

March 5, 2019

The Grant County Commission met at 8AM with Commissioners Buttke, Mach, Street and Tostenson present. Vice-Chairman Mach called the meeting to order. Commissioner Stengel was absent. Motion by Buttke and seconded by Tostenson to approve the minutes of the February 19, 2019 meeting. Motion carried 4-0. Minutes filed. Motion by Tostenson and seconded by Buttke to approve the agenda with deleting the 9:45 appointment on the Golf Course and moving item 4 from the consent agenda to the appointment time of with Todd Kays, Executive Director of First District. Motion carried 4-0.

Present from the public was Jim DeVaal.

The Vice-Chairman called for public comment. No one offered any comment.

**Highway: Highway:** Supt Schultz requested approval for ROW occupancy applications from Whetstone Valley Electric for work being completed in Grant Center and Melrose Twps. Motion by Street and seconded by Buttke to approve the following requests from WVEC. Motion carried 4-0.

1. ROW 2019-01, Section 14 and 23, Township 121, Range 48, (Melrose) on 145<sup>th</sup> St (Co. Rd 4)
2. ROW 2019-02, Section 19, Township 120, Range 49, (Grant Center ) at 472<sup>nd</sup> Ave and 151<sup>st</sup> St (Co. Rd 19)
3. ROW 2019-03, Section 20, Township 120, Range 49, (Grant Center) at 473<sup>rd</sup> Ave and 151<sup>st</sup> St (Co. Rd 12)
4. ROW 2019-04, Section 9 & 10, Township 120, Range 49, (Grant Center) at 475<sup>th</sup> Ave and 149<sup>th</sup> St (Co. Rd 25)
5. ROW 2019-05, Section 2 & 11, Township 121, Range 48, (Melrose) at 477<sup>th</sup> Ave and 143<sup>rd</sup> St (Co. Rd 2)

A discussion was held on a county road ROW ditch cleaned out by the landowner in Section 6 of Melrose Twp. Due to the depth of the clean out, the commissioners had concerns. This issue will be discussed again after the snow melt. **Bridges:** Motion by Tostenson and seconded by Buttke to approve Banner Associates for construction engineering services for the three bridge preservation projects for bridges 26-309-029, 26-352-030 and 26-360-032 with an estimated engineering cost of \$133,106.00 with the county share being 20%. Motion carried 4-0.

**Snow:** Supt Schultz reported on snow removal, equipment and pushing back snow in problem areas of some intersections. A discussion was held on hiring

independent contractors to help in certain areas of the County. Auditor Layher reported States Attorney Reedstrom had prepared an agreement for hiring an independent contractor. Also, the contractor would need to provide the County with a certificate of insurance indicating a general liability policy coverage level of one million and sign an affidavit of exempt status as required by the County's insurance. Motion by Tostenson and seconded by Buttke to authorize Supt Schultz to hire an independent contractor(s) at the rate of \$150 per hour provided all the hiring requirements for an independent contractor are met. Motion carried 4-0.

BIDS FOR FUEL

DATE	BIDDER	ETHANOL	DIESEL #1	DIESEL #2
2/05	UPI		2.45	
	Cenex		2.45	

UPI was the bidder approved based on delivery time for Diesel 1 at 2.45.

02/05	UPI		2.45(For Marvin)	
	Cenex		2.45(For Marvin)	

UPI was the bidder approved based on delivery time for Diesel 1 at 2.45.

02/11	UPI	2.199		
	Cenex	1.97		

Cenex was the low bidder for Ethanol at 1.97.

02/12	UPI		2.49	
	Cenex		2.50	

UPI was the low bidder for Diesel 1 at a cost of 2.49.

02/13	UPI		2.49(For Marvin)	
	Cenex		2.50(For Marvin)	

UPI was the low bidder for Diesel 1 at 2.49.

02/15	UPI		2.40	
	Cenex		2.55	

UPI was the low bidder for Diesel 1 at 2.40.

02/22	UPI	2.63	No Bid	No Bid
	Cenex	2.545	2.65	2.30

Cenex was the low bidder for Ethanol at 2.545 and the only bidder for Diesel 1 at 2.65 and Diesel 2 at 2.30.

02/27	UPI	2.13	2.57	
	Cenex	2.22	No Bid	

UPI was the low bidder for Ethanol at 2.13 and the only bidder for Diesel 1 at 2.57.

02/27	UPI		2.57	
	Cenex		No Bid	

UPI was the only bidder for Diesel 1 at 2.57.

**VSO:** Scott Malimanek met with the Commission to review case load, office procedures and office hours. Discussion was held on a full time versus a part-time position. An analysis of case load versus cost of position will be reviewed for budget planning purposes. Scott state he needs to purchase an electronic signature pad for when he needs to make home visits. The office hours established are 8 AM to 11:30 AM and 12:30 PM to 3:30 PM on Tuesday, Wednesday and Thursday.

**First District:** Todd Kays, Executive Director with First District Association of Local Governments, presented an update on staff activities and economic development activities of the First District in 2018. Todd briefly outlined the history of the planning district and provided the Commission with a copy of First District's activities in 2018 for Grant County. He reviewed current staffing levels with the planning district and noted they had assisted the due paying members in obtaining State and Federal grants/loans in the amount of over \$28,821,000. First District provides the County with GIS management, E-911 addressing, Zoning services, parcel data set, assistance with ordinances and EM grants and is a resource for personnel policies. **Contract:** Motion by Tostenson and seconded by Buttke to approve a contract in the amount of \$2100 with First District for parcel data layer creation for the towns of Stockholm, Strandburg and Twin Brooks. Motion carried 4-0.

**Sheriff:** Kevin Owen reported the January statistics as follows: Average Daily inmate population 2.71; Number of bookings 24; Work release money collected \$360.00; 24/7 Preliminary Breath Test (PBT) fees collected \$411.00; SCRAM (alcohol detecting bracelet) fees collected \$798.00; 24/7 PBT participants 4; SCRAM (Sobriety Program) participants 4; Calls for Service (does not include walk-in traffic) 329; Accidents investigated 3; Civil papers served 93; Cumulative miles traveled 5,176; 911 calls responded to (including Milbank) 83. **911 Annual Report:** The 2018 911 Annual report was reviewed. The fund balance at year end is \$18,233.67. The 911 Fund revenues were \$71,498.56 with \$85,790.51 of expenses. **Prisoner Housing:** Motion by Street and seconded by Buttke to approve signing the Codington County Detention Center agreement to house adult prisoners at a cost of \$85.00 per day. Motion carried 4-0. This contract is only utilized if we cannot house a prisoner locally. **Vehicle Purchase:** Sheriff Owen reported the Dodge Ram Police Special vehicle ordered through Nelson Auto Center in Fergus Falls is on hold as Chrysler is waiting on the emissions certification to be completed before production on the police vehicles are started. Sheriff Owen is going to check on the availability of ordering a Chevy Silverado truck off the State Bid list and cancelling the order for the Dodge due to the delay. He will report back to the Commission on the 19<sup>th</sup>.

**Travel:** Motion by Buttke and seconded by Street to approve travel for DOE Kathy Steinlicht and Deputy Assessor Casey Cameron to attend Annual Assessor's School in Deadwood and to approve expenses for 4-H Advisor Sara Koepke to attend Ag Safety Training in Huron. Motion carried 4-0.

**General Fund Report:** Auditor Layher reviewed the general fund cash analysis report. Under SDCL 7-21-18.1 the law states the general fund unassigned cash balance of the general fund may not exceed 40% of all general fund appropriations contained in the budget for the next fiscal year. The unassigned cash for December 31, 2018 is \$1,321,720.14 and the percentage is 24.06% of the 40% general fund cash test. This report is done by the modified accrual basis and includes accounts payable of \$29,146.40. Motion by Tostenson and seconded by Buttke to approve filing the report. Motion carried 4-0.

**Annual Report:** The 2018 Annual report was presented to the Commission who reviewed cash balances, changes in revenue and expense for 2018. The Commission also reviewed the Statement of Net Position, Statement of Activities, Revenue and Expense, Long Term Debt Schedule and a Budgetary Comparison Schedule for the General and Highway Fund of Government activities by type. The January 1, 2018 beginning net position was \$4,001,873.38 and the December 31, 2018 net position balance is \$4,402,988.13 indicating an increase of assets of \$401,114.75. Motion by Street and seconded by Buttke to accept the annual report as presented. Motion carried 4-0. The annual report is on file in the Auditor's Office. **TIF:** Motion by Tostenson and seconded by Buttke to designate the 401 TIF Bond Fund as a major fund for reporting purposes on the annual report to be consistent with past reporting for a detailed disclosure of the TIF Fund. Motion carried 4-0.

**Liens:** Motion by Tostenson and seconded by Street to approve Resolution 2019-04 to cancel county liens against persons who are known to be deceased with no assets. Motion carried 4-0. Resolution adopted.

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#### RESOLUTION TO DISCHARGE COUNTY AID LIENS

WHEREAS, the Grant County Auditor's Office furnished a lists of liens filed in the Register of Deeds Office and has recommended the discharge of these liens as the individuals who incurred these liens are determined to be deceased, with no assets; and

WHEREAS, as of February 1, 2019, these existing liens total approximately \$857,927.62.

NOW, THEREFORE BE IT RESOLVED by the Grant County Board of Commissioners, that the Register of Deeds and the Grant County Auditor are hereby directed to discharge the liens of known deceased from July 1, 1970 to the present time, as listed on file in the Auditor's Office.

Dated this 5<sup>th</sup> day of March, 2019.

Michael Mach, Vice-Chairman  
Grant County Commission

ATTEST:

Karen M. Layher  
Grant County Auditor

**Executive Session:** Motion by Tostenson and seconded by Buttke to enter into executive session at 10:52 AM for the purpose of a personnel issue(s) pursuant to SDCL 1-25-2 (1). Motion carried 4-0. Auditor Layher was present. Vice-Chairman Mach declared the meeting open to the public at 11:11 AM. No action taken.

**Consent:** Motion by Street and seconded by Buttke to approve the consent agenda. Motion carried 4-0.

1. Approve hiring of Jennifer Waniorek as shared Deputy for the Auditor and Register of Deeds Office effective February 25 at \$15.85 per hour
2. Approve hiring of David Spors as part time custodian effective February 13 at \$13.30 per hour
3. Declare surplus an office chair from the ICAP Office, fixed asset number 129, a Scotch Mac tape dispenser from the Library, fixed asset number 8760

**Unfinished Business:** None

**New Business:** Planning and Zoning Administrator Krista Atyeo-Gortmaker provided the Commission with a map of the wind energy system project locations. She also reported she will be meeting with some of the townships concerning the haul road agreements.

**Correspondence:** Auditor Layher reported Governor Noem has designated Friday April 19 and Monday April 22 for the States offices to be closed. As per the county policy to follow the state declared closings, the county offices will be closed on April 19 and 22.

**Claims:** Motion by Buttke and seconded by Tostenson to approve the claims as presented. Motion carried 4-0. AL'S BODY SHOP, repair 150.00; BERENS, supplies 139.80; BORNS GROUP, mailing expense 2,635.35; BRENDA L HOLTQUIST, prof service 73.50; CHS-BORDER STATES, LP gas 816.89; CITY OF MILBANK, water & sewer 536.69; CITY OF WATERTOWN, 911 surcharge 6,445.99; COLONIAL RESEARCH, supplies 139.56; DELORIS J RUFER, lib rent 100.00; EMERY PRATT, books 15.66; EQUIPMENT BLADES, cutting edges 480.00; FIRST BANK & TRUST, supplies 62.00; GALE GROUP, books 142.20; GRANT CO EC & DEV BD, 2<sup>nd</sup> qtr allocation 8,750.00; GRANT CO REVIEW, publishing 714.74; GRANT/ROBERTS AMBULANCE, allocation 2,458.33; HP, printer 1,854.08; ITC, phone & internet 1,209.29; KIBBLE EQUIP, repair & parts 850.68; LEON'S CLEANING SERVICE, prof service 755.60; LIBRARY SALES, books 256.55; LIBRARY STORE, supplies 152.88; MARK W ST MARTIN, prof service 32.00; MT LIBRARY, books 448.70; NELSON LAW OFFICE, allocation 4,088.98; NORTHWESTERN ENERGY, nat gas 2,109.97; NOVAK SANITARY SERVICE, shredding service 40.00; PAUL DUMMANN, reimbursement 5,350.00; PCMG, supplies 185.00; GRANT CO SHERIFF, postage 12.44; CROSSROADS, room 521.94; QUICK PRO LUBE, oil change 67.98; QUILL, supplies 127.20; RYAN MAGEDANZ, repair 80.82; SD PUB ASSURANCE ALLIANCE, insurance 81,757.20; SD STATE HIST SOCIETY, dues 40.00; SDAAO, registration 350.00; THE SHOP, repair 1,622.82; TWIN VALLEY TIRE, repair 36.00; UPI, ethanol & diesel fuel 10,382.13; VALLEY RENTAL, allocation 650.00; VISA, room, gas, books, registration 1,093.67; WHETSTONE VALLEY ELECTRIC, repair 43.54; WITTROCK & SON, garbage service 157.50. XEROX, copier rent 211.72. TOTAL: \$138,149.40.

It is the policy of Grant County, South Dakota, not to discriminate against the handicapped in employment or the provision of service.

The next scheduled meeting dates will be March 19 and April 2, 9 (Equalization) and 16, 2019 and at 8 AM. Motion by Buttke seconded by Street to adjourn the meeting. Motion carried 4-0. Meeting adjourned.

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Karen M. Layher, Grant County Auditor

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Mike Mach, Vice-Chairman, Grant County Comm.