

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

July 11, 2017

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 11<sup>th</sup>, 2017, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen, and Brenda Hanten; Chairman Myron Johnson presiding.

**AGENDA APPROVED**

Motion by Hanten, second by Gabel, to approve the agenda; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Hanten, second by VanDusen, to approve the minutes of June 27, 2017; all voted aye; motion carried.

**MONTHLY REPORTS**

**Welfare Director, Sarah Petersen**, provided the Board with a report of statistics from the Welfare office for the month of May 2017. 27 people were served for the following: 8 medical, 10 housing, 2 prescriptions, 1 transportation, 3 burials, 1 miscellaneous, and 2 utilities; there were zero funds expended by the County for these contacts and \$2,701.67 was saved using other resources. Ms. Petersen reported the NACO prescription drug card program provided \$1,926.67 in savings for 36 people in the month of May. Ms. Petersen reviewed “Stepping Up” highlights and a summary of the strategic plan for the Welfare Office. The Welfare Director reviewed her 2018 budget request. **4H Youth Program Advisor, Jodi Loehrer**, updated the Board on the following: Kid Care attendance; Clover Buds camp attendance; Special Foods contest participation; Fashion Review workshop; paint workshop; State horse show; Camp Chance nutrition class; Farm Fun Zoo day; and upcoming 4-H Achievement Days. Ms. Loehrer reviewed the Extension 2018 budget request. **Community Health Nurse, Karla Moes**, presented the Board with a quarterly report, as compiled by the **Community Health Office Nurses**, and covering the following items: Meetings attended; office fees collected; office visits; WIC caseload; immunizations; and POD activities. **Suzi Haugly** was introduced to the Board as the new Dietician for the office. **Veterans Service Officer, Al Janzen**, reported 84 walk-ins/appointments and 5 house calls in the month of June. Mr. Janzen reviewed the 2018 budget request for his office. **Auditor, Cindy Brugman**, reported on assisting with the City run-off election; voter registration purge process; and 2018 Provisional Budget preparation. The Auditor reviewed the 2018 budget request for her office. **Director of Equalization, Shawna Constant**, reviewed her 2018 budget request. **Register of Deeds, Ann Rasmussen**, reviewed her 2018 budget request. The Register of Deeds indicated she will be submitting a request to purchase computer equipment along with a travel request at the Board’s next meeting. **Treasurer, Carol Maloney**, reported on tax deeds proceedings on several properties throughout the County. A brief discussion was held on a possible “Plate on Demand” project through the SD Dept. of Motor Vehicles and the ramifications to County offices and motor vehicle owners if the project proceeds. The Treasurer reviewed her 2018 budget request.

**RUMBLE STRIPING AGREEMENT**

Motion by Hanten, second by VanDusen, to approve a financial and maintenance agreement between Codington County and the SDDOT for a “Rumble Strip/Pavement Marking” project. Mr. Small noted this agreement is an opportunity for the County to utilize Federal Highway safety funds, to fully fund a rumble striping project on a two-mile segment of County Road 6. Upon vote of the Board; all present voted aye; motion carried.

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**PROPERTY LINE DISCREPANCY**

The Board held a discussion regarding a property, adjacent to County owned property, near Koch Complex. The current property owner has discovered that a garage on his property is half located on the County's property. Discussion was held on how to proceed to correct this problem. Director of Equalization, Shawna Constant, was present for this discussion. The Board will contact the property owner to appear at a future meeting to determine how to proceed to remedy the issue.

**AUDITOR'S ACCOUNT W/ TREASURER AND REGISTER OF DEEDS MONTHLY FEES**

Motion by Hanten, second by VanDusen, 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 June 2017, all present voted aye; motion carried.

Cash on hand	\$ 12,622.53
Checks in Treasurers' possession	
less than 3 days	\$ 74,016.79
Credit Card Charges	\$ 6,675.63
Cash Items	\$ 525.00
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$ 93,839.95</b>
<b>RECONCILED CHECKING</b>	
Great Western Bank Checking (Memorial Park)	\$ 1,000.00
Reliabank Dakota	\$19,669,490.13
<b>INVESTMENTS</b>	
SD Public Funds Investment	\$ 6,979.91
<b>CERTIFICATES OF DEPOSIT</b>	
<b>TOTAL CASH ASSETS</b>	<b>\$19,771,309.99</b>
<b>General Ledger Cash Balance by Funds:</b>	
General	\$11,764,255.04
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 6,416,071.36
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 1,080,571.74
(schools 343,224.73, townships 58,453.34; city/towns 40,889.34)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$ 19,771,309.99</b>

The Board noted the report of fees as submitted by Register of Deeds, Ann Rasmussen: Total transactions in the month of June 2017 were in the amount of \$32,379.00; with \$1,570.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

**POWER OUTAGE/COURTHOUSE LOCKDOWN PROCEDURE**

Facility Manager, Milo Ford, presented the Board with a preview of a procedure for the lock down of the Courthouse in the event of an extended power outage. Mr. Ford will revise the procedure and bring it back to the Board for final approval.

**MEETING DATE CHANGE REQUEST**

Motion by Hanten, second by VanDusen, to change the Board's next meeting date from July 25<sup>th</sup> to July 26<sup>th</sup>, to accommodate the Auditor's office travel schedule. Upon vote of the Board; VanDusen and Hanten voted aye; Gabel, Waterman, and Johnson voted no; motion failed.

**PERSONNEL CHANGES**

Motion by Hanten, second by Waterman, to approve the following personnel changes; all present voted aye; motion carried: Highway Maintenance II, Jeff Argo, new hire, step 1/\$17.57 per hour; Deputy Sheriff, Michael Gubka, promotion to Sergeant Sheriff, step 9/\$26.99 per hour; Correctional Officer, Melissa Holtquist, anniversary step increase to step 6/\$20.15 per hour; Correctional Officer, Wesley

Jennings, anniversary step increase to step 7/\$20.91 per hour; Deputy Sheriff, Trever Schimmel, anniversary step increase to step 4/\$23.44 per hour; and Seasonal Highway position, new hire, Larry Stahl, step 1/\$13.76 (custodial scale) per hour.

**TRAVEL REQUESTS**

Motion by Hanten, second by Gabel, to approve the following travel requests; all present voted aye; motion carried: Director of Equalization and Appraiser, District meeting; Treasurer, Ultra Software users meeting; Emergency Management Secretary, HSEEP Class; Auditor clerical staff, Ultra Software users meeting; and Auditor, SDACO Executive Board meeting.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by VanDusen, to adjourn at 9:38 a.m., until 9:00 a.m., Tuesday, July 18<sup>th</sup>, 2017; all present voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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