March 3rd , 2020

9:00 A.M.

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on March 3rd, 2020 at 9:00 a.m. at the County Courthouse. Members present were: Scott Schilling, Kevin Holgard, Davis Martin, Marion Schlomer, and Jim Houck. Also present were Deputy Auditor Marcie Keller and States Attorney Jamie Hare.

The Pledge of Allegiance was recited by those in attendance.

**WALWORTH COUNTY PLANNING AND ZONING BOARD:**

 Holgard moved and Houck seconded to adjourn as Walworth County Planning and Zoning Board. Voting Aye: 5; Nay: 0. The motion was adopted.

**WALWORTH COUNTY BOARD OF ZONING ADJUSTMENT**

 Holgard Moved and Houck seconded to add Jeremy Hoffman as Initial Developers Representative to

Haul Road Agreement. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck moved and Martin seconded to approve presented written Findings of Fact document. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck motioned and Martin seconded authorizing Head Chair, Schilling, to sign Haul Road Agreement. Voting Aye: 5; Nay: 0. The motion was adopted.

Discussion was held concerning putting the finalization of the Condition Use Permit on the agenda for the March 17th, 2020 meeting. It will need to be on the agenda twice, once under Board of Zoning Adjustment and once under Commissioner agenda.

Holgard moved and Schlomer seconded to adjourn as the Zoning Board of Adjustment. Voting Aye: 5; Nay: 0. Motion was adopted.

Chairperson Schilling called the County Commission meeting to order.

**AGENDA:**

Holgard requested adding discussion concerning personnel policy handbook. Schilling asked for removal of Landfill Topics and to have discussion moved to the March 17th, 2020 meeting due to the absence of Landfill Supervisor, Rebecca Krein. Holgard moved and Schlomer seconded to approve the meeting agenda. Voting Aye: 5; Nay: 0. The motion was adopted.

**MINUTES:**

Schlomer moved and Martin seconded to approve the minutes of February 20th, 2020. Voting Aye: 5; Nay: 0. The motion was adopted.

**CLAIMS APPROVED:**

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

**GENERAL FUND: Richard Merkel – Tax Refund, $218.99**

**COMMISSIONERS: City of Mobridge – Utilities @ 306 2nd Ave, $10.50;**

**Delta Dental – Insurance Premium, $346.30; HSA County Contribution – County HAS Contributions, $6000.00; Principal Life Insurance Co. – Life/Vision Insurance Premiums, $84.33; Selby Record – Publishing, $427.58; Wellmark Blue Cross Blue Shield – Health Insurance Premium, $5559.18**

**AUDITORS: Cardmember Service – Postage/Supplies, $127.07; Connecting Point – Supplies, $43.00; Delta Dental – Insurance, $260.90; HAS County Contribution – County HSA Contributions, $4000.00; Midcontinent Communications – Internet Services, $16.43; Principal Life Insurance – Life/Vision Premiums, $164.48; Wellmark Blue Cross Blue Shield – Health Insurance, $4860.81**

**TREASURES: Cardmember Service – Postage/Postage Rental, $127.07; Delta Dental – Dental Insurance, $85.40; HSA County Contribution – County HSA Contributions, $4000.00; Midcontinent Communications – Internet Services, $16.43; Principal Life Insurance Co. – Life/Vision Premiums, $84.58; Selby Record – Publishing, $10.76; Wellmark Blue Cross Blue Shield – Health Insurance, $1929.24**

**STATES ATTORNEY: Kristi A Brandt – Prof Services/Transcripts, $47.80; Cardmember Service – Postage Rental/Stamps, $161.85; Delta Dental – Dental Insurance, $218.20; Midcontinent Communications – Internet Services, $16.43; Mobridge Regional Hospital – Professional Services, $216.00; Principal Life Insurance Co. – Life/Vision Premiums, $52.85; Wellmark Blue Cross Blue Shield – Health Insurance, $2779.59**

**COURT APPT ATTY: Dakota Plains Legal Service – Professional Services, $2433.25; Mark K Kroontje – Professional Services, $2338.48**

**ABUSED CHILD DEFENSE: Kristi A Brandt – Prof. Services/Transcripts, $248.40; Dakota Plains Legal Service – Professional Services, $1754.00; Von Wald Law Office – Professional Services, $2936.75**

**COURTHOUSE: City of Selby – Utilities/Water, $76.45; Cole Papers – Supplies, $41.32; Delta Dental – Dental Insurance, $42.70; Heartland Waste Management –Garbage Removal, $105.00; MDU – Utilities, $1322.90; Principal Life Insurance – Life/Vision Premiums, $47.21**

**DOE: Cardmember Services – Postage Rental/Postage/Office Supplies, $901.88; Connecting Point – Computer Upgrade, $1042.64; Delta Dental – Dental Insurance, $106.75; HAS County Contribution – County HAS Contributions, $2000.00; Midcontinent Communications – Internet Service, $16.43; Principal Life Insurance – Life/Vision Premiums, $52.70; Wellmark Blue Cross Blue Shield – Health Insurance, $3376.17**

**ROD: Cardmember Services – Postage Rental/Postage, $46.55; Delta Dental – Dental Insurance, $21.35; HSA County Contribution – County HAS Contributions, $2000.00; Midcontinent Communications – Internet Services, $16.43; Principal Life Insurance Co. – Life/Vision Premiums, $76.72; Quill Corporation – Supplies, $118.97; Venture Communications – Telephone Services, $50.80;** **Wellmark Blue Cross Blue Shield – Health Insurance, $2411.55**

**SHERIFF: AT&T Mobility – Cell Service, $247.87; Avera Occupational Medicine – Professional Services, $104.95; Travis Bentz - Reimbursement/Supplies, $14.00; Cardmember Services – Postage/Supplies/Travel, $1044.62; Connecting Point – Computer Upgrades, $2098.00; Delta Dental – Dental Insurance, $170.80; HSA County Contribution – County HAS Contributions, $4000.00; Hayley Leibel – Professional Services, $65.00; Midcontinent Communications – Internet Services, $16.42; National Sheriff’s Association – 2020 Dues, $65.00 Principal Life Insurance Co. – Life/Vision Premiums, $113.82; Wellmark Blue Cross Blue Shield – Health Insurance Premium, $3858.47**

**JAIL: AT&T Mobility – Cell Service, $47.62; Cardmember Service – Supplies/Groceries, $896.04; City of Selby – Utilities/Water, $233.19; Dady Drug – Supplies, $94.24; Delta Dental – Dental Insurance, $365.30; Family Pharmacy – Supplies, $251.69; Hase Plumbing – Repairs, $319.03; HSA County Contribution – County HSA Contributions, $12,000.00; Merkel’s Foods – Groceries, $204.36; MDU – Utilities, $889.06; National Sheriff’s Assn. – Training, $644.16; Principal Life Insurance – Life/Vision Premiums, $276.69; Techno Ply LTD – Supplies, $1657.86; Wellmark Blue Cross Blue Shield – Health Insurance, $10,496.56; Western Rancher – Sewing, $10.00**

**SUPPORT OF POOR: SDACC- Workshop/Pierre, $60.00**

**EXTENSION: American Solutions for Business – Supplies, $35.36; Cardmember Service – Postage/Rental, $7.25; Delta Dental – Dental Insurance, $218.20; HAS County Contribution – County HAS Contributions, $4000.00; Midcontinent Communications – Internet Services, 16.43; principal Life Insurance – Life/Vision Premiums, $69.42; Wellmark Blue Cross Blue Shield – Health Insurance, $2779.59**

**WEED CONTROL: Ramkota Hotel – Travel/Lodging, $275.97; Walworth County Treasurer – Vehicle Licensing, $21.20; Scott Zambo – Membership Reimbursement, $200.50**

**HIGHWAY: Avera Occupational Medicine – Professional Services, $35.00; Butler machinery – Supplies/Materials, $11,345.26; City of Java – Utilities/Water, $18.00; City of Mobridge – Utilities/Water, $49.68; City of Selby – Utilities/Water, $131.98; Clark Engineering – Professional Services, $180.00; Crawford MS&F – Parts/Repairs, $527.30; Crawford Trucks & Equipment – Parts, $230.97; Delta Dental – Dental Insurance, $450.70; Farnams Genuine Parts – Supplies, $390.29; Fastenal Company – Supplies, $106.89; Heartland Waste Management – Utilities/Garbage Removal, $50.00; HSA County Contribution – County HSA Contributions, $14,000.00; Kadrmas, Lee & Jackson – Professional Services, $1201.94; Matheson Tri-Gas – Rental/Supplies, $31.32; MDU – Utilities/Elect, $402.05; Principal life Insurance – Life/Vision Premiums, $207.68; Quill Corporation – Supplies, $320.10; Runnings Supply – Supplies, $280.56; Selby Auto Sales – Supplies, $148.10; Shorty’s One Stop – Supplies, $519.97; Slater Oil Co – Supplies, $707.20; Wellmark Blue Cross Blue Shield – Health Insurance, $11,346.90**

**EMERGENCY & DISASTER: Principal Life Insurance – Life/Vision Premiums, $69.46; AT&T Mobility – Cell Service, $47.38; Cardmember Service – Supplies, $38.03; Delta Dental – Dental Insurance, $42.70; HSA County Contribution – County HSA Contributions, $2000.00; Selby Oil Company – Vehicle Servicing, $148.00; Amanda Silbernagel – Supplies Reimbursement, $57.78; Wellmark Blue Cross Blue Shield – Health Insurance, $1814.97**

**M & P Relief Fund – Connecting Point – Computer Upgrade, $2120.64**

**SOLID WASTE: Butler Machinery – Repairs, $3927.62; Cardmember Service – Postage/Rental/Supplies, $311.19; Dave’s Lock “n” Key – Services, 125.30; Delta Dental – Dental Insurance, $85.40; Heartland Waste Management – Recycle Ctr Services, $60.00; HSA County Contribution – County HSA Contribution, $6,000.00; MDU – Utilities/Elect., $177.83; Principal Life Insurance – Life/Vision Premiums, $209.04; Runnings Supply – Supplies, $279.52; Slater Oil – Supplies, $470.25; TNT Gas – Repairs, $811.00; Donald Tisdall – Bldg. Lease, $6,000.00; TranSource Truck & Equipment – Parts, $178.37; Wellmark Blue Cross Blue Shield – Health Insurance. $3744.21**

**SCHOOL DIST FUND: Richard Merkel – Tax Refund, $1051.48**

**CITIES & TOWNS FUND: Richard Merkel – Tax Refund, $531.52**

**PARTIAL PYMTS FUND: Walworth County Treasurer – Partial Pymt/Records #5350/4927; $2743.98**

**AHF SCHOOL DST BOND: Richard Merkel – Tax Refund, $193.17; US Bank/West Side Flats – Services & Fees, $600.00**

**5 CO TV DIST FUND: Campbell County – 9% of Funds, $16,412.92; Edmunds County – 26% of Funds, $47,415.12; McPherson County – 16% of Fund, $29,178.53; Potter County – 15% of Funds, $27,354.87; Walworth County – FCC Reimbursement, $4,100.89; Walworth County – 34% of Funds, $62,004.39**

**TREASURER’S OFFICE:**

Schlomer moved and Holgard seconded to accept partial payments for record #5632 in the amount of $200 monthly beginning in March, 2020. Voting Aye: 5; Nay: 0. Motion was approved.

Houck moved and Davis seconded for current resident to take over tax payments for record #4069 and not take property due to delinquent taxes. Voting Aye: 5 Nay: 0. Motion was approved.

Schlomer moved and Holgard seconded to accept $100 monthly payments for record #4054 beginning on April 5th, 2020. Voted Aye: 5 Nay: 0. Motion was approved.

**WAGE CORRECTION:**

Martin moved and Houck seconded to have the wage amount of $19.16 for Highway Employee, Chad Perman, published correctly in the local newspapers.

**POOR RELIEF:**

DeToy updated the board on the current Poor Relief Status. Houck inquired on lien payment collections and requested a report from the Auditor’s office regarding lien payments collected by Credit Collection Bureau.

 **ABATEMENTS:**

Holgard moved and Davis seconded to approve an abatement for record #4588. Voting Aye: 5; Nay: 0. Motion passed.

**HIGHWAY DEPARTMENT:**

Schlomer moved and Holgaard seconded to approve signing of the agreement with KLJ engineering to provide services involving CAFO. Voting Aye: 5; Nay: 0. The motion was adopted.

Holgard moved and Martin seconded to approve permit to Occupy right of way by request of Jason Berens. Voting Aye: 5; Nay: 0. Motion passed

Houck moved and Martin seconded to approve Clark Engineering to perform bridge inspections for 2020. Voting Aye: 5; Nay: 0. Motion passed.

BRIDGE REINSPECTION

PROGRAM RESOLUTION

FOR USE WITH SDDOT RETINER CONTRACTS

**WHEREAS**, Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal* *Regulations*, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

**THEREFORE**, Walworth County is desirous of participating in the Bridge Inspection program using Bridge Replacement funds.

The County requests SDDOT to hire Clark Engineering (Consulting Engineers) for the inspection work. SDDOT will secure federal approvals make payments to the Consulting Engineer for inspection services rendered, and bill the County for 20% of the cost. The County will be responsible for the required 20% matching funds.

 **CONTRACT OF SERVICES BIDS:**

 Holgard moved and Houck seconded to acknowledge receipt of equipment rates to be retained in file by the Walworth County Highway Dept. and used if needed in the year 2020. Companies providing Bids:

1. Webster Scale, Webster, SD
2. Randy Volsky Excavating, Aberdeen, SD
3. Schilling Excavating, Selby, SD
4. Jensen Rock & Sand, Mobridge, SD

**ADVERTISMENT:**

Houck moved and Martin seconded to authorize advertising for full-time Courthouse Custodian/Maintenance Employee. Commissioners agreed to conduct interviews for this position. Voting Aye: 5; Nay: 0. The motion was adopted.

**HANDBOOK:**

Holgard requested a change to the County Personnel Handbook to include an exit interview upon an employee’s termination or voluntary exit of County employment. States Attorney, Hare, agreed to check on details concerning laws regarding the appropriate steps involved to require an employee exit interview.

**NEW BUSINESS:**

Houck stated that Governor Noem is giving Good Friday and Easter Monday off to government workers. Walworth County will follow state guidelines for vacation days.

Holgard mentioned that even though Palmer Amaranth is not on the SD noxious weed list, six local producers have spotted it and it will be added to the local noxious weed list by the Walworth County Weed Board.

**ADJOURNMENT:**

Schlomer moved and Martin seconded that the Board of County Commissioners adjourn until the hour of 9:00 a.m. March 17th, 2020. Voting Aye: 5; Nay: 0. The motion was adopted.

**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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**SCOTT SCHILLING, CHAIRPERSON**

**ATTEST:**

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

**MARCIE KELLER, DEPUTY AUDITOR**

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