April 8, 2021

9:00 A.M.

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on April 8, 2021 at 9:00 a.m. at the County Courthouse. Members present were: Jim Houck, Davis Martin, Rick Cain, Duane Mohr and Scott Schilling. Also present were Auditor Eva Cagnones.

The Pledge of Allegiance was recited by those in attendance.

**WALWORTH COUNTY PLANNING AND ZONING BOARD:**

There was no old or new business to report. Holgard moved and Mohr seconded to adjourn as Walworth County Planning and Zoning Board. Voting Aye: 5; Nay: 0. The motion was adopted.

Chairperson Houck called the County Commission meeting to order.

**AGENDA:**

Houck requested to add approval of salary for the Weed & Pest Supervisor. Schilling asked to correct the date on the Minutes to be approved from March 23rd to March 16th. Cagnones asked to make a correction Agenda’s #17 transferring funds to $90,848.97. Cain requested to add to Agenda #19, Declare of Surplus upon appraisals. Cain moved and Schilling seconded to approve the agenda. Voting Aye: 5; Nay: 0. The motion was adopted.

**CLAIMS APPROVED:**

Schilling questioned a claim for a reimbursement to Chelsea Prasek. Cagnones explained that Prasek was owed $2,000 from January 2021 HSA county contribution and was paid to her recently through payroll, but was supposed to be paid to her by ACH transfer to her HSA account. By paying Prasek through payroll, withholdings were deducted and upon the advice from the state and other county Auditors, reimbursing the deductions was the easiest way of correcting the error. Schilling also questioned a claim from the highway dept to Dady Drug for Cloth; Deputy Auditor, Keller explained that it is was cloth flags. Schilling moved and Mohr seconded. Voting Aye: 5; Nay: 0. The motion was adopted.

GENERAL FUND: Aden Stone – Retirement Reimbursement; $27.28; Leslie Noess- Aflac Reimbursement, $32.13

COMMISSIONERS: Clubhouse Hotel & Suites – March Workshop; Houck, $147.95; Cain, $147.95; Schilling, $147.95; Marco – Copier Usage contract, $21.83; Mobridge Tribune - Legals, $822.26; Selby Record – legals, $613.04;

COURTS: Relx Inc – Library Subscriptions, $614.00; West Payment Center – Books & Bound Volumes, $21.36

AUDITOR: Connecting Point – Offsite backup, $75.00; Admin Duties/Server, $55.00; Marcie Keller – Reimbursement Travel/Supplies, $24.00; Quill – Supplies, $482.01; Midco Comm – Internet Service, $22.57

TREASURES: Leslie Graff – Reimbursement CC fees, $32.75; Marco – Copier usage contract, $18.46; Midco – Copier usage contract, $18.46; Midco – Internet service, $22.57; Amanda Silbernagel – Spring Workshop reimbursement, $95.42

STATES ATTORNEY: Midco – Internet service, $22.57; Mobridge Regional Hospital- March Services, $432.00; Mobridge Tribune – Legal Notices, $95.46; Quill – Supplies, $85.84; Walworth Co Register of Deeds, - Recording Services, $30.00

COURT APPT ATTY: Cogley Law Office – Services & Fees, $2,220.95; DPLS – Legal Services, $282.25; Mark Kroontje – Megaservices, $4,095.58; SDACC – 1st Qtr. CATAS Relied Program, $2,876.00

ABUSED CHILD DEFENSE: Kristi Brandt – Transcripts, $87.60; Cogley Law Office – Legal Services, $1,221.90; Von wald Law Office – Legal Services, $1,600.75

COURTHOUSE: Carlson Services – Snake Sewer, $290.00; City of Selby – Water/Sewer Service, $118365; Kens Western Lumber – Supplies, $39.37; MDU – Eclectic Service @ Courthouse, $1,119.24; David Scarpellini – Rug Doctor Carpet Cleaner, $500.00; Servall – Rental, $59.66; Web Water Bottling Co – Bottle water rental, $97.50

DOE: Marco – Copier usage contract, $18.35; Midco – Internet Service, $22.57; Shorty’s One Stop – Gas, $32.14

REGISTER OF DEEDS: Marco – Copier usage contract, $106.77; Midco – Internet Service, $22.57; Quill – Supplies, $16397; Casi Thomason – Spring Workshop Reimbursement, $133.41; Venture Telecomm – Telephone Service, $53.92

SHERIFF: AT&T - Cell phone service, $297.42; Axon Enterprise – Supplies, $5,739.90; Boulding Sprinkler – Semi Annual inspection, $585.00; City of Selby – Water usage, $59.10; Connecting Point – Monthly Storage, $208.00; Curt Rawstern – 911 Active Subscription, $54.76; Dakota Glass – 2012 Tahoe Alignment, $89.95; Galls – Uniforms, $144.75; FedEx – Services, $15.34; Grafix – Vehicle labels, $943.03; Hase Plumbing – Inmate holding trailer services, $1,626.87; Kens Western Lumber – Smoke detector – 231.98;Kiessler Police Supply – Pepper ball Supplies, $720.13; LSQ Funding Group – Software Annual Renewal, $744.00; Marco – Copier usage contract, $18.56; Midco – Internet Service, $22.57; MDU – Gas/Electric Service, $593.11, Chelsea Prasek – Reimbursement, $466.78, PSECO – Digital Cruiser Camera System, $3,539.00; Schilling Excavation – Inmate Holding Trailer groundwork, $1,651.59; Louis Schmidt – Reimbursement supplies, $6.92; SD Federal Property Agency – 2006 Ford Transit Van, $7,500.00; Selby Medical Clinic – Employee clinic visit, $38.00; Selby Oil – Oil change for 2012 Tahoe and 2013 Ford Taurus, $97.50; Selby Record – Job Ads, $264.00, The Shop – Battery Service,$555.12; Venture Comm – Telephone Service, 359.37, Western Comm – Monthly Radio Maintenance, $135.90; Mobridge Regional Hospital – Jail Medical, $727.66; Senior Nutrition Center – Inmate Meals, $195.00; Shane’s Pharmacy – Inmate RX supplies, $1,057.87; The Support Circle – QMHP Services, $325.00; Winner Family Drug – Inmate RX supplies, $24.00

**MENTALLY ILL:** Kennedy Pier Knoff & Loftus – Hearing, $155.20

**MENTAL ILLNESS BOARD:** mark Katteerhagen – M.I. Hearing, $15.00; Lucy Lewno – Conference Hearing, $16.51; Lincoln County Treasurer – Services, $86.17; Darcy Lockwood – M.I. Hearing, $15.00; Yankton County Treasurer – M.I. Hearings, $259.90

 **EXTENSION:** Midco - Internet Service, $22.58; Mobridge Tribune – Job Ad, $431.20; Selby Record – Job Ad, $330.00; Valley Telecommunications – Cell Phone service, $35.00; Western Comm – monthly Radio Maintenance, $18.10

**RD & BR:** Aaron Swan & Assoc – material Testing, $300.00; Agtegra - Grass Feed, $336.26; Gas & Diesel, $3,451.05; Heating Propane/Selby Shop, $1,148.00; Java Shop, $1,020.85; Butler Machinery – Supplies, $270.87; Cam Wal electric – Electricity Hoven Shop, $54.34; Central Diesel Sales – Parts, $113.30; City of Java – Water service @ Java Shop, $18.00; City of Mobridge – Water service @ Mobridge Shop, $49.27; City of Selby – Water service @ Selby Shop, $67.74; Dady Drug – 2 Bolts Cloth, $159.60; Dakota Glass – Sanded Glass, $75.00; Farnams Genuine Parts – Shop Towels, $74.97; Heartland Waste – Garbage Servcie,$60.00; John Deere – Air Filter, $219.70; kens Western Lumber – Supplies, $218.93; KLJ Engineering – On Call Services, $153.00, 2021 Asphalt Seal, $3,017.27; Locken – Bulk Diesel, $12.750.00; Marco – Copier Usage contract, $18.08; Matheson Tri Gas – Tank Rental, $13.38; Mobridge Tribune – Adds, $735.68; MDU – Electricity @ Java Shop, $42.32; Selby Shop, $328.88; State Shop, $33.06; Mobridge Shop, $27.29; Norman Thorstenson Estate – Easement/Gravel Crushing, $5,000.00; Runnings Supply – Supplies, $747.11; Selby Oil – Tire Repairs and Supplies, $835.00; Selby Record – Job Adds, $352.00; Servall Uniforms – Rentals, $81.12; Shorty’s One Stop – Gas, $911.41; TNY Gas – Tire repair, $257.80; Uptown Market – Shop Supplies, $47.77; Valley Telecomm – Cell and Telephone services, $309.48

**EM:** AT&T – Tablet and cell service, $87.75; Clark Engineering – Hiddenwood Dam H&H study, $15,260.45; Gad n Goodies – Gas – 225.89; Payless Foods – POD supplies, $47.58; Quill Corp – Supplies, $159.55

**LANDFILL:** Agtegra – Ruby Bulk, $1,646.31; Homestead Building Supplies, $164.20; Lucky’s Gas n More – Gas, $74.27; Marco – Copier usage contract, $18.53; Mobridge Tribune – Adds, $969.80; Runnings Supply – Supplies, $17.96; Selby Record – Ads, $194.81; Slater Oil – Heating Propane, $477.30; Stern Oil – Mobil Oil sales – $829.84; Valley Telecomm – Telephone/Internet Services, $227.19; Western Comm – Monthly Radio Maintenance, $21.60

**ADVANCE TAX FUND:** Walworth County Treasurer – Record #4504, $528.02

**PARTIAL PAYMENT FUND:** Walworth County Treasurer – Record #5091, $780.47

**SDACO M&P FUND:** M&P Remittance March 2021, $188.00

**PUBLIC FORUM:** Houck mentioned that City of Mobridge is interested in the smaller county property. Because Gene Cox, the City of Mobridge mayor is not at attendance yet, Houck asked to visit this subject when he arrives.

**MINUTES:** Schilling moved and Mohr seconded that the minutes of the meeting of March 16, 2021 be approved. Voting Aye: 5; Nay: 0. The motion was adopted.

**AUDITOR:** Consider motion to approve Retail on-off Malt Beverage License to New Evarts Resort. Holgard moved and Mohr seconded. Voting Aye: 5; Nay: 0. The motion was adopted.

Consider motion to approve Retail on-off Malt Beverage License to Hoven Country Club. Mohr moved and Cain seconded. Voting Aye: 5; Nay: 0. The motion was adopted.

Consider motion to approve Retail on-off Malt Beverage License to Bridge City Marina & Resort. Cain moved and Schilling seconded. Voting Aye: 5; Nay: 0. The motion was adopted.

Consider motion to approve advertising for a fulltime employee. Schilling remarked that he was not in agreement to hire anyone right now as the commissioners are still discussing the additional duties for said new employee. Holgard mentioned to combine the Auditor’s office with the Extension office. Cagnones explained that since this new hire will eventually be a fulltime employee, it is best to hire a fulltime employee now, get this new employee trained in the Auditor’s office, it will give the commissioners additional time to determine what other department this new hire should work in. The Auditor’s department has the budget to pay this new hire fulltime wages. Once the new duties are determined, the wages will be split between the Auditor’s and other department. The interviewees will be made aware of the multiple duties between two departments.

Moved by Cain and seconded by Mohr to advertise for a fulltime employee with the understanding that this new hire will be split between two departments. Voting Aye: 5; Nay: 0. The motion was adopted.

**EXTENSION:** Shari Rossow requested to allow her to hire a part time Extension Assistant. She has already interviewed one applicant and would like to interview the candidates who are here today to interview for the landfill bookkeeper and do not receive the position.

Rossow discussed a donation last year from a local Walworth County family. The money went towards the Leaders Association. Would like to use it for building improvement by the end of April. She thanked the family for the donation. Also, the County’s 4-H livestock building, the leaders Association is requesting to put up a small temporary playground during achievement days to keep children in a safe fenced in area. Rossow has written up a grant with Farm Credit Services of America to use for this project. Cain recommended to look into liability insurance. Rossow will look into the liability insurance and discuss it again on the next commissioner meeting.

**EMERGENCY MANAGER:** Jeff Jensen discussed results from the County Fire Chief meeting. They consider procedural changes regarding Communications. It was agreed that all local emergency personnel and neighboring counties are in need of having the same radio templates. Jensen’s proposal is to standardize their communication channels, called Walworth County Channel. At the EM region meeting it was discussed to have a Region County frequency. All radios will be upgraded by next year through a Homeland Security Grant.

Jensen proposed a Resolution to have an Emergency Management office account for a limited amount of spending on emergency items and events without the need for approval. Cain moved and read out loud the Resolution which will become effective immediately, Mohr seconded. Voting Aye: 5; Nay: 0. The motion was adopted.

Jensen discussed the need to request for assistance for airplane fire attacks should the need arise. SDPAA does not cover liability for airplanes, however the pilot has his own insurance and the county would have him as a contractor, he charges $1,200.00 per tack hour. Jensen just wanted to discuss the possibility to be prepared. Jensen brought up FEMA program to cover COVID related funerals.

**RESOLUTION WC 2021**

**DELEGATION OF AUTHORITY RESOLUTION TO**

**EMERGENCY MANAGEMENT OFFICE**

WHEREAS, the Walworth County Commission is authorizing the Walworth County Emergency Manager, to have the authority to purchase up to $2,000.00 per incident, without any prior authorization;

WHEREAS, the Walworth County Emergency Manager will be able to use these funds at the Walworth County Emergency manager’s discretion, regarding any county emergency;

NOW, THEREFORE, BE IT RESOLVED, that the Walworth County Commission hereby enacts this resolution to authorize the purchase of up to $2,000.00 per incident, without any prior authorization I the county.

Effective date: This Resolution effective immediately.

Dated this 8th day of March, 2021 at Selby, South Dakota

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Walworth County Commission Chairperson

ATTEST:

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Walworth County Auditor

(SEAL)

**REVISIT PUBLIM FORUM:** The mayor of Mobridge mayor, Gene Cox now present, requested to have a tax deed property transferred to the city. The city is particularly interested in the property located at 222 4th Street East.

Houck requested for a 5-minute break.

**EXECUTIVE SESSION:** Houck requested to entertain a motion to go into executive session at 10:50a.m.Cain moved and Mohr seconded. Voting Aye: 5. Nay: 0. Motion was adopted.

Out of Executive Session at 11:58 a.m.

Consider motion to hire Lewus Morgan Landfill Bookkeeper at $15.95 hourly wage. Cain moved and Mohr seconded.

Schilling wanted to be on record that he disagrees on how the commission proceeded in turning the Part Time Bookkeeper position into a Full Time. Holgard felt that it should have bee advertised as a part time job with the possibility of a full-time job. Houck mentioned that Morgan is already a part time landfill laborer and now with the part time landfill bookkeeper position, he would be considered a full-time employee.

Holgard have a substitute motion to table it and readvertise the position. Schilling seconded. Rollcall; Holgard: Yes, Mohr: No, Schilling: Yes, Cain: No and Houck: No. Motion failed.

Voting on original move to hire Lewus Morgan**.** Voting Aye: 3; Nay: 2. Motion was adopted.

**WEED AND PEST:** Consider motion to approve hourly wage at $17.53 James Austin, new Weed and Pest Supervisor. Austin has tested and past his Weeds certification. Holgard moved and Mohr seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

**DIRECTOR OF EQUALIZATION:** Deb Kahl requested to have approve the following abatements;

#4576: Schilling moved and Holgard seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

#8049: Schilling moved and Mohr seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

#5888: Cain moved and Hogard seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

#4925: Cain moved and Holgard seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

#3200: Mohr moved and Cain seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

#3199: Cain moved and Mohr seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

#8778: Cain moved and Mohr seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

#8893: Cain moved and Mohr seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

#6482: Mohr moved and Cain seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

**LANDFILL:** Consider motion to approve the purchase of a 2008 model 729 Grasshopper at the price of $6,500.00Cain moved and Holgard seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

Consider motion to allocate funds from the General Account to the Restricted Closure/Postclosure money market account to satisfy the Financial Assurance Liability for years 2019 and 2020. Holgard moved and Schilling seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

Holgard moved and Cain seconded to authorize appraisals of surplus items. Voting Aye: 5; Nay: 0. Motion was adopted.

**SHERIFF:** Consider motion to approve the Sheriff’s department to obtain up to 4 debit bank cards from Bankwest with a limit of $1,000.00 per card to be used by the Sheriff’s inmate transporters while in transport. Cain moved and Mohr seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

Consider motion to approve a .23 cent wage increase for Chelsea Prasek to $16.18 hourly. Schilling moved and Holgard seconded with the understanding that the wage of $16.18 will be paid on Transport hours only and her current wage of $15.95 will remain for her Sherriff’s Administrative hours. Voting Aye: 5; Nay: 0. Motion was adopted.

Consider motion to approve Transporter travel meal reimbursements through disbursements. Effective April 15th, all reimbursement requests must be accompanied by receipts in order to be approved. Cain moved and Mohr seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

Consider motion to hire 2 additional part time transporters. Cain moved and Mohr seconded. Voting Aye: 3; Nay: 2. Motion was adopted.

**HIGHWAY:** Consider motion to approve hiring new certified diesel technician, Gordon Hagstrom at an hourly wage of $18.66 with an increase of .50 cents after a 90-day probationary period. Holgard moved and Mohr seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

Consider motion to advertise for chip sealing bids to be open at 1:00 p.m. April 29, 2021. No formal Commission meeting needed. Holgard moved and Cain seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

Consider motion to declare surplus and put on auction. Cain moved and Holgard seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

Consider motion to transfer property Milwaukee land Lot 7A lot 23 address 222 4th street W in Mobridge SD to the City of Mobridge. Holgard moved and Mohr seconded. Voting Aye: 5; Nay: 0. Motion was adopted.

**STATE LEGISLATIVE AUDITOR:** Dave Schlosser attended to answer any questions from the Commissioners regarding the current county audit for the years 2018 and 2019. Cain asked if he believes if there has been any misappropriating of funds, Schlosser mentioned possible manual entry errors that may account for the unbalances.

Cain asked of the possibility to request for 2020 audit. Schlosser said that it is a possibility, he would need to contact the State Legislative office, that he can do it at this moment, he is only here to audit 2018 and 2019.

**OLD BUSINESS:**

Deb Kahl; A year ago, the City of Mobridge was allowed up t $2,000.00 to dump at the county landfill and is requesting for the same allowance/credit for the City of Akaska. Schilling mentioned that the City of Mobridge was allowed that amount because of the size of their population. It would not be that same for smaller cities.

**NEW BUSINESS:**

Deb Kahl: Two appeals set for 1:00 p.m. after the next Commissioner meeting, April 20, 2021.

Duane Mohr: Estimate to fix landfill building, the cement has settled about 3 inches on the north side. Also, need an overhead door on the north side.

Mobridge will ask for No Tipping fees

**ADJOURNMENT:**

Holgard moved and Cain seconded that the Board of County Commissioners adjourn until the hour of 9:00 am April 20, 2021. Voting Aye: 5; Nay: 0.

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

**JIM HOUCK, CHAIRPERSON**

**ATTEST:**

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**EVA CAGNONES, AUDITOR**

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