

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

March 31, 2015

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, March 31st, 2015, at the Codington County Courthouse. Commission members present were: Lee Gabel, Tyler McElhany, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

AGENDA APPROVED

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

MINUTES APPROVED

Motion by Johnson, second by McElhany, to approve the minutes of March 17th, 2015; all present voted aye; motion carried.

PUBLIC HEARING/ACTION CDBG WORKFORCE TRAINING GRANT RESOLUTIONS

The Board held a public hearing regarding a CDBG application for workforce development in partnership with LATI. Chairman Brinkman asked for comments from the public present for this hearing. Steve Hauck, LATI Corporate Ed. Coordinator, was present for this hearing and spoke in favor of the County's sponsorship of the grant. No other comments were forthcoming from the public at this time. Chairman Brinkman closed the hearing to the public. The Board took action on the following Resolutions pertaining to the application process and documents associated with this grant.

Motion by Hanten, second by McElhany, to approve Resolution 2015-7; all present voted aye; motion carried.

RESOLUTION 2015-7

WHEREAS, Codington County has identified the need to train workers for job placement, and

WHEREAS, Codington County proposes to apply for Community Development Block Grant funding to assist in the financing of this project, and

WHEREAS, Codington County is eligible for Federal assistance for the proposed project, and

WHEREAS, Codington County has held the required public hearing on March 31, 2015, at 9:00 AM, and

WHEREAS, with the submission of the CDBG application Codington County assures and certifies that all CDBG program requirements will be fulfilled, and

THEREFORE, BE IT RESOLVED that Codington County Commission duly authorizes the Chairman of Codington County to sign and submit the CDBG application requesting up to \$130,000 of funds.

This resolution is effective immediately upon passage.

Adopted this 31st day of March 2015.

Codington County, March 31, 2015

Elmer P. Brinkman
Chairman
Codington County

Cindy Brugman
Auditor
Codington County

Motion by Johnson, second by Hanten, to approve Resolution 2015-8; all present voted aye; motion carried.

Resolution 2015-8

WHEREAS, Codington County expects to be the recipient of a Community Development Block Grant from the U.S. Department of Housing and Urban Development as administered by the State of South Dakota, and;

WHEREAS, Codington County is required to designate a certifying officer for the purpose of signing required documents pertaining to this grant;

NOW THEREFORE, BE IT RESOLVED, that the Chairman of the Codington County Commission be hereby designated as the County's official for the purpose of signing CDBG grant agreements, contracts, correspondence, pay requests, and other required documents; and.

WHEREAS, Codington County is required to designate an environmental certifying officer for the purpose of signing required environmental documents pertaining to this grant;

AND BE IT FURTHER RESOLVED, that the Chairman of the Codington County Commission be hereby designated as the County's environmental certifying officer for the purpose of signing environmental correspondence and other required documents and forms.

This resolution is effective immediately upon passage.

Dated this 31st day of March 2015.

Elmer P. Brinkman
Chairman
Codington County

Cindy Brugman
Auditor
Codington County

TRAVIS WEBER PLAT ADDITION

Zoning Officer, Luke Muller, reviewed a plat of the Travis Weber Addition which was previously recommended for approval by the Codington County Planning and Zoning Commission. The Board adopted Resolution 2015-9.

RESOLUTION #2015-9

Codington County, March 31, 2015

A Resolution to approve the platting of the Travis Weber 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:

Travis Weber Addition located in the SW1/4 of Section 21-T117N-R54W of the 5th 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 Gabel; whereupon the Chairman of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 31st day of March, 2015, at Watertown, Codington County, South Dakota.

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 2015-9, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 31st day of March, 2015 at Watertown, Codington County, South Dakota.

Cindy Brugman

County Auditor, Codington County, South Dakota

MONTHLY REPORTS

Sheriff, Toby Wishard, submitted the following statistics for the month ending February 28, 2015, for the Detention Center and Sheriff's Office: Average daily inmate population 57.04; bookings 236; \$19,096.18 collected in fees for out of county prisoner contracts; \$3,650.00 collected in work release fees; \$3,201.00 collected in fees for the 24/7 program; \$4,924.00 collected in SCRAM fees, which were remitted to the office of the SD Attorney General; 41 individuals testing twice daily for PBT'S; 8 individuals reporting twice weekly for UA Drug testing; and 29 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 470 cases/calls for service; 1 traffic accident investigated; 158 arrest warrants served; 240 sets of civil papers served; and 10 prisoner transports for a total of 1,854 miles traveled. Sheriff Wishard presented the Board with a report of fees collected in the amount of \$7,658.87 and retained by the County, during the month of February, 2015. Sheriff Wishard noted trainings this month included Law Enforcement Gear training and training geared for corrections

Codington County, March 31, 2015

presented by the National Institute of Jail Operations. Both trainings came at a minimal cost to the County. Sheriff Wishard was able to utilize the experts from the National Institute of Jail Operations to conduct a jail assessment of the Detention Center while in the area for the training session. Sheriff Wishard will provide the Board a copy of this report when received. **Emergency Management Director, Jim Sutton**, reported on severe weather training, severe weather awareness week, upcoming meetings in Pierre, an upcoming full scale exercise at the Watertown airport, and canine recertification and training which was held in March. Mr. Sutton advised the Board that the PDM (pre-disaster mitigation) paperwork has been submitted to the State of South Dakota for grant consideration. **Facilities Manager, Milo Ford**, reported the following for the past month: Courthouse – 19 work orders, a Vietnam Veterans “Welcome Home” ceremony held on the Courthouse grounds, and issues with the elevator once again; Detention Center – 54 work orders, air handler repairs, and 12 applications were received for a Maintenance position; Extension Center Complex – 45 work orders; Memorial Park – Campground Managers will be on duty April 1st, over \$5,000.00 has been collected in reservations for 2015, the Maintenance staff will be on duty April 6th, and buckthorn removal will take place April 4th and 11th. Mr. Ford discussed a program, “Capital Forecast” which is available through the Facility Dude software, and would allow the County to develop a capital spending plan for future improvements to the County’s structures, heating, cooling, lighting, etc. Mr. Ford will gather additional information and look at possibly budgeting in the 2016 budget for this program.

BURN BAN RESOLUTION

The Board held a lengthy discussion with Emergency Management Director, Jim Sutton, regarding enacting a burn ban in Codington County. Mr. Sutton reported a mixed response from local fire departments as to whether or not to enact a burn ban at this time. Following considerable discussion a motion was made by Commissioner Johnson, second by Commissioner Gabel, to pass Resolution 2015-10 enacting a burn ban; all present voted aye; motion carried.

Resolution #2015-10

A Resolution Declaring a Fire Danger Emergency In Codington County Prohibiting Any Open Burning

WHEREAS, due to extreme drought conditions prevalent in Codington County and due to recent high temperatures, 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, 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, effective immediately, and shall continue in force and affect until rescinded by the Codington County Board of Commissioners.

Dated this 31st day of March, 2015.

Elmer P. Brinkman Chairman

Myron Johnson Commissioner

Codington County, March 31, 2015

Brenda Hanten Commissioner

D. Lee Gabel Commissioner

Tyler McElhany Commissioner

ATTEST:

Cindy Brugman

Codington County Auditor

COURTHOUSE WINDOW REPLACEMENT

Facilities Manager, Milo Ford, updated the Board on the progress of window replacement at the Courthouse. Funds have been budgeted in the 2015 Government Buildings budget to continue with this project. Mr. Ford noted the windows on the south side of the Courthouse were replaced several years ago and that many of the remaining windows still need to be replaced due to deterioration of seals. Mr. Ford will ask for quotes to replace the windows on the north, east, and west sides of the Courthouse and report back to the Board at a later date.

MEMORIAL PARK RESERVATION POLICY

Facilities Manager, Milo Ford, met with the Board to discuss potential changes to the Memorial Park campground reservation policy. Problems have occurred with reservations between October 1st and April 1st when the Campground Managers are not on duty. Mr. Ford will make changes to the current policy and submit same for the Board's approval at a future meeting.

2014 CAMPGROUND RATES

Facilities Manager, Milo Ford, met with the Board to discuss 2015 campground rates. Mr. Ford noted he has collected data regarding State and City rates in the area and recommends a slight increase in the County rates to remain competitive with nearby campgrounds. Mr. Ford also noted reservation fees collected prior to April 1st will not be affected by this increase. Motion by McElhany, second by Hanten, to approve the rates as recommended by Facilities Manager, Milo Ford, with the exception of reservations fees collected prior to April 1st, 2015; all present voted aye; motion carried.

Full Hook-up 50 amp: \$24.00 per day; \$144.00 per week; and \$552.00 per 30 day month.

Full Hook-up 30 amp: \$23.00 per day; \$138.00 per week; and \$529.00 per 30 day month.

Electric Only 20-30 amp: \$21.00 per day; \$126.00 per week; and \$483.00 per 30 day month.

Tent Site: \$16.00 per day or \$96.00 per week.

Building Rental: \$57.00 per day

Picnic Shelters: \$20.00 reservation fee.

Firewood: \$4.00 per bundle.

WIC CLERICAL POSITION

Motion by Johnson, second by Gabel, to authorize an advertisement to fill a clerical position in the WIC office; all present voted aye; motion carried.

FIREWORKS DISCHARGE APPLICATIONS

Motion by Hanten, second by McElhany, to approve the following applications for the discharge of fireworks, subject to the enforcement of a burn ban during the designated time frames; all present voted aye; motion carried: May 9th, at 46345 166th St., Watertown; July 3rd, at 3847 4th Ave SW, Watertown; July 4th, at 3847 4th Ave SW, Watertown; and July 25th, at 3847 4th Ave SW, Watertown.

EMPLOYEE LIFE INSURANCE PREMIUM

Motion by Hanten, second by McElhany, to renew the coverage for County employee's Life Insurance with Lincoln National Life Insurance Company, at a rate of \$5.43 per employee, per month, effective January 1, 2015; all present voted aye; motion carried.

PROPERTY TAX ABATEMENTS

Motion by McElhany, second by Hanten, to approve the following property tax abatement applications; all present voted aye; motion carried:

<u>Record #</u>	<u>Tax abated</u>
4869	\$ 53.52
11798	\$ 269.72
12942	\$ 86.20
15764	\$ 53.92

CLAIMS

Motion by Hanten, second by Gabel, to approve for payment the following claims; all present voted aye; motion carried: Hamlin County 70.00 reg; Visa 422.43 rep/sup/trav; City of Watertown 22225.93 E-911.

SALARY CLAIMS

Motion by Johnson, second by McElhany, to approve the following March salary claims; all present voted aye; motion carried: Commissioners: 9,644.92 total salaries. Auditor: 19,291.52 total salaries. Co. Treasurer: 27,069.44 total salaries; Lindee Waba 3,177.24 step increase. States Attorney: 34,175.52 total salaries. Gov. Buildings: 19,128.13 total salaries. Dir. Equalization: 41,366.30 total salaries; Sandi Wegter 3,241.62 step increase. Reg. of Deeds: 18,569.06 total salaries. Veterans Service: 9,289.61 total salaries. Sheriff: 79,277.10 total salaries; Kristi Gast 3,711.42 step increase; Kathy Young 3,344.28 step increase; Steve Coyle 744.39 final pay. Co. Jail: 85,658.04 total salaries. Care of the Poor: 4,904.77 total salaries. County Nurse: 4,180.25 total salaries. Co. Park: 550.06 total salaries. Ag. Bldg.: 9,000.00 total salaries. Co. Extension: 8,861.12 total salaries; Becky Goens 3,340.80 step increase. Weed Control: 5,890.85 total salaries. Planning Board: 271.20 total salaries. Road & Bridge: 84,833.70 total salaries. Emergency Management: 10,815.36 total salaries. Crime Victim: 5,938.41 total salaries. W.I.C.: 4,174.80 total salaries. Total: 482,890.16. Breakdown of withholding amounts which are included in the above: S.D. Retirement 43,787.23; S.D. Retirement 335.65 spouse option; S.D. Supplemental Retire. 2,770.00 suppl. retire.; Wellmark 66,202.01 ins.; Lincoln Financial Group 483.54 life ins.; Delta Dental 5,656.72 ins.; Avesis 775.92 ins.; Nationwide Retire. Sol. 244.29 suppl. retire.; AFSCME Council 65 432.00 employee union dues; AFLAC 2,569.31 ins.; Assurity Life Insurance Company 151.41 ins.; U.M.B. Bank 3,062.00 suppl. retire.; AFLAC 344.88 ins.; Watertown United Way 115.85 employee contributions; Office of Child Support 100.00 employee payments; Sioux Valley Credit Union 14,841.00 employee payments; Cod. Co. Treasurer 35,215.00 employee monthly draw; New York Life 32.75 ins.; Teamsters Local Union 120 195.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 35,766.78 federal withholding; ReliaBank Dakota 54,073.82 social security; Breit Law Office 140.00 employee wage deduction; Barbara Curtis 800.00 employee payment; Washington National Ins. 20.20 ins.; employee payment; SDRS Special Pay Plan 3,371.66 vacation payout for Steve Coyle; SDRS Special Pay Plan 45.00 participation fee.

JAIL NEEDS ASSESSMENT CONSULTING AGREEMENT

Motion by Gabel, second by McElhany, to authorize the Chairman to sign a consulting agreement with Bill Garnos, in an amount not to exceed \$9,743.00 for a Jail Needs Assessment; all present voted aye; motion carried.

REVIEW OF 2014 CODINGTON COUNTY ANNUAL REPORT

The Auditor provided the Board with copies of Codington County's 2014 annual report and reviewed same.

EMPLOYEE PROPERTY ASSESSMENT REVIEW

Commissioner Hanten will conduct the annual review of employee property assessments for employees of the Auditor and Director of Equalization office.

TRAVEL REQUESTS

Motion by Gabel, second by Brinkman, to approve the following travel requests; all present voted aye; motion carried: Welfare Director, States Attorney Conference.

PERSONNEL CHANGES

Motion by Hanten, second by McElhany, to approve the following personnel changes; all present voted aye; motion carried: Anniversary step increases – Kristi Gast, Sheriff Records Management step 8/\$21.33 per hour; Kathy Young, Sheriff Criminal/Civil Support Coord., step 9/\$19.22 per hour; Jeffrey Hershman, Lead Building Maint., step 9/\$19.81 per hour; Jennifer Guest, Correctional Officer, step 9/\$20.92 per hour; Calvin Engels, Highway Maint. II, step 9/\$21.14 per hour. Promotion – Kelly Oelrich, Correctional Officer, from part time to full time, step 2/\$17.32 per hour. Seasonal re-hire – Donnie Olsen and John Schwandt, Bldg. Maint., step 2/\$14.71 per hour. New hire – Justin Halajian, Building Maint., step 6/\$16.64 per hour.

CODINGTON COUNTY JUSTICE ADVISORY COMMITTEE

Commissioner Gabel advised the Board the next meeting of the CCJAC will be held on Thursday, April 9th, 2015, at LATI, room 512 at 6:30 p.m. Commissioner Gabel advised the Board he has received a proposal from the National Center for State Courts which would provide technical assistance to the County to review the court space needs of Codington County. This item will be placed on the agenda for April 7th for action to refer the proposal to the CCJAC.

EXECUTIVE SESSION

Motion by Hanten, second by McElhany, to enter into executive session at 10:34 a.m., per the request of Sheriff Wishard to discuss litigation and contract negotiations; all present voted aye; motion carried. The Board returned to regular session at 11:26 a.m., no action was taken.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by McElhany, to adjourn at 11:26 a.m., until 9:00 a.m., Tuesday, April 7th, 2015; 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 \$ _____.