

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

September 24, 2013

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 24<sup>th</sup>, 2013, 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 Hanten, second by McElhany, to approve the agenda, all present voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by McElhany, to approve the minutes of September 10<sup>th</sup>, 2013; all present voted aye; motion carried.

**WATERTOWN RESOURCE CENTER**

Commissioner Johnson reported on a meeting he had with representatives of the Watertown Resource Center regarding funding options available to operate the Resource Center. The Resource Center has applied for \$20,000.00 in 2014 budget funds from Codington County. Commissioner Johnson noted the largest portion of costs for the Center is salaries and counseling time could be reduced if funding is not available. The Resource Center has already seen \$75,000.00 in cuts of federal grant funding. The Resource Center currently receives funding from the United Way, fund raisers, and fees collected through divorce fees and the sale of marriage licenses in Codington, Clark, Deuel, Grant and Hamlin counties. The Resource Center does not receive funding from the City of Watertown and do continue to apply for available grants to supplement their revenue stream. The Center based their \$20,000.00 funding request on the amount of federal funding that has been reduced in the past few years and what it will cost to continue to operate the facility. Commissioner Johnson noted the client numbers at the Center include 694 unduplicated clients in 2012 and 2013 appears to be generating similar numbers. The Center also rendered 9,000 services. Commissioner Johnson suggested the surrounding Counties should be requested to provide additional funding to the Center.

**MONTHLY REPORTS**

**Highway Supt., Rick Small**, reported on the following items: County Road 20-3 right of way acquisition progress; fall mowing; preparation for striping; spot graveling; screening of asphalt millings; and preparations to patch rough culvert bumps on County roads. **Facilities Manager, Milo Ford**, reported on the following items: Memorial Park – the final weekend for camping will be Sep. 28<sup>th</sup> & 29<sup>th</sup>; Girl Scout Troop #50089, with leader Erin Thovson, donated and installed two benches at the park; FEMA work has been completed; and campground managers, Lee & Carolyn Trumm, have submitted their resignation and an open house in their honor has been scheduled for October 12<sup>th</sup> from 2:00 pm – 4:00 pm at the Codington County Extension Center complex. Ag. Building – the North Country Fiber Fair was recently held at the complex and auction sales and other events continue to occupy the facility. Detention Center – recent flooding issues have caused damage in the building and have been addressed. Courthouse – a fire extinguisher training class was held at the Courthouse and Extension Center as a requirement to qualify for safety awards through Safety Benefits, Inc. **Emergency Management Director, Jim Sutton**, reported on the following items: a Point of Dispensing Meningitis Immunization Clinic will be held Wednesday, September 25<sup>th</sup> from 4:00 p.m. to 7:00 p.m. at the Watertown Middle School; six of the nine submitted Homeland Security grant projects have been accepted and submitted to the State for review for funding. A seventh project is on the waiting list for possible reallocated funding;

Mr. Sutton is required to attend a training session as part of the S.L.A. Agreement; the Highway Patrol will be teaching an emergency vehicle operations course for the Search and Rescue Team; the Volunteer Appreciation Dinner has been scheduled for Tuesday, October 15<sup>th</sup>, at 6:30 p.m.; at the Elks Lodge; and Mr. Sutton will attend a senior advisory committee meeting for the Homeland Security program.

Discussion was briefly held regarding gathering information from local fire departments in relation to the County's burn ban ordinance. **Sheriff, Toby Wishard**, reported the Diesel class at LATI has agreed to service the County's armored vehicle at no cost except for parts and materials. Sheriff Wishard submitted the following statistics for the month ending August 31<sup>st</sup>, 2013 for the Detention Center and Sheriff's Office: 60.97 average daily inmate population; 236 bookings; \$11,780.00 collected in fees for out of county prisoner contracts; \$6,220.00 collected in work release fees; \$2,743.00 collected in fees for the 24/7 program, \$4,778.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 50 individuals testing twice daily for PBT's; 5 individuals reporting twice weekly for UA Drug testing; and 34 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 491 cases/calls for service; 6 accidents investigated; 96 arrest warrants were served; 304 sets of civil papers served; and a total of 3,556 miles traveled for 14 prisoner transports. Sheriff Wishard also presented the Board with a report of fees collected in the month of August 2013, in the amount of \$6,146.23.

#### **COUNTY ROAD 20-3 RIGHT OF WAY DOCUMENTS**

Motion by Heller, second by McElhany, to authorize the Chairman to sign a temporary easement agreement with Kipp & Melissa Jurgens in the amount of \$113.16, for .7 acres of pasture land, and \$840.00 for the loss of 12 Cottonwood trees on the property, for a total of \$953.16; all present voted aye; motion carried. Motion by Heller, second by McElhany, to authorize the Chairman to sign a temporary easement with Richard and Mary Simonton in the amount of \$10.48 for .2 acres of pasture land; all present voted aye; motion carried.

#### **LOSS CONTROL/SAFETY ACHIEVEMENT AWARDS**

The following awards were recently awarded to the County at the 2013 SDACC/SDACO Convention: Codington County Highway Dept. and Highway Supt., Rick Small, as the recipient of a Safety and Loss Control Recognition Award. The Highway Department has previously been the recipient of 8 "Bronze" and 7 "Gold" awards for safety and loss control and at this time has received a "Gold" award for a seventh consecutive year which has resulted once again in a "Platinum Level" award for the Highway Dept. Maintenance Supervisor, Milo Ford, as the recipient of a Safety and Loss Control Recognition Award. This is the seventh "Gold" award received by the Maintenance Dept. which has once again qualified the Maintenance Dept. for a "Platinum Level" award. These awards are sponsored by the SDML Workers Compensation Fund, SDPAA, and Safety Benefits, Inc., and are awarded based on steps taken by the Departments to improve work safety for their employees and customers.

#### **MEMORIAL PARK ROOFING PROJECTS**

Motion by Johnson, second by McElhany, to approve a project to install steel roofing materials on two changing houses at Memorial Park, as previously budgeted, with an estimated cost of \$8,486.81; all present voted aye; motion carried.

#### **2013 EMERGENCY MANAGEMENT DIRECTOR OF THE YEAR**

The Board recognized and congratulated Emergency Management Director, Jim Sutton, as the 2013 recipient of the Blote-Buck Award at the state Emergency Management Association annual conference September 11<sup>th</sup> in Oacoma. This award recognizes the outstanding Emergency Management Director in the State each year.

#### **CODINGTON COUNTY MASTER TRANSPORTATION PLAN STUDY**

Cindy Gray and Michael Maddox, with SRF Consulting Group, Inc., met with the Board to review the progress of the Codington County Master Transportation Plan. Ms. Gray noted there is a meeting today





**UNCLAIMED PROPERTY RESOLUTION**

Treasurer, Carol Maloney, presented the Board with Resolution 2013-23, a resolution to cancel out dated checks and send the funds to the State of South Dakota unclaimed property division. Motion by McElhany, second by Hanten, to approve the following resolution; all present voted aye; motion carried:

## Resolution #2013-23

The following unclaimed checks and warrants are being presented, for cancellation to the Board of County Commissioners of Codington County, pursuant to SDCL 7-22-17.

Name	Check Number	Amount
Dunn, Dayton	114059	\$17.40
Tronvold, Bard	114282	\$10.74
Wercinski, Cory	114307	\$10.00
Singrey, Eva	114694	\$11.48
Annett, Sheryl	114481	\$10.74
Maag, Bradley M	114436	\$3.13
Nelson, Rebecca	115057	\$20.00
Sidlo, Daniel	115437	\$20.00
Lefkowitz, Stuart	114907	\$6.07
Kieso, Dean	115579	\$2.65
Vrieze, Roger	115917	\$45.54
Perleberg, Jeffery	115822	\$20.00
Brandriet, Rachel	115648	\$17.40
Johnson, Lisa	115751	\$10.74
Rhody, Hannah	116286	\$20.00
Manning, Beau	116225	\$11.48
Christofferson, Jayson	116131	\$10.00
Erickson, Melvin	116670	\$10.74
Gripentrog, Joshua	117098	\$20.00
Boettcher, Christopher	117023	\$20.00
Wynde, Lawrence Jr.	117289	\$20.00
Stiener, April	117256	\$13.70
McFarland, Kyle	117160	\$11.48
Day, Shannon	117409	\$4.92
Rust, Amie	117938	\$12.96
Thyen, Nathan	118520	\$24.80
Kuehl, John	118351	\$10.74
Ruby, James	118460	\$10.74
Stock, Kyle	118504	\$10.74
Basler, Jovulette	118737	\$20.00
Total Remitted as Unclaimed Property		\$438.19

Approved by the Board of Codington County Commissioners this 24<sup>th</sup> day of September 2013.

Elmer P. Brinkman  
Chairman, Codington County Commissioners

ATTEST:

Cindy Brugman

Codington County, September 24, 2013

Codington County Auditor

**CLAIM APPROVED**

Motion by Hanten, second by McElhany, to approve for payment the following claim; all present voted aye; motion carried: City of Watertown \$23,264.12, E-911 July surcharge collections.

**PAYROLL CLAIMS**

Motion by Johnson, second by McElhany, to approve the following payroll claims for the month ending September, 2013; all present voted aye; motion carried: Commissioners: 9,346.34 total salaries. Auditor: 17,770.85 total salaries. Co. Treasurer: 25,653.21 total salaries. States Attorney: 30,419.04 total salaries. Gov. Buildings: 16,786.03 total salaries. Dir. Equalization: 37,139.34 total salaries. Reg. of Deeds: 17,320.00 total salaries. Veterans Service: 8,666.20 total salaries. Sheriff: 71,168.93 total salaries; Rusty Mathews 2,046.33 step increase. Co. Jail: 79,539.67 total salaries. Care of the Poor: 4,032.65 total salaries. County Nurse: 3,886.66 total salaries. Co. Park: 7,646.88 total salaries. Ag. Bldg.: 8,377.93 total salaries. Co. Extension: 8,205.95 total salaries. Weed Control: 7,970.32 total salaries. Planning Board: 344.28 total salaries. Road & Bridge: 75,185.47 total salaries. Emergency Management: 11,152.09 total salaries. Crime Victim: 5,488.60 total salaries. W.I.C.: 3,881.21 total salaries. Total: 449,981.65.

Breakdown of withholding amounts which are included in the above: S.D. Retirement 41,053.52; S.D. Retirement 351.80 spouse option; S.D. Supplemental Retire. 1,715.00 suppl. retire.; Wellmark 53,408.74 ins.; Lincoln Financial Group 451.50 life ins.; Delta Dental 5,684.56 ins.; Avesis 612.77 ins.; Nationwide Retire. Sol. 214.29 suppl. retire.; AFSCME Local #2488 330.30 employee union dues; AFLAC 2,525.75 ins.; Assurity Life Insurance Company 151.41 ins.; U.M.B. Bank 2,527.00 suppl. retire.; AFLAC 400.15 ins.; Watertown United Way 111.67 employee contributions; Office of Child Support 100.00 employee payments; Sioux Valley Credit Union 12,129.94 employee payments; Cod. Co. Treasurer 34,470.00 employee monthly draw; New York Life 32.75 ins.; Teamsters Local Union 219.00 employee union dues; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 33,352.81 federal withholding; ReliaBank Dakota 51,919.42 social security; Barbara Curtis 800.00 employee payment; Washington National Ins. 20.20 ins.; employee payment.

**OPERATING CASH TRANSFER**

Motion by Hanten, second by Johnson, to transfer operating cash from the General Fund to the Road and Bridge Fund, as previously budgeted, in the amount of \$379,400.00; all present voted aye; motion carried.

**EMPLOYEE FLU SHOTS**

Motion by Johnson, second by McElhany, to authorize payment of employees flu shots in the office of the Codington County Community Health Nurse; all present voted aye; motion carried.

**EXECUTIVE SESSION**

Motion by Hanten, second by McElhany, to enter into executive session at 10:05 a.m., to discuss contract negotiations; all present voted aye; motion carried. The Board returned to regular session at 10:41 a.m., no action was taken. Human Resource Officer, Terry Satterlee, was present for executive session.

**2014 BUDGET ADOPTION**

The Board held a public hearing, as previously advertised, to offer public comment on the 2014 Provisional Budget. No persons appeared to address the Board regarding the proposed budget. Chairman Brinkman turned to the Board for discussion of the Provisional Budget. A motion was made by Heller, to appropriate \$250,000.00 in the Courthouse/Jail Building Fund for fixtures and furnishings for the Detention Center in the existing building or a new facility. The Board discussed the provision for including funding, for such fixtures and furnishing, in any bond issue the County would enter into; or transferring cash from the General Fund at a time when the need would become necessary.

Commissioner Heller withdrew his motion. A motion was made by Commissioner Hanten, second by

Commissioner Heller, to approve the Provisional Budget as the Annual Budget and subsequently Budget Resolution 2013-24. Subsequent motion by Commissioner Johnson, second by Commissioner Heller, to decrease the line item in the General Fund under Domestic Abuse for the Watertown Resource Center from \$20,000.00 to \$15,000.00. Commissioner Hanten spoke in favor of leaving the funding at \$20,000.00 as the Resource Center has no clear indication if grants will be available for future funding of the Center. Upon vote of the Board on Commissioner Johnson's motion; Heller and Johnson voted aye; McElhany, Brinkman, and Hanten voted no; motion failed. Discussion was held regarding the wages budgeted for within each department and the possibility that wage increases in 2014 may or may not reach the amounts budgeted by each department head. The Board did not take action to change the budget appropriations for wages, within the Provisional Budget, and noted the amounts budgeted do not necessarily indicate the amounts that wages may be increased for 2014. Discussion was also held regarding the effect of the "Affordable Care Act" on the Care of the Poor budget. Upon vote of Commissioner Hanten's motion to approve the 2014 Provisional Budget; all present voted aye; motion carried.

#### RESOLUTION 2013-24

Adoption of Annual Budget for Codington County, South Dakota.

WHEREAS, (7-21-5 thru 13), SDCL provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

WHEREAS, the board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all changes, eliminations, and additions have been made thereto,

NOW THEREFORE BE IT RESOLVED, that such provisional budget as amended and all its purposes, schedules, appropriations, amounts, estimates, and all matters therein set forth, shall be approved and adopted as the annual budget of the appropriations and expenditures for Codington County, South Dakota and all its institutions and agencies for calendar year January 1, 2014 and ending December 31, 2014, and the same is hereby approved and adopted by the Board of County Commissioners of Codington County, South Dakota, this 24th day of September, 2013. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Auditor, Codington County, South Dakota. The accompanying taxes are levied by Codington County for the year January 1, 2014 through December 31, 2014.

The above and foregoing resolution was moved for adoption by Commissioner Hanten, second by Commissioner Heller, and upon vote of the Board, all present voted aye; motion carried.

Board of County Commissioners of Codington County, South Dakota.

Elmer P. Brinkman  
Chairman

Myron Johnson

Brenda Hanten

George Heller

Tyler McElhany

ATTEST:

Cindy Brugman

County Auditor

County tax levies within limited levy: General County Purposes \$7,220,428.00, \$3.68 \$'s/1,000.00, total taxes levied by Codington County. As of September 24th, 2013, these levies are not approved by the S.D. Dept. of Revenue & Regulation.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Johnson, second by McElhany, to approve an automatic budget supplement in the amount of \$26,250.00, with CDBG reimbursement funds, to the Commissioners expenditure budget; all present voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by McElhany, second by Hanten, to approve the following travel requests; all present voted aye; motion carried: Auditor, Cindy Brugman; Total Vote Task Force meeting in Pierre. Auditor, Cindy Brugman; Election School in Sioux Falls.

**PERSONNEL CHANGES**

Motion by McElhany, second by Hanten, to approve the following personnel changes; all present voted aye; motion carried: Auditor's Accounts Payable Clerk, Debbie Melville; anniversary step increase, from step 6/\$16.07 per hour to step 7/\$16.58 per hour; effective date October 15<sup>th</sup>, 2013, submitted and approved by Auditor, Cindy Brugman. Deputy Sheriff, Russell Mathews; anniversary step increase, from step 4/\$21.26 per hour to step 5/\$21.99 per hour; effective date September 15<sup>th</sup>, 2013, submitted and approved by Sheriff, Toby Wishard.

**BUILDING STUDY**

Commissioner Heller noted there is a meeting of the Building Study Committee today at 3:30 p.m., in the office of the County Commissioners. Recently appointed community leaders committee members will be in attendance at this meeting along with members of this Board, Sheriff Wishard, Judge Timm, and Mark Aspaas from Architecture Inc.

**OTHER MATTERS**

Commissioner Hanten reported on the Governmental Affairs meeting she recently attended. Commissioner Johnson reported on the Veterans Committee meeting he attended at the SDACC convention in Spearfish.

**PROPERTY TAXES – DEVON REEVE**

Devon Reeve appeared before the Board to discuss his property tax increase from one year to another. Commissioner Brinkman suggested that Mr. Reeve appeal his property assessment to the local Board of Equalization, at the designated time, if he does not agree with the valuation on his property.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by McElhany, to adjourn at 11:21 a.m., until 9:00 a.m., Tuesday, October 1<sup>st</sup>, 2013; 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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