

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, July 20, 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 July 20, 2021 agenda**
5. **Action to approve the July 13, 2021, minutes of the Board of Codington County Commissioners**
6. **Monthly reports**
 - a. **Facilities Manager**
 - b. **Highway Supt.**
 - c. **Sheriff**
7. **Action to approve Bridge Improvement Grant Program Resolution**
8. **Action to approve contract for striping of chip sealed roads**
9. **Action to approve quote for Court House parking lot improvements**
10. **Action to approve a quote for handicap door opener at the Extension Center Complex**
11. **Action to approve union contracts**
 - a. **Correctional Officers**
 - b. **Deputy Sheriffs**
12. **Action to approve updated wage scale per final determination of appeals submitted**
13. **Review 2022 budget requests**
14. **Discussion/possible action to pass a resolution to enact a ban on open burning**
15. **Action to approve claims for payment**
16. **Action to approve automatic budget supplements**
17. **Action to approve personnel changes**
18. **Action to approve travel requests**
19. **Public Notices – a possible quorum of Commissioners could be in attendance at**
20. **Old Business**
21. **New Business**
22. **Open**
 - a. **Public Comments**

b. Commission Comments

23. 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)

24. Action to adjourn until 9:00 a.m., Tuesday, July 27, 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 1st Ave SE**

July 20, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 20, 2021, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen, and Brenda Hanten; Chair Hanten presiding. Commissioner Johnson 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 July 20, 2021 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of the July 13, 2021 meeting of the Codington County Commissioners; all voted aye; motion carried.

MONTHLY REPORTS

Facilities Manager, Steve Molengraaf, updated the Board: Courthouse – trees have been removed/trimmed as needed and quotes have been secured for the Court House parking lot project; Extension Center Complex – auctions and 4-H events continue to be held and the parking lot has been striped; Memorial Park – the park has been at capacity most of the season, 1605 reservations have been made with 600 of those called-in and 1005 made online, \$143,216.00 has been receipted for reservations and \$3,165.00 has been receipted for wood sales and LP gas sales; Weed Department – road side spraying is finished for the time being, rip rap on County roads has been sprayed, the pesticide container re-cycling event is being held today, and the State Weed Commission meeting/tour is scheduled for Sept. 15 & 16; West Nile – some fogging has been performed and the Culex tarsalis numbers (mosquitoes that carry the West Nile virus) are up this year; discussion was also held regarding grasshopper numbers in the area. **Highway Supt., Rick Hartley**, updated the Board: chip sealing should be finished up in the next couple days, patching and fencing projects continue, the bridge deck project is scheduled for August 1st on County 7-5, Loiseau Construction has started de-paving in the Waverly area, and milling will be used to build up County 20-3 north of Tinkertown. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled for the month of June 2021, for the Detention Center and Sheriff's Office: fees collected in the amount of \$3,325.50 were retained by the County; 699 cases/calls for

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service; 13 accident reports completed; 97 warrants served; 162 sets of civil papers served; 4,204 transport miles; average daily inmate population 77.63 (high of 82 and low of 71); 18 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 31 individuals testing daily for PBT'S; 56 individuals reporting twice weekly for UA Drug testing; 3 individuals using sweat patches; 193 bookings; \$9,287.83 collected in fees for out of county prisoner contracts; \$1,940.00 collected in work release fees; \$7,425.00 collected in fees for the 24/7 program; and \$4,177.00 collected for SCRAM fees. Sheriff Howell reported training continues or has taken place on cyber security, firearms, crisis intervention, PPC, etc.

COURT HOUSE PARKING LOT IMPROVEMENTS

Facilities Manager, Steve Molengraaf, presented the Board with quotes for improvements to the Court House parking lot, including milling, overlay and installation of concrete paving. Motion by Johnson, second by Waterman, to approve the quote from Duinink for patching, milling, and overlay application of the Court House parking lot in the amount of \$45,887.00; all voted aye; motion carried. Motion by VanDusen, second by Waterman, to approve the quote from Advanced Concrete to remove current curb, gutter and sidewalk and install concrete paving in the amount of \$26,473.52; all voted aye; motion carried.

EXTENSION CENTER COMPLEX AUTOMATIC DOOR OPERATOR INSTALL

Facilities Manager, Steve Molengraaf, presented the Board with quotes to install an automatic door operator at the southwest entrance to the Extension Center Complex. Motion by Gabel, second by Johnson, to accept the quote from Brian's Glass & Door in the amount of \$2,450.00 for installation of an automatic door operator; all voted aye; motion carried. Motion by Johnson, second by Waterman, to accept the quote from Muth Electric in the amount of \$240.00 for electrical wiring to the automatic door operator; all voted aye; motion carried.

RESOLUTION 2021-23 BRIDGE IMPROVEMENT GRANT PROGRAM

Motion by Gabel, second by Johnson, to approve Resolution 2021-23, a resolution authorizing submission of applications for bridge improvement grants; all voted aye; motion carried.

RESOLUTION 2021-23

**BRIDGE IMPROVEMENT GRANT PROGRAM
RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS**

WHEREAS, Codington County wishes to submit an application for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER AND LOCATION:

Str. No. 15-157-025

Located over Big Sioux River on County Hwy 2 (Cottonwood St.), 0.8 miles east of 451 Ave.

AND WHEREAS, Codington County certifies that the project is listed in the county's Five-Year County Highway and Bridge Improvement Plan, and

WHEREAS, Codington County agrees to pay the 20% match on the Bridge Improvement Grand funds; and

WHEREAS, Codington County hereby authorizes the Bridge Improvement Grant application and any required funding commitments.

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application.

Vote of Commissioners: Yes 5 No 0

Dated at Watertown, SD, this 20th day of July, 2021

Brenda Hanten
County Commission Chair

ATTEST:

Cindy Brugman
Codington County Auditor

ROAD STRIPING QUOTE

Highway Supt., Rick Hartley, presented the Board with a quote to perform painting of chip sealed roads (road striping). Mr. Hartley informed the Board that normally the County would contract with the SDDOT for this service but the State did not receive any bids for this year, for the northeast corner of the State. Mr. Hartley secured a quote, from Traffic Solutions, in the amount of \$68,641.25, for striping of approximately 30 miles of County roads. This quote is approximately \$8,000.00 higher than the projected bid received earlier this year from the SDDOT. Motion by Johnson, second by VanDusen, to accept the quote for road striping from Traffic Solutions, in the amount of \$68,641.25; all voted aye; motion carried.

2022 BUDGET REVIEW

The Board reviewed the following 2022 budget requests: Government Buildings, County Park, Ag. Building, Weed Control, West Nile Prevention, Highway, Sheriff, Detention Center, 24/7 Testing, and Youth at Risk.

UNION CONTRACT – DEPUTY SHERIFFS

Human Resource Representative, Natalie Remund, presented the Board with a recently negotiated union contract for the Codington County Deputy Sheriffs union, effective September 1, 2021 through December 31, 2022. This contract includes clarification of holiday pay. Motion by VanDusen, second by Gabel, to authorize the Chair to sign the aforementioned union contract; all voted aye; motion carried.

UNION CONTRACT – TEAMSTERS LOCAL 120, CORRECTIONAL OFFICERS

Human Resource Representative, Natalie Remund, presented the Board with a recently negotiated union contract for the Codington County Teamsters Local Union No. 120, Correctional Officers, effective September 1, 2021 through December 31, 2022. This contract includes clarification of holiday pay and Appendix A, noting a 1.75% COLA to be added to the base wage of YR 2021 as of January 1, 2022. Motion by VanDusen, second by Johnson, to authorize the Chair to sign the aforementioned union contract; all voted aye; motion carried.

OPEN BURNING

The Board determined a ban on open burning is not required at this time. The situation will be addressed weekly due to a lack of regular rainfall.

CLAIMS

Motion by Gabel, second by Waterman, to approve for payment the following list of claims: Professional Development Academy 1645.00 reg, VISA Reliabank 1185.32 sup/trav, Watertown Motor Company 22636.00 patrol vehicle; all voted aye; motion carried. Motion by Gabel, second by Waterman, to approve the following claim: City of Watertown, 22433.37, May 911 surcharge collections; Gabel, Waterman, Johnson and Hanten voted aye; VanDusen recused himself; motion carried.

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PERSONNEL CHANGES

Motion by Johnson, second by Gabel, to approve the following personnel changes: Taylor Hageman, new hire, States Attorney Administrative Specialist, step 1/\$20.21 per hour, effective July 26, 2021; Russell Mathews, Deputy Sheriff, anniversary step increase, step 13/\$29.26 per hour, effective 7/1/2021; Trever Schimmel, Deputy Sheriff, anniversary step increase, step 9/\$27.64 per hour, effective 7/1/2021; Shane Yost, Deputy Sheriff, anniversary step increase, step 4/\$24.29 per hour, effective 7/1/2021; Austin Hanson, new hire, part-time Correctional Officer, step 1/\$18.44 per hour, effective 8/1/2021; all voted aye; motion carried.

UPDATED WAGE SCALE

Motion by VanDusen, second by Gabel, to approve an updated wage scale, following the appeal process, with updates for successful appeals, effective September 1, 2021; all voted aye; motion carried.

Old PG	New Pay Grade	Current Title	Recommended Title	Dept/Div.	Current Min	Current Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step GM	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
	AA	Seasonal Weed Sprayer	Seasonal Weed Sprayer	Weed Control	\$14.50		\$15.00	\$15.25	\$15.50	\$15.75	\$16.00	\$16.25							
	AA	Seasonal Memorial Park	Seasonal Memorial Park - Custodian	County Park	\$16.45	\$18.64													
	AA	Seasonal - Dept	Seasonal	Weed/Park															
	BB	Seasonal Memorial Park	Seasonal Memorial Park - Technician	County Park	\$16.45	\$18.64	\$16.54	\$16.89	\$17.14	\$17.39	\$17.64	\$17.89							
	CC	Matron	Matron		\$18.12		\$18.52	\$18.77	\$19.02	\$19.27	\$19.52	\$19.77							
	10						\$15.00	\$15.38	\$15.76	\$16.15	\$16.56	\$16.97	\$17.40	\$17.83	\$18.28	\$18.73	\$19.20	\$19.68	
B	10	Custodian	Custodian	Maintenance	\$14.50	\$19.11	\$21,320	\$21,103	\$22,206	\$23,728	\$24,371	\$25,436	\$26,322	\$27,230	\$28,160	\$29,114	\$30,092	\$31,093	
	15						\$16.20	\$16.61	\$17.02	\$17.45	\$17.89	\$18.33	\$18.79	\$19.26	\$19.74	\$20.23	\$20.74	\$21.26	
	C	15	Cook	Cook	Sheriff/Corrections	\$15.35	\$20.35	\$33,826	\$34,071	\$35,338	\$36,426	\$37,537	\$38,271	\$39,237	\$40,208	\$41,213	\$42,242	\$43,300	\$44,382
	B	15	Building Maintenance	Facilities Technician I	Maintenance	\$15.54	\$20.59												
	E	15	Maintenance I	Highway Maintenance Tech I	Highway														
	20						\$17.50	\$17.93	\$18.38	\$18.84	\$19.31	\$19.80	\$20.29	\$20.80	\$21.32	\$21.85	\$22.40	\$22.96	
	A	20	Secretary (PT)/Clerk	Administrative Support	States Attorney	\$15.54	\$20.59	\$36,532	\$37,245	\$38,081	\$39,341	\$40,324	\$41,332	\$42,366	\$43,425	\$44,510	\$45,623	\$46,764	\$47,933
	A	20	Clerk	Administrative Support	Treasurer	\$15.54	\$20.59												
	B	20	Building Maintenance	Facilities Technician II	Maintenance	\$15.54	\$20.59												
	A	20	Office Coordinator	Health Administrative Tech	Health	\$16.89	\$22.89												
	A	20	Deputy Office Coord	W.I.C. Administrative Tech	W.I.C.	\$15.97	\$21.25												
	25						\$19.25	\$19.73	\$20.22	\$20.73	\$21.24	\$21.77	\$22.32	\$22.88	\$23.45	\$24.04	\$24.64	\$25.25	
	A	25	Clerk	Administrative Assistant	Equalization	\$15.54	\$20.59	\$40,185	\$40,189	\$42,219	\$43,275	\$44,837	\$45,465	\$46,602	\$47,767	\$48,961	\$50,185	\$51,440	\$52,726
	B	25	Lead Maintenance	Facilities Technician - Lead	Maintenance	\$17.30	\$23.05												
	A	25	Clerk (A/P)	Financial Assistant	Auditor	\$16.82	\$22.36												
	E	25	Maintenance II	Highway Maintenance Tech II	Highway	\$16.43	\$21.52												
	F	25	Criminal/Civil Support Coord	Public Safety Support Tech	Sheriff/Corrections	\$16.82	\$22.36												
	A	25	Clerk	Administrative Support	Auditor	\$15.54	\$20.59												
	30						\$20.21	\$20.71	\$21.23	\$21.76	\$22.31	\$22.86	\$23.43	\$24.02	\$24.62	\$25.24	\$25.87	\$26.51	
	A	30	Secretary	Administrative Specialist - Emerg Mgmt	Emergency Mgmt	\$15.54	\$20.59	\$42,194	\$43,249	\$44,390	\$45,498	\$46,574	\$47,739	\$48,932	\$50,155	\$51,409	\$52,693	\$54,012	\$55,362
	A	30	Office Coordinator	Administrative Specialist - Equalization	Equalization	\$16.89	\$22.33												
	A	30	Deputy Office Coordinator	Administrative Specialist - Extension	Extension	\$15.97	\$21.25												
	A	30	Clerk	Administrative Specialist - RCD	Register of Deeds	\$15.54	\$20.59												
	F	30	Legal Secretary	Administrative Specialist - SA	States Attorney	\$15.54	\$20.59												
	A	30	Secretary (VSO Assistant)	Administrative Specialist - Veterans	Veterans	\$16.89	\$22.33												
	A	30	Clerk (PT)	Administrative Specialist - Welfare	Welfare	\$15.54	\$20.59												
	C	30	Appraiser I	Appraiser I	Equalization	\$17.83	\$18.40												
	E	30	New	Mechanic	Highway	\$19.01	\$23.42												
	A	30	Second Deputy	Second Deputy - Treasurer	Treasurer	\$15.97	\$21.25												
	35						\$22.23	\$22.78	\$23.35	\$23.94	\$24.54	\$25.15	\$25.78	\$26.42	\$27.08	\$27.76	\$28.45	\$29.17	
	D	35	Correctional Officer	Correctional Officer	Sheriff/Corrections	\$18.12	\$24.22	\$46,413	\$47,374	\$48,763	\$49,982	\$51,232	\$52,513	\$53,825	\$55,171	\$56,550	\$57,964	\$59,413	\$60,888
	D	35	PT Jailor	Correctional Officer (PT)	Sheriff/Corrections														
		35	Court Security	Court Security	Sheriff														
	D	35	Transport	Transport	Sheriff	\$22.55													
	E	35	Maintenance III	Highway Maintenance Tech III	Highway	\$18.01	\$23.43												
	F	35	Criminal Records Manager	Legal Records Specialist	States Attorney	\$18.74	\$25.18												

A	35	Payroll Officer	Payroll Specialist	Auditor	\$16.80	\$22.33
F	35	Records Manager	Records Administrator	Sheriff	\$18.74	\$25.18
A	35	Office Coordinator	Sr Administrative Specialist	Extension	\$16.80	\$22.33
A	35	Office Coordinator	Sr Administrative Specialist	Highway	\$16.80	\$22.33

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C	40	Appraiser II	Appraiser II	Equalization	\$17.83	\$23.80
D	40	Deputy Sheriff	Deputy Sheriff	Sheriff	\$21.55	\$29.02
G	40	Deputy Register of Deeds	First Deputy Register of Deeds	Register of Deeds	\$18.33	\$24.82
G	40	First Deputy Treasurer	First Deputy Treasurer	Treasurer	\$18.33	\$24.82
E	40	Mechanic	Shop Foreman Mechanic	Highway	\$19.01	\$25.42
G	40	Deputy Maintenance Supervisor	Sr Maintenance Tech	Maintenance/Jail	\$18.33	\$24.82

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G	45	Equalization Data Base Coord	Equalization Data Base Coord	Equalization	\$18.83	\$25.90
G	45	Corrections Sergeant	Correctional Sergeant	Sheriff/Corrections	\$19.40	\$25.43
H	45	Victim Assistance Coord	Victim Witness Services Coordinator	States Attorney	\$30.05	\$30.46

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H	50	Assistant Superintendent	Assistant Highway Superintendent	Highway	\$30.07	\$30.44
G	50	Deputy Sergeant	Sergeant - Sheriff	Sheriff	\$23.08	\$30.47

55

H	55	Veterans Service Officer	Veterans Services Director	Veterans	\$25.30	\$25.61
H	55	Welfare Director	Welfare Director	Welfare		

60

	60	Chief Deputy	Chief Deputy	Sheriff		
G	60	Chief Corrections Officer	Chief of Corrections	Sheriff/Corrections	\$30.03	\$30.40
H	60	Facilities Manager	Director of Facilities	Maintenance	\$33.92	\$34.35
H	60	Emergency Management Dir	Director of Emergency Management	Emergency Mgmt	\$30.80	\$31.19

65

H	65E	Auditor	County Auditor	Auditor	\$32.45	\$32.86
H	65E	County Treasurer	County Treasurer	Treasurer	\$30.80	\$31.19
H	65	Deputy States Attorney	Deputy States Attorney	States Attorney	\$35.79	\$36.23
H	65	Equalization Director	Director of Equalization	Equalization	\$31.67	\$32.07
H	65E	Register of Deeds	Register of Deeds	Register of Deeds	\$30.80	\$31.19

70

H	70	Highway Superintendent	Highway Superintendent	Highway	\$36.36	\$36.83
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75E

HC	75E	Sheriff	Sheriff	Sheriff	\$37.28	\$37.75
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80

HC	BOE	States Attorney	States Attorney	States Attorney	\$54.26	\$54.95
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1.11	\$24.67	\$25.29	\$25.92	\$26.57	\$27.24	\$27.92	\$28.61	\$29.33	\$30.06	\$30.81	\$31.56	\$32.37
	\$51,519	\$52,907	\$54,127	\$55,480	\$56,867	\$58,289	\$59,746	\$61,240	\$62,771	\$64,340	\$65,945	\$67,597

1.05	\$25.91	\$26.56	\$27.22	\$27.90	\$28.60	\$29.31	\$30.04	\$30.80	\$31.57	\$32.35	\$33.16	\$33.99
	\$54,095	\$55,447	\$56,833	\$58,254	\$59,711	\$61,203	\$62,733	\$64,302	\$65,905	\$67,557	\$69,246	\$70,977

1.1	\$28.50	\$29.21	\$29.94	\$30.69	\$31.46	\$32.24	\$33.05	\$33.88	\$34.72	\$35.59	\$36.48	\$37.39
	\$59,504	\$60,992	\$62,517	\$64,080	\$65,682	\$67,324	\$69,007	\$70,732	\$72,500	\$74,313	\$76,171	\$78,075

1.05	\$29.92	\$30.67	\$31.44	\$32.22	\$33.03	\$33.86	\$34.70	\$35.57	\$36.46	\$37.37	\$38.30	\$39.26
	\$62,480	\$64,042	\$65,643	\$67,284	\$68,966	\$70,690	\$72,457	\$74,269	\$76,125	\$78,028	\$79,975	\$81,979

1.05	\$31.42	\$32.20	\$33.01	\$33.84	\$34.68	\$35.55	\$36.44	\$37.35	\$38.28	\$39.24	\$40.22	\$41.22
	\$65,604	\$67,244	\$68,925	\$70,648	\$72,414	\$74,224	\$76,080	\$77,982	\$79,932	\$81,930	\$83,978	\$86,078

1.1	\$34.56	\$35.43	\$36.31	\$37.22	\$38.15	\$39.10	\$40.08	\$41.08	\$42.11	\$43.16	\$44.24	\$45.35
	\$72,164	\$73,968	\$75,817	\$77,713	\$79,655	\$81,647	\$83,688	\$85,780	\$87,925	\$90,125	\$92,376	\$94,685

1.05	\$36.29	\$37.20	\$38.13	\$39.08	\$40.06	\$41.06	\$42.08	\$43.14	\$44.22	\$45.32	\$46.45	\$47.61
	\$75,772	\$77,666	\$79,608	\$81,598	\$83,636	\$85,723	\$87,872	\$90,069	\$92,321	\$94,629	\$96,995	\$99,420

1.195	\$43.37	\$44.45	\$45.56	\$46.70	\$47.87	\$49.06	\$50.29	\$51.55	\$52.84	\$54.16	\$55.51	\$56.90
	\$90,548	\$92,811	\$95,132	\$97,510	\$99,946	\$102,446	\$105,008	\$107,633	\$110,324	\$113,082	\$115,905	\$118,806

1.12	\$48.57	\$49.78	\$51.03	\$52.30	\$53.61	\$54.95	\$56.33	\$57.73	\$59.18	\$60.66	\$62.17	\$63.73
	\$101,413	\$103,945	\$106,547	\$109,211	\$111,941	\$114,740	\$117,608	\$120,549	\$123,562	\$126,651	\$129,818	\$133,063

EXECUTIVE SESSION

Motion by Gabel, second by Waterman, to enter into executive session at 10:58 a.m., to discuss security and personnel issues; all voted aye; motion carried. The Board returned to regular session at 11:16 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 VanDusen, second by Johnson, to adjourn at 11:16 a.m., until 9:00 a.m., Tuesday, July 27th, 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 \$ _____