

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, December 22, 2020

- 1. Pledge of Allegiance**
- 2. Call for public comment. Public comment may be submitted via telephone at 605-882-6248 or 605-882-6297**
- 3. Conflict of interest items**
- 4. Action to approve the December 22, 2020 agenda**
- 5. Action to approve the minutes of December 15, 2020**
- 6. Monthly reports**
 - a. Emergency Management Director**
- 7. Action to approve a POD grant agreement**
- 8. Action to authorize the Chair to sign an agreement for Rip Rap bid project**
- 9. Action to approve cell phone stipends for deputy States Attorneys**
- 10. Action to allocate Juvenile Justice Reinvestment Initiative funds to the Watertown Boys and Girls Club**
- 11. Action to approve employee 2021 payroll COLA**
- 12. Action to approve Deputy Sheriff's 2021 union contract**
- 13. Action to approve Correctional Officers 2021 union contract**
- 14. Action to approve a Life Insurance policy for employees**
- 15. Action to declare computer equipment surplus to be destroyed**
- 16. Action to supplement budgets with Commissioners Contingency**
- 17. Discussion/possible action to adopt a resolution to ban open burning**
- 18. Action to approve claims for payment**

19. Action/possible discussion on COVID-19 practices, procedures, policy
20. Action to approve automatic budget supplements – juvenile justice reinvestment grant funds
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, December 29th, 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**

December 22, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 22, 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. Human Resource Representative, Natalie Remund, lead the pledge of allegiance.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Hanten called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by Johnson, second by Waterman, to approve the December 22, 2020 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by VanDusen, second by Gabel to approve the minutes of December 15, 2020; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Jamie Torstenson, updated the Board on the following: monitoring of COVID-19 numbers and available vaccine continues; a local POD meeting was held on 12/7, with information received that the current local POD Contractor will not be renewing her contact with the SD Dept. of Health; 12/9 responded as mutual aid to a bale fire on; participated in a virtual class, sponsored by the State of South Dakota, 12/9 & 12/10, where the Emergency Management Director received his certification for recovery of disaster at a local level; assisted the Sheriff's Office with a food drive for the Salvation Army; 12/15 attended the Deuel County Pre Disaster Mitigation Plan meeting; continues to virtually attend by-weekly meetings with the State E.M. Coordinator; continues to monitor drought conditions in the County and does not recommend a ban on open burning in Codington County at this time.

POD GRANT AGREEMENT

Emergency Management Director, Jamie Torstenson, submitted a consultant contract between the SD Dept. of Health and Codington County for professional services for POD grant funds. Due to the current local POD Contractor leaving that position, Mr. Torstenson asked the Board to delay action on this agreement at this time.

RIP RAP CONTRACT

Motion by Gabel, second by VanDusen, to authorize the Chair to sign an agreement with Kriech Construction for a Rip Rap project as awarded by bid on December 15th, 2020; all voted aye; motion carried.

CELL PHONE STIPENDS

Motion by VanDusen, second by Gabel, to approve the following monthly cell phone stipends per the request of States Attorney, Rebecca Morlock Reeves: Deputy States Attorney, Megan LaFromboise, \$40.00, effective 12/1/2020; Deputy States Attorney, Alison Bakken, \$40.00, effective 1/1/2021; all voted aye; motion carried.

JUVENILE JUSTICE REINVESTMENT INITIATIVE FUNDS

States Attorney, Rebecca Morlock Reeves, met with the Board to recommend allocating Juvenile Justice Reinvestment Initiative grant funds to the Watertown Boys and Girls Club. The States Attorney reviewed the origination of these grant funds which are based on the number of juvenile offenders which are sent to a diversion program managed by the Watertown Boys and Girls Club. Motion by Gabel, second by Johnson, to allocate Juvenile Justice Reinvestment Initiative grant reimbursement funds, as received by the County, to the Boys and Girls Club, in the amount of \$18,632.04, per the recommendation of States Attorney, Becky Morlock Reeves; all voted aye; motion carried.

2021 EMPLOYEE COLA

Motion by Gabel, second by VanDusen, to apply a COLA of 1.75%, payable in 2021, to each step within the County's 2020 wage scale; all voted aye; motion carried.

DEPUTY SHERIFF UNION CONTRACT

Motion by Johnson, second by Waterman, to approve the 2021 union contract between Codington County and the Codington County Deputy Sheriff's Association; all voted aye; motion carried. Human Resource Representative, Natalie Remund, noted the only change to this contract is the provision of a 1.75% COLA for pay 2021.

CORRECTIONAL OFFICERS UNION CONTRACT

Motion by VanDusen, second by Gabel, to approve the 2021 union contract between Codington County and Teamsters Local Union No. 120 (Codington County full-time Correctional Officers); all voted aye; motion carried. Human Resource Representative, Natalie Remund, noted changes to this contract include a 1.75% COLA for pay 2021, the removal of language regarding new patrol vehicles and the addition of language "daylight savings time will be paid for the actual number of hours worked."

EMPLOYEE LIFE INSURANCE POLICY

Motion by VanDusen, second by Gabel, to approve an updated Life Insurance policy for all eligible employees. Discussion was held regarding increasing the policy from a \$25,000.00 policy to a \$50,000.00 policy. Upon further discussion, regarding the information provided by the insurance agent, Commissioner VanDusen withdrew his motion, pending corrected language to the policy to be provided by the agent.

SURPLUS EQUIPMENT

Motion by Johnson, second by VanDusen, to declare the following equipment, from the Director of Equalization Office, surplus to be destroyed; all voted aye; motion carried: HP Monitor S/N 3CQ2281CQ7, HP Tower S/N MXL33833BB, HP Keyboard S/N BDAEB0BCP4W2D9, HP Mouse S/NFATSQ0EDR1BXK3, HP Monitor S/N CNK8180RHD, HP Tower S/N 2UA4122G5C, HP Monitor S/N CNC141Q4C8, HP Compaq Tower S/N 2UA4122MV9, HP Monitor S/NCNC141Q45Q, HP Tower S/N MXL33833B8, HP Mouse FCGLH0D5D4XLAP, HP Keyboard S/N BDMGH0CVB8S5G0.

COMMISSIONERS CONTINGENCY TRANSFER

Motion by VanDusen, second by Johnson, to approve the transfer of Commissioners Contingency funds to the following budgets: Election - \$8,522.46, Veterans Service - \$1,980.49, and WIC - \$2,005.90; all voted aye; motion carried.

SALARY CLAIMS

Motion by Gabel, second by Johnson, to approve December payroll claims; all voted aye; motion carried: Commissioners: 10,417.27 total salaries. Auditor: 25,847.00 total salaries; Alissa Harte 3410.40 step increase. Co. Treasurer: 38,802.07 total salaries; Janet Bevers 4,264.74 step increase. States Attorney: 44,447.44 total salaries; Lisa Feltch 3243.36 step increase. Gov. Buildings: 22,802.94 total salaries. Dir. Equalization: 52,550.31 total salaries; Heidi Selchert 4038.54 step increase; Melissa Sears 3975.90 step increase; Allison Forbush 3993.30 step increase. Reg. of Deeds: 26,533.85 total salaries. Veterans Service: 12,791.71 total salaries. Sheriff: 107,264.43 total salaries. Co. Jail: 135,222.82 total salaries. Coroner: 2,072.26 total salaries. Welfare: 11,326.55 total salaries. County Nurse: 5,860.77 total salaries. Ag. Bldg.: 11,897.26 total salaries. Co. Extension: 11,805.81 total salaries. Weed: 673.74 Planning Board: 403.65 total salaries. Road & Bridge: 116,348.34 total salaries. Emergency Management: 13,284.54 total salaries; Cheri Howell 3439.98 step increase. Crime Victim: 8,658.26 total salaries. W.I.C.: 5,472.47 total salaries. Total 664,483.49. Breakdown of withholding amounts which are included

in the above: S.D. Retirement 64,424.40; S.D. Retirement 91.39 spouse option; S.D. Supplemental Retire. 3,115.00 suppl. retire.; Sanford 78,355.24 ins.; Reliance Standard Life Insurance 476.68 life ins.; Delta Dental 6,107.92 ins.; Avesis 876.69 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 526.90 employee union dues; AFLAC 4,096.57 ins.; John Hancock 4,965.00 suppl. retire.; AFLAC 763.75 ins.; Watertown United Way 65.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 25,419.00 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 50,590.22 federal withholding; ReliaBank Dakota 76,811.34 social security; Barbara Curtis 800.00 employee payment; SDRS Special Pay Plan 45.00 participation fee; SDRS Special Pay Plan 5,886.73 payout for Kristi Gast.

CLAIMS APPROVED

Motion by Johnson, second by VanDusen, to approve for payment the following list of claims; all voted aye; motion carried: Aumentum Technologies 18063.86 maint, Austin Law Offices 1243.00 svc, Watertown Boys and Girls Club 18632.04 grant, Credit Collections Bureau 800.32 pmt, Thomson Reuters-West 797.22 sup, Visa Reliabank 1794.13 misc, Watertown Chamber of Commerce 2333.00 Ag. Bldg. electric, Wight and Comes Funeral Chapel 5150.00 burials.

COVID-19 POLICY

Human Resource Representative, Natalie Remund, advised the Board that all COVID-19 employee emergency leave and expanded family medical leave act benefits are set to expire on 12/31/2020.

AUTOMATIC BUDGET SUPPLEMENT

Motion by Gabel, second by Waterman, to approve an automatic budget supplement, in the amount of \$18,632.04, to the States Attorney expenditure budget with Juvenile Justice Reinvestment Initiative grant reimbursement funds; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by Gabel, second by Johnson, to approve the following personnel changes: Katie Moes, States Attorney Legal Secretary, promoted to full time, step 4, effective 1/1/2021 and Alison Bakken, new hire, Deputy States Attorney, \$31.86 per hour, effective 12/21/2020; all voted aye; motion carried.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 9:58 a.m., until 9:00 a.m., Tuesday, December 29th, 2020; all voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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