

AGENDA
Codington County Board of County Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown, SD
Commission Chambers Room #114
9:00 a.m., January 5, 2021

1. **Pledge of Allegiance**
2. **Call for public comment. Public comments may be submitted via telephone at 605-882-6297 or 605-882-6248**
3. **Conflict of interest items**
4. **Oaths of office for newly elected officials**
5. **Action to approve the agenda**
6. **Action to approve the minutes of December 29th, 2020**
7. **Old Business**
8. **Action to adjourn sine-die**
9. **Nominations and action to elect a Chairman and Vice Chairman for 2021**
10. **Monthly reports**
 - a. **Extension**
 - b. **Veterans Service**
11. **Action to designate legal papers for Codington County publications**
12. **Action to set Commissioners salaries for 2021**
13. **Action to approve Commissioner Liaison/Board/Duty assignments**
14. **Action to set compensation for the Coroner**
15. **Action to advertise and hire a Criminal Support Coordinator at the Detention Center to fill a vacancy**
16. **Action to advertise and hire a full time Correctional Officer to fill a vacancy**
17. **Action to approve 2021 agreement between Codington County and the AFSCME Local 2488A (Highway Department Employees)**
18. **Action to approve a contract for services for GIS web site**
19. **Action to set cell phone stipends for various employees**
20. **Action to approve a resolution to reconvey property taken by tax deed proceedings**

21. **Action to approve bank depositories for 2021 and authorize warrant signers**
22. **Action to approve claims for payment**
23. **Action to approve personnel changes**
24. **Action to approve travel requests**
25. **Old Business**
26. **New Business**
27. **Open**
28. **Action to enter into Executive session per SDCL 1-25-2**
(1) Discussion of personnel issues; (3) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters; (4) Preparing for contract negotiations or negotiating with employees or employee representatives
29. **Action to adjourn until 9:00 a.m., Tuesday, January 12th, 2021**

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 5, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 5, 2021, 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 Waterman 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.

OATHS OF OFFICE

Commissioners, Waterman and VanDusen, and Coroner, Terry Sorensen, took their oaths of office.

AGENDA APPROVED

Motion by VanDusen, second by Waterman, to approve the January 5, 2021 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Codington County, January 5, 2021

Motion by Johnson, second by VanDusen, to approve the minutes of December 29, 2020; all voted aye; motion carried.

2020 OLD BUSINESS

Chair Hanten called for old business from 2020; none was forthcoming.

BOARD ADJOURNS SINE-DIE FOR 2020

Motion by VanDusen, second by Johnson, to adjourn sine-die for 2020; all voted aye; motion carried.

NOMINATIONS FOR 2021 CHAIR AND VICE-CHAIR

Auditor, Cindy Brugman, called for nominations for Chair for 2021. Commissioner VanDusen nominated Commissioner Hanten. There were no other nominations forthcoming. Motion by Gabel, second by VanDusen, to cease nominations and cast a unanimous ballot for Commissioner Hanten; all voted aye; motion carried. The Auditor then called for nominations for Vice-Chair. Commissioner Hanten nominated Commissioner Gabel, Commissioner Waterman nominated Commissioner Johnson, there were no further nominations offered. The Auditor distributed uniform blank slips of paper to the Board for a private vote based on the two nominations. The Auditor tallied the votes and announced three votes for Commissioner Gabel, and two votes for Commissioner Johnson. Motion by Waterman, second by VanDusen, to accept the ballots as cast and Commissioner Gabel was declared the Vice-Chair for 2021.

MONTHLY REPORTS

Veterans Service Officer, Todd Rose, updated the Board: approximately 20 Veterans have been contacted to determine eligibility for a V.A. pension; the Watertown CBOC continues to see patients by appointment and have now started processing V.A. ID cards if the Veteran is from the local area; the Veteran's computer is up and running in the Veteran's Service Office; the Veteran's Service Officer has completed TRIP training and is now accredited by the V.A.; the employee review for Peggy Raml, office secretary, as been completed; the wage/compensation surveys for the office have been completed; there were 5 Veteran transports in the month of December; and future projects include exploring a new phone/communications system, attending local Veteran's meetings, review of past claims, further dissemination of information regarding V.A. benefits, and reaching out to local organizations requesting donations or support for a new DAV transport vehicle. **4-H/Youth Program Advisor, Jodi Loehrer**, updated the Board: Shooting Sports is scheduled to begin on January 12th with a plan submitted to SDSU for approval, Farm Show plans are proceeding and have also been submitted for approval to SDSU for the calf show and the lunch counter; work continues to finalize a Farm Credit grant to assist with paying for electrical upgrades in the barn area; the 4-H leaders will meet in January. Ms. Loehrer is participating in a book read networking project with peers from North Dakota and Kansas utilizing a publication titled "The Marketing Rebellion."

LEGAL NEWS PAPERS

Motion by Johnson, second by Gabel, to designate, per SDCL 7-18-3, legal newspapers, the Watertown Public Opinion and South Shore Gazette, for Codington County 2021 publications, all voted aye; motion carried.

COUNTY COMMISSIONER 2021 WAGE

Motion by Johnson, second by Gabel, to increase the Commissioners salaries, 1.75% over the 2020 rate of \$1,887.45, the same increase provided to all County employees in 2021, resulting in a salary of \$1,920.48 per month for 2021; all voted aye; motion carried. Motion by VanDusen, second by Gabel, to approve an additional \$100.00 per month for the Chair; all voted aye; motion carried.

COMMISSIONER BOARD ASSIGNMENTS AND DUTIES

Motion by VanDusen, second by Waterman, to add the Coroner's Office to the current Commission Liaison list of appointments; all voted aye; motion carried. Commissioner VanDusen offered to take the Liaison appointment to the Coroner's office. Motion by Gabel, second by Waterman to approve the following 2021 Commissioner Liaison/Board/Duty Appointments; all voted aye; motion carried.

Commissioner Department Liaisons (section 10.3, Codington County Personnel Policy & Procedures Manual)

Commissioner District	Liaison agencies	Areas of oversight
I (Gabel)	Sheriff Office	Law Enforcement, Warrants,
	Detention Center	Jail, 24/7 Alternatives
	States Attorney Office	Prosecutor, Victim Assistance
II (Waterman)	Emergency Management Office	Emergency Management, Dive Rescue
	Highway Dept.	Road/bridge construction & maintenance
	Maintenance Dept.	Buildings, Grounds, Memorial Park
	Weed Supervisor	Weed and Pest control
III (Johnson)	Health Nurses Office	Immunizations, wellness, WIC, Dietician
	Welfare Office	Care of Poor, Indigent Burials
	Veteran's Service Office	Veterans' Claims Assistance
	County Extension Office	Extension Activities
IV (VanDusen)	Emergency Management Office	Emergency Management, Dive Rescue
	Treasurer Office	Tax Collection, Vehicle Licenses & Titles
	Director of Equalization Office	Real Property Assessments/Valuation
	Coroner	Coroner
V (Hanten)	Auditor Office	Voter Registration, Elections, Budgeting, Payments, County records
	Register of Deed Office	Vital/property records, Marriage Licenses

County/Community Board Assignments and other duties

Board/Duty	Frequency/Term	Appointees
Aging Council	Annual	Troy VanDusen
Americans with Disabilities Act Coordinator	Annual	Myron Johnson
Behavioral Health and Justice Working Group	Biennial, even yrs	Lee Gabel, Myron Johnson
Codington County Home Health	Annual	Troy VanDusen
Codington County Human Resource Committee	Ex Officio	Current Chair, Vice Chair
Codington County Justice Advisory Committee	Biennial, odd yrs	Troy VanDusen, Lee Gabel
County/City Committee	Ex Officio	Current Chair and Vice Chair
E-911	Annual	Brenda Hanten
First District Assoc. Local Govts.	Annual	Brenda Hanten
Glacial Lakes & Prairies Tourism Assn	Annual	Lee Gabel
Housing and Redevelopment Board	4-year (up 2022)	Brenda Hanten
Inter Lakes Community Action Program	Annual	Brenda Hanten
Juvenile Detention Alternative Initiative Committee	Annual	Lee Gabel, Troy VanDusen
Legislative contact	Annual	Myron Johnson
Local Emergency Planning Committee	Annual	Charlie Waterman, Brenda Hanten
Planning Board	Annual	Myron Johnson
Watertown Area Transit	Annual	Brenda Hanten
Watertown Volunteer Center	Annual	Brenda Hanten
Watertown-Codington County Regional Rail Road Authority	3-year (up 2021)	Charlie Waterman, Myron Johnson

Weed Board	Annual	Charlie Waterman
------------	--------	------------------

State Board Appointments

Board	Frequency/Term	
Catastrophic Legal Expense Relief Program (CLERP)	Indefinite	Lee Gabel
SD Association of County Commissioners, Treasurer	Annual	Brenda Hanten
Catastrophic Poor Relief Fund	Indefinite	Myron Johnson
SDSU Ag & Bioscience Advisory Board	Indefinite	Myron Johnson
SD Retirement System (SDRS)	4-yr (up 2019)	Myron Johnson

CORONER COMPENSATION

The Board discussed the current rate of compensation for the Coroner. Motion by Johnson to compensate the Coroner at the current rate of \$175.00 per case and mileage. Newly elected Coroner, Terry Sorensen, was present for this discussion and provided the Board with information on how he will proceed with the duties of the Coroner's office including following the legal procedure for chain of command for the handling of decedents. Discussion was also held regarding the 2021 budget for this office. Commissioner Johnson's motion failed for lack of a second. Motion by Gabel, second by VanDusen, to compensate the Coroner at a rate of \$200.00 per case plus mileage at the current state rate of \$.42 per mile; all voted aye; motion carried.

CRIMINAL SUPPORT COORDINATOR

Chief Correctional Officer, Matt Blackwelder, requested authorization to hire a Criminal Support Coordinator for the Detention Center to fill a vacancy. Motion by VanDusen, second by Johnson, to approve the hiring of a Criminal Support Coordinator for the Detention Center; all voted aye; motion carried.

CORRECTIONAL OFFICER POSITION

Chief Correctional Officer, Matt Blackwelder, requested authorization to hire a full time Correctional Officer for the Detention Center to fill a vacancy. Motion by Gabel, second by Waterman, to approve the hiring of a full-time Correctional Officer for the Detention Center; all voted aye; motion carried.

HIGHWAY DEPARTMENT UNION CONTRACT

Motion by Gabel, second by Waterman, to approve the Highway Union Contract, including the following changes: \$200 clothing allowance per covered employee to be paid in January of each year, updating of the language in Section 15.1 regarding compensation time for the Highway Dept. when the Courthouse is closed and the Highway Dept. must work – no change in how it was administered but merely an update to correct language, contract term changed to 2 years with the exception of wages which will be re-opened and negotiated annually for COLA, and updating of Appendix B – wage scale for a 1.75% increase for pay 2021; all voted aye; motion carried.

GIS WEBSITE DEVELOPMENT AND HOSTING

Motion by Johnson, second by Gabel, to authorize the Chair to sign a letter of agreement, in the amount of \$3,100.00, with First District Assoc. of Local Governments., for the continued hosting and development of the GIS website for calendar year 2021; all present voted aye; motion carried.

EMPLOYEE CELL PHONE STIPENDS

Motion by Gabel, to approve the cell phone stipend list for 2021. Discussion ensued regarding the pending wage and compensation study and data which may indicate a warranted change to the paying of cell phone stipends to employees. Gabel withdrew his motion. Motion by Waterman, second by

VanDusen, to pay the list of employee cell phone stipends through June 2021 or until the completion of the wage/compensation study; all voted aye; motion carried.

2021 CELL PHONE STIPENDS

EMPLOYEE	AMOUNT	DEPARTMENT
Argo, Jeff	25.00	Highway
Bakken, Alison	40.00	St. Atty.
Benck, Al	25.00	Highway
Bleeker, Bryan	25.00	Govt. Bldg.
Case, Jeff	25.00	Highway
Constant, Shawna	25.00	Director Equalization
Dargatz, Matt	25.00	Highway
Dolen, Jamie	25.00	Highway
Escamilla, Maria	40.00	Detention Center
Falvey, Randy	25.00	Highway
Forbush, Allison	25.00	Director Equalization
Halajian, Justin	25.00	Detention Center
Hartley, Rick	40.00	Highway
Hartley, Ron	25.00	Ag. Building
Hedding, Dave	25.00	Highway
Holinka, Rick	25.00	Highway
Howard, Larry	40.00	Emergency Management
Kallhoff, Mitch	25.00	Highway
Kohn, Rich	25.00	Govt. Bldg.
LaFromboise, Megan	40.00	St. Atty.
Loehrer, Jodi	25.00	Extension
Lowry, Steve	40.00	Sheriff
Mathews, Russell	40.00	Sheriff
Morgan, Mike	40.00	Sheriff
Nills, Shawn	40.00	Detention Center
Olson, Jerrod	40.00	Sheriff
Pederson, Michelle	25.00	Director Equalization
Reeves, Adam	40.00	Sheriff
Reeves, Rebecca Morlock	40.00	States Attorney
Riter, Robyn	25.00	Highway
Schimmel, Trever	40.00	Sheriff
Schwinger, Brad	25.00	Highway
Sears, Melissa	25.00	Director Equalization
Selchert, Heidi	25.00	Director Equalization
Solberg, Lynn	40.00	Highway
Solum, Brent	40.00	Sheriff
Stahlke, Steve	25.00	Detention Center
Swanson, Scott	25.00	Ag. Building
Torstenson, Doug	25.00	Highway
Varns, Tyler	40.00	Sheriff
Vogelsang, Lonie	25.00	Highway
Warne, Todd	25.00	Highway
Yost, Shane	40.00	Sheriff

TAX DEED PROPERTY RE-CONVEYANCE RESOLUTION

Treasurer, Carol Maloney, presented to the Board a resolution providing for the re-conveyance of property taken by tax deed proceedings. Property owner, Chad Stavig, who has requested the re-conveyance of his property, was also present for this action.
Motion by Johnson, second by Gabel, to approve Resolution 2021-1; all voted aye; motion carried.

RESOLUTION 2021-1

WHEREAS, it appearing to the satisfaction of the Commissioners of Codington County that a Tax Deed currently held by the County was taken on the following described real estate:

The East 52 Feet of the West 104 Feet of Outlot 6, of the Auditor's Plat of Outlots in the Southwest Quarter of Section 29, Township 117 North, Range 52, West of the 5th P.M., Codington County, South Dakota, and is according to the recorded plat.

WHEREAS, the record owner of the above-described real estate held by Codington County under tax deed desires a reconveyance of the property pursuant to the provisions of SDCL sections 10-25-41, 10-25-42 and 10-25-43; and

WHEREAS, it further appearing to the satisfaction of the Codington County Commission that taxes, filing fee, insurance, publishing and all other costs associated with the reconveyance in the amount of \$10,370.81 will be deposited with the Codington County Treasurer prior to 4:00 p.m. on January 5, 2021. If said taxes, penalty, interest, filing fee, insurance, publishing costs along with all other fees and costs required for the reconveyance are not paid to the Treasurer by the deadline indicated above, this Resolution shall become null and void and the property shall remain in the name of Codington County.

NOW THEREFORE BE IT RESOLVED, by the Codington County Commission, that consistent with the terms of this Resolution, the Codington County Commission hereby authorizes reconveyance of the above-described property and further authorizes the Treasurer of Codington County to execute a Quit Claim Deed transferring the interest of Codington County, South Dakota, back to the record owner of said property, Chad A. Stavig. This Resolution shall be published in the regular minutes of the Commission meeting and said reconveyance shall be made only after the time for appealing from this Resolution has expired.

Dated this 5th Day of January 2021

Brenda Hanten
Chair
Codington County Board of Commissioners

ATTEST:

Cindy Brugman
Codington County Auditor

PERSONNEL CHANGES

Motion by Johnson, second by Waterman, to approve the following personnel changes: Jacki Manning, Register of Deeds Clerk, anniversary step increase, step 14/\$20.69 per hour, effective 5/1/2020. Erin Lenzner, Detention Center Criminal/Civil Support Coordinator, promoted to Sheriff's Office Criminal Support Coordinator, step 11/\$21.97 per hour, effective 1/1/2021. Vanna Engst, Sheriff's Office Criminal Support Coordinator promoted to Criminal Civil Records Manager, step 7/\$23.19, effective 1/1/2021. Kari Kraayenbrink, Welfare Clerical, pay increase from 12/8/2020 to 12/31/2020, \$19.30 per hour, pay increase from 1/1/2021 until a Welfare Director is appointed, \$19.64 per hour. Jeanie Ochsendorf,

Codington County, January 5, 2021

Community Health Nurse, Office Coordinator, anniversary step increase, step 10/\$21.52 per hour, effective 1/1/2021. Sara Aman, W.I.C. Deputy Officer Coordinator, anniversary step increase, step 8/\$19.87 per hour, effective 1/1/2021. Jamie Torstenson, Emergency Management Director, anniversary step increase, step 13/\$31.34 per hour, effective 1/1/2021. Upon vote of the Board; all voted aye; motion carried.

COVID-19 POLICY/PROCEDURES

Motion by Gabel, second by VanDusen to approve the extension of the COVID-19 employee emergency sick leave, for County employees, through March 31, 2021; 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 10:15 a.m., until 9:00 a.m., Tuesday, January 12, 2021; 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 \$ _____