March 21, 2017

9:00 A.M.

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on March 21, 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 was Auditor Rebecca Krein.

Chairperson Siemon called the meeting to order.

The Pledge of Allegiance was recited by those in attendance.

Holgard moved and Schilling seconded that the minutes of the meeting of March 7th, 2017 be approved. Voting Aye: 5; Nay: 0.The motion was adopted.

**CLAIMS APPROVED:**

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

**GENERAL FUND:** Duane Martin- replace lost check 63744, $70.56

**COMMISSIONERS:** Kevin Holgard- mileage, meal expense, $126.00; Jim Houck- mileage, meal expense, $161.28; Lincoln National Life Insurance- life insurance, $36.08; Melissa Miller- mileage, meal expense, $147.00; Mobridge Tribune- publishing, $268.52; Scott Schilling- mileage, meal expense, $94.92; SDACC- registration: Holgard, $100.00; David Siemon- mileage, meal expense, $147.00; Venture Communications- phone service, $49.74

**COURTS:** Kristi Brandt- services, $135.40; Paige Breasch- mileage, juror fee, $66.80; Kim Brewer- mileage, juror fee, $66.80; Beverly Knecht- mileage, juror fee, $66.80; Christine Kosters- juror fee, $50.00; Patricia Kulm- mileage, juror fee, $63.44; Jeffrey Laundreaux- mileage, juror fee, $66.80; Taryn Roebuck- juror fee, $50.00; Phalan Schilling- mileage, juror fee, $66.80; Jay Shillingstad- mileage, juror fee, $66.80; Kayla Silbernagel- mileage, juror fee, $66.80; Tammy Stolle- services, $141.60; West Payment Center- downloaded software, database charges, library subscription, $2,352.50

**AUDITOR:** Lincoln National Life Insurance- life insurance, $15.52; McLeod’s- checks, vouchers, $856.22; Venture Communications- phone/fax service, $48.62

**TREASURERS:** Lincoln National Life Insurance- life insurance, $15.52; Nyla Moak- mileage, meal expense, $94.92; Venture Communications- phone/fax service, $100.07

**STATES ATTORNEY:** Lincoln National Life Insurance- life insurance, $15.52; Mobridge Regional Hospital- blood alcohol draws, $138.00; Emily Rustad- subpoena, mileage fee, $37.64; SD Department of Revenue- blood alcohol draw, $245.00; Stoicks- supplies, $5.05; Venture Communications- phone service, $136.09

**COURTHOUSE:** Lincoln National Life Insurance- life insurance, $7.76; Stoicks- supplies, $6.39

**DIRECTOR OF EQUALIZATION:** Lincoln National Life Insurance- life insurance, $23.28; SDAAO- registration: Pudwill, $300.00; Venture Communications- phone service, $72.69

**REGISTER OF DEEDS:** Lincoln National Life Insurance- life insurance, $7.76; Mica Mortenson- mileage, meal expense, $94.92; Venture Communications- phone/fax service, $51.09

**VET SERVICE OFFICER:** West River Telecommunications- phone service, $79.16

**SHERIFF:** Dakota Country Store- gasoline, $760.00; Lincoln National Life Insurance- life insurance, $23.28; LSQ Funding Group- yearly contract, $744.00; McLeod’s- supplies, $239.32; Neve’s- belt keepers, $41.65; Pennington County Jail- services, $410.55; Venture Communications- phone/fax service, $216.32;

**JAIL:** Cam Wal- repairs & maintenance, $156.37; Edmunds County Sheriff- prisoner boarding, $50.00; First- supplies, $129.26; Hase Plumbing- repairs & maintenance, $282.31; Kens Western Lumber- supplies, $101.04; Lincoln National Life Insurance- life insurance, $85.36; Mobridge Hardware- supplies, $38.99; Mobridge Regional Hospital- CPR renewal, $190.00; Mobridge Tribune- publishing, $37.80; Phoenix Supply- supplies, $229.75; Quill- supplies, $91.46; Servall- mat & mop rental, $80.25; Venture Communications- phone/fax service, $131.88

**CORONER:** Regional Health DBA- services & fees, $443.00; SD Department of Revenue- blood alcohol draws, $35.00

**EMERGENCY & DISASTER:** Lincoln National Life Insurance- life insurance, $3.88; Venture Communications- phone service, $30.10

**SUPPORT OF POOR:** Brenda Detoy- mileage expense, $74.26; Venture Communications- phone service, $29.80

**AMBULANCE:** Selby Ambulance Service- 2017 allocation, $14,750.00

**DEV DISABLED:** SD Department of Revenue- services & fees, $60.00

**EXTENSION:** Brenda Detoy- mileage expense, $64.68; Lincoln National Life Insurance- life insurance, $7.76; Venture Communications- phone service, $27.16

**WEED CONTROL:** Lincoln National Life Insurance, $3.88

**PLANNING & ZONING:** Mobridge Tribune- publishing, $14.98

**RD & BR:** Hoven Coop- gasoline, propane, windshield repair, $544.19; Lincoln National Life Insurance- life insurance, $59.36; Montana- Dakota Utilities- electricity @ Java shop, $33.06; Praxair Distribution- supplies, $64.52; Venture Communications- phone/internet/fax service, $262.82

**SOLID WASTE:** Cam Wal- electricity, $249.34; Lincoln National Life Insurance- life insurance, $31.04; Lucky’s- gasoline, $117.84; Mobridge Gas Company- gasoline, forklift cylinder, $509.60; Mobridge Hardware- supplies, $55.91; North Central Farmers Elevator- gasoline, $2,039.86; Runnings- supplies, $61.87; Trux Inc- software annual service fees, $1,330.00; Valley Telecommunications- internet/phone service, $119.98; Web Water- water service, $37.03; Wenck Associates- design & spec labor, $3,006.25

**STATE ACCOUNT FUND:** SD Dept. pf Revenue- rod & vital record fees, motor vehicle fees, $79,215.94

**SCHOOL DIST FUND:** Cortrust Bank- February 2017 apportionment, $15,738.98; Hoven School District- February 2017 Apportionment, $10,378.26; Dakotah Bank- February 2017 apportionment, $92,897.28; Bank West- February 2017 apportionment, $76,336.64

**CITIES & TOWNS FUND:** City of Mobridge- February 2017 apportionment, $57,418.70; Bank West- February 2017 apportionment, $25,604.33; Dakotah Bank- February 2017 Apportionment, $880.02; Bank of Hoven- February 2017 apportionment, $113.10

**PARTIAL PYMTS:** Walworth County Treasurer- partial payments, $3,366.75

 **SALES/EXCISE TAX FUND:** SD State Treasurer- city, state sales tax, $698.20

**5 CO TV DIST FUND:** Sid Haux- cellphone, mileage fee, $217.14

**JAVA FIRE DISTRICT FUND:** Bank West- February 2017 apportionment, $769.66

**BOWDLE FIRE FUND:** Bowdle Rural Fire District- February 2017 apportionment, $409.66

AUDITOR'S MONTHLY SETTLEMENT WITH THE TREASURER

 WALWORTH COUNTY

 January-17

CASH ON HAND IN TREASURER'S OFFICE:

CASH TOTAL $845.70

CHECKS TOTAL $72,905.21

CASH ITEMS

NSF CHECKS

TOTAL CASH ON HAND $73,750.91

SAVINGS ACCOUNT BALANCES

 BANKWEST MONEY MARKET SAVINGS $2,978,754.54

BANKWEST LANDFILL MONEY MARKET $880,139.37

CERTIFICATES OF DEPOSIT

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

 GRAND TOTAL CASH AND BALANCES $6,182,644.82

GENERAL LEDGER CASH AND INVESTEMENT BALANCES BY FUNDS

GENERAL FUND $2,882,226.61

SPECIAL REVENUE FUNDS:

 ROAD AND BRIDGE FUND $1,015,854.35

 911 SERVICE FUND $7,008.99

 FIRE PROTECTION FUND $-4,858.37

 EMERGENCY AND DISASTER FUND $4,215.49

 DOMESTIC ABUSE FUND $675.00

 24/7 SOBRIETY PROGRAM FUND $7,282.18

 MODERNIZATION & PRESERVATION RELIEF FUND $32,757.54

 DARE PROGRAM FUND $1,330.65

ENTERPRISE FUNDS:

 SOLID WASTE (LANDFILL) FUND $1,619,955.58

TRUST AND AGENCY FUNDS $614,931.52

 GRAND TOTAL GENERAL LEDGER CASH AND INVESTMENTS $6,181,379.54

AUDITOR'S MONTHLY SETTLEMENT WITH THE TREASURER

 WALWORTH COUNTY

 February-17

CASH ON HAND IN TREASURER'S OFFICE:

CASH TOTAL $2,479.95

CHECKS TOTAL $97,144.73

CASH ITEMS

NSF CHECKS

TOTAL CASH ON HAND $99,624.68

SAVINGS ACCOUNT BALANCES

 BANKWEST MONEY MARKET SAVINGS $2,739,606.25

BANKWEST LANDFILL MONEY MARKET $880,363.62

CERTIFICATES OF DEPOSIT

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

 GRAND TOTAL CASH AND BALANCES $5,969,594.55

GENERAL LEDGER CASH AND INVESTEMENT BALANCES BY FUNDS

GENERAL FUND $2,750,305.42

SPECIAL REVENUE FUNDS:

 ROAD AND BRIDGE FUND $958,963.28

 911 SERVICE FUND $10,168.26

 FIRE PROTECTION FUND $-4,645.60

 EMERGENCY AND DISASTER FUND $4,215.49

 DOMESTIC ABUSE FUND $760.00

 24/7 SOBRIETY PROGRAM FUND $7,282.18

 MODERNIZATION & PRESERVATION RELIEF FUND $32,892.54

 DARE PROGRAM FUND $781.67

ENTERPRISE FUNDS:

 SOLID WASTE (LANDFILL) FUND $1,615,778.09

TRUST AND AGENCY FUNDS $591,584.80

 GRAND TOTAL GENERAL LEDGER CASH AND INVESTMENTS $5,968,086.13

**POOR RELIEF:**

The update on poor relief was tabled until a future meeting.

**TRANSFER:**

Schilling moved and Houck seconded to transfer $12,000.00 from the General Fund into Fire Protection Fund for 2016. Voting Aye: 5; Nay: 0.The motion was adopted.

 Houck moved and Miller seconded to transfer $12,000.00 from the General Fund into Fire Protection Fund for 2017. Voting Aye: 5; Nay: 0.The motion was adopted.

**PARTIAL PAYMENTS:**

Holgard moved and Houck seconded to approve partial payments for record #5770 of $250 per month as of May 1st. Voting Aye: 5; Nay: 0.The motion was adopted.

**BUILDING RENOVATIONS FUND:**

Houck moved and Schilling seconded to transfer $214,354.60 from the General Fund to the Building Renovations Fund. Voting Aye: 5; Nay: 0.The motion was adopted.

**RECESS:**

Houck moved and Schilling seconded to break for recess. Voting Aye: 5; Nay: 0.The motion was adopted.

**P.O.D:**

Houck moved and Holgard seconded to approve the chairperson sign the contract with Joann Paulson to continue the POD plan for Walworth County at a cost of $5,682.40. Voting Aye: 5; Nay: 0. The motion passed. Emergency Manager Thompson informed the board that she will try and assist with the plan as much as she can to try and reduce the total cost.

**LANDFILL:**

Badten provided the board with his monthly reports.

 Badten informed the board that he has a couple different contractors looking at the courthouse roof to see what all options are available for replacement.

Discussion was held on some having respiratory issues, an air scrubber has been running. Badten will have Mike Schafer from Action Cleaning come in and clean the floors.

Houck moved and Miller seconded to set the days May 15th – May 20th as County clean up days. Voting Aye: 5; Nay: 0.The motion was adopted.

**GRANT FUNDING:**

Badten informed the board that there is grant funding available through the Department of Environment and Natural Resources for waste tire disposal. The grant would cover 80% and the county would be responsible for 20%. Badten will provide more information at the next meeting.

**SHERIFF & JAIL:**

Jungwirth provided the board with his monthly reports.

Houck moved and Miller seconded to remove Cris Holder from the Sheriff’s trust account at Bankwest and add Samantha Schwan. Voting Aye: 5; Nay 0. The motion was adopted.

Schilling moved and Houck seconded to approve the wage of Samantha Schwan at $15.19/hr. part time. Voting Aye: 5; Nay: 0.The motion was adopted.

HKG:

 Dean Marske with HKG Architects, Eric Christensen from Trussbilt, Kim Stoecker from Soil Technologies Inc, Matt Beaner with Kyburz/Carlson Construction, and Toby Morris with Dougherty & Company met with the board regarding the purposed jail facility. They discussed all aspects of the process and financing options that would be considered. Houck moved and Miller seconded to go forward with HKG Architechs to gather more information for the public at a cost of $7000.00. Roll call vote requested as follows: Houck – Aye; Schilling – Nay; Miller – Aye; Holgard – Nay; Siemon – Aye. The motion was adopted.

The board also requested that Boll contact Jim Rowenhorst to see if he could update the feasibility study he completed previously.

**HIGHWAY ISSUES:**

 Goetz provided the board with the monthly report.

Houck moved and Schilling seconded to buy off McPherson County bid for road oil for 2017. Voting Aye: 5; Nay: 0.The motion was adopted.

Goetz stated that the Clover road is a minimum maintenance road. She suggested that if Mr. Vogel cleans the mess up that was made during a remodel, the county will pour more gravel on the road and make an effort to blade 3 times a year. The option to keep Clover road a minimum maintenance road was discussed. Goetz would like it left as is. Goetz also warned the board of the problems that could occur if they change Clover road.

Schilling moved and Houck seconded to confirm that Clover road is a minimum maintenance road from the West side of the State approach going east. Voting Aye: 5; Nay: 0.The motion was adopted.

Goetz also mentioned that because Clover road is a minimum maintenance road, snow removal is not included in the standard procedure done to minimum maintenance roads. Holgard claimed he would like snow removal to be done because there are people living on this road. Schilling suggested that research should be done before a motion is made.

Schilling moved and Holgard seconded to table any motion regarding Clover road receiving snow removal until research is done on how many families live on minimum maintenance roads. Voting Aye: 5; Nay: 0.The motion was adopted.

Houck moved and Schilling seconded to change the personnel policy to address specific adjustments for highway department when working non scheduled weekends. Voting Aye: 5; Nay: 0.The motion was adopted.

Houck moved and Schilling seconded to approve the easement for WRT. Voting Aye: 5; Nay: 0.The motion was adopted.

**REGISTER OF DEEDS:**

Miller moved and Houck seconded to approve the wage of Casi Thomason at $15.19/hr. part time. Eisemann mentioned that she will be retiring in August of this year. Casi Thomason will move to full time once her retirement goes into effect. Voting Aye: 5; Nay: 0.The motion was adopted.

**ZONING:**

Houck moved and Schilling seconded to approve the plat of Weideman Second Subd SW4 32-124-76 of the 5th PM, Walworth County SD. Voting Aye: 5; Nay: 0.The motion was adopted.

**ABATEMENTS:**

Holgard moved and Schilling seconded to approve an abatement for record 3778 in the amount of $1,179.70 due to a fire the building was only there for 5 months. Voting Aye: 5; Nay: 0. The motion was adopted.

 Holgard moved and Houck seconded to approve an abatement for record 5528 in the amount of $2,866.34 to remove the taxes on the building that burned down. Voting Aye: 5; Nay: 0.The motion was adopted.

Houck moved and Miller seconded to approve an abatement for record 4514 in the amount of $212.35 due to a tax freeze incorrectly applied. Voting Aye: 5; Nay: 0.The motion was adopted.

Houck moved and Holgard seconded to approve and abatement for record 4471 in the amount of $1,862.58 due to an entry error. Voting Aye: 5; Nay: 0.The motion was adopted.

**OLD BUSINESS:**

Hare advised the board to have a strict regimen in the upcoming zoning meeting regarding the wind towers.

Holgard asked Hare if he is making way with the culvert. Hare replied he is still working on it.

Holgard asked Hare for an update on the fence issue, Hare informed him he is not handling the case and has no update.

**ADJOURNMENT:**

Houck moved and Schilling seconded that the Board of County Commissioners adjourn until the hour of 9:00 am March 29th, 2017. Voting Aye: 5; Nay: 0.

**Full proceedings of this and all meetings of the Walworth County Board of Commissioners can be viewed from Walworth County’s official YouTube page—go to** [**www.walworthco.org**](http://www.walworthco.org)**, click on the “Quick Links” tab and follow the YouTube link to access commission meeting videos.**

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**DAVID SIEMON, CHAIRPERSON**

**ATTEST:**

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**REBECCA KREIN, AUDITOR**

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