

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

December 10, 2013

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 10th, 2013, at the Codington County Courthouse. Commission members present were: George Heller, Tyler McElhany, Elmer Brinkman, and Brenda Hanten; absent Myron Johnson; Chairman Brinkman presiding.

AGENDA APPROVED

Motion by McElhany, second by Hanten, to approve the agenda, all present voted aye; motion carried. Commissioner Hanten introduced Deuel County Commissioner, Gary Jaeger, as a distinguished guest present for this meeting.

MINUTES APPROVED

Motion by Hanten, second by Heller, to approve the minutes of December 3rd, 2013; all present voted aye; motion carried.

MONTHLY REPORTS

Auditor, Cindy Brugman, reported her office is working on year end procedures and Codington County's tax levies for taxes payable in 2014 have been approved by the SD Dept. of Revenue. **Director of Equalization, Shawna Constant**, reported sales through the month of October have been sent to the Dept. of Revenue, her staff is halfway through processing the 2013 building permits, and Ms. Constant continues to work on her 2014 assessment year intentions, which are due in January.

AUDITORS ACCOUNT W/TREASURER AND REGISTER OF DEEDS FEES

Motion by McElhany, second by Hanten, 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 November, 2013, all present voted aye; motion carried.

Cash on hand	\$ 6,534.72
Checks in Treasurers' possession	
less than 3 days	\$ 131,333.19
Credit Card Charges	\$ 3,357.11
Cash Items	\$ 341.50
TOTAL CASH ASSETS ON HAND	\$ 141,566.52
RECONCILED CHECKING	
Great Western Bank Checking (Memorial Park)	\$ 204.84
Reliabank Dakota	\$15,205,000.61
INVESTMENTS	
SD Public Funds Investment	\$ 6,970.25
CERTIFICATES OF DEPOSIT	
Home Federal Bank	\$ 400,000.00
TOTAL CASH ASSETS	\$15,753,742.22
General Ledger Cash Balance by Funds:	
General	\$ 8,933,588.63
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 4,626,258.11
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 1,683,483.63
(schools 1,083,809.11, townships 47,694.63; city/towns 160,863.52)	

Codington County, December 10, 2013

TOTAL GENERAL LEDGER CASH \$15,753,742.22

The Board noted the following report of fees as submitted by Register of Deeds, Ann Rasmussen: Total transactions in November were in the amount of \$28,634.00; with \$2,450.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

COMMISSIONERS CONTINGENCY TRANSFERS

Motion by Hanten, second by Heller, to transfer \$14,000.00 from Commissioners Contingency to the Court Appointed Attorney budget; all present voted aye; motion carried.

CLAIMS

Motion by Hanten, second by McElhany, to approve for payment the following claims; all present voted aye; motion carried: 2nd Street Station 778.00 Mtg, Accreditation, Audit And 150.00 Svc, Automatic Building Controls 805.00 Rep, Active Heating 97.25 Rep, Aspen Tree Service 2000.00 Rep, AT&T Mobility 119.04 Util, AT&T Mobility 70.41 Utilities, Austin Law Offices 12184.00 Svc, Bob Barker Co. 113.85 Sup, Batteries Unlimited 115.00 Rep, Batteries Unlimited 210.00 Repairs/Maint., Belson Outdoors 3784.16 Sup, Bergh Auction 167.40 Pmt, Cynthia Bergsbaken 52.22 Jury, Scott A. Bohls 40.00 Cell, Pete Bolzer 880.66 Grant, Borns Group 2931.68 Post, Boys & Girls Club 1000.00 Pmt, Bratland Law 352.80 Svc, Kim Brekke 20.00 Wit, Brian's Glass & Door Inc. 450.00 Repairs/Maint., Todd Brist 20.00 Wit, Brown Clinic Pllp 900.00 Svc, Jacob Brown 20.00 Wit, Cindy Brugman 110.00 Trav, Jodi Budahl 10.00 Jury, Burns Law Office 595.60 Svc, Burns Law Office 2600.00 Svc, Carquest Auto Parts 39.84 Supplies, Cashway Lumber Inc. 54.98 Rep, Cass-Clay Creamery 1603.08 Sup, Centurylink 13.39 Util, Centurylink 657.61 Util, Centurylink 85.28 Util, Rosanne Chandler 17.40 Jury, Codington County CHS Office 1480.00 Svc, Codington County Highway Dept. 3936.00 Sup, Codington County Treasurer 16.50 Post, Denise Cody 30.00 Svc, Cole Papers, Inc. 1301.50 Sup, Connecting Point Computer Cent 8648.65 Maint, Shawna Constant 25.00 Cell, Galen Cordell 50.74 Jury, County Fair Foods 31.98 Sup, CRA Payment Center 100.33 Repairs/Maint., Crawford Funeral Chapel 3952.00 Asst, Credit Bureau Of Watertown Inc 797.06 Pmt, Kyle Crom 50.74 Jury, Culligan Water Conditioning 173.75 Sup, Elsie Currey 12.22 Jury, David Curtis 40.00 Cell, Rachel Degraw 10.74 Jury, DK Diesel 133.72 Rep, Doug's Anchor Marine 120.30 Rep, Bimbo Foods, Inc 940.29 Sup, East Dakota Water Development 2888.86 November Apportionment, Ed Roehr Safety Products 962.75 Sup, Emblem Enterprises Inc 299.00 Unif, Kurt Engel 15.92 Jury, Engelstad Electric Co. 3892.65 Rep, F.J. McLaughlin 8750.86 Rentals, Farnams Genuine Parts 44.64 Supplies, First Choice Sewer & Septic Co 512.50 Repairs/Maint., Richard Folk Jr 17.00 24/7, Allison Forbush 25.00 Cell, Fox & Youngberg, P.C. 175.24 Svc, Gloria Gallisath 51.48 Jury, Galls, An Aramark Company 280.43 Sup, GCR Tire Center 1082.04 Rep, Gemini Acoustical Llc 1475.00 Rep, Genoa Healthcare/Watertown 11.08 Sup, Geo Tek Engr & Testing Service 260.00 Repairs/Maint., David Gibbs 40.00 Cell, Tana Gisi 50.74 Jury, Becky Goens 74.18 Trav, Grainger 861.86 Rep, Kimberly Grangaard 12.22 Jury, Erica Grant 50.74 Jury, Great Western Bank 160.52 Supplies, Green, Roby, Oviatt, 4158.33 Svc, Helen Gruba 10.00 Jury, Michael Gubka 40.00 Cell, Elaine Halse 12.22 Jury, Hampton 88.72 Travel & Conf., Elaine Hanson 10.74 Jury, Brian Harrington 52.22 Jury, Hays Companies 200.00 Ins, Jeff Hershman 25.00 Cell, Trevor Hieb 20.00 Wit, Troy Hieb 24.80 Jury, Hillyard Floor Care Supply 666.61 Sup, Chelsea Hlavacek 50.00 Jury, Taylor Hoff 20.00 Wit, Hosmer Law Office 159.94 Svc, Brad Howell 40.00 Cell, Ryan Hust 32.14 Wit, HyVee #1871 Accts Receivable 1654.08 Sup, David Ingalls 12.22 Jury, Interlakes Community Action 986.87 Pmt, Jeff's Vacuum Center 26.49 Sup, Chad Johnson 20.00 Wit, Paul Johnson 583.33 Pmt, Marty Karnopp 40.00 Cell, The King Corporation 324.00 Rep, Charlene Kurkowski 84.79 Rep, Landshark Scuba 677.00 Sup, Wade Larsen 10.74 Jury, Michael Lawrence 22.58 Jury, Lawson Products 336.84 Supplies, Lewis & Clark Bhs 320.00 Svc, Lewno Law Office 300.89 Svc, Jodi Loehrer 82.07 Trav, Daniel Luken 11.48 Jury, Phyllis Lutz 51.48 Jury, Lyle Signs Inc 658.08 Supplies, Mac's Inc 85.95 Supplies, Mac's Inc. 10.46 Rep, Mahowald's 86.42 Rep, The Maintenance Shop 840.99 Maint, Manatron, Inc 10479.04 Rep, Marco, Inc 363.90 Rent, Russell Mathews 40.00 Cell, Patricia McClemmans 20.00 Wit, Menards 25.16 Supplies, Menards 481.49 Rep,

Midcontinent Communications 275.00 Util, Milbank Communications 713.00 Rep, Minnehaha County Auditor 67.50 Pmt, Steve Molengraaf 18.00 Trav, Jamie Monson 12.50 Cell, Lorrie Mosser 10.74 Jury, Mt Hope Cemetery 565.00 Svc, Municipal Utilities 11705.58 Util, Municipal Utilities 724.96 Utilities, Myers Enterprises, Inc 55.00 Sup, Myron M Kuhlman 239.73 Repairs/Maint., National 4-H Council 80.48 Pmt, Crystal Neale 6.67 Trav, Kendall Nelson 24.06 Jury, Michael Nogelmeier 10.74 Jury, Gerald Norgaard 14.44 Jury, Northern Truck Equipment 25542.00 Equipment, Northwestern Energy 255.10 Utilities, Yanira Novoa 150.00 Svc, Office Peeps 7.05 Supplies, Office Peeps, Inc. 2154.81 Sup, Jerrod Olson 40.00 Cell, Julie Olson 50.74 Jury, Ottetail Power Co, 32.27 Utilities, Natalie Paczkowski 20.00 Wit, Gerald Paulson 20.00 Wit, Michelle Pederson 25.00 Cell, Pennington County Sheriff 239.10 Trav, Diane Peterson 18.88 Jury, Jodi Peterson 52.96 Jury, Pheasantland Industries 156.67 Sup, Pizza Ranch 78.86 Sup, PMB 0112 184.12 Util, Prairie Lakes Health Care Cent 5106.66 Svc, Print 'Em Now 77.00 Sup, Proline Inc 37.50 Rep, Rainbow Play Systems, Inc 500.00 Sup, Redlinger Bros. 431.32 Rep, Adam Reeves 20.00 Cell, Brian Richter 40.00 Cell, Cory Rislov 10.00 Jury, Ron's Saw Shop 42.49 Rep, Runnings 1634.93 Sup, Runnings Farm & Fleet 199.99 Repairs/Maint., Dawn Russell 95.20 Svc, Kathleen Salley 11.48 Jury, Terrance Satterlee 1500.00 Svc, Lila Schaefer 52.22 Jury, Jill Schily 40.00 Wit, Brenda Schmeling 10.74 Jury, Genesis Schnackenberg 20.00 Wit, James Schoepp 57.40 Jury, Kyle Schweitzer 50.74 Jury, SD Attorney General's Office 176.00 24/7, SD Department Of Revenue 1295.00 Svc, S.D. Federal Property 900.00 Sup, Paul E Bachand, Exec Director 1467.00 Dues, SD State Treasurer 312107.29 December Remittance, SDAAO 330.00 Dues, SDACO 768.00 Nov M&P Relief Collections, Sdae4-Hp 105.00 Dues, Melissa Sears 25.00 Cell, Secretary Of State 334.53 Post, Securus Technologies 2100.00 Sup, Shepherd Reporting Llc 30.00 Svc, Karla Siegfried 11.48 Jury, Adam Sime 50.74 Jury, Sioux Valley Coop 5358.55 Fuel, Sioux Valley Coop 30284.49 Supplies, Sioux Valley Greenhouses 45.00 Rep, Robert Snell 53.70 Jury, Linda Sogn 10.00 Jury, South Dakota Dept. Of Transpor 18467.30 Repairs/Maint., South Shore Gazette 817.72 Pub, Star Laundry 107.50 Supplies, Star Laundry 32.80 Sup, The State Bar Of SD 705.00 Dues, Connie Stoebner 241.40 Svc, Joyce Stowe-Koistinen 11.48 Jury, Sturdevants Auto Parts 120.15 Repairs/Maint., Sturdevant's Auto Parts 114.64 Rep, Robert Sturm 58.88 Jury, Thomas Sumner 28.50 Jury, James Sutton 18.00 Trav, Sutton Law Office Pc 13546.83 Svc, Karen Swanda 30.00 Svc, Scott Swanson 25.00 Cell, Sysco North Dakota 8966.22 Sup, Technicolor Screen Printing 125.99 Sup, The Lodge At Deadwood 158.00 Travel & Conf., Heidi Thorson 25.00 Cell, Tool Time Rental 70.00 Rep, Town Of Florence-Peggy Lindahl 52.00 Utilities, Town Of South Shore 40.00 Utilities, Trav's Outfitter Inc 192.97 Sup, Truenorth Steel 3390.93 Supplies, Trugreen 490.00 Sup, Ultramax 1416.00 Sup, Verizon Wireless 415.00 Util, Great Western Bank 1017.91 Pmt, TCM/Reliabank Dakota 771.87 Pmt, Tom Walder 40.00 Cell, Walgreens 147.01 Asst, Walmart Community 290.96 Sup, Walmart Community 14.98 Supplies, Watertown City Finance Office 4387.81 Maint, Watertown Family Eyecare 750.00 Unif, Watertown Ford 583.89 Rep, Watertown Public Opinion 1025.27 Pub, Watertown Regional Landfill 2.42 Repairs/Maint., Westside Animal Clinic Pc 596.67 Svc, Wheelco 124.31 Repairs/Maint., Yolanda White 51.48 Jury, Wight & Comes Funeral Chapel 148.00 Svc, Toby Wishard 40.00 Cell, Wow! Business 327.28 Util, Wow! 49.95 Utilities, Watertown Landfill 7.70 Rep, WW Tire Service Inc. 51.80 Supplies, Yankton Co. Sheriff 50.00 Svc, Patricia Yetter 50.74 Jury.

LEVY RESOLUTION – CORRECTION

Motion by Hanten, second by Heller, to rescind the Boards action of October 1, 2013 to correct Resolution 2013-24 as the original levy resolution was correct as adopted on September 24th, 2013; all present voted aye; motion carried.

INMATE MEDICAL SERVICES AGREEMENT

Motion by McElhany, second by Heller, to authorize the Chairman to sign a one year agreement, beginning January 1, 2014, with Brown Clinic for continued onsite medical services for inmates. Sheriff Wishard noted this agreement has not increased in cost since the County first entered into the contract with Brown Clinic several years ago. Upon vote of the Board; all present voted aye; motion carried.

PROPERTY TAX REFUND/ABATEMENT

Motion by Hanten, second by Heller, to approve an application for abatement of property taxes in the amount of \$52.11 and a refund of \$52.54 for real estate property record #17391, due in 2013; for which property was erroneously taxed twice; all present voted aye; motion carried.

MEMORIAL PARK - ONLINE RESERVATION SERVICES

Motion by McElhany, second by Hanten, to authorize the Chairman to sign a contract with Leisure Interactive, LLC; for software and services to generate online campground reservations at Memorial Park. Facilities Manager, Milo Ford, reviewed the contract with the Board and noted the States Attorney has also reviewed the contract. The cost for software for purchasing the software, set up and configuration is \$450.00 with an annual fee, after the first year, of \$75.00 for account maintenance. Upon vote of the Board; all present voted aye; motion carried.

BUDGET SUPPLEMENTS

Motion by Hanten, second by McElhany, to approve automatic budget supplements to the Commissioners expenditure budget in the amount of \$11,250.00 with anticipated CDBG grant reimbursement funds and to the Detention Center expenditure budget in the amount of \$2,605.36 with FEMA grant reimbursement funds; all present voted aye; motion carried.

TRAVEL REQUESTS

Motion by Hanten, second by McElhany, to approve the following travel request; all present voted aye; motion carried: Highway Supt., NACE Conference, in Louisiana.

PERSONNEL CHANGES

Motion by McElhany, second by Hanten, to approve the following personnel changes; all present voted aye; motion carried: Director of Equalization Appraisers, Allison Forbush and Melissa Sears; anniversary step increase, from step 3/\$16.91 per hour to step 4/\$17.44; effective date December 1, 2013; submitted and approved by Director of Equalization, Shawna Constant.

EXECUTIVE SESSION

Motion by McElhany, second by Hanten, to enter into executive session at 9:22 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 9:42 a.m., no action was taken. Facilities Manager, Milo Ford and Human Resource Director, Terry Satterlee, were present for executive session.

RURAL DEVELOPMENT SITE ANALYSIS

Todd Kays, Executive Director of the First District Association of Local Governments and Paul Kostboth, Agricultural Development Director with the SD Dept. of Agriculture, met with the Board to review the Codington County Rural Development Site Analysis. This analysis is a part of the SD Dept. of Ag's effort to enhance economic development opportunities and better support local control of development.

BUILDING STUDY

Commissioner Heller advised the Board that Architecture Inc. will be meeting today, Tuesday, December 10th at 3:00 p.m., to review floor plans, with the appropriate departments, for the proposed building project.

EXECUTIVE SESSION

Motion by Hanten, second by McElhany, to enter into executive session at 10:23 a.m., to discuss union contract negotiations; all present voted aye; motion carried. The Board returned to regular session at 10:37 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 10:37 a.m., until 9:00 a.m., Tuesday, December 17th, 2013; all present voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

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