

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, September 24, 2019

- 1. Pledge of Allegiance**
- 2. Conflict of interest items**
- 3. Call for Public Comment**
- 4. Action to approve the agenda**
- 5. Action to approve the minutes of September 10th, 2019**
- 6. Action to approve a resolution adopting the Codington County Five Year County Highway & Bridge Improvement Plan**
- 7. Opening of Fire Suppression System bids and possible action to award**
- 8. Monthly reports**
 - a. Facilities Manager**
 - b. Highway Superintendent**
 - c. Emergency Management – note sale of sand bags to Lake County**
 - d. Sheriff**
- 9. Note employee’s years of service and memorial recognition**
- 10. Note safety and loss control recognition awards**
- 11. Action to approve a Resolution cancelling unclaimed warrants and checks**
- 12. Memorial Park Campground year-end report**
- 13. Action to approve a security door project for the Welfare Office**
- 14. Public hearing and action to adopt the 2020 Annual Budget and Levy Resolution**
- 15. Discussion/action to add vaping to the County’s no smoking policy (Section 3.5)**
- 16. Action to terminate agreement with Official Payments Corp.**
- 17. Action to enter into an agreement with GovTech Services for real estate tax payment support services**

- 18. Action to approve claims for payment**
- 19. Action to approve automatic budget supplements**
- 20. Action to approve personnel changes**
- 21. Action to approve travel requests**
- 22. Public Notices**
 - a. CCJAC meeting, October 10th, 6:10 p.m., at LATI**
- 23. Old Business**
- 24. New Business**
- 25. Open**
 - a. Public Comments**
 - b. Commission Comments**
- 26. Action to enter into Executive session per SDCL 1-25-2**
 - (1) Discussion of personnel issues**
 - (2) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters**
 - (3) Preparing for contract negotiations with employees or employee's representatives**
- 27. Action to adjourn until 9:00 a.m., Tuesday, October 1st, 2019; at the Codington County Courthouse**

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

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

September 24, 2019

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 24, 2019, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten, Chairman, Myron Johnson, presiding. Chairman Johnson led the pledge of allegiance.

CONFLICT OF INTEREST ITEMS

There was no conflict of interest items to note.

CALLS FOR PUBLIC COMMENT

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

AGENDA APPROVED

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

MINUTES APPROVED

Motion by Hanten, second by Gabel, to approve the minutes of September 10, 2019; all voted aye; motion carried.

HIGHWAY AND BRIDGE FIVE-YEAR IMPROVEMENT PLAN RESOLUTION

Motion by Hanten, second by Waterman to approve Resolution 2019-21 adopting the Codington County Five-Year Highway and Bridge Improvement Plan; and to authorize the Chairman and Auditor to sign the accompanying certification; all voted aye; motion carried.

RESOLUTION 2019-21

A RESOLUTION ADOPTING THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN

WHEREAS, the South Dakota Department of Transportation Local Bridge and Improvement Grant Fund requires that in order to be eligible to apply for Bridge Improvement Grant funds, Counties are required to develop a five-year Highway and Bridge Improvement Plan, hereinafter referred to as Plan; and

WHEREAS, Codington County has utilized the South Dakota Department of Transportation, County Staff, the First District Association of Local Governments, Townships, and the general public in developing the various components of the Plan; and

WHEREAS, the Plan includes maps and lists identifying an inventory of highways and bridges, project needs, and revenue sources; and

WHEREAS, Codington County held a public meeting on September 10, 2019 to solicit input into the Plan, and the citizens who attended expressed an interest in the Plan; and

WHEREAS, the County will be able to use the Plan as a tool to budget for transportation enhancements and better coordinate transportation issues with other entities;

Codington County, September 24, 2019

NOW, THEREFORE, BE IT RESOLVED BY THE CODINGTON COUNTY BOARD OF COUNTY COMMISSIONERS THAT THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN IS HEREBY ADOPTED AND IS RECOGNIZED AS THE HIGHWAY AND BRIDGE IMPROVEMENT PLAN FOR CODINGTON COUNTY.

Dated at Codington, South Dakota this 24th day of September, 2019

Myron Johnson
Chairman Codington County Commission

ATTEST:

Cindy Brugman
Codington County Auditor

FIRE SUPPRESSION SYSTEM BIDS

The following bid was received for the Codington County Courthouse Fire Suppression Project as advertised:

PrairieSons, Inc., Brandon, SD; base bid \$71,130.00; alternate bid \$68,060.00; Bid Bond enclosed. Motion by Gabel, second by Hanten, to postpone a bid award until Tuesday, October 1st, 2019, to allow Fire Marshal, Chip Premus, time to review the bid from PrairieSons, Inc; all voted aye; motion carried.

MONTHLY REPORTS

Deputy Maintenance Supervisor, Jeff Hershman, reported on Codington County building sites in the absence of Facilities Manager, Milo Ford. Memorial Park – high water/flooding continues to cause issues in the campground requiring the closure of various buildings, temporary personnel are running the office and dealing with reservations and payments, maintenance personnel will be present in the Park until the third week of October. Extension Center Complex – no major problems. Detention Center – the remodel of the dorm area is complete and cameras have been replaced. Courthouse – all cameras are functional after the replacement of a circuit board and a new computer for the door locks will be installed this week. Welfare Office – a phone dialer and DVR taken out by lightening have been replaced and were covered under warranty. **Highway Superintendent, Rick Hartley**, reported the following: County road's 8-2 (168th street) and 10-1 (170th street) are underwater from rains the week of September 16th and are being built up at this time, mowing continues, an older truck with a blown engine is being repaired, the wind tower project in the Waverly and South Shore area is going full force with several requests from local residents for additional cautionary signage, and Blattner Energy is maintaining County Roads 7-2, 7-3, & 7-46 in conjunction with the wind energy project. Mr. Hartley was recently elected to the executive board of the South Dakota County Highway Superintendents and will also be attending the Regional Local Road Conference in the near future. The Highway Department will work this Friday to try and build up the County roads that are underwater. Mr. Hartley noted there are currently three County roads closed due to flooding. **Emergency Management Director, Jim Sutton**, reported on the following: State E.M. conference, a 9/26 meeting with FEMA Officials to work on the County's request for assistance from spring flooding, a 9/25 City Dept. Head meeting, and STOP the Bleed Program progress. Mr. Sutton noted that after a review there are no changes or updates needed to the Local Emergency Operations Plan and Chairman Johnson has signed off on the notice of review. Mr. Sutton reported a request came from Lake County for 30,000 sandbags. The sandbags were delivered and invoiced to Lake County but notification has since come from Lake County that the sandbags were not used and will all be sent back to Codington County. Sandbags have been delivered to Sailboat Landing at Lake Kampeska for use by County and City residents. A problem is occurring with hoarding of sandbags and the procedure for distribution of sandbags may change in the near future. The Search and Rescue team assisted with a search for a driver in Day County on 9/18 who was involved in a hit-and-run accident and again assisted

with the search on 9/22. Search and Rescue also on 9/22 responded to a vehicle that drove into the water south of Tinkertown. A POD table top exercise will be held on 10/7. Mr. Sutton will attend a meeting today with government officials dealing with river gauges on the Big Sioux River and some discrepancies with the level of flooding being issued by the National Weather Service. The Volunteer Appreciation dinner will be held on October 15th. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled during the month of August 2019, for the Detention Center and Sheriff's Office: Fees collected in the amount of \$7,437.55 were retained by the County; 585 cases/calls for service; responded to 14 accidents; 93 arrest warrants served; 248 sets of civil papers served; 6,279 inmate transport miles (26 trips); average daily inmate population 71.71 (high of 82 and low of 53); 22 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 68 individuals testing twice daily for PBT'S; 49 individuals reporting twice weekly for UA Drug testing; 2 individuals wearing sweat patches; 253 bookings; \$19,957.81 collected in fees for out of county prisoner contracts; \$11,120.00 collected in work release fees; \$6,643.00 collected in fees for the 24/7 program; and \$3,198.00 collected in SCRAM fees, which were remitted to the office of the SD Attorney General. Sheriff Howell noted he has received complaints from the added traffic with the wind tower project. The Sheriff's office has been patrolling the area. PBCT training along with handcuffing is underway for the Detention Center staff.

EMPLOYEE YEARS OF SERVICE AND MEMORIAL RECOGNITION

The following employees were recently recognized, at the SDACC/SDACO annual conference, for their years of service to Codington County: Lori Deutsch, Highway Dept. Office Coordinator, 25 years of service and Jeff Case, Highway Dept. Maintenance II, 30 years of service. Employees are recognized each year based on 25, 30, 35, 40, 45, & 50+ years of service. The following were also recognized as former employees who have passed in the last year: Curtis Berg, Sheriff; Donald Brownell, Deputy Sheriff; Roger Fox, States Attorney; Sylvan Mack, Highway Dept.; and Margaret "Peg" McNulty, Treasurer.

2019 SAFETY AND LOSS CONTROL RECOGNITION AWARDS

The following awards were recently awarded to the County at the 2019 SDACC/SDACO Convention: The Codington County Highway Dept. and Highway Supt., Rick Hartley, was awarded a Gold Level Safety and Loss Control Recognition Award and the Maintenance Dept. and Facilities Manager, Milo Ford, was also awarded a Gold Level Safety and Loss Control Award. These awards are sponsored by the SDML Workers Compensation Fund and the SDPAA; and are awarded based on steps taken by the Departments to improve work safety and training for their employees and customers. The Board congratulated these departments for their efforts and accomplishments.

RESOLUTION TO CANCEL UNCLAIMED WARRANTS AND CHECKS

Motion by VanDusen, second by Waterman, to approve Resolution 2019-22, cancelling unclaimed checks and warrants; all voted aye; motion carried.

Resolution #2019-22

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.

NUMBER	NAME	AMOUNT
145779	JOHN BEASLEY JR	\$10.84
147357	STEPHANIE DAVIS	\$5.00
147393	HOLLI DOSCH	\$3.35
145261	JOAN S ENDRES	\$47.71
145846	DEAN FENENGA	\$10.84
147524	JOSH FLOREY	\$11.68
145727	JORDAN FOSTER	\$32.52

147536	DENNIS GLINES	\$11.68
147926	SPENCER GRIMES	\$10.84
145881	JULIE HAUGER	\$11.68
145389	ROBERT JASKULKA	\$10.84
146386	JASON KNIGGE	\$10.84
147399	HOWARD NEWELL	\$27.00
147991	DANIEL NGUYEN	\$10.84
147632	SEAN O'NEIL	\$11.68
148887	JODI PETERSON	\$13.36
144367	DAVID RADER	\$34.17
146002	SKIE SCHIERNBECK	\$10.84
146024	BRIAN SHOCK	\$10.84
148212	ERIC WINGERTER	\$10.00
Total Remitted as Unclaimed Property		\$306.55

Approved by the Board of Codington County Commissioners this 24th day of September 2019

Myron Johnson

Chairman, Codington County Commissioners

ATTEST:

Cindy Brugman

Codington County Auditor

WELFARE OFFICE SECURITY DOOR PROJECT

Welfare Director, Sarah Petersen, met with the Board to discuss her request for the purchase and installation of a secured door access for the Welfare office, located in the Watertown City Auditorium. The Welfare Director was accompanied by Rich Ohm, Head Instructor, Fallout Shelter Ministries and Joe Piacentino, Operations Manager, Safe-N-Secure. Sheriff, Brad Howell, was also present for this discussion. Mr. Ohm was present to review the options available for a secure access in the Welfare Office. Mr. Piacentino was present to answer any questions associated with the cost of the project. Ms. Petersen noted the requested door project is a result of more and more people coming into the office in an emotional/heightened state and also activity in the City Auditorium that takes place outside of Welfare Office hours. Ms. Petersen informed the Board that there are available funds in the 2019 budget for this project. Mr. Ohm, who provides security consulting, stated one of the biggest problems with any facility, that serves poverty level or otherwise affected individuals, is controlled access. Mr. Ohm noted the security measures currently in place in the Welfare Office are non-reactive and do not prohibit access. Mr. Piacentino informed the Board that the server currently in place for the Courthouse would tie in with the software for the proposed secured door access for the Welfare Office. Sheriff Howell addressed the Board and noted security measures have been changed and/or improved upon at the Welfare Office but declined to elaborate based on the need to not disclose, in a public meeting, the security measures which are currently in place. Commissioner Gabel suggested this matter should be discussed in executive session, which is now provided for by SDCL 1-25-2, before an informed decision can be made on the project request from the Welfare Director.

2020 PROVISIONAL BUDGET HEARING AND ADOPTION

The Board held a public hearing, as previously advertised, on the 2020 Provisional Budget. Chairman Johnson opened the hearing to the public at this time. No persons were present to offer comments. The Chairman closed the hearing to the public and turned to the Board for further discussion. Motion by

Codington County, September 24, 2019

VanDusen, second by Hanten, to adopt the 2020 Provisional Budget and qualifying resolution 2019-23. Commissioner Gabel suggested adding \$72,000 to the Government Buildings budget for the second phase of the Courthouse Fire Suppression Project and adding \$40,000 to the Commissioners budget for consultation services on justice processes. Discussion was held regarding applying for grant funds for further consultation and data collection. Commissioner Hanten suggested adding \$1,500.00 to the Commissioner's travel budget for the possibility of attending the NACo Legislative Conference. A lengthy discussion was held regarding the possibility of catastrophic flooding in 2020, the potential cost to the County at that time, and the need to control spending. Motion by Gabel, second by VanDusen to add \$72,000 to the Government Buildings budget for the 2nd phase of the Courthouse Fire Suppression System; all voted aye; motion carried. Motion by Hanten, second by Gabel, to add \$1,500 to the Commissioners travel budget line item for possible attendance at the NACo Legislative Conference in 2020; all voted aye; motion carried. Upon vote of Commissioner VanDusen's motion to adopt the 2020 Provisional Budget and qualifying Resolution 2019-23 with the approved amendments; all voted aye; motion carried. The cash applied portion of the Budget will also be adjusted to reflect the approved aforementioned amendments.

RESOLUTION 2019-23
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, 2020 and ending December 31, 2020, and the same is hereby approved and adopted by the Board of County Commissioners of Codington County, South Dakota, this 24th day of September, 2019. 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, 2020 through December 31, 2020.

Board of County Commissioners of Codington County, South Dakota.

Myron Johnson
Chairman

Lee Gabel
Commissioner

Charlie Waterman
Commissioner

Codington County, September 24, 2019

Troy VanDusen
Commissioner

Brenda Hanten
Commissioner

ATTEST:

Cindy Brugman
County Auditor

County tax levies within limited levy: General County Purposes \$8,533,003.00, \$3.114 \$'s/1,000.00, total taxes levied by Codington County. As of September 24th, 2019, these levies are not approved by the S.D. Dept. of Revenue & Regulation.

NO SMOKING/VAPING POLICY

Motion by Gabel, second by Hanten, to adopt Commission Directive 2019-1 as follows: A no smoking or vaping policy is effective in all buildings and vehicles owned, maintained, or leased by Codington County. Upon vote of the Board, all voted aye; motion carried.

OFFICIAL PAYMENTS CORP. AGREEMENT TERMINATION

Motion by Gabel, second by Waterman, to authorize the Chairman to sign a termination letter to ACI Worldwide, Successor to Official Payments Corporation, for online credit card payment services, due to a lack of tax payer response to the service, effective December 31, 2019; per the request and recommendation of Treasurer, Carol Maloney; all voted aye; motion carried.

GOVTECH SERVICES AGREEMENT FOR R.E. TAXES PAYMENT SUPPORT SERVICES

Motion by Gabel, second by VanDusen, to authorize the Treasurer to enter into an agreement with GovTech Services, for the provision of online real estate tax payments service and website availability for payment of real estate tax payments by individual and escrow companies; per the request and recommendation of Treasurer, Carol Maloney; all voted aye; motion carried. All fees attached to this service will be paid by the consumer and not the County.

SEPTEMBER SALARY CLAIMS

Motion by Hanten, second by Gabel, to approve for payment the following salary claims for the month of September, 2019; all voted aye; motion carried: Commissioners: 10,242.62 total salaries. Auditor: 20,921.76 total salaries. Co. Treasurer: 30,330.35 total salaries. States Attorney: 37,999.25 total salaries. Gov. Buildings: 18,256.64 total salaries. Dir. Equalization: 41,480.69 total salaries. Reg. of Deeds: 20,682.80 total salaries. Veterans Service: 10,176.46 total salaries. Sheriff: 91,311.15 total salaries. Co. Jail: 110,897.37 total salaries; Shawna Carter 4108.14 step increase; Lindsey Stricherz 4108.14 step increase; Kyle Lewis 3314.70 step increase; Jeff Hershman 4033.32 step increase. Coroner: 1,695.49 total salaries. Welfare: 6,042.37 total salaries. County Nurse: 4588.45 total salaries. Co. Park: 10,305.89 total salaries. Ag. Bldg.: 8,380.51 total salaries. Co. Extension: 9,646.18 total salaries. Weed Control: 8,732.07 total salaries. Road & Bridge: 90,770.26 total salaries; Lori Deutsch 3772.32 step increase. Emergency Management: 12,264.97 total salaries. Crime Victim: 6,563.68 total salaries. W.I.C.: 4,170.55 total salaries. Total 555,459.51. Breakdown of withholding amounts which are included in the above: S.D. Retirement 49,992.82; S.D. Retirement 161.52 spouse option; S.D. Supplemental Retire. 4,985.00 suppl. retire.; Sanford 68,194.25 ins.; Reliance Standard Life Insurance 455.30 life ins.; Delta Dental 6,448.88 ins.; Avesis 867.93 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 519.20 employee union dues; AFLAC 4,323.13 ins.; John Hancock 4,130.00 suppl. retire.; AFLAC 783.88 ins.; Watertown United Way 65.00 employee contributions; Office of Child Support 535.00 employee

payments; Sioux Valley Credit Union 23,210.00 employee payments; Cod. Co. Treasurer 32,200.00 employee monthly draw; SDRS Supplemental Retirement 4,450.00 Roth retirement; Teamsters Local Union 120 257.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 36,472.97 federal withholding; ReliaBank Dakota 63,636.96 social security; Accounts Management 150.00 employee garnishment; Credit Collections Bureau 155.75 employee garnishment; Barbara Curtis 800.00 employee payment.

CLAIMS APPROVED

Motion by Hanten, second by VanDusen, to approve for payment the following list of claims as presented by the Auditor's Office; all voted aye; motion carried: Matthew Blackwelder 90.00 CDL, Michael Gubka 123.00 CDL, Adam Reeves 123.00 CDL, Trever Schimmel 123.00 CDL, Brent Solum 156.00 CDL, VISA-Reliabank 1297.51 sup/trav, Toby Wishard 156.00 CDL.

OTHER MATTERS

The Board also discussed Commissioner Gabel's recent White House visit; inmate data research opportunities; a resolution to authorize Counties to collect sales tax for infrastructure needs; and the 211 System.

EXECUTIVE SESSION

Motion by Hanten, second by Waterman, to enter into executive session at 11:02 a.m., per SDCL 1-25-2, discussion of personnel issues, contract negotiations, and security measures; all voted aye; motion carried. The Board returned to regular session at 12:10 a.m. Human Resource Director, Terry Satterlee; States Attorney, Rebecca Reeves Morlock; and Welfare Director, Sarah Petersen; were present for executive session.

Commissioner VanDusen was excused at 11:30 a.m.

WELFARE OFFICE SECURITY DOOR PROJECT

Motion by Hanten, second by Johnson, to proceed with the Welfare Office Security Door Project discussed earlier in this meeting. Discussion was held regarding the security improvements that have recently been made. Upon vote of the Board, Gabel, Waterman, Johnson and Hanten voted no; VanDusen was absent; motion failed.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by Waterman, to adjourn at 12:13 p.m., until 9:00 a.m., Tuesday, October 1, 2019; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

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Published once at the total approximate cost of \$ _____