

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

July 18, 2017

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 18th, 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 Waterman, to approve the agenda; all voted aye; motion carried.

MINUTES APPROVED

Motion by Waterman, second by VanDusen, to approve the minutes of July 11, 2017; all voted aye; motion carried.

MONTHLY REPORTS

Facility Manager, Milo Ford, reported on the following: Memorial Park – camping nights, at the end of June, 3,204 compared to 3,150 during the same time frame in 2016; common complaints are a lack of available camping spaces and mosquitoes; early reservation software problems have been resolved. Mr. Ford provided the Board with several examples of signage for the Park entrance. Courthouse - the Courthouse will be assessed in the near future for exterior restoration needs; the electronic door locking system is operational; and *National Night Out* will be held on the Courthouse grounds on August 1st. Detention Center – a HVAC monitoring project has been lined up for this month. Ag. Building – some hail damage has occurred at the Extension Center Complex; the storage building project is underway; a POD exercise will be held at the facility in October; and a new lease agreement has been proposed, to SDSU, to include rental fees for a portion of the storage building currently under construction. West Nile – the County has received a grant award in the amount of \$4,319.00 to offset mosquito spraying costs. The Maintenance Dept. will be taking training on how to deal with specific infectious diseases. The Correctional Officers staff will be invited to participate in this training provided by Safety Benefits. Mr. Ford reviewed the 2018 budget requests for Government Buildings, Memorial Park, Ag. Building, and West Nile. **Highway Supt., Rick Small**, reported the Highway Dept. continues with chip sealing; gravel surfacing; and preparing projects applicable to future BIG (Bridge Improvement Grant) funds. Mr. Small reviewed the 2018 budget request for the Road and Bridge Fund. **Weed Supervisor, Steve Molengraaf**, advised the Board the majority of spraying has been completed with State roads and spot spraying left to complete. Mr. Molengraaf provided the following statistics for the spraying season to date: 324 spraying hours, 2160 miles, 842 gallons of 2-4D, 102.5 gallons of Tordon, and 6.25 gallons of Glyphosate. Hemlock moths have been released in 4 area counties, weed complaints have been received along with a couple of spray damage complaints. West Nile traps are in place and fogging has taken place in Kranzburg, Henry, Wallace, Florence, and Memorial Park. Mr. Molengraaf reviewed the 2018 Weed Dept. budget request.

MAINTENANCE POSITION

Motion by Hanten, second by VanDusen, to advertise an opening in the Maintenance Dept. due to the pending retirement of a current employee; all present voted aye; motion carried.

POWER OUTAGE/COURTHOUSE LOCKDOWN PROCEDURE

Facility Manager, Milo Ford, presented the Board with a procedure for the lock down of the Courthouse in the event of an extended power outage. Motion by Gabel, second by Hanten, to approve the procedure

and add it to the County's Policy and Procedures Manual; all present voted aye; motion carried. The Facility Manager and Auditor will notify County and non-County offices, located in the Courthouse, of the County's new policy.

3.3.2 Power Outage Policy (adopted July 18, 2017)

POLICY:

In the event of a power outage, the courthouse will go into lock down, until such time that power can be restored.

PROCEDURE FOR POWER OUTAGE:

- A. Entry doors to be locked by maintenance personnel. All office doors to be closed by individual office staff.
- B. Elevators checked for trapped passengers, by maintenance personnel.
- C. Auditor's Office will be responsible to notify Sheriff Department of power outage.
- D. Auditor's Office will be responsible for contacting Municipal Utilities, for indication of how long power outage may last.
- E. Treasurer's Office will be responsible to post signs on Entrance doors that Courthouse is closed, due to the power outage.
- F. Auditor's Office will be responsible to notify media outlets of closure.
- G. All offices will be responsible for assisting all of their customers safely to building exits. In the event of any handicapped individuals who would need assistance, they should contact 911 for assistance from Watertown Fire Rescue.
- H. Sheriff's Department will be responsible for doing a sweep of the building to ensure that the public has safely gotten out of building.

NOTICE TO BIDDERS BRIDGE DECK PROJECT

Motion by Hanten, second by Waterman, to authorize a notice to bidders for the construction of Two Coat Bridge Deck Polymer Chip Seal for BRF 6287(00)17-1, BRF6499(00)17-2, and BRF 6499(00)17-3; all present voted aye; motion carried. The opening of bids is set for 9:00 a.m., August 15, 2017.

BRIDGE IMPROVEMENT GRANT APPLICATION RESOLUTION 2017-17

Motion by Johnson, second by Waterman, to approve Resolution 2017-17, a resolution authorizing the Highway Supt. to submit application for three BIG (Bridge Improvement Grant) projects for bridges located on 455th Ave and 460th Ave (County Roads 11 & 7); all present voted aye; motion carried. Highway Supt., Rick Small, advised the Board that this application, if granted, will allow for pre-engineering services to determine how the bridges can be repaired, possibly three years down the road if BIG funds are approved.

**RESOLUTION 2017-17
BRIDGE IMPROVEMENT GRANT PROGRAM
RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS**

WHEREAS, Codington County wishes to submit an application/applications for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER (S) AND LOCATION (S):

15-190-022 0.9 North of SD 20 on 455th Ave
15-190-063 3.3 South of SD 20 on 455th Ave
15-240-155 5.0 East & 2.5 North of Watertown on 460th Ave

And WHEREAS, Codington County certifies that the project(s) are listed in the county's Five-Year County Highway and Bridge Improvement Plan;

And WHEREAS, Codington County agrees to pay the 20% match on the Bridge Improvement Grant funds;

And WHEREAS, Codington County hereby authorizes the Bridge Improvement Grant application(s) and any required funding commitments.

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application(s).

Vote of Commissioners/Council: YES - 5 NO - 0

Dated at Codington County, Watertown, SD, this 18th day of July, 2017

Myron Johnson
Chairman

ATTEST:

Cindy Brugman
Auditor

PROPERTY LINE DISCREPANCY

Commissioner Hanten updated the Board regarding a property, adjacent to County owned property, near Koch Complex where the current property owner has discovered that a garage on his property is half located on the County's property. Commissioner Hanten has spoken to Watertown City officials and the Codington County States Attorney regarding how best to proceed to remedy the property line/garage issue.

BURN BAN DISCUSSION

The Board discussed and determined that a burn ban is not applicable at this time. The Board will monitor the need for a burn ban on a week by week basis.

COMPUTER EQUIPMENT

Motion by Hanten, second by VanDusen, to authorize the Register of Deeds to purchase computer equipment and software as requested and budgeted for in 2017; all present voted aye; motion carried.

CLAIMS

Motion by Hanten, second by VanDusen, to approve for payment the following claims; all present voted aye; motion carried: A-OX WELDING SUPPLY 149.56 SUP, ACCREDITATION, AUDIT AND 150.00 SVC, ABC LOCK & KEY 70.00 REP, ACTIVE HEATING 378.00 REP, ALEX AIR APPARATUS, INC 147.50 SVC, AMERICAN LEGION 23.00 SUP, JEFF ARGO 25.00 SUP, AT&T MOBILITY 286.72 UTIL, AVERA MCKENNAN HOSPITAL 2798.00 SVC, QUEEN OF PEACE HEALTH SERVICES 89.90 REPAIRS/MAINT., AVERA ST LUKE'S HOSPITAL 699.50 SVC, AXON ENTERPRISE, INC 2189.17 EQUIPMENT, BOB BARKER CO 373.87 SUP, JACK BARTLING 51.68 JURY, BEACON CENTER 1000.00 SVC, BEACON CENTER 2673.00 SVC, ALLEN BENCK 25.00 UTILITIES, BERNIE'S TELEPHONE AND TECH 225.00 SVC, KEITH BORDEAUX 30.00 REF, BORNS GROUP 3586.55 POST, MAHLON BOUGHTON 55.04 JURY, BOYS & GIRLS CLUB

Codington County, July 18, 2017

1250.00 SVC, BROWN CLINIC PLLP 4346.00 SVC, BROWN CLINIC MAIN 96.00 SVC, BURNS LAW OFFICE 3000.00 SVC, BUTLER MACHINERY 194743.00 EQUIPMENT, C&R SUPPLY 20.40 SUP, CAHILL FUNERAL CHAPEL 300.00 SVC, JEFF CASE 25.00 UTILITIES, CENTURY LINK 13.41 UTIL, CENTURY LINK 702.59 UTIL, GINA CHILSON 71.00 JURY, CLASSROOM CONNECTION 12.99 SUP, COD CO SHERIFF-BRAD HOWELL 59.44 REIMB, CODINTON-CLARK ELECTRIC COOPERATIVE 35.62 UTILITIES, COLE PAPERS, INC., 1851.73 SUP, CONNECTING POINT COMPUTER CENT 11929.12 MAINT, CONNECTING POINT COMPUTER CENT 580.00 SVC, CONNECTING POINT 1325.00 TRAVEL & CONF., SHAWNA CONSTANT 25.00 CELL, COUNTY FAIR FOODS 139.69 SUP, CREDIT COLLECTIONS BUREAU 7201.04 PMT, CREDIT COLLECTIONS BUREAU 729.88 PMT, CRESCNET ELECTRIC SUPPLY CO. 85.72 REP, CULLIGAN WATER CONDITIONING 86.00 SUP, DAVID CURTIS 40.00, CELL, VICTORIA DANENS 52.52 JURY, MATT DARGATZ 25.00, UTILITIES, DATA TRUCK 69.98 UTIL, JAMIE DOLEN 25.00 UTILITIES, DOUG'S UPHOLSTERY 110.00 REPAIRS/MAINT., DUANE'S FLOOR COVERING 5980.00 REP, DUGANS SALES & SERVICE 387.95 REP, DYNOTUNE SPEED & PERFORMANCE 1911.52 REP, BIMBO FOODS, INC 1222.69 SUP, EMC INSURANCE 537.00 REPAIRS/MAINT., JOHN ENGELS 52.52 JURY, ENGELSTAD ELECTRIC CO. 723.85 REP, RANDY FALVEY 25.00 UTILITIES, FAMILY DENTAL CENTER 935.00 SVC, FARNAMS GENUINE PARTS 75.88 SUP, FARNAMS GENUINE PARTS 461.51 SUP, TOWN OF FLORENCE-PEGGY LINDAHL 64.25 UTILITIES, ALLISON FORBUSH 25.00 CELL, FSA-FARGO 651.86 SUP, GALLS, LLC 209.98 SUP, GCR TIRES & SERVICE 222.40 REP, GEISE FUNERAL CHAPEL 3952.00 SVC, GENOA HEALTHCARE/WATERTOWN 616.26 SUP, GLASS PRODUCTS INC. 3662.82 REPAIRS/MAINT., GREEN, ROBY, OVIATT 5080.85 SVC, MICHAEL GUBKA 40.00 CELL, GUNDERSON, EVENSON & KNIGHT 763.60 SVC, JUSTIN HALAJIAN 25.00 CELL, HANDCUFF WAREHOUSE 200.80, SUP CONNIE HARTLEY 26.61 SUP, RICK HARTLEY 40.00 UTILITIES, DAVE HEDDING 25.00 UTILITIES, HEFTY SEED COMPANY 5486.40 SUP, HENNEPIN COUNTY SHERIFF OFFICE 80.00 SVC, TOWN OF HENRY 136.31 UTILITIES, JEFF HERSHMAN 25.00 CELL, HILLYARD/SIOUX FALLS 739.54 REP, RICK HOLINKA 25.00 UTILITIES, HOMETOWN BUILDING CENTER 27.86 REPAIRS/MAINT., MICHAEL HOVERSTADT 62.60 JURY, LARRY HOWARD 40.00 CELL, HOWARD VET CLINIC 75.00 SVC, BRAD HOWELL 40.00 CELL, HUMAN SERVICE AGENCY 23044.75 SVC, HYVEE #1871 ACCTS RECEIVABLE 3680.74 SUP, INTERLAKES COMMUNITY ACTION 1210.00 SVC, INTOXIMETERS 325.00 SUP, JOHNSON CONTROLS, INC. 387.72 REP, CORRINE JOHNSON 20.00 WIT, JOHNSON COUNTY SHERIFF 137.23 TRAV, RACHAEL JOHNSON 53.36 JURY, JURGENS PRINTING 61.50 SUP, MARK KATTERHAGEN 45.00 SVC, KIBBLE EQUIPMENT 326.66 REPAIRS/MAINT., PATRICIA KNOLL 70.40 WIT, LACROIX LAW OFFICE 137.34 SVC, J.H. LARSON ELECTRICAL CO. 32.06 REP, LEWIS & CLARK BHS 480.00 SVC, LEWNO LAW OFFICE 404.88 SVC, LINCOLN CO TREASURER 1364.75 SVC, JODI LOEHRER 69.17 CELL, STEVEN LOWRY 40.00 CELL, LYLE SIGNS INC. 1196.27 SUP, LYLE SIGNS INC 69.96 SUP, M & T FIRE AND SAFETY 169.50 SUP, MAC'S INC 58.19 SUP, MAC'S INC 44.65 REP, ARLET MAGSTADT 52.52 JURY, MAHOWALD'S HARDWARE 64.95 SUP, MAHOWALD'S 161.07 REP, MARCO, INC 280.00 RENT, RUSSELL MATHEWS 40.00 CELL, MEDICAL WASTE TRANSPORT, INC 125.01 SVC, MENARDS 615.71 REP, MENARDS 193.58 SUP, SHEILA MENNENGA 51.68 JURY, METROCOUNT USA INC 4698.00 SUP, MIDCONTINENT COMMUNICATIONS 432.60 UTIL, MIKELSON LAW OFFICE 287.88 SVC, JENNA MOFFATT CONSULTING 337.50 SVC, GERALDINE MOHROR 54.20 JURY, MUNICIPAL UTILITIES 15599.75 UTIL, MUNICIPAL UTILITIES 512.22 UTIL, MATTHEW MUSTON 60.11 WIT, NICOLE MYRMAN 170.00 WIT, NADA USED CAR GUIDE 115.00 SUP, NORTHERN CON-AGG 12580.44 SUP, NORTHERN SAFETY TECHNOLOGY, IN 523.74 SUP, NORTHWESTERN ENERGY 212.72 UTILITIES, OFFICE PEEPS, INC 3805.95 SUP, OFFICE PEEPS 6.50 SUP, JERROD OLSON 40.00 CELL, OTERTAIL POWER CO. 32.60 UTILITIES, MICHELLE PEDERSON 25.00 CELL, JODY PENNINGNS 57.56 JURY, PENNINGTON COUNTY JAIL 462.70 TRAV, SARAH PETERSEN 25.00 CELL, PHARMCHEM INC

125.00 SUP, PITNEY BOWES 210.00 RENT, JERRY POLLARD 144.00 SVC, PRINT 'EM NOW 251.00 SUP, PRO LINE, INC 5.40 SUP, REDWOOD TOXICOLOGY LABORATORY 527.62 SUP, CHELSEA REED 410.76 WIT, ADAM REEVES 40.00 CELL, BRIAN RICHTER 40.00 CELL, ROBYN RITER 25.00 UTILITIES, TORI ROBERTS 50.84 JURY, RUNNINGS 57.98 SUP, RUNNINGS FARM & FLEET 24.99 REPAIRS/MAINT., DAWN RUSSELL 217.60 SVC, LYNNE SADERGASKI 50.84 JURY, SAFETY RESTRAINT CHAIR INC 210.00 SUP, SANFORD HEALTH PLAN 410.58 PREM, TERRANCE SATTERLEE 1500.00 SVC, SCHAEFFER OIL 130.80 SUP, TREVOR SCHIMMEL 40.00 CELL, JARON SCHLECHTER 20.00 WIT, BRAD SCHWINGER 25.00 UTILITIES, SD ATTORNEY GENERAL'S OFFICE 371.00 PMT, SD DEPARTMENT OF REVENUE 2890.00 PMT, SD STATE TREASURER 553472.79 JULY REMITTANCE, SDAAO 1500.00 PMT, SDACC 5844.03 PMT, S.D. ASSOCIATION OF COUNTY COM 30.00 UTILITIES, SDACO 834.00 PMT, SDN COMMUNICATIONS 1151.28 UTIL, SDVSOA 75.00 DUES, MELISSA SEARS 25.00 CELL, SECURUS TECHNOLOGIES 2933.60 SUP, HEIDI SELCHERT 25.00 CELL, SHOPKO EYECARE 4054, 567.91 SVC, SIOUX FALLS TWO-WAY RADIO 185.95 SUP, SIOUX RURAL WATER SYSTEM 32.89 UTILITIES, SIOUX VALLEY COOP 4377.20 FUEL, SIOUX VALLEY COOP 18294.50 SUP, SIOUX VALLEY GREENHOUSES 1530.00 SUP, RICKY SMALL 40.00 UTILITIES, LYNN SOLBERG 25.00 UTILITIES, BRENT SOLUM 40.00 CELL, SOUTH DAKOTA DEPT. OF TRANSPOR. 316.81 REPAIRS/MAINT., TOWN OF SOUTH SHORE 66.00 UTILITIES, SOUTH SHORE GAZETTE 1351.86 PUB, STAR LAUNDRY 2159.28 SUP, STAR LAUNDRY, 109.54 SUP, STATE 4-H OFFICE 50.00 TRAV, STEVE'S WORLD 286.38 REP, STEVE STUNES CONSULTING 1782.18 SVC, STURDEVANTS AUTO PARTS 6.50 REPAIRS/MAINT., SUTTON LAW OFFICE PC 15832.43 SVC, KAREN SWANDA 45.00 SVC, SCOTT SWANSON 25.00 CELL, SYSCO NORTH DAKOTA 13932.80 SUP, TEAM ELECTRONICS 10.00 SUP, THOMSON REUTERS-WEST 248.57 SVC, PRODUCTIVITY PLUS ACCOUNT 25.60 REPAIRS/MAINT., DOUG TORSTENSON 25.00 UTILITIES, TOSHIBA FINANCIAL SERVICES 589.01 RENT, TRAV'S OUTFITTER INC 262.96 SVC, TRUGREEN 320.00 MAINT., ULTEIG 6756.88 REPAIRS/MAINT., VAST BUSINESS 546.79 UTIL, VAST BROADBAND 49.95 UTIL, VERIZON WIRELESS 426.90 UTIL, GREAT WESTERN BANK 162.16 PMT, LONIE VOGELSANG 25.00 UTILITIES, TOM WALDER 40.00 CELL, WALMART COMMUNITY 310.26 PMT, WARNE PLUMBING & HEATING 1073.39 REP, TODD WARNE 25.00 UTILITIES, WATERTOWN CITY FINANCE OFFICE 22955.75 MISC, WATERTOWN FIRE & AMBULANCE 500.00 SVC, WATERTOWN PUBLIC OPINION 2259.83 PUB, WATERTOWN SCHOOL DISTRICT 5026.80 SUP, WELLS FARGO FINANCIAL LEASING 46068.90 PMT, WHEELCO 633.63 SUP, JAYDEN WILKENS 20.00 WIT, GERALD WILLIAMS 50.84 JURY, NATHAN WOOD 259.60 WIT, XEROX CORPORATION 109.61 SUP, YANKTON CO SHERIFF 200.00 SVC.

AUTOMATIC BUDGET SUPPLEMENT

Motion by Hanten, second by Gabel, to approve an automatic budget supplement to the Auditor's budget with reimbursement funds for NACo travel in the amount of \$957.54; all present voted aye; motion carried.

PERSONNEL CHANGES

Motion by Waterman, second by Gabel, to approve the following personnel changes; all present voted aye; motion carried: Highway Maintenance III, Dave Hedding, anniversary step increase, step 11/\$23.19 per hour; Highway Maintenance II, Lonie Vogelsang, 6 months step increase, step 2/\$18.04 per hour; Highway Maintenance II, Randy Falvey, 6 months step increase, step 2/\$18.14 per hour;

TRAVEL REQUESTS

Motion by VanDusen, second by Waterman, to approve the following travel requests; all present voted aye; motion carried: Director of Equalization clerical staff, Ultra Software users meeting; Register of Deeds, SDACES; and Veterans Service Officer, yearly training workshop.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by VanDusen, to adjourn at 10:39 a.m., until 9:00 a.m., Tuesday, July 25th, 2017; 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.

Published once at the total approximate cost of \$_____.