October 5, 2021

9:00 A.M.

**WALWORTH COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF PROCEEDINGS**

The Walworth County Board of Commissioners met in scheduled session on October 5, 2021 at 9:00 a.m. at the County Courthouse. Members present were: Jim Houck, Duane Mohr, Rick Cain, Scott Schilling and Kevin Holgard. Also, present Auditor, Eva Cagnones and States Attorney, Jaime Hare.

The Pledge of Allegiance was recited by those in attendance.

**WALWORTH COUNTY PLANNING AND ZONING BOARD:**

Mohr moved and Schilling 2nd to approve travel for Greg Pudwill to the South Dakota Planners Association Conference in Rapid City, SD on October 26, 2021 through October 28th,2021.

Voting Aye; 5; Nay; 0. The motion was adopted.

There was no old or new business to report. Holgard moved and Schilling 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 APPROVED:**

Mohr moved and Schilling seconded to approve the agenda with the addition of adding a .50 cent hourly wage increase to Rochelle Forget for completing her 90- day probationary period. Voting Aye: 5; Nay: 0. The motion was adopted.

**CLAIMS APPROVED:**

Holgard moved and Mohr seconded to approved the claims as presented. Voting Aye: 5; Nay: 0. The motion was adopted.

**COMMISSIONERS:** Allied Climate Professionals – Mini Split A/C, $4081.64; Dept of Legislative Audit – 2018/19 Audit, $35,538.15; Markota Hotel RC – Travel, $606.00

**ELECTION:** Alice Hare – Election Services/Travel, $272.15; Andee Conlon – Election Services/Travel, $221.80; Aryls Brown – Election Services, $263.00; Becky Whitlock – Election Services/Travel, $267.10; Blake Lorenzen – Election Services/Travel, $263.38; Bonita May – Election Services, $195.00; Brittany Boonen – Election Services/Travel, $214.26; Carol Godkind – Election Services, $220.00; Catherine Spiry – Election Services/Travel, $241.30; Cheryl Peterson -Election Services/Travel, $228.40; Darla Hollenbeck – Election Services/Travel, $285.68; Darlene Jensen – Election Services, $187.50; Denise Centeno – Election Services/Travel, $244.12; Dodie Lefebre – Election Services/Travel, $220.20; Dolly Jensen – Election Services/Travel, $203.34; Donna Sherwood – Election Services, $246.00; Donna Wolff – Election Services/Travel, $220.63; DRG Media Group – Poll Worker Ad, $35.00; Faye Krone – Election Services/Travel, $236.80; Gladys Schilling – Election Services, $235.00; Hoven Media – Election Ad, $44.96; Janis Brockel – Election Services/Travel, $236.80; Jean Blonigen – Election Services/Travel, $237.64; Jim Spiry – Election Services, $245.08; Kody Conlon – Election Services/Travel, $221.80; Laurena Idler – Election Services, $235.00; Linda Lutz – Election Services, $212.50; Lou Ann Ingle – Election Services/Travel, $292.40; Margie Arbach – Election Services, $297.29; Nancy Keller – Election Services/Travel, $262.80; Phyllis Pudwill – Election Services, $235.00; Rebecca Walth – Election Services/Travel, $248.56; Rosalie Schumacher – Election Services/Travel, $241.06; Ruth Ann Figuracion – Election Services/Travel, $245.14; Shaina Huffman – Election Service/Travel, $254.83; The Pride of the Prairie – Election Advertising, $117.37

**COURTS:** West payment Center – SD Codified Laws, $236.27

**AUDITOR:** Eva Cagnones – Travel Reimbursement, $211.68; Connecting Point – Backup/Replication, $75.00; Midcontinent Communications – Internet Service, $22.57; Markota Hotel – Convention Travel, $404.00

**TREASURERS:** Midcontinent Communications – Internet Service, $22.57; Quill Corporation – Printer Supplies, $276.55

**STATES ATTORNEY:** Kristi Brandt – Transcripts, $267.50; Midcontinent Communications – Internet Service, $22.57

**COURT APPOINTED ATTORNEY:** Cogley Law Office – Services & Fees, $1100.50; Mark K Kroontje – Services & Fees, $5384.66

**ABUSED CHILD DEFENSE:**  Cogley Law Office – Services & Fees, $1357.90

**COURTHOUSE:** City of Selby – Services, $88.25; MDU – Utilities, $969.27; Servall Uniform & Linen – Rentals, $65.48

**DOE:** Midcontinent Communications – Internet Services, $22.57

**ROD:** Midcontinent Communications – Internet Services, $22.57; Markota Hotel – Convention Travel, $202.00

**SHERIFF:** Allied 100 – Supplies, $75.33; AT&T Mobility – Cell/Mifi Service, $297.32; Axon Enterprise – Supplies, $151.75; Beadle Ford, Inc – Charger Oil Change, $66.40; Travis Bentz – Travel Reimbursement, $20.00; Blue 360 Media – Traffic Law Manual, $92.82; Josh Boll – Travel Reimbursement, $20.00; City of Selby – Utilities, $119.46; Galls, LLC – Window Barrier, $790.95; Midcontinent Communications - $22.58; Mobridge Regional Hospital – Services, $96.00; MDU – Utilities, $366.89; Selby Oil Co – Vehicle Maintenance, $169.00

JAIL: Lewis Drug – RX Supplies, $22.89; Roberts County – Juvenile Boarding. $6600.00; Senior Nutrition Site – Inmate Meals, $120.00

**EXTENSION:** Midcontinent Communications – Services, $22.57

**RD & BR:** Agtegra Cooperative – Gas/Diesel, $1702.22; Anthony Weinzirl – Services, $15.00; Auto Value Aberdeen – Services, $68.00; Butler Machinery – Services, 1583.43; City of Java – Utilities, $18.00; City of Mobridge – Utilities, $49.25; City of Selby – Utilities, $69.05; Dustbusters enterprises – Supplies, $7802.92; Great Western Tire – Tires, $1157.51; Jensen Rock & Sand, Services, $5919.13; KLJ Engineering – Services, $7870.56; Matheson Tri-Gas, Inc – Tank Rental, $41.40; MDU – Utilities, $215.35; Premier Equipment – Parts, $118.40; Rohrbach Fencing – Supplies, $100.02; Uptown Market – Office Supplies, $17.98; Venture Communications – Phone/Internet, $273.70; Walworth County Register of Deeds – Filing Fee, $30.00

**EMERGENCY & DISASTER:** AT&T Mobility – Services, $87.73; Rees Communications – Base Radio for EOC Grant, $3940.02; The Open Canvas – Vinyl Door sign, $35.00

**SOLID WASTE:** TranSource – Supplies, $240.96

**SDACO M & P FUND:** M & P Remittance, $210.00

**PREPAID MEDICAL INS** – Wellmark Blue Cross Blue Shield – Group Insurance Premiums, $48,228.38

**PAYROLL / HEALTH INSURANCE:**

As required by SDCL 6-1-10, the complete September payroll paid by department was as follows:

COMMISSIONERS $4,418.37 Salaries $4,333.61 Insurance

AUDITORS: $9,863.17 Salaries $3,776.27 Insurance

TREASURERS: $7,432.54 Salaries $2,440.26 Insurance

STATES ATTORNEY: $13,668.98 Salaries $4,175.44 Insurance

COURTHOUSE: $2,918.50 Salaries $1,104.13 Insurance

DIRECTOR OF EQUALIZATION: $8,035.18 Salaries $2,640.18 Insurance

REGISTER OF DEEDS: $5,419.88 Salaries $1,628.85 Insurance

VETERAN’S: $1,261.08 Salaries

SHERIFF’S: $63,851.80 Salaries $6,624.78 Insurance

CORONER: $645.90

POOR RELIEF: $189.51 Salaries $67.27 Insurance

EXTENSION: $4,099.07 Salaries $1,568.01 Insurance

WEED & PEST: $37.74 Salaries

ZONING: $378.82 Salaries $143.04 Insurance

HIGHWAY: $41,105.95 Salaries $11,961.38 Insurance

EMERGENCY MANAGER: $3,518.78 Salaries $1,104.13 Insurance

LANDFILL: $15,544.24 Salaries $4,416.52 Insurance

**COMMISSIONER MINUTES:**

Holgard moved and Schilling seconded to approve the minutes from September 21, 2021 Voting Aye: 5; Nay; 0. The motion was adopted.

Schilling moved and Mohr seconded to approve the minutes from September 29, 2021 Voting Aye: 5; Nay; 0. The motion was adopted.

**PUBLIC FORUM:**

Mobridge mayor, Gene Cox was present to ask the Commissioners for landfill space to dispose of materials from a house which will be torn down on 2nd Ave West in Mobridge. Mohr proposed an even exchange for the Emergency Manager’s lease at the Firehall. Cain asked to abstain from this conversation. Cox will take this proposal to the Counsel about swapping services. Houck asked States Attorney Hare if this type of agreement is legal. Hare said, that it is. Houck asked the Auditor to place this topic on the next Commissioner Meeting’s agenda for October 19, 2021.

**HIGHWAY:**

Superintendent, Byre presented a notification from WEB Water which requires Commissioner Houck’s signature for a waterline placement. Byre spoke briefly on plat record #8992; regarding the section line trail improvements for access to the house location. Byre mentioned that the contractor will build the road and leave the county out of it.

Schilling asked to abstain this conversation. Byre suggested to look into special assessments. The road will be constructed as a secondary road. This will be addressed at the master Transportation Plan going forward. There were questions and concerns regarding special assessments.

**MOBRIDGE- POLLOCK SCHOOL:**

Commissioner Cain proposed to pay the Mobridge-Pollock School the underpaid fees from 2019 through part of 2021 in the amount of $177,947.61. The board will need to approve a Supplement to the 2021 budget prior to making this expenditure. Cain mentioned that we would need to publish a hearing for November 2, 2021 Commissioner meeting. Superintendent Schneider spoke of having to pay the state back money the school received during the underpayment period. He explained the sooner they receive the money from Walworth County, the sooner they Cain repay the state. Houck asked to entertain a motion to pay the school. Holgard said that we should wait to see what Selby School is going to do to pay the County back. Cagnones explained that Selby School is a totally different topic. The two should be separated. One is the Overage paid to Selby School, which Selby is figuring out how to repay the County in increments, and the second is the money owed to Mobridge School from the County, not owed to them by Selby School. Cagnones suggested the commissioners look at this as a past due bill which needs to paid now in one lump sum. Houck asked to entertain a motion to pay Mobridge-Pollock school today. Cain said, not today, first we need to advertise a hearing to supplement the 2021 budget. A hearing for November 2, 2021 will be published for two weeks.

**TREASURERS:**

Treasurer Geier notified that Commissioners of having a representative from State Archives some look at the Treasurer’s, Auditor’s and Register of Deeds’ archives. It was determined what can be taken to the State Archives building in Pierre, what items or documents needed to stay in storage and what could be surplus for destruction.

Cain moved and Mohr seconded to surplus old non-essential items and documents. Voting Aye: 5; Nay: 0. The motion was adopted.

**LANDFILL:**

Rob Kading from Webster Scale presented to the Commissioners, pictures of the condition of the current scale. He mentioned several deficiencies of the structure and ventilation. Kading suggested to have the scale replaced at approximately $79,000. The scale and all the work including the ventilation can be done in about 2 weeks. There was discussion on advertisement for bids with specifications. Cain talked about a supplement to the 2021 budget for this purchase. A hearing for November 2, 2021 to supplement the 2021 budget for this purchase will be advertised. Cain moved and Holgard seconded to advertise bids for November 2, 2021. Voting Aye: 5; Nay: 0. The motion was adopted.

**OPEN BIDS FOR LANDFILL COMPACTOR:**

Commissioner Houck opened Bids for landfill used compactor at 10:00 a.m. Only one bid was submitted.

Butler Machinery submitted 2 bids for a 2016 with 8,307 hours used Compactor.

Bid #1; $444,131 without a trade-in

Bid#2: 419,131 with a trade-in.

Delivery included, 30-day 50/50 parts warranty, one yearor1000 hour warranty, includes 4G set-u and training, two-year technology support included.

Chad Morgan explained that it will need cell phone service, perhaps from Verizon. Cell phone service is not included and Landfill will be responsible.

Holgard moved and Mohr seconded to accept Bid #2. Cain asked how the County will pay. Mohr explained that we will have a three-year contract. Chad Morgan said that the County can finance it by completing a credit application. The County can make annual payments. The trade-in is good enough to use as down payment, the first payment will be due in January 2022, and then two more annual payments in 2023 and 2024. The county has the ability to pay in full at any time without penalties. Cain move and Mohr seconded to amend Holgard’s original motion and add Contingent to receiving financing packet. Rollcall vote, Holgard: Aye; Mohr: Aye; Schilling: Aye; Cain: Aye; and Houck: Aye. The motion was adopted.

**LANDFILL:**

Consider motion to hire Randy Hanson to do the annual Landfill survey and train Lewus Morgan how to do the Landfill Permit Renewal. Schilling moved and Mohr seconded to hire Randy Hanson at a cost of $8,000. Rollcall, Holgard: Aye; Mohr: Aye; Schilling: Aye; Cain: Aye; and Houck: Aye. The motion was adopted.

**PERSONNEL HANDBOOK:**

Deb Kahl presented a few changes to the Employee Personnel Handbook.

Section 5.7 Overtime: Remove “The employee shall receive compensatory time off for any hours over 40 worked unless otherwise approved by the County Board of Commissioners; if the employee is given a choice between overtime and compensatory time”.

Section 6.5 Benefits: Remove Health Insurance; “County pays for 50% family premium”. Remove all of “Commissioners Full Benefits”. Remove Dental Insurance and Vision Insurance from Elected Officials, Appointed Officials and Regular Full-time employees.

Add to 7.13 Holidays: Add Juneteenth as a recognize Holiday.

Cain moved and Mohr seconded to approve the changes to sections 5.7 and 7.12 immediately. Rollcall vote: Holgard: Aye; Mohr: Aye; Schilling: Aye; Cain: Aye; and Houck: Aye. The motion was adopted.

Cain moved and Mohr seconded to approve the change to section 6.5 effective January 1, 2022. Rollcall vote: Holgard: Aye; Mohr: Aye; Schilling: Aye; Cain: Aye; and Houck: Aye. The motion was adopted.

**SHERIFF:**

Consider motion to approve a .50 cent hourly wage increase for Rochelle Forget as she has completed her 910-day probationary period. Mohr moved and Cain seconded. Rollcall vote, Holgard: Aye; Mohr: Aye; Schilling: Aye; Cain: Aye; and Houck: Aye. The motion was adopted.

**HEALTH INSURANCE:**

Sonja Nordbye, from Risty Insurance, presented her employee Wellmark Health Insurance proposal for the year 2022. Nordbye explained in detail the premiums and savings from two different plans. Risty Insurance will try to keep the lowest cost to the County. Auditor Cagnones reminded the Commissioners that Jesse Konold with Key Insurance would be presenting his Health Insurance proposals at the next meeting on October 19, 2021.

The Commissioners took a five-minute break at 11.33 a.m.

The Commissioners returned from their break at 11:38 a.m.

**COMMISSIONER:**

Cain spoke of paying Mobridge-Pollock School from the general fund. We would need to supplement the 2021 General Fund budget. Cain asked the Auditor if we can take the Secondary Road transfer from the Road and Bridge fund. Cagnones said she would ask the Legislative General Auditor and have an answer by the next Commissioner meeting. Cain asked for amotion to supplement the 2021 budget for a total of $218,552.92 to cover the budget for expenditures not anticipated. Cain moved and Mohr seconded to advertise for a County Supplement to budget hearing for two weeks. Voting, Aye: 5; Nay: 0. The motion was adopted.

**EXTENSION:**

Consider motion to accept the resignation of Alie Diaz effective October 20, 2021. Mohr moved and Cain seconded. Voting, Aye: 5; Nay; 0. The motion was adopted.

**BUDGET CUTS:**

Commissioner Holgard was asking to make a few budget cuts to the 2022 budget by deleting a floater position in the courthouse offices and a deputy position from the States Attorney’s office. Commissioner Houck reminded Holgard that the 2022 budget has already been approved and changes cannot be made. We would have to wait until January 2022 to make any supplement budget requests.

**JAIL:**

Holgard discussed the future of a jail. He wanted to take a serious look at the guys from Colorado and the Shopko building. Holgard mentioned the bond for a jail only. He also mentioned USDA financing. Houck and Cain questioned how the county would be paying for this new jail. Hare explained the difference between a Bond and an Opt Out. There was discussion on the amount of money needed to run a jail/transport. Cain explained that the 1.2 million Opt Out was to show the banks the County could pay back any loans. Sheriff Boll asked the board of commissioners to work collectively and not segregated. Cain asked to see a budget for a Jail. If we cut out the Sheriff’s department, by cutting out $500,000, the county is still about $200,000 in the red. In three years, the County will need to Opt Out. Cain also asked to put together a Bond proposal; either way, we would still need to come up with a budget.

**FUTURE OF WALWORTH COUNTY:**

Commissioner Cain said that some of the issues he wanted to bring up were brought up during the “Jail” discussion.

**OLD BUSINESS:**

No old business.

**NEW BUSINESS:**

**ADJOURNMENT:**

Holgard moved and Cain seconded that the Board of County Commissioners adjourn until the hour of 9:00 a.m. October 119th, 2021. Voting Aye: 5; Nay: 0. The motion was adopted.

**Full proceedings of this meeting of the Walworth County Board of Commissioners can be viewed from Walworth County’s Facebook page, Walworth County, Selby, SD.**

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**JIM HOUCK, CHAIRPERSON**

**ATTEST:**

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**EVA CAGNONES, AUDITOR**

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