July 21st, 2020

9:00 A.M.

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on July 21st, 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 Auditor Rebecca Krein & State’s Attorney Jamie Hare.

The Pledge of Allegiance was recited by those in attendance.

**WALWORTH COUNTY PLANNING AND ZONING BOARD:**

Holgard moved and Martin seconded to adjourn as Walworth County Planning and Zoning Board. Voting Aye: 4; Nay: 0. The motion was adopted.

**WALWORTH COUNTY BOARD OF ZONING ADJUSTMENT**

Holgard moved and Martin seconded to adjourn as the Zoning Board of Adjustment. Voting Aye: 4; Nay: 0. The motion was adopted.

Chairperson Schilling called the County Commission meeting to order.

**AGENDA:**

Houck moved and Martin seconded to approve the meeting agenda with the addition of an executive session per SDCL 1-25-2(1) regarding a personnel matter. Voting Aye: 4; Nay: 0. The motion was adopted.

**EXECUTIVE SESSION:**

Houck moved and Martin seconded to enter into executive session at 9:04 a.m. regarding a personnel matter. Voting Aye: 4; Nay: 0. The motion was adopted.

Schilling declared the executive session ended at 9:35 a.m.

**PUBLIC FORUM:**

Dianne Howell met with the board regarding her unemployment claim. Hare informed her that it was up to the Department of labor and she was not terminated and asked if she wanted to come back to work. She will start tomorrow.

Sargent’s Smith and Bisset met with the board with concerns over possible budget cuts to decrease employees at the jail. They stated it is a safety issue and they would really like them to take that into consideration when making the decisions.

**MINUTES:**

Houck moved and Martin seconded to approve the minutes of June 17th, 2020. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck moved and Holgard seconded to approve the minutes of June 25th, 2020. Voting Aye: 5; Nay: 0. The motion was adopted.

Holgard moved and Martin seconded to approve the minutes of June 26th, 2020. Voting Aye: 5; Nay: 0. The motion was adopted.

Holgard moved and Martin seconded to approve the minutes of July 7th, 2020. Voting Aye: 5; Nay: 0. The motion was adopted.

Martin moved and Houck seconded to approve the minutes of July 8th, 2020. Voting Aye: 5; Nay: 0. The motion was adopted.

Schlomer moved and Houck seconded to approve the minutes of July 13th, 2020. Voting Aye: 5; Nay: 0. The motion was adopted.

**CLAIMS APPROVED:**

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

**COMMISSIONERS: Marco Inc – Copier Usage Contract, $44.46; Venture Communications – Fax Service, $46.43**

**ELECTIONS: Marco, Inc – Copier Usage Contract, $18.58; Paylessfoods – Election Supplies, $25.96**

**AUDITORS: Cardmember Service – Postage /Rental/Supplies, $506.61; Marco Inc – Copier Usage Contract, $40.68; Venture Communications – Telephone Service, $71.79**

**TREASURERS: Cardmember Service – Postage/Rental, $60.09; Dakota Radio Group – Job Line Advertising, $168.00; Marco Inc – Copier Usage Contract, $19.98; Venture Communications – Telephone Service, $68.20**

**STATES ATTORNEY: Cardmember Service – Postage/Rental, $216.80; Mobridge Regional Hospital, Services, $72.00; SD Public Health Laboratory – Services, $80.00**

**COURT APPT ATTY: Cogley Law Office – Services & Fees, $489.80; Dakota Plains Legal Service – Services & Fees, $454.50; Mark K Kroontje – Services & Fees, $2998.38**

**ABUSED CHILD DEFENSE: Von Wald Law Offices – Services, $1472.50**

**COURTHOUSE: Cole Papers – Supplies, $177.30; Heartland Waste – Garbage Service, $135.00, High Plains Tree & Sewer Service – Remove/Trim Trees, $1500.00; Northern Plains Cooperative – Chemical, $94.50; Oahe Landscapes – Irrigation Repairs, $195.00; Selby Auto Sales & Service – Supplies, $25.00; Servall Uniform & Linen – Rentals, $58.11; Web Water Bottling Co - Bottled Water Rental, $18.75**

**DOE - Venture Comm – Phone Service, $53.79; Cardmember Service – Postage/Rental, $35.39; Marco Inc – Copier Usage Contract, $18.58**

**REGISTER OF DEEDS: Venture Comm – Phone Service, $54.03; Cardmember Service – Postage/Rental, $49.55**

**VET SERVICE OFFICER – WRT Comm – Phone Service, $125.25**

**SHERIFF: Axon Enterprise – Supplies, $309.65; Beadle Ford, Inc – Vehicle Oil Change, $68.20; Cardmember Service – Postage/Rental/Travel/Supplies, $1014.71; Dakota Glass & Alignment – Tahoe Maintenance, $182.08; Dakota Radio Group – Job Line Advertising, $75.00; Pennington County Jail – Transport, $138.41; Venture Communications – Telephone Service, $361.07; Western Communications – Radio Maintenance, $21.60**

**JAIL – Bob Barker Co – Supplies/Socks, $492.05; Cardmember Service – Supplies, $2412.76; Carlson Services – Repairs, $365.00; Dakota Radio Group – Job Line Advertising, $75.00; EAPC Architects Engineers – Services, $1250.00; Servall Uniform & Linen – Rentals, $64.10; Techno Ply Ltd. – Disinfectant Supplies, $2342.16; Venture Communications - Telephone Service, $251.00; Vila’s Health & Variety – Supplies, $2.19**

**CORONER: Geib, Elston, Frost PA – Services, $1646.00; Ripley Funeral Home – Transport, $1550.00**

**MENTALLY ILL: Mark Katterhagen – Services, $15.00; Lucy Lewno – Services, $166.50; Darcy Lockwood – Services, $15.00**

**DEV DISABLED: Dakotabilities – 3rd Qtr. Fees, $180.00; SD Dept of Rev – Services & Fees, $60.00**

**MENTAL ILLNESS BOARD: Dean Schaeffer Court Reporting – Services, $45.00**

**EXTENSION: Venture Comm – Phone Service, $26.09; Cardmember Service – Postage/Rental, $5.40**

**WEED CONTROL: Marco Inc – Copier Usage Contract – Copier Usage Contract, $19.29; Western Communications – Radio Maintenance, $8.80**

**RD & BR: Agtegra Coop – Gas/Diesel, $8007.90; Carlson Services, - Services, $70.00; Dakota Glass & Alignment – Repairs, $650.00; Fastenal Co. - Supplies, $80.54; Heartland Waste Management – Garbage Service, $50.00; Hoven Coop Service Co – Gas/Diesel, $883.35; Jensen Rock & Sand – Services, $9382.50; Marco, Inc – Copier Usage Contract, $18.58; MDU – Electricity @ Java Shop, $28.98; SD State Treasurer – Excise Tax, $61.29; Selby Auto Sales & Service – Gas/Freon, $170.15; Servall Uniform & Linen – Rentals, $51.50; Venture Communications – Telephone Service, $279.58; Western Communications – Radio Maintenance, $135.90**

**EMERGENCY & DISASTER: Gas N Goodies – Gas, $97.94**

**SOLID WASTE: Cardmember Service – Postage/Rental, $8.45; Heartland Waste Management – Re-cycle Ctr Garbage Service, $60.00; Servall Uniform & Linen – Rentals, $25.53; Wenck Associates – Service, $3023.60; Western Communications – Radio Maintenance, $9.30; Western Rancher – Supplies, $219.95**

**STATE ACCOUNT FUND: SD Dept of Revenue – ROD Fees, $510.00; SD Dept of Revenue – MV Fees, $164,547.79**

**PARTIAL PAYMENTS FUND: Walworth County Treasurer – Partial Payments Records #4534; $909.73**

**SALES/EXCISE TAX FUND: SD State Treasurer – City/State Sales Tax, $294.34**

**5 CO TV DIST FUND: Walworth County – Reimbursement, $4100.89**

**SCHOOL DIST FUND – Cortrust Bank – June 2020 Apportionment, $5693.83; Hoven School District - June 2020 Apportionment, $4298.86; Dacotah Bank - June 2020 Apportionment, $20,883.76; Bank West - June 2020 Apportionment, $58,101.28**

**CITIES & TOWN FUND – City of Mobridge - June 2020 Apportionment, $12,948.43; Bank West – June 2020 Apportionment, $5669.50; Dacotah Bank - June 2020 Apportionment, $745.19; Bank of Hoven – June 2020 Apportionment, $194.21**

**PARTIAL PAYMENTS FUND: Walworth County Treasurer – Partial Payments Records #4534, $909.73**

**JAVA FIRE DIST FUND – Bank West, June 2020 Apportionment, $185.24**

**BOWDLE FIRE FUND – Bowdle Rural Fire Dist – June 2020 Apportionment, $18.70**

**S RIVERVIEW DIST - June 2020 Apportionment, $165.34**

As required by SDCL 6-1-10, the complete May payroll paid by department was as follows: Commissioners - $11,617.01; Auditor - $18,111.07; Treasurer - $14,926.51; States Attorney - $21,622.48; Court House - $4,434.68; Director of Equalization – $14,656.53; Register of Deeds - $9,637.39; Veterans Service Officer - $1,891.62; Sheriff - $27,05.86; Jail – $82,473.82; Emergency & Disaster - $6,231.90; Poor - $782.23; Extension - $7,222.57;Weed & Pest - $226.46; Zoning - $486.25; Road & Bridge - $77,053.34; Solid Waste - $23,843.77

As required by SDCL 6-1-10, the complete June payroll paid by department was as follows: Commissioners - $9,413.55; Auditor - $13,834.74; Treasurer - $11,152.68; States Attorney - $15,087.20; Court House - $3,119.09; Director of Equalization – $10,685.82; Register of Deeds - $6,881.10; Veterans Service Officer - $1,251.07; Sheriff - $20,845.63; Jail – $59,791.98; Emergency & Disaster - $4,707.03; Poor - $783.49; Extension - $5,553.64; Zoning - $315.43; Road & Bridge - $53,207.48; Solid Waste - $18,619.27

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

 **WALWORTH COUNTY**

 **June-20**

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

**CASH TOTAL $1,308.21**

**CHECKS TOTAL $104,924.35**

**CASH ITEMS**

**NSF CHECKS $436.20**

**TOTAL CASH ON HAND $106,668.76**

**SAVINGS ACCOUNT BALANCES**

 **BANKWEST MONEY MARKET SAVINGS $3,122,981.90**

**BANKWEST LANDFILL MONEY MARKET $1,019,940.96**

**CERTIFICATES OF DEPOSIT**

 **INVESTMENTS--CERTIFICATES OF DEPOSIT $2,000,000.00**

 **GRAND TOTAL CASH AND BALANCES $6,249,591.62**

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

**GENERAL FUND $2,516,539.82**

**SPECIAL REVENUE FUNDS:**

 **ROAD AND BRIDGE FUND $1,394,220.41**

 **911 SERVICE FUND $46,153.70**

 **FIRE PROTECTION FUND $22,121.65**

 **EMERGENCY AND DISASTER FUND $-23,200.45**

 **DOMESTIC ABUSE FUND $590.00**

 **MODERNIZATION & PRESERVATION RELIEF FUND $52,930.87**

 **DARE PROGRAM FUND $307.25**

**ENTERPRISE FUNDS:**

 **SOLID WASTE (LANDFILL) FUND $1,514,689.63**

 **TRUST AND AGENCY FUNDS $779,934.74**

**GRAND TOTAL GENERAL LEDGER CASH AND INVESTMENTS $6,304,287.62**

**EMERGENCY MANAGER:**

Bob Thomason met with the board requesting that a panel of people interview the applicants for Emergency Manager. He stated the person should really have some emergency response background. Silbernagel explained what the duties are as emergency manager and that they are not first responders. Emergency Managers are support to the agencies that are responding to the emergency. EM’s can wear many different hats during an event sometimes it’s IC, supporting communications, or simply getting water for the boots on the ground. Em’s need to be able to provide situational awareness to preserve the max amount of property and life as possible.

**HIGHWAY DEPARTMENT:**

Byre gave the board an update on patching the roads. He stated he thinks it would be beneficial to hold a road hearing to inform the public of their plan for repairing the roads. Discussion was held on the agreements for gravel pits and Hare and Byre will look into the terms and conditions in the agreements. He informed the board that he received a quote of $5,338.66 per mile from Jensen Rock and Sand to chip seal roads. He would like to have them chip seal 9-10 miles of road. The board agreed with the suggestion.

**TREASURER:**

Holgard moved and Martin seconded to approve the Monthly Treasurer’s Report. Voting Aye: 5; Nay: 0. The motion was adopted.

Schilling read the following resolution which failed for lack of a motion.

WALWORTH COUNTY RESOLUTION 2020-08

FOR THE ESTABLISHMENT OF AN ADMINISTRATIVE FEE

FOR CERTAIN TITLE AND REGISTRATION SERVICES

WHEREAS, South Dakota allows out of state and resident applicants to title motor vehicles entirely by mail; and

WHEREAS, any title, interstate title and initial registrations that are processed entirely by mail are more time consuming and result in higher administrative expenses and allocation of staff time for the Treasurer’s Office; and

WHEREAS, SDCL 32-3-18.1 allows counties to charge an administrative fee for applications for title, interstate title and initial registrations completed entirely by mail; and

WHEREAS, South Dakota allows resident and nonresident applicants to title large boats, as defines by SDCL 32-3A-2(A); and

WHEREAS, SDCL 32-3A-21.1 allows counties to charge an administrative fee for applications to title large boats, as defined by South Dakota law, completed by mail; and

WHEREAS, SDCL 32-3A-4 requires residents and nonresidents to register boats requiring numbering by the State of South Dakota; and

WHEREAS, initial registration of boats completed entirely by mail is as time consuming as the titling process for large boats or motor vehicles; and

WHEREAS, pursuant to SDCL 7-8-20(7), the Walworth County Commission is empowered with the responsibility to superintend the fiscal concerns of the county and secure their management in the best possible manner;

NOW THEREFORE BE IT RESOLVED that, as of August 1,2020, the Walworth County Treasurer’s Office will charge an administrative fee of $25.00 for any title, interstate title or initial registration application that is received and processed entirely by mail.

Prior motions or resolutions of the Walworth County Commission on the issue of administrative fees for titling or registration of motor vehicles are hereby rescinded as of August 1,2020.

Schlomer moved and Houck seconded to approve changing the bank signature cards to add Amanda Silbernagel and remove Nyla Moak from all bank accounts. Voting Aye: 5; Nay: 0. The motion was adopted.

**LANDFILL:**

Krein submitted the landfill monthly reports and informed the board that the dirt pile was not properly addressed by the contractor that completed the project. The board advised Krein to contact the contractor and ask if they want to come back and fix it or deduct $500.00 off of their final payment.

**JAIL & SHERIFF:**

Boll and Jungwirth presented their monthly reports.

Discussion was held on a regional jail option that operations and accounting would be outsourced as a business that the counties would all contribute to using a percentage based on average daily usage. The decisions would be made by a board of representatives 1 from each of the 7 counties involved. The board wanted time to think about the proposed idea before making a decision on whether they support the idea or not.

Martin moved and Houck seconded to approve the wage of $15.68 per hour for Amy Kulm as Fulltime Correction Officer. Voting Aye: 5; Nay: 0. The motion was adopted.

Houck moved and Martin seconded to approve the wage of $17.83 per hour for Kyle Brown as Fulltime Deputy Sheriff. Voting Aye: 5; Nay: 0. The motion was adopted.

**BUDGET MEETING:**

The next budget meeting will be held on July 28th at approximately 10:00 a.m. after interviews for Emergency Manager.

**ADJOURNMENT:**

Holgard moved and Martin seconded that the Board of County Commissioners adjourn until the hour of 9:00 a.m. July 28th, 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:**

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**REBECCA KREIN, AUDITOR**

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