

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, August 4, 2020

1. Pledge of Allegiance
2. Call for public comment. Public comment may be submitted via telephone at 605-882-6248 and 605-882-6297
3. Conflict of interest items
4. Action to approve the August 4 agenda
5. Action to approve the minutes of July 28, 2020
6. 9:00 a.m., Public auction on the front steps of the Courthouse for three pieces of tax deed property
7. Monthly reports
 - a. Extension
 - b. Veterans Service Officer
 - c. 2021 budget review – Planning and Zoning
8. Action to approve replacement resolution for Cares Act funding
9. Action to approve a resolution to combine precincts for the 2020 General Election
10. Action to approve automatic budget supplements
11. Action to approve personnel changes
12. Action to approve travel requests
13. Public Notices – a possible quorum of Commissioners could be in attendance at:
 - a.
14. Old Business
15. New Business
16. Open
 - a. Public Comments
 - b. Commission Comments
17. 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)
18. Action to adjourn until 9:00 a.m., Tuesday, August 11th, 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

July 28, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 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. J.T. Fey, Watertown Public Opinion, lead 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 July 28 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

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

MONTHLY REPORTS

Emergency Management Director, Jamie Torstenson, updated the Board on the following: Search and Rescue – the team saw frequent activity in July assisting at events and 5 EMS calls responded to in Codington, Hamlin and Deuel Counties; the team has chosen to postpone the annual banquet/raffle until August 19, 2021; Emergency Management has seen a very active month for weather spotters, the most recent climate update report shows a less active week, assistance was provided to the Watertown Fire Department on a local house fire call and to a family that was displaced due to the fire, assistance was provided at an accident west of Watertown, monitoring continues of the items eligible for Cares Act Funding, a preliminary meeting has been held with Richland Township officers regarding the inundation of water in three separate locations on Horse Shoe Lake Road, mass fatalities classes have been attended by the office with additional classes scheduled for August. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled during the month of June 2020, for the Detention Center and Sheriff's Office: fees collected in the amount of \$6,547.90 were retained by the County; 668 cases/calls for service; responded to 9 accidents; 62 arrest warrants served; 177 sets of civil papers served; 2,984 inmate transport miles; average daily inmate population 42.9 (high of 48 and low of 37); 2 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 0 testing twice daily for PBT'S; 38 individuals reporting twice weekly for UA Drug testing; 5 individuals using sweat patches; 194 bookings; \$8,317.99 collected in fees for out of county prisoner contracts; \$0.00 collected in work release fees; \$1,976.00 collected in fees for the 24/7 program; and 378.00 collected in SCRAM fees, which were remitted to the office of the SD Attorney General.

2021 BUDGET REVIEW

The Board reviewed 2021 budget requests from the Emergency Management Office, Search and Rescue Organization, Detention Center and Sheriff's Office.

EMERGENCY MANAGEMENT COMPUTER EQUIPMENT

Motion by Gable, second by VanDusen, to approve the purchase of 2 computers and software for the Emergency Management Office, from Connecting Point, in the amount of \$4,154.00; all voted aye; motion carried. It was noted this purchase could qualify for reimbursement through the Cares Act Funding which the County has been designated.

COPS GRANT AWARD

Motion by Gabel, second by Hanten, to accept a COPS Grant Award, for which the Board previously authorized Sheriff Howell to apply, for the hiring of an additional Deputy Sheriff. Sheriff Howell provided the Board with data to support the need for an additional Deputy Sheriff. Deputy Sheriff Sergeant and head of the Deputies union, Brent Solum, also addressed the Board and asked for the Board's consideration to accept the grant award. Following much discussion and questions by the Board the following roll call vote was taken on Commissioner Gabel's motion to accept the grant award: Hanten vote aye; Gabel voted aye; Johnson voted no; VanDusen vote aye; and Waterman voted no; motion carried.

CLAIMS APPROVED

Motion by Gabel, second by VanDusen, to approve for payment a claim in the amount of \$22,609.02 payable to the City of Watertown for May 911 surcharge collections; per agreement; all voted aye; motion carried.

SALARY CLAIMS

Motion by VanDusen, second by Gabel, to approve July salary claims; all voted aye; motion carried: Commissioners: 11,612.18 total salaries. Auditor: 21,143.27 total salaries. Co. Treasurer: 31,745.83 total salaries. States Attorney: 38,507.86 total salaries. Gov. Buildings: 14,966.74 total salaries. Dir. Equalization: 43,358.97 total salaries. Reg. of Deeds: 22,202.30 total salaries; Mary Fransen 4264.74 step increase. Veterans Service: 10,214.81 salaries. Sheriff: 87,776.26 total salaries; Adam Reeves 4656.24 step increase; Trever Schimmel 4656.24 step increase; Mike Morgan 4276.92 step increase. Co. Jail: 108,935.06 total salaries; Ryan Elliott 18.69 per hr. step increase; Jacey Moe 18.69 per hr. step increase; Amalia Barrientos 3589.62 step increase; Wes Jennings 4007.22 step increase; Melissa Holtquist 3932.40 step increase. Welfare: 5,570.13 total salaries; Kari Kraayenbrink 16.45 per hr. new hire. County Nurse: 4,900.10 total salaries. Co. Park: 10,599.80 total salaries. Ag. Bldg.: 11,486.85 total salaries; Ron Hartley 2951.04 new hire. Co. Extension: 10,004.48 total salaries. Weed: 6,499.18 total salaries; Joshua Bury 14.50 per hr seasonal. Planning Board: 556.86 total salaries. Road & Bridge: 96,398.93 total salaries; Jeff Argo 3650.52 step increase; Robyn Riter step increase. Emergency Management: 12,327.65 total salaries. Crime Victim: 6,831.95 total salaries. W.I.C.: 4,555.35 total salaries. Total 560,194.56. Breakdown of withholding amounts which are included in the above: S.D. Retirement 50,416.00; S.D. Retirement 68.59 spouse option; S.D. Supplemental Retire. 3,115.00 suppl. retire.; Sanford 73,084.66 ins.; Reliance Standard Life Insurance 485.82 life ins.; Delta Dental 6219.32 ins.; Avesis 879.06 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 519.20 employee union dues; AFLAC 4,037.76 ins.; John Hancock 4,915.00 suppl. retire.; AFLAC 652.36 ins.; Watertown United Way 65.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 24,612.07 employee payments; SDRS Supplemental Retirement 4,480.00 Roth retirement; Teamsters Local Union 120 381.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 36,781.06 federal withholding; ReliaBank Dakota 63,714.90 social security; Credit Collections Bureau 542.72 garnishment; Barbara Curtis 800.00 employee payment.

PERSONNEL CHANGES

Motion by Johnson, second by Gabel, to approve the following personnel changes; all voted aye; motion carried: Dave Hedding, Highway Maintenance III, anniversary step increase, step 14/\$25.42 per hour,

effective date 8/1/2020 and Jacey Moe, Part time Correctional Officer, step increase, step 2/\$18.69 per hour; effective date 7/10/2020.

TRAVEL REQUESTS

Motion by Gabel, second by VanDusen, to approve travel requests for the Auditor, Register of Deeds, and Treasurer to attend the annual SDACO Conference; all voted aye; motion carried.

COVID-19 PRACTICES AND PROCEDURES

The Board discussed the possibility of establishing a policy for return to work for County employees who travel outside the County or State during the COVID-19 event. Emergency Management Director, Jamie Torstenson, was present for this discussion. This topic will be further studied and discussed again at a future meeting.

EXECUTIVE SESSION

Motion by Johnson, second by Waterman, to enter into executive session at 10:16 a.m., per SDCL 1-25-2, to discuss personnel issues; all voted aye; motion carried. The Board returned to regular session at 10:40 a.m. Human Resource Representative, Natalie Remund, was present for executive session.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 10:40 a.m., until 9:00 a.m., Tuesday, August 4th, 2020; 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 \$ _____

**Tax Deed Properties to Auction
August 4, 2020**

Lot 9 in Block 23 of Wallace Village, Codington County, South Dakota. It is on Phelps Street between 8TH and 7TH Avenue. It is an empty lot. Approximate lot size is 52.8Feet x 132 Feet. It was assessed as Non Ag. Last appraised value was \$460.

RECORD 5309 Tax Deed issued to Codington County 9/19/2019

Appraised Value \$200.00

OPENING BID \$ _____

QUIT CLAIM DEED TO BE ISSUED TO: _____

PHONE NUMBER: _____

TOTAL CONSIDERATION BID AT AUCTION: _____

RECORDING FEE DUE WITH BID: \$30

TOTAL TO BE PAID TO CODINGTON COUNTY TREASURER BY 3:00 p.m. 8-4-2020:

\$ _____

**Tax Deed Properties to Auction
August 4, 2020**

The North 67' of Lot 1 in Block 6 of Wallace Village, Codington County, South Dakota. It is near the corner of Wallace ST and 6TH Avenue. It is an empty lot. Approximate lot size is 67 Feet by 22.02 Feet. It was assessed as Non Ag. Last appraised value was \$102.

RECORD 5232 Tax Deed issued to Codington County 9/19/2019

Appraised Value \$50.00

OPENING BID \$ _____

QUIT CLAIM DEED TO BE ISSUED TO: _____

PHONE NUMBER: _____

TOTAL CONSIDERATION BID AT AUCTION: _____

RECORDING FEE DUE WITH BID: \$30

TOTAL TO BE PAID TO CODINGTON COUNTY TREASURER BY 3:00 p.m. 8-4-2020:

\$ _____

**Tax Deed Properties to Auction
August 4, 2020**

That part of the North Half (N1/2) of the Northeast Quarter (NE1/4) of said Section 34, in Township 117 North, Range 52 West of the 5th P.M., Elmira Township, Codington County, South Dakota, lying Southerly and Westerly of a straight line draw between a point on the Western boundary of the North Half (N1/2) of the Northeast Quarter (NE1/4) of said Section 34, 160 Feet due North of the Southwest corner of the North Half (N1/2) of the Northeast Quarter (NE1/4) of said Section 34, and a point on the Southern boundary of the North Half (N1/2) of said Northeast Quarter (NE1/4) 80 Feet due East of the Southwest corner of the North Half (N1/2) of the Northeast Quarter (NE1/4) of said Section 34, said triangular tract in the North Half of the Northeast Quarter (N1/2 NE1/4) of said Section 34 being that tract described in deed recorded in Book 117 of Deeds on Page 327 in the office of the Register of Deeds of said Codington County. It is just east of Interstate 29. It is an empty lot approximately .14 acres in size. It was assessed as Ag. Last appraised value was \$184.
RECORD 735 Tax Deed issued to Codington County 10/22/2019
Appraised Value \$50.00

OPENING BID \$ _____

QUIT CLAIM DEED TO BE ISSUED TO: _____

PHONE NUMBER: _____

TOTAL CONSIDERATION BID AT AUCTION: _____

RECORDING FEE DUE WITH BID: \$30

TOTAL TO BE PAID TO CODINGTON COUNTY TREASURER BY 3:00 p.m. 8-4-2020:

\$ _____

**Codington County Resolution Number 2020-21
Replacing Resolution 2020-17**

**A RESOLUTION AUTHORIZING THE EXECUTION OF
CONTRACTUAL DOCUMENTS WITH THE STATE OF SOUTH
DAKOTA FOR THE RECEIPT OF CARES ACT FUNDS TO
ADDRESS THE
COVID-19 HEALTH CRISIS**

WHEREAS, pursuant to section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) (the "CARES Act"), the State of South Dakota has received federal funds that may only be used to cover costs that: (a) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (b) were not accounted for in the budget most recently approved as of March 27, 2020, for the State of South Dakota; and (c) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and

WHEREAS, Codington County acknowledges that the State of South Dakota, in its sole discretion, may retain full use of these funds for the purposes delineated in the CARES Act; and

WHEREAS, Codington County acknowledges that in order to provide financial assistance to counties and municipalities in South Dakota, the State of South Dakota, in its sole discretion, may allocate CARES Act funds Act on a statewide basis to reimburse counties and municipalities as delineated herein; and

WHEREAS, Codington County seeks funding to reimburse eligible expenditures incurred due to the public health emergency with respect to COVID-19; and

WHEREAS, Codington County acknowledges that any request for reimbursement of expenditures will only be for expenditures that were not accounted for in the budget for Codington County most recently approved as of March 27, 2020; and

WHEREAS, Codington County acknowledges that it will only seek reimbursement for costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020;

NOW, THEREFORE BE IT RESOLVED by the County Commission of Codington County that County Auditor, Cindy Brugman, may execute any and all documents as required by the State in order to receive CARES Act funds.

BE IT FURTHER RESOLVED, that any request for reimbursement will be only for those costs authorized by the State that: (1) Are necessary expenditures incurred due to the public health emergency with respect to COVID-19; (2) Were not accounted for in the County budget most recently approved as of March 27, 2020; and (3) Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

BE IT FURTHER RESOLVED, that the County will not request reimbursement from the State under the CARES Act for costs for which the County previously received reimbursement, or for which the County has a reimbursement request pending before another source.

Approved and adopted this 4th day of August, 2020

Brenda Hanten, Commission Chair
Codington County, South Dakota

ATTEST:

Cindy Brugman, Auditor
Codington County, South Dakota

RESOLUTION 2020-22

WHEREAS, the Board of County Commissioners of Codington County, South Dakota, is required by the provision of SDCL 12-14-1 to provide for election precincts throughout the County and shall designate polling places within such precincts, and

WHEREAS, a General Election is to be held on November 3, 2020, and where the Board of County Commissioners may change the boundaries of election precincts already established and where it has been determined it would be in the best interest of County taxpayers to combine some of the current precincts for said election.

THEREFORE, BE IT RESOLVED, that the following precincts will be combined for the County-wide 2020 General Election to be held on November 3, 2020.

Precincts A3 & A4
Precincts B1, B4, & E5
Precincts B3 & C1
Precincts C2 & D4
Precincts C3, C4 & Pelican Township
Precincts E1 & E4
Precincts E2 & E3
Precincts Germantown & Rauville
Precincts Kampeska & Richland

The above and foregoing resolution was moved for adoption by Commissioner , second by Commissioner . Upon vote of the Board; all voted aye; motion carried.

Dated this 4th day of August, 2020

Brenda Hanten, Chair

ATTEST:

Cindy Brugman, Auditor

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Shane Kost</i>		DATE <i>7-22-20</i>
EFFECTIVE DATE <i>8-1-20</i>	POSITION TITLE <i>Deputy</i>	DEPARTMENT <i>Sherriff</i>
CURRENT STEP <i>2</i>	NEW STEP <i>3</i>	
CURRENT PAY RATE <i>22.27 O/H</i>	NEW PAY RATE <i>\$23.01 / \$4003.74</i>	
REASONS FOR CHANGE <i>Hired Full-time From Part-time</i>		

EMPLOYEE SIGNATURE *x [Signature]*

DEPARTMENT HEAD SIGNATURE *x [Signature]*

DATE *7-22-20*

COUNTY COMMISSIONERS _____

DATE _____

FILED

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

JUL 29 2020

CODINGTON COUNTY AUDITOR

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Highway

Name of traveling employee Rick Hartley

Employee title Hwy Supt Employee status exempt nonexempt

Purpose of travel County Convention

Method of transportation County Pickup CO10117

Destination Sioux Falls, SD

Departure date and time 9/13/20 4:00 pm Destination arrival date and time 9/13/20 6:00 pm

Return departure date and time 9/15/20 4:00 pm Return arrival date and time 9/15/20 6:00 pm

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$40.00 Gas

Lodging expense \$228.98

Meals \$15.00 Registration \$185.00

Other costs _____

Overtime costs involved in the requested travel No

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, X No

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____