December 29th, 2020

9:00 A.M.

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on December 29th, 2020 at 9:00 a.m. at the County Courthouse. Members present were: Scott Schilling, Kevin Holgard, Marion Schlomer, Jim Houck, and Davis Martin. Also present were Auditor Rebecca Krein and State’s Attorney Jamie Hare.

The Pledge of Allegiance was recited by those in attendance.

**WALWORTH COUNTY PLANNING AND ZONING BOARD:**

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

Chairperson Schilling called the County Commission meeting to order.

**PUBLIC FORUM:**

Discussion was held on the comments of the last meeting.

**AGENDA:**

Houck moved and Martin seconded to approve the meeting agenda with additions of discussion regarding CDL reimbursement, Highway transfers, letter of resignation from Dave Ritter, and an Executive session per SDCL 1-25-2(1) regarding a personnel matter. Voting Aye: 5; Nay: 0. The motion was adopted.

**MINUTES:**

Schlomer moved and Martin seconded to approve the minutes of December 15th, 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, $22.68; Venture Communications – Fax Service, $47.49; WBCBS – Group Insurance Premium, $7908.72

ELECTIONS: Akaska Development Corporation – Polling Place Rent, $50.00; City of Hoven – Polling Place Rent, $50.00; City of Mobridge – Polling Place Rent, $200.00; Glenham Fire Dept – Polling Place Rent, $50.00; Java Community Boosters Club – Polling Place Rent, $50.00

AUDITORS: Marco Inc – Copier Usage Contract, $26.37; Venture Communications – Telephone Service, $54.44; WBCBS – Group Insurance Premium, $4015.21

TREASURERS: Marco Inc – Copier Usage Contract, $22.35; Venture Communications – Telephone Service, $67.07; WBCBS – Group Insurance Premium, $3026.62

STATES ATTORNEY: Connecting Point – Computer/Installation, $1160.30; Kaitlyn Newman – Subpoena/Mileage/Service, $174.54; Mobridge Regional Hospital – Services, $72.00; The Support Circle – Reimbursement, $221.81; David A Valandra – Services, $2125.00; Venture Communications – Telephone Service, $211.62; WBCBS – Group Insurance Premium, $5064.65

COURT APPT ATTY: Cogley Law Office – Services, $1950.00; Dakota Plains Legal Services – Services, $558.50; Mark K Kroontje – Services, $506.18

ABUSED CHILD DEFENSE: Kristi A Brandt – Services/Transcripts, $796.80; Von Wald Law Offices – Services, $2587.30

COURTHOUSE: Connecting Point – Server Updates, $277.50; MDU – Utilities, $1103.99; Servall Uniform & Linen – Rentals, $63.73

DOE: Marco Inc – Copier Usage Contract, $18.82; Quill Corporation – Office Supplies, $353.19; Schneider Geospatial – Support Package, $5100.00; Venture Communications – Telephone Service, $57.80; WBCBS – Group Insurance Premium, $2623.60

ROD: Marco Inc – Copier Usage Contract, $18.57; Quill Corporation – Office Supplies, $550.76; Venture Communications – Telephone Service, $52.31; WBCBS – Group Insurance Premium, $1574.16

SHERIFF: AT&T Mobility – Cell Phone/Tablet Service, $296.79; Connecting Point – Support/Backup Services, $320.00; Dakota Glass & Alignment – Vehicle Maintenance, $296.04; Graham Tire – Tires, $464.00; MDU – Utilities, $517.70; Redwood Toxicology Lab – Supplies, $139.50; Selby Oil Co – Vehicle Maintenance, $152.00; Senior Nutrition Center – Meals, $127.50; Venture Communications – Telephone/Fax Service, $556.60; Walworth County Treasurer – Plates/License 2012 Tahoe, $21.20; WBCBS – Group Insurance Premium, $8395.52

JAIL: Avera Medical Group – Inmate Medical, $28.80; Couteau Des Prairie – Medical Services, $105.23; Leandra Smith – Reimbursement, $87.20; Meade County – Prisoner Boarding, $3600.00; Roberts County – 3 months Prisoner Boarding, $12,770.98

SUPPORT OF POOR: Venture Communications – Telephone Service, $1.97; WBCBS – Group Insurance Premium, $988.59

MENTALLY ILL: Beau C Barrett – Services, $58.20; Kerri Cook-Huber – Services, $50.00; Dakota Counseling Group – Services, $1950.00; Mark Katterhagen – Services, $15.00; Lucy Lewno – Services, $116.50; Darcy Lockwood – Services, $15.00

EXTENSION: Connecting Point – SA Computer/Setup, $1056.00; Venture Communication – Telephone Services, $50.01; WBCBS – Group Insurance Premium, $1997.18

RD & BR: Avera Occupational Medicine – Services, $108.55; City of Java – Water @ Java Shop, $18.00; Jensen Rock & Sand – Supplies, $5985.62; KLJ Engineering – Services, $1905.49; Marco Inc – Copier Usage Contract, $18.58; Mobridge Gas Co – Heating Propane, $1534.50; SD Dept Transportation – Services, $19,056.94; Selby Oil Co – Repairs, $40.00; Thee Glass Dokter – Repairs, $205.08; True North Steele – Supplies, $6808.04; Venture Communications – Telephone Service, $279.34; WBCBS – Group Insurance Premium, $9286.38

EMERGENCY & DISASTER: AT&T Mobility – Cell Service, $63.84; Gas n Goodies, Gas - $41.57; Mobridge Hardware – Supplies, $60.98

SOLID WASTE: Agtegra Cooperative – Diesel, $1223.16; Bowman Sales & Service – Landfill Vehicle, $17,000.00; Central Diesel Sales – Parts, $189.85; Rebecca Krein – Mileage, $156.24; Lucky’s Gas n More – Gas, $96.61; Marco Inc – Copier Usage Contract, $19.77; Pomps Tire – Tires/Labor, $7594.95; Runnings Supply – Supplies, $884.96; Servall Uniform & Linen – Rentals, $27.26; TransSource – Services, $59,079.57; Walworth County Highway Dept – Gravel Hauling, $4041.99; Web Water Development – Water Service, $43.82; WBCBS – Group Insurance Premium, $4136.91; Wenck Associates – Repairs, $986.20

As required by SDCL 6-1-10, the complete November payroll paid by department was as follows: Commissioners - $9,413.52; Auditor - $13,183.33; Treasurer - $10,760.20; States Attorney - $21,309.53; Court House - $2900.34; Director of Equalization – $10,715.84; Register of Deeds - $6,944.11; Veterans Service Officer - $1,261.08; Sheriff - $44,961.78; Jail – $21,950.93;Poor - $1,462.16; Extension - $4,379.91; Weed & Pest - $56.62; Zoning - $222.37; Road & Bridge - $59,366.77; Emergency & Disaster - $3,694.71; Solid Waste - $18,959.42

As required by SDCL 6-1-10, the complete December payroll paid by department was as follows: Commissioners - $9,830.28; Auditor - $13,448.97; Treasurer - $9,878.71; States Attorney - $19,677.90; Court House - $4,018.78; Director of Equalization – $10,693.96; Register of Deeds - $7,075.89; Veterans Service Officer - $1,261.06; Sheriff - $53,892.95; Coroner - $645.90; Poor - $2,116.26; Extension - $4,446.09; Zoning - $460.85; Road & Bridge - $49,970.65; Emergency & Disaster - $3,312.41 Solid Waste - $18,441.11

**EXECUTIVE SESSION:**

Houck moved and Martin seconded to enter into an executive session at 9:16 a.m. per SDCL 1-25-2(1) regarding a personnel matter. Voting Aye: 5; Nay: 0. The motion was adopted.

Chairperson Schilling declared the executive session ended at 9:23 a.m.

**EXTENSION OFFICE:**

Discussion was held on the duties of the Extension Administrative assistant and the need for one in Walworth County. 4-H Advisor Rossow will provide a list of the duties a past secretary typed up to Holgard and Houck to review and bring a suggestion to the board.

**HIGHWAY:**

Emily Stiegelmeier met with the board to support the Blue Blanket flood remediation project, and requested that her existing culverts be maintained.

**SHERIFF’S DEPARTMENT:**

Holgard moved and Houck seconded to approve the budget supplement to the Sheriffs budget 101-211-411 in the amount of $150,000.00. Voting Aye: 5; Nay: 0. The motion was adopted.

Schlomer moved and Martin seconded to approve a budget supplement for the 2021 Sheriff budget 101-211-411 in the amount of $214,000.00. Voting Aye: 4; Nay: 1. The motion was adopted.

Houck moved and Martin seconded to approve the boarding contract with Winner jail for $70.00 per day. Voting Aye: 5; Nay: 0. The motion was adopted.

**LANDFILL:**

Schlomer moved and Houck seconded to approve a budget supplement to the Landfill repairs & maintenance 501-322-425 in the amount of $56,785.63 to make final payment of the stormwater & slope failure project. Voting Aye: 5; Nay: 0. The motion was adopted.

Schlomer moved and Houck seconded to purchase a pickup for the landfill in the amount of $17,000.00. Holgard abstained. Voting Aye: 4; Nay: 0. The motion was adopted.

**STATE’S ATTORNEY:**

Houck moved and Martin seconded to approve declaring a Richo copier/fax/printer in the State’s Attorneys office. Voting Aye: 5; Nay: 0. The motion was adopted.

The board asked Hare if his budget can handle full benefits for 2 staff members. Hare stated that 1.75 were built into the budget and one of the staff members is working the rest of the hours in the Sheriff’s Department.

**PERSONNEL POLICY:**

Discussion was held on adding into the policy the ability for background checks prior to employment. Hare stated it needs to be decided exactly how detailed they would like the check. Kkrein will check with other counties and see what they have in policy and how they handle background checks and address at a later meeting.

**HIGHWAY DEPARTMENT CONT:**

Discussion was held on paying for CDL renewals. No action was taken.

Houck moved and Martin seconded to approve the Highway department transfers in the amount of $235,626.29 for work completed from 5-1-20 thru 12-18-20. Voting Aye: 5; Nay: 0. The motion was adopted.

**WEED & PEST:**

Holgard moved and Martin seconded to accept the resignation of Dave Ritter as Weed Supervisor. Voting Aye: 5; Nay: 0. The motion was adopted.

**CONTINGENCY TRANSFERS:**

Holgard moved and Houck seconded approve the following contingency transfers for 2020. Voting Aye: 5; Nay: 0. The motion was adopted.

101-111-422 Commissioners Services & fees - $54,953.43

101-120-426 Election Supplies - $308.35

101-141-422 Auditor Services & fees - $1,113.60

101-142-422 Treasurer Services & fees - $146.29

226-222-426 Emergency & Disaster Supplies - $2,967.50

101-441-422 Mentally Ill Services & fees - $6,151.31

101-442-422 Developmentally Disabled Services & fees - $40.00

101-611-415 Extension Health Insurance - $3,417.29

229-434-422 Domestic Abuse - $405.00

101-112-422 Contingency – ($69,502.77)

**ADJOURNMENT:**

Houck moved and Martin seconded that the Board of County Commissioners adjourn until the hour of 9:00 a.m. January 5th, 2021. 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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