

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

June 9, 2015

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 9<sup>th</sup>, 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 Johnson, second by Hanten, to approve the agenda, all present voted aye; motion carried.

**MINUTES APPROVED**

Motion by McElhany, second by Hanten, to approve the minutes of June 2<sup>nd</sup>, 2015; all present voted aye; motion carried.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported on scanning software progress, voter registration purge process, testing the ballot scanner for the upcoming City election, SD Board of Elections meeting, and the progress of the County's audit by the SD Dept. of Legislative Audit. **Director of Equalization, Shawna Constant**, reported on the reappraisal process, a change in the process to appraise old mobile homes as real estate instead of registered, and a property assessment appeal from the County Board to the O.H.E. scheduled for June 26<sup>th</sup>.

**AUDITORS ACCOUNT 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 May 2015, all present voted aye; motion carried.

Cash on hand	\$ 8,840.35
Checks in Treasurers' possession	
less than 3 days	\$ 63,052.99
Credit Card Charges	\$ 2,463.73
Cash Items	\$ 559.00
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$ 74,916.05</b>
<b>RECONCILED CHECKING</b>	
Great Western Bank Checking (Memorial Park)	\$ 500.00
Reliabank Dakota	\$17,132,986.02
<b>INVESTMENTS</b>	
SD Public Funds Investment	\$ 6,972.05
<b>CERTIFICATES OF DEPOSIT</b>	
Home Federal Bank	\$ 800,000.00
Reliabank Dakota	\$ 200,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$18,215,374.12</b>
<b>General Ledger Cash Balance by Funds:</b>	
General	\$ 10,574,528.18
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 5,567,059.85
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 1,563,374.24
(schools 821,313.64, townships 57,611.72; city/towns 137,323.56)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$ 18,215,374.12</b>

Codington County, June 9, 2015

The Board noted the report of fees as submitted by Register of Deeds, Ann Rasmussen: Total transactions in May were in the amount of \$31,784.50; with \$1,630.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

### CLAIMS

Motion by Hanten, second by McElhany, to approve for payment the following claims; all present voted aye; motion carried: A-Ox Welding Supply 425.90 Rep, A-Ox Welding 172.07 Supplies, Accreditation, Audit And 150.00 Svc, Active Heating 74.60 Rep, Advantage Rv's 360.00 Sup, American Legion State Headquarter 33.00 Supplies, AT&T Mobility 145.11 Util, Jennifer Bach 58.88 Jury, Bob Barker Co. 167.70 Sup, Graciela Barrantes 600.00 Svc, Bauer Law Office Pc 432.00 Svc, Beacon Center 1000.00 Pmt, Allen Benck 25.00 Utilities, Bendix Imaging Incorporated 114.99 Sup, Michael Berglund 11.48 Jury, Thomas Bernard 50.74 Jury, Best Western Ramkota Hotel 929.90 Trav, Jeffery Binde 10.74 Jury, Carol Boettcher 50.74 Jury, Scott A. Bohls 40.00 Cell, Borns Group 2856.99 Post, Boys & Girls Club 1000.00 Pmt, Lee Brandriet 50.74 Jury, Brian's Glass & Door Inc. 1314.00 Repairs/Maint., Brite 3954.93 Equip, Jordyn Brokaw 11.48 Jury, Brown Clinic Plp 1080.00 Svc, Brown Clinic Main 888.00 Svc, Thad Buri 10.00 Jury, Burns Law Office 2900.00 Svc, Dan Busta 25.00 Utilities, Butler Machinery 366.83 Supplies, C & R Supply 66.23 Sup, Hilda Callaway 10.74 Jury, Carquest Auto Parts 24.57 Rep, Jeff Case 25.00 Utilities, Cashway Lumber Inc. 376.54 Rep, Centurylink 719.72 Util, Centurylink 37.40 Util, Chuck's Bike & Lock Shop 9.60 Rep, Codington Co. Historical Soc. 1235.63 Util, Codington County Treasurer 34.00 Pmt, Codington-Clark Electric Coop 35.62 Utilities, Denise Cody 36.00 Svc, Cole Papers, Inc. 1130.74 Sup, Connecting Point Computer Cent 9547.15 Maint, Connecting Point 140.00 Supplies, Shawna Constant 25.00 Cell, Country Inn & Suites 250.00 Train, County Fair Foods 93.89 Sup, Credit Bureau Of Watertown Inc 988.08 Pmt, Crescent Electric Supply Co. 87.76 Rep, Chad Crom 72.00 Trav, Culligan Water Conditioning 161.50 Sup, David Curtis 40.00 Cell, Dakota Portable Toilets, Inc 165.00 Svc, Eric Dargatz 25.00 Utilities, Matt Dargatz 25.00 Utilities, Data Truck 39.99 Util, Davison Co. Sheriff's Office 90.00 Svc, Delyle's South 81 Service Inc 1382.92 Rep, Duane Dolen 25.00 Utilities, Jamie Dolen 25.00 Utilities, Doug's Anchor Marine 621.33 Rep, Dugan Sales & Service 291.90 Rep, Bimbo Foods, Inc 1126.60 Sup, East Dakota Water Development 2011.97 May Apportionment, Elite Signs & Graphix 109.38 Sup, Ellyson Law Office 2037.54 Svc, Kevin Elmore 68.50 Jury, EMC Insurance Companies 4325.09 Ins, Calvin Engels 25.00 Utilities, Maria Escamilla 12.05 Reimb, Evolution Powersports 110.00 Rep, Exhaust Pros 5.00 Repairs/Maint., Facilitydude.Com 996.00 Maint, Family Cosmetic & Implant 159.00 Svc, Family Dental Center 318.00 Svc, Farm & Home Publishers, Ltd. 428.98 Sup, Farnams Genuine Parts 371.98 Supplies, Town Of Florence 25.00 Utilities, Allison Forbush 25.00 Cell, Galls, An Aramark Company 390.87 Sup, Bill Garnos 1483.00 Svc, Nathan Gast 72.00 Trav, GCR Tires & Service 557.41 Rep, Genoa Healthcare/Watertown 95.30 Sup, Brenda German 11.48 Jury, Guy Gibson 15.92 Jury, Glass Products Inc. 235.26 Rep, Karen Glover 51.48 Jury, Jennifer Goodhart 20.00 Wit, Grainger 76.76 Sup, Nathan Gray 20.00 Wit, Green, Roby, Oviatt, 4271.27 Svc, Michael Gubka 40.00 Cell, Guest House Motor Inn 350.00 Pmt, Ronald Gunderson 13.70 Jury, Samantha Hanson 20.00 Wit, Rick Hartley 40.00 Utilities, Al Haselhorst 51.48 Jury, Dave Hedding 25.00 Utilities, Kristin Hemmer 53.70 Jury, Mark Henricks 55.92 Jury, Jeremy Herrboldt 113.65 Trav, Jeff Hershman 25.00 Cell, Hillyard Floor Care Supply 909.21 Sup, William Hoff 80.00 Cell, Rick Holinka 25.00 Utilities, Hometown Building Center 88.00 Repairs/Maint., Brad Howell 40.00 Cell, Human Service Agency 100.00 Svc, Hurkes Implement Co. 104.00 Sup, Hy-Vee #1871 Accts Receivable 2416.10 Sup, Interlakes Community Action 2377.84 Svc, Intoximeters 600.00 Sup, Jago Designs 295.25 Svc, Johnson Controls, Inc. 408.00 Rep, Julian Johnson 92.00 Reimb, Trevin Johnson 20.00 Wit, Susan Jones 11.48 Jury, Jurgens Printing 129.00 Sup, Darla Kannas 52.22 Jury, Marty Karnopp 40.00 Cell, Kennedy Pier Knoff Loftus, Llp 202.00 Svc, Franklin Kern 10.74 Jury, Kimball Midwest 288.76 Supplies, David Knoff 90.00 Svc, Koletzky Law Office 449.00 Svc, Michael Kranz 10.74 Jury, Michael Lappegard Jr 20.00 Wit, Neal Larsen 11.48 Jury, Patrick Lauseng 20.00 Wit, Douglas Leblanc 53.70 Jury, Leisure Interactive, Llc 82.49 Svc, Lewno Law Office 313.23 Svc, Lincoln Co Treasurer 18.00 Svc, The Lodge At Deadwood 96.00 Trav, Jodi Loehrer 121.38 Reimb, Mac's Inc 126.94 Supplies, Mac's Inc. 144.07 Sup, Macksteel

Warehouse, Inc. 12.68 Rep, Macksteel Warehouse, Inc. 343.29 Supplies, Mahowald's 126.18 Rep, Marco, Inc 504.35 Rent, Roger Marek 50.74 Jury, Kyle Marquardt 50.74 Jury, Mary Marquardt 10.74 Jury, Daniel Martin 52.22 Jury, Russell Mathews 40.00 Cell, F.J. McLaughlin 1240.32 Supplies, Menards 746.43 Sup, Menards 106.40 Supplies, Midcontinent Communications 376.13 Util, Mikelson Law Office 273.46 Svc, Milbank Communications 1056.09 Rep, Moffatt 30.00 Sup, Jamie Monson 12.50 Cell, Municipal Utilities 10873.16 Util, Municipal Utilities 494.13 Utilities, National 4h Council - Supply 43.07 Sup, Crystal Neale 18.00 Reimb, Lisa Nelson 11.48 Jury, Natalie Nelson 20.00 Wit, Michelle Ninneman 50.74 Jury, Northwestern Energy 233.02 Utilities, Office Peeps, Inc. 2152.24 Sup, Office Peeps, Inc. 17.78 Sup, Christian Olson 20.00 Wit, Jerrod Olson 40.00 Cell, Otis Elevator Company 11510.95 Rep, Ottertail Power Co, 27.04 Utilities, Terry Packer 242.00 Reimb, Michelle Pederson 25.00 Cell, Pennington County Jail 2135.50 Trav, Sarah Petersen 38.00 Trav, Travis Peterson 20.00 Wit, Pheasantland Industries, Garme 935.54 Supplies, PMB 0112 207.73 Util, Prairie Lakes Health Care Cent 3741.01 Svc, Productivity Plus Account 1070.70 Repairs/Maint., Ann Rasmussen 152.07 Trav, Steve Rasmussen 10.74 Jury, Carol Rau 11.48 Jury, Redlinger Bros. 111.40 Rep, Rodger Redmond 68.50 Jury, Redwood Toxicology Laboratory 506.25 Sup, Adam Reeves 40.00 Cell, Brian Richter 40.00 Cell, Josie Ries 15.18 Jury, Robyn Riter 25.00 Utilities, Ron's Saw Shop 225.46 Repairs/Maint., Ron's Saw Shop 54.48 Rep, Michelle Roth 51.48 Jury, Runnings 415.06 Sup, Runnings Farm & Fleet 35.48 Supplies, Sanford Watertown Occupational 268.00 Svc, Terrance Satterlee 1500.00 Svc, Dean Schaefer Court Reporting 189.00 Svc, Trever Schimmel 40.00 Cell, Nina Scholtz 10.74 Jury, Schrieber Law Firm, Prof Llc 135.92 Svc, Schuchard's Westside GMC 105.80 Rep, Brad Schwinger 25.00 Utilities, SD Attorney General's Office 309.00 Pmt, SD State Treasurer 464747.54 June Remittance, SDACC 5285.05 Pmt, SDACO 1026.00 M&P, SDN Communications 1129.09 Util, SDPAA 371.00 Ins, Melissa Sears 25.00 Cell, Securus Technologies 2170.20 Sup, Heidi Selchert 25.00 Cell, Service Plus, Inc 915.90 Rep, Sherwin Williams 212.75 Rep, Renae Silvera 20.00 Wit, Sioux Valley Coop 5067.10 Sup, Sioux Valley Greenhouses 282.69 Sup, Sioux Valley Coop 4346.37 Supplies, Ricky Small 40.00 Utilities, Nichole Smith 51.48 Jury, South Shore Gazette 1369.36 Pub, Town Of South Shore 55.00 Utilities, Heather Spaniol 10.74 Jury, Star Laundry 80.62 Sup, Star Laundry 123.34 Supplies, State Of South Dakota 75.00 Svc, Sturdevant's Auto Parts 3.35 Sup, John Sumpman 53.70 Jury, Superior Hood Steamers, Inc 400.00 Rep, Sutton Law Office Pc 14470.94 Svc, Karen Swanda 36.00 Svc, Scott Swanson 25.00 Cell, Sysco North Dakota 11852.33 Sup, Mildred Thomas 10.74 Jury, Toshiba Financial Services 360.26 Rent, The Tree Farm Inc 79.50 Sup, Truenorth Steel 3188.70 Supplies, Us Merchant Systems, Llc 1106.35 Sup, Us Postal Service 98.00 Box, Elizabeth Vanderzee 10.74 Jury, Vast Business 402.88 Util, Vast Broadband 49.95 Utilities, Verizon Wireless 432.37 Util, Great Western Bank 1133.53 Travel & Conf., Great Western Bank 968.92 Pmt, Tom Walder 40.00 Cell, Walmart Community 1178.83 Sup, Warne Plumbing & Heating 8132.89 Rep, Todd Warne 25.00 Utilities, Chantz Wasylow 11.48 Jury, Watertown City Finance Office 75.00 Rent, Watertown Fire & Ambulance 1500.00 Svc, Watertown Ford 1193.20 Equip, Watertown Lawn & Garden 414.00 Rep, Watertown Now 215.00 Adv, Watertown Public Opinion 2522.99 Pub, Watertown Public Opinion 139.92 Travel & Conf., Watertown Wholesale 141.19 Supplies, Wesley Westrum 52.22 Jury, Westside Animal Clinic Pc 102.75 Svc, Wheelco 39.07 Repairs/Maint., Steve Wietzema 11.48 Jury, Toby Wishard 40.00 Cell, Watertown Landfill 3.38 Rep, WW Tire Service Inc 59.95 Rep, WW Tire Service Inc. 13.95 Repairs/Maint., Xerox Corporation 109.07 Supplies, Yankton Co. Sheriff 50.00 Svc, Yankton Co Treasurer 714.00 Svc, Luke Yellow Robe 1828.00 Svc, Mary Zemlicka 17.40 Jury, Cody Zimmerman 50.74 Jury, Christin Zwieg 17.40 Jury.

### **DISTRIBUTED ANTENNA SYSTEM**

**Facilities Manager, Milo Ford**, requested authorization to proceed with a project to install a distributed antenna system at the Extension Center complex to boost cell phone signals within the building. Mr. Ford informed the board that the cost for the system in the barn and sale ring area is \$11,725.00 and the cost for the entire east side of the complex is \$13,256.00. Mr. Ford noted the Ag. Chamber Committee is willing to share in the cost for this project. Mr. Ford recommended asking the Ag. Chamber committee to provide funding in the amount of \$11,725.00 for the barn and sale ring portion of the project. Mr. Ford

also noted there are budgeted funds available for this project. Motion by Hanten, second by McElhany to approve the project as presented by Mr. Ford with the understanding that the Chamber Ag. Committee is willing to provide funding in the amount of \$11,725.00; all present voted aye; motion carried.

#### **FIREWORKS DISCHARGE PERMIT**

Motion by McElhany, second by Hanten, to approve the following application for the discharge of fireworks, subject to the enforcement of a burn ban during the designated time frame; all present voted aye; motion carried: July 11<sup>th</sup>, 2015; at 3121 North Serenity Drive, Watertown; display fireworks.

#### **EMPLOYEE DRIVING PRIVILEGES POLICY**

**Human Resource Director, Terry Satterlee**, presented the Board with Commission Directive 2015-2, which has been revised from the draft presented to the Board on June 2<sup>nd</sup>, 2015. This policy will establish a policy requiring County employees to notify their immediate supervisor of any change of status regarding their driver's license. On June 2<sup>nd</sup> a motion was made by Hanten, second by Gabel, to adopt Commission Directive 2015-2; upon vote of the Board all present voted aye; motion carried.

#### **COLLECTION AGENCY**

The Board briefly discussed how best to proceed contracting with a new collection agency due to the closing of the Watertown Credit Bureau who previously collected on accounts turned over by the County for Court Appointed Attorney and Poor liens along with court ordered Jail Confinement costs. The Board authorized the Auditor to contact collections agencies for proposals and/or possible presentations to the Board.

#### **PERSONNEL CHANGES**

Motion by McElhany, second by Hanten, to accept a letter of retirement from Auditor's Office Clerk, Judy Heim, effective July 1<sup>st</sup>, 2015; all present voted aye; motion carried. Motion by Johnson, second by McElhany, to authorize the Auditor to advertise to fill an open clerk position in the Auditor's Office; all present voted aye; motion carried. Motion by Hanten, second by Gabel, to approve the following personnel change; all present voted aye; motion carried: Correctional Officer, Charlene Kurkowski; anniversary step increase from step 5/\$18.92 per hour to step 6/\$19.56 per hour; effective date June 1, 2015.

#### **TRAVEL REQUESTS**

Motion by Johnson, second by Gabel, to approve the following travel request: Welfare Director, NACO Annual Conference, Charlotte, N.C. The Welfare Director requested authorization to drive her personnel vehicle to this conference and receive reimbursement for the cost of an airline ticket rather than actual mileage rate. Upon vote of the Board; all present voted aye; motion carried.

#### **CCJAC MEETING**

Commissioner Gabel noted the next meeting of the CCJAC will take place at 6:30 p.m., on Tuesday, June 16<sup>th</sup>, 2015, in the chambers of the Watertown City Council.

#### **EXECUTIVE SESSION**

Motion by Hanten, second by McElhany, to enter into executive session at 9:43 a.m., to discuss contract negotiations and a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 10:14 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 10:14 a.m., until 9:00 a.m., Tuesday, June 16<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.

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