

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

July 7, 2015

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 7, 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 Johnson, to approve the minutes of June 23rd, 2015; all present voted aye; motion carried.

JOINT MEETING MINUTES

Motion by Johnson, second by Hanten, to approve the minutes of the County/City Joint meetings held on June 11th and June 22nd, 2015; all present voted aye; motion carried.

COLLECTION AGENCIES

The Board listened to presentations by representatives of Advance Asset Alliance and Credit Collection Bureau. The Board is seeking a collection agency to collect County Liens and Jail Confinement as the prior collection agency used, The Watertown Credit Bureau, is no longer in business. The Board will take action on July 14th to contract with one of the two agencies who presented at this meeting.

MONTHLY REPORTS

Welfare Director, Sarah Petersen, provided the Board with a report of statistics from the Welfare office for June, 2015. 54 people were served for the following: 17 medical, 7 homeless, 12 housing, 2 housing support, 1 prescription, 2 transportation, 3 burials, 5 utilities, and 4 miscellaneous. \$650.00 in costs were paid out for these contacts. The NACO prescription drug program provided \$3,982.00 in savings to 118 people for the month. Ms. Petersen noted a savings to the County, in the month of June, of \$261,990.69 by the utilization of different programs for the 54 persons who were served by the Welfare Office in June. Ms. Petersen advised the Board that the fee for the HMIS (Homeless Management Information System) Program is being waived for the next six months for a savings of \$435.00; Ms. Petersen also provided the Board with a statistical report covering Welfare office workload, applicants, persons served, etc.; and reported on the Homeless Summit, Medicaid Advisory Committee meeting, and Stepping Up Initiative team members. **Community Health Nurse, Anne Kriese**, provided the Board with a quarterly report of activities in the Community Health Nurse Office. This report was prepared by Nurses, Karla Moes and Anne Kriese, and covered the following items: WIC, Immunizations, Baby Care, FLU supplies, meetings attended, office fees collected, and office visits. Ms. Kriese provided the Board with a report of annual redeemed voucher amounts and number of authorized retailers for the SD WIC program for FFY 2014. **Veterans Service Officer, Al Janzen**, could not be present for this meeting and provided the Board with a written report of 4 medical trips with 10 riders in the month of June; and 94 Veterans and/or family members made contact with the office in June for compensation and pension claims, burial benefits, and healthcare benefits. **Weed Supervisor, Steve Molengraaf**, reported on: progress and hours of road side spraying; amount of chemical used to date; spraying rip rap for the County Highway; invoices to be prepared; Leafy Spurge beetle collections; and the NE Research Farm Tour scheduled for July 8th. Mr.

Molengraaf noted the County has been awarded \$7,911.00 in grant funding for the prevention of the spread of the West Nile virus.

2016 BUDGET REVIEW

The Board heard 2016 budget presentations for the Welfare Office, Extension Office, Weed Dept., and County Nurses Office.

STP FUNDS

Motion by McElhany, second by Hanten, to create a restricted fund balance account, in the Road & Bridge Fund, for STP funds received from the State of South Dakota in the amount of \$217,644.68; all present voted aye; motion carried.

TRACTOR MOWER NOTICE TO BIDDERS

Motion by Johnson, second by McElhany, to authorize the Auditor to publish a notice to bidders for "One New Tractor with Twin Deck Mowers" 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 21, 2014.

GRAVEL DUMP BODY

Highway Supt., Rick Small, requested authorization to purchase a gravel dump body utilizing the bid award of Dodge County, Nebraska, in the amount of \$26,894.00. Motion by Hanten, second by McElhany, to purchase a "new dump body, hoist, hydraulics, and installation" from Northern Truck Equipment Corp., from the bid award of Dodge County, Nebraska; in the amount of \$26,894.00; and dated February 18, 2015; all present voted aye; motion carried.

QUIT CLAIM DEED

Motion by Johnson, second by Gabel, to authorize the Chairman to sign a quit claim deed, to the estate of Linda R Hartman, pertaining to property known as, Lot 9, Block 84, 4th Railway Addition to the City of Watertown; all present voted aye; motion carried.

CLAIMS

Motion by Hanten, second by McElhany, to approve for payment the following claim; all present voted aye; motion carried: Visa (Reliabank) 28.00 sup.

SALARY CLAIMS

Motion by McElhany, second by Hanten, to approve the following salary claims for the month ending June 30, 2015; all present voted aye; motion carried: Commissioners: 9,648.90 total salaries. Auditor: 18,581.57 total salaries; Jodi Pearson 3,340.80 step increase. Co. Treasurer: 27,178.44 total salaries. States Attorney: 34,489.74 total salaries. Gov. Buildings: 19,245.77 total salaries. Dir. Equalization: 41,579.37 total salaries; Michelle Pederson 3,558.30 step increase. Reg. of Deeds: 18,677.61 total salaries. Veterans Service: 9,291.29 salaries. Sheriff: 78,107.61 total salaries; Adam Reeves 3,688.80 step increase. Co. Jail: 90,065.54 total salaries; Marcy Rossow 2,865.78 step increase; Brittnei Schliesman 16.70 per hour new hire part time; Char Kurkowski 3,420.84 step increase. Care of the Poor: 4,696.70 total salaries. County Nurse: 4,181.15 total salaries. Co. Park: 11,364.77 total salaries. Ag. Bldg.: 7,779.47 total salaries. Co. Extension: 8,865.23 total salaries. Weed Control: 11,442.41 total salaries; Bill Hoff 14.15 per hour step increase; John Engels 14.15 per hour step increase. Planning Board: 236.63 total salaries. Road & Bridge: 87,002.63 total salaries; Eric Dargatz 3,678.36 step increase. Emergency Management: 10,817.08 total salaries. Crime Victim: 5,939.31 total salaries. W.I.C.: 2,873.75 total salaries; Sara Aman 2,489.84 new hire. Total: 502,064.97. Breakdown of withholding amounts which are included in the above: S.D. Retirement 44,217.36; S.D. Retirement 327.77 spouse option; S.D. Supplemental Retire. 3,770.00 suppl. retire.; Wellmark 66,202.01 ins.; Lincoln Financial Group 490.87 life ins.; Delta Dental 5,829.88 ins.; Avesis 796.46 ins.; Nationwide Retire. Sol. 244.29 suppl. retire.;

AFSCME Council 65 432.00 employee union dues; AFLAC 2,476.69 ins.; Assurity Life Insurance Company 151.41 ins.; U.M.B. Bank 3,002.00 suppl. retire.; AFLAC 344.88 ins.; Watertown United Way 115.85 employee contributions; Office of Child Support 535.00 employee payments; Sioux Valley Credit Union 14,256.00 employee payments; Cod. Co. Treasurer 35,215.00 employee monthly draw; New York Life 32.75 ins.; Teamsters Local Union 120 195.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 36,853.44 federal withholding; ReliaBank Dakota 57,273.30 social security; Breit Law Office 687.68 employee wage deduction; Barbara Curtis 800.00 employee payment; Washington National Ins. 20.20 ins.; employee payment; SDRS Special Pay Plan 45.00 employee participation fee; SDRS Special Pay Plan 4,601.52 final pay out for Judy Heim.

FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS

Motion by Hanten, second by Gabel, to approve the following resolution for continued support of the First District Association of Local Governments; all present voted aye; motion carried:

**RESOLUTION #2015-17
RESOLUTION TO CONTINUE SUPPORT FOR THE
FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS
DURING FISCAL YEAR 2016
(October 1, 2015 – September 30, 2016)**

The Codington County Board of Commissioners, having adopted and signed a Joint Cooperative Agreement on the 4th day of April, 1972, creating the First Planning and Development District, Model Rural Development Program, do hereby agree to renew their participation in the Joint Cooperative Agreement for Fiscal Year 2016 (October 1, 2015 - September 30, 2016). To support the Joint Cooperative Agreement and the activities of the District staff, the Codington County Board of Commissioners will provide \$37,453.22 to the First District Association of Local Governments during the aforementioned Fiscal Year 2016 period.

Adopted this 7th day of July, 2015

Elmer P. Brinkman
Chairman, Codington County Commissioners

ATTEST:

Cindy Brugman
Codington County Auditor

DATA BACKUP

Motion by Hanten, second by Gabel, to approve the purchase of an Offsite Backup/Failover Server Solution from Connecting Point as requested by Auditor, Cindy Brugman. The current backup procedure, for the County's data, requires carrying backup media offsite each night of the week. The proposed Dakota Cloud Recovery system will reduce the risk of a total file loss of County data with an estimated one time cost of \$2,803.00 for equipment, licenses, etc. and a yearly cost of \$2,454.60 for the actual back up service. Upon vote of the Board; all present voted aye; motion carried.

WATERTOWN CHAMBER AG. APPOINTMENT

The Board discussed the advantages/disadvantages of appointing a County Commissioner to the Watertown Chamber Ag. Committee. Commissioner Hanten noted the Chamber President feels it would be beneficial to have a County Commissioner sitting on the Ag. Committee as a source of information on

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the County side. Motion by Hanten, second by Gabel, to appoint Commissioner McElhany to the Watertown Chamber Ag. Committee; upon vote of the Board; Gabel, McElhany, Brinkman, and Hanten voted aye; Johnson voted no; motion carried.

CCJAC TRANSCRIPTION/RECORDING EQUIPMENT

Motion by Gabel, second by Brinkman, to purchase transcription/recording equipment to be used during meetings of the CCJAC. Commissioner Gabel noted this equipment will allow the recordings of the CCJAC meetings to be placed on the County's website for public inspection. Upon vote of the Board; all present voted aye; motion carried.

AUTOMATIC BUDGET SUPPLEMENT

Motion by Hanten, second by McElhany, to approve an automatic budget supplement to the Historic Preservation expenditure budget, with grant reimbursement funds, in the amount of \$1,355.00; all present voted aye; motion carried.

PERSONNEL CHANGES

Motion by McElhany, second by Gabel, to approve the following anniversary step increase personnel changes; all present voted aye; motion carried: Civil Deputy Sheriff, Adam Reeves, from step 2/\$20.52 per hour to step 3/\$21.20; effective date June 1, 2015. Correctional Officers, Melissa Holtquist, from step 3/\$17.77 to step 4/\$18.34 per hour; effective date July 1, 2015; and Wesley Jennings, from step 4/\$18.34 per hour to step 5/\$19.02 per hour effective date July 15, 2015.

TRAVEL REQUESTS

Motion by Hanten, second by Gabel, to approve the following travel requests; all present voted aye; motion carried: Auditor, Treasurer, Register of Deeds, Welfare Director, and County Commissioners, SDACC/SDACO County Convention in Pierre.

DETENTION CENTER RECOMMENDATIONS

Sheriff Wishard met with the Board to discuss two recommendations which came from a recent review of procedures at the Detention Center. Recommendations were made to add additional part time staff to supplement shifts and to designate correctional officer team lead assignments during shifts in the event of the absence of an immediate supervisor. The Board will take action on both items at their meeting schedule for July 14, 2015.

NOVEMBER 2014 JUSTICE CENTER VOTE

The Board briefly discussed the failure of a 2014 bond election to fund a Justice Center for Codington County. Commissioner Gabel noted a recent newspaper editorial addressed the failed vote. Commissioner Gabel, after hearing from voters (both directly and indirectly) shared his thoughts with the Board and possible reasons why the bond election may have failed to pass.

EXECUTIVE SESSION

Motion by McElhany, second by Hanten, to enter into executive session at 11:17 a.m. to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 11:29 a.m., no action was taken. Human Resource Director, Terry Satterlee, was present for 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 11:29 a.m., until 9:00 a.m., Tuesday, July 14th, 2015; all present voted aye; motion carried.

ATTEST:

Codington County, July 7, 2015

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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