

**Official Proceedings**  
**County of Codington, Watertown, South Dakota**  
**Codington County Courthouse**  
**14 1<sup>st</sup> Ave SE**

December 8, 2015

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 8<sup>th</sup>, 2015, at the Codington County Courthouse. Commission members present were: Lee Gabel, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Tyler McElhany was absent; 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 Gabel, to approve the minutes of December 1<sup>st</sup>, 2015; all present voted aye; motion carried.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported budgets are being tracked for end of year balances and tax levies have not been approved by the Dept. of Revenue at this time.

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

Motion by Hanten, second by Johnson, 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 November 2015, all present voted aye; motion carried.

Cash on hand	\$ 14,313.76
Checks in Treasurers' possession	
less than 3 days	\$ 158,523.91
Credit Card Charges	\$ 12,319.32
Cash Items	\$ 17.11
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$ 185,174.10</b>
<b>RECONCILED CHECKING</b>	
Great Western Bank Checking (Memorial Park)	\$ 1,860.33
Reliabank Dakota	\$17,529,205.00
<b>INVESTMENTS</b>	
SD Public Funds Investment	\$ 6,972.41
<b>CERTIFICATES OF DEPOSIT</b>	
Home Federal Bank	\$ 1,200,000.00
Reliabank Dakota	\$ 200,604.93
<b>TOTAL CASH ASSETS</b>	<b>\$19,123,816.77</b>
<b>General Ledger Cash Balance by Funds:</b>	
General	\$ 10,629,245.57
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 5,807,695.65
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 2,176,463.70
(schools 1,427,785.71, townships 53,968.87; city/towns 217,453.43)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$ 19,123,816.77</b>

Codington County, December 8, 2015

The Board noted the report of fees as submitted by Register of Deeds, Ann Rasmussen: Total transactions in the month of November were in the amount of \$24,492.00; with \$1,400.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

### **CLAIMS APPROVED**

Motion by Johnson, second by Hanten, to approve for payment the following claims; all present voted aye; motion carried: 2nd Street Station 578.75 Conf, Accreditation, Audit And 150.00 Svc, A&B Business Solutions 660.00 Maint, Benjamin Albright 10.84 Jury, Andor, Inc. 878.50 Rep, Carol Asmussen 11.68 Jury, AT&T Mobility 144.98 Util, Shelby Bailey 18.40 Jury, Bauer Law Office Pc 819.00 Svc, Beacon Center 1000.00 Pmt, Laurie Beaner 28.48 Jury, Allen Benck 25.00 Utilities, Benco Products, Inc 272.85 Sup, Bendix Imaging Incorporated 168.99 Sup, Matthew Block 35.20 Jury, Scott A. Bohls 40.00 Cell, Larry Borkhuis 13.36 Jury, Borns Group 2943.43 Post, Boys & Girls Club 1000.00 Pmt, Brian's Glass & Door, Inc. 20150.00 Rep, Elmer Brinkman 11.68 Jury, Brown Clinic Pllp 3988.00 Svc, Brownlee Construction 176153.14 Supplies, Burns Law Office 3422.40 Svc, Jenelle Bussard 58.40 Jury, Dan Busta 25.00 Utilities, Butler Machinery 43.85 Repairs/Maint., C & R Supply 70.00 Sup, Jeff Case 25.00 Utilities, Cash-Wa Distributing 1036.33 Sup, Castlewood School District 1554.19 November 2015 Apport, Centurylink 37.40 Util, Centurylink 733.12 Util, Charm-Tex, Inc 128.00 Sup, Lori Christensen 23.44 Jury, Chuck's Bike & Lock Shop 22.40 Sup, Denise Cody 81.00 Svc, Cole Papers, Inc. 2115.97 Sup, Compass Counseling 1800.00 Svc, Connecting Point Computer Cent 3214.95 Sup, Shawna Constant 25.00 Cell, Consulting Radiologists, Ltd 26.00 Svc, Marcilyn Cornelius 10.84 Jury, Gregory Cornell 160.08 Jury, County Fair Foods 191.25 Sup, Creative Visions 150.00 Svc, Credit Collections Bureau 28.24 Svc, Crescent Electric Supply Co. 95.24 Rep, Crestone Builders, Inc 1000.00 Rep, Culligan Water Conditioning 139.75 Sup, David Curtis 40.00 Cell, D K Diesel 1850.00 Supplies, Maci Dahl 35.88 Wit, Danko Emergency Equipment 315.61 Sup, Cindy Dargatz 10.84 Jury, Eric Dargatz 25.00 Utilities, Matt Dargatz 25.00 Utilities, Data Truck 39.99 Util, Den Herder & Hosmer Law Office 170.68 Svc, Deuel School District 620.86 November 2015 Apport, Chris Devine 53.36 Jury, Dexter Township 4154.48 November 2015 Apport, Jamie Dolen 25.00 Utilities, Doug's Anchor Marine 141.40 Rep, Margaret Doyen 10.84 Jury, Dugan Sales & Service 59.95 Rep, Ashley Durham 10.84 Jury, Bimbo Foods, Inc 853.72 Sup, East Dakota Water Development 3841.82 November 2015 Apport, Eden Township 2414.16 November 2015 Apport, Ellyson Law Office 334.08 Svc, Elmira Township 2797.75 November 2015 Apport, EMC Insurance Companies 4343.57 Ins., Calvin Engels 25.00 Utilities, Engelstad Electric Co. 1200.00 Rep, Family Cosmetic & Implant 795.00 Svc, Farnams Genuine Parts 261.94 Supplies, Megan Flannery 11.68 Jury, Town Of Florence-Peggy Lindahl 45.05 Utilities, Florence School Dist. 116266.63 November 2015 Apport, Town Of Florence 867.77 November 2015 Apport, Robert Florey 10.84 Jury, Ryan Foltz 10.84 Jury, Sandra Fonder 142.50 Svc, Allison Forbush 25.00 Cell, Connie Fox 10.84 Jury, Fuller Township 3474.37 November 2015 Apport, Galls, An Aramark Company 149.66 Sup, Bill Garnos 1856.00 Svc, GCR Tires & Service 1153.21 Rep, Genoa Healthcare/Watertown 1110.30 Sup, Germantown Township 3429.15 November 2015 Apport, Kayla Giebler 11.68 Jury, Vickie Giese 12.52 Jury, Darius Glab 157.56 Jury, Glacial Interactive Inc 82.50 Svc, Brenda Glover 155.04 Jury, Becky Goens 69.40 Trav, Cami Gottsleben 11.68 Jury, Graceland Township 2304.56 November 2015 Apport, Grainger 517.98 Rep, Green, Roby, Oviatt, 4210.09 Svc, Michael Gubka 40.00 Cell, Guest House Motor Inn 350.00 Rent, Justin Halajian 25.00 Cell, Hamlin Codington Regional Lib. 4219.99 November 2015 Apport, Hamlin School District 8545.41 November 2015 Apport, Brenda Hanten 94.08 Trav, Rick Hartley 40.00 Utilities, Delores Haugan 10.84 Jury, Jessica Haugen 160.08 Jury, Andrew Hawkins 155.04 Jury, Dave Hedding 25.00 Utilities, Ashley Heinrich 155.04 Jury, Henry School District 67989.90 November 2015 Apport, Henry Township 3820.50 November 2015 Apport, Town Of Henry 1992.60 November 2015 Apport, Jeremy Herrboldt 113.65 Trav, Jeff Hershman 25.00 Cell, Maynard Heuer 10.00 Jury, Lisa Heyn 17.56 Jury, Hillyard Floor Care Supply 2715.50 Sup, Michael Hintz 26.80 Jury, John W Hock Company 3864.01 Rep, Daniel Hoffman 65.12 Jury, Joan Hohnstadt 11.68 Jury, Michael Holey 11.68 Jury, Rick Holinka 25.00 Utilities, James Hoppe 50.00 Jury, Brad Howell 40.00 Cell, Human Service Agency 7812.50 Svc, HyVee #1871 Accts Receivable 2608.50 Sup, Interlakes

Community Action 2377.80 Pmt, Interstate Battery 512.52 Sup, Intoximeters 600.00 Sup, James & Larson Law 480.00 Svc, Christopher Johnson 11.68 Jury, David Johnson 11.68 Jury, Gene Johnson 10.84 Jury, Marc Johnson 10.84 Jury, Dave Jones 11.68 Jury, Scott Jongbloed 750.00 Grant, Kampeska Township 3450.51 November 2015 Apport, Jenna Kannas 51.68 Jury, Marty Karnopp 40.00 Cell, John Kays 28.48 Jury, Norma Kearney 10.84 Jury, Austin Keinast 14.20 Jury, The King Corporation 371.00 Rep, Kingslien And Associates 1431.25 Svc, Sherrill Kluckman 11.68 Jury, Doreen Kludt 12.52 Jury, Patricia Knutson 51.68 Jury, Claire Konold 10.00 Jury, David Korth 24.28 Jury, Julianne Kranz 155.04 Jury, Town Of Kranzburg 193.67 November 2015 Apport, Kranzburg Township 4057.47 November 2015 Apport, Ashli Kurtenbach 11.68 Jury, Penny Labore 17.56 Jury, Lake Area Veterinary Clinic 90.00 Svc, Lake Kampeska Water Proj. Dist 6237.35 November 2015 Apport, Lake Pelican Watershed 5742.77 November 2015 Apport, Lake Township 3260.28 November 2015 Apport, Debra Larson 10.84 Jury, J.H. Larson Electrical Co. 198.28 Rep, John Larson 10.84 Jury, Lawson Products 248.64 Supplies, Darrell Leimkuhl 11.68 Jury, Leola Township 1534.79 November 2015 Apport, Lewis & Clark Bhs 800.00 Svc, Lewno Law Office 756.46 Svc, Daniel Lindner 10.84 Jury, Toby Lindner 11.68 Jury, Luis Lindsey 11.68 Jury, L.L. Harder, Inc 126.00 Rep, Jodi Loehrer 186.30 Cell, Lyle Signs Inc. 395.21 Sup, M & T Fire And Safety 23.00 Supplies, Mac's Inc. 198.02 Sup, Leon Mack 20.08 Jury, Macksteel Warehouse, Inc. 141.72 Sup, Macksteel Warehouse, Inc. 13.86 Repairs/Maint., Lovetta Magee 11.68 Jury, Mahowald's Hardware 5.99 Supplies, Mahowald's 31.84 Sup, The Maintenance Shop 1402.92 Rep, Marco, Inc 266.20 Rent, Mark's Auto 42.00 Rep, Marshall County 635.84 Svc, Blaine Martian 175.20 Jury, Russell Mathews 40.00 Cell, Kelly Matteson 14.20 Jury, Chad McMillan 15.04 Jury, Michael Meadows 18.40 Jury, Menards 59.83 Sup, Menards 144.70 Supplies, Donald Meyer 10.84 Jury, Midcontinent Communications 651.84 Util, Milbank Communications 115.62 Rep, Ashley Miller 20.00 Wit, Brooke Miller 50.32 Wit, Jamie Miller 32.26 Wit, Marcella Miller 10.00 Jury, Micah Miller 20.00 Wit, Jacob Moes 11.68 Jury, Steve Molengraaf 22.00 Trav, Steven Molengraaf 157.56 Jury, Jamie Monson 12.50 Cell, Luke Muller 63.47 Reimb, Municipal Utilities 11607.82 Util, Municipal Utilities 700.97 Utilities, Muth Electric 110.15 Rep, Muth Electric 23401.00 Equip, Kathey Mutziger 10.00 Jury, National Assoc Of Counties 545.00 Pmt, Crystal Neale 12.65 Trav, Bonnie Neuberger 15.88 Jury, Neurology Associates, Pc 378.00 Svc, Edith Noeldner 12.52 Jury, North Marsh Lake Watershed 74.06 November 2015 Apport, Northern Truck Equipment 26894.00 Equipment, Northwestern Energy 168.42 Utilities, Cindi Novy 10.84 Jury, Chelsea Nygaard 52.52 Jury, Office Peeps, Inc. 7848.94 Sup, Office Peeps 9.34 Supplies, Jerrod Olson 40.00 Cell, Ottertail Power Co, 32.19 Utilities, Dana Patten 10.84 Jury, Judith Pederson 10.84 Jury, Krystle Pederson 10.00 Jury, Michelle Pederson 25.00 Cell, Pelican Township 3599.09 November 2015 Apport, Pennington County Jail 299.35 Trav, Kevin Person 11.68 Jury, Larry Petersen 152.52 Jury, Sarah Petersen 49.99 Reimb, Bryce Peterson 12.52 Jury, Pharmchem Inc 150.00 Sup, Phipps Township 2422.20 November 2015 Apport, Randy Pickrel 54.20 Jury, James Pieper 12.52 Jury, Jeffrey Pike 14.20 Jury, NPC International 65.96 Sup, PMB 0112 169.77 Util, Prairie Lakes Health Care Cent 6113.77 Svc, Print 'Em Now 58.00 Sup, Rauville Township 3965.44 November 2015 Apport, Ryan Redlin 13.36 Jury, Adam Reeves 40.00 Cell, Cathryn Rehfuss 15.00 Svc, Dustin Reuer 12.52 Jury, Janine Rew-Werling 16.72 Jury, Richland Township 2029.52 November 2015 Apport, Brian Richter 40.00 Cell, Anne Riley 155.04 Jury, Darian Riter 24.28 Jury, Robyn Riter 1.68 Jury, Robyn Riter 25.00 Utilities, Jody Roberts 18.40 Jury, Shahara Roe 12.52 Jury, Roethler Construction 23388.54 Rep, Rosenbauer South Dakota, Llc 55.01 Rep, Tiffany Rossow 46.38 Wit, Gayleen Rothenberger 14.20 Jury, Don Rowland 750.00 Grant, Runnings 32.54 Sup, Dawn Russell 319.60 Svc, Kiko Salisbury 20.00 Jury, Sanford Watertown Occupational 134.00 Svc, Terrance Satterlee 1500.00 Svc, Sharon Sattler 10.00 Jury, Tyler Schaack 66.80 Jury, Dean Schaefer Court Reporting 471.00 Svc, Ronald Schimmel 13.36 Jury, Trever Schimmel 40.00 Cell, Brittany Schomaker 10.84 Jury, Linda Schumacher 11.68 Jury, Schuneman Equipment Co 111500.00 Equipment, Schuneman Equipment 154.70 Repairs/Maint., Brad Schwinger 25.00 Utilities, SD Attorney General's Office 289.00 Pmt, SD Department Of Revenue 1260.00 Pmt, S.D. Federal Property 11.00 Sup, SD State Treasurer 378851.25 November Remittance, SDAAO 330.00 Dues, SDACC 4311.78 Dues, SDACO 794.00 Fees, SDACO 2430.89 Dues, Sdae4-Hp 120.00 Dues, SDN Communications 1151.23 Util, Melissa Sears 25.00 Cell, Securus Technologies 3617.00 Sup, Jordan

Seehafer 92.58 Wit, Heidi Selchert 25.00 Cell, Sheridan Township 4165.70 November 2015 Apport, Sherwin Williams 26.45 Rep, Sioux Valley Coop 4015.46 Fuel, Sioux Valley Greenhouses 42.00 Rep, Sioux Valley Coop 16828.80 Supplies, Ricky Small 120.00 Utilities, Ryan Small 10.84 Jury, Jennifer Soupir 11.68 Jury, South Dakota Dept. Of Transpor 21126.08 Repairs/Maint., Town Of South Shore 110.00 Utilities, South Shore Gazette 1055.19 Pub, Town Of South Shore 2314.55 November 2015 Apport, Darwin Stadley 10.84 Jury, Star Laundry 72.17 Sup, Star Laundry 107.60 Supplies, State 4-H Office 133.75 Sup, State Bar Of South Dakota 1245.00 Dues, State Industrial Products 265.89 Rep, Casey Strong 10.00 Jury, Sutton Law Office Pc 15028.06 Svc, Karen Swanda 66.00 Svc, Scott Swanson 25.00 Cell, Sysco North Dakota 12057.53 Sup, Casey Taylor 13.36 Jury, David Thyen 195.36 Jury, Productivity Plus Account 136.75 Repairs/Maint., Lilly Toben 61.16 Wit, Toshiba Financial Services 285.96 Rent, Trav's Outfitter Inc 109.99 Sup, Ultramax 956.00 Sup, Vast Business 410.32 Util, Vast Broadband 49.95 Utilities, Verizon Wireless 478.11 Util, Great Western Bank 329.29 Travel & Conf., Great Western Bank 932.87 Pmt, Lori Waba 14.20 Jury, Amanda Walder 10.00 Jury, Tom Walder 40.00 Cell, Town Of Wallace 670.59 November 2015 Apport, Walmart Community 985.47 Sup, Walmart Community 5.96 Supplies, Kay Ward 11.68 Jury, Todd Warne 35.93 Utilities, Arlan Warwick 20.08 Jury, Watertown City Finance Office 211414.25 November 2015 Apport, Watertown Fire & Ambulance 250.00 Svc, Watertown Ford 20.21 Rep, Watertown Public Opinion 1300.98 Pub, Watertown School District 1123212.07 November 2015 Apport, Waverly School District 99575.47 November 2015 Apport, Waverly Township 3088.90 November 2015 Apport, Webster Area School Dist #18-5 10021.18 November 2015 Apport, Kali Weelborg 155.04 Jury, West Payment Center 92.25 Pmt, Westside Animal Clinic Pc 156.95 Svc, Wheelco 112.64 Supplies, Wight & Comes Funeral Chapel 2575.00 Svc, Toby Wishard 40.00 Cell, Dean Woods 25.12 Jury, WW Tire Service Inc. 3699.12 Supplies, Yankton Co. Sheriff 75.00 Svc, Yankton Co Treasurer 541.75 Svc.

#### **REGISTER OF DEEDS EQUIPMENT REQUEST**

Motion by Hanten, second by Johnson, to authorize the purchase of a HP Laser Jet M750DN printer for the Register of Deeds Office as requested by Register of Deeds, Ann Rasmussen; all present voted aye; motion carried.

#### **SDN COMMUNICATIONS SERVICE UPGRADES**

Motion by Hanten, second by Gabel, to authorize the Chairman to sign a 36 month contract with SDN Communications to double the bandwidth on the services for internet and point to point as requested by Sheriff, Toby Wishard; all present voted aye; motion carried.

#### **NON-UNION EMPLOYEE 2016 COMPENSATION**

Human Resource Officer, Terry Satterlee, presented the Board with the following recommendations for non-union employees in 2016:

1. 2% cost of living increase
2. Supplement retirement – increase in employees contribution by \$10.00 per month will result in a \$5.00 per month increase of the County's match per previously adopted schedule
3. Increase of "on call" pay for the maintenance employees from \$87.50 per week to \$105.00 per week.

Motion by Johnson, second by Hanten, to approve the recommendations as outlined by Mr. Satterlee; all present voted aye; motion carried.

#### **SUPPLEMENT RETIREMENT LANGUAGE UPDATE**

Motion by Johnson, second by Gabel, to change the language in the Codington County Personnel Policies and Procedures manual, specific to section 8.0.5 Supplemental Retirement System as follows:

Employee Contribution	County Contribution
\$30.00 or more	\$15.00
\$40.00 or more	\$20.00
\$50.00 or more	\$25.00

Upon vote of the Board; all present voted aye; motion carried.

**NACO STEPPING UP SUMMIT APPLICATION**

Motion by Johnson, second by Gabel, to authorize the Welfare Director to submit an application to attend a national summit on reducing the prevalence of individuals with mental illness in jails, in support of Stepping Up, and as hosted by the National Association of County, the Council of State Governments Justice Center, and the American Psychiatric Association Foundation. Welfare Director, Sarah Petersen, noted all teams, regardless of type, are required to include at least one County Commissioner; one Jail Administrator and one Behavioral Health Administrator to attend this summit. Commissioner Gabel expressed an interest in attending the summit. Upon vote of the Board; all present voted aye; motion carried.

**VETERANS SERVICE OFFICER REAPPOINTMENT**

Motion by Johnson, second by Hanten, to reappoint Al Janzen to the position of Codington County Veteran’s Service Officer, per SDCL 33A-1-22, for a term of four years beginning January 1, 2016; all present voted aye; motion carried.

**AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Johnson, to approve an automatic budget supplement to the West Nile Virus budget in the amount of \$3,864.01 with grant reimbursement funds; all present voted aye; motion carried.

**PERSONNEL CHANGES**

Motion by Hanten, second by Johnson, to approve the following personnel changes; all present voted aye; motion carried: Allison Forbush, Director of Equalization Appraiser II, anniversary step increase, to step 6/19.24 per hour, effective December 1, 2015. Melissa Sears, Director of Equalization Appraiser II, anniversary step increase, to step 6/19.24 per hour, effective December 1, 2015.

**TRAVEL REQUESTS**

Motion by Johnson, second by Gabel, to approve the following travel request; all present voted aye; motion carried: Welfare Director, NACO Legislative Conference.

**MAINTENANCE VEHICLE REQUEST**

Facilities Manager, Milo Ford, requested authorization to purchase a new vehicle for the Maintenance Dept. Mr. Ford noted the vehicle currently used at the Courthouse will be transferred to the Ag. Building and that this purchase has been budgeted for 2016. Mr. Ford obtained the following quotes for a 2016 3/4 ton Chevy Silverado

Billion Auto, Sioux Falls, SD (state bid)	\$26,395.00
Watertown Ford	\$32,460.00
Sharp Chevrolet	\$30,481.00

Motion by Johnson, second by Hanten, to purchase said vehicle from the state bid list (Billion Auto, Sioux Falls); all present voted aye; motion carried.

**REQUIREMENTS FOR USE OF COUNTY PROPERTY**

Facility Manager, Milo Ford, met with the Board to discuss contracts that may be necessary for the rental and/or use of County property for various activities. Discussion was also held regarding the rates that are currently in place and whether or not those rates should be reviewed for a possible increase. Mr. Ford was directed to contact the States Attorney for legal assistance on contracts to be used for the rental and/or use of County property.

**EXECUTIVE SESSION**

Motion by Hanten, second by Gabel, to enter into executive session at 9:41 a.m., to discuss personnel; all present voted aye; motion carried. The Board returned to regular session at 9:57 a.m., no action was taken. Human Resource Director, Terry Satterlee and Sheriff, Toby Wishard, were present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Gabel, to adjourn at 9:57 a.m., until 9:00 a.m., Tuesday, December 15<sup>th</sup>, 2015; 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.

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