

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, February 25, 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 February 18, 2020**
- 6. Monthly reports**
 - a. Emergency Management Director**
 - b. Sheriff**
- 7. Action to authorize the application of HMEP grant funds**
- 8. Action to authorize the Chair to sign a subrecipient agreement with the State of South Dakota for FEMA funds**
- 9. Action to declare laptop purchased in 2006 surplus to be destroyed**
- 10. Action to award fuel bids**
- 11. Action to purchase pea gravel from a Clark County bid**
- 12. Action to approve temporary clerical in the Veterans Service Office**
- 13. Action to approve temporary Facilities Management consultant**
- 14. Action to approve abatement application**
- 15. Action to determine March meeting dates**
- 16. Note Easter administrative leave April 10 and April 13**
- 17. Action to approve claims for payment**
- 18. Action to approve automatic budget supplements**
- 19. Action to approve personnel changes**
- 20. Action to approve travel requests**
- 21. Public Notices – a possible quorum of Commissioners could be in attendance at:**
 - a. Planning and Zoning meeting, February 24th, 12:30 p.m., Extension Center Complex**

- b. Annual local Weed meeting, February 26th, 6:30 pm, Extension Center Complex
- c. Legislative Cracker Barrel, February 29th, 9:00 am, Extension Center Complex
- d. Quarterly meeting of the Sioux Valley Commissioners Association, March 18th, 12:00 noon at the Extension Center Complex

22. Old Business

23. New Business

24. Open

- a. Public Comments
- b. Commission Comments

25. 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)

26. Action to adjourn until 9:00 a.m., Tuesday, March 10th, 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

February 25, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 25, 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. Emergency Management Director, Jamie Torstenson, led the pledge of allegiance.

CALLS FOR PUBLIC COMMENT

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

CONFLICT OF INTEREST ITEMS

There were no conflict of interest items to note.

AGENDA APPROVED

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

MINUTES APPROVED

Motion by Gabel, second by VanDusen, to approve the minutes of February 18, 2020; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Jamie Torstenson, noted he has attended the following trainings since taking office: PIO (Public Information Officer) class, E.O.C. (Emergency Operations Center) refresher courses offered by the Regional O.E.M. Coordinator, and a FEMA Individual Assistance class. Meetings continue with FEMA Officials regarding old and new disaster declarations. Homeland Security grants have been applied for, with a review meeting scheduled for March 11th. Weather spotter training will be held March 3 & 4 at the Extension Center Complex, the next LEPC meeting is scheduled for March 10th, meetings continue with the City to plan for potential spring flooding, and a meeting is scheduled today with the US Army Corp of Engineers for additional flood preparation training. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled during the month of January 2020, for the Detention Center and Sheriff's Office: fees collected in the amount of \$7,719.87 were retained by the County; 551 cases/calls for service; responded to 14 accidents; 83 arrest warrants served; 268 sets of civil papers served; 3,036 inmate transport miles; average daily inmate population 57.29 (high of 63 and low of 51); 29 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 47 individuals testing twice daily for PBT'S; 49 individuals reporting twice weekly for UA Drug testing; 3 individuals using sweat patches; 219 bookings; \$11,432.97 collected in fees for out of county prisoner contracts; \$4,030.00 collected in work release fees; \$5,508.00 collected in fees for the 24/7 program; and \$5,913.00 collected in SCRAM fees, which were remitted to the office of the SD Attorney General. Sheriff Howell reported "Use of Force" training was recently completed by Deputies and Correctional Officers and several Deputies also attended the PIO class. A discussion was held regarding the application of a COPS grant.

COPS GRANT APPLICATION

Motion by Gabel, second by Hanten, to declare an emergency, as this item was not on the agenda and the deadline to apply is March 11th, to authorize Sheriff Howell to submit an application for COPS grant

Codington County, February 25, 2020

funds. The grant funds would pay 75% of the wages and benefits for a new hire Deputy Sheriff for a period of three years and after that time the total cost would be incurred by the County. Sheriff Howell noted there has been a steady increase in calls for service since the last COPS grant funds were awarded the County in 2010. Transport miles have also increased greatly since that time. Upon vote of the Board, Gabel, Waterman, Johnson, and Hanten voted aye; VanDusen voted no; motion carried.

HMEP GRANT FUNDS

Motion by Gabel, second by Waterman, to authorize the Emergency Management Director to apply for HMEP (Hazardous Material Emergency Preparedness) grant funds for training and to update the County's Hazardous Materials Plan; all voted aye; motion carried.

FEMA GRANT FUNDS AGREEMENT

Motion by VanDusen, second by Gabel, to authorize the Chair to sign a subrecipient agreement between Codington County and the State of South Dakota for the purposes of receiving funding obligated by FEMA; all voted aye; motion carried.

SURPLUS COMPUTER EQUIPMENT

Motion by Gabel, second by Waterman, to declare GEN01224, a HP Notebook Laptop, s/n MXL65200F, purchased in 2006, surplus to be destroyed; all voted aye; motion carried.

ANNUAL BIDS FUEL BIDS

The Board took action on the fuel bids announced at the February 11th meeting for annual Highway Supplies. Per the recommendation of the Highway Superintendent the following bids were awarded.

Motion by Gabel, second by Waterman, to accept the diesel fuel bids from Cole's Petroleum; all voted aye; motion carried.

Motion by Johnson, second by Gabel, to accept the E-10, E-30, & E-95 fuel bids from Sioux Valley Coop.; all voted aye; motion carried.

PEA GRAVEL BID

Motion by Johnson, second by Gabel, to purchase annual pea gravel supplies from the bid of Clark County with Northern Con Agg. in the amount of \$5.75 per ton; all voted aye; motion carried.

VETERANS SERVICE TEMPORARY CLERICAL HIRE

Motion by Johnson, second by VanDusen, to authorize the hiring of part time clerical assistance in the Veterans Service Office, approximately three days per week, per the request of the Veterans Service Office, and during the authorized leave of the current full-time employee, approximately 4-6 weeks; all voted aye; motion carried.

TEMPORARY FACILITIES MANAGER CONSULTANT

Motion by Johnson, second by Gabel, to authorize the hiring of Milo Ford as a temporary consultant to the office of Facilities Manager per the request of Facilities Manager, Steve Molengraaf, to assist with training and review of technicalities of the position; all voted aye; motion carried.

ABATEMENT APPLICATION

Motion by Gabel, second by VanDusen, to approve an abatement application on property record #20300, in the amount of \$7.76, property was purchased by the City of Watertown, a tax exempt entity; all voted aye; motion carried.

MARCH COMMISSION BOARD MEETINGS

Motion by Gabel, second by VanDusen, to approve the following Commission meetings in the month March: 10th, 17th, 24th, and 31st; all voted aye; motion carried.

EASTER ADMINISTRATIVE LEAVE

The Board noted all County offices will be closed on Good Friday, April 10th and Easter Monday, April 13th, per a policy previously adopted by the County to follow the State of South Dakota office closures.

CLAIMS

Motion by Gabel, second by VanDusen, to approve the following claims: VISA Reliabank 820.85 sup/reg, Watertown City 22790.17 Dec. 911 surcharge collections; all voted aye; motion carried.

SALARY CLAIMS

Motion by Gabel, second by VanDusen, to approve February salary claims; all voted aye; motion carried: Commissioners: 10,581.50 total salaries. Auditor: 21,087.91 total salaries. Co. Treasurer: 31,544.64 total salaries; Ashley Lindner 3243.36 step increase. States Attorney: 31,806.34 total salaries. Gov. Buildings: 18,542.84 total salaries; Steve Molengraaf 5658.48 Facility Manager. Dir. Equalization: 43,194.05 total salaries. Reg. of Deeds: 22,141.01 total salaries. Veterans Service: 10,630.70 total salaries. Sheriff: 95,715.22 total salaries. Co. Jail: 115,405.78 total salaries; Leah Ruby 3354.72 step increase; Matt Blackwelder 5160.84 step increase; Erin Lenzner 3756.66 step increase. Welfare: 5,653.41 total salaries. County Nurse: 4,899.59 total salaries. Ag. Bldg.: 10,234.97 total salaries. Co. Extension: 9,888.79 total salaries. Weed Control: 37.68 total salaries. Planning Board: 749.18 total salaries. Road & Bridge: 97,442.33 total salaries; Lonie Vogelsang 3633.12 step increase; Randy Falvey 3650.52 step increase. Emergency Management: 12,326.66 total salaries. Crime Victim: 6,833.34 total salaries. W.I.C.: 4,554.86 total salaries. Total 553,270.80. Breakdown of withholding amounts which are included in the above: S.D. Retirement 50,461.94; S.D. Retirement 66.61 spouse option; S.D. Supplemental Retire. 3,265.00 suppl. retire.; Sanford 75,601.58 ins.; Reliance Standard Life Insurance 447.25 life ins.; Delta Dental 6,295.84 ins.; Avesis 906.57 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 519.20 employee union dues; AFLAC 4,181.04 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; SDRS Supplemental Retirement 4,640.00 Roth retirement; Teamsters Local Union 120 273.00 employee union due; Codington County Deputy Sheriff's Association 135.00 employee union dues; ReliaBank Dakota 37,249.04 federal withholding; ReliaBank Dakota 62,287.72 social security; Barbara Curtis 800.00 employee payment.

PERSONNEL CHANGES

Motion by Johnson, second by Gabel, to approve the following personnel changes: Ashley Lindner, Treasurer Clerk, anniversary step increase, step 7/\$18.64 per hour, effective 2/15/2020 and Lindee Waba, Treasurer 2nd Deputy, anniversary step increase, step 14/\$21.35 per hour, effective 3/1/2020; all voted aye; motion carried.

HOME BUILDERS ASSOCIATION REQUEST TO SERVE ALCOHOL

Julie Kneeland, Executive Officer with the Watertown Area Home Builder's Association, met with the Board to request authorization to furnish alcohol to vendors at a private social event following the close of the Home Show. Motion by VanDusen, second by Waterman, to declare an emergency as this item was not on the agenda, and to allow the request as presented by Ms. Kneeland; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by VanDusen, second by Waterman, to enter into executive session at 9:51 a.m., per SDCL 1-25-2, to discuss a personnel issue; all voted aye; motion carried. The Board returned to regular session at 10:33 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 10:33 a.m., until 9:00 a.m., Tuesday, March 10th, 2020; all voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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