

**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, December 10, 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 December 3, 2019**
- 6. Monthly reports**
  - a. Extension**
  - b. Weed Supervisor**
  - c. Director of Equalization**
  - d. Auditor**
- 7. Action to approve the Auditor's Acct. w/Treasurer and note Register of Deeds fees**
- 8. Action to authorize the Chairman to sign voluntary right-of-way donation forms**
- 9. Action to approve monthly cell phone stipends for 2020**
- 10. Discussion of 2020 Legislative session issues**
- 11. Discussion/possible action to proceed with implementation of a 211 Program in Codington County**
- 12. Discussion/possible action to approve a revised Memorial Park Campground Managers contract**
- 13. Action to approve claims for payment**
- 14. Action to approve automatic budget supplements – POD grant funds**
- 15. Action to approve personnel changes**
- 16. Action to approve travel requests**
- 17. Public Notices – a possible quorum of Commissioners could be in attendance at:**

**18. Old Business**

**19. New Business**

**20. Open**

- a. Public Comments
- b. Commission Comments

**21. 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
- (4) Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)

**22. Action to adjourn until 9:00 a.m., Tuesday, December 17<sup>th</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**

December 10, 2019

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 10, 2019, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chairman, Myron Johnson, presiding. Commissioner Hanten 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 Waterman, to approve the minutes of December 3, 2019; all voted aye; motion carried.

**MONTHLY REPORTS**

**4-H/Youth Program Advisor, Jodi Loehrer**, updated the Board on Jr. Achievement activities; Clover Buds program; prepping for the Winter Farm Show lunchroom; and prepping with State Fair Committee members for the 2020 South Dakota State Fair and competitions. Jodi informed the Board that an art exhibit, submitted by local 4-H'er Allie Fischer, has made the front page of the National 4-H calendar and has made the national calendar for the third time. Commissioner Johnson and Jodi prepared a release to allow documentary filming in the Extension Center Complex. Commissioner Johnson has signed this release as required by the individual performing the filming. **Weed Supervisor, Steve Molengraaf**, reported he has attended numerous district meetings, has assisted with the workload at the Highway Department and Ag. Building, attended the annual safety conference, and assisted with snow removal at the Extension Center Complex. A meeting of the Codington County Weed Board has been scheduled for Wednesday, December 11<sup>th</sup> at 1:30 p.m. at the Extension Center Complex. The annual meeting with Township officials is being scheduled with no date set at this time. **Director of Equalization, Shawna Constant**, reported on the following year-end procedures; work on building permits, new values entered, finishing up on the re-appraisal area, and program updates; in preparation of mailing assessments notices at the end of February in 2020. **Auditor, Cindy Brugman**, informed the Board budgets are being monitored for possible year-end supplements and the pay 2020 tax levies have been reviewed by the South Dakota Department of Revenue.

**DOGS/PETS IN COUNTY FACILITIES**

**Extension Office Coordinator, Becky Goens**, met with the Board to discuss recent complaints of dogs in the Extension Center complex at various events and where staff has had to clean up after these animals. Becky has done research on service animals that would be allowed within County facilities. Following discussion the Board authorized Becky to proceed with creating a policy that would address the concerns of pets/animals in County facilities.

**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 November 2019, all present voted aye; motion carried.

Cash on hand	\$	6,976.21
Checks in Treasurers' possession		
less than 3 days	\$	122,503.71
Credit Card Charges	\$	4,374.62
Cash Items	\$	360.67
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$</b>	<b>134,215.21</b>
<b>RECONCILED CHECKING</b>		
Great Western Bank Checking (Memorial Park)	\$	3,271.16
Reliabank Dakota	\$23,134,874.83	
<b>INVESTMENTS</b>		
SD Public Funds Investment	\$	7,214.53
<b>TOTAL CASH ASSETS</b>	<b>\$23,279,575.73</b>	
<b>General Ledger Cash Balance by Funds:</b>		
General	\$14,179,041.37	
General restricted cash	\$	500,000.00
Sp. Revenue	\$	6,388,988.80
Trust & Agency	\$	2,211,545.56
(schools 1,403,431.08, townships 60,523.52; city/towns 1,403,431.08)		
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$</b>	<b>23,279,575.73</b>

The Board noted Register of Deeds fees in the amount of \$36,055.40 were collected in the month of November 2019.

**VOLUNTARY RIGHT OF WAY PROJECT BRO 5015(38)**

Motion by Hanten, second by Waterman, to authorize the Chairman to sign a voluntary right-of-way donation agreement for bridge replacement project, BRO 5015(38), on County Road 4; all voted aye; motion carried.

**2020 CELL PHONE STIPENDS**

Motion by Gabel, second by VanDusen, to approve the following list of employee monthly 2020 cell phone stipends. The Board held a discussion regarding a probably change to the policy, of paying cell phone stipends, in the future due to the change in cell phone plans. Upon vote of the Board; all voted aye; motion carried:

<b><u>EMPLOYEE</u></b>	<b><u>AMOUNT</u></b>	<b><u>DEPARTMENT</u></b>
Argo, Jeff	25.00	Highway
Benck, Al	25.00	Highway
Case, Jeff	25.00	Highway
Constant, Shawna	25.00	Director Equalization
Dargatz, Matt	25.00	Highway
Dolen, Jamie	25.00	Highway
Escamilla, Maria	40.00	Detention Center
Falvey, Randy	25.00	Highway
Forbush, Allison	25.00	Director Equalization
Gubka, Mike	40.00	Sheriff
Halajian, Justin	25.00	Detention Center
Hartley, Rick	40.00	Highway

Hedding, Dave	25.00	Highway
Hedges, Gordy	25.00	Ag. Building
Hershman, Jeff	25.00	Detention Center
Holinka, Rick	25.00	Highway
Howard, Larry	40.00	Emergency Management
Kallhoff, Mitch	25.00	Highway
Loehrer, Jodi	25.00	Extension
Lowry, Steve	40.00	Sheriff
Mathews, Russell	40.00	Sheriff
Merchant, Larry	25.00	Govt. Bldgs.
Morgan, Mike	40.00	Sheriff
Olson, Jerrod	40.00	Sheriff
Pederson, Michelle	25.00	Director Equalization
Petersen, Sarah	25.00	Welfare
Reeves, Adam	40.00	Sheriff
Reeves, Rebecca Morlock	40.00	States Attorney
Reiter, Rebecca	40.00	States Attorney
Riter, Robyn	25.00	Highway
Schimmel, Trever	40.00	Sheriff
Schwinger, Brad	25.00	Highway
Sears, Melissa	25.00	Director Equalization
Selchert, Heidi	25.00	Director Equalization
Solberg, Lynn	40.00	Highway
Solum, Brent	40.00	Sheriff
Swanson, Scott	25.00	Ag. Building
Torstenson, Doug	25.00	Highway
Varns, Tyler	40.00	Sheriff
Vogelsang, Lonie	25.00	Highway
Warne, Todd	25.00	Highway

### **2020 LEGISLATIVE BILLS**

Commissioner Gabel reviewed the following bills that could come before the South Dakota Legislature in 2020:

1. A bill to minimize costs to taxpayers for County infrastructure projects by the allowance of a half-cent (.05) sales tax for Counties
2. A bill to allow a one-cent (1.0) Bed, Board, and Booze tax for Counties to fund Public Safety, Law Enforcement, and Justice expenses
3. A bill to support addressing of Behavioral Health issues
4. A bill for State participation in the update Emergency Management radios
5. A bill to eliminate the double tax (excise tax) on local Capital Improvement projects
6. A bill to allow for honest mistakes in publishing ordinances and other items online

Commissioner Gabel anticipates area Legislators will attend the Board's meeting scheduled for December 17<sup>th</sup>, to further discuss 2020 Legislative issues.

### **211 PROGRAM**

Motion by Hanten, second by Gabel, to proceed with preparing a resolution, for Board approval, to implement a 211 Program in Codington County. Lisa Dahl, Executive Director of the Watertown Area United Way and Glen Vilhauer, Watertown City Council President, spoke in favor of implementing the 211 Program in Codington County. Commissioner Hanten noted that if the County can secure a total of 4

participants for the program the cost to each partner would be approximately \$3,279.00 per year. Commissioner Hanten noted partners would be asked to enter into a three-year memorandum of agreement for the funding of the project. Upon vote of the Board, to move forward with the preparation of a resolution for adoption; all voted aye; motion carried.

### **MEMORIAL PARK CAMPGROUND MANAGERS CONTRACT**

Commissioner VanDusen noted each Commissioner has been sent a draft of a contract, to review, for the position of Memorial Park Campground Manager.

### **CLAIMS**

Motion by Gabel, second by Waterman, to approve the following list of claims. Commissioner Hanten noted two claims under the Welfare budget, Brian's Glass and Door and Cutting Edgz Inc., which she would like to discuss. Commissioner Hanten questioned the authorization of the project, associated with the claim from Brian's Glass and Door, per the Board's action in the minutes of September 24, 2019, to deny the request for the security door project in the Welfare Office. Following further discussion Commissioner Hanten requested an executive session for personnel reasons at the end of this meeting. Upon vote of the Board; all voted aye; to approve the prepared list of claims: 1<sup>ST</sup> CHOICE SEWER & DRAIN, INC \$250.50, A-OX WELDING \$133.32, ACCREDITATION, AUDIT AND \$300, ABC LOCK & KEY \$1,120.83, ACITVE HEATING \$202.04, ADVANCE AUTO PARTS \$10.11, ADVANCE AUTO PARTS \$8.48, AGTERRA TECHNOLOGIES, INC \$3,700, JEFFREY ARGO \$25.00, AXON ENTERPRISE, INC \$3,544.00, BANNER ASSOCIATES, INC \$3,077.30, BOB BARKER CO. \$2,006.40, BATTERIES UNLIMITED \$140.00, BAUER LAW OFFIE PC \$4,455.60, BEACON CENTER \$1,000, ALLEN BENCK \$25.00, EUGENE BEYNON \$25.00, BIERSCHBACH EQUIPMENT \$44.00, BONDELL BOADWINE \$50.84, SCOTT BOHLS \$56.72, BORNS GROUP \$2,792.50, BOYS & GIRLS CLUB \$3,936.73, COLLEEN BRAZIL \$1,114.16, BRIANS' GLASS & DOOR, INC \$324.00, BRIAN'S GLASS & DOOR, INC \$1,700, RIAN BROMWICH \$50.84, BROWNLEE CONSTRUCTION \$\$9,933.00, CINDY BRUGMAN \$46.00, BURNS LAW OFFICE \$3,763.00, BUTLER MACHINERY \$3,971.60M SHAWNA CARTER \$130.00, JEFRF CASE \$25.00, CENTURY LINK \$746.96, CODINGTON-CLARK ELECTRIC COOP \$35.62, CODINGTON CO CLERK OF COURTS \$400.00, CODINGTON COUNTY HIGHWAY DEPT. \$5,602.45, CODINGTON COUNTY TREASURER \$35.67, COLE PAPERS, INC. \$332.76, CONNECTING POINT COMPUTER CENT \$9,473.52, CONNECTING POINT \$1,701.16, SHAWNA CONSTANT \$25.00, COUNTY FAIR FOODS \$354.49, C & R SUPPLY \$ 601.68, CRAWFORD-OSTHUS FUNERAL CHAPEL \$5,150.00, CREATIVE VISIONS \$150.00, CREDIT COLLECTIONS BUREAU \$1,451.37, CREDIT COLLECTIONS BUREAU \$778.31, CULLIGAN WATER CONDITIONING \$179.00, CUTTING EDGE INC \$798.00, D K DIESEL INJECTION \$1,380.00, MATTHEW DARGATZ \$25.00, DATA TRUCK \$29.99, JAMIE DOLEN \$25.00, BIMBO FOODS, INC \$1,505.13, EIGHT TEN PROPERTIES, LLC \$1,740.00, ELECTION SYSTEMS & SOFTWARE \$1,693.73, MARIA ESCAMILLA \$90.00, TRICIA ESCHEN \$69.32, RANDALL FALVEY \$25.00, FARNAMS GENUINE PARTS \$251.77, JANINE FIELDS \$52.52, AT&T MOBILITY-FIRSTNET \$161.15, TOWN OF FLORENCE-PEGGY LINDAHL \$133.65, ALLISON FORBUSH \$25.00, FOX & YOUNGBERG, P.C. \$394.64, FSA-FARGO \$9,841.77, GALLS, LLC \$661.92, GCR TIRE CENTER \$2,928.60, GCR TIRE & SERVICE \$795.13, BREYANNA GEERDES \$51.68, BECKY GOENS \$69.60, GREAT AMERICA FINANCIAL SVC \$211.01, GREEN, ROBY, OVIATT \$4,990.00, MICHAEL GUBKA \$40.00, GUNDERSON & EVENSON, LLP \$1,263.50, JUSTIN HALAJIAN \$ 25.00, BRENDA HANTEN \$490.00, ALISSA HARTE \$46.00, RICK HARTLEY \$40.00, JENNIFER HARTMAN \$50.84, PATRICIA J. HARTSEL \$41.80, DAVID HEDDING \$25.00, JAMES HEDGES \$25.00, HENRY FOODS, INC \$1,820.24, JEFF HERSHMAN \$25.00, HILLYARD/SIOUX FALLS \$89.63, HOLIDAY INN CITY CENTRE \$75.00, RICK HOLINKA \$25.00, LARRY HOWARD \$40.00, HYVEE \$939.60, INTERLAKES COMMUNITY ACTION \$1,267.38, INTOXIMETERS \$750.00, JACOBSEN TRUCKING \$10,321.92, JURGENS PRINTING \$524.00, MITHCELL KALLHOFF \$25.00, MARK KATTERHAGEN \$12.00, KENNEDY

PIER LOFTUS & REYNOLDS \$487.40, KIBBLE EQUIPMENT \$15.98, KELLI LARDY \$44.40, LEWIS & CLARK BHS \$356.00, LEWNO LAW OFFICE \$156.50, LINCOLN CO TREASURER \$1,582.50, LOCATORS & SUPPLIERS, INC \$611.77, DARCY LOCKWOOD \$12.00, JODI LOEHRER \$633.96, STEVEN LOWRY \$140.00, LUTHERAN SOCIAL SERVICES \$2,260.05, MAC'S BLUE TARP CREDIT SERVIC \$96.87, BLUE TARP FINANCIAL, INC \$32.74, MACKSTEEL WAREHOUSE, INC. \$40.99, MACKSTEEL WAREHOUSE, INC. \$171.58, MANATRON, INC. \$13,131.84, MARCO TECHNOLOGIES \$135.00, JACLYN MARKO \$54.20, RUSSELL MATHEWS \$40.00, MEEKER COUNTY SHERIFF'S OFFICE \$500.00, SEAN MELMER \$51.68, MENARDS \$212.56, LARRY MERCHANT \$25.00, MIDCONTINENT COMMUNICATIONS \$426.27, MIDSTATES ADUIO, INC \$3,780.00, MIDWEST AUTOMOTIVE \$539.98, MOE OIL COMPANY \$1,699.21, STEVE MOLENGRAAF \$93.00, MICHAEL MORGAN \$40.00, MUNICIPAL UTILITIES \$12,173.39, MUNICIPAL UTILITIES \$705.05, MUTH ELECTRIC \$461.37, NEWMAN TRAFFIC SIGNS \$849.39, NORTHERN BAG AND BOX COMPANY \$4,050.00, NORTHWESTERN ENERGY \$296.41, OFFICE PEEPS \$8,915.15, JERROD OLSON \$40.00, O'REILLY AUTO PARTS \$334.37, OTTERTAIL POWER CO. \$52.68, HOLLI OWENS \$50.84, PACEM DEFENSE \$764.00, JOANN PAULSON \$1,600.00, MICHELLE PEDERSON 25.00, PENNINGTON COUNTY JAIL \$316.55, PETERS DISTRIBUTING \$274.95, SARAH PETERSEN \$25.00, PHARMCHEM INC \$171.30, PMB \$232.28, PRAIRIE LAKES HEALTHCARE CENTER \$3,806.64, PREMIER BIOTECH, INC \$918.99, PRINT 'EM NOW \$656.00, CLINTON RABINE \$54.20, RAMKOTA HOTEL \$79.00, ADAM REEVES \$40.00, REBECCA MORLOCK REEVES \$40.00, BECA REITER \$40.00, RESERVE ACCOUNT \$348.64, ROBYN RITER \$25.00, RON'S SAW SHOP \$179.95, RON'S SAW SHOP \$88.98, RUNNINGS SUPPLY, INC. \$29.75, DAWN RUSSELL \$27.20, SANFORD HEALTH \$779.18, SATELLITE TRACKING OF PEOPLE \$1,725.75, TERRANCE SATTERLEE \$1,500.00, TREVOR SCHIMMEL \$40.00, BRAD SCHWINGER \$25.00, SD ATTORNEY GENERAL'S OFFICE \$4,224.00, SD DEPARTMENT OF HEALTH \$1,060.00, SD FEDERAL PROPERTY \$108.00, SD FEDERAL PROPERTY \$556.00, SD STATE TREASURER \$445,710.16, SDACC \$10,561.00, SDACO \$2,430.89, SDACO \$898.00, SD ASSOC OF COUNTY WEED & PEST \$50.00, SDAE4-HP \$120.00, SDN COMMUNICATIONS \$1,338.37, SDPAA \$1,068.53, MELISSA SEARS \$25.00, SECURUS TECHNOLOGIES \$3,547.91, HEIDI SELCHERT \$25.00, JODY SHAEFFER \$51.68, SHARP ELECTRIC, LLC \$11,463.35, SHOPKO EYECARE \$160.97, SIOUX RURAL WATER SYSTEM \$58.40, SIOUX VALLEY COOP \$560.21, SIOUX VALLEY COOP \$16,216.21, LYNN SOLBERG \$40.00, BRENT SOLUM \$40.00, TOWN OF SOUTH SHORE \$66.00, SOUTH SHORE GAZETTE \$723.83, STAR LAUNDRY \$2,030.47, STATE BAR OF SOUTH DAKOTA \$415.00, STATE OF SD TREASURER \$340.58, STEVE'S WORLD \$309.67, SUTTON LAW OFFICE PC \$17,365.82, SCOTT SWANSON \$25.00, THOMSON REUTERS-WEST \$549.57, LANDAN THORSON \$56.72, PRODUCTIVITY PLUS ACOCUNT \$135.13, DOUGLAS D. TORSTENSON \$25.00, TRUENORTH STEEL \$20,514.24, TWO WAY SOLUTIONS, INC \$73.97, TWO WAY SOLUTIONS, INC \$456.45, TYLER VARNIS \$40.00, VAST BUSINESS \$593.32, VAST BROADBAND \$49.95, VERIZON WIRELESS \$624.92, GREAT WESTERN BANK \$296.87, MARLONIE VOGELSANG \$25.00, WALDNER BROS CONSTRUCTION INC \$2,433.90, WALMART COMMUNITY \$205.78, TODD B WARNE \$25.00, WATERTOWN AMBULANCE \$250.00, WATERTOWN LAWN & GARDEN \$80.00, WATERTOWN PUBLIC OPINION \$1,355.89, NICHOLAS WATSON \$50.84, WHEELCO \$346.25, WIGHT & COMES FUNERAL CHAPEL \$216.00, WILLOUGHBY INDUSTRIES, INC \$490.14, WW TIRE SERICE INC. 432.11, XEROX CORPORATION \$119.66, YANKTON CO SHERIFF \$50.00, YANKTON CO TREASURER \$240.00, GARY YOUNG \$51.68, ACUITY SPECIALTY PRODUCTS, INC \$416.29 TOTAL: \$741,889.70.

#### **AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Hanten, second by Gabel, to approve automatic budget supplements as follows: Search and Rescue Support expenditure budget \$5,000.00 donated funds, Emergency Management expenditure budget \$1600.00 POD grant funds, Emergency Management expenditure and revenue budgets \$9,000.00

Homeland Security grant funds, and Sheriff expenditure budget and General Fund revenue budgets \$11,983.30 Homeland Security grant funds; all voted aye; motion carried.

**PERSONNEL CHANGES**

Motion by Hanten, second by Gabel, to approve the following anniversary step personnel change: Debbie Melville, Auditor Accounts Payable clerk, step 13/\$20.09 per hour, 10/15/2019; all voted aye; motion carried.

**DAKOTA SIOUX CASINO M.O.A.**

Commissioner Johnson advised the Board that Watertown City Attorney, Matt Roby, has drafted a letter to the Governor regarding the M.O.A. between Dakota Sioux Casino, Codington County, and Roberts County, and the county's concern that then Governor Daugaard's office did not take into account the Counties testimonies when the Tribe requested a new gaming compact with the State of South Dakota. The Tribe's M.O.A. with the Counties also affects a revenue share for the City of Watertown and Rauville Township.

**EXECUTIVE SESSION**

Motion by Hanten, second by Gabel, to enter into executive session at 10:07 a.m., per SDCL 1-25-2, to discuss personnel issues; all voted aye; motion carried. The Board returned to regular session at 10:30 a.m. No action was taken after executive session

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Waterman, to adjourn at 10:31 a.m., until 9:00 a.m., Tuesday, December 17<sup>th</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 \$\_\_\_\_\_