

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

March 25, 2014

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, March 25, 2014, at the Codington County Courthouse. Commission members present were: Myron Johnson, Elmer Brinkman, and Brenda Hanten; absent George Heller and Tyler McElhany; Chairman Brinkman presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Johnson, second by Hanten, to approve the minutes of March 18<sup>th</sup>, 2014; all present voted aye; motion carried.

**MONTHLY REPORTS**

**Emergency Management Director, Jim Sutton**, reported the Emergency Management vehicle is undergoing repairs at this time from damages incurred while the vehicle was legally parked; the Spring flooding meeting gathered 20 attendees; weather spotter training is taking place this week; and the Emergency Management Office and Search and Rescue team will participate in an airport table top exercise on April 21<sup>st</sup>. **Sheriff, Toby Wishard**, submitted the following statistics for the month ending February 28, 2014, for the Detention Center and Sheriff's Office: average daily inmate population 49; bookings 185; \$8,615.00 collected in fees for out of county prisoner contracts; \$2,730.00 collected in work release fees; \$3,691.00 collected in fees for the 24/7 program, \$4,274.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 41 individuals testing twice daily for PBT's; 5 individuals reporting twice weekly for UA Drug testing; and 26 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 301 cases/calls for service; 5 traffic accidents investigated; 93 arrest warrants were served; 256 sets of civil papers served; and a total of 2,966 miles traveled for 13 prisoner transports. Sheriff Wishard presented the Board with a report of fees, collected and retained by the County, in the month of February 2014, in the amount of \$4,300.03. Sheriff Wishard reported the D.A.R.E. program is wrapping up within the next month along with the "Alive at 25" program, defensive driving program geared towards teenage drivers. Sheriff Wishard reviewed with the Board two quotes for computer systems used in the County's patrol cars. Quotes were received from, Brite Computers in the amount of \$3,689.00 for a FUJITSU tablet and from Connecting Point in the amount of \$4,165.00 for a Panasonic tablet. The Sheriff noted the computer systems (tablets) used in the patrol cars are scheduled for replacement on a five year rotation. Action to authorize the purchase of two tablets will be placed on the Board's agenda for April 1<sup>st</sup>.

**SALARY CLAIMS**

Motion by Johnson, second by Hanten, to approve March salary claims; all present voted aye; motion carried: Commissioners: 9,434.02 total salaries. Auditor: 18,572.49 total salaries. Co. Treasurer: 26,532.08 total salaries; Lindee Waba 1721.72 step increase. States Attorney: 30,839.83 total salaries. Gov. Buildings: 17,913.54 total salaries. Dir. Equalization: 38,964.40 total salaries. Register of Deeds: 17,719.41 total salaries. Veterans Service: 8,910.06 total salaries. Sheriff: 75,288.34 total salaries; Dave Gibbs 3354.84 step increase; Kristi Gast 2360.08 step increase; Kathy Young 1602.65 step increase. Co. Jail: 82,691.83 total salaries. Coroner: 1,453.28 total salaries. Care of the Poor: 5,675.75 total salaries. County Nurse: 4,008.78 total salaries. County Park: 505.46 total salaries. Ag. Bldg.: 8,439.30 total salaries. Co. Extension: 8,524.98 total salaries. Weed Control: 5,911.65 total salaries. Planning

Codington County, March 25, 2014

Board: 211.18 total salaries. Road & Bridge: 78,108.27 total salaries. Emergency Management: 10,264.88 total salaries. Crime Victim: 5,699.71 total salaries. W.I.C.: 4,003.33 total salaries. Total: 459,672.57. Breakdown of withholding amounts which are included in the above: S.D. Retirement 41,610.66; S.D. Retirement 359.56 spouse option; S.D. Supplemental Retire. 1,635.00 suppl. retire.; Wellmark 63,753.83 ins.; Lincoln Financial Group 446.50 life ins.; Delta Dental 5,582.36 ins.; Avesis 711.14 ins.; Nationwide Retire. Sol. 214.29 suppl. retire.; AFSCME Local #2488 352.80 employee union dues; AFLAC 2,521.05 ins.; Assurity Life Insurance Company 151.41 ins.; U.M.B. Bank 2,542.00 suppl. retire.; AFLAC 400.15 ins.; Watertown United Way 125.42 employee contributions; Office of Child Support 100.00 employee payments; Sioux Valley Credit Union 11,941.00 employee payments; Cod. Co. Treasurer 34,150.00 employee monthly draw; New York Life 32.75 ins.; Teamsters Local Union 243.00 employee union dues; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 34,457.93 federal withholding; ReliaBank Dakota 51,624.68 social security; Breit Law Office 510.52 employee payment; Barbara Curtis 800.00 employee payment; Washington National Ins. 20.20 ins.; employee payment.

### **PROPERTY TAX ABATEMENT APPLICATIONS**

Motion by Hanten, second by Johnson, to approve the following applications for property tax abatements:

<u>Property tax record</u>	<u>Abatement allowed</u>
4662	\$450.94 Property was destroyed by fire on 4/24/2013
10168	\$366.50 Property owner qualified for State assessment program
7075	\$89.74 Property owner qualified for State assessment program
14784	\$962.74 Property owner qualified for State assessment program

Upon vote of the Board; all present voted aye; motion carried.

### **LAKESIDE WORSHIP SERVICES AT MEMORIAL PARK**

Motion by Johnson, second by Hanten, to allow the Lutheran Church of our Redeemer to conduct worship services at Memorial Park during the 2014 park season, from May 25th through August 31<sup>st</sup>, 2014; all present voted aye; motion carried.

### **SWINE VIRUS MORATORIUM**

**4-H/Youth Program Advisor, Jodi Loehrer and Extension Office Coordinator, Becky Goens**, met with the Board to discuss the swine virus and its effect on requests for rental space for swine sales at the Codington County Extension Center Complex. It was noted that at this time there is no cure or vaccine available for this virus. Ms. Loehrer advised the Board that some local 4-H and State Fair swine activities will see changes this year due to the virus. Facilities Manager, Milo Ford, agreed swine activities should cease at the Extension Center complex as there isn't any way possible to sanitize the County's facility against this virus and the County could be held liable if the virus spread due to an event held at the complex. Motion by Hanten, second by Johnson, to establish a moratorium, until further notice, on allowing swine on the premises at the Codington County Extension Center Complex due to possible virus contamination; all present voted aye; motion carried.

### **MEMORIAL PARK RESERVATION RULES AND PROCEDURES**

**Facilities Manager, Milo Ford**, reviewed with the Board the following proposed rules and procedures to be followed in conjunction with making reservations at Memorial Park: Online Reservations - will be accepted up to 90 days in advance, all sites reserved online will require payment by credit card at the time of reservation, and all online reservations will be charged a \$5 booking fee. In Person - all reservations must be paid in full at time of reservation or guaranteed with a valid credit card and reservations will be accepted up to one year in advance. Cancellations - Cancellations may be subject to a \$10 cancellation fee and cancellations made within 14 days of scheduled check in are subject to one day's reservation fee.

Refunds - No refunds will be provided after the scheduled arrival date or for early departure. Motion by Hanten, second by Johnson, to approve the aforementioned rules and procedures as presented by Mr. Ford; all present voted aye; motion carried.

**AUTHORIZATION TO SEEK AN ATTORNEY GENERAL'S OPINION**

**States Attorney, Dawn Elshere and Zoning Officer, Luke Muller**, met with the Board to discuss the need for an Attorney General's opinion regarding County zoning issues which occur in association with property located within one mile of the Watertown City Limits. Motion by Johnson, second by Hanten, to authorize the States Attorney to seek an Attorney General's opinion regarding jurisdictional issues of land use actions taken by the Codington County Planning and Zoning Board relating to County properties located within one mile of the Watertown City limits; all present voted aye; motion carried.

**JUSTWARE SOFTWARE UPGRADE**

**States Attorney, Dawn Elshere**, presented the Board with information regarding the cost to upgrade the Justware software program in her office. Ms. Elshere noted this upgrade was not budgeted for in 2014. Motion by Hanten, second by Johnson, to authorize the States Attorney to expend up to \$7,000.00 to upgrade the Justware software program in her office; all present voted aye; motion carried. The Board acknowledged the States Attorney's budget may need a contingency transfer at the end of 2014 due to upgrading the software sooner than anticipated.

**1996 SUBURBAN SEALED BIDS**

**Facilities Manager, Milo Ford**, opened the following sealed bids, as previously advertised, for a 1996 Chevy Suburban, declared as surplus property by the Board on January 7<sup>th</sup>, 2014:

- Rick Hartley – bid \$579.00
- Rod Borkhuis – bid \$550.00
- Courtney Livingston - bid \$777.00
- Ed Christopherson – bid \$1,165.00

Motion by Johnson, second by Hanten, to accept the bid of Ed Christopherson and to authorize the Auditor to transfer title of the 1996 Chevy Suburban upon payment of \$1,165.00; all present voted aye; motion carried.

**GOOD FRIDAY ADMINISTRATIVE LEAVE**

The Board noted per previously adopted policy that the Courthouse and all County offices will follow the policy of the State of South Dakota and close at 12:00 noon on Good Friday, April 18<sup>th</sup>, 2014. Employees will be given 4 hours of administrative leave to use for the office closures. Essential employees required to work, or on their regularly scheduled day off, will receive 4 hours of administrative leave to use at a later date.

**TRAVEL REQUESTS**

Motion by Hanten, second by Brinkman, to approve the following travel requests; all present voted aye; motion carried: Auditor, Treasurer, Deputy Treasurer, and Register of Deeds; SDACO Spring workshop in Pierre. Maintenance Staff; Custodial Seminar in Brookings. Weed & Pest Supervisor; Supervisor Meeting in Huron and State Meeting in Pierre.

**PERSONNEL CHANGES**

Motion by Johnson, second by Hanten, to approve the following personnel change; all present voted aye; motion carried: Deputy Sheriff, Dave Gibbs, anniversary step increase, to step 8/\$23.97 per hour.

**NATIONAL AG. DAY**

Commissioner Johnson noted this week is National Ag. Week and today is National Ag. Day. Commissioner Johnson asked for recognition for all Community, County and State Ag. Producers and thanked them for everything they do.

**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 9:50 a.m., to discuss a personnel/contractual issue; all present voted aye; motion carried. The Board returned to regular session at 10:04 a.m.; action was taken. County Auditor, Cindy Brugman; Weed Dept. Manager, Paul Johnson; and Weed Dept. Supervisor, Steve Molengraaf; were present for executive session.

**WEED DEPT. MANAGER CONTRACT**

Motion by Hanten, second by Johnson, to authorize the Chairman to sign the following contract; Independent Contractor Agreement between Codington County and SDSU Regional Agronomy Field Specialist, Paul O. Johnson, for managerial duties of the Codington County Weed Dept., from April 1, 2014 through March 31, 2015, total contract payment \$4,800.00 to be paid in monthly installments; all present voted aye; motion carried. A copy of the agreement will be filed in the office of the Codington County Auditor.

**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 10:06 a.m., to discuss litigation; all present voted aye; motion carried. The Board returned to regular session at 10:21 a.m.; no action was taken. States Attorney, Dawn Elshere, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Johnson, to adjourn at 10:21 a.m., until 9:00 a.m., Tuesday, April 1<sup>st</sup>, 2014; 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 \$\_\_\_\_\_.