

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Courthouse, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, November 26, 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 November 19, 2019**
- 6. Monthly reports**
  - a. Emergency Management Director**
  - b. Sheriff**
- 7. Action to re-appoint the Veteran's Service Officer for a four-year term**
- 8. Action to approve hiring of a temporary part time Welfare Assistant**
- 9. Action to disburse Juvenile Justice Reinvestment funds to the Watertown Boys and Girls Club**
- 10. Action to approve 2020 wages for non-union employees**
- 11. Action to award a bid for Rip Rap project**
- 12. Discussion/possible action to proceed with implementation of a 211 Program in Codington County**
- 13. Action to supplement budgets with Commissioner's Contingency**
- 14. Action to approve claims for payment**
- 15. Action to approve automatic budget supplements**
- 16. Action to approve personnel changes**
- 17. Action to approve travel requests**
- 18. Public Notices – a possible quorum of Commissioners could be in attendance at:**
  - a. Watertown VA Clinic, open house, December 5<sup>th</sup>, 10:00 a.m. to 12:00 noon**
  - b. "Two Truths and a Lie" Opioid event, December 5<sup>th</sup>, 6:15 p.m. to 8:00 p.m., at the D.D. Miller Auditorium**

c. CAFO Forum, December 6<sup>th</sup>, 10:00 a.m. – 3:00 p.m., Codington County Extension

19. Old Business

20. New Business

21. Open

a. Public Comments

b. Commission Comments

22. Action to enter into Executive session per SDCL 1-25-2

(1) Discussion of personnel issues

(2) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters

(3) Preparing for contract negotiations with employees or employee's representatives

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

23. Action to adjourn until 9:00 a.m., Tuesday, December 3<sup>rd</sup>, 2019; at the Codington County Courthouse

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

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

November 19, 2019

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, November 19, 2019, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chairman, Myron Johnson, presiding. Commissioner Gabel led the pledge of allegiance.

**CONFLICT OF INTEREST ITEMS**

There were no conflict of interest items to note.

**CALLS FOR PUBLIC COMMENT**

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

**AGENDA APPROVED**

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

**MINUTES APPROVED**

Motion by Hanten, second by Gabel, to approve the minutes of November 12, 2019; all voted aye; motion carried.

**2020 LIQUOR LICENSES**

The Board held a public hearing as previously advertised for public comment on the 2020 renewal of Codington County held liquor licenses. No persons from the public appeared to comment. Chairman Johnson turned to the Board for comment. Motion by VanDusen, second by Hanten, to approve the renewal of the following County liquor licenses for the year beginning January 1, 2020; all 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; Robert & Brenda Boettcher d.b.a. Country Road Bard LLC; David Blutorn, d.b.a. The Rooster Bar; and W.J. Schmitt Enterprise, d.b.a. Southfork Lounge.

ON SALE WINE:

Sisseton Wahpeton Sioux Tribe, d.b.a. Dakota Sioux Casino

**MONTHLY REPORTS**

**Deputy Maintenance Supervisor; Jeff Hershman**, reported the Ag. Building remains busy, furnace problems were covered under warranty and have been addressed and Farm Show preparation is underway; problems with security cameras at the Courthouse have been resolved; and the concrete project at the Detention Center has been completed. Memorial Park revenue is up from 2018 by 10% and currently sits at \$156,902.00 with refunds still being processed. Discussion was held regarding inspection of the grounds around the Courthouse to determine if water is seeping into the basement of the building before the RENODRY Project is approved or in place of that project. **Highway Superintendent, Rick Hartley**, reported all roads, on the County road system, are currently above water with one road still closed, work continues to build up the roads that were under water. Gravel is being hauled to the southwest part of the County when possible, the Weed Supervisor is assisting the Highway Department when possible, and motor graders are being prepped for winter weather.

**ABATEMENT APPLICATION**

Motion by Hanten, second by Waterman, to approve an application for an abatement, in the amount of \$499.56, on record #10765, buildings were destroyed by fire on 3/20/18; all voted aye; motion carried.

**PICTOMETRY DATA M.O.U.**

Motion by Hanten, second by VanDusen, to authorize the Chairman to sign a Memorandum of Understanding by and between the City of Watertown and Codington County to memorialize the cost-sharing understanding between the parties related to the City's six-year agreement with Pictometry International Corp. The County will annually contribute to the City's costs. The County's contribution for 2020 is in the amount of \$36,681.00. Upon vote of the Board; all voted aye; motion carried.

**CLAIMS**

Motion by Hanten, second by Gabel, to approve for payment the following claims; all voted aye; motion carried: Sharp Automotive, \$33,125.00, Highway Dept. truck and Visa Reliabank \$1,006.47 sup/trav.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by VanDusen, second by Gabel, to approve the following automatic budget supplements: \$294.03 to the Emergency Management expenditure budget with POD grant funds and \$9,135.00 to the Sheriff expenditure budget and General Fund revenue budget with Homeland Security grant funds; all voted aye; motion carried.

**PERSONNEL CHANGES**

Motion by Gabel, second by Hanten, to approve the following anniversary step increases: Lisa Felch, State's Attorney legal secretary, step 6/\$17.75 per hour, 12/1/2019; and Jamie Monson, State's Attorney criminal/civil records management, step 5/\$21.43 per hour, 11/15/2019; all voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by Hanten, second by Gabel, to approve a travel request for the Auditor and Treasurer to attend the quarterly meeting of the Sioux Valley Commissioners Assoc.; all voted aye; motion carried.

**OTHER MATTERS**

Commissioner Gabel advised the Board that an additional CLERP (Catastrophic Legal Expense Reimbursement Program) assessment will be sent to participating Counties due to larger than normal claims submitted. Commissioner Hanten briefed the Board on activity to initiate a 211 Program in Codington County. Watertown Development Director, Chris Schilken, briefly updated the Board on recent economic developments in uptown Watertown. The Board expressed thanks to Mr. Schilken for his services.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Waterman, to adjourn at 9:50 a.m., until 9:00 a.m., Tuesday, November 26<sup>th</sup>, 2019; all voted aye; motion carried.

ATTEST:

Cindy Brugman  
Codington County Auditor

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

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



South Dakota Department  
of Veterans Affairs  
Soldiers & Sailors Bldg.  
425 E. Capitol Avenue  
Pierre, SD 57501-3100  
Phone 605.773.3269  
Fax 605.773.5380

Sioux Falls Claims Office  
PO Box 5046  
2501 W. 22<sup>nd</sup> Street  
Sioux Falls, SD 57117-5046  
Phone 605.333.6869  
Fax 605.333.5306

<http://vetaffairs.sd.gov>



November 13, 2019

Dear Commissioners,

This letter is written to remind you that the current appointment of your Veterans Service Officer is about to expire.

It is not our intent to direct you in your decision, but rather to inform you that in accordance with South Dakota Codified Law (SDCL) 33A-1-22, re-appointment will need to be for a period of four years, through the first Monday in January, 2023.

Please take action on this matter at your earliest convenience and send a **certified copy of that portion of the official minutes** pertaining to your decision to Audry Ricketts, SDDVA, 425 E. Capitol Avenue, Pierre, SD 57501.

If you have any questions, please feel free to contact Audry at (605-773-8242).

Sincerely,

Aaron Pollard, Deputy Secretary  
South Dakota Department of Veterans Affairs

cc: VSO



STATE OF SOUTH DAKOTA  
OFFICE OF THE GOVERNOR  
KRISTI NOEM | GOVERNOR

October 30, 2019

Lisa Feltch  
Codington County Legal Secretary  
14 1st Ave SE  
Watertown, SD 57201

Dear Ms. Feltch,

Thank you for your county's participation in the Diversion Fiscal Incentive Program through the Juvenile Justice Reinvestment Initiative. Diversion programs are a vital part of our juvenile justice system. They keep our youth in their communities and assist in providing life skills and services to help youth grow while recognizing that their actions were unacceptable and could have resulted in out of home placement and/or treatment.

Through incentivizing counties to utilize diversion opportunities, the Diversion Fiscal Incentive Program was designed to prevent deeper involvement in the juvenile justice system for youth committing lower level offenses. I am pleased to say that the number of successful completers of diversion programs under this incentive program has increased from 970 in Fiscal Year 2016 to 1,614 this past year.

This 66.4% increase shows the commitment from counties to better serve our youth and prevent deeper involvement in the system. Consequently, the number of successful completers once again surpassed the State of South Dakota's ability to pay counties the maximum rate of \$250/successful completer. For Fiscal Year 2019 submissions, counties will be paid \$154.90/ successful completer. This rate resulted in the enclosed payment of \$2,478.40 for Codington County.

This program is the result of strong relationships between state and local governments and community providers. I am grateful for your work in ensuring the youth of South Dakota are provided with opportunities to steer clear of further involvement in our juvenile justice system and I encourage your continued commitment in serving the youth of our state.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristi Noem", written over a horizontal line.

Governor Kristi Noem

Enclosure

To: Codington County Commission

From: Terry Satterlee, HR manager

Subject: 2020 wage package for non-union employees, appointed and elected officials.

Date: 11/18/2019

I recommend a 1.75% cola increase for all non-union employees. I also recommend a 1.75% cola increase for all appointed and elected officials. This increase is the same increase that was negotiated with the county union employees.



**CODINGTON COUNTY  
NOTICE TO BIDDERS**

Notice is hereby given that the Board of Commissioners of Codington County, South Dakota, will receive bids up to 9:00 AM in the morning, on Tuesday, November 26<sup>th</sup>, 2019 at The Codington County Auditor's Office at 14 First Avenue SE, Watertown, South Dakota 57201. All bids will be opened and read aloud in the Commission chambers during the regularly scheduled meeting on the 26<sup>th</sup> of November, 2019 for the following:

DELIVERED AND PUT IN PLACE CLASS B FRACTURED RIP RAP to a location 2 miles south of SD Hwy 20 on 448<sup>th</sup> Avenue then west 2 miles on 168<sup>th</sup> St County road 8-2. Details, specifications and bid documents may be obtained at the address listed below. 12,000 Approximate tons.

DELIVERED AND PUT IN PLACE CLASS B FRACTURED RIP RAP to a location 2 miles south of SD Hwy 20 on 437<sup>th</sup> Avenue then east 160<sup>th</sup> St 1 and half miles County road 4-1. 1,300 Approximate tons.

DELIVERED AND PUT IN PLACE CLASS B FRACTURED RIP RAP to a location 6 miles north of SD Hwy 212 on 437<sup>th</sup> Avenue then east half mile on 167<sup>th</sup> St County road 8-1. 1,200 Approximate tons.

The Office of The Superintendent of Highways  
1201 Tenth Street NW  
Watertown, South Dakota 57201

GENERAL NOTES: All materials shall meet the *Standard Specifications for Roads and Bridges* of the SDDOT. Certification shall be provided on all bid items stating that they meet specifications when Codington County Highway Department requests such certificates.

ALL BIDS shall be accompanied by a certified check or cashiers check for 5% of the amount bid, based on the estimated quantities stated in the specifications, drawn on a solvent bank domiciled within the state of South Dakota, or in lieu thereof, a bid bond for 10% of the amount of the bid. The Board reserves the right to reject any or all bids and to waive any defects therein, and to buy in the best interest of the County. Bids shall be submitted on Codington County bid forms, in a sealed envelope labeled as to the contents and delivered to The Codington County Auditor's Office prior to the time of the bid opening.

Dated this 5<sup>th</sup> day of November, 2019

Myron Johnson  
Chairman, Board of Commissioners

ATTEST:

Cindy Brugman  
Codington County Auditor

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Published twice at a total approximate cost of \$ \_\_\_\_\_

**Project: Rip Rap  
8-2, 8-1, 4-1**

**RIP RAP, FABRIC, INSTALLATION SPECIFICATIONS**

The successful bidder shall furnish all equipment, labor, appliances, and where specified, materials. The construction work will be primarily shaping of the shoulders to achieve a slope of 3:1, Installation of drainage fabric, installation of rip rap.

- BID A**        Haul Approximately 12,000 tons of Class B Fractured Rip Rap for County Road 8-2.  
Install Approximately 12,000 tons of Class B Fractured Rip Rap and type B Drainage fabric approximately 5,000 linear feet.  
Install two runs of 30-inch diameter corrugated metal culverts 60 feet each run.
- BID B**        Haul Approximately 1,300 tons of Class B Fractured Rip Rap for County Road 8-1.  
Install Approximately 1,300 tons of Class B Fractured Rip Rap and type B Fabric on the north side of road approximately 1,300 linear feet.
- BID C**        Haul Approximately 1,300 tons of Class B Fractured Rip Rap for County Road 4-1.  
Install Approximately 1,300 tons of Class B Fractured Rip Rap and type B Fabric on the north side of road approximately 1,300 linear feet.

**CORRUGATED METAL CULVERT:** Two runs of 30" diameter, 14-gauge, corrugated metal culvert shall be furnished by Codington County, and shall be installed at a flowline depth of approximately 5' below top of existing grade at locations specified by The County Highway Superintendent. Centerlines of runs of culvert shall be a minimum of 200' apart. Approximately 60 feet.

**RIP RAP:** Shall be Class B as specified in The South Dakota Department of Transportation's "Standard Specifications for Roads and Bridges", 1998 edition, section 830.1, and shall be placed in a band two feet deep and twelve feet wide on both in slopes, centered on filtration fabric. Center of twelve-foot band shall be at existing water level. Approximate quantity estimated at 15,000 tons. Final payments shall be based on measurements at completion, or scale tickets.

**FILTRATION FABRIC:** Shall be Drainage and Filtration Fabric as specified in table 831.1 of The South Dakota Department of Transportation's "Standard Specifications for

**Roads and Bridges, 1998 edition. Fabric shall be fifteen feet in width, and shall overlap five feet at roll ends. Approximate quantity estimated at 7,600 linear feet. Final payments shall be based on measurements at completion. Filtration fabric bids shall be submitted in per square yard units.**

**Each bid must be accompanied by a bid bond payable to Codington County equivalent to ten percent (10%) of the total amount bid. The bid bond of the successful bidder shall be retained until the performance bond has been executed and approved. A certified check, cashier's check, or bank draft in the amount of five percent (5%) of total amount bid may be used in lieu of a bid bond.**

**A payment and performance bond in the amount of the bid shall be provided by the bidder within 15 days after notification of acceptance of bid.**

**A certificate of insurance shall be provided prior to the commencement of work.**

**By virtue of statutory authority, preference will be given to materials produced or supplies that are found, produced, or manufactured within the State of South Dakota.**

**Completion date shall be December 31 2019.**



CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Veterans

Name of traveling employee Ac Janzen

Employee title VSC Employee status exempt  nonexempt

Purpose of travel Mid Conference training

Method of transportation Pov

Destination Brookings SD

Departure date and time 12-10-19 9AM Destination arrival date and time 12-10-19 9:50 AM

Return departure date and time 12-10-19 3PM Return arrival date and time 12-10-19 3:50 PM

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) 90 miles x .58 = \$ 52.20

Lodging expense 0

Meals \$11.00 Registration 0

Other costs \_\_\_\_\_

Overtime costs involved in the requested travel 0

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs?

Yes  No  If no, why \_\_\_\_\_

Is this travel a budgeted item? Yes  No

County Commission

Travel request approved: yes  no  Comments \_\_\_\_\_

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_

**FILED**

NOV 15 2019

CODINGTON COUNTY AUDITOR