

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Courthouse, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, July 16, 2019**

1. **Pledge of Allegiance**
2. **Conflict of interest items**
3. **Call for Public Comment**
4. **Action to approve the agenda**
5. **Action to approve the minutes of July 9, 2019**
6. **Monthly reports**
  - a. **Facilities Manager**
  - b. **Highway Superintendent**
7. **Review 2020 budget requests**
8. **Action on change orders submitted for Courthouse Remodel Project**
9. **Action to approve claims for payment**
10. **Action to approve automatic budget supplements**
11. **Action to approve personnel changes**
12. **Action to approve travel requests**
13. **Old Business**
14. **New Business**
15. **Open**
  - a. **Public Comments**
  - b. **Commission Comments**
16. **Action to enter into Executive session per SDCL 1-25-2**
  - (1) **Discussion of personnel issues**
  - (2) **Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters**
  - (3) **Preparing for contract negotiations with employees or employee's representatives**
17. **Action to adjourn until 9:00 a.m., Tuesday, July 23<sup>rd</sup>, 2019; at the Codington County Courthouse**

**Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.**

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

July 9, 2019

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 9, 2019, at the Codington County Courthouse. Commission members present were: Charlie Waterman, Myron Johnson, Troy VanDusen, and Brenda Hanten; Commissioner Lee Gabel was present via teleconference; Chairman, Myron Johnson, presiding. Commissioner Troy VanDusen led the pledge of allegiance.

**CONFLICT OF INTEREST ITEMS**

There were no conflict of interest items to note.

**CALLS FOR PUBLIC COMMENT**

Chairman Johnson called for public comments for the Open, none were forthcoming.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Hanten, second by Gabel, to approve the minutes of July 2<sup>nd</sup>, 2019; all voted aye; motion carried.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported the process to review and update all inactive voters and active voters, who have not voted in the past 4 years, is underway and will take several months to complete. **Director of Equalization, Shawna Constant**, reported on progress of the re-appraisal of agricultural land and small acreages, sales information, splits, and plats, in preparation for the next appraisal year.

**2020 BUDGET REVIEW**

The Board reviewed the following 2020 budget requests: Auditor, Director of Equalization, and Treasurer.

**AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS 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 business day of June 2019, all present voted aye; motion carried.

Cash on hand	\$ 9,972.77
Checks in Treasurers' possession	
less than 3 days	\$ 80,177.87
Credit Card Charges	\$ 4,282.61
Cash Items	\$ 670.82
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$ 95,104.07</b>
<b>RECONCILED CHECKING</b>	
Great Western Bank Checking (Memorial Park)	\$ 1,000.00
Reliabank Dakota	\$ 21,531,387.95
<b>INVESTMENTS</b>	
SD Public Funds Investment	\$ 7,159.52
<b>TOTAL CASH ASSETS</b>	<b>\$ 21,634,651.54</b>

Codington County, July 9, 2019

## General Ledger Cash Balance by Funds:

General	\$12,821,063.16
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 7,238,117.61
Trust & Agency	\$ 1,075,470.77
(schools 395,813.32, townships 58,965.00; city/towns 42,358.86)	
TOTAL GENERAL LEDGER CASH	\$ 21,634,651.54

The Board noted fees collected in the month of June in the Register of Deeds Office, in the amount of \$43,751.30.

**COURTHOUSE REMODEL PROJECT CHANGE ORDER SUMMATION**

Motion by VanDusen, second by Waterman, to authorize Chairman Johnson to sign Document G701 – 2017, a summation of all change orders associated with the Courthouse Remodel Project, noting a net credit of \$3,723.25, for the entire bid project; all voted aye; motion carried.

**CLAIMS**

Motion by Hanten, second by Waterman, to approve for payment the following list of claims; all voted aye; motion carried: A-OX WELDING 77.94 SUPPLIES, ACCREDITATION, AUDIT AND 150.00 SVC, ADVANCE AUTO PARTS 4.99 REP, ADVANTAGE RV'S 64.00 SVC, AP AUTO PROS 515.00 EQUIP, JEFFREY ARGO 25.00 UTILITIES, ASPEN TREE SERVICES, LLC 125.00 REP, AUSTIN LAW OFFICES 1551.30 SVC, BANNER ASSOCIATES, INC 7704.45 REPAIRS/MAINT., BATTERIES UNLIMITED 125.00 REPAIRS/MAINT., BEACON CENTER 1000.00 PMT, BEACON CENTER 2501.50 PMT, ALLEN BENCK 25.00 UTILITIES, EUGENE BEYNON 25.00 CELL, SARA BEYNON 25.00 CELL, MARJORIE BLAIS 50.84 JURY, TODD BLOCK 15.88 JURY, BONDELL BOADWINE 50.84 JURY, SCOTT BOHLS 56.72 JURY, BORNS GROUP 2479.86 POST, FAITH BOUGHTON 11.68 JURY, BOYS & GIRLS CLUB 1458.33 PMT, BROTHERHOOD ARMS 690.00 SUP, BROWN CLINIC PLLP 1481.00 SVC, BURNS LAW OFFICE 3072.45 SVC, BUTLER MACHINERY 898.54 REPAIRS/MAINT., JEFF CASE 25.00 UTILITIES, CASHWAY LUMBER INC. 580.02 REP, CENTURYLINK 716.88 UTIL, CHUCK'S LOCK & KEYS 22.95 REP, CLARK COUNTY SHERIFF'S OFFICE 93.00 SVC, CODINGTON-CLARK ELECTRIC COOPE 35.62 UTILITIES, CODINGTON CO. HISTORICAL SOC. 7952.50 GRANT, CODINGTON COUNTY TREASURER 145.82 PMT, COLE PAPERS, INC. 1316.06 SUP, CONNECTING POINT COMPUTER CENT 1246.65 REP, CONNECTING POINT 1610.00 REPAIRS/MAINT., SHAWNA CONSTANT 25.00 CELL, COUNTY FAIR FOODS 215.38 SUP, CREDIT COLLECTIONS BUREAU 863.29 PMT, CREDIT COLLECTIONS BUREAU 640.69 PMT, CRESCENT ELECTRIC SUPPLY CO. 263.39 REP, CRESTONE BUILDERS INC. 38700.00 SUPPLIES/REPAIRS, JAMES CROSTON 15.04 JURY, CULLIGAN WATER CONDITIONING 197.75 SUP, CY & MIKE'S HIGHWAY SERVICE 100.00 REPAIRS/MAINT., DAKOTA FLUID POWER INC. 693.96 REPAIRS/MAINT., DAKOTA PORTABLE TOILETS, INC 165.00 RENT, MATTHEW DARGATZ 25.00 UTILITIES, DATASPEC INC 449.00 SUP, GENE DAY 100.00 EQUIPMENT, DELYLE'S SOUTH 81 SERVICE INC 2132.58 REP, DIGITAL-ALLY 125.00 SUP, JAMIE DOLEN 25.00 UTILITIES, DUSTIN DOLNEY 10.84 JURY, DOUG'S ANCHOR MARINE 38.48 SUP, DUININCK INCORPORATED 143.19 SUPPLIES, DUININCK, INC 7370.13 REP, BIMBO FOODS, INC 906.46 SUP, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, ELITE DRAIN & SEWER 210.00 REP, EMBRACE FAMILY DENTISTRY 552.00 SVC, EMC INSURANCE 319.00 REPAIRS/MAINT., MARIA ESCAMILLA 40.00 CELL, TRICIA ESCHEN 69.32 JURY, RANDALL G. FALVEY 25.00 UTILITIES, FAMILY DENTAL CENTER 475.00 SVC, FARNAMS GENUINE PARTS 298.60 SUPPLIES, JANINE FIELDS 52.52 JURY, FIRST DISTRICT ASSN OF LCL GOV 100.00 SVC, AMANDA FIRSTINTROUBLE 40.00 WIT, TERENCE FIRSTINTROUBLE 40.00 WIT, AT&T MOBILITY - FIRSTNET 123.29 UTIL, DON FJERSTAD 50.84 JURY, ALLISON FORBUSH 25.00 CELL, FSA - FARGO 6394.41 SUP, GCR TIRES &

SERVICE 1029.67 REP, GLASS PRODUCTS INC. 325.55 EQUIP, GRAINGER 88.04 REP, GREEN, ROBY, OVIATT, 5362.82 SVC, MICHAEL GUBKA 40.00 CELL, WILLIAM HAGEN 62.60 JURY, JUSTIN HALAJIAN 25.00 CELL, BRENDA HANTEN 370.19 TRAV, RICK HARTLEY 40.00 UTILITIES, JENNIFER HARTMAN 50.84 JURY, DAVID HAUGE 13.36 JURY, AVINA HAYES 26.80 JURY, KAYE HEATHCOTE 31.00 JURY, DAVID HEDDING 25.00 UTILITIES, JAMES HEDGES 25.00 CELL, HEFTY SEED COMPANY 2362.50 SUP, HENRY FOODS, INC 1946.95 SUP, JEFF HERSHMAN 25.00 CELL, HILLYARD/SIOUX FALLS 608.86 SUP, ALLEC HOAAS 10.84 JURY, HELEN HOEKMAN 10.84 JURY, RICK HOLINKA 25.00 UTILITIES, LARRY HOWARD 40.00 CELL, BRIAN HUBERT 14.20 JURY, HUMAN SERVICE AGENCY 4535.00 SVC, HYVEE #1871 ACCTS RECEIVABLE 758.83 SUP, INTERLAKES COMMUNITY ACTION 1267.42 SVC, INTERSTATE ALL BATTERY CENTER 182.84 SUP, INTOXIMETERS 782.50 SUP, JD POWER 137.00 SUP, JEBRO INC. 11587.00 SUPPLIES, JOHNSON CONTROLS, INC. 2801.94 REP, SHANIA JOHNSON 26.80 JURY, STEVE JUNTUNEN 37.00 REF, ROBERT JUTTING 50.84 JURY, MITCHELL KALLHOFF 25.00 UTILITIES, CASSIE KASPAREK 53.36 JURY, MARK KATTERHAGEN 30.00 SVC, DAVID KEEFE 10.84 JURY, JOLYNN KLUCK 11.68 JURY, CORY KUEMPER 10.00 JURY, JOHN KURTENBACH 20.00 JURY, LAKE CITY FIRE EQUIPMENT 249.25 REP, CONSTANCE LAKE 50.84 JURY, LARSEN LAW OFFICE 197.20 SVC, LEWIS & CLARK BHS 890.00 SVC, LEWNO LAW OFFICE 333.00 SVC, DARCY LOCKWOOD 30.00 SVC, JODI LOEHRER 107.92 TRAV, KATHRYN LOWE 55.04 JURY, STEVEN LOWRY 40.00 CELL, DEIDRA LUFKINS 20.00 WIT, LYLE SIGNS INC. 447.50 SUP, MAC'S BLUE TARP CREDIT SERVIC 26.06 REPAIRS/MAINT., BLUE TARP FINANCIAL, INC 59.57 REP, NEAL MACK 20.00 WIT, TERRI MACK 20.00 WIT, THE MAINTENANCE SHOP 484.70 REP, MARCO, INC 407.29 RENT, JACLYN MARKO 54.20 JURY, LORI MARSCHEIDER 10.84 JURY, RUSSELL MATHEWS 40.00 CELL, SARA MATHIS 13.36 JURY, MCLEOD'S PRINTING & OFFICE SUP 279.98 SUP, MEDICAL WASTE TRANSPORT, INC 164.72 SVC, MENARDS 1295.39 SUP, MENARDS 131.01 SUPPLIES, LARRY MERCHANT 25.00 CELL, MIDCONTINENT COMMUNICATIONS 407.72 UTIL, MIRACLE RECREATION 409.00 REP, STEVE MOLENGRAAF 32.00 TRAV, WILFREDO MOLINA 51.68 JURY, MICHAEL MORGAN 40.00 CELL, MOTOROLA SOLUTIONS, INC 2912.25 SUP, ANNE-MARIE MULLIN 50.84 JURY, MUNICIPAL UTILITIES 14680.06 UTIL, MUTH ELECTRIC 52000.00 EQUIP, JAMES NOELDNER 52.52 JURY, NORTHERN CON-AGG 13698.22 SUPPLIES, NORTHWESTERN ENERGY 191.74 UTILITIES, OFFICE PEEPS, INC. 1306.40 SUP, JERROD OLSON 40.00 CELL, OMG NATIONAL 318.00 DARE, OTTERTAIL POWER CO, 40.94 UTILITIES, JOANN PAULSON 1250.00 GRANT, CHLOE PEARSON 13.36 JURY, MICHELLE PEDERSON 25.00 CELL, PETERS DISTRIBUTING, INC 384.23 SVC, SARAH PETERSEN 25.00 CELL, PHARMCHEM INC 85.65 SUP, TYLER PICKREL 10.00 JURY, PITNEY BOWES 210.00 RENT, PMB 0112 360.08 UTIL, STEPHANIE PONTO 20.00 WIT, CHRIS POWNELL 285.24 TRAV, PRAIRIE LAKES HEALTH CARE CENT 5101.10 SVC, PRO HYDRO-TESTING 972.00 SUP, PRO MAINTENANCE 19500.00 REP, SHIRLEY RAMSE 15.88 JURY, ADAM REEVES 40.00 CELL, REBECCA MORLOCK REEVES 68.32 REIMB, BECCA REITER 40.00 CELL, SARAH RIES 12.52 JURY, ROBYN RITER 25.00 UTILITIES, RUNNING SUPPLY INC. 105.75 SUPPLIES, DAWN RUSSELL 13.60 SVC, SANFORD WATERTOWN OCCUPATIONAL 258.00 SVC, SATELLITE TRACKING OF PEOPLE 1745.25 SUP, TERRANCE SATTERLEE 1500.00 SVC, TREVOR SCHIMMEL 40.00 CELL, KRISTIN SCHLEPP 18.40 JURY, CLAY SCHUCHARD 55.88 JURY, SCHUCHARD WESTSIDE GMC 869.46 REP, GWENDOLYN SCHULZ 11.68 JURY, BRAD SCHWINGER 25.00 UTILITIES, SD ATTORNEY GENERAL'S OFFICE 2812.00 PMT, SD ATTORNEY GENERAL'S OFFICE 305.00 PMT, SD DEPARTMENT OF HEALTH 2610.00 SVC, SD SHERIFFS' ASSOCIATION 880.00 MAINT, SD STATE TREASURER 560098.05 PMTS, SDACC 50.00 SUP, SDACO 792.00 PMT, SDN COMMUNICATIONS 1179.37 UTIL, MELISSA SEARS 25.00 CELL, SECURUS TECHNOLOGIES 1866.21 SUP, HEIDI SELCHERT 25.00 CELL, SIOUX RURAL WATER SYSTEM 36.00 UTILITIES, SIOUX VALLEY COOP 4706.20 FUEL, SIOUX VALLEY COOP 15458.56 SUPPLIES, SIOUX VALLEY GREENHOUSES 357.08 SUP, LYNN SOLBERG 40.00

UTILITIES, BRENT SOLUM 40.00 CELL, STEVEN SPLINTER 52.52 JURY, STAN HOUSTON 27.00 REP, STAR LAUNDRY 1746.37 SUP, STAR LAUNDRY 104.20 SUPPLIES, STURDEVANT'S AUTO PARTS 14.57 REP, STURDEVANTS AUTO PARTS 1.80 SUPPLIES, SUTTON LAW OFFICE PC 18580.51 SVC, SCOTT SWANSON 25.00 CELL, THOMSON REUTERS-WEST 291.57 SVC, LANDAN THORSON 56.72 JURY, BRYAN TIERNEY 30.16 JURY, PRODUCTIVITY PLUS ACCOUNT 709.50 REPAIRS/MAINT., T&L QUICKCARE 475.00 SVC, DOUGLAS D. TORSTENSON 25.00 UTILITIES, TOSHIBA FINANCIAL SERVICES 526.94 RENT, TRAV'S OUTFITTER INC 371.40 UNIF, TRUENORTH STEEL 4983.30 SUPPLIES, TWO WAY SOLUTIONS, INC 100.96 REPAIRS/MAINT., TWO WAY SOLUTIONS, INC 2995.57 EQUIP, TYLER TECHNOLOGIES, INC 560.00 SVC, VAN DIEST SUPPLY COMPANY 469.71 SUP, CARL VANVOORST 12.52 JURY, CLARICE VANWELL 50.84 JURY, TYLER VARNS 40.00 CELL, VAST BUSINESS 590.10 UTIL, VAST BROADBAND 49.95 UTILITIES, VERIZON WIRELESS 616.32 UTIL, MARLONIE VOGELSANG 25.00 UTILITIES, WALFORD PROPERTIES 400.00 RENT, WALMART COMMUNITY 165.11 SUP, WARNE CHEMICAL & EQUIPMENT CO 425.00 SUP, WARNE PLUMBING & HEATING 229.59 REP, TODD B WARNE 25.00 UTILITIES, WATERTOWN FORD 94.50 REP, WATERTOWN PARK & REC 1500.00 RENT, WATERTOWN PUBLIC OPINION 594.00 SUP, NICHOLAS WATSON 50.84 JURY, WELLS FARGO BANK, NA 46068.90 PMT, TODD WESS 12.52 JURY, WHEELCO 276.64 REPAIRS/MAINT., ZACK WIPF CONSTRUCTION 71023.53 SUPPLIES/REPAIRS, WW TIRE SERVICE INC 1279.88 REP, WW TIRE SERVICE INC. 155.00 REPAIRS/MAINT., XEROX CORPORATION 122.85 SUPPLIES, YANKTON CO. SHERIFF 50.00 SVC, YANKTON CO TREASURER 600.00 SVC, LUKE YELLOW ROBE 1500.00 SVC, ZEP SALES & SERVICE 176.88 SUPPLIES, ZUERCHER TECHNOLOGIES, LLC 484.19 SVC

#### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by VanDusen, second by Hanten, to approve an automatic budget supplement to the Emergency Management revenue and expenditure budgets in the amount of \$1,250.00, with POD Grant Funds; all voted aye; motion carried.

#### **PERSONNEL CHANGES**

Motion by Hanten, second by VanDusen, to approve the following personnel changes; all voted aye; motion carried: Mike Gubka, Sergeant Sheriff, anniversary step increase 7/1/2019, to step 11/\$28.89 per hour and Trevor Schimmel, Deputy Sheriff, anniversary step increase 7/1/2019, to step 7/\$25.92 per hour

#### **CORRESPONDENCE NOTED**

The Board noted correspondence regarding a public hearing on the creation of two new Tax Increment Finance Districts within the City of Watertown. The public hearings are scheduled for Thursday, July 18, 2019, at 4:15 p.m., in the Council Chambers in Watertown City Hall. The Board noted correspondence from an individual who recently camped at the Memorial Park Campground. The correspondence commended Memorial Park Campground Managers, Carol and Milo Ford, for being great assets to the park and providing a great camping experience.

#### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by VanDusen, to adjourn at 9:43 a.m., until 9:00 a.m., Tuesday, July 23<sup>rd</sup>, 2019; all 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 \$\_\_\_\_\_