

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

November 28, 2017

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, November 28, 2017, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen, and Brenda Hanten; Chairman, Myron Johnson presiding. The meeting was opened with the pledge of allegiance.

AGENDA

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

MINUTES APPROVED

Motion by Hanten, second by Gabel, to approve the minutes of November 21st, 2017; all voted aye; motion carried.

AGRICULTURAL LAND DETERMINATION

Bruce Hestad met with the Board to discuss the criteria for determining how real property is assigned Agricultural status for property tax calculations. Director of Equalization, Shawna Constant, was also present for this meeting and advised the Board that form PT1292 must be filled out by the property owner to determine if a piece of real property qualifies for Agricultural status for the purposes of calculating real property tax. Mr. Hestad informed the Board he will look at the revised PT1292 (9/2017) and possibly come back to this Board at a later date. Mr. Hestad also discussed the possibility of "Agri-Hoods" in the local area.

TRANSITIONAL HOUSING

Property owners Bruce Hestad and Alan Lawrence informed the Board they have begun the process to build or purchase property for the purpose of transitional housing for persons previously incarcerated. Mr. Lawrence noted this type of housing is lacking in the Watertown area. Further discussion was held regarding addressing this issue through the "Stepping Up" program.

MONTHLY REPORTS

Emergency Management Director, Jim Sutton, updated the Board on the following: The Prairie Lakes Hospital evacuation plan continues and use of the Codington County Extension Center during an emergency may be required. Mr. Sutton may bring an M.O.U. to the Board for action at a future meeting. Search and Rescue assisted in a rescue on Long Lake and assisted law enforcement in locating a suspect in another incident. The POD exercise was successfully held on 10/26; the trailer for the donated generator has been ordered; ICS 400 classes will be held on 12/9 & 12/10; Mr. Sutton will attend the City Department head meeting on 11/29; a HAZMAT class will be presented at LATI on 12/1; also on 12/1 a Pre-Disaster Mitigation Plan meeting will be held at the offices of First District; and the Fire Dept. Advisory Board meeting is scheduled for 12/6. Mr. Sutton presented the Board with an example of identification cards, which the Emergency Management Office can produce, for County staff. **Sheriff, Brad Howell**, submitted the following statistics compiled during the month of October 2017, for the Detention Center and Sheriff's Office: Fees collected in the amount of \$9,352.30 retained by the County; 559 cases/calls for service; responded to 15 traffic accidents; 66 arrest warrants served; 191 sets of civil papers served; 3,443 inmate transport miles; average daily inmate population 73.77 (low of 66 and high of 81); 31 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 54 individuals testing twice daily for PBT'S; 34 individuals reporting twice weekly for UA Drug testing; 230

bookings; \$10,810.00 collected in fees for out of county prisoner contracts; \$4,680.00 collected in work release fees; \$4,380.00 collected in fees for the 24/7 program; \$5,829.00 collected in SCRAM fees, which were remitted to the office of the SD Attorney General. Sheriff Howell advised the Board that during the leave of the Detention Center Cook the County is contracting with HyVee Food Stores for inmate meals. Sheriff Howell also recognized and expressed his appreciation to Watertown Ford, the Driscoll family, and 4 Square Church who delivered noon and evening meals to the inmates in the Detention Center on Thanksgiving Day. Sheriff Howell provided the Board with Deputy Sheriff staffing level numbers in Codington County (10 full time sworn officers) in comparison to neighboring Counties: Brookings County 14 full time sworn officers and Brown County 17 full time sworn officers.

SDSU 4-H YOUTH ADVISOR M.O.U.

Motion by Hanten, second by Waterman, to authorize the Chairman to sign the Memorandum of Agreement between the SDSU Extension and Codington County for partial salary support of the 4-H Youth Advisor position, suitable office space for said Advisor, office administrative support, office supplies, travel expenses, etc., subject to the County's budgetary authority. The County further agrees to furnish office space and provide sufficient funds (office supplies, postage, telephone, and technology charges) for 1 (one) Family Nutrition Program nutrition assistant. The amount the County will pay SDSU is \$19,436.00 for the calendar year 2018. Upon vote of the Board; all voted aye; motion carried.

FIREWALL EQUIPMENT

Motion by VanDusen, second by Gabel, to authorize the purchase of a new firewall and software for County offices; all voted aye; motion carried.

CLAIMS

Motion by Hanten, second by Gabel, to approve for payment November salary claims; all present voted aye; motion carried: Commissioners: 9,891.78 total salaries. Auditor: 19,461.50 total salaries. Co. Treasurer: 28,096.77 total salaries; Janet Bevers 3880.20 step increase. States Attorney: 28,327.44 total salaries; Barb Maxwell 3265.98 step increase. Gov. Buildings: 17,864.95 total salaries; Bryan Bleeker 3170.28 step increase. Dir. Equalization: 38,483.05 total salaries. Reg. of Deeds: 19,407.92 total salaries; Jill Schweitzer 3187.67 step increase. Veterans Service: 9,495.54 total salaries. Sheriff: 79,658.64 total salaries; Brent Solum 3942.84 step increase. Co. Jail: 101,143.33 total salaries Coroner: 1,695.49 total salaries. Care of the Poor: 5,544.41 total salaries; Angela Hyde new hire PT @ \$16.10 per hr. County Nurse: 4,323.37 total salaries. Ag. Bldg.: 8,427.93 total salaries. Co. Extension: 8,752.74 total salaries. Weed Control: 5,582.12 total salaries. Planning Board: 161.17 total salaries. Road & Bridge: 83,396.98 total salaries; Allen Benck 4035.06 step increase; Brad Schwinger 4035.06 step increase; Rick Holinka 3920.22 step increase; Jamie Dolen 3558.30 step increase. Emergency Management: 10,995.99 total salaries. Crime Victim: 6,134.72 total salaries. W.I.C.: 3,771.00 total salaries. Total 490,616.84. Breakdown of withholding amounts which are included in the above: S.D. Retirement 45,804.94; S.D. Retirement 289.39 spouse option; S.D. Supplemental Retire. 2,800.00 suppl. retire.; Sanford 59,696.76 ins.; Reliance Standard Life Insurance 418.09 life ins.; Delta Dental 5,939.52 ins.; Avesis 771.99 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 472.00 employee union dues; AFLAC 3,650.48 ins.; Assurity Life Insurance Company 115.87 ins.; U.M.B. Bank 7,070.00 suppl. retire.; AFLAC 622.93 ins.; Watertown United Way 55.00 employee contributions; Office of Child Support 535.00 employee payments; Sioux Valley Credit Union 23,449.28 employee payments; Cod. Co. Treasurer 28,370.00 employee monthly draw; New York Life 32.75 ins.; Teamsters Local Union 120 270.0 employee union due; Codington County Deputy Sheriff's Association 105.00 employee union dues; ReliaBank Dakota 37,478.95 federal withholding; ReliaBank Dakota 56,211.26 social security; Barbara Curtis 800.00 employee payment; Gentry Finance 346.94 garnishment; Hauge Associates 482.09 garnishment; Washington National Ins. 20.20 ins.; SDRS Special Pay Plan 45.00 employee participation fee; SDRS Special Pay Plan 2,227.23 final pay out for Dave Curtis.

COMMISSIONERS CONTINGENCY TRANSFER

Motion by Hanten, second by VanDusen, to transfer Commissioner's Contingency budget funds, 101-112-429.00, in the amount of \$3,400.00, to the Collection Agency Budget, 101-149-429.02; all voted aye; motion carried.

SNOW BLADE EQUIPMENT

Motion by Waterman, second by Gabel, to authorize the purchase of a snow blade for the Weed Dept. Kubota, for use by various County departments; all voted aye; motion carried.

LAW LIBRARY DIGITAL SUBSCRIPTION AGREEMENT

Motion by Gabel, second by Hanten, to authorize the Chairman to sign a 5-year contract, for a digital subscription renewal, for public access to the Codington County Law Library; all voted aye; motion carried.

LEASE AGREEMENT COMMUNITY HEALTH NURSE OFFICE

Motion by Gabel, second by Hanten, to authorize the Chairman to sign a 3- year lease agreement for office space, located at 104 1st Ave NW, Watertown, for the Community Health Nurse/WIC Offices, beginning April 1, 2018; all voted aye; motion carried.

JUVENILE DETENTION ALTERNATIVE INITIATIVE MOU

Commissioner Gabel provided the Board with a draft of an MOU for the proposed Codington County Juvenile Detention Alternatives Initiative (JDAI) Committee. Commissioner Gabel will continue to modify the draft MOU for action at a future meeting.

PERSONNEL CHANGES

Motion by VanDusen, second by Waterman, to approve the following personnel changes; all voted aye; motion carried: Peggy Raml, Veterans Service Secretary, anniversary step increase, step 11/\$18.77 per hour. Barbara Martenson, Director of Equalization Clerk, anniversary step increase, step 11/\$18.77 per hour.

TRAVEL REQUESTS

Motion by VanDusen, second by Gabel, to approve the following travel request: Welfare Director, NACo Legislative Conference. Discussion was held regarding potential overtime hours associated with this travel request; upon vote of the Board; Gabel, Johnson, and VanDusen voted aye; Hanten voted no; Waterman abstained; motion carried: Motion by Gabel, second by VanDusen, to approve the following travel request: Welfare Director, Welfare Directors Regional meeting; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Hanten, second by VanDusen, to enter into executive session at 10:40 a.m. per SDCL 1-25-2 (4) Preparing for contract negotiations or negotiating with employees or employee representatives; all voted aye; motion carried. The Board returned to regular session at 10:54 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 VanDusen, to adjourn at 10:54 a.m., until 9:00 a.m., Tuesday, December 5th, 2017; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

Codington County, November 28, 2017

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