January 5, 2016

9:00 A.M.

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on January 5, 2016 at 9:00 a.m. at the County Courthouse. Members present were: Jim Houck, Kevin Holgard, Duane Martin and 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.

Martin moved and Holgard seconded that the minutes of the meeting of December 29, 2015 be approved. Voting Aye: 5; Nay: 0. The motion was adopted.

**ADJOURNMENT OF 2015 BUSINESS**

**COUNTY COMMISSIONER CHAIR PERSON & VICE CHAIRPERSON FOR 2016:**

Martin moved and Holgard seconded to nominate Scott Schilling for the position of Walworth County Commissioner Chairperson for the year 2016, Houck nominated Siemon, moved to cease nominations and to vote by secret ballot.

Martin nominated Kevin Holgard for the position of Walworth County Commissioner Vice-Chairperson for the year 2016, Siemon nominated Houck, moved to cease nominations and to vote by secret ballot.

After the votes were tallied the Walworth County Chairperson was Scott Schilling and Vice-Chairperson was Kevin Holgard.

**DESIGNATION OF OFFICIAL NEWSPAPERS:**

Houck moved and Siemon seconded to designate the Mobridge Tribune and the Selby Record/Continuing the Java Herald as Walworth County’s official newspapers for 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

**APPOINTMENT OF VOLUNTEER:**

Holgard moved and Martin 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:**

Martin moved and Houck seconded to Bankwest as the official depository for 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

**BOARD APPOINTMENTS AS PER CHAIRMAN SCHILLING:**

**SIEMON:** Community Health Council, Landfill, North Central Regional E911, Jail, Northeast Council of

Governments

**SCHILLING:** Highway, Extension, Investment & Finance

**HOLGARD:** Rural Zoning, Purchasing, Courthouse Maintenance, War Hawk Emergency Management District

**HOUCK:** Highway, Weeds, North Central RC & D, and Northeast Council of Governments

**MARTIN:** Ambulance, Insurance, Landfill

**NORTH CENTRAL REGIONAL E911:** David Siemon 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, and Kevin Holgard

**INSURANCE:** Rebecca Krein and Duane Martin

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

**EXTENSION BOARD:** Todd Biel, Garnet Perman, Scott Schilling, and Cindy Zabel

**NORTHEASTERN MENTAL HEALTH:** Phylliss Pudwill

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

**PERSONNEL POLICY:** Jim Houck, Kevin Holgard, Duane Martin, 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:** Kevin Holgard, 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 Mary Lou Bucklin, 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, Martin moved and Houck seconded to set the salary at $10,543.82 which includes a 5% increase from 2015. Voting Aye: 0; Nay: 5. The motion failed. Holgard moved and Siemon seconded to set the salary of the commissioners for the 2016 fiscal year at $10,041.73 keeping salaries as they were in 2015. Voting Aye: 5; Nay: 0. The motion was adopted.

**2016 SALARY SCHEDULE:**

Siemon moved and Holgard seconded to set the 2016 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 five percent increase from their 2015 rate. The jail employees will receive a $1.00 increase. All full time employees, shall also receive an additional $8.00 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; Duane Martin, $10,041.73; Scott Schilling, $10,041.73;

**Auditor’s Office:** Deputy Auditor Patti Baumann, $14.97 per hour; Deputy Auditor Brandy Shillingstad, $14.97 per hour; Auditor Rebecca Krein, $44,682.88;

**Treasurer’s Office:** Deputy Treasurer Eva Rojas-Vargas, $14.97 per hour; On-Call Deputy Treasurer Leah Holder, $14.97 per hour; Treasurer Nyla Moak, $42,721.16;

**Sheriff’s Department:** Sheriff Joshua Boll, $51,722.77; Deputy Sheriff Travis Bentz, $18.91 per hour; Deputy Sheriff Kari Beaman, $17.48 per hour On-Call Sheriff Secretary Cristy Holder, $14.97 per hour; Uncertified Correctional Officer Aaron Vogel, $15.64 per hour; Uncertified Correctional Officer Jeremy Johnson, $15.71 per hour; Supervisor Kylee Franklin, $17.48 per hour; Uncertified Correctional Officer Patricia Dunwoody, $16.12 per hour; Uncertified Correctional Officer Ronnie Ducheneaux, $15.21 per hour; Uncertified Correctional Officer Tammy Richards, $14.71 per hour; Uncertified Correctional Officer Marissa Mickelson, $15.21 per hour; Uncertified Correctional Officer Lance Schnaible, $14.71 per hour; Uncertified Correctional Officer Sandy Mitzel, $15.21 per hour; Uncertified Correctional Officer Taylor Madden, $14.71 per hour; Uncertified Correctional Officer Kimberly Longbrake, $14.71 per hour; Certified Correctional Officer Heather Kroontje, $15.21 per hour; Uncertified Correctional Officer Cynthia Strongheart, $14.71 per hour; Certified Correctional Officer Nick Bratland, 14.71 per hour; Transfers Tom Hannan, $17.00 per hour;

**Extension Office:** Extension Secretary Brenda DeToy, $14.97 per hour;

**Register of Deeds:** Register of Deeds Susan Eisemann, $42,721.16; Deputy Register of Deed Mica Mortenson, $14.97 per hour;

**State’s Attorney’s Office:** States Attorney James Hare, $76,835.41; States Attorney Secretary Kathy Walker, $16.68 per hour;

**Director of Equalization Office:** Deputy Director of Equalization Greg Pudwill, $14.97; Deputy Director of Equalization Stephanie Bennis, $14.97 per hour; Director of Equalization Deborah Kahl, $19.89 per hour

**Janitor:** Leah Holder, $14.97 per hour

**Emergency Manager/Weed Supervisor:** Shannon Thompson, $37,852.50;

**Veteran’s Service Officer:** Veteran’s Service Officer Leo Rookey, $14,140.25;

**Road and Bridge Department:** Highway worker James Ackerman, $18.08 per hour; Highway Worker Ronald Berens, $18.08 per hour; Highway worker Allen Frost, $18.08 per hour; Highway Superintendent/Business Manager Penny Goetz, $49,494.91; Mechanic Dwight Helm, $20.40 per hour; Road Foreman Marty Hook, $23.74 per hour; Highway Worker Leslie Noess, $18.08 per hour; Highway Worker Jason Walker, $18.06 per hour; Highway Worker Wayne Sandmeier, $18.06 per hour; Seasonal Highway Worker Gerald Fiedler, $12.36 per hour; Fulltime/Part-time Highway Worker Gerald Kosters, $14.74 per hour;

**Landfill Department:** Landfill Supervisor Ryan Badten, $55,697.25; Landfill worker Paul Davis, $15.45 per hour; Landfill Worker Bryce Hepper, $15.45 per hour; Landfill Worker David Weleba, $17.22 per hour; On-Call Landfill Worker James Goetz, $10.74 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:** Daniel Snyder, $82.00 fee per call plus expenses at actual cost

**ELECTION OFFICIAL FEES:**

Holgard moved and Martin seconded to adopt Resolution WC 2016 -01.

**RESOLUTION WC 2016-01**

**RESOLUTION TO ESTABLISH ELECTION OFFICIALS FEES**

WHEREAS, it may be necessary to appoint election officials in 2016, 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 $15.00 per occurrence

WALWORTH COUNTY, SOUTH DAKOTA

Scott Schilling

Walworth County Commissioner Chairperson

ATTEST:

(SEAL)

Rebecca Krein

Walworth County Auditor

Voting Aye: 5; Nay: 0. Dated and adopted this 5th day of January, 2016 by a vote of the Board of Commissioners

**FUNERAL DIRECTOR FEES:**

Houck moved and Siemon seconded to adopt Resolution WC2016-02

**RESOLUTION WC 2016-02**

**RESOLUTION ESTABLISHING FEES ALLOWED BY FUNERAL DIRECTOR**

WHEREAS, it may be necessary to conduct a county burial as per SDCL 28-17 in 2016; 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

Scott Schilling

Walworth County Commissioner Chairperson

ATTEST:

(SEAL)

Rebecca Krein

Walworth County Auditor

Voting Aye: 5; Nay: 0. Dated and adopted this 5th day of January, 2016 by a vote of the Board of Commissioners.

**ELECTED OFFICIALS SALARIES:**

Houck moved and Martin seconded to adopt Resolution WC2016-03

**RESOLUTION WC 2016-03**

**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 2016, the salaries payable shall be as follows:

County Treasurer: $42,721.16

County Auditor: $44,682.88

County Register of Deeds: $42,721.16

County State’s Attorney: $76,835.41

County Sheriff: $51,722.77

County Coroner $82.00 per call

WALWORTH COUNTY, SOUTH DAKOTA

Scott Schilling

Walworth County Commissioner Chairperson

ATTEST:

(SEAL)

Rebecca Krein

Walworth County Auditor

Voting Aye: 5; Nay: 0. Dated and adopted this 5th day of January, 2016 by a vote of the Board of Commissioners.

**CLAIMS APPROVED:**

Houck moved and Holgard 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, $31.92; Kevin Holgard – mileage expense, $20.16; Duane Martin – mileage expense, $35.28; Mobridge Tribune – official proceedings, budget hearing, TV proceedings, $190.40; Northeast Council of Gov’ts - JCA dues, $8,481.08; SDACC – membership dues, $1,261.32; SDML Workers Compensation Fund – workers compensation, $170.79; Selby Record – subscription, TV official proceedings, public hearing notice, official proceedings $215.61; David Siemon – mileage expense, $35.28;

**AUDITOR:** Connecting Point – set up server, $71.33; Midcontinent Communications – internet service, $13.12; Mobridge Tribune – job advertisement, $87.50; SDACO – membership dues, $301.89; SDML Workers Compensation Fund – workers compensation, $217.55; Selby Record – job advertisement, $36.00;

**TREASURER:** Connecting Point – Set up server, $107.00 Midcontinent Communication – internet service, $13.12; Mobridge Tribune – delinquent tax list, $332.96; SDACO – membership dues, $301.89; SDML Workers Compensation Fund – workers compensation, $274.82; Selby Record – Delinquent taxes, $336.39;

**STATES ATTORNEY:** Paul E. Bachand – association dues, $753.00; Connecting Point – set up server, $71.33; Midcontinent Communication - internet services, $13.12; SDML Workers Compensation Fund – workers compensation, $288.43;

**COURT APPOINTED ATTORNEYS:** Laurie M. Bauer – court appointed attorney fees, $256.50; Dakota Plains Legal Services – court appointed attorney fees, $7,083.00; Mark K. Kroontje – court appointed attorney fees, $4,657.66;

**ABUSED CHILD DEFENSE:** Dakota Plains Legal Services – court appointed attorney fees, $270.00;

**COURTHOUSE:** City Of Selby – water & sewer service, $104.75; SDML Workers Compensation Fund – workers compensation, $889.00; Kurt A Wolf – snow removal contract, $775.00;

**DOE:** Connecting Point – set up server, $107.00; Midcontinent Communications – internet service, $13.12; SDML Workers Compensation Fund – workers compensation, $664.94; Selby Record – envelopes $249.91

**REGISTER OF DEEDS:** Connecting Point – back up surg, set up server, $200.00; Midcontinent Communications – internet service, $13.13; SDACO – membership dues, $301.88; SDML Workers Compensation Fund – workers compensation, $230.88;

**VETERANS SERVICE OFFICER:** SDML Workers Compensation Fund – workers compensation, $44.20;

**SHERIFF:** Midcontinent Communications – internet service, $13.13; SDML Workers Compensation Fund – workers compensation, $3,453.98;

**JAIL:** Cam Wal Electric Cooperative – hook up walk in coolers, $535.15 Cardmember Service – 4 rolls of stamps, $195.99; Connecting point – set up server, $35.67; SDML Workers Compensation Fund – workers compensation, $8,088.74;

**EMERGENCY & DISASTER:** Midcontinent Communications – internet service, $6.57; SDML Workers Compensation Fund – workers compensation, $23.40; Dewey County Treasurer – 2016 operating budget, $4,000.00;

**SUPPORT OF POOR:** SDML Workers Compensation Fund – workers compensation, $43.00;

**EXTENSION:** Midcontinent Communication – internet service, $13.13; SDML Workers Compensation Fund – worker compensation, $38.94;

**SOIL CONSERVATION:** Walworth County Cons Dist. – 2016 Appropriation, $15,000.00;

**WEED CONTROL:** Connecting Point – set up server, $35.67 Midcontinent Communication – internet service, $6.56; SDML Workers Compensation Fund – workers compensation, $639.00;

**PLANNING & ZONING:** Mobridge Tribune – official Proceedings, $14.25; SDML Workers Compensation Fund – workers compensation, $9.33; Selby Record – official Proceedings, $15.30;

**RD & BR:** Butler Machinery Co. – parts, $1,148.19; City of Mobridge – water service @ Mobridge Shop, $48.34; City of Selby – water & sewer service, $62.51; D-Ware Inc – operating system, $1,900.00; SDML Workers Compensation Fund – workers compensation, $16,173.00; Servall Uniform & Linen – mats & towels $21.40; Valley Telecommunications – cell phone service, $39.99;

**SOLID WASTE:** Farnams Genuine Parts – supplies, $79.48; SD Dept. of Agriculture – fertilizer distribution fee, $25.00; SD Dept. Of Environment – solid waste surcharge, $999.00; SDML Workers Compensation Fund – workers compensation, $8,661.00; Servall Uniform & Linen – mats, $56.73; Web Water Development – water service, $41.30;

**ADVANCE TAX FUND:** Walworth County Treasurer – advance taxes $50,205.34;

**PARTIAL PAYMENTS FUND:** Walworth County Treasurer – partial payments, $692.66;

**5 COUNTY TELEVISION DISTRICT FUND:** Auto-Owners Insurance – insurance premium, $19,681.00; FEM Electric Association – electricity, $63.88;

**SDACO M&P FUND:** M&P Remittance – $198.00;

As required by SDCL 6-1-10, the December payroll paid by department was as follows: Commissioners - $7,335.10; Auditor - $8,645.24; Treasurer - $9,635.29; States Attorney - $13,502.52; Court House - $2,181.43; Director of Equalization – $12,176.47; Register of Deeds - $8,384.10; Veterans Service Officer - $1,208.09; Sheriff - $17,683.85; Jail - $45,007.09; Emergency & Disaster - $2,385.15; Poor - $701.84; Extension - $1,192.64; Weed & Pest - $2,643.84; Zoning – $1,690.12; Road & Bridge - $44,406.22; Solid Waste - $19,110.89; 5 County TV Translator District - $1,162.62.

**DEPUTY AUDITOR:**

Holgard moved and Martin seconded to approve the wage of Brandy Shillingstad as Deputy Auditor effective 1/4/2016 of $14.97 per hour. Voting Aye: 5; Nay: 0. The motion was adopted.

**COUNTY LEASE LAND:**

Discussion was held on combining the parcels owned by the county and lease all as one, or increasing the lease time to 2-5 years. The board decided to leave the leases as they are which is separate and a 1 year lease period.

**PERSONNEL POLICY:**

Holgard moved and Martin seconded to amend the personnel policy to include funeral and bereavement leave. Voting Aye: 5; Nay: 0. The motion was adopted.

**COUNTY OWNED PROPERTY:**

Holgard moved and Martin seconded to rescind the motion from the December 29th meeting to surplus and sell record number 3992. Voting Aye: 5; Nay: 0. The motion was adopted.

Siemon moved and Martin seconded to rescind the motion from the December 29th meeting to surplus and sell record number 4058. Voting Aye: 5; Nay: 0. The motion was adopted.

**TRUSSBILT VISIT:**

To avoid any open meeting issues 2 commissioners will go at a time to tour Trussbilt and Hughes County Jail.

**CONTINGENCY TRANSFERS:**

Holgard moved and Houck seconded to amend the contingency transfers to reduce 101-711-426 by -10.76 and add 10.76 to 101-222-427. Voting Aye: 5; Nay: 0. The motion was adopted.

**TRANSFERS:**

Houck moved and Siemon seconded to transfer $300,000 from the General Fund to the Road and Bridge Fund. Voting Aye: 5; Nay: 0. The motion was adopted.

**PARTIAL PAYMENTS:**

Treasurer Moak met with the board regarding a partial payment account that was set up a year ago. She stated that the payments have been made every month as agreed upon. The board requested that she provide a report in February of all partial payment agreements and if they have been keeping up the payments.

**JAIL BOARDING FEES:**

Discussion was held on raising the boarding fees at the jail. Our costs are still not being covered at $80 per day. The board advised Sheriff Boll to send out letters informing the counties that we are planning on increasing the fee for 2017 to give them time to build it into their budgets.

**JAIL ISSUES:**

Martin moved and Houck seconded to approve the wage of Kimberly Longbrake as full-time jailer at $14.71 per hour. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck moved and Siemon seconded to approve the wage of Justin Jungwirth as Jail Administrator of $40,000 per year. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck moved and Siemon seconded to approve the wage of Kari Beaman as Deputy Sheriff of $17.48 per hour. Voting Aye: 5; Nay: 0. The motion was adopted.

Badten is still researching if there are any grants available for a 4 wheel drive Sheriff vehicle.

Discussed changing the overtime is calculated at the jail. This will be addressed at the next meeting.

**ADJOURNMENT:**

Houck moved and Siemon seconded that the Board of County Commissioners adjourn until the hour of 9:00 am January 19, 2016. Voting Aye: 5; Nay: 0.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCOTT SCHILLING, CHAIRPERSON**

**ATTEST:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REBECCA KREIN, AUDITOR**

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