April 19, 2016

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on April 19, 2016 at 9:00 a.m. at the County Courthouse. Members present were: Duane Martin, Jim Houck, Kevin Holgard, David Siemon and Scott Schilling via phone. Also present were Auditor Rebecca Krein and State’s Attorney James Hare.

Vice-Chairperson Holgard 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 April 5th, 2016 be approved. Voting Aye: 5; Nay: 0. The motion was adopted.

**CLAIMS APPROVED:**

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

**COMMISSIONERS:** Venture Comm – phone & fax service, $46.06

**ELECTIONS:** Cardmember – postage, $49.00; Election Source – voting booths and supplies, $555.27; McLoeds Printing – election supplies, $600.00

**COURTS:** Juror Fees – services, $451.64; West Payment Center – information charges, $2363.21

**AUDITOR:** Cardmember – supplies/stamps, $55.24; SDACO - registration, $175.00; Selby Record – publishing, $6.00; Venture Comm – phone & fax service, $81.56

**TREASURERS:** Cardmember Service – postage/supplies, $400.65; Quill – supplies, $384.94; SDACO – registration, $175.00; Venture Comm – phone & fax service, $101.64

**STATES ATTORNEY:** Subpoenas & Mileage fee – services, $190.56; Kristi Brandt – services & fees, $54.10; Cardmember – supplies/stamps, $12.86; Mobridge Regional Hospital – services, 65.00; Mobridge Tribune – publishing, $21.16; Redwood Toxicology Lab – supplies, $12.78; SD Dept. of Revenue – services, $275.00; Teton Times – publishing, $157.63; Venture Comm – phone & fax service, $192.31

**COURT APPT ATTY:** Kristi Brandt – services, $211.60

**COURTHOUSE:** Action Carpet Cleaning – Air Scrubbers & service call, $4204.00; Allegiant Emergency Services – Fire Extinguisher & Maintenance, $155.00; Cardmember – supplies, $406.96; Mobridge Hardware – supplies, $41.79

**DIRECTOR OF EQUALIZATION:**  Cardmember Service – supplies/postage, $496.25; Venture Comm – phone service, $54.22

**REGISTER OF DEEDS:** Cardmember – postage/supplies, $6.25; SDACO – registration, $175.00 Venture Comm – fax service, $.34

**VETERANS SERVICE OFFICE:** West River Telecommunications – phone service, $36.89;

**SHERIFF:** Cardmember – supplies/postage, $6.25; Law Enforcement Training – registrations, $100.00; Pennington County Jail – transports, $ 277.90; Qualification Targets – supplies, $70.95; SDASRO – registrations, $100.00; Taser International – Taser supplies, $1381.37; Venture Comm – phone & fax service, $117.06;

**JAIL:** Bob Barker - supplies, $11.21; Brown County Sheriff – boarding, $5060.00; Cam Wal Electric Cooperative – repairs, $345.94; Cardmember service – supplies, $1034.36; Dominiks Equipment – cookware, $247.55; Kevin Holgard – cooking supplies, $268.68; McClellan Swanson Dental – services, $120.97; Phoenix supply – supplies, $43.79; SD Dept of Labor – fees, $1132.00; Venture Comm – phone/fax/internet service, $265.72

**EMERGENCY & DISASTER:** Venture Comm – radio service, $30.10;

**SUPPORT OF POOR:** Cardmember service – postage, $6.24; Venture Comm – phone service, $30.55

**MENTAL ILLNESS BOARD:** Denise Cody – services, $18.00; Dean Schaefer Court Reporting – services, $111.00; Lewis & Clark Behavioral – services, $160.00; Lucy Lewno – services, $18.00; Yankton Co. Sheriff’s Office – civil papers, $25.00;

**DEV DISABLED:** SD Department of Revenue – services, $60.00;

**SENIOR CITIZENS:** Area IV Senior Nutrition – annual contribution, $2000.00

**EXTENSION:** Cardmember Service – postage, $6.25; Brenda DeToy – mileage, $168.04; Venture Comm – phone/fax service, $28.48

**RD & BR:** Penny Goetz – meals, $28.00; Hoven Coop Service Company – fuel, gasoline & propane, $1012.57; Hoven Media – publishing, $80.25; John Deere – repairs & Supplies, $195.68; Montana-Dakota Utilities – electricity, $25.07; Venture Comm – phone/fax/internet service, $274.17

**DARE:** Creative Product Sourcing- supplies, $89.60

**SOLID WASTE:** Butler Machinery – filters, $1057.96;Cam Wal Electric Cooperative – electricity, $213.35; Cardmember Service – supplies, $13.84; Geotech Engineering – services, $2380.00; North Central Farmers – fuel, $1051.28; Tri State Water – rentals, $40.90 Valley Telecommunications – phone & internet services, $95.74; Wenck Associates – landfill design, $7514.85;

**STATE ACCOUNT FUND:** SD Department of Revenue – motor vehicle, ROD & vital records, $171425.47

**SCHOOL DIST FUND:** Cortrust Bank – March 2016 apportionment, $12255.84; Hoven School District – March 2016 apportionment, $16725.89; Dacotah Bank – March 2016 apportionment, $117346.54; Bank West – March 2016 apportionment, $54904.38

**CITIES AND TOWNS FUND:** City of Mobridge – March 2016 apportionment, $46127.12; BankWest – March 2016 apportionment, $13612.38; Dacotah Bank – March 2016 apportionment, $1254.68; Bank of Hoven – March 2016 apportionment, $328.46

**SCHOOL BOND:** Northland Trust Services – Mobridge-Pollock School Bond, $146848.75;

**SALE/EXCISE TAX FUND:** South Dakota State Treasurer – state, city, excise tax, $253.11;

**5 COUNTY TV DISTRICT FUND:** Cam Wal Electric Cooperative – electricity @ Java 1 & 2, $1185.74;

**JAVA FIRE DIST FUND:** Bank West – March 2016 apportionment, $376.63

**BOWDLE FIRE DIST FUND:** March 2016 apportionment, $256.74;

**SDACO M&P FUND:** M&P Remittance, $161.67

AUDITOR'S MONTHLY SETTLEMENT WITH THE TREASURER

 WALWORTH COUNTY

 MAR-16

CASH ON HAND IN TREASURER'S OFFICE:

CASH TOTAL $2,183.71

CHECKS TOTAL $11,958.43

CASH ITEMS

NSF CHECKS

TOTAL CASH ON HAND $14,142.14

SAVINGS ACCOUNT BALANCES

 BANKWEST MONEY MARKET SAVINGS $2,351,788.84

BANKWEST LANDFILL MONEY MARKET $816,702.50

CERTIFICATES OF DEPOSIT

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

 GRAND TOTAL CASH AND BALANCES $5,432,633.48

GENERAL LEDGER CASH AND INVESTEMENT BALANCES BY FUNDS

GENERAL FUND $2,384,993.01

SPECIAL REVENUE FUNDS:

 ROAD AND BRIDGE FUND $823,649.83

 911 SERVICE FUND $20,595.90

 FIRE PROTECTION FUND $-9,938.26

 EMERGENCY AND DISASTER FUND $4,215.49

 DOMESTIC ABUSE FUND $215.01

 24/7 SOBRIETY PROGRAM FUND $7,282.18

 MODERNIZATION & PRESERVATION RELIEF FUND $26,225.58

 DARE PROGRAM FUND $1,329.84

ENTERPRISE FUNDS:

 SOLID WASTE (LANDFILL) FUND $1,480,231.75

TRUST AND AGENCY FUNDS $688,991.91

 GRAND TOTAL GENERAL LEDGER CASH AND INVESTMENTS $5,427,792.24

**ABATEMENT 5729:**

Martin moved to deny the abatement request of $1308.74. Motion failed lack of a second. Siemon moved and Houck seconded to approve the abatement. Roll call vote requested as follows: Martin-Nay; Houck-Aye; Schilling-Aye; Siemon-Aye; Holgard-Aye. The motion was adopted.

**ROBERTS RULES OF ORDER:**

Siemon moved and Houck seconded to follow Roberts Rules of Order 11th Edition. Roll call vote requested as follows: Martin-Nay; Houck-Aye; Siemon-Aye; Schilling-Nay; Holgard-Nay. The motion failed.

**PARTIAL PAYMENTS:**

Houck moved and Siemon seconded to approve partial payments of $200.00 per month beginning May 10th, 2016 for records #6380 & 6381. Voting Aye: 5; Nay: 0. The motion was adopted.

**SHERIFF AND JAIL ISSUES:**

Siemon moved and Houck seconded to approve a wage increase of $.50 to Aaron Vogel for promotion to Seargant effective April 1, 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

Martin moved and Houck seconded to approve a wage increase of $.50 to Lance Schnaible for completion of probation period effective April 1, 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

Martin moved and Houck seconded to approve a wage increase of $.50 to Heather Kroontje for completion of probation period effective April 1, 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

Martin moved and Houck seconded to approve a wage increase of $.50 to Cindy Strongheart for completion of probation period effective April 1, 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

Boll received a quote from Mobridge Manufacturing of $15,250 to install a new fire escape at the jail. The board requested more quotes be obtained.

Discussion was held on the freezer not working. The board requested Hare contact the company regarding the warranty and problems that have occurred. Martin moved and Schilling seconded not to pay any more bills for work done on the freezer until this is resolved. Roll call vote requested as follows: Houck-Nay; Siemon-Nay; Schilling-Aye; Martin-Aye; Holgard-Aye. The motion was adopted.

**HIGHWAY DEPARTMENT:**

Goetz informed the board that the Swan Creek Road project. She stated that it has been approved, however it has been moved to 2018.

She informed the board she would be removing load limits on April 21st.

**NECOG:**

Ted Dickey from NECOG met with the board regarding a Hazard Mitigation Grant he is applying for. The grant would cover 75% of a generator for the courthouse. The cost to the county would be $12373.82. Houck moved and Siemon seconded to assign Shannon Thompson as the applicant agent. Voting Aye: 5; Nay: 0. The motion was adopted.

**SNOW AND ASSOCIATES:**

Snow and Associates met with the board regarding the findings of the mold tests. They did not find any significant levels of mold. They made some suggestions the board will follow. Badten provided a quote to purchase 3 air cleaners and cleaning of all carpets in floors in the jail and courthouse. The cleaning was $4100 and the cleaners were 3600 plus 300 for filters. The board advised him to go ahead with both.

**MEDIA POLICY:**

Discussion was held on the media policy. Hare stated that appointed and employees not elected should direct media questions to the media person. Elected officials can do what they want within reason.

**ACTIVE KILLER TRAINING:**

Badten informed the board that a four hour class would cost $2500 plus $600 for travel expenses. The emergency manager for Stanley and Hughes counties offered to do some training at no cost. Badten will check if there is funding available for the class.

**EQUALIZATION REQUEST:**

The board had requested a guideline to follow for equalization meetings. Badten informed them it would be best to follow the appeal process guideline provided by the Department of Revenue.

**APPLICATION:**

Houck moved and Siemon seconded to allow the Vice-Chairperson to sign the State Water Plan Application for landfill construction funding consideration. Voting Aye: 5; Nay: 0. The motion was adopted.

**GIS MAPPING:**

Kahl received an offer from the Schneider Corporation to offer a website for free for 4-5 years and then they would bid the program along with the others we have spoken with. The board stated they would make a decision the first meeting in June as to what they would like to go with for GIS mapping.

**ABATEMENTS:**

Martin moved and Houck seconded to approve an abatement for record 300539 of $55.90 plus interest since the mobile home was not there when it was assessed. Voting Aye: 5; Nay: 0. The motion was adopted.

Martin moved and Houck seconded to approve an abatement of $1668.84 plus interest for record 7161 which is owned by US Fish and Wildlife and should have been exempt. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck moved and Siemon seconded to approve an abatement of $19113.68 for records 6394, 6395, 6396, 6397, 6398, 6399, 6400 and 6436 due to a change in the value of the properties. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck moved and Siemon seconded to approve an abatement of $914.56 for record 4065. The property was a tax deed that the owner purchased unaware of the taxes due from previous years. Voting Aye: 4; Nay: 1. The motion was adopted.

Martin moved and Houck seconded to approve an abatement of $1556.02 for record 5317 at the states recommendation. Voting Aye: 5; Nay: 0. The motion was adopted.

Martin moved and Houck seconded to approve an abatement of $335.81 for record 8429 for an owner occupied form that was omitted in the system. Voting Aye: 5; Nay: 0. The motion was adopted.

Siemon moved and Martin seconded to approve an abatement of $4323.81 for record 8495 due to being double assessed. Voting Aye: 5; Nay: 0. The motion was adopted.

Siemon moved and Martin seconded to approve an abatement of $285.74 for record 8698 due to an incorrect value. Voting Aye: 5; Nay: 0. The motion was adopted.

**MAINTENANCE ON PRIVATE ROADS:**

Martin moved and Siemon seconded to publish a notice of hearing for county to do maintenance on private roads since a petition was received by Dean Shumacher. Voting Aye: 5; Nay: 0. The motion was adopted.

**PURCHASES & REIMBURSEMENT:**

Hare stated that everyone needs to be aware that they cannot purchase items through the county and then reimburse the county. Some instances were found and this is not allowed.

**LAW LIBRARY:**

Hare informed the board that the law library cost went up 5% which makes it about $23,000 per year. Hare will check with the judge to see if he would approve a cheaper version if available.

**OFFICIAL PROCEEDINGS:**

Linda Beaman was present and asked why official proceedings are not in the paper right away. Auditor Krein explained that the minutes are approved before they are published and that the only way would be to publish unapproved minutes. The meetings are now being videotaped and will be available soon on a you tube channel for anyone to view the entire proceedings.

**ADJOURNMENT:**

Siemon moved and Houck seconded that the Board of County Commissioners adjourn until the hour of 9:00 a.m. May 3rd, 2016. Voting Aye: 5; Nay: 0. The motion was adopted.

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**KEVIN HOLGARD, VICE-CHAIRPERSON**

**ATTEST:**

**Vice-Chairperson signed in absence of Chairperson Schilling**

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**REBECCA KREIN, AUDITOR**

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