January 18, 2018

9:00 A.M.

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on January 18, 2018 at 9:00 a.m. at the County Courthouse. Members present were: Jim Houck, Kevin Holgard, 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 Holgard seconded that the minutes of the meeting of January 4th, 2018 be approved. Voting Aye: 4; Nay: 0. The motion was adopted.

**CLAIMS APPROVED:**

Holgard moved and Houck seconded that the following claims be paid. Voting Aye: 4; Nay: 0.The motion was adopted.

**COMMISSIONERS:** Aber Amer News- Jail RFP, $276.00; Cardmember-Postage, $43.11; Marco-Copier Usage, $20.00; NECOG- 2018 Dues, $8,763.27; SDACC-2018 Dues, $1,766.00; Selby Record-Annual Sub, $28.00; Venture Comm-Phone Service, $45.58

**ELECTIONS:** Cardmember-Supplies, $620.70; Marco-Copier Usage, $8.65

**COURTS:** West Payment Center- Services, $2,470.13

**AUDITOR:** Cardmember- Services & Travel, $470.81; Marco-Copier Usage, $69.00; Quill Corp-Supplies, $1.10; SDACO- 2018 Dues, $301.89; Venture Comm-Phone Service, $62.57

**TREASURER:** Cardmember- Postage, $127.98; Connecting Point- Repairs, $75.00; Marco- Copier Usage, $44.90; Mob Trib- Publishing, $487.46; Quill Corp- Supplies, $353.29; SDACO- 2018 Dues, $301.89; Venture Comm- Service, $71.95

**STATES ATTORNEY:** Mobridge Reg Hosp- BA Testing, $276.00; Kristi Brandt- Transcripts, $884.00; Cardmember- Postage, $16.83; Quill-Toner, $128.33; Andrea Sandmeier- BA Testing, $70.00; SD Dept of Rev- BA Testing, $435.00; The Support Circle-Services, $2445.70; Venture Comm-Phone Service, $128.58

**COURT APPT ATTY:** Kristi A. Brandt- Transcripts, $8.80, DPLS- Services, $6,810.00, William Gerdes- Services, $686.40; Mark Kroontje-Services, $3,367.87; Jerald McNeary-Services, $1,373.00

**ABUSED CHILD DEFENCE:** Von Wald Law- Services, $1,462.50

**COURTHOUSE:** Cam Wal- Supplies, $11.25; Cardmember- Supplies, $55.98; Clark Engineering- Roof, $6,000.00; Heartland Waste- Service, $105.00; Pfitzer Pest-Service, $199.02; Servall- Rugs, $183.75; Web Water- Rental, $18.75

**DOE:** Cardmember- Supplies & Postage, $212.94; Marco- Copier Usage, $.62; Schneider Corp- Services, $15,068.00; Steinley Real Estate- Reg, Pudwill, $315.00; Venture Comm- Phone Service, $57.98

**REGISTER OF DEEDS:** Cardmember- Postage, $75.71; Marco- Copier Usage, $12.50; Quill- Supplies, $307.49; SDACO- 2018 Dues, $301.88; Venture Comm- Phone & Fax Service, $54.41; Vital Record- ML 1971 Amendment, $8.00

**VET SERVICE OFFICER:** Dataspec Inc- Maintenance, $449.00; West River Tel- Phone Service, $38.66

**SHERIFF:** Beadle Ford- Repairs, $478.13; Cardmember- Postage, $113.74;Connecting Point- Repairs, $50.00; Galls LLC- Supplies, $1,318.15; Graham Tire- Tires, $1,829.04; Integrated Tech- Repairs, $1,984.79; Marco Inc- Copier Usage, $7.15; Pennington Co Jail- Transport, $132.65; Rees Comm- Portable Radios, $2,070.00; Selby Oil- Mount Tires, $128.00; Slater Oil- Ethanol, $2030.00; Venture Comm- Phone Service, $278.53

**JAIL:** Cam Wal- Light Install, $169.00; Cardmember- Supplies & Travel, $626.61; Dakota Radio Group- Job Ad, $150.00; Davison Co Sheriff- Jail Boarding, $95.00; Delta Dental- 2 Term Employees, $416.40; Family Pharmacy- RX 63010069&63000916, $104.35; Galls Inc- Supplies, $138.45; Hase Plumbing- Repairs, $646.85; Brad Hompe- Services, $150.00; Les’s Standard- Repair Furnace, $295.73; Marco- Copier Usage, $8.70; Merkel’s Foods- Groceries, $579.44; Mob Reg Hosp- Medical Care, $157.79; Mobridge Trib-Job Ad, $187.64; MDU- Electricity & Gas, $221.19; Neve’s Uniforms- Supplies, $64.06; Nutrition & Fitness Solutions- Menu Review, $45.00; Pfitzer Pest Control- Service, $183.28; Principal Financial- Term Employee, $123.88; Quill Corp- Supplies, $162.53; Uniform Center- Supplies, $95.97; Venture Comm- Phone Service, $278.52;

**EMERGENCY & DISASTER:** Venture Comm- Radio Service, $30.10; Dewey Co. - 4500.00

**SUPPORT OF POOR:** Scott Artz- Refund, $314.00; Brown Co, - Case 1710, $4,531.88; Cardmember- Postage, $6.24; Quill- Toner, $128.31; Venture Comm- Phone Service, $28.18

**ECONOMIC ASSISTANCE:** NESDCAP-2018 Allocations, $2,500.00

**MENTALLY ILL:** Lewis & Clark Behavioral- BMI Intake, $160.00; SD Dept of Rev- Services, $60.00

**MENTAL ILLNESS BOARD:** Dean Schaffer Court Reporting- Services, $234.00; Yankton Co, - Services, $118.75

**EXTENSION:** Cardmember- Postage, $6.25; Quill- Toner, $195.69; Shari Rossow- Membership Fees, $40.00; Venture Comm- Phone Service, $26.07

**SOIL CONSERVATION:** Walworth Co Cons Dist- 2018 Appropriation, $18,500.00

**WEED CONTROL:** Assn of SD Co. Weed & Pest- Registrations, $265.00; Marco- Copier usage, $5.30; Principal Financial- Term Employee, $16.53

**RD & BR:** Cam Wal- Oil Burner & Electricity to Hoven Shop, $153.62; Cardmember- Postage, $6.19; Heartland Waste- Service, $50.00; Hoven Coop- Dec fuel & Propane Hoven Shop, $1,550.94;Marco- Copier Usage, $ .51; Matheson Tri-Gas- Rentals, $28.13; MDU- Jan Electric Java Shop, $36.17; John Troyer- Repairs, $ 173.00; Venture Comm- Phone Service, $267.35; WRT- Phone Service Mob Shop. $37.04

**DOMESTIC ABUSE:** Bridges against Domestic- Grants, $765.00.

**SOLID WASTE:** Cam Wal- Utilities, $270.67; Cardmember- Postage, $22.38; Marco- Copier Usage, $.62; Mob Gas Co.-Supplies & Propane, $632.70; Web Water Development- Service, $35.76; Web Water Bottling- Rentals, $6.25

**STATE ACCOUNT FUND:** SD Dept of Rev- Motor Vehicle Fees, $74,033.21

**SCHOOL DIST FUND:** Cortrust Bank- Dec 2017 Apportionment, $2,479.90; Hoven School Dist- Dec 2017 Apportionment, $2,076.03; Dacotah Bank- Dec 2017 Apportionment, $17,280.41; Bankwest- Dec 2017 Apportionment, $15,346.07

**CITIES & TOWNS FUND:** City of Mobridge-Dec 2017 Apportionment, $10,032.04; Bankwest- Dec 2017 Apportionment, $3,196.98; Dacotah Bank Acct 210032603- Dec 2017 Apportionment, $104.33; Bank of Hoven- Dec 2017 Apportionment, $55.85

**PARTIAL PYMTS FUND:** Wal Co. - Partial Payment, $4,237.85

**SALE/EXCISE TAX FUND:** SD STATE Treasurer - City, State and Excise Tax, $162.02

**5 CO TV DIST FUND:** Cam Wal- Java 1&2, $1,168.02; Marco- Copier Usage, $.23; Marin Biel Ins- Workers Comp, $416.00; Marin Biel Ins- Property Ins, $15,621.00

**JAVA FIRE DIST FUND:** Bank West- Dec 2017 Apportionment, $134.53

**BOWDLE FIRE FUND:** Bowdle Rural Fire Dist- Dec 2017 Apportionment, $6.50

**AUDITOR'S MONTHLY SETTLEMENT WITH THE TREASURER**

**WALWORTH COUNTY**

**DECEMBER-17**

**CASH ON HAND IN TREASURER'S OFFICE:**

**CASH TOTAL $787.59**

**CHECKS TOTAL $65,142.69**

**CASH ITEMS**

**NSF CHECKS**

**TOTAL CASH ON HAND $65,930.28**

**SAVINGS ACCOUNT BALANCES**

**BANKWEST MONEY MARKET SAVINGS $2,848,698.15**

**BANKWEST LANDFILL MONEY MARKET $956,653.49**

**ERTIFICATES OF DEPOSIT**

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

**GRAND TOTAL CASH AND BALANCES $6,121,281.92**

**GENERAL LEDGER CASH AND INVESTEMENT BALANCES BY FUNDS**

**GENERAL FUND $3,183,529.06**

**SPECIAL REVENUE FUNDS:**

**ROAD AND BRIDGE FUND $1,296,498.01**

**911 SERVICE FUND $451.96**

**FIRE PROTECTION FUND $-139.76**

**EMERGENCY AND DISASTER FUND $4,215.49**

**DOMESTIC ABUSE FUND $765.00**

**MODERNIZATION & PRESERVATION RELIEF FUND $37,917.49**

**DARE PROGRAM FUND $672.82**

**ENTERPRISE FUNDS:**

**SOLID WASTE (LANDFILL) FUND $1,187,803.62**

**TRUST AND AGENCY FUNDS $407,813.08**

**GRAND TOTAL GENERAL LEDGER CASH AND INVESTMENTS $6,119,526.77**

**BOARD APPOINTMENTS AS PER CHAIRMAN SCHILLING:**

**SIEMON:** Northeast Council of Governments, Regional Aging Council, Ambulance, North Central Regional E911

**SCHILLING:** Landfill, Highway, Building Maintenance, 4-H Complex Policy Committee, Rural Zoning Board

**HOLGARD:** Purchasing, Jail, Highway, Building Maintenance, War Hawk Emergency Management

**HOUCK:** Ambulance, Weed Board, North Central RC&D, “504” Task & A.D.A, Jail

**MILLER:** Insurance, Investment & Finance and Purchasing, Northeast Council of Governments, Rural Zoning Board

**NORTH CENTRAL REGIONAL E911:** Dave 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, Kevin Holgard and Melissa Miller

**INSURANCE:** Rebecca Krein and Melissa Miller

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

**NORTHEASTERN MENTAL HEALTH:** Phylliss Pudwill

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

**“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:** Scott Schilling, Kevin Holgard 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

Discussion was held on the need for some of the boards. This will be discussed at the next meeting.

**PLAQUES:**

Walworth County Extension Secretary Brenda DeToy presented Schilling Excavation with the 2018 Meritorious Service Award for helping construct the new 4-H wash plant.

**RESOLUTION 2018-04:**

Holgard moved and Houck seconded to table Resolution WC 2018-04 A Resolution Establishing the Number and Compensation of Deputies Allowed for Elected Officials. Voting Aye: 4; Nay: 0. The motion was adopted.

**WAGES:**

Holgard moved and Siemon seconded to approve the wage of $15.42 for Amanda Silbernagel as Full-Time Deputy Auditor. Voting Aye: 4; Nay: 0. The motion was adopted.

Siemon moved and Holgard seconded to approve the wage of $15.42 for Ruth Van Orman as Part-Time Deputy Treasurer. Voting Aye: 4; Nay: 0. The motion was adopted.

**ALCOHOLIC BEVERAGE RENEWAL:**

Houck moved and Siemon seconded to approve the alcoholic beverage renewal for DA Peterson & Associates. Voting Aye: 3; Nay: 1. The motion was adopted.

**HIGHWAY DEPT:**

Schilling asked Goetz what the status was of changing 144th St to West Lowry Road. She stated she does not know if it can be changed and is waiting on information from the state.

**TREASURERS OFFICE:**

Holgard moved and Siemon seconded to approve the Monthly Treasurers report. Voting Aye: 4; Nay: 0. The motion was adopted.

**LAWN CARE/SNOW REMOVAL CONTRACT:**

Discussion was held on the lawn care and snow removal and the possibility of adding it to the Janitors duties. Badten will look into the cost of equipment and will report at the next meeting.

**EXECUTIVE SESSION:**

Houck moved and Holgard seconded to enter into executive at 10:03 a.m. session per SDCL 1-25-2(3) regarding a legal matter. Voting Aye: 4; Nay: 0. The motion was adopted. Chairman Schilling declared the executive session ended at 10:14 a.m.

**JAIL RAISES:**

Holgard moved and Houck seconded to table the wage increases for jail promotions until February 6th, 2018. Voting Aye: 3; Nay: 1. The motion was adopted.

**WAGE INCREASE:**

Houck moved and Siemon seconded to increase the wage of Brenda DeToy to $17.18 per hour when performing Poor Relief and State’s Attorney’s office duties. Voting Aye: 4. Nay: 0. The motion was adopted.

**JAVA MAIN STREET PROPERTY:**

Schilling and Badten requested to contact the owner of the property next to the county owned Java Main Street property to discuss tearing both down and get started on the process.

**WEED/EM POSITION:**

Discussion was held on the Resignation of the Weed and Pest Supervisor/Emergency Manager. The board decided to keep the positions together and advertise to fill the position.

**RESIGNATION OF COMMISSIONER:**

Commissioner Miller submitted her resignation on January 17th 2018. The board advised Krein to advertise for nominations for 2 weeks. The deadline to submit a name will be February 5th so it can be voted on at the February 6th meeting.

**NEW BUSINESS:**

Sheriff Boll informed the board that Homeland Security Grant Funds have been designated for mobile radios for all patrol cars and fire departments.

Kahl informed the board that tax exemptions did not carry over in her software program and will need to be abated. There will also be a refund on the next agenda for interest and penalties of $17.79 for a County error on a tax bill that was already paid.

**ADJOURNMENT:**

Holgard moved and Siemon seconded that the Board of County Commissioners adjourn until the hour of 9:00 am February 6, 2018. Voting Aye: 4; Nay: 0.

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**SCOTT SCHILLING, CHAIRPERSON**

**ATTEST:**

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

**REBECCA KREIN, AUDITOR**

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