hour; Deputy Sheriff Kari Beaman, $18.76 per hour; On-Call Sheriff Secretary Cristy Holder, $15.19 per hour; Deputy Sheriff Aaron Vogel, $16.38 per hour; Jail Administrator Justin Jungwirth, $40,600.00; Lieutenant Kylee Franklin, $17.74 per hour; Sergeant Patricia Dunwoody, $16.36 per hour; Correctional Corporal Officer Kimberly Longbrake, $16.45 per hour; Correctional Officer Lance Schnaible, $14.93 per hour; Correctional Officer Glen Bissett, $15.44 per hour; Correctional Officer Eddie Rice, Jr., $15.95 per hour; Correctional Officer Allie Hilgemann, $15.95 per hour; Correctional Officer Leandra Smith, $15.44 per hour; Part-time Correctional Officer Angel Cadotte, $14.93; Part-Time Correctional Officer Sandy Mitzel, $15.44 per hour; Part-time Correctional Officer Cynthia Strongheart, $15.44 per hour; Transfers Tom Hannan, $17.26 per hour;

**Extension Office:** Extension Secretary Brenda DeToy, $15.19 per hour;

**Register of Deeds:** Register of Deeds Susan Eisemann, $43,361.98; Deputy Register of Deed Mica Mortenson, $15.19 per hour;

**State’s Attorney’s Office:** States Attorney James Hare, $77,987.94; States Attorney Secretary Kathy Walker, $16.93 per hour;

**Director of Equalization Office:** Deputy Director of Equalization Greg Pudwill, $15.19; Deputy Director of Equalization Stephanie Bennis, $15.19 per hour; Director of Equalization Deborah Kahl, $20.19 per hour

**Janitor:** Leah Holder, $15.19 per hour

**Emergency Manager/Weed Supervisor:** Shannon Thompson, $38,420.29;

**Veteran’s Service Officer:** Veteran’s Service Officer Leo Rookey, $14,352.35;

**Road and Bridge Department:** Highway worker James Ackerman, $18.35 per hour; Highway Worker Ronald Berens, $18.35 per hour; Highway worker Allen Frost, $18.35 per hour; Highway Superintendent/Business Manager Penny Goetz, $50,237.33; Mechanic Dwight Helm, $20.71 per hour; Road Foreman Marty Hook, $24.10 per hour; Highway Worker Leslie Noess, $18.35 per hour; Highway Worker Jason Walker, $18.33 per hour; Highway Worker Wayne Sandmeier, $18.33 per hour; Seasonal Highway Worker Gerald Fiedler, $12.55 per hour; Fulltime/Part-time Highway Worker Gerald Kosters, $14.96 per hour;

**Landfill Department:** Landfill Supervisor Ryan Badten, $56,532.71; Landfill worker Paul Davis, $15.68 per hour; Landfill Worker Bryce Hepper, $15.68 per hour; Landfill Worker David Weleba, $17.48 per hour; On-Call Landfill Worker James Goetz, $10.66 per hour; Landfill Seasonal Worker Robert Pollock, $10.66 per hour;

**Prisoner/Mental Care Transport:** Certified Officer – current wage

**Part-Time On-Call Clerical:** $10.38 per hour

**Miscellaneous Board Members:** $50.00 per meeting;

**Coroner/Deputy Coroners:** Eric Schley, $83.23 fee per call plus expenses at actual cost

**ELECTION OFFICIAL FEES:**

Houck moved and Holgard seconded to adopt Resolution WC 2017 -01.

**RESOLUTION WC 2017-01**

**RESOLUTION TO ESTABLISH ELECTION OFFICIALS FEES**

WHEREAS, it may be necessary to appoint election officials in 2017, and

WHEREAS, pursuant to SDCL 12-15-11, the fee paid to election officials shall be established annually by the board of county commissioners at its first regular meeting of the year;

NOW THEREFORE, BE IT RESOLVED, by the Walworth County Board of Commissioners that for the year 2016, election officials shall be paid as follows:

Precinct Superintendent $10.00 per hour

Precinct Deputy $10.00 per hour

Counting Board Officials $10.00 per hour

Election school attendance $25.00 per occurrence

WALWORTH COUNTY, SOUTH DAKOTA

David Siemon

Walworth County Commissioner Chairperson

ATTEST:

(SEAL)

Rebecca Krein

Walworth County Auditor

Voting Aye: 5; Nay: 0. Dated and adopted this 3rd day of January, 2017 by a vote of the Board of Commissioners

**FUNERAL DIRECTOR FEES:**

Houck moved and Miller seconded to adopt Resolution WC2017-02

**RESOLUTION WC 2017-02**

**RESOLUTION ESTABLISHING FEES ALLOWED BY FUNERAL DIRECTOR**

WHEREAS, it may be necessary to conduct a county burial as per SDCL 28-17 in 2017; and

WHEREAS, pursuant to SDCL 28-17-4, the county shall allow the funeral director for merchandise and such services rendered, a sum to be established by resolution of the board of county commissioners in such county at their organizational meeting;

NOW THEREFORE, BE IT RESOLVED, by the Walworth County Board of Commissioners that for the year 2016, the funeral director shall be allowed the following:

Maximum dollar amount for merchandise & services rendered for county burial: $2,500

Outside Container: at cost when required and applicable invoice is provided

WALWORTH COUNTY, SOUTH DAKOTA

David Siemon

Walworth County Commissioner Chairperson

ATTEST:

(SEAL)

Rebecca Krein

Walworth County Auditor

Voting Aye: 5; Nay: 0. Dated and adopted this 3rd day of January, 2017 by a vote of the Board of Commissioners.

**ELECTED OFFICIALS SALARIES:**

Houck moved and Miller seconded to adopt Resolution WC2017-03

**RESOLUTION WC 2017-03**

**RESOLUTION TO ESTABLISH SALARIES OF ELECTED OFFICIALS**

WHEREAS, Walworth County has established the following elected positions: county treasurer, county auditor, county register of deeds, county state’s attorney, and county sheriff; and

WHEREAS, pursuant to SDCL 7-7-9.1, SDCL 7-7-12, and SDCL 7-12-15, respectively; the board of county commissioners shall establish, by resolution, the salaries payable to said elected officials,

NOW THEREFORE, BE IT RESOLVED, by the Walworth County Board of Commissioners that for the year 2017, the salaries payable shall be as follows:

County Treasurer: $43,361.98

County Auditor: $45,353.12

County Register of Deeds: $43,361.98

County State’s Attorney: $77,987.94

County Sheriff: $52,498.61

County Coroner $83.23 per call

WALWORTH COUNTY, SOUTH DAKOTA

David Siemon

Walworth County Commissioner Chairperson

ATTEST:

(SEAL)

Rebecca Krein

Walworth County Auditor

Voting Aye: 5; Nay: 0. Dated and adopted this 3rd day of January, 2017 by a vote of the Board of Commissioners.

**CLAIMS APPROVED:**

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

**COMMISSIONERS:** Jim Houck- employee appreciation supper, $802.24; Selby Record- publishing, $397.72

**AUDITOR:** Midcontinent- internet service, $13.13

**TREASURER:** Midcontinent- internet service, $13.13; Selby Record- publishing, $287.13

**STATES ATTORNEY:** Midcontinent- internet service, $13.12

**COURTHOUSE:** Servall- mat & mop rental, $48.11

**DOE:** Midcontinent- internet service, $13.12

**REGISTER OF DEEDS:** Midcontinent- internet service, $13.13

**SHERIFF:** Aberdeen Chrysler Center- installation of mud flaps, remote starter, & nerf bars, $1,214.00; Kari Beaman- reimbursement for vest & accessories, $973.53; Communications Center- services & fees, $262.49; Midcontinent- internet services, $13.13

**JAIL:** City of Selby- Tahoe police vehicle, $30,000.00; Dominik’s Equipment- kitchen supplies, $116.70

**EMERGENCY & DISASTER:** Midcontinent- internet service, $6.56

**MENTALLY ILL:** Mark Katterhorn- services, $22.50; Lucy Lewno- services, $172.96; Karen Swanda- services, $22.50

**EXTENSION:** Midcontinent- internet service, $13.12

**WEED CONTROL:** Midcontinent- internet service, $6.56

**RD & BR:** D-Ware- 2017 hwy operating system, $2,500.00; Montana- Dakota Utilities- electricity for Selby, state shop, $474.43; Runnings- supplies, $21.99; Selby Record- publishing, $24.00; Servall- mat & mop rental, $22.25; Stoicks- supplies, $19.98

As required by SDCL 6-1-10, the December payroll paid by department was as follows: Commissioners - $5,317.77; Auditor - $5,761.97; Treasurer - $5,095.82; States Attorney - $6,941.39; Court House - $895.92; Director of Equalization – $6,563.75; Register of Deeds - $4,680.44; Veterans Service Officer - $634.24; Sheriff - $8,345.08; Jail - $26,090.53; Emergency & Disaster - $1,089.21; Poor - $527.54; Extension - $731.19; Weed & Pest - $1,737.62; Zoning – $1,694.55; Road & Bridge - $25,224.01; Solid Waste - $9,645.96; 5 County TV Translator District - $516.72.

**TREASURERS REPORT:**

Schilling moved and Holgard seconded to approve the Treasurer’s monthly report for December. Voting Aye: 5; Nay: 0. The motion was adopted.

**SURPLUS PROPERTY SALE:**

Houck moved and Miller seconded to set the date of the surplus property sale for January 26th at 10:00 a.m. to be held on the steps of the courthouse. Voting Aye: 5; Nay: 0. The motion was adopted.

**PAYROLL:**

Houck moved and Holgard seconded to switch payroll to every two weeks which is 26 pay periods per year with the weeks running from Sunday through Saturday and anything over 40 hours a week will be overtime/compensatory time for every department. Voting Aye: 5; Nay: 0. The motion was adopted.

**EXECUTIVE SESSION:**

Schilling moved and Holgard seconded to enter into executive session at 10:06 a.m. per SDCL 1-25-2(1) regarding a personnel matter. Voting Aye: 5; Nay: 0. The motion was adopted. Chairman Siemon declared the executive session ended at 10:10 a.m. no action was taken.

**RECORD 8118:**

Houck moved and Holgard seconded to transfer record 8118, Lot 6, Block 22, Original Plat of Lowry, SD to Lowry Pilgrim Community Church per SDCL 7-29-26. Voting Aye: 5; Nay: 0. The motion was adopted.

**NEW BUSINESS:**

Krein asked about paying for the Chevy Tahoe to the City of Selby out of the Jail budget and was advised that this is correct.

Houck had a request to discuss sharing an officer with the City of Hoven. The board decided against it.

Kahl requested approval for compensatory time to be accrued by her department until March. The board advised her this would be allowed.

Kahl requested to purchase equipment to assist in the Equalization and assessment process. She stated the cost would be $2000-$2500. The board approved the request.

**ADJOURNMENT:**

Houck moved and Schilling seconded that the Board of County Commissioners adjourn until the hour of 9:00 am January 17, 2017. Voting Aye: 5; Nay: 0.

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**DAVID SIEMON, CHAIRPERSON**

**ATTEST:**

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**REBECCA KREIN, AUDITOR**

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