

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, January 28, 2020

- 1. Pledge of Allegiance**
- 2. Call for Public Comment**
- 3. Conflict of interest items**
- 4. Action to approve the agenda**
- 5. Action to approve the minutes of January 21, 2020**
- 6. Action to approve Resolution 2020-3**
- 7. Monthly reports**
 - a. Sheriff**
- 8. Action to replace cell check system in the Detention Center as budgeted in 2020**
- 9. Action to authorize the ordering of patrol vehicles as budgeted in 2020**
- 10. Discussion/possible action to approve compensation for Planning Board appointees**
- 11. Action to declare GEN01584, Toshiba copier surplus**
- 12. Action to advertise the position of Memorial Park Campground Manager**
- 13. Action to adopt Animals in the Workplace Policy for County buildings**
- 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. Legislative Cracker Barrel, January 25th, Watertown Elks Lodge, 5:30 pm**
 - b. Pipeline Safety training, February 3rd, Watertown Elks Lodge**
 - c. Watertown Day at the Legislature, February 5th, Pierre**
 - d. Watertown Winter Farm Show, February 11th through the 15th**
 - e. Legislative Cracker Barrel, February 15th, Extension Center Complex**
 - f. Annual local Weed meeting, February 26th, 6:30 pm, Extension Center Complex**
 - g. Legislative Cracker Barrel, February 29th, Extension Center Complex**
- 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, February 4th, 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 1st Ave SE

January 28, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 28, 2020, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair Brenda Hanten, presiding. Commissioner Johnson led the pledge of allegiance.

CONFLICT OF INTEREST ITEMS

There were no conflict of interest items to note.

CALLS FOR PUBLIC COMMENT

Chair Hanten called for public comments for the Open, none were forthcoming.

AGENDA APPROVED

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

MINUTES APPROVED

Motion by VanDusen, second by Gabel, to approve the minutes of January 21, 2020; all voted aye; motion carried.

MONTHLY REPORTS

Sheriff, Brad Howell, provided the Board with the following statistics, compiled during the months of November and December 2019, for the Detention Center and Sheriff's Office: November - Fees collected in the amount of \$4,761.00 were retained by the County; 667 cases/calls for service; responded to 49 accidents; 68 arrest warrants served; 187 sets of civil papers served; 3,686 inmate transport miles; average daily inmate population 66.83 (high of 76 and low of 58); 30 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 51 individuals testing twice daily for PBT'S; 39 individuals reporting twice weekly for UA Drug testing; 2 individuals using sweat patches; 206 bookings; \$22,362.59 collected in fees for out of county prisoner contracts; \$12,180.00 collected in work release fees; \$4,692.00 collected in fees for the 24/7 program; and \$4,310.00 collected in SCRAM fees, which were remitted to the office of the SD Attorney General. December - Fees collected in the amount of \$8,578.50 were retained by the County; 588 cases/calls for service; responded to 15 accidents; 94 arrest warrants served; 183 sets of civil papers served; 4,277 inmate transport miles; average daily inmate population 59.26 (high of 69 and low of 51); 39 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 55 individuals testing twice daily for PBT'S; 26 individuals reporting twice weekly for UA Drug testing; 3 individuals using sweat patches; 210 bookings; \$15,527.34 collected in fees for out of county prisoner contracts; \$7,860.00 collected in work release fees; \$6,740.00 collected in fees for the 24/7 program; and \$4,702.00 collected in SCRAM fees, which were remitted to the office of the SD Attorney General. Sheriff Howell noted that since the implementation of the ground floor security check point in May 2019 through December 2019 the following statistics have been compiled for 144 days: 54,667 people went through the metal detector; 8,190 bags and packages scanned; 1,134 knives/blades were turned away; 30 mace canisters turned away; and 137 other weapons were turned away, including 3 guns and several tasers. An average of 379.6 people passed through the checkpoint daily. Sheriff Howell presented yearly data for 2019 including an average daily inmate population of 65.37; 2,850 bookings; and \$78,797.00 collected in 24/7 fees. Sheriff Howell reviewed additional annual statistics including \$696,671.90 collected in other monies and fees during 2019.

Codington County, January 28, 2020

DETENTION CENTER CELL CHECK SYSTEM

Sheriff, Brad Howell, and Chief Correctional Officer, Matt Blackwelder, met with the Board to request authorization and funding authority to proceed with a budgeted project to replace the cell check system in the Detention Center. Chief Correctional Officer, Blackwell, provided the Board with a proposal for this project, from Integrated Technology & Security (ITS), Hartford, SD, at a total cost of \$18,495.00. Sheriff Howell noted the system now in place is 10 years old and the company who installed the system is no longer in business. Upgrades to the current system are not feasible. Motion by Gabel, second by Waterman, to approve the proposal from ITS in the amount of \$18,495.00 as budgeted; all voted aye; motion carried. Sheriff Howell noted the new system will function to control the door locks system in the future.

SHERIFF PATROL VEHICLES

Sheriff Howell will begin the process of securing quotes for patrol vehicles, as budgeted in 2020. Sheriff Howell will secure quotes from local vendors before comparing prices with the current State bid list for similar vehicles and then report back to the Board with his findings.

RESOLUTIONS HONORING JIM SUTTON

Sheriff, Brad Howell, presented a resolution, honoring retiring Codington County Emergency Management Director, Jim Sutton, from the Regional Emergency Management Directors, for Jim's 15-year recognition of membership with the South Dakota Emergency Managers Association. Sheriff Howell also presented Mr. Sutton with a resolution from the office of the South Dakota Governor expressing thanks for Jim's years of service to the State of South Dakota and Codington County and within said resolution; Governor, Kristi Noem, does proclaim, Friday, January 31st, 2020, as "James Sutton Day" throughout the State of South Dakota. Motion by Gabel, second by VanDusen, to approve Resolution 2020-3 "Jim Sutton Day"; all voted aye; motion carried.

RESOLUTION 2020-3**"JIM SUTTON DAY"**

WHEREAS, in 1972 Jim Sutton enlisted to serve in the U.S. Airforce and Jim's AFSC was Security Policeman with duty stations in Duluth, Minnesota; Kunsan Korea; and Cocoa Beach, Florida. Jim completed 3 years of active duty service.

WHEREAS, Jim Sutton proudly served in the Army National Guard from 1979-1984. and was a member of the 730th Medical Company out of Winner, South Dakota. Jim's MOS was Combat Medic, 91 Bravo. Jim regretfully left the National Guard Unit in 1984, due to the demands of the Highway Patrol....and to this day says "I wish I would have stayed in the Guards."

WHEREAS, in 1977 Jim began his career in public service as a Trooper with the South Dakota Highway Patrol. From 1977 to 1982 Jim's first duty station was in Winner, followed by duty stations in Hot Springs from 1982 to 1984 and Platte from 1984 to 1989; In 1989 Jim was promoted to Sgt. and transferred to Watertown where he supervised the squad of troopers in the Watertown District until 2003.

WHEREAS, for over a decade, in addition to his trooper duties, Jim was honored to be one of the chosen members of the Highway Patrol's Special Operations Squad also known as Alpha Team. This team worked closely with the Governor and responded to emergency/crisis situations across the state. During his years as sergeant Jim also took much pride in the opportunity to be cadre sergeant for new recruits of the patrol. This involved training, supervising, and working closely with new highway patrol recruits. Jim retired from the South Dakota Highway Patrol in July 2003 and in August 2003 Jim began his public service as Codington County Director of Emergency Management.

WHEREAS, from 2005 to the Present time, Jim has been a member of the State IMAT Team (Incident Management Assistance Team) and during Jim’s time on this team he has been activated to respond to many emergency situations throughout the state including flooding at Dakota Dunes, an ice storm in Sioux Falls, and fires in the Black Hills.

WHEREAS, the position of Director of Emergency Management has provided Jim the opportunity to work together with numerous entities. Including setting up command posts for emergency situations, weather spotting, dealing with flooding in the county, storm damage in the county, hazardous chemical spills , drought disaster management, and pandemic flu preparedness, to name a few. It has been Jim’s PRIVILEGE to work closely with amazing groups of volunteers and public service employees throughout our community, county, and state. Overseeing the Codington County Search and Rescue Team has been a tremendous reward! Jim has been extremely grateful for the support he has received and friendships he has made throughout the years!!!

THEREFORE, BE IT RESOLVED, by the board of County Commissioners for Codington County, and on behalf of all the citizens of the Codington County, that Jim Sutton be recognized for exemplary service in the line of duty, and that he be rightfully recognized for his dedication to the public he served.

BE IT FURTHER RESOLVED, that January 28, 2020, be designated as “**JIM SUTTON DAY**” in Codington County, and that a record of this act be spread upon the official minutes of the board of Codington County Commissioners.

The above and foregoing resolution was adopted this 28th day of January, 2020, at Watertown, Codington County, South Dakota.

Brenda Hanten _____, Chair
District V

D. Lee Gabel _____, Commissioner
District I

Charlie Waterman _____, Commissioner
District II

Myron Johnson _____, Commissioner
District III

Troy VanDusen _____, Commissioner
District IV

ATTEST:

Cindy Brugman _____, Auditor

PLANNING BOARD MEMBERS COMPENSATION

Motion by Johnson, second by Gabel, to compensate appointed members of the Codington County Planning and Zoning Board, at a rate of \$75.00 per meeting. Discussion was held regarding the level of commitment to sit on this Board and the average length of monthly meetings. Upon vote of the Board; all voted aye; motion carried.

SURPLUS COPIER/FAX/SCANNER

Motion by Johnson, second by Gabel, to declare GEN01584, a Toshiba multi-function copier, s/n SCNC327530, purchased by the Auditor's Office in 2013; surplus to be destroyed; all voted aye; motion carried.

MEMORIAL PARK CAMPGROUND

Motion by Waterman, second by VanDusen, to advertise the position of "Memorial Park Campground Manager". Motion by Gabel, second by VanDusen, to amend Commissioner Waterman's motion with "Memorial Park Campground Management Services"; all voted aye to the amendment; motion carried. Upon vote of Commissioner Waterman's motion to advertise; all voted aye; motion carried.

ANIMALS IN CODINGTON COUNTY OWNED BUILDINGS & VEHICLES POLICY

Motion by Gabel, second by Johnson, to adopt a policy to prohibit animals in Codington County owned buildings and vehicles, with exceptions as noted within said policy. Discussion was held regarding the use of the Codington County Extension Center Complex as a shelter and person's who may expect to be allowed to bring their pets into the facility during an emergency/disaster. The policy will include language to address these concerns. Upon vote of the Board; all voted aye; motion carried.

CLAIMS APPROVED

Motion by Gabel, second by Waterman, to approve claims totaling \$454.14, to VISA Reliabank, for supplies/travel; motion carried.

JANUARY SALARY CLAIMS

Motion by Johnson, second by Gabel, to approve the following salary claims for the month of January; all voted aye; motion carried: Commissioners: 10,456.75 total salaries; Brenda Hanten 1987.45; Myron Johnson 1887.45; Donald Gabel 1887.45; Harlan Waterman 1887.45; Troy VanDusen 1887.45. Auditor: 21,087.89 total salaries; Cindy Brugman 5717.64; Jodi Pearson 3855.84; Debbie Melville 3556.56; Alissa Harte 3309.48. Co. Treasurer: 31,284.27 total salaries; Carol Maloney 5427.06; Janet Bevers 4212.54; Betty Overlie 3556.56; Lindee Waba 3667.92; Sandy Theye 3292.08; Ashley Lindner 3142.44. States Attorney: 33,140.67 total salaries; Ruth Swenson part time @ 19.19 hr.; Becky Morlock Reeves 8936.64; Jamie Monson 3793.20; Rebecca Reiter 5811.60; Lisa Felch 3142.44; Katie Moes 2289.84. Gov. Buildings: 22,717.30 total salaries; Milo Ford 5976.90; Cindy Dargatz part time @ 18.09 hr.; Bryan Bleeker 3439.98; Larry Merchant 2951.04. Dir. Equalization: 43,194.02 total salaries; Shawna Constant 5597.58; Diane Merchant 3855.84; Michelle Pederson 4398.72; Heidi Selchert 3975.90; Barb Martenson 3539.16; Melissa Sears 3920.22; Allison Forbush 3937.62; Sarah Tesch 3142.44. Reg. of Deeds: 22,140.99 total salaries; Ann Rasmussen 5427.06; Mary Fransen 4212.54; Jill Schweitzer 3513.06; Jacki Manning 3556.56. Veterans Service: 10,877.88 salaries; Al Janzen 4473.54; Peggy Raml 3539.16. Sheriff: 108,099.10 total salaries; Adam Reeves 4440.48; Brad Howell 6504.12; Kristi Gast 4273.44; Kathy Young 3843.66; Lonnie Greenfield part time @ 21.55 hr.; Janelle Nygaard 3796.68; Keith Olson part time @ 23.01 hr.; Rusty Mathews 4868.52; Dave Curtis 3572.22; Jerrod Olson 4797.18; Mike Gubka 5113.86 ; Trever Schimmel 4588.38;Bradley Howell part time @ 21.55 hr.; Brent Solum 4440.48; Toby Wishard part time @ 23.01 hr.; Steven Lowry 4294.32; Tyler Varns 4021.14; James Bakke part time @ 21.55 hr.; Michael Morgan 4135.98; Boyd Peterson part time @ 21.55 hr., Shane Yost part time @ 22.27 hr.; . Co. Jail: 124,049.17 total salaries; Marie Suman part time @ 22.26 hr.; Tasha Vohlken part time @ 18.12; Jessica Johnson part time @ 19.28; Ryan Elliott part time @ 18.12; Lori Mills part time @ 23.63; Shawn Nills 3372.12; Jacey Moe part time @ 18.12; Cindy Olson part time @ 21.92 hr.; Leah Ruby 3252.06; Marcy Rossow 3351.24; Renee Howell part time @ 18.12 hr.; Julie Gallisath 3480.00; Laurie Smith part time @ 19.90 hr.; Shawna Carter 4179.48; Lindsey Stricherz 4179.48; Kayla Schomaker 3711.42; Charles Rossow part time @ 17.84 hr.; Janelle Wishard part time @ 18.12; Janelle Olson part time @ 18.12 hr.; Judy Greenfield part time @ 18.12 hr.; Jennifer Matejek 4162.08; Amalia Barrientos 3480.00; Matt Blackwelder 4936.38; Kyle Lewis 3372.12; Erin Lenzner 3700.98; Wes Jennings 3949.80;

Melissa Holtquist 3873.24; Justin Halajian 3702.72; Maria Escamilla 4271.70; Jeff Hershman 4102.92; Kelly Oelrich 3831.48; Megan Olson part time @ 18.12 hr. Coroner: 1,507.10 total salaries. Care of the Poor: 4,844.79 total salaries; Sarah Petersen 3564.91; Kimary Larson part time @ 16.45 hr. County Nurse: 4,899.60 total salaries; Jeanie Ochsendorf 3626.16. Ag. Bldg.: 10,146.41 total salaries; Scott Swanson 3855.84; James Hedges 3142.44. Co. Extension: 9,888.79 total salaries; Becky Goens 3855.84; Kim Johnson 3344.28. Weed Control: 3,970.57 total salaries; Steve Molengraaf 3960.24. Road & Bridge: 102,900.82 total salaries; Allen Benck 4367.40; Brad Schwinger 4367.40; Jeff Case 4423.08; Rick Hartley 6408.42; Todd Warne 4440.48; Dave Hedding 4367.40; Lori Deutsch 3838.44; Rick Holinka 4440.48; Mitch Kallhoff 3405.18; Matt Dargatz 4008.96; Jamie Dolen 4005.48; Robyn Riter 3892.38; Lynn Solberg 4887.66; Doug Torstenson 3650.52; Randy Falvey 3537.42; Lonie Vogelsang 3520.02; Jeff Argo 3537.42. Emergency Management: 19,232.74 total salaries; Jim Sutton 5427.06; Jamie Torstenson 5293.08 Cheri Howell 3243.36; Larry Howard part time 20.00 hr. Crime Victim: 6,833.33 total salaries; Jan Steele 5317.44. W.I.C.: 4,554.86 total salaries; Sara Aman 3344.28. Total: 595,827.05 Breakdown of withholding amounts which are included in the above: S.D. Retirement 52,797.14; S.D. Retirement 161.69 spouse option; S.D. Supplemental Retire. 4,710.00.00 suppl. retire.; Sanford Health 76,503.70 ins.; Reliance Standard Life Insurance 447.25 life ins.; Delta Dental 6,329.86 ins.; Avesis 913.69 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 23,742.07 employee payments; SIRS Supplemental Retirement 4,550.00 Roth retire.; Teamsters Local Union 120 273.00 employee union due; Codington County Deputy Sheriff's Association 135.00 employee union dues; ReliaBank Dakota 41,606.27 federal withholding; ReliaBank Dakota 68,040.42 social security; Accounts Management 135.95 employee garnishment; Barbara Curtis 800.00 employee payment; South Dakota Special Pay Plan 24,682.48 participation pay and final payout for Milo Ford and Jim Sutton.

PERSONNEL CHANGES

Motion by Gabel, second by Waterman, to approve the following personnel changes; all voted aye; motion carried: Lonie Vogelsang, Highway Maint. II, anniversary step increase, step 5/\$20.88 per hour, effective 2/1/2020; Randy Falvey, Highway Maint. II, anniversary step increase, step 5/\$20.98 per hour, effective 2/1/2020; Steve Molengraaf, appointed temporary Facilities Manager, \$25.00 per hour, effective 1/21/2020; Jim Sutton, temporary consultant to Emergency Management, includes workers compensation coverage; \$30.00 per hour, effective 2/1/2020.

2020 LEGISLATIVE BILLS

Commissioner Gabel, briefly updated the Board on two bills, HB1099 & SB68, that would assist counties and relieve property tax payers, in the funding of maintaining infrastructure and public safety costs.

CODINGTON COUNTY RECOGNIZED BY UNITED WAY

Chair, Brenda Hanten, advised the Board that Codington County was recently recognized by the Watertown Area United Way as a "2019-2020 Friend of the United Way." Chair Hanten noted this recognition comes as a result of the 211-program partnership entered into with the United Way, the City of Watertown and Prairie Lakes Hospital.

EXECUTIVE SESSION

Motion by VanDusen, second by Gabel, to enter into executive session at 10:12 a.m., per SDCL 1-25-2, to discuss a personnel issue; all voted aye; motion carried. The Board returned to regular session at 10:34 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 Gabel, second by VanDusen, to adjourn at 10:34 a.m., until 9:00 a.m., Tuesday, February 4th, 2020; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

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