

**Official Proceedings
County of Codington, South Dakota**

August 13, 2013

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, August 13th, 2013, at the Codington County Courthouse. Commission members present were: George Heller, Tyler McElhany, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman presiding.

AGENDA APPROVED

Motion by Johnson, second by Hanten, to approve the agenda, all present voted aye; motion carried.

MINUTES APPROVED

Motion by Hanten, second by McElhany to approve the minutes of August 6th, 2013; all present voted aye; motion carried.

MONTHLY REPORTS

Auditor, Cindy Brugman, reported work continues to enter data into the Total Vote program and work on tax levies for pay 2014 is also underway. **Director of Equalization, Shawna Constant**, reported the appraisal staff has completed approximately 50% of the re-appraisal area and sales through June have been reported to the SD Dept. of Revenue. Ms. Constant noted after the Dept. of Revenue reviews the sales submitted they will schedule an audit possibly in September.

DIRECTOR OF EQUALIZATION SALES RATIO AUDIT REPORTS

The Board and Director of Equalization, Shawna Constant, reviewed the audit report, received from the SD Dept. Revenue, which summarizes the sales information available in Codington County. The reports also review the resources the Director of Equalization has to establish the values in Codington County. The report noted the Director of Equalization office appears to be organized and all records are well maintained.

AUDITOR'S ACCOUNT WITH THE TREASURER/REGISTER OF DEEDS FEES

Motion by McElhany, second by Heller, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last day of July, 2013, all present voted aye; motion carried.

Cash on hand	\$ 4,320.70
Checks in Treasurers' possession	
less than 3 days	\$ 26,068.52
Credit Card Charges	\$ 642.67
Cash Items	\$ 402.75
TOTAL CASH ASSETS ON HAND	\$ 31,434.64
RECONCILED CHECKING	
Great Western Bank Checking (Memorial Park)	\$ 511.99
Reliabank Dakota	\$13,256,557.36
INVESTMENTS	
SD Public Funds Investment	\$ 6,969.54
CERTIFICATES OF DEPOSIT	
Peoples State Bank	\$ 200,000.00
TOTAL CASH ASSETS	\$13,495,473.53
General Ledger Cash Balance by Funds:	
General	\$ 7,781,919.61
General restricted cash	\$ 500,000.00

Sp. Revenue	\$ 4,446,205.28
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 756,936.79
(schools 142,861.73, townships 80,415.62; city/towns 55,154.12)	
TOTAL GENERAL LEDGER CASH	\$13,495,473.53

The Board noted the following report of fees as submitted by Register of Deeds, Ann Rasmussen: Total transactions in July were in the amount of \$33,446.50; with \$2,170.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

CLAIMS

Motion by Johnson second by McElhany, to approve for payment the following claims; all present voted aye; motion carried: 1st Choice Sewer & Septic Co 175.00 Rep, 1st Choice Sewer & Septic Co 150.00 Rep, A-Ox Welding Supply 10.20 Sup, Accreditation, Audit And 150.00 Train, Aason Engineering 7004.11 Rep, American Legion 106.00 Sup, Morris Anderson 10.74 Jury, AP Auto Pros 1343.54 Rep, Architecture Incorporated 12475.00 Pmt, Steven Arneson 27.76 Jury, Brock Asmussen 52.96 Jury, Aspen Tree Service 500.00 Rep, AT&T Mobility 70.33 Util, AT&T Mobility 141.83 Util, Janice Ausland 10.00 Jury, Austin Law Offices 8419.22 Svc, Graciela Barrantes 50.00 Svc, William Barrett 28.88 Wit, Clay Barton 20.00 Wit, Batteries Unlimited 100.00 Rep, Wendy Becking 24.80 Jury, Stephen Behlings 10.74 Jury, Wayne Beisch 11.48 Jury, Margaret Beitelspacher 12.22 Jury, Roger Benthin 86.00 Svc, Larry Bergh 28.50 Jury, Donald Beynon 10.74 Jury, Francis Blais 51.48 Jury, Scott A. Bohls 40.00 Cell, Borns Group 2276.73 Post, Linda Boyken 20.00 Wit, Boys & Girls Club 1000.00 Pmt, Bratland Law 2242.80 Svc, Brian's Glass & Door, Inc. 600.00 Rep, Robert Brist 25.00 24/7, Brown Clinic PLLP 1890.00 Svc, Brown Clinic - Main 1297.00 Svc, Burns Law Office 3399.40 Svc, Butler Machinery 371.82 Sup, Jonah Carlson 20.00 Wit, Sarah Caron 50.00 Jury, Carquest Auto Parts 96.14 Sup, Michael Carter 12.22 Jury, Cartney Bearing & Supply 100.80 Rep, Cartney Bearing & Supply 12.96 Rep, Cass-Clay Creamery 1913.60 Sup, Centurylink 37.39 Util, Centurylink 718.89 Util, Clausen Construction 12053.59 Rep, Codington Clark Electric 35.62 Util, Codington County Highway Dept. 11197.33 Rep, Codington County Treasurer 2.75 Post, Denise Cody 15.00 Svc, Cole Papers, Inc. 2253.02 Sup, Connecting Point Computer Cent 1949.15 Maint, Shawna Constant 566.70 Trav, Douglas Cook 56.66 Jury, County Fair Foods 176.50 Sup, Crawford Funeral Chapel 3952.00 Svc, Credit Bureau Of Watertown Inc 1105.45 Pmt, Culligan Water Conditioning 180.25 Sup, David Curtis 40.00 Cell, Custom Fabricators, Inc 1285.00 Equip, Danko Emergency Equipment 272.23 Sup, Data Truck 39.99 Maint, DETCO 217.08 Sup, Doug's Anchor Marine 1145.60 Rep, Dugan Sales & Service 45.00 Rep, Martie Dvorak 76.24 Wit, Bimbo Foods, Inc 1067.02 Sup, East Dakota Water Development 303.88 July Apportionment, Elite Signs & Graphix 970.00 Equip, EMC Insurance Companies 208.00 Ins, Empire Pizza 52.09 Sup, Endres Welding 390.00 Sup, John Engels 40.00 Cell, Engelstad Electric Co. 388.03 Rep, Dennis Engelstad 51.48 Jury, ESE Ind Inc 325.00 Maint, Lester Fairchild 20.00 Wit, Family Dental Center 230.00 Svc, Farnams Genuine Parts 179.67 Rep, Farnams Genuine Parts 92.99 Rep, Fed Ex 19.60 Sup, First District Assn Of Lcl Gov 6866.79 Svc, Flint Hills Resources 345042.84 Sup, Florence Fire Dept 3439.95 Pmt, Town Of Florence 25.00 Util, Allison Forbush 103.00 Trav, Frantzen Reporting 67.70 Svc, Galls, An Aramark Company 680.00 Equip, GCR Tire Center 2576.40 Sup, GCR Tire Center 1883.45 Rep, Genoa Healthcare/Watertown 317.61 Sup, David Gibbs 40.00 Cell, Grainger 337.68 Rep, Green, Roby, Oviatt, 4158.33 Svc, Michael Gubka 40.00 Cell, Greg Hammerstrom 55.92 Jury, Joseph Haukos 42.20 Wit, Henry Fire Dept 1879.66 Pmt, Town Of Henry 136.10 Util, Jeff Hershman 25.00 Cell, Heyner Welding, Inc 416.76 Rep, Hillyard Floor Care Supply 1668.03 Rep, William Hoff 40.00 Cell, David M Hosmer Law Office Pc 161.28 Svc, Preston Hoss 10.74 Jury, Brad Howell 40.00 Cell, Bridget Huber 10.74 Jury, Human Service Agency 15792.25 Svc, Hurkes Implement Co. 210.30 Rep, HyVee #1871 Accts Receivable 781.67 Sup, Interlakes Community Action 986.83 Pmt, Intoximeters 627.50 24/7, JAGO Designs 2248.50 Web, Jeff's Vacuum Center 32.95 Sup, Jeffrey Jenson 12.22 Jury, Johnson Controls, Inc. 4179.45 Rep, Paul Johnson 583.33 Svc, Wyatt Johnson 20.00 Wit, Nicole Kannas 55.92 Jury, Karl's 89.98 Rep, Marty Karnopp 40.00 Cell, Joan Kittelson 15.00 Svc, Steven Kjenstad 10.74 Jury, Amy Kjetland 50.74 Jury, John D Knight 1757.20

Svc, Knology 49.95 Util, Knology 376.13 Util, Anne Kriese 19.62 Jury, Lacial Equipment 2600.06 Sup, Lewis & Clark Bhs 745.00 Svc, Lewno Law Office 223.96 Svc, Lincoln Co Treasurer 162.75 Svc, June Lindner 10.74 Jury, Janet Little 11.48 Jury, Jodi Loehrer 256.76 Trav, Linda Lohr 50.74 Jury, Irvin Lonneman 50.74 Jury, Lana Lunde 50.74 Jury, Leland Lutz 11.48 Jury, Lyle Signs Inc. 1353.77 Sup, M & T Fire And Safety 105.00 Sup, Zara Maag 20.00 Wit, Macksteel Warehouse, Inc. 9.75 Sup, Mac's Inc. 657.37 Sup, Mac's Inc. 81.83 Rep, Mahowald's 65.73 Rep, Mahowald's 26.47 Sup, Beth Mantey 20.00 Wit, Marco, Inc 354.40 Rent, Barbara Martenson 17.00 Trav, Russell Mathews 40.00 Cell, Menards 553.49 Rep, Menards 42.41 Rep, Diane Merchant 17.00 Trav, Midcontinent Communications 275.00 Util, Midwest Grinding Inc 9749.16 Improv, Milbank Communications 325.52 Rep, Minnehaha County Auditor 157.50 Svc, Moe Oil Company 670.65 Sup, Jamie Monson 103.00 Trav, Bonnie Morgans 20.00 Wit, Jean Moulton 50.74 Jury, Mount Hope Cemetery 766.00 Svc, Municipal Utilities 12509.87 Util, Municipal Utilities 342.78 Util, NACRC 55.00 Dues, Sarah Neuhauser 16.66 Jury, Brandon Nikodym 40.50 Wit, Northern Con-Agg LLP 13282.92 Sup, Northwestern Energy 153.81 Util, Yanira Novoa 300.00 Svc, Obrien County Sheriff's Office 45.00 Svc, ODB Company 1176.35 Sup, Office Peeps, Inc. 290.86 Sup, Office Peeps, Inc. 2461.79 Sup, Jerrod Olson 40.00 Cell, Ottertail Power Co. 21.17 Util, Paternity Testing Corporation 1425.00 Svc, Michelle Pederson 103.00 Trav, Pelican Plaza 110.00 Asst, Pennington County Sheriff 459.00 Trav, PMB 0112 230.51 Util, Prairie Lakes Health Care Cent 367.74 Svc, Prairie Lakes Health Care Cent 2538.00 Svc, PRIA 390.00 Reg, Pro-Build 20.23 Rep, Shawn Purinton 20.00 Wit, Redlinger Bros. 898.17 Rep, Adam Reeves 20.00 Cell, Brian Richter 40.00 Cell, Emily Riley 51.48 Jury, Jeffrey Ringgenberg 12.22 Jury, Angela Rojas 68.82 Wit, Ron's Saw Shop 408.07 Rep, Rons Small Engine 53.46 Rep, Ryan Root 10.74 Jury, Runnings 206.29 Sup, Sanford Watertown Occupational 268.00 Svc, Terrance Satterlee 1500.00 Svc, David Schaefer 840.47 Reimb, Gwendolyn Schenecker 10.74 Jury, Rick Or Angie Schliesman 240.00 Rent, Andrew Schmidt 76.24 Wit, Jean Schmitt 56.66 Jury, Schrader's 12.00 Unif, Schuchard's Westside GMC 223.21 Rep, Schuneman Equipment 1.99 Rep, SD Attorney General's Office 271.00 24/7, SD Department Of Revenue 1286.00 Pmt, SDHSC 600.00 Svc, SD State Treasurer 336508.32 August Remittance, SDACO 1000.00 Pmt, SDN Communications 1129.09 Util, Melissa Sears 89.00 Trav, Securus Technologies 2800.00 Sup, John Selmo 52.22 Jury, Service Plus, Inc 381.96 Rep, Sheehan Cycle 120.43 Rep, Shepherd Reporting LLC 66.00 Svc, Joanne Singrey Johnson 54.44 Jury, Sioux Valley Coop 11837.45 Sup, Sioux Valley Coop 25209.98 Sup, Sioux Valley Greenhouses 1582.02 Sup, Jill Sorensen 10.74 Jury, South Shore Fire Dept 2980.12 Pmt, South Shore Gazette 1194.77 Pub, Town Of South Shore 36.00 Util, Star Laundry 161.25 Sup, Star Laundry 34.11 Sup, State Radio Communications 2640.00 Util, Joshua Steidl 54.44 Jury, Sutton Law Office Pc 10812.63 Svc, Scott Swanson 25.00 Cell, Blake Swenson 20.00 Wit, Karna Swenson 20.00 Wit, Heidi Thorson 112.00 Trav, Mark Thorson 12.22 Jury, Titan Machinery 556.88 Rep, Toshiba Financial Services 497.88 Rent, Trav's Outfitter Inc 4565.00 Sup, Truenorth Steel 7897.20 Sup, Bob Urevig 14.44 Jury, Us Foodservice Inc 12594.95 Sup, Verizon Wireless 782.10 Util, Great Western Bank 105.81 Pmt, Great Western Bank 246.86 Pmt, Susan Wagner 20.00 Wit, Tom Walder 40.00 Cell, Wallace Fire Dept 1061.03 Pmt, Walmart Community 470.55 Sup, Warne Plumbing & Heating 66.30 Rep, Watertown City Finance Office 124.42 Sup, Watertown City Finance Office 69673.19 Pmt, Watertown Ford 105.54 Rep, Watertown Lawn & Garden 75.00 Rep, Watertown Public Opinion 1757.89 Pub, Thomas Weeks 50.74 Jury, Sandra Wegter 17.00 Trav, Tamara Weinkauff 52.96 Jury, Wells Fargo Securities, LLC 46068.90 Pmt, West Payment Center 705.50 Sup, Wiles & Rylance, LLP 3415.80 Svc, Larry Winkelman 12.22 Jury, Wireless World 559.92 Util, Toby Wishard 40.00 Cell, Watertown Landfill 8.29 Rep, WW Tire Service Inc 1561.16 Sup, WW Tire Service Inc 5.00 Rep, Xerox Corporation 124.11 Sup, Yankton Co. Sheriff 75.00 Svc, Yankton Co. Treasurer 531.25 Svc, Ann York 50.74 Jury

2014 BUDGET APPROPRIATION REQUESTS

Motion by Johnson, second by McElhany, to appropriate \$5,000.00 from Commissioners Contingency for a one-time payment, in December 2013, for Critical Incident Team Training, as requested by Dr. Charles Sherman and Melissa Magstadt at the Board's meeting held August 6, 2013; all present voted aye; motion carried. Motion by Hanten, second by McElhany, to appropriate \$20,000.00, within the 2014 Provisional

Budget, for the Watertown Resource Center as requested at this Board's meeting on August 6th. During discussion it was noted that this appropriation is subject to change during the public hearings held in September before the Board approves the Provisional budget as the official Annual budget. Discussion was also held regarding making a request to Watertown Resource Center representatives to come back before this Board with additional information to support their request of \$20,000.00. Upon vote of the Board; all present voted aye; motion carried.

HIGHWAY PATROL OFFICE LEASE AGREEMENT

Motion by Johnson, second by Hanten, to authorize the Chairman to sign a three year lease agreement, with the SD Dept. of Public Safety-SD Highway Patrol, for office space located in the Detention Center. The proposed lease agreement calls for monthly payments of \$351.74 per month in 2014; \$400.33 per month in 2015; and \$424.62 per month in 2016. Upon vote of the Board; all present voted aye; motion carried.

CLOSING AUDIT COMMENTS

Brenda Colombe, SD Dept. of Legislative Audit, reviewed her audit findings with the Board for the time period January 1, 2011 through December 31, 2012. Mrs. Colombe noted there are no written comments, no material weaknesses or significant deficiencies during this audit period. Discussion was held regarding several immaterial deficiencies to internal controls which have been discussed with the appropriate Departments. Motion by Johnson, second by Hanten, to authorize the Chairman to sign the management representation letter pertaining to this audit period, all present voted aye; motion carried.

EQUIPMENT PURCHASE LIMIT

Motion by Hanten, second by McElhany, to increase the amount from \$1,000.00 to \$2,000.00 for equipment purchases requiring approval of the Board of County Commissioners; all present voted aye; motion carried.

2014 BUDGET REVIEW

Sheriff, Toby Wishard and Chief Correctional Officer, Tom Walder, reviewed 2014 budget requests for the Detention Center, 24/7 Fund, and Sheriff's Office.

TRAVEL REQUESTS

Motion by Hanten, second by McElhany, to approve the following travel request; all present voted aye; motion carried: Deputy Extension Office Coordinator, Crystal Neale, to assist with 4-H exhibits at the SD State Fair.

PERSONNEL CHANGES

Motion by Hanten, second by Johnson, to approve the following personnel change; all present voted aye; motion carried: Correctional Officer, Wesley Jennings; step increase from step 2/\$16.73 per hour to step 3/\$17.27 (includes educational incentive); effective upon 2080 hours of employment; submitted and approved by Chief Correctional Officer, Tom Walder.

BUILDING STUDY

Commissioner Hanten advised the Board that a meeting with Architecture Inc. will be held at 10:00 a.m., Wednesday, August 14th, in the office of the County Commissioners. Discussion was held regarding the possibility of touring the Court facilities in Mankato, Minnesota.

OTHER MATTERS

Commissioner Johnson asked for volunteers, from this Board, to assist with the PACH program on Thursday, September 12th at 6:30 p.m. Several members of this Board will attend the quarterly meeting of

the Sioux Valley Commissioners Association, at 12:00 noon, on Monday, August 19th, at Saint Paul's Lutheran Church in Clear Lake.

BOARD RECESS

The Board recessed at 10:06 a.m. to observe a County Tax Deed Property auction on the front steps of the Courthouse. The Board returned to regular session at 10:21 a.m.

TAX DEED PROPERTY SALE

The County conducted a tax deed property sale, by public auction, at 10:00 a.m., on the front steps of the Codington County Courthouse. The auction was conducted by Sheriff, Toby Wishard. Six parcels of property were sold and the sale will be approved at the Board's meeting to be held on Tuesday, August 20th, 2013.

EXECUTIVE SESSION

Motion by Johnson, second by Hanten, to enter into executive at 10:21 a.m., for the purposes of discussing contractual matters and contract negotiations; all present voted aye; motion carried. The Board returned to regular session at 10:53 a.m.; no action was taken.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by McElhany, to adjourn at 10:53 a.m., until 9:00 a.m., Tuesday, August 20th, 2013; all present voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

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