

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

February 25, 2014

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 25, 2014, 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 McElhany, second by Hanten, to approve the agenda, all present voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Hanten, to approve the minutes of February 18th, 2014; all present voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Jim Sutton, reported the following: the Emergency Management Suburban incurred damage after a minor accident while the vehicle was legally parked and Mr. Sutton is working with the responsible parties insurance company to repair the vehicle; various meetings are scheduled in the month of March including weather spotter training on March 25th and 26th, and an informational meeting, on March 19th, to discuss potential flooding issues with National and State representatives; and the generator at the Extension Center Complex has been repaired. **Sheriff, Toby Wishard**, submitted the following statistics for the month ending January 31, 2014, for the Detention Center and Sheriff's Office: average daily inmate population 44.71; bookings 209; \$8,345.00 collected in fees for out of county prisoner contracts; \$3,300.00 collected in work release fees; \$2,880.00 collected in fees for the 24/7 program, \$3,972.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 39 individuals testing twice daily for PBT's; 6 individuals reporting twice weekly for UA Drug testing; and 28 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 368 cases/calls for service; 13 traffic accidents investigated; 90 arrest warrants were served; 265 sets of civil papers served; and a total of 2,737 miles traveled for 14 prisoner transports; and an electronic payment was received from the Attorney General's Office in the amount of \$3,257.00 for 2013 4th quarter Scram fees collected by Codington County. Sheriff Wishard presented the Board with a report of fees collected in the month of January 2014, in the amount of \$4,763.53, retained by the County. Crisis Intervention Training is scheduled to wrap up this week after a 5 week/40 hour training period.

2014 PROPERTY ASSESSMENT PLAN

Director of Equalization, Shawna Constant, reviewed the 2014 property assessment plan prepared by her office. The purpose of this review is to inform the Board of Commissioners of potential changes that will be achieved by the Codington County Director of Equalization Office for the 2014 assessment year. The Equalization Office strived to achieve a median sales based ratio for all non Ag properties to approximately 91% to 92% of market value. Ms. Constant noted the 2014 property assessment notices will be mailed to all property owners later this week, before March 1st. Ms. Constant also reviewed the meeting dates for Local, County, and Consolidated Boards of Equalization along with the deadlines for property owners to appeal their 2014 property assessment.

CLAIMS

Motion by Hanten, second by McElhany, to approve for payment the following claims: Butler Machinery \$774,720.00 three motor graders and City of Watertown \$22,811.58, December 2013, 911 surcharge collections. Upon vote of the Board; all present voted aye; motion carried.

Codington County, February 25, 2014

SALARY CLAIMS

Motion by Johnson, second by Hanten, to approve the following February salary claims; all present voted aye; motion carried: Commissioners: 9,434.04 total salaries. Auditor: 18,459.14 total salaries. Co. Treasurer: 26,473.90 total salaries. States Attorney: 32,669.06 total salaries. Gov. Buildings: 17,298.18 total salaries. Dir. Equalization: 38,605.56 total salaries. Register of Deeds: 17,719.43 total salaries. Veterans Service: 8,910.08 total salaries. Sheriff: 73,317.42 total salaries. Co. Jail: 82,087.53 total salaries; Cindy Olson step increase 849.53; Stephanie Olson new hire 112.82; Erin Winge step increase 2039.07. Care of the Poor: 4,287.51 total salaries. County Nurse: 4,008.79 total salaries. County Park: 802.78 total salaries. Ag. Bldg.: 8,439.32 total salaries. Co. Extension: 8,500.65 total salaries. Weed Control: 4,307.13 total salaries. Planning Board: 640.34 total salaries. Road & Bridge: 78,088.93 total salaries. Emergency Management: 10,284.27 total salaries. Crime Victim: 5,699.73 total salaries. W.I.C.: 4,003.35 total salaries. Total: 454,037.15. Breakdown of withholding amounts which are included in the above: S.D. Retirement 41,665.46; S.D. Retirement 359.56 spouse option; S.D. Supplemental Retire. 1,635.00 suppl. retire.; Wellmark 63,753.83 ins.; Lincoln Financial Group 446.50 life ins.; Delta Dental 5,582.36 ins.; Avesis 723.00 ins.; Nationwide Retire. Sol. 214.29 suppl. retire.; AFSCME Local #2488 352.80 employee union dues; AFLAC 2,521.05 ins.; Assurity Life Insurance Company 151.41 ins.; U.M.B. Bank 2,542.00 suppl. retire.; AFLAC 400.15 ins.; Watertown United Way 125.42 employee contributions; Office of Child Support 100.00 employee payments; Sioux Valley Credit Union 11,941.00 employee payments; Cod. Co. Treasurer 35,050.00 employee monthly draw; New York Life 32.75 ins.; Teamsters Local Union 248.00 employee union dues; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 34,046.90 federal withholding; ReliaBank Dakota 51,014.90 social security; Barbara Curtis 800.00 employee payment; Washington National Ins. 20.20 ins.; employee payment.

TITLE VI DOCUMENTATION

Codington County Title VI Coordinator, Jim Sutton, reviewed and presented to the Board a Title VI Policy Statement and supporting documentation, which the County is required to adopt in order to comply with requirements allowing the Codington County Highway Department to receive federally funded dollars. Mr. Sutton advised the Board that the documentation has been reviewed by States Attorney Elshere and Highway Superintendent Small. Motion by Johnson, second by Hanten, to authorize the Chairman to sign the Codington County Title VI Policy Statement; all present voted aye; motion carried.

HIGHWAY DEPT. PHONE SYSTEM

Motion by Hanten, second by McElhany, to authorize the purchase of a new phone system, approximate cost \$2,905.00, from Watertown Business Telephone Co., for the Highway Dept. per the request of Highway Supt., Rick Small; upon vote of the Board all present voted aye; motion carried.

LAW ENFORCEMENT VEHICLE PURCHASE

Motion by Johnson, second by Heller, to authorize the purchase of a 2014 Ford Explorer 4-Door, for the Sheriff's Office from Watertown Ford. Sheriff Wishard advised the Board he asked for quotes from local auto dealers and received a quote from Watertown Ford for the aforementioned vehicle in the amount of \$26,005.81 which is under the State bid, of \$26,076.00, for the same vehicle. Upon vote of the Board; all present voted aye; motion carried.

2014 WEED CHEMICAL BIDS

Weed Dept. Manger, Paul Johnson, made the following recommendations to accept weed chemical bids based on the bids receive and opened on February 18th, 2014:
 Bid #1, Roundup Ultramax or equivalent, Helena Chemical, \$12.50
 Bid #2, Roundup Pro or equivalent, VanDiest Supply Co., \$18.97
 Bid #3, Plateau or equivalent, Van Diest Supply Co., \$112.27

Bid #4, 2-4 D Amine, Aquatic labeled, Hefty Seed Company, \$12.21 and VanDiest Supply Co., \$12.39 (in the event of a shortage of chemical or in the event chemical cannot be delivered in a timely manner VanDiest will be the 2nd awarded bidder)

Bid #5, Tordon 22K or equivalent, \$45.96, VanDiest Supply Co.

Bid #6, Milestone, Hefty Seed Company, \$286.36

Bid #7, Forefront, Helena Chemical, \$52.00

Bid #8, Nonionic Surfactant, VanDiest Supply Co., \$9.47

Mr. Johnson noted in all cases the lowest bid is being accepted with the exception of Bid #4, which would be a dual award to Hefty Seed Co. and VanDiest Supply Co., based on supply and demand. Motion by Johnson, second by McElhany, to approve the bids as recommended by the Weed Dept. Manager; all present voted aye; motion carried.

4-H YOUTH PROGRAM ADVISOR MEMORANDUM OF UNDERSTANDING

Motion by Johnson, second by Hanten, to authorize the Chairman to sign the Memorandum of Agreement between the SDSU Extension and Codington County for partial salary support of the 4-H Youth Advisor position, suitable office space for said Advisor, office administrative support, office supplies, travel expenses, etc., subject to the County's budgetary authority. The County further agrees to furnish office space and provide sufficient funds (office supplies, postage, telephone, and technology charges) for 1 (one) Family Nutrition Program nutrition assistant. Upon vote of the Board; all present voted aye; motion carried.

SURPLUS EQUIPMENT

Motion by Hanten, second by McElhany, to declare the following printers from the Treasurer's Office, surplus to be destroyed, per the request of Treasurer, Carol Maloney: HP LaserJet 1320 s/n 5CNFC5750FM, 5CNFC5750GC, and 5CNFC5750G7. Upon vote of the Board all present voted aye; motion carried.

JUSTICE CENTER FLOOR PLANS

Mark Aspasp, Principal Architect and Vice President, of Architecture Inc., met with the Board to review the most updated floor plans for the proposed Justice Center building project and remodel of the current Codington County Detention Center. Mr. Aspasp noted the revised floor plan for the Detention Center portion of the Justice Center could save approximately \$3,000,000 in building costs, while the cost to remodel the current Detention Center into office space for the Auditor, Treasurer and Board of County Commissioners would be approximately \$1,000,000. Discussion was also held regarding the possible need for a traffic study at the proposed building site on Highway 212 West.

FINANCIAL ADVISORY AGREEMENT

Toby Morris, Sr. Vice President with Dougherty & Company LLC, presented to the Board a proposed agreement, between Codington County and Dougherty & Company LLC, for Financial Advisory services related to the County's proposed Justice Center Building project. The Board requested time to review the agreement and placed the item on the March 11th agenda for action.

PERSONNEL CHANGE

Motion by Hanten, second by McElhany, to approve the following personnel change: Part Time Matron, Stephanie Olson, step 1/\$16.29 per hour, effective date January 25th, 2014. Upon vote of the Board; all present voted aye; motion carried.

EXECUTIVE SESSION

Motion by Johnson, second by Hanten, to enter into executive session at 10:27 a.m. to discuss the redemption of a piece of property taken by tax deed proceedings by the County involving federal privacy issues and to discuss legal action taken against the Codington County Planning and Zoning Commission;

all present voted aye; motion carried. The Board returned to regular session at 11:14 a.m., no action was taken. Treasurer, Carol Maloney; States Attorney, Dawn Elshere; Zoning Officer, Luke Muller; and First District Executive Director, Todd Kays; were present at varying times for executive session.

SOUTH DAKOTA MEDICAID ADVISORY COMMITTEE

Commissioner Johnson noted the appointment of Welfare Director, Sarah Petersen, to the South Dakota Medicaid Advisory Committee, for a term of three years.

OPEN

Commissioner Hanten provided the Board with a copy of the City of Watertown E-911 report for the fourth quarter of 2013, which was distributed at a 911 Advisory Board meeting she recently attended. It was noted there could be a quorum of this Board in attendance at the Annual Weed Board meeting on Wednesday, February 26th at 6:30 p.m., at the Extension Center Complex, and at the Monday, March 3rd meeting of the Watertown City Council.

JUSTICE CENTER BUILDING PROJECT

The Board discussed contacting the SD DOT regarding the potential for increased traffic on Highway 212 West in the vicinity of the proposed Justice Center Building and accessibility to the proposed building site.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by Johnson, to adjourn at 11:24 a.m., until 9:00 a.m., Tuesday, March 4th, 2014; 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 \$_____.