December 29, 2015

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on December 29, 2015 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 Houck seconded that the minutes of the meeting of December 8, 2015 be approved. Voting Aye: 5; Nay: 0. The motion was adopted.

**CLAIMS APPROVED:**

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

**COMMISSIONERS:** Cardmember Service – postage, $11.16;Lincoln National Life Ins – life insurance, $26.02; MARCO Inc – maintenance contract, $13.02; Venture Communications Coop – phone service, $45.24;

**ELECTIONS:** Cardmember Service – storage cabinet, computer credenza, $458.97;

**COURTS:** Devin Beitelspacher – juror fees, $71.00; Kiersten Blomquist – juror fees, $60.08; Jerry Heupel – juror fees, $60.08; Amber Lenz – juror fees, $66.80; Bonnie Quaschnick – juror fees, $60.08; Marlow Schaffer – juror fees, $50.00; Gary Street – juror fees, $66.80; West Payment Center – information charges, SD codified laws, $2,256.82; Sheila Zambo – juror fees, $63.44;

**AUDITOR:** Cardmember Service – postage service charge, postage, desk/hutch, $1,553.73; Connecting Point – offsite backup,$8.75;Lincoln National Life Ins – life insurance, $14.26; MARCO Inc – maintenance contract, $6.45; Quill Corporation – envelopes, supplies, $96.73; Venture Communications Coop – phone & fax service, $68.90;

**TREASURER:** Cardmember Service – postage service charge, postage, $227.97; Connecting Point – offsite backup, set up printer, $271.25; Jacob Hepper – refund lost payment, $243.00; Lincoln National Life Ins – life insurance, $14.26; MARCO Inc – maintenance contract - $8.97; Quill Corporation – printer, supplies, $414.03; Venture Communications Coop – phone & fax service, $72.72;

**STATES ATTORNEY:** A&B Business Inc – battery, $15.99; Kristi A Brandt – transcripts, $191.60; Cardmember Service – postage service charge, postage, $75.63; Lincoln National Life Ins – life insurance, $14.26; MARCO Inc – maintenance contract, $.02; Katelynn Roesler – blood alcohol draw, $65.00; SD Department of Revenue – ethyl alcohol, $175.00; Teton Times – notice of hearing, $25.92; Venture Communications Coop – phone service, $119.71;

**COURT APPOINTED ATTORNEY:** Laurie M Bauer – court appointed attorney, $3,335.21;

**ABUSED CHILD DEFENSE:** Kristi A Brandt – transcripts, $311.00; Christy Griffin Serr – court appointed attorney, $562.50; Von Wald Law Offices LLC – court appointed attorney, $201.00;

**COURTHOUSE:** Cam Wal Electric Cooperative – install fan/light, $376.94; Cardmember Service – wood blinds, supplies, $1,077.05; Kens Western Lumber – paint, supplies , $162.86; Lincoln National Life Ins – life insurance, $7.13; Montana-Dakota Utilities – electricity, natural gas, $1,223.33; Quill Corporation – supplies, $90.54; That Tall Guy Plumbing Inc – replace urinals, $2,056.26;

**DIRECTOR OF EQUALIZATION:**  A&B Business – calendar, $8.34; Cardmember Service – postage service charge, $6.25; Connecting Point – offsite backup, $8.75; Lincoln National Life Ins – life insurance, $21.39; MARCO Inc – maintenance contract , $6.36; Quill Corporation – toner, paper, supplies, $1,629.58; Venture Communications Coop – phone & fax service, $54.50;

**REGISTER OF DEEDS:** Cardmember Service – postage service charge, postage, $65.51; Connecting Point – offsite backup, HP 600 computer, $1,322.90; Lincoln National Life Ins – life insurance, $14.26; MARCO Inc – maintenance contract, $5.97; Quill Corporation – supplies, $67.23; Venture Communications Coop – phone service, $52.89;

**VETERANS SERVICE OFFICE:** West River Telecommunications – phone service, $38.41;

**SHERIFF:** AT&T Mobility – cell phone service, $202.41; Cardmember Service – postage service charge, $6.25; Graham Tire – tires, $776.76; Lincoln National Life Ins – life insurance, $28.52; Neve’s Uniforms Inc – badges, $317.84; Selby Oil Company – mount tires, $104.00; Valley Motors – oil change, $43.56; Venture Communications Coop – phone & fax service, $125.47; Western Communications Inc – radio service, $21.60;

**JAIL:** Kari Beaman – computer chip, $69.99; Bob Barker Company Inc – drug test cups, $111.25; Cardmember Service – groceries, cleaning products, snacks, supplies, $290.49; Les’s Standard – check thermostat, $272.35; Lincoln National Life Ins – life insurance, $64.17; MARCO Inc – maintenance contract, $9.79; Montana-Dakota Utilities – electricity, natural gas, $912.37; Neve’s Uniforms Inc – shirts, $177.00; North Star Energy Inc – install range, $204.11; Payless Foods – groceries, $91.28; Pennington County Jail – transport, $132.65; Phoenix Supply –gloves, $148.00; Quill Corporation – toner, $170.43; Rieker Electric – whirlpool range, $599.00; Servall Uniform & Linen – mats, mops, $43.31; Stoicks Food Center – groceries, $4.98; Venture Communications Coop – phone, fax & internet service, $305.39;

**CORONER:** SD Department of Revenue – ethyl alcohol, tox screen, $135.00;

**EMERGENCY & DISASTER:** AT&T Mobility – cell phone service, $33.90; Lincoln National Life Ins – life insurance, $3.56; Venture Communications Coop – radio service, $30.10;

**SUPPORT OF POOR:** Cardmember Service – postage service charge, stamps, 349.25; Venture Communications Coop – phone service, $24.44;

**EXTENSION:** Cardmember Service – postage service charge, $6.25; Brenda DeToy – mileage expense, $44.52; Lincoln National Life Ins – life insurance, $7.13; State 4-H Office – animal tags, $112.50; Venture Communications Coop – phone service, $28.98;

**WEED CONTROL:** AT&T Mobility – cell phone service, $33.89; Cardmember Service – desk, storage cabinet, $878.99; Lincoln National Life Ins – life insurance, $3.57; MARCO Inc – maintenance contract, $1.69; Western Communications Inc – radio service, $8.80;

**PLANNING & ZONING:** MARCO Inc – maintenance contract, $.19;

**RD & BR:** Avera Queen of Peace – drug testing, $123.80; Butler Machinery Co – lamp, parts, $239.86; Central Diesel Sales Inc – parts, $242.75; City of Java – water service @ Java Shop, $18.00; Eddie’s Truck Center – parts, $290.48; Farnams Genuine Parts – supplies, towels, $138.93; John Deere Financial – parts, $59.28; Lincoln National Life Ins – life insurance, $64.17; Lycox Enterprises – caterpillar lift assembly, $8,950.00; MARCO Inc – maintenance contract, $.10; Montana-Dakota Utilities – electricity @ Mobridge Shop, State Shop, Selby Shop, Java Shop, $416.75; North Central Farmers Elevator – fuel, gasoline, $706.72, fuel: 3800 gal @ 1.64, $ 6,232.00; Praxair Distribution Inc – shop supplies, $39.30; Quill Corporation – toner, supplies, $203.71; Runnings Supply Inc – supplies, $85.01; SD Dept. Transportation – striping $313.66; Selby Auto Sales & Service – supplies, $83.20; Servall Uniform & Linen – mats, towels, $42.80; Shorty’s One Stop – gasoline, $350.91; Slater Oil & LP Gas – heating fuel: 375 gal @ 1.719, $644.63; Venture Communications Coop – internet , phone & fax service, phone service @ Java Shop, $264.60;

**FIRE PROTECTION:** Akaska Fire Dept. – grant to other entity, paid fires, $2,900.00; Glenham Fire Dept. – grant to other entity, paid fires, $3,500.00; Hoven Fire Dept. – grant to other entity, $2,400.00; Mobridge Fire Dept. – grant to other entity, $2,400.00; Selby Fire Dept. – grant to other entity, paid fires, $3,200.00;

**SOLID WASTE:** Cam Wal Electric Cooperative – electricity, $190.64; Central Diesel Sales Inc – hoses, $174.16; GCR Tire Centers – install tires, $1,100.00; Goldstar Products – degreaser, $1,399.41; Lincoln National Life Ins – life insurance, $28.52; Lucky’s Gas & More – gasoline, $120.00; MARCO Inc – maintenance contract, $.14; Mobridge Gas Company – propane, $30.00; North Central Farmers Elevator – 511.1 gals fuel @ 1.5465, $790.42, 1081 gal fuel @ 1.8047, $1,950.88; Real Tuff Inc – steel for motor grader & paper catchers, $924.80; Slater Oil & LP Gas – 431 gals propane @ .55, $237.05; Valley Motors – windshield, tires, $764.48; Valley Telecommunications – phone, internet service, $95.16; Wenck Associates – design engineering, annual survey, $9,927.60; Western Communications Inc – radio service, $9.30;

**SCHOOL DIST FUND:** Cortrust Bank – November 2015 apportionment, $36,945.07; Hoven School District – November 2015 apportionment, $10,703.01; Dacotah Bank – November 2015 apportionment, $291,865.22; Bank West – November 2015 apportionment, $143,093.97;

**CITIES AND TOWNS FUND:** City of Mobridge – November 2015 apportionment, $123,815.80; BankWest – November 2015 apportionment, $16,008.13; Dacotah Bank – November 2015 apportionment, $2,734.99; Bank of Hoven – November 2015 apportionment, $173.38;

**5 COUNTY TV DISTRICT FUND:** Lawrence Goehring – mileage expense, $142.08; Royce Hackl – mileage expense, $275.28; Sid Haux – mileage expense, cell phone service, supplies, $393.75; Dennis Hoyle – mileage expense, $341.88; MARCO Inc – maintenance contract, $1.84; Delmar Metzger – mileage expense, $273.80;

**JAVA FIRE DIST FUND:** Bank West – November 2015 apportionment, $735.14;

**BOWDLE FIRE DIST FUND:** November 2015 apportionment, $785.87;

**SOUTH RIVERVIEW ROAD DISTRICT:** November 2015 apportionment, $67.67;

AUDITOR'S MONTHLY SETTLEMENT WITH THE TREASURER

WALWORTH COUNTY

NOV-15

CASH ON HAND IN TREASURER'S OFFICE:

CASH TOTAL $4,513.78

CHECKS TOTAL $116,501.97

CASH ITEMS

NSF CHECKS $580.77

TOTAL CASH ON HAND $121,596.52

SAVINGS ACCOUNT BALANCES

BANKWEST MONEY MARKET SAVINGS $3,123,479.48

BANKWEST LANDFILL MONEY MARKET $815,684.50

CERTIFICATES OF DEPOSIT

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

GRAND TOTAL CASH AND BALANCES $6,310,760.50

GENERAL LEDGER CASH AND INVESTEMENT BALANCES BY FUNDS

GENERAL FUND $2,997,261.75

SPECIAL REVENUE FUNDS:

ROAD AND BRIDGE FUND $839,093.47

911 SERVICE FUND $-85.09

FIRE PROTECTION FUND $3,807.77

EMERGENCY AND DISASTER FUND $4,215.49

DOMESTIC ABUSE FUND $1,145.01

24/7 SOBRIETY PROGRAM FUND $3,231.04

MODERNIZATION & PRESERVATION RELIEF FUND $25,316.58

DARE PROGRAM FUND $1,674.66

ENTERPRISE FUNDS:

SOLID WASTE (LANDFILL) FUND $1,483,460.64

TRUST AND AGENCY FUNDS $950,426.45

GRAND TOTAL GENERAL LEDGER CASH AND INVESTMENTS $6,309,547.77

**EMERGENCY SHELTERS:**Chairperson Schilling signed the no change form regarding emergency shelters in Walworth County. The only listed shelter is Sherr-Howe Arena in Mobridge. Emergency Manager Shannon Thompson stated that she is hoping to designate one in the City of Selby soon.

**AUTOMATIC SUPPLEMENT:**

Holgard moved and Martin seconded to approve a supplement to the election budget 101-120-425 in the amount of $3,035.44 for grant funds received to install an automatic door opener at Sherr-Howe Arena. Voting Aye: 5; Nay: 0. The motion was adopted.

**EXTENSION OFFICE:**

Secretary Brenda DeToy met with the board to inform them that we received a refund check for the wages for a 4-H youth advisor that was prepaid. She stated they are hopeful that they will receive more applicants after graduation in the spring. DeToy requested the board consider hiring someone local to serve as ½ time for Walworth and ½ for Campbell County to save in travel expenses.

**TRUSSBUILT:**

Commissioners Holgard, Schilling, Houck and Siemon will be touring the Hughes County Jail and the Trussbuilt factory in Huron on January 11th.

**CITY OF MOBRIDGE:**

Gene Cox from the City of Mobridge met with the board to discuss back taxes on a property in Mobridge. He stated the owner of the property wants to give the property to the City and has requested if she does the back taxes be removed. Taxes due on the property are from 2014 and 2015. No decision was made at this time.

**BUDGET SUPPLEMENT HEARING:**

Holgard moved and Martin seconded to approve a supplement to the poor relief budget 101-411-422.01 in the amount of $81,635.03 for unexpected expenses. Voting Aye: 5; Nay: 0. The motion was adopted.

**PERSONNEL POLICY FORMS:**

Discussion was held on acknowledgement forms not being turned in stating employees received the personnel policy. The board advised the department heads to get their employees to turn them in.

**HIGHWAY DEPARTMENT:**

Siemon moved and Martin seconded to approve a wage increase for Wayne Sandmeier of $.50 for very successfully completing his probation period. Voting Aye: 5; Nay: 0. The motion was adopted.

Siemon moved and Martin seconded to approve a wage increase for Ron Berens of $.02 for being moved to blade operator. Voting Aye: 5; Nay: 0. The motion was adopted.

Siemon moved and Houck seconded to remove the time clocks from the highway department. Voting Aye: 4; Nay: 1. The motion was adopted.

**GIS WORKSHOP:**

Brent Jensen from GIS Workshop gave the board a presentation on a web based Geographic Info System available for the county to consider. He stated he did not have an exact quote on the cost yet. He did state the monthly fee for upkeep on the system would be approximately $600.00-$800.00. This information would be helpful to the public and all offices in the courthouse. The board requested he provide a quote for the program.

**JAIL ISSUES:**

Houck moved and Siemon seconded to approve the wage increase for Marissa Mickelson of $.50 per hour for completion of probation period. Houck rescinded his motion. Houck moved and Martin seconded to approve the increase upon signing and handing in the personnel policy acknowledgement form. Voting Aye: 4; Nay: 1. The motion was adopted.

Martin moved and Holgard seconded to approve the wage increase for Ronnie Ducheneaux of $.50 upon signing and handing in the personnel policy acknowledgement form for completion of his probation period. Voting Aye: 4; Nay: 1. The motion was adopted.

Martin moved and Holgard seconded to approve the wage increase for Jeremy Johnson of $.50 upon signing and handing in the personnel policy acknowledgement form for completion of certification. Voting Aye: 4; Nay: 1. The motion was adopted.

Discussion was held on the Dodge Durango. The vehicle has high miles and electrical problems. Holgard stated that due to the overspending of budgets we need to draw the line somewhere. He stated that the vehicle should not be used to go get groceries and supplies. Houck stated that revenue from other counties prisoner boarding could pay for it. The board advised Badten to research if there is grant funding available.

**COURTHOUSE EMPLOYEE:**

Discussion was held on having an employee available to help all offices as needed. Siemon moved and Houck seconded to forget having an employee help all offices. Roll call vote requested Holgard: Aye; Martin: Nay; Houck: Aye; Siemon: Aye; and Schilling: Nay. The motion was adopted.

**COUNTY OWNED PROPERTY:**

Holgard moved and Martin seconded to approve declaring surplus record 3922 to be sold. Voting Aye: 5; Nay: 0. The motion was adopted.

Siemon moved and Martin seconded to approve declaring surplus record 4058 to be sold. Voting Aye: 5; Nay: 0. The motion was adopted.

Martin moved and Holgard seconded to approve declaring surplus record 6255 to be sold. Voting Aye: 5; Nay: 0. The motion was adopted.

**CONTINGENCY TRANSFERS:**

**$16,000.00 States Attorney**

**101-151-411 $2,267.02, 101-151-413 $62.92, 101-151-415 $2,780.77, 101-151-422 $10,889.29**

**$13,433.41 Court Appointed Attorney 101-153-422**

**$8,023.20 A&N 101-154-422**

**$100.00 Vet Serv 101-165-427**

**$21,000.00 Sheriff 101-211-411**

**$52,249.92 Jail 101-212-411 $47,398.91, 101-212-426 $4851.01**

**$6,700.00 EM 101-222-411 $2930.94, 101-222-412.10 $111.70, 101-222-412.20 $10.00, 101-222-413 $125.83, 101-222-415 $3436.11 101-222-425 $88.32**

**$2,241.14 Mental Health 101-441-422**

**$602.62 Mental Board 101-445-422**

**$101.60 Predatory Animal 101-166-422**

**$3,036.42 Other Health 101-429-411 $185.24, 101-429-412.10 $10.10, 101-429-412.20 $2.03, 101-429-413 $9.12, 101-429-415 $167.58, 101-429-426 $2662.35**

**$468.10 911 207-225-422**

**$43.59 DARE 299-211-426**

**$1,000.00 Zoning 101-711-411 $223.42, 101-711-412.10 $23.71, 101-711-423 $200.00, 101-711-426 $552.87**

**-$125,000.00 Commissioners Contingency 101-112-429**

**COURTHOUSE/JAIL BUILDING:**

Holgard stated he has started a list of committee members to discuss building a courthouse/jail in one. He handed out a list of objectives he thinks are important to consider. He stated so far the committee consists of John VonWald, Travis Vetch, Lynn Spiry, Lyle Perman, Harry Krause, John Forward, Deb Berens and Tina Thompson. Holgard believes we will know within the first couple of meetings whether at least 75% of the committee is in favor of the idea. If they are not he does not believe it would pass on the ballot if it went to an election. Discussion was also held on building a jail now and courthouse later, or not go through with either at this time. The committee will hold their first meeting after the first of the year.

**TAX DEED:**

Siemon moved and Holgard seconded to approve signing the deed of record 5028 back to the previous owner as the taxes have been paid up to date. Voting Aye: 5; Nay: 0. The motion was adopted.

**SAGE:**

Sage served the county papers again. They are requesting $50 per day that we do not comply if this goes to court. The board advised Hare to offer him the information for $1250.00.

**RAC:**

Siemon was appointed to the Regional Aging Council of Northeastern South Dakota.

**ADJOURNMENT:**

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

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**SCOTT SCHILLING, CHAIRPERSON**

**ATTEST:**

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

**REBECCA KREIN, AUDITOR**

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