

**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, July 28, 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 July 28 agenda
5. Action to approve the minutes of July 21, 2020
6. Monthly reports
  - a. Emergency Management Director
  - b. Sheriff
  - c. 2021 budget review
7. Action to accept a COPS grant award to hire 1 deputy Sheriff
8. Action to approve computer purchases for the Emergency Management Office
9. Action to approve claims for payment
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 4<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**

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 Gabel, 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 4<sup>th</sup>, 2020; all voted aye; motion carried.

ATTEST:

Cindy Brugman  
Codington County Auditor

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