

Official Proceedings
County of Codington, Watertown, South Dakota
Codington County Courthouse
14 1st Ave SE

July 14, 2015

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 14, 2015, at the Codington County Courthouse. Commission members present were: Lee Gabel, Tyler McElhany, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

AGENDA APPROVED

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

MINUTES APPROVED

Motion by McElhany, second by Hanten, to approve the minutes of July 7, 2015; all present voted aye; motion carried.

SDACC SCHOLARSHIP RECIPIENTS

Chairman Brinkman presented scholarship certificates, on behalf of the South Dakota Association of County Commissioners, to Kayla DeJong and Tyler Holinka, both residents of Codington County. Ms. DeJong qualified to apply for this scholarship as her Grandparent, Gary DeJong, is a Deuel County Commissioner and Mr. Holinka qualified to apply as his parent, Rick Holinka, is an employee of the Codington County Highway Department. Both scholarship recipients were selected based on essays submitted to the SDACC.

MONTHLY REPORTS

4-H/Youth Program Advisor, Jodi Loehrer, updated the Board on: 4H Camp attendance, Citizen Washington Focus trip attendance, County Horse Show participants, Kid Care babysitting clinic attendance, Camp Chance, special foods contest, fashion review, State horse show, Achievement Days scheduled for August 3rd through the 6th, and the 1st Ag Zoo Day. **Auditor, Cindy Brugman**, reported the National Voter list maintenance process will begin at the end of July to move voters, who have not voted in a specific time period, to either an inactive status or completely removed from the voter registration rolls. **Director of Equalization, Shawna Constant**, reported on the O.H.E. (Office of Hearing Examiners) process for one appeal from the County Board of Equalization, the reappraisal project is on track, and the PROVAL server is in need of replacement and has been budgeted for replacement. **Treasurer, Carol Maloney**, updated the Board on activities within her office and noted a fee increase which took effect in April of this year. **Register of Deeds, Ann Rasmussen**, briefly discussed a change affecting all South Dakota Register of Deeds Offices where same sex couples can now legally obtain marriage licenses after a recent U.S. Supreme Court ruling.

2016 BUDGET REVIEW

The Board heard 2016 budget presentations from the Auditor, Director of Equalization, Treasurer and Register of Deeds.

PROVAL SERVER EQUIPMENT

Motion by Gabel, second by McElhany, to approve the purchase of a new PROVAL server, at a cost of \$8,793.00 (installed), as requested by **Director of Equalization, Shawna Constant**; all present voted aye; motion carried.

GRAVEL STOCKPILE NOTICE TO BIDDERS

Motion by Johnson, second by McElhany, to authorize the Auditor to publish a notice to bidders for 3/4 inch Gravel Stockpiles, as requested by Highway Supt., Rick Small; all present voted aye; motion carried. The opening of bids will take place at 9:00 a.m., Tuesday, July 28, 2014.

EXTENSION CENTER COMPLEX CONCRETE REPAIRS

Motion by Johnson, second by McElhany, to proceed with a project to remove damaged concrete near entrance "B" at the Extension Center Complex and install new concrete per the request of Facilities Manager, Milo Ford. Mr. Ford noted in correspondence that the damage to the concrete was due to a severe frost heave. Upon vote of the Board; all present voted aye; motion carried.

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

Motion by Hanten, second by McElhany, 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 June 2015, all present voted aye; motion carried.

Cash on hand	\$ 11,190.80
Checks in Treasurers' possession	
less than 3 days	\$ 81,595.68
Credit Card Charges	\$ 2,609.45
Cash Items	\$ 525.49
TOTAL CASH ASSETS ON HAND	\$ 95,921.42
RECONCILED CHECKING	
Great Western Bank Checking (Memorial Park)	\$ 500.00
Reliabank Dakota	\$16,074,863.93
INVESTMENTS	
SD Public Funds Investment	\$ 6,972.11
CERTIFICATES OF DEPOSIT	
Home Federal Bank	\$ 1,400,000.00
Reliabank Dakota	\$ 200,000.00
TOTAL CASH ASSETS	\$17,778,257.46
General Ledger Cash Balance by Funds:	
General	\$ 10,237,752.88
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 5,914,453.49
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 1,115,639.24
(schools 397,322.62, townships 54,565.69; city/towns 42,121.77)	
TOTAL GENERAL LEDGER CASH	\$ 17,778,257.46

The Board noted the report of fees as submitted by Register of Deeds, Ann Rasmussen: Total transactions in the month of June were in the amount of \$41,406.00; with \$2,330.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

CLAIMS

Motion by McElhany, second by Hanten, to approve for payment the following claims; all present voted aye; motion carried: Accreditation Audit 150.00 Svc, Advantage RV's 50.00 Sup, AP Auto Pros 2503.68 Equip, AT&T Mobility 145.11 Util, Austin Law Offices 1645.26 Svc, Queen Of Peace Health Services 123.80 Repairs/Maint., Batteries Unlimited 65.00 Repairs/Maint., Beacon Center 4230.00 Pmt, Allen Benck 25.00 Utilities, Roger Benthin 84.00 Rep, David Blair 20.00 Wit, Scott A. Bohls 40.00 Cell, Dr Mark Bontreger Inc 425.00 Svc, Borns Group 2154.53 Post, Boys & Girls Club 1000.00 Pmt, Bratland Law 1863.00 Svc, Brown Clinic Plp 1530.00 Svc, Brownells, Inc 293.59 Sup, Burns Law Office 2900.00 Svc, Dan Busta 25.00 Utilities, Butler Machinery 3956.76 Supplies, C & R Supply 348.12 Sup, Carquest

Auto Parts 113.83 Sup, Carquest Auto Parts 54.66 Supplies, Cartney Bearing & Supply 26.08 Rep, Jeff Case 25.00 Utilities, Cashway Lumber Inc. 108.21 Rep, Castlewood School District 412.90 June 2015 Apportionment, Cedar Shore Resort 91.95 Trav, Centurylink 37.41 Util, Centurylink 758.17 Util, Charm-Tex 2483.40 Sup, Claims Associates 1663.60 Ins, Codington County Highway Dept. 4402.86 Sup, Codington County Treasurer 1.08 Post, Codington-Clark Electric Coope 35.53 Utilities, Denise Cody 97.50 Svc, Cole Papers, Inc. 1441.78 Sup, Compass Counseling 3000.00 Svc, Comtronics Inc 122.99 Sup, Connecting Point Computer Cent 10624.60 Svc, Connecting Point 1320.00 Supplies, Conserv Flag Co 213.84 Maint, Shawna Constant 25.00 Cell, County Fair Foods 313.99 Sup, Crescent Electric Supply 70.94 Supplies, Culligan Water Conditioning 161.50 Sup, David Curtis 40.00 Cell, Dakota Portable Toilets, Inc 165.00 Svc, Dakota Shed Haulers 200.00 Maint, Eric Dargatz 25.00 Utilities, Matt Dargatz 25.00 Utilities, Data Truck 39.99 Util, Deuel School District 35.41 June 2015 Apportionment, Lori Deutsch 195.36 Travel & Conf., Dexter Township 5605.00 June 2015 Apportionment, Duane Dolen 25.00 Utilities, Jamie Dolen 25.00 Utilities, Doug's Anchor Marine 94.95 Rep, Bimbo Foods, Inc 1339.95 Sup, East Dakota Water Development 332.18 June 2015 Apportionment, Eden Township 2796.58 June 2015 Apportionment, Elite Signs & Graphix 524.64 Equip, Ellyson Law Office 2683.08 Svc, Elmira Township 2833.96 June 2015 Apportionment, EMC Insurance Companies 4325.09 Ins, Calvin Engels 25.00 Utilities, Engelstad Electric Co. 13829.72 Rep, Excellent Cab 130.00 Trans, Family Dental Center 538.00 Svc, Farnams Genuine Parts 89.51 Supplies, Flags & Poles Int'l 21.84 Supplies, Town Of Florence-Peggy Lindahl 25.00 Utilities, Florence School Dist. 28060.82 June 2015 Apportionment, Town Of Florence 413.59 June 2015 Apportionment, Allison Forbush 43.00 Trav, Milo Ford 130.81 Trav, Fuller Township 4263.03 June 2015 Apportionment, Galls, An Aramark Company 979.93 Sup, Bill Garnos 1668.00 Svc, GCR Tire Center 826.30 Repairs/Maint., GCR Tires & Service 1594.65 Rep, Genoa Healthcare/Watertown 35.08 Svc, Germantown Township 4042.08 June 2015 Apportionment, Becky Goens 46.61 Reimb, Graceland Township 2459.78 June 2015 Apportionment, Nathan Gray 99.92 Wit, Green, Roby, Oviatt, 4270.12 Svc, Michael Gubka 40.00 Cell, Guest House Motor Inn 350.00 Svc, Justin Halajian 50.00 Cell, Hamlin Codington Regional Lib. 246.25 June 2015 Apportionment, Hamlin School District 1469.73 June 2015 Apportionment, Rick Hartley 40.00 Utilities, Dave Hedding 25.00 Utilities, Town Of Henry 136.10 Utilities, Henry School District 12227.82 June 2015 Apportionment, Henry Township 2716.76 June 2015 Apportionment, Town Of Henry 739.82 June 2015 Apportionment, Jeff Hershman 25.00 Cell, Hillyard Floor Care Supply 440.00 Rep, Kristina Hines 20.00 Wit, William Hoff 40.00 Cell, Rick Holinka 25.00 Utilities, Brad Howell 40.00 Cell, Human Service Agency 150.00 Svc, Glacial Lakes Humane Society 225.00 Svc, Hurkes Implement 147.61 Supplies, HyVee #1871 Accts Receivable 1223.03 Sup, Jago Designs 275.00 Svc, JH Larson 116.52 Repairs/Maint., Jurgens Printing 64.00 Sup, Kampeska Township 2716.76 June 2015 Apportionment, Marty Karnopp 40.00 Cell, Jodi Knutson 40.35 Wit, Town Of Kranzburg 219.45 June 2015 Apportionment, Kranzburg Township 5152.45 June 2015 Apportionment, Lake City Fire Equipment 229.43 Maint, Lake Kampeska Water Proj. Dist 417.47 June 2015 Apportionment, Lake Pelican Watershed 655.01 June 2015 Apportionment, Lake Township 1470.29 June 2015 Apportionment, Leisure Interactive, Llc 294.93 Svc, Leola Township 1945.79 June 2015 Apportionment, Lewis & Clark Bhs 640.00 Svc, Lewno Law Office 904.44 Svc, Lincoln Co Treasurer 617.50 Svc, Jodi Loehrer 220.69 Reimb, M & T Fire And Safety 30.00 Supplies, Mac's Inc 40.39 Supplies, Mac's Inc. 237.63 Rep, Macksteel Warehouse, Inc. 49.47 Rep, Mahowald's Hardware 98.93 Supplies, Mahowald's 165.50 Rep, The Maintenance Shop 1042.74 Rep, Marco, Inc 446.27 Rent, Mark's Auto 138.95 Svc, Russell Mathews 40.00 Cell, MDSP Production 7739.76 Equip, Menards 59.96 Supplies, Menards 396.50 Sup, Midcontinent Communications 371.29 Util, Midwest Medical Services, Inc 60.00 Sup, Mikelson Law Office 67.50 Svc, Milbank Communications 103.50 Rep, Moe Oil Company 1290.51 Supplies, Jamie Monson 30.50 Reimb, Tyler Morrison 20.00 Wit, Municipal Utilities 12938.45 Util, Municipal Utilities 399.94 Utilities, Nada Used Car Guide 105.00 Sup, Natl 4h Council-Supply Service 27.51 Sup, National Institute For 1500.00 Maint, Neve's Uniform & Equipment 242.10 Sup, Northern Con-Agg 4250.92 Supplies, Northwestern Energy 179.87 Utilities, Office Peeps 142.00 Supplies, Office Peeps, Inc. 2504.65 Sup, Jerrod Olson 40.00 Cell, Otis Elevator Company 5802.98 Rep, Ottetail Power Co, 24.59 Utilities, Michelle Pederson 43.00 Reimb, Pelican Township

2397.38 June 2015 Apportionment, Pennington County Jail 1156.70 Trav, Sarah Petersen 211.59 Trav, Peterson Motors Co 50.00 Rent, Pheasantland Industries 82.56 Sup, Phipps Township 2111.00 June 2015 Apportionment, Pitney Bowes 210.00 Rent, PMB 0112 196.81 Util, Jerry Pollard 444.00 Svc, Prairie Lakes Health Care Cent 5626.55 Svc, PRIA 60.00 Dues, Print 'Em Now 137.64 Sup, Terry Provance 20.00 Wit, Rauville Township 4912.36 June 2015 Apportionment, Redlinger Bros. 1291.60 Rep, Redwood Toxicology Laboratory 514.61 Sup, Adam Reeves 40.00 Cell, Cathryn Rehfuss 45.00 Svc, Richland Township 2790.18 June 2015 Apportionment, Brian Richter 40.00 Cell, Robyn Riter 25.00 Utilities, Ron's Saw Shop 76.41 Rep, Runnings 2854.46 Sup, S & V Enterprises 300.00 Asst, Sanford Watertown Occupational 134.00 Svc, Terrance Satterlee 1500.00 Svc, Dean Schaefer Court Reporting 225.00 Svc, Trever Schimmel 40.00 Cell, Schrieber Law Firm, Prof Llc 812.45 Svc, Schuchard's Westside GMC 240.50 Rep, Brad Schwinger 25.00 Utilities, SD Attorney General's Office 242.00 Pmt, SD Counties 1485.00 Reg, SD Department Of Revenue 1071.00 Svc, SD State Fair 15.00 Trav, SD State Treasurer 545615.31 July Remittance, SDACO 1130.00 M&P, SDN Communications 1129.09 Util, Melissa Sears 43.00 Reimb, Securus Technologies 2893.60 Sup, Heidi Selchert 55.00 Reimb, Service Signs, Inc 60.00 Sup, Sheridan Township 2673.11 June 2015 Apportionment, Sherwin Williams 296.43 Rep, Sioux Valley Coop 7856.39 Sup, Sioux Valley Coop 21173.06 Supplies, Ricky Small 63.00 Utilities, South Dakota Hwy Supt, Assn 30.00 Travel & Conf., South Dakota Federal Property 224.00 Supplies, Town Of South Shore 55.00 Utilities, South Shore Gazette 1082.94 Pub, Town Of South Shore 619.31 June 2015 Apportionment, Star Laundry 169.27 Supplies, Star Laundry 57.99 Sup, State 4-H Office 20.00 Svc, Steve's World 584.94 Rep, Connie Stoebner 159.80 Svc, Sturdevants Auto Parts 230.99 Supplies, Sutton Law Office Pc 14483.76 Svc, Karen Swanda 52.50 Svc, Kristine Swanson 20.00 Wit, Scott Swanson 25.00 Cell, Sysco North Dakota 13822.76 Sup, T & J Parking Lot Maintenance 425.00 Rep, T & M Autobody, Inc 595.25 Rep, Thurman Law Office 415.90 Svc, Productivity Plus Account 73.60 Supplies, Tool Time Rental 136.50 Rent, Toshiba Financial Services 346.57 Rent, Truenorth Steel 6854.00 Supplies, Ultramax 634.00 Sup, Van Diest Supply Company 24004.90 Sup, Vast Business 402.69 Util, Vast Broadband 49.95 Utilities, Verizon Wireless 433.21 Util, Great Western Bank 413.05 Supplies, Great Western Bank 1158.22 Pmt, Tom Walder 40.00 Cell, Town Of Wallace 222.30 June 2015 Apportionment, Walmart Community 329.07 Sup, Todd Warne 25.00 Utilities, Watertown City Finance Office 237.22 Pmt, Watertown City Finance Office 39907.30 June 2015 Apportionment, Watertown Public Opinion 1840.90 Pub, Watertown School District 2138.79 Sup, Watertown School District 299440.09 June 2015 Apportionment, Waverly School District 53474.29 June 2015 Apportionment, Waverly Township 3679.18 June 2015 Apportionment, Webster Area School Dist #18-5 2201.56 June 2015 Apportionment, Westside Animal Clinic Pc 599.16 Svc, Wheelco 78.36 Supplies, Wheelco 34.60 Sup, Toby Wishard 40.00 Cell, Watertown Landfill 7.50 Maint, WW Tire Service Inc. 1949.18 Repairs/Maint., Xerox Corporation 110.65 Supplies, Yankton Co. Sheriff 175.00 Svc, Yankton Co Treasurer 455.00 Svc, Zep Sales & Service 194.03 Supplies, Zuercher Technologies, Llc 1615.00 Equip.

HISTORIC PRESERVATION GRANT ALLOCATION

Motion by Hanten, second by Gabel, to authorize Chairman Brinkman to sign a Grant Award Allocation, in an amount not to exceed \$1,170.00, for Historical Preservation Grant Project SD-15-026, awarded to the Codington County Historic Preservation Commission; all present voted aye; motion carried.

FUNDING AGREEMENT ADDENDUM BETWEEN THE COUNTY AND CITY

Motion by Johnson, second by Hanten, to approve an addendum to the memorandum of agreement, dated March 20, 2012, between Codington County and the City of Watertown for the distribution of the funds received under the Memorandum of Agreement between the Sisseton-Wahpeton Oyate Sioux Tribe, Codington County, and the City of Watertown for fire, law enforcement, ambulance, and road services at Dakota Sioux Casino. This agreement would provide for two annual payments, in 2015 and 2016, from the Tribe, in the amount of \$75,000.00 each, which would then be split \$50,000.00 to the County and \$25,000.00 to the City, for each payment during the two year term of the Agreement. Upon vote of the Board; all present voted aye; motion carried.

CORRECTIONAL OFFICERS TEAM LEAD ASSIGNMENTS

Motion by Hanten, second by McElhany, to adopt the following policy which was recommended during a recent Detention Center review conducted by the National Institute for Jail Operations; all present voted aye; motion carried:

Corrections Officer Team Lead Description of assignment

General Description

All designated Team Leads with the Codington County Detention Center are responsible for overseeing the daily operations of the inmates and staff at the Codington County Detention Center in the absence of an immediate supervisor. At any time a situation arises that the Team Lead would require assistance, the Chief Correctional Officer, Sheriff or Sergeant can be contacted.

A Team Lead assignment is on a voluntary basis with approval of the Chief Corrections Officer and Sheriff, with the chain of command following employee seniority. A Team Lead for a shift is the most senior Corrections Officer designated as Team Lead. There may be more than one Team Lead working the same shift, but the senior CO is the designated Team Lead for the shift and the less senior Team Lead is subordinate.

Any Correctional Officer granted the assignment of Team Lead will be compensated at a rate of \$1.00 an hour for all hours worked as a team lead. The \$1.00 rate stays the same for all overtime hours worked. This compensation is due to the supervision required of all other detention staff during the designated shift.

Reporting

Any Correctional Officer designated as Team Lead for a shift will be required to report all personnel issues or policy violations to the Chief Corrections Officer. In the absence of the CCO the Sheriff and Sergeant should be reported to. Non-emergency personnel situations or policy violations can be reported via interdepartmental report and forwarded to the Chief Correctional Officer at the end of the shift. Emergency personnel situations or policy violations should be reported to the Chief Corrections Officer immediately.

Terms of Assignment

This assignment may be revoked by the Chief Corrections Officer or Sheriff at their discretion. This assignment is on a voluntary basis. If at any time a Team Lead wishes to discontinue service in this capacity they can notify the Chief Corrections Officer in writing, giving the CCO enough time to make reasonable accommodations for the shift work scheduled.

PART TIME CORRECTIONAL OFFICERS

Motion by Hanten, second by McElhany, to approve the hiring of an additional four part time correctional officers per a recommendation from the National Institute of Jail Operations following a review of operations in the Codington County Detention Center; all present voted aye; motion carried.

COLLECTION AGENCY SELECTION

Motion by Hanten, second by McElhany, to contract with the Credit Collections Bureau for the collection of County liens and jail confinement. The Board discussed the commission fees which were collected by the Credit Bureau of Watertown compared to the fees offered by the companies who met with the Board on July 7th, 2015. Upon vote of the Board; all present voted aye; motion carried.

PERSONNEL CHANGES

Motion by Johnson, second by McElhany, to approve the following anniversary step increase personnel changes; all present voted aye; motion carried: Deputy Sheriff, David Curtis, from step 7/\$24.21 per hour to step 8/\$24.57; effective date July 15, 2015 and Deputy Sheriff, Trever Schimmel, from step 2/\$20.62 to step 3/\$21.30 per hour; effective date July 1, 2015.

TRAVEL REQUESTS

Motion by Hanten, second by Gabel, to approve the following travel requests; all present voted aye; motion carried: Auditor, SDACO Executive Board meeting in Pierre; Director of Equalization and appraisal staff, Blueprint Reading workshop in Aberdeen; Director of Equalization, Database Coordinator, Proval Users Group Conference in Fort Lauderdale, FL; and 4H Youth Program Advisor, National Association of Extension 4H Agents conference in Portland, OR.

JUSTICE ADVISORY MEETING

Commissioner Gabel noted the next meeting of the CCJAC will take place on Tuesday, July 21st at 6:00 P.M. at LATI. Commissioner Gabel advised the Board that members of the CCJAC will be touring a new Detention Center/Courthouse facility in Lyon County (Marshall), MN on Thursday, July 23rd.

EXECUTIVE SESSION

Motion by Hanten, second by McElhany, to enter into executive session at 10:13 a.m. to discuss personnel issues; all present voted aye; motion carried. The Board returned to regular session at 11:08 a.m., no action was taken. Human Resource Director, Terry Satterlee; States Attorney, Dawn Elshere; and Director of Equalization, Shawna Constant; were present at varying time during executive session.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by McElhany, to adjourn at 11:08 a.m., until 9:00 a.m., Tuesday, July 21st, 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 \$_____.