

**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., Friday, December 27, 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 December 17, 2019**
- 6. Public Hearing and action to approve a malt beverage license application for Gordon Kliegel, d.b.a. Rauville Station**
- 7. Monthly reports**
  - a. Emergency Management**
  - b. Sheriff**
- 8. Closing audit conference with SD Dept. of Legislative Audit**
- 9. Action to approve a copier/fax/scanner purchase for the Auditor's office as budgeted in 2020**
- 10. Action to approve an agreement for 2020 zoning services with First Dist. Assoc. Local Govt.**
- 11. Action to renew contract with LSS for BHDP (Behavioral Health Deflection Program)**
- 12. Action to accept resignation of Facilities Manager and action to advertise the position**
- 13. Action to approve Commissioners Contingency transfers**
- 14. Note Watertown Elks Lodge #838 intent to hold various raffles**
- 15. Action to approve 211 Program MOU and authorize Chairman to sign application**
- 16. Discussion/possible action to approve a revised Memorial Park Campground Managers contract**
- 17. Discussion/possible action to renew Capitol Outlay Resolution**
- 18. Action to designate future building funds**
- 19. Action to approve claims for payment**
- 20. Action to approve automatic budget supplements – haul road agreement reimbursement**

21. Action to approve personnel changes
22. Action to approve travel requests
23. Public Notices – a possible quorum of Commissioners could be in attendance at:
24. Old Business
25. New Business
26. Open
  - a. Public Comments
  - b. Commission Comments
27. 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)
28. Action to adjourn until 9:00 a.m., Tuesday, January 7<sup>th</sup>, 2020; 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**

December 27, 2019

The Codington County Commissioners met in regular session at 9:00 a.m., Friday, December 27, 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. Auditor, Cindy Brugman, 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 Gabel, to approve the agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Hanten, second by VanDusen, to approve the minutes of December 17, 2019; all voted aye; motion carried.

**MALT BEVERAGE LICENSE APPLICATION PUBLIC HEARING**

The Board held a public hearing, as previously advertised, on an application for a Malt Beverage License application, submitted by Gordon Kliegel, d.b.a. Rauville. Chairman Johnson asked for comments from the public present for this meeting, none were forthcoming. Chairman Johnson closed the meeting to the public and turned to the Board for comment and action. Motion by Hanten, second by Waterman, to approve the license application submitted by Mr. Kliegel; all voted aye; motion carried. The application will go to the SD Dept. of Revenue for further review and final approval.

**MONTHLY REPORTS**

**Emergency Management Director, Jim Sutton**, updated the Board on Disaster Declaration DR4469 for the September 9 through September 26 rain event. Mr. Sutton noted Codington does have enough in damages to be included in this disaster declaration, with FEMA site visits to follow. Mr. Sutton continues to meet with local officials to make plans for the possibility of spring flooding; Public Information Officer Classes will be held on January 28 & 29, 2020; a HAZMAT Class held on December 13 was well attended; and Jamie Torstenson will be start training in the Emergency Office on January 1, 2020 and will assume the position of Codington County Emergency Management Director on February 1, 2020.

**CLOSING AUDIT COMMENTS**

Russell Olson, Local Government Audit Manager, SD Department of Legislative Audit, met with the Board to give closing audit comments from the County's recently completed audit for the years 2017 & 2018. Mr. Olson noted there are no written findings for this audit period and the Dept. of Legislative Audit will be issuing an unmodified opinion on the County's financial statements. Mr. Olson thanked the County for responding to an internal control comment from the 2015-2016 audit. Motion by VanDusen, second by Gabel, to authorize Chairman Johnson to sign the County's letter of representation for the 2017 & 2018 audit period; all voted aye; motion carried.

**AUDITOR COPIER EQUIPMENT**

Motion by Hanten, second by Gabel, to approve the purchase of a Toshiba e-Studio 3015AC in the amount of \$7,307.00, from Office Peeps, for the Auditor’s Office, as budgeted in 2020; all voted aye; motion carried.

**ZONING SERVICES CONTRACT**

Zoning Officer, Luke Muller, presented to the Board and reviewed, a letter of agreement, for zoning services in 2019, in an amount not to exceed \$29,450.00, between Codington County and the First District Association of Local Governments. Motion by Hanten second by Gabel, 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, 2020 through December 31, 2020; all voted aye; motion carried.

**BEHAVIORAL HEALTH DEFLECTION SERVICES CONTRACT EXTENSION**

Welfare Director, Sarah Petersen, presented to the Board a contract extension agreement, between Codington County and Lutheran Social Services of South Dakota, for the purpose of acquiring deflection services for persons with behavioral health issues. The Welfare Director requested the Board’s consideration to approve the contract extension for a one-year period at a cost not to exceed \$29,867.00, with invoicing only for time actually worked in the program and mileage at .0535 per mile. The Welfare Director noted contract changes would allow some of the referrals to come through the Welfare Office. Ms. Petersen provided the Board with 2017-2019 data from the program. Mary Beth Stinson addressed the Board and spoke in favor of the program and also provided personnel testimony regarding the program. Assistant Watertown Police Chief, Tim Toomey, addressed the Board and applauded the effort of the BHDP (Behavioral Health Deflection Program). Assistant Chief Toomey stated that he, along with his Chief, are of the consensus that the Watertown Police Department is failing to see the efficacy of the 2-year old program and the problem of complication/duplication of services. Sheriff, Brad Howell, who could not be present for this meeting sent a written statement indicating, that in his opinion, the Deflection program is redundant to CIT already in place and used by officers and that the funds would be better spent on a case manager or 211 program. A lengthy discussion ensued regarding the pros and cons of the BHDP or implementation of a 211 Program. The Welfare Director asked the Board to consider a three-month extension to the BHDP contract agreement to allow the Welfare Office to take up some of the services of the current program. Discussion was held regarding wording within the contract that would allow either party to terminate the agreement, with no reason, upon 30-days notice. Motion by Waterman to extend the BHDP agreement as presented. Commissioner Waterman’s motion failed for lack of a second.

**FACILITIES MANAGER RESIGNATION**

Motion by Hanten, second by VanDusen, to accept the resignation of Facilities Manager, Milo Ford, effective January 31, 2020; all voted aye; motion carried. The Board expressed thanks to Mr. Ford for his 29+ years of dedicated service.

**FACILITIES MANAGER POSITION**

Motion by Hanten, second by VanDusen, to advertise the position of Facilities Manager; all voted aye; motion carried.

**COMMISSIONERS CONTINGENCY TRANSFERS**

Motion by Hanten, second by Gabel, to transfer \$8,945.36 from Commissioners Contingency to the following budgets:

Court Appointed Attorney	\$6,482.10
Mentally Ill	\$2,032.19

W.I.C. § 431.07  
Upon vote of the Board; all voted aye; motion carried.

**ELKS RAFFLE**

The Board noted correspondence from the Watertown Elks Lodge #838 and their intent to hold various raffles throughout 2020.

**CAPITAL OUTLAY RESOLUTION**

The Board discussed resolution 2012-30 which expires in December 2019. Commissioner Gabel suggested changes to the wording of the current resolution to reflect the need to provide for sufficient secure space for the housing of inmates. Commissioner Waterman suggested also stating other needs of the County in the resolution. The Board adopted the following resolution.

RESOLUTION 2019-28

WHEREAS, Codington County wishes to accumulate funds for the purpose of making future capital expenditures per SDCL 7-21-51; and

WHEREAS, the needs of Codington County have changed since the adoption of Resolution 2012-30;

NOW THEREFORE BE IT RESOLVED, that funds be accumulated for the sole purpose of providing for sufficient secure space for the housing of inmates;

BE IT FURTHER RESOLVED, that the sum of \$500,000.00 is accumulated, per SDCL 7-21-51, to provide for sufficient secure space for the housing of inmates;

The above and foregoing resolution was moved for adoption by Commissioner Gabel, second by Commissioner Hanten; Gabel, Johnson, VanDusen and Hanten voted aye; Waterman voted no; motion carried.

Dated this 27<sup>th</sup> day of December, 2019

Myron Johnson  
Chairman Codington County Board of Commissioners

ATTEST:

Cindy Brugman  
Codington County Auditor

**FUTURE BUILDING FUNDS DESIGNATED**

Motion by Gabel, second by Hanten, to assign General Fund unassigned/undesignated cash, in the amount of \$7,691,057.62, for future building projects; all voted aye; motion carried.

**PAYROLL CLAIMS**

Motion by Gabel, second by Hanten, to approve the following December payroll claims; all voted aye; motion carried: Commissioners: 10,242.57 total salaries. Auditor: 22,056.20 total salaries Debbie Melville 3,495.66 step increase; Alissa Harte 3,252.06 step increase. Co. Treasurer: 32,556.15 total salaries. States Attorney: 37,034.17 total salaries; Lisa Felch 3,088.50 step increase. Gov. Buildings: 20,646.69 total salaries. Dir. Equalization: 43,702.14 total salaries; Heidi Selchert 3,908.04 step increase; Melissa Sears 3852.26 step increase; Allison Forbush step increase. Reg. of Deeds: 22,652.48 total

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salaries. Veterans Service: 11,800.62 total salaries. Sheriff: 94,774.00 total salaries. Co. Jail: 116,763.06 total salaries. Welfare: 5,569.97 total salaries. County Nurse: 4,879.25 total salaries. Co. Park: 1,453.45 total salaries. Ag. Bldg.: 10,885.89 total salaries. Co. Extension: 10,055.24 total salaries. Weed Control: 5,571.42 total salaries. Planning Board: 150.15 total salaries. Road & Bridge: 102,422.95 total salaries. Emergency Management: 12,719.76 total salaries Cheri Howell 3,187.68 step increase. Crime Victim: 7,680.18 total salaries. W.I.C.: 4,264.16 total salaries. Total 577,880.50. Breakdown of withholding amounts which are included in the above: S.D. Retirement 53,031.62; S.D. Retirement 189.96 spouse option; S.D. Supplemental Retire. 4,710.00 suppl. retire.; Sanford 78,284.20 ins.; Reliance Standard Life Insurance 450.42 life ins.; Delta Dental 6,440.40 ins.; Avesis 930.30 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 519.20 employee union dues; AFLAC 4,270.48 ins.; John Hancock 4,145.00 suppl. retire.; AFLAC 719.44 ins.; Watertown United Way 65.00 employee contributions; Office of Child Support 535.00 employee payments; Sioux Valley Credit Union 24,467.07 employee payments; Cod. Co. Treasurer 32,200.00 employee monthly draw; SDRS Supplemental Retirement 4,550.00 Roth retirement; Teamsters Local Union 120 258.00 employee union dues; Codington County Deputy Sheriff's Association 135.00 employee union dues; ReliaBank Dakota 39,278.19 federal withholding; ReliaBank Dakota 65,211.04 social security; Accounts Management 150.00 employee garnishment; Barbara Curtis 800.00 employee payment.

### **CLAIMS**

Motion by Hanten, second by VanDusen, to approve for payment the following claims; all voted aye; motion carried: CLAIMS ASSOCIATES 1635.70 SVC; CLARK ENGINEERING 3105.70 REP; CLAUSEN & SONS CONSTRUCTION 385178.15 REP; CONNECTING POINT COMPUTER CENTER 4909.00 SUP; CREDIT COLLECTIONS BUREAU 1749.05 SVC; MARCY ROSSOW 890.25 REFUND; STATE OF SOUTH DAKOTA 22880.00 AUDIT; SD STATE TREASURER 616.92 REFUND; VISA 739.39 SUP; WATERTOWN CITY FINANCE 23388.97 COLL 911; WATERTOWN PUBLIC OPINION 882.76 PUB.

### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Waterman, to approve an automatic budget supplement to the Highway expenditure budget in the amount of \$3,077.30 with a reimbursement for haul road contract costs; all voted aye; motion carried.

### **TRAVEL REQUESTS**

Motion by Hanten, second by Gabel, to approve the following travel requests; all voted aye; motion carried: Weed & Pest Supervisor, Bird and Rodent Commercial Recertification; and Highway Supt., N.A.C.E. Conference.

### **EXECUTIVE SESSION**

Motion by Hanten, second by VanDusen, to enter into executive session at 11:21 a.m., per SDCL 1-25-2, to discuss a personnel issue; all voted aye; motion carried. The Board returned to regular session at 11:37 a.m. No action was taken after executive session.

### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Waterman, to adjourn at 11:37 a.m., until 9:00 a.m., Tuesday, January 7<sup>th</sup>, 2020; all voted aye; motion carried.

ATTEST:

Cindy Brugman  
Codington County Auditor

Codington County, December 27, 2019

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