

**- AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Court House, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, May 4, 2021**

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 May 4, 2021 agenda
5. Action to approve the April 27, 2021, minutes of the Board of Codington County Commissioners
6. Monthly reports
  - a. Extension
  - b. Veterans Service Officer
7. Action to declare patrol vehicles surplus to be traded
  - a. 2009 Impala            GEN01424
  - b. 2013 Explorer        GEN01582
  - c. 2015 Explorer        GEN01611
8. Action to hire a full time Criminal Support Coordinator to fill an upcoming vacancy
9. Discussion/possible action on cost share funding for Mass Vaccination Coordinator
10. Discussion/possible action to pass a resolution to enact a ban on open burning
11. Action/possible discussion on COVID-19 practices, procedures, policy
12. Action to approve claims for payment
13. Action to approve automatic budget supplements
14. Action to approve personnel changes
15. Action to approve travel requests
16. Public Notices – a possible quorum of Commissioners could be in attendance at:
  - a. Sioux Valley Commissioners District meeting, 12:00 PM, May 12<sup>th</sup> at the Extension Center Complex
17. Old Business
18. New Business
19. Open
  - a. Public Comments
  - b. Commission Comments
20. 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)
21. Action to adjourn until 9:00 a.m., Tuesday, May 11, 2021; at the Codington County Court House

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 Court House  
14 1<sup>st</sup> Ave SE**

April 27, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 27, 2021, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair, Brenda Hanten, presiding. County Auditor, Cindy Brugman, led 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 VanDusen, second by Gabel, to approve the April 27, 2021 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Gabel, to approve the minutes of the April 20, 2021 meeting of the Codington County Commissioners; all voted aye; motion carried.

**ORDINANCE #72 2<sup>ND</sup> READING, PUBLIC HEARING, AND ACTION TO ADOPT**

The Board held the second reading and public hearing on proposed Ordinance #72. Zoning Officer, Luke Muller, gave the second reading of the Title of the proposed ordinance. Motion by Johnson, second by VanDusen, to adopt Ordinance #72. Zoning Officer Muller and Planning and Zoning/Board of Adjustment Chairman, Bob Fox, reviewed the process that has led to this proposed ordinance, including but not limited to: the possibility of the remodeling of any accessory building as a dwelling unit without first obtaining a building permit and also safety concerns for using these types of buildings as living residences in addition to shop functions. Chair Hanten opened the public hearing at this time. The following spoke in opposition to the proposed ordinance: Casey Witt, Shane Spooner, and Zack Wipf. The testimony from the three opponents, present for this public hearing, included but was not limited to: the ordinance is a violation of the rights of private property owners relating to style, siding, garage size, etc.; government over-regulation of buildings property owners can live in; and there is a lack of a definition for an accessory building. The Chair closed the public hearing at this time and turned to the Board for further discussion. The Board's discussion included but was not limited to: over regulation by government; the issue of public safety and firewalls; regulation of code; the lack of a requirement for building permits for interior remodel; the lack of public participation during the last 6 months of discussion on this issue during Planning Board meetings; etc. Upon roll call vote of the Board; Gabel, Johnson and Hanten voted aye; Waterman and VanDusen voted no; motion carried and Ordinance #72 is so adopted.

**HLAVACEK ADDITION PLAT RESOLUTION**

Zoning Officer, Luke Muller, requested the Board's action on Resolution 2021-15, a resolution approving the plat of the Hlavacek Addition in Dexter Township. The Zoning Officer reviewed the plat and the Board adopted Resolution 2021-15.

**RESOLUTION #2021-15**

A Resolution to approve the platting of the Hlavacek Addition in the County of Codington, South Dakota

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

Hlavacek Addition, located in Government Lots 3 and 4 in the South West Quarter (SW1/4) of Section 18-T119N-R52W of the 5<sup>th</sup> P.M., in the Sisseton and Wahpeton Indian Reservation, in the County of Codington, South Dakota; and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Gabel, second by Commissioner Johnson; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 27<sup>th</sup> day of April, 2021, at Watertown, Codington County, South Dakota

Brenda Hanten

Commission Chair, Codington County, South Dakota

STATE OF SOUTH DAKOTA

§

COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2021-15, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 27<sup>th</sup> day of April 2021, at Watertown, Codington County, South Dakota.

Cindy Brugman

County Auditor, Codington County, South Dakota

### MONTHLY REPORTS

**Emergency Management Director, Jamie Torstenson**, updated the Board: a number of fires were responded to in the month of April including a structure fire on April 5<sup>th</sup>, precipitation in the amount of 2.43" has been received in April in the County, work continues to update the County's current burn ban ordinance, weather siren testing will take place each Friday through September 24, a virtual weather spotting class was held on April 14, a tour of the Patrick J. Culhane Center was provided per a request of the Watertown Chamber of Commerce, a meeting was held with the regional Emergency Management coordinator for updating of the Emergency Management reporting of the local performance grant, meetings with County partners will continue on a monthly basis regarding the pandemic, weather situations, etc., the Emergency Management Office continues to provide logistical support at mass vaccination events, and at this time first dose vaccinations will not be offered at these events moving

Codington County, April 27, 2021

forward. The Emergency Management Director expressed thanks to all those who have participated/volunteered at these events. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled for the month of March 2021, for the Detention Center and Sheriff's Office: fees collected in the amount of \$4,655.00 were retained by the County; 485 cases/calls for service; 9 accident reports completed; 81 warrants served; 202 sets of civil papers served; 4,006 transport miles; average daily inmate population 53.61 (high of 59 and low of 48); 23 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 39 individuals testing daily for PBT'S; 51 individuals reporting twice weekly for UA Drug testing; 5 individuals using sweat patches; 210 bookings; \$12,256.23 collected in fees for out of county prisoner contracts; \$0.00 collected in work release fees due to a temporary suspension of the program; \$9,026.00 collected in fees for the 24/7 program; and \$5,182.00 collected for SCRAM fees. Sheriff Howell reported: Kathy Young, Criminal Civil Support Coordinator, in the Sheriff's office will retire at the end of June after 23 years of service to the County, the Sheriff's office is working with the SD Dept. of Labor and LATC regarding the development of an adult education program for inmates, and planning continues for the development of a Commissary program in the Detention Center.

#### **DETENTION CENTER DOOR LOCK SYSTEM**

Motion by VanDusen, second by Waterman, to approve a budgeted project to replace the keyless entry system in the Detention Center, phase 1, of a 2-phase project. A proposal for this project has been received from Integrated Technology & Security, in the amount of \$43,800.47. Upon vote of the Board; all voted aye; motion carried.

#### **SURPLUS PRINTER EQUIPMENT**

Motion by VanDusen, second by Gabel, to declare a Brother printer, in the Director of Equalization office, s/n U64186H6N373348, surplus to be destroyed; all voted aye; motion carried.

#### **WELFARE OFFICE PAINTING PROJECT**

Motion by VanDusen, second by Gabel, to approve a project for the painting of the walls in the Welfare Office, per a request from Welfare Director, Sara Foust; all voted aye; motion carried.

#### **EMERGENCY HOUSING APARTMENT**

**Welfare Director, Sara Foust, and Brothers and Sisters Behind Bars representative, Stacy Hendricks**, met with the Board to outline a coordinating project for short term housing of those in need. Motion by Johnson, second by VanDusen, to authorize the Welfare Director to move forward with this project and return with documentation for the Board's approval at a future meeting; all voted aye; motion carried.

#### **ALTERNATIVE ANNUAL TAX ON WIND FARM PROPERTY**

The Board noted payment, in the amount of \$552,414.05, has been received from the State of South Dakota for 2020 nameplate capacity tax and production tax from Crowned Ridge Wind, LLC and Crowned Ridge 2 Wind, LLC. The following payments will be made with monthly tax apportionment remittances in May:

Codington County	\$193,344.91
Watertown School	\$ 2,112.86
Waverly School	\$274,094.17
Germantown Township	\$ 6,963.73
Kranzburg Township	\$ 1,609.02
Leola Township	\$ 20,891.19
Rauville Township	\$ 4,642.49
Waverly Township	\$ 48,755.68

**PROPERTY TAX ABATEMENT APPLICATIONS**

Motion by VanDusen, second by Gabel, to approve the following property tax abatement application:

<u>Record #</u>	<u>Abatement amount</u>
7580	\$450.20

Upon vote of the Board; all voted aye; motion carried.

**2021 BOARD OF EQUALIZATION MINUTES**

Motion by VanDusen, second by Gabel, to approve the 2021 County Board of Equalization minutes; all voted aye; motion carried. Motion by Johnson, second by Waterman, to approve the 2021 Consolidated Board of Equalization minutes; all voted aye; motion carried.

**CLAIMS APPROVED**

Motion by VanDusen, second by Gabel, to approve for payment the following claims; all voted aye; motion carried: Terry Ingalls 500.00 desk, Visa Reliabank 3835.51 sup/trav, Watertown City 21709.83 Feb. 911 surcharge collections.

**SALARY CLAIMS**

Motion by Gabel, second by Waterman, to approve April salary claims; all voted aye; motion carried: Commissioners: 10,595.06 total salaries. Auditor: 21,841.60 total salaries. Co. Treasurer: 32,514.48 total salaries; Cecilia Carlson 3034.24 new hire. States Attorney: 41,666.74 total salaries. Gov. Buildings: 19,438.82 total salaries. Dir. Equalization: 44,871.84 total salaries. Reg. of Deeds: 22,907.74 total salaries. Veterans Service: 10,623.89 total salaries. Sheriff: 101,248.54 total salaries; Ryan Elliott 3815.82 new hire. Co. Jail: 122,846.06 total salaries; Chandler Flowers 3208.56 new hire. Coroner: 2,153.00 total salaries. Welfare: 7,580.65 total salaries. County Nurse: 5,099.29 total salaries. Ag. Bldg.: 9,677.51 total salaries. Co. Extension: 10,213.88 total salaries; Kim Johnson 3509.58 step increase. Planning Board: 345.32 total salaries. Road & Bridge: 98,707.03 total salaries. Emergency Management: 12,193.15 total salaries. Crime Victim: 7,003.35 total salaries. W.I.C.: 4,751.48 total salaries. Total 586,279.43. Breakdown of withholding amounts which are included in the above: S.D. Retirement 54,226.58; S.D. Retirement 69.79 spouse option; S.D. Supplemental Retire. 3,210.00 suppl. retire.; Sanford 82,257.79 ins.; Reliance Standard Life Insurance 763.98 life ins.; Delta Dental 6,346.82 ins.; Avesis 910.87 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 526.90 employee union dues; AFLAC 4,116.77 ins.; John Hancock 5,420.00 suppl. retire.; AFLAC 823.42 ins.; Watertown United Way 70.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 24,693.00 employee payments; SDRS Supplemental Retirement 3,880.00 Roth retirement; Teamsters Local Union 120 394.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 39,568.76 federal withholding; ReliaBank Dakota 65,886.84 social security.

**PERSONNEL CHANGES**

Motion by VanDusen, second by Waterman, to approve the following personnel changes: Dave Curtis, Court House Security Officer, anniversary step increase, step 7/\$22.30 per hour, effective 4/15/2021; Colton Ramsey, new hire, seasonal Memorial Park Building Maintenance, step 1/\$15.81 per hour, effective 4/28/2021; Larry Hanson, new hire, seasonal Memorial Park Building Maintenance, step 3/\$16.74 per hour, effective date 4/28/2021; and Doug Torstenson, Highway Maint. II, anniversary step increase, step 7/\$22.76 per hour, effective date 5/1/2021. Upon vote of the Board; all voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by Gabel, second by VanDusen, to approve the following travel request: Highway Office Manager, SDACHS workshop, all voted aye; motion carried. The Board reviewed a travel request for the

Highway Superintendent and requested additional detailed information before taking action on the request. The Board will address this request on May 4<sup>th</sup>.

**EXECUTIVE SESSION**

Motion by Gabel, second by VanDusen, to enter into executive session at 10:53 a.m., for the purpose of discussing safety/security issues; all voted aye; motion carried. The Board returned to regular session at 10:56 a.m., no action was taken. 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 VanDusen, to adjourn at 10:56 a.m., until 9:00 a.m., Tuesday, May 4<sup>th</sup>, 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 \$\_\_\_\_\_

**ASSETS FILE MAINTENANCE**

Item No: GEN01424 Serial #: 2G1WS57MX01277603

Description: 09 CHEVROLET IMPALA WHITE

Class Code: 100 GENERAL  
 Department: 211 SHERIFF  
 Category: 200 PUBLIC SAFETY  
 Location: SHERIFF'S OFFICE (Used for Dept. reporting)

Fixed Asset G/L: 800 - 0 - 166.00 F/A MACHINERY & EQUIPMENT  
 Acquisition Date: 04/08/2009 Remarks:

Vendor Name: BECK MOTORS Capital: 1 (1-Y 2-N)  
 500 S GRANT ST  
 PIERRE SD 57501

# of Years: 0  
 Remaining Life: 5  
 Remain Value: 19539.00

Cost: 19539.00 Voucher: 102834  
 Frt/Other: 0.00 Voucher: 0 Accum Dep: 0.00

TOTAL: 19539.00 Insured Value: 19539.00  
 OK?

**ASSETS FILE MAINTENANCE**

Item No: GEN01662 Serial #: 11FM5KBAR6DGG683663

Description: 2013 FORD EXPLORER  
 WHITE - SHERIFF'S VEHICLE

Class Code: 100 GENERAL  
 Department: 211 SHERIFF  
 Category: 200 PUBLIC SAFETY  
 Location: SHERIFF'S OFFICE (Used for Dept. reporting)

Fixed Asset G/L: 800 - 0 - 166.00 F/A MACHINERY & EQUIPMENT  
 Acquisition Date: 04/10/2013 Remarks:

Vendor Name: WATERTOWN FORD Capital: 2 (1-Y 2-N)  
 1600 9TH AVENUE SE  
 WATERTOWN, SD 57201

# of Years: 0  
 Remaining Life: 0  
 Remain Value: 25745.00

Cost: 25745.00 Voucher: 123252  
 Frt/Other: 0.00 Voucher: 0 Accum Dep: 0.00

TOTAL: 25745.00 Insured Value: 0.00  
 OK?

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**ASSETS FILE MAINTENANCE**

Item No:	GEN01611	Serial #:	1FM6K6AR1FGC41704
Description:	2015 FORD EXPLORER WAGON WHITE		
Class Code:	100	GENERAL	
Department:	211	SHERIFF	
Category:	200	PUBLIC SAFETY	
Location:	SHERIFF'S OFFICE (Used for Dept. reporting)		
Fixed Asset G/L:	800	0	166.00 F/A MACHINERY & EQUIPMENT
Acquisition Date:	04/22/2016 Remarks:		
Vendor Name:	WATERTOWN FORD		Capital: 2 (1-Y 2-N)
	1600 9TH AVE SE		# of Years: 0
	WATERTOWN, SD 57201		Remaining Life: 0
Cost:	25262.00	Voucher:	132937
Frnt/Other:	0.00	Voucher:	0
TOTAL:	25262.00	Insured Value:	0.00
OK?			



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 Cat proving grounds Tuscan Az.

Method of transportation County Pickup CO10117

Destination Tuscan, Az

Departure date and time 5/12/21 am Destination arrival date and time 5/12/21 pm

Return departure date and time 5/14/21 pm Return arrival date and time 5/14/21 pm

**Costs of travel**

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$50.00 Gas

Lodging expense 0

Meals 0 Registration 0

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  No

**County Commission**

Travel requests approved: yes \_\_\_\_\_ no \_\_\_\_\_ Comments \_\_\_\_\_

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_

Depart FAR 9:00am

Depart ABR 10:00am

Depart PUB 12:00pm MDT (we will stop to fuel up and drive to a nice little restaurant for lunch)

Arrive TUS 1:00pm MST (Arizona is on Pacific time, so this would be 3 pm our time)

Check into the resort.

Passenger Hotel Confirmation # 9185561073057 (8 Rooms)

Casino Del Sol Resort

5655 W Valencia Rd

Tucson, AZ 85757

We will have dinner at the resort.

Thursday May 13<sup>th</sup>.

Spend most of the day in the Cat Proving Grounds in the Tinaja Hills.

Leave between 8 & 9 am. for the Proving Grounds, which is located in the Tinaja Hills.

This day out in the desert will be a little dirty. So please make sure you have proper items along.

Shoes and cloths that can get dusty.

Light coat for the morning weather, as it gets cold in the desert.

Sunglasses

Spend the day at the Proving Grounds learning about Safety practices of Cat Equipment and Operating Cat Equipment.

List of Equipment that you will be able to operate:

140-13 Motor Grader (Steering Wheel)

150-15 Motor Grader (Joystick Controls)

160M3 Motor Grader

18M3 Motor Grader

440 Loader Backhoe

D6 Crawler Dozer

D7 Crawler Dozer

D8T Crawler Dozer

930M Wheel Loader

950GC Wheel Loader

## 982M Wheel Loader

Return back to Hotel  
Dinner at 6 pm.

Friday the 14<sup>th</sup>: Fly out of Tuscan at 8 am.  
Arrive in Aberdeen around 3 pm.

Depart TUS 8:00am MST?  
Depart PUB 12:00pm MDT  
Depart ABR 3:30pm  
Arrive FAR 4:00pm

All meals and rooms are provided by Butler Machinery Company. No additional expenses for you the customer, unless you would like souvenirs from Cat.

This is going to be a Great Relaxing Trip for all.

Thanks

Chad Morgan

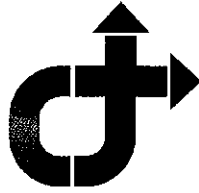
**Chad Morgan | Butler Machinery Company | Customer Account Manager - Construction**

4950 E Highway 12 | Aberdeen, SD 57401 | P 605-226-5040 | C 605-380-3136

**Our Mission | To build long-term relationships, founded on trust, creating mutual growth and success.**

**Butler Values | Our Team • Customer Driven • Integrity • Accountability • Excellence • Safety**





# COMMUNITYTRANSIT

Watertown

*"We're here to get you there."*

April 15<sup>th</sup>, 2021

Dear Codington County,

Community Transit of Watertown and our patrons would like to thank you for your generous donation!

Our agency and those we serve appreciate all the support we receive from our community.

It is organizations like yours that help us provide safe and affordable transportation to those who need it in our community and surrounding area.

Respectfully,

Terry Hoffman  
Co-Director of Transportation

Deb Stuchl  
Administrative Assistant

**FILED**

APR 22 2021

CODINGTON COUNTY AUDITOR

**Community Transit of Watertown is a 501 (c) 3 non-profit agency.**

