

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

May 5, 2015

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 5th, 2015, at the Codington County Courthouse. Commission members present were: Lee Gabel, Myron Johnson, Elmer Brinkman, and Brenda Hanten; absent Tyler McElhany; 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 Hanten, second by Gabel, to approve the minutes of April 28th, 2015; all present voted aye; motion carried.

ASPHALT MAT CONSTRUCTION BIDS

The following bid was received, opened and announced by Highway Supt., Rick Small, as previously advertised, for 2015 Asphalt Mat Construction:

McLaughlin & Schulz, Inc.; bid bond included; bid option #1 (virgin material) - \$778,490.00 total bid and bid option #2 (recycled material) - \$725,552.50 total bid.

Highway Supt., Small, reviewed the bid for accuracy and recommended approval of Bid Option #2.

Motion by Hanten, second by Gabel, to award the Asphalt Mat Construction bid, Option #2, to McLaughlin & Schulz, Inc.; all present voted aye; motion carried.

OPENING BURNING UPDATE

Emergency Management Director, Jim Sutton, met briefly with the Board to discuss the dry conditions in the County and opening burning. Mr. Sutton reported two controlled burns in the past week did become out of control with minimal damage incurred. Mr. Sutton has had conversations with local fire chiefs who would like the Board to look at implementing the burn ban in the near future if precipitation is not received this week.

MONTHLY REPORTS

Warren Rusche, SDSU Cow Calf Field Specialist and Audrey Riter, SDSU 4-H Events Field Specialist, and co-office managers for the SDSU Regional Extension Office, met with the Board to update them on activities and staffing of the regional office located in Watertown. **4-H/Youth Program Advisor, Jodi Loehrer**, updated the Board on participation in the State Shooting Sports, bike safety inspections at the public schools, judging schools, dog practice, livestock weigh-ins, gate painting in the barn area, babysitting clinic, and the upcoming Prospect show. **Veterans Service Officer, Al Janzen**, advised the Board his office will be closed on Thursday, May 7th, to allow staff to attend a Mini Conference training. Mr. Janzen will place a P.S.A. in the newspaper to notify clients of the closing. Memorial Day services are scheduled for 9:15 a.m. at St. Mary Cemetery and 10:00 a.m. at Mount Hope Cemetery. Mr. Janzen noted there could be an additional service at 2:00 p.m. at the Veteran's Memorial. Mr. Janzen will be speaking at a Memorial Day program in Arlington, SD. **Weed Dept. Supervisor, Steve Molengraaf**, advised the Board that May is "National Noxious Weed Month," a lack of moisture could prevent eradication of weeds from lawns this season and leafy spurge is starting to bloom. Mr. Molengraaf also noted spraying equipment is ready, the Weevil collection has been postponed and letters have been sent to local communities regarding the availability of West Nile grant funds. **Welfare Director, Sarah Petersen**, provided the Board with a report from her office for the time period April 4th

through May 4, 2015. Twenty Three people were served for the following: 1 homeless, 5 housing, 5 utilities, 3 medical, 1 prescription, 2 burials, 3 transportation, and 3 miscellaneous. There were no costs paid out for these contacts. The NACO prescription drug program provided \$5,329.95 in savings to 156 people for the month. Ms. Petersen noted a quiet month for assistance most likely due to potential clients receiving income tax refunds.

FACILITY DUDE WEBINAR

Facility Manager, Milo Ford, set up a webinar to provide the Board with information on a product that would assist the County with managing upgrades to County buildings in the areas of HVAC, electrical, roofing, walls, etc. Mr. Ford anticipates budgeting funds in 2016 for this product that will directly tie in with the “Facility Dude” software currently used by the Maintenance Dept. Estimated costs for this product will run approximately \$5,650 to \$14,250 dependent upon the number of buildings to be included in the assessment.

EMPLOYEE JOB DESCRIPTIONS

Highway Supt., Rick Small and Human Resource Director, Terry Satterlee, met with the Board to discuss a requirement from Safety Benefits for updates to the County’s current job descriptions. Mr. Small noted that Safety Benefits wanted the County’s job descriptions to be more specific relating to physical requirements of the job. Mr. Satterlee advised the Board that the suggestions from Safety Benefits regarding specific physical requirements would make it hard for the County to defend itself when it comes to hiring or not hiring an applicant. Mr. Small will contact Safety Benefits regarding the suggested changes to the County Highway Depts. job descriptions.

2016 DETOUR ROUTE ONTO COUNTY HIGHWAYS

Highway Supt., Rick Small, met with the Board to discuss a request from the SDDOT regarding the use of County Roads 9 and 20 for a detour route in 2016. Mr. Small advised the Board that at this time the SDDOT is not offering any compensation for normal wear and tear, due to additional traffic, to the County’s roads during the time of the detour. The Board did not act upon the request from the SDDOT at this time.

HIGHWAY SEASONAL POSITION

Motion by Johnson, second by Hanten, to approve the re-hire of Loren Hauge as a seasonal worker at the Highway Dept., beginning May 11th, 2015; upon vote of the Board; all present voted aye; motion carried.

WEST NILE GRANT APPLICATION

Motion by Gabel, second by Hanten, to authorize the Weed Supervisor to apply for West Nile Virus Protection Grant funds; all present voted aye; motion carried.

WEED DEPT. TRAILER

Weed Supervisor, Steve Molengraaf, informed the Board that the Weed Board has recommended the purchase of a trailer for the Weed Dept. Mr. Molengraaf has located a trailer at Schuchard’s Westside GMC in the amount of \$5,750.00 that could be shared by the Weed, Maintenance and Highway Departments. Motion by Johnson, second by Hanten, to authorize the purchase of a trailer as requested by the Weed Supervisor; all present voted aye; motion carried.

2015 WEED CHEMICAL AND SPRAYING RATES

Motion by Johnson, second by Hanten, to approve a 2015 fee schedule for Weed Spraying, as recommended by the Dept. of Legislative Audits; all present voted aye; motion carried. The Board approved the following fee schedule:

2015 WEED SPRAYING RATES SCHEDULE OF FEES

Township & County		State, City & Private	
Truck & Operator	\$35.00 per hour	Truck	\$60.00 per hour
ATV & Operator	\$35.00 per hour	ATV	\$50.00 per hour
2-4D Amine	\$11.43 per gallon	Operator	\$27.50 per hour
2-4D Ester	\$16.19 per gallon	2-4D Amine	\$17.50 per gallon
Tordon 22K	\$49.99 per gallon	2-4D Ester	\$22.50 per gallon
Glyphosate	\$12.50 per gallon	Tordon 22K	\$65.00 per gallon
Glyphosate aquatic	\$16.74 per gallon	Glyphosate	\$17.50 per gallon
Plateau	\$114.97 per gallon	Glyphosate aquatic	\$26.65 per gallon
Panoramic	\$109.97 per gallon	Plateau	\$157.18 per gallon
Forefront	\$48.00 per gallon	Panoramic	\$151.76 per gallon
Non-ionic	\$9.89 per gallon	Forefront	\$70.00 per gallon
		Non-ionic	\$12.36 per gallon

Applicable Sales Tax will be added to all charges based on location of spraying for private companies/individuals.

WIC CLERICAL POSITION

Motion by Johnson, second by Gabel, to offer the WIC Clerical position to Sara Aman; all present voted aye; motion carried.

EXTENSION CENTER COMPLEX REQUEST TO SERVE ALCOHOL

The Board entertained a request to serve alcohol at a private event scheduled at the Extension Center Complex. The requesting party provided a letter to the Board outlining how the alcohol would be distributed and monitored to assure minors were not served. Motion by Johnson, second by Hanten, to approve the request to serve alcohol at a private event scheduled at the Extension Center Complex. The Board further discussed the request and liability to the County if alcohol was taken out of the building along with infringement on private businesses that have these types of venues available for these types of events. Motion by Gabel to table this matter one week to allow time to contact the Watertown Police Department for their permission to serve alcohol at the event. Commissioner Gable's motion died for lack of a second. Upon vote of the main motion; all present voted no; motion failed.

PROPERTY ABATEMENT

Motion by Hanten, second by Gabel, to approve a property tax abatement application on record #11115 in the amount of \$477.54; all present voted aye; motion carried.

MINIMUM LEASE RATE FOR COUNTY OWNED PROPERTY

Motion by Johnson, second by Hanten, to set a minimum bid rate of \$63.25 per acre for the lease of County owned property, with bid increases in \$5.00 increments and a contract for a two year period; all present voted aye; motion carried.

DEPT. OF LEGISLATIVE AUDIT OPENING AUDIT CONFERENCE

Brenda Colombe, SD Dept. of Legislative Audit, met with the Board to review procedures that will be used during Codington County's regularly scheduled biennial audit for the years 2013 & 2014. Ms. Colombe advised the Board that an estimated 340 hours has been budgeted for this audit, @\$61.50 per hour, which includes a number of hours for the audit of federal grants received and expended. Motion by Hanten, second by Johnson to authorize the Chairman and Auditor to sign the audit letter of engagement, all present voted aye; motion carried. Ms. Colombe informed the Board that she would be available for any questions they may have during the audit period.

TRAVEL REIMBURSEMENT RATES

The Board noted the travel reimbursement rates for the State of South Dakota will increase as of July 1, 2015. The County's Personnel and Policy Procedures cover these rate increases and no action was needed by the Board.

TRAVEL REQUESTS

Motion by Hanten, second by Gabel, to approve the following travel requests; all present voted aye; motion carried: States Attorney and Deputy States Attorney, States Attorney Conference; Director of Equalization and appraisal staff, Perspective on Quality of Construction Workshop; and Veterans Service Officer and Secretary, Mini-conference Training.

PERSONNEL CHANGES

Motion by Johnson, second by Gabel, to approve the following personnel changes; all present voted aye; motion carried: Diane Merchant, D.O.E. Office Coordinator, anniversary step increase to step 9/\$19.20 per hour, effective May 1st; Jacki Manning, R.O.D. Clerk, anniversary step increase to step 11/\$18.22 per hour, effective May 1st; Lori Mill, Correctional Officer, anniversary step increase to step 9/\$20.82 per hour, effective May 1st; and Sara Aman, WIC Clerical new hire, step 1/\$14.31 per hour, effective June 1st.

COURT FACILITY NEEDS ASSESSMENT

Commissioner Gabel noted a representative from the National Center for State Courts will be in for a short visit with the Board during the regular Commission meeting on May 12th.

CODINGTON COUNTY JUSTICE ADVISORY COMMITTEE

Commissioner Gabel noted the next meeting of the CCJAC will be held at Watertown City Hall, in the Council Chambers, on Tuesday, May 12th, at 6:30 p.m.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by Johnson, to adjourn at 10:48 a.m., until 9:00 a.m., Tuesday, May 12th, 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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