

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**January 4, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda
- ✓ 3. Action to approve the minutes of December 28, 2010
- ✓ 4. Old Business *Arthur Buildings*
- ✓ 5. Action to adjourn sine-die
- ✓ 6. Taking of oath of office for newly election Commissioners
- ✓ 7. Nominations and action for Chairman and Vice Chairman for 2011
- ✓ 8. Monthly reports
  - ✓ a. Extension
  - ✓ b. Health
  - ~~c. Veterans Service~~
  - ~~d. Weed~~
  - ✓ e. Welfare
- ✓ 9. Action to designate legal papers for Codington County publications
- ✓ 10. Action to set Commissioners salaries for 2011
- ✓ 11. Action to set compensation for Election judges for 2011
- ✓ 12. Action to set compensation for Coroner
- ✓ 13. Action to set compensation for Planning, Weed and Extension Board members
- ✓ 14. Discussion/action to appoint members to Extension, Planning and Weed Boards
- ✓ 15. Discussion regarding Commissioner Board Appointments
- ✓ 16. Action to approve bank depositories for 2011
- ✓ 17. Action to set indigent burial fees
- ✓ 18. Action to appoint Housing and Redevelopment board members and set a meeting date
- ✓ 19. Action to appoint Watertown-Codington County Regional Railroad Authority members
- ✓ 20. Action to appoint a representative to the Pre-Disaster Mitigation Planning Team

- ✓ 21. Action to authorize the Maintenance Supervisor to proceed with a project to replace the handicapped lift at the south entrance to the Courthouse, a 2011 budgeted item
- ✓ 22. Action to authorize the Maintenance Supervisor to proceed with a ceiling and lighting project in the Register of Deeds office, a 2011 budgeted item
- ✓ 23. Review of delinquent tax lists
- ✓ 24. Action to approve personnel changes
- 25. Old Business ✓ *Travel requests*
- 26. New Business
- 27. Open
- 28. Action to enter into Executive Session
- 29. Action to adjourn until 9:00 a.m., Tuesday, January 11<sup>th</sup>, 2011

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.

January 4, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 4<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were; Thomas, Marquardt, Brinkman, and Larson; absent Johnson; Chairman Thomas, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Marquardt, second by Larson, to approve the minutes of December 28<sup>th</sup>, 2010, as presented by the Auditor, all present voted aye; motion carried.

**OLD BUSINESS – ENFORCEMENT ISSUE**

Zoning Officer, Luke Muller, met with the Board to discuss an enforcement issue, previously discussed on October 5, 2010 before this board, and also previously discussed with the Planning and Zoning Board. The property in question involves a building located on Lot 5 of the Kahnke Addition in Lake Township, and owned by several Arthur family members, which has been torn down but which debris from said building have not been removed. The property owners were previously given 45 days in which to remove the building from the site. This deadline has passed and Mr. Muller asked this Board for direction on proceeding with this enforcement issue. After a brief discussion the Board took the following action: Motion by Brinkman, second by Larson, to authorize the Zoning Officer to send a notice, to the property owner, notifying the owner of a 45 day deadline to remove the rubble pile at which time if the site is not clear the matter will be turned over to the States Attorney; all present voted aye; motion carried.

**BOARD ADJOURNS FOR 2010**

There being no further business to come before the Board, a motion was made by Larson, second by Marquardt, to adjourn sine-die, at 9:13 a.m.; all present voted aye; motion carried.

**OATHS OF OFFICE**

Newly elected Commissioners: Heller, Johnson, and Hanten took their oaths of office as administered by the Auditor.

**NOMINATIONS FOR CHAIRMAN AND VICE CHAIRMAN**

The Auditor called for nominations for Chairman of the Board for 2011. Commissioner Heller nominated Commissioner Brinkman as Chairman for 2011; motion by Marquardt, second by Hanten that nominations cease and a unanimous ballot be cast for Commissioner Brinkman; all present voted aye; motion carried. Chairman Brinkman then called for nominations for Vice Chairman for 2011. Commissioner Heller nominated Commissioner Johnson as Vice Chairman for 2011; motion by Hanten, second by Heller, that nominations cease and a unanimous ballot be cast for Commissioner Johnson; all present voted aye; motion carried.

**MONTHLY REPORTS**

**Extension Educators, Deb Sundem and Paul Johnson**, met with the Board. Ms. Sundem requested authorization to continue the employment of Liz Waag, seasonal Horticulturist, at an average of less than twenty (20) hours per week which would be a classification of part time without benefits. Extension Educator Johnson explained the reason for this request is to allow Ms. Waag to continue with preparation of Master Gardner training classes. This item will be placed on the Board's agenda for action at the next meeting. Ms. Sundem reported 300

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individuals were assisted with the Medicare Part D annual enrollment period through the Extension Service and several SHINE volunteers. A Fair was also held at LATI where over 100 people were assisted, with the Medicare program, by Extension Service staff, SHINE volunteers and staff from Adult Services and Aging. Preparations for the Winter Farm Show are underway at this time. Extension Educator, Paul Johnson, reported Commercial Horticulture training is taking place today at the Extension Center Complex through the use of Illuminate System Technology and a "No Till" meeting is scheduled for later this week. **Community Health Nurse, Karla Moes**, submitted a quarterly report, prepared by herself and Community Health Nurse, Karen Nygaard, RN; which covered the following items: various meetings attended; office fees collected; office visits; WIC caseload; baby care; immunizations; and upcoming activities. Ms. Moes also provided the Board with a pamphlet which outlines the services of the South Dakota Community Health Services Office. **Welfare Director, Sarah Petersen**, submitted the following statistics for the time period December 13<sup>th</sup>, 2010 through January 4<sup>th</sup>, 2011: 11 applications; with 5 approved for County assistance; 4 denials; 1 pending or referred; 0 other resources utilized; 1 guarantee; and 3 new clients approved. Total Assistance: \$602.35 for 2 rentals, 3 utilities, 0 medical, and 0 pharmacy. 0 active medical cases and 0 medical applications pending decision. Total Credits: 10,549.15.

#### **LEGAL PAPERS**

Motion by Marquardt, second by Johnson, to designate the Watertown Public Opinion and the South Shore Gazette as the legal newspapers, for Codington County publications, for 2011, as required by statute, all present voted aye; motion carried.

#### **COMMISSIONERS SALARIES**

Motion by Johnson, second by Hanten, to set the Commissioners salaries, for 2011, at the same rate as was paid in 2009 and 2010; \$1,680.00 per month with an extra \$100.00 per month for the Chairman; upon vote of the Board; all present voted aye; motion carried.

#### **COMPENSATION FOR JUDGES OF ELECTIONS**

Motion by Marquardt, second by Johnson, to compensate 2011 Judges of elections at \$120.00 per election, plus \$25.00 for attending election schools and training, as recommended by the Auditor, all present voted aye; motion carried.

#### **CORONER COMPENSATION**

Motion by Johnson, second by Heller, to compensate the Coroner and Coroner Deputies, at the same rate as was paid in 2009 and 2010; \$150.00 per investigation, plus mileage allowance, beginning January 1, 2011, all present voted aye; motion carried.

#### **PLANNING, WEED, AND EXTENSION BOARD COMPENSATION**

Motion by Heller, second by Hanten to compensate the members of the Planning, Weed, and Extension Boards at the same rate as was paid in 2010; \$30.00 per meeting; all present voted aye; motion carried.

#### **PLANNING BOARD APPOINTMENTS**

Motion by Marquardt, second by Johnson, to approve the following Planning Board re-appointments, all present voted aye; motion carried: Dan Thyen and Robert Fox, 3 year terms, beginning January 1, 2011 and ending December 31, 2013.

#### **WEED BOARD APPOINTMENTS**

Appointments to the Weed Board were postponed one week.

**EXTENSION BOARD APPOINTMENTS**

Motion by Johnson, second by Hanten, to approve the following Extension Board appointments; all present voted aye; motion carried: Phil Tesch and Kelli Rumpza, 3 year terms, beginning January 1, 2011 and ending December 31, 2013.

**COMMISSIONERS BOARD APPOINTMENTS**

The Board discussed the current board appointments for the Board of County Commissioners and will take action to approve the appointments at their next meeting.

**BANK DEPOSITORIES**

Motion by Johnson, second by Heller, to approve the following bank depositories for 2011, as submitted by Treasurer, Carol Maloney; all present voted aye; motion carried: Reliabank Dakota will be used for checking and the depositing of cash. The following banks will be authorized to sell the County certificates of deposit and for investments at competitive bids: Dacotah Bank, First Bank & Trust, First Premier Bank, Great Western Bank, Home Federal Bank, Peoples State Bank, Plains Commerce Bank, Reliabank Dakota, SD Fit, and Wells Fargo Bank.

**DELINQUENT TAX LISTS**

Treasurer, Carol Maloney, presented to the Board the delinquent tax lists of Mobile Homes and Real Estate Property for their review. The Treasurer also provided the Board with a report comparing the 2009 property tax collections to the 2010 property tax collections. Discussion was held regarding the policy the County has adopted to handle tax certificates.

**INDIGENT BURIAL FEES**

The Board held a discussion with the Welfare Director regarding the County's current payment schedule for indigent burials. Motion by Johnson, second by Heller, to pay funeral homes, as recommended by the Welfare Director, \$3,952.00 for each indigent burial paid by the County in 2011 and \$2,575.00 for each indigent cremation paid for by the County in 2011, the same rates as allowed in 2009 and 2010; all present voted aye; motion carried.

**WHEELCHAIR LIFT REPLACEMENT PROJECT**

Motion by Johnson, second by Hanten, to authorize the Maintenance Supervisor to proceed with a project to replace the old wheelchair lift, installed in 1989, at the south entrance to the Courthouse. Maintenance Supervisor, Milo Ford, advised the Board that the current lift does not work properly at times and is not serviceable by any companies contacted by Mr. Ford. Mr. Ford also noted the cost for this project, \$11,500.00, was included in the 2011 budget. Upon vote of Commissioner Johnson's motion; all present voted aye; motion carried.

**ACOUSTICAL CEILING AND LIGHTING PROJECT**

Maintenance Supervisor, Milo Ford, requested authorization to proceed with a project to install acoustical ceiling tile and new lighting in the Register of Deeds office. Mr. Ford noted this project was included in the 2011 budget and is estimated at a cost of \$7,825.00. Motion by Johnson, second by Hanten to authorize the Maintenance Supervisor to proceed with the aforementioned project; all present voted aye; motion carried.

**SNOW REMOVAL EQUIPMENT**

Motion by Heller, second by Marquardt, to authorize the purchase of a snow blower; as requested by Maintenance Supervisor, Milo Ford; all present voted aye; motion carried.

**HOUSING AND REDEVELOPMENT COMMISSION**

Appointments to the Housing and Redevelopment Commissioner were postponed until the Board's next meeting.

**REGIONAL RAILROAD AUTHORITY**

**RESOLUTION 2011-1**

**AUTHORIZING ELECTION OF MEMBERS OF THE WATERTOWN-CODINGTON COUNTY REGIONAL RAILROAD AUTHORITY**

**BE IT RESOLVED** that County of Codington, South Dakota, hereby reaffirms its membership in the Watertown-Codington County Regional Railroad Authority pursuant to the Agreement establishing such regional railroad authority which was made and entered into on May 28, 2002;

**BE IT FURTHER RESOLVED** that Lavern Marquardt and Myron Johnson are hereby elected as the two (2) Commissioners designated to represent Codington County on the Board of Commissioners of the Watertown-Codington County Regional Rail Authority to serve for a term of one (1) year, and said commissioners shall serve in that capacity until their successors are elected and qualified.

Dated at Watertown, South Dakota, this 4<sup>th</sup> day of January, 2011.

The above and foregoing Resolution was moved for adoption by Commissioner Heller, seconded by Commissioner Hanten, and upon roll call all voted aye whereupon the Chairman declared the resolution to be duly passed and adopted.

Elmer P. Brinkman  
Chairman

**ATTEST:**

Cindy Brugman  
County Auditor

I hereby certify that Resolution 2011-1 was published in the Watertown Public Opinion, the official newspaper of said County, on the 15th day of January, 2011, and an affidavit of publication is filed in the County Auditor's Office.

Cindy Brugman  
Codington County Auditor

**PRE-DISASTER MITIGATION PLANNING TEAM**

Motion by Heller, second by Johnson, to appoint Commissioner Marquardt to the Pre-Disaster Mitigation Planning Team. The Board received an invitation, in November 2010 from Emergency Management Director, Jim Sutton, to appoint a member to the aforementioned team. Upon vote of Commissioner Heller's motion; all present voted aye; motion carried.

**PERSONNEL CHANGES**

Motion by Marquardt, second by Hanten, to approve the following personnel change; all present voted aye; motion carried: Jamie Monson; Appraiser II; anniversary step increase from step 3 to step 4/2011 wage schedule; effective date January 1, 2011; submitted and approved by Director of Equalization, Shawna Constant.

**TRAVEL REQUESTS**

Motion by Johnson, second by Marquardt, to approve the following travel requests as submitted by Sheriff Toby Wishard; all present voted aye; motion carried: Sheriff's Office personnel; Kristi Gast and Janelle Nygaard; NCIC training in Pierre.

**COUNTY/CITY COMMITTEE**

Motion by Heller, second by Johnson, to appoint Commissioners Brinkman and Hanten to serve on a County/City Committee consisting of Mayor Williams and two Watertown City Council members. Commissioner Heller noted the purpose of said committee is to keep the lines of communication open between the County and City and to coordinate efforts when applicable. Upon vote of Commissioner Heller's motion; all present voted aye; motion carried.

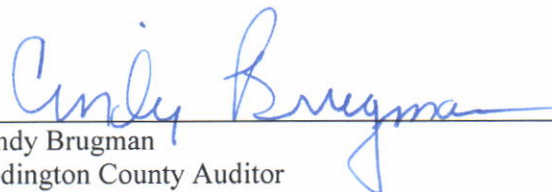
**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 10:47 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 11:29 a.m.; no action was taken. Human Resource Director, Terry Satterlee, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 11:32 a.m., until 9:00 a.m., Tuesday, January 11<sup>th</sup>, 2011; 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 \$\_\_\_\_\_.

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**Codington County**  
**Codington County Courthouse**  
**January 11, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and request cell phones to be adjusted
- ✓ 3. Action to approve the minutes of January 4<sup>th</sup>, 2011
- ~~4.~~ 9:00 a.m., Year-end report from First Dist. Assoc. Local Govts. Executive Director, Todd Kays
- ~~5.~~ Action to authorize the Chairman to sign a contract w/First District for development and hosting of the City/County Geographic Information System website
- ✓ 6. Monthly reports
  - ✓ a. Auditor
  - ✓ b. Director of Equalization
  - ✓ c. Register of Deeds
  - ~~d.~~ Treasurer
- ✓ 7. Action to approve the Auditor's Account with the Treasurer for the month ending December 31, 2010 and note year end surplus cash
- ✓ 8. Action to approve claims for payment
9. ✓ Action to re-appoint Terry Satterlee as the Human Resource Director/Union Negotiator
- ✓ 10. Discussion with the Welfare Director regarding emergency situations
- ✓ 11. Action to approve Commissioner Committee appointments
- ✓ 12. Action to approve Weed Board members
- ✓ 13. Action to approve Housing Board member and set a meeting date
- ✓ 14. Action to declare GEN00027, wheel chair lift, surplus to be destroyed
- ✓ 15. Action to authorize the Chairman to sign a contract for continued joint funding for the operation and maintenance of flood monitoring stations, etc.
- ✓ 16. Note Monday Holiday, January 17<sup>th</sup>, 2011; Martin Luther King Jr. Day
- ~~17.~~ Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~18.~~ Action to approve travel requests
- ✓ 19. Action to approve personnel changes
  - a. Liz Waag, seasonal Horticulturist to part time Horticulturist
20. Old Business
21. New Business

22. **Open**
23. **Action to enter into Executive session**
24. **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, January 18<sup>th</sup>, 2011**

**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.**

January 11, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 11<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were; George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Heller, second by Hanten, to approve the minutes of January 4<sup>th</sup>, 2011, as presented by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Register of Deeds, Ann Rasmussen**, provided the Board with a monthly statement of fees for the month ending December 31, 2010. Collections totaled \$27,360.50, with \$2,430.00 remitted to the State of South Dakota for certified births, deaths, and EVRSS. The Register of Deeds noted collections are up from the previous two years for this time period. **Auditor, Cindy Brugman**, reported her office is working on closing out accounts from 2010 and making ready accounts for 2011. Property tax notices have been prepared and mailed out, for taxes payable in 2011, and records have been turned over to the Treasurer's office for collection of said property taxes.

**Director of Equalization; Shawna Constant**, reviewed with the Board her 2011 assessment plan for Codington County real property.

**AUDITOR'S ACCOUNT WITH THE TREASURER**

Motion by Hanten, second by Johnson, 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 December, 2010, all present voted aye; motion carried.

Cash on hand	\$	2,483.97
Checks in Treasurer possess		
less than 3 days	\$	59,264.01
Cash Items	\$	216.84
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$</b>	<b>61,964.82</b>
<b>RECONCILED CHECKING</b>		
Great Western Bank Checking (Memorial Park)	\$	3,205.98
Reliabank Dakota	\$	5,284,146.23
<b>INVESTMENTS</b>		
SD Public Funds Investment	\$	6,964.11
<b>CERTIFICATES OF DEPOSIT</b>		
Dacotah Bank	\$	800,000.00
Great Western Bank	\$	2,200,000.00
Home Federal Bank	\$	1,200,000.00
Plains Commerce Bank	\$	600,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$</b>	<b>10,156,281.14</b>
<b>General Ledger Cash Balance by Funds:</b>		
General	\$	6,041,250.08
General restricted cash	\$	500,000.00
Sp. Revenue	\$	2,958,263.64
Sp. Revenue restricted cash	\$	10,411.85

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Internal Service	\$ 3,988.31
Trust & Agency	\$ 642,367.26
(schools 178,305.91, townships 45,309.78; city/towns 29,721.59)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$ 10,156,281.14</b>

The Board noted the General Fund surplus cash as of December 31, 2010: 3,179,100.08; 38% of the 2011 General Fund budget.

**GIS WEBSITE DEVELOPMENT AND HOSTING**

First District Association of Local Governments representative, Luke Muller, met with the Board to review the proposed contract for services between Codington County and the First District for the provision of services relating to the development and hosting of the City/County Geographic Information System website. Motion by Marquardt, second by Heller, to authorize the Chairman to sign a contract, in the amount of \$3,100.00, with First District Assoc. of Local Govts., for the continued hosting and development of the GIS website for calendar year 2011; all present voted aye; motion carried.

**CLAIMS APPROVED FOR PAYMENT**

Motion by Johnson, second by Hanten, to approve for payment the following claims; all present voted aye; motion carried: Access Elevator & Lifts Inc 5750.00 Maint, Active Heating 135.51 Rep, Alltel 93.66 Util, Alltel 109.95 Svc, OJ Berkner 7.35 Reimb, Best Business Products 259.99 Sup, Best Business Products 72.11 Rent, Sharolyn Beutow 52.96 Jury, Heidi Bierscheid 51.48 Jury, Boys & Girls Club 1200.00 Svc, Ann Brown 50.74 Jury, Brownlee Construction, Inc. 3657.50 Sup, Burns Law Office 2600.00 Svc, Carquest Auto Parts 129.01 Rep, Cartney Bearing & Supply 5.97 Maint, Cass-Clay Creamery 386.00 Sup, Citi-Wide Property Management 190.00 Asst, Clark County Em 11083.80 Grant, CNA Surety 50.00 Svc, Codington County Weed & Pest 634.05 Maint, Codington County Weed & Pest 342.17 Sup, Denise Cody 15.00 Svc, Cole Papers, Inc. 481.62 Sup, Cole Papers, Inc. 1379.16 Sup, Connecting Point Computer Cent 909.75 Maint, County Fair Foods 24.23 Sup, Creative Rewards 52.50 Sup, Credit Bureau Of Watertown Inc 1781.37 Svc, Culligan Water Conditioning 115.00 Sup, Cy & Mike's Hiway Service 310.35 Rep, Donna Dietrich, Chairman 137.64 Svc, Sara Lee Bakery Group/ 444.90 Sup, East Dakota Water Development 643.82 Apportionment, Travis Edgar 2.00 Ref, Exhaust Pros 60.00 Rep, First District Assn Of Lcl Gov 1959.00 Svc, Cole Fischer 51.48 Jury, FSH Communications 120.00 Util, GCR Tire Center 395.80 Sup, GCR Tire Center 34.98 Rep, Grainger 167.08 Sup, Grainger 86.40 Maint, Grant County Em 3328.00 Grant, Green, Roby, Oviatt, 295.20 Svc, Green, Roby, Oviatt, 4158.37 Svc, Gunderson Law Office 680.60 Svc, Hamlin County Em 15408.00 Grant, Interlakes Community Action 412.25 Svc, Intoximeters 345.00 Sup, Johnson Controls, Inc. 3939.75 Maint, Valerie Johnson 96.96 Wit, Knology 49.95 Svc, Knology 214.95 Pmt, Knology 343.39 Svc, Lutheran Social Services 137.84 Svc, Macksteel Warehouse, Inc. 6.76 Maint, Mahowald's 51.99 Sup, Lee Malcolm 38.00 Ref, Mark's Auto 192.34 Rep, Marshall County Em 10115.10 Grant, Menards 12.97 Sup, Milbank Communications 4400.00 Grant, Milbank Communications 125.00 Maint, Mobile Binders 723.60 Sup, MOCIC 100.00 Dues, Motorola 21632.00 Grant, Motorola 24501.60 Grant, Municipal Utilities 6189.81 Util, Municipal Utilities 91.50 Asst, Municipal Utilities 10236.72 Util, Municipal Utilities 97.22 Util, NACO 536.00 Dues, Haleigh Namken 20.00 Wit, Northwestern Energy 414.13 Util, Office Peeps, Inc. 1021.56 Sup, Sam Olson 96.59 Wit, Otis Elevator Company 3543.79 Maint, Ottetail Power Co. 41.02 Util, Angel Peiker 30.00 Ref, Prairie Lakes Health Care Cent 1053.00 Svc, Professional Mailing & Market. 32.86 Post, Professional Mailing & Market. 2516.81 Post, Qwest 16.06 Svc, Qwest 762.66 Svc, Cathryn Rehfuss 15.00 Svc, Victoria Rosendahl 20.00 Wit, Chad Rudebusch 20.00 Wit, Terrance Satterlee 1500.00 Svc, Nick Schley 20.00 Wit, Ross K Schulte DDS Pc 452.00 Svc, SD Department Of Revenue 1344.00 Svc, Secretary Of State Of SD 30.00 Svc, SD State Treasurer 191492.99 Pmt, SD State's Attorneys Assoc. 1277.00 Dues, SDACC 4125.58 Dues,

SDACO 2337.79 Dues, SD Emergency Mgmt Association 60.00 Dues, SDSU Print Lab 103.36 Sup, Kathryn Selchert 52.96 Jury, Sherwin Williams 26.68 Sup, Sioux Valley Coop 881.45 Sup, Sioux Valley Coop 16354.50 Sup, South Shore Gazette 929.15 Svc, Sprint 281.57 Sup, Star Laundry 46.93 Sup, Star Laundry 41.16 Sup, Sutton Law Office Pc 10291.63 Svc, Taecker Plumbing & Heating 24.58 Rep, Toshiba Financial Services 532.85 Rent, Trav's Outfitter Inc 239.97 Sup, Trugreen 24.00 Sup, Jeffrey Tschakert 61.10 Jury, Doi-USgs 7768.00 Cont, Us Foodservice Inc 3172.35 Sup, Cindy Vanderleest 55.92 Jury, Visa - C/O Great Western Bank 306.34 Sup, Visa - C/O Great Western Bank 1957.15 Grant, Visa - C/O Great Western Bank 133.50 Pmt, Wal-Mart Community 92.29 Sup, Watertown Ford 295.12 Maint, Watertown Lawn & Garden 190.00 Rep, Watertown Public Opinion 1611.48 Pub, Watertown Public Opinion 120.20 Sup, Watertown Resource Center 1785.00 Pmt, Wiles & Rylance, LLP 1566.20 Svc, Judy Wolff 55.18 Jury, Watertown Volunteer Center 2500.00 Pmt, WW Tire Service Inc 18.00 Rep, Yankton Co Treasurer 415.00 Svc.

**HUMAN RESOURCE DIRECTOR/UNION CONTRACT NEGOTIATOR**

Motion by Marquardt, second by Heller, to retain the services of Terry Satterlee, at a rate of \$1,500.00 per month, for the purpose of union contract negotiations and human resource services; all present voted aye; motion carried.

**EMERGENCY WELFARE REVIEW**

**Welfare Director, Sarah Petersen**, reviewed with the Board possible emergency assistance scenarios. The scenarios as described by the Welfare Director could occur when the Welfare Office is closed and a Commissioner is contacted directly by an indigent client.

**COMMISSIONERS BOARD APPOINTMENTS**

The Board discussed the current board appointments for the Board of County Commissioners. Motion by Johnson, second by Heller, to approve the following Board appointments, all present voted aye; motion carried:

Aging Council	Elmer Brinkman
Buildings & Grounds	George Heller/Elmer Brinkman
Codington County Home Health	Myron Johnson
Watertown Area Transit	Brenda Hanten
Dive Rescue	Lavern Marquardt
E-911	Lavern Marquardt
Emergency Management	George Heller
Extension	Myron Johnson
First District Assoc. Local Govts.	Brenda Hanten
Glacial Lakes	George Heller
Health & Welfare	Myron Johnson/Lavern Marquardt
Highway	Brenda Hanten/Lavern Marquardt
Interlakes Community Action Program	Brenda Hanten
Local Emergency Planning Committee	Lavern Marquardt/George Heller
Legislative contact	Elmer Brinkman
Planning Board	Myron Johnson
Weed Board	Lavern Marquardt/Myron Johnson
Crime Victim Liaison	George Heller
Codington County Human Resource Committee	Current Chair and Vice Chair
Americans with Disabilities Act Coordinator	Myron Johnson

All other Liaisons are listed in 10.3 of the Codington County Personnel Policy and Procedure Manual.

**WEED BOARD APPOINTMENTS**

Motion by Marquardt, second by Johnson, to approve the following Weed Board appointments; all present voted aye; motion carried: Chris Coplan and Mike Rye; 3 year terms; beginning January 1, 2011 and ending December 31, 2013.

**HOUSING AND REDEVELOPMENT COMMISSION**

Motion by Johnson, second by Marquardt, to authorize the Chairman to sign the following certificate of appointment, all present voted aye; motion carried.

**CERTIFICATE OF APPOINTMENT OF COMMISSIONERS OF THE  
HOUSING AND REDEVELOPMENT COMMISSION OF  
CODINGTON COUNTY, SOUTH DAKOTA**

WHEREAS, the Board of Commissioners of Codington County, South Dakota, held a regular meeting on the 23rd day of July, 2002; and

WHEREAS, at said meeting resolution #2002-18 was passed and adopted declaring the need for a Housing and Redevelopment Commission;

NOW, THEREFORE, pursuant to the provisions of the County and Municipal Housing and Redevelopment Law (S.D. Codified Laws 11-7-12(1995)), and by virtue of my office as chairman, I hereby appoint the five persons hereinafter named to serve as Commissioners of the Housing and Redevelopment Commission of Codington County, South Dakota, and each to serve until the expiration date appearing after his or her name.

Gay Turbak, term expires 12/31/2013

Elmer Brinkman, term expires 12/31/2014

Georgia Kahnke, term expires 12/31/2015

Judy Kos, term expires 12/31/2011

John (Jack) Thomas, term expires 12/31/2012

IN TESTIMONY WHEREOF, I have hereunto signed my name as Chairman of the Board of Commissioners of Codington County, South Dakota, caused the corporate seal of said Codington County to be attached hereto this 11<sup>th</sup> day of January 2011.

Elmer P. Brinkman  
(Chairman)

ATTEST:

Cindy Brugman  
(Auditor)

**SURPLUS EQUIPMENT**

Motion by Hanten, second by Marquardt, to declare the following equipment surplus to be destroyed, per the request of Maintenance Supervisor, Milo Ford; all present voted aye; motion carried: GEN00027 Wheel Chair Lift, acquisition date 8/31/1989.

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**U.S. GEOLOGICAL FUNDING AGREEMENT/ FLOOD MONITORING STATIONS**

Motion by Johnson, second by Hanten, to authorize the Chairman to sign the Joint Funding Agreement, between Codington County and the USGS, for the flood monitoring stations and precipitation gages, for the time period from October 1, 2010 through September 30, 2011, in the amount of \$7,768.00. Upon vote of the Board; all present voted aye; motion carried.

**HOLIDAY CLOSING**

The Board noted that the Courthouse and all County Offices will be closed on Monday, January, 17, 2011; per previously adopted policy; to observe Martin Luther King Jr. Day.

**PERSONNEL CHANGES**

Motion by Marquardt, second by Hanten, to approve the following personnel changes; all present voted aye; motion carried: Liz Waag; Horticulturist Assistant; changed from seasonal to part time, less than 20 hours per week; effective date January 1, 2011; submitted and approved by Extension Educator, Deb Sundem. Lynn Solberg; Highway Maintenance II; anniversary step increase from step 4/\$15.26 (2010 wage) per hour to step 5/\$16.07 (2011 wage) per hour; effective date January 1, 2011; submitted and approved by Highway Supt., Rick Small.

**SOUTH DAKOTA RETIREMENT SYSTEM ELECTION**

Chairman Brinkman noted he is circulating nominating petitions to be re-elected to the Board of Trustees of the South Dakota Retirement System.


**EXECUTIVE SESSION**

Motion by Johnson, second by Heller, to enter into executive session at 10:16 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 11:02 a.m.; no action was taken. Maintenance Supervisor, Milo Ford, and Highway Supt., Rick Small, were present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Heller, to adjourn at 11:03 a.m., until 9:00 a.m., Tuesday, January 18<sup>th</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**January 18, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and request cell phones to be adjusted
- ✓ 3. Action to approve the minutes of January 11<sup>th</sup>, 2011
- ✓ 4. 9:00 a.m., Discussion/action regarding presentation by Chuck Sherman and application for a Dept. of Justice Grant
- ✓ 5. Monthly reports
  - ✓ a. Maintenance
  - ✓ b. Highway
- ✓ 6. Action to approve a notice to bidders for annual Highway and Weed Depts. Supplies
- ✓ 7. Action to approval the disposal of surplus Highway materials
- ✓ 8. Action to approve the 2011 Payroll Resolution
- ✓ 9. Action to set a hearing date for the H-D Electric Cooperative franchise renewal
- ✓ 10. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~11.~~ Action to approve travel requests
- ~~12.~~ Action to approve personnel changes
13. Old Business
14. New Business
15. Open
16. Action to enter into Executive session
17. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, January 25<sup>th</sup>, 2011

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January 18, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 18<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were; George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Johnson, second by Heller, to approve the minutes of January 11<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**JUSTICE AND MENTAL HEALTH GRANT**

Dr. Charles Sherman, Human Service Agency and Sheriff Toby Wishard met with the Board to discuss the possibility of applying for a federal grant which would allocate funds to remodel a room at Serenity Hills. The remodel of this room would then create a secure holding facility for persons who are being evaluated for possible commitment to the South Dakota Human Service Center. Currently these persons are held in the Detention Center which, Dr. Sherman noted, is not an appropriate placement for a person suffering from a mental health crisis. Dr. Sherman also noted that after estimating the cost to remodel a room at Serenity Hills a grant application may not be justified as the cost to remodel would be recouped with a couple of years through savings to the County. These savings would be realized by fewer costs to the County in transporting committals and savings in admittance fees to the Human Service Center. Dr. Sherman and Sheriff Wishard will take another look at expenses that could be saved in comparison to the cost for the remodel of a room at Serenity Hills. Dr. Sherman advised the Board he would contact them when a better estimate of these expenses is confirmed.

**MONTHLY REPORTS**

**Maintenance Supervisor, Milo Ford**, reported the ceiling and lighting project in the Register of Deeds Office has been completed with clean up taking place at this time. The Detention Center and Courthouse have seen SDN fiber optic cable installation and much snow removal in the past month. Wood chips have been delivered and are being laid at the Extension Center Complex for use during the Winter Farm Show. The Extension Center Complex has experienced roof leaks in the area of the North Expo Building. The Highway Dept. has removed snow from the portion of the roof that is leaking and removed snow from the parking lots in preparation for parking space at the Winter Farm Show. The bathhouse renovation project at Memorial Park is on hold until spring or weather permitting. Discussion was also held regarding the acoustics and seating arrangements in the Commissioner's chambers. **Highway Supt., Rick Small**, advised the Board that his department continues to move snow as needed.

**FEMA REIMBURSEMENT FUNDS**

Highway Supt., Rick Small, provided the Board with a summary report of project worksheets involving County Roads which have been or will be repaired with FEMA Funds. To date the County has received \$227,057.59 in FEMA funds for these repairs, both completed and yet to complete.

January 18, 2011

**SURPLUS EQUIPMENT**

Motion by Johnson, second by Hanten, to declare the following equipment surplus to be traded in on new equipment; per the request of Maintenance Supervisor, Milo Ford; all present voted aye; motion carried: GEN00962; Toro Snow blower s/n 200001887; purchased 12/8/2000; original cost \$1,250.00. Johnson, second by Heller, to declare the following item surplus to be given to Watertown Area Transit and removed from the Courthouse at the expense of Watertown Transit; all present voted aye; motion carried: GEN00344; 4068-CN Schwab double door file safe; purchased 1/6/1992; original cost \$3,483.00.

**HIGHWAY AND WEED SUPPLIES NOTICE TO BIDDERS**

Motion by Johnson, second by Heller, to authorize the Auditor to advertise a notice to bidders for yearly County Highway supplies and Weed chemicals; all present voted aye; motion carried. Bid opening is set for 10:00 a.m., Tuesday, February 22, 2011.

**SURPLUS HIGHWAY SUPPLIES**

Motion by Johnson, second by Marquardt, to declare used Highway supplies as surplus and to sell such surplus items under the following schedule; all present voted aye; motion carried: Used culverts, bridge lumber, bridge supplies, tires, etc., will sell for 50% of the County Highway inventory cost or 50% of the replacement cost whichever is higher. Scrap Metal will be sold at the current daily scrap prices in Watertown.

**2011 PAYROLL RESOLUTION**

Motion by Marquardt, second by Hanten, to approve the following 2011 Payroll Resolution; all present voted aye; motion carried:

**RESOLUTION 2011-2**

Be it resolved, by the governing body of Codington County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year of 2011 to become effective January 1, 2011.

Passed and adopted this 18<sup>th</sup> day of January, 2011

Elmer P. Brinkman  
Chairman, County Commissioners

ATTEST:

Cindy Brugman  
Codington County Auditor

**NON UNION POSITIONS**

**Auditor's Department**

Auditor	<b><u>Grade</u></b>
Deputy	Attachment H
Payroll Officer	Attachment G
Clerk	Attachment A
	Attachment A

**Emergency Management**

Director	<b><u>Grade</u></b>
Deputy	Attachment H
	Attachment G

**Equalization Department**

**Grade**

	Director	Attachment H
	Deputy	Attachment G
	Appraiser I/II	Attachment C
	Office Manager	Attachment A
	Office Coordinator	Attachment A
	Clerk	Attachment A
	Data Base Coordinator	Attachment C
<b><u>County Extension</u></b>		<b><u>Grade</u></b>
	Office Coordinator	Attachment A
	Deputy Office Coordinator	Attachment A
	Extension Secretary	Attachment A
<b><u>County Health</u></b>		<b><u>Grade</u></b>
	Nurse Secretary	Attachment A
	WIC Secretary	Attachment A
<b><u>Highway Department</u></b>		<b><u>Grade</u></b>
	Highway Superintendent	Attachment H
	Assistant Superintendent	Attachment H
	Office Coordinator	Attachment A
<b><u>Maintenance Department</u></b>		<b><u>Grade</u></b>
	Maintenance Supervisor	Attachment H
	Maintenance Supervisor Deputy	Attachment G
	Lead Buildings Maintenance	Attachment B
	Buildings Maintenance	Attachment B
	Custodial	Attachment B
<b><u>Register of Deeds</u></b>		<b><u>Grade</u></b>
	Register of Deeds	Attachment H
	Deputy	Attachment G
	Clerk	Attachment A
<b><u>Sheriff's Department</u></b>		<b><u>Grade</u></b>
	Sheriff	Attachment H
	Chief Deputy Sheriff	Attachment G
	Chief Correctional Officer	Attachment H
	Asst. Chief Correctional Officer	Attachment G
	Part Time Deputy	Attachment D
	Part Time Correctional Officer	Attachment D
	Civil Process Server	Attachment D
	Records Management	Attachment F
	Support Coordinator	Attachment F
	Cook	Attachment C
<b><u>States Attorney</u></b>		<b><u>Grade</u></b>
	States Attorney	Attachment H
	Deputy	Attachment H
	Records Manager	Attachment F
	Legal Secretary	Attachment F
<b><u>Victim Assistance</u></b>		<b><u>Grade</u></b>
	Victim Assistance Program Supervisor	Attachment H
	Victim Assistance Coordinator	Attachment F
<b><u>Treasurer's Department</u></b>		<b><u>Grade</u></b>
	Treasurer	Attachment H
	Deputy	Attachment G

<b><u>Veteran's Department</u></b>	Second Deputy Treasurer Clerk	Attachment A Attachment A <b>Grade</b>
	Director Secretary	Attachment H Attachment A <b>Grade</b>
<b><u>Weed Department</u></b>	Supervisor Assistant Supervisor	Attachment C Attachment C <b>Grade</b>
<b><u>Welfare Department</u></b>	Director	Attachment H <b>Grade</b>
<b><u>UNION POSITIONS</u></b>		
<b><u>Sheriff's Department</u></b>	Correctional Officer Deputy Sheriff Sergeant Sheriff Work Release Coordinator	Attachment D Attachment D Attachment G Attachment D <b>Grade</b>
<b><u>Highway Department</u></b>	Maintenance III Mechanic Maintenance II	Attachment E Attachment E Attachment E

\*\* All employees will be placed appropriately in the step accordingly to his/her current hire date or promotion date.

**ATTACHMENT A**

**OFFICIAL PAY SERIES - Office Support (OS)**

Nonexempt		2011		
Clerk	Step	Wage		Monthly
Secretary	1	\$11.82	1st 6 months	\$2,048.76
	2	\$12.18	2nd 6 months	\$2,111.16
	3	\$12.57	Annual	\$2,178.76
	4	\$12.97	Annual	\$2,248.09
	5	\$13.41	Annual	\$2,324.36
	6	\$13.83	Annual	\$2,397.15
	7	\$14.28	Annual	\$2,475.15
Nonexempt		2011		
2nd Deputy	Step	Wage		Monthly
Administrative Assistant	1	\$12.19	1st 6 months	\$2,112.89
Deputy Office Coordinator	2	\$12.57	2nd 6 months	\$2,178.76
	3	\$12.97	Annual	\$2,248.09
	4	\$13.41	Annual	\$2,324.36
	5	\$13.83	Annual	\$2,397.15
	6	\$14.28	Annual	\$2,475.15
	7	\$14.76	Annual	\$2,558.35
Nonexempt		2011		
Payroll Officer	Step	Wage		Monthly
Office Coordinator	1	\$12.83	1st 6 months	\$2,223.82

<b>Office Manager</b>	2	\$13.23	2nd 6 months	\$2,293.16
	3	\$13.66	Annual	\$2,367.69
	4	\$14.12	Annual	\$2,447.42
	5	\$14.58	Annual	\$2,527.15
	6	\$15.05	Annual	\$2,608.62
	7	\$15.55	Annual	\$2,695.28

**ATTACHMENT B**

**OFFICIAL PAY SERIES - Maintenance Staff (MS)**

<b>Nonexempt</b>		<b>2011</b>		
<b>Custodian</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$11.00	1st 6 months	\$1,906.63
	2	\$11.33	2nd 6 months	\$1,963.83
	3	\$11.69	Annual	\$2,026.23
	4	\$12.05	Annual	\$2,088.63
	5	\$12.42	Annual	\$2,152.76
	6	\$12.83	Annual	\$2,223.82
	7	\$13.24	Annual	\$2,294.89

<b>Nonexempt</b>		<b>2011</b>		
<b>Buildings Maintenance</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$11.82	1st 6 months	\$2,048.76
	2	\$12.18	2nd 6 months	\$2,111.16
	3	\$12.57	Annual	\$2,178.76
	4	\$12.97	Annual	\$2,248.09
	5	\$13.41	Annual	\$2,324.36
	6	\$13.83	Annual	\$2,397.15
	7	\$14.28	Annual	\$2,475.15

<b>Nonexempt</b>		<b>2011</b>		
<b>Lead Building Maintenance</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$13.24	1st 6 months	\$2,294.89
	2	\$13.67	2nd 6 months	\$2,369.42
	3	\$14.12	Annual	\$2,447.42
	4	\$14.58	Annual	\$2,527.15
	5	\$15.04	Annual	\$2,606.88
	6	\$15.55	Annual	\$2,695.28
	7	\$16.06	Annual	\$2,783.68

**ATTACHMENT C**

**OFFICIAL PAY SERIES - Sheriff/Technical Staff (TS)**

<b>Nonexempt</b>		<b>2011</b>		
<b>Cook</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$11.70	1st 6 months	\$2,027.96
	2	\$12.06	2nd 6 months	\$2,090.36
	3	\$12.43	Annual	\$2,154.49

	4	\$12.84	Annual	\$2,225.56
	5	\$13.25	Annual	\$2,296.62
	6	\$13.69	Annual	\$2,372.89
	7	\$14.13	Annual	\$2,449.15
<b>Nonexempt</b>				
<b>Appraiser I</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
*Need to pass Certification to	1	\$13.66	1st 6 months	\$2,367.69
to move to Appraiser II Step 3	2	\$14.12	2nd 6 months	\$2,447.42

<b>Nonexempt</b>				
<b>Appraiser II</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
<b>Database Coordinator</b>	1	\$13.66	1st 6 months	\$2,367.69
	2	\$14.12	2nd 6 months	\$2,447.42
	3	\$14.58	Annual	\$2,527.15
	4	\$15.05	Annual	\$2,608.62
	5	\$15.57	Annual	\$2,698.75
	6	\$16.07	Annual	\$2,785.41
	7	\$16.61	Annual	\$2,879.01

<b>Nonexempt</b>				
<b>Weed Supervisor</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
position established 1/1/06	1	\$12.83	Annual	\$2,223.82
	2	\$13.24	Annual	\$2,294.89
	3	\$13.66	Annual	\$2,367.69
	4	\$14.10	Annual	\$2,443.95
	5	\$14.58	Annual	\$2,527.15
	6	\$15.04	Annual	\$2,606.88
	7	\$15.53	Annual	\$2,691.81

<b>Nonexempt</b>				
<b>Assistant Weed Supervisor</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
position established 1/1/06	1	\$12.01	Annual	\$2,081.69
	2	\$12.39	Annual	\$2,147.56
	3	\$12.77	Annual	\$2,213.42
	4	\$13.16	Annual	\$2,281.02
	5	\$13.57	Annual	\$2,352.09
	6	\$14.00	Annual	\$2,426.62
	7	\$14.45	Annual	\$2,504.62

**ATTACHMENT D**

**OFFICIAL PAY SERIES - Public Safety (Union & Nonunion) (PS)**

<b>Nonexempt</b>				
<b>Civil Process Server</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$13.69	1st 6 months	\$2,372.89

	2	\$14.13	2nd 6 months	\$2,449.15
	3	\$14.59	Annual	\$2,528.88
	4	\$15.05	Annual	\$2,608.62
	5	\$15.57	Annual	\$2,698.75
	6	\$16.07	Annual	\$2,785.41
	7	\$16.61	Annual	\$2,879.01
<b>Nonexempt</b>		<b>2011</b>		
<b>Correctional Officer</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$13.88	1st 6 months	\$2,405.82
	2	\$14.33	2nd 6 months	\$2,483.82
	3	\$14.81	Annual	\$2,567.02
	4	\$15.29	Annual	\$2,650.22
	5	\$15.80	Annual	\$2,738.61
	6	\$16.34	Annual	\$2,832.21
	7	\$16.90	Annual	\$2,929.28
<b>Nonexempt</b>		<b>2011</b>		
<b>Work Release Coordinator.</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$13.88	1st 6 months	\$2,405.82
	2	\$14.33	2nd 6 months	\$2,483.82
	3	\$14.81	Annual	\$2,567.02
	4	\$15.29	Annual	\$2,650.22
	5	\$15.80	Annual	\$2,738.61
	6	\$16.34	Annual	\$2,832.21
	7	\$16.90	Annual	\$2,929.28
<b>Nonexempt</b>		<b>2011</b>		
<b>Deputy Sheriff</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$16.61	1st 6 months	\$2,879.01
	2	\$17.18	2nd 6 months	\$2,977.81
	3	\$17.76	Annual	\$3,078.34
	4	\$18.37	Annual	\$3,184.07
	5	\$19.02	Annual	\$3,296.74
	6	\$19.67	Annual	\$3,409.40
	7	\$20.35	Annual	\$3,527.27

**ATTACHMENT E**

**OFFICIAL PAY SERIES - Highway Maintenance (Union & Nonunion) (HS)**

<b>Nonexempt</b>		<b>2011</b>		
<b>Maintenance III</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
<b>Mechanic</b>	1	\$14.58	1st 6 months	\$2,527.15
	2	\$15.04	2nd 6 months	\$2,606.88
	3	\$15.56	Annual	\$2,697.01
	4	\$16.07	Annual	\$2,785.41
	5	\$16.61	Annual	\$2,879.01

	6	\$17.18	Annual	\$2,977.81
	7	\$17.77	Annual	\$3,080.07
<b>Nonexempt</b>		<b>2011</b>		
<b>Maintenance II</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$14.12	1st 6 months	\$2,447.42
	2	\$14.58	2nd 6 months	\$2,527.15
	3	\$15.04	Annual	\$2,606.88
	4	\$15.56	Annual	\$2,697.01
	5	\$16.07	Annual	\$2,785.41
	6	\$16.61	Annual	\$2,879.01
	7	\$17.18	Annual	\$2,977.81

**ATTACHMENT F**

**OFFICIAL PAY SERIES - Law Enforcement Support Series (LS)**

<b>Nonexempt</b>		<b>2011</b>		
<b>Legal Secretary</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$11.82	1st 6 months	\$2,048.76
	2	\$12.18	2nd 6 months	\$2,111.16
	3	\$12.57	Annual	\$2,178.76
	4	\$12.97	Annual	\$2,248.09
	5	\$13.41	Annual	\$2,324.36
	6	\$13.83	Annual	\$2,397.15
	7	\$14.28	Annual	\$2,475.15

<b>Nonexempt</b>		<b>2011</b>		
<b>Criminal/Civil Support Coord.</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$12.85	1st 6 months	\$2,227.29
	2	\$13.25	2nd 6 months	\$2,296.62
	3	\$13.67	Annual	\$2,369.42
	4	\$14.13	Annual	\$2,449.15
	5	\$14.58	Annual	\$2,527.15
	6	\$15.06	Annual	\$2,610.35
	7	\$15.57	Annual	\$2,698.75

<b>Nonexempt</b>		<b>2011</b>		
<b>Victims Assistance Coordinator</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$13.24	1st 6 months	\$2,294.89
	2	\$13.67	2nd 6 months	\$2,369.42
	3	\$14.12	Annual	\$2,447.42
	4	\$14.58	Annual	\$2,527.15
	5	\$15.04	Annual	\$2,606.88
	6	\$15.55	Annual	\$2,695.28
	7	\$16.06	Annual	\$2,783.68

<b>Nonexempt</b>		<b>2011</b>		
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<b>Criminal/Civil Records Mgmt.</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$14.36	1st 6 months	\$2,489.02
	2	\$14.96	2nd 6 months	\$2,593.02
	3	\$15.55	Annual	\$2,695.28
	4	\$16.15	Annual	\$2,799.28
	5	\$16.73	Annual	\$2,899.81
	6	\$17.33	Annual	\$3,003.81

**ATTACHMENT G**

**OFFICIAL PAY SERIES - Assistant to the Supervisor (AS)**

<b>Nonexempt</b>		<b>2011</b>		
<b>Deputy Auditor</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$14.78	1st 6 months	\$2,561.82
	2	\$15.39	2nd 6 months	\$2,667.55
	3	\$16.03	Annual	\$2,778.48
	4	\$16.71	Annual	\$2,896.34
	5	\$17.27	Annual	\$2,993.41
	6	\$17.97	Annual	\$3,114.74

<b>Deputy Equalization</b>		<b>2011</b>		
	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$14.43	1st 6 months	\$2,501.15
	2	\$15.02	2nd 6 months	\$2,603.42
	3	\$15.65	Annual	\$2,712.61
	4	\$16.31	Annual	\$2,827.01
	5	\$16.86	Annual	\$2,922.34
	6	\$17.55	Annual	\$3,041.94

<b>Deputy Treasurer</b>		<b>2011</b>		
<b>Deputy Register of Deeds</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
<b>Deputy Maintenance Sup. (established 1/1/09)</b>	1	\$14.06	1st 6 months	\$2,437.02
	2	\$14.62	2nd 6 months	\$2,534.08
	3	\$15.23	Annual	\$2,639.82
	4	\$15.88	Annual	\$2,752.48
	5	\$16.40	Annual	\$2,842.61
	6	\$17.07	Annual	\$2,958.74

<b>Deputy Emergency Mgmt. established 10/1/06</b>		<b>2011</b>		
	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$13.77	1st 6 months	\$2,386.75
	2	\$14.32	2nd 6 months	\$2,482.09
	3	\$14.91	Annual	\$2,584.35
	4	\$15.54	Annual	\$2,693.55
	5	\$16.05	Annual	\$2,781.95
	6	\$16.70	Annual	\$2,894.61

<b>Chief Deputy Sheriff</b>		<b>2011</b>		
<b>position established 4/1/06</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$17.66	1st 6 months	\$3,061.01
	2	\$18.42	2nd 6 months	\$3,192.74
	3	\$19.21	Annual	\$3,329.67
	4	\$20.04	Annual	\$3,473.53
	5	\$20.90	Annual	\$3,622.60
	6	\$21.81	Annual	\$3,780.33
<b>Assistant Chief</b>		<b>2011</b>		
<b>Correctional Officer</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
<b>position established 5/15/07</b>	1	\$14.19	1st 6 months	\$2,459.55
	2	\$14.81	2nd 6 months	\$2,567.02
	3	\$15.45	Annual	\$2,677.95
	4	\$16.13	Annual	\$2,795.81
	5	\$16.83	Annual	\$2,917.14
	6	\$17.58	Annual	\$3,047.14
<b>Sergeant Sheriff</b>		<b>2011</b>		
<b>position established 11/23/10</b>	<b>Step</b>	<b>Wage</b>		<b>Monthly</b>
	1	\$17.80	1st 6 months	\$3,085.27
	2	\$18.41	2nd 6 months	\$3,191.01
	3	\$19.03	Annual	\$3,298.47
	4	\$19.68	Annual	\$3,411.13
	5	\$20.38	Annual	\$3,532.47
	6	\$21.08	Annual	\$3,653.80

based on 2080 hours in 2011

**ATTACHMENT H  
EXEMPT DEPARTMENT HEAD SALARY RANGES – 2011**

<b>Department Heads</b>	<b>Minimum</b>	<b>Monthly</b>	<b>Maximum</b>	<b>Monthly</b>
State's Attorney 2009-100% FT	n/a	n/a	38.99	\$6,758.14
Sheriff	n/a	n/a	26.63	\$4,615.78
Highway Superintendent	22.45	3,891.26	25.96	\$4,499.65
Auditor	n/a	n/a	23.11	\$4,005.66
Equalization Director	18.55	3,215.27	22.55	\$3,908.59
Maintenance Supervisor	18.04	3,126.87	21.91	\$3,797.66
Register of Deeds	n/a	n/a	21.91	\$3,797.66
Treasurer	n/a	n/a	21.91	\$3,797.66
Victim Assistance Supervisor	17.62	3,054.07	21.39	\$3,707.53
Emergency Management	18.49	3,204.87	21.35	\$3,700.60
Veterans Director	14.83	2,570.48	17.90	\$3,102.61
Welfare Director	14.61	2,532.35	17.62	\$3,054.07
<b>Assistant Department Heads/Supervisors</b>				
	<b>Minimum</b>	<b>Monthly</b>	<b>Maximum</b>	<b>Monthly</b>
Deputy States Attorney 85% FT	21.05	3,648.60	25.55	\$4,428.58
Chief Correctional Officer	17.58	3,047.14	21.34	\$3,698.86

January 18, 2011

Assistant Highway Superintendent	18.56	3,217.00	21.38	\$3,705.80
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**PETITION FOR H-D ELECTRIC COOPERATIVE FRANCHISE RENEWAL**

H-D Electric Cooperative, Inc. has presented an application for renewal of their franchise, for a period of twenty years beginning January 1, 2011; within Codington County for the purpose of owning, furnishing, improving and expanding services and facilities for the transmission and distribution of electric energy for lighting, heating, and power in the counties of Deuel, Hamlin, Brookings, part of Codington and part of Grant, in the State of South Dakota and part of three counties in the State of Minnesota, on a cooperative basis. Motion by Heller, second by Johnson, to set a public hearing for February 1<sup>st</sup>, at 9:00 a.m., in the chambers of the Codington County Commission; where such application will be heard to all persons, firms, or corporations owning or operating electric, telephone, or telegraph lines or underground cable on any part of the highway or highways which proposed lines may occur; all present voted aye; motion carried.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Hanten, second by Marquardt, to approve the following budget supplements with P.O.D. and Homeland Security Grant reimbursement funds; all present voted aye; motion carried: P.O.D. expenditures credit \$1,957.15; Homeland Security expenditures credit \$25,568.90; Homeland Security revenue credit \$25,568.90.

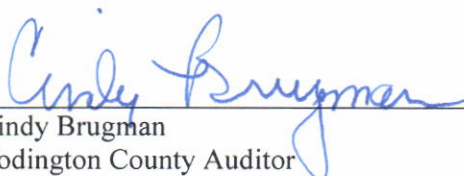
**DRAINAGE FORUM**

Motion by Marquardt, second by Heller, to authorize travel and registration reimbursement for Commissioners Johnson and Hanten to attend the Tri State Agricultural Drainage Forum on January 26<sup>th</sup>, 2011, at the Swiftel Center in Brookings, SD; all present voted aye; motion carried.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Heller, to adjourn at 9:53 a.m., until 9:00 a.m., Tuesday, January 25<sup>th</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**January 25, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and request cell phones to be adjusted
- ✓3. Action to approve the minutes of January 18<sup>th</sup>, 2011
- ✓4. 9:00 a.m., Marty Stemwedel, Pro Pheasants, action on request to serve alcohol at an event at the Ag. Building
- ✓5. 9:15 a.m., 1<sup>st</sup> reading proposed ordinance #48 to amend the Zoning ordinance regarding a definition for "Government Agency"
- ✓6. Action to approve the plat of the "R.L. Johnson Conservation Easement Tracts" located in Phipps Township
- ✓7. Monthly reports
  - ✓a. Sheriff
  - ✓b. Emergency Management
- ✓8. Action to approve the 2011 LEPC Membership roster
- ✓9. Action to approve salary claims
- ✓10. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓11. Action to approve travel requests
- ✗12. Action to approve personnel changes
- ✗13. Old Business
- ✗14. New Business
- ✓15. Open
- ✗16. Action to enter into Executive session
- ✓17. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, February 1st, 2011

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.

January 25, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 25<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were; George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Heller, second by Marquardt, to approve the minutes of January 18<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**PRO PHEASANTS BANQUET**

Marty Stemwedel, representative from the Codington County Pro Pheasants organization, met with the Board to request authorization to sell alcohol at the Pro Pheasants banquet which will be held at the Codington County Extension Center Complex on February 18th, 2010. Mr. Stemwedel noted a one day liquor license transfer will allow Pro Pheasants to use the license currently owned by Second Street Station. Motion by Johnson, second by Heller, to allow the Pro Pheasants organization to sell alcohol at their banquet. Mr. Stemwedel informed the Board that other venues have been investigated and that the Extension Center Complex best suits the needs of Pro Pheasants at this time. Upon vote of the Board; Heller, Johnson, Brinkman, and Hanten, voted aye; Marquardt, voted no; motion carried.

**R.L. JOHNSON EASEMENT TRACTS PLAT RESOLUTION**

Zoning Officer, Luke Muller, presented the Board with a plat of the R.L. Johnson Easement Tracts, located in Phipps Township. Mr. Muller noted the Codington County Planning Commissioner has recommended approval of this plat.

**RESOLUTION #2011-3**

A Resolution to approve the platting of the "R.L. Johnson Conservation Easement Tracts 1 in the SW1/4 of Sec. 28, 2 in the SE1/4 of Sec. 29 and 3 in the NE1/4 of Sec. 32 all in T118 N, R55 W of the 5<sup>th</sup> P.M." in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

"R.L. Johnson Conservation Easement Tracts 1 in the SW1/4 of Sec. 28, 2 in the SE1/4 of Sec. 29 and 3 in the NE1/4 of Sec. 32 all in T118 N, R55 W of the 5<sup>th</sup> P.M." in the County of Codington, South Dakota, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

January 25, 2011

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, second by Commissioner Hanten; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated at Watertown, Codington County, South Dakota, this 25<sup>th</sup> day of January, 2011.

Elmer P. Brinkman  
Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA

§

COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-3, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, this 25th day of January, 2011.

Cindy Brugman  
County Auditor, Codington County, South Dakota

#### **ZONING BOARD MEETINGS**

Zoning Officer, Luke Muller, noted that at a recent Planning and Zoning Board meeting there was a quorum of County Commissioners present which necessitated asking two Commissioners to vacate the meeting in order to comply with open meeting laws. Future agendas of the Planning and Zoning Board will note there may be a quorum of County Commissioners present for any or all Zoning meetings. The Zoning Officer will contact the State's Attorney to determine if this action will comply with open meeting laws.

#### **SALARY CLAIMS**

Motion by Heller, second by Hanten, to approve the following salary claims; all present voted aye; motion carried: Commissioners: 9,352.35 total salaries; Elmer Brinkman 1,780.0 reg. salary; Brenda Hanten 1,680.00 reg. salary; Myron Johnson 1,680.00 reg. salary; Lavern Marquardt 1,680.00 reg. salary; George Heller 1,680.00 reg. salary. Auditor: 16,655.96 total salaries; Cindy Brugman 4,005.66 reg. salary; Debbie Melville 2,248.09 reg. salary; Jodi Pearson 2,695.28 reg. salary; Judy Heim 2,475.15 reg. salary. Co. Treasurer: 28,013.61 total salaries; Carol Maloney 3,797.66 reg. salary; Rita Waba 2,558.35 reg. salary; Janet Bevers 2,958.74; Betty Overlie 2,475.15 reg. salary; Lindee Waba 2,475.15 reg. salary; Carmen Nelson 2,324.36 reg. salary; Mary Halsey 2,248.09 reg. salary. States Attorney: 23,881.76 total salaries; Dawn Aman-Elshere 6,758.14 reg. salary; Linda Young 3,003.81 reg. salary; Barb Maxwell 2,475.15 reg. salary; Ruth Swenson 962.88 part time @ 14.28 hr.; Chad Nelson 4,428.58 reg. salary. Gov. Buildings: 16,391.84 total salaries; Milo Ford 3,797.66 reg. salary, 300.00 uniform allowance; Bob Byer 2,958.74 reg. salary, 300.00 uniform allowance uniform; Cindy Dargatz 773.80 part time @ 12.57 hr, 150.00 uniform allowance; Steven Deville 2,178.76 reg. salary, 300.00 uniform allowance. Dir. Equalization: 36,824.81 total salaries; Judy Geier 2,695.28 reg. salary; Shawna

January 25, 2011

Constant 3,908.59 reg. salary; Diane Merchant 2,695.28 reg. salary; Michelle Pederson 2,879.01 reg. salary; Heidi Selchert 3,041.94 reg. salary; Heidi Brandreit 2,608.62 reg. salary; Jamie Monson 2,608.62 reg. salary; Brian Hosmer 2,527.15 reg. salary; Barb Martenson 2,178.76 reg. salary. Reg. of Deeds: 16,980.31 total salaries; Ann Rasmussen 3,797.66 reg. salary; Karyl Strohfus 2,475.15 reg. salary; Mary Fransen 2,958.74 reg. salary; Sandy Benson 2,475.15 reg. salary. Veterans Service: 8,169.21 total salaries; Al Janzen 3,102.61 reg. salary; Peggy Raml 2,475.15 reg. salary; Paul Lenski 33.97 meals. Sheriff: 68,186.89 total salaries; Toby Wishard 4,615.78 reg. salary, 500.00 uniform allowance; Dave Gibbs 3,527.27 reg. salary, 500.00 uniform allowance; Ed Peterson 3,527.27 reg. salary, 500.00 uniform allowance; Adam Reeves 2,879.01 reg. salary, 300.00 uniform allowance; Brian Richter 3,184.07 reg. salary, 500.00 uniform allowance; Jack Weber 158.62 part time @ 19.02 hr & meals; Chuck Carbonneau 349.40 part time @ 17.76 hr & meals; Jim Wollan 261.42 part time @ 17.76 hr. & meals; Brad Howell 3,653.80 reg. salary, 500.00 uniform allowance; Jeremy Wellnitz 3,409.40 reg. salary, 500.00 uniform allowance; Kristi Gast 3,003.81 reg. salary; Kathy Young 2,698.75 reg. salary; Janelle Nygaard 2,296.62 reg. salary. Rusty Mathews 2,977.81 reg. salary; Scott Bohls 2,879.01 reg. salary, 500.00 uniform allowance; Jerrod Olson 2,879.01 reg. salary; Dave Curtis 480.34 part time @ 16.61 hr., 250.00 uniform allowance; Keith Olson 65.90 part time @ 17.76 hr. Co. Jail: 75,731.01 total salaries; Tom Walder 3,698.86 reg. salary, 400.00 uniform allowance; Marie Suman 2,929.28 reg. salary, 400.00 uniform allowance; Lori Mills 2,929.28 reg. salary, 400.00 uniform allowance; Cindy Olson 2,929.28 reg. salary, 400.00 uniform allowance, Marcy Rossow 2,929.28 reg. salary, 400.00 uniform allowance; Shawna Carter 2,929.28 reg. salary, 400.00 uniform allowance; Lindsey Stricherz 2,929.28 reg. salary, 400.00 uniform allowance; Joe Hayashi 2,832.21 reg. salary, 400.00 uniform allowance; Jennifer Guest 2,650.22 reg. salary, 400.00 uniform allowance; Amy Coon 2,650.22 reg. salary, 400.00 uniform allowance; Donna Weber 51.25 part time matron @ 13.88 hr. & meals; Deb Wollan 106.27 part time matron @ 13.88 & meals; Trever Schimmel 2,483.82 reg. salary, 400.00 uniform allowance; Roseann Burley 2,449.15 reg. salary; Jeff Hershman 2,783.68 reg. salary, 300.00 uniform allowance; Steve Coyle 2,475.15 reg. salary, 300.00 uniform allowance. Care of the Poor: 3,828.68 total salaries; Sarah Petersen 2,443.19 reg. salary; Julie Radach 116.52 part time @ 12.18 per hr. Co. Nurse: 3,718.72 total salaries; Jeanie Ochsendorf 2,475.15 reg. salary. Ag. Bldg.: 8,592.61 total salaries; Bryan Bleeker 2,783.68 reg. salary; 300.00 uniform allowance; Scott Swanson 2,475.15 reg. salary, 300.00 uniform allowance. Co. Extension: 8,266.07 total salaries; Becky Goens 2,695.28 reg. salary; Crystal Neale 2,475.15 reg. salary; Liz Waag part time @ 12.55 per hr; Deb Sundem 8.49 meals; Paul Johnson 42.46 meals; Jodi Loehrer 25.48 meals; Larry Wasland 53.30 Extension Board Meeting & mileage; Betty Glosimodt Extension Board Meeting & mileage; Phil Tesch 90.61 Extension Board Meeting & mileage. Weed Control: 3,950.65 total salaries; Doug Cook 2,691.81 reg. salary. Planning Board: 292.64 total salaries. Road & Bridge: 79,923.76 total salaries; Rick Small 4,499.65 reg. salary; Greg Benthin 3,705.80 reg. salary; Allen Benck 3,080.07 reg. salary; Calvin Engels 2,977.81 reg. salary; Terry Keogan 2,977.81 reg. salary; Jeff Case 2,977.81 reg. salary; Rick Hartley 3,080.07 reg. salary; Richard Maag 2,977.81 reg. salary; Todd Warne 3,080.07 reg. salary; Lori Deutsch 2,695.28 reg. salary; Rick Holinka 2,977.81 reg. salary; Dan Busta 2,977.81 reg. salary; Dave Hedding 2,785.41 reg. salary; Lynn Solberg 2,697.01 reg. salary; Duane Dolen 3,080.07 reg. salary; Eric Dargatz 2,977.81 reg. salary; Brad Schwinger 3,080.07 Emergency Management: 10,005.45 total salaries; Jim Sutton 3,700.60 reg. salary, 300.00 uniform allowance; Marty Karnopp 2,894.61 reg. salary, 300.00 uniform allowance. Crime Victim: 5,125.02 total salaries; Jan Steele 3,707.53 reg. salary. W.I.C.: 3,700.13 total salaries; Deb Hartle 2,475.15 reg. salary. Total: 427,591.48. Breakdown of withholding amounts which are included in the above: S.D. Retirement 36,365.10; S.D. Retirement 400.11 spouse option; S.D. Supplemental Retire. 2,865.00 suppl. retire.; Dakotacare 80,858.02 ins.; Lincoln Financial Group 451.50 life ins.; Delta Dental 5,090.66 ins.; Nationwide Retire. Sol. 311.29 suppl. retire.;

AFSCME Local #2488 340.00 employee union dues; AFLAC 2,749.75 ins.; Assurity Life Insurance Company 432.22 ins.; U.M.B. Bank 2,272.00 suppl. retire.; AFLAC 402.31 ins.; Watertown United Way 109.67 employee contributions; Office of Child Support 708.00 employee payments; Sioux Valley Credit Union 9,545.94 employee payments; Cod. Co. Treasurer 34,800.00 employee monthly draw; New York Life 57.75 ins.; Gen. Drivers & Helpers Union 449.00 employee union dues; Reliabank Dakota 29,891.97 federal withholding; Reliabank Dakota 39,355.49 social security; AAA Collections 583.52 garnishment. Conesco Ins. 20.20 ins; Pioneer Credit Recovery 143.25 garnishment.

#### **AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Hanten, second by Marquardt, to approve the following budget supplements with Homeland Security Grant reimbursement funds; all present voted aye; motion carried: Homeland Security expenditure and revenue budget credit \$64,869.60

#### **TRAVEL REQUESTS**

Motion by Johnson, second by Hanten, to approve the following travel requests; all present voted aye; motion carried: Emergency Management Director, Jim Sutton, Homeland Security meeting in Pierre; Sheriff's Office Process Server, Adam Reeves, training at the Law Enforcement Center in Pierre; Weed Supervisor, Doug Cook, State Weed & Pest Conference in Huron; and Commissioner Legislative liaison Elmer Brinkman, travel to Pierre during the Legislative season as necessary.

#### **FIRST READING PROPOSED ORDINANCE #48**

The Board held the first reading of Ordinance #48 which would amend Article II Definitions and Chapter 3.04.02 all within the Codington County Planning and Zoning Ordinance. Zoning Officer, Luke Muller, conducted the first reading and noted this ordinance would ultimately provide language to allow the Planning and Zoning Board to issue conditional use permits to Governmental agencies within an Agricultural District and to define Governmental agencies. The Board set the second reading, public hearing, and action to adopt for 9:15 AM, Tuesday, February 1<sup>st</sup>, 2011

#### **SERENITY HILLS PROPOSED HOLDING FACILITY**

Sheriff, Toby Wishard and Dr. Chuck Sherman, Human Service Agency, met with the board to provide additional information regarding the need for a secure holding facility for clients with mental health issues other than incarceration in the Codington County Detention Center. Sheriff Wishard noted the County had averaged one trip per week in 2010, to the Human Service Center in Yankton or Avera McKenna in Sioux Falls, to transport clients with mental health issues. Sheriff Wishard advised the Board that the cost per trip is approximately \$400.00 not including the cost for admitting a client to either of the aforementioned facilities. Sheriff Wishard and Dr. Sherman estimated a savings of 25% to 50% of these costs could be realized if the County had a security holding facility at Serenity Hills for these types of clients. Motion by Marquardt, second by Johnson, to authorize the Sheriff and Dr. Sherman to proceed with procuring cost estimates for the remodel of a room at Serenity Hills into a security holding room; all present voted aye; motion carried.

#### **MONTHLY REPORTS**

**Sheriff, Toby Wishard**, submitted the following statistics for the month ending December 2010 Detention Center and Sheriff's Office: 49.03 average daily inmate population; 161 bookings; \$6,262.50 collected in work release; \$4,459.16 collected in out of county prisoner contracts; \$2,527.00 collected in fees for the 24/7 program, with 33 individuals testing twice daily and 26 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 321 sets of

civil papers served; 288 calls for service; 13 accidents investigated; 79 arrest warrants; and 8 transports, for a total 1,848 miles traveled. Sheriff Wishard provided the Board with a detailed report of 2010 incidents, arrests, fees received, executions collected, mortgage foreclosures, citations issued, average inmate population, total bookings, 24/7 Sobriety Program fees collected, and Detention Center fees collected. **Emergency Management Director, Jim Sutton**, advised the Board there will be a flood preparation meeting, to be held at Watertown City Hall, at 10:00 a.m., on Wednesday, January 26<sup>th</sup>. Mr. Sutton noted this meeting will be attended by County and City officials. Mr. Sutton has been contacted by the U.S. Army Corps of Engineers and has been asked to take snow depth measurements in various areas of the County.

#### **LEPC ROSTER**

Motion by Johnson, second by Heller, to approve the 2011 LEPC Membership Roster, as submitted and recommended by the Emergency Management Director, all present voted aye; motion carried. A copy of this roster will be kept on file in the office of the County Auditor.

#### **NACO PRESCRIPTION DRUG PROGRAM**

Former Commissioner, Jack Thomas, reported 259 persons utilized the NACo Prescription Drug Discount Card Program in Codington County during the month of December with a realized savings of \$5,273.30. To date the program has saved users a total of \$101,086.26 in Codington County. The Board determined that the Welfare Director would take over the handling of this program and thanked Mr. Thomas for his efforts in making this program available to Codington County residents.

#### **CATASTROPHIC POOR RELIEF COMMITTEE**

The Board has been contacted by the SDACC looking for a replacement for former Commissioner, Carol Johnson, to the Catastrophic Poor Relief Committee. Commissioner Myron Johnson will assume the responsibility for Codington County's position on this board.

#### **WACA MEMBERSHIP**

It was the general consensus of the Board to continue their membership in the Watertown Area Council for the Aging (WACA).

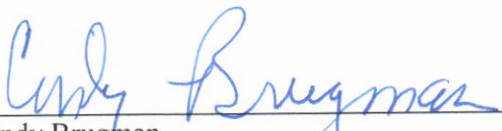
#### **HENRY CITY FINANCE OFFICER**

Judy Kos, former City Finance Officer for the town of Henry, advised the Board a new Finance Officer, Pam Deutsch, has taken over this position upon the retirement of Mrs. Kos. Mrs. Kos encouraged the Board to contact Ms. Deutsch with any questions they may have.

#### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 10:19 a.m., until 9:00 a.m., Tuesday, February 1<sup>st</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

January 25, 2011

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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**February 1, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and request cell phones to be adjusted
- ✓ 3. Action to approve the minutes of January 25<sup>th</sup>, 2011
- ✓ 4. 9:00 a.m., Public Hearing and action on a request for franchise renewal for H-D Electric Cooperative
- ✓ 5. 9:15 a.m., 2nd reading and public hearing on proposed ordinance #48 to amend the Zoning ordinance regarding a definition for "Government Agency"
- ✓ 6. Action to vacate 330' of "right of way" on "West Holiday Road" as requested by Lynn Engels
- ✓ 7. Monthly reports
  - ✓ a. Extension
  - ✓ b. Health
  - ✓ c. Veterans Service
  - ✓ d. Welfare
  - ~~e. Weed~~
- ✓ 8. Action to approve a claim
- ✓ 9. Action to enter into a contract with Brown Clinic for inmate care
- ✓ 10. Action to approve abatements on properties which qualify for a property tax reduction program
- ✓ 11. Action to declare equipment surplus
- ~~12. Action to approve automatic supplements to budgets w/grant reimbursement funds~~
- ~~13. Action to approve travel requests~~
- ✓ 14. Action to approve personnel changes
- ✓ 15. Old Business
- ~~16. New Business~~
- ✓ 17. Open
- ~~18. Action to enter into Executive session~~
- ✓ 19. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, February 8<sup>th</sup>, 2011

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.

February 1, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 1<sup>st</sup>, 2011, in the Codington County Courthouse. Members present were; George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Johnson, second by Hanten, to approve the minutes of January 25<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**H-D ELECTRIC FRANCHISE RENEWAL**

The Board held a public hearing to act upon a request from H-D Electric Cooperative Inc. for a Twenty (20) year franchise renewal in Codington County. Motion by Johnson, second by Hanten, to approve Resolution 2011-4. Dennis Evenson, representing H-D Electric, addressed the Board and reviewed this request. The Board adopted the following resolution:

**RESOLUTION 2011-4**

STATE OF SOUTH DAKOTA

BEFORE THE HONORABLE BOARD  
OF COUNTY COMMISSIONERS OF  
CODINGTON COUNTY, SOUTH  
DAKOTA

COUNTY OF CODINGTON

IN THE MATTER OF THE APPLICATION OF  
H-D ELECTRIC COOPERATIVE INC.  
OF CLEAR LAKE, SOUTH DAKOTA, FOR  
PERMISSION TO CONSTRUCT, OPERATE  
AND MAINTAIN TRANSMISSION AND  
DISTRIBUTION LINES AND SYSTEMS ON  
THE PUBLIC HIGHWAYS OF CODINGTON  
COUNTY, SOUTH DAKOTA.

At a regular meeting of the Board of County Commissioners, held in the courthouse in the City of Watertown, Codington County, South Dakota, on the 1st day of February, 2011, at 9:15 a.m. Present were Commissioners: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; being all of the County Commissioners, and the County Auditor, Cindy Brugman. Absent were: none.

Thereupon Chairman Brinkman introduced the following Resolution and Commissioner Myron Johnson moved its adoption, to-wit:

WHEREAS, the H-D Electric Cooperative, Inc. of Clear Lake, South Dakota, has filed an application with the County Auditor of Codington County, South Dakota, praying that the Board of County Commissioners of said Codington County grant a franchise for giving the said H-D Electric Cooperative, Inc., the right and permission to construct, reconstruct, erect and maintain transmission lines, poles, systems, and facilities with necessary appurtenances thereto, in, along, upon and across certain highways in Kranzburg North, Pelican and Kampeska Townships in said

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County for the purpose of operating and maintaining a Rural Electrification distribution system;  
and

WHEREAS, it appears that due notice of the time and place of this hearing of said application has been given to all telephone and electric transmission companies, and other parties having lines upon the highways described in said application, by the County Auditor of Codington County, South Dakota, as provided for by law, and as set out by the proof of mailing by said County Auditor; and

WHEREAS, it appears that the granting of a franchise to said applicant as requested, will be for the best interests of the public in general, and for said county, and the people residing therein; and

WHEREAS, no objections having been filed or made to said application by any one;

NOW THEREFORE, BE IT RESOLVED that the H-D Electric Cooperative, Inc., of Clear Lake, South Dakota, be and it is hereby granted a franchise as provided by law, to construct, reconstruct, erect, maintain and operate transmission and distribution lines, poles, wires, systems, and facilities, with necessary appurtenances thereto for a period of twenty (20) years from date hereof, in, along, upon and across the highways in Kranzburg North, Pelican and Kampeska Townships within Codington County, South Dakota as shown on the attached map.

All of the aforesaid lines being within Codington County, South Dakota, the same being the highways upon, between and along said sections and lines above described upon which said transmission and distribution system, lines and facilities will be erected, constructed, and maintained and operated.

All subject to the terms and conditions as provided and set forth in Chapter 31-26, SDCL, 1984 Revision and all acts amendatory thereto, and supplemental thereof.

Commissioner Brenda Hanten seconded the motion for the adoption of the foregoing Resolution and upon vote of the Board all present voted aye; whereupon the Chairman declared said Resolution duly passed, approved, and adopted to be effective immediately.

APPROVED:

Elmer P. Brinkman  
County Commission Chairman  
Codington County, South Dakota

ATTEST:

Cindy Brugman  
Codington County Auditor

STATE OF SOUTH DAKOTA

COUNTY OF CODINGTON

I, Cindy Brugman, do hereby certify that I am the duly qualified, and acting County Auditor within and for Codington County, State of South Dakota, and as such officer have in my charge all of the official proceedings and records of the County Commissioners, and their proceedings of that county; that the foregoing and hereunto annexed proceedings are full, true and complete records of all of the official proceedings had in connection with the application of the H-D

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Electric Cooperative, Inc., of Clear Lake, South Dakota, for the granting of a franchise to said H-D Electric Cooperative, Inc. by the County Commissioners of Codington County, South Dakota. In witness whereof I have hereunto set my hand and affixed by seal of this office this 1<sup>st</sup> day of February, 2011, at Watertown, South Dakota.

Cindy Brugman  
County Auditor, Codington County, South Dakota

**SECOND READING/PUBLIC HEARING PROPOSED ORDINANCE #48**

The Board held the second reading and public hearing regarding proposed Ordinance #48 which would amend Article II Definitions and Chapter 3.04.02 all within the Codington County Planning and Zoning Ordinance. Motion by Marquardt, second by Heller, to adopt Ordinance #48. Zoning Officer, Luke Muller, reviewed the proposed ordinance. Chairman Brinkman asked for comments from the audience; none were submitted. Commissioner Johnson noted this ordinance has been recommended for adoption by the Planning and Zoning Board; upon vote of Commissioner Marquardt's motion; all present voted aye; motion carried.

**RESOLUTION TO VACATE PUBLIC RIGHT-OF-WAY, WEST HOLIDAY ROAD**

The Board held a public hearing, as previously advertised, to act upon a request to vacate a portion of a public right-of-way. Zoning Officer, Luke Muller, advised the Board that property owner Lynn Engels has petitioned for the vacation of approximately 330' feet of public right-of-way adjacent to Lot 200 less the westerly 352', located in the West Air Haven Subdivision of Pelican Township on a road locally known as Air Haven Road. Mr. Engels proposes to vacate the 330' strip and re-dedicate a right of way easement on the eastern edge of his property and back to the north to connect to a pre-existing section. Mr. Engels was present for this hearing. Mr. Muller noted all of the surrounding property owners, have signed off on the proposed vacation of the right-of-way and that the Planning and Zoning Commission has also recommended approval of the vacation.

**RESOLUTION 2011-5**

**A RESOLUTION TO APPROVE THE VACATION OF A PUBLIC RIGHT-OF-WAY**

**WHEREAS**, a Petition for the Vacation of Right-of-Way has been presented to the Codington County Board of Commissioners. Said right of way petitioned for vacation is described as:

*That portion of "West Holiday Road" adjacent to and abutting Lot 200 less the Westerly 352' of Lot 200 of the Plat entitled "Lot 200 West Air Haven Subdivision located in Government Lot 2 of Section 10, T116N-R53W of the 5<sup>th</sup> P.M., Codington County, South Dakota", and "The West 50' of Lots 20 and 20A of the Plat entitled Lots 14, 14A, 15, 15A, 16, 16A, 17, 17A, 18, 18A, 19, 19A, 20, 20A and Replat of Lots 12, 12A, 13 and 13A of Air Haven Subdivision of Government Lot 3 & 4 of Section 11, T116N-R53W of the 5<sup>th</sup> P.M., Codington County South Dakota"*

And is displayed on the "Exhibit of Vacating Street" attached hereto and hereby incorporated by reference.

**WHEREAS**, Lynn Engels and Joseph Amendt Jr., the owners of all real property abutting the described portion of right-of-way have signed the Petition for Vacation of Right-of-Way indicating that they have reviewed the Petition and consent to the vacation of the right-of-way described in the Petition.

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**WHEREAS**, Petitioner Engels agrees to dedicate a Right-of-Way Easement for the purpose of providing ingress/egress to abutting property, and a maintenance agreement for said easement to include an area for vehicles to turn-around. Petitioner Engels further agrees to provide a Gas Line Easement for access and maintenance of a gas line on the above described property. All to be described in a Plat of the above described property.

**WHEREAS**, pursuant to public notice, hearing was held before the Board of County Commissioners on February 1, 2011, at 9:15 a.m., at which time the Petition for vacation was submitted for examination and protest and no protest having been made, motion was made and seconded that the following Resolution be adopted:

**BE IT RESOLVED** that the 300' of public right-of-way, known as "West Holiday Road" shall be and is hereby vacated, and the County Auditor is hereby authorized and directed to certify this Resolution as a matter of record.

Dated at Watertown, South Dakota this 1<sup>st</sup> day of February, 2011.

The above and foregoing Resolution was moved for adoption by Commissioner Heller, seconded by Commissioner Hanten, and upon roll call, all voted aye; thereupon the Chairman declared the same to be duly passed and adopted.

Elmer P. Brinkman  
Chairman

Attest:

Cindy Brugman  
Auditor

### **MONTHLY REPORTS**

**Extension Educators, Deb Sundem and Paul Johnson**, reported to the Board on the following items: Preparation for the Winter Farm Show; daily educational programs at the Farm Show; SDSU Extension Specialists will be at the Extension booth, daily, during the Farm Show; the launching of "I-Grow", a web based program through the SDSU College of Agriculture; assisting at other area Farm Shows; Medicare Part D problem solving; the Family Nutrition Program run through the Codington County Extension Office; the "Master Gardener Program"; and "Planning Season Meetings" for Ag. Producers. Mr. Johnson expressed his thanks to the County Maintenance Dept. for their efforts in preparing for the Farm Show and snow removal.

**Community Health Nurse, Karla Moes**, presented the Board with a written report of January activities in the Nurse's Office. January was a busy month with rescheduling of appointments due to weather conditions. The report also included WIC caseload; dietician days; an infant feeding class; an increase in baby care participants; upcoming plans for school screenings; school athletic physicals; and a regional staff meeting scheduled for the end of February. **Veterans Service Officer, Al Janzen**, reported 9 trips with 24 riders in the month of January. Mr. Janzen noted 10 trips were canceled due to weather conditions. Mr. Janzen advised the Board that part of Governors Daugaard's budget cuts includes a cut to funding for Counties who budget for a Veteran's Service Officer. Codington County currently receives \$4,375.00 and with the Governor's proposed budget cuts these funds would no longer be remitted to the County.

**Welfare Director, Sarah Petersen**, was unable to attend this meeting and submitted the following statistics for the time period January, 5th through February 1st: 23 applications; with 16 approved for County assistance; 5 denials; 1 pending or referred; 1 other resource utilized; 0

February 1, 2011

guarantees; and 10 new clients approved. Total Assistance: \$3,272.48 for 12 rentals, 4 utilities, 0 medical, and 0 pharmacy. 0 active medical cases and 0 medical applications pending decision. Total Credits: \$1,885.00. The Welfare Director also submitted to the Board a 2010 year end report for their review.

#### **CLAIM APPROVED**

Motion by Heller, second by Hanten, to approve for payment the following claim; all present voted aye; motion carried: Codington County Treasurer \$24.00 title process fee for Sheriff's 2010 Dodge Charger.

#### **CONTRACT FOR INMATE MEDICAL CARE**

Motion by Marquardt, second by Johnson, to authorize the Chairman to sign a contract with Brown Clinic for on-site inmate medical care, as previously discussed and reviewed; all present voted aye; motion carried.

#### **PROPERTY TAX ABATEMENTS**

Motion by Johnson, second by Marquardt, to approve the following property tax abatement applications; all applicants qualified for the abatements under a property tax reduction program; all present voted aye; motion carried: Record #2104, property tax abated \$193.42; record #5577, property tax abated \$1,419.28; record #6654, property tax abated \$431.32; record #7234, property tax abated \$364.16; record #7675, property tax abated \$936.74; record #8154, property tax abated \$995.26; record #10679, property tax abated \$689.70; record #12548, property tax abated \$1,048.90. These abatements were previously approved by Director of Equalization, Shawna Constant and the Watertown City Council.

#### **SUPRLUS EQUIPMENT DECLARATION**

Motion by Marquardt, second by Hanten, to declare the following equipment surplus to be destroyed; all present voted aye; motion carried: GEN00018; Ag. Building furnace; acquisition date 11/30/1990; original cost \$3,600.00.

#### **TRAVEL REQUEST**

Commissioner Johnson requested authorization to attend the SD Weed & Pest Conference in order for the County to qualify for grant reimbursement funds; the Board had no objection to this request.

#### **PERSONNEL CHANGES**

Motion by Hanten, second by Johnson, to approve the following personnel changes; all present voted aye; motion carried: New hire; part time correctional officers, Charlene Kurkowski, effective date 1/31/11; Erin Winge, effective date 1/18/11; step 1/\$13.88 per hour; submitted and approved by Chief Correctional Officer, Tom Walder.

#### **ZONING ENFORCEMENT ON ARTHUR PROPERTY**

The Board noted correspondence from legal representation, for James D. Arthur, owner of a property which the County has previously ordered to be cleaned up. The correspondence constitutes a formal request from Mr. Arthur for a further extension of time to have the debris removed when weather permits. The Board previously directed the Zoning Officer, on January 4<sup>th</sup>, 2011, to give Mr. Arthur 45 days in which to remove the debris from the property described as Lot 5 of Kahnke's Subdivision in Lake Township. The Board held a brief discussion regarding the number of extensions Mr. Arthur has already received to clean up the aforementioned property. Motion by Johnson, second by Marquardt, to authorize Zoning Officer, Luke Muller, to notify Mr. Arthur with a final deadline of May 1, 2011, in which to have the debris removed from

the property, before the County will pursue litigation against Mr. Arthur; all present voted aye; motion carried.

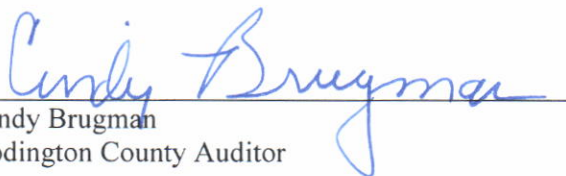
**FEMA FLOOD MEETING**

The Board noted there could be a quorum of the Codington County Commissioners present at a FEMA Flood Preparation meeting on February 2<sup>nd</sup>, at 7:00 PM, at the Codington County Extension Center Complex.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 9:53 a.m., until 9:00 a.m., Tuesday, February 8<sup>th</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**February 8, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and request cell phones to be adjusted
- ✓3. Action to approve the minutes of February 1<sup>st</sup>, 2011
- ✓4. 9:00 a.m., Action to approve an easement for the Municipal Utilities Dept. to cross County property
- ✓5. Monthly reports
  - ✓a. Auditor
  - ✓b. Director of Equalization
- ✓6. Action to approve the Auditor's Account with the Treasurer for the month ending 1/31/11
- ✓7. Action to approve claims for payment
- ✓8. Action to transfer operating cash as previously budgeted
- ✓9. Discussion/action on a road striping agreement for 2011
- ✓10. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~11.~~ Action to approve travel requests
- ~~12.~~ Action to approve personnel changes
- ~~13.~~ Old Business
- ~~14.~~ New Business
- ✓15. Open *EM sand bags*
16. Action to enter into Executive session *Sheriff*
17. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, February 15<sup>th</sup>, 2011

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.

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The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 8<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were; George Heller, Lavern Marquardt, Myron Johnson, and Brenda Hanten; Elmer Brinkman absent; Vice Chairman Johnson, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Heller, second by Hanten, to approve the minutes of February 1<sup>st</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**UTILITY EASEMENT**

Watertown Municipal Utilities representatives, Jeff Deville and Mark Meier, appeared to present the Board with two utility easements which would allow the Utilities Department to install water lines across County property in the area of Koch Complex and the ice arena. Zoning Officer, Luke Muller, advised the Board that this would be standard operating procedure and could foresee no problems with the Board agreeing to the easement requests. Motion by Marquardt, second by Heller, to authorize the Vice Chairman to sign the aforementioned easements. Mr. DeVille reviewed, with the Board, the reason for the easement requests. The following legal descriptions were provided to the Board: #1. The South 20' of the West 351' less Street ROW and the East 20' of the West 351' of the South 318' of the North 17 acres of the SW1/4 of the NW1/4 of Sec. 36-T117N-R53W of the 5<sup>th</sup> P.M. #2. The East 20' and the North 20' of the East 208' of the North 17 acres of the SW1/4 of the NW1/4 of Sec. 36-T117N-R53W of the 5<sup>th</sup> P.M. The Utilities representatives noted they would cooperate with events scheduled for the Koch Complex and the Codington County Extension Center Complex. Upon vote of the Board; all present voted aye; motion carried.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported the Auditor's office is preparing the County's 2010 annual report and tracking different legislative bills pertinent to counties. **Director of Equalization, Shawna Constant**, reported reappraisal meetings have been set for February 10<sup>th</sup>, 2011, at County Fair Banquet Hall, from 10:00 a.m. to 2:00 p.m. and again from 5:00 p.m. until 8:00 p.m.; to allow property owners, affected by 2010 reappraisals, to discuss their property values before assessment notices go in the mail the week of February 21<sup>st</sup>. The Director reviewed the timeline for Local, County, and Consolidated Boards of Equalization. A brief discussion was held regarding the manner in which owner occupied notices are mailed to property owners and the cost of sending such notices by registered mail. **Register of Deeds, Ann Rasmussen**, provided the Board with a monthly statement of fees for the month ending January 31, 2011. Collections totaled \$32,977.00, with \$2,700.00 remitted to the State of South Dakota for certified births, deaths, and EVRSS.

**AUDITOR'S ACCOUNT WITH THE TREASURER**

Motion by Heller, second by Hanten, 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 January, 2011, all present voted aye; motion carried.

Cash on hand	\$	8,780.91
Checks in Treasurer possess		

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less than 3 days	\$	61,664.82
Cash Items	\$	294.34
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$</b>	<b>70,740.07</b>
<b>RECONCILED CHECKING</b>		
Great Western Bank Checking (Memorial Park)	\$	100.00
Reliabank Dakota	\$	6,376,737.08
<b>INVESTMENTS</b>		
SD Public Funds Investment	\$	6,964.29
<b>CERTIFICATES OF DEPOSIT</b>		
Dacotah Bank	\$	400,000.00
Great Western Bank	\$	2,000,000.00
Home Federal Bank	\$	1,000,000.00
Peoples State Bank	\$	400,000.00
Plains Commerce Bank	\$	800,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$</b>	<b>11,054,541.44</b>
<b>General Ledger Cash Balance by Funds:</b>		
General	\$	5,981,780.47
General restricted cash	\$	500,000.00
Sp. Revenue	\$	3,365,459.10
Sp. Revenue restricted cash	\$	10,411.85
Internal Service	\$	3,989.44
Trust & Agency	\$	1,192,900.58
(schools 700,004.89, townships 41,564.42; city/towns 161,480.06)		
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$</b>	<b>11,054,541.44</b>

### **CLAIMS APPROVED**

Motion by Heller, second by Marquardt, to approve for payment the following claims; all present voted aye; motion carried: A-Ox Welding Supply 201.15 Sup, AARMS 850.00 Maint, Accurate Machine And Tool 260.00 Rep, Active Data Systems, Inc 6273.00 Maint, Alltel 117.38 Svc, Alltel 62.19 Util, Alltel 65.54 Pmt, Alltel 78.04 Pmt, Alltel 44.51 Util, Alterations By Laurie 93.50 Unif, Norma Anderson 15.00 Svc, Animal Medical Clinic 769.40 Vet, AP Auto Pros, Inc. 502.29 Rep, Avera Health Plans 929.91 Asst, Best Business Products 259.99 Copy, Best Business Products 87.39 Copy, Scott A. Bohls 282.00 Reimb, Marilyn Bolocon 20.00 Wit, Boys & Girls Club 1200.00 Svc, Brian's Glass & Door, Inc. 230.00 Rep, Elmer Brinkman 252.00 Reimb, Brown & Saenger 216.24 Sup, Harold R. Bunde 47.34 Trav, Burns Law Office 3371.80 Svc, Butler Machinery 2175.47 Rep, Carquest Auto Parts 8.81 Sup, Shawna Carter 336.00 Reimb, Cartney Bearing & Supply 154.10 Rep, Cass-Clay Creamery 769.00 Sup, Charlie's Excavating, Inc 309.41 Maint, Codington Clark Electric 80.00 Util, Codington Co. Register Deeds 10.00 Svc, Codington County Treasurer 77.84 Post, Denise Cody 15.00 Svc, Cole Papers, Inc. 2354.45 Sup, Connecting Point Computer Cent 2780.95 Sup, County Fair Foods 28.73 Sup, Creative Rewards 5.00 Sup, Crescent Electric Supply Co. 39.10 Sup, Culligan Water Conditioning 93.75 Sup, Dakota Fluid Power Inc 611.74 Rep, Dakota Riggers 818.50 Rep, Day County Em 29343.20 Grant, Day County Em 11648.00 Grant, Del-Mar Upholstery 50.00 Rep, Delyle's South 81 Service Inc 258.04 Rep, Donna Dietrich, Chairman 368.18 Svc, DPMS Oanther Arms 794.13 Sup, Sara Lee Bakery Group/ 493.64 Sup, East Dakota Water Development 1253.49 Jan Apportionment, Election Systems & Software 4902.00 Maint, Engelstad Electric Co. 4054.76 Maint, Engelstad Electric Co. 323.06 Rep, Ericsson & Giles, LLC 143.50 Svc, Electronic Security 4030.00 Sup, John Evans 37.14 Trav, Farnams Genuine Parts 390.43 Sup, First District Assn Of Lcl Gov 3100.00 Svc, First District Assn Of Lcl Gov 250.00 Maps, Focus Watertown 25000.00 Pledge, Robert Fox 36.12 Trav, G4s Justice Services Inc 40.68 Svc, Galls 10.00 Rep, Kristi Gast 46.00 Trav, GCR Tire Center 230.97 Maint, GCR Tire Center 388.00 Maint, Judy K.

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Geier 372.36 Pmt, Gemini Acoustical LLC 4450.00 Rep, Genoa Healthcare/Watertown 461.52 Sup, Glacial Lakes & Prairies Tour. 750.00 Cont, Glacial Lakes & Prairies Tour. 425.00 Adv, Becky Goens 45.00 Trav, Grainger 119.86 Sup, Grant County Em 3980.00 Grant, Green, Roby, Oviatt, 6872.53 Svc, Hamlin County Em 485.64 Grant, Harmelink, Fox & Ravensborg Law 131.00 Svc, Wade Heiser 350.00 Rent, Hillyard Floor Care Supply 624.52 Sup, Rick Holinka 112.00 Reimb, David M Hosmer Law Office Pc 119.71 Svc, Brad Howell 35.00 Reimb, Human Service Agency 1500.00 Svc, Human Service Agency 18213.50 Svc, Human Service Agency 49.00 Svc, Human Service Agency 50.00 Sup, Glacial Lakes Humane Society 175.00 Svc, Hurkes Implement Co. 973.23 Maint, HyVee #1871 Accts Receivable 48.59 Sup, HyVee Pharmacy 960.38 Sup, Interlakes Community Action 412.25 Fund, Corey Jans 93.30 Wit, Myron Johnson 106.96 Mile, Paul Johnson 245.31 Mile, Jurgens Printing 74.50 Sup, Knology 165.00 Util, Knology 346.66 Util, Knology 49.95 Util, Knology 49.95 Util, Judy Kos 20.40 Mile, L.L. Harder, Inc 337.05 Rep, Lacroix Law Office 207.98 Svc, Lake City Fire Equipment 356.60 Maint, Lar Jo's 240.47 Maint, J.H. Larson Electrical Co. 66.98 Sup, Lincoln Co Treasurer 1239.31 Svc, Courtney Livingston, Landlord 350.00 Rent, Jodi Loehrer 173.40 Mile, M & T Fire And Safety 51.50 Sup, Richard Maag, Landlord 425.00 Asst, Macksteel Warehouse, Inc. 249.71 Sup, Mac's Inc. 96.95 Sup, Mahowald's 81.62 Sup, Manatron 1970.76 Sup, Mark's Auto 162.95 Rep, Matco Tools 49.95 Sup, McLeod's Printing & Office Sup 490.78 Sup, Menards 237.15 Rep, Metro Fire 117.96 Grant, Julie Michel 40.00 Ref, Midcontinent Communications 55.00 Util, Milbank Communications 1249.32 Grant, Milbank Communications 9385.02 Grant, Milbank Communications 1035.00 Grant, Milbank Communications 335.00 Grant, Milbank Communications 150.00 Sup, Mivijenic Properties 1140.00 Asst, Moe Oil Company 1094.35 Sup, Municipal Utilities 352.48 Asst, Municipal Utilities 16852.30 Util, Crystal Neale 273.52 Reimb, New Dawn Technologies Inc 2309.45 Svc, Nieman's Rentals 480.00 Asst, Northland Chemical Corp 179.88 Sup, Northwestern Energy 612.39 Util, National Sheriffs' Association 100.00 Dues, Janelle Nygaard 46.00 Trav, Office Peeps, Inc. 2470.53 Sup, Office Peeps, Inc. 342.58 Sup, Mark O'Neill 47.34 Trav, Ottertail Power Co. 42.37 Util, Overhead Door Co Of Watertown 91.84 Rep, Pennington County Jail 1106.00 Trav, Leslie Peters 40.00 Wit, Pitney Bowes 207.00 Rent, PMB 0112 19.00 Maint, PMB 0112 414.23 Util, Prairie Lakes Health Care Cent 2528.00 Svc, Print 'Em Now 387.00 Sup, Professional Mailing & Market. 7082.85 Post, Q-Set, Inc. 315.00 Svc, Qwest 85.28 Util, Qwest 763.86 Util, Qwest 16.09 Util, Redlinger Bros. 20551.72 Maint, Redwood Biotech 152.60 Sup, Cathryn Reh fuss 30.00 Svc, Brian Richter 224.00 Reimb, Roberts County Em 8859.20 Grant, Runnings 73.86 Sup, Russ' Standard 56.50 Maint, Dawn Russell 16.40 Svc, Terrance Satterlee 1500.00 Svc, SD Department Of Revenue 70.00 Svc, SD Department Of Revenue 857.00 Svc, S.D. Federal Property 356.00 Sup, SD State Treasurer 231999.11 February Payment, SD Urban Indian Health 57.00 Svc, SDACC 12537.00 Pmt, SDACC 8390.33 Pmt, SDACC 200.00 Fees, Senior Companions Of SD 900.00 Pmt, Sherwin Williams 65.63 Maint, Shopko 66.99 Pmt, Sioux Equipment 242.24 Rep, Sioux Valley Coop 2965.61 Sup, Sioux Valley Coop 8840.26 Sup, Sioux Valley Coop 37.02 Sup, Sioux Valley Coop 882.36 Sup, South Shore Gazette 792.73 Pub, Town Of South Shore 36.00 Util, Sprint 253.60 Util, Sprint 96.84 Svc, Star Laundry 35.40 Sup, Star Laundry 82.96 Sup, State Radio Communications 2400.00 Svc, Stern Oil Co 324.42 Sup, Steve's World 138.68 Maint, Streicher's 730.95 Sup, Sturdevant's Auto Parts 277.23 Rep, Deb Sundem 137.70 Mile, Sutton Law Office Pc 10951.40 Svc, Taecker Plumbing & Heating 104.16 Svc, Taser International 350.00 Rep, Dan Thyen 48.36 Trav, Titan Machinery 158.82 Rep, Toshiba America Info Sys Inc 409.12 Rent, Trav's Outfitter Inc 662.93 Unif, Tufts University 46.00 Pub, Us Foodservice Inc 7883.93 Sup, Vanderlaan Rentals 175.00 Rent, Visa - C/O Great Western Bank 260.00 Pmt, Visa - C/O Great Western Bank 59.64 Pmt, Visa - C/O Great Western Bank 20.00 Pmt, Visa - C/O Great Western Bank 3966.11 Pmt, Visa - C/O Great Western Bank 99.99 Pmt, Wtn Area Council For The Aging 25.00 Dues, Wal-Mart Community 420.83 Sup, Watertown Lawn & Garden 1000.00 Maint, Weed & Pest Conference 195.00 Conf, Jeremy Wellnitz 35.00 Reimb, Wells Fargo Securities,

LLC 46068.90 Pmt, Wheelco 226.24 Rep, Toby Wishard 48.49 Reimb, Watertown Landfill 3.20 Sup, WW Tire Service Inc 65.70 Sup, Xerox Corporation 148.37 Sup, Yankton Co. Sheriff 50.00 Svc, Kathy Young 336.00 Reimb, Zep Sales & Service 666.90 Sup.

#### **OPERATING CASH TRANSFER**

Motion by Hanten, second by Heller, to approve the following operating cash transfer as previously budgeted; all present voted aye; motion carried: Debit General Fund cash \$64,760.00. Credit Victims of Crime cash \$64,760.00

#### **COUNTY ROAD STRIPING PROGRAM**

Highway Supt., Rick Small, presented the Board with the funding agreement for the 2011 County Road Striping Program. Mr. Small advised the Board that Codington County will receive \$10,984.89 from the State of South Dakota for the road striping project. Mr. Small estimates a total cost of \$32,300.06 for striping approximately 43 miles in Codington County in 2011, with the County's share in an amount of \$21,315.17. Motion by Heller, second by Hanten, to authorize the Vice Chairman to sign the funding agreement for the striping project, all present voted aye; motion carried.

#### **HIGHWAY EQUIPMENT REQUEST & OTHER MATTERS**

Highway Supt., Rick Small, advised the Board that a fuel tank leak sensor, used at the Highway Dept., has failed and will need to be replaced as the County is required to monitor fuel tanks for leaks. Mr. Small noted cost for a new monitor would be approximately \$7,267.00 plus the cost to pull the old wiring. Motion by Hanten, second by Heller, to authorize the purchase of a new monitor for the Highway Dept.; all present voted aye; motion carried. Mr. Small distributed the County's current snow removal policy to the Board for future reference. The Highway Supt. noted the County recently received federal reimbursement, through the State of South Dakota, in the amount of \$86,038.47, which is 49% of the County's cost for the rip rap project on County Road 21-2 near Grover. A timeline for additional reimbursement is unknown at this time.

#### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Heller, to approve an automatic budget supplement, in the amount of \$13,500.92, to the Emergency Management expenditure and revenue budgets with Homeland Security grant reimbursements; all present voted aye; motion carried.

#### **SAND BAGS PURCHASE**

Emergency Management Director, Jim Sutton, appeared before the Board to request authorization to purchase sand bags. Mr. Sutton noted the County has 43,000 bags currently on hand and is storing 10,000 that belong to the state. Mr. Sutton advised the Board there is funding, currently available through the State of South Dakota, which would reimburse the County for 50% of the cost of sand bags purchased at this time. Mr. Sutton will purchase 50,000 sand bags, a budgeted item, if so approved. Motion by Marquardt, second by Heller, to authorize the Emergency Management Director to purchase 50,000 sand bags; all present voted aye; motion carried. The Board also determined that as in previous years the sand bags will be distributed free of charge to property owners who wish to protect their property from flooding.

#### **EXECUTIVE SESSION**

Motion by Hanten, second by Heller, to enter into executive session at 9:45 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 10:05 a.m.; action was taken. Sheriff, Toby Wishard and Human Resource Director, Terry Satterlee, were present for executive session.

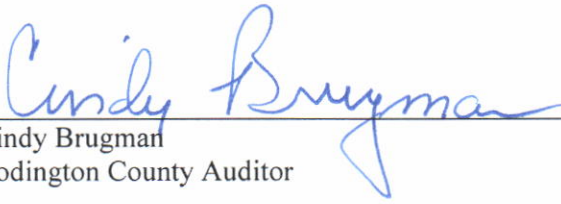
**DEPUTY SHERIFF POSITION**

Motion by Marquardt, second by Heller, to authorize the Sheriff to advertise and take applications to fill an open Deputy Sheriff position, created by the retirement of a current Deputy; all present voted aye; motion carried.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Heller to adjourn at 10:06 a.m., until 9:00 a.m., Tuesday, February 15<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**February 15, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and request cell phones to be adjusted
- ✓ 3. Action to approve the minutes of February 8<sup>th</sup>, 2011
- ✓ 4. Monthly reports
  - ✓ a. Highway
  - ✓ b. Maintenance
- ✓ 5. Discussion/action regarding pay phones at the Courthouse and Memorial Park
- ✓ 6. Action to approve the 2011 Memorial Park Campground Manager's Contract
- ✓ 7. Action to approve abatement requests
- ✓ 8. Note President's Day holiday closing, Monday, February 21<sup>st</sup>
- ✓ 9. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~10.~~ Action to approve travel requests
- ~~11.~~ Action to approve personnel changes
- ✓ 12. Old Business
- ✓ 13. New Business
- ✓ 14. Open
15. Action to enter into Executive session
16. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, February 22<sup>nd</sup>, 2011

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February 15, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 15<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were; George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Heller, second by Johnson, to approve the minutes of February 8<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Highway Supt., Rick Small**, reported on the following items: 11 new radios have been installed in Highway vehicles utilizing Homeland Security grant funds; Highway staff will attend Mine Safety and Health Administration (MSHA) training on February 22<sup>nd</sup> and 23<sup>rd</sup>, to comply with federal requirements; an MSHA safety plan will need to be developed for the County; bid letting documents to purchase sanders budgeted for in 2011 are being prepared; and the motor grader equipment at the Kranzburg shop is in need of repair. Mr. Small reported \$126,385.38 has been expended for County snow removal as of January 1, 2011 and a total of \$148,552.93 has been expended including County snow removal and snow removal for other government entities who contract with Codington County for this service. Discussion was held, regarding the current method, used by the County, to replace Highway equipment. **Maintenance Supervisor, Milo Ford**, reported business as usual at the Courthouse and Detention Center with no major repairs and a small amount of melting snow leakage in the past month at the Courthouse. Mr. Ford noted the Ag. Building held up reasonably well during the recent Winter Farm Show with the exception of ice damage and snow melting leakage occurring at the site.

**PAY PHONE REMOVALS**

Maintenance Supervisor, Milo Ford, provided the Board with a proposal to remove the pay phones, currently provided at County expense, located at the Courthouse and Memorial Park. Mr. Ford provided the Board with a usage report on both phones for the past year and advised the Board that the County is currently paying a fee of \$60.00 per month for each phone. Motion by Johnson, second by Hanten, to authorize the Maintenance Supervisor to have both pay phones removed due to minimal usage. The Board held a discussion regarding certain types of clients who may not have access to cellular phones and would need the service provided by a pay phone. Subsequent motion by Marquardt, second by Heller, to remove the pay phone at Memorial Park and keep the pay phone in the Courthouse. Additional discussion was held regarding the amount of usage of the phone in the Courthouse and the availability of personal cellular phones. Upon vote of Commissioner Marquardt's subsequent motion; Johnson, Brinkman, and Hanten voted no; Heller and Marquardt voted aye; motion failed. Upon vote of Commissioner Johnson's original motion; Johnson, Brinkman, and Hanten voted aye; Heller and Marquardt voted no; motion carried.

**MEMORIAL PARK CAMPGROUND MANAGER CONTRACT**

Maintenance Supervisor, Milo Ford, presented the Board with a proposed contract for campground managerial services at Memorial Park during the 2011 camping season.

February 15, 2011

Motion by Heller, second by Marquardt, to authorize the Chairman to sign the "Campground Manager's Contract", between Codington County and H. Lee Trumm and Carolyn Trumm, in the total amount of \$13,108.00, or \$2,184.66 per month for five months and \$2,184.70 for one month, from April 1, 2011 through September 30, 2011; which represents the same wage increase as was received by other employees. Discussion was held regarding section IV. Compensation and the provision for the Managers to live in the County owned property at Memorial Park during the noncontract period (the time period when the campground is not operational). Mr. Ford noted this provision provides the County with security during the off camping season. Upon vote of Commissioner Heller's motion; all present voted aye; motion carried.

#### **ABATEMENTS APPROVED**

Motion by Johnson, second by Hanten, to approve the following abatement applications, which qualify on the grounds the property was purchased by tax exempt entities and therefore exempt from tax; all present voted aye; motion carried: Property record #6335, \$395.92 property tax abated; Property record #6336, \$525.02 property tax abated; Property record #6342, \$1,761.24 property tax abated; Property record #8643, \$1,582.74 property tax abated; Property record #8717, \$733.20 property tax abated; and Property record #14744, \$400.64 property tax abated. These abatements were all previously approved by Director of Equalization, Shawna Constant and the Watertown City Council as all properties involved are within the Watertown City limits.

#### **PRESIDENT'S DAY HOLIDAY**

The Board noted that Monday, February 21<sup>st</sup>, 2011; President's Day, is a recognized holiday for all County offices, per previously adopted policy, and that all County offices and the Courthouse will be closed that day.

#### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Marquardt, to approve an automatic budget supplement, in the amount of \$38,728.22, to the Emergency Management expenditure and revenue budgets with Homeland Security grant reimbursements; all present voted aye; motion carried.

#### **PERSONNEL CHANGE**

The Board noted the resignation of Weed Supervisor, Doug Cook, effective February 15, 2011. Discussion was held regarding filling the Weed Supervisor position. This matter will be further discussed at the Board's next meeting on February 22<sup>nd</sup>, 2011.

#### **TRAVEL ASSIGNMENT**

Motion by Johnson, second by Marquardt, to authorize Maintenance Supervisor, Milo Ford, to attend the 2011 South Dakota Weed and Pest Association Annual Conference, February 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>, 2011, in Huron; and to receive travel compensation as allowed by policy; all present voted aye; motion carried.

#### **SNOW DAMAGE**

Commissioner Marquardt advised the Board that a number of property owners have lost buildings due to heavy amounts of snow on the roofs of the buildings. Commissioner Marquardt has spoken with the Emergency Management Director and it appears these types of losses do not qualify for a disaster declaration.

**EXECUTIVE SESSION**

Motion by Hanten, second by Heller, to enter into executive session at 10:04 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 10:25 a.m.; action was not taken. Human Resource Director, Terry Satterlee, was present for executive session.

**LEGISLATIVE BILLS**

The Board held a brief discussion on current legislative bills that would affect Counties and other local government entities; including a bill to increase license plate fees which would increase revenue to Counties, Townships, and Municipalities.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Johnson to adjourn at 10:36 a.m., until 9:00 a.m., Tuesday, February 22<sup>nd</sup>, 2011; all present voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**February 22, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of February 15<sup>th</sup>, 2011
- ~~4.~~ 9:00 a.m., Annual report from Todd Kays, Executive Director, First Dist. Assoc. Local Govts.,
- ✓ 5. Action to approve the Engels Addition Plat
- ✓ 6. Action to waive re-zoning application fees for Lake Area Technical Institute
- ✓ 7. Monthly reports
  - ✓ a. Emergency Management
  - ~~b.~~ Sheriff
- ✓ 8. Discussion/action regarding filling the Weed Supervisor position
- ✓ 9. Action to approve claim for payment
- ~~10.~~ Action to approve salary claims
11. ✓ 10:00 a.m., Opening of/and action to, award bids for Highway supplies and Weed chemicals
- ~~12.~~ Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~13.~~ Action to approve travel requests
- ✓ 14. Action to approve personnel changes
  - a. Matthew Blackwelder, Correctional Officer, wage step increase
- ~~15.~~ Old Business
- ~~16.~~ New Business
- ~~17.~~ Open
- ✓ 18. Action to enter into Executive session
- ✓ 19. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, March 1<sup>st</sup>, 2011

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.

February 22, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 22<sup>nd</sup>, 2011, in the Codington County Courthouse. Members present were: Myron Johnson, Elmer Brinkman, and Brenda Hanten; George Heller and Lavern Marquardt absent; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Hanten, second by Johnson, to approve the minutes of February 15<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**ENGELS ADDITION PLAT**

Zoning Officer, Luke Muller, presented and reviewed the Engels Addition Plat. Mr. Muller noted this plat was a condition of the action the Board took to approve a recent vacation of right of way as petitioned by Lynn Engels. Mr. Muller advised the Board that the Codington County Planning and Zoning Commission has recommended approval of the Engels Addition Plat. The Board took the following action:

**RESOLUTION #2011-6**

A Resolution to approve the platting of the "Engels Addition" in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

"Engels Addition" in the County of Codington, South Dakota, located in Gov't. Lot 2 of Section 10 and Gov't. Lot 4 in Section 11-T116N-R53W, of the 5th p.m., Codington County, South Dakota, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, second by Commissioner Hanten; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated at Watertown, Codington County, South Dakota, this 22<sup>nd</sup> day of February, 2011

Elmer P. Brinkman

February 22, 2011

Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA

§

COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-6, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, this 22<sup>nd</sup> day of February, 2011.

Cindy Brugman

County Auditor, Codington County, South Dakota

#### **WAIVER OF REZONING AMENDMENT FEES**

Zoning Officer, Luke Muller, met with the Board to discuss the fees normally charged when a request is made to amend the County's Zoning Ordinance. Mr. Muller advised the Board that the Planning and Zoning Board has recommended a waiver of these fees pertaining to Lake Area Technical Institute's request for a zoning amendment (Ordinance #48 adopted February 1, 2011). Motion by Johnson, second by Hanten, to waive the fees that would normally be charged to Lake Area Technical Institute for their request to amend the zoning ordinance; all present voted aye; motion carried.

#### **MONTHLY REPORTS**

**Emergency Management Director, Jim Sutton**, reported 50,000 sandbags have been ordered and delivered. Mr. Sutton expressed his thanks to the Codington County Highway Dept. for their assistance and support in storing the sand bags at the Highway shop. The Emergency Management Director also reported on the following items: A Training session in Pierre on risk and vulnerability assessments for rural communities; a Homeland Security meeting in Pierre; an LEPC Meeting scheduled for March 15<sup>th</sup> at 12:00 PM; work continues on the Pre-Disaster Mitigation Plan including meeting with the town councils in Henry and Florence with meetings scheduled in South Shore, Wallace and Kranzburg; and use of the Search and Rescue snow cat during the recent blizzard to assist with ambulance calls to the Watertown Fire Dept. Mr. Sutton along with Hamlin County Emergency Management Director, Dave Schaefer, have had broadcasts on local radio stations to provide information on flood preparations and are working with ITC out of Clear Lake, SD to provide videos on flood preparation and severe storm safety. **Sheriff, Toby Wishard**, submitted the following statistics for the month ending January 2011 for the Detention Center and Sheriff's Office: 56.19 average daily inmate population; 188 bookings; \$6,053.00 collected in work release; \$10,517.78 collected in out of county prisoner contracts; \$2,414.00 collected in fees for the 24/7 program, \$5,622.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 36 individuals testing twice daily and 26 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 343 sets of civil papers served; 353 calls for service; 11 accidents investigated; 65 arrest warrants; and 7 transports, for a total 1,885 miles traveled. Sheriff Wishard noted the fees for out of County prisoners increased to \$65.00 per day beginning January 1, 2011, per previous action of this Board. The Sheriff advised the Board that in the future the SCRAM fees collected and remitted to the Clerk of Courts Office could result in \$1.00 per unit per day back to the Counties. The Sheriff's Office has conducted alcohol compliance checks and as of February 18<sup>th</sup>, 2011, the three following businesses have failed to comply: South Shore Municipal Liquor, Waverly Steakhouse, and the

February 22, 2011

Double R Bar in Henry. The Sheriff's Office recently sponsored training, utilizing grant funds provided by South Dakota Law Enforcement Training, for correctional officers in the areas of: civil litigation, searches, use of force, and duty to protect, all relative to working with inmates. Sheriff Wishard noted an increase in overtime hours for Sheriff's Office employees due to weather related calls for service. A brief discussion was held regarding the purchase of vehicles for the Sheriff's Office which was budgeted for in 2011.

### **CLAIMS APPROVED**

Motion by Hanten, second by Johnson, to approve the following claims for payment; all present voted aye; motion carried: EMC Ins. Co. \$3,672.00 pmt. SDRS Special Pay Plan \$2,116.87 vacation/sick leave pay out. SDRS Special Pay Plan \$45.00 fee.

### **WEED SUPERVISOR POSITION**

The Board delayed action to advertise for a Weed Supervisor until the current job description for this position can be reviewed and updated.

### **SALARY CLAIMS**

Motion by Hanten, second by Johnson, to approve the following February salary claims; all present voted aye; motion carried: Commissioners: 9,352.34 total salaries. Auditor: 16,655.97 total salaries. Co. Treasurer: 27,200.20 total salaries; Rita Waba 1174.35 final pay. States Attorney: 23,696.77 total salaries; Ruth Swenson 826.53 part time. Gov. Buildings: 15,296.59 total salaries; Cindy Dargatz 610.60 part time. Dir. Equalization: 36,824.78 total salaries. Reg. of Deeds: 16,980.34 total salaries. Veterans Service: 8,169.21 total salaries; Paul Lenski 33.97 meals. Sheriff: 68,390.73 total salaries; Ed Peterson 2555.27 final pay; Jack Weber 378.70 part time & meals; Chuck Carbonneau 86.73 part time & meals Dave Curtis 88.39 part time. Co. Jail: 71,749.80 total salaries; Donna Weber 126.36 part time; Charlene Kurkowski 876.22 part time new hire & uniform allowance; Erin Winge 1506.22 part time new hire & uniform allowance; Sharon Carbonneau 70.25 part time & meals. Coroner: 1,291.80 total salaries. Care of the Poor: 4,026.81 total salaries; Julie Radach 290.18 part time. Co. Nurse: 3,718.71 total salaries. Ag. Bldg.: 8,358.67 total salaries. Co. Extension: 8,109.95 total salaries; Liz Waag 260.99 part time; Deb Sundem 16.99 meals; Paul Johnson 110.39 meals; Jodi Loehrer 33.96 meals. Weed Control: 8,770.29 total salaries; Doug Cook 4527.45 final pay; Bill Hoff 522.99 part time. Planning Board: 38.75 total salaries. Road & Bridge: 78,082.08 total salaries. Emergency Management: 9,385.69 total salaries. Crime Victim: 5,125.02 total salaries. W.I.C.: 3,700.12 total salaries. Total: 424,924.62. Breakdown of withholding amounts which are included in the above: S.D. Retirement 37,621.94; S.D. Retirement 400.53 spouse option; S.D. Supplemental Retire. 2,865.00 suppl. retire.; Dakotacare 78,285.12 ins.; Lincoln Financial Group 436.50 life ins.; Delta Dental 4,955.74 ins.; AFSCME Local #2488 340.00 employee union dues; Nationwide Retire. Sol. 311.29 suppl. retire.; AFLAC 2,749.75 ins.; Assurity Life Insurance 432.22 ins.; U.M.B. Retirement 2,272.00 suppl. retire.; AFLAC 402.31 ins.; Watertown United Way 123.83 employee contributions; Office of Child Support 199.66 employee payments; Sioux Valley Credit Union 9,545.94 employee payments; Cod. Co. Treasurer 34,800.00 employee monthly draw; New York Life 57.75 ins.; Teamsters Local Union 120 426.00 employee union dues; Reliabank 29,632.08 federal withholding; Reliabank 39,245.17 social security; AAA Collections 583.52 garnishment. Conesco Ins. 20.20 ins; Pioneer Credit 143.25 garnishment.

### **PERSONNEL CHANGE**

Motion by Hanten, second by Johnson, to approve the following personnel change; all present voted aye; motion carried: Matthew Blackwelder; Correctional Officer; step increase from step 1/\$13.88 per hour to step 2/\$14.33 per hour; effective date March 3, 2011; submitted and approved by Chief Correctional Officer, Tom Walder.

## **EXECUTIVE SESSION**

Motion by Hanten, second by Johnson, to enter into executive session at 9:31 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 9:56 a.m.; action was not taken. Human Resource Director, Terry Satterlee, was present for executive session.

## **BIDS FOR HIGHWAY SUPPLIES AND WEED CHEMICALS**

This being the time and place set for the opening of bids for 2011 Highway supplies and Weed chemicals, the following bids were received, announced by Highway Supt., Rick Small and acted upon by the Board.

### **Concrete Pipe, Pre-Stressed Bridge Deck, and Concrete Box Culverts**

1. Hancock Concrete Products, LLC; Hancock, Minnesota
  - a. Concrete Pipe: 24" - \$21.60 per ft.; 36" - \$57.40 per ft.; 60" - \$155.00 per ft.
  - b. Pre-Stressed Bridge Deck: no bid
  - c. Concrete Box Culverts: 8'x8' \$518.00 plf.; 10'x10' \$748.00 plf.
2. Cretex Concrete Products West, Inc.; Rapid City, South Dakota
  - a. Concrete Pipe: 24" - \$26.33 per ft.; 36" - \$49.05 per ft.; 60" - \$129.99 per ft.
  - b. Pre-Stressed Bridge Deck: 40'x23" - \$3,769.00 each; 50'x30" - \$5,476.00 each
  - c. Concrete Box Culverts: 8'x8' \$427.00 plf.; 10'x10' \$529.00 plf.

Motion by Johnson, second by Hanten, to accept the bid of Cretex, per the recommendation of the Highway Supt.; all present voted aye; motion carried.

### **Corrugated Metal Pipe**

1. Contech Construction Products Inc.; Lincoln, Nebraska
  - a. 2 2/3" x 1/2" corrugation: 18"x16 ga. - \$12.30 plf; 24"x16 ga. \$15.58 plf; 30"x14 ga. \$24.60 plf; 36"x14 ga. \$29.52 plf.
  - b. 5" x 1" corrugation: 60"x14 ga. \$55.42 plf; 72"x12 ga. \$90.99 plf; 96"x12 ga. \$121.60 plf; 108"x12 ga. \$136.49 plf.
  - c. 5" x 1" corrugation arch: 60" class 72"x44" 12 ga. \$79.10 plf; 72" class 81"x59" 12 ga. \$93.99 plf; 108" class 128"x83" 12 ga. \$139.49 plf.
2. Huron Culvert & Tank, Co., Huron, SD
  - a. 2 2/3" x 1/2" corrugation: 18"x16 ga. - \$11.20 plf; 24"x16 ga. \$14.94 plf; 30"x14 ga. \$22.48 plf; 36"x14 ga. \$26.86 plf.
  - b. 5" x 1" corrugation: 60"x14 ga. \$46.72 plf; 72"x12 ga. \$77.89 plf; 96"x12 ga. \$103.03 plf; 108"x12 ga. \$116.40 plf.
  - c. 5" x 1" corrugation arch: 60" class 72"x44" 12 ga. \$68.01 plf; 72" class 81"x59" 12 ga. \$82.60 plf; 108" class 128"x83" 12 ga. \$124.64 plf.

Motion by Johnson, second by Hanten, to accept the bid of Huron Culvert and Tank, per the recommendation of the Highway Supt; all present voted aye; motion carried.

### **Bridge Lumber**

1. Huron Culvert & Tank, Huron, SD
  - a. Plank 3'x12'x20' - \$1,450.00 M'BF partial load; \$1,350.00 M'BF full load
  - b. Creosote piling 35' to 40' lengths - no bid
  - c. Wood posts 4" to 5" x 12' - no bid, 4" to 5" x 14' \$25.00 each

Motion by Hanten, second by Johnson, to accept the bid of Huron Culvert & Tank, the only bid, for bridge lumber, per the recommendation of the Highway Supt.; all present voted aye; motion carried.

**Diesel Fuel and Gasohol**

1. Cenex, Watertown, SD

a. #2 diesel – Watertown shop \$3.19 gal; #2 diesel – Out shops \$3.29 gal; #1 diesel – Watertown shop – no bid; #1 diesel – Out shops – no bid

b. Gasohol E-10 – \$3.286 gal; E-20 no bid; E-30 no bid; E-85 no bid

Motion by Johnson, second by Hanten, to accept the bid of Cenex, the only bid, per the recommendation of the Highway Supt.; all present voted aye; motion carried.

**Liquid Asphalt**

1. Jebro, Inc., Sioux City, IA

a. MC-70 \$693.93 per ton; MC-3000 \$585.82 per ton; AE-150 – AE-200 no bid; MC 3000R – no bid.

2. Flint Hills Resources, Marshall, MN

a. MC-70 \$677.64 per ton; MC-3000 \$567.64 per ton; AE-150 – AE-200 \$417.64 (AE-150S); MC3000R no bid.

Motion by Johnson, second by Hanten, to accept the bid of Flint Hills, per the recommendation of the Highway Supt.; upon vote of the Board, all present voted aye; motion carried.

**Pea Gravel**

1. McLaughlin & Schulz, Inc.; Marshall, Minnesota

a. \$11.00 per ton, Watertown plant

2. Northern Con-Agg, Inc., Plymouth, Minnesota

a. \$4.50 per ton, Rauville plant

Motion by Hanten, second by Johnson, to accept both bids, based on location of future projects, per the recommendation of the Highway Supt.; all present voted aye; motion carried.

**Gravel Crushing**

1. Brownlee Construction, Watertown, SD

a. 1/2" \$2.34 per ton; 5/8" \$2.04 per ton; 3/4" \$1.94 per ton

Motion by Hanten, second by Johnson, to accept the bid of Brownlee Construction, the only bid, as recommended by the Highway Supt.; all present voted aye; motion carried.

**Asphalt Patching Material**

1. McLaughlin and Schulz, Marshall, MN

a. Cold Mix \$64.00 per ton

Motion by Johnson, second by Hanten, to accept the bid from McLaughlin and Schulz, the only bid, as recommended by the Highway Supt.; all present voted aye; motion carried.

**Weed Chemicals**

1. Van Diest Supply Co.; Pierre, South Dakota  
Roundup Ultramax \$18.35; Roundup Pro \$11.49; Plateau \$138.87; 2-4D Amine \$10.44; Tordon 22K \$43.54; Milestone \$270.39; Forefront \$45.64; Nonionic Surfactant \$9.97

2. Hefty Seed Company; Watertown, South Dakota  
Roundup Ultramax \$15.38; Roundup Pro – no bid; Plateau \$151.34; 2-4D Amine \$12.80; Tordon 22K \$47.88; Milestone \$279.96; Forefront \$38.50; Nonionic Surfactant \$14.33.

Motion by Johnson, second by Hanten, to postpone the award for these bids until Tuesday, March 8<sup>th</sup>, 2011; all present voted aye; motion carried.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten to adjourn at 10:37 a.m., until 9:00 a.m., Tuesday, March 1<sup>st</sup>, 2011; all present voted aye; motion carried.

ATTEST:



\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**March 1, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of February 22<sup>nd</sup>, 2011
- ✓4. 9:00 a.m., review with Office Peeps representatives proposed layout of Commissioners chambers
- ✓5. Action to approve the plat of Henry Farms at LBJ Farms addition in Sec. 4-T118N-R52W, Sisseton Wahpeton Indian Reservation
- ✓6. Monthly reports
  - ✓a. Extension
  - ✓b. Health
  - ✓c. Veterans Service
  - ✓d. Welfare
- ✓7. Discussion/action to approve purchase of vehicles for the Sheriff's Office
- ✓8. Action to declare Sheriff's vehicle surplus to be traded in on new vehicle
- ✓9. Discussion/action to set 2011 Memorial Park campground fees
- ✓10. Discussion regarding Flood Preparation meeting at City Hall scheduled for 1:30 p.m., on Thursday, March 3<sup>rd</sup>
- ✓11. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓12. Action to approve travel requests
  - a. Hwy. Supt., Rick Small, Superintendents Short Course in Deadwood
  - b. Emg. Mgmt. Director, Jim Sutton, Homeland Security Training in Pierre
- ✓13. Action to approve personnel changes
  - a. Janelle Nygaard, Sheriff's Office Criminal Civil Support, step increase
  - b. Lindee Waba, Treasurer Offices, promotion to 2<sup>nd</sup> deputy
- ✓14. Old Business – Discussion regarding meeting times per month of the County Commissioners
- ✓15. New Business
- ✓16. Open
17. Action to enter into Executive session
18. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, March 8<sup>th</sup>, 2011

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.

March 1, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, March 1, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Johnson, second by Hanten, to approve the minutes of February 22<sup>nd</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**COMMISSONER CHAMBERS RECONFIGURATION PROJECT**

The Board met with representatives from Office Peeps, LuAnn Klosterman-Pressler and Shawn Lenning, to discuss the possibility of a reconfiguration to the current office set up in the Commission chambers in the Courthouse. The Office Peeps representatives presented the Board with three different proposals which addressed space needs and space planning for the Board to conduct their business in the space available. The Board made a request of the Office Peeps representatives to provide an additional proposal which would include some type of conference table/desk shell with modesty panels to replace the desks currently used by the Commissioners and Auditor. Discussion was also held regarding the need for a sound system for use during the Board's meetings.

**HENRY FARMS AT LBJ FARMS ADDITION PLAT**

Zoning Officer, Luke Muller, presented and reviewed the Henry Farms at LBJ Farms Addition Plat. Mr. Muller advised the Board that the Codington County Planning and Zoning Commission has recommended approval of the Henry Farms at LBJ Farms Addition Plat. The Board took the following action:

**RESOLUTION #2011-7**

A Resolution to approve the platting of the "Henry Farms at LBJ Farms Addition" in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

"Henry Farms at LBJ Farms Addition" in the County of Codington, South Dakota, located in the SE1/4 of Section 2-T118N-R52W, of the 5th p.m., Sisseton and Wahpeton Indian Reservation, in the Codington County, South Dakota, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

March 1, 2011

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, second by Commissioner Hanten; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated at Watertown, Codington County, South Dakota, this 1<sup>st</sup> day of March, 2011

Elmer P. Brinkman  
Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA  
§  
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-7, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, this 1<sup>st</sup> day of March, 2011.

Cindy Brugman  
County Auditor, Codington County, South Dakota

#### **MONTHLY REPORTS**

**Extension Educator, Deb Sundem**, reviewed the following items: The success of the recent Winter Farm Show including an increase in Farm and Home exhibits; an increase in requests for assistance with Medicare Part D; the commencement of the 3<sup>rd</sup> session of the Strengthening Families program; a scheduled Child Care Providers Conference; and working with Watertown Park and Recreation to hold a Senior Issues Forum. Ms. Sundem expressed her appreciation to the Maintenance staff and Extension Office staff for their efforts in making the Farm Show a success. **Extension Educator, Paul Johnson**, reviewed the following items: a farm show wrap up meeting scheduled with the Watertown Chamber; legislative cracker barrel sessions held at the Extension Center Complex; continuance of meetings including a Pesticide Applicator Training session and small grain meetings; the 2011 Weed and Pest Conference; applying for grant funds for use by the Weed Dept.; Shooting Sports; the calf show held during the Farm Show; the Master Gardner program with 24 participants to date. Commissioner Johnson expressed his thanks to Mr. Johnson for his assistance with the Weed Supervisor position during the interim period of hiring a new Weed Supervisor. **Community Health Nurses, Karla Moes and Karen Nygaard**, could not be present at this meeting and provided the Board with a written report reviewing the following items: 118 WIC appointments during the previous month; nutrition counseling; breastfeeding peer counseling; baby care participants; pre kindergarten screenings; regional staff meeting; how to best utilize available space for clients coming into the office; and CPR recertification for the nurses. **Veterans Service Officer, Al Janzen**, reported 11 trips for 34 Veterans for medical appointments in the month of February. Several trips were canceled due to inclement weather. Mr. Janzen updated the Board on the progress of HB1245 which has passed through the Legislative House. This bill, if passed and signed by the Governor, would eliminate funding for the following: Reimbursement of approximately \$4,250.00 from the State to the

March 1, 2011

County to cover a portion of the Veterans Service Officers salary and benefits; funding which previously covered annual training of Veterans Service Officers in Pierre; and funding for the \$100.00 setting fee paid to families for military headstones. Mr. Janzen noted there will be training, a one day mini conference, for himself and his office staff in Brookings in April.

**Welfare Director, Sarah Petersen**, reported the following statistics for the time period February 2<sup>nd</sup> through March 1<sup>st</sup>: 14 applications; with 4 approved for County assistance; 5 denials; 5 pending or referred; 0 other resources utilized; 0 guarantees; and 3 new clients approved. Total Assistance: \$2,883.79 for 1 rental, 2 utilities, 1 burial, 0 medical, and 0 pharmacy. 2 active medical cases and 1 medical applications pending decision. Total Credits: Unavailable with this report. The Welfare Office is currently processing Energy Assistance applications; Codington County's catastrophic poor relief assessment for 2011 is \$12,537.00; SB155, regarding updating of hospitalization notices, has been tabled at this time; the Welfare Officers Spring workshop is scheduled for March 16<sup>th</sup>; Homes of Hope is currently without a Director and is asking for assistance from the County Welfare Director for referrals of applicants.

#### **SHERIFF'S OFFICE VEHICLE REQUEST**

Sheriff Wishard previously submitted to the Board a proposal for two, 2011 Dodge Charger Police RWD V6 vehicles, \$21,938.00 each, less \$3,500.00 trade in for one 1998 Ford Expedition for a total cost of \$40,376.00, from Watertown Ford Chrysler. Sheriff Wishard noted funding for these vehicles were included in the 2011 Sheriff's Office budget. Motion by Heller, second by Marquardt, to authorize the purchase of the aforementioned vehicles as requested by Sheriff Wishard; all present voted aye; motion carried.

#### **SURPLUS EQUIPMENT**

Motion by Johnson, second by Hanten, to declare the following item surplus to be traded; all present voted aye; motion carried: GEN01206, 1998 Ford Expedition, purchased March 2006 for \$10,750.00, VIN 1FMPU18L1WLB48829.

#### **2011 CAMPGROUND FEES**

Motion by Marquardt, second by Hanten, to approve the following 2011 camping fees, which are competitive with area State and Local campgrounds, per the recommendation of Maintenance Supervisor, Milo Ford; all present voted aye; motion carried:

Full Hook Up 50 amp: \$22.00 per day; \$132.00 per week; and \$517.00 per 30 day month.

Electric Only 20-30 amp: \$19.00 per day; \$114.00 per week; and \$401.00 per 30 day month.

Full Hook-up 30 amp: \$21.00 per day; \$126.00 per week; and \$449.00 per 30 day month.

Tent Site: \$14.00 per day and \$84.00 per week.

Building Rental: \$55.00 per day

Picnic Shelters: \$20.00 reservation fee.

Firewood: \$4.00 per bundle.

#### **FLOOD PREPARATION MEETING**

Chairman Brinkman advised the Board of a flood preparation meeting to be held at the upstairs meeting room at Watertown City Hall on Thursday, March 3<sup>rd</sup>, at 1:30 p.m. The purpose of the meeting, called by Mayor Williams and Codington County Emergency Management Director, Jim Sutton, is to discuss advance sandbagging of critical infrastructure and advance filling of sandbags for public infrastructure. Discussion will also center on what steps the County and City want to take to assist the public in protecting their private property from flood waters. Chairman Brinkman noted there could be a quorum of this Board present for the meeting as all Commissioners, at this time, plan on attending the meeting.

**TRAVEL REQUESTS**

Motion by Johnson, second by Marquardt, to approve the following travel requests; all present voted aye; motion carried: Emergency Management Director, Jim Sutton, Homeland Security Training in Pierre, Risk and Vulnerability Assessment for Rural Communities. Highway Supt., Rick Small, Superintendents Short Course in Deadwood.

**PERSONNEL CHANGE**

Motion by Hanten, second by Johnson, to approve the following personnel changes; all present voted aye; motion carried: Janelle Nygaard, Sheriff's Office Criminal/Civil Support Coordinator, step increase from step 2/\$13.25 per hour to step 3/\$13.67 per hour, effective date 12/29/2010, submitted and approved by Sheriff, Toby Wishard. Lindee Waba, Treasurers' Office Clerk, promoted to 2<sup>nd</sup> Deputy Treasurer, step 7/\$14.76 per hour, effective date 3/1/2011, submitted and approved by Treasurer, Carol Maloney.

**COMMISSION MEETINGS**

The Board held a discussion regarding the number of meetings they currently hold per month. No action was taken to change the number of weekly meetings until information is received from other Counties who have made the change to fewer meetings per month.

**LEGISLATIVE SESSION**

The Board discussed the passage of HB1192 which would increase license plate fees and in turn produce additional revenue to Counties, Cities, and Townships. This bill has not been approved by the Governor as of this date.

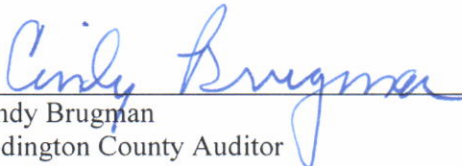
**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 10:15 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 10:52 a.m.; action was not taken. Human Resource Director, Terry Satterlee, and Extension Educator, Paul Johnson, were present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Marquardt, second by Hanten to adjourn at 10:53 a.m., until 9:00 a.m., Tuesday, March 8<sup>th</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**March 8, 2011**

1. ✓ 9:00 a.m. action to convene as a Board of County Commissioners
2. ✓ Action to approve the agenda and adjust cell phones
3. ✓ Action to approve the minutes of March 1<sup>st</sup>, 2011
4. ✓ 9:00 a.m., Todd Kays, Executive Director of the 1<sup>st</sup> Dist. Assoc. Local Govts., annual review
5. ✓ Monthly reports
  - a. ✓ Auditor
  - b. ✓ Director of Equalization
6. ✓ Action to approve the Auditor's account with the Treasurer for the month ending 2/28/2011 and note Register of Deeds monthly statement of fees
7. ✓ Action to approve claims for payment
8. ✓ Discussion/action regarding a bridge inspection agreement with the SDDOT
9. ✓ Discussion/action regarding a resolution to include a resurfacing project on County road #23-6, south of Tinkertown to be included in the Statewide Transportation Improvement Plan (STIP)
10. ✓ Action to award Weed chemical bids from February 22<sup>nd</sup>, 2011
11. ✓ Action to approve the updated Weed Supervisor job description
12. ✓ Sioux Valley Commissioners Association quarterly meeting March 21, 2011 hosted by Hamlin County in Bryant, South Dakota
13. ✓ 10:00 a.m., update from Human Service Agency President/CEO, Dr. Chuck Sherman, regarding the crisis room project
14. ✓ Action to approve automatic supplements to budgets w/grant reimbursement funds
15. ✓ Action to approve travel requests
  - a. Veterans Service Office, mini training conference in Brookings
  - b. Welfare Director, Sarah Petersen, SDACC/SDACWO Spring Workshop in Pierre
16. ✓ Action to approve personnel changes
  - a. Correctional Officer, Amy Coon, anniversary step wage increase
17. ✓ Old Business – Discussion regarding meeting times per month of the County Commissioners
18. ✓ New Business
19. Open
20. Action to enter into Executive session
21. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, March 15<sup>th</sup>, 2011  
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.

March 8, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, March 8, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 1, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS**

Todd Kays, Executive Director with the First District Association of Local Governments, met with the Board to update the Board on economic development activities of the First District in 2010. Mr. Kays provided the Board with a copy of an Economic Development Administration Data Collection report and reviewed its contents. Mr. Kays also reviewed the services provided by First District and work activities conducted for the benefit of their participating members during the last year.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported the annual report has been completed and submitted for publication and to the SD Dept. of Legislative Audit; 2012 budget work will soon begin; and legislative bills pertaining to Counties continue to be tracked. **Director of Equalization, Shawna Constant**, reported that work continues on sales and fielding questions from property owners regarding the assessment notices that were recently mailed out. Deadline to appeal 2011 property assessments to the Local Board of Equalization is March 17<sup>th</sup>; Local Boards will begin meeting on March 21<sup>st</sup>; the last day to appeal to the County or Consolidated Board of Equalization is April 5<sup>th</sup>; and the County Board will begin meeting on Tuesday, April 12<sup>th</sup> at 1:00 PM in the Commissioners Office and Consolidated Board will begin on Tuesday, April 12<sup>th</sup> at 7:00 PM at City Hall, pending any appeals. **Register of Deeds, Ann Rasmussen**, submitted her monthly statement of fees to Board for their review. Total transactions in February were 21,620.00 with \$3,440.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

**AUDITOR'S ACCOUNT WITH THE TREASURER**

Motion by Marquardt, second by Johnson, 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 February, 2011, all present voted aye; motion carried.

Cash on hand	\$	10,643.79
Checks in Treasurer possess		
less than 3 days	\$	62,581.25
Cash Items	\$	219.50
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$</b>	<b>73,444.54</b>
<b>RECONCILED CHECKING</b>		
Great Western Bank Checking (Memorial Park)	\$	90.00
Reliabank Dakota	\$	5,710,761.90
<b>INVESTMENTS</b>		

March 8, 2011

SD Public Funds Investment	\$	6,964.47
<b>CERTIFICATES OF DEPOSIT</b>		
Dacotah Bank	\$	200,000.00
Great Western Bank	\$	1,800,000.00
Home Federal Bank	\$	800,000.00
Peoples State Bank	\$	800,000.00
Plains Commerce Bank	\$	800,000.00
<b>TOTAL CASH ASSETS</b>	\$	10,191,260.91
<b>General Ledger Cash Balance by Funds:</b>		
General	\$	5,497,894.15
General restricted cash	\$	500,000.00
Sp. Revenue	\$	3,505,059.89
Sp. Revenue restricted cash	\$	10,411.85
Internal Service	\$	3,990.42
Trust & Agency	\$	673,904.60
(schools 250,353.11, townships 50,599.60; city/towns 59,589.82)		
<b>TOTAL GENERAL LEDGER CASH</b>	\$	10,191,260.91

### **CLAIMS APPROVED**

Motion by Johnson, second by Hanten, to approve for payment the following claims; all present voted aye; motion carried: A-Ox Welding Supply 274.18 Sup, Alltel 67.12 Util, Alltel 506.45 Pmt, Alltel 117.38 Util, Shelley Amick 83.06 Reimb, Norma Anderson 30.00 Svc, Animal Medical Clinic 6.54 Vet, AP Auto Pros 150.04 Svc, Galls, An Aramark Company 771.95 Sup, Bendix Imaging Inc. 94.99 Sup, Berg Bag Company 7216.00 Grant, Rebecca Berg 12.22 Jury, Best Business Products 259.99 Copy, Best Business Products 167.27 Sup, Elisa Beutler 11.48 Jury, Sharolyn Beutow 52.96 Jury, Heidi Bierscheid 51.48 Jury, Charlene Block 253.70 Jury, Boldt Construction 600.00 Rep, Boys & Girls Club 1200.00 Pmt, Cynthia Bramer 253.70 Jury, Bratland Law 1738.40 Svc, Brevik Law Office Prof LLC 190.38 Svc, Ann Brown 50.74 Jury, Brown Clinic PLLP 2265.27 Svc, Burns Law Office 2600.00 Svc, Business Telephone Company 71.50 Rep, Butler Machinery 508.25 Rep/Sup, California Contractors Sup. 83.40 Sup, Carquest Auto Parts 7.69 Rep, Cartney Bearing & Supply 310.67 Rep, Cass-Clay Creamery 810.00 Sup, Clark County Em 1440.00 Grant, Clark County Em 6894.10 Grant, Codington Clark Electric 30.00 Util, Codington County Sheriff 150.56 Reimb, Codington County Treasurer 3.00 Post, Cole Papers, Inc. 1005.16 Sup, Cole Papers, Inc. 204.78 Sup, Connecting Point Computer Cent 185.00 Sup, Coteau Hills Cattlemen 10.00 Draw, The Coteau Shopper 27.50 Pub, County Fair Foods 212.25 Sup, County Wide Directory 300.00 Plat, Darci Cox 12.96 Jury, Credit Bureau Of Watertown Inc 3669.53 Pmt, Crescent Electric Supply Co. 47.08 Sup, Culligan Water Conditioning 131.25 Sup, Dagwood's Subs 93.27 Sup, Dakota Riggers 460.00 Rep, James Dale 24.80 Jury, Tonia Dalton 12.96 Jury, Day County Em 1325.00 Grant, Day County Em 4025.00 Grant, Day County Em 5644.28 Grant, Lori Deutsch 95.04 Trav, Joyce DeYoung 17.40 Jury, Donna Dietrich, Chairman 300.38 Svc, Virginia Dudley 11.48 Jury, Sara Lee Bakery Group/ 540.77 Sup, East Dakota Water Development 698.47 February Apportionment, Penny Eickholt 13.70 Jury, Elite Signs & Graphix, LLC 220.00 Maint, Elite Signs & Graphix, LLC 140.00 Sup, Janet Elkins 11.48 Jury, Ellyson Law Office 943.00 Svc, EMC Insurance Companies 3672.00 Ins, John Engels 11.48 Jury, Engelstad Electric Co. 632.43 Maint, Electronic Security Equipment 130.00 Rep, Naomi Even 11.48 Jury, Farnams Genuine Parts 199.01 Rep/Sup, First District Assn Of Local Gov 6000.00 Svc, Cole Fischer 51.48 Jury, Jerry Fleischhacker 11.48 Jury, Milo Ford 38.00 Reimb, Ashley Fox 10.74 Jury, FSH Communications 120.00 Util, G4s Justice Services Inc 119.86 Svc, GCR Tire Center 242.78 Rep, GCR Tire Center 1263.50 Rep, Genoa Healthcare/Watertown 12.00 Sup, Genoa Healthcare/Watertown 73.96 Pharm, Genoa Healthcare/Watertown 36.40 Svc, Brenda German 10.74 Jury, Glass Products Inc. 380.00 Rep,

Becky Goens 30.71 Mile, Grant County Em 5720.00 Grant, Grant County Em 5555.00 Grant, Grant County Em 6149.00 Grant, Grant County Em 6365.50 Grant, Graybar 125.47 Parts, Great Western Bank 29.99 Pmt, Green, Roby, Oviatt, 4158.33 Pmt, Bonny Hall 12.22 Jury, Hamlin County Em 14025.00 Grant, Hamlin County Em 825.00 Grant, Anne Hanson 10.74 Jury, Hillyard Floor Care Supply 687.91 Sup, Dale Howell 20.00 Wit, Human Service Agency 537.50 Svc, Glacial Lakes Humane Society 400.00 Svc, Huron Culvert & Tank Co. 13989.00 Sup, HyVee #1871 Accts Receivable 1722.70 Pharm, HyVee #1871 Accts Receivable 119.69 Sup, Interlakes Community Action 412.25 Fund, Jefferson Partners LP 88.50 Trav, Myron Johnson 133.04 Trav, Paul Johnson 364.50 Trav, Verakay Johnson 11.48 Jury, Jurgens Printing 37.00 Sup, Kabeiseman & Pollard 299.00 Svc, Randy Kadlec 50.74 Jury, Theresa Kallenberger 20.00 Wit, Kimberly Kern 10.74 Jury, Kimball Midwest 295.79 Sup, Danyel Kloos 253.70 Jury, Julie Kneeland 279.60 Jury, William Knese 11.48 Jury, Knology 345.57 Util, Knology 214.95 Util, Knology 49.95 Util, Rhonda Kruger 12.22 Jury, Angela Kulla 10.74 Jury, Shawn Lenning 10.74 Jury, Lewis & Clark Bhs 426.00 Svc, Lincoln Co Treasurer 281.75 Svc, Jodi Loehrer 116.28 Mile, Patrick Maag 28.50 Jury, Macksteel Warehouse, Inc. 23.66 Sup, Mac's Inc. 142.03 Sup/Rep, Mac's Inc. 91.25 Sup, Mahowald's 5.58 Sup, Mahowald's 144.19 Maint, Carol Maloney 14.78 Reimb, Marshall County Em 3678.00 Grant, Marshall County Em 12313.50 Grant, Medtox Laboratories 345.03 Svc, Menards 414.66 Rep/Sup, Menards 466.59 Sup, Midcontinent Communications 55.00 Util, Milbank Communications 964.57 Rep, Milbank Communications 510.00 Sup, Milbank Communications 125.00 Lic, Moe Oil Company 2601.25 Sup, Curtis Molengraaf 305.50 Jury, Municipal Utilities 192.89 Util, Municipal Utilities 17953.18 Util, Muth Electric 74.76 Rep, New World Systems 14365.00 Rep, Lannie Nichols 11.48 Jury, Northwestern Energy 741.58 Util, Office Peeps, Inc. 113.06 Sup, Office Peeps, Inc. 2578.64 Sup, Mark Ohnstad 261.10 Jury, Christopher Olson 14.44 Jury, Orville Opseth 268.50 Jury, Ottertail Power Co. 50.37 Util, Katherine Pavin 20.00 Wit, Pennington County Jail 599.75 Trav, Randy Phillips 20.00 Wit, PMB 0112 19.00 Maint, Postmaster 108.00 Sup, Prairie Lakes Health Care Cent 2232.16 Svc, Prairie Lakes Campus Pharmacy 133.35 Pharm, Print 'Em Now 278.10 Sup, Print 'Em Now 250.00 Sup, Professional Mailing & Market. 6435.54 Post, Qwest 85.28 Util, Qwest 763.86 Util, Qwest 16.09 Util, Redlinger Bros. 726.61 Maint, Adam Reeves 24.00 Trav, Cathryn Rehffuss 30.00 Svc, Adam Rieffenberger 96.22 Wit, Jeremy Robertson 2671.00 Grant, Don Rowland 500.00 Grant, Chelsea Ruesink 10.74 Jury, Runnings 8.99 Parts, Dawn Russell 95.00 Svc, Dawn Russell 22.80 Svc, Rick Russman, Landlord 350.00 Rent, Sanford Watertown Occupational 268.00 , Sanitation Products, Inc 1266.93 Parts, Terrance Satterlee 1500.00 Svc, Ronald Schmidt 253.70 Jury, Russell Schoenefeld 13.70 Jury, Susan Schwandt 287.00 Jury, SD Department Of Revenue 786.00 Svc, South Dakota Human Services 49.00 Reimb, South Dakota Law Review 33.02 Sup, SD State Treasurer 256408.95 Feb Remittance, SDACC 200.00 Dues, SDPAA 92043.08 Ins, Sherri Sellers 268.50 Jury, Sioux Valley Coop 3793.27 Sup, Sioux Valley Coop 151.99 Sup, Sioux Valley Coop 860.02 Sup, Sioux Valley Coop 3025.55 Sup, Sioux Valley Coop 51753.60 Sup, Pamela Sivertson 257.40 Jury, South Shore Gazette 1427.97 Pub, Town Of South Shore 36.00 Util, Sprint 49.83 Util, Sprint 265.47 Util, Caleb Stanton 250.00 Jury, Star Laundry 82.96 Sup, Nicole Stark 20.00 Wit, Susan Stern 23.32 Jury, Lindsey Stroschein 17.40 Jury, Sturdevant's Auto Parts 53.70 Rep, Deb Sundem 61.20 Mile, Sutton Law Office Pc 10291.67 Svc, T & M Autobody, Inc 104.00 Rep, Technicolor Screen Printing 270.99 Unif, Telvent DTN Inc 1604.13 Rent, Jessica Tesch 50.74 Jury, Richard Thomas 100.00 Svc, James Thyen 24.80 Jury, Titan Machinery 91.35 Rep, Tool Time Rental 200.00 Rent, Toshiba Financial Services 870.08 Copy, Trav's Outfitter Inc 816.94 Sup, Us Foodservice Inc 8087.91 Sup, Utne Construction & Roofing 2405.00 Maint, Valley Inn 115.90 Asst, Value Care Pharmacy 36.67 Pharm, Cindy Vanderleest 55.92 Jury, Kristina Vanguilder 11.48 Jury, Visa - C/O Great Western Bank 68.17 Pmt, Visa - C/O Great Western Bank 700.80 Pmt, Liza Visser 11.48 Jury, Wal-Mart Community 251.46 Sup, Wal-Mart Community 48.42 Sup, Watertown Ford 491.66 Rep, Watertown Ford 211.50 Rep, Watertown Ford 536.28 Svc, Watertown Lawn & Garden 88.00

March 8, 2011

Rep, Watertown Public Opinion 1933.31 Pub, Watertown Public Opinion 120.20 Sub, Watertown Public Opinion 120.20 Sub, Westside Animal Clinic Pc 67.70 Vet, Wheelco 18.75 Rep, Wight & Comes Funeral Chapel 2575.00 Svc, Judy Wolff 55.18 Jury, Debra Wollan 12.22 Jury, Tina Wollan 10.00 Jury, Watertown Landfill 10.00 Maint, WW Tire Service Inc 65.70 Sup, Xerox Corporation 248.22 Sup, Yankton Co Treasurer 518.75 Svc, Yankton Co. Sheriff 25.00 Fees, Bryan Zemlicka 28.50 Jury, Kenneth Zimmerman 261.10 Jury

**BRIDGE REINSPECTION RESOLUTION**

Highway Supt., Rick Small, presented the Board with a Bridge Reinspection Resolution. Motion by Johnson, second by Hanten, to authorize the Chairman to sign the following resolution, all present voted aye; motion carried:

**RESOLUTION 2011-8**

**BRIDGE REINSPECTION  
PROGRAM RESOLUTION  
FOR USE WITH SDDOT RETAINER CONTRACTS**

**WHEREAS**, Title 23, Section 151, United States Code and Title 23, Part 650, Subpart C, Code of Federal Regulations, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

**THEREFORE**, Codington County is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

Codington County requests SDDOT to hire Aason Engineering, Consulting Engineers, for the inspection work. SDDOT will secure federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the County for 20% of the cost. Codington County will be responsible for the required 20% matching funds.

Dated this 8th day of March, 2011, at Watertown, South Dakota

Board of County Commissioners of Codington County.

Elmer P. Brinkman  
Chairman of the Board

ATTEST:

Cindy Brugman  
County Auditor

**COUNTY ROAD 23-6 FEDERAL AID PROGRAM RESOLUTION**

Highway Supt., Rick Small, submitted a resolution to the Board for their approval, to use Surface Transportation Program (STP) Funds to complete a resurfacing project on County Road 23-6. Motion by Marquardt, second by Heller, to approve Resolution 2011-9; all present voted aye; motion carried.

**RESOLUTION 2011-9**

**FEDERAL AID SURFACE TRANSPORTATION PROGRAM RESOLUTION FOR  
COUNTY AND URBAN PROJECTS**

March 8, 2011

**WHEREAS**, Codington County desires the construction and improvement of the road and/or bridge as hereinafter described:

**LOCATION, LENGTH, STRUCTURE NUMBER:** County road number 23-6 beginning at the SE corner of Section 1-T116N-R55W at Highway 212 and proceeding south and west approximately 5.5 miles to the Hamlin County line near the SE corner of the SW1/4 of Section 36-T116N-R55W.

**TYPE OF CONSTRUCTION:** To place a two inch asphalt malt overlay, place gravel shoulders, gravel all approaches and intersecting gravel roads to the Right of Way line and pavement markings.

Major Collection Route Number (if applicable) 6279

**AND WHEREAS**, Codington County is obligated and hereby agrees to provide proper maintenance as required by the Federal Highway Act as amended and supplemented thereto for the project after construction is completed and to regulate or cause to be regulated the installation of utility facilities within the limits of the right-of-way of the proposed project in accordance with State and Federal requirements.

**AND WHEREAS**, Codington County is obligated and hereby agrees to reimburse the State for all costs not reimbursable with Surface Transportation Program (STP) Funds and associated State matching funds.

**NOW THEREFORE BE IT RESOLVED:** That the South Dakota Department of Transportation be and hereby is authorized and requested to program for construction, in accordance with the "Secondary Road Plan" and the State's "Standard Specifications for Roads and Bridges", the project described.

Estimated Cost of Project Including Engineering:	\$ <u>712,000.00</u>
STP Funds:	\$ <u>712,000.00</u>
Local Funds (if needed to meet construction year):	\$ <u>N/A</u>

Proposed Year of Construction: 2012

Vote of Commissioners/Council: Yes 5 No 0

Dated at Watertown, SD, this 8<sup>th</sup> day of March, 2011.

Elmer P. Brinkman  
Chairman

ATTEST:

Cindy Brugman  
Auditor

**WEED CHEMICAL BIDS**

Motion by Johnson, second by Hanten, to approve the Weed Chemical bid of VanDiest Supply Co., as recorded on February 22, 2011 and as recommended by Extension Educator, Paul Johnson; all present voted aye; motion carried.

March 8, 2011

**WEED SUPERVISOR JOB DESCRIPTION**

Motion by Hanten, second by Heller, to approve the updated job description for the Weed Supervisor position contingent upon the approval of the Weed Board; all present voted aye; motion carried.

**SIOUX VALLEY COMMISSIONERS ASSOCIATION MEETING**

The Board noted there could be a quorum of its members in attendance at the quarterly meeting of the Sioux Valley Commissioners Association at 12:00 PM, on Monday, March 21<sup>st</sup>, at the Our Redeemer Lutheran Church in Bryant, South Dakota.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Marquardt, second by Hanten, to approve an automatic budget supplement, in the amount of \$56, 325.70, to the Emergency Management expenditure and revenue budgets with Homeland Security grant reimbursement funds; all present voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by Johnson, second by Hanten, to approve the following travel requests; all present voted aye; motion carried: Welfare Director, Sarah Petersen, SDACWO Spring Workshop, in Pierre. Veterans Service Office, Training/Mini Conference, in Brookings.

**PERSONNEL CHANGE**

Motion by Hanten, second by Heller, to approve the following personnel change; all present voted aye; motion carried: Correctional Officer, Amy Coon, anniversary step increase, from step 4/\$15.29 per hour to step 5/\$15.80 per hour, effective date April 1, 2011; submitted and approved by Chief Correctional Officer, Tom Walder.

**COUNTY GOVERNMENT AWARENESS MONTH**

A brief discussion was held regarding National County Government Awareness Month which is observed in April of each year and how Counties can inform the public on the duties of County Government Officials. Commissioner Johnson noted the focus this year is on how Counties assist Veterans and programs available to Veterans. Commissioner Johnson also spoke in favor of the Commissioners making themselves available to appear before service groups in the area.

**COMMISSIONERS OFFICE RENOVATION**

The Board briefly discussed progress and possible funding regarding a plan to make renovations to the Commissioners Office.

**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 9:54 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 10:12 a.m.; action was not taken. Extension Educator, Paul Johnson, was present for executive session.

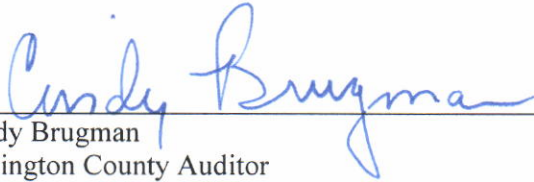
**CRISIS ROOM UPDATE**

Human Service Agency President/CEO, Chuck Sherman, and Sheriff, Toby Wishard, met with the Board to review several proposals and costs associated with renovating a room at Serenity Hills to be used as a crisis room to detain individuals who are being held in protective custody and suffering from mental health issues. Discussion was held regarding funding for this project. The Board requested that this item be placed on the agenda for the March 15<sup>th</sup> meeting.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten to adjourn at 10:31 a.m., until 9:00 a.m., Tuesday, March 15<sup>th</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**March 15, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of March 8<sup>th</sup>, 2011
- ✓ 4. Monthly reports
  - ✓ a. Highway
  - ✓ b. Maintenance
- ✓ 5. Action to authorize a notice to bidders for one or more 2011 hopper box material spreader
- ✓ 6. Action to allow Lutheran Church of our Redeemer worship services at Memorial Park from Memorial Day weekend through Labor Day weekend
- ✓ 7. Action to authorize a notice to hire a Weed Department Supervisor
8. Action to approve a contract between Codington County and Extension Educator, Paul Johnson, for services to oversee the County Weed Dept.
- ~~9.~~ Action to authorize funding for a crisis room at Serenity Hills
10. ✓ Action to declare County property surplus to be donated to Serenity Hills for use in the crisis room
- ✓ 11. Action to approve property tax abatement applications
- ✓ 12. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~13.~~ Action to approve travel requests
- ~~14.~~ Action to approve personnel changes
- ✓ 15. Old Business
- ✓ 16. New Business
- ✓ 17. Open *Commercial business-sand bags*
18. Action to enter into Executive session
19. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, March 22<sup>nd</sup>, 2011  
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.

March 15, 2011

The Codrington County Commissioners met in regular session at 9:00 a.m., Tuesday, March 15, 2011, in the Codrington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 8, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Highway Supt., Rick Small**, reported the Highway Dept. staff has been busy assisting with flood preparations including; collecting pallets, preparing the flood barricade trailers, cleaning slush from roads, and inspecting culverts for blockages. **Maintenance Supervisor, Milo Ford**, reported on the following items: A change in the regulations for testing water quality at public beaches; the new handicapped lift has been installed at the Courthouse; the Ag. Building is nearing the end of the big events season as far as building usage and the barn area is now being used as a setting for the filling of sand bags.

**NOTICE TO BIDDERS FOR TRUCK SANDERS**

Motion by Hanten, second by Heller, to authorize the Auditor to public a notice to bidders for: One (1) or more new, 2011, Current Model hopper box material spreaders; as requested by Highway Supt., Rick Small; all present voted aye; motion carried. The bid opening is scheduled for 10:00 a.m., Tuesday, April 12, 2011.

**LAKESIDE CHURCH SERVICES AT MEMORIAL PARK**

Motion by Marquardt, second by Heller, to allow the Lutheran Church of our Redeemer to conduct worship services at Memorial Park during the 2011 park season, from May 29th through September 4th; all present voted aye; motion carried.

**WEED SUPERVISOR POSITION**

Motion by Marquardt, second by Johnson, to authorize an advertisement to fill the Weed Supervisor position; all present voted aye; motion carried.

**SAND BAGS FOR COMMERCIAL PROPERTY OWNERS**

Emergency Management Director, Jim Sutton, informed the Board that he has had a request for 5,000 sand bags from a local commercial property owner. Mr. Sutton noted the Board had previously approved free sand bags for Codrington County residents who wish to protect their private property from flood waters. The Board held a discussion regarding this request for such a large number of sand bags and took the following action: Motion by Marquardt, second by Heller, to sell sand bags to Commercial Business' at the County's cost of .15 per bag plus applicable sales tax; all present voted aye; motion carried.

**CRISIS ROOM FUNDING**

Motion by Johnson, second by Hanten, to use Commissioners Contingency funds to supplement the Mental Health Center budget, in the amount of \$8,856.00, to renovate a room at Serenity Hills

March 15, 2011

into a Crisis Room for the holding of persons suffering from mental health issues rather than holding such persons in the Detention Center; all present voted aye; motion carried.

**SURPLUS PROPERTY DESIGNATION**

Motion by Hanten, second by Marquardt, to designate the following property surplus to be given to Serenity Hills for use with the Crisis Room project; all present voted aye; motion carried: One (1) stainless steel lavatory combination unit.

**PROPERTY TAX ABATEMENTS**

Motion by Marquardt, second by Hanten, to approve the following property tax abatement requests; all present voted aye; motion carried: Property record #10757; property qualifies for assessment freeze program; \$19,139 property assessment value abated; \$286.38 property tax due in 2011 refunded; recommended for approval by the Director of Equalization. Property record #13765; property was also assessed to another record number; \$5,393 property assessment value abated; \$73.50 property tax due in 2011 abated; recommended for approval by the Director of Equalization.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Johnson, second by Heller, to approve an automatic budget supplement, in the amount of \$11,505.10, to the Emergency Management expenditure budget and \$11,005.10 to the Emergency Management revenue budget with Homeland Security grant reimbursement funds; all present voted aye; motion carried.

**COMMISSIONER SPRING WORKSHOP**

Chairman Brinkman noted, Commissioners Heller, Johnson, and Hanten will be traveling to Pierre this week for the 2011 SDACC Spring Workshop.

**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 9:38 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 9:55 a.m.; action was not taken. Human Resource Director, Terry Satterlee, was present for executive session.

**NATIONAL AG. DAY**

Commissioner Johnson noted that today is National Ag. Day. Commissioner Johnson asked that the Board recognize the Agricultural Community and thank them for all they do for the County.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten to adjourn at 9:57 a.m., until 9:00 a.m., Tuesday, March 22<sup>nd</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

March 15, 2011

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**March 22, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of March 15<sup>th</sup>, 2011
4. Monthly reports
  - a. Emergency Management
  - b. Sheriff
- ✓ 5. Action to sign a contract with the Red Cross designating the Extension Center Complex as an emergency shelter
- ✓ 6. Action to approve Plats
  - a. Bullis Addition in NE1/4 Sec. 25-T117N-R53W
  - b. Poor's Second Addition in S1/2 of SW1/4 of Sec. 1-T116N-R54W
- ✓ 7. Action to authorize the replacement of sprinkler heads in the Detention Center
- ✓ 8. Action to approve a claim for payment
- ~~9.~~ Action to approve a contract between Codington County and Extension Educator, Paul Johnson, for services to oversee the County Weed Dept.
- ✓ 10. Action to approve operating cash transfers as budgeted
  - a. Highway Fund \$559,511.00
  - b. Emergency Management Fund \$48,604.00
- ✓ 11. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~12.~~ Action to approve travel requests
- ✓ 13. Action to approve personnel changes
  - a. Correctional Officer, Jennifer Guest, anniversary step increase
- ~~14.~~ Old Business
- ✓ 15. New Business
16. Open
17. Action to enter into Executive session
- ✓ 18. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, March 29<sup>th</sup>, 2011  
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.

March 22, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, March 22, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 15, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Emergency Management Director, Jim Sutton**, updated the Board on flood preparations. Mr. Sutton informed the Board that 36,000 sandbags have been distributed to date. Mr. Sutton also noted several roads in the County now have water flowing over them. Discussion was also held regarding insurance coverage for individuals who volunteer their services to the County during the flooding period.

**BULLIS ADDITION PLAT**

Zoning Officer, Luke Muller, presented to and reviewed with the Board the Bullis Addition Plat which has been recommended for approval by the Planning and Zoning Board.

**RESOLUTION #2011-10**

A Resolution to approve the platting of the "Bullis Addition" in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

"Bullis Addition" in the County of Codington, South Dakota, located in the NE1/4 of Section 25-T117N-R53W, of the 5th p.m., Codington County, South Dakota, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, second by Commissioner Marquardt; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

March 22, 2011

Dated at Watertown, Codington County, South Dakota, this 22<sup>nd</sup> day of March, 2011

Elmer P. Brinkman  
Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA  
§  
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-10, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, on this 22<sup>nd</sup> day of March, 2011.

Cindy Brugman  
County Auditor, Codington County, South Dakota

**POOR'S SECOND ADDITION PLAT**  
Zoning Officer, Luke Muller, presented to and reviewed with the Board the Poor's Second Addition Plat, which has been recommended for approval by the Planning and Zoning Board.

**RESOLUTION #2011-11**

A Resolution to approve the platting of the "Poor's Second Addition" in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

"Poor's Second Addition" in the County of Codington, South Dakota, located in the S1/2 of the SW1/4 of Section 1-T116N-R54W, of the 5th p.m., Codington County, South Dakota, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Marquardt, second by Commissioner Hanten; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated at Watertown, Codington County, South Dakota, this 22<sup>nd</sup> day of March, 2011

March 22, 2011

Elmer P. Brinkman  
Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA  
§  
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-11, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, on this 22<sup>nd</sup> day of March, 2011.

Cindy Brugman  
County Auditor, Codington County, South Dakota

**RED CROSS EMERGENCY SHELTER CONTRACT**

Motion by Hanten, second by Heller, to authorize the Chairman to sign a contract between Codington County and the American National Red Cross, Sioux Empire Chapter, designating the Codington County Extension Center Complex as a temporary facility designated for use as a public shelter during a declared disaster or undeclared natural disaster or other condition or event requiring the activation of the disaster relief functions of the "National Red Cross"; all present voted aye; motion carried.

**SPRINKLER HEADS REPLACEMENT**

Maintenance Supervisor, Milo Ford, advised the Board that sprinkler heads located in the Detention Center are in need of replacement. Mr. Ford noted the current sprinkler heads were subject to a recall some time ago and the County was not notified at that time. Mr. Ford presented the Board with a quote of \$1,594.24, from Building Sprinkler, Inc., Sioux Falls, SD; to replace twelve fire sprinkler heads with Viking sprinkler heads. Motion by Heller, second by Marquardt to authorize the Maintenance Supervisor to proceed with the sprinkler fire head replacement project; all present voted aye; motion carried.

**CLAIM APPROVED**

Motion by Marquardt, second by Heller, to approve for payment the following claim; all present voted aye; motion carried: Hamlin County, \$81.00, 9 meeting registrations.

**OPERATING CASH TRANSFERS**

Motion by Johnson, second by Marquardt, to transfer operating cash, in the amount of \$608,115.00 from the General Fund to the Road and Bridge Fund, in the amount of \$559,511.00; and to the Emergency Management Fund, in the amount of \$48,604.00; as previously budgeted; all present voted aye; motion carried.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Johnson, second by Marquardt, to approve an automatic budget supplement, in the amount of \$12,009.78, to the Emergency Management expenditure and revenue budgets, with Homeland Security grant reimbursement funds; all present voted aye; motion carried.

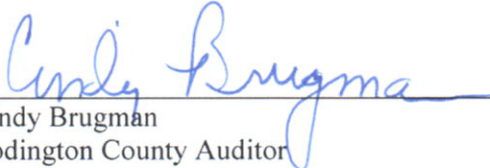
**PERSONNEL CHANGE**

Motion by Hanten, second by Johnson, to approve the following personnel change; all present voted aye; motion carried: Correctional Officer, Jennifer Guest, anniversary step increase from step 4/\$15.29 to step 5/\$15.80 per hour, effective date April 15, 2011, submitted and approved by Chief Correctional Officer, Tom Walder.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten to adjourn at 9:57 a.m., until 9:00 a.m., Tuesday, March 29<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**March 29, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of March 22<sup>nd</sup>, 2011
- ✓ 4. Monthly reports
  - a. Sheriff
- ✓ 5. Action to approve salary claims
- ✓ 6. Action to approve a contract between Codington County and Extension Educator, Paul Johnson, for services to oversee the County Weed Dept.
- ✓ 7. Action to appoint a Commissioner to review property assessments of the Auditor's and Director of Equalization's staff as required by the SD Dept. of Legislative Audits
- ✓ 8. Action to approve a letter of support for Interlakes Community Action Programs
- ✓ 9. Action to approve automatic supplements to budgets w/grant reimbursement funds
10. ✓ Action to approve travel requests
  - a. Maintenance Supervisor, Milo Ford, West Nile Prevention Workshop
- ✓ 11. Action to approve personnel changes
  - a. Correctional Officer, Trever Schimmel, Anniversary step increase
- ✗ Old Business
- ✗ New Business
14. Open ✓ sandbags, ✓ Pelican addressing
15. Action to enter into Executive session
16. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, April 5<sup>th</sup>, 2011  
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.

March 29, 2011

The Codrington County Commissioners met in regular session at 9:00 a.m., Tuesday, March 29, 2011, in the Codrington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Hanten, second by Heller, to approve the minutes of March 22, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Sheriff, Toby Wishard**, submitted the following statistics for the month ending February 2011 for the Detention Center and Sheriff's Office: 52.57 average daily inmate population; 171 bookings; \$6,069.00 collected in work release; \$6,701.99 collected in out of county prisoner contracts; \$2,209.00 collected in fees for the 24/7 program, \$5,622.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 41 individuals testing twice daily and 29 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 344 sets of civil papers served; 360 calls for service; 12 accidents investigated; 95 arrest warrants; and 6 transports, for a total 1,303 miles traveled. Sheriff Wishard noted the following items: Calls for service were up for this time of year due to weather related incidents; inmate population has seen a spike in the last two weeks with an average of 70 inmates daily; inmates are assisting with sand bagging activities to protect infrastructure of the City of Watertown; the City will reimburse the County for food and supply costs for inmates involved in sandbagging efforts; a conditional offer of employment has been made to an individual with a law enforcement certification for a Deputy Sheriff position in Codrington County; and equipment will be ordered to outfit two new patrol vehicles previously approved for purchase by the Board. Sheriff Wishard advised the Board that the restraint chair in the Detention Center needs to be replaced and asked that this item be placed on the agenda for April 5<sup>th</sup>. The Sheriff also discussed the possibility that the E-911 dispatch center in the Detention Center may need to continue operating in the Detention Center, until December 2011 after the Police Department moves into their new building around the first of July 2011. Sheriff Wishard has plans to begin remodeling in the Detention Center after the Police Department moves into their new building and will continue with those plans while working around the dispatch area.

**SALARY CLAIMS**

Motion by Heller, second by Johnson, to approve the following payroll claims; all present voted aye; motion carried: **Commissioners:** 9,352.35 total salaries. **Auditor:** 16,655.96 total salaries. **Co. Treasurer:** 24,293.30 total salaries; Lindee Waba 1147.05 step increase. **States Attorney:** 23,954.26 total salaries. **Gov. Buildings:** 15,580.68 total salaries. **Dir. Equalization:** 36,656.98 total salaries. **Reg. of Deeds:** 16,980.30 total salaries. **Veterans Service:** 8,150.92 total salaries. **Sheriff:** 60,296.06 total salaries; Janelle Nygaard 2002.40 step increase. **Co. Jail:** 73,953.27 total salaries Trever Schimmel 1996.35 step increase; Matt Blackwelder 1613.74 step increase. **Care of the Poor:** 3,980.00 total salaries. **Co. Nurse:** 3,718.72 total salaries. **Ag. Bldg.:** 7,767.60 total salaries. **Co. Extension:** 8,081.19 total salaries. **Planning Board:** 295.23 total salaries. **Road & Bridge:** 78,245.35 total salaries. **Emergency Management:** 9,359.56 total salaries. **Crime Victim:** 5,125.02 total salaries. **W.I.C.:** 3,700.13 total salaries. Total: 406,146.88. Breakdown of

March 29, 2011

withholding amounts which are included in the above: S.D. Retirement 35,141.58; S.D. Retirement 397.02 spouse option; S.D. Supplemental Retire. 1,945.00 suppl. retire.; Dakotacare 78,285.12 ins.; Lincoln Financial Group 436.50 life ins.; Delta Dental 4,955.74 ins.; AFSCME Local #2488 340.00 employee union dues; Nationwide Retire. Sol. 311.29 suppl. retire.; AFLAC 2,645.61 ins.; Assurity Life Insurance 409.05 ins.; U.M.B. Retirement 2,212.00.00 suppl. retire.; AFLAC 402.31 ins.; Watertown United Way 115.83 employee contributions; Office of Child Support 708.00 employee payments; Sioux Valley Credit Union 9,898.94 employee payments; Cod. Co. Treasurer 32,450.00 employee monthly draw; New York Life 57.75 ins.; Teamsters Local Union 120 426.00 employee union dues; Reliabank 27,636.02 federal withholding; Reliabank 37,137.33 social security; AAA Collections 583.52 garnishment. Conseco Ins. 20.20 ins; Pioneer Credit 143.25 garnishment.

#### **WEED DEPT. MANAGER CONTRACT**

Motion by Johnson, second by Marquardt, to authorize the Chairman to sign the following contract; all present voted aye; motion carried: Independent Contract Agreement between Codington County and SDSU Extension Educator, Paul O. Johnson, for managerial duties of the Codington County Weed Dept., from April 1, 2011 through March 31, 2012, total contract payment \$7,000.00 to be paid in monthly installments. A copy of the agreement will be filed in the office of the Codington County Auditor.

#### **EMPLOYEE PROPERTY VALUATIONS REVIEWED**

Motion by Johnson, second by Heller, to appoint Commissioner Hanten to review the 2010 assessment notices and tax notices for personnel in the Director of Equalization and Auditor's Office; all present voted aye; motion carried. This yearly review of properties, owned by staff in the aforementioned offices, comes as an audit recommendation of the SD Dept. of Legislative Audits.

#### **I.C.A.P. RESOLUTION OF SUPPORT**

Commissioner Hanten, who also sits on the Board of the Interlakes Community Action Partnership (ICAP), advised the Board that ICAP is in danger of losing federal funding, specifically Community Services Block Grants (CSBG), which are used by ICAP to support a variety of programs which provide hands-on assistance to economically disadvantaged citizens in Codington County. The Board passed the following resolution which will be forwarded to the South Dakota Congressional delegation:

#### **RESOLUTION 2011-12**

**WHEREAS**, the Inter-Lakes Community Action Partnership (ICAP) serves fourteen counties in eastern South Dakota, and

**WHEREAS**, ICAP uses Community Services Block Grant (CSBG) funds to support a variety of programs to provide hands-on assistance to economically disadvantaged citizens in Codington County

**WHEREAS**, the CSBG program has been targeted for virtual elimination as part of the reauthorization of the FY2011 Continuing Resolution passed by the US House of Representatives, and

**WHEREAS**, the funding cut will drastically curb or end many of the vital economic security services to many of the needy citizens of Codington County, and

March 29, 2011

**WHEREAS**, CSBG funds have been used to help many families and individuals in Codington County to become self-sufficient and not have to rely on public assistance, and

**WHEREAS**, ICAP has designed several innovative programs using CSBG funds to meet the local needs of Codington County, and

**WHEREAS**, ICAP has proven to be responsible and accountable in the use of CSBG funds and funds provided by Codington County, and

**WHEREAS**, the citizens of Codington County trust ICAP and appreciate the local service ICAP provides, so

**NOW, THEREFORE BE IT RESOLVED**, that the County Board of Commissioners strongly encourage our congressional delegation to vote to support the CSBG program and ensure full funding in the FY2011 and FY2012 budgets.

The above and foregoing resolution was moved for adoption by Commissioner Hanten, second by Commissioner Heller; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated at Watertown, Codington County, South Dakota, this 29<sup>th</sup> day of March, 2011

Elmer P. Brinkman  
Chairman, Board of County Commissioners

ATTEST:

Cindy Brugman  
County Auditor, Codington County, South Dakota

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Marquardt, second by Hanten, to approve an automatic budget supplement, in the amount of \$11,499.00, to the Emergency Management expenditure and revenue budgets, with Homeland Security grant reimbursement funds; all present voted aye; motion carried.

**TRAVEL REQUEST**

Motion by Hanten, second by Heller, to approve the following travel request; all present voted aye; motion carried: Maintenance Supervisor, Milo Ford, SD Mosquito Control West Nile Workshop, in Huron.

**PERSONNEL CHANGE**

Motion by Hanten, second by Marquardt, to approve the following personnel change; all present voted aye; motion carried: Correctional Officer, Trever Schimmel, anniversary step increase from step 2/\$14.33 to step 3/\$14.81 per hour, effective date February 1, 2011, submitted and approved by Chief Correctional Officer, Tom Walder.

**AIR HAVEN ADDRESSING**

A number of property owners from the Air Haven area of Lake Pelican met with the Board to discuss letters they recently received, from Codington County Zoning Officer, Luke Muller, notifying them of the need to correct property addresses that were originally issued in error. Chairman Brinkman referred to Codington County Ordinance #29 which authorizes the Zoning

March 29, 2011

Officer to assign addresses for units and building sites on all rural, public, and private streets in accordance with the procedures adopted by Codington County and which addressing is designed to assist emergency responders in their response time to calls from residents of the County. Chairman Brinkman noted that the County has entered into a contract with the First District Association of Local Governments for planning and zoning services with Luke Muller, from First District, appointed as the Zoning Officer for Codington County. The following property owners expressed their dissatisfaction with the method used to make these address corrections: Courtney Livingston, Bob Spears, Todd Fuerstenau, Jim Jensen, Donna Speidel, Gordon Kruse, and John West. Mr. Livingston requested that the letter and according action in the letter, sent to property owners be rescinded. The following representatives from First District were present to explain the procedures that need to be followed to ensure standard and consistent addressing throughout the County and State: Todd Kays, Luke Muller, and Ryan Hartley. Mr. Kays invited the property owners to meet at the offices of the First District to observe the software and procedures used in the addressing system. Chairman Brinkman ended the discussion and advised the property owners that the matter of correcting the property addresses is an administrative function of the Zoning Officer and action by the Board of Codington County Commissioners is not applicable. Commissioner Brinkman apologized to the property owners for any inconvenience this matter may cause them and also noted in the interest of public safety steps to apply correct addresses must be taken.

#### **FLOOD PREPARATION UPDATE**

Emergency Management Director, Jim Sutton, updated the Board on flood preparations including the appropriation of an additional 50,000 sand bags from the State of South Dakota at a cost of .145 per bag with a grant reimbursement of 50% of the County's cost for the sandbags. Mr. Sutton advised the Board that after public infrastructure has been adequately sandbagged the sandbags will then be released to the general public in Codington County. Mr. Sutton expressed his thanks to the inmates from the Codington County Detention Center who have volunteered to assist with the sandbagging efforts for the City of Watertown infrastructure. Mr. Sutton noted there are two Town Hall meetings scheduled for Wednesday and Thursday, March 16<sup>th</sup> & 17<sup>th</sup>, at 7:00 P.M. in the Codington County Extension Center complex. The purpose of these Town Hall meetings is to inform and educate the public on procedures to protect their property from potential flood waters.

#### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten to adjourn at 10:22 a.m., until 9:00 a.m., Tuesday, April 5<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**April 5, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of March 29<sup>th</sup>, 2011
- ✓4. Monthly reports
  - ✓a. Extension
  - ✓b. Health
  - ✗c. Veterans Service
  - ✓d. Welfare
- ✓5. Action to amend the Weed Manager contract with SDSU Extension Educator, Paul Johnson,
- ✓6. Action to authorize a notice to bidders for gravel stockpiles
- ✓7. Action to authorize the purchase of a restraint chair for the Detention Center
- ✗8. Action to declare outdated accounts with the Sheriff's office as uncollectible
- ✓9. Discussion/action to authorize a project to begin the replacement of the irrigation system on the Courthouse grounds as budgeted for in 2011
- ✓10. Notice of Good Friday office closings
- ✓11. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓12. Action to approve travel requests
  - a. Auditor, Treasurer and Register of Deeds, SDACO Spring Workshop in Pierre
- ✗13. Action to approve personnel changes
14. Old Business
15. New Business
16. Open
17. Action to enter into Executive session
18. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, April 12<sup>th</sup>, 2011  
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.

April 5, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 5, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 Hanten, second by Johnson, to approve the minutes of March 29, 2011, as recorded by the Auditor, all present voted aye; motion carried.

#### **MONTHLY REPORTS**

**Extension Educators, Jodi Loehrer, Deb Sundem, and Paul Johnson**, reported on the following items: After school programs; shooting sports; judging schools; horse safety; distribution of flood preparation packets; child care providers conference; senior issues forum; an upcoming regional meeting to discuss potential budget cuts to the Cooperative Extension Service; an appearance on Ag. Hour to discuss flooding issues; and the spring planting season.

**Community Health Nurses, Karla Moes and Karen Nygaard**, prepared a quarterly report covering the following items: Office fees collected; office visits; out of office visits; immunizations; WIC caseload; TB preventive therapy; and baby care. **Welfare Director, Sarah Petersen**, reported the following statistics for the time period March 2<sup>nd</sup> through April 4<sup>th</sup>: 17 applications; with 6 approved for County assistance; 2 denials; 3 pending or referred; 6 other resources utilized; 0 guarantees; and 2 new clients approved. Total Assistance: \$6,386.23 for 1 rental, 0 utilities, 1 burial, 1 medical, and 3 pharmacy. 2 active medical cases and 1 medical application pending decision. Total Credits: \$20,540.59. The following report of savings through the NACo Prescription Drug Program was received: In January 289 persons utilized the program with a savings of \$5,684.01 and in February 283 persons utilized the program with a savings of \$5,778.14. The Welfare Director reported on the SDACWO spring workshop she recently attended.

#### **COURTHOUSE LAWN IRRIGATION SYSTEM**

Maintenance Supervisor, Milo Ford, requested authorization to proceed with a budgeted project to replace the lawn irrigation system at the Courthouse. Mr. Ford noted this is a two year project with the replacement scheduled for the east side of the grounds in 2011 and the west side in 2012. Motion by Marquardt, second by Hanten, to authorize the Maintenance Supervisor to proceed with the aforementioned project. Subsequent motion by Marquardt, second by Johnson, to table action to proceed until additional quotes for the project can be procured; all present voted aye; motion carried.

#### **GOOD FRIDAY CLOSING**

The Board noted per previously adopted policy that the Courthouse and all County offices will be closed on Good Friday, April 22nd, 2011. Employees will be given 8 hours of administrative leave to use for the office closures. Essential employees required to work, or on their regularly scheduled day off, will receive 8 hours of administrative leave to use at a later date.

April 5, 2011

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Johnson, second by Hanten, to approve an automatic budget supplement, in the amount of \$30,816.30, to the Emergency Management expenditure and revenue budgets, with Homeland Security grant reimbursement funds; all present voted aye; motion carried.

**TRAVEL REQUEST**

Motion by Johnson, second by Hanten, to approve the following travel requests; all present voted aye; motion carried: Auditor, Register of Deeds, and Treasurer, 2011 SDACO Spring Workshop in Pierre.

**EXECUTIVE SESSION**

Motion by Heller, second by Marquardt, to enter into executive session at 9:36 a.m., to discuss contract negotiations and a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 9:51 a.m. Human Resource Director, Terry Satterlee and Extension Educator, Paul Johnson, were present for executive session

**GRAVEL STOCKPILE NOTICE TO BIDDERS**

Motion by Johnson, second by Marquardt, to authorize the Auditor to publish a notice to bidders for ¾ Inch Gravel Stockpiles with a bid opening scheduled for Tuesday, May 3, 2011 at 10:00 A.M.; all present voted aye; motion carried.

**FLOOD DAMAGE RELIEF**

Emergency Management Director, Jim Sutton, informed the Board that he is monitoring water conditions and with above freezing temperatures anticipated during the next three nights water levels will most likely continue to rise. Mr. Sutton advised the Board that State of South Dakota officials have requested that Counties perform assessments of damages to public infrastructures due to flooding conditions in order to establish whether or not there is enough damage within the County to request a disaster declaration. Mr. Sutton noted, in order to meet the threshold for a disaster declaration, \$3.27 of damage per capita of population in the County must be realized. Mr. Sutton will be contacting the Townships and Cities in Codington County for damage estimates to determine whether or not this Board should request a disaster declaration from the Governor of South Dakota.

**WEED MANAGER CONTRACT ADDENDUM**

Motion by Marquardt, second by Heller, to approve Addendum #1 to the Weed Manager Contract between Extension Educator, Paul Johnson and Codington County; all present voted aye; motion carried.

**EQUIPMENT REQUEST**

Motion by Johnson, second by Hanten, to authorize the purchase of a restraint chair for the Detention center, as requested by Sheriff Wishard, estimated cost \$1,525.00; all present voted aye; motion carried.


**TOWNS AND TOWNSHIPS MEETING**

The Board noted there could be a quorum of this Board present at a County Towns and Townships weed meeting scheduled for 7:30 P.M., Tuesday, April 05, 2011, at the Codington County Extension Center Complex.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Heller to adjourn at 10:18 a.m., until 9:00 a.m., Tuesday, April 12<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**April 12, 2011**

1. ✓ 9:00 a.m. action to convene as a Board of County Commissioners
2. ✓ Action to approve the agenda and adjust cell phones
3. ✓ Action to approve the minutes of April 5<sup>th</sup>, 2011
4. ✓ Action to consider allowing property assessment appeal from Emil Wiese to the County Board of Equalization after missing deadline for Local Board appeal
5. ✓ Monthly reports
  - a. ✓ Auditor
  - b. ✓ Director of Equalization
6. ✓ Action to approve a property abatement/refund request
7. ✓ Action to approve the Auditor's Account with the Treasurer and note General Fund surplus cash as of 3/31/2011
8. ✓ Action to approve operating cash transfer to the W.I.C. Fund as budgeted 18,333.00
9. ✓ Action to approve claims for payment
10. ✓ Action to authorize a project to begin the replacement of the lawn irrigation system on the Courthouse grounds as budgeted for in 2011
11. ✓ Action to declare outdated accounts with the Sheriff's office as uncollectible
12. ✓ 10:00 a.m., Bid opening for Highway sanders
13. ✓ Action to approve automatic supplements to budgets w/grant reimbursement funds
14. ✓ Action to approve travel requests
  - a. ✓ Treasurer Deputy
  - b. ✓ States Attorney
- ~~15.~~ Action to approve personnel changes
16. ✓ Presentations for reconfiguration of seating in Commission chambers
17. ✓ Note meeting at the office of First District regarding readdressing on Air Haven Road
18. ✓ Note County and Consolidated Board of Equalization meetings scheduled for April 12th
19. ✓ Old Business
20. ✓ New Business

21. **Open**

22. **Action to enter into Executive session**

23. **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, April 19<sup>th</sup>, 2011**  
**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.**

April 12, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 12, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

#### **AGENDA APPROVED**

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

#### **MINUTES APPROVED**

Motion by Johnson, second by Hanten, to approve the minutes of April 5, 2011, as recorded by the Auditor, all present voted aye; motion carried.

#### **REQUEST TO ALLOW PROPERTY ASSESSMENT APEAL**

Property owner, Emil Wiese, appeared before the Board to request to be allowed to appeal his 2011 property assessment to the County Board of Equalization without first appealing to the Local Board of Equalization. Mr. Wiese informed the Board that he was not in possession of his property assessment notice until after the deadline to appeal to the Local Board. Director of Equalization, Shawna Constant, advised the Board that according to statute Mr. Wiese must first appeal to the Local Board in order to have the opportunity to appeal to the County Board or Circuit Court. Chairman Brinkman noted in accordance with statute this Board of County Commissioners has no recourse to act upon Mr. Wiese's request to appeal to the County Board of Equalization.

#### **MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported 2012 budget preparations will begin this month with budget request forms submitted to the various County departments and offices. The Auditor advised the Board that Auditor's with the SD Dept. of Legislative Audit are beginning the process to audit Codington County's financial records for the time period January 1, 2009 through December 31, 2010. **Director of Equalization, Shawna Constant**, reported her office staff continues to work on sales, preparing for boards and appeals, working on property cards for reappraisal this summer, and property splits. The Director noted the new soil survey information will be implemented this summer. The Board noted the following monthly statement of fees from **Register of Deeds, Ann Rasmussen**: Total transactions in March were in the amount of \$19,923.40; with \$3,470.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

#### **PROPERTY ABATEMENT/REFUND REQUEST**

Motion by Johnson, second by Heller, to approve the following property tax refund request; Johnson voted aye; Heller, Marquardt, Brinkman, and Hanten voted no; motion failed: Record #11455; loss occurred due to fire on March 29, 2008; abated value request \$60,303; refund request \$913.95; approved by the City of Watertown; not recommended for approval by the Director of Equalization after discussions with the SD Dept. of Revenue on the timeliness of the application.

#### **AUDITOR'S ACCOUNT WITH THE TREASURER**

Motion by Hanten, second by Marquardt, 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 March, 2011, all present voted aye; motion carried.

April 12, 2011

Cash on hand	\$	4,957.51
Checks in Treasurers' possession		
less than 3 days	\$	79,068.60
Cash Items	\$	218.00
<b>TOTAL CASH ASSETS ON HAND</b>	\$	84,244.11
<b>RECONCILED CHECKING</b>		
Great Western Bank Checking (Memorial Park)	\$	67.50
Reliabank Dakota	\$	5,649,781.82
<b>INVESTMENTS</b>		
SD Public Funds Investment	\$	6,964.63
<b>CERTIFICATES OF DEPOSIT</b>		
Great Western Bank	\$	1,600,000.00
Home Federal Bank	\$	800,000.00
Peoples State Bank	\$	800,000.00
Plains Commerce Bank	\$	600,000.00
Reliabank	\$	800,000.00
<b>TOTAL CASH ASSETS</b>		\$10,341,058.06
<b>General Ledger Cash Balance by Funds:</b>		
General	\$	4,722,731.08
General restricted cash	\$	500,000.00
Sp. Revenue	\$	3,999,461.35
Sp. Revenue restricted cash	\$	10,411.85
Internal Service	\$	3,991.46
Trust & Agency	\$	1,104,462.32
(schools 559,600.88, townships 32,825.45; city/towns 191,892.39)		
<b>TOTAL GENERAL LEDGER CASH</b>		\$10,341,058.06

### **GENERAL FUND SURPLUS ANALYSIS**

The Board noted the General Fund surplus cash as of March 31, 2011: \$2,088,618.58; 25.16% of the 2011 General Fund budget.

### **OPERATING CASH TRANSFER**

Motion by Hanten, second by Heller, to approve a budgeted operating cash transfer from the General Fund to the WIC Fund in the amount of \$18,333.00; all present voted aye; motion carried.

### **CLAIMS APPROVED**

Motion by Johnson, second by Heller, to approve for payment the following claims; all present voted aye; motion carried: A-Ox Welding Supply 390.20 Sup, Access Elevator & Lifts Inc 5750.00 Equip, Accurate Machine & Tool 520.00 Maint, Active Data Systems, Inc 681.67 Maint, Active Heating 76.87 Svc, Alltel 935.46 Util, Alltel 67.12 Util, American Legion 30.00 Sup, Lisa Amy 10.00 Jury, Andor, Inc. 336.82 Rep, AP Auto Pros, Inc 37.80 Rep, SD County Weed & Pest Boards 150.00 Dues, Avera Health Plans 916.14 Asst, Avera Queen Of Peace 123.80 Maint, Bob Barker Co. 787.95 Sup, Annette Belkonen 10.74 Jury, Bendix Imaging, Inc 119.99 Sup, Earl Benson 13.70 Jury, Best Business Products 259.99 Copy, Best Business Products 160.38 Maint, Best Western Ramkota Hotel 516.40 Trav, Sharolyn Beutow 52.96 Jury, Jayme Boerger 21.10 Jury, Deborah Borkhuis 24.80 Jury, Lisa Borkhuis 15.18 Jury, Boys & Girls Club 1200.00 Pmt, Bratland Law 500.20 Svc, Brian's Glass & Door, Inc. 250.00 Rep, Ann Brown 50.74 Jury, Brown Clinic PLLP 1610.36 Svc, Burns Law Office 2600.00 Svc, Butler Machinery 1132.24 Sup, Robert Byer 10.74 Jury, Charles Carbonneau 11.48 Jury, Carquest Auto Parts 49.26 Sup, Carquest Auto Parts 14.38 Rep, Cartney Bearing & Supply 9.94 Rep, Cartney Bearing & Supply

April 12, 2011

1768.34 Rep, Cashway Lumber Inc. 27.49 Maint, Cass-Clay Creamery 1332.00 Sup, CEF Safety Services 1200.00 Grant, Janice Christensen 11.48 Jury, Codington Clark Electric 30.00 Util, Codington County 4-H Leaders 17.50 Svc, Codington Co. Register Deeds 10.00 Svc, Denise Cody 54.00 Svc, Cole Papers, Inc. 2178.32 Sup, Comfort Inn 77.00 Trav, Connecting Point Computer Cent 788.75 Maint, Mary Cordell 16.66 Jury, Coteau Shopper 78.76 Pub, County Fair Foods 535.79 Sup, Credit Bureau Of Watertown Inc 1972.70 Svc, Crescent Electric Supply Co 66.25 Maint, Crowne Plaza Hotel 1345.77 Grant, Culligan Water Conditioning 112.50 Sup, Duane Dahl 11.48 Jury, Delyle's South 81 Service Inc 594.33 Rep, Donna Dietrich, Chairman 406.74 Svc, Dive Rescue International, Inc 1506.92 Sup, DVL Fire And Safety 673.50 Maint, Sara Lee Bakery Group/ 852.54 Sup, East Dakota Water Development 1592.43 March Apportionment, Maral Eitzen 11.48 Jury, Ellyson Law Office 464.12 Svc, EMC Insurance Companies 3691.09 Ins, Endres Welding 1355.75 Maint, Engelstad Electric Co. 1252.43 Rep, Farnams Genuine Parts 797.25 Rep, Fastenal Company 34.16 Rep, Scott Ferguson 12.22 Jury, First District Assn Of Lcl Gov 7540.25 Svc, Cole Fischer 51.48 Jury, Brenda Fisher 10.74 Jury, Nicholas Fleury 10.74 Jury, Furness Funeral Home 1774.83 Svc, GCR Tire Center 15.00 Rep, Genoa Healthcare/Watertown 261.07 Pharm, Gilbarco Inc DBA Gasboy 175.00 Maint, GIS Workshop 1400.00 Maint, George Gisi 11.48 Jury, Helen Gisselbeck 10.74 Jury, Glass Products Inc. 31.40 Rep, Sharon Goble 12.22 Jury, Grainger 366.56 Sup, Grant County Em 3482.29 Grant, Grant County Em 23799.09 Grant, Grant County Sheriff's Office 100.00 Jail, Green, Roby, Oviatt, 4158.33 Svc, Gunderson Law Office 1148.00 Svc, Delores Halajian 13.70 Jury, Hamlin County Em 1806.00 Grant, Hampton Inn & Suites 75.00 Trav, Roger Hanson 15.18 Jury, Brenda Hanten 24.00 Trav, Rachel Harms 12.22 Jury, Amanda Harris 10.74 Jury, John Head 10.74 Jury, Jeannie Hedding 20.36 Jury, Ashley Heinz 12.22 Jury, Wade Heiser 12.22 Jury, George Heller 13.54 Trav, Hewlett-Packard Company 4671.14 Grant, Hewlett-Packard Company 4671.14 Grant, Hillyard Floor Care Supply 1550.17 Sup, Colleen Hoefert 12.22 Jury, Shelby Hoeke 10.74 Jury, Horticulture Master Gardner 50.00 Dep, David M Hosmer Law Office Pc 176.62 Svc, House Of Wood 11.10 Pub, Human Service Agency 8916.00 Sup, Human Service Agency 1500.00 Svc, Human Service Agency 240.00 Sup, Glacial Lakes Humane Society 650.00 Svc, John Huppler 29.98 Jury, HyVee #1871 Accts Receivable 904.38 Sup, HyVee #1871 Accts Receivable 72.51 Sup, Interlakes Community Action 412.25 Fund, Interstate All Battery Center 69.36 Sup, Donna Ireland 10.74 Jury, Corey Jans 53.30 Wit, Jefferson Partners LP 53.00 Trav, Johnson Controls, Inc. 3939.75 Maint, Donna Johnson 12.22 Jury, Myron Johnson 196.80 Trav, Paul Johnson 848.06 Svc, Scott Jongbloed 800.00 Grant, Alexander Jordan 11.48 Jury, Jurgens Printing 887.00 Sup, Lois Keizer 10.00 Jury, Amber Kennedy 20.00 Wit, Kimball Midwest 427.81 Sup, Donald Kjornes 12.22 Jury, Knology 559.48 Util, Knology 49.95 Util, Lake City Fire Equipment 400.00 Rep, Lamb's Chevrolet 35031.00 Grant, Dianna Lambert 13.70 Jury, J.H. Larson Electrical Co. 188.07 Rep, Sarah Larson 13.70 Jury, Lawson Products 41.67 Sup, Lewis & Clark Bhs 284.00 Svc, Lincoln Co Treasurer 563.70 Svc, LL Harder Inc 775.15 Rep, Jodi Loehrer 237.66 Mile, Penny Long 20.00 Wit, M & T Fire And Safety 82.50 Sup, Rachele Mack 14.44 Jury, Macksteel Warehouse, Inc. 357.74 Rep, Mac's Inc. 235.01 Sup, Mac's Inc. 192.46 Sup, Mahowald's 58.90 Sup, Mark's Auto 2404.73 Rep, Marshall County Em 249.00 Grant, Marshall County Em 892.00 Grant, Marshall County Em 3920.95 Grant, Penny Martinez 12.22 Jury, McFleeg Inc 23.11 Sup, Menards 636.76 Sup, Menards 345.72 Sup, Metro Fire 3349.63 Grant, Nicole Mettler 13.70 Jury, Midcontinent Communications 55.00 Util, Mikelson Law Office 72.00 Svc, Milbank Communications 338.58 Sup, Moe Oil Company 3448.70 Sup, Municipal Utilities 17030.61 Util, Newman Traffic Signs 892.70 Sup, Northern Truck Equipment Corp. 70.00 Rep, Northwestern Energy 602.54 Util, Office Peeps, Inc. 3642.42 Sup, Office Peeps, Inc. 10.58 Sup, Ottertail Power Co. 42.29 Util, Overhead Door Co Of Wtn, Inc 242.70 Rep, Katherine Pavin 20.00 Wit, Pennington County Jail 175.50 Svc, Joshua Pester 23.32 Jury, Andrew Peterson 10.74 Jury, PMB 0112 225.68 Util, PMB 0112 19.00 Maint, PMB 0112 274.58 Util, Postmaster 44.00 Sup, Prairie Lakes Health Care Cent 723.00 Svc, Prairie Lakes Health

Care Cent 237.00 Svc, Prairie Lakes Health Care Cent 1264.00 Svc, Prairie Lakes Health Care Cent 2003.00 Svc, Prairie Lakes Campus Pharmacy 8.00 Asst, Print 'Em Now 110.00 Sup, Professional Mailing & Market. 2613.02 Post, Q-Set Inc 75.00 Svc, Joseph Quinn 12.96 Jury, Qwest 85.28 Util, Qwest 763.86 Util, Qwest 16.09 Util, Redlinger Bros. 876.40 Rep, Cathryn Rehfuß 54.00 Svc, Jeffrey Riley 12.22 Jury, Rising Star Web 85.00 Util, Roberts County Em 4282.75 Grant, Jeremy Robertson 2671.00 Grant, Dale Ronning 11.48 Jury, Ron's Saw Shop 21.85 Maint, Don Rowland 800.00 Grant, Runnings 148.11 Sup, Runnings 5.98 Sup, Russ's Standard Service 106.00 Maint, Dawn Russell 30.60 Svc, Safe -N- Secure 10498.27 Grant, Sanford Clinic 4083.38 Asst, Sanford Clinic 85.00 Svc, Sanitation Products, Inc 1894.25 Rep, Terrance Satterlee 1500.00 Svc, Gregory Schafer 15.92 Jury, Holly Schimmel 12.22 Jury, Schrader's 4712.95 Sup, Ross K Schulte DDS Pc 230.00 Svc, Brandon Scott 28.50 Jury, SD Department Of Revenue 1014.00 Svc, S.D. Federal Property 50.63 Sup, SD State Treasurer 265336.45 April Remittance, SDACO 450.00 Trav, SD Hwy Superintendant Assn. 80.00 Trav, Kathryn Selchert 52.96 Jury, Sheehan Mack Sales & Equipment 88.39 Rep, Shepherd Reporting LLC 37.50 Svc, Sherwin Williams 94.24 Sup, Benjamin Siegfried 10.74 Jury, Trent Sime 12.22 Jury, Sioux Valley Coop 1485.62 Sup, Sioux Valley Coop 28988.97 Sup, Rick Small 14.00 Trav, South Shore Gazette 1179.39 Pub, Town Of South Shore 36.00 Util, Sprint 277.75 Util, Sprint 47.64 Util, Star Laundry 76.72 Sup, Star Laundry 125.94 Sup, Stoudt's Insurance Agency 80.00 Sup, Streicher's 66.98 Sup, Jerrin Stulkin 7.00 Ref, Sturdevant's Auto Parts 120.73 Rep, Deb Sundem 111.53 Mile, Sutton Law Office Pc 1281.07 Svc, Sutton Law Office Pc 10291.67 Svc, Team Electronics 135.00 Rep, Technicolor Screen Printing 32.99 Unif, Jessica Tesch 50.74 Jury, The Lodge At Deadwood 93.00 Trav, Titan Machinery 13.05 Maint, Toshiba Financial Services 92.70 Rent, Trav's Outfitter Inc 244.97 Unif, Jeffrey Tschakert 61.10 Jury, Kimberly Turbak 10.74 Jury, Us Foodservice Inc 10505.99 Sup, Cindy Vanderleest 55.92 Jury, Visa - C/O Great Western Bank 524.27 Pmt, Visa - C/O Great Western Bank 88.23 Pmt, Charles Voss 70.00 Ref, Ronald Wagner 13.70 Jury, Wal-Mart Community 235.86 Sup, Wal-Mart Community 190.76 Sup, Watertown City Finance Office 30816.30 Grant, Watertown City Finance Office 41534.81 Grant, Watertown Public Opinion 3789.27 Pub, Watertown Resource Center 1735.00 1st Qtr Appropriation, John Weber 30.71 Reimb, Western Detention 120.34 Rep, Westside Animal Clinic Pc 259.00 Svc, Wheelco 244.08 Rep, Toby Wishard, Sheriff 53.55 Reimb, Judy Wolff 55.18 Jury, Watertown Flowers, Inc 35.00 Misc, Watertown Landfill 13.44 Maint, Yankton Co. Sheriff 50.00 Svc.

#### **COURTHOUSE LAWN IRRIGATION SYSTEM**

Maintenance Supervisor, Milo Ford, met with the Board to discuss a budgeted project to replace the lawn irrigation system on the Courthouse grounds. Mr. Ford advised the Board that the two quotes he has received to complete this project differ significantly in cost. Mr. Ford requested authorization to prepare specifications for the project and request proposals based on those specifications. The Board had no objection to this request and authorized Mr. Ford to proceed accordingly.

#### **EXTENSION CENTER COMPLEX PARKING LOT**

Maintenance Supervisor, Milo Ford, met with the Board to discuss the conditions of the parking lot at the south end of the Extension Center Complex. Mr. Ford advised the Board that the parking lot has taken significant abuse this spring. Mr. Ford noted a class from L.A.T.I. uses a portion of the parking lot for C.D.L. course testing which may be contributing to the deterioration of the parking lot due to the equipment used in the class. Discussion was held regarding which government entity is responsibility for the maintenance of the parking lot and the materials which have been used to pave the lot. Following additional discussion the Board asked Mr. Ford to work with L.A.T.I. and the City of Watertown to make repairs and maintain the integrity of the parking lot.

### **SHERIFF'S OFFICE UNCOLLECTIBLE FEES**

Sheriff, Toby Wishard, submitted a written list of fees, charged by his office, that he has deemed as uncollectible. The fees date from March 1997 through December 2004, a copy of which is on file in the Office of the County Auditor, in a total amount of \$1,083.50. Pursuant to SDCL 7-12-18.1 any fee that is charged by a Sheriff and is outstanding for three years or more years which the Sheriff determines is uncollectable may, with the majority approval of the Board of County Commissioners, be removed as an asset of the County. Motion by Heller, second by Marquardt, to declare the list of fees, submitted by Sheriff Wishard, as uncollectable to be removed from the books as assets of the County; all present voted aye; motion carried.

### **AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Heller, second by Hanten, to approve an automatic budget supplement, in the amount of \$83,291.03, to the Emergency Management expenditure and revenue budgets, with Homeland Security grant reimbursement funds; all present voted aye; motion carried.

### **TRAVEL REQUEST**

Motion by Johnson, second by Hanten, to approve the following travel requests; all present voted aye; motion carried: States Attorney; States Attorney conference in Deadwood and Rape conference in Sioux Falls.

### **COMMISSION CHAMBERS RECONFIGURATION**

The Board reviewed proposals from the following for the reconfiguration of seating arrangements in their chambers: Derek Kannas from Kannas Custom Cabinetry and Martin Lawler from Timmerman Woodworking. Commissioners Marquardt and Hanten noted there are no budgeted funds for this type of project in 2010 and funding for flood repairs should take precedence before this type of project. Discussion was held regarding acquiring quotes for a sound system to go along with the seating reconfiguration project before action would be taken to approve or disapprove the project. Action regarding proceeding with this project was set for May 17<sup>th</sup>, 2011.

### **BIDS FOR HIGHWAY SANDERS**

This being the time and place set for the opening of bids for one or more new, 2011, current model hopper box material spreaders, Highway Supt., Rick Small, opened and announced the following bids:

Sanitation Products, Sioux Falls, SD:

15' Sander - \$8,979.00; Option A - \$13,233.00; Option B - 7,168.00; Option C - \$10,577.00.

Northern Truck, Sioux Falls, SD:

15' Sander - \$8,404.00; Option A - \$14,571.00; Option B - \$5,911.00; Option C - \$10,837.00.

Swenson EV100 15-84-56 Mild Steel \$8,937.00

Swenson EV100 15-84-56 304 Stainless Steel \$15,321.00

Swenson EV100 15-84-56 201 Stainless Steel \$14,173.00

Swenson EV100 10-84-56 Mild Steel \$6,954.00

Swenson EV100 10-84-56 304 Stainless Steel \$12,059.00

Swenson EV100 10-84-56 201 Stainless Steel \$11,148.00

Motion by Johnson, second by Hanten, to table the awarding of a bid until Tuesday, April 19<sup>th</sup>, 2011, to allow the Highway Supt. to review the submitted bids; all present voted aye; motion carried.

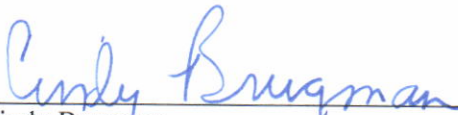
**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 10:22 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 10:48 a.m. Human Resource Director, Terry Satterlee 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 10:49 a.m., until 9:00 a.m., Tuesday, April 19<sup>th</sup>, 2011; 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.

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**OFFICIAL PROCEEDINGS**  
**Codington County Board of Equalization**  
**April 12, 2011 – 1:00 p.m.**

Commissioners Chambers - Codington County Courthouse  
 14 1<sup>st</sup> Ave SE, Watertown, SD 57201

The meeting of the Codington County Board of Equalization convened at 1:00 p.m., Tuesday, April 12, 2011, in the Commissioners Chambers in the Codington County Courthouse. Board members present were George Heller, Lavern Marquardt, Elmer Brinkman, Myron Johnson and Brenda Hanten. Chairman Brinkman, presiding. All Board members signed their oath. Director of Equalization, Shawna Constant, gave opening remarks.

**APPEALS**

The Director of Equalization presented the following appeals:

Name	DOE#	Assessor's Value	Local Board Value	Appeal Value	Assessor's Recommendation
James R Young	17021	NA-C1-S \$192,281	\$170,000	\$170,000	\$192,281
		NA-C-S \$ 22,249	\$ 15,000	\$ 15,000	\$ 22,249

Appellant was not present. Appeal notice stated to high of a raise in three years with no activity. Motion by Johnson, second by Heller, to concur with the Director of Equalization values of \$192,281 and \$22,249; all present voted aye; motion carried.

Neil & Geraldine Warne	2478	NA-C1-S \$105,040	\$105,040	\$105,040	\$105,040
		NA-C-S \$ 34,993	\$ 34,993	\$ 20,000	\$ 34,993

Appellants were not present. Appeal notice stated land value should be reduced due to slope. Motion by Johnson, second by Heller, to concur with the Director of Equalization values of \$105,040 and \$34,992; all present voted aye; motion carried.

Brian Hubert	18250	NA-C1-S \$385,431	\$385,431	\$209,851.60	\$385,431
		NA-C-S \$ 34,993	\$ 34,993	\$ 34,993	\$ 34,993

Appellant was present and stated property was not finished and the value it too high considering finished status. Director of Equalization advised the Board that staff has not been allowed inside appellants property to determine finished percentage. Motion by Heller, second by Brinkman, to concur with the Director of Equalization values of \$385,431 and \$34,993; all present voted aye; motion carried.

**OMITTED PROPERTY**

Motion by Heller, second by Johnson, to approve adding the following omitted valuation to the tax assessment rolls, per the recommendation of the Director of Equalization; all present voted aye; motion carried: Calvary Lutheran Church, record #5256, Value added \$31,280, Local Board advised the Director of Equalization that this property is being rented out.

**WETLAND VALUES**

Motion by Hanten, second by Johnson, to approve the following wetland values as recommended by the Director of Equalization; all present voted aye; motion carried.

Name	DOE#	Full and True Value	Wetland Value
Georgia L Kahnke	291	\$64,945	\$27,988
Joel, James & Regina Chilson	18905	\$56,876	\$43,255
James & Regina Chilson	18906	\$96,922	\$85,429
James & Regina Chilson	363	\$104,416	\$77,771
Joel Chilson	401	\$157,825	\$137,024
Helengrace Bauer	409	\$183,101	\$143,012
Robert & David Souter	474	\$89,055	\$81,516
Arland & Karen Mastel	492	\$70,200	\$59,989
Arland & Karen Mastel	493	\$35,578	\$25,017
Arland & Karen Mastel	494	\$125,216	\$82,423
Arland & Karen Mastel	498	\$117,095	\$97,180
TEDCO LLC	501	\$136,301	\$127,946
SARACO LLC	505	\$27,526	\$22,562
TEDCO LLC	511	\$40,213	\$35,215
R & J DeBerg Family LTD	552	\$108,116	\$106,629
R & J DeBerg Family LTD	553	\$125,781	\$122,035
R & J DeBerg Family LTD	554	\$37,611	\$36,285
Keith D Rogge	517	\$98,978	\$75,441
Steven T Horning	15304	\$188,698	\$169,794
Lois H Gunderson	1307	\$112,871	\$84,619
Charles D Cryan	1407	\$41,732	\$37,006

Steven T Horning	1409	\$93,829	\$84,708
Robert L Boehnke	1410	\$173,723	\$150,726
Elden W & Elaine Flury	1413	\$219,568	\$200,439
Dorothy McGillivray	1416	\$74,733	\$48,318
Steven T Horning	1420	\$103,433	\$99,590
Robert Boehnke	1426	\$242,588	\$231,454
George E Maas	1441	\$164,019	\$156,015
Charles D Cryan	1450	\$21,038	\$18,439
Arlen & Joan Boehnke	1464	\$140,174	\$119,552
George E Maas	1467	\$43,251	\$38,702
Arlen & Joan Boehnke	1470	\$40,334	\$32,158
Thomas R & Helga Myers	1482	\$46,835	\$44,604
Thomas R & Helga Myers	1483	\$83,990	\$78,924
Steven & Ted Horning	1517	\$12,508	\$11,609
Douglas J Fedt	1518	\$184,533	\$124,312
Danny L Sharp	1543	\$83,301	\$77,479
Danny L & Bonita J Sharp	1546	\$196,056	\$170,430
Joseph L & Nicole L Sharp	1548	\$78,287	\$74,678
Walter T & Rita A Hoch	1549	\$145,310	\$127,364
Steven T Horning	1556	\$172,623	\$136,702
Loren Berg	2586	\$16,398	\$14,077
Marilyn J Spurrell	2621	\$166,028	\$147,644
Allan E & Marlys J Roe	19155	\$47,682	\$34,424
William A Roe	3770	\$110,447	\$101,587
William A & Kathleen J Roe	3772	\$48,466	\$34,183
Allan E Roe	3778	\$45,584	\$38,416
Charles D Cryan	3797	\$126,862	\$116,481
Charles D Cryan	3800	\$73,029	\$68,912
Patricia A Raderschadt	3804	\$186,127	\$145,013
Steven & Richard Weber	3832	\$84,103	\$76,653
Steven, Richard, James Weber	3845	\$10,629	\$9,604
Steven & Richard Weber	3857	\$83,493	\$80,959
Stanley F Busskohl	3858	\$223,762	\$197,980
Stanley & Donna Busskohl	3860	\$150,554	\$138,379
James Weber	3862	\$124,991	\$122,949
Steven, Richard, James Weber	3863	\$160,248	\$154,349
Steven & Richard Weber	3869	\$125,871	\$115,485
Stanley F Busskohl	3903	\$193,023	\$169,625
Troy DeBerg	15963	\$372,688	\$347,046
Stanley F Busskohl	3933	\$22,584	\$17,665
Jeff & Tracy Popham	16123	\$117,253	\$103,861

**RECOMMENDATIONS**

Motion by Hanten, second by Heller, to approve the following Director of Equalization recommended values; all present voted aye; motion carried:

Name	DOE#	Assessor's Value	Recommended Value
Kimberly & James Kazemba	1258	\$259,867	\$51,547
Thomas LaFramboise	2439	\$57,256	\$54,364

**STIPULATIONS**

Motion by Johnson, second by Marquardt, to approve the following stipulated changes as recommended by the Director of Equalization; all present voted aye; motion carried:

Name	DOE#	Assessor's Value	Stipulated Value
Chad & Stephanie Beynon	2782	\$458,542	\$430,000
Hanten Dairy Inc.	2155	\$313,174	\$308,390
Venard Cordell	3644	\$116,069	\$100,913
Edward & Gail Young	4921	\$26,182	\$21,000
Georgia L Kahnke	276	\$334,037	\$325,494
Joy C Nelson	18573	\$39,965	\$19,983
Patricia Paulson	415	\$91,330	\$24,529
Tyler & Allison Grear	5204	\$16,598	\$5,219
First Bank and Trust	18384	\$213,406	\$187,500
James H LaFramboise	2437	\$111,633	\$69,818

Susan Beaudry &  
Patricia Decker

2305

\$517,593

\$489,971

**CERTIFICATIONS OF OWNER OCCUPIED DWELLINGS**

Motion by Marquardt, second by Heller, to approve the certifications of owner occupied dwellings, as recommended by the Director of Equalization, all present voted aye; motion carried.

**ASSESSMENT FREEZE FOR DISABLED AND SENIOR CITIZENS**

Motion by Johnson, second by Hanten, to approve the applications for freeze on assessments of dwellings of disabled persons and senior citizens, as recommended by the Director of Equalization, all present voted aye; motion carried.

**RENEWABLE ENERGY RESOURCE**

Motion by Heller, second by Hanten, to approve the applications for renewable energy resources, as recommended by the Director of Equalization; upon vote of the Board, Heller, Marquardt, Brinkman, and Hanten voted aye; Johnson abstained; motion carried.

**DISABLED VETERAN PROPERTY TAX EXEMPTION**

Motion by Marquardt, second Hanten, to approve tax exemption status for properties which qualify for Disabled Veteran Exemption, all present voted aye; motion carried.

**TAX EXEMPT PROPERTY APPLICATIONS - ANNUALLY**

Motion by Marquardt, second by Hanten, to approve the applications for annual tax exempt status of a private organization, as recommended by the Director of Equalization, all present voted aye; motion carried.

**BOARD ADJOURNS**

There being no further business to come before this Board a motion was made by Johnson, second by Heller, to adjourn as a 2011 Codington County Board of Equalization at 1:49 p.m., all present voted aye; motion carried.

ATTEST:

Cindy Brugman  
Codington County Auditor

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OFFICIAL PROCEEDINGS  
 Codington County Consolidated Board of Equalization  
 April 12, 2011 – 7:00 p.m.  
 Watertown City Hall – Upstairs Meeting Room  
 23 2<sup>nd</sup> St NE, Watertown, SD 57201

The meeting of the Codington County Consolidated Board of Equalization convened at 7:00 p.m., Tuesday, April 12, 2011, in the Upstairs Meeting room at Watertown City Hall. Board members present were County Commissioners: George Heller, Elmer Brinkman, Myron Johnson and Brenda Hanten; City Council Members: Pat Walder and Russ Wilkins; and Watertown School Board Member: Fred Deutsch. Chairman Brinkman, presiding. All Board members signed their oath. Director of Equalization, Shawna Constant, gave opening remarks.

**APPEALS**

The Director of Equalization presented the following appeals:

Name	DOE#	Assessor's Value	Appeal Value	Assessor's Recommendation
Daniel Bergan	13287	\$366,516	\$344,364	\$366,516
Appellant was present. Appellant stated valuations in Watertown are not increasing enough to justify the value placed on his property. Motion by Wilkins, second by Deutsch, to concur with the Director of Equalization recommended value; members Walder and Heller recused themselves from the vote; all others present voted aye; motion carried.				
Douglas & Jacqueline Lage	9240	\$3,750	\$792	\$3,750
Appellant was not present. Appeal notice stated land is useless as there is no access to the property and value should remain as in previous years. Motion by Johnson, second by Walder to concur with the Director of Equalization's recommended value; all present voted aye; motion carried.				
Charles Paulis	8541	\$6,014	\$4,000	\$3,127
Appellant was present. Appellant stated the property is wet part of the time and can't be built on. Motion by Johnson, second by Hanten, to concur with the Director of Equalization's recommended value; all present voted aye; motion carried.				
Dennis & Kay Solberg	8587	\$167,921	none provided	\$167,921
Appellants were present. Appellants stated the property floods each year and therefore the lake frontage measurement is inaccurate. Motion by Deutsch, second by Brinkman, to concur with the Director of Equalization's recommended value; members Heller and Wilkins recused themselves from the vote; Deutsch, Johnson, Hanten, and Brinkman voted aye; Walder voted no; motion carried.				
Burton Seifel	6252	\$137,031	\$121,500	\$137,031
Appellant was present. Appellant felt property was assessed over what the market can support and what the house has been appraised at. Motion by Johnson, second Wilkins, to concur with the Director of Equalization's recommended value; all present voted aye; motion carried.				
Brian Garman	7665	\$365,578	\$315,000-\$325,000	\$350,000
Appellant was present. Appellant felt property was over assessed and purchased a private appraisal. Director of Equalization agreed to a value of \$350,000. Motion by Heller, second by Johnson, to concur with the Director of Equalization's recommended value of \$350,000; all present voted aye; motion carried.				
Richard & Julie Frederick	8182	\$191,896	\$170,000	\$191,896
Appellant was present. Appellant stated he did not feel home sales around Lake Kampeska have been significant enough to warrant the increased assessment on this property. Motion by Johnson, second by Hanten, to concur with the Director of Equalization's recommended value; all present voted aye; motion carried.				
Richard & Julie Frederick	9229	\$7,779	\$1,584	\$7,779
Appellant was present. Appellant stated value increases are not justified. Motion by Hanten, second by Walder, to concur with the Director of Equalization's recommended value; all present voted aye; motion carried.				
Richard & Julie Frederick	9230	\$8,095	\$1,584	\$8,095
Appellant was present. Appellant stated value increases are not justified. Motion by Johnson, second by Heller, to concur with the Director of Equalization's recommended value; all present voted aye; motion carried.				
Robert & Janelle Marx	6505	\$268,288	\$242,100	\$268,288
Appellants were not present. Appeal notice stated value increases are inconsistent with existing market conditions in Codington County. Motion by Wilkins, second by Heller, to concur with the Director of Equalization's recommended value; all present voted aye; motion carried.				
Bill & Paula Thovson	11392	\$404,540	\$374,793	\$404,540

Appellants were present. Appellants stated it does not appear reasonable to use the recent sale price of a bare lake lot to determine the current valuation of a lake lot that contains a home. Motion by Heller, second by Hanten, to concur with the Director of Equalization's recommended value; all present voted aye; motion carried.

Watertown Lodging Assoc. 7171 \$4,565,025 \$2,100,000 \$4,099,005

Appellant representative was present. Appellant feels value is not in line with other area hotels. Motion by Johnson, second Deutsch, to concur with the Director of Equalization's recommended value; all present voted aye; motion carried.

William Hinks 9417 \$176,412 \$156,818 \$176,412

Appellant was not present. Appeal stated the value on this property exceeds market value. Motion by Johnson, second by Heller, to concur with the Director of Equalization's recommended value; all present voted aye; motion carried.

**RECOMMENDATIONS**

Motion by Heller, second by Hanten, to approve the following Director of Equalization recommended values; all present voted aye; motion carried:

Name	DOE#	Assessor's Value	Recommended Value
Bonnie J Hayes and Melissa A Hayes-Intermill	13953	\$130,302	\$120,743
Mary Patricia Mickelson	13947	\$130,302	\$120,743
James & Maxine Cook	14024	\$130,302	\$120,743
Michelle L. Sour	13945	\$130,302	\$120,743
Julius S & Mildred L Tronvold	13949	\$130,302	\$120,743
Kathryn Gunderson	14464	\$130,302	\$120,743
Matt & Lorrie Kranz	13959	\$130,302	\$120,743
SW Allen Jr.	13944	\$130,302	\$120,743
Penny & Richard Tibke	14465	\$130,302	\$120,743
Orrion Johnson	14172	\$130,302	\$120,743
Mardell A Johnson	14467	\$130,302	\$120,743
Jerry & Marilyn Sour	14466	\$130,302	\$120,743
Anita Ornes	11361	\$126,439	\$117,344
Darwin & Gina Keltgen	11362	\$126,439	\$117,344
Scotting Family Trust	11363	\$126,439	\$117,344
Merlaine & Carol Perry	11364	\$126,439	\$117,344
Dale & Elsie Bevers	11365	\$126,439	\$117,344
Patricia Howey	11366	\$126,439	\$117,344
Jack & June Snow	11367	\$126,439	\$117,344
Virginia Tracy	11368	\$126,439	\$117,344
Sharon Rishoi	11369	\$126,439	\$117,344
J Lynn & Grace Hedin	11370	\$126,439	\$117,344
John & Sharon Stephenson	11371	\$126,439	\$117,344
Ronald & Sharlee Kjellsen	11372	\$126,439	\$117,344
Betty Hart	15462	\$145,076	\$134,600
Violet K Rue	15463	\$145,076	\$134,600
John E Pedersen	15464	\$145,076	\$134,600
JE Meidinger & JL Hildebrand	15465	\$145,076	\$134,600
Orville & Avis Schultz	15466	\$153,309	\$142,223
Cheryl Gorman	15467	\$150,303	\$139,440
Paul R Cordell	15468	\$148,080	\$137,382
Lena Hartford	15469	\$145,076	\$134,600
Lisa Morford	15470	\$145,076	\$134,600
Millicent Tilly	15471	\$145,076	\$134,600
Donna Sumner	15472	\$150,303	\$139,440
Arvis & Dorett Raml	15473	\$150,303	\$139,440
Peter & Florence Weyer	8538	\$39,998	\$18,335

**STIPULATIONS**

Motion by Heller, second by Hanten, to approve the following stipulated changes as recommended by the Director of Equalization; all present voted aye; motion carried:

Name	DOE#	Assessor's Value	Stipulated Value
Janene K Amdahl	17883	\$181,303	\$165,000
Ron & Kari Moyer	7505	\$49,882	\$37,000
Dennis & Roylene Deville	13278	\$368,617	\$321,459
Mark & Valerie Bauer	16032	\$174,270	\$169,785

Greenstamp Properties	19242	\$182,920	\$100,000
High Plains Development	17659	\$34,680	\$24,000
High Plains Development	17660	\$34,252	\$24,000
High Plains Development	17676	\$31,909	\$24,000
High Plains Development	17677	\$31,909	\$24,000
High Plains Development	17678	\$33,360	\$24,000
High Plains Development	17679	\$35,082	\$24,000
De Sal Inc	7579	\$71,954	\$403,295
De Sal Inc	7578	\$222,107	\$0
De Sal Inc	7577	\$171,834	\$0
Todd & Tina Warkenthien	11435	\$144,506	\$137,936
Jimmy & Nancy Weber	15554	\$239,816	\$206,000
Midwest Business Condos LLC	18304	\$399,116	\$300,000
Preferred Properties Inc	18673	\$47,844	\$37,000
M & L Properties LLC	11554	\$67,176	\$64,869
M & L Properties LLC	9776	\$127,192	\$72,900
M & L Properties LLC	5717	\$77,752	\$56,000
Eldon & Elizabeth Redlin	5625	\$176,867	\$170,837
Toddco LLC	18547	\$18,304	\$8,000
Carrie Holden	15381	\$143,136	\$119,583
Brenda Kay Owens	5834	\$92,786	\$70,000
Watertown Plaza LLC	12391	\$5,835,990	\$4,247,652
Watertown Plaza LLC	12390	\$909,641	\$742,082
Watertown Plaza LLC	12389	\$993,022	\$741,189
Michael & Bonnie Oletzke	7846	\$285,585	\$282,796
Doug Maag	6384	\$58,577	\$20,500
Jill Erichsen	12254	\$153,549	\$137,900
DLT Development	18513	\$144,401	\$80,206
Barbara Moyer	9799	\$123,353	\$113,451
Jeremy & Heather Holmen	9726	\$225,430	\$195,000
Charles Paulis	12956	\$34,912	\$12,872
Stanton G Hope	10540	\$49,725	\$33,365
LeeAnn Schilder	16695	\$267,401	\$243,008
Justin Halajian	11940	\$139,198	\$111,000
Butcher Shoppe Meats	6967	\$326,855	\$180,000
Redlin Family LTD	17191	\$1,409,932	\$1,080,000
Charles Redlin	15832	\$373,639	\$306,000
Leif & Minna Erickson	7974	\$133,627	\$58,000
Leif & Minna Erickson	7976	\$489	\$0
Timothy & Carla Peterson	18924	\$65,052	\$49,758
Peter & Peggy Haugan	5371	\$115,377	\$101,921
Joy Nelson & Peggy Haugan	7398	\$73,159	\$60,000
Lonnie & Pam Davis	15474	\$99,067	\$48,000
Violet Engels	11323	\$62,571	\$47,331
Lee & Judith Syring	9516	\$69,993	\$27,001
Gary & Judy Geier	9341	\$97,216	\$72,000
Dayton Hudson Corp.	13251	\$3,706,833	\$3,514,889
Ross Buckley	17871	\$281,390	\$262,000
Gary & Kathryn Wilson	19184	\$632,940	\$529,473
Gary & Kathryn Wilson	18922	\$75,086	\$45,098
Lyle & Barbara Rossman	6196	\$202,812	\$186,671

### **CERTIFICATIONS OF OWNER OCCUPIED DWELLINGS**

Motion by Walder, second by Wilkins, to approve the certifications of owner occupied dwellings, as recommended by the Director of Equalization, all present voted aye; motion carried.

### **ASSESSMENT FREEZE FOR DISABLED AND SENIOR CITIZENS**

Motion by Johnson, second by Wilkins, to approve the applications for freeze on assessments of dwellings of disabled persons and senior citizens, as recommended by the Director of Equalization, all present voted aye; motion carried.

**RENEWABLE ENERGY RESOURCE**

Motion by Wilkins, second by Hanten, to approve the applications for renewable energy resources, as recommended by the Director of Equalization; all present voted aye; motion carried.

**DISABLED VETERAN PROPERTY TAX EXEMPTION**

Motion by Wilkins, second Johnson, to approve tax exemption status for properties which qualify for Disabled Veteran Exemption, all present voted aye; motion carried.

**TAX EXEMPT PROPERTY APPLICATIONS - ANNUALLY**

Motion by Walder, second by Wilkins, to approve the applications for annual tax exempt status of a private organization, as recommended by the Director of Equalization, all present voted aye; motion carried.

**BOARD ADJOURNS**

There being no further business to come before this Board a motion was made by Heller, second by Wilkins, to adjourn as a 2011 Codington County Consolidated Board of Equalization at 9:23 p.m., 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.

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**April 19, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of April 12<sup>th</sup>, 2011
- ✓ 4. Monthly reports
  - ✓ a. Highway Supt.
  - ✓ b. Maintenance Supervisor
- ✓ 5. Action to award a bid for Highway sanders
- ✓ 6. Action to declare property surplus to be sold
  - ✓ a. old telephone booth
  - ✓ b. old filing cabinet
- ✓ 7. Discussion with Emergency Management Director and action to declare a disaster
- ✓ 8. Opening Audit remarks
- ✓ 9. Action to approve an application for a property tax abatement
- ~~10.~~ Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓ 11. Action to approve travel requests
  - a. Maintenance Supervisor, Mosquito Sprayer Calibration Clinic
- ✓ 12. Action to approve personnel changes
  - a. New hire, Deputy Sheriff, Mike Gubka
  - b. Seasonal hire, Memorial Park, Donnie Olson
  - c. Seasonal hire, Memorial Park, Tom Sauer
- ✓ 13. Old Business
- ✓ 14. New Business
- ✓ 15. Open
- ✓ 16. Action to enter into Executive session
17. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, April 26<sup>th</sup>, 2011  
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.

April 19, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 19, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 April 12, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Highway Supt., Rick Small**, provided the Board with a very preliminary estimate of damage sustained on County roads due to flooding this spring. Mr. Small noted the damage estimate of \$227,870.00 is being provided to the Emergency Management Director in order to enable the County to request a disaster declaration. Mr. Small noted damage is still occurring daily due to continuing moisture and flooding. Discussion was also held on the following items: the distribution of gravel on County Road 8-6 near Waverly and the condition of culverts in the same area; and a signing project in which Townships were invited to participate. **Maintenance Supervisor, Milo Ford**, reported seasonal staff is on duty at Memorial Park at this time. The flood waters are receding at the park but continue to impact several areas of the campground. One building on the west side of the park did have several inches of water inside during the peak flooding period and one sewer line within the campground has been affected and is currently closed off. Discussion was held regarding the buckthorn cleanup efforts of the Isack Walton League at the park. Mr. Ford reported two floors at the Courthouse have recently been refinished and polished by Maintenance staff. The Extension Center Complex is returning to normal activity with the removal of sand, sand bags, and pallets used for flooding preparations. Some repairs will be needed to the floor in the barn area due to equipment used during flood preparations. The Detention Center continues to operate with few problems in the past month.

**SANDER BID AWARD**

Highway Supt., Rick Small, made a recommendation to the Board to accept the Option A bid of Sanitation Products, received on April 12, 2011, to purchase three hopper box material spreaders @\$13,233.00 each. Motion by Heller, second by Marquardt, to accept the Option A bid of Sanitation Products as recommended by the Highway Supt.; all present voted aye; motion carried.

**SURPLUS PROPERTY**

Motion by Marquardt, second by Hanten, to declare an old filing cabinet, from the Director of Equalization Office, as surplus to be sold to an interested party for \$20.00; all present voted aye; motion carried. Motion by Johnson, second by Hanten, to declare an old telephone booth, located in the Courthouse, as surplus and to authorize the Auditor to advertise the sale of the telephone booth by sealed bids; all present voted aye; motion carried. Bids will be opened at the Board's meeting on May 10, 2011.

**RESOLUTION FOR DECLARATION OF EMERGENCY/DISASTER**

Emergency Management Director, Jim Sutton, presented, for the Board's action, a disaster declaration resolution due to the recent flooding damage incurred in Codington County. Mr.

April 19, 2011

Sutton noted early damage estimates to public infrastructure within the County, including damage in Towns and Townships, at \$605,000.00. Motion by Marquardt, second by Johnson, to adopt the following disaster declaration resolution; all present voted aye; motion carried:

**RESOLUTION 2011-13  
RESOLUTION FOR DECLARATION OF EMERGENCY/DISASTER**

**WHEREAS**, Codington County, South Dakota, has suffered severe damage, brought on by spring flood waters, on the date of March 1, 2011 and ongoing;

**WHEREAS**, Codington County has committed all available resources and taken all possible actions within the jurisdictional boundaries to combat and to alleviate the emergency/disaster, local resources are not adequate to cope with the situation;

**NOW, THEREFORE, BE IT RESOLVED**, by the Codington County Board of Commissioners, at a regular meeting held on April 19, 2011, it is hereby requested that the Governor declare an emergency/disaster to exist in the County of Codington.

Dated this 19<sup>th</sup> day of April, 2011

Elmer P. Brinkman  
Chairman

ATTEST:

Cindy Brugman  
Auditor

**OPENING AUDIT CONFERENCE**

Brenda Colombe, SD Dept. of Legislative Audit, met with the Board to review procedures that will be used during Codington County's regularly scheduled audit. Mrs. Colombe advised the Board that an estimated 330 hours has been budgeted for this audit which includes 65 hours for federal grants audit. Motion by Johnson, second by Hanten to authorize the Chairman to sign the audit letter of engagement, all present voted aye; motion carried. Mrs. Colombe informed the Board that she would be available for any questions they may have during the audit period.

**PROPERTY ABATEMENT**

Motion by Hanten, second by Heller, to approve the following property tax abatement application; all present voted aye; motion carried: Record #5022; appellant qualifies for property tax relief program; abated value \$12,090; abated property tax \$235.96; taxes payable in 2011; previously approved by the City of South Shore and the Codington County Director of Equalization.

**TRAVEL REQUEST**

Motion by Johnson, second by Heller, to approve the following travel request; all present voted aye; motion carried: Maintenance Supervisor; Calibration Clinic for mosquito sprayer; in Aberdeen or Sioux Falls, SD.

**PERSONNEL CHANGES**

Motion by Marquardt, second by Heller, to approve the following personnel changes; all present voted aye; motion carried: New hire; Deputy Sheriff; Mike Gubka; step 3/\$17.76 per hour; effective date April 15, 2011; submitted and approved by Sheriff, Toby Wishard. Seasonal

April 19, 2011

rehire; Memorial Park maintenance; Donnie Olson and Tom Sauer; step 3/\$12.57 per hour; effective date April 11, 2011; submitted and approved by Maintenance Supervisor, Milo Ford. Sheriff Wishard introduced new Deputy Sheriff, Mike Gubka, to the Board and noted Deputy Gubka comes to Codington County from the City of Watertown Police Dept., previously certified with three years of experience.

**SDSU COOPERATIVE EXTENSION SERVICE RESTRUCTURING**

The Board discussed information recently received from the SDSU Cooperative Extension Service regarding a restructuring of the Extension Service due to State budget cuts. Extension Educator, Paul Johnson, was present for this discussion. Extension Educator Johnson reported the Extension Board is planning a meeting, open to the public, possibly on April 27<sup>th</sup>, to discuss available options and possible recommendations to this Board regarding the restructuring process. Chairman Brinkman will contact the SDSU Cooperative Extension Service to schedule a meeting between SDSU and this Board to discuss services specific to Codington County and the budgeting process for Extension services.

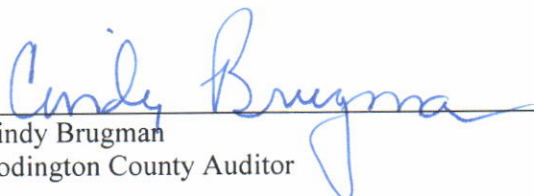
**EXECUTIVE SESSION**

Motion by Hanten, second by Marquardt, to enter into executive session at 10:14 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 10:40 a.m. Human Resource Director, Terry Satterlee, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten to adjourn at 10:40 a.m., until 9:00 a.m., Tuesday, April 26<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**April 26, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of April 19<sup>th</sup>, 2011
- ✓ 4. Monthly reports
  - ✓ a. Emergency Management
  - ✓ b. Sheriff
- ✓ 5. Action to enter into a contract with the State of South Dakota for WIC clerical services
- ✓ 6. Action to approve an application for a property tax abatement request
- ✓ 7. Action to approve monthly salary claims
- ✓ 8. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓ 9. Action to approve travel requests
  - a. Emergency Management Director, Homeland Security Senior Advisory Committee meeting
  - b. Highway Supt., Summer meeting
  - c. Director of Equalization staff, Sales Ratio workshop and SDAAO Conference
- ✓ 10. Action to approve personnel changes
  - a. Heidi Brandriet, Appraiser, anniversary step increase
  - b. Brian Richter, Deputy Sheriff, anniversary step increase
- ~~X~~ 11. Old Business
- ~~X~~ 12. New Business
- ~~X~~ 13. Open
- ✓ 14. Action to enter into Executive session
15. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, May 3<sup>rd</sup>, 2011  
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.

April 26, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 26, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Johnson, second by Marquardt, to approve the minutes of April 19, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**HOCKEY RINK CONTACT**

Vince Foley, representing the Watertown Hockey Association, met with the Board to request information regarding which Commissioner would be the contact for ice arena issues. Commissioner Heller volunteered to be the contact person for matters pertaining to the ice arena.

**MONTHLY REPORTS**

**Emergency Management Director, Jim Sutton**, reported on the following items: The County's disaster declaration request has been sent to State officials; a large amount of water is coming down through Grass Lake and Dry Lake; Mr. Sutton will attend a Homeland Security Senior Advisory Committee meeting in Pierre on May 5<sup>th</sup>; the next round of Homeland Security Grant funds show a preliminary decrease of 25% over previous years; annual weather siren testing will take place on Wednesday, April 27<sup>th</sup> at 10:15 a.m.; additional filled sandbags have been taken down to Lake Poinsett; and approximately 115 calls were received during the "Call In Center" operation last week reporting damage to personal property due to flooding in Hamlin and Codington County. **Sheriff, Toby Wishard**, submitted the following statistics for the month ending March 2011 for the Detention Center and Sheriff's Office: 65.23 average daily inmate population; 228 bookings; \$6,860.00 collected in work release; \$12,942.62 collected in out of county prisoner contracts; \$3,401.00 collected in fees for the 24/7 program, \$7,927.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 48 individuals testing twice daily and 37 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 397 sets of civil papers served; 461 calls for service; 12 accidents investigated; 117 arrest warrants; \$2,125.00 collected in warrant fees; and 13 transports, for a total 3,121 miles traveled. Sheriff Wishard noted the calls for service this month were well over any previous months calls, primarily due to weather conditions. Arrest warrants were also at an all time high as reported by the Sheriff. The Sheriff reviewed surplus items and a law enforcement procedures agreement which the Board will take action on at their May 3<sup>rd</sup> meeting. Sheriff Wishard advised the Board that his Deputy Sergeant has been approached by SD Law Enforcement Training Officials with a request to provide training assistance for firearms training for South Dakota law enforcement officers once a month or every other month. The County will be reimbursed by SD Law Enforcement for mileage, per diem, wages, etc. while the Deputy is assisting with the training. Discussion was also held regarding the progress of the safe room project at Serenity Hills.

April 26, 2011

### FY2012 WIC CONTRACT

Motion by Johnson, second by Hanten, to approve the FY2012 WIC Contract, between the South Dakota Dept. of Health and Codington County, in the amount of \$27,541.00, for the time period June 1, 2011 through May 31, 2012, for the provision of WIC clerical services; all present voted aye; motion carried.

### PROPERTY ABATEMENT

Motion by Johnson, second by Hanten, to approve the following property tax abatement applications; all present voted aye; motion carried: Record #15788; appellant qualifies for property tax relief program; abated value \$20,858.00; abated property tax \$312.08; taxes payable in 2011; previously approved by the City of Watertown and the Codington County Director of Equalization. Record #2527; property incurred a loss due to a fire on 4/19/2010; abated value \$42,253; property tax abated \$472.34; property tax refunded \$75.32; taxes payable in 2011; approved by the Director of Equalization.

### SALARY CLAIMS

Motion by Marquardt, second by Hanten, to approve for payment the following salary claims; all present voted aye; motion carried: Commissioners: 9,352.34 total salaries. Auditor: 16,655.96 total salaries. Co. Treasurer: 24,333.07 total salaries. States Attorney: 23,723.68 total salaries. Gov. Buildings: 16,322.67 total salaries. Dir. Equalization: 35,432.42 total salaries; Brian Hosmer 714.67 final pay. Reg. of Deeds: 16,980.32 total salaries. Veterans Service: 8,150.91 total salaries. Sheriff: 61,726.41 total salaries; Mike Gubka 1,253.30 new hire. Co. Jail: 73,740.70 total salaries; Jennifer Guest 1,349.70 step increase; Amy Coon 1,739.81 step increase. Care of the Poor: 3,820.30 total salaries. Co. Nurse: 3,718.72 total salaries. Co. Park: 3,975.59 total salaries; Donnie Olson 653.66 rehire part time seasonal; Tom Sauer 676.66 rehire part time seasonal; Lee Trumm 1,970.25 Memorial Park Caretaker. Ag. Bldg.: 9,131.42 total salaries. Co. Extension: 8,288.17 total salaries; Kelli Rumpza 28.30 new board member. Weed Board: 206.31 total salaries; Jon Kahnke 46.15 new board member. Planning Board: 354.77 total salaries. Road & Bridge: 75,418.42 total salaries. Emergency Management: 9,359.56 total salaries. Crime Victim: 5,125.02 total salaries. W.I.C.: 3,700.13 total salaries. Total: 409,516.89. Breakdown of withholding amounts which are included in the above: S.D. Retirement 35,443.80; S.D. Retirement 399.14 spouse option; S.D. Supplemental Retire. 1,945.00 suppl. retire.; Dakotacare 77,414.04 ins.; Lincoln Financial Group 431.50 life ins.; Delta Dental 4,920.24 ins.; AFSCME Local #2488 340.00 employee union dues; Nationwide Retire. Sol. 311.29 suppl. retire.; AFLAC 2,645.61 ins.; Assurity Life Insurance 409.05 ins.; U.M.B. Retirement 2,212.00.00 suppl. retire.; AFLAC 402.31 ins.; Watertown United Way 115.83 employee contributions; Office of Child Support 436.94 employee payments; Sioux Valley Credit Union 9,898.94 employee payments; Cod. Co. Treasurer 32,450.00 employee monthly draw; New York Life 57.75 ins.; Teamsters Local Union 120 426.00 employee union dues; ReliaBank 27,261.84 federal withholding; ReliaBank 37,639.15 social security; AAA Collections 583.52 garnishment. Conesco Ins. 20.20 ins; Pioneer Credit 190.60 garnishment.

### AUTOMATIC BUDGET SUPPLEMENTS

Motion by Hanten, second by Marquardt, to approve an automatic budget supplement to the Emergency Management, revenue and expenditure budgets, in the amount of \$6,020.63, with Homeland Security grant reimbursement funds; all present voted aye; motion carried.

### TRAVEL REQUEST

Motion by Hanten, second by Heller, to approve the following travel requests; all present voted aye; motion carried: Emergency Management Director, Homeland Security Senior Advisory Committee meeting in Pierre on May 5<sup>th</sup> and 6<sup>th</sup>; Highway Supt., Superintendents Summer

Meeting in Pierre, June 8<sup>th</sup> through June 10<sup>th</sup>; Director of Equalization appraisal staff; SDAAO Conference in Oacoma, May 23<sup>rd</sup> through May 27<sup>th</sup>; Director of Equalization, clerical staff, Sales Ratio Workshop in Aberdeen on June 8<sup>th</sup>.

**PERSONNEL CHANGES**

Motion by Marquardt, second by Hanten, to approve the following personnel changes; all present voted aye; motion carried: Deputy Sheriff, Brian Richter, anniversary step increase, from step 4/18.37 per hour to step 5/19.02 per hour, effective date April 1, 2011, submitted and approved by Sheriff Wishard. Appraiser II, Heidi Brandriet, anniversary step increase, from step 4/15.05 per hour to step 5/15.57 per hour, effective date April 15, 2011, submitted and approved by Director of Equalization Constant.

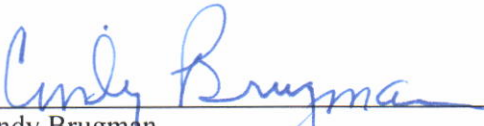
**EXECUTIVE SESSION**

Motion by Hanten, second by Heller, to enter into executive session at 9:35 a.m., to discuss personnel issues; all present voted aye; motion carried. The Board returned to regular session at 10:02 a.m. Human Resource Director, Terry Satterlee, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Heller, second by Hanten to adjourn at 10:03 a.m., until 9:00 a.m., Tuesday, May 3<sup>rd</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**May 3, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of April 26<sup>th</sup>, 2011
- ✓ 4. Action to approve the Haider Addition Plat
- ✓ 5. Monthly reports
  - ✓ a. Extension
    - ✓ 1. Discussion with Extension Board members regarding the restructuring of the Extension Service
    - ✓ 2. Health
    - ✗ 3. Veterans Service
    - ✓ 4. Welfare
- ✓ 6. Action to approve a contract between the Sheriff's Office and the South Dakota Public Assurance Alliance for Law Enforcement Policies and Procedures
- ✓ 7. Action to declare equipment surplus to be destroyed
8. ✓ 10:00 a.m., opening of bids for gravel stockpiles and action to award a bid
- ✓ 9. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✗ 10. Action to approve travel requests
- ✓ 11. Action to approve personnel changes
- ✓ 12. Old Business
- ✓ 13. New Business
- ✓ 14. Open
15. Action to enter into Executive session
16. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, May 10<sup>th</sup>, 2011  
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.

May 3, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 3<sup>rd</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 April 26, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**HAIDER FARM ADDITION PLAT**

Zoning Officer, Luke Muller, reviewed the Haider Farm Addition Plat, which has been recommended for approval by the Codington County Planning and Zoning Commission. The following resolution was approved.

**RESOLUTION #2011-14**

A Resolution to approve the platting of the "Haider Farm Addition" in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

"Haider Farm Addition" in the County of Codington, South Dakota, located in the NE1/4 of Section 24-T116N-R52W, of the 5th p.m., Codington County, South Dakota, containing 5.0 acres, more or less, of which .28 acre is section line right of way subject to public road right of way, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Hanten, second by Commissioner Johnson; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated at Watertown, Codington County, South Dakota, this 3rd day of May, 2011

Elmer P. Brinkman  
Chairman, Board of County Commissioners

May 3, 2011

STATE OF SOUTH DAKOTA

§

COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-14, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, on this 3<sup>rd</sup> day of May, 2011.

Cindy Brugman

County Auditor, Codington County, South Dakota

**MONTHLY REPORTS**

**Extension Educator, Paul Johnson**, reported spring field work has just begun. Mr. Johnson will be preparing plots in the near future. **Extension Educator, Deb Sundem**, reported approximately 60 attendees at a recent Child Care Providers conference and noted the Senior Issues Forum takes place this afternoon. Ms. Sundem is making preparations, as summer approaches, for youth development activities. **Community Health Nurses, Karla Moes and Karen Nygaard**, submitted a written report covering the following activities in the month of April: WIC caseload, Breastfeeding Peer Counseling Program, pregnancy assessments, and school services. **Welfare Director, Sarah Peterson**, reported the following statistics for the time period April 5<sup>th</sup> through May 2<sup>nd</sup>: 28 applications; with 10 approved for County assistance; 13 denials; 2 pending or referred; 3 other resources utilized; 0 guarantees; and 3 new clients approved. Total Assistance: \$4,301.41 for 1 rental, 7 utilities, 0 burials, 2 medical and 0 pharmacy. 2 active medical cases and 0 medical applications pending decision. Total Credits: \$45,438.44. The following report of savings through the NACo Prescription Drug Program was received: In March 306 persons utilized the program with a savings of \$5,569.43. The Welfare Director noted the Sisseton Wahpeton Emergency Financial Program has ended as of April 1, 2011. FEMA funds have not yet been received without any word on when these funds will be made available.

**CODINGTON COUNTY EXTENSION BOARD**

Codington County Cooperation Extension Service Board members; Phil Tesch, Larry Wasland, and Steve Dutenhoffer, were present at this meeting to discuss the restructuring of the Cooperative Extension Service and to report on the Extension Board meeting held last week. Extension Advisory Board Chairman, Phil Tesch, informed the Board that Codington County has enough youth to qualify for a half time 4-H advisor paid by SDSU. Mr. Tesch noted the importance of maintaining the 4-H Program in Codington County and asked the Board to consider funding the other half of the cost for a full time 4-H advisor along with the two support staff currently in the Extension Office and supply costs for the Family Nutrition Program currently run through the Extension Office. A meeting will be scheduled with representatives from SDSU to further discuss the 4-H Program and potential funding needs.

**SDPAA AGREEMENT WITH LAW ENFORCEMENT**

Motion by Heller, second by Marquardt, to authorize the Chairman to sign an agreement with the South Dakota Public Assurance Alliance for Law Enforcement Policies and Procedures. This agreement will qualify the County for a loss control credit on insurance premiums if the County's law enforcement agencies agree to implement written policies and procedures on 12 high-risk critical tasks. Upon vote of the Board, all present voted aye; motion carried.

May 3, 2011

**SURPLUS PROPERTY DISPOSAL**

Motion by Johnson, second by Hanten, to declare the following property surplus to be destroyed; per the request of the Sheriff Wishard; all present voted aye; motion carried: GEN01035, restraint chair acquired 12/26/01; toaster, Savory Pop-Down, s/n WPD0027368; and a DVR s/n 16X038150044.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Marquardt, second by Heller, to approve an automatic budget supplement to the Emergency Management, revenue and expenditure budgets, in the amount of \$17,224.41, with Homeland Security grant reimbursement funds; all present voted aye; motion carried.

**PERSONNEL CHANGES**

Motion by Marquardt, second by Johnson, to approve the following personnel change; all present voted aye; motion carried: New Hire, Weed Supervisor, Steven Molengraaf, step 4/\$14.10 per hour, effective date May 1, 2011, submitted and approve by Weed Manager, Paul Johnson.

**COUNTY ROAD #19**

Fuller Township property owner, Steve Solum, met with the Board to discuss the control of traffic on County Road #19 due to flooding conditions. Highway Supt., Rick Small, advised the Board there has been a problem with motorists traveling around barricades set up on this road and the road is posted as completely closed at this time. Mr. Small noted the temporary plan for this road is to turn the road into a one lane road, with the posting of stop signs at each end to allow traffic to proceed if no vehicles are coming from the other end. The Highway Supt. also noted repairs cannot be started until Federal Officials can inspect the damage to the road. Mr. Solum commended the Highway Office and road staff for their efforts to keep snow off roads and pushed into the road ditches during the past winter.

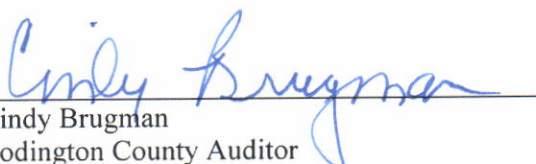
**GRAVEL STOCKPILE BIDS**

This being the time and place advertised for the opening of bids received for 3/4 inch gravel stockpiles, the following bid was received and opened by Highway Supt., Rick Small: Brownlee Construction, Inc., Watertown, SD; bid bond and certificate of liability insurance enclosed; Bid A: (former) Holst Pit \$4.19 per ton for 50,000 tons more or less; Bid B: Evans Pit \$4.24 per ton for 20,000 tons more or less; Total bid \$294,300.00. Motion by Johnson, second by Marquardt, to accept the bid of Brownlee Construction, the only bid, as recommended by Highway Supt., Rick Small, all present voted aye; motion carried.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten to adjourn at 10:11 a.m., until 9:00 a.m., Tuesday, May 10<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
Cindy Brugman  
Codington County Auditor

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May 3, 2011

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

May 3, 2011

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**May 10, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of May 3<sup>rd</sup>, 2011
- ✓4. Discussion with SDSU North District Extension Supervisor, Dr. Rosie Nold, regarding a 4-H advisor position for Codington County
- ✓5. Monthly reports
  - ✓a. Auditor
  - ✓b. Director of Equalization
  - c. Treasurer
- ✓6. Action to approve the Auditor's Account with the Treasurer and note Register of Deeds monthly collection of fees
- ✓7. Discussion/action regarding SDN Communications fiber optic lines within County property boundaries
- ~~✓~~8. Action to approve claims for payment
9. ✓ Action to authorize a credit increase on a departmental credit card
- ✓10. Opening of sealed bids for a surplus telephone booth and action to award a bid
- ✓11. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~✓~~ Action to approve travel requests
- ~~✓~~ Action to approve personnel changes
- ✓14. Old Business
- ~~✓~~ New Business
- ~~✓~~ Open
- ~~✓~~ Action to enter into Executive session
18. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, May 17<sup>th</sup>, 2011  
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.

May 10, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 10<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 Heller, second by Hanten, to approve the minutes of May 3<sup>rd</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**4-H ADVISOR POSITION FUNDING**

The Board met with SDSU North District Extension Supervisor, Dr. Rosie Nold, to discuss funding for a full time 4-H advisor position for Codington County. Extension Educators, Jodi Loehrer, Deb Sundem, and Paul Johnson, were also present for this discussion. Dr. Nold outlined the funding that will be provided by SDSU for this position and the funding amount that would be needed from Codington County to staff a full time 4-H Advisor position. Discussion was also held regarding School district budget cuts which will affect programs for youth and current after school 4-H programs. The Board will take action on May 17<sup>th</sup> regarding County funding of the 4-H Advisor position. The Board determined that Commissioner Johnson will be the County's contact person for future developments during the restructuring of the Extension Service.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported departmental 2012 budget requests are due in the Auditor's office no later than May 31<sup>st</sup>. **Director of Equalization, Shawna Constant**, reported on the following items: Appraisal staff has begun the reappraisal project planned for 2011; Ms. Constant and appraisal staff will attend the annual SDAAO conference at the end of May; work continues on property splits, new plats, and property transfers; the abstract is being prepared to be sent to the SD Dept. of Revenue; and the 2012 budget request is being prepared. **Treasurer, Carol Maloney**, reported the first half tax season collection is now complete. The Treasurer advised the Board that the County is experiencing internet problems, which make the licensing of automobiles and other vehicles extremely difficult with added customer wait time. Alternative internet services are being explored at this time. Part time seasonal staffing in the Treasurer's office was also discussed. **Register of Deeds, Ann Rasmussen**, submitted the following report: Total transactions in April were in the amount of \$20,760.90; with \$3,530.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

**TREASURER'S OFFICE PART TIME STAFFING**

Motion by Marquardt, second by Hanten, to authorize the Treasurer to hire part time clerical assistance, as needed, during time periods of heavier than normal customer traffic; all present voted aye; motion carried.

**AUDITOR'S ACCOUNT WITH THE TREASURER**

Motion by Marquardt, second by Heller, 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 April, 2011, all present voted aye; motion carried.

Cash on hand	\$	8,135.42
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May 10, 2011

Checks in Treasurers' possession	
less than 3 days	\$ 950,127.33
Cash Items	\$ 421.00
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$ 958,683.75</b>
<b>RECONCILED CHECKING</b>	
Great Western Bank Checking (Memorial Park)	\$ 3,019.00
Reliabank Dakota	\$13,781,421.43
<b>INVESTMENTS</b>	
SD Public Funds Investment	\$ 6,964.81
<b>CERTIFICATES OF DEPOSIT</b>	
Great Western Bank	\$ 1,400,000.00
Home Federal Bank	\$ 600,000.00
Peoples State Bank	\$ 800,000.00
Plains Commerce Bank	\$ 400,000.00
Reliabank	\$ 800,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$18,750,088.99</b>
<b>General Ledger Cash Balance by Funds:</b>	
General	\$ 6,568,598.99
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 3,871,720.94
Sp. Revenue restricted cash	\$ 10,411.85
Internal Service	\$ 3,992.44
Trust & Agency	\$ 7,795,364.77
(schools 5,986,817.93, townships 90,007.26; city/towns 1,318,311.05)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$18,750,088.99</b>

**SDN COMMUNICATIONS FIBER OPTIC LINES**

Maintenance Supervisor, Milo Ford, advised the Board he has had a request from a representative of SDN Communications to allow SDN to run their fiber optic line with the County's property boundaries. Due to the amount of lines currently running through the boulevard on the north side of the Courthouse, SDN is requesting authorization to run a line, boring approximately 40" deep in the Courthouse lawn and on the south side of the sidewalk running along First Avenue Southeast. Motion by Johnson, second by Heller, to allow SDN Communications to install a fiber optic line on the south side of the sidewalk on the north end of the Courthouse lawn; all present voted aye; motion carried.

**DEPARTMENTAL CREDIT CARD LIMIT**

Motion by Johnson, second by Hanten, to increase the credit card limit for the Maintenance Department from \$2,000.00 to \$3,500.00 to avoid reaching maximum credit limits during the County's bill paying cycle; all present voted aye; motion carried. A study will be conducted to determine if the current limit on other departmental credit cards is sufficient to efficiently conduct County business purchases.

**CLAIMS APPROVED FOR PAYMENT**

Motion by Heller, second by Marquardt, to approve for payment the following claims; all present voted aye; motion carried: A-Ox Welding Supply 228.65 Sup, AARMS 850.00 Maint, Aason Engineering 1200.00 Maint, Active Data Systems, Inc 119.72 Sup, ADP Benefit Services 1998.36 Asst, Alltel 185.22 Util, Alltel 401.30 Util, Alltel 68.42 Util, Alterations By Laurie 116.00 Svc, American Legion Post #17 75.00 Sup, AP Auto Pros 137.43 Rep, Apple Time Inc 166.13 Sup, Susan Arnesen 28.50 Jury, Austin Law Offices 1978.76 Svc, Bendix Imaging, Incorporated 334.97 Sup, Best Business Products 259.99 Rent, Best Business Products 64.71

Rent, Building Sprinkler Inc. 1438.10 Rep, Boys & Girls Club 1200.00 Pmt, Timothy Brenden 51.48 Jury, Brian's Glass & Door, Inc. 462.00 Rep, Diane Brosz 12.22 Jury, Brown Clinic PLLP 2610.00 Svc, Burghardt Radio Repair 4000.00 Grant, Burns Law Office 2600.00 Svc, C&S Chemical 75.00 Maint, Kaelyn Callies 11.48 Jury, Carquest Auto Parts 24.39 Sup, Carquest Auto Parts 123.38 Sup, Cartney Bearing & Supply 7.82 Rep, Cashway Lumber Inc. 178.95 Sup, Cass-Clay Creamery 837.00 Sup, Jason Christenson 11.48 Jury, Confidential Investigative Svc 822.70 Svc, Codington Clark Electric 30.00 Util, Codington Clark Equipment 215.00 Rep, Codington County Treasurer 5.00 Post, Denise Cody 30.00 Svc, Cole Papers, Inc. 1436.78 Sup, Connecting Point Computer Cent 791.00 Sup, Connecting Point Computer Cent 904.75 Maint, Bonnie Cotton 10.74 Jury, County Fair Foods 72.91 Sup, Credit Bureau Of Watertown Inc 1390.41 Pmt, Crescent Electric Supply Co 9.72 Rep, Culligan Water Conditioning 157.00 Sup, Cy & Mike Hiway Service 50.00 Maint, DeCastro Law Office 78.64 Svc, Rebecca Delvo 17.40 Jury, Delyle's South 81 Service Inc 882.55 Rep, Donna Dietrich, Chairman 301.80 Svc, Digital Ally 2630.00 Equip, Beverly Dolney, Landlord 300.00 Rent, Don's Tree Stump Removal 150.00 Maint, Sara Lee Bakery Group/ 658.17 Sup, East Dakota Water Development 16758.00 April Apportionment, Electric Motors & Moore Inc 50.00 Rep, EMC Insurance Companies 3710.19 Ins, ERC Inc 1525.00 Sup, Environmental Systems Research 400.00 Sup, Farnams Genuine Parts 119.06 Sup, Federal Signal Corp 13134.00 Grant, Jerome Feyereisen 52.22 Jury, Fire Investigation Specialists 2579.83 Svc, Theresa Foren 10.74 Jury, Janie Fox 12.96 Jury, Fox, Youngberg & Lewno, P.C. 171.16 Svc, G4s Justice Services Inc 353.85 Svc, Robert Gaikowski 11.48 Jury, GCR Tire Center 370.14 Sup, GCR Tire Center 20.46 Maint, Genoa Healthcare/Watertown 23.60 Sup, Steven Geranen Jr. 5.00 Reimb, Glacial Lakes Mobile Homes LLC 400.00 Rent, Jeremy Good 20.00 Wit, Grainger 418.48 Sup, Green, Roby, Oviatt, 4158.33 Svc, Sara Guest 20.00 Wit, Mackenzie Haight 50.74 Jury, Nicole Hanson 20.00 Wit, Shelley Hardie 13.69 Rep, Shannon Hathaway 20.00 Wit, Heiman Fire Equipment 720.00 Grant, Town Of Henry 316.30 Util, Hillyard Floor Care Supply 132.88 Sup, Jason Himmerich 12.22 Jury, Rebecca Hoover 11.48 Jury, Horticulture Master Gardener 10.00 Pmt, David M Hosmer Law Office Pc 97.84 Svc, David M Hosmer Law Office Pc 158.81 Svc, Howard Vet Clinic 138.00 Svc, Human Service Agency 537.50 Svc, Human Service Agency 13279.25 Svc, Human Service Agency 1606.25 Svc, Human Service Agency 1500.00 Svc, Glacial Lakes Humane Society 275.00 Svc, Hurkes Implement Co. 257.47 Rep, Huron Culvert & Tank Co. 12805.28 Sup, HyVee #1871 Accts Receivable 4.25 Sup, HyVee #1871 Accts Receivable 1244.61 Sup, HyVee #1871 Accts Receivable 14.47 Sup, HyVee #1871 Accts Receivable 30.98 Sup, Interlakes Community Action 412.25 Pmt, Intoximeters 600.00 Sup, Jefferson Partners LP 22.00 Trav, Marc Johnson 50.74 Jury, Orville Johnson 72.20 Jury, Paul Johnson 431.62 Trav, Paul Johnson 583.33 Pmt, Donna Jorgenson 11.48 Jury, Jurgens Printing 79.00 Sup, Daniel Keller 50.74 Jury, Kimball Midwest 107.78 Sup, Knology 562.97 Util, Knology 49.95 Util, Landshark Scuba 180.00 Svc, Joann Lauseng 10.74 Jury, Lewis & Clark Bhs 284.00 Svc, Jodi Loehrer 189.91 Trav, Vern Luken 50.00 Jury, Macksteel Warehouse, Inc. 124.40 Rep, Mac's Inc. 283.73 Sup, Mac's Inc. 30.56 Maint, Mahowald's 231.98 Maint, Mantek 147.50 Sup, Mark's Auto 382.05 Rep, Brad Martin 20.00 Wit, Matco Tools 18.48 Maint, Natasha McGinley 20.00 Wit, Donald McGrath 50.74 Jury, Daniel McKee 11.48 Jury, McLeod's Printing & Office Sup 463.62 Sup, Menards 115.65 Sup, Menards 366.88 Maint, Metro Fire 10567.50 Grant, Midcontinent Communications 55.00 Util, Midwest Grinding 2441.88 Rep, Milbank Communications 1062.00 Maint, Mark Miller 15.92 Jury, Moe Oil Company 1096.90 Sup, Jessica Moes 10.00 Jury, Motorola Solutions, Inc 19968.00 Sup, Municipal Utilities 725.38 Asst, Municipal Utilities 14665.32 Util, Municipal Utilities 20.07 Util, Municipal Utilities 1255.68 Util, Municipal Utilities 361.53 Asst, Muth Electric 637.27 Rep, Neve's Uniform & Equipment 306.59 Sup, Newman Traffic Signs 905.78 Sup, NFC International 34.24 Sup, Sharon Niles 10.74 Jury, Northern Con-Agg LLP 1140.20 Sup, Northwestern Energy 461.53 Util, Office Peeps, Inc. 15.35 Sup, Office Peeps, Inc. 1892.22 Sup, Linda Oslund 240.00 Asst, Ottertail Power Co. 30.28 Util, Arlene Parsley 51.48 Jury, Adam Paulsen 24.80 Jury, Pennington County

Jail 74.20 Trav, Pitney Bowes 210.00 Rent, Dale Plunkett 21.10 Jury, PMB 0112 19.00 Maint, PMB 0112 231.91 Util, PMB 0112 299.80 Util, Patrick Kevin Popowski 20.00 Wit, Prairie Lakes Health Care Cent 2222.83 Svc, Prairie Lakes Health Care Cent 2607.00 Svc, Prairie Lakes Campus Pharmacy 4.00 Pharm, Print 'Em Now 489.12 Sup, Print 'Em Now 240.00 Sup, Professional Mailing & Market. 3249.50 Post, Marcene Pulfrey 11.48 Jury, Qualification Targets Inc 69.93 Sup, Qwest 85.28 Util, Qwest 763.46 Util, Qwest 16.08 Util, Redlinger Bros. 83.95 Sup, Redlinger Bros. 9800.00 Maint, Redwood Biotech 199.41 Sup, Cathryn Rehfluss 30.00 Svc, Roberts County Em 1857.16 Grant, Roberts County Em 1289.93 Grant, Marcy Rossow 81.00 Svc, Runnings 269.98 Maint, Russ's Service 158.50 Maint, Sanford Watertown Occupational 134.00 Svc, Terrance Satterlee 1500.00 Svc, Abel Saucedo 10.74 Jury, Tanya Scheidt 51.48 Jury, Harvey Schnakenberg 10.74 Jury, Schrader's 13.00 Sup, Ross K Schulte DDS Pc 70.00 Svc, SD Department Of Revenue 1294.00 Svc, South Dakota Human Services 49.00 Trav, SD State Treasurer 267086.02 April Remittance, SDAAO 500.00 Trav, SDACC 8390.33 Pmt, SDACC 17492.73 , South Dakota Hwy Supt. Assn. 30.00 Trav, Jordan Seehafer 20.00 Wit, Sherwin Williams 498.87 Sup, Sioux Equipment 7267.00 Maint, Sioux Valley Coop 3658.51 Sup, Sioux Valley Coop 102.94 Maint, Sioux Valley Coop 951.24 Sup, Slowey Court Reporting 165.00 Svc, South Shore Gazette 696.41 Pub, Town Of South Shore 36.00 Util, Sprint 275.17 Util, Sprint 47.39 Util, Star Laundry 41.07 Sup, Star Laundry 142.50 Sup, Connie Stoebner 63.00 Svc, Streicher's 115.94 Sup, Chad Stricherz 11.48 Jury, Sturdevant's Auto Parts 247.91 Rep, Deb Sundem 68.34 Mile, Sutton Law Office Pc 11308.63 Svc, Scott Taylor 52.22 Jury, Tee's Plus 311.59 Sup, Kathryn Tesch 12.22 Jury, Titan Machinery 10.36 Rep, Toshiba Financial Services 533.81 Copy, Trav's Outfitter Inc 164.98 Sup, Kay Tschakert 64.80 Jury, Us Foodservice Inc 8614.09 Sup, Van Diest Supply Company 27233.00 Sup, Visa - C/O Great Western Bank 156.83 Pmt, Visa - C/O Great Western Bank 492.48 Pmt, Visa - C/O Great Western Bank 1191.00 Pmt, Wal-Mart Community 15.85 Sup, Wal-Mart Community 170.71 Pmt, Wendy Walsh 10.74 Jury, Watertown Ford 959.13 Rep, Watertown Public Opinion 29.69 Pub, Watertown Tire Center, Inc. 579.80 Rep, Westside Animal Clinic Pc 529.66 Vet, Wheelco 22.86 Rep, Wiles & Rylance, LLP 1221.80 Svc, Winge's Mufflers 15.00 Rep, Wtn Area Chamber Of Commerce 56.28 Dues, Watertown Box Corporation 140.00 Sup, WW Tire Service Inc 3508.30 Sup, Xerox Corporation 262.19 Sup, Yankton Co Treasurer 538.25 Svc, Yankton Co. Sheriff 50.00 Trav, Zep Sales & Service 683.60 Sup. Total \$568,779.29.

**TELEPHONE BOOTH SEALED BIDS**

This being the time and place set for the opening of sealed bids, received for a telephone booth previously declared surplus, the following bids were opened and announced:

Gordon Krause	\$201.51
Dennis Arnold	\$325.00
Marie Suman	\$ 55.00
Chester Maack	\$311.00
David Hurkes	\$525.00

Motion by Heller, second by Marquardt, to accept the bid of David Hurkes in the amount of \$525.00 plus applicable sales tax; all present voted aye; motion carried.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Marquardt, second by Heller, to approve an automatic budget supplement to the Emergency Management, revenue and expenditure budgets, in the amount of \$11,459.50, with Homeland Security grant reimbursement funds; all present voted aye; motion carried.

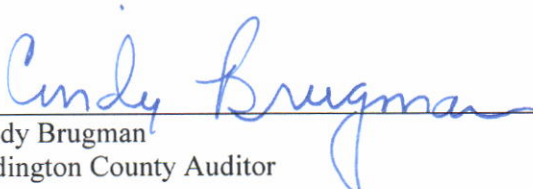
**COUNTY AND CONSOLIDATED BOARD OF EQUALIZATION MINUTES**

Motion by Heller, second by Johnson, to approve the minutes of the 2011 County and Consolidated Boards of Equalization as recorded by the Auditor; all present voted aye; motion carried.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Heller, second by Johnson to adjourn at 9:53 a.m., until 9:00 a.m., Tuesday, May 17<sup>th</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**May 17, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of May 10<sup>th</sup>, 2011
- ✓ 4. Monthly reports
  - ✓ a. Maintenance Supervisor
  - ✓ b. Highway Superintendent
- ✓ 5. Action to authorize a request for proposals for a lawn irrigation system project
- ✓ 6. Action to authorize a notice to bidders for 2011 Asphalt Mat Construction
- ✓ 7. Action regarding funding for a full time 4-H Advisor for Codington County
- ✓ 8. Action regarding installation of a sound system for the Commission chambers and/or reconfiguration of Commission seating
- ✓ 9. Action to approve a claim
- ~~10.~~ Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~11.~~ Action to approve travel requests
- ✓ 12. Action to approve personnel changes
  - a. William Hoff, seasonal weed sprayer rehire
  - b. John Engels, seasonal weed sprayer rehire
  - c. Gail Wahl, seasonal campground custodian rehire
13. Old Business
14. New Business *SV meeting*
15. Open
16. Action to enter into Executive session
17. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, May 24<sup>th</sup>, 2011  
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.

May 17, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 17<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Heller, second by Marquardt, to approve the minutes of May 10<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Highway Supt., Rick Small**, reported on the following items: the Highway Dept. continues to haul rock onto County Roads 18, 6, & 8, when possible; there has been no word as to when inspection on FSA roads may take place; Summit Wind LLC has requested a map of County roads; and a request to cut County Road #23 has been received. Codington County property owner Jeff Popham addressed the Board regarding the timeline to haul rock and gravel to roads affected by flooding. **Maintenance Supervisor, Milo Ford**, reviewed the following items with the Board: water has receded at Memorial Park with considerable shoreline erosion but little physical damage to buildings and the campground is operational; there are no grant funds available to repair the shoreline at Memorial Park; the bathhouse project at the Park is near completion; discussion has been held with the Izaak Walton League regarding the Buckthorn removal project at the park; discussion was held regarding using the Weed Dept. to control weeds at the park; a request for proposals for the Courthouse lawn watering system has been prepared for publication; operations at the Detention Center continue with no major problems; two maintenance employees have taken the ATV safety training as provided by Risk Management; the sprayer, used for mosquito control, has been calibrated and is ready for use; there are no grant funds available for procedures to prevent the West Nile Virus; all grounds are being prepared for the summer season; information on the parking lot repairs needed at the Extension Center is still forthcoming; and a lengthy discussion was held regarding possible remodeling and construction at the Extension Center Complex for the housing of a regional Extension Service office.

**LAWN IRRIGATION SYSTEM**

Motion by Johnson, second by Hanten, to authorize the Auditor to publish a request for proposals for a lawn watering system for the Courthouse grounds, as requested by the Maintenance Supervisor; all present voted aye; motion carried.

**ASPHALT MAT CONSTRUCTION**

Motion by Marquardt, second by Hanten, to authorize the Auditor to publish a notice to bidders for asphalt mat construction, as requested by the Highway Supt.; all present voted aye; motion carried. The opening of bids was scheduled for 10:00 a.m., Tuesday, June 14<sup>th</sup>.

**4-H ADVISOR POSITION/FAMILY NUTRITION PROGRAM FUNDING**

Motion by Johnson, second by Hanten, to approve funding, to be added to funding from the SDSU Cooperative Extension Service, for a full time 4-H Advisor position in Codington County; all present voted aye; motion carried. Motion by Johnson, second by Marquardt, to approve

May 17, 2011

continued current funding levels for the Family Nutrition Program as run through the Extension Service; all present voted aye; motion carried.

**COMMISSIONERS OFFICE RECONFIGURATION**

The Board briefly discussed the possibility of purchasing a sound system for the Commission Chambers. This item will be further discussed/continued at a later date.

**CLAIM APPROVED**

Motion by Marquardt, second by Hanten, to approve for payment the following claim; all present voted aye; motion carried: SD Dept. of Revenue, \$4.00, license tags renewal for the Sheriff's office.

**PERSONNEL CHANGES**

Motion by Heller, second by Johnson, to approve the following personnel changes; all present voted aye; motion carried: William Hoff and John Engels, seasonal weed sprayers rehire, \$12.25 per hour, effective date May 15, 2011, submitted and approved by Weed Supervisor Steve Molengraaf; and Gail Wahl, seasonal custodian Memorial Park rehire, \$11.00 per hour, effective date May 2, 2011, submitted and approved by Maintenance Supervisor, Milo Ford.

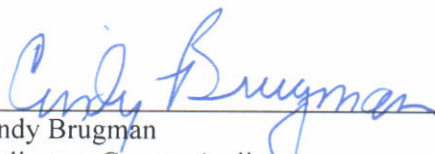
**EXECUTIVE SESSION**

Motion by Marquardt, second by Heller, to enter into executive session at 10:15 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 10:20 a.m., no action was taken. Human Resource Director, Terry Satterlee, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 10:21 a.m., until 9:00 a.m., Tuesday, May 24<sup>th</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**May 24, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of May 17<sup>th</sup>, 2011
- ✓ 4. Monthly reports
  - ✓ a. Emergency Management
  - ✓ b. Sheriff
- ✓ 5. Action to hire an architect to explore Extension Complex renovations
- ✓ 6. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✗ Action to approve travel requests
- ✓ 8. Action to approve personnel changes
  - a. Scott Bohls, Deputy Sheriff, Anniversary step increase
- ✗ Discussion of Extension Complex matters
10. ✓ Old Business
11. ✗ New Business
- ✓ 12. Open - Drainage
- ✓ 13. Action to enter into Executive session
14. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, May 31<sup>st</sup>, 2011  
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.

May 24, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 24<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Johnson, second by Hanten, to approve the minutes of May 17<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Emergency Management Director, Jim Sutton**, reviewed the following items: progress on the Disaster Declaration process; a meeting scheduled with Township Officials for May 26<sup>th</sup> at 7:00 PM at the Extension Center Complex for a briefing on the disaster declaration process and preparation of forms to qualify the Townships as applicants for assistance; and an ICS 400 class has been scheduled for 5:30 PM, June 21<sup>st</sup>, at the Extension Center Complex. **Sheriff, Toby Wishard**, submitted the following statistics for the month ending April 2011 for the Detention Center and Sheriff's Office: 53.7 average daily inmate population; 213 bookings; \$6,034.00 collected in work release; \$12,619.93 collected in out of county prisoner contracts; \$2,875.00 collected in fees for the 24/7 program, \$6,034.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 55 individuals testing twice daily and 33 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 339 sets of civil papers served; 385 calls for service; 5 accidents investigated; 106 arrest warrants; and 8 transports, for a total 1,612 miles traveled. Sheriff Wishard's report also noted revenue from the State of South Dakota in the amount of \$2,224.00 for \$1.00 of each \$6.00 daily fee paid by SCRAM participants. These fees will be paid by to the County by the State on a quarterly basis. Sheriff Wishard also reviewed the following items: replacement of a computer and office chairs in the Sheriff's office; a bulk order of ammunition to be used during the annual firearms qualification training; two new patrol vehicles have been delivered; EVOG training for the COPS grant Deputy Sheriff; firearms training; a National Sheriff's Conference; 2012 budget preparation; and the recent resignation of a Deputy Sheriff for which position will not be filled until a later date.

**ARCHITECTURAL SERVICES**

Maintenance Supervisor, Milo Ford and Dave Todd, Todd Architects met with the Board to discuss possible renovations and new construction at the Codington County Extension Center Complex. Extension Educator, Deb Sundem, was also present for this meeting. Discussion was held regarding the specifications for SDSU Extension Regional Centers. Mr. Todd informed the Board that an estimated 5,200 square foot addition to the current Extension Center would be on the extreme end of the specifications as laid out by SDSU for a regional center. Mr. Todd provided a rough estimation of \$1,000,000.00 to complete the remodeling/new construction project. Mr. Todd also informed the Board that a timeline for the completion of such a project would be approximately 8 months from the 1<sup>st</sup> of September, 2011. After considerable discussion the following motion was made: Motion by Johnson, second by Hanten, to retain Todd Architects to prepare a cost analysis and basic schematic study for the remodeling/new construction of the Extension Center Complex based on the specifications provided by SDSU. The Board discussed the motion and it was agreed that if the project was not fiscally feasible

May 24, 2011

Todd Architects services would end and payment provided for the prepared cost estimation. Upon vote of the Board all present voted aye; motion carried.

**AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Heller, to approve an automatic budget supplement, in the amount of \$56,032.09, to the Emergency Management expenditure and revenue budgets with Homeland Security Grant funds; all present voted aye; motion carried.

**PERSONNEL CHANGES**

Motion by Heller, second by Johnson, to approve the following personnel change; all present voted aye; motion carried: Scott Bohls, Deputy Sheriff, step increase from step 1/\$16.61 per hour to step 2/\$17.18 per hour, effective date April 15, 2011, submitted and approved by Sheriff, Toby Wishard.

**DRAINAGE ISSUE**

Commissioner Johnson advised the Board he has been contacted by a Dexter Township property owner regarding drainage runoff onto said owners property due to an adjacent property owners tiling project. It was noted the Board voted to allow this tiling project on June 29<sup>th</sup>, 2004. Commissioner Johnson will review the documentation, filed in 2004, by the property owner, involved with the tiling project and contact the complaining party.

**HIGHWAY FUNDING**

Highway Supt., Rick Small, advised the Board of a plan, developed by the SDDOT, which would allow County's who receive federal highway funds the opportunity to swap those funds for state highway funds under a program commonly referred to as the "90/10 swap program." This program would allow entities to immediately exchange federal fund sub allocations for state highway funds and would provide immediate funds to assist entities in meeting local highway infrastructure needs, both on and off the federal aid system. Mr. Small noted this program would allow Codington County to replace culverts on County Road 20-7 with these funds which normally could not be used for such a project. Mr. Small will present this option to the Board for action at their meeting scheduled for May 31<sup>st</sup>. Mr. Small advised the Board that Emergency Relief FAS Officials will be in the area to inspect the damage to Codington County's FAS roads (paved roads). Mr. Small updated the Board on the Highway Depts. progress in hauling rock and pit run to damaged County Roads.


**EXECUTIVE SESSION**

Motion by Johnson, second by Marquardt, to enter into executive session at 10:12 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 10:41 a.m., no action was taken. Maintenance Supervisor, Milo Ford, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 10:41 a.m., until 9:00 a.m., Tuesday, May 31<sup>st</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**May 31, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of May 24<sup>th</sup>, 2011
- ✓ 4. Zoning Ordinance Enforcement Issue: N120' of S1126.5' of W300' of SW 1/4 of Section 28-117-52
- ✓ 5. Discussion with SDSU Extension Educator, Don Guthmiller, regarding development of a regional Extension Office in Codington County
- ✓ 6. Discussion/action regarding a sound system for the Commissioners office
- ✓ 7. Discussion/action regarding swapping federal highway funds for state highway funds
- ✓ 8. Action to approve an abatement application request
- ✓ 9. Action to approve payroll claims
- ✓ 10. Action to approve Delta Dental insurance rates
- ✗ 11. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓ 12. Action to approve travel requests
  - a. Chief Correctional Officer, Tom Walder, Background Investigation Training
- ✗ 13. Action to approve personnel changes
- ✗ 14. Discussion of Extension Complex matters
- ✓ 15. Old Business *Buckthorn*
- ✓ 16. New Business
- ✓ 17. Open
18. Action to enter into Executive session
19. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, June 7<sup>th</sup>, 2011  
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.

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Rod Lindner, Lindner Music, met with the Board to present a proposed sound system for use during Commission board meetings. Discussion was held regarding the type of microphones to use, speakers needed, and placement of a mixer for the system. Motion by Marquardt, second by

Hanten, to authorize Mr. Lindner to install the proposed sound system on a trial basis with purchase to follow if the system is deemed appropriate; all present voted aye; motion carried.

#### **HIGHWAY FUNDING AGREEMENT**

Highway Supt., Rick Small, met with the Board to request approval on a funding agreement between Codington County and the South Dakota Dept. of Transportation. This agreement, if approved by the Board, would exchange the County's STP funds for federal fiscal year 2011 with state highway funds. The amount of the funds is \$204,712.29. The Board also discussed this exchange of funds at their May 24<sup>th</sup>, 2011 meeting. Motion by Hanten, second by Heller, to authorize the Chairman to sign the funding agreement; per the recommendation of the Highway Superintendent; all present voted aye; motion carried.

#### **E.R. ROAD SITES**

Highway Supt., Rick Small, advised the Board that thirteen (13) E.R. sites have been identified. Nine (9) of these sites are experiencing the loss of shoulders, rip rapping, and pavement with a very preliminary estimated repair cost of \$285,300. Four (4) of the identified sites are located on the "Grover Road" (21-2) with an estimated repair cost of \$618,000, which does not include the cost of a grade raise.

#### **PROPERTY TAX ABATEMENT**

Motion by Hanten, second by Marquardt, to approve the following application for a property tax abatement; all present voted aye; motion carried: Property record #5522; \$18,521 in value abated as applicant qualifies for a property value reduction program; \$277.14 in property tax abated for taxes payable in 2011.

#### **SALARY CLAIMS APPROVED**

Motion by Marquardt, second by Heller, to approve for payment the following May salary claims; all present voted aye; motion carried: Commissioners: 9,352.35 total salaries. Auditor: 16,655.97 total salaries. Co. Treasurer: 24,381.08 total salaries. States Attorney: 24,189.50 total salaries. Gov. Buildings: 15,727.06 total salaries. Dir. Equalization: 33,201.14 total salaries; Heidi Brandriet 1467.60 step increase. Reg. of Deeds: 16,980.32 total salaries. Veterans Service: 8,190.74 total salaries. Sheriff: 65,597.37 total salaries; Brian Richter 2656.99 step increase; Scott Bohls 2500.57 step increase. Co. Jail: 71,513.40 total salaries. Coroner: 1291.81 total salaries. Care of the Poor: 3,997.31 total salaries. Co. Nurse: 3,718.71 total salaries. Co. Park: 7,748.39 total salaries. Ag. Bldg.: 7,767.59 total salaries. Co. Extension: 8,581.42 total salaries. Weed: 4,769.57 total salaries. Planning Board: 354.75 total salaries. Road & Bridge: 75,985.02 total salaries. Emergency Management: 9,359.55 total salaries. Crime Victim: 5,125.02 total salaries. W.I.C.: 3,700.12 total salaries. Total: 418,188.19. Breakdown of withholding amounts which are included in the above: S.D. Retirement 35,873.72 S.D. Retirement 395.12 spouse option; S.D. Supplemental Retire. 1,945.00 suppl. retire.; Dakotacare 78,285.12 ins.; Lincoln Financial Group 436.50 life ins.; Delta Dental 5,128.42 ins.; AFSCME Local #2488 340.00 employee union dues; Nationwide Retire. Sol. 311.29 suppl. retire.; AFLAC 2,616.59 ins.; Assurity Life Insurance 374.05 ins.; U.M.B. Retirement 2,182.00 suppl. retire.; AFLAC 402.31 ins.; Watertown United Way 115.83 employee contributions; Office of Child Support 708.00 employee payments; Sioux Valley Credit Union 9,898.94 employee payments; Cod. Co. Treasurer 32,150.00 employee monthly draw; New York Life 57.75 ins.; Teamsters Local Union 120 379.50 employee union dues; ReliaBank 27,883.97 federal withholding; ReliaBank 38,537.38 social security; AAA Collections 35.86 garnishment. Consecro Ins. 20.20 ins.

**DELTA DENTAL INSURANCE RATES**

The Board received correspondence from Delta Dental of South Dakota advising of the renewal rates for Codington County Employee's dental insurance rates. There is no increase of the renewal rate from 2010 to 2011. Motion by Hanten, second by Heller, to approve the following rates and cost share for employee dental insurance coverage for 2011-2012, upon vote of the Board, all present vote aye; motion carried:

Single coverage premium: \$35.50 – paid by the County

Two party coverage premium: \$63.92 – County share \$35.50, Employee share \$28.42

Family coverage premium: \$93.06 – County share \$46.53, Employee share \$46.53

**TRAVEL REQUESTS**

Motion by Johnson, second by Marquardt, to approve the following travel request; all present voted aye; motion carried: Chief Correctional Officer, Tom Walder, Background Investigation Training, in Pierre, SD.


**BUCKTHORN**

Commissioner Johnson informed the Board that he and Maintenance Supervisor, Milo Ford, have met with representatives of the local Isaack Walton League and Dr. John Ball, SDSU Professor of Forestry, to discuss the Buckthorn removal project at Memorial Park. Commissioner Johnson advised the Board that Dr. Ball is receptive to the idea of sending in SDSU students to continue the project to cut and remove Buckthorn plants at Memorial Park for approximately four (4) days this fall. The Board can expect correspondence from Dr. Ball with a proposal for the continuation of the Buckthorn removal project.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Heller, to adjourn at 10:34 a.m., until 9:00 a.m., Tuesday, June 7<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**June 7, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of May 31<sup>st</sup>, 2011
- ✓ 4. 9:00 AM, Public hearing and action to approve 2011-2012 malt beverage license renewals
- ✓ 5. Monthly reports
  - ✓ a. Extension
  - ✓ b. Health
  - ✓ c. Veterans Service
  - ✓ d. Welfare
- ✓ 6. Action to approve an agreement with Securus Technologies, for placement of a vending machine in the Detention Center, to sell phone cards for the inmate phone system
- ✓ 7. Action to approve the purchase of a computer and update software for the States Attorney's office
- ✓ 8. Action to approve the purchase of new radio equipment for the Maintenance Dept.
- ✓ 9. Action to declare equipment surplus
  - a. Extension Office
  - b. Treasurer's Office
  - c. Highway Dept.
- ✓ 10. Action to approve a claim for payment
- ✓ 11. Note CPI and growth of property tax valuations for taxes payable in 2012
- ✓ 12. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓ 13. Action to approve travel requests
  - a. Deputy Treasurer, software users meeting
  - b. Director of Equalization staff, software users meeting
- ✓ 14. Action to approve personnel changes
- ✓ 15. Discussion of Extension Complex matters
- ✓ 16. Old Business
- ✓ 17. New Business
- ✓ 18. Open

19. **Action to enter into Executive session**

20. **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, June 14<sup>th</sup>, 2011**  
**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.**

June 7, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 7<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

#### **AGENDA APPROVED**

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

#### **MINUTES APPROVED**

Motion by Johnson, second by Hanten, to approve the minutes of May 31<sup>st</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

#### **MALT BEVERAGE LICENSE RENEWALS**

This being the time and place set for a public hearing and action to renew County issued Malt Beverage licenses, Chairman Brinkman requested a motion to approve the renewal applications. Motion by Johnson, second by Hanten, to approve the renewal applications as published. The Auditor announced the following applicants: Cloud 9 Golf Course Inc DBA Cloud 9 Golf Course; Gordon Kliegel, DBA - Rauville Station; David Bludorn, DBA - Rooster Bar; W.J. Schmitt Enterprise, Inc., DBA-Southfork Lounge; and Sisseton-Wahpeton Sioux Tribe DBA Dakota Sioux Casino. Chairman Brinkman asked for comments from any persons present regarding the renewal of these licenses. There were no comments from the public; Chairman Brinkman closed the hearing to the public. The Auditor advised the Board that the Sheriff's office has not received any complaints regarding these applicants or the conduct of their business. Upon vote of the Board; all present voted aye; motion carried.

#### **MONTHLY REPORTS**

**Extension Educator, Deb Sundem**, reported on the following items: Kid Care workshop preparations; State Family Nutrition Program Conference in Mitchell; 2012 budget preparation; and field specialist's job advertisements through the statewide Extension reorganization plan. **Extension Educator, Jodi Loehrer**, reported on the following items: Farm Safety Camp attendance; Prospect Show for Livestock scheduled for this coming weekend; 4-H Camp to be held at Lake Poinsett; a Babysitting Clinic; and the County Horseshow scheduled for the end of June. **Extension Educator, Paul Johnson**, reported on the following items: corn and soybean planting progress; a shortage of soybeans; and plot work. Mr. Johnson also reported on the activities of the Weed Dept. To date the Weed Dept. has had two good weeks of spraying on County Roads and spraying will begin on Township and State roads. Mr. Johnson invited the Board to inspect the weed situation at Memorial Park before action is taken to rid the Park of weeds. **Community Health Nurse, Karla Moes**, presented the Board with a written report, prepared by herself and Community Health Nurse, Karen Nygaard, which included information on the following items: WIC caseload increase; pregnancy assessments; assistance with baby care from the CHN from Brookings County; and a regional staff meeting scheduled for June 17<sup>th</sup> in Watertown. **Veterans Service Officer, Al Janzen**, reported 18 trips with 40 riders in the month of May. Mr. Janzen provided the Board with a detailed report of the FY10 geographic distribution of VA expenditures in South Dakota. Total expenditures of \$9,650,000 have been recorded in Codington County which includes: Compensation and pension, education and vocational rehabilitation/employment, insurance and indemnities, and medical cared. **Welfare Director, Sarah Peterson**, reported the following statistics for the time period May 3<sup>rd</sup> through June 6<sup>th</sup>: 22 applications; with 9 approved for County assistance; 11 denials; 0 pending or

June 7, 2011

referred; 2 other resources utilized; 0 guarantees; and 7 new clients approved. Total Assistance: \$3,406.79 for 5 rental, 2 utilities, 0 burials, 1 medical and 0 pharmacy. 3 active medical cases and 0 medical applications pending decision. Total Credits: \$7,895.13. The following report of savings through the NACo Prescription Drug Program was received: In April 283 persons utilized the program with a savings of \$5,744.95.

#### **INMATE PHONE SYSTEM AGREEMENT**

Chief Correctional Officer, Tom Walder, reviewed his request to install a phone card dispensing vending machine for the inmate phone system. Mr. Walder noted the sale of phone cards through the vending machine would cut down on the number of calls and questions for staff regarding inmates and would assist inmates in making calls. Motion by Hanten, second by Marquardt, to authorize the Chief Correctional Officer to sign an agreement with Securus Technologies for the installation of a vending machine in the Detention Center to sell phone cards for the inmate phone system; all present voted aye; motion carried.

#### **RADIO EQUIPMENT**

Motion by Hanten, second by Johnson, to authorize the Maintenance Supervisor to purchase radio equipment to comply with new regulations for narrow band transmission; all present voted aye; motion carried. It was noted this was a budgeted item for 2011.

#### **COMPUTER EQUIPMENT/SOFTWARE UPGRADES**

Motion by Johnson, second by Hanten, to authorize the purchase of a computer and software upgrades for the States Attorney's office, per the request of States Attorney, Dawn Elshere; all present voted aye; motion carried. It was noted this was a budgeted item for 2011.

#### **SURPLUS EQUIPMENT**

Motion by Johnson, second by Hanten, to declare the following property surplus to be destroyed; all present voted aye; motion carried: Highway Dept., tank leak detector, purchased 1990, m/n TLS250, s/n 22946 and Extension Office, HP Pavilion computer, purchased in 2003, s/n CNC33080R78. Motion by Johnson, second by Hanten, to declare the following equipment surplus to be sold at a future surplus equipment sale; all present voted aye; motion carried: Treasurer's Office, Lexmark OPTRA T610 printer, s/n 41-L7807.

#### **CLAIM APPROVED**

Motion by Marquardt, second by Heller, to approve the following claim for payment; all present voted aye; motion carried: Codington County Treasurer, 24.00, title work for Sheriff's office Dodge Chargers.

#### **PROPERTY TAX C.P.I. AND GROWTH**

Auditor, Cindy Brugman, reported the C.P.I. (Consumer Price Index) for taxes payable in 2012 is 2.1% and local growth is 1.4% for an estimated increase in property tax revenue, collectible in 2012 for the General Fund, of \$228,010.00.

#### **AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Marquardt, second by Heller, to approve an automatic budget supplement to the Emergency Management revenue and expenditure budgets with grant reimbursement funds, in the amount of \$58,285.15; all present voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by Johnson, second by Hanten, to approve the following travel requests; all present voted aye; motion carried: Deputy Treasurer, Janet Bevers and Director of Equalization office staff, Judy Geier, Diane Merchant, and Barb Martenson; annual software users meeting in Pierre.

**REGIONAL EXTENSION CENTER**

A brief discussion was held regarding the progress of the architect hired to explore the remodeling/construction project to house a regional Extension Center in the County's Extension Center complex. The Board also discussed requesting a letter of intent from the SDSU Cooperation Extension Service to utilize the County's Extension Center complex as a regional Extension Center. Pat Mahowald briefly visited with the Board regarding an available commercial site for a Regional Extension Center. Commissioner Johnson noted the location of the Regional Center is completely at the discretion of SDSU Officials and not this Board.

**EMERGENCY MANAGEMENT DIRECTOR**

Chairman Brinkman advised the Board that he has received word from Jim Sutton, Codington County Emergency Management Director, that Mr. Sutton is on 24 hour standby notice to be available to assist with the flooding situation at Dakota Dunes.

**EDEN TOWNSHIP PROPERTY OWNER**

Robert Endres, Eden Township property owner, met with the Board to discuss a situation in Eden Township where the Township has cut a road resulting in flooding on Mr. Endres property. Mr. Endres requested assistance from the Codington County Commission, acting as a Drainage Board, to investigate the legality of the action taken by Eden Township officers. Chairman Brinkman advised Mr. Endres to put his request in writing to the County Commissioners before this Board would investigate the situation. Chairman Brinkman requested that District II Commissioner, Lavern Marquardt, gather some preliminary information regarding the action taken by Eden Township Officers. No action was taken at this time.

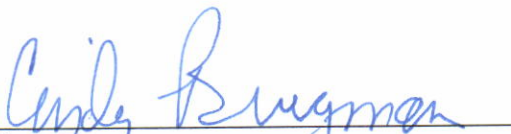
**PELICAN TOWNSHIP CULVERT**

Pelican Township Officer, John West, met with the Board to discuss the legality of opening a culvert on a Pelican Township road that has been naturally left to close. Discussion was held regarding whether or not a culvert actually ever existed at the location in question. District II Commissioner, Lavern Marquardt, will contact the States Attorney for an opinion on this matter and contact Mr. West at that time.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Johnson, to adjourn at 10:24 a.m., until 9:00 a.m., Tuesday, June 14<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:



Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**June 14, 2011**

1. 9:00 a.m. action to convene as a Board of County Commissioners
2. Action to approve the agenda and adjust cell phones
3. Action to approve the minutes of June 7<sup>th</sup>, 2011
4. Monthly reports
  - a. Auditor
  - b. Director of Equalization
  - c. Register of Deeds
5. Action to authorize the purchase of computer equipment for the Director of Equalization's office
6. Action to authorize the purchase of software updates for the Register of Deeds office
7. Action to approve the Auditor's Account with the Treasurer
8. Discussion/Action regarding the removal of weeds at Memorial Park
9. Action to approve a cell phone stipend for seasonal weed sprayers
10. Action to authorize the purchase of office furniture for the office of the Chief Correctional Officer
11. Action regarding a possible flooding violation and installation of a culvert in Eden Township
12. Review of lawn irrigation proposals and action to accept a proposal
13. Action to approve claims for payment
14. Action to approve a resolution of continuing support for the First District Association of Local Governments
15. Action to appoint a negotiator for union contract negotiations between Codington County and the union representing the Deputy Sheriffs and Correctional Officers
16. 10:00 a.m., opening of Asphalt Mat Construction bids and action to award a bid
17. Discussion/preparation of 2012 Commissioners budget request
- ~~18.~~ Action to approve automatic supplements to budgets w/grant reimbursement funds
19. Action to approve travel requests
  - a. Auditor, software users meeting
  - b. Director of Equalization staff, SDAAO Annual Assessor's School
20. Action to approve personnel changes

- ✓21. **Discussion of Extension Complex matters**
22. ✓ **Old Business**
23. ✓ **New Business**
24. ✓ **Open**
25. ✓ **Action to enter into Executive session**
- ✓26. **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, June 21<sup>st</sup>, 2011  
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.**

June 14, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 14<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 Heller, to approve the minutes of June 7<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported on the following items: 2012 budget preparation; continuation of the 2009-2010 audit; and assistance provided to the City of Watertown with ballot preparation. **Director of Equalization, Shawna Constant**, reported on the following items: sales reports; summer reappraisal progress; O.H.E. case preparations; and proposed implementation of the soil survey. **Register of Deeds, Ann Rasmussen**, submitted the following report: Total transactions in May were in the amount of \$30,452.50; with \$2,730.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

**EQUIPMENT/SOFTWARE/FURNITURE REQUESTS**

Motion by Johnson, second by Hanten, to approve the purchase of a computer, as budgeted for in 2011, for the Director of Equalization Office, in the approximate amount of \$1,400.00; all present voted aye; motion carried. Motion by Hanten, second by Heller, to authorize the Register of Deeds to proceed with Phase I – Legacy Data Conversion and Phase II – USB External Drive Image Import, and to purchase the necessary software, as budgeted for in 2011, from Active Data Systems in the approximate amount of \$11,488.00; all present voted aye; motion carried. Motion by Johnson, second by Heller, to authorize the purchase of office furniture for the office of the Chief Correctional Officer, as budgeted for in 2011, in the amount of approximately \$3,900.00; all present voted aye; motion carried.

**AUDITOR'S ACCOUNT WITH THE TREASURER**

Motion by Hanten, second by Johnson, 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 May, 2011, all present voted aye; motion carried.

Cash on hand	\$	9,341.28
Checks in Treasurers' possession		
less than 3 days	\$	115,119.10
Cash Items	\$	401.00
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$</b>	<b>124,861.38</b>
<b>RECONCILED CHECKING</b>		
Great Western Bank Checking (Memorial Park)	\$	800.00
Reliabank Dakota	\$	10,418,645.82
<b>INVESTMENTS</b>		
SD Public Funds Investment	\$	6,964.98
<b>CERTIFICATES OF DEPOSIT</b>		
Great Western Bank	\$	1,200,000.00

June 14, 2011

Home Federal Bank	\$ 400,000.00
Peoples State Bank	\$ 800,000.00
Plains Commerce Bank	\$ 600,000.00
Reliabank	\$ 800,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$14,351,272.18</b>
<b>General Ledger Cash Balance by Funds:</b>	
General	\$ 6,886,750.20
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 4,140,291.10
Sp. Revenue restricted cash	\$ 10,411.85
Internal Service	\$ 3,993.57
Trust & Agency	\$ 2,809,825.46
(schools 1,930,444.98, townships 62,399.25; city/towns 398,426.56)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$14,351,272.18</b>

**MEMORIAL PARK WEED CONTROL**

Weed Dept. Manager, Paul Johnson and Maintenance Supervisor, Milo Ford, met with the Board to review the proposed process with which to control noxious weeds at Memorial Park. Discussion was held regarding the type of chemical to be used and method to apply such chemical. Discussion was also held regarding the method to dispose of the Buckthorn at Memorial Park. The Board agreed that the process to remove weeds at Memorial should begin as soon as possible.

**CELL PHONE STIPEND FOR WEED DEPT.**

Motion by Marquardt, second by Hanten, to approve a \$40.00 per month stipend to the seasonal Weed Dept. employees, for use of their personal cell phones for County business, during their months of hire, as recommended by Weed Dept. Manager, Paul Johnson; all present voted aye; motion carried. A brief discussion was held regarding stipends for other employees who use personal cell phones for County business. No action was taken regarding this matter.

**DRAINAGE SITUATION IN EDEN TOWNSHIP**

Eden Township property owner, Robert Endres, filed a written request with the Board, to act as a Drainage Board, and to look into the possibility of a violation in Eden Township that affects land, owned by Mr. Endres, at the intersection of 157<sup>th</sup> St. and 438<sup>th</sup> Ave. and also 157<sup>th</sup> St. and 441<sup>st</sup> Ave. Mr. Endres stated in his request that the Eden Township Supervisors broke the road which caused flooding onto his property and the Township has now installed a culvert where one did not previously exist. Mr. Endres stated he believes Eden Township has violated drainage laws and has caused flooding on his property at both locations mentioned previously. Mr. Endres is requesting that the culverts be removed. The Board discussed Mr. Endres complaint and determined their first action would be to check for vested drainage rights in the office of the Register of Deeds pertaining to the area involved. The Board will further proceed regarding Mr. Endres complaint after ascertaining this information.

**LAWN IRRIGATION PROPOSALS**

Maintenance Supervisor, Milo Ford, met with the Board regarding proposals received for a lawn irrigation system at the Courthouse. Mr. Ford noted three proposals were received with the lowest proposal coming from Creative Visions Landscape & Design, Inc., in the amount of \$11,500.00 for the entire project. Mr. Ford recommended accepting the aforementioned proposal. Motion by Heller, second by Johnson, to accept the proposal of Creative Visions Landscape & Design, Inc. and to complete the entire project in 2011; all present voted aye; motion carried.

Proposals were also received from Sioux Valley Greenhouses and Ken Mack Landscaping & Irrigation.

### **2011 ASPHALT MAT CONSTRUCTION BIDS**

The following bid was received, opened and announced by Highway Supt., Rick Small, as previously advertised, for 2011 Asphalt Mat Construction:

McLaughlin & Schulz, Inc.; bid bond included; bid option #1 (virgin material) - \$730,250.00 total bid and bid option #2 (recycled material) - \$711,500.00 total bid.

Mr. Small noted bid Option #2 was approximately \$171,000.00 more than was budgeted for in 2011 but did recommend acceptance of the bid. Motion by Hanten, second by Marquardt, to accept bid option #2 from McLaughlin & Schulz, Inc; all present voted aye; motion carried.

### **CLAIMS APPROVED**

Motion by Johnson, second by Heller, to approve for payment the following claims; all present voted aye; motion carried: A-Ox Welding Supply 44.89 Sup, Michelle Achterberg 10.74 Jury, Active Data Systems, Inc 187.45 Sup, Advance Auto Parts 20.99 Rep, Alltel 978.97 Util, Dawn Aman-Elshere 332.08 Trav, The American Law Institute 35.74 Law, Tiffany Anglin 13.70 Jury, AT&T Mobility 104.77 Util, Marilyn Bach 117.76 Jury, Bob Barker Co. 185.22 Sup, Leslie Bendel 10.74 Jury, Benefit Concepts 1802.39 Asst, Best Business Products 259.99 Rent, Best Business Products 338.90 Maint, Best Western 587.93 Trav, Sharolyn Beutow 52.96 Jury, Heidi Bierscheid 102.96 Jury, Lucy Bjerke 20.00 Wit, Richard Boettcher 21.10 Jury, James Boyd 10.74 Jury, Boys & Girls Club 1200.00 Pmt, Heidi Brandriet 80.00 Trav, Elmer Brinkman 64.50 Trav, Ann Brown 50.74 Jury, Brown Clinic PLLP 90.00 Svc, Brownlee Construction 294.00 Sup, Cindy Brugman 179.22 Trav, Burns Law Office 2600.00 Svc, Butler Machinery 72.00 Rep, C & R Supply 781.24 Rep, Carquest Auto Parts 95.20 Rep, Cartney Bearing & Supply 108.06 Rep, Cashway Lumber Inc. 169.70 Rep, Cass-Clay Creamery 1022.76 Sup, Carol Caux 10.74 Jury, Cedar Shore Resort 1639.00 Trav, Charles Mix County Treasurer 10.00 Svc, Chuck's Bike & Lock Shop 12.00 Misc, City Of Watertown 38093.18 Grant, City Of Watertown 64778.80 Grant, Clark County Em 1356.50 Grant, Classroom Connections 10.50 Sup, Codington Clark Electric 30.00 Util, Cod County Clerk Of Courts 208.55 Pmt, Codington Co. Register Deeds 10.00 Pmt, Codington County Sheriff 104.25 Reimb, Codington County Treasurer 1.00 Post, Cole Papers, Inc. 2654.49 Sup, Connecting Point Computer Cent 3164.33 Maint, Shawna Constant 80.00 Trav, County Fair Foods 153.65 Sup, Credit Bureau Of Watertown Inc 2491.42 Svc, CSD 156.00 Svc, Seamus Culhane 78.00 Trav, Culligan Water Conditioning 208.75 Sup, Dakota Fluid Power, Inc 557.28 Rep, Dakota Gutter Cleaning&Repair 410.81 Rep, Danko Emergency Equipment 1726.30 Grant, Days Inn Pierre 93.00 Trav, George Decker 18.88 Jury, Delyle's South 81 Service Inc. 54.45 Maint, Department Of Public Safety 3625.00 Grant, Donna Dietrich, Chairman 300.88 Svc, Dive Rescue International Inc 770.00 Tuit, Sarah Doucette 20.00 Wit, Sara Lee Bakery Group/ 423.94 Sup, East Dakota Water Development 5448.91 May Apportionment, Marv Ekeren 15.00 Svc, EMC Insurance Companies 3694.64 Ins, Doreen Endres 117.76 Jury, Kristi Endres 11.48 Jury, Engelstad Electric Co. 4066.86 Maint, Farnams Genuine Parts 38.98 Sup, Farnams Genuine Parts 630.73 Sup, Fastenal Company 113.70 Sup, Federal Signal Corp 2982.00 Grant, Anton Feyereisen 18.88 Jury, Cole Fischer 102.96 Jury, Marion Fischer 12.96 Jury, Flint Hills Resources 7752.20 Sup, G4s Justice Services Inc 112.75 Sup, Galls, An Aramark Company 105.97 Sup, Nathan Gast 78.00 Trav, Samantha Gaukel 10.00 Jury, GCR Tire Center 27.00 Maint, Gempler's 234.80 Sup, Genoa Healthcare/Watertown 8.00 Svc, Glass Products Inc. 226.60 Maint, Grainger 170.28 Maint, Grant County Em 4639.33 Grant, Grant County Em 2246.43 Grant, Great Western Bank 391.65 Pmt, Green, Roby, Oviatt, 4158.33 Svc, Laura Greenfield 10.74 Jury, Lonnie Greenfield 78.00 Trav, Beverly Halfaday 122.20 Jury, Brenda Hanten 53.40

Trav, Kane Hauber 11.48 Jury, Douglas Heaton 10.74 Jury, Brian Henrichs 28.50 Jury, Hillyard Floor Care Supply 1514.96 Sup, Danielle Holmquist Holida 114.80 Jury, David M Hosmer Law Office Pc 153.60 Svc, Rickie Hosmer 10.74 Jury, Larry Howard 78.00 Trav, Human Service Agency 600.00 Sup, Glacial Lakes Humane Society 250.00 Svc, Hurkes Implement Co. 279.58 Rep, HyVee #1871 Accts Receivable 148.03 Sup, HyVee #1871 Accts Receivable 1332.67 Pharm, Heather Ingalls 20.00 Wit, Interlakes Community Action 412.25 Pmt, Timothy M Ironstar 49.60 Wit, Shari Jacobson 22.58 Jury, Jamison Jalbert 144.40 Jury, Derek Jensen 13.70 Jury, Johnson Controls, Inc. 303.92 Maint, Paul Johnson 583.33 Svc, Paul Johnson 460.47 Trav, Jurgens Printing 198.00 Sup, Randy Kadlec 101.48 Jury, Kahle's Gun Shop, LLC 15.50 Sup, Charles Kannas 101.48 Jury, Jason Keltgen 17.40 Jury, Kennedy, Pier & Knoff LLP 118.80 Svc, Kingsbury County Em 2112.25 Grant, Kingsbury County Em 10133.00 Grant, Joan Kittelson 15.00 Svc, Shari Kjetland 104.44 Jury, Knology 491.97 Util, Knology 49.95 Util, Lance Koester 78.00 Trav, Josie Koopmans 50.00 Svc, Julie Korth 122.20 Jury, Eileen Kraemer 105.92 Jury, Jerry Krumwiede 104.44 Jury, Shilo Lafromboise 10.74 Jury, Lcm Pathologists Pc 1900.00 Svc, Jennifer Lease 18.88 Jury, Jo Legg 11.48 Jury, Lewis & Clark Bhs 710.00 Svc, Matthew Bender & Co Inc 364.94 Sup, Lincoln Co Treasurer 90.00 Svc, Jodi Loehrer 140.25 Mile, Russell Lowe 28.50 Jury, M&T Fire And Safety 26638.00 Grant, M&T Fire And Safety 33.50 Sup, Macksteel Warehouse, Inc. 91.29 Rep, Mac's Inc. 279.61 Rep, Lovetta Magee 11.48 Jury, Domenik Mahlen 12.22 Jury, Mahowald's 48.42 Rep, Carol Maloney 27.00 Trav, Mark's Auto 820.95 Maint, Nancy McClanahan 141.75 Svc, Menards 40.38 Sup, Menards 320.44 Sup, Metro Fire 5281.67 Grant, Metro Fire 9042.00 Grant, Mick's Scuba 554.90 Pmt, Midcontinent Communications 55.00 Util, Milbank Communications 369.37 Equip, Brooke Miller 20.00 Wit, Minnehaha County Auditor 180.00 Svc, Mivijenic Properties 190.00 Asst, Moe Oil Company 832.45 Sup, Jamie Monson 80.00 Trav, Municipal Utilities 11050.75 Util, Bill Nichols 20.00 Wit, Ken Nigg 78.00 Trav, NE Wisconsin Technical College 175.00 Train, Northern Con-Agg LLP 951.75 Sup, Northwestern Energy 358.69 Util, NPC International 28.25 Sup, Office Peeps, Inc. 3211.65 Sup, Olson Rentals 190.00 Asst, Ottertail Power Co. 29.62 Util, Carole Owen 12.96 Jury, Crystal Owen 104.44 Jury, Michelle Pederson 54.00 Trav, Pennington County Jail 311.50 Trav, Jordan Person 12.22 Jury, Melissa Peterson 11.48 Jury, Pitney Bowes 210.00 Rent, PMB 0112 19.00 Svc, PMB 0112 234.08 Util, Steven Pollard 20.00 Wit, Postmaster 70.00 Sup, Postmaster 132.00 Post, Prairie Lakes Health Care Cent 2607.00 Svc, Prairie Lakes Health Care Cent 2256.00 Svc, Print 'Em Now 282.49 Sup, Professional Mailing & Market. 3063.23 Post, Qwest 85.28 Util, Qwest 763.46 Util, Qwest 16.08 Util, Ann Rasmussen 91.30 Trav, Cathryn Rehfuss 30.00 Svc, Megan Rigdon 120.00 Reimb, Colton Ringsaker 18.14 Jury, Roberts County Em 6520.00 Grant, Roberts County Em 20477.91 Grant, Jeremy Robertson 2671.00 Grant, Ann Roby 15.18 Jury, Roethler Construction Inc 7053.04 Rep, Ron's Saw Shop 23.96 Sup, Runnings 206.98 Rep, Runnings 1839.30 Sup, Russ' Standard Service 88.50 Maint, Dawn Russell 197.60 Svc, Janet Russell 107.40 Jury, Sanford Clinic 729.00 Ins, Sanitation Products, Inc 39699.00 Equip, Terrance Satterlee 1500.00 Svc, Schrader's 495.35 Sup, Schuchard's Westside GMC Truck 850.64 Rep, Nicole Schussler 20.00 Wit, Daniel Schwalm 20.00 Wit, Ryan Sriver, Landlord 350.00 Asst, SD Department Of Revenue 857.00 Svc, SDHSC 600.00 Svc, SD State Treasurer 335158.50 June Remittance, SDN Communications 7344.00 Grant, Burton Seifel 10.00 Jury, Kathryn Selchert 105.92 Jury, Sew Convenient 11.87 Sup, Shepherd Reporting LLC 25.00 Svc, Sherwin Williams 100.87 Maint, Brittany Sik 10.74 Jury, Sioux Valley Coop 3067.91 Sup, Sioux Valley Coop 3671.34 Fuel, Sioux Valley Coop 32451.19 Sup, Spencer Sorensen 10.74 Jury, South Shore Gazette 671.11 Pub, Town Of South Shore 36.00 Util, Allen Sowers 10.74 Jury, Pat Spies 10.74 Jury, Sprint 227.04 Util, Sprint 47.39 Util, Star Laundry 40.00 Sup, Star Laundry 125.00 Sup, Chelsea Stark 60.00 Ref, Stanley Sterud 11.48 Jury, Connie Stoebner 60.80 Svc, Stoudt's Insurance Agency 160.00 Not, Streicher's 390.97 Equip, Sturdevant's Auto Parts 62.48 Sup, Deb Sundem 128.98 Trav, Sutton Law Office Pc 11086.80 Svc, Sutton Law Office Pc 909.66 Svc, T&J Parking Lot Maintenance 552.20 Maint, T&M Autobody, Inc 2116.25 Rep,

Tee's Plus 75.00 Dare, Deah Tekrony 17.40 Jury, Heidi Thorson 80.00 Trav, Titan Machinery 1328.25 Rep, Tool Time Rental 55.00 Rent, Toshiba Financial Services 506.43 Copy, Trav's Outfitter Inc 299.92 Unif, Jeffrey Tschakert 61.10 Jury, Ultramax 1275.00 Sup, Uptowne Cleaners 49.98 Unif, Us Foodservice Inc 7676.99 Sup, Cindy Vanderleest 111.84 Jury, Visa - C/O Great Western Bank 488.63 Pmt, Visa - C/O Great Western Bank 1603.83 Pmt, Visa - C/O Great Western Bank 726.04 Pmt, Visa - C/O Great Western Bank 108.89 Sup, Wal-Mart Community 157.37 Sup, Geraldine Warne 13.70 Jury, Watertown Flowers, Inc 50.00 Sup, Watertown Ford 40376.00 Car, Watertown Ford 202.75 Rep, Watertown Now 200.00 Adv, Watertown Public Opinion 1585.71 Pub, Watertown Public Opinion 1789.91 Pub, Watertown Public Opinion 99.12 Pub, Watertown School District 2095.48 Sup, Jeremy Wellnitz 20.00 Wit, West-Thomson Reuters 179.25 Sup, Wheelco 452.81 Rep, Chris Wieber 78.00 Trav, Wiles & Rylance, LLP 590.40 Svc, Jerry Williams 11.48 Jury, Lynne Williams 10.74 Jury, Angela Wittrock 100.00 Jury, Terry Woertink 10.74 Jury, Judy Wolff 110.36 Jury, Wtn Area Transit Inc 7500.00 Pmt, WW Tire Service Inc 143.95 Rep, WW Tire Service Inc 2151.80 Sup, Xerox Corporation 124.11 Sup, Yankton Co Treasurer 103.75 Svc, Yankton Co. Sheriff 75.00 Trav,

**FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS**

Motion by Marquardt, second by Johnson, to approve the following resolution for continued support of the First District Association of Local Governments; all present voted aye; motion carried.

**RESOLUTION #2011-15  
RESOLUTION TO CONTINUE SUPPORT FOR THE  
FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS  
DURING FISCAL YEAR 2012  
(October 1, 2011 – September 30, 2012)**

The Codington County Board of Commissioners, having adopted and signed a Joint Cooperative Agreement on the 4th day of April, 1972, creating the First Planning and Development District, Model Rural Development Program, do hereby agree to renew their participation in the Joint Cooperative Agreement for Fiscal Year 2012 (October 1, 2011 - September 30, 2012). To support the Joint Cooperative Agreement and the activities of the District staff, the Codington County Board of Commissioners will provide \$33,281.55 to the First District Association of Local Governments during the aforementioned Fiscal Year 2012 period.

Adopted this 14<sup>th</sup> day of June, 2011.

Elmer P. Brinkman  
Chairman, Codington County Commissioners

ATTEST:

Cindy Brugman  
Codington County Auditor

Todd A. Kays  
First District Association of Local Governments

**UNION NEGOTIATIONS**

The Board held a discussion regarding a request to enter into negotiations with the Teamsters Local Union No. 120 representing the Codington County Deputy Sheriffs and Correctional

June 14, 2011

Officers. Commissioner Brinkman will make contact with two different parties who may be available to act as a negotiator on behalf of this Board.

**2012 BUDGET DISCUSSION**

A discussion was held regarding the preparation of the 2012 budget request for the Board of County Commissioners Office. Several suggestions were submitted and the Auditor will prepare the budget request following the proposals offered by Board members.

**TRAVEL REQUESTS**

Motion by Hanten, second by Heller, to approve the following travel requests; all present voted aye; motion carried: Auditor, Cindy Brugman, annual software users meeting in Pierre. Director of Equalization appraisal staff, SDAAO Annual Assessors School in Pierre.

**HUMAN RESOURCE DIRECTOR**

Motion by Marquardt, second by Johnson, to accept, with regret, the resignation of Human Resource Director, Terry Satterlee, effective immediately; all present voted aye; motion carried.

**OTHER MATTERS**

The Board also briefly discussed the following items: The Regional Extension Office project; the sound system for the Commission office; and the possibility of creating a Commissioners Assistant position. Commissioner Hanten requested authorization to sit on the Board of the Watertown Volunteer Center. The other Board members had no objection to this request.

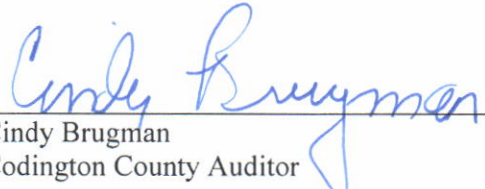
**EXECUTIVE SESSION**

Motion by Johnson, second by to enter into executive session at 10:44 a.m., to discuss a personnel issue; all present voted aye; motion carried.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Marquardt, second by Johnson, to adjourn at 10:51 a.m., until 9:00 a.m., Tuesday, June 21<sup>st</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**June 21, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of June 14<sup>th</sup>, 2011
- ✓4. 9:00 a.m., Presentation by David Eide of Codington Clark Electric
- ✓5. 9:15 a.m., Public Hearing and action on a petition to vacate a public right of way in Kampeska Village
- ✓6. Action to approve the plat of the Mack Estate Addition located in the SE1/4 of Section 20-T117N-R52W, Elmira Township
- ✓7. Discussion with Dave Todd, Todd Architects, regarding possible renovations at the Extension Center complex
- ✓8. Monthly reports
  - ✓a. Maintenance
  - ✓b. Highway
- ✓9. Discussion and action to authorize roofing projects at Memorial Park
- ✓10. Action to declare Tax Deed property surplus and set a sale date to sell tax deed parcels
- ✓11. Discussion regarding the cutting of a Township road in Eden Township and ensuing complaint from a property owner
- ~~12.~~ Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~13.~~ Action to approve travel requests
- ✓14. Action to approve personnel changes
  - ✓a. Correctional Officer, Joe Hayashi, anniversary step increase
- ✓15. Discussion of Extension Complex matters
- ~~16.~~ Old Business
- ~~17.~~ New Business
- ~~18.~~ Open
- ✓19. Action to enter into Executive session
  - a. Highway Supt., Rick Small, union contract discussion
- ✓20. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, June 28<sup>th</sup>, 2011  
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.

June 21, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 21<sup>st</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Hanten, second by Heller, to approve the minutes of June 14<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**CODINGTON CLARK ELECTRIC**

David Eide, General Manager of Codington Clark Electric Cooperative, met with the Board to give a presentation on the history, background and purpose of the cooperative. Mr. Eide noted the purpose of the cooperative is to provide affordable, reliable and safe electric power. Mr. Eide encouraged the Board to contact him with any problems or questions they may have regarding Codington Clark Electric Cooperative.

**RESOLUTION TO VACATE PUBLIC RIGHT-OF-WAY, POOR'S SECOND ADDN.**

The Board held a public hearing, as previously advertised, to act upon a request to vacate a portion of a public right-of-way. Zoning Officer, Luke Muller, reviewed the history behind this proposed action and advised the Board that abutting property owners Marie I. Adams, Mitch Currence, and Amy Currence have petitioned for the vacation of approximately 300' feet of public right-of-way in Poor's Second Addition, located in Kampeska Village. Mrs. Adams was present for this hearing. Mr. Muller noted that the Planning and Zoning Commission has recommended approval of the vacation subject to the following: The petitioners dedicating a utility easement (15' of each side of the water line) for the purposes of maintaining the Sioux Rural Water Systems line and the petitioners are to replat the property, identifying the 30' utility easement specified above. No persons were present to address the vacation of the identified right of way.

**RESOLUTION 2011-16**

**A RESOLUTION TO APPROVE THE VACATION OF A PUBLIC RIGHT-OF-WAY**

**WHEREAS**, a petition has been filed by Marie Adams, Mitch Currence, and Amy Currence, to have Codington County vacate the following: approximately 300' of public right of way known as "Main Street" located between the south line of Lot 1 & the north line of Lot 2 of Poor's Second Addition in the S1/2 of the SW1/4 of Sec. 1-T116N-R54W of the 5<sup>th</sup> P.M. in the County of Codington, South Dakota.

**WHEREAS**, pursuant to public notice, hearing was held before the Board of County Commissioners on June 21, 2011, at 9:15 a.m., at which time the Petition for vacation was submitted for examination and protest and no protest having been made, motion was made and seconded that the following Resolution be adopted:

June 21, 2011

**BE IT RESOLVED** that approximately 300' of public right of way known as "Main Street" located between the south line of Lot 1 & the north line of Lot 2 of Poor's Second Addition in the South Half of the Southwest Quarter of Section 1, Township 116 North, Range 54 West of the 5<sup>th</sup> P.M. in the County of Codington, South Dakota, shall be and is hereby vacated, and the County Auditor is hereby authorized and directed to certify this Resolution as a matter of record.

Dated at Watertown, South Dakota this 21<sup>st</sup> day of June, 2011.

The above and foregoing Resolution was moved for adoption by Commissioner Marquardt, seconded by Commissioner Johnson, and upon roll call, all voted aye; thereupon the Chairman declared the same to be duly passed and adopted.

Elmer P. Brinkman  
Chairman

ATTEST:

Cindy Brugman  
Auditor

**PLAT RESOLUTION OF THE MACK ESTATE ADDITON**

Zoning Officer, Luke Muller, reviewed the Mack Estate addition Plat, which has been split into Lot 1 and Lot 2 and which was recommended for approval by the Codington County Planning and Zoning Commission subject to the petitioners signing a letter of assurance agreeing that the remainder of Lot 1 not have residential building rights until that property is either annexed into the City of Watertown or is combined with another parcel to create a 35 acre parcel. The following resolution was approved.

**RESOLUTION #2011-17**

A Resolution to approve the platting of the "Mack Estate Addition" in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:  
"Mack Estate Addition" in the SE ¼ of Sec. 20-T117N-R52W of the 5<sup>th</sup> P.M. in the County of Codington, South Dakota, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Hanten, second by Commissioner Johnson; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

June 21, 2011

Dated at Watertown, Codington County, South Dakota, this 21<sup>st</sup> day of June, 2011

Elmer P. Brinkman  
Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA  
§  
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-17, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, on this 21<sup>st</sup> day of June, 2011

Cindy Brugman  
County Auditor, Codington County, South Dakota

**REGIONAL EXTENSION CENTER PROJECT**

Dave Todd, Todd Architects and SDSU Extension Educator, Don Guthmiller, met with the Board to further discuss the possibility of renovating the Codington County Extension Center Complex to house a Regional Extension Center. Mr. Todd provided the Board with a revised draft of a building addition and renovations to the existing building. The price tag on the revised draft would put the project at an approximate cost of \$900,000.00. Further discussion was held regarding the following: Which entity, the County or SDSU, would have control of the building; energy efficiencies in the new addition; the possible displacement of the County offices currently in the complex; possible reduction in kitchen space for such events as the crop show during the construction process; the possibility of a multi year lease agreement and leasing fees; space availability for SDSU staff by October 1<sup>st</sup>, 2011; and the number of maintenance employees that would be needed for the additional space. Commissioner Heller suggested forming a committee of Commissioners to work with SDSU representatives on an agreeable lease package between the County and SDSU. Commissioners Johnson and Brinkman will serve on this committee and will meet with SDSU representatives to begin negotiations on the matter.

**MONTHLY REPORTS**

**Maintenance Supervisor, Milo Ford**, reported the camping season at Memorial Park is in full swing with most camping spots booked for the weekends; water levels are not affecting camping pads at this time but the situation is being closely monitored; old trees have needed to be removed from the park and two couples, who are long time campers at the Park, have donated a maple tree to plant at the Park; and numerous compliments have been received regarding the bath house remodel project recently completed at the park. Mr. Ford informed the Board that Bernard Coss, a regular camper at Memorial Park, has made a \$100.00 donation to the County in appreciation for the remodeled bath house. Mr. Ford also reported on the following items: The Extension Center Complex will see a slowdown of events, over the next month, with the completion of the 4-H Prospect show and S.D. Jr. Hereford show; all floors in the Courthouse have been re-polished; the Maintenance Dept. will assist the Treasurer's office with mowing of properties the County has taken for tax deed; the Watertown Police Dept. is preparing to move from the Detention Center to their new building around the first of July; grant funds will be available, from the State of South Dakota, for West Nile control in communities who have experienced flooding. **Highway Supt., Rick Small**, reported the Highway Dept. has been hauling pit run to a number of

June 21, 2011

roads along with rip rap materials. The Highway Dept. has been able to open up County Road 25A on the east side of Kings Lake. The top cut mowing will begin on County asphalt roads before July 4<sup>th</sup> and chip sealing on 39 miles of County road will begin after the mowing is complete. The new sanders have arrived and Mr. Small is seeking quotes for new plows for the two new trucks purchased in 2010. Commissioner Johnson asked Mr. Small to check on the status of a County Road north of Waverly and the potential for damage to such road near where tiling has been recently installed. Discussion was also held regarding the timing of asphalt bid notices in order to receive the lowest possible bid.

#### **MEMORIAL PARK ROOFING PROJECTS**

Maintenance Supervisor, Milo Ford, requested authorization to proceed with budgeted roofing projects at Memorial Park. Mr. Ford had budgeted \$8,500.00 for new roofing of the changing rooms, south side of the pavilion building, and the game room all at Memorial Park. The quotes Mr. Ford received came in at \$14,000.00 for all three buildings. Mr. Ford recommended to the Board to complete the game room and pavilion building roofing projects utilizing steel instead of shingles. Motion by Heller, second by Hanten, to accept Mr. Ford's recommendation and proceed with the project; all present voted aye; motion carried.

#### **TAX DEED PROPERTY**

The Auditor provided the Board with a list of properties taken for Tax Deed by the Treasurer which are now available for sale by the County. Motion by Johnson, second by Heller, to declare the following properties surplus to be sold at public auction at 10:00 AM on Tuesday, July 19<sup>th</sup>, 2011; all present voted aye; motion carried. The Auditor will publish the required public notices in order to sell the properties indicated by the following record numbers: #14791, #5323, #16622, #4913, #15179, #4737, #5089, #4378, & #2479. Such properties are located in the City of Watertown, Towns of Wallace, Henry and South Shore, and Townships of Lake, Sheridan and Waverly.

#### **DRAINAGE SITUATION IN EDEN TOWNSHIP**

Eden Township property owner, Robert Endres, met with the Board to further discuss the legality of a culvert that was installed by Eden Township officials, on a Township road, where there may or may not have been a culvert previously in place. Commissioner Hanten noted she has gathered information from the Register of Deeds Office and has found a U.S. Game, Fish & Wildlife easement that was previously recorded on the east half of section 20 in Eden Township. Commissioner Hanten also noted she received information from a representative of the SD Association of Towns and Townships that if Townships Officials feel the integrity of a road is threatened the Township Officials have the power to install a culvert to protect the road. Mr. Endres requested that the Board determine the legality of the Township's action to install the culvert and whether or not the County Commissioners have any authority in the matter. The Board indicated they would contact the States Attorney for an opinion on this issue.

#### **PERSONNEL CHANGE**

Motion by Marquardt, second by Hanten, to approve the following personnel change; all present voted aye; motion carried: Correctional Officer, Joe Hayashi, anniversary step increase, from step 6/\$16.34 per hour to step 7/\$16.90 per hour, effective date July 15, 2011, submitted and approved by Chief Correctional Officer, Tom Walder.

#### **EXECUTIVE SESSION**

Motion by Hanten, second by Heller to enter into executive session at 10:43 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 10:48 a.m. Action was taken.

**HUMAN RESOURCE POSITION**

Motion by Marquardt, second by Johnson, to reconsider action taken on June 14<sup>th</sup> to accept the resignation of Human Resource Officer, Terry Satterlee; all present voted aye; motion carried. Motion by Johnson, second by Hanten, to not accept the letter of resignation, from Human Resource Officer, Terry Satterlee; all present voted aye; motion carried.

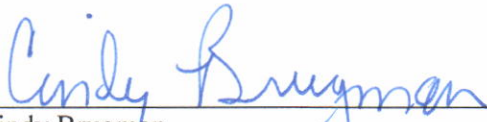
**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 10:52 a.m., to discuss a union contract issue; all present voted aye; motion carried. The Board returned to regular session at 11:15 a.m. No action was taken. Human Resource Officer, Terry Satterlee and Highway Supt., Rick Small, were present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 11:20 a.m., until 9:00 a.m., Tuesday, June 28<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:



\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**June 28, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of June 21<sup>st</sup>, 2011
- ✓ 4. Monthly reports
  - ✓ a. Emergency Management
  - ✓ b. Sheriff
- ✓ 5. Action to appoint the Human Resource Officer as union negotiator on behalf of the County
- ✓ 6. Discussion/action regarding a work order allowing Aason Engineering to begin work on the STP project to pave County Road 23-6 south of Hwy 212
- ✓ 7. Action to authorize the Chairman to sign an amendment, to a previous Historical Preservation allocation award, to extend the grant agreement deadline to August 31, 2011
- ✓ 8. Action to approve payroll claims
- ✓ 9. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~10.~~ Action to approve travel requests
- ~~11.~~ Action to approve personnel changes
- ✓ 12. Discussion of Extension Complex matters
- ✓ 13. Old Business
- ✓ 14. New Business
- ✓ 15. Open
- ✓ 16. Action to enter into Executive session
17. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, July 5<sup>th</sup>, 2011  
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.

June 28, 2011

The Codrington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 28<sup>th</sup>, 2011, in the Codrington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

#### **AGENDA APPROVED**

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

#### **MINUTES APPROVED**

Motion by Marquardt, second by Hanten, to approve the minutes of June 21<sup>st</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

#### **MONTHLY REPORTS**

Sheriff, Toby Wishard, submitted the following statistics for the month ending May 31<sup>st</sup>, 2011 for the Detention Center and Sheriff's Office: 49.45 average daily inmate population; 199 bookings; \$6,195.00.00 collected in work release; \$12,202.00 collected in out of county prisoner contracts; \$3,106.00 collected in fees for the 24/7 program, \$4,433.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 48 individuals testing twice daily and 32 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 336 sets of civil papers served; 474 calls for service; 7 accidents investigated; 83 arrest warrants; and 12 transports, for a total 2,375 miles traveled. Discussion was held on the following items: Sheriff Wishard recently sent his Sergeant Deputy, to Pierre, to assist with a call for increased law enforcement during the time of flooding in the area, Codrington County will be reimbursed for the Deputy's per diem, regular, and over time hours; the scheduled date for the Watertown Police Dept. to move from the Detention Center is July 14<sup>th</sup> and 15<sup>th</sup>; the Sheriff has met with a contractor for proposed renovations to the Detention Center when the Police Dept. does vacate the premises; the promotion of a part time Deputy Sheriff to a full time position to fill a recent resignation will be scheduled on a future agenda; assignment of SCRAM bracelets was discussed along with the status of the 911 Center in the Detention Center; and a scheduled fireworks discharge in the Town of Florence. **Emergency Management Director, Jim Sutton**, advised the Board that FEMA representatives may be in the area this week to begin applicant briefings and site visits. Mr. Sutton provided the Board with a brief overview of his recent duties at Dakota Dunes where he was a member of the incident management assistance team with regards to the flooding situation in that area.

#### **UNION CONTRACT NEGOTIATIONS**

Motion by Johnson, second by Hanten, to authorize Human Resource Director, Terry Satterlee, to enter into union contract negotiations with the Union representing the Sheriff's Deputies and Correctional Officers; all present voted aye; motion carried.

#### **COUNTY ROAD 23-6 WORK ORDER FOR CONSULTANT SERVICES**

Motion by Marquardt, second by Heller, to authorize the Chairman to sign a work order for consultant services, with Aason Engineering, for a scheduled project on County Road 23-6, utilizing STP funds of approximately \$712,000.00; all present voted aye; motion carried. Highway Supt., Rick Small, advised the Board that this project may not take place until the year 2013.

June 28, 2011

### **HIGHWAY OFFICE EQUIPMENT**

Highway Supt., Rick Small, informed the Board that due to the installation of updated software two computers at the Highway Dept. are experiencing technical difficulties. Mr. Small noted the updated software is not compatible with the older computers in his office and additional software updates scheduled for October also will not work with the current equipment and could lead to loss of data. Motion by Hanten, second by Johnson, to authorize the purchase of two computers for the Highway Dept.; all present voted aye; motion carried.

### **COUNTY ROAD 19**

Highway Supt., Rick Small, advised the Board that County Road 19, north of State Highway 20, has recently been reopened to two-way traffic after being restricted to one lane of traffic due to flooding conditions.

### **HISTORICAL PRESERVATION ALLOCATION AWARD AMENDMENT**

Motion by Johnson, second by Marquardt, to authorize the Chairman to sign Amendment #1 to the State of South Dakota Historical Preservation Allocation Award Project #SD-10-019 to extend the preservation deadline from May 31, 2011 to August 31, 2011; all present voted aye; motion carried.

### **PAYROLL CLAIMS**

Motion by Marquardt, second by Heller, to approve for payment the following salary claims for the month ending June 30, 2011; all present voted aye; motion carried: Commissioners: 9,415.61 total salaries. Auditor: 16,655.95 total salaries. Co. Treasurer: 24,363.08 total salaries. States Attorney: 23,775.31 total salaries. Gov. Buildings: 15,545.26 total salaries. Dir. Equalization: 33,200.17 total salaries. Reg. of Deeds: 16,980.33 total salaries. Veterans Service: 8,474.58 total salaries. Sheriff: 60,197.07 total salaries. Co. Jail: 73,117.54 total salaries. Care of the Poor: 3,885.86 total salaries. Co. Nurse: 3,718.72 total salaries. Co. Park: 8,564.68 total salaries. Ag. Bldg.: 7,767.61 total salaries. Co. Extension: 8,214.37 total salaries. Weed: 7,221.64 total salaries. Planning Board: 254.47 total salaries. Road & Bridge: 76,339.35 total salaries. Emergency Management: 9,359.56 total salaries. Crime Victim: 5,125.02 total salaries. W.I.C.: 3,700.13 total salaries. Total: 415,876.31. Breakdown of withholding amounts which are included in the above: S.D. Retirement 35,027.48 S.D. Retirement 396.77 spouse option; S.D. Supplemental Retire. 1,945.00 suppl. retire.; Dakotacare 78,285.12 ins.; Lincoln Financial Group 436.50 life ins.; Delta Dental 5,128.42 ins.; Nationwide Retire. Sol. 311.29 suppl. retire.; AFSCME Local #2488 340.00 employee union dues; AFLAC 2,589.00 ins.; Assurity Life Insurance 374.05 ins.; U.M.B. Retirement 2,182.00 suppl. retire.; AFLAC 384.42 ins.; Watertown United Way 115.83 employee contributions; Office of Child Support 100.00 employee payments; Sioux Valley Credit Union 9,251.94 employee payments; Cod. Co. Treasurer 30,900.00 employee monthly draw; New York Life 57.75 ins.; Teamsters Local Union 120 379.50 employee union dues; ReliaBank 27,329.06 federal withholding; ReliaBank 38,318.81 social security; AAA Collections 497.42 garnishment. Consec Ins. 20.20 ins.

### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Marquardt to approve an automatic budget supplement, to the Emergency Management expenditure and revenue budgets, in the amount of \$131,637.58, with Homeland Security Grant reimbursement funds; all present voted aye; motion carried.

**EXECUTIVE SESSION**

Motion by Marquardt, second by Johnson, to enter into executive session at 9:31 a.m., to discuss contractual negotiations between SDSU Extension Service and Codington; all present voted aye; motion carried. The Board returned to regular session at 10:26 a.m. No action was taken. Maintenance Supervisor, Milo Ford and Auditor, Cindy Brugman were present for executive session.

**OLD BUSINESS – ROBERT ENDRES/EDEN TOWNSHIP ROAD MATTER**

Robert Endres appeared before the Board to inquire as to the status of a matter he previously brought before the Board regarding the legality of action taken by Eden Township officials to install a culvert on a Township road near Mr. Endres property. The Board advised Mr. Endres the Codington County State’s Attorney is scheduled to meet with this Board at 9:00 AM, Tuesday, July 5<sup>th</sup>, 2011, to further discuss this issue. Commissioner Marquardt was asked to obtain a signed statement from Eden Township officials stating their position on this issue.

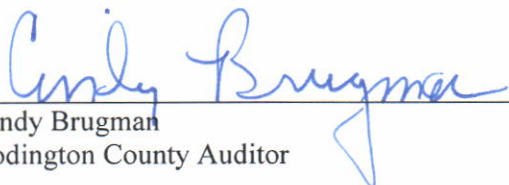
**2012 PROVISIONAL BUDGET**

The Auditor provided each Board member with a data binder containing 2012 Budget requests and 2012 estimated revenue data. The Board will begin reviewing budget requests during the July 5<sup>th</sup> Board meeting.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Heller, to adjourn at 10:44 a.m., until 9:00 a.m., Tuesday, July 5<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**July 5, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of June 28<sup>th</sup>, 2011
- ✓4. 9:00 AM, Discussion with States Attorney, Dawn Elshere, and possible action regarding a culvert installation in Eden Township
- ✓5. Monthly reports and review of 2012 budget requests
  - ✓a. Extension
  - ✓b. Heath
  - ✓c. Veterans Service
  - ✓d. Welfare
  - ✓e. Weed
- ✓6. Discussion/action regarding the purchase of two snow plows for the Highway Dept.
- ✓7. Discussion/action regarding a notice to bidders for a street broom for the Highway Dept.
- ✓8. Action to close out the Unemployment Fund and create a budget in the General Fund
- 9✓. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓10. Action to approve travel requests
- ✓11. Action to approve personnel changes
  - a. Crystal Neale, Deputy Extension Office Coordinator, anniversary step increase
  - b. Promotion of Dave Curtis, part time Deputy Sheriff to full time position
- ✓12. Discussion of Extension Complex matters
- ✗13. Old Business
- ✗14. New Business
- ✗15. Open
- ✓16. Action to enter into Executive session
17. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, July 12<sup>th</sup>, 2011  
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.

July 5, 2011

The Codrington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 5<sup>th</sup>, 2011, in the Codrington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

#### **AGENDA APPROVED**

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

#### **MINUTES APPROVED**

Motion by Hanten, second by Marquardt, to approve the minutes of June 28<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

#### **ROBERT ENDRES/EDEN TOWNSHIP CULVERT ISSUE**

States Attorney, Dawn Elshere met with the Board to discuss the County's authority, if any, with regards to a culvert installed on a Township road located in Eden Township. The States Attorney advised the Board she has researched the statutes and has determined the County is not in a position to take any action regarding the installation of a culvert, by Eden Township officials, on a Township road near property owned by Robert Endres. Ms. Elshere noted the statute referred to by Mr. Endres, SDCL 31-14-2, excludes Township roads from the County's jurisdiction. Commissioner Marquardt informed the Board that after requesting a written statement from Eden Township officials, stating the rationale for installing the culvert, the Township Officials informed Commissioner Marquardt that they had taken action through the advice of their attorney and would not be submitting a statement to the Board of County Commissioners. Robert Endres was present for this discussion.

#### **MONTHLY REPORTS**

**Extension Educator, Deb Sundem**, reported on the following activities: Kid Care babysitting workshop attendance; an upcoming 4-H Special Foods contest; preparation for 4-H Achievement Days; assisting with Camp Chance; and the progress of the Field Specialist application reviews. **Extension Educator, Paul Johnson**, reported on the following items: a statewide IPM workshop hosted by the Northeast Research Farm for agronomy professionals and interested parties scheduled for July 7<sup>th</sup> & 8<sup>th</sup>; the annual Northeast Research Farm tour scheduled for July 14<sup>th</sup>; and the effects of the recent high temps on the local corn crop. **Community Health Nurses, Karla Moes and Karen Nygaard**, submitted a written report which contained information on the following items: Meetings attended; office fees collected; office visit numbers; out of office visits; immunization and TB tests; WIC caseload; baby care; and school activities. **Veterans Service Officer, Al Janzen**, reported 39 riders for a total of 15 trips in the month of June. Mr. Janzen informed the Board new software is available for use with Veterans cases/paperwork. Mr. Janzen noted he has budgeted funds for this software, required signature pad and scanner and will install the software on only one computer in his office for the time being. **Welfare Director, Sarah Petersen**, reported the following statistics for the time period June 7<sup>th</sup> through July 1<sup>st</sup>: 22 applications; with 6 approved for County assistance; 7 denials; 4 pending or referred; 5 other resources utilized; 0 guarantees; and 5 new clients approved. Total Assistance: \$ 916.51 for 0 rentals, 6 utilities, 0 burials, 0 medical and 0 pharmacy. 3 active medical cases and 1 medical applications pending decision. Total Credits: \$5,610.45. **Weed Manager, Paul Johnson and Weed Supervisor, Steve Molengraaf** reported on the following items: spraying progress on contracted Township and County roads with spraying to be

July 5, 2011

completed on State roads; a regional flea beetle bug collection has taken place; and weed control could possibly begin at Memorial Park later this week.

#### **EQUIPMENT REQUESTS**

Motion by Johnson, second by Hanten, to approve a request from Veterans Service Officer, Al Janzen, to replace an older computer in his office which is no longer working properly; all present voted aye; motion carried. Mr. Janzen noted there are budgeted funds available for this equipment. Motion by Hanten, second by Johnson, to approve a request from Highway Supt., Rick Small, for the purchase of two one way snow plows from Northern Truck Equipment. Mr. Small received quotes from the following: Northern Truck Equipment \$10,378 total cost and Sanitation Products \$12,282 total cost. Upon vote of Commissioner Hanten's motion; all present voted aye; motion carried.

#### **NOTICE TO BIDDERS/STREET BROOM**

Motion by Hanten, second by Marquardt, to authorize the Auditor to publish a notice to bidders for one new current year model street broom; all present voted aye; motion carried. This request for bids was presented by Highway Supt., Rick Small, with a bid opening set for 10:00 AM, Tuesday, July 26<sup>th</sup>, 2011.

#### **UNEMPLOYMENT INSURANCE FUND**

Motion by Hanten, second by Johnson, to close out the Unemployment Insurance Fund, transfer the fund balance to the General Fund, and set up an Unemployment Insurance budget within the General Fund, per the recommendation of the SD Dept. of Legislative Audit; all present voted aye; motion carried.

#### **2012 BUDGET REVIEW**

The Board reviewed the following 2012 budget requests: Extension, Health, Veterans Service, Welfare and Weed.

#### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Marquardt to approve an automatic budget supplement, to the Emergency Management expenditure and revenue budgets, in the amount of \$20,477.91, with Homeland Security Grant reimbursement funds; all present voted aye; motion carried.

#### **PERSONNEL CHANGES**

Motion by Hanten, second by Marquardt, to approve the following personnel changes; all present voted aye; motion carried: Crystal Neale, Deputy Extension Office Coordinator, anniversary step increase, from step 6/\$14.28 per hour to step 7/\$14.76 per hour, effective date July 15, 2011, submitted and approved by Extension Educator, Deb Sundem. Dave Curtis, Deputy Sheriff, promotion from part time to full time, from step 1/\$16.61 per hour to step 4/\$18.37 per hour, effective date July 15, 2011, submitted and approved by Sheriff, Toby Wishard.

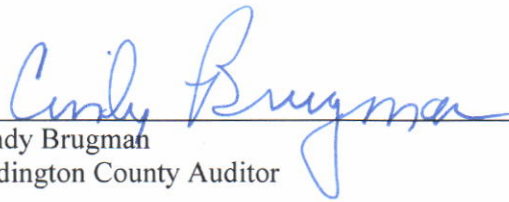
#### **REGIONAL EXTENSION CENTER**

The Board briefly discussed the rental proposal recently submitted to SDSU officials for the proposed Regional Extension Center project.

#### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Marquardt, to adjourn at 10:35 a.m., until 9:00 a.m., Tuesday, July 12<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**July 12, 2011**

1. 9:00 a.m. action to convene as a Board of County Commissioners
2. Action to approve the agenda and adjust cell phones
3. Action to approve the minutes of July 5<sup>th</sup>, 2011
4. Monthly reports and review of 2012 budget requests
  - a. Auditor
  - b. Director of Equalization
5. Action to approve the Auditor's Account with the Treasurer and note Register of Deeds fees for the month ending June 30<sup>th</sup>
6. Action to approve claims for payment
7. Action to approve automatic supplements to budgets w/grant reimbursement funds
8. Action to approve travel requests
  - a. Emergency Management Director, Jim Sutton
- ~~9. Action to approve personnel change~~
10. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
11. Old Business *Tax Deed*
12. New Business
13. Open
14. Action to enter into Executive session
15. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, July 19<sup>th</sup>, 2011  
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.

July 12, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 12<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Hanten, second by Marquardt, to approve the minutes of July 5<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported on the following items: the completion of the County's biennial audit by the SD Dept. of Legislative Audit, biennial purge of the voter list, and assisting the City with ballot preparation for the Ward D runoff election. **Director of Equalization, Shawna Constant**, reported on the following activities of her office: current reappraisal project, transfers, OHE hearings, splits, and new plats. Ms. Constant noted the new GIS computer has been delivered and the new soil survey data will be implemented in the next couple of weeks. The Director gave an overview of the O.H.E. hearings held on July 5<sup>th</sup> in Pierre with three Codington County property owners appealing their 2011 valuations. Discussion was also held regarding the County's website. Commissioner Johnson will contact personnel at L.A.T.I. to determine the possibility of an L.A.T.I. student taking on the project to reconfigure the County's website which now uses software that is obsolete. Discussion was also held regarding the implementation of a cell phone stipend for employees who use their personal cell phones for County business and in turn the Department would cancel any cell phone contracts currently in place. **Register of Deeds, Ann Rasmussen**, submitted the following report: Total transactions in June were in the amount of \$22,086.50; with \$2,640.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

**2012 BUDGET REVIEW**

The Board reviewed the following 2012 budget requests: Auditor and Director of Equalization.

**AUDITOR'S ACCOUNT WITH THE TREASURER**

Motion by Heller, second by Hanten, 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, 2011, all present voted aye; motion carried.

Cash on hand	\$	7,706.69
Checks in Treasurers' possession		
less than 3 days	\$	70,728.21
Cash Items	\$	400.50
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$</b>	<b>78,835.40</b>
<b>RECONCILED CHECKING</b>		
Great Western Bank Checking (Memorial Park)	\$	1,902.00
Reliabank Dakota	\$	8,867,339.26
<b>INVESTMENTS</b>		
SD Public Funds Investment	\$	6,965.16
<b>CERTIFICATES OF DEPOSIT</b>		

July 12, 2011

Great Western Bank	\$ 1,000,000.00
Home Federal Bank	\$ 400,000.00
Peoples State Bank	\$ 600,000.00
Plains Commerce Bank	\$ 600,000.00
Reliabank	\$ 600,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$12,155,041.82</b>
<b>General Ledger Cash Balance by Funds:</b>	
General	\$ 6,599,095.51
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 4,262,482.13
Sp. Revenue restricted cash	\$ 10,411.85
Internal Service	\$ 3,995.33
Trust & Agency	\$ 779,057.00
(schools 185,368.72, townships 54,941.38; city/towns 45,748.22)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$12,155,041.82</b>

### **CLAIMS APPROVED FOR PAYMENT**

Motion by Marquardt, second by Heller, to approve for payment the following claims; all present voted aye; motion carried: A-Ox Welding Supply 69.85 Sup, Advance Auto Parts 124.49 Rep, Angela Allen 50.74 Jury, Alltel 27.82 Util, Alltel 394.25 Util, Alterations By Laurie 5.00 Unif, Dawn Aman-Elshere 74.00 Mile, AP Auto Pros, Inc 229.14 Rep, AP Auto Pros, Inc 3657.58 Rep, Peter Arnold 130.00 Grant, Kathryn Asfeld 129.60 Jury, Aspen Tree Service 350.00 Maint, AT&T Mobility 35.66 Util, AT&T Mobility 31.39 Util, AT&T Mobility 266.88 Util, AT&T Mobility 23.11 Util, AT&T Mobility 70.24 Util, AT&T Mobility 127.32 Util, AT&T Mobility 119.13 Util, AT&T Mobility 41.65 Util, Avera Health Plans 916.14 Ins, Bob Barker Co. 1280.11 Sup, Batteries Unlimited 179.75 Sup, Michael Baxter 107.40 Jury, Bendix Imaging 119.99 Sup, Benefit Concepts 1289.40 Ins, Kristen Benike 20.00 Wit, Jennifer Benthin 20.00 Wit, Roger Benthin 78.00 Svc, Rebecca Berg 12.22 Jury, Kenny Berns 1785.00 Sup, Best Business Products 259.99 Copy, Best Business Products 76.38 Rent, Best Western Ramkota Hotel 203.98 Trav, Elisa Beutler 11.48 Jury, Joel Beutow 101.48 Jury, Sharolyn Beutow 52.96 Jury, Heidi Bierscheid 51.48 Jury, Verlyn Bleyenber 118.00 Grant, Daniel Boone 12.22 Jury, Phyllis Bowersox 10.74 Jury, Boys & Girls Club 1200.00 Pmt, Jordan Breakfield 130.00 Grant, Brevik Law Office Prof LLC 190.38 Svc, Brian's Glass & Door, Inc. 215.00 Rep, Elmer Brinkman 64.50 Trav, Brown Clinic PLLP 540.00 Svc, Brownells, Inc 63.43 Sup, Burns Law Office 827.80 Svc, Burns Law Office 2600.00 Svc, Charles Bush 113.00 Grant, Butler Machinery 231.65 Sup, C & S Chemical 75.00 Maint, Carquest Auto Parts 426.35 Rep, Carquest Auto Parts 59.28 Parts, Cass-Clay Creamery 951.00 Sup, City Directories 325.00 Sup, City Of Watertown 30000.00 Grant, Clerk Of Courts 400.00 Pmt, Codington Co. Historical Soc. 4500.00 Pmt, Cod.Co. Sheriff - Petty Cash 106.00 Reimb, Codington County Treasurer 50.00 Post, Denise Cody 39.00 Svc, Cole Papers, Inc. 818.52 Sup, Cole Papers, Inc. 334.44 Sup, Cole Papers, Inc. 1434.65 Sup, Connecting Point Computer Cent 1561.00 Grant, Connecting Point Computer Cent 5601.00 Grant, Connecting Point Computer Cent 1457.50 Sup, Connecting Point Computer Cent 432.00 Sup, Shawna Constant 246.34 Trav, Country Inn & Suites 2667.50 Grant, County Fair Foods 101.13 Sup, Culligan Water Conditioning 112.50 Sup, Tonia Dalton 105.92 Jury, Scott Davis 101.48 Jury, Day County Em 8932.00 Grant, Delyle's South 81 Service, Inc 545.63 Rep, Detco 819.21 Sup, Donna Dettmann 14.44 Jury, Joyce DeYoung 17.40 Jury, Sandra DeYoung 12.22 Jury, Donna Dietrich, Chairman 255.88 Svc, Dive Rescue International Inc 1676.40 Unif, Dive Rescue International Inc 45.00 Cert, Adam Doerr 118.00 Grant, Ronald Donahue 130.00 Grant, Jon Dravland 118.00 Grant, Virginia Dudley 11.48 Jury, Dayton Dunn 17.40 Jury, Samuel Dunn 10.74 Jury, Sara Lee Bakery Group/ 760.18 Sup, East Dakota Water Development 385.37 June Apportionment, Cody Edwards 53.70 Jury, Penny Eickholt 107.40 Jury, Elite Signs & Graphix,

LLC 810.00 Equip, Janet Elkins 11.48 Jury, EMC Insurance Companies 3670.24 Ins, John Engels 11.48 Jury, John Engels 80.00 Reimb, Gary Ernst 10.74 Jury, Naomi Even 11.48 Jury, Extension Service 130.82 Trav, Farnams Genuine Parts 237.76 Sup, Fastenal 65.83 Rep, Faulk County Sheriff's Office 180.00 Svc, Donald Fedt 51.48 Jury, Cole Fischer 51.48 Jury, Fox, Youngberg & Lewno, P.C. 195.76 Svc, Mark Fromke 10.74 Jury, G4s Justice Services Inc 85.25 Sup, Galls, An Aramark Company 90.97 Sup, GCR Tire Center 2.55 Rep, GCR Tire Center 1182.74 Rep, GCR Tire Center 244.24 Rep, Darci Gebers 45.00 Grant, Genoa Healthcare/Watertown 8.00 Sup, Maria Giakouminakis 12.22 Jury, Glaken And Associates 530.00 Trav, Glass Products Inc. 3314.20 Maint, Grainger 4.38 Sup, Grainger 491.20 Sup, Gray Construction 137.35 Rep, Green, Roby, Oviatt, 4158.33 Svc, Amber Hagen 130.00 Grant, Wes Hagen 10.74 Jury, Bonny Hall 12.22 Jury, Lisa Hall 101.48 Jury, Ryan Hall 10.74 Jury, Amanda Hannasch 51.48 Jury, Caren Hanten 11.48 Jury, Carol Harkin 16.66 Jury, Laura Heinle 50.00 Jury, Gail Helland 101.48 Jury, Sonni Heminger 20.00 Wit, Larissa Henry 102.96 Jury, Town Of Henry 136.10 Util, Hillyard Floor Care Supply 964.53 Sup, Hillyard Floor Care Supply 285.06 Sup, Renee Hintz 10.74 Jury, John Hodorff 12.22 Jury, William Hoff 80.00 Reimb, Mark Horsman 52.22 Jury, Howard Vet Clinic 186.25 Svc, Brad Howell 142.00 Trav, Brad Howell 40.00 Trav, David Hulscher 126.64 Jury, Hurkes Implement Co. 40.00 Rep, HyVee #1871 Accts Receivable 104.66 Sup, HyVee #1871 Accts Receivable 30.98 Sup, HyVee #1871 Accts Receivable 66.17 Sup, HyVee Pharmacy 1067.60 Sup, Interlakes Community Action 412.25 Pmt, Interstate All Battery Center 74.00 Sup, Intoximeters 600.00 Sup, Johnson Controls, Inc. 3939.75 Maint, Paul Johnson 583.33 Pmt, Paul Johnson 168.81 Mile, Russell Johnson 13.70 Jury, Gary Jongeling 17.40 Jury, Jurgens Printing 666.00 Sup, Jurgens Printing 287.00 Pub, Sherman Jurgens 20.00 Wit, Teresa Kaasa-Groom 13.70 Jury, Randy Kadlec 50.74 Jury, Karen Kaspersen 55.92 Jury, Keller Apartments 190.00 Asst, Sommer Kennedy 51.48 Jury, Kimberly Kern 10.74 Jury, Kimball Midwest 90.00 Sup, Kingsbury County Em 12926.00 Grant, William Knese 11.48 Jury, Knology 84.47 Util, Knology 144.95 Util, Knology 345.45 Util, Knology 78.00 Util, Knology 49.95 Util, Josie Koopmans 116.28 Svc, Jeffrey Kranz 17.40 Jury, Kriech Construction 16779.60 Sup, Lab Safety Supply 183.11 Sup, Thomas Laframboise 11.48 Jury, Kathy Lake 12.22 Jury, J.H. Larson Electrical Co. 9.01 Sup, J.H. Larson Electrical Co. 306.57 Sup, LATI/Corp Ed 1100.00 Grant, Derek Layher 118.00 Grant, Matthew Leddon 118.00 Grant, Zachary Lenards 10.74 Jury, Light And Siren 1196.00 Equip, Tonya Lindgren 52.96 Jury, Lindner Music 2840.00 Sup, Colleen Lipelt 10.00 Jury, Jodi Loehrer 106.08 Mile, Arthur Long 52.22 Jury, Holly Lundgaard 11.48 Jury, Lyle Signs Inc. 3557.00 Sup, Patrick Maag 137.00 Jury, Mac's Inc. 275.05 Sup, Mac's Inc. 71.74 Sup, Mahowald's 43.09 Sup, McKinley Mobile Home Rentals 300.00 Asst, Laura Melcher-Leddy 10.74 Jury, Menards 91.98 Sup, Menards 195.68 Sup, Samuel Meyer 10.74 Jury, Mikelson Law Office 72.00 Svc, Karen Minnerath 14.44 Jury, Moe Oil Company 1345.30 Sup, Motorola Solutions Inc 1864.00 Grant, Municipal Utilities 152.94 Asst, Municipal Utilities 763.57 Util, Municipal Utilities 351.25 Util, Municipal Utilities 9939.87 Util, Municipal Utilities 127.42 Util, Nada Used Car Guide 98.00 Sup, National Tactical Officer Assn 12900.00 Grant, Newman Traffic Signs 1510.10 Sup, Daniel Nguyen 10.74 Jury, Chad Noeldner 13.70 Jury, Gregg Noeldner 400.00 Grant, Tracy Nogelmeier 10.74 Jury, Northern Con-Agg LLP 14352.59 Sup, Northwestern Energy 110.45 Util, Mark Novy 15.18 Jury, Jonathan Oaks 11.48 Jury, Office Peeps, Inc. 5.90 Sup, Office Peeps, Inc. 2687.49 Sup, Timothy Opheim 118.00 Grant, Ottertail Power Co. 25.50 Util, Douglas Pahl 13.70 Jury, Arlana Pappone 15.18 Jury, Theresa Paradeis 51.48 Jury, Ronald Paulson 15.92 Jury, Jodi Pearson 10.74 Jury, Pennington County Jail 264.10 Trav, PMB 0112 19.00 Util, PMB 0112 255.53 Util, Postmaster 110.00 Rent, Prairie Lakes Health Care Cent 641.50 Svc, Prairie Lakes Health Care Cent 1896.00 Svc, Brittiany Pribbenow 20.00 Wit, Print 'Em Now 64.00 Sup, Print 'Em Now 100.00 Sup, Pro Line, Inc. 1062.68 Maint, Professional Mailing & Market. 2795.80 Post, Qwest 85.28 Util, Qwest 763.46 Util, Qwest 16.08 Util, Roger Randall 101.48 Jury, Rawdon Radiator 62.50 Rep, Redlinger Bros. 348.90 Rep, Redlinger Bros. 10506.00 Bldg, Cathryn Rehfuss 39.00 Svc, Jill Rethke 101.48 Jury, Terance

Reyelts 130.00 Grant, Tammy Ripplinger 10.00 Jury, Roberts County Em 2492.00 Grant, Donus Roberts 11.48 Jury, Ron's Saw Shop 27.99 Maint, Don Rowland 400.00 Jury, Runnings 174.69 Sup, Russ Standard Service 43.00 Maint, Russ's Service 115.50 Rep, Terrance Satterlee 1500.00 Pmt, Michael Schaeffer 12.22 Jury, Rose Schmig 23.32 Jury, Schrader's 150.00 Sup, Ross K Schulte DDS Pc 161.00 Svc, SD Department Of Revenue 874.00 Svc, SD Department Of Revenue 52.00 Svc, S.D. Federal Property 635.00 Sup, SD State Treasurer 438315.10 July Remittance, SDAAO 1000.00 Conf, SDACC 8390.33 Pmt, SDSU Extension Service 130.82 Trav, Kathryn Selchert 52.96 Jury, Sioux Valley Coop 3796.05 Fuel, Sioux Valley Coop 105.80 Sup, Sioux Valley Coop 39.30 Rep, Sioux Valley Coop 19140.00 Sup, Sioux Valley Coop 878.42 Fuel, Sioux Valley Coop 972.46 Fuel, Sioux Valley Greenhouses 248.27 Sup, Sioux Valley Greenhouse 89.86 Rep, Rick Small 110.50 Trav, South Shore Gazette 1334.08 Publ, Town Of South Shore 36.00 Util, Sprint 273.07 Util, Sprint 47.39 Util, Reed St. Sauver 10.74 Jury, Amber Stanton 10.74 Jury, Star Laundry 107.50 Sup, Star Laundry 54.03 Sup, Star Laundry 63.64 Maint, Suzanne Steinmetz 14.44 Jury, Connie Stoebner 239.40 Svc, Sturdevant's Auto Parts 40.79 Rep, Sturdevant's Auto Parts 6.29 Rep, Deb Sundem 61.20 Mile, Sutton Law Office Pc 10291.67 Svc, Sutton Law Office Pc 1661.83 Svc, Bart Sweebe 45.00 Grant, Technicolor Screen Printing 268.09 Unif, Technicolor Screen Printing 18.00 Unif, Heidi Thorson 38.00 Trav, Erin Thovson 13.70 Jury, James Thyen 24.80 Jury, Titan Machinery 1413.37 Maint, Todd Architects, Ltd. 3232.50 Pmt, Toshiba Financial Services 579.70 Rent, Trav's Outfitter Inc 199.97 Sup, Bard Tronvold 10.74 Jury, Trugreen 270.00 Maint, Charles Umberger 45.00 Grant, Us Foodservice Inc 9609.44 Sup, Joseph Valley 11.48 Jury, Van Diest Supply Company 4354.00 Sup, Cindy Vanderleest 55.92 Jury, Chad Vilhauer 52.22 Jury, Visa - C/O Great Western Bank 23.03 Pmt, Visa - C/O Great Western Bank 56.06 Pmt, Visa - C/O Great Western Bank 1149.22 Pmt, Visa - C/O Great Western Bank 240.97 Pmt, Great Western Bank 302.57 Sup, Visa - C/O Great Western Bank 1224.23 Sup, Tom Walder 136.00 Trav, Tom Walder 40.00 Trav, Wal-Mart Community 355.64 Sup, Amanda Warborg 20.00 Wit, Watertown Lawn & Garden 35.00 Sup, Watertown Lawn & Garden 250.00 Rep, Watertown Properties 375.00 Asst, Watertown Public Opinion 123.38 Sup, Watertown Public Opinion 123.38 Sup, Watertown Public Opinion 1284.43 Pub, Watertown Resource Center 3180.00 2nd Qtr Payment, Cory Wercinski 10.00 Jury, West Payment Center 21.75 Sup, West Payment Center 21.75 Sup, Westside Animal Clinic Pc 135.58 Vet, Wheelco 32.70 Rep, Toby Wishard 136.00 Trav, Judy Wolff 55.18 Jury, Watertown Landfill 0.60 Util, Watertown Landfill 45.31 Svc, WW Tire Service Inc 85.04 Sup, Yankton Co. Sheriff 50.00 Svc, Zep Sales & Service 299.51 Sup,

#### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Johnson to approve an automatic budget supplement, to the Emergency Management expenditure and revenue budgets, in the amount of \$60,497.50, with Homeland Security Grant reimbursement funds; all present voted aye; motion carried.

#### **TRAVEL REQUEST**

Motion by Johnson, second by Hanten, to approve the following travel request; all present voted aye; motion carried: Emergency Management Director, Jim Sutton, Emergency Management meeting in Chamberlain for an after action review of the Dakota Dunes IMAT assignment, July 12, 2011.

#### **REGIONAL EXTENSION CENTER**

The Board met with Don Guthmiller, SDSU Extension Educator and contact person for the proposed Regional Extension Center in Codington County. The Board had previously submitted a proposed rental agreement to the SDSU Cooperative Extension for a term of 15 years. Mr. Guthmiller informed the Board that the Cooperative Extension Administration has countered with a request for a 10 year rental agreement with a 5 year extension. Motion by Johnson, second by

Heller, to amend the County's offer from a 15 year to a 10 year rental contract with a 5 year extension; all present voted aye; motion carried. Mr. Guthmiller noted the Board of Regents will start the process to review the submitted proposals for Regional Extension Centers in August.

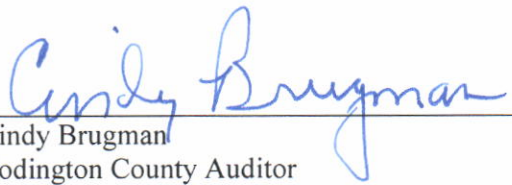
**4-H/YOUTH PROGRAM ADVISOR POSITION**

Commissioner Johnson was designated as the County's representative on the interview committee for the position of the 4-H/Youth Program Advisor Position in Codington County.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 9:45 a.m., until 9:00 a.m., Tuesday, July 19<sup>th</sup>, 2011; 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.

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**July 19, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of July 12<sup>th</sup>, 2011
- ✓4. Monthly reports and review of 2012 budget requests
  - ✓a. Sheriff
  - ✓b. Register of Deeds
  - ✓c. Treasurer
  - ✓d. Highway
  - ✓e. Maintenance
- ✓5. Action to approve the use of Courthouse grounds for "National Night Out"
- ✓6. Action to declare radio equipment surplus to be destroyed
- ✓7. Discussion/action to replace three doors at the Extension Center complex
- ✓8. Discussion regarding charges to local municipalities for "West Nile Prevention"
9. ✓ Action to approve a claim for payment
- ✓10. 10:00 a.m., Tax Deed property auction sale
- ~~X~~ Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓12. Action to approve travel requests
  - a. Auditor, Highway Supt., Register of Deeds, Treasurer, and Welfare Director, SDACO conference
- ✓13. Action to approve personnel change
  - a. Cindy Dargatz, Part time custodian, anniversary step increase
- ~~X~~ Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
15. Old Business
16. New Business
17. Open - DOE clerk advertisement
- ✓18. Action to enter into Executive session
  - a. Maintenance Supervisor, personnel matters
19. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, July 26<sup>th</sup>, 2011  
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.

July 19, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 19<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

#### **AGENDA APPROVED**

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

#### **MINUTES APPROVED**

Motion by Johnson, second by Marquardt, to approve the minutes of July 12<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

#### **MONTHLY REPORTS**

**Register of Deeds, Ann Rasmussen**, discussed with the Board, a comprehensive records management system proposal prepared by Computer Software Associates, Inc. The Register of Deeds advised the Board she is considering purchasing this software to replace the recording software currently used by her office and will update the Board as she gathers additional information on the new software. **Sheriff, Toby Wishard**, submitted the following statistics for the month ending June 30<sup>th</sup>, 2011 for the Detention Center and Sheriff's Office: 48.07 average daily inmate population; 211 bookings; \$4,595.00 collected in work release; \$11,425.98 collected in out of county prisoner contracts; \$2,658.00 collected in fees for the 24/7 program, \$5,760.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 36 individuals testing twice daily and 33 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 371 sets of civil papers served; 480 calls for service; 11 accidents investigated; 111 arrest warrants; and 13 transports, for a total 2,830 miles traveled. Sheriff Wishard will meet with the Vice-President of the Human Service Agency to finalize policies and procedures for the use of the "Crisis Room" recently created at Serenity Hills. Sheriff Wishard noted with the departure of the Watertown Police Department from the Detention Center renovations have begun to create a new office area, booking area, and space for 24/7 testing. **Treasurer, Carol Maloney**, reported June was extremely busy in her office with the renewal of license plate fees before the July 1<sup>st</sup> increase of those same fees. **Highway Supt., Rick Small**, attended an owner/operator underground tank training session and is now certified as an A, B, and C owner/operator. The County currently has an overflow leak protector which sounds an alarm in the Highway Dept. building when a tanker overfills a tank and the DENR has strongly suggested an alarm also should be positioned outside along with a complete system shutdown switch. Upgrades underneath the pumps are also being reviewed. Mr. Small was alerted to a possible hazard on County Road #3 between the lakes at South Shore near a railroad crossing. Traffic counts in this area reflect there is no justification for a stop light in the area. Mr. Small's recommendation was to place a "stop ahead" and a "stop" sign in this area to remedy the problem if he receives positive feedback for the plan. Discussion was also held regarding funding options for repairs on County Roads #21-2 and #23-4, and the possible purchase of motor graders from a bid awarded in Falk County on December 28<sup>th</sup>, 2010. **Maintenance Supervisor, Milo Ford**, reported on the following items: An incident in the bathhouse in the picnic area of Memorial Park has resulted in damages with charges pending after law enforcement responded; a tree was blown over onto a camper at the park during a storm on Sunday, July 10<sup>th</sup>; shower faucet replacements in a bathhouse at the park will cost over \$1,000.00 and budgeted funds are available for these repairs; seawall preservation at the park is being researched; an agreement is being worked on between the County and Cenex for the installation of a fuel tank at the park; 4-H

July 19, 2011

related events have been the main activities at the Extension Center Complex in the past month; the irrigation project for the Courthouse grounds has not been started as of this date; the installation of the narrow band radio system has been completed for the Maintenance Dept.; projects are underway in the Detention Center as the Police Dept. has now vacated the building; and spraying for the prevention of the West Nile Virus has taken place in Henry and Florence.

#### **TAX DEED PROPERTY SALE**

The Board held a tax deed property sale by public auction at 10:00 a.m., in the Commissioners chambers. The auction was conducted by Auctioneer, Jim Aesoph. Four parcels of property were sold and the sale will be approved at the Board's meeting to be held on Tuesday, July 26<sup>th</sup>, 2011.

#### **2012 BUDGET REVIEW**

The Board reviewed the following 2012 budget requests: Register of Deeds, Sheriff, Treasurer, Highway, Government Buildings, West Nile, Memorial Park, and Ag. Building.

#### **NATIONAL NIGHT OUT FOR LAW ENFORCEMENT**

Sheriff, Toby Wishard, requested authorization to use the south parking lot and grounds at the Courthouse on the evening of August 2<sup>nd</sup>, 2011, for the annual "National Night Out for Law Enforcement" activities. Motion by Marquardt, second by Hanten, to approve Sheriff Wishard's request; all present voted aye; motion carried.

#### **SURPLUS EQUIPMENT**

Motion by Marquardt, second by Johnson, to declare the following equipment surplus to be destroyed, per the request of Maintenance Supervisor, Milo Ford; all present voted aye; motion carried: GEN 00370; Yaeso FTR-2410 Radio w/mike; purchased 1/5/1994 at a cost of \$2,279.00.

#### **EXTENSION CENTER COMPLEX DOOR REPLACEMENT**

Motion by Marquardt, second by Hanten, to proceed with a project to replace three doors at the Extension Center Complex, per the request of Maintenance Supervisor, Milo Ford. Mr. Ford advised the Board this project will come in at a cost of no more than \$3,400.00. Upon vote of the Board; all present voted aye; motion carried.

#### **WEST NILE SPRAYING CHARGES**

A discussion was held with Maintenance Supervisor, Milo Ford, regarding the current billing procedure when the County performs spraying for the prevention of West Nile Virus in local communities within the County. The County currently charges for chemical at cost value and labor is billed using an hourly wage and benefits calculation. Currently there is no charge for the use of the sprayer or mileage costs/fuel expense to reach the spray site. The Board discussed the billing procedure and determined there was no need to change the current billing method at this time.

#### **CLAIM APPROVED**

Motion by Johnson, second by Hanten, to approve for payment the following claim; all present voted aye; motion carried: SD Dept. of Motor Vehicles, \$14.00, license/titling fees.

#### **TRAVEL REQUEST**

Motion by Hanten, second by Marquardt, to approve the following travel requests; all present voted aye; motion carried: Auditor, Register of Deeds, Treasurer, Welfare Director, and Highway Supt., County officials' conference in Rapid City.

**PERSONNEL CHANGES**

Motion by Marquardt, second by Heller, to approve the following personnel change; all present voted aye; motion carried: Cindy Dargatz, Custodian, step increase from step 5/\$12.42 per hour to step 6/\$12.83 per hour, effective date June 27, 2011, submitted and approved by Maintenance Supervisor, Milo Ford. The Board noted the resignation of Director of Equalization, Officer Manager, Judy Geier, effective August 1, 2011. Maintenance Supervisor, Milo Ford, advised the Board that Sandy Althoff will be a volunteer on site at Memorial Park. Mr. Ford also noted that Todd & Penny Johnson & family will be acting as volunteers to assist the Campground Managers at Memorial Park for the remainder of the camping season.

**COUNTY ROAD 23-4**

Jeff Schaack and Chad Kahnke, property owners along County Road 23-4, met with the Board to discuss their concerns for a remedy to the flooding on this County Road including the problem of the old County road disrupting the natural water way. The Board took the concerns of the property owners under advisement and will contact the local F.S.A. regarding water rights.

**DIRECTOR OF EQUALIZATION CLERK POSITION**

Motion by Johnson, second by Hanten, to authorize the advertisement and hiring of a Clerk position within the Director of Equalization Office, as requested by Director of Equalization, Shawna Constant; all present voted aye; motion carried.

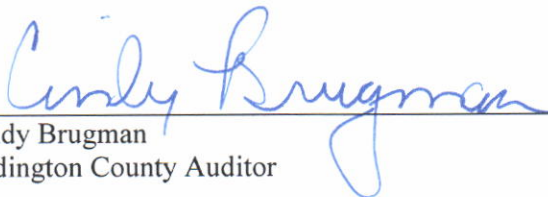
**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 11:37 a.m. to discuss personnel issues; all present voted aye; motion carried. The Board returned to regular session at 11:51 a.m., no action was taken. Maintenance Supervisor, Milo Ford, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Heller, to adjourn at 11:54 a.m., until 9:00 a.m., Tuesday, July 26<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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AGENDA  
Board of County Commissioners  
Codington County  
Codington County Courthouse  
July 26, 2011

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of July 19<sup>th</sup>, 2011
- ✓ 4. Monthly reports and review of 2012 budget requests
  - ✓ a. States Attorney
  - ✓ b. Emergency Management
  - ✓ c. Detention Center
  - ✓ d. Planning Board
- ✓ 5. Action to approve Resolution 2011-18 approving the sale of tax deed property
- ✓ 6. Action to approve payroll claims
- ✓ 7. Action to declare equipment surplus to be sold
- ✓ 8. Action to authorize the installation of a fuel tank at Memorial Park
- ✓ 9. Action to appoint a negotiator for union negotiations between Codington County and AFSCME Council 59
- ✓ 10. Discussion regarding a stop sign installation on County Road #3
- ✓ 11. Discussion/action regarding a proposal for the purchase of two motorgraders
- ✓ 12. 10:00 a.m., opening and action to award a bid for street broom
- ✓ 13. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓ 14. Action to approve travel request
- ✓ 15. Action to approve personnel change
  - a. Appointment of two Commissioner for a sick bank request
- ✓ 16. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
- ✓ 17. Old Business
- ✓ 18. New Business
- ✓ 19. Open
20. ✓ Action to enter into Executive session
  - a. ~~Maintenance Supervisor, personnel matters~~ *contractual matters*
21. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, August 2<sup>nd</sup>, 2011

July 26, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 26<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Johnson, second by Marquardt, to approve the minutes of July 19<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

States Attorney, Dawn Elshere, discussed the need for the addition of a full time deputy States Attorney due to an increase in case load. Ms. Elshere noted she has included \$51,382.00 in her 2012 budget request for this position. **Emergency Management Director, Jim Sutton**, reported on the following items: the Search and Rescue Team has acquired a new dive truck funded through grants from the U.S. Coast Guard, Watertown Community Foundation, First Premier Bank and Bankcard, and Midcontinent Communications and also raffle funds accumulated over the past 4-5 years. The acquisition of this truck came at no cost to the County. The Search and Rescue Team will once again assist with traffic control during the Redlin concert on Saturday, August 6<sup>th</sup>. A FEMA "Kick-Off" meeting, for road damages suffered on the Township level, will be held tonight at 6:30 PM at the Codington County Extension Center Complex. It was noted there may be a quorum of the Codington County Commissioners present at the meeting. Discussion was also held on the recent damage to County and Township roads due to heavy rainfall the weekend of July 23<sup>rd</sup>. **Zoning Officer, Luke Muller**, reviewed the Planning and Zoning Dept. year to date total revenue with revenues from 2010 and noted revenues are comparable between 2010 and 2011. **Chief Correctional Officer, Tom Walder**, reviewed his 2012 budget request with the Board for the Detention Center. Discussion was held regarding the current method of providing meals to inmates with the option of contracting with a service to provide inmate meals.

**2012 BUDGET REVIEW**

The Board reviewed the following 2012 budget requests: States Attorney; Emergency Management; Search and Rescue; Planning and Zoning; Detention Center; and 24/7.

**TAX DEED PROPERTY SALE**

**RESOLUTION 2011-18**

**APPROVING THE SALE OF COUNTY LAND ACQUIRED BY TAX PROCEEDINGS**

WHEREAS, PURSUANT TO DIRECTION FROM The Board of County Commissioners of Codington County, South Dakota, the County Auditor did heretofore offer for sale the hereinafter described real property belonging to said County, which was acquired by said County by tax deed, and

July 26, 2011

WHEREAS, it now appears from the said County Auditor's report of sale on file herein and from the proof of publication of Notice of Sale attached to said report and on file herein that all the proceedings necessary to a legal sale have been completed and the following have offered the following prices for the described real property to-wit.

<u>DESCRIPTION</u>	<u>PURCHASER</u>	<u>PRICE</u>
OL2 less W188.4', Sec.30-119-55 .24 acres, Wallace OLS, Wallace Village, Rec #5323	Keller Cabinets Inc. PO Box 52 Wallace, SD 57272	\$75.00
Lots 17 & 18, Blk 3, Original Town Henry Village, Rec #15179	Ben Nelson 308 2 St Henry, SD 57243	\$75.00
W50' of E140' of Lot 5, Blk 1 Berry's Add. South Shore Village, Rec #5089	Michael Murray PO Box 684 South Shore, SD 57263	\$100.00
N734' N1776' NE1/4, Lying E of RR ROW, 1.93 acres, Sec. 13-117-53 Lake Township, Rec #2479	Catherine M. Linneman	\$375.00

Which full amount of the purchase price has been deposited with the County Treasurer;  
NOW THEREFORE, be it and it hereby is resolved by the Board of County Commissioners of  
Codington County, South Dakota in regular session on the 26<sup>th</sup> day of July , 2011, that the sale of  
said premises to the above be and the same is hereby approved and the Chairman of the Board of  
County Commissioners of said Codington County, South Dakota is hereby authorized and  
directed to execute and the County Auditor to attest a Quit Claim Deed to said real property in the  
name of said County, and deliver said Quit Claim Deed to said purchasers conveying to said  
purchasers all of the right, title, and interest of said County therein.

Dated this 26<sup>th</sup> day July, 2011

Motion by Marquardt, second by Hanten, to approve the above and foregoing resolution, all  
members present voted aye; motion carried.

Elmer Brinkman  
Chairman

ATTEST:

Cindy Brugman  
Codington County Auditor

**PAYROLL CLAIMS**

Motion by Marquardt, second by Heller, to approve for payment the following July salary claims;  
all present voted aye; motion carried: Commissioners: 9,352.35 total salaries. Auditor: 16,655.97  
total salaries. Co. Treasurer: 25,616.45 total salaries. States Attorney: 23,832.95 total salaries.  
Gov. Buildings: 15,351.47 total salaries; Cindy Dargatz 736.86 step increase. Dir. Equalization:  
35,109.20 total salaries; Judy Geier 3,307.28 final pay. Reg. of Deeds: 16,980.30 total salaries.  
Veterans Service: 8,169.22 total salaries. Sheriff: 60,219.33 total salaries; Dave Curtis 556.08

July 26, 2011

change of status to F/T. Co. Jail: 72,507.12 total salaries; Joe Hayashi 1605.67 step increase. Care of the Poor: 3,931.74 total salaries. Co. Nurse: 3,718.72 total salaries. Co. Park: 8,576.54 total salaries. Ag. Bldg.: 7,767.59 total salaries. Co. Extension: 8,169.28 total salaries; Crystal Neale 1354.06 step increase. Weed: 6,540.88 total salaries. Planning Board: 354.78 total salaries. Road & Bridge: 75,755.24 total salaries. Emergency Management: 10,706.62 total salaries. Crime Victim: 5,125.01 total salaries. W.I.C.: 3,700.12 total salaries. Total: 418,140.88. Breakdown of withholding amounts which are included in the above: S.D. Retirement 34,995.86 S.D. Retirement 391.89 spouse option; S.D. Supplemental Retire. 1,945.00 suppl. retire.; Dakotacare 77,414.04 ins.; Lincoln Financial Group 431.50 life ins.; Delta Dental 5,365.74 ins.; Nationwide Retire. Sol. 311.29 suppl. retire.; AFSCME Local #2488 340.00 employee union dues; AFLAC 2,589.00 ins.; Assurity Life Insurance 374.05 ins.; U.M.B. Retirement 2,182.00 suppl. retire.; AFLAC 384.42 ins.; Watertown United Way 105.83 employee contributions; Office of Child Support 100.00 employee payments; Sioux Valley Credit Union 9,251.94 employee payments; Cod. Co. Treasurer 30,900.00 employee monthly draw; New York Life 57.75 ins.; Teamsters Local Union 120 379.50 employee union dues; ReliaBank 28,008.37 federal withholding; ReliaBank 38,709.07 social security; AAA Collections 497.42 garnishment. Conseco Ins. 20.20 ins.; Barbara Curtis 800.00 employee pmt.

### **SURPLUS EQUIPMENT**

Motion by Johnson, second by Hanten, to declare the following computer equipment surplus, to be sold for \$35.00 per set; all present voted aye; motion carried: GEN01130, HP Computer s/n USU4260HLQ, monitor, keyboard and mouse; GEN01076, HP Computer s/n USB331085P, monitor, keyboard and mouse; and GEN01218, HP Computer s/n 2UA6271BCX, keyboard and mouse.

### **STREET BROOM BIDS**

The Board held a bid opening for "One New Current Year Model Street Broom" as previously advertised. Highway Supt., Rick Small, opened and announced the following bids:

Northern Truck Equipment; Sweep Master 250; \$52,265.00 cash outright price; \$50,065.00 price with trade in allowance of \$2,200.00.

Sheehan Mack Sales & Equipment; Broce RCT350; \$43,700.00 cash outright price; \$41,200.00 price with trade in allowance of \$2,500.00.

Motion by Marquardt, second by Hanten, to table a bid award, until August 2<sup>nd</sup>, 2011, to allow the Highway Supt. to review the bids for specification compliance; all present voted aye; motion carried.

### **COUNTY ROAD #3 SIGNAGE**

Highway Supt., Rick Small, advised the Board that he has conferred with a former SD DOT Traffic Safety Engineer on the best remedy to a possible traffic hazard on County Road #3 between the lakes at South Shore and near a railroad crossing. Mr. Small will place high intensity stop signs at this location along with moving the advance warning signs closer to the stop signs and increasing the size of the advance warning signs to 36".

### **HIGHWAY MOTOR GRADERS PURCHASE**

Motion by Johnson, second by Hanten, to authorize the Highway Supt. to purchase two motor graders from a bid of Faulk County dated December 28<sup>th</sup>, 2010; all present voted aye; motion carried. Highway Supt., Rick Small, advised the Board that purchasing from the Faulk County bid will allow Codington County to purchase motor graders at a price of \$247,583.00 down from

the County's bid price, for the same equipment, purchased in 2008 of \$251,930.00. Mr. Small has budgeted for this equipment in 2012 and if the Road & Bridge Budget is not approved with that amount included the purchase contract with Butler Machinery, for the motor graders, will become void.

#### **COUNTY HIGHWAYS 21-2 & 23-4**

Highway Supt., Rick Small, discussed the possibility of moving County Road 21-2 one mile west to a road which is currently a Township road adopt that road and turn it into a FAS Road and rebuild the road which would result in \$937,724.00 in available funding if the project is completed by September 2012. Mr. Small will request an estimate from an engineering firm for the cost to re-grade the four miles of Township road and one mile of County road. Mr. Small noted County Road 23-4 north of Tinkertown is 22" deep with water at this time. Mr. Small has requested an expedited decision on whether that project will qualify for disaster assistance. If the project does qualify for ER funds the project will not take place until 2012.

#### **MEMORIAL PARK FUEL TANK**

Maintenance Supervisor, Milo Ford, requested authorization to install a ground level 300 gallon fuel tank at Memorial Park with a purchase price of \$959.69 from a local Cenex. Mr. Ford is currently hauling gas, for lawn mowing equipment, to the Park in five gallon gas cans. Motion by Johnson, second by Hanten, to authorize the installation of the fuel tank at Memorial Park; all present voted aye; motion carried.

#### **AFSCME**

Motion by Hanten, second by Johnson, to appoint Human Resource Director, Terry Satterlee, as the County's negotiator for union negotiations between the County and AFSCME Council 59, representing certain employees of the County Highway Dept.; all present voted aye; motion carried.

#### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Johnson, to approve an automatic supplement to the Emergency Management expenditure and revenue budgets with Homeland Security grant reimbursement funds in the amount of \$21,952.00; all present voted aye; motion carried.

#### **TRAVEL REQUEST**

Motion by Johnson, second by Hanten, to approve the following travel request; all present voted aye; motion carried: Emergency Management Director, Jim Sutton, State Homeland Security meeting in Pierre on August 2<sup>nd</sup> and 3<sup>rd</sup>.

#### **SICK BANK APPOINTEES**

Commissioners Heller and Hanten were appointed to review two employees' sick bank leave requests following this meeting.

#### **PREVIOUS ZONING ISSUES**

Commissioner Johnson informed the Board that a property located in Pelican Township, which was the subject of a previous zoning violation, has been cleaned up and is now in compliance with the Codington County Zoning Ordinance.


**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 10:30 a.m. to discuss contractual negotiations with the SDSU Extension Service; all present voted aye; motion carried. The Board returned to regular session at 11:04 a.m., no action was taken. SDSU Extension Educator, Don Guthmiller, 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 11:05 a.m., until 9:00 a.m., Tuesday, August 2<sup>nd</sup>, 2011; all present voted aye; motion carried.

ATTEST:



\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**August 2, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of July 26<sup>th</sup>, 2011
- ✓4. Monthly reports
  - ✗ Extension
  - ✗ Health
  - ✓ Veterans Service
  - ✓ Welfare
- ✓5. Action to award a street broom bid
- ✓6. Action to declare computer equipment surplus to be destroyed and a street broom to be traded
- ✓7. Discussion/action regarding a project to digitize Commissioner Proceedings from 1878 to present
- ✓8. Notice of 1<sup>st</sup> District annual meeting of the Governing Body
- ✓9. SDACC annual conference registration
- ✗10. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓11. Action to approve travel requests
- ✓12. Action to approve personnel changes
  - a. Dave Hedding, Highway Maintenance III, anniversary step increase
- ✓13. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
- ✗14. Old Business
- ✗15. New Business
16. Open
17. Action to enter into Executive session
18. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, August 9<sup>th</sup>, 2011  
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.

August 2, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, August 2, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 July 26<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Community Health Nurses, Karla Moes and Karen Nygaard**, submitted a written report reviewing the following items for the month of July: WIC caseload; pregnancy assessments; school immunization requests; development of a plan to address infant mortality concerns in the state; a regional staff meeting; and school screening appointments. **Veteran's Service Officer, Al Janzen**, reported 11 trips with 35 riders in the month of July. Mr. Janzen informed the Board he will attend his annual training meeting in Pierre on August 29<sup>th</sup> through the 31<sup>st</sup> and will submit a travel request for the Board's approval. **Welfare Director, Sarah Petersen**, reported the following statistics for the time period July 2<sup>nd</sup> through August 1<sup>st</sup>: 18 applications; with 9 approved for County assistance; 9 denials; 0 pending or referred; 0 other resources utilized; 0 guarantees; and 5 new clients approved. Total Assistance: \$8,300.54 for 5 rentals, 1 utility, 1 burial, 2 medical and 0 pharmacy. 3 active medical cases and 1 medical applications pending decision. Total Credits: \$5,338.14.

**COMMISSIONER PROCEEDINGS PROJECT**

Auditor, Cindy Brugman, requested authorization to begin a project to have proceedings of the Codington County Commissioners placed into a digital format. The Auditor noted the proceedings beginning in August of 1878 through the present time would be scanned and put into a format that would allow the County to preserve such proceedings digitally. The Auditor advised the Board that this is not a budgeted item and Commissioner Contingency funds may be requested at the end of the calendar year. The Auditor also informed the Board there is no current back up for these proceedings if the original books would be destroyed for any reason. Motion by Hanten, second by Johnson, to authorize the Auditor to begin the project to scan the Commission Proceedings for long term preservation; all present voted aye; motion carried.

**FIRST DISTRICT ANNUAL PICNIC**

Chairman Brinkman noted there could be a quorum of this Board present at the annual picnic sponsored by the First District Association of Local Governments on Thursday, August 4th at 6:00 PM in the picnic area at Memorial Park. A meeting of the First District governing body will be held following the picnic.

**SDACC ANNUAL CONFERENCE**

Chairman Brinkman noted the annual SDACC/SDACO Conference will be held September 19<sup>th</sup> through September 21<sup>st</sup> in Rapid City and this Board will not meet the week of September 19<sup>th</sup>.

August 2, 2011

### **PERSONNEL CHANGE**

Motion by Hanten, second by Marquardt, to approve the following personnel change; all present voted aye; motion carried: Dave Hedding, Highway Maintenance III, annual step increase from step 4/\$16.07 per hour to step 5/\$16.61 per hour, effective date August 1, 2011, submitted and approved by Highway Supt., Rick Small.

### **REGIONAL EXTENSION CENTER**

The Board held a lengthy discussion regarding the proposed project to remodel the Codington County Extension Center Complex to facilitate a Regional Extension Service Office. Chairman Brinkman informed those present for this meeting that he has been contacted by a representative of SDSU and has been informed that the rental contract rates offered by Codington County to SDSU were approximately 1/3 higher than the rates offered by other similar facilities across the state. The Board discussed the unknowns of the project including the cost to Codington County for the remodeling/addition project; the rental amounts Codington County would need to recoup their investment in the project; the length in years of a rental agreement; and the availability of privately owned sites within Codington County that could accommodate the requirements of SDSU at a lower cost than the County's proposed contracted rental rates. The Board was of the general consensus that while the project would be ideal, for SDSU and Codington County, the use of approximately \$1,000,000.00 in County funds without the guarantee of adequate rental fees to recoup the County's investment is not an appropriate use of tax payer dollars. The Board noted they would attempt to work with SDSU, if requested, to enter into a short term lease for the temporary housing of the SDSU Extension Service Offices until a permanent facility becomes available.

### **STREET BROOM BID AWARD**

Motion by Hanten, second by Marquardt, to accept the bid of Sheehan Mack Sales & Equipment, announced at the Board meeting on July 26<sup>th</sup>, 2011, in the amount of \$41,200.00, for a Broce RCT350 Street Broom, which includes a \$2,500.00 trade in for the old street broom, per the recommendation of Highway Supt., Rick Small; all present voted aye; motion carried.

### **SURPLUS EQUIPMENT**

Motion by Johnson, second by Hanten, to declare the following property surplus; all present voted aye; motion carried: GEN00071, to be traded to Sheehan Mack Equipment, a 1983 Broce street broom model H20, s/n 2484. GEN01215, to be destroyed, an HP DC5100 computer, s/n 2UA6150Z8K and monitor s/n CND61021G2 GEN01180, to be destroyed, an HP DC5100 computer, s/n 2UB53300S7 and monitor s/n CNP528K22K. Said monitors are available for use by other departments as they are still in working condition and will not be destroyed.

### **COUNTY ROAD DAMAGE**

Highway Supt., Rick Small, met with the Board for a brief discussion on the County road which runs north of Tinkertown. Mr. Small has received word from the SD DOT that there will not be an E.R. event for the June 21<sup>st</sup> through June 23<sup>rd</sup> heavy rain storm in South Dakota and therefore the road north of Tinkertown will not qualify for emergency relief funds. Mr. Small advised the Board that he will pursue this decision of the State as some of the damage to this road occurred when the snow melt took place. Mr. Small estimated the cost to the County to raise this road would be \$400,000.00 to \$500,000.00 and there are no budgeted funds available for this project at this time. Discussion was held on the possibility of obtaining a hydrology study along this section of County road.

**2012 BUDGET REVIEW**

The Board reviewed a number of 2012 budget requests not associated with specific departments such as Court Appointed Attorney, Election, Predatory Animal, non profits, etc.

**4-H ACHIEVEMENT DAYS**

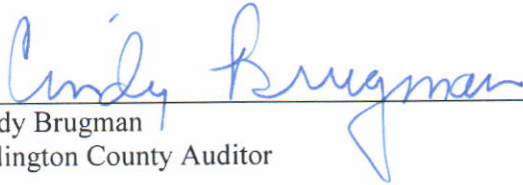
Chairman Brinkman advised the press present for this meeting that a quorum of this Board could be present at the 4-H Achievement Days barbeque on Wednesday evening, August 3<sup>rd</sup>.

Commissioner Johnson encouraged the other Board members to stop in at the Extension Center Complex and show support for the 4-H Program.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Johnson, to adjourn at 10:56 a.m., until 9:00 a.m., Tuesday, August 9<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:



Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**August 9, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of August 2<sup>nd</sup>, 2011
- ✓ 4. Monthly reports
  - ✓ a. Auditor
  - ✗ b. Director of Equalization
- ✓ 5. Discussion regarding changing the County's internet provider to South Dakota Network, LLC (SDN)
- ✓ 6. Action to approve a contract between Codington County and Gov Teller for credit card payments in the Treasurers' office
- ✓ 7. Action to approve a resolution to surrender uncashed checks to the State as unclaimed property
- ✓ 8. Action to approve a contract between Codington County and South Dakota Network, LLC (SDN) for a dedicated fiber optic communications lines between the Detention Center and the Watertown Police Dept.
9. ✓ Action to approve the Auditor's Account with the Treasurer for the month ending July 31<sup>st</sup> and note monthly Register of Deeds fees
- ✓ 10. Action to renew the 911 surcharge fee
- ✓ 11. Action to approve claims for payment
- ✓ 12. Sioux Valley Commissioners Association quarterly meeting
- ✓ 13. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓ 14. Action to approve travel requests
  - a. Veterans Service Officer, annual training in Pierre
- ✓ 15. Action to approve personnel changes
  - a. Steve DeVille, Building Maintenance, anniversary step increase
  - b. Erin Winge, Correctional Officer, promotion from part time to full time
  - c. Trever Schimmel, Correctional Officer, voluntary change from full time to part time
  - d. Julie Radach, Welfare Office Clerk, temporary increase in hours for training and during leave of the Welfare Director
- ✓ 16. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
- ✓ 17. Old Business
- ✓ 18. New Business

✓19. **Open**

20✓ **Action to enter into Executive session**

21. **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, August 16<sup>th</sup>, 2011**

**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.**

August 9, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, August 9, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 Hanten, second by Marquardt, to approve the minutes of August 2<sup>nd</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported the Auditor's office will be working on a project to move voters from the active voter file to an inactive file based on previous voting history. The Auditor's Office has received notification regarding the outcome of one of the County's OHE hearings within the property appeal process. **Weed Dept. Manager, Paul Johnson**, advised the Board the Weed Dept. staff continues spraying and identifying problem weed areas in the County along with evaluating equipment and recalibration of equipment for fall weed spraying. Mr. Johnson noted the Weed Dept. staff has accomplished many of the goals set for this spraying season. Mr. Johnson outlined the process regarding enforcement on property owners for properties with weed problems that have not been resolved by the property owner. Mr. Johnson also reported on the following: spraying has been completed at Memorial Park; achievement days was a success; wheat yields are down; large numbers of soybean aphids are present; and the corn crop should be excellent barring any severe weather before harvest.

**GOV TELLER CREDIT/DEBIT PAYMENTS**

Treasurer, Carol Maloney, met with the Board to request approval of a contract between Codington County and Gov Teller, a third party provider of credit/debit card payments. The Treasurer explained this contract would allow Codington County to offer credit/debit card payments to the public at no cost to the County except for an initial cost to purchase five terminals. The Treasurer noted there would be convenience fee costs passed along to the customers utilizing this method of payment for motor vehicle fees, property tax payments, etc. Motion by Heller, second by Hanten, to authorize the Chairman to sign the aforementioned contract; all present voted aye; motion carried.

**INTERNET PROVIDER**

Treasurer, Carol Maloney, met with the Board to request authorization to change the County's internet service from Knology to SDN Communications. The Treasurer noted a number of inconsistencies with the service currently provided by Knology. The County's current speed with Knology is 1 megabyte upload speed and 9 megabyte download speed at a cost of \$515.00 per month for all departments on the Knology plan. The upload and download speed with SDN Communications would be 10 megabytes with an Ethernet connection directly to the internet at a cost of approximately \$600.00 per month. The Treasurer noted the goal is to achieve consistency in service speed by switching to SDN Communications for a contract term of three years. Motion by Johnson, second by Hanten, to authorize the change of internet service to SDN Communications; all present voted aye; motion carried.

August 9, 2011

**UNCLAIMED CHECK RESOLUTION**

Treasurer, Carol Maloney, presented the Board with Resolution 2011-19 to cancel out dated checks and send the funds to the State of South Dakota unclaimed property division. Motion by Hanten, second by Johnson, to approve the following resolution; all present voted aye; motion carried:

**RESOLUTION #2011-19**

The following unclaimed checks and warrants are being presented, for cancellation, to the Board of County Commissioners of Codington County, pursuant to SDCL 7-22-17.

<u>NAME</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Soliz, Jaime	103289	\$26.21
Bohlman, Robert	104002	\$20.00
Phillips, Jason	104224	\$11.48
Schleusner, Tara	104673	\$12.22
Person, Kristin	104636	\$10.74
Sherwood, Suzanne K	104430	\$33.61
Murphy, Paul	105240	\$10.83
Davis, Stephanie	106045	\$20.00
Pietz, Nick	107045	\$20.00
Nichols, Gina	107026	\$11.48
Blocker, Devin	106827	\$10.74
Milliron, Tami	107435	\$11.48
Stiegelmeier, Josh	108027	\$20.00
Cooper, Ray Jr.	107743	\$ 6.00
Soliz, Jaime	107764	\$ 1.12
Keszler, Jon or Pam	108478	\$ 4.50
Lieb, Nicholas	2185	\$ 6.00
Front Range Legal Process Service Inc.	2832	\$106.00

Approved by the Board of Codington County Commissioners this 9<sup>th</sup> day of August, 2011.

Elmer P. Brinkman  
Chairman, Codington County Commissioners

ATTEST:

Cindy Brugman  
Codington County Auditor

**LAW ENFORCEMENT FIBER OPTIC COMMUNICATIONS LINE**

Sheriff Wishard requested authorization to enter into a contract with SDN Communications for a dedicated 5MB connection between the Codington County Detention Center and the Watertown Police Department. This contract if approved would be for a term of two years at a cost of \$506.00 per month. The Sheriff noted this monthly fee would be paid with Homeland Security grant funds for the term of the contract with re-evaluation after two years. Sheriff Wishard advised the Board that this dedicated fiber optic line is for the sharing of records management software between the Sheriff's Office and the Watertown Police Department. Motion by Hanten,

August 9, 2011

second by Heller, to authorize the Chairman and Sheriff to sign the aforementioned contract; all present voted aye; motion carried.

**AUDITOR'S ACCOUNT WITH THE TREASURER AND REGISTER OF DEEDS FEES**

Motion by Marquardt, second by Heller, 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 July, 2011, all present voted aye; motion carried.

Cash on hand	\$ 6,542.17
Checks in Treasurers' possession	
less than 3 days	\$ 20,900.85
Cash Items	\$ 400.00
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$ 27,843.02</b>
<b>RECONCILED CHECKING</b>	
Great Western Bank Checking (Memorial Park)	\$ 500.00
Reliabank Dakota	\$ 9,051,737.34
<b>INVESTMENTS</b>	
SD Public Funds Investment	\$ 6,965.33
<b>CERTIFICATES OF DEPOSIT</b>	
Great Western Bank	\$ 800,000.00
Home Federal Bank	\$ 200,000.00
Peoples State Bank	\$ 600,000.00
Plains Commerce Bank	\$ 400,000.00
Reliabank	\$ 600,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$11,687,045.69</b>
<b>General Ledger Cash Balance by Funds:</b>	
General	\$ 6,255,488.12
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 4,342,019.67
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 579,126.05
(schools 83,422.88, townships 62,781.61; city/towns 29,187.25)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$11,687,045.69</b>

**Register of Deeds, Ann Rasmussen**, submitted the following report: Total transactions in July were in the amount of \$26,534.00; with \$3,170.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

**911 SURCHARGE RENEWAL**

Motion by Marquardt, second by Heller, to renew the 911 surcharge rate at \$.75 per line, as allowed by statute, effective January 1, 2012, upon vote of the Board, all present voted aye; motion carried.

**CLAIMS APPROVED**

Motion by Johnson, second by Hanten, to approve for payment the following claims; all present voted aye; motion carried: A-Ox Welding Supply 111.00 Sup, Scott Aas 13.70 Jury, ABC Lock & Key 100.00 Rep, ABRA SD Watertown 39.90 Rep, Active Data Systems, Inc 282.01 Maint, Advance Auto Parts 21.57 Rep, Alltel 14.54 Util, Alltel 27.82 Util, The American Law Institute 69.45 Sup, Elizabeth Anderson 50.74 Jury, Sheryl Annett 10.74 Jury, Aspen Tree Service 306.25 Rep, AT&T Mobility 1004.26 Util, AT&T Mobility 81.40 Util, AT&T Mobility 116.90 Util, Zachary Bartels 20.00 Wit, Robert Batilla 52.22 Jury, Batteries Unlimited 43.00 Sup, Bauer Law Office Pc 385.40 Svc, Bendix Imaging 114.99 Sup, Best Business Products 259.99 Copy, Wayne Bluhm 10.74 Jury, Amanda Boettcher 10.74 Jury, Karyl Boettcher 17.40 Jury, Janet Boyer-

Steuck 12.22 Jury, Boys & Girls Club 1200.00 Pmt, Brad Bransrud 20.00 Wit, Bratland Law 549.40 Svc, Brian's Glass & Door, Inc. 174.55 Rep, Brown Clinic - Main 723.00 Svc, Brown Clinic PLLP 3780.00 Svc, Brownlee Construction, Inc. 37806.65 Rep, Burns Law Office 2600.00 Svc, Burns Law Office 248.40 Svc, Burns Law Office 283.00 Svc, Carquest Auto Parts 7.90 Rep, Carquest Auto Parts 93.75 Sup, Cartney Bearing & Supply 27.10 Rep, Cashway Lumber Inc. 57.99 Rep, Cass-Clay Creamery 1111.00 Sup, Michael Chlopkowski 13.70 Jury, Chuck's Bike & Lock Shop 1996.50 Sup, Citi-Wide Property Management 700.00 Asst, Louann Clark 50.74 Jury, Christen Clausen 51.48 Jury, Codington Clark Electric 70.00 Util, Denise Cody 99.00 Svc, Cole Papers, Inc. 2072.34 Sup, Connecting Point Computer Cent 4806.00 Sup, Connecting Point Computer Cent 12449.25 101, County Fair Foods 140.23 Sup, Crawford Funeral Chapel 3952.00 Asst, Creative Visions Landscape 11734.72 Svc, Credit Bureau Of Watertown Inc 3938.27 Svc, Culligan Water Conditioning 115.25 Sup, Miranda Dahl 20.00 Wit, Dakota Outdoors 135.00 Rep, Renae Dale 123.68 Jury, Darwin Dame 10.74 Jury, Danko Emergency Equipment 2494.70 Grant, Days Inn - Pierre 46.50 Trav, Delyle's South 81 Service Inc 72.68 Rep, Gregg Despiegler 20.00 Wit, Tim Dettmann 13.70 Jury, Deuel County Em 1531.45 Grant, Lori Deutsch 128.52 Mile, Roger Devine 10.74 Jury, Donna Dietrich, Chairman 925.64 Svc, Doug's Anchor Marine 1758.85 Rep, Sara Lee Bakery Group/ 658.00 Sup, East Dakota Water Development 207.80 July Apportionment, Rebecca Eide 12.96 Jury, Elite Signs & Graphix 1078.00 Grant, Elizabeth Elliott 107.40 Jury, EMC Insurance Companies 3661.38 Ins, Michael Engelhart 14.44 Jury, Engelstad Electric Co. 1556.25 Rep, Engelstad Electric Co. 650.00 Grant, Farnams Genuine Parts 8.97 Sup, First District Assn Of Lcl Gov 6777.99 Pmt, Flint Hills Resources 189290.92 Sup, Florence Fire Dept 2828.96 Pmt, Town Of Florence 124.00 2010 25% County Road, Deborah Fritz 17.40 Jury, Anthony Fryer 17.40 Jury, Todd Fryer 10.74 Jury, GCR Tire Center 564.24 Sup, Genoa Healthcare/Watertown 275.22 Svc, Becky Goens 44.27 Mile, Duane Goens 108.88 Jury, Jason Goette 200.00 Svc, Grainger 107.53 Sup, Grant County Em 898.64 Grant, Skylar Grant 14.00 Reimb, Green, Roby, Oviatt, 4158.33 Svc, Myron Grenz 50.00 Jury, Darla Guderian 18.14 Jury, Carol Guenther 11.48 Jury, Joan Hakeman 11.48 Jury, Tamara Hanson 21.84 Jury, Harmelink, Fox & Ravensborg Law 131.00 Svc, Helena Chemical Co 334.00 Sup, Henry Fire Dept 1633.26 Pmt, Town Of Henry 141.00 2010 25% County Road, Hillyard Floor Care Supply 477.36 Sup, David M Hosmer Law Office Pc 114.93 Svc, Jill Huber 12.22 Jury, Kimberly Hulscher 10.74 Jury, Human Service Agency 15423.00 Pmt, Human Service Agency 1500.00 Svc, Glacial Lakes Humane Society 375.00 Svc, Glacial Lakes Humane Society 275.00 Svc, Hurkes Implement Co. 126.64 Rep, HyVee #1871 Accts Receivable 17.06 Sup, HyVee #1871 Accts Receivable 29.95 Sup, HyVee #1871 Accts Receivable 92.26 Sup, HyVee Pharmacy 1102.23 Pharm, Interlakes Community Action 412.25 Svc, Mary Janssen 12.22 Jury, Brenda Janzen 101.48 Jury, Jefferson Partners LP 49.00 Trav, Jeff's Vacuum Center 17.99 Sup, Ashley Jensen 20.00 Wit, Cory Johnson 10.00 Jury, Paul Johnson 583.33 Svc, Paul Johnson 332.60 Mile, Robert Johnson 12.22 Jury, Kabeiseman & Pollard 165.90 Svc, Lucas Kaiser 10.74 Jury, Kenneth Karst 13.70 Jury, David Kennedy 10.74 Jury, Karen Klucas 22.58 Jury, Knology 565.34 Util, Knology 49.95 Util, Josie Koopmans 141.28 Svc, Town Of Kranzburg 86.00 2010 25% County Road, Kriech Construction 14015.70 Sup, Monica Kwasniewski 13.70 Jury, Lake City Fire Equipment 242.62 Sup, J.H. Larson Electrical Co. 185.97 Sup, Tana Lauseng 10.74 Jury, Francis Lenards 51.48 Jury, Lewis & Clark Bhs 284.00 Svc, Larry Lien 10.74 Jury, Light & Siren 3921.00 Grant, Lightfield Llr Corp 629.65 Sup, Lincoln Co Treasurer 204.14 Svc, George Lindberg 102.96 Jury, Dana Lindner 56.66 Jury, Jodi Loehrer 114.75 Mile, Mac's Inc. 129.47 Sup, Mahowald's 23.42 Sup, Nicholas Marek 104.44 Jury, Mark's Auto 635.37 Maint, Marshall County Em 11216.00 Grant, Jeremy McBride 12.22 Jury, Nancy McClanahan 6.40 Svc, William McElhany 101.48 Jury, Richard McNaboe 11.48 Jury, Robert McNames 10.00 Jury, Joleen Meier 14.44 Jury, Menards 14.04 Sup, Menards 228.27 Rep, Metro Fire 6351.56 Grant, Milbank Communications 2853.25 Grant, Milbank Communications 1088.30 Grant, Milbank Communications 3627.31 Sup, Milbank Communications 892.51 Grant, Moffatt Products Inc 31.80 Sup, Motorola

Solutions Inc. 11184.00 Grant, Municipal Utilities 1742.10 Util, Municipal Utilities 10893.98 Util, Municipal Utilities 337.56 Util, Muth Electric 304.31 Maint, Kenneth Nelson 32.20 Jury, Melinda Nelson 11.48 Jury, Kenneth Neuendorf 51.48 Jury, Northern Con-Agg LLP 6879.22 Sup, Northwestern Energy 96.66 Util, NPC, International 52.25 Sup, The ODB Company 1208.71 Sup, Michelle O'Farrell 10.74 Jury, Office Peeps, Inc. 226.96 Rep, Office Peeps, Inc. 5345.61 Sup, Alice Olson 11.48 Jury, Ottertail Power Co. 27.09 Util, Darla Pagel-Miller 50.74 Jury, Jerry Painter 40.00 Wit, Nicole Painter 20.00 Wit, Kenneth Parker 101.48 Jury, Pennington County Jail 605.30 Trav, PMB 0112 19.00 Util, Prairie Lakes Health Care Cent 1742.00 Svc, Prairie Lakes Health Care Cent 634.00 Svc, Print 'Em Now 294.54 Sup, Professional Mailing & Market. 2502.74 Mail, Qwest 85.28 Util, Redwood Biotech 152.70 24/7, Nicole Rislov 11.48 Jury, Roberts County Em 2212.00 Grant, Dean Roe 10.74 Jury, Ron's Saw Shop 35.27 Sup, Laci Rorvick 10.74 Jury, Matthew Rumpca 13.70 Jury, Runnings 54.99 Rep, Runnings 24.48 Rep, Sanford Clinic 8354.88 Svc, Terrance Satterlee 1500.00 Svc, Ross K Schulte DDS Pc 369.00 Svc, Linda Schumacher 11.48 Jury, Timothy Schussler 51.48 Jury, Bureau Of Information & Tele 2400.00 Util, SD Department Of Revenue 139.00 Svc, SD Department Of Revenue 52.00 Test, SD Department Of Revenue 1277.00 Svc, SD State Treasurer 277260.57 August Remittance, SDACC 1280.00 Reg, SDEMA 60.00 Trav, SDPAA 1719.00 Ins, Securus Technologies 1400.00 Sup, Christopher Serie 11.48 Jury, Sheehan Cycle 68.80 Sup, Sherwin Williams 140.75 Sup, Eva Singrey 11.48 Jury, Sioux Valley Coop 11314.33 Sup, Sioux Valley Coop 11343.08 Sup, Russell Slettedahl 10.74 Jury, South Shore Fire Dept 2619.31 Pmt, South Shore Gazette 714.78 Pub, Town Of South Shore 187.00 2010 25% County Road, Sprint 234.15 Util, Sprint 47.34 Util, Star Laundry 54.54 Sup, Star Laundry 107.50 Sup, Connie Stoebner 25.60 Svc, Steven Stone 11.48 Jury, Beth Stricherz 101.48 Jury, Kevin Stricherz 102.96 Jury, Tamara Stricherz 122.20 Jury, Gary Stuckey 10.00 Jury, Sturdevant's Auto Parts 44.44 Rep, Deb Sundem 61.20 Mile, Sutton Law Office Pc 10291.67 Svc, Karen Swanda 99.00 Svc, Messagelabs, Inc 2184.00 Sup, Technicolor Screen Printing 51.00 Sup, Sandra Theye 11.48 Jury, Nathan Thomas 17.40 Jury, Neil Thompson 10.00 Jury, Thurman Law Office 179.86 Svc, Titan Machinery 105.13 Sup, Titan Machinery 45.04 Rep, TMDE Calibration Labs, Inc 382.70 Rep, Toshiba Financial Services 499.29 Copy, Heather Tracy 111.76 Wit, Trav's Outfitter Inc 918.96 Unif, Sarah Ulschmid 20.00 Wit, Joel Urban 14.44 Jury, Joann Urdahl 10.74 Jury, Us Foodservice Inc 8857.87 Sup, Shauna Vandusseldorp 12.22 Jury, Vicki Vermillion 10.74 Jury, Visa - C/O Great Western Bank 20.32 Sup, Visa - C/O Great Western Bank 1468.71 Pmt, Visa - C/O Great Western Bank 545.46 Pmt, Wallace Fire Dept 930.21 Pmt, Town Of Wallace 57.00 2010 25% County Road, Wal-Mart Community 31.39 Sup, Wal-Mart Community 231.41 Sup, Brandon Waters 101.48 Jury, Watertown City Finance Office 64846.16 Pmt, Watertown City Finance Office 118.15 Sup, Watertown City Finance Office 23002.00 2010 25% County Road, Watertown Lawn & Garden 330.00 Sup, Watertown Public Opinion 1740.82 Pub, Wells Fargo Securities, LLC 46068.90 Pmt, West Payment Center 741.50 Sup, Marlana White 20.36 Refund, Willette Enterprises LLC 420.00 Asst, Watertown Landfill 256.56 Maint, WW Tire Service Inc 136.95 Rep, Xerox Corporation 261.67 Sup, Yankton Co Treasurer 331.75 Svc, Joan Zwieg 111.84 Jury

#### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Marquardt, to approve an automatic budget supplement to the Emergency Management expenditure and revenue budgets with Homeland Security grant reimbursement funds in the amount of \$17,605.90; all present voted aye; motion carried.

#### **TRAVEL REQUEST**

Motion by Johnson, second by Hanten, to approve the following travel request; all present voted aye; motion carried: Veterans Service Officer, Al Janzen, annual training in Pierre.

**PERSONNEL CHANGE**

Motion by Hanten, second by Johnson, to approve the following personnel changes; all present voted aye; motion carried: Steve DeVille, Building Maintenance, anniversary step increase from step 3/\$12.57 per hour to step 4/\$12.97 per hour, effective date August 1, 2011; submitted and approved by Maintenance Supervisor, Milo Ford. Trevor Schimmel, full time Correctional Officer to part time, effective date August 15, 2011, no change in rate of pay; and Erin Winge, part time Correctional Officer to full time, effective date August 15, 2011, from step 1/\$13.88 per hour to step 2/\$14.33 per hour, both changes submitted and approved by Chief Correctional Officer, Tom Walder. Julie Radach, part time Welfare Office Clerk, increase in hours for training purposes beginning October 24<sup>th</sup>, 2011, step 2/\$12.18 per hour and interim Welfare Director during leave of absence of Welfare Director, step 1/\$14.61 per hour after 80 hours; submitted and approved by Welfare Director, Sarah Petersen.

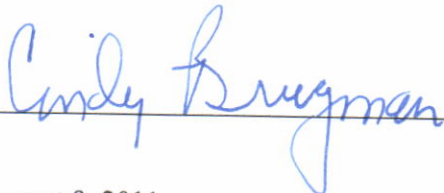
**REGIONAL EXTENSION CENTER**

The following representatives from SDSU met with the Board to discuss a Regional Extension Center for Codington County: Wesley Tschetter, VP of Finance and Business/CFO; Barry Dunn, Dean of Ag. & Biological Services; and Dean Kattelmann, Asst. VP Facilities and Services. SDSU Extension Educator, Paul Johnson and County resident, Larry Wasland, were also present for this discussion. The SDSU representatives expressed their concerns that the original lease price requested by Codington County was higher than lease requirements for similar proposed regional facilities. The representatives also discussed the possibility of cutting back on the original architectural submission by replacing floor to ceiling walls with cubicle type offices, changes to the proposed foyer, cutting back on the number of new restrooms, and cutting back the size of the planned addition in order to bring down the total cost of the project and therefore reduce the County's square foot lease requirement. Mr. Kattelmann noted he has spoken to Dave Todd of Todd Architects who drew up the original floor plan for the remodel/addition to the Extension Center complex. Commissioner Johnson advised the Board that Mr. Todd is in the process of preparing a new floor plan implementing the suggestions of the SDSU representatives. The Board expressed their concerns regarding the following items: continued adequate space in the current kitchen area for other functions, a total of how many educators would be assigned to the proposed Regional Center, sufficient maintenance staff for a regional facility, office space for the Zoning Officer, etc. The SDSU representatives assured this Board they do not wish to disturb any of the functions currently held at the Extension Center Complex and would actually like to enhance those functions and create additional classes, programs, etc. to be held at the facility. Commissioner Johnson noted the local Chamber of Commerce Ag. Committee has made a verbal offer of \$20,000.00 for the development of a "smart room" in the proposed regional center. County resident Larry Wasland encouraged both SDSU representatives and County officials to keep the proposed Regional Center and the current Extension Center Complex in the same place. The Board did not take action on the development of a regional center pending the completion of a revised architectural floor plan.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Heller, to adjourn at 10:29 a.m., until 9:00 a.m., Tuesday, August 16<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_

August 9, 2011

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 \$\_\_\_\_\_.

August 9, 2011

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**August 16, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of August 9<sup>th</sup>, 2011
- ✓4. Monthly reports
  - ✓a. Highway
  - ✓b. Maintenance
- ✓5. Discussion/possible action regarding fencing off the road on the south side of Dry Lake at Florence
- ✓6. Action to approve plat resolutions
  - ✓a. Huffman Addition located in SW1/4 Sec. 23-T119N-R52W
  - ✓b. Henrichs Addition located in SW1/4 Sec. 9-T118N-R52W
- ✓7. Action to extend a Historic Preservation grant allocation award deadline
- ✓8. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~9.~~ Action to approve travel request
- ~~10.~~ Action to approve personnel change
- ✓11. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
- ~~12.~~ Old Business
- ✓13. New Business
- ✓14. Open
- ~~15.~~ Action to enter into Executive session
16. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, August 23<sup>rd</sup>, 2011

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.

August 16, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, August 16, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

#### **AGENDA APPROVED**

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

#### **MINUTES APPROVED**

Motion by Hanten, second by Marquardt, to approve the minutes of August 9<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

#### **MONTHLY REPORTS**

**Highway Supt., Rick Small**, reported on the following items: asphalt patching has been completed in 24 spots with 8 spots left to patch; chip sealing has been completed on 31 miles of County asphalt roads; the signage is in place for a hazardous spot in the South Shore area; and documentation has been sent to FEMA for any available funds for the spring flooding event. **Maintenance Supervisor, Milo Ford**, reported on the following items from various departments: Memorial Park is nearing the end of a busy season; several camping sites and bathhouses were temporarily closed down due to rising lake levels at the end of July; the Highway Dept. has chip sealed a portion of the entry road to the campground area that was showing damage; shoreline damage is evident which has impacted the seawall at the park and there are currently no grant funds available for the restoration of the shoreline or repairs to the seawall. The Detention Center remodel project is progressing and the maintenance staff is assisting contractors on the project as necessary. The Courthouse irrigation project is complete. Court trials this past summer have required Maintenance staff to put in some overtime or on call time until the trial was finished or recessed each day. Mr. Ford has submitted paperwork to FEMA for possible reimbursement of costs to repair the damage to the parking lot at the Extension Center Complex which was used as a sandbagging site and for the cost to pay overtime to employees who staffed the sandbagging site outside of the normal work day and for utilities used during the sandbagging process.

#### **COUNTY ROAD 23**

Highway Supt., Rick Small, discussed the water situation on County Road 23 north of Tinkertown and the elevation at which the water would run out. Mr. Small noted that draining the water off County 23 would send the water into closed basin properties owned by U.S. Fish and Wildlife and the SD Game, Fish and Parks. Commissioner Johnson expressed concern for private property owners along the road and for the Florence School District which uses the road as a bus route. After further discussion the following motion was made by Johnson, second by Hanten; and upon vote of the Board all present voted aye: Motion to direct the Highway Supt. to make applications for permits to drain water onto lowlands owned by other government entities, namely U.S. Fish and Wildlife and SD Game, Fish and Park, and authorization to expend funds for surveying to determine who and what property will be impacted by the drainage. Florence School Supt., Gary Leighton, met with the Board and expressed his concern regarding County Road 23 (Medicine Lake Road) and expressed his appreciation for any action the Board can take to attempt to remedy the water situation on this road. Jeff Schaack, who resides along County Road 23, was also present for this discussion.

August 16, 2011

**DRY LAKE FENCING REQUEST**

Highway Supt., Rick Small, advised the Board of a request he has received from a property owner who lives on the south side of Dry Lake near Florence. This property owner has expressed a concern regarding activity on this road involving littering and gun shots. The property owner made a request for a fence across the section line .2 of a mile to the south of the lake. Mr. Small noted this is a common problem in numerous areas in the County. Commissioner Johnson suggested the Board regard this matter as information received. No action was taken.

**PLANTING OF CROPS IN THE RIGHT OF WAY**

Commissioner Johnson advised the Board that he has received complaints from County residents regarding farming in the ditches (road right of way). The Highway Supt. noted County Ordinance #13 prohibits plowing or cultivating within the right of way of any County road or highway. The Board directed the Highway Supt. to meet with the States Attorney to determine the appropriate method to deal with or notify violators of the ordinance.

**REGIONAL EXTENSION CENTER**

The Board met with Dave Todd, Todd Architects, to review revised sketches for a proposed addition to the Codington County Extension Center Complex for the construction of a Regional Extension Center. Mr. Todd's revised sketches have lowered the project cost to an approximately 4120 square foot addition at an approximate cost of \$618,000.00. Motion by Johnson, second by Hanten to direct Mr. Todd to obtain estimates from engineering companies for the cost to conduct a site survey at the proposed site of the addition; all present voted aye; motion carried. Chairman Brinkman will notify SDSU officials of this recent step taken by this Board.

**HUFFMAN ADDITION PLAT**

Zoning Officer, Luke Muller, reviewed the Huffman Addition Plat with the Board which was previously approved by the Codington County Planning and Zoning Board.

**RESOLUTION #2011-20**

A Resolution to approve the platting of the "Huffman Addition" in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

"Huffman Addition" in the SW ¼ of Sec. 23-T119N-R52W of the 5<sup>th</sup> P.M. in the County of Codington, South Dakota, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.



Dated at Watertown, Codington County, South Dakota, this 16<sup>th</sup> day of August, 2011

Elmer P. Brinkman  
Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA  
§  
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-21, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, on this 16<sup>th</sup> day of August, 2011.

Cindy Brugman  
County Auditor, Codington County, South Dakota

**HISTORICAL PRESERVATION ALLOCATION AWARD AMENDMENT**

Motion by Hanten, second by Johnson, to authorize the Chairman to sign Amendment #2 to the State of South Dakota Historical Preservation Allocation Award Project #SD-10-019 to extend the preservation deadline from August 31, 2011 to September 19, 2011; all present voted aye; motion carried.

**AUTOMATIC BUDGET SUPPLEMENT**

Motion by Marquardt, second by Hanten, to approve an automatic budget supplement to the Emergency Management expenditure and revenue budgets with Homeland Security grant reimbursement funds in the amount of \$16,657.00; all present voted aye; motion carried.

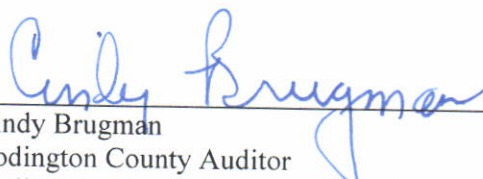
**CLAIM APPROVED**

Motion by Hanten, second by Johnson, to approve for payment the following claim; all present voted aye; motion carried: Deuel County \$36.00 Sioux Valley Commissioners Association registration for 4 County officials.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Marquardt, to adjourn at 10:02 a.m., until 9:00 a.m., Tuesday, August 23<sup>rd</sup>, 2011; 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 \$ \_\_\_\_\_.

August 16, 2011

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**August 23, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of August 16<sup>th</sup>, 2011
- ✓4. Discussion/action to authorize a 911 memorial gathering on the Courthouse lawn
- ✓5. Discussion/action with Highway Supt., Sheriff, and attorney Tom Burns regarding ROW encroachment
- ✓6. Discussion/action regarding an alternate project for the County Road 21-2 (Goose Lake) project
- ✓7. Monthly reports
  - ✓a. Sheriff
  - ✓b. Emergency Management
- ✓8. Action to authorize a cell phone stipend in the Sheriff's Office
- ✓9. Action to proceed with repairs to the Extension Center Complex parking lot pending FEMA funding
- ✓10. Action to authorize Risty Insurance Benefits to offer vision care insurance to County employees
- ✓11. Action to approve miscellaneous fee schedule
- ✓12. Action to approve a resolution for SDACC Achievement Award
- ✓13. Action to select an engineering firm for a site survey at the Codington County Extension Center Complex
- ✓14. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓15. Action to approve travel request
  - a. Crystal Neale, Extension Office Deputy Office Coordinator, State Fair travel
  - b. Emergency Management personnel, State Emergency Management Conference in Yankton
  - c. Jim Sutton, Emergency Management Director, State Emergency Management meeting in Chamberlain
- ✓16. Action to approve personnel change
  - a. Debbie Melville, Accounts Payable Clerk, anniversary step increase
  - b. Matthew Blackwelder, Correctional Officer, anniversary step increase
- ✓17. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
- ✓18. Note property recently listed on the National Register of Historic Places
- ✓19. Note ground breaking ceremony for new Watertown Readiness Center

20. **Old Business**
21. **New Business**
22. **Open**
23. **Action to enter into Executive session**
24. **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, August 30<sup>th</sup>, 2011**

**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.**

August 23, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, August 23, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Elmer Brinkman, and Brenda Hanten; Myron Johnson absent; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Heller, second by Hanten, to approve the minutes of August 16<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**911 MEMORIAL SERVICE**

Jeanne Ward, representing Volunteers of America, met with the Board to request authorization to hold a 911 Memorial Service on the Courthouse lawn on Sunday, September 11<sup>th</sup>. Ms. Ward noted her organization is working with other groups such as the Codington County Sheriff's Dept., Watertown Police Dept., American Legion, VFW, etc; to organize the service. Motion by Hanten, second by Marquardt, to allow the Memorial Service as requested; all present voted aye; motion carried.

**R.O.W. ENCROACHMENT**

Highway Supt., Rick Small; Sheriff, Toby Wishard; and Assistant States Attorney, Tom Burns; met with the Board to discuss the planting of crops in the road right of ways throughout Codington County. Codington County currently has an ordinance, Ordinance #13, which provides for penalties for plowing or cultivating within the right of way of any County road or highway. The Board directed Mr. Burns to draft an amendment to the existing Ordinance which would increase the penalties therein.

**COUNTY ROAD 21-2**

Highway Supt., Rick Small, met with the Board to discuss an alternate project for the County Road 21-2 (Goose Lake Road) project which will not take place at this time. Mr. Small requested authorization to secure an estimate for re-grading a four mile section of County Road 20-2 between County Roads 21-2 and 23-6. Mr. Small advised the Board that if the cost to re-grade the aforementioned section of County Road 20-2 is reasonable the road could be used as an alternate route for Road 21-2 and possibly be changed over to an FAS Road in the future. Motion by Marquardt, second by Hanten, to authorize the Highway Supt. to secure an estimate for the re-grading of the aforementioned mentioned section of County Road 20-2; all present voted aye; motion carried.

**MONTHLY REPORTS**

**Sheriff, Toby Wishard**, submitted the following statistics for the month ending July 31<sup>st</sup>, 2011 for the Detention Center and Sheriff's Office: 54.09 average daily inmate population; 219 bookings; \$4,595.00 collected in work release; \$10,045.91 collected in out of county prisoner contracts; \$2,663.00 collected in fees for the 24/7 program, \$4,879.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 45 individuals testing twice daily and 34 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 308 sets of civil papers served; 509 calls for service; 6 accidents investigated; 107 arrest warrants; 13 transports, for a total 3,422 miles traveled, and \$2,827.00 received from the State of South Dakota

August 23, 2011

for the 2<sup>nd</sup> quarter SCRAM payments. Sheriff Wishard noted two deputies in his Office have passed the standards course and the Sheriff's Office recently sent representatives to two different funeral services for fallen officers. The Sheriff briefly discussed the progress of the safe room at Serenity Hills. **Emergency Management Director, Jim Sutton**, informed the Board that Search and Rescue vehicles will be used in the funeral procession for Pat Smith, Assistant Watertown Fire Chief, who was also one of the original members of the Codington County Search and Rescue Team formed in 1993.

#### **CELL PHONE STIPEND**

Sheriff Wishard requested authorization for a cell phone stipend for his "Investigative Deputy" who personally owns a "smart phone" which allows him access to advanced technology while on duty. Currently the phones, provided by the County to the Deputies for official use, do not have the functions of a "smart phone" and providing a stipend to the "Investigative Deputy" would save budget funds. Motion by Hanten, second by Marquardt, to provide a \$40.00 per month cell phone stipend to Deputy Brian Richter; all present voted aye; motion carried.

#### **FY2011 EMERGENCY MANAGEMENT S.L.A. ADDENDUM**

Motion by Marquardt, second by Heller, to authorize the Chairman to sign the signature page of the 2011 Emergency Management State and Local Agreement Addendum, allotting Codington County up to \$43,110.87 for essential County Emergency Management Expenses; all present voted aye; motion carried.

#### **HOMELAND SECURITY GRANT FUNDS FOR SEARCH AND RESCUE VEHICLE**

Emergency Management Director, Jim Sutton, advised the Board that Homeland Security Grant Funds have been allocated for the purchase of a one ton truck, to be used by Codington County Search and Rescue for transporting of heavy equipment and other events. In the event the cost of the truck is more than the grant funds allocated, the Search and Rescue Support Organization will fund any cost over the allowed grant funds. Mr. Sutton noted the new truck will replace a 1993 Suburban currently used by Search and Rescue. Motion by Hanten, second by Marquardt, to authorize a notice to bidders for the purchase of the aforementioned truck; all present voted aye; motion carried.

#### **EXTENSION CENTER COMPLEX PARKING LOT REPAIRS**

Maintenance Supervisor, Milo Ford, advised the Board he has received an estimate of \$28,324.96 as the cost to repair the parking lot at the Extension Center Complex which suffered damage when recently used as a sandbagging station site. Mr. Ford noted FEMA Funds have been applied for to aid in the cost of these repairs. Motion by Hanten, second by Heller, to authorize Mr. Ford to proceed with the repair project, subject to receiving FEMA Funding; all present voted aye; motion carried. If FEMA Funds are not awarded for this project Mr. Ford will report back to the Board to discuss alternative funding for the needed repairs.

#### **EMPLOYEE VISION CARE INSURANCE**

Auditor, Cindy Brugman, advised the Board that Risty Benefits Inc. would like to offer vision care insurance to County employees through a payroll deduction. The Board directed the Auditor to schedule a time for Risty Benefits to appear before this Board to review their product before a payroll deduction is approved.

**FEES SCHEDULE**

Motion by Hanten, second by Heller, to approve a fee schedule for miscellaneous items, not covered by statute, as recommended by the Dept. of Legislative Audits; all present voted aye; motion carried. The Board approved fees for the following departments:

**AUDITOR**

photo copy .25 per page  
voter registration list .01 per name

**DIRECTOR OF EQUALIZATION**

fax cover pg. charge \$3.00/.25 per page  
in office copies .25 per page  
large copy request \$20.00 (anything over 100 pages)  
anything under 100 copies .25 per page  
search fee \$10.00 (up to 10 records)  
search fee \$20.00 (anything over 10 records)

**EMERGENCY MANAGEMENT**

sand bags .15 each plus sales tax

**EXTENSION**

copies .10 a page  
fax \$1.00 page  
zoning ordinance book \$6.00 per book

**HIGHWAY**

used bridge lumber 1/2 inventory or replacement cost  
metal culvert 1/2 inventory or replacement cost  
concrete culvert 1/3 inventory or replacement cost  
scrap metal salvage yard price that day  
small county map \$1.00

**SHERIFF/DETENTION CENTER**

fingerprinting \$10.00 per set  
work release - \$15.00 per day for inmates housed on Codington County charges – paid by inmate,  
work release - \$25.00 per day for inmates housed by a contracting County  
work release - \$65.00 per day for all other inmates

**TREASURER**

copy fee .25

**SDACC ACHIEVEMENT AWARD APPLICATION**

Motion by Hanten, second by Heller, to authorize the Chairman to submit an application to the SDACC for the 2011 County Achievement Award based on the following project; all present voted aye; motion carried: Codington County partnered with the Human Service Agency of Watertown to remodel one of the rooms in a facility staffed 24/7 by the Agency to provide a Safe Room for persons experiencing a mental health crisis. The goal of the project was to avoid use of county jail facilities to house persons who were demonstrating behavior that may cause harm to themselves or others. An equally important goal was to make fewer trips to the Human Services Center in Yankton, thus avoiding having to pay the admission costs there, and reduce the amount of money spent on travel to Yankton. Based on prior year expenses for this purpose, it was

thought that the County's investment of \$8,856 would be recovered via money saved within a period of one year. Credit for the idea needs to go to Sheriff Toby Wishard and Human Service Agency CEO, Dr Charles Sherman.

#### **ENGINEERING FIRM FOR EXTENSION CENTER SITE SURVEY**

The Board received correspondence from Todd Architects listing two quotes for engineering services for a site survey at the Extension Center. Quotes were received from the following: Aason Engineering \$3,520.00 and Scott Engineering \$1,250.00. Motion by Heller, second by Hanten, to accept the quote from Scott Engineering, per the recommendation of Todd Architects, all present voted aye; motion carried.

#### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Marquardt, second by Hanten, to approve an automatic budget supplement to the Emergency Management expenditure and revenue budgets with Homeland Security grant reimbursement funds in the amount of \$12,108.51; all present voted aye; motion carried.

#### **TRAVEL REQUESTS**

Motion by Hanten, second by Marquardt, to approve the following travel requests; all present voted aye; motion carried: Crystal Neale, Extension Deputy Office Coordinator, assist with activities at the State Fair in Huron. Emergency Management Director, Jim Sutton, State Emergency Management meeting in Chamberlain. Emergency Management Director and Deputy, State Emergency Management Conference in Yankton.

#### **PERSONNEL CHANGES**

Motion by Hanten, second by Heller, to approve the following personnel changes; all present voted aye; motion carried: Debra Melville, Auditor's Accounts Payable Clerk, anniversary step increase from step 4/\$12.07 per hour to step 5/\$13.41 per hour, effective date 10/15/2011, submitted and approved by Auditor, Cindy Brugman. Matthew Blackwelder, Correctional Officer, step increase from step 2/\$14.33 per hour to step 3/\$14.81 per hour, effective date 09/01/11, submitted and approved by Chief Correctional Officer, Tom Walder.

#### **NATIONAL REGISTER OF HISTORIC PLACES**

The Board noted correspondence from the South Dakota State Historical Society listing the Andrew and Lulu Melham House (AKA Dahl House), 721 1<sup>st</sup> St NW, Watertown, Codington County, South Dakota, to the National Register of Historic Places.

#### **WATERTOWN REDINESS CENTER GROUND BREAKING**

The Board advised the press, present for this meeting, that there could be a quorum of this Board in attendance at the ground breaking ceremonies for the Watertown Readiness Center at 11:30 a.m., Tuesday, August 23, 2011 at 1500 26<sup>th</sup> Ave NW, Watertown, South Dakota.

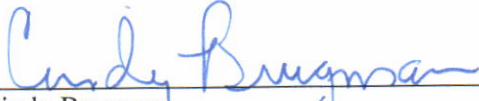
#### **GRACELAND TOWNSHIP ROAD INCIDENT**

Commissioner Marquardt advised the Board he has been contacted regarding unauthorized cuts to a Township Road in Graceland Township approximately one mile north of the Henry School. Commissioner Marquardt informed the Board there was evidence of tiling supplies in the area of the cuts to the road. Graceland Township officials will be meeting to further investigate this matter.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Heller, second by Hanten, to adjourn at 10:03 a.m., until 9:00 a.m., Tuesday, August 30<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:



\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**August 30, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of August 23<sup>rd</sup>, 2011
- ✓4. 1<sup>st</sup> Reading to amend Ordinance #13
- ✓5. Action to accept a bid for unsold tax deed property
- ✓6. Action to approve salary claims
- ✓7. Action to approve previously budgeted operating cash transfer 48,603
- ✓8. Action to approve 2011 weed spraying schedule of fees
- ✓9. 9:30 Closing audit comments with Brenda Colombe, SD Dept. Legislative Audits
- ✓10. 9:45, Presentation from Roger Risty, Risty Benefits, vision care insurance
- ~~11.~~ Action to approve automatic supplements to budgets w/grant reimbursement funds
- 12. ✓ Action to approve travel request
  - a. Correctional Officers, Tom Walder, Shawna Carter, and Lindsey Stricherz; SDPAA Jail Operations Class in Pierre
- ✓13. Action to approve personnel change
  - a. Wesley Jennings, new hire part time correctional officer
  - b. Jerrod Olson, Deputy sheriff, step increase
- ✓14. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
- ✓15. Old Business
- ✓16. New Business
- ✓17. Open
- ✓18. Action to enter into Executive session
- ✓19. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, September 6<sup>th</sup>, 2011

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August 30, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, August 30, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, and Elmer Brinkman, Commissioner Brenda Hanten arrived at 9:50 a.m.; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Johnson, second by Marquardt, to approve the minutes of August 23<sup>rd</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

**FIRST READING TO AMEND ORDINANCE #13**

The Board held the first reading to amend ordinance #13, an ordinance regulating certain activities in the County road right of way, and regarding the penalty portion of the ordinance in section 13.5. The second reading and action to adopt is scheduled for September 6<sup>th</sup>, 2011.

**TAX DEED PROPERTY BID**

The Board received the following bid on tax deed property previously offered for sale at a public auction held on July 19<sup>th</sup>, 2011. No bids were received at that time. James Keimig submitted a bid of \$250.00 for the following properties: Record #4737, Standard Oil OL 1, 5-116-55 Henry OLS Addn., Henry Village and record #4896, Lot B less W90' of S112', Railroad Addn., Henry Village. Motion by Marquardt, second by Johnson, to accept the offer of \$250.00, from James Keimig, for the aforementioned properties and to issue quit claim deeds accordingly; all present voted aye; motion carried.

**SALARY CLAIMS**

Motion by Heller, second by Johnson, to approve the following salary claims; all present voted aye; motion carried: Commissioners: 9,371.95 total salaries. Auditor: 16,654.31 total salaries. Co. Treasurer: 24,339.48 total salaries. States Attorney: 24,201.90 total salaries. Gov. Buildings: 15,586.92 total salaries. Dir. Equalization: 29,163.54 total salaries. Reg. of Deeds: 16,980.33 total salaries. Veterans Service: 8,199.35 total salaries. Sheriff: 63,623.29 total salaries. Co. Jail: 73,738.52 total salaries; Trever Schimmel 2426.82 change of status from F/T to P/T; Erin Winge 2608.32 change of status from P/T to F/T. Coroner: 2,260.65 total salaries. Care of the Poor: 3,839.97 total salaries. Co. Nurse: 3,718.72 total salaries. Co. Park: 9,585.50 total salaries. Ag. Bldg.: 7,950.12 total salaries. Co. Extension: 8,353.72 total salaries. Weed: 6,214.46 total salaries. Planning Board: 315.32 total salaries. Road & Bridge: 76,688.85 total salaries; Dave Hedding 2208.59 step increase. Emergency Management: 9,359.56 total salaries. Crime Victim: 5,125.02 total salaries. W.I.C.: 3,700.13 total salaries. Total: 418,971.61. Breakdown of withholding amounts which are included in the above: S.D. Retirement 35,072.66; S.D. Retirement 385.54 spouse option; S.D. Supplemental Retire. 1,895.00 suppl. retire.; Dakotacare 77,414.04 ins.; Lincoln Financial Group 431.50 life ins.; Delta Dental 5,179.62 ins.; Nationwide Retire. Sol. 311.29 suppl. retire.; AFSCME Local #2488 340.00 employee union dues; AFLAC 2,346.16 ins.; Assurity Life Insurance 374.05 ins.; U.M.B. Retirement 2,137.00 suppl. retire.; AFLAC 406.86 ins.; Watertown United Way 105.83 employee contributions; Office of Child Support 100.00 employee payments; Sioux Valley Credit Union 9,076.94 employee payments; Cod. Co. Treasurer 30,200.00 employee monthly draw; New York Life

August 30, 2011

57.75 ins.; Teamsters Local Union 120 379.50 employee union dues; ReliaBank 27,589.17 federal withholding; ReliaBank 38,803.62 social security; AAA Collections 35.86 garnishment. Washington National Ins. Co. 20.20 ins.; Barbara Curtis 800.00 employee payment.

#### **OPERATING CASH TRANSFER**

Motion by Heller, second by Johnson, to approve the following operating cash transfer as previously budgeted; all present voted aye; motion carried: \$48,603.00 from General Fund cash to Emergency Management Fund cash.

#### **SCHEDULE OF WEED SPRAYING FEES**

Motion by Hanten, second by Heller, to approve a 2011 fee schedule for Weed Spraying, as recommended by the Dept. of Legislative Audits; all present voted aye; motion carried. The Board approved the following fee schedule:

#### 2011 WEED SPRAYING RATES SCHEDULE OF FEES

##### STATE RATES

Tordon	\$60.00 per gallon
2-4D	\$16.00 per gallon
Truck	\$60.00 per hour
Operator	\$27.50 per hour
4 Wheeler	\$50.00 per hour

##### CITY, COUNTY & PRIVATE RATES

Tordon	\$43.54 per gallon
2-4D	\$10.44 per gallon
Roundup	\$18.29 per gallon
Truck	\$50.00 per hour
Operator	\$17.50 per hour
4 Wheeler	\$35.00 per hour

##### TOWNSHIP RATES

Tordon	\$43.54 per gallon
2-4D	\$10.44 per gallon
Truck & Operator	\$35.00 per hour

Applicable Sales Tax will be added to all charges based on location of spraying for private companies/individuals.

#### **TRAVEL REQUESTS**

Motion by Johnson, second by Heller, to approve the following travel requests: Chief Correctional Officer, Tom Walder, and Correctional Officers, Shawna Carter and Lindsey Stricherz, SDPAA Jail Operations Classes, in Pierre, South Dakota.

#### **PERSONNEL CHANGES**

Motion by Marquardt, second by Heller, to approve the following personnel changes: Wesley Jennings, new hire, part time Correctional Officer, step 1/\$13.88 per hour, effective date August 24, 2011, submitted and approved by Chief Correctional Officer, Tom Walder. Jerrod Olson, Deputy Sheriff, 6 mo. step increase, from step 1/\$16.61 per hour to step 2/\$17.18 per hour, effective date July 1, 2011, submitted and approved by Sheriff, Toby Wishard.

### **EXTENSION CENTER SITE SURVEY**

Commissioner Johnson noted he is tracking the progress of the site survey approved for the Extension Center Complex and will keep the Board updated. The Board was of a consensus that Commissioner Johnson will remain the Board's representative pertaining to the proposed addition/remodel of the Extension Center Offices.

### **O.H.E PROPERTY APPEAL**

The Chairman advised the Board that the States Attorney's office has sent correspondence to a property owner, who appealed the action of the Consolidated Board of Equalization to the Office of Hearing Examiners, with regards to said property owners request for information regarding said appeal.

### **CLOSING AUDIT COMMENTS**

Brenda Colombe, SD Dept. of Legislative Audit, reviewed her audit findings with the Board for the time period January 1, 2009 through December 31, 2010. Mrs. Colombe noted there are no written comments on this audit period. Discussion was held regarding several immaterial deficiencies to internal controls which are a result of the software currently used by the County. Mrs. Colombe noted these items have been discussed with the appropriate elected officials. Motion by Johnson, second by Heller, to authorize the Chairman to sign the management representation letter pertaining to this audit period, all present voted aye; motion carried.

### **TOWNSHIP ROAD VIOLATIONS**

Commissioner Marquardt advised the Board he has been contacted by local Township officials and asked to check into some violations concerning a township road.

### **EMPLOYEE VISION CARE INSURANCE**

Roger Risty, Risty Benefits, Inc., and Jim Wegleitner, Avesis Vice-President of Regional Sales, presented, to the Board, a voluntary vision care insurance plan which they would like to make available to County employees. Discussion was held regarding premiums, rate history, rate guarantees, etc. Mr. Risty noted his company is an associate member of the South Dakota Association of County Commissioners. The Board thanked these gentlemen for their presentation and noted they would take action regarding an employee payroll deduction for this insurance at their September 6<sup>th</sup> board meeting.

### **COUNTY ROAD 20-3**

Jeff Schaack, property owner in Graceland Township, appeared before the Board to discuss the possibility of removing the old road bed on County Road 20-3 north of Highway 212 to lower the water level on the road. Mr. Schaack questioned the legality of the old road bed acting as a dam to the water flow in this area. Mr. Schaack noted he has been in contact with an official of the U.S. Fish and Wildlife for this region who has no objection to draining water from County 20-3 onto U.S. Fish and Wildlife property. The Board advised Mr. Schaack that a survey is being conducted on the flow of water in this area but results are not yet in. The Board will contact the Highway Supt. for a progress report on the survey.

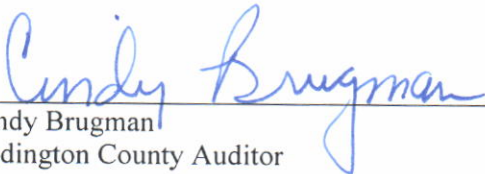
### **EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 10:06 a.m., to discuss union contract negotiations; all present voted aye; motion carried. The Board returned to regular session at 10:25 a.m., no action was taken. Human Resource Officer, Terry Satterlee, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Heller, to adjourn at 10:31 a.m., until 9:00 a.m., Tuesday, September 6<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**September 6, 2011**

1. 9:00 a.m. action to convene as a Board of County Commissioners
2. Action to approve the agenda and adjust cell phones
3. Action to approve the minutes of August 30<sup>th</sup>, 2011
4. Public Hearing for comment on the 2012 Provisional Budget
5. 2<sup>nd</sup> Reading and action to amend Ordinance #13 pertaining to certain activities in the County road right of way
6. Monthly reports
  - a. Extension
  - b. Health
  - c. Veterans Service
  - d. Weed
  - e. Welfare
7. Action on a request to provide a payroll deduction for vision care insurance with Risty Benefits
8. Action to supplement the Coroner's budget with Commissioners Contingency Funds 6000.00
- ~~9. Action to approve automatic supplements to budgets w/grant reimbursement funds~~
- ~~10. Action to approve travel requests~~
- ~~11. Action to approve personnel changes~~
12. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
13. Old Business 9/11 event
14. New Business
15. Open
16. Action to enter into Executive session
17. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, September 13<sup>th</sup>, 2011

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September 6, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 6, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

#### **AGENDA APPROVED**

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

#### **MINUTES APPROVED**

Motion by Johnson, second by Hanten, to approve the minutes of August 30<sup>th</sup>, 2011, as recorded by the Auditor, all present voted aye; motion carried.

#### **2012 PROVISIONAL BUDGET HEARING**

The Board held a public hearing, as required by statute and previously advertised, to offer public comment on the Codington County 2012 Provisional Budget. No persons appeared to address the Board regarding the proposed budget.

#### **SECOND READING AND ADOPTION TO AMEND ORDINANCE #13**

The Board held the second reading and public hearing to amend ordinance #13, an ordinance regulating certain activities in the County road right of way, and regarding the penalty portion of the ordinance in section 13.5. Motion by Marquardt, second by Heller, to adopt Ordinance #13 as amended. Chairman Brinkman asked for public comment at this time. No persons were present to address the amendment to Ordinance #13. Discussion was held regarding how to find the right of way on any certain road. Upon vote of Commissioner Marquardt's motion; all present voted aye; motion carried.

#### **MONTHLY REPORTS**

**Extension Educator, Deb Sundem**, gave a report on activities at the SD State Fair and noted Codington County had a number of successful judging teams. Deb reported the Community Family Extension Leaders held their State meeting at the Codington County Extension Center Complex and a number of compliments were received by attendees regarding the excellent facility located in Codington County. A Senior Seminar will be held at the Extension Center Complex on September 20, 2011; regional office interviews have been conducted; the 4-H Program Advisor position has been advertised and applications will be screened for likely interviews for the position; and the 4-H Recognition Event will be held on October 16<sup>th</sup>, 2011. **Extension Educator, Paul Johnson**, reported the corn crop looks excellent at this time, the soybean crop could use some moisture and is variable at this time. Paul also gave a State Fair wrap up and noted he will not have room expense for his travel to the fair. **Community Health Nurses, Karla Moes and Karen Nygaard**, submitted a written report containing information on the following items for the month of August: 125 WIC appointments; 19 pregnancy assessments with three interventions; an increase in immunizations due to school starting; flu vaccine for children has been delivered to the Nurses' office; a regional staff meeting was held August 12<sup>th</sup>; conference call meetings regarding poverty, developing an infant mortality plan, and breastfeeding; and school screenings will be scheduled for the months of September and October along with the scheduling of flu clinics in area schools. **Veteran's Service Officer, Al Janzen**, reported 13 trips with 40 riders for the month of August. Mr. Janzen attended an annual training course in Pierre from August 29<sup>th</sup> through the 30<sup>th</sup>. Mr. Janzen noted he will be assisting with the annual "Veteran's Stand Down" which will be held at the Salvation Army on Friday, September

September 6, 2011

16<sup>th</sup>. **Weed Dept. Manager, Paul Johnson and Weed Supervisor, Steve Molengraaf**, reported on the following items: Fall Weed spraying has begun with 1/3 of the County roads completed and some spraying completed on Township and State roads. Discussion was held regarding the possibility of purchasing/updates equipment, including a computer, for the Weed Dept. pending 2011 budget balance status. **Welfare Director, Sarah Petersen**, reported the following statistics for the time period August 6th through September 5th: 17 applications; with 3 approved for County assistance; 9 denials; 3 pending or referred; 2 other resources utilized; 0 guarantees; and 0 new clients approved. Total Assistance: \$9,153.42 for 1 rental, 1 utility, 1 grave opening/closing, 1 medical and 0 pharmacy. 3 active medical cases and 1 medical application pending decision. Total Credits: \$5,754.59. Sarah reported a "Veterans Stand Down" will be held in conjunction with Project Hope on Friday, Sept. 16<sup>th</sup>, from 10:00 a.m. to 1:00 p.m. at the Watertown Salvation Army. The Welfare Director noted 306 persons utilized the NACo Prescription Drug Program in Codington County in the month of July with a realized savings of \$5,491.63.

#### **RISTY BENEFITS VISION CARE INSURANCE**

Motion by Johnson, second by Heller, to authorize a payroll deduction for County employees, on a voluntary basis at the employees own expense, for vision care insurance through Risty Benefits; all present voted aye; motion carried. This insurance will become available to County employees pending group participation qualification.

#### **COMMISSIONERS CONTINGENCY TRANSFER**

Motion by Johnson, second by Hanten, to transfer \$6,000.00 from the Commissioners Contingency budget to the Coroner budget; all present voted aye; motion carried.

#### **REGIONAL EXTENSION CENTER PROJECT**

Commissioner Johnson advised the Board that the site survey at the Extension Center Complex is complete and the architect is waiting for the report from the engineer. The architect's office will contact Commissioner Johnson upon receipt of the report and a meeting of County officials and SDSU Officials will be scheduled, possibly yet this week, to review the final report. The Board notified the Press, present for this meeting, that there may be a quorum of Commissioners in attendance at this proposed meeting.

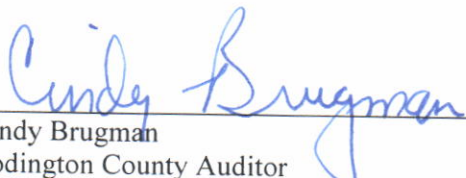
#### **911 CANDLELIGHT VIGIL**

The Board notified the Press, present for this meeting, that there may be a quorum of County Commissioners present at a 911 Candlelight Vigil scheduled for 6:00 p.m., Sunday, September 11<sup>th</sup>, 2011; on the grounds of the Codington County Courthouse.

#### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Johnson, to adjourn at 9:33 a.m., until 9:00 a.m., Tuesday, September 13<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

September 6, 2011

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**September 6, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve a permit to discharge fireworks on Sat., Sept. 10<sup>th</sup>; at the Matt Kranz farm in Sheridan Township
- ✓4. Discussion/possible action regarding a remodeling/construction project for a Regional Extension Center
- ✓5. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, September 13<sup>th</sup>, 2011

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September 9, 2011

The Codington County Commissioners met in special session at 9:00 a.m., Friday, September 9, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**FIREWORKS PERMIT**

Motion by Hanten, second by Johnson, to approve a permit to discharge fireworks on Saturday, September 10, 2011; at the Matt Kranz farm in Sheridan Township; all present voted aye; motion carried. The permit was also approved by the Codington County Sheriff and Watertown Fire Department. Fireworks will consist of an approximate 6-7 minute display and Dan Raderschadt, Lew's Firework's Inc., will be in charge of the discharge of fireworks.

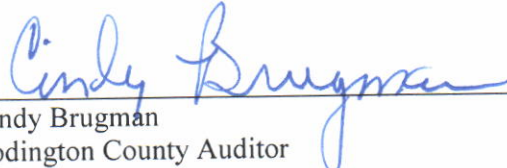
**REGIONAL EXTENSION CENTER PROJECT**

The Board, along with SDSU Extension Educator, Paul Johnson, discussed the latest architectural drawings for a project to remodel and add on to the current Extension Center Complex for the purpose of housing a regional SDSU Extension Center. Commissioner Johnson noted the site survey results have yet to be filed with the architect. Motion by Johnson, second by Heller, to authorize Todd Architects to prepare final detailed floor plans, suitable for bidding, for the proposed project; all present voted aye; motion carried. A motion to authorize a notice to bidders will come at a later date if the project proceeds as anticipated.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Heller, second by Hanten, to adjourn at 9:21 a.m., until 9:00 a.m., Tuesday, September 13<sup>th</sup>, 2011; 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 \$ \_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**September 13, 2011**

- ✓ 1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓ 2. Action to approve the agenda and adjust cell phones
- ✓ 3. Action to approve the minutes of September 6<sup>th</sup> and September 9<sup>th</sup>, 2011
- ✓ 4. Public Hearing for comment on the 2012 Provisional Budget
- ✓ 5. Monthly reports  
✓ Auditor
- ✓ 6. Action to approve a notice to bidders for a culvert replacement project
- ✓ 7. Action to authorize a purchase of a snow blower for the Courthouse
- ✓ 8. Action to declare an old snow blower surplus to be traded
- ✓ 9. Action to approve a project, not to exceed \$1,200.00, to replace a drinking fountain at the Extension Center Complex
- ✓ 10. Discussion/action regarding possibly providing Veterans Service assistance to Clark County
- ✓ 11. Action to approve the Auditor's Account with the Treasurer and note Register of Deeds monthly fees
- ✓ 12. Action to approve claims for payment
- ✓ 13. Action to authorize payment for flu shots for employees with the Community Health Nurse Office
- ✓ 14. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✗ 15. Action to approve travel requests
- ✗ 16. Action to approve personnel changes
- ✗ 17. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
- ✓ 18. Note meeting change for the week of September 19<sup>th</sup>, 2011
- ✓ 19. Old Business
- ✓ 20. New Business

- ~~X~~. Open
- ✓22. Action to enter into Executive session
- 23. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, September 27<sup>th</sup>, 2011

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.

September 13, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 13, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Elmer Brinkman, and Brenda Hanten; Myron Johnson absent; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Heller, second by Hanten, to approve the minutes of September 6<sup>th</sup> and September 9<sup>th</sup>, 2011; all present voted aye; motion carried.

**EXECUTIVE SESSION**

Motion by Hanten, second by Heller, to enter into executive session at 9:02 a.m., to discuss the County's involvement in possible litigation; all present voted aye; motion carried. The Board returned to regular session at 9:24 a.m., no action was taken. States Attorney, Dawn Elshere and Zoning Officer, Luke Muller were present for executive session.

**2012 PROVISIONAL BUDGET HEARING**

The Board held a public hearing, as required by statute and previously advertised, to offer public comment on the Codington County 2012 Provisional Budget. No persons appeared to address the Board regarding the proposed budget.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported the Auditor's office is sending out over 700 cards to voters who have not voted in the past four years and work continues to calculate tax levies for taxes payable in 2012.

**NOTICE TO BIDDERS – CULVERT REPLACEMENT PROJECT**

Highway Supt., Rick Small, presented the Board with a notice to bidders for a culvert replacement project on County Road 20-7, south of Kranzburg. Mr. Small noted the funds for this project will come from the fund swap agreement between Codington County and the SD Dept. of Transportation approved on May 31<sup>st</sup>, 2011. Motion by Hanten, second by Heller, to authorize a notice to bidders for the aforementioned culvert replacement project; all present voted aye; motion carried. Bid opening will take place at 10:00 a.m., Tuesday, October 4<sup>th</sup>, 2011.

**COUNTY ROAD 23-4 UPDATE**

Highway Supt., Rick Small, gave the Board a brief update on the status of the water over County Road 23-4 (442<sup>nd</sup> Ave). Mr. Small noted the water levels continue to decrease on this road and the Highway Dept. plans to build up the road before winter if the water levels continue to decrease at the current rate. Approximate cost to build up the road is \$5,000.00 with all funding coming directly from the County Road and Bridge budget.

**SNOW BLOWER EQUIPMENT PURCHASE**

Motion by Marquardt, second by Hanten, to authorize the purchase of snow blower for the Courthouse as requested by Maintenance Supervisor, Milo Ford; all present voted aye; motion carried.

September 13, 2011

**SURPLUS EQUIPMENT**

Motion by Marquardt, second by Hanten, to declare GEN00462, a John Deere 828D snow blower, purchased in 1996, surplus to be traded in on a new snow blower; all present voted aye; motion carried.

**EXTENSION CENTER DRINKING FOUNTAIN**

Motion by Marquardt, second by Hanten, to replace a drinking fountain at the Extension Center Complex, at a cost not to exceed \$1,200.00, as requested by Maintenance Supervisor, Milo Ford; all present voted aye; motion carried.

**CLARK COUNTY VETERANS SERVICE OFFICE**

Motion by Hanten, second by Heller, to authorize Codington County Veterans Service Officer, Al Janzen, to assist in the Clark County Veterans Service Office, as needed, until that position is filled; all present voted aye; motion carried

**AUDITOR'S ACCOUNT WITH THE TREASURER AND REGISTER OF DEEDS FEES**

Motion by Heller, second by Hanten, 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 August, 2011, all present voted aye; motion carried.

Cash on hand	\$	7,636.92
Checks in Treasurers' possession		
less than 3 days	\$	42,451.53
Credit Card Charges	\$	410.63
Cash Items	\$	400.00
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$</b>	<b>50,899.08</b>
<b>RECONCILED CHECKING</b>		
Great Western Bank Checking (Memorial Park)	\$	1,355.00
Reliabank Dakota	\$	8,800,739.03
<b>INVESTMENTS</b>		
SD Public Funds Investment	\$	6,965.51
<b>CERTIFICATES OF DEPOSIT</b>		
Great Western Bank	\$	600,000.00
Peoples State Bank	\$	800,000.00
Plains Commerce Bank	\$	200,000.00
Reliabank	\$	600,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$11,059,958.62</b>	
<b>General Ledger Cash Balance by Funds:</b>		
General	\$	5,763,664.06
General restricted cash	\$	500,000.00
Sp. Revenue	\$	4,075,037.69
Sp. Revenue restricted cash	\$	10,411.85
Trust & Agency	\$	710,845.02
(schools 318,896.18, townships 21,384.03; city/towns 27,178.06)		
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$11,059,958.62</b>	

**Register of Deeds, Ann Rasmussen**, submitted the following report: Total transactions in August were in the amount of \$25,479.00; with \$3,110.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

**CLAIMS APPROVED**

Motion by Hanten, second by Heller, to approve for payment the following claims; all present voted aye; motion carried: 4-H Activities 92.00 Fair, A-1 Portable Toilets 250.00 Rent, A-Ox Welding Supply 24.28 Sup, Aason Engineering 445.00 Maint, Active Data Systems, Inc 219.10 Sup, Advance Auto Parts 2.99 Sup, Anderson Funeral Home 325.00 Svc, AP Auto Pros 1518.60 Rep/Grant, AT&T Mobility 903.39 Util, Avera Queen Of Peace 225.70 Svc, Graciela Barrantes 227.50 Svc, Robert Batilla 52.22 Jury, Batteries Unlimited 75.00 Rep, Best Business Products 259.99 Rent, Boys & Girls Club 1200.00 Pmt, Bratland Law 721.60 Svc, Brian's Glass & Door, Inc. 3400.00 Rep, Brown Clinic PLLP 1170.00 Svc, Brown & Saenger 112.00 Sup, Cindy Brugman 22.20 Trav, Burns Law Office 3022.20 Svc, Butler Machinery 2270.01 Sup, C & R Supply 187.39 Rep, C & S Chemical 75.00 Maint, Carquest Auto Parts 565.04 Rep, Cartney Bearing & Supply 18.70 Rep, Cashway Lumber Inc. 514.00 Rep, Cass-Clay Creamery 1137.00 Sup, Centurylink 1203.17 Util, Chuck's Bike & Lock Shop 42.00 Rep, Louann Clark 50.74 Jury, Christen Clausen 51.48 Jury, Codington Clark Electric 30.00 Util, Codington County Weed & Pest 379.00 Svc, Denise Cody 45.00 Svc, Cole Papers, Inc. 1377.04 Sup, Connecting Point Computer Cent 2076.25 Maint, Construction Signing Corp 3894.60 Sup, The Coteau Shopper 32.40 Pub, County Fair Foods 108.29 Sup, Crawford Funeral Chapel 552.50 Svc, Credit Bureau Of Watertown Inc 1934.93 Svc, Crisis Prevention Institute 125.00 Conf, The Crossroads Hotel 46.50 Trav, Culligan Water Conditioning 118.75 Sup, Ali Cummings 20.00 Wit, Dakota Fluid Power Inc 186.10 Rep, Dakota Outdoors 215.23 Rep, Diamond Vogel Paints 38.57 Sup, Donna Dietrich, Chairman 449.32 Svc, Dugan Sales & Service 254.95 Sup, Sara Lee Bakery Group/ 682.17 Sup, East Dakota Water Development 282.71 August Apportionment, Ellyson Law Office 492.00 Svc, EMC Insurance Companies 3676.93 Ins, John Engels 80.00 Cell, Engelstad Electric Co. 284.19 Rep, Ericsson & Giles, LLC 2398.50 Svc, Farnams Genuine Parts 464.08 Sup, First District Assn Of Local Gov 3750.84 Svc, Flint Hills Resources 148165.39 Sup, Fox, Youngberg & Lewno, P.C. 171.16 Svc, G4s Justice Services Inc 19.25 Sup, Galls, An Aramark Company 210.90 Sup, GCR Tire Center 352.06 Rep/Sup, Genoa Healthcare/Watertown 150.08 Sup, GIS Workshop 650.00 Maint, Glass Products Inc. 276.50 Rep, Grainger 198.72 Sup, Green, Roby, Oviatt, 5649.06 Svc, Myron Grenz 50.00 Jury, Paul Griep, Landlord 385.00 Rent, Jamie Hanks 20.00 Wit, Aaron Hansen 89.00 Trav, Harmelink, Fox & Ravensborg Law 131.00 Svc, Wayne Heron 20.00 Wit, Cory Herzog 89.00 Trav, Hillyard Floor Care Supply 937.75 Sup, William Hoff 80.00 Cell, David M Hosmer Law Office Pc 312.30 Svc, HyVee #1871 Accts Receivable 456.89 Sup, HyVee Pharmacy 647.05 Pharm, Intoximeters 345.00 Sup, Al Janzen 378.90 Trav, Kyla S Jarabek 113.24 Wit, Jefferson Partners LP 36.00 Trav, Paul Johnson 583.33 Svc, Paul Johnson 470.27 Trav, Jurgens Printing 97.66 Sup, The King Corporation 2700.00 Svc, Knology 609.25 Util, Lance Koester 89.00 Trav, Josie Koopmans 116.28 Svc, Kriech Construction 192.60 Sup, Lake City Fire Equipment 136.90 Sup, J.H. Larson Electrical Co. 219.32 Sup, Lawson Products 250.21 Sup, LCM Pathologists PC 1900.00 Svc, Francis Lenards 51.48 Jury, Lewis & Clark Bhs 894.00 Svc, Lincoln Co Treasurer 269.39 Svc, Dana Lindner 56.66 Jury, Jodi Loehrer 589.26 Trav, M & T Fire And Safety 177.00 Sup, Macksteel Warehouse, Inc. 53.59 Sup, Mac's Inc. 164.83 Rep/Sup, Mahowald's 130.20 Sup, Marco, Inc 289.60 Maint, Mark's Auto 296.52 Rep, Lavern Marquardt 8.88 Weed, Marshall & Swift 1308.32 Maint, Russell Mathews 38.00 Trav, McLeod's Printing & Office Sup 300.87 Sup, Menards 394.50 Rep, Mes - Midam 586.02 Grant, Metro Fire 2398.26 Grant, Midwest Grinding Inc 6936.00 Rep, Mikelson Law Office 198.26 Svc, Milbank Communications 1089.25 Grant, Milbank Communications 1827.96 Equip, Mivijenic Properties 325.00 Asst, Moe Oil Company 1231.45 Sup, Mt Hope Cemetery 537.00 Svc, Municipal Utilities 158.00 Asst, Municipal Utilities 11235.98 Util, Rebecca Nelson 20.00 Wit, Shelby Nelson 20.00 Wit, Kenneth Neuendorf 51.48 Jury, Newman Traffic Signs 344.74 Sup, Northern Con-Agg LLP 17221.33 Sup, Northwestern Energy 139.41 Util, NPC, International 49.25 Sup, Colton O'Farrell 20.00 Wit, Office Peeps, Inc. 3507.88 Sup, Ottetail Power Co. 22.96 Util, Darla Pagel-Miller 50.74 Jury, Danielle E Pallesen 20.00 Wit, Adam Pederson 40.00

Wit, Pennington County Jail 227.00 Svc, Pheasant Land Industries 632.52 Sup, Pitney Bowes 210.00 Rent, PMB 0112 181.21 Util, PMB 0112 20.00 Svc, Prairie Lakes Health Care Cent 4764.00 Svc, Print 'Em Now 686.00 Sup, Pro Build 198.71 Rep, Professional Mailing & Market. 3434.88 Mail, Purdue University 42.40 Sup, Qwest 85.28 Util, Tonya Reddy 20.00 Wit, Redlinger Bros. 971.17 Rep, Cathryn Rehfluss 15.00 Svc, Boyd Rikimoto 20.00 Wit, Lauren Rikimoto 20.00 Wit, Brenda Runge 20.00 Wit, Runnings 364.39 Sup, Dawn Russell 44.20 Svc, Safe -N- Secure 4898.47 Grant, Terrance Satterlee 1500.00 Svc, Schrader's 1118.00 Sup, Ross K Schulte DDS Pc 65.00 Svc, Timothy Schussler 51.48 Jury, SD Continuing Legal Education 500.00 Sup, SD Department Of Revenue 1001.00 Svc, SD State Treasurer 287711.05 September Remittance, Securus Technologies 2450.00 Sup, Sheehan Cycle 43.31 Sup, Sheehan Mack Sales And Equip. 41200.00 Equip, Sherwin Williams 831.21 Maint, Sioux Valley Coop 46738.96 Sup, Slowey Court Reporting 331.50 Svc, South Shore Gazette 1181.24 Pub, Town Of South Shore 36.00 Util, Spears Law Office 209.48 Svc, Sprint 298.04 Util, Star Laundry 46.83 Sup, Star Laundry 161.25 Sup, Connie Stoebner 110.20 Svc, Sturdevant's Auto Parts 97.67 Rep, Deb Sundem 589.66 Trav, James Sutton 68.00 Trav, Sutton Law Office Pc 12196.20 Svc, Karen Swanda 30.00 Svc, T&M Autobody, Inc. 501.05 Rep, Titan Machinery 47.10 Sup, Titan Machinery 200.27 Rep, Toshiba Financial Services 496.39 Rent, Trav's Outfitter Inc 545.94 Sup, Us Foodservice Inc 9191.03 Sup, Visa - C/O Great Western Bank 2066.79 Pmt, Tom Walder 52.01 Trav, Wal-Mart Community 568.48 Sup, Watertown Flowers, Inc 36.00 Misc, Watertown Lawn & Garden 275.00 Rep, Watertown Optimist Club 130.00 Dues, Watertown Public Opinion 2077.15 Pub, Watertown Tire Center, Inc. 219.71 Rep, Weismantel Rent-All 36.00 Rep, Westside Animal Clinic Pc 474.09 Vet, Wheelco 1126.25 Rep, Wiles & Rylance, LLP 1246.40 Svc, WW Tire Service Inc 3.95 Rep, Xerox Corporation 124.11 Sup, Yankton Co Treasurer 200.00 Svc, Yankton Co. Sheriff 50.00 Svc.

#### **EMPLOYEE FLU SHOTS**

Motion by Heller, second by Hanten, to authorize payment for Codington County employees flu shots in the office of the Codington County Community Health Nurse when vaccine becomes available; all present voted aye; motion carried.

#### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Heller, to approve an automatic budget supplement with Homeland Security grant reimbursement funds in the amount of \$7,755.15 to the Emergency Management expenditure and revenue budgets; all present voted aye; motion carried.

#### **MEETING DATE CHANGE**

The Board noted there will not be a meeting of the Codington County Commissioners on Tuesday, September 20<sup>th</sup>, 2011, due to the SDACC/SDACO annual conference scheduled in Rapid City.

#### **EMPLOYEE HEALTH INSURANCE**

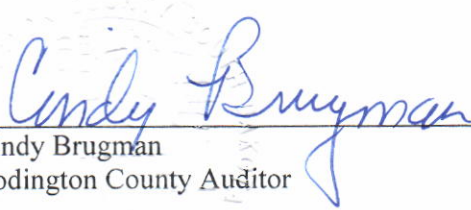
The Board held a brief discussion regarding the possibility of looking into requesting proposals for employee health insurance coverage.

#### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Heller, to adjourn at 9:51 a.m., until 9:00 a.m., Tuesday, September 27<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

September 13, 2011

  
Cindy Brugman  
Codington County Auditor

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

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**September 27, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of September 13<sup>th</sup>, 2011
- ✓4. Action to adopt the 2012 Provisional Budget
- ✓5. Monthly reports
  - ✓a. Sheriff
  - ✓b. Emergency Management
- ✓6. Action to declare computer equipment surplus to be destroyed
- ✓7. Action to approve a Joint Powers Agreement with the SD Game, Fish, and Parks
- ✓8. 9:30 a.m., Opening of bids for a one ton truck for the Search and Rescue Team and action to award a successful bid
- ✓9. Action to approve plat resolutions
  - ✓a. Brylee-Redlin Farm Addition
  - ✓b. Poor's Third Addition
  - ✓c. Jeremy Maag Addition
  - ✓d. Schneider Addition
  - e. Hoverstadt Addition *next month*
- ✓10. Action to amend Historical Preservation Allocation Award Project SD-10-019
- ✓11. Action to approve an abatement of real property taxes
- ✓12. Action to approve a master agreement with SDN Communications for the provision of internet services
- ✓13. Action to approve payroll claims
- ✓14. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓15. Action to approve travel requests
- ✓16. Action to approve personnel changes
  - a. Accept the resignation of Liz Waag, Horticulturist Assistant
  - b. Sandra Wegter, new hire, Director of Equalization Clerk

- ✓17. **Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center**
- ✓18. **Old Business**
- ✓19. **New Business**
- ✓20. **Open**
- ✓21. **Action to enter into Executive session**
- ✓22. **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, October 4<sup>th</sup>, 2011**

**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.**

September 27, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 27, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 September 13<sup>th</sup>, 2011; all present voted aye; motion carried.

**2012 ANNUAL BUDGET ADOPTED**

The Board held a public hearing, as previously advertised, to offer public comment on the 2012 Provisional Budget. No persons appeared to address the Board regarding the proposed budget. Motion by Heller, second by Hanten, to approve the 2012 Provisional Budget as the 2012 Annual Budget. The Board held a brief discussion regarding the request for another Deputy States Attorney and noted that approval of the budget does not constitute approval of the request for that position. Upon vote of Commissioner Heller's motion; all present voted aye; motion carried:

**RESOLUTION 2011-22**

Adoption of Annual Budget for Codington County, South Dakota.

WHEREAS, (7-21-5 thru 13), SDCL provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

WHEREAS, the board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all changes, eliminations, and additions have been made thereto,

NOW THEREFORE BE IT RESOLVED, that such provisional budget as amended and all its purposes, schedules, appropriations, amounts, estimates, and all matters therein set forth, shall be approved and adopted as the annual budget of the appropriations and expenditures for Codington County, South Dakota and all its institutions and agencies for calendar year January 1, 2012 and ending December 31, 2012, and the same is hereby approved and adopted by the Board of County Commissioners of Codington County, South Dakota, this 27th day of September, 2011. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Auditor, Codington County, South Dakota. The accompanying taxes are levied by Codington County for the year January 1, 2012 through December 31, 2012.

The above and foregoing resolution was moved for adoption by Commissioner Heller, second by Commissioner Hanten and upon vote of the Board, all present voted aye; motion carried.

September 27, 2011

Board of County Commissioners of Codington County, South Dakota.

Elmer P. Brinkman  
Chairman

Brenda Hanten

Myron Johnson

Lavern Marquardt

George Heller

ATTEST:

Cindy Brugman  
County Auditor

County tax levies within limited levy: General County Purposes \$6,675,334.00, \$3.709 \$'s/1,000.00, total taxes levied by Codington County. As of September 27th, 2011, these levies are not approved by the S.D. Dept. of Revenue & Regulation.

**EXECUTIVE SESSION**

Motion by Hanten, second by Johnson, to enter into executive session at 9:04 a.m., to discuss contract negotiations; all present voted aye; motion carried. The Board returned to regular session at 9:17 a.m., no action was taken. Human Resource Director, Terry Satterlee, was present for executive session.

**REGIONAL EXTENSION CENTER PROJECT**

Dave Todd, Todd Architects, updated the Board on the progress of drawings for a Regional Extension Center. Mr. Todd noted a final plan could be presented to the Board for action by the middle to end of October.

**MONTHLY REPORTS**

**Sheriff, Toby Wishard**, submitted the following statistics for the month ending August 31st, 2011 for the Detention Center and Sheriff's Office: 57.42 average daily inmate population; 207 bookings; \$4,985.00 collected in work release; \$7,405.00 collected in out of county prisoner contracts; \$2,850.00 collected in fees for the 24/7 program, \$5,081.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 43 individuals testing twice daily and 29 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 394 sets of civil papers served; 520 calls for service; 6 accidents investigated; 77 arrest warrants; and 13 transports, for a total 3,556 miles traveled. Sheriff Wishard also reported on the following items: progress of the remodeling project in the Detention Center which is currently coming in under budget; crime scene techniques training; an inmate medical care contract which may include Pharmacist visits in the future; the Human Service Agency Crisis Room will be operational October 1<sup>st</sup> with policies and procedures in place and local law enforcement agencies notified of the availability of this room. **Emergency Management Director, Jim Sutton**, submitted to the Board a joint powers agreement between Codington County and the SD Game, Fish and Parks. Mr. Sutton reviewed two travel requests with the Board and also noted the Volunteer Dinner is scheduled for October 4th.

September 27, 2011

**SDACC ACHIEVEMENT AWARD**

Chairman Brinkman noted Codington County was an honorable mention recipient of the South Dakota Association of County Commissioners (SDACC) County Achievement Award for their Crisis Room Project at Serenity Hills. Chairman Brinkman expressed thanks to Sheriff Wishard and Dr. Chuck Sherman, Human Service Agency, for bringing this project to the Board.

**JOINT POWERS AGREEMENT/SONAR UNITS**

Motion by Johnson, second by Hanten, to enter into a joint powers agreement between Codington County and the SD Game, Fish, and Parks, for the use of two 1198c SI Combo Hummingbird sonar units and to permit the County to utilize the same for the purposes of promoting public safety, conducting search and rescue operations, and providing emergency services and assistance to those in distress on the water. Emergency Management Director, Jim Sutton, advised the Board that when the County can no longer use this equipment the units would then be returned to the State of South Dakota. Upon vote of Commissioner Johnson's motion; all present voted aye; motion carried.

**SURPLUS PROPERTY**

Motion by Hanten, second by Heller, to declare the following computer from the Sheriff's office as surplus to be destroyed; all present voted aye; motion carried: Fixed Asset GEN01210; a Compaq HP Smart Buy computer; s/n MXL6070727; purchased March 2006.

**SEARCH AND RESCUE TRUCK BIDS**

Emergency Management Director, Jim Sutton, opened and announced the following bids, as previously advertised, for a 1 ton diesel 4x4 crew cab short box truck:

Watertown Ford and Chrysler - \$36,293.00  
Schuchard's Westside GMC - \$36,815.00

Motion by Hanten, second by Johnson, to table a bid award to allow Mr. Sutton to review the bids for accuracy; all present voted aye; motion carried.

Mr. Sutton reported back to the Board later in this meeting. Motion by Hanten, second by Johnson, to take from the table action to award a bid for the vehicle previously identified in these minutes; all present voted aye; motion carried. Mr. Sutton informed the Board that the low bid from Watertown Ford and Chrysler did not follow the exact specifications as published in the bid notice. Mr. Sutton will contact the SD Dept. of Legislative Audit's to determine the County's options as to the lower bid received from Watertown Ford and Chrysler. Motion by Hanten, second by Johnson, to table a bid award until the Board's meeting on Tuesday, October 4<sup>th</sup>, 2011; all present voted aye; motion carried.

**PLATS APPROVED**

The Board approved the following plat resolutions as reviewed by Zoning Officer, Luke Muller: Brylee-Redlin Farm Addition located in Richland Township; Poor's Third Addition located in Kampeska Village; Jeremy Maag Addition located in Germantown Township; and Schneider Addition located in Lake Township.

**RESOLUTION #2011-23**

A Resolution to approve the platting of the "Brylee-Farm Addition" in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

“Brylee-Redlin Addition” in the SW ¼ and the West ½ of the SE ¼ of Sec. 25-T117N-R54W of the 5<sup>th</sup> P.M. in the County of Codington, South Dakota, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, second by Commissioner Hanten; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated at Watertown, Codington County, South Dakota, this 27<sup>th</sup> day of September, 2011

Elmer P. Brinkman  
Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA

§

COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-23, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, on this 27<sup>th</sup> day of September, 2011.

Cindy Brugman  
County Auditor, Codington County, South Dakota

**RESOLUTION #2011-24**

A Resolution to approve the platting of the “Poor’s Third Addition” in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

“Poor’s Third Addition” in the S ½ of the SW ¼ of Sec. 1-T116N-R54W of the 5<sup>th</sup> P.M. in the County of Codington, South Dakota, and it appearing to the Board of County Commissioners that

September 27, 2011





Dated at Watertown, Codington County, South Dakota, this 27<sup>th</sup> day of September, 2011

Elmer P. Brinkman  
Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA  
§  
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-26, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, on this 27<sup>th</sup> day of September, 2011.

Cindy Brugman  
County Auditor, Codington County, South Dakota

#### **HISTORIC PRESERVATION GRANT**

Motion by Hanten, second by Johnson, to authorize the Chairman to sign Amendment #3 to the Historic Preservation Allocation Award Project SD-10-019, which will allow the sub grantee to reallocate grant funds from one line item to another as needed; all present voted aye; motion carried.

#### **ABATEMENT**

Motion by Heller, second by Marquardt, to approve the following real property tax abatement request; all present voted aye; motion carried: Record #12024, property owner qualifies for assessment freeze program, \$17,276 abated in taxable value, and \$258.48 abated in real property tax, previously approved by Heidi Thorson, Deputy Director of Equalization and the Watertown City Council.

#### **SDN COMMUNICATIONS CONTRACT FOR SERVICES**

Motion by Hanten, second by Heller, to authorize the Chairman to sign an agreement with SDN Communications for the provision of internet services for County Offices, located in the Courthouse and Detention Center, for a term of 36 months; all present voted aye; motion carried.

#### **PAYROLL CLAIMS**

Motion by Heller, second by Marquardt, to approve the following salary claims; all present voted aye; motion carried: Commissioners: 9,352.35 total salaries. Auditor: 16,654.32 total salaries. Co. Treasurer: 24,405.08 total salaries. States Attorney: 23,775.30 total salaries. Gov. Buildings: 15,300.27 total salaries; Steve Deville 1599.82 step increase. Dir. Equalization: 30,426.27 total salaries; Sandi Wegter 874.59 new hire. Reg. of Deeds: 16,980.31 total salaries. Veterans Service: 8,130.46 salaries. Sheriff: 61,664.30 total salaries; Jerrod Olson 2741.98 step increase. Co. Jail: 73,242.41 total salaries; Matt Blackwelder 1682.27 step increase; Wesley Jennings 1694.46 new hire. Care of the Poor: 3,879.30 total salaries. Co. Nurse: 3,718.71 total salaries. Co. Park: 7,008.44 total salaries. Ag. Bldg.: 7,767.61 total salaries. Co. Extension: 8,174.58 total salaries. Weed: 8,238.68 total salaries. Planning Board: 309.20 total salaries. Road & Bridge: 75,589.11 total salaries. Emergency Management: 9,359.55 total salaries. Crime Victim: 5,125.02 total salaries. W.I.C.: 3,390.14 total salaries. Total: 412,491.41. Breakdown of withholding amounts which are included in the above: S.D. Retirement 34,902.36; S.D. Retirement 344.68

September 27, 2011

spouse option; S.D. Supplemental Retire. 1,895.00 suppl. retire.; Dakotacare 78,285.12 ins.; Lincoln Financial Group 436.50 life ins.; Delta Dental 5,215.12 ins.; Nationwide Retire. Sol. 311.29 suppl. retire.; AFSCME Local #2488 340.00 employee union dues; AFLAC 2,346.16 ins.; Assurity Life Insurance 339.05 ins.; U.M.B. Retirement 2,137.00 suppl. retire.; AFLAC 406.86 ins.; Watertown United Way 105.83 employee contributions; Office of Child Support 100.00 employee payments; Sioux Valley Credit Union 9,076.94 employee payments; Cod. Co. Treasurer 30,600.00 employee monthly draw; New York Life 57.75 ins.; Teamsters Local Union 120 379.50 employee union dues; ReliaBank 27,033.61 federal withholding; ReliaBank 37,954.07 social security; AAA Collections 153.59 garnishment. Washington National Ins. Co. 20.20 ins.; Barbara Curtis 800.00 employee payment.

#### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Marquardt, to approve an automatic budget supplement with Homeland Security grant reimbursement funds in the amount of \$2,398.26 to the Emergency Management expenditure and revenue budgets; all present voted aye; motion carried.

#### **TRAVEL REQUESTS**

Motion by Marquardt, second by Johnson, to approve the following request for travel; all present voted aye; motion carried: Emergency Management Director and Deputy Director, State Emergency Management meeting in Aberdeen and Emergency Management Director, State Homeland Security Meeting in Pierre.

#### **PERSONNEL CHANGES**

Motion by Marquardt, second by Hanten, to approve the following personnel changes; all present voted aye; motion carried: Liz Waag, resignation as Horticulturist Assistant, effective September 22, 2011. Sandra Wegter, new hire Director of Equalization Clerk, step 1/\$11.82 per hour, effective date September 15, 2011, submitted and approved by Director of Equalization, Shawna Constant.

#### **REGIONAL EXTENSION CENTER SHORT TERM LEASE**

SDSU Extension Educator, Don Guthmiller, met with the Board to discuss a short term lease between Codington County and SDSU for the provision of temporary office space for Regional Extension Field Staff. A brief discussion ensued regarding rental cost per square foot, the use of Classrooms A & B, maintenance staffing, internet and phone service, and rental contracts already in place for the classrooms. Motion by Johnson, second by Hanten, to enter into a temporary lease agreement with SDSU for \$1.00 per square foot, per month, for a period of six months more or less, beginning on or after October 1<sup>st</sup>, rent will be prorated for partial month usage; all present voted aye; motion carried.

#### **COUNTY ROADS 6 & 11 INTERSECTION**

The Board held a discussion on steps that might be taken to improve safety conditions at the intersection of County Roads #6 & #11, which was the scene of another traffic accident involving fatalities. The Board will discuss this matter further with the Highway Superintendent.

#### **COUNTY BUILDINGS SECURITY MEASURES**

The Board held a brief discussion regarding the review of appropriate security measures for County buildings.

**MEMORIAL PARK WEED/BRUSH REMOVAL**

Commissioner Johnson advised the Board that a class from SDSU will begin the process to remove Buckthorn at Memorial Park on October 13<sup>th</sup>. A step by step removal plan will be presented to the Board regarding the clean up process.

**COUNTY ROAD 23-4**

Property owner, Jeff Schaack, met with the Board to discuss whether or not any progress has been made regarding the water over the road on County Road 23-4 north of Tinkertown. Commissioner Marquardt indicated the Highway Superintendent is still waiting for a response from the Corps of Engineers. Mr. Schaack questioned whether or not the old County road bed has been vacated and who currently owns that property. Commissioner Johnson noted the Highway Superintendent is still investigating the legality of draining the water from County Road 23-4. Discussion was also held regarding the procedure to declare an emergency on this road.

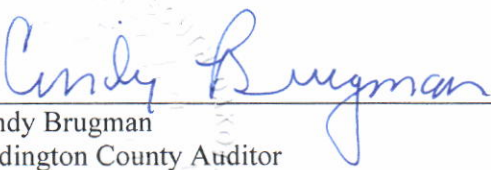
**EXECUTIVE SESSION**

Motion by Hanten, second by Johnson, to enter into executive session at 10:20 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 10:40 a.m., no action was taken. Maintenance Supervisor, Milo Ford, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 10:41 a.m., until 9:00 a.m., Tuesday, October 4<sup>th</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**October 4, 2011**

4. ✓ 9:00 a.m. action to convene as a Board of County Commissioners
12. ✓ Action to approve the agenda and adjust cell phones
13. ✓ Action to approve the minutes of September 27<sup>th</sup>, 2011
14. ✓ Monthly reports
  14. ✓ a. Extension
  14. ✓ b. Health
  14. ✓ c. Veterans Service
  14. ✓ d. Weed
  14. ✓ e. Welfare
15. ✗ Action to approve a short term lease agreement with SDSU for temporary housing of SDSU Field Specialists
16. ✓ Discussion regarding Extension Center Complex parking lot repairs
7. ✓ Action to approve the 2012 Memorial Park Campground Manager contract
8. ✓ Action to award a truck bid tabled from September 27<sup>th</sup>
9. ✓ Action to approve joint powers agreements for the Search and Rescue Dive Truck and boats from the SD GFP
10. ✓ Action to approve a contract with the 1<sup>st</sup> District for the update to the "Comprehensive Land Use Plan"
11. ✓ Action to approve an operating cash transfer from the General Fund to the Road & Bridge Fund as previously budgeted
12. ✓ Action to declare equipment surplus to be destroyed
13. ✓ 10:00 a.m., opening and action to award a bid for a culvert replacement project in ~~Sheridan~~ <sup>Kranzburg</sup> Township
15. ✗ Action to approve automatic supplements to budgets w/grant reimbursement funds
15. ✗ Action to approve travel requests
16. ✓ Action to approve personnel changes
  - a. Action to accept resignation of Work Release Coordinator/Correctional Officer, Cindy Olson
  - b. Action to approve part time status for Cindy Olson as a Correctional Officer

- ✓17. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
- ✓18. Old Business
- ✓19. New Business
- ✓20. Open - Burn Ban Monday Holiday
21. Action to enter into Executive session
22. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, October 11<sup>th</sup>, 2011

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October 4, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, October 4<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

#### MOMENT OF SILENCE

The Board observed a moment of silence and expressed their sympathy to the family and friends of former Codington County Commissioner, Ralph (Rudy) Mack. Commissioner Hanten noted Mr. Mack passed away on Saturday, October 1<sup>st</sup>, 2011, and was a County Commissioner from 1970 through 1998, serving as Chairman for 18 of those 28 years.

#### AGENDA APPROVED

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

#### MINUTES APPROVED

Motion by Heller, second by Hanten, to approve the minutes of September 27<sup>th</sup>, 2011; all present voted aye; motion carried.

#### MONTHLY REPORTS

**Extension Educator, Jodi Loehrer**, informed the Board that National 4-H Week is observed the week of October 2<sup>nd</sup> through October 8<sup>th</sup>, 2011. Ms. Loehrer presented the Board with Codington County 4-H t-shirts on behalf of Codington County 4-H and thanked the Board for their support of 4-H youth in Codington County. The 4-H year is now wrapping up with the 4-H Recognition Event scheduled for Sunday, October 16<sup>th</sup>, 2011, at 2:00 p.m., at the Extension Center Complex. Commissioner Johnson noted the interviews for the 4-H position in Codington County will begin at 5:00 pm, Wednesday, October 5<sup>th</sup>, 2011. **Extension Educator, Paul Johnson**, informed the Board that he has accepted a position as a field agent for the SDSU Regional Extension Office in Codington County pending final approval. Mr. Johnson reported on the following items: plot work; soybean additive comparisons; nutrient additives; soybean harvest; and the upcoming corn harvest. The Board briefly discussed with Mr. Johnson the possibility of enforcing an open burning ban in Codington County with the possibility of moisture forecast for this coming weekend. **Community Health Nurses, Karla Moes and Karen Nygaard**, submitted a written report covering the following items: meetings attended; office fees collected; office visits; immunizations and flu shots administered; WIC caseload; TB preventative therapy; baby care; breastfeeding peer counseling; school screenings; and upcoming events. **Weed Dept. Manager, Paul Johnson and Weed Dept. Supervisor, Steve Molengraaf**, updated the Board on activities of the Weed Dept. Additional 2-4D chemical was ordered as the Weed Dept. has exhausted the chemical available through the 2011 bid award due to the completion of all Township spraying and spring and fall spraying on County roads. Final spraying on the Interstate is taking place at this time along with spraying at Memorial Park. The Weed Dept. will begin the process of identifying needs of the department, such as spraying and office equipment. Mr. Molengraaf noted the 2011 spraying season has been quite successful. **Welfare Director, Sarah Petersen**, reported the following statistics for the time period September 6<sup>th</sup> through October 3<sup>rd</sup>: 17 applications; with 3 approved for County assistance; 4 denials; 2 pending or referred; 8 other resources utilized; 0 guarantees; and 0 new clients approved. Total Assistance: \$2,655.54 for 1 rental and 2 medical. 2 active medical cases and 0 medical applications pending decision. Total Credits: \$5,977.96. The Welfare Director noted 300 persons utilized the NACo Prescription Drug Program in Codington County in the month of August with a realized savings of \$5,260.88.

October 4, 2011

Codington County has received FEMA funds in the amount of \$7,029.56 which were used for eight different cases thus far. FEMA funds must be expended by December 15<sup>th</sup>, 2011. Sarah requested authorization to serve on a Committee of Welfare Directors, across the State, who will provide training to Counties who do not have dedicated Welfare Directors. This training will also provide, in the long run, protection for the Catastrophic Poor Relief program. Sarah will be in charge of this committee. The Board had no objection to this request.

#### **AG. BUILDING PARKING LOT**

Maintenance Supervisor, Milo Ford and Extension Educator, Paul Johnson, met with the Board to discuss the needed repairs to the parking lot at the Extension Center Complex. The repair project has been approved by FEMA but there are currently no funds available to be distributed by FEMA. Mr. Ford has received an estimate from F.J. McLaughlin Co. of \$28,324.00 to complete the repair project which would consist of removing the existing asphalt and wet base materials, and place new gravel and three inches of asphalt in the damaged area of 8,000+ square feet. Discussion was held regarding completing the project now or next spring. Highway Supt., Rick Small, noted more breakup of the parking lot would occur next spring if the repairs are not completed before the coming winter months. After further discussion regarding funding and availability of contractors for the project the following motion was made. Motion by Marquardt, second by Johnson, to contract to have the project completed, before winter if possible; all present voted aye; motion carried.

#### **2012 MEMORIAL PARK CAMPGROUND MANAGER CONTRACT**

Maintenance Supervisor, Milo Ford, presented the Board with a proposed contract for campground managerial services at Memorial Park during the 2012 camping season. Motion by Marquardt, second by Hanten, to authorize the Chairman to sign the "Campground Manager's Contract", between Codington County and H. Lee Trumm and Carolyn Trumm, in the total amount of \$13,108.00, or \$2,184.66 per month for five months and \$2,184.70 for one month; which represents the same wage as paid in 2001; from April 1, 2012 through September 30, 2012; all present voted aye; motion carried.

#### **SEARCH AND RESCUE TRUCK BIDS**

Motion by Johnson, second by Hanten, to take from the table action to award a truck bid from bids received at the Board's meeting on September 27<sup>th</sup>, 2011; all present voted aye; motion carried. Emergency Management Director, Jim Sutton, informed the Board that he has researched the County's options regarding the two bids which were received. Mr. Sutton has conferred with the Dept. of Legislative Audit, Codington County State's Attorney, Dawn Elshere, and a number of local mechanics regarding the bid specifications and the Watertown Ford bid containing a variation of the locking axle specification. Motion by Marquardt, second by Hanten, to accept the low bid of \$36,293.00 from Watertown Ford, as it has been determined that the axel variance will not cause any performance issues for the intended purposes of the truck and as recommended by Mr. Sutton; all present voted aye; motion carried.

#### **JOINT POWERS AGREEMENTS FOR SEARCH AND RESCUE EQUIPMENT**

Emergency Management Director, Jim Sutton, presented two joint powers agreements for the Board's consideration. Motion by Johnson, second by Hanten, to authorize the Chairman to sign both of the following joint powers agreements; all present voted aye; motion carried: Agreements between the State of South Dakota, acting through its Department of Game, Fish and Parks and Codington County, acting by and through the Emergency Management Office, for the purchase (50%) and use of a 2011 emergency response vehicle and the provision of one 17' Boston Whaler board, one Crestliner boat, and one boat trailer, and to permit Codington County to utilize the

same for the provisions of promoting public safety, conducting search and rescue operations, and providing emergency services and assistance to those in distress in the water.

**BURNING BAN ORDINANCE ENACTED**

The Board held a discussion with Emergency Management Director, Jim Sutton, regarding the potential for fire hazard in the County due to extremely dry and windy conditions forecast for the remainder of this week. Mr. Sutton has had a discussion with Watertown Fire Chief, Doug Kranz, who has in turn visited with local Fire Depts. in the County and their recommendation is to enact the County's Burning Ban Ordinance at this time. Motion by Hanten, second by Marquardt, to approve the following resolution, effective immediately; all present voted aye; motion carried:

RESOLUTION #2011-27  
A RESOLUTION DECLARING A FIRE DANGER EMERGENCY  
IN CODINGTON COUNTY PROHIBITING ANY OPEN BURNING

**WHEREAS**, due to extreme dry conditions prevalent in Codington County and due to recent high temperatures and winds, a fire danger emergency now exists within Codington County, South Dakota,

**NOW THEREFORE BE IT RESOLVED**, by the Codington County Board of Commissioners that a Fire Danger Emergency is hereby declared and until this resolution be otherwise rescinded by the Codington County Board of Commissioners, all open burning as defined in Codington County Ordinance #13-A is hereby prohibited within the boundaries of Codington County, South Dakota, exclusive of any incorporated municipality within the County, and

**BE IT FURTHER RESOLVED**, that this Resolution is declared to be necessary for the immediate preservation of the public safety in accordance with the provisions of SDCL 7-18-A-8 and is effective immediately and shall continue in force and affect until rescinded by the Codington County Board of Commissioners.

Dated this 4th day of October, 2011

Elmer P. Brinkman Chairman

Brenda Hanten Commissioner

Myron Johnson Commissioner

Lavern Marquardt Commissioner

George Heller Commissioner

ATTEST:

Cindy Brugman  
Codington County Auditor

**COMPREHENSIVE LAND USE PLAN UPDATE**

Zoning Officer, Luke Muller, presented the Board with the an agreement between Codington County and the First District Association of Local Governments, in an amount not to exceed \$10,000.00, for the provision of assistance in the development of a Comprehensive Land Use

October 4, 2011

Plan and update to the County's Zoning Ordinance. Mr. Muller reviewed the agreement with the Board. Motion by Hanten, second by Johnson, to authorize the Chairman to sign said agreement; all present voted aye; motion carried.

**OPERATING CASH TRANSFER**

Motion by Heller, second by Marquardt, to transfer operating cash, in the amount of \$559,510.00 from the General Fund to the Road and Bridge Fund, as previously budgeted; all present voted aye; motion carried.

**SURPLUS PROPERTY**

Motion by Johnson, second by Hanten, to declare the following equipment, none of which appear on the fixed asset list; surplus to be destroyed; all present voted aye; motion carried: Three hand held Cannon AE1 cameras, s/no's 3872641, 4696480, and 1082880; recorder, hand-held microcassette, model 14-1178; video tape player, Sony 8MM; and copy machine, Konica s/n 490245359.

**CULVERT REPLACEMENT BIDS**

Highway Supt., Rick Small, opened and announced the following bids, as previously advertised, for a culvert replacement project in Kranzburg Township.

A.P. and Sons Construction Inc., Summit, SD. \$40,250.00  
Deutsch Excavating, Watertown, SD. \$52,300.00

Motion by Hanten, second by Marquardt, to table a bid award to allow Mr. Small to review the bids for accuracy; all present voted aye; motion carried.

Mr. Small notified the Board later in this meeting that upon review of the bids his recommendation is to accept the lower bid from A.P. and Sons Construction Inc., in the amount of \$40,250.00. Motion by Hanten, second by Heller, to take from the table action to award a bid for the project previously identified in these minutes; all present voted aye; motion carried.

Motion by Hanten, second by Heller, to accept the bid from A.P. and Sons Construction, Inc.; all present voted aye; motion carried.

**COUNTY ROADS 6 & 11 INTERSECTION**

Highway Supt., Rick Small, met with the Board to discuss previously compiled statistics and traffic counts regarding the intersection of County Roads 6 & 11. Mr. Small has previously discussed this location, in 2005, with Cliff Reuhr, then Safety Engineer with the SDDOT. Mr. Small will contact the SDDOT to request a traffic count and safety audit at this intersection as the last audit was conducted in 2005.

**COUNTY ROAD 19**

Commissioner Marquardt informed the Board he has been contacted by a property owner who resides on County Road 19 south of State Highway 20 regarding a slight knoll, which causes an obstruction, that has resulted in several fender benders at the location. Mr. Small will inspect this area to determine if any change is required.

**PERSONNEL CHANGES**

Motion by Hanten, second by Johnson, to approve the following personnel changes; all present voted aye; motion carried: Cindy Olson, Work Release Coordinator, resignation/retirement notice, effective September 30<sup>th</sup>, 2011. Cindy Olson, new hire part time Correctional Officer step

7/\$16.90 per hour, effective October 1, 2011, submitted and approved by Chief Correctional Officer, Tom Walder.

**REGIONAL EXTENSION CENTER**

Commissioner Johnson updated the Board regarding the progress of final drawings for an expansion/remodeling project at the Extension Center Complex.

**HOLIDAY CLOSING**

The Board noted the Courthouse and all County Offices will be closed on Monday, October 10<sup>th</sup>, 2011, in observance of Native American Day.

**UPCOMING EVENTS**

The Board noted there could be a quorum of this Board present at any one of the following events: The visitation/funeral service for former Commissioner Ralph Mack on October 4<sup>th</sup> and 5<sup>th</sup>; the grand opening of the City of Watertown West Fire Station on October 4<sup>th</sup>; the Emergency Management Volunteer Dinner on October 4<sup>th</sup>; the Codington Clark Electric Membership Appreciation on October 4<sup>th</sup>; the Emergency Management 101 Course in Pierre on October 12<sup>th</sup> and 13<sup>th</sup>; and the Conservation District Legislative Dinner in Webster on October 17<sup>th</sup>.

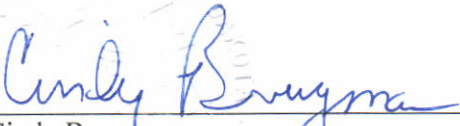
**EXECUTIVE SESSION**

Motion by Hanten, second by Johnson, to enter into executive session at 10:29 a.m., to discuss a contractual item and a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 11:00 a.m., no action was taken. Deputy Director of Equalization, Heidi Thorson, was present for executive session. No action was taken.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Marquardt, to adjourn at 11:01 a.m., until 9:00 a.m., Tuesday, October 11<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**October 11, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of October 4<sup>th</sup>, 2011
- ✓4. Action on a request from HyVee Foods to serve alcohol samples at a Holiday Show at the Extension Center Complex
- ✓5. Monthly reports
  - a. Auditor
- ✓6. Action to approve a short term lease agreement with SDSU for temporary housing of SDSU Field Specialists
- ✓7. Action to approve Auditor's Account with the Treasurer and note surplus cash report and monthly Register of Deeds fees collected
- ✓8. Action to approve claims for payment
- ✓9. Action to approve affirm verbal approval to purchase sand bags
- ✓10. Action to renew employee health insurance coverage with Dakotacare for 2012
- ✓11. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓12. Action to supplement the Catastrophic Legal Budget with Commissioners Contingency Funds 1561.32
- ✓13. Action to approve travel requests
  - a. Highway Supt., Rick Small, Annual Safety & Loss Control Conference in Oacoma
  - b. Maintenance Supervisor, Milo Ford, Annual Safety & Loss Control Conference in Oacoma
- ✓14. Action to approve personnel changes
  - a. Mary Halsey, Treasurer Clerk, anniversary step increase
- ✓15. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
16. Old Business
17. New Business
18. Open

Great Western Bank Checking (Memorial Park)	\$ 500.00
Reliabank Dakota	\$ 8,246,179.72
INVESTMENTS	
SD Public Funds Investment	\$ 6,965.69
CERTIFICATES OF DEPOSIT	
Great Western Bank	\$ 400,000.00
Peoples State Bank	\$ 600,000.00
Plains Commerce Bank	\$ 1,000,000.00
Reliabank	\$ 400,000.00
TOTAL CASH ASSETS	\$10,754,375.99
General Ledger Cash Balance by Funds:	
General	\$ 5,594,219.10
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 3,792,943.10
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 856,801.94
(schools 352,723.63, townships 37,617.59; city/towns 60,074.78)	
TOTAL GENERAL LEDGER CASH	\$10,754.375.99

**Register of Deeds, Ann Rasmussen**, submitted the following report: Total transactions in September were in the amount of \$30,601.40; with \$2,530.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

#### **GENERAL FUND SURPLUS ANALYSIS**

The Board noted the General Fund Surplus Analysis, at 31%, as of September 30, 2011.

#### **CLAIMS APPROVED**

Motion by Heller, second by Marquardt, to approve for payment the following claims; all present voted aye; motion carried: A-Ox Welding Supply 115.12 Sup, Aason Engineering 2153.69 Svc, Active Data Systems, Inc 440.00 Maint, AT&T Mobility 572.99 Util, Avera Health Plans 916.14 Asst, Bob Barker Co. 2003.72 Sup, Barker & Herbert 5497.00 Svc, Graciela Barrantes 65.00 Svc, Batteries Unlimited 90.00 Rep, Bendix Imaging Inc 239.98 Sup, Benefit Concepts 1289.40 Asst, Best Business Products 259.99 Rent, Best Western Ramkota Hotel 1155.00 Trav, Best Western Ramkota Hotel 1410.00 Trav, Best Western Of Huron 279.00 Trav, Jason Block 20.00 Witn, Boys & Girls Club 1200.00 Pmt, Heidi Brandriet 118.00 Trav, Bratland Law 12975.60 Svc, Brian's Glass & Door, Inc. 123.00 Rep, Elmer Brinkman 444.78 Trav, Brown Clinic - Main 1772.00 Svc, Brownlee Construction, Inc. 10718.40 Sup, Cindy Brugman 314.90 Trav, Burns Law Office 2600.00 Svc, Butler Machinery 149.58 Rep, Carquest Auto Parts 1890.69 Parts/Sup, Cartney Bearing & Supply 128.71 Rep, Cashway Lumber Inc. 39.00 Sup, Cass-Clay Creamery 1078.00 Sup, Centurylink 1076.53 Util, Codington Clark Electric 30.00 Util, Codington Clark Equipment 181.15 Parts, Codington County Highway Dept. 1415.36 Maint, Codington Co. Historical Soc. 4862.04 Grant, Codington County Treasurer 1.58 Post, Codington County Weed & Pest 976.94 Maint, Denise Cody 18.00 Svc, Cole Papers, Inc. 2783.40 Sup, Connecting Point Computer Cent 5143.50 Maint, County Fair Foods 158.35 Sup, Creative Rewards 15.00 Sup, Credit Bureau Of Watertown Inc 2858.48 Svc, Crescent Electric Supply Co. 43.08 Sup, Culligan Water Conditioning 142.50 Sup, D K Diesel Injection Inc. 411.64 Rep, Danko Emergency Equipment Co 231.45 Sup, Jennifer Dawley 20.00 Wit, Joseph Dawley 20.00 Wit, Dept. Of Legislative Audit 18975.00 Svc, Donna Dietrich, Chairman 190.63 Svc, Rebecca Dolney 20.00 Wit, Duane's Floor Covering 47.00 Rep, Sara Lee Bakery Group/ 933.94 Sup, East Dakota Water Development 899.94 September Apportionment, Electric Motors & Moore Inc 47.00 Rep, Elite Signs & Graphix, LLC 108.00 Sup/Maint, Elks Lodge 292.50 Conf, Ellyson Law Office 416.56

Svc, EMC Insurance Companies 7464.92 Ins, Maxine Endres - Landlord 450.00 Rent, John Engels 40.00 Cell, Engelstad Electric Co. 5389.43 Maint, Farnams Genuine Parts 470.85 Sup/Parts, First District Assn Of Lcl Gov 2416.36 Svc, First District Assn Of Lcl Gov 33281.55 Pmt, GCR Tire Center 1488.98 Sup/Rep, Genoa Healthcare/Watertown 489.67 Sup, Glass Products Inc. 370.00 Maint, Jesse Goodwin 20.00 Wit, Sarah Goodwin 20.00 Wit, Green, Roby, Oviatt, 4158.33 Pmt, Shannon Green 20.00 Wit, Greentree Psychological 292.50 Svc, Kimberly Grotelueschen 20.00 Wit, Carol Hamman 41.46 Wit, Town Of Henry 136.10 Util, Patricia Heron 20.00 Wit, Wayne Heron 20.00 Wit, Hillyard Floor Care Supply 1340.93 Sup, William Hoff 40.00 Cell, Horn Law Office 120.14 Svc, Human Service Agency 750.00 Svc, Human Service Agency 537.50 Pmt, Glacial Lakes Humane Society 575.00 Svc, Hurkes Implement Co. 53.90 Sup, HyVee #1871 Accts Receivable 85.81 Sup, HyVee Pharmacy 625.53 Sup, Interlakes Community Action 824.50 Pmt, Intoximeters 600.00 Sup, Jefferson Partners LP 80.50 Trav, Johnson Controls, Inc. 3939.75 Svc, Myron Johnson 332.80 Trav, Paul Johnson 583.33 Pmt, Jurgens Printing 467.00 Sup, Marty Karnopp 158.37 Trav, Kimball Midwest 403.81 Sup, Lisa Kirsch 20.00 Wit, David Knoff 9.00 Svc, Knology 606.30 Util, Lacroix Law Office 224.44 Svc, Lake Area Door 7.44 Rep, Lake City Fire Equipment 70.00 Maint, Lewis & Clark Bhs 596.00 Svc, Macksteel Warehouse, Inc. 114.72 Sup, Mac's Inc. 90.18 Sup/Parts, Mahowald's 72.56 Rep, Marco, Inc 161.14 Maint, Donna McKay 47.38 Wit, McLeod's Printing & Office Sup 23.86 Sup, Menards 457.61 Rep/Sup, Microfilm Imaging Systems, Inc 3630.00 Svc, Midcontinent Communications 55.00 Util, Mid-States Organized Crime 100.00 Trav, Mikelson Law Office 45.00 Svc, Milbank Communications 120.00 Rep, Nicole Miller 20.00 Wit, Jamie Monson 118.00 Trav, Samantha Mueller 20.00 Wit, Municipal Utilities 11334.29 Util, Muth Electric 98.08 Rep, NACRC 55.00 Dues, Crystal Neale 28.56 Trav, Newman Traffic Signs 93.12 Sup, Northern Truck Equipment Corp. 10378.00 Snow Plows, Northland Chemical Corp 185.28 Sup, Northwestern Energy 128.65 Util, Office Peeps, Inc. 3246.90 Sup, Ottertail Power Co. 26.08 Util, Michelle Pederson 118.00 Trav, Pennington County Jail 456.95 Trav, Sarah Petersen 38.00 Trav, Pharmchem Inc 37.00 Sup, PMB 0112 235.93 Util, Prairie Lakes Health Care Cent 1854.00 Svc, Print 'Em Now 388.10 Sup, Probuild - Watertown 34.98 Parts, Professional Mailing & Market. 3480.04 Mail, Ann Rasmussen 86.40 Trav, Redlinger Bros. 1788.70 Rep, Emma Riter 20.00 Wit, Jeremy Robertson 615.00 Svc, Dawn Russell 637.60 Svc, Salsbury Industries 980.50 Equip, Sanford Clinic 701.10 Svc, Sanford Watertown Occupational 134.00 Svc, Terrance Satterlee 1500.00 Svc, SD Department Of Revenue 1145.00 Svc, SD State Treasurer 342556.06 Remittance, SDACC 8390.33 Pmt, SDHSC 600.00 Svc, Securus Technologies 1750.00 Sup, Sheehan Mack Sales And Equip. 105.17 Parts, Sherwin Williams 868.82 Sup/Rep, Daniel Sidlo 20.00 Wit, Sioux Valley Coop 4301.43 Sup, Rick Small 21.00 Trav, South Shore Gazette 858.06 Pub, Town Of South Shore 72.00 Util, Sprint 303.55 Util, Star Laundry 158.43 Sup, Connie Stoebner 148.40 Svc, Sturdevant's Auto Parts 27.97 Parts, James Sutton 63.00 Trav, Sutton Law Office Pc 10291.67 Svc, Karen Swanda 18.00 Svc, Technicolor Screen Printing 350.00 Unif, Titan Machinery 47.54 Parts, Toshiba Financial Services 427.61 Copy, Trav's Outfitter Inc 57.97 Unif, Und Forensic Pathology 2000.00 Svc, Us Foodservice Inc 9281.57 Sup, Van Diest Supply Company 11882.90 Sup, Visa - C/O Great Western Bank 1403.15 Sup/Trav, Wal-Mart Community 427.96 Sup, Watertown City Finance Office 30498.74 Grant, Watertown Lawn & Garden 1400.00 Equip, Watertown Public Opinion 1580.87 Publ, Watertown Resource Center 3860.00 Pmt, Wheelco 1981.08 Parts, Wiles & Rylance, LLP 2426.70 Svc, Winge's Mufflers 15.00 Rep, Watertown Area Chamber Of Commerce 150.00 Dues, Watertown Landfill 5.94 Svc, WW Tire Service Inc 875.25 Parts/Sup, Xerox Corporation 138.89 Sup, Yankton Co Treasurer 1058.00 Svc, Yankton Co. Sheriff 50.00 Svc, Zep Sales & Service 589.32 Sup.

**SAND BAGS PURCHASE**

Chairman Brinkman informed the Board he had been contacted by Emergency Management Director, Jim Sutton, regarding the opportunity to purchase 60,000 sand bags from Dakota Dunes at a reduced price. Chairman Brinkman noted he had given verbal approval for the purchase. Motion by Hanten, second by Johnson, to affirm the Chairman's verbal approval for this purchase; all present voted aye; motion carried.

**AUTOMATIC BUDGET SUPPLEMENT**

Motion by Marquardt, second by Heller, to approve the following automatic budget supplements; all present voted aye; motion carried: Historic Preservation Budget and General Fund Revenue Budget \$4,862.04 with Historic Preservation grant reimbursement. Road and Bridge expenditure and revenue budgets, \$204,712.29 in County STP Funds per a swap agreement with the SDDOT dated May 31, 2011.

**COMMISSIONERS CONTINGENCY TRANSFER**

Motion by Hanten, second by Johnson, to transfer \$3 ,561.32 from the Commissioners Contingency Budget to the Catastrophic Legal Budget as recommended by the Auditor; all present voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by Hanten, second by Johnson, to approve the following travels requests; all present voted aye; motion carried: Highway Supt., Rick Small and Maintenance Supervisor, Milo Ford, annual Safety and Loss Control Conference, in Oacoma.

**PERSONNEL CHANGES**

Motion by Marquardt, second by Hanten, to approve the following personnel change; all present voted aye; motion carried: Mary Halsey, Treasurer Clerk, anniversary step increase, from step 4/\$12.97 per hour to step 5/\$13.41 per hour, effective September 15<sup>th</sup>, 2011, submitted and approved by Treasurer, Carol Maloney.

**REGIONAL EXTENSION CENTER**

Maintenance Supervisor, Milo Ford and Extension Educator, Paul Johnson, met with the Board to discuss the current phone system at the Extension Center Complex which will not accommodate adding lines for the Regional Extension Center Office. It was also noted the current phone system at the Extension Center was installed in March of 2001. Mr. Ford informed the Board that an upgrade to the current phone system at the Extension Center would cost the County approximately \$4,200.00 and the cost to SDSU would be approximately \$3,600.00. This upgrade would then allow added lines for the SDSU Field Specialists moving into the Extension Center and also allow for the transfer of phone calls from specialist to specialist and to the County offices. Motion by Johnson, second by Hanten, to approve the phone system upgrade; all present voted aye; motion carried. Commissioner Johnson informed the Board that a meeting will be held at the offices of Todd Architects at 2:00 p.m., Monday, October 17<sup>th</sup>, 2011, to review the plans for the proposed construction/remodel project at the Extension Center complex. Commissioner Johnson noted engineers would be present for this meeting and requested that Maintenance Supervisor, Milo Ford and Extension Educator, Paul Johnson also plan on attending this meeting as their schedules permit.

**BURN BAN**

The Board held a brief discussion regarding the burn ban resolution enacted on October 4<sup>th</sup>, 2011. Commissioner Johnson has received requests from local Agricultural producers to lift the ban as soon as possible to allow them to complete necessary tillage and in turn qualify for government programs. Commissioner Johnson will contact the Emergency Management Director for input on the current moisture situation and the possibility of lifting the burn ban at any time in the near future. No action was taken to lift the ban at this time.

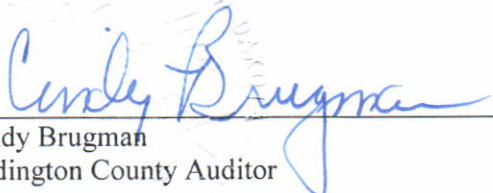
**EXECUTIVE SESSION**

Motion by Hanten, second by Johnson, to enter into executive session at 9:43 a.m., to discuss union contractual matters; all present voted aye; motion carried. The Board returned to regular session at 10:39 a.m., no action was taken. Human Resource Officer, Terry Satterlee, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 10:39 a.m., until 9:00 a.m., Tuesday, October 18<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**October 18, 2011**

- 1✓ 9:00 a.m. action to convene as a Board of County Commissioners
- 2✓ Action to approve the agenda and adjust cell phones
- 3✓ Action to approve the minutes of October 11<sup>th</sup>, 2011
- ✓ 4. Safety Awards Recognition
- ✓ 5. Monthly reports
  - ✓ a. Maintenance
  - ✓ b. Memorial Park – year end wrap up
  - ✓ c. Highway
- ✓ 6. Action to approve the FFY2012 State and Local Agreement for Emergency Management funding
- ✓ 7. Discussion/possible action regarding burning ban
- ✓ 8. Action to declare equipment surplus to be destroyed
  - a. Veterans Service Office computer equipment
  - b. Extension Office computer equipment
- 9✓ Note annual meeting of Focus Watertown
- ✓ 10. Action to approve a short term lease with SDSU for temporary office space of field specialists
- ~~11.~~ Action to approve automatic supplements to budgets w/grant reimbursement funds
- ✓ 12. Action to approve travel requests
  - a. Lori Mills, 24/7 Coordinator, 24/7 Sobriety Program Training
- ~~13.~~ Action to approve personnel changes
- ✓ 14. Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
- ✓ 15. Old Business
- ✓ 16. New Business
- ~~17.~~ Open
- ✓ 18. Action to enter into Executive session
  - a. Highway Supt.
19. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, October 25<sup>th</sup>, 2011

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October 18, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, October 18<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 October 11<sup>th</sup>, 2011; all present voted aye; motion carried.

**LOSS CONTROL/SAFETY ACHIEVEMENT AWARDS**

The following awards were recently received by the County and noted by the Board: Codington County Highway Dept. and Highway Supt., Rick Small, as the recipient of a Safety and Loss Control Recognition Award. The Highway Department has previously been the recipient of 8 "Bronze" and 5 "Gold" awards for safety and loss control and at this time has received a "Gold" award for a sixth consecutive year which has resulted once again in a "Platinum Level" award for the Highway Dept. Maintenance Supervisor, Milo Ford, as the recipient of a Safety and Loss Control Recognition Award. This is the sixth "Gold" award received by the Maintenance Dept which has once again qualified the Maintenance Dept. for a "Platinum Level" award. These awards are sponsored by the SDML Workers Compensation Fund, SDPAA, and Safety Benefits, Inc., and are awarded based on steps taken by the Departments to improve safety conditions/situations for their employees and customers. Highway Dept. employee, Calvin Engels, was also recognized for 25 years of employment with the County.

**REGIONAL EXTENSION CENTER SHORT TERM LEASE**

Extension Educators, Don Guthmiller and Paul Johnson, presented the Board with a short term lease agreement between Codington County and the SDSU Cooperative Extension Service for the temporary housing of Regional SDSU Field Staff. Motion by Johnson, second by Hanten, to authorize the Chairman to sign the aforementioned agreement; pending a favorable review by the States Attorney; all present voted aye; motion carried.

**REGIONAL EXENTSION CENTER PROJECT**

Commissioner Johnson informed the Board that at a recent meeting with Todd Architects proposed plans for the remodel/construction project at the Extension Center Complex were reviewed with the following in attendance: Commissioners Johnson and Heller; Architect, Dave Todd; Extension Educators, Paul Johnson and Don Guthmiller; Maintenance Supervisor, Milo Ford; Weed Supervisor, Steve Molengraaf, and project engineers. Joining the meeting via conference call were officials from the SDSU Cooperative Extension Service.

**MONTHLY REPORTS**

**Maintenance Supervisor, Milo Ford**, reported on the following items: Memorial Park is closed for the season; plans continue regarding the project to remove Buckthorn at Memorial Park beginning in the month of November; camping income looks to be at a record high compared to previous years; the main floor remodeling project at the Detention Center has progressed as far as possible at this time; the new phone system for the Extension Center Complex is being installed; furniture for Extension Field Specialists is being delivered; and space is being prepared for the

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temporary housing of the field specialists. **Highways Supt., Rick Small**, advised the Board that the paving on County Road 3-5 has been completed at an approximate cost of \$680,368.00 which is under the asphalt mat construction bid received in the amount of \$711,500.00. Mr. Small noted the lower cost is due to cutting back from a 2" lift to a 1 7/8" lift and cutting back on patching. Mr. Small reported work continues on County Road 23-4, north of Tinkertown in the Medicine Lake area, to make the road passable before winter. The 2011 striping program through the State of South Dakota will be finished in the next week. Mr. Small has corresponded with a traffic safety engineer from the SDDOT regarding the traffic safety check Codington County wishes to have conducted at the intersection of County Roads #6 and #11. The State engineer's schedule is full through the first of November and he will try to get to Codington County to conduct the safety check by the first week of November. Discussion was held regarding truck traffic, exiting the Interstate, tearing up the County Road at a corner which the County recently seal coated. Mr. Small advised the Board that reimbursement for a rip rap project in 2010 near Grover has yet to be received from the State of South Dakota. The anticipated reimbursement is in the amount of \$89,975.00. Mr. Small has communicated with State officials to speed up the process of reimbursing the County for this project. The Highway Dept. is mowing along County road ditches at this time and will assist at Memorial Park with the Buckthorn removal process as time permits.

#### **MEMORIAL PARK 2011 CAMPING SEASON**

Memorial Park Campground Managers, Lee & Carolyn Trumm, met with the Board to review the recently completed camping season at Memorial Park. The Managers noted this was one of the busiest camping seasons in recent years. Lee and Carolyn expressed their thanks to the Board for the authorization of the bathhouse remodeling project which brought many compliments during the camping season from a large number of campers. The Managers complimented the part time Park staff for their efforts to keep the campground and facilities clean and attractive to customers and also expressed their thanks for the prompt assistance from local law enforcement as needed at the campground. Discussion was held regarding speeding problems in the Park and how best to market the campground.

#### **FFY2012 EMERGENCY MANAGEMENT STATE AND LOCAL AGREEMENT**

Emergency Management Director, Jim Sutton, presented to the Board, and reviewed the FFY2012 Emergency Management State and Local Agreement (SLA). Motion by Hanten, second by Heller, to authorize the Chairman to sign the FFY2012, Emergency Management, State and Local Agreement between the State of South Dakota and Codington County, as recommended by Emergency Management Director, Jim Sutton, all present voted aye; motion carried.

#### **BURN BAN**

Emergency Management Director, Jim Sutton, advised the Board he has had contact with all the area fire departments regarding the burn ban in place in Codington County. Mr. Sutton reported the local fire departments agree it is still extremely dry in the area but have no objection to lifting the ban at this time due to the cooler temperatures and near completion of the soybean harvest. The local fire departments did recommend that any person conducting a controlled burn should not burn close to unharvested fields and should notify the local 911 dispatch of their intent to burn. After further discussion the Board did not take action to lift the burn ban at this time and we re-visit the subject on a week to week basis.

**SAND BAGS PURCHASE CLARIFICATION**

Emergency Management Director, Jim Sutton, met with the Board to clarify that the sand bags which the County recently received from Dakota Dunes were free of charge to the County and the only cost to the County was for traveling to retrieve the bags. Codington County did receive 78,000 sand bags free of charge. This item was discussed at the Board's meeting on October 11<sup>th</sup>, 2011, where there was a miscommunication regarding a cost for the sand bags.

**SURPLUS EQUIPMENT**

Motion by Hanten, second by Marquardt, to declare the following property surplus to be destroyed; all present voted aye; motion carried: Veterans Service Office, GEN01262, a HP/Compaq computer, s/n V223KGL2A032 and a HP/Compaq computer, s/n 2UA613USFS. Extension Office, Hpv72 Monitor, s/n CNR3380MT9 (2003); HP Pavilion monitor, s/n THTDS88921 (2001); Gateway 2000 computer, s/n 5904249 (6/1997) and Gateway 2000 computer, s/n TB3 GP-7550 (2/2000).

**FOCUS WATERTOWN ANNUAL MEETING**

The Chairman noted there could be a quorum of this Board in attendance at the annual meeting of the investor businesses of Focus Watertown, beginning at 4:30 p.m., Wednesday, October 19<sup>th</sup>, 2011, at the Watertown Event Center.

**TRAVEL REQUESTS**

Motion by Marquardt, second by Hanten, to approve the following travel request; all present voted aye; motion carried: 24/7 Coordinator, Lori Mills, 24/7 Sobriety Program training in Aberdeen.

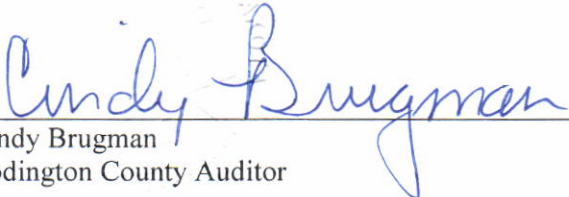
**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 10:03 a.m., to discuss union contractual items and personnel matters; all present voted aye; motion carried. The Board returned to regular session at 11:12 a.m., no action was taken. Human Resource Officer, Terry Satterlee, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 11:13 a.m., until 9:00 a.m., Tuesday, October 25<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
Cindy Brugman  
Codington County Auditor

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

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**October 25, 2011**

1. ✓ 9:00 a.m. action to convene as a Board of County Commissioners
2. ✓ Action to approve the agenda and adjust cell phones
3. ✓ Action to approve the minutes of October 18<sup>th</sup>, 2011
4. ✓ Monthly reports
  1. ✓ Sheriff
5. ✓ Discussion/possible action regarding burning ban
6. ✓ Action to approve salary claims
7. ✓ Discussion with Kannas Cabinets regarding Commission room furniture
8. ✓ Review of Extension Center Complex rental procedures
9. ✓ Discussion regarding quarterly meeting of the Sioux Valley Commissioner Dist. meeting
10. ✓ Discussion with Human Resource Director regarding Dept. of Labor certification program
11. ✓ Discussion/action to proceed with a project to use ER funds to rebuild County Road 20-1
12. ✓ Discussion/action to order new truck and snow blade for the Maintenance Dept.
13. ✓ Note Commission attendance at the Farm Business Appreciation Banquet
14. ✓ Action to approve automatic supplements to budgets w/grant reimbursement funds
15. ✓ Action to approve travel requests
  - a. Heidi Thorson, Deputy Director of Equalization, reappraisal class in Rapid city
16. ✓ Action to approve personnel changes
  - a. Sandra Wegter, Director of Equalization Clerk, request for unpaid leave
17. ✓ Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center
18. ✓ Old Business
19. ✓ New Business
20. ✓ Open

✓ 21. **Action to enter into Executive session**

22. **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, November 1<sup>st</sup>, 2011**

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October 25, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, October 25<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 October 18<sup>th</sup>, 2011; all present voted aye; motion carried.

### **MONTHLY REPORTS**

**Sheriff, Toby Wishard**, submitted the following statistics for the month ending September 30<sup>th</sup>, 2011, for the Detention Center and Sheriff's Office: 62.7 average daily inmate population; 207 bookings; \$5,205.00 collected in work release; \$3,735.00 collected in out of county prisoner contracts; \$3,432.00 collected in fees for the 24/7 program, \$7,050.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 36 individuals testing twice daily and 30 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 334 sets of civil papers served; 519 calls for service; 15 accidents investigated; 98 arrest warrants; 8 transports, for a total 1,551 miles traveled and \$2,923.00 received from the State of South Dakota for the 3<sup>rd</sup> quarter SCRAM payments.. Sheriff Wishard informed the Board that funds budgeted in 2011 for the remodeling project at the Detention Center will not be utilized as the 911 Dispatch Center will most likely not vacate the Detention Center until after January 1<sup>st</sup>, 2012. Sheriff Wishard noted there are no funds budgeted in 2012 for the completion of this project. Sheriff Wishard discussed the State prisoner transport program and future changes to the program due to Roberts County relinquishing their contract with the program as of January 1<sup>st</sup>, 2012. Sheriff Wishard advised the Board that it is not feasible for Codington County to pick up that contract as it would require hiring additional transport staff in the Sheriff's Office and would not generate any revenue for the County. Sheriff Wishard also discussed the following items: Mental Health training scheduled for Detention Center and Sheriff's Office staff proved by the Human Service Agency; usage of the Crisis Room since October 1<sup>st</sup>; developing a safety committee to address traffic issues in rural areas of Codington County; and enforcement of burn ban violations.

### **BURN BAN**

The Board discussed lifting the burning ban currently being enforced in Codington County. The Board did not take action to lift the burning ban at this time and will revisit the issue in one week.

### **SALARY CLAIMS**

Motion by Marquardt, second by Heller, to approve the following salary claims; all present voted aye; motion carried: Commissioners: 9,350.22 total salaries. Auditor: 16,697.14 total salaries; Debbie Melville 1558.61 step increase. Co. Treasurer: 24,484.87 total salaries; Mary Halsey 1898.39 step increase. States Attorney: 23,736.88 total salaries. Gov. Buildings: 16,360.49 total salaries. Dir. Equalization: 32,572.26 total salaries. Reg. of Deeds: 16,979.27 total salaries. Veterans Service: 8,130.45 salaries. Sheriff: 62,964.35 total salaries. Co. Jail: 68,438.72 total salaries. Care of the Poor: 3,888.54 total salaries. Co. Nurse: 3,718.72 total salaries. Co. Park: 4,330.10 total salaries. Ag. Bldg.: 7,766.98 total salaries. Co. Extension: 7,879.24 total salaries. Weed: 6,567.95 total salaries. Planning Board: 316.34 total salaries. Road & Bridge: 75,891.69

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total salaries. Emergency Management: 9,379.41 total salaries. Crime Victim: 5,125.02 total salaries. W.I.C.: 3,590.59 total salaries. Total: 408,169.23. Breakdown of withholding amounts which are included in the above: S.D. Retirement 34,927.80; S.D. Retirement 345.44 spouse option; S.D. Supplemental Retire. 1,835.00 suppl. retire.; Dakotacare 77,393.87 ins.; Lincoln Financial Group 431.50 life ins.; Delta Dental 5,215.12 ins.; Avesis 453.56 ins.; Nationwide Retire. Sol. 311.29 suppl. retire.; AFSCME Local #2488 340.00 employee union dues; AFLAC 2,346.16 ins.; Assurity Life Insurance 339.05 ins.; U.M.B. Retirement 2,137.00 suppl. retire.; AFLAC 406.86 ins.; Watertown United Way 105.83 employee contributions; Office of Child Support 100.00 employee payments; Sioux Valley Credit Union 9,219.94 employee payments; Cod. Co. Treasurer 30,850.00 employee monthly draw; New York Life 57.75 ins.; Teamsters Local Union 120 379.50 employee union dues; ReliaBank 26,910.55 federal withholding; ReliaBank 37,489.80 social security; AAA Collections 153.59 garnishment. Washington National Ins. Co. 20.20 ins.; Barbara Curtis 800.00 employee payment.

#### **COMMISSIONERS OFFICE FURNITURE CONFIGURATION**

Derek Kannas, Kannas Custom Cabinetry, met with the Board to discuss a previously presented plan to reconfigure the Commissioners seating and office furniture arrangements. Motion by Heller, second by Johnson, to authorize Kannas Custom Cabinetry to proceed with a project, as budgeted for in 2012, for a new office furniture configuration for the Commissioners Office. Commissioner Marquardt questioned the need to replace the desks currently used by the Board. Upon vote of the Board; Heller, Johnson, Brinkman, and Hanten voted aye; Marquardt voted no; motion carried.

#### **RENTAL PROCEDURES AT EXTENSION CENTER COMPLEX**

Extension Center Office Coordinator, Becky Goens and SDSU Field Specialist Crops, Paul Johnson, met with the Board to review the procedures and requirements currently in place when a person or group wants to rent space at the Codington County Extension Center Complex. Previously a SDSU Extension Educator assisted the Office Coordinator with determining whether or not an exemption would be allowed in a rental contract. Paul Johnson, acting as Weed Dept. Manager, offered to assist with these determinations after the recent reorganization of the SDSU Cooperative Extension Service. Discussion was held regarding one group who is asking for an exemption of the requirement to provide Codington County with a certificate of liability insurance due to the nature of their event. Field Specialist Johnson will investigate further whether or not the group qualifies for an insurance exemption for their event and report back to the board in one week.

#### **SIoux VALLEY DISTRICT COMMISSIONERS QUARTERLY MEETING**

The Board discussed a possible venue for the November 21<sup>st</sup> meeting of the Sioux Valley District Commissioners Association of which Codington County will be the host county. Commissioners Johnson and Hanten will work with the First District Association of Local Government to arrange the schedule for this meeting.

#### **D.O.L. CERTIFICATION PROGRAM**

Human Resource Director, Terry Satterlee, met with the Board to discuss a program sponsored by the South Dakota Dept. of Labor which will test potential employees on their abilities to read and their comprehension of basic mathematics skills. Mr. Satterlee noted this test is put out by A.C.T. and the Dept. of Labor is looking for employers to get involved in the program by sending current employees to take the test. Mr. Satterlee has contacted several offices for volunteers to participate in the program and will provide the Board with an overview of the program at next week's meeting.

**COUNTY ROAD 20-2 REBUILD**

Highway Supt., Rick Small, met with the Board to discuss a project to use Federal E.R. funds to rebuild County Road 20-2 at a cost to the County of approximately \$110,253.00 if federal funds are available for the remaining cost of \$937,723.00 to re-grade the road with a gravel surface. Mr. Small reminded the Board of a previous discussion where the County would add adjacent roads to the F.A.S. (Federal Aid Secondary) System which would then allow federal funding to be used on those roads which would then create an alternate route to County Road 21-2. Motion by Hanten, second by Marquardt, to authorize the Highway Supt. to begin the process of adding County roads, in the vicinity of County Road 20-2, to the F.A.S. System; all present voted aye; motion carried.

**MAINTENANCE DEPT. EQUIPMENT REQUEST**

Maintenance Supervisor, Milo Ford, submitted a request to start the purchase process, through a State bid from Lamb Motors, for a Ford ¾ ton truck and snow blade for the Maintenance Dept. as budgeted in 2012. Mr. Ford noted with the purchase of this equipment a 2006 Chevy truck will go from the Maintenance to the Weed Dept.; a 2003 truck from the Weed Dept. to Ag. Building Maintenance; a 1993 truck from the Ag. Building to Memorial Park; and a 1978 GMC Jimmy will be declared surplus and sold possibly by sealed bid. Motion by Heller, second by Johnson, to authorize Mr. Ford to purchase the aforementioned truck and snow blade; all present voted aye; motion carried.

**FARM BUSINESS APPRECIATION BANQUET**

The board noted that a quorum of this Board could be present at the 2011 Farm-Business Appreciation Banquet on November 17<sup>th</sup> at the Codington County Extension Complex.

**AUTOMATIC BUDGET SUPPLEMENT**

Motion by Marquardt, second by Heller, to approve an automatic budget supplement in the amount of \$30,498.74 to the Emergency Management expenditure and revenue budgets with a Homeland Security grant reimbursement; all present voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by Marquardt, second by Hanten, to approve the following travel request; all present voted aye; motion carried: Deputy Director of Equalization, Heidi Thorson, Vanguard reappraisal class in Rapid City.

**PERSONNEL CHANGE**

Motion by Johnson, second by Hanten, to approve the following personnel change; all present voted aye; motion carried: Director of Equalization Clerk, Sandra Wegter, request for unpaid leave from November 14<sup>th</sup> through November 18<sup>th</sup>, 2011.


**EXECUTIVE SESSION**

Motion by Hanten, second by Marquardt, to enter into executive session at 10:34 a.m., to discuss union contractual items and personnel matters; all present voted aye; motion carried. The Board returned to regular session at 11:02 a.m., no action was taken. Human Resource Officer, Terry Satterlee, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 11:03 a.m., until 9:00 a.m., Tuesday, November 1<sup>st</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**October 28, 2011**

- 1✓ **12:15 a.m. action to convene as a Board of County Commissioners**
- 2✓ **Action to approve the agenda and adjust cell phones**
- 3✓ **Discussion/possible action regarding burning ban**
- 4✓ **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, November 1<sup>st</sup>, 2011**

**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.**

October 28, 2011

The Codington County Commissioners met in special session at 12:15 p.m., Friday, October 28<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; George Heller absent; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**BURNING BAN LIFTED**

Motion by Johnson, second by Hanten, to approve Resolution 2011-28 to lift the burning ban in Codington County, effective immediately. Watertown Fire Battalion Chief, Tyler McElhany, met with the Board to review recommendations from Watertown Fire Chief, Doug Kranz, in the event this Board took action to lift the burning ban currently being enforced. Deputy Emergency Management Director, Marty Karnopp, advised the Board that the local Fire Chiefs she had spoken to were also in favor of removing the burning ban. Sheriff, Toby Wishard; Deputy Sergeant, Brad Howell; and Ken Kittelson were also present for this meeting. Upon vote of the Board all present voted aye; motion carried.

**RESOLUTION #2011-28**

**A RESOLUTION TO LIFT BURNING BAN  
ENACTED BY PRIOR RESOLUTION**

WHEREAS, Resolution #2011-27 declared a fire danger emergency and banned open burning in the rural area of Codington County, and

WHEREAS, the Rural Fire Chief's Association has recommended that the ban on open burning be lifted, now

THEREFORE BE IT RESOLVED, by the Codington County Board of Commissioners that the ban on open burning pursuant to Resolution #2011-27 is hereby rescinded.

Approved this 28<sup>th</sup> day of October, 2011

Elmer P. Brinkman  
Chairman

Lavern Marquardt

Myron Johnson

Brenda Hanten

ATTEST:


Cindy Brugman  
Codington County Auditor

October 28, 2011

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Johnson, to adjourn at 12:26 a.m., until 9:00 a.m., Tuesday, November 1<sup>st</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

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

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**November 1, 2011**

1. ✓ 9:00 a.m. action to convene as a Board of County Commissioners
2. ✓ Action to approve the agenda and adjust cell phones
3. ✓ Action to approve the minutes of October 25<sup>th</sup> & 28<sup>th</sup>, 2011
4. ✓ Monthly reports
  - a. ✓ Extension
  - b. ✓ Health
  - c. ✓ Veterans Service
  - d. ✓ Weed
  - e. ✓ Welfare
5. ✓ Discussion with Hwy. Supt., Rick Small, and action to approve a resolution adding road miles to the FAS System
6. ✓ Discussion with Matt Astleford, Senator Tim Johnson's office
7. ✓ Plat approval
8. ✓ Action to approve a spending authority policy per SD Dept. Legislative Audit
9. ✓ Action to update clerical position job descriptions for Extension Office
10. ✓ Discussion regarding Commission office furniture
11. ✓ Action to approve a request for the purchase a laser printer for the Auditor's Office as budgeted
12. ✓ Action to approve property tax abatements
13. ✓ Note November holiday closures
14. ~~✓~~ Action to approve automatic supplements to budgets w/grant reimbursement funds
15. ✓ Action to approve travel requests
  - a. Auditor, Election workshop
  - b. Weed Dept., District meeting
16. ✓ Action to approve personnel changes
  - a. Correctional Officers; Jennifer Matejek and Matthew Blackwelder anniversary step increase
  - b. Correctional Officer, Charlene Kurkowski, part time promoted to full time
17. ✓ Discussion of Extension Complex matters and possible action to move forward with a building project for a Regional Extension Center

~~18.~~ **Old Business**

~~19.~~ **New Business**

20. **Open**

21. **Action to enter into Executive session**

22. **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, November 8<sup>th</sup>, 2011**

**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.**

November 1, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, November 1<sup>st</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

#### **AGENDA APPROVED**

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

#### **MINUTES APPROVED**

Motion by Hanten, second by Johnson, to approve the minutes of October 25<sup>th</sup> and 28<sup>th</sup>, 2011; all present voted aye; motion carried.

#### **EXTENSION CENTER ADDITION PROJECT**

Dave Todd, Todd Architects, met with the Board to review the progress of the plans and specifications for a proposed construction project at the Codington County Extension Center Complex for a Regional Extension Office. Discussion was also held regarding a notice to bidders, bid opening date, and project completion date. Motion by Heller, second by Hanten, to authorize the Auditor to publish a notice to bidders for the proposed project; all present voted aye; motion carried. November 29<sup>th</sup>, 2011, was set as the date to open bids for the project pending legal advertisement of the notice to bidders.

#### **MONTHLY REPORTS**

**Extension Educator 4-H/Youth Development, Jodi Loehrer**, reported on a "Women in Science" conference which will be held at the Watertown Event Center on November 2<sup>nd</sup> for approximately 200 eighth grade students. Jodi also reported on the beginning of the new 4-H year with enrollment taking place at this time. **Community Health Nurses, Karla Moes and Karen Nygaard**, submitted a written report covering the following: Flu shot clinics; WIC appointments; nutrition counseling; Fetal Alcohol Spectrum Disorder training; school screenings; immunization records review; and a breastfeeding conference. **Veterans Service Officer, Al Janzen**, submitted a written report with the following data: 9 trips in October for 24 Veterans; the transfer of the 2007 F-350 DAV van for a 2010 Ford Explorer; and the Veterans Day program is schedule for November 11<sup>th</sup>, 2011, at 10:30 a.m., at the Codington County Extension Center Complex. **Weed Dept. Manager, Paul Johnson**, reviewed with the Board a list of potential equipment upgrades for the Weed Dept. before the end of the year. Mr. Johnson will present the board with a formal equipment request at a later date. Mr. Johnson noted the following items are on the list of potential upgrades: a laptop computer for the Weed Supervisor; tanks for the Departments vehicles; new injector systems; a pallet jack; and a 300 gallon tank for the Weed Supervisor's pickup. **Welfare Director, Sarah Petersen**, reported the following statistics for the time period October 4<sup>th</sup> through November 1<sup>st</sup>: 13 applications; with 0 approved for County assistance; 5 denials; 3 pending or referred; 5 other resources utilized; 0 guarantees; and 0 new clients approved. Total Assistance: \$0.00, as FEMA resources were used for rent and utility applications; 2 active medical cases and 0 medical applications pending decision. Total Credits: not available with this report. The Welfare Director noted 287 persons utilized the NACo Prescription Drug Program in Codington County in the month of September with a realized savings of \$5,582.97. The Welfare Directed also reported on the following: 50-75 applications for energy assistance were processed and training continues with an assistant who will handle office duties during the Welfare Director's pending leave.

November 1, 2011

**EXTENSION CENTER RENTAL CONTRACTS**

Discussion was held regarding allowing exemptions for certain groups who rent space at the Extension Center Complex for public events. Extension Field Specialist, Paul Johnson and Extension Office Coordinator, Becky Goens, were present for this discussion. Motion by Johnson, second by Hanten, to allow an insurance exemption to the group who wishes to hold a pigeon show at the Extension Center. After further discussion a motion was made by Hanten, second by Marquardt, to table action, for one week, to allow Mr. Johnson to contact the County's liability insurance carrier for specific information on the requirement for a certificate of liability insurance for any person/groups who rent space at the Extension Center.

**REGIONAL EXTENSION CENTER TEMPORARY OFFICE ARRANGEMENT**

SDSU Field Specialist, Don Guthmiller, updated the Board on the move in of the SDSU Field Specialists into their temporary office space at the Extension Center Complex and further technology upgrades coming in the next few months. Field Specialist Guthmiller thanked the Board, on behalf of all the Field Specialists, for the Board's welcoming reception to the Codington County facility on October 24<sup>th</sup>.

**F.A.S. ROAD SYSTEM RESOLUION**

Motion by Marquardt, second by Johnson, to approve the following resolution to change County Road 20-2 from a rural minor collector to rural major collector road; all present voted aye; motion carried:

**RESOLUTION 2011-29  
APPROVING THE SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION  
PROPOSED FUNCTIONAL CLASSIFICATION**

**WHEREAS**, there are identified specific types of roads and corresponding functions of those roads, some of which have not been updated for several years; and

**WHEREAS**, the Federal Highway Administration (FHWA), has prescribed rules governing the functional classification of roadways within Codington County; and

**WHEREAS**, the South Dakota Department of Transportation (SDDOT) has verified all roadway mileage for Codington County; and

**WHEREAS**, SDDOT has recommended that changes be made to specific roadways based upon functional classification standards as prescribed by FHWA.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of County Commissioners hereby approve changing the following functional classifications in Codington County:

**Rural Minor Collector to a Rural Major Collector**  
**177<sup>th</sup> Street**

Starting approximately 650 feet west of the southwest corner of T 116 N, R 54 W, section 30, near the intersection of 442<sup>nd</sup> Avenue, then east to the intersection of 446<sup>th</sup> Avenue approximately 4.077 miles to the southeast corner of T 116 N, R 54 W, section 27.

Adopted this 1<sup>st</sup> day of November, 2011.

CODINGTON COUNTY COMMISSION:

ATTEST:

November 1, 2011

Elmer P. Brinkman  
Chairman

Cindy Brugman  
Auditor

**SURPLUS COMPUTER MONITOR**

Motion by Marquardt, second by Hanten, to sell an old computer monitor, valued at \$20.00 and previously declared surplus, all present voted aye; motion carried.

**KRANZ BROTHERS ADDITION PLAT**

Zoning Officer, Luke Muller, presented and reviewed with the Board a plat of the Kranz Brothers Addition.

**RESOLUTION #2011-30**

A Resolution to approve the platting of the "Kranz Brothers Addition" in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled: "Kranz Brothers Addition" in the East Half of the Northwest Quarter of Section 5, Township 116 North, Range 51 West of the 5<sup>th</sup> P.M., in the County of Codington, South Dakota, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Hanten, second by Commissioner Johnson; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated at Watertown, Codington County, South Dakota, this 1<sup>st</sup> day of November, 2011.

Elmer P. Brinkman  
Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA

§

COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-30, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, on this 1<sup>st</sup> day of November, 2011.

November 1, 2011

Cindy Brugman  
County Auditor, Codington County, South Dakota

**SENATOR TIM JOHNSON'S OFFICE**

Matt Astleford, Staff Assistant with Senator Tim Johnson's Office, updated the Board on a number of current issues working through the U.S. Senate and U.S. House of Representatives including the work of the "Super Committee" working through the national debt ceiling debate. The following items were also briefly discussed: "No Child Left Behind" legislation; a farm bill and agricultural programs; FEMA; flooding; delay in federal funding to local governments; and the interference of the E.P.A. in local matters.

**SPENDING PRIORITY POLICY**

Motion by Heller, second by Hanten, to adopt a spending priority policy, per the recommendation of the SD Dept. of Legislative Audits, with restricted funds being spent down before committed, assigned or unassigned funds; all present voted aye; motion carried.

**EXTENSION OFFICE JOB DESCRIPTIONS**

Motion by Johnson, second by Hanten, to update the following job descriptions as found on file in the Office of the County Auditor; all present voted aye; motion carried: Extension Officer Coordinator and Deputy Extension Office Coordinator.

**COMMISSIONERS OFFICE FURNITURE**

The Board briefly discussed the need for a podium to be used with the new office furniture approved at the Board's meeting on October 25th. It was determined that the podium would be free standing and could be used or not used at the Board's discretion.

**AUDITOR'S EQUIPMENT REQUEST**

Motion by Hanten, second by Johnson, to authorize the purchase of a laser printer for the Auditor's Office, as budgeted in 2011; all present voted aye; motion carried.

**PROPERTY TAX ABATEMENTS**

Motion by Heller, second by Marquardt, to approve the following property tax abatement requests as the property owners qualify under a property assessment freeze program; all present voted aye; motion carried: Record #12419; abated value \$31,562; property tax abated \$472.25; approved by the Deputy Director of Equalization. Record #10201; abated value \$3,760; property tax abated \$56.26; approved by the Deputy Director of Equalization.

**NOVEMBER/DECEMBER HOLIDAY CLOSURES**

The Board noted the following holiday closures for the Courthouse and all County buildings which will occur in November and December, per previously adopted policy: Friday, November 11<sup>th</sup>; Thursday and Friday, November 24<sup>th</sup> and 25<sup>th</sup>; December 26<sup>th</sup>, 2011; and January 2<sup>nd</sup>, 2012.

**TRAVEL REQUESTS**

Motion by Johnson, second by Hanten, to approve the following travel requests; all present voted aye; motion carried: Auditor, Cindy Brugman, 2011 County Auditor's Election workshop in Pierre. Weed Manager, Paul Johnson; Weed Supervisor, Steve Molengraaf; and Seasonal Weed Sprayers, John Engels and Bill Hoff; District Meeting in Clear Lake.

**PERSONNEL CHANGES**

Motion by Marquardt, second by Hanten, to approve the following personnel changes; all present voted aye; motion carried: Correctional Officer; Jennifer Matejek; anniversary step increase from

step 4/\$14.99 per year to step 5/\$15.50 per year; effective date October 1, 2011. Correctional Officer; Matthew Blackwelder; change to Work Release Coordinator; no change in step or hourly salary; effective date November 1, 2011. Part Time Correctional Officer; Charlene Kurkowski; promoted to full time; step 1/\$13.88 per hour; effective date November 1, 2011. The aforementioned personnel changes were submitted and approved by Chief Correctional Officer, Tom Walder.

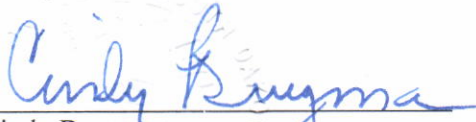
**OTHER MATTERS**

Commissioner Marquardt reported he had one comment from a Codington County resident regarding the lifting of the burning ban. Commissioner Heller reported on his meeting with the States Attorney as liaison to that office.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Johnson, to adjourn at 10:12 a.m., until 9:00 a.m., Tuesday, November 8<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:



Cindy Brugman  
Codington County Auditor

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

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**November 8, 2011**

1. ✓ 9:00 a.m. action to convene as a Board of County Commissioners
2. ✓ Action to approve the agenda and adjust cell phones
3. ✓ Action to approve the minutes of November 1<sup>st</sup>, 2011
4. ✓ Action on a request to serve alcohol samples at an event scheduled at the Extension Center Complex
5. ✓ Monthly reports
  - a. ✓ Auditor
  - b. ✓ Director of Equalization
  - c. ✓ Treasurer
6. ✓ Action to approve the Auditor's Account with the Treasurer and note monthly Register of Deeds fees
7. ✓ Discussion regarding Commission office furniture
8. ✓ Discussion with representatives from First Dist. Assoc. Local Govt. regarding census redistricting of Commissioner districts
9. ✓ Action to supplement budgets with Commissioners Contingency funds
  - a. Credit Bureau Budget 1,500.00
10. ✓ Action to approve claims for payment
11. ✓ Action on a request for an exemption of liability insurance for an event at the Extension Center
12. ✓ Action to declare various equipment surplus to be destroyed or sold for sealed bids
13. ✓ Action to approve a regional homeland security reimbursement agreement
14. ✓ Action to approve automatic supplements to budgets w/grant reimbursement funds
15. ✗ Action to approve travel requests
16. ✓ Action to approve personnel changes
  - a. Deputy Sheriff, Scott Bohls, anniversary step increase
  - b. Deputy Sheriff, Russell Matthews, anniversary step increase
17. ✓ Discussion of Extension Complex matters
18. ✓ Old Business

19. **New Business**
20. **Open**
21. **Action to enter into Executive session**
22. **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, November 15<sup>th</sup>, 2011**

**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.**

November 8, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, November 8<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 November 1<sup>st</sup>, 2011; all present voted aye; motion carried.

**COMMISSIONERS OFFICE FURNITURE**

Derek Kannas, Kannas Custom Cabinets, Inc., met with the Board to further discuss the need for a podium with the new office furniture and possible modifications to the desk which would allow persons who appear before the Board to be seated rather using the podium. Mr. Kannas will prepare a cost estimate for the proposed changes to the desk and report back to the Board in one week.

**WOMEN'S ESCAPE 2011**

Megan Gruman, President and CEO of the Watertown Area Chamber of Commerce and Anne Maag, Spies Corporation Cowboy Country and Liquor Stores, met with the Board to request authorization to serve alcohol samples, of less than one ounce each, at the Women's Escape 2011 scheduled for November 19<sup>th</sup> at the Codington County Extension Center Complex. Motion by Hanten, second by Johnson, to approve this request; all present voted aye; motion carried.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported the SD Dept. of Revenue has approved Codington County's 2012 annual budget. The Auditor noted she would be attending the 2011 Auditor's workshop with the SD Secretary of State from November 16<sup>th</sup> through the 18<sup>th</sup>. **Director of Equalization, Shawna Constant**, discussed the following items with the Board: The November 1<sup>st</sup> assessment year deadline; wrap up of this year's reappraisal; building permits; sales data; reports to the Dept. of Revenue before January 1<sup>st</sup>; and 2012 assessment notices. Discussion was also held regarding current staff numbers in the Director of Equalization Office and pending litigation. **Treasurer, Carol Maloney**, reported the 2<sup>nd</sup> half tax season went smoothly and reminder notices are in the mail. The Treasurer updated the Board on the Tax Deed process pertaining to special assessments on properties which the County takes for tax deed. The Treasurer noted according to statute that special assessments considered nuisance assessments, for example weed mowing/spraying, are canceled in the same way the property taxes are canceled when the County takes the property for unpaid taxes. The County recently took a parcel of property by tax deed proceeding which had a weed assessment attached to the property in an amount in excess of \$3,700.00, which was located in the Town of Henry. Per SDCL 9-43-28.1 and 9-43-60 this assessment is also canceled.

**AUDITOR'S ACCOUNT WITH THE TREASURER AND REGISTER OF DEEDS FEES**

Motion by Johnson, second by Hanten, 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 October, 2011, all present voted aye; motion carried.

November 8, 2011

Cash on hand	\$ 10,969.41
Checks in Treasurers' possession	
less than 3 days	\$ 1,046,373.55
Credit Card Charges	\$ 1,053.77
Cash Items	\$ 400.00
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$ 1,058,796.73</b>
<b>RECONCILED CHECKING</b>	
Great Western Bank Checking (Memorial Park)	\$ 620.37
Reliabank Dakota	\$17,650,280.91
<b>INVESTMENTS</b>	
SD Public Funds Investment	\$ 6,965.86
<b>CERTIFICATES OF DEPOSIT</b>	
Great Western Bank	\$ 200,000.00
Peoples State Bank	\$ 600,000.00
Plains Commerce Bank	\$ 800,000.00
Reliabank	\$ 400,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$20,716,663.87</b>
<b>General Ledger Cash Balance by Funds:</b>	
General	\$ 7,057,991.78
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 4,694,271.92
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 8,453,988.32
(schools 6,536,365.15, townships 103,312.61; city/towns 1,408,841.01)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$20,716,663.87</b>

**Register of Deeds, Ann Rasmussen**, submitted the following report: Total transactions in October were in the amount of \$27,192.50; with \$2,640.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

### **CENSUS REDISTRICTING**

Todd Kays, Executive Director with the First District Association of Local Governments, met with the Board to discuss precinct boundary changes which will affect Commissioners Districts within the City of Watertown due to the new population data upon the completion of the 2010 census. Mr. Kays reviewed the boundary changes that were necessary due to the mandate which directs Counties to review their existing County Commissioner voter districts and ensure that each district has equal and fair representation. The Commissioners will take action at their first board meeting in February 2012, after giving notice by publication for one week in the official newspapers of the county, to change the boundaries of the commissioner districts as necessary in order that each district shall be as regular and compact in form as practicable and shall so divide and redistrict Codington County that each district may contain as near as possible an equal number of residents, as determined by the last preceding federal decennial census.

### **COMMISSIONER CONTINGENCY TRANSFER**

Motion by Hanten, second by Heller, to transfer \$1,500.00 from the Commissioners Contingency Budget to the Credit Bureau Budget; all present voted aye; motion carried.

### **CLAIMS APPROVED**

Motion by Heller, second by Marquardt, to approve for payment the following claims; all present voted aye; motion carried: #1 Welding 30.00 Rep, 4-H Leaders 17.50 Sign, ABRA 179.00 Rep, Arlyn Adolphsen 101.48 Jury, Tracy Aguayo 66.12 Sup, Elizabeth Anderson 101.48 Jury, Andor, Inc. 1090.00

Rep, Juanita Anglin 15.92 Jury, AP Auto Pros 336.94 Rep, AT&T Mobility 893.04 Util, Leon E Baier 142.00 Grant, Clinton Barger 10.74 Jury, Jovolette Basler 20.00 Wit, Kimberly Benson 11.48 Jury, Roger Benthin 78.00 Svc, Pamela Berger 12.22 Jury, Best Business Products 259.99 Rent, Terry & Lori Beynon, Landlord 260.00 Asst, Vicki Biewer 10.74 Jury, Tony Bisbee 118.00 Grant, Ryan Boschee 11.48 Jury, Rachel Brandriet 17.40 Jury, Brian's Glass & Door, Inc. 62.00 Rep, Kristi Britzman 114.80 Jury, Brown Clinic PLLP 1080.00 Svc, Kara Brown 20.00 Wit, Kristin Bryce 20.00 Wit, Ronald Bublitz 10.74 Jury, Colby Buckles 142.00 Grant, Bullet Sportswear & Graphics 10.60 Svc, Business Telephone Company 4438.02 Sup, Butler Machinery 1065.65 Sup, Kelsea Buus 20.00 Wit, Marlene Carl 11.48 Jury, Carquest Auto Parts 126.21 Rep, Cass-Clay Creamery 1040.50 Sup, Centurylink 603.64 Util, Chuck's Bike & Lock Shop 926.50 Rep, Louann Clark 101.48 Jury, William Clark 10.74 Jury, Christen Clausen 102.96 Jury, Codington Clark Electric 30.00 Util, Codington Clark Equipment 83.04 Rep, Codington County Highway Dept. 17777.93 Maint, Codington County Sheriff 40.25 Reimb, Cole Papers, Inc. 2136.64 Sup, Timothy Collins 10.74 Jury, Comtronics, Inc. 696.24 Sup, Connecting Point Computer Cent 5016.50 Maint, Terry L Coon 45.00 Grant, Country Inn & Suites 3055.50 Grant, County Fair Foods 299.40 Sup, Lance Craig 17.40 Jury, Creative Visions 140.00 Maint, Credit Bureau Of Watertown Inc 1335.30 Svc, Culligan Water Conditioning 106.25 Sup, Dakota Outdoors 536.85 Rep, Jon Dalen 130.00 Grant, Days Inn Pierre 46.50 Trav, Delyle's South 81 Service 458.38 Rep, Stacey Dobberpuhl 12.22 Jury, Rebecca Dolney 20.00 Wit, Jessica Douglass 20.00 Wit, Doug's Anchor Marine 1379.08 Rep, Jody Drexler 10.74 Jury, Dueco, Inc 550.00 Rep, Sara Lee Bakery Group/ 716.43 Sup, East Dakota Water Development 18543.16 October Apportionment, Electric Motors & Moore Inc 96.50 Rep, Ellyson Law Office 184.50 Svc, Empire Pizza 49.58 Jury, Beth Engels 12.22 Jury, Engelstad Electric Co. 53.06 Rep, Falk Farms Inc. 675.00 Rep, Farnams Genuine Parts 561.75 Sup/Rep, Fire Investigation Specialists 3119.06 Svc, Patty Flemming 122.20 Jury, Town Of Florence 124.00 Pmt, Milo Ford 42.24 Reimb, GCR Tire Center 2424.19 Sup/Rep, Shanna Geist 20.00 Wit, Genoa Healthcare/Watertown 543.84 Sup, Dawn Gertsema 101.48 Jury, Paul Giessinger 11.48 Jury, Glacial Lakes Property Mgmt 340.00 Asst, Jason Goette 660.00 Svc, Grainger 386.72 Rep, Grant-Deuel School 6021.02 Grant, Green, Roby, Oviatt, 4444.51 Svc, Myron Grenz 100.00 Jury, Marjorie Griep 24.06 Jury, Veronica Haag 12.22 Jury, Sharon Hanson 52.00 24/7, Carrie Hartshorn 105.92 Jury, Rebecca Hartwig 20.00 Wit, Hays Companies 200.00 Sup, Ryan Heiser 10.74 Jury, Ardis Henning 22.58 Jury, Mary Henning 117.76 Jury, Town Of Henry 141.00 Pmt, Mary Hess-Griep 18.14 Jury, Kellie Higheagle 10.74 Jury, Corey Hills 10.74 Jury, Hillyard Floor Care Supply 837.38 Sup, Randall Hoppe 10.74 Jury, Howard Vet Clinic 79.25 Svc, Human Service Agency 16385.50 Pmt/Eval, HyVee #1871 Accts Receivable 61.37 Sup, HyVee Pharmacy 586.77 Sup, Interlakes Community Action 412.25 Pmt, Interstate All Battery Center 33.98 Sup, Intoximeters 183.45 Sup, Marlene Jackson 10.74 Jury, Anna Barbara Jacobson 20.00 Wit, Jefferson Partners LP 49.00 Trav, Philip Jenkins 24.80 Jury, Donlyn Johanson 28.50 Jury, Johnson Controls, Inc. 655.19 Rep, Lisa Johnson 10.74 Jury, Paul Johnson 836.02 Weed/trav, Trav, Kyle Johnston 106.58 Wit, Jurgens Printing 168.00 Sup, Kahle's Gun Shop 14.15 Sup, George Kangas 15.92 Jury, Karl's 827.99 Equip, Clay Kartak 142.00 Grant, Sommer Kennedy 20.00 Wit, Michael Keszler 12.22 Jury, Kimball Midwest 219.77 Sup, Knology 445.53 Util, Teresa Knox 101.48 Jury, Kevin Kocher 386.00 Trav, Town Of Kranzburg 86.00 Pmt, Kyle Krause 15.92 Jury, Lab Safety Supply 705.10 Grant, Tom Lais 130.00 Grant, Ryan Lantz 130.00 Grant, J.H. Larson Electrical Co. 19.67 Sup, Francis Lenards 51.48 Jury, Lewis Drugs Inc. 47.72 Sup, Lincoln Co Treasurer 18.00 Svc, Dana Lindner 113.32 Jury, Jodi Loehrer 69.36 Trav, M & T Fire And Safety 18.00 Sup, Tanya Maag 21.10 Jury, Macksteel Warehouse, Inc. 223.35 Rep, Mac's Inc. 236.84 Rep, Mahowald's 108.44 Rep, Mark's Auto 374.69 Rep, Marshall County Em 1031.76 Grant, Matco Tools 45.46 Sup, F.J. McLaughlin Company 680367.94 Sup, McLeod's Printing & Office Sup 394.20 Sup, Valerie McMillan 10.74 Jury, Scott Mees 142.00 Grant, Menards 487.39 Rep, Mes-Midam 1461.32 Grant, Metro Fire 146.35 Grant, Midcontinent Communications 55.00 Util, Midwest Medical Services, Inc 21.50 Svc, Milbank Communications 211.06 Sup, Wendy Miller 101.48 Jury, Minnehaha County Auditor 90.00 Svc, M.J. Lang 1500.00 Rep, Moe Oil Company 1234.75 Sup, Al J. Moszer 20.00 Wit, Municipal Utilities 9946.30 Util, Nat'l Tactical Officers Assn 18420.00 Grant, Nat'l District Attorneys Assoc 165.00 Dues, Kenneth Neuendorf 102.96 Jury, Nicole Nisich 11.48 Jury, Northwestern Energy 141.96 Util, Julie Nygaard 11.48 Jury, Office Peeps, Inc. 2588.21 Sup, Kelly Ortmeier 10.74 Jury, Sarah Ortmeier 20.00 Wit, Ottertail Power Co. 27.15 Util, Randy Packard 20.00 Wit, Timmy Page 125.16 Jury, Darla Pagel-Miller 101.48 Jury, Pennington County Equalization 150.00 Trav, Pennington County Jail 275.00 Trav, Jeffrey Perleberg 20.00 Wit, Brett Person 10.74 Jury, Pharmchem Inc 84.00 Sup, PMB 0112 210.39 Util, Postmaster 64.00 Sup, Prairie Lakes Health Care Cent 4355.75 Svc, Prairie Pasque 190.00 Asst, Print 'Em Now 84.50 Sup, Professional Mailing & Market. 2710.07 Post, Cora

Prouty 10.00 Jury, Koleen Randall 10.00 Jury, Carol Rau 11.48 Jury, Rawdon Radiator 40.00 Rep, Redlinger Bros. 187.40 Rep, Bobbie Reihe 11.48 Jury, Tana Reihe 10.74 Jury, Ryan Remmers 72.00 Grant, Rising Star Web 179.40 Util, Roberts County Em 2224.00 Grant, Jesse Rode 10.00 Jury, Karen Roe 11.48 Jury, Roethler Construction Inc. 27271.83 Improv, Curt Roland 45.00 Grant, Ron's Saw Shop 37.64 Rep, Runnings 75.40 Sup, Bradley Russell 101.48 Jury, Dawn Russell 183.60 Svc, Safety Benefits Inc 130.00 Conf, Randy Sangl 11.48 Jury, Samantha Sargent 20.00 Wit, Terrance Satterlee 1500.00 Svc, Robert J Schmidt 118.00 Grant, Schrader's 151.00 Rep, Eric Schulte 96.96 Wit, Timothy Schussler 102.96 Jury, SD Department Of Revenue 646.00 Svc, S.D. Dept. Of Transportation 13827.00 Rep, SD Sheriffs' Association 1241.81 Dues, SD State Treasurer 258480.63 November Remittance, SDML Workers Comp Fund 72275.00 Prem, SDN Communications 8718.30 Util/Grant, South Dakota Safety Council 150.00 Conf, Securus Technologies 2100.00 Sup, Service Plus, Inc 94.64 Rep, Service Signs, Inc 51.02 Rep, Sheehan Cycle 16.36 Rep, Donna Sheehan 12.22 Jury, Deanna Simonton 12.96 Jury, Sioux Valley Coop 30752.13 Sup, Eric Skott 17.40 Jury, Bob Solko 57.22 Wit, South Shore Gazette 761.71 Pub, Town Of South Shore 187.00 Pmt, Spears Law Office 8548.26 Svc, Sprint 305.57 Util, Timothy Sprung 21.10 Jury, Jon Stahl 130.00 Grant, Star Laundry 148.43 Sup, Nuala Stavick 62.40 Wit, Brian Stemwedel 101.48 Jury, Steve's World 896.60 Rep, Wayne Stickle 20.00 Wit, Sturdevant's Auto Parts 469.63 Rep, Hunter Summers 113.00 Grant, Deb Sundem 132.20 Trav, Sutton Law Office Pc 11706.21 Svc, T&M Autobody, Inc. 159.48 Rep, Team Electronics 14.95 Rep, Technicolor Screen Printing 42.00 Unif, Marshall Thielen 404.00 Trav, Titan Machinery 173.27 Rep, Donald Todd 12.22 Jury, Toshiba Financial Services 418.23 Copy, Trav's Outfitter Inc 44.99 Unif, Truenorth Steel 40048.80 Rep, Trugreen 270.00 Maint, Und Forensic Pathology 89.49 Svc, Uptowne Cleaners 52.34 Svc, US Foodservice Inc 9190.22 Sup, US Merchant Systems, LLC 1715.00 Svc, Van Diest Supply Company 2059.20 Sup, Tory Vanderesch 11.48 Jury, Mellisa Vandestroet 107.40 Jury, Ernest Vavruska 101.48 Jury, Visa - C/O Great Western Bank 2692.98 Pmt, Roger Vrieze 45.54 Wit, Monty Waite 12.22 Jury, Town Of Wallace 57.00 Pmt, Wal-Mart Community 347.88 Sup, Watertown City Finance Office 23002.00 Pmt, Watertown Coop Elevator Assn. 38.98 Sup, Watertown Flowers, Inc 56.00 Sup, Watertown Public Opinion 29.69 Pub, Watertown Tire Center, Inc. 166.14 Rep, Wheelco 140.80 Sup, John White 10.00 Jury, Andy Williams 130.00 Grant, Jennifer Williams 10.74 Jury, Kathrine Willis 36.65 Wit, Brad Woodward 113.00 Grant, WW Tire Service Inc 2380.00 Sup, Xerox Corporation 124.11 Sup, Zep Sales & Service 289.90 Sup.

#### **EXTENSION CENTER RENTAL CONTRACT**

Don Meyer, representing the Lake City Racing Pigeon Club, met with the Board to request a waiver of the required certificate of liability insurance for groups who enter into rental agreements for the use of the Codington County Extension Center Complex. Mr. Meyer noted the cost of such insurance is not feasible for the Pigeon Club. Motion by Johnson, second by Hanten, to take from the table a motion, from the Board's meeting on November 1, 2011, to allow an insurance exemption to the Lake City Racing Pigeon Club; all present voted aye; motion carried. The Auditor informed the Board that SDSU Field Specialist, Paul Johnson, did contact the County's insurance carrier regarding the allowance of an insurance exemption and was told that small groups could be exempt from the insurance requirement per action of this Board as the groups are still required to sign a hold harmless agreement. The Insurance carrier also advised Mr. Johnson that in the event of an accident during such an event and the County's insurance was coverage was used the County's insurance premiums could increase. Upon vote of Commissioner Johnson's original motion on November 1<sup>st</sup>, 2011, to allow the pigeon club and insurance exemption; Marquardt, Johnson, Brinkman, and Hanten voted aye; Heller voted no; motion carried. Extension Office Coordinator, Becky Goens, was present for this discussion.

#### **SURPLUS EQUIPMENT**

Motion by Hanten, second by Marquardt, to declare the following equipment surplus, to be disposed of as designated; all present voted aye; motion carried: To be sold by sealed bids: GEN 00403; 1978 GMC Jimmy with attached Fischer Snow Plow and GEN01184, 1986 Ford Ambulance. To be destroyed: HP Laser Jet P2015DN printer s/n CNBJL05869; HP Monitor s/n

CNC4130GH8; Brother MFC-5200C Printer s/n C800221-97J; Motorola Radius CP200 Radio s/n 018TFY2064; 2 Motorola Razor Cell Phones; and 1 Motorola Bag Phone s/n 9058GGP806.

**HOMELAND SECURITY GRANT REIMBURSEMENT AGREEMENT**

Motion by Marquardt, second by Hanten, to authorize the Chairman to sign a grant reimbursement agreement between Codington County and the SD Dept. of Public Safety, Office of Homeland Security, for reimbursement of approved Homeland Security planning, training exercises, equipment, and organization activities; all present voted aye; motion carried. This agreement is effective October 31, 2011 through December 31, 2012 in the amount of \$319,084.00.

**AUTOMATIC BUDGET SUPPLEMENT**

Motion by Johnson, second by Marquardt, to approve an automatic budget supplement to the County Park budget with restitution reimbursement funds in the amount of \$200.00; all present voted aye; motion carried.

**PERSONNEL CHANGES**

Motion by Hanten, second by Marquardt, to approve the following personnel changes; all present voted aye; motion carried: Deputy Sheriff, Scott Bohls; anniversary step increase from step 2/\$17.18 per hour to step 3/\$17.76 per hour; effective date October 15, 2011. Deputy Sheriff, Russell Matthews; anniversary step increase from step 2/\$17.18 per hour to step 3/\$17.76 per hour; effective date September 15<sup>th</sup>, 2011. The aforementioned personnel changes were submitted and approved by Sheriff, Toby Wishard.

**NATIONAL CAREER READINESS CERTIFICATE**

Human Resource Officer, Terry Satterlee, reviewed with the Board a project led by the SD Dept. of Labor and Regulation to identify, improve and promote workforce readiness by utilizing the National Career Readiness Certificate program. In support of this effort, the Dept. of Labor is looking for Watertown Area employers willing to engage in the project in a number of ways. Mr. Satterlee requested authorization to ask for volunteers from the current County employee roster to participate in this program and to allow the Dept. of Labor to use the County's name for publicity to promote the program. The Board had no objection to this request.

**SDSU STAKEHOLDER ADVISORY COMMITTEE**

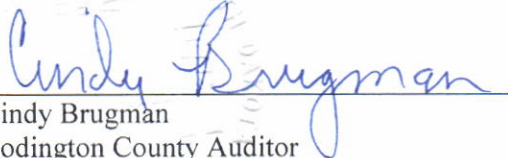
Commissioner Johnson informed the Board that he has been invited to serve on a new stakeholder advisory committee to the SDSU College of Agriculture and Biological Sciences. This committee would meet face-to-face twice a year in December and June and has two main purposes. First to provide the Dean and the College feedback on the work they do towards teaching, research, and extension missions. Second, for the members of the committee to communicate to their friends, colleagues and organizations they may represent about the work done at the College plus the challenges it faces. Motion by Hanten, second by Heller, to approve travel reimbursement costs when Commissioner Johnson is required to travel while serving on this committee; all present voted aye; motion carried.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Johnson, to adjourn at 10:09 a.m., until 9:00 a.m., Tuesday, November 15<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

November 8, 2011



Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**November 15, 2011**

1. ✓ 9:00 a.m. action to convene as a Board of County Commissioners
2. ✓ Action to approve the agenda and adjust cell phones
3. ✓ Action to approve the minutes of November 8<sup>th</sup>, 2011
4. ✓ Discussion/action regarding office furniture for the Commissioners office
5. ✓ Monthly reports
  - ✓ a. Highway
  - ✓ b. Maintenance
6. ✓ 9:30 a.m., Discussion with States Attorney, Dawn Elshere, regarding recent caseload statistics and a request for an additional full time deputy States Attorney
7. ✓ Action on an application for abatement of property tax
8. ✓ Action to approve the Hoverstadt Addition Plat resolution
9. ✓ Action to declare various equipment surplus to be destroyed
10. ✓ Discussion/action regarding a request to offer up an unused County liquor license for public auction
11. ✓ Action to approve automatic supplements to budgets w/grant reimbursement funds
12. ✓ Action to approve travel requests
  - a. Director of Equalization staff, USPAP 15 Hour Course
13. ✓ Action to approve personnel changes
  - a. Barb Martenson, Director of Equalization Clerk, anniversary step increase
14. ✓ Discussion of Extension Complex matters
15. ✓ Old Business
16. ✓ New Business
17. ✓ Open
18. Action to enter into Executive session – Sheriff, Toby Wishard, contractual matters
19. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, November 22<sup>nd</sup>, 2011

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.

November 15, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, November 15<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Johnson, second by Hanten, to approve the minutes of November 8<sup>th</sup>, 2011; all present voted aye; motion carried.

**COMMISSIONERS OFFICE FURNITURE**

The Board reviewed additional drawings for their office furniture project. The Board will discuss this project again in one week after additional information on the cost of the proposed changes is available.

**MONTHLY REPORTS**

**Highway Supt., Rick Small**, reported on the following items: work has been completed on most of the FEMA projects, with the exception of a grade raise project on County Road #8, 2.5 miles west of Kampeska Lodge which has been rejected by FEMA as the road is now coming out of the water. Mr. Small noted repairs to the road will not take place until possibly next spring. A meeting will be held at 10:00 a.m., Wednesday, November 30<sup>th</sup> at the Codington County Extension Center Complex, Classroom B, with representatives from the Federal Highway, SD DOT, SD LTAP, Sheriff Wishard, SD Highway Patrol, Highway Supt. Small, and any number of County Commissioners to discuss the intersection of County Roads #6 and #11, the scene of several major accidents in recent years. There will then be an onsite visit and another meeting afterwards back in Classroom B of the Extension Center Complex to discuss recommendations for the intersection. The Highway Dept. continues with graveling and has prepared snow plows in anticipation of snowfall in the coming week. **Maintenance Supervisor, Milo Ford**, reported the roofing projects at Memorial Park have been completed; representatives from SDSU are working on removing buckthorn at the Park; and the campgrounds are basically closed down for the winter. Maintenance Staff is working on floor projects at the Courthouse; the Detention Center is operating with no major problems; the Weed Dept. Supervisor is now working with maintenance staff at the Extension Center for the winter months; and preparations are underway for the Farm Show. Mr. Ford noted FEMA reimbursement, in the amount of \$1,769.28, has been received for costs associated with the use of the Extension Center Complex as a sandbagging station during the 2011 spring flooding event.

**HOVERSTADT ADDITION PLAT**

Zoning Officer, Luke Muller, reviewed the plat of the Hoverstadt Addition and advised the Board that the Planning and Zoning Board approved this plat at their meeting on October 17<sup>th</sup>, 2011. The Board took action to approve the following resolution:

**RESOLUTION #2011-31**

A Resolution to approve the platting of the "Hoverstadt Addition" in the County of Codington, South Dakota.

November 15, 2011



**SURPLUS EQUIPMENT**

Motion by Marquardt, second by Hanten, to declare obsolete radio equipment, surplus, to be destroyed per the request of Sheriff, Toby Wishard, all present voted aye; motion carried. A complete list of the surplus radio equipment will be filed with the County Auditor.

**COUNTY LIQUOR LICENSE**

The Board held a brief discussion regarding an available County Liquor License. The Board was of the consensus that this license should not be made available for application until economic conditions improve.

**AUTOMATIC BUDGET SUPPLEMENT**

Motion by Marquardt, second by Hanten, to approve an automatic budget supplement to the Emergency Management revenue and expenditure budgets with Homeland Security Grant reimbursement funds in the amount of \$34,696.17; all present voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by Hanten, second by Marquardt, to approve the following travel request; all present voted aye; motion carried: Director of Equalization Deputy and Appraisers; Heidi Thorson, Heidi Brandriet, and Jamie Monson; USPAP 15 Hour Course in Chamberlain.

**PERSONNEL CHANGES**

Motion by Heller, second by Marquardt, to approve the following personnel change; all present voted aye; motion carried: Director of Equalization Clerk, Barb Martenson; anniversary step increase from step 3/\$12.57 per hour to step 5/\$13.41 per hour; effective date October 15, 2011; submitted and approved by Director of Equalization, Shawna Constant.

**LAKE TOWNSHIP ROAD**

Gene Horn, resident of Derby Downs, met with the Board in regards to dust conditions on a Lake Township Road near his property. Mr. Horn requested information on which entity is responsible for this road and what could be done to improve the dust problems, traffic speed on the road and ATV use in the ditches along the road. The Board advised Mr. Horn to contact the Lake Township Supervisors to address the dust issues and Sheriff Wishard noted he would attempt to increase patrols in the area to monitor ATV activity and speed issues.

**TOWNS AND TOWNSHIPS MEETING**

It was noted there could be a quorum of this Board present at a meeting of the Towns and Townships at 7:30 PM this evening, Tuesday, November 15<sup>th</sup>, at the Codington County Extension Center.

**STATES ATTORNEY'S OFFICE**

States Attorney, Dawn Elshere, met with the Board to review statistics from her office and the need for another full time Deputy States Attorney. The States Attorney informed the Board that currently there are a total of three attorneys in her office, of which one attorney is contracted to handle juvenile offender cases and also assist the Welfare Director with legal issues of poor relief. Ms. Elshere noted the juvenile case load numbers from the Watertown Police Department in 2010 was 410 cases, of which not all were prosecuted. The remaining criminal docket is handled by the States Attorney and Deputy States Attorney, Chad Nelson, which includes all felonies and class one and two misdemeanors. The States Attorney noted approximately 2200 cases are opened per year by her office with an average of 215 of those cases as felonies. The States Attorney's office also tracks active arrest warrants with 720 warrants currently active. The States Attorney's office has handled 8 jury trials in the last six months, has previously assisted the

Codington County Planning and Zoning with zoning issues and continues to review legal matters/documents for other County Officials. The States Attorney's Office currently has 80 open felony cases. Further discussion was held regarding time spent outside the normal 40 hour work week to prepare for cases and answer calls pertaining to arrests.

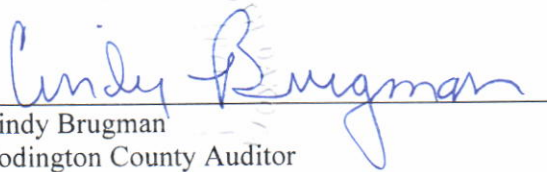
**EXECUTIVE SESSION**

Motion by Johnson, second by Hanten, to enter into executive session at 10:05 AM, to discuss a contractual matter; all present voted aye; motion carried. The Board returned to regular session at 10:35 AM; no action was taken. Sheriff, Toby Wishard and States Attorney, Dawn Elshere were present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Hanten, to adjourn at 10:37 a.m., until 9:00 a.m., Tuesday, November 22<sup>nd</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
Cindy Brugman  
Codington County Auditor

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**November 22, 2011**

1. ✓ 9:00 a.m. action to convene as a Board of County Commissioners
2. ✓ Action to approve the agenda and adjust cell phones
3. ✓ Action to approve the minutes of November 15<sup>th</sup>, 2011
4. ✓ Discussion/action regarding office furniture for the Commissioners office
5. ✓ Monthly reports
  - ✓ a. Emergency Management
  - b. Sheriff
- ✓ 6. Action to approve equipment purchases for the Weed Department
- ✓ 7. Opening of sealed bids for surplus vehicles and action to award successful bids
- ✓ 8. Action to approve a resolution honoring the Waverly/South Shore Football Team
- ✓ 9. Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~10.~~ Action to approve travel requests
- ~~11.~~ Action to approve personnel changes
- ~~12.~~ Discussion of Extension Complex matters
- ✓ 13. Old Business
- ✓ 14. New Business
- ✓ 15. Open
16. Action to enter into Executive session
17. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, November 29<sup>th</sup>, 2011

**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.**

November 22, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, November 22<sup>nd</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, and Brenda Hanten; Chairman Elmer Brinkman absent; Vice Chairman Johnson presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Heller, second by Hanten, to approve the minutes of November 15<sup>th</sup>, 2011; all present voted aye; motion carried.

**ROAD FUNCTIONAL CLASSIFICATION RESOLUTION**

Motion by Marquardt, second by Heller, to approve the following resolution; all present voted aye; motion carried.

**RESOLUTION 2011-32**

**APPROVING THE SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION  
PROPOSED FUNCTIONAL CLASSIFICATION**

**WHEREAS**, there are identified specific types of roads and corresponding functions of those roads, some of which have not been updated for several years; and

**WHEREAS**, the Federal Highway Administration (FHWA), has prescribed rules governing the functional classifications of roadways within Codington County; and

**WHEREAS**, the South Dakota Department of Transportation (SDDOT) has verified all roadway mileage for Codington County; and

**WHEREAS**, SDDOT has recommended that changes be made to specific roadways based upon functional classification standards as prescribed by FHWA.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of County Commissioners hereby approve changing the following functional classifications in Codington County:

**Rural Major Collector to a Rural Local Road**

**446<sup>th</sup> Avenue**

Starting approximately 600 feet northwest of the southwest corner of T116N, R54 , Section 2, at the intersection of US 212, then south to the intersection of 177<sup>th</sup> Street approximately 4.265 miles at the southwest corner of T116N, R54W, Section 26.

Adopted this 22<sup>nd</sup> day of November, 2011

Myron Johnson, Vice-Chair  
Codington County Commission

November 22, 2011

ATTEST:

Cindy Brugman  
Codington County Auditor

**COMMISSIONERS OFFICE FURNITURE**

The Board delayed discussion on new office furniture for the Commission Chambers until additional pricing information is received.

**MONTHLY REPORTS**

**Emergency Management Director, Jim Sutton**, reported the Homeland Security Grant application, for the region, will be sent to Pierre later today. Mr. Sutton informed the Board that the Codington County Search and Rescue team was recently called up to Roberts County to assist in a recovery mission with fatalities. Mr. Sutton noted when Search and Rescue assists with this type of call a charge for services is sent to the requesting County for out of pocket expenses of the team. **Sheriff, Toby Wishard**, submitted the following statistics for the month ending October 31<sup>st</sup>, 2011, for the Detention Center and Sheriff's Office: 58.23 average daily inmate population; 166 bookings; \$8,075.00 collected in work release; \$15,111.00 collected in out of county prisoner contracts; \$3,438.00 collected in fees for the 24/7 program, \$6,350.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 39 individuals testing twice daily and 41 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 337 sets of civil papers served; 514 calls for service; 18 accidents investigated; 73 arrest warrants; 7 transports, for a total 973 miles traveled. Sheriff Wishard noted the following items: There were 8 admits to the Crisis Room at Serenity Hills in October and 8 through this date in November, prisoner transports are down for the second month in a row, and there have been no transports to the Human Service Center in Yankton since the Crisis Room has become available; a defensive driving course was recently made available to all staff through Safety Benefits; approval has been received for a training grant through Law Enforcement Training and Codington County will host a court room security training in 2012 with invitations extended to surrounding Counties; two felony inmates have recently incurred major medical expenses; the process has begun to purchase law enforcement vehicles as budgeted for in 2012; and budget funds which were designated for the remodel of the old dispatch center in the Detention Center in 2011 may instead be used to upgrade equipment in the Detention Center which will free up 2012 budgeted funds for the dispatch center remodel.

**WEED DEPARTMENT EQUIPMENT REQUEST**

Weed Dept. Supervisor, Steve Molengraaf and Weed Dept. Manager, Paul Johnson, met with the Board to request authorization to purchase the following equipment: One computer and docking station; 2 injection systems; 1035 gallon tank with hoops; 500 gallon tank with cradle; 305 gallon pickup tank; and chemical tank pump with meter. Mr. Johnson noted the estimated cost of this equipment is \$14,410.38 and there are current budget funds available for these items. Motion by Hanten, second by Marquardt, to approve the aforementioned request to purchase the items listed; all present voted aye; motion carried. Pricing for this equipment was received from the following vendors: C & R Supply and Pro-Ag Supply.

**SURPLUS VEHICLE SEALED BIDS**

The following sealed bids were opened and announced by Emergency Management Director, Jim Sutton and Maintenance Supervisor, Milo Ford, as previously advertised:  
1986 Ford E350 chassis – Ambulance

<b>BIDDER</b>	<b>BID AMOUNT</b>
Bob Campbell	\$500.00
Travis Maag	\$150.00
Mike Ries	\$75.01

Motion by Marquardt, second by Heller, to accept the bid from Bob Campbell in the amount of \$500.00 for the 1986 Ford E350 chassis – Ambulance; all present voted aye; motion carried.  
1978 GMC Jimmy with attached Fischer Snow Plow

<b>BIDDER</b>	<b>BID AMOUNT</b>
Shane Converse	\$850.00
Jim Campbell	\$501.00
Travis Maag	\$1,026.00
Rick Schulz	\$1,650.00
Darin Beskow	\$500.00
Jerry Brown	\$867.00
Randy Angermeier	\$1,145.00
Tim Nowick	\$351.00
Mike Ries	\$1,051.50
Dave Hedding	\$1,055.00
Mike Oletzke	\$500.00
Kenneth Wartenbee	\$501.00
Calvin Engels	\$801.99
Marie Suman	\$356.00

Motion by Hanten, second by Heller, to accept the bid of Rick Schulz in the amount of \$1,650.00 for the 1978 GMC Jimmy with attached Fischer Snow Plow; all present voted aye; motion carried.

#### **WAVERLY SOUTH SHORE FOOTBALL TEAM**

Motion by Hanten, second by Heller, to approve the following resolution in honor of the 2011 Waverly South Shore Football Team; all present voted aye; motion carried:

#### **RESOLUTION 2011-33**

#### **HONORING THE 2011 WAVERLY SOUTH SHORE FOOTBALL TEAM**

**WHEREAS**, The Waverly South Shore Football team has won the state championship game for its classification; and,

**WHEREAS**, The Waverly South Shore football team had a perfect season in that they did not lose a game during the 2011 season; and,

**WHEREAS**, The Waverly South Shore football team carried the banner for its supporting communities and Codington County;

**THEREFORE BE IT RESOLVED** that this board of County Commissioners recognize the accomplishments of the Waverly South Shore football team, coaches, cheerleaders, and fans by extending to them this board's heartiest congratulations for a feat well done.

Dated this 22<sup>nd</sup> day of November, 2011

November 22, 2011

Absent

Elmer P. Brinkman, Chairman

Myron Johnson  
Vice Chairman

George Heller  
District I

Lavern Marquardt  
District II

Brenda Hanten  
District V

ATTEST:

Cindy Brugman  
County Auditor

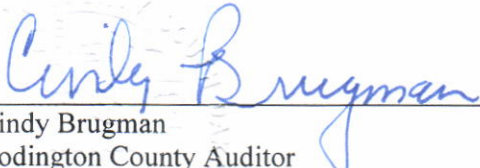
**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Hanten, second by Heller, to approve automatic supplements to the following budgets; all present voted aye; motion carried: Memorial Park expenditure budget, restitution for damages in the amount \$100.00. Emergency Management expenditure and revenue budgets, Homeland Security grant reimbursement in the amount of \$6,021.02.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Heller, to adjourn at 9:44 a.m., until 9:00 a.m., Tuesday, November 29<sup>th</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**November 29, 2011**

1. ✓ 9:00 a.m. action to convene as a Board of County Commissioners
2. ✓ Action to approve the agenda and adjust cell phones
3. ✓ Action to approve the minutes of November 22<sup>nd</sup>, 2011
4. ✓ 9:00 a.m., opening of bids for Extension Center construction and action to award a bid
5. ✓ Action to approve salary claims
6. ✓ Action to approve claim for Sioux Valley District meeting
7. ✓ Action to approve cell phone stipend for the Chief Correctional Officer
8. ✓ Action to approve renewal applications for County liquor licenses
9. ✓ Action to approve a funding agreement for flood monitoring stations and gages
10. ✓ Discussion/action regarding City ambulance charges and indigent residents
11. ✓ Action to correct previously adopted spending priority policy
12. ✓ Action to approve an equipment request for the Director of Equalization office
13. ✓ Action to approve pricing for the sale of GIS Data Sets
14. ✓ Discussion/action regarding office furniture for the Commissioners office
- ~~15.~~ Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~16.~~ Action to approve travel requests
- ~~17.~~ Action to approve personnel changes
- ~~18.~~ Discussion of Extension Complex matters
19. Old Business
20. New Business
21. Open
22. ✓ Action to enter into Executive session
23. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, December 6<sup>th</sup>, 2011

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.

November 29, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, November 29<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 November 22<sup>nd</sup>, 2011; all present voted aye; motion carried.

**EXTENSION CENTER CONSTRUCTION BID OPENING**

Chairman Brinkman noted this is the time and place set for the opening of bids for the complete construction of a SDSU Regional Center. Dave Todd, Todd Architects, opened and announced the following bids:

<b><u>CONTRACTOR</u></b>	<b><u>BASE BID W/ALT #1 STORM SEWER</u></b>
Clark Drew Construction Brookings, SD	\$554,200.00
Dallas I. Hanson Construction Ortonville, MN	\$534,000.00
G.A. Johnson Construction Sioux Falls, SD	\$527,300.00
Gray Construction Watertown, SD	\$514,300.00
JDH Construction Aberdeen, SD	\$569,200.00
Mark Luke Construction Sioux Falls, SD	\$648,300.00
Prairie Heritage Homes Ft. Pierre, SD	\$780,881.00

At this time Mr. Todd took the bids to his office to review for accuracy. Mr. Todd returned to the meeting at 10:15 and recommended acceptance of the low bid from Gray Construction. Motion by Heller, second by Johnson, to accept the low bid from Gray Construction, in the amount of \$514,300.00, which includes Alternate #1 – Storm Sewer; and to maintain a contingency of approximately 5%, for the “unforeseen,” per the recommendation of Todd Architects; all present voted aye; motion carried. Mr. Todd advised the Board that Gray Construction plans to start on-site in the spring of 2012 and will get materials orders and shop drawings processed before that time, with an estimated 18 weeks of actual construction once they are on site.

**SALARY CLAIMS**

Motion by Heller, second by Marquardt, to approve for payment the following salary claims; all present voted aye; motion carried: Commissioners: 9,375.02 total salaries. Auditor: 16,738.27 total salaries. Co. Treasurer: 24,685.89 total salaries. States Attorney: 24,297.96 total salaries. Gov. Buildings: 15,139.31 total salaries. Director of Equalization: 32,830.40 total salaries; Barb Martenson 1106.06 step increase. Reg. of Deeds: 16,979.27 total salaries. Veterans Service: 8,169.22 salaries. Sheriff: 63,276.81 total salaries; Rusty Mathews 1643.12 step increase; Scott

November 29, 2011

Bohls 2770.39 step increase. Co. Jail: 75,051.46 total salaries; Jennifer Matejek 1210.45 step increase; Charlene Kurkowski 1745.04 full time status. Coroner: 1,453.28 total salaries. Care of the Poor: 4,442.49 total salaries. Co. Nurse: 3,718.72 total salaries. Ag. Bldg.: 8,010.43 total salaries. Co. Extension: 7,983.82 total salaries. Weed: 4,842.41 total salaries. Planning Board: 539.52 total salaries. Road & Bridge: 75,585.40 total salaries. Emergency Management: 9,358.94 total salaries. Crime Victim: 5,125.02 total salaries. W.I.C.: 3,700.13 total salaries. Total: 411,303.77. Breakdown of withholding amounts which are included in the above: S.D. Retirement 35,551.04; S.D. Retirement 345.21 spouse option; S.D. Supplemental Retire. 1,835.00 suppl. retire.; Dakotacare 79,136.03 ins.; Lincoln Financial Group 441.50 life ins.; Delta Dental 5,250.62 ins.; Avesis 453.56 ins.; Nationwide Retire. Sol. 311.29 suppl. retire.; AFSCME Local #2488 340.00 employee union dues; AFLAC 2,346.16 ins.; Assurity Life Insurance 339.05 ins.; U.M.B. Retirement 2,137.00 suppl. retire.; AFLAC 406.86 ins.; Watertown United Way 105.83 employee contributions; Office of Child Support 100.00 employee payments; Sioux Valley Credit Union 9,107.94 employee payments; Cod. Co. Treasurer 31,850.00 employee monthly draw; New York Life 57.75 ins.; Teamsters Local Union 120 339.00 employee union dues; Reliabank 27,027.50 federal withholding; Reliabank 37,592.76 social security; AAA Collections 153.59 garnishment. Washington National Ins. Co. 20.20 ins.; Barbara Curtis 800.00 employee payment.

#### **CLAIM APPROVED**

Motion by Hanten, second by Johnson, to approve for payment the following claim; all present voted aye; motion carried: The Drake Motor Inn \$735.00, Sioux Valley Commissioners District meeting meals.

#### **2012 LIQUOR LICENSE RENEWAL HEARING**

Motion by Johnson, second by Hanten, to approve the renewal of the following County liquor licenses for the year beginning January 1, 2012; all present voted aye; motion carried: CLASS A – On sale liquor and Sunday liquor located nearest a class one municipality: Sisseton-Wahpeton Sioux Tribe, d.b.a. Dakota Sioux Casino; David Blutorn, d.b.a. The Rooster Bar; W.J. Schmitt Enterprise, d.b.a. Southfork Lounge; and Cloud 9 Golf Course, Inc.  
ON SALE WINE:  
Sisseton Wahpeton Sioux Tribe, d.b.a. Dakota Sioux Casino

#### **U.S. GEOLOGICAL FUNDING AGREEMENT/ FLOOD MONITORING STATIONS**

Motion by Hanten, second by Johnson, to authorize the Chairman to sign the Joint Funding Agreement, between Codington County and the USGS, for flood monitoring stations and precipitation gages, for the time period from October 1, 2011 through September 30, 2012, in the amount of \$7,990.00. Upon vote of the Board; all present voted aye; motion carried.

#### **CITY AMBULANCE WRITE OFF'S**

The Board held a brief discussion regarding the possibility of the City of Watertown turning over it "write-offs," for ambulance services outside of the City of Watertown, to the County. The Board determined that additional legal information is required before the Board can make a decision on the matter. Motion by Marquardt, second by Hanten, to table this matter until a later date; all present voted aye; motion carried.

#### **SPENDING PRIORITY POLICY AMENDED**

Motion by Heller, second by Hanten, to amend the spending priority policy, adopted on November 1, 2011, as follows; all present voted aye; motion carried: Per the recommendation of the SD Dept. of Legislative Audits, Codington County will spend down funds in the following order: restricted funds, committed funds, assigned funds, and unassigned funds.

**CELL PHONE STIPEND**

Motion by Hanten, second by Marquardt, to approve a cell phone stipend, in the amount of \$40.00 per month, for Chief Correctional Officer, Tom Walder, as submitted by Sheriff, Toby Wishard; all present voted aye; motion carried. Sheriff Wishard noted Mr. Walder has been using his personal cell phone on a regular basis for work related calls for some time and has been subject to work related call on a 24 hour basis.

**INMATE TRANSPORTATION SYTSTEM**

Sheriff, Toby Wishard, briefly met with the Board regarding the possibility of Codington County taking over part of the statewide inmate transportation system as previously discussed on October 25th, 2011. Sheriff Wishard noted he will not pursue this project as it is would not be cost effective for Codington County at this time.

**DIRECTOR OF EQUALIZATION EQUIPMENT REQUEST**

Motion by Hanten, second by Heller, to approve the purchase of three computers for the Director of Equalization office, as budgeted in 2011; all present voted aye; motion carried. Director of Equalization, Shawna Constant, informed the Board that computers in her office are on a six year replacement schedule.

**G.I.S. DATA SET PRICING**

Motion by Johnson, second by Hanten, to approve the following GIS Standard Products and Data Pricing list as of December 1, 2011, as submitted by Director of Equalization, Shawna Constant, and to annually review the pricing schedule; all present voted aye; motion carried. Ms. Constant noted there has been an increase in requests for the County's parcel layer in G.I.S. form. Ms. Constant submitted the following price schedule:

Tax Parcels – with Parcel ID (rural and city) \$2,500.00  
Tax Parcels – with Parcel ID (rural only) \$1,250.00  
Tax Parcels – with Parcel ID (Watertown only) \$1,250.00  
Tax Parcels – with Parcel ID (Towns other than Watertown) \$250.00  
Additional Attributes for Tax Parcels - (Ownership, Address, Legal Description) \$250.00  
Tax Parcels – Annual Update \$1,000.00

**COMMISSIONERS OFFICE FURNITURE**

The Board held a discussion regarding the office furniture previously ordered on October 25<sup>th</sup>, 2011; specifically whether or not a podium is needed. Motion by Heller, second by Marquardt to rescind the motion of October 25<sup>th</sup> ordering the furniture from Kannas Custom Cabinets, Inc., which did include a podium, and leave the office furniture as is; Heller and Marquardt voted aye; Johnson, Brinkman, and Hanten voted no; motion failed. Motion by Johnson, second by Hanten, to order office furniture from Kannas Custom Cabinets, Inc., drawing Option 6, which does not include a podium, in the amount of \$3,954.65. Discussion followed regarding the current seating arrangements of the Board. Commissioner Heller then moved the question; all present voted aye; motion carried. Upon vote of Commissioner Johnson's motion; Johnson, Brinkman, and Hanten voted aye; Heller and Marquardt voted no; motion carried.


**EXECUTIVE SESSION**

Motion by Hanten, second by Johnson, to enter into executive session at 10:06 a.m., to discuss labor negotiations and a personnel matter; all present voted aye; motion carried. The Board returned to regular session at 10:14 a.m., no action was taken. Human Resource Director, Terry Satterlee, 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 10:25 a.m., until 9:00 a.m., Tuesday, December 6<sup>th</sup>, 2011; 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 \$\_\_\_\_\_.

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**December 6, 2011**

1. ✓ 9:00 a.m. action to convene as a Board of County Commissioners
2. ✓ Action to approve the agenda and adjust cell phones
3. ✓ Action to approve the minutes of November 29<sup>th</sup>, 2011
4. ✓ 9:00 a.m., Action to approve plats
  1. Cordell Addition in Elmira Township
  2. Dugel Heritage Addition in Waverly Township
5. ✓ Action to approve equipment requests
  1. ✓ Vehicle for County offices
  2. ✓ Stove for Detention Center
  3. ✓ Folding Chair for Extension Center Complex
  4. ✓ Floor machine for Government Buildings
6. ✓ Action to approve supplements to budgets with Commissioners Contingency
  - a. ✓ Public Defender budget
  - b. ✓ Humane Society
  - c. ✓ Catastrophic Legal
7. ✓ Action to approve claims for payment
8. ✓ Action to approve a contract for Community Health Services
9. ✓ Note invitation to an appreciation dinner at the VFW
10. ✓ Action to approve automatic supplements to budgets w/grant reimbursement funds
- ~~X~~ Action to approve travel requests
- ~~X~~ Action to approve personnel changes
13. ✓ Discussion of Extension Complex matters
14. ✓ Old Business
15. ✓ New Business
16. ✓ Open
17. Action to enter into Executive session
18. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, December 13<sup>th</sup>, 2011

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.

December 6, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 6<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 November 29<sup>th</sup>, 2011; all present voted aye; motion carried.

**PLATS APPROVED**

Zoning Officer, Luke Muller, reviewed the Cordell Addition and Dagele Heritage Addition Plats and noted the Planning and Zoning Board has recommended approval of both plats.

**RESOLUTION #2011-34**

A Resolution to approve the platting of the "Cordell Addition" in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

"Cordell Addition" in the NE ¼ of Sec. 24-T117N-R52W of the 5<sup>th</sup> P.M. in the County of Codington, South Dakota, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Hanten, second by Commissioner Johnson; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated at Watertown, Codington County, South Dakota, this 6<sup>th</sup> day of December, 2011

Elmer P. Brinkman  
Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA

§

COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2011-34, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, on this 6<sup>th</sup> day of December, 2011.

Cindy Brugman

County Auditor, Codington County, South Dakota

**RESOLUTION #2011-35**

A Resolution to approve the platting of the "Dagel Heritage Addition" in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

"Dagel Heritage Addition" in the NW ¼ of Sec. 25-T118N-R51W of the 5<sup>th</sup> P.M. in the County of Codington, South Dakota, and containing 7.61 acres, more or less, of which 0.39 acre is section line right of way, and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Hanten, second by Commissioner Johnson; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated at Watertown, Codington County, South Dakota, this 6<sup>th</sup> day of December, 2011

Elmer P. Brinkman

Chairman, Board of County Commissioners

STATE OF SOUTH DAKOTA

§

COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of

December 6, 2011

Resolution 2011-35, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, on this 6<sup>th</sup> day of December, 2011.

Cindy Brugman  
County Auditor, Codington County, South Dakota

### **ZONING OFFICE HOURS**

Zoning Officer, Luke Muller, held a brief discussion with the Board regarding Zoning Office hours for the remainder of 2011. The Zoning Office may be operating on reduced hours until the end of the year to keep within the 2011 budget.

### **MONTHLY REPORTS**

**Community Health Nurses, Karla Moes and Karen Nygaard**, submitted a written monthly reports containing information on the following: Out of office flu shot clinics; flu shot data entries; monthly WIC certifications were 110 in November; and conference calls scheduled for December 15<sup>th</sup>, 19<sup>th</sup>, 27<sup>th</sup>, and 28<sup>th</sup>, 2011. **Welfare Director, Sarah Petersen**, submitted a written report of the following statistics for the time period November 2<sup>nd</sup> through December 5<sup>th</sup>: 17 applications; with 5 approved for County assistance; 1 denial; 0 pending or referred; 11 other resources utilized; 0 guarantees; and 1 new client approved. Total Assistance: \$1,102.89 for 1 medical and 4 rentals; 2 active medical cases and 0 medical applications pending decision. Total Credits: \$4,506.72. The Board held a brief discussion regarding the possibility of the City of Watertown turning over it "write-off's" for ambulance services outside of the City of Watertown, to the County. Welfare Director, Sarah Petersen, has been made aware of this matter and has assembled a list of problems with using County Welfare budget funds to pay these "write off's." **SDSU 4-H Youth Program Advisor, Jodi Loehrer**, reported to the Board the following items: The "Thanksgiving Blow Out" yielded 110 head of livestock from four different states with 80 participants. Twenty Four children have signed up for the 4-H Clover buds program. Training for 4-H Youth Program Advisors will take place in Chamberlain in January 2012. Discussion was held regarding the cell phone currently provided by the County for the 4-H Field Specialist position. It was noted the contract for this phone does not expire until later in 2012 and at that time the Board would look at paying a stipend for the use of a private phone instead of carrying a cell phone contract paid by the County. Weed Dept. Supervisor, Steve Molengraaf and Weed Dept. Manager, Paul Johnson, met with the Board. Mr. Molengraaf informed the Board that the requested equipment, for the department, has been ordered. Mr. Johnson informed the Board that the Weed Dept. staff has attended the district weed meeting. Mr. Johnson noted Codington County was the only County in the district that completed their 2011 spraying schedule. Mr. Johnson thanked the Board for allowing the Weed Dept. staff to work evenings, weekends, and whenever weather conditions were suitable for spraying. Mr. Johnson commended the weed sprayers for working hours outside the normal 8 to 5 work day and 40 hour work week to complete the scheduled spraying jobs.

### **EQUIPMENT REQUESTS**

SDSU Extension Field Specialist, Paul Johnson, informed the Board the Extension laser printer is in need of replacing. The Extension Office Coordinator is collecting quotes for a new laser printer and will keep the cost under \$1,000.00 if possible. It was noted there are 2011 budgeted funds available to replace the old printer. Director of Equalization, Shawna Constant, requested authorization to purchase a 2008 Ford Expedition from Watertown Ford in the amount of \$24,490.00. Ms. Constant noted this vehicle would be used for out of town meetings/workshops/classes for the Director of Equalization, Auditor, Treasurer, Register of

Deeds, and Welfare Offices. The Equalization Office would also use the vehicle during the appraisal process when a four wheel drive vehicle is needed. The County owned vehicles currently available are no longer road reliable for any trips outside the immediate Codrington County area. The five offices will share in the cost to purchase the vehicle and there are 2011 budgeted funds available for the purchase. Motion by Johnson, second by Hanten, to authorize the purchase of the 2008 Ford Expedition, from Watertown Ford, in the amount of \$24,490.00; all present voted aye; motion carried. Chief Correctional Officer, Tom Walder, met with the Board to request authorization to purchase a stove for the Detention Center. Mr. Walder noted this purchase was budgeted for in 2012 but there are 2011 budget funds available to purchase the equipment before the end of the year. Mr. Walder informed the Board the approximate cost of the stove is \$8,700.00 and the old stove has cost the County over \$2,000.00 in repairs in the last two years. Motion by Hanten, second by Johnson, to approve the purchase of a new stove for the Detention Center; all present voted aye; motion carried. Maintenance Supervisor, Milo Ford, requested authorization to purchase 100 steel folding chairs for the Extension Center complex in the amount of \$3,602.50 from Office Peeps. Motion by Heller, second by Marquardt, to approve the purchase of the requested folding chairs; all present voted aye; motion carried. Maintenance Supervisor, Milo Ford, requested authorization to purchase a Clarke Orbital Floor Machine from Cole Papers, in the amount of \$2,631.72, for the Courthouse. Motion by Marquardt, second by Heller, to approve the purchase of the floor machine; all present voted aye; motion carried.

#### **COMMISSIONER CONTINGENCY TRANSFERS**

Motion by Hanten, second by Johnson, to supplement the following budgets with Commissioner Contingency budget funds; all present voted aye; motion carried: Public Defender budget \$7,540.39; Catastrophic Legal budget \$1,678.07; and Human Society budget \$225.00.

#### **CLAIMS APPROVED**

Motion by Johnson, second by Heller, to approve for payment the following claims; all present voted aye; motion carried: 1st Choice Sewer & Septic Co 317.75 Rep, Aason Engineering 2180.00 Rep, Penny Adler 21.10 Jury, Alex Air Apparatus, Inc 285.00 Svc, The American Law Institute 102.08 Sup, American Legion 33.00 Sup, Amtec Less Lethal 999.80 Sup, Elizabeth Anderson 50.74 Jury, Kathy Antoine 15.92 Jury, AP & Sons Inc 40750.00 Rep, AP Auto Pros 30.24 Rep, AT&T Mobility 632.50 Util, AT&T Mobility 71.52 Util, AT&T Mobility 121.42 Util, Austin Law Offices 3334.68 Svc, Greg Baldwin 11.48 Jury, Jeffrey Banks 68.00 Svc, Bob Barker Co. 310.59 Sup, Barker & Herbert 1310.16 Svc, Bruce Bauer 10.74 Jury, Edward Becking 36.64 Jury, Agnieszka Bednarczyk 11.48 Jury, Bendix Imaging 234.98 Sup, Benefit Concepts 12.89 Asst, Best Business Products 259.99 Rent, Lori Beyer 51.48 Jury, Vicki Biewer 10.74 Jury, Stephanie Blacklance 10.00 Jury, Amanda Boettcher 10.74 Jury, Samantha Bohls 13.70 Jury, Todd Bohls 12.22 Jury, Janet Boyer-Steuck 12.22 Jury, Linda Boyken 10.74 Jury, Sandra Brandriet 158.88 Jury, Brown Clinic PLLP 720.00 Svc, Cindy Brugman 193.70 Trav, Jamie Brugman 152.22 Jury, Burns Law Office 622.10 Svc, Burns Law Office 5200.00 Svc, Carquest Auto Parts 4.23 Rep, Cashway Lumber Inc. 839.00 Rep, Cashway Lumber Inc. 377.03 Rep, Cashway Lumber Inc. 1216.03 Rep, Cass-Clay Creamery 1091.50 Sup, Cedar Shore 81.95 Trav, Centurylink 85.28 Svc, Centurylink 648.44 Util, Centurylink 13.36 Util, Chemung Supply Corporation 2220.00 Sup, Michael Chlopkowiak 13.70 Jury, Jayson Christofferson 10.00 Jury, Chuck's Bike & Lock Shop 567.25 Rep, Louann Clark 50.74 Jury, Christen Clausen 51.48 Jury, Codrington County Sheriff 135.39 Reimb, Codrington County Treasurer 13.50 Post, Cole Papers, Inc. 1534.35 Sup, Jeanne Collison 15.00 Svc, Connecting Point Computer Cent 5080.75 Maint, County Fair Foods 94.17 Sup, Laverna Coyle 10.74 Jury, Credit Bureau Of Watertown Inc 1154.57 Svc, Culligan Water Conditioning 168.75 Sup, Helen Cunningham 20.00 Wit, D K Diesel Injection Inc. 1600.00 Sup, Dakota Outdoors 267.90 Rep, Julie Denzer 10.00 Jury, Dept Of Social Services 600.00 Svc, Mary Devries 28.50 Jury, Donna Dietrich, Chairman 151.94 Svc,

Lindsay Dorneman 10.00 Jury, Dugan Sales & Service 230.95 Rep, Sara Lee Bakery Group/ 719.15 Sup, East Dakota Water Development 3104.96 November Apportionment, Elite Signs & Graphix 61.00 Sup, EMC Insurance Companies 7366.61 Ins, John Engels 40.00 Cell, Engelstad Electric Co. 473.46 Rep, Darla Estwick 12.22 Jury, Farnams Genuine Parts 215.96 Sup, Donald Farthing 10.00 Jury, David Fie 11.48 Jury, Chad Fisher 156.66 Jury, Robin Fjerstad 54.44 Jury, Milo Ford 300.83 Trav, Adam Fox 10.74 Jury, Todd Fryer 152.22 Jury, Galls, An Aramark Company 134.98 Sup, GCR Tire Center 1542.36 Rep, GCR Tire Center 1567.91 Rep, Catherine Geier-Jutting 54.44 Jury, Genoa Healthcare/Watertown 653.73 Sup, Glacial Lakes Radiator 40.00 Rep, Lori Godfrey 17.40 Jury, Becky Goens 52.84 Mile, Jason Goette 240.00 Svc, Grainger 278.88 Sup, Green, Roby, Oviatt, 409.08 Svc, Green, Roby, Oviatt, 4158.33 Svc, Myron Grenz 50.00 Jury, Darla Guderian 18.14 Jury, Veronica Haag 12.22 Jury, Diane Hansen 10.74 Jury, Rebecca Hartman 11.48 Jury, Jeffery Hauck 12.96 Jury, Ht Hemstock 22.58 Jury, Derek Hlavacek 68.50 Jury, Bill Hoff 40.00 Cell, Holiday Inn Express 154.00 Trav, Harlan Hoy 10.74 Jury, Glacial Lakes Humane Society 250.00 Svc, Richard Huppler 12.22 Jury, Hurkes Implement Co. 106.34 Rep, HyVee #1871 Accts Receivable 70.20 Sup, HyVee Pharmacy 1098.63 Sup, Intoximeters 697.00 Sup, Joshua Isler 20.00 Wit, Paul Johnson 583.33 Svc, Taylor Johnson 10.74 Jury, Amanda Kaiser 11.48 Jury, Ralph Karpinske 10.74 Jury, David Kennedy 10.74 Jury, Susan Kennedy 52.22 Jury, Danny Keszler 11.48 Jury, Knology 49.95 Util, Knology 461.70 Util, Kristi Koll 1026.62 Sup, Kyle Krause 15.92 Jury, Kriech Construction 15090.16 Sup, Simone Lake 94.00 Wit, Laser Labs, Inc 147.00 Sup, Lawson Products 53.00 Sup, Francis Lenards 51.48 Jury, Arlene Lukonen 13.70 Jury, M & T Fire And Safety 110.50 Sup, Cheryl Mack 10.74 Jury, Elizabeth Mack 18.14 Jury, Joe Mack 10.74 Jury, Macksteel Warehouse, Inc. 338.68 Sup, Mac's Inc. 138.32 Sup, Mac's Inc. 69.95 Sup, Mahowald's 6.98 Rep, Mahowald's 47.73 Rep, The Maintenance Shop 1212.08 Rep, Manatron 9735.27 Maint, Beau Manning 11.48 Jury, Marco, Inc 296.47 Maint, Ann Marquardt 11.48 Jury, Rhonda Martin 10.74 Jury, Matco Tools 9.40 Sup, Jeremy McBride 12.22 Jury, Marsha Mehlhaff 10.74 Jury, Menards 219.77 Sup, Menards 272.89 Sup, Midcontinent Communications 55.00 Util, Mikelson Law Office 1283.84 Svc, James Miller 10.74 Jury, Moe Oil Company 632.65 Sup, Shelly Moon-Palmer 11.48 Jury, Robin Moran 15.18 Jury, Scott Munger 15.92 Jury, Municipal Utilities 819.77 Util, Municipal Utilities 11344.53 Util, Municipal Utilities 497.36 Util, Municipal Utilities 281.50 Util, Muth Electric 421.84 Rep, Barbara Nehlich 50.00 Jury, Karrie Neilan 10.74 Jury, Kenneth Nelson 216.60 Jury, Kenneth Neuendorf 51.48 Jury, Newman Traffic Signs 1286.00 Sup, Northwestern Energy 196.44 Util, Yanira Novoa 75.00 Svc, Julie Nygaard 154.44 Jury, Joni Nyrold 20.00 Wit, Jeanie Ochsendorf 11.12 Sup, Office Peeps, Inc. 39.55 Sup, Office Peeps, Inc. 3206.93 Sup, Office Peeps, Inc. 212.82 Sup, Lucille Olson 10.00 Jury, Richard O'Neill 21.84 Jury, Sarah Ortmeier 20.00 Wit, Ottertail Power Co. 28.98 Util, Overhead Door Co Of Watertown 1202.86 Rep, Darla Pagel-Miller 50.74 Jury, James Papka 12.22 Jury, Pennington County Jail 208.20 Trav, Julie Person 11.48 Jury, Pharmchem Inc 42.00 Sup, PMB 0112 179.81 Util, PMB 0112 20.00 Svc, Gavin Pollert 11.48 Jury, Darrell Popham 21.84 Jury, Derick Pownell 75.00 Ref, Prairie Lakes Health Care Cent 2291.00 Svc, Prairie Lakes Health Care Cent 9001.05 Svc, Prairie Lakes Health Care Cent 1661.00 Svc, Print 'Em Now 653.00 Sup, Probuild 41.60 Rep, Professional Mailing & Market. 3260.50 Mail, Cora Prouty 10.00 Jury, Quartermaster 84.99 Sup, Clinton Rabine 54.44 Jury, Redlinger Bros. 9.90 Rep, Cathryn Refuss 15.00 Svc, Reserve Account - Extension 3053.16 Post, Hannah Rhody 20.00 Wit, Brian Richter 160.00 Cell, Samuel Rieffenberger 11.48 Jury, Mike Ries 20.00 Wit, RJC Construction, Inc 13264.71 Rep, Teresa Robin 154.44 Jury, Dawn Russell 129.20 Svc, Michael Rye 11.48 Jury, Scott Sather 11.48 Jury, Terrance Satterlee 1500.00 Svc, Nicolette Schafer 167.76 Jury, Tasha Schanbeck 52.22 Jury, Travis Schleusner 10.74 Jury, Cody Schnackenburg 12.96 Jury, Schrader's 103.75 Sup, Timothy Schussler 51.48 Jury, Jill Schweitzer 10.74 Jury, SD Department Of Revenue 138.00 Fee, SD Department Of Revenue 1433.00 Svc, SD Dept. of Revenue 289481.79 monthly remittance, S.D. Dept. Of Transportation 5094.64 Rep, SDAAO 275.00 Dues, SDACC 1678.07 Clerp, SDACC 4034.06

Dues, SDACO 2337.79 Dues, Sdae4-He 105.00 Dues, Charles P Schroyer, Exec. Dir 1317.00 Dues, SDSU Extension Service 163.80 Rent, Securus Technologies 1400.00 Sup, Christopher Serie 11.48 Jury, Sioux Equipment 1503.00 Rep, Sioux Valley Coop 4419.69 Sup, Sioux Valley Coop 22351.92 Sup, Eric Skott 172.20 Jury, Rick Small 18.00 Trav, Jason Smith 13.70 Jury, South Shore Gazette 849.20 Pub, Town Of South Shore 36.00 Util, Dean Spooner 14.44 Jury, Sprint 304.04 Util, Star Laundry 107.50 Sup, Star Laundry 39.33 Sup, Shannon Stark 20.36 Jury, State Bar Of South Dakota 415.00 Dues, Steinley Real Estate Appraisal 930.00 Reg, Julian Stellinga 15.92 Jury, Monte Stemwedel 154.44 Jury, Steve's World 502.50 Rep, Douglas Stormo 10.74 Jury, Susan Stroup 17.40 Jury, Tanya Struckman 154.44 Jury, Adam Sullivan 12.96 Jury, Sutton Law Office Pc 1008.15 Svc, Sutton Law Office Pc 10291.67 Svc, Steven Taecker 13.70 Jury, Jean Tangren 51.48 Jury, Mark Tesch 165.54 Jury, Mary Tesch, Landlord 300.00 Asst, Sandra Theye 11.48 Jury, Hallie Thomas 10.74 Jury, Heidi Thorson 73.00 Trav, Titan Machinery 445.88 Rep, Toshiba Financial Services 408.58 Rent, Trav's Outfitter Inc 304.96 Sup, Trav's Outfitter Inc 1215.84 Sup, Sherrill Tuttle 10.00 Jury, US Foodservice Inc 8874.19 Sup, Great Western Bank 1803.12 Pmt, Great Western Bank 173.29 Pmt, Justin Waba 11.48 Jury, Robert Wagner 11.48 Jury, Tom Walder 40.00 Util, Wesley Walker 13.70 Jury, Wal-Mart Community 487.32 Sup, Wal-Mart Community 52.84 Sup, Jessica Waltz 12.22 Jury, Katrissa Waltz 10.74 Jury, Keith Wanner 13.70 Jury, Larry Wasland 29.24 Jury, Watertown Ford 758.09 Rep, Watertown Lawn & Garden 406.47 Rep, Watertown Public Opinion 1593.90 Pub, Watertown Public Opinion 50.03 Pub, Brett Wendler 10.74 Jury, Kelly West 55.18 Jury, Richard Whitlock 14.44 Jury, Ronald Winters 16.66 Jury, Amanda Wittrock 10.74 Jury, Tracy Wittrock 26.48 Sup, Marti Woldt 154.44 Jury, John Wolf 50.74 Jury, WW Tire Service Inc 327.60 Rep, Xerox Corporation 124.11 Sup, Aimee Zachrison 40.00 Wit, Brenda Zemlicka 15.92 Jury, Zep Sales & Service 521.10 Sup, Judy Ziebart 50.74 Jury.

#### **COMMUNITY HEALTH SERVICES**

Motion by Marquardt, second by Hanten, to authorize the Chairman to sign the contract between the Codington County Commission and the South Dakota Dept. of Health, Community Health Services, for community health nursing services, beginning January 1, 2012 and ending December 31, 2012, in the amount of \$13,390.00; all present voted aye; motion carried.

#### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Marquardt, second by Hanten, to approve an automatic budget supplement to the Emergency Management expenditure and revenue budgets in the amount of \$1,031.76 with Homeland Security grant reimbursement funds; all present voted aye; motion carried.

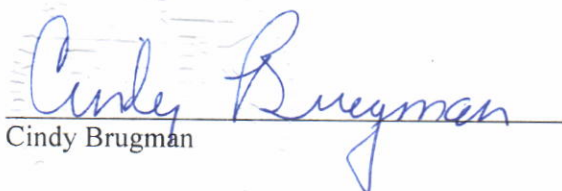
#### **MEETING DATE CHANGE**

The Board will meet for the final time in 2011, on Wednesday, December 28<sup>th</sup>, 2011, instead of the usual Tuesday of that week.

#### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Heller, to adjourn at 9:51 a.m., until 9:00 a.m., Tuesday, December 13<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
Cindy Brugman

December 6, 2011

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 \$\_\_\_\_\_.

AGENDA  
Board of County Commissioners  
Codington County  
Codington County Courthouse  
December 13, 2011

1. ✓ 9:00 a.m. action to convene as a Board of County Commissioners
2. ✓ Action to approve the agenda and adjust cell phones
3. ✓ Action to approve the minutes of December 6<sup>th</sup>, 2011
4. ✓ Monthly reports
  - ✓ a. Auditor
  - ✓ b. Director of Equalization
- ✓ 5. Action to approve cell phone stipends for Director of Equalization staff
- ✓ 6. Action to approve equipment request for Director of Equalization office
- ✓ 7. Action to approve the Auditor's Account with the Treasurer and note Register of Deeds fees
- ✓ 8. Discussion/action regarding purchase of software and computer equipment for the Register of Deeds Office
- ✓ 9. Action to approve Emergency Management request for radios for weather spotters
10. ✓ Action to declare Treasurer's office old computer surplus to be destroyed
11. ✓ Action to approve the implementation of the Amended 457(b) Governmental Plan Document for Codington County through Nationwide Retirement Solutions
12. ✓ Action to approve the AFSCME union contract
13. ✓ Action to approve travel requests
  - a. Correctional Officer, Erin Winge and Charlene Kurkowski, terminal operator's course
  - b. Maintenance Supervisor, Milo Ford, SD Tourism Conference
  - c. Director of Equalization staff, Sales Ratio workshop
- ~~14.~~ Action to approve personnel changes
- ~~15.~~ Discussion of Extension Complex matters
16. Old Business
17. New Business
18. Open
19. Action to enter into Executive session - D.O.E.
20. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, December 20<sup>th</sup>, 2011

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.

December 13, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 13<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Elmer Brinkman, and Brenda Hanten; absent Myron Johnson; Chairman Brinkman presiding.

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Heller, second by Marquardt, to approve the minutes of December 6<sup>th</sup>, 2011; all present voted aye; motion carried.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, reported the pay 2012 tax levies for Codington County have been approved by the SD Dept. of Revenue. The Auditor's Office is monitoring end of the year budget and cash fund balances. **Director of Equalization, Shawna Constant**, reported the recent re-appraisal process is being wrapped up; sales have been submitted to the SD Dept. of Revenue; and new transfers are being updated before tax notices are prepared.

**EXECUTIVE SESSION**

Motion by Hanten, second by Heller, to enter into executive session at 9:06 a.m., to discuss a personnel issue; all present voted aye; motion carried. The Board returned to regular session at 9:14 a.m., no action was taken. Director of Equalization, Shawna Constant and Human Resource Officer, Terry Satterlee were present for executive session.

**CELL PHONE STIPEND REQUEST**

Director of Equalization, Shawna Constant, requested cell phone stipends for herself and the appraisal staff in her office and noted she has budgeted for this item in her 2012 budget. The current cell phone contract with AT&T will be canceled at no cost to the County. Motion by Hanten, second by Heller, to approve a \$25.00 per month cell phone stipend for five (5) staff members in the Director of Equalization Office; all present voted aye; motion carried.

**DIRECTOR OF EQUALIZATION EQUIPMENT REQUEST**

Motion by Hanten, second by Heller, to approve the purchase of a laser printer for the Director of Equalization Office, at an approximate cost of \$2,455.00, as requested by Director, Shawna Constant; all present voted aye; motion carried.

**AUDITORS ACCOUNT AND REGISTER OF DEEDS FEES**

Motion by Marquardt, second by Hanten, 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 November, 2011, all present voted aye; motion carried.

Cash on hand	\$	9,699.04
Checks in Treasurers' possession		
less than 3 days	\$	172,322.80
Credit Card Charges	\$	91.40
Cash Items	\$	213.50
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$</b>	<b>182,326.74</b>
<b>RECONCILED CHECKING</b>		

December 13, 2011

Great Western Bank Checking (Memorial Park)	\$ 581.09
Reliabank Dakota	\$11,465,137.17
<b>INVESTMENTS</b>	
SD Public Funds Investment	\$ 6,966.04
<b>CERTIFICATES OF DEPOSIT</b>	
Peoples State Bank	\$ 400,000.00
Plains Commerce Bank	\$ 800,000.00
Reliabank	\$ 400,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$13,255,011.04</b>
<b>General Ledger Cash Balance by Funds:</b>	
General	\$ 7,047,438.07
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 3,920,209.28
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 1,776,951.84
(schools 1,176,758.88, townships 49,001.28; city/towns 182,839.43)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$13,255,011.04</b>

Register of Deeds, Ann Rasmussen, submitted the following report: Total transactions in November were in the amount of \$26,641.50; with \$2,420.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

#### **REGISTER OF DEEDS SOFTWARE/EQUIPMENT REQUESTS**

Register of Deeds, Ann Rasmussen, met with the Board to request authorization to purchase software and hardware from Computer Software Associates, Inc., for document recording in her office. The Register of Deeds noted the software package from Computer Software Associates is currently used by twelve (12) counties in South Dakota with very favorable reviews and will save Codington County funds in the approximate amount of \$10,000.00 in conversion costs and annual support costs over the system currently being used. The Register of Deeds also requested authorization to purchase five (5) computers, with software compatible with the new system, and a scanner, at a total approximate cost of \$10,181.00. Ms. Rasmussen noted there are budgeted funds available in 2011 and 2012 for the software change and equipment requests. Motion by Hanten, second by Heller, to approve the aforementioned software and hardware requests; all present voted aye; motion carried.

#### **EMERGENCY MANAGEMENT RADIO EQUIPMENT REQUEST**

Emergency Management Director, Jim Sutton, requested authorization to purchase four (4) radios for Volunteer Weather Spotters at a total approximate cost of \$2,200.00. Mr. Sutton noted the radios currently used by the Weather Spotters will become obsolete in 2013 as they are not capable of being narrow banded and also noted there are budgeted funds available in 2011 for the purchase of four (4) new radios. Motion by Hanten, second by Heller, to approve the purchase of the new radios, as requested by the Emergency Management Director; all present voted aye; motion carried.

#### **SURPLUS EQUIPMENT**

Motion by Heller, second by Marquardt, to declare the following equipment surplus to be destroyed per the request of Treasurer, Carol Maloney; all present voted aye; motion carried: GEN01159, HP Compaq computer, s/n 2UB50504L4, purchased in 2005.

**NATIONWIDE SUPPLEMENTAL RETIREMENT**

Motion by Hanten, second by Heller, to approve the Governmental 401(a) Adoption Agreement for Codington County employees as administered by Nationwide Retirement Solutions to comply with federal regulation changes, within the County's current plan, as of January 1, 2012; all present voted aye; motion carried.

**AFSCME UNION CONTRACT APPROVAL**

Union negotiator, Terry Satterlee, presented the Board with the recently negotiated contract between Codington County and AFSCME (Highway Dept.). Mr. Satterlee noted one change to the contract is a wage increase of 2% per hour, effective January 1, 2012. Motion by Heller, second by Hanten, to approve the AFSCME contract, which is for a term of one year beginning January 1, 2012; all present voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by Hanten, second by Heller, to approve the following travel requests; all present voted aye; motion carried: Correctional Officers; Erin Winge and Charlene Kurkowski; Terminal Operators Course. Maintenance Supervisor, Milo Ford, SD Tourism Conference. Director of Equalization staff; Sales Ratio Workshop.

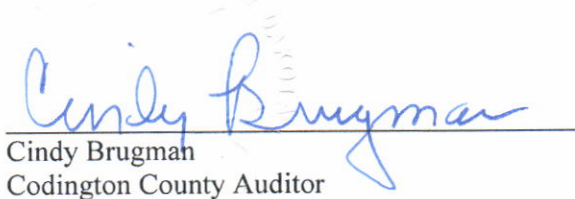
**EXECUTIVE SESSION**

Motion by Hanten, second by Heller, to enter into executive session at 9:47 a.m., to discuss a personnel matter; all present voted aye; motion carried. The Board returned to regular session at 10:11 a.m., no action was taken. Human Resource Officer, Terry Satterlee, was present for executive session.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Marquardt, to adjourn at 10:11 a.m., until 9:00 a.m., Tuesday, December 20<sup>th</sup>, 2011; all present voted aye; motion carried.

ATTEST:

  
Cindy Brugman  
Codington County Auditor

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

**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**December 20, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of December 13<sup>th</sup>, 2011
- ✓4. Monthly reports
  - ✓a. Highway
  - ✓b. Maintenance
- ✓5. Action to approve a ceiling and lighting project in the States Attorney's office as budgeted for in 2012
- ✓6. Action to re-appoint the Veteran's Service Officer per SDCL 33A-1-22
- ✓7. Action to approve salary claims
- ✓8. Action to approve a claim to Watertown Ford for a 2008 Ford Expedition
- ✓9. Action on a request to hire a temporary appraiser/field help in the Director of Equalization Office
- ✓10. Action to approve a maintenance agreement fee between Codington County and the City of Watertown for a lap top computer used in the command post trailer
- ✓11. Action to declare printers and computer equipment, from the Sheriff's Office, surplus to be destroyed
- ~~12.~~ Action to approve travel requests
- ✓13. Action to approve personnel changes
  - a. New Hire, Part Time Correctional Officer, Kayla Erickson
- ✓14. Discussion of Extension Complex matters
- ~~15.~~ Old Business
- ~~16.~~ New Business
- ✓17. Open *Jan meeting*
18. Action to enter into Executive session
19. Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Tuesday, December 28<sup>th</sup>, 2011

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December 20, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 20<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 December 13<sup>th</sup>, 2011; all present voted aye; motion carried.

**MONTHLY REPORTS**

**Highway Supt., Rick Small**, reviewed the following items with the Board: a resolution to add another six miles of County Road 23-3 to the Federal Aid Secondary System; a 2012 load limit resolution; the 2011 gravel invoice has been received and is in excess of \$200,000.00; and a safety review with Doug Kirkus, Loss Control Administrator with Safety Benefits Inc, conducted on December 15th. Mr. Small advised the Board there has been no word from the SDDOT regarding the recent safety audit conducted regarding the intersection of County Road's #6 and #11. Mr. Small expressed his thanks to Sheriff Toby Wishard and his Deputies for their investigation and arrest of a person allegedly responsible for the vandalism to numerous County Road signs, at an estimated cost of \$1600 to \$2000, which occurred around the 16<sup>th</sup> of December. Discussion was also held regarding action regarding illegal planting in the County road right of ways. **Maintenance Supervisor, Milo Ford**, reported on the following items: The Highway Dept. has piled up Buckthorn at Memorial Park which will be burned in the future, weather permitting; Mr. Ford has registered for the 2012 SD Tourism Conference to be held in January 2012; the States Attorney's office is the next office in line for new ceilings and lighting; the need to update the maintenance contract for the Courthouse and Detention Center elevators; a safety review of the Detention Center and Courthouse was held December 15th; Maintenance staff have been painting and cleaning carpet during the remodel process at the Detention Center; chimney problems at the Extension Center Complex; staff have made vast improvements to the storage area at the Extension Center; gates in the barn area have been prepared for the 2012 Farm Show; and notification has been received from FEMA that the claim for the Ag. Building parking lot has been approved and reimbursement funds, in the amount of \$24,076.00, should be forthcoming.

**STATES ATTORNEY'S OFFICE IMPROVEMENTS**

Motion by Heller, second by Marquardt, to approve the suspended ceiling and new lighting project, for the States Attorney's Office, and as budgeted for in 2012; all present voted aye; motion carried.

**VETERANS SERVICE RE-APPOINTMENT**

The Board noted correspondence from the SD Dept. of Military & Veterans Affairs regarding the current appointment of Codington County Veterans Service Officer, Al Janzen, which is about to expire at the end of December 2012. Motion by Marquardt, second by Heller, to re-appoint Al Janzen to the position of Codington County Veterans Service Officer for a period of 4 years. Chairman Brinkman asked for discussion on the motion. Commissioner Johnson questioned the requirement of a four year appointment. Motion by Johnson, second Hanten, to table the motion to reappoint until later in this meeting; all present voted aye; motion carried.

December 20, 2011

**SALARY CLAIMS**

Motion by Johnson, second by Hanten, to approve following December payroll claims; all present voted aye; motion carried: Commissioners: 9,350.21 total salaries. Auditor: 17,188.75 total salaries. Co. Treasurer: 25,010.85 total salaries. States Attorney: 23,416.74 total salaries.

Gov. Buildings: 16,367.14 total salaries. Dir. Equalization: 31,445.56 total salaries. Reg. of Deeds: 17,763.52 total salaries. Veterans Service: 8,585.06 salaries. Sheriff: 67,172.97 total salaries. Co. Jail: 74,274.46 total salaries. Care of the Poor: 4,895.10 total salaries; Julie Radach 1006.06 Interim Director. Co. Nurse: 3,718.74 total salaries. Ag. Bldg.: 8,462.26 total salaries. Co. Extension: 7,881.21 total salaries. Weed: 4,255.63 total salaries. Planning Board: 333.65 total salaries. Road & Bridge: 82,140.65 total salaries. Emergency Management: 9,586.31 total salaries. Crime Victim: 5,647.79 total salaries. W.I.C.: 3,700.10 total salaries. Total: 421,196.70 Breakdown of withholding amounts which are included in the above: S.D. Retirement 37,221.30; S.D. Retirement 379.02 spouse option; S.D. Supplemental Retire. 1,835.00 suppl. retire.; Dakotacare 78,386.77 ins.; Lincoln Financial Group 441.50 life ins.; Delta Dental 5,250.62 ins.; Avesis 453.56 ins.; Nationwide Retire. Sol. 311.29 suppl. retire.; AFSCME Local #2488 340.00 employee union dues; AFLAC 2,346.16 ins.; Assurity Life Insurance 339.05 ins.; U.M.B. Retirement 2,137.00 suppl. retire.; AFLAC 406.86 ins.; Watertown United Way 105.83 employee contributions; Office of Child Support 100.00 employee payments; Sioux Valley Credit Union 9,107.94 employee payments; Cod. Co. Treasurer 31,850.00 employee monthly draw; New York Life 57.75 ins.; Teamsters Local Union 120 339.00 employee union dues; ReliaBank 28,828.71 federal withholding; ReliaBank 38,827.61 social security; AAA Collections 153.59 garnishment. Washington National Ins. Co. 20.20 ins.; Barbara Curtis 800.00 employee payment.

**CLAIM APPROVED**

Motion by Heller, second Hanten, to approve for payment the following claim; all present voted aye; motion carried: Watertown Ford, \$24,490.00, 2008 Ford Expedition.

**TEMPORARY APPRASIER POSITION**

Motion by Marquardt, second by Heller, to authorize the hiring of a temporary appraiser in the office of the Director of Equalization as requested by Director of Equalization, Shawna Constant; all present voted aye; motion carried. Ms. Constant noted the temporary appraiser will be needed through March 1<sup>st</sup>, 2012.

**COMMAND POST TRAILER LAP TOP COMPUTER**

Emergency Management Director, Jim Sutton, presented the Board with a contract for software maintenance and upgrades to the lap top computer used in the Command Post Trailer. The contract is between Codington County and the City of Watertown to provide Northeast South Dakota Rural Information Exchange Model system updates, maintenance and service for the benefit of the Codington County Search and Rescue. Mr. Sutton noted this contract is for a period of one year beginning January 1, 2012; the contract is in the amount of \$1,342.00; and Homeland Security grant funds will be used to pay the contract fee amount. Motion by Johnson, second by Heller, to authorize Chairman Brinkman to sign the aforementioned contract; all present voted aye; motion carried.

**SURPLUS EQUIPMENT**

Motion by Hanten, second by Heller, to declare the following equipment surplus, to be destroyed, per the request of Sheriff, Toby Wishard; all present voted aye; motion carried: Epson FX 880 Printer s/n A11Y085575; Epson Stylus 640 Printer s/n A681426330; four (4) HP DC5100 computers, s/n's MXL607079R, MXL60702ZJ, MXL6070338, and MXL607071W; and a Swintec typewriter s/n A21301144.

**PERSONNEL CHANGE**

Motion by Hanten, second by Johnson, to approve the following personnel change; all present voted aye; motion carried: Part Time Correctional Officer, without benefits; Kayla Erickson; step 1/\$13.88 per hour; effective date December 14, 2011; submitted and approved by Chief Correctional Officer, Tom Walder.

**SDSU REGIONAL OFFICE OPEN HOUSE**

The Press, present for this meeting, was notified that there could be a quorum of this Board in attendance at an open house at the SDSU Regional Offices, located at the Codington County Extension Center Complex, on Wednesday, December 21<sup>st</sup>, from 1:00 PM to 4:00 PM.

**MEETING DATE CHANGE**

The Board will meet on Wednesday, January 4<sup>th</sup>, 2012, for the first meeting of the year, per the request of the Auditor.

**REGISTER OF DEEDS CLERK POSITION**

Register of Deeds, Ann Rasmussen, requested authorization to advertise an open clerk position due to the pending retirement of a clerk in her office on December 30<sup>th</sup>, 2011. Motion by Johnson, second by Hanten, to authorize an advertisement of a clerk position in the office of the Register of Deeds; all present voted aye; motion carried.

**HUMAN RESOURCE OFFICER**

Human Resource Officer, Terry Satterlee, reported on an investigation he conducted, at the Board's request, regarding a complaint, from a private individual, against an employee of Codington County. Mr. Satterlee advised the Board he has found no basis for any of the allegations made against the County employee by this private individual. Mr. Satterlee noted he has met with, and relayed his findings regarding this complaint, to the complainant.

**VETERANS SERVICE OFFICER REAPPOINTMENT**

Motion by Johnson, second by Heller, to take from the table a motion to reappoint Veteran's Service Officer, Al Janzen, to a four year term; all present voted aye; motion carried. Further discussion was held regarding the wording of SDCL 33A-1-22 specifically regarding the length of term for the position.

**EXECUTIVE SESSION**

Motion by Hanten, second by Marquardt, to enter into executive session at 9:51 a.m., to discuss union contract negotiations and a personnel matter; all present voted aye; motion carried. The Board returned to regular session at 10:23 a.m., no action was taken. Human Resource Officer, Terry Satterlee, was present for executive session.

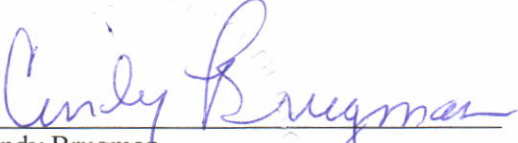
**VETERANS SERVICE OFFICER REAPPOINTMENT**

Motion by Johnson, second by Hanten to postpone until Wednesday, December 28<sup>th</sup> a vote on the original motion to reappoint Al Janzen to the office of Veteran's Service Officer for a four year term; all present voted aye; motion carried. The Board will then discuss with Mr. Janzen any changes in the office which have occurred in the past four years.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Johnson to adjourn at 10:25 a.m., until 9:00 a.m., Wednesday, December 28<sup>th</sup>, 2011; 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.

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**AGENDA**  
**Board of County Commissioners**  
**Codington County**  
**Codington County Courthouse**  
**December 28, 2011**

- ✓1. 9:00 a.m. action to convene as a Board of County Commissioners
- ✓2. Action to approve the agenda and adjust cell phones
- ✓3. Action to approve the minutes of December 20<sup>th</sup>, 2011
- ✓4. Monthly reports
  - ✓a. Emergency Management
  - ✓b. Sheriff
- ✓5. Action to approve a medical services agreement for the Detention Center
- ✓6. Action to approve agreements to house adult prisoners from Clark and Deuel Counties
- ✓7. Action to accept bids for two law enforcement patrol vehicles
- ✓8. Discussion/action regarding a contract for the REIM grant with the Watertown PD for 2012
- ✓9. Action to declare equipment surplus to be destroyed
  - a. Sheriff's office fax machine
  - b. Trooper radar system
- ✓10. Action to adopt a resolution to add miles to the FAS System
- ✓11. Action to adopt a resolution setting road load limits
- ✓12. Discussion regarding violations of planting in the right of way and procedures for enforcement
- ✓13. Action to approve union contracts with the Correctional Officers and Deputy Sheriffs
- ✓14. Action to on a request to hire a full time Deputy States Attorney
- ✓15. Discussion regarding a memorandum of understanding between the City of Watertown, Sisseton Wahpeton Sioux Tribe and Codington County for the provision of fire, law enforcement, and road services at Dakota Sioux Casino
- ✓16. Action to re-appoint the Veteran's Service Officer per SDCL 33A-1-22
- ✓17. Action to supplement budgets with Commissioners Contingency Funds
- ✓18. Action to approve claims for payment
- ✓19. Yearend report from the Zoning Officer

- ✓20. **Action to approve a Zoning Officer contract**
- ✓21. **Discussion/action regarding cell phone contracts changes between the Weed Dept. and SDSU 4-H Youth Program Advisor**
- ✓22. **Action to designate surplus cash**
- ✓23. **Action to approve health insurance premium splits between the County and employees**
- ✓24. **Action to approve automatic budget supplements**
  - a. **Highway Dept., FEMA funds**
- ~~25.~~ **Action to approve travel requests**
- ✓26. **Action to approve personnel change**
- ~~27.~~ **Discussion of Extension Complex matters**
- ✓28. **Old Business**
- ✓29. **New Business**
- ✓30. **Open**
- 31. **Action to enter into Executive session**
- 32. **Action to adjourn as a Board of County Commissioners, until 9:00 a.m., Wednesday, January 4<sup>th</sup>, 2012**

**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.**

December 28, 2011

The Codington County Commissioners met in regular session at 9:00 a.m., Wednesday, December 28<sup>th</sup>, 2011, in the Codington County Courthouse. Members present were: George Heller, Lavern Marquardt, Myron Johnson, Elmer Brinkman, and Brenda Hanten; 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 Hanten, second by Johnson, to approve the minutes of December 20<sup>th</sup>, 2011; all present voted aye; motion carried.

**DEPUTY STATES ATTORNEY POSITION**

States Attorney, Dawn Elshere, met with the Board and reviewed statistics, to support her request to hire a full time Deputy States Attorney, for which funds were budgeted in 2012. The States Attorney noted the following statistics support the need for a full time Deputy in her office: 2,185 criminal files were reviewed in the past year; a five year average of over 5,083 criminal prosecutions per year with an average of 251 felonies per year; 330 current active files; 720 active warrants; 1,557 adult arrests per year and 467 juvenile arrests per year through the Watertown Police Dept; addition of canine units in the Police Dept. which increases the number of drug arrests reviewed by the States Attorney's Office; the addition of an internet crimes against children investigator at the Police Dept. which also increases the number of cases of child pornography reviewed and the addition of two deputy Sheriff positions. Motion by Heller, second by Hanten, to approve Resolution 2011-38. Further discussion followed regarding various classes of felonies and the adding of full time employees. Motion by Johnson to call the question; all present voted aye; motion carried. Upon vote of Commissioner Heller's motion; all present voted aye; motion carried:

**RESOLUTION 2011-38**

**A Resolution to add a Full Time Deputy State's Attorney**

WHEREAS, the Codington County State's Attorney's Office has seen historic growth in the number of criminal filings prosecuted by the State's Attorney's Office. The five year average is over 5083 criminal prosecutions per year with an average of 215 felonies per year;

WHEREAS, the Watertown Police Department and Codington County Sheriff's Department have increased their staff over the last few years to include two canine units and one internet crimes against children investigator;

WHEREAS, the Watertown Police Department averages over 1557 adult arrests per year with 467 juvenile arrests per year;

WHEREAS, due to Court conflicts, it is currently difficult for the State's Attorney or one of her current deputies to be available for consultation during County Commissioner meetings and also zoning meetings;

December 28, 2011

WHEREAS, funding for an additional Deputy State's Attorney has been submitted in the State's Attorneys Budget for 2012 which has been previously approved;

IT IS HEREBY RESOLVED, that the position of a full time Deputy State's Attorney in the Codington County State's Attorney's Office is approved.

Dated this 28<sup>th</sup> day of December 2011,

By the Commissioners, Codington County

Elmer P. Brinkman  
Chairperson

ATTEST:

Cindy Brugman  
Codington County Auditor

**M.O.U. FOR SERVICES PROVIDED AT DAKOTA SIOUX CASINO**

States Attorney, Dawn Elshere, met with the Board to discuss the M.O.U. between Codington County, the City of Watertown and the Sisseton Wahpeton Oyate Sioux Tribe for the provision of fire, law enforcement, ambulance, and road services at Dakota Sioux Casino. The Board was of the general consensus to seek another two year agreement for these services. States Attorney Elshere will notify the Watertown City Attorney of the board's decision regarding this matter.

**RIGHT OF WAY PLANTING VIOLATIONS**

States Attorney, Dawn Elshere and Sheriff, Toby Wishard, met with the Board to discuss how to proceed with the enforcement of County Ordinance #13, regulating certain activities in the County road right of way. The States Attorney and Sheriff Wishard noted they want to be as uniform as possible in the enforcement of the ordinance, specifically regarding agricultural planting violations within the right of way. The States Attorney and Sheriff will continue to collect information to ensure the proper procedures are followed to enforce Ordinance #13 as previously adopted and will meet with the Board again at a later date regarding this matter.

**MONTHLY REPORTS**

**Emergency Management Director, Jim Sutton**, updated the Board on recent instances of a four wheeler and fish shack which both fell through the ice on local bodies of water in Codington County. Mr. Sutton asked for the assistance of news media persons, present at this meeting, in getting the word out to the public that ice conditions are not stable and precautions must be taken when traveling on the ice at this time. Mr. Sutton also noted the Search and Rescue team has responded to requests to fill air tanks for several area fire departments during fire calls in the past week or two. Discussion was also held regarding the dry conditions in the area and the need for residents to take extreme precaution when discharging fireworks over the New Year's holiday. **Sheriff, Toby Wishard**, submitted the following statistics for the month ending November 30<sup>th</sup>, 2011, for the Detention Center and Sheriff's Office: 53.97 average daily inmate population; 192 bookings; \$3,930.00 collected in work release; \$10,460.00 collected in out of county prisoner contracts; \$3,983.00 collected in fees for the 24/7 program, \$6,618.00 collected in SCRAM fees and remitted to the Clerk of Courts Office; with 47 individuals testing twice daily and 39 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 306 sets of civil papers served; 634 calls for service; 28 accidents investigated; 106 arrest warrants; 5

transports, for a total 785miles traveled. Sheriff Wishard noted the installation of the new stove for the Detention Center has been completed.

**DETENTION CENTER MEDICAL SERVICES AGREEMENT**

Motion by Hanten, second by Heller, to approve a one year agreement between the Codington County Detention Center and Brown Clinic, PLLP, for the provision of onsite diagnostic and basic medical services to inmates of the Detention Center; all present voted aye; motion carried. Sheriff Wishard noted this contract begins January 1, 2012. Sheriff Wishard advised the Board that prescription list screenings are also being provided by Brown Clinic Pharmacy on a weekly basis at no charge to the County.

**ADULT PRISONER HOUSING CONTRACTS**

Motion by Heller, second by Johnson, to authorize the Chairman to sign contracts with Deuel and Clark Counties for housing of adult prisoners at the Codington County Detention Center; all present voted aye; motion carried.

**SHERIFF'S PATROL VEHICLES**

Sheriff, Toby Wishard, met with the Board to request authorization to order two new patrol vehicles for the Sheriff's Officer. Sheriff Wishard has secured a firm proposal in the amount of \$25,412.00 each from a local auto dealer for the new patrol vehicles. The Auditor will contact the SD Dept. of Legislative Audit to determine if the County can purchase vehicles in this manner without advertising bid notices. This item will be placed on a future agenda for action.

**RURAL INFORMATION EXCHANGE MODEL GRANT PROJECT**

Sheriff Wishard submitted a contract for software maintenance and upgrades in conjunction with the Northeast South Dakota Rural Information Exchange Model. This contract is between Codington County and the City of Watertown and is for the time period January 1, 2012 through December 31, 2012 in the amount of \$1,462.00. Motion by Hanten, second by Marquardt, to approve the aforementioned contract; all present voted aye; motion carried.

**SURPLUS EQUIPMENT**

Motion by Johnson, second by Hanten, to declare the following equipment surplus, to be destroyed or donated as indicated, per the request of Sheriff, Toby Wishard; all present voted aye; motion carried. To be donated if a suitable donee can be found or disposed of in the alternative: Light Bar, M7000, Code 3, C39751; Light Bar System, Strike Force, 92178. To be destroyed: GEN00388, Trooper Radar System, s/n KK29606; Brother Fax machine s/n U61639G6J505920.

**ROAD FUNCTIONAL CLASSIFICATION RESOLUTION**

Motion by Marquardt, second by Hanten, to approve the following resolution; all present voted aye; motion carried.

**RESOLUTION 2011-36**

**APPROVING THE SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION  
PROPOSED FUNCTIONAL CLASSIFICATION**

**WHEREAS**, there are identified specific types of roads and corresponding functions of those roads, some of which have not been updated for several years; and

**WHEREAS**, the Federal Highway Administration (FHWA), has prescribed rules governing the functional classification of roadways within Codington County; and

**WHEREAS**, the South Dakota Department of Transportation (SDDOT) has verified all roadway mileage for Codington County; and

**WHEREAS**, SDDOT has recommended that changes be made to specific roadways based upon functional classification standards as prescribed by FHWA.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of County Commissioners hereby approve changing the following functional classifications in Codington County:

**Rural Major Collector to a Rural Local Road**

**177<sup>th</sup> Street**

Starting at the southwest corner of T 116 N, R 54 W, section 26, at the intersection of 446<sup>th</sup> Avenue, then east approximately 5.962 miles to the intersection of 452<sup>nd</sup> Avenue at the southwest corner of T 116 N, R 53 W, section 26.

Adopted this 28<sup>th</sup> day of December, 2011.

CODINGTON COUNTY COMMISSION:

ATTEST:

Elmer P. Brinkman  
Chairman

Cindy Brugman  
Auditor

Highway Supt., Rick Small, noted this stretch of road runs between the Tinkertown Road and Foley Road and that submission of the resolution is not a guarantee that the miles will be added but is the first step to utilize the funds available for County Road 21-2.

**WEIGHT LIMIT RESOLUTION**

Highway Supt, Rick Small, appeared before the Board to request passage of a vehicle weight limit resolution for spring load limits. Mr. Small has requested assistance from the SD Highway Patrol in enforcing weight limits on County Roads. This resolution is supported by Ordinance #9, as adopted February 4, 1997.

**CODINGTON COUNTY WEIGHT LIMIT RESOLUTION**

Resolution No. 2011-37

**WHEREAS**, seasonal climatic changes can be detrimental to our highways, and

**WHEREAS**, the Codington County Board of Commissioners desires to protect existing Codington County Highways, ultimately saving tax dollars and,

**WHEREAS**, the Codington County Board of Commissioners desire the enforcement of weight limitations on Codington County Highways as set forth and posted by the Codington County Highway Superintendent.

**NOW THEREFORE BE IT RESOLVED:**

WHEREAS, the limits on Codington County roads shall be, forty miles per hour truck speed limit and maximum load limit shall be seven tons per axle on all asphalt surfaced roads during the spring thaw period from February 15, to May 1, 2012 inclusive, when limit signs are in place. That The South Dakota Highway Patrol be, and hereby is

December 28, 2011

authorized and requested to enforce weight and speed limitations on Codington County Roads.

BE IT FURTHER RESOLVED, that the penalty for the violation of the load restrictions shall be as set forth in SDCL 32-22-55 and 32-22-56.

Motion by Hanten, second by Johnson, to approve the above and foregoing resolution; all present voted aye; motion carried.

Dated this 28<sup>th</sup> day of December, 2011, at Watertown, South Dakota.

Elmer P. Brinkman  
Chairman of the Board

ATTEST:

Cindy Brugman  
Codington County Auditor

**TEAMSTERS UNION CONTRACT**

Union negotiator, Terry Satterlee, presented the Board with the recently negotiated contracts between Codington County and the Teamsters (Deputy Sheriffs and Correctional Officers). Mr. Satterlee noted changes in the Deputy Sheriff contract were a 2% per hourly wage increase, reduced compensation for working on Easter Sunday to 1.5 the hourly rate, and an educational incentive program for qualified employees with advanced degrees in the amount of an extra \$.10 per hour. Changes to the Correctional Officers contract were the same as the changes to the Deputy Sheriff's contract. Mr. Satterlee noted both contracts are one year contracts. Motion by Johnson, second by Hanten, to approve and authorize the Chairman to sign the Teamsters (Deputy Sheriffs) contract; all present voted aye; motion carried. Motion by Marquardt, second by Heller, to approve and authorize the Chairman to sign the Teamsters (Correctional Officers) contract; all present voted aye; motion carried.

**VETERANS SERVICE OFFICER REAPPOINTMENT**

Motion by Hanten, second by Johnson, to reappoint Al Janzen to the position of Codington County Veteran's Service Officer for a term of four years beginning January 1, 2012. Motion by Hanten, second by Marquardt, to enter into executive session at 9:56 a.m., to discuss personnel matters; all present voted aye; motion carried. The Board returned to regular session at 10:14 a.m. Veterans Service Officer, Al Janzen and Human Resource Officer, Terry Satterlee, were present for executive session. Upon vote of Commissioner Marquardt's motion to reappoint Mr. Janzen; all present voted aye; motion carried.

**COMMISSIONERS CONTINGENCY TRANSFER**

Motion by Hanten, second by Johnson, to transfer \$755.65 from the Commissioners Contingency Budget to the Public Defender Budget; all present voted aye; motion carried.

**CLAIMS APPROVED**

Motion by Heller, second by Hanten, to approve for payment the following claims; all present voted aye; motion carried: A-Ox Welding Supply 53.33 Sup, Automatic Building Controls 692.82 Rep, Active Data Systems, Inc 288.55 Maint, Active Heating 2187.31 Rep, Altus Computers 1329.98 Sup, American Legion 55.00 Sup, Elizabeth Anderson 50.74 Jury, Austin Law Offices 2782.80 Svc, Avera Queen Of Peace 123.80 Rep, Bob Barker Co. 1448.58 Sup, Bauer Law Office Pc

December 28, 2011

459.20 Svc, Brian's Glass & Door, Inc. 1350.00 Rep, Brian's Glass & Door, Inc. 31.00 Rep, Brown Clinic PLLP 1170.00 Svc, Brown Clinic PLLP 7347.00 Svc, Brownlee Construction, Inc. 209709.50 Sup, Bullet Sportswear & Graphics 825.00 Sup, Butler Machinery 309.20 Rep, C & R Supply 10878.40 Equip, Carquest Auto Parts 201.56 Rep, Cartney Bearing & Supply 11.67 Rep, Cashway Lumber Inc. 18.53 Rep, Cass-Clay Creamery 743.00 Sup, Centurylink 85.28 Util, Chuck's Bike & Lock Shop 3.00 Rep, Louann Clark 50.74 Jury, Clark Stainless Shop 124.80 Rep, Christen Clausen 51.48 Jury, Codington Clark Electric 40.00 Util, Codington Co Comm Health Svc 1360.00 Svc, Codington Co. Register Deeds 10.00 Fee, Denise Cody 15.00 Svc, Cole Papers, Inc. 5320.98 Sup, Jeanne Collison 15.00 Svc, Computer Solutions Associates 10000.00 Sup, Connecting Point Computer Cent 13063.25 Sup, Shawna Constant 50.49 Trav, County Fair Foods 396.97 Sup, Crescent Electric Supply Co. 21.11 Sup, Dakota Select Wood 2649.38 Sup, Delye's South 81 Service, Inc 547.87 Rep, Dept Of Social Services 600.00 Svc, Donna Dietrich, Chairman 150.44 Svc, Bryan G Dingsor, Dc 20.00 Svc, Duane's Floor Covering 1710.60 Improv, DVL Fire & Safety 53.50 Sup, Sara Lee Bakery Group/ 524.48 Sup, Ed Roehr Safety Products 965.15 Sup, Electric Motors & Moore Inc 179.00 Rep, Elite Signs & Graphix 875.00 Improv, Emblem Enterprises Inc 646.35 Sup, Engelstad Electric Co. 537.27 Rep, Farnams Genuine Parts 170.85 Sup, Town Of Florence 325.00 Util, Galls, An Aramark Company 473.98 Sup, Amber Gardner 40.00 Wit, GCR Tire Center 210.00 Sup, GCR Tire Center 1222.21 Rep, Genoa Healthcare/Watertown 49.74 Sup, Grainger 1497.38 Rep, Green, Roby, Oviatt, 394.65 Svc, Myron Grenz 50.00 Jury, Gunderson Law Office 195.64 Svc, Brenda Hanten 61.42 Trav, Harry's Septic & Sewer Service 350.00 Rep, Hillyard Floor Care Supply 2305.19 Sup, Horn Law Office 254.20 Svc, Human Service Agency 1500.00 Svc, Kristen Hurkes 20.00 Wit, HyVee #1871 Accts Receivable 1258.14 Sup, Interlakes Community Action 412.25 Pmt, Johnson Controls, Inc. 165.30 Rep, Myron Johnson 74.00 Trav, Paul Johnson 14.00 Reimb, Jurgens Printing 606.00 Sup, The King Corporation 1000.00 Improv, Josie Koopmans 30.19 Svc, Natalie Lanning 40.00 Wit, J.H. Larson Electrical Co. 172.19 Rep, Lawson Products 64.21 Sup, Francis Lenards 51.48 Jury, Dana Lindner 56.66 Jury, Jodi Loehrer 32.64 Trav, Lyle Signs Inc. 264.42 Sup, Macksteel Warehouse, Inc. 325.25 Rep, Macksteel Warehouse, Inc. 86.97 Rep, Mac's Inc. 187.64 Rep, Mac's Inc. 200.14 Sup, Mahowald's 17.97 Rep, Marco, Inc 89.53 Rent, Menards 202.86 Sup, Menards 330.08 Rep, Midcontinent Communications 55.00 Util, Midstates Audio, Inc 220.00 Rep, Milbank Communications 2392.43 Rep, Steve Molengraaf 28.00 Reimb, Samantha Mueller 20.00 Wit, NACO 536.00 Dues, Kenneth Neuendorf 51.48 Jury, Nicholson, Tschetter, Adams 417.50 Svc, Yanira Novoa 521.00 Svc, Office Peeps, Inc. 228.42 Sup, Office Peeps, Inc. 7789.69 Sup, Onsite Engineering & Forensic 3629.23 Svc, Darla Pagel-Miller 50.74 Jury, Pennington County Jail 488.20 Trav, Pharmchem Inc 63.00 Sup, Pheasantland Industries 156.30 Sup, Pitney Bowes 210.00 Rent, Pizza Ranch 108.63 Sup, PMB 0112 20.00 Util, PMB 0112 220.34 Util, Prairie Lakes Health Care Cent 1738.00 Svc, Prairie Lakes Health Care Cent 2088.43 Svc, Pro Line, Inc 85.58 Rep, Pro Ag Supply, Inc 2030.42 Equip, Probuild 14.89 Rep, Quartermaster 607.72 Sup, Redlinger Bros. 212.08 Rep, Redwood Biotech 194.66 Sup, RNR Development Inc 270.00 Asst, Roethler Construction 1251.94 Rep, Todd Ronke 40.00 Wit, Ron's Saw Shop 130.10 Rep, Runnings 3.96 Sup, Runnings 249.95 Equip, Dawn Russell 623.60 Svc, Schrader's 1990.90 Sup, Ross K Schulte DDS Pc 113.00 Svc, Timothy Schussler 51.48 Jury, Scott Engineering Company 1250.00 Svc, SD Department Of Revenue 664.00 Svc, S.D. Dept. Of Transportation 2013.93 Maint, S.D. Federal Property 105.00 Sup, SDN Communications 612.97 Util, Securus Technologies 700.00 Sup, Shreves Law Office 211.04 Svc, Sioux Valley Coop 4996.63 Sup, Sioux Valley Coop 5858.34 Sup, Sleuth Software 625.00 Rep, Slowey Court Reporting 137.50 Svc, Town Of South Shore 36.00 Util, Kimberly Spartz 20.00 Wit, Spears Law Office 6842.27 Svc, Spears Law Office 635.32 Svc, Michael Stadheim 20.00 Wit, Star Laundry 53.75 Sup, Jim Sutton 4.27 Reimb, Technicolor Screen Printing 25.99 Sup, Titan Machinery 151.94 Rep, Trugreen 1029.32 Sup, Ultramax 519.00 Sup, Us Foodservice Inc 14368.86 Sup, Great Western Bank 436.18 Pmt, Great Western Bank 59.99 Pmt, Wal-Mart Community 233.27 Sup, Watertown

Police Department 1462.00 Maint, Watertown Public Opinion 1951.46 Pub, Doug Weber 91.04 Wit, West Payment Center 313.50 Sup, Wight & Comes Funeral Chapel 3952.00 Asst, Watertown Landfill 35.31 Svc, WW Tire Service Inc 2380.00 Sup, Yankton Co Treasurer 103.75 Svc, Yankton Co. Sheriff 25.00 Fees.

**ZONING OFFICER/ANNUAL REPORT**

Zoning Officer, Luke Muller, presented and reviewed the Codington County Planning and Zoning Department 2011 Annual Report. Mr. Muller reported 132 building permits issued with a construction value estimated at \$8,635,027.87 through December 21<sup>st</sup>, 2011. Mr. Muller also reported Board of Adjustment/Planning Commission actions through December 23<sup>rd</sup>, 2011, along with expenditure and revenue totals. Mr. Muller noted two Planning Board member terms will end December 31<sup>st</sup>, 2011 and new appointees will be presented to the Board at the first meeting of the new year.

**ZONING SERVICES CONTRACT**

Zoning Officer, Luke Muller, presented to and reviewed with the Board, a proposed contract, for zoning services in 2012 between Codington County and the First District Association of Local Governments. Mr. Muller noted there are no changes, to the 2011 contact, with regards to the number of hours provided for administrative and technical services or the hourly rate charged for these services. Motion by Johnson second by Hanten, to authorize the Chairman to sign the letter of agreement between Codington County and the First District Association of Local Governments to provide administrative and technical assistance services to the Codington County Planning Commission and County Commissioners in the area of zoning, beginning January 1, 2012 through December 31, 2012; all present voted aye; motion carried.

**CELLULAR PHONE CONTRACT EXCHANGE**

Weed Dept. Manager, Paul Jonson, met with the Board to discuss dropping the cell phone contract for the Weed Dept. The Weed Dept. Manager and Supervisor will then pick up the cell phone contract previously used by Mr. Johnson as an Extension Educator, and the SDSU 4-H Youth Program Advisor, Jodi Loehrer. Motion by Johnson, second by Hanten, to approve the aforementioned cell phone contract changes; all present voted aye; motion carried.

**SURPLUS CASH DESIGNATION**

Motion by Hanten, second by Heller, to assign General Fund cash, in the amount of \$2,665,000.00, for future building projects; all present voted aye; motion carried.

**EMPLOYEE HEALTH INSURANCE**

Motion by Johnson, second by Hanten, to approve the following schedule of employee health insurance premiums; all present voted aye; motion carried.

Option #1 - \$850.89 single coverage paid in full by the County

Option #2 - \$871.11 single coverage paid in full by the County

Option #1 - \$2,074.97 family coverage; \$1,037.48 paid by the employee; and \$1,037.49 paid by the County

Option #2 - \$2,124.26 family coverage; \$1,062.13 paid by the employee and \$1,062.13 paid by the County

**AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Johnson, to supplement the Road & Bridge expenditure budget in the amount of \$62,669.09 with FEMA grant reimbursement funds for 2011 Spring flooding events; all present voted aye; motion carried.

**PERSONNEL CHANGE**

Motion by Marquardt, second by Heller, to approve the following personnel change; all present voted aye; motion carried: Highway Maintenance; Lynn Solberg; from step 4/\$16.07 per hour to step 5/2012 wage schedule to be determined, effective date January 1, 2012; submitted and approved by Highway Supt., Rick Small.

**CATASTROPHIC RELIEF FUND**

Commissioner Johnson reported on the funds that have been expended from the Catastrophic Poor Relief Fund in 2011. Commissioner Johnson noted payments were made to participating Counties in the amount of \$432,822.76 from bills submitted that originally totaled \$2,954,692.70.

**EXECUTIVE SESSION**

Motion by Hanten, second by Johnson, to enter into executive session at 10:45 a.m., to discuss pending litigation regarding a nuisance issue and a zoning issue; all present voted aye; motion carried. The Board returned to regular session at 11:04 a.m., no action was taken. Zoning Officer, Luke Muller and States Attorney, Dawn Elshere, were 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 11:04 a.m., until 9:00 a.m., Wednesday, January 4<sup>th</sup>, 2012; all present voted aye; motion carried.

ATTEST:

  
Codynton 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 \$\_\_\_\_\_.