

**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, June 22, 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 June 22, 2021 agenda**
5. **Action to approve the June 15, 2021, minutes of the Board of Codington County Commissioners**
6. **Monthly reports**
  - a. **Emergency Management Director**
  - b. **Sheriff**
7. **Public auction for haying rights on County owned property**
8. **Action to accept a bid for Haul Road Restoration BAI No. 23517.00**
9. **Action to authorize signing of a notice to proceed with Haul Road Restoration project**
10. **Action to approve Emergency Rental Assistance 2 Program contract**
11. **Action to adopt a resolution for continued support of the 1<sup>st</sup> Dist. Assoc. of Local Govts.**
12. **Review of/possible action to approve an MOU for payment to mass vaccination event consultant**
13. **Action to approve permits to discharge fireworks**
14. **Action to approve the purchase of copier/scanner equipment for the Veterans Service Office**
15. **Discussion/possible action on employee cell phone stipends**
16. **Discussion/possible action to pass a resolution to enact a ban on open burning**
17. **Action to approve claims for payment**
18. **Action to approve automatic budget supplements**
19. **Action to approve personnel changes**
20. **Action to approve travel requests**
21. **Public Notices – a possible quorum of Commissioners could be in attendance at**
22. **Old Business**
23. **New Business**
24. **Open**

- a. Public Comments
- b. Commission Comments

25. 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)

26. Action to adjourn until 9:00 a.m., Tuesday, July 6, 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**

June 22, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 22, 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. Commissioner Hanten 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 June 22, 2021 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Waterman, to approve the minutes of the June 15, 2021 meeting of the Codington County Commissioners; all voted aye; motion carried.

**MONTHLY REPORTS**

**Emergency Management Director, Jamie Torstenson**, updated the Board on: training and exercises – Region 2 exercise with tracking systems, EM101 training course, Salamander tracking system exercise; traveling with a representative from First Dist. for site visits at local industries for updating the County's Hazardous Mitigation plan; severe weather response; COVID-19 numbers; and drought monitor data for Codington County. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled for the month of May 2021, for the Detention Center and Sheriff's Office: fees collected in the amount of \$5,926.75 were retained by the County; 592 cases/calls for service; 14 accident reports completed; 103 warrants served; 192 sets of civil papers served; 3,200 transport miles; average daily inmate population 64.48 (high of 74 and low of 57); 19 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 35 individuals testing daily for PBT'S; 59 individuals reporting twice weekly for UA Drug testing; 3 individuals using sweat patches; 215 bookings; \$6,719.00 collected in fees for out of county prisoner contracts; \$2,360.00 collected in work release fees; \$7,946.00 collected in fees for the

24/7 program; and \$2,761.00 collected for SCRAM fees. Sheriff Howell reported his office is preparing for the parade to be held in Kranzburg on July 3<sup>rd</sup>; the Deuel County Sheriff's office will assist Codington County with the Kranzburg parade; and Codington County law enforcement will assist Deuel County during the Crystal Springs rodeo event. The Sheriff's office is currently utilizing a program "Breach Secure" for training of employees on the dark web, email phishing, security of network, etc.

**MOU FOR PAYMENT TO MASS VACCINATION EVENT CONSULTANT**

Motion by Gabel, second by VanDusen, to authorize the Chair to sign a MOU between Codington County, the City of Watertown, and Prairie Lakes Health Care System, Inc., for the payment of mass vaccination coordination services. The City of Watertown will make payment to J. Paul Consulting, for mass vaccinations coordination, in the amount of \$20,000.00. The City will make application to the South Dakota Dept. of Health for reimbursement of this amount. If, in the event the SD DOH declines reimbursement, the County, City, and Prairie Lakes Health Care System, Inc., will each be responsible for 1/3 of the \$20,000.00 payment to J Paul Consulting. Upon vote of the Board; all voted aye; motion carried.

**RESOLUTION TO BAN OPEN BURNING**

Emergency Management Director, Jamie Torstenson, provided the Board with information regarding drought conditions in the County and recommended the County enact a ban on open burning at this time. The County is currently at a D1 category (moderate drought). Sheriff Brad Howell participated in this conversation and provided the Board with statute information on the discharge of fireworks during the July 4th holiday period when a County burn ban is in place. Motion by Johnson, second by Gabel, to approve Resolution 2021-18, a resolution placing a ban on open burning; all voted aye; motion carried.

**RESOLUTION #2020-18**

**A RESOLUTION DECLARING A FIRE DANGER EMERGENCY  
IN CODINGTON COUNTY PROHIBITING ANY OPEN BURNING**

**WHEREAS**, due to D1 drought conditions, prevalent in Codington County, a fire danger emergency now exists within Codington County, South Dakota,

**NOW THEREFORE BE IT RESOLVED**, by the Codington County Board of Commissioners that a Fire Danger Emergency is hereby declared and until this resolution be otherwise rescinded by the Codington County Board of Commissioners, all open burning as defined in Codington County Ordinance #13-A is hereby prohibited within the boundaries of Codington County, South Dakota, exclusive of any incorporated municipality within the County, and

**BE IT FURTHER RESOLVED**, that this Resolution is declared to be necessary for the immediate preservation of the public safety in accordance with the provisions of SDCL 7-18-A-8, effective immediately, and shall continue in force and affect until rescinded by the Codington County Board of Commissioners.

Dated this 22<sup>nd</sup> day of June, 2021

Brenda Hanten  
Commission Chair

ATTEST:

Cindy Brugman

Codington County, 22 June 2021

Codington County Auditor

**PUBLIC AUCTION FOR LEASE OF COUNTY PROPERTY**

The Board conducted a public auction, as previously advertised, for the lease of County owned property for the purposes of haying. Commissioner VanDusen opened the auction by asking for a base bid of \$50.00 per acre. No bids were forthcoming. Commissioner VanDusen continued to ask for a bid lowering each request by \$5.00 increments. A bid was received in the amount of \$30.00 per acre from Tyler McElhany, present for this auction. No other bids were offered. The Board accepted the bid of \$30.00 per acre from Tyler McElhany.

**HAUL ROADS RESTORATION BIDS**

Highway Supt., Rick Hartley, met with the Board to recommend accepting the bid received from Duinink, Inc. for the Haul Road Restoration project. The Highway Supt. advised the Board that Banner Associates has reviewed all bids for accuracy. Motion by Gabel, second by Johnson, to accept the bid of Duinink, Inc., in the amount of \$8,049,425.25, from the bids announced on June 15, 2021; all voted aye; motion carried. Waylon Blasius, Banner Associates, appeared via Zoom for this agenda item.

**HAUL ROAD RESTORATION PROJECT NOTICE TO PROCEED**

Motion by Johnson, second by Waterman, to authorize the Chair to sign a notice to proceed for the Haul Road Restoration project; all voted aye; motion carried.

**EMERGENCY RENTAL ASSISTANCE 22 PROGRAM CONTRACT**

Motion by Gabel, second by VanDusen, to authorize the Chair to sign the Emergency Rental Assistance 2 Program Services Contract between Codington County and the South Dakota Housing Development Authority. Welfare Director, Sara Foust and Welfare Assistant, Kari Kraayenbrink, were present for this action. This agreement will allow the County to assist individuals with rent, rental arrears, utilities and home energy cost and arrears, and other expenses related to housing, with funds allocated by the U.S. Dept. of the Treasury, to SDHDA, pursuant to the American Rescue Plan. Upon vote of the Board; all voted aye; motion carried.

**FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS RESOLUTION OF SUPPORT**

Motion by Waterman, second by Gabel, to approve Resolution 2021-17 for continued support of the First District Association of Local Governments; all present voted aye; motion carried:

**RESOLUTION #2021-17  
RESOLUTION TO CONTINUE SUPPORT FOR THE  
FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS  
DURING FISCAL YEAR 2022  
(October 1, 2021 – September 30, 2022)**

The Codington County Board of Commissioners, having adopted and signed a Joint Cooperative Agreement on the 4th day of April, 1972, creating the First Planning and Development District, Model Rural Development Program, do hereby agree to renew their participation in the Joint Cooperative Agreement for Fiscal Year 2022 (October 1, 2021 - September 30, 2022). To support the Joint Cooperative Agreement and the activities of the District staff, the Codington County Board of Commissioners will provide \$44,721.10 to the First District Association of Local Governments during the aforementioned Fiscal Year 2022 period.

Adopted this 22<sup>nd</sup> day of June, 2021

Brenda Hanten

Chair, Codington County Commissioners

Codington County, 22 June 2021

ATTEST:

Cindy Brugman  
Codington County Auditor

**FIREWORKS DISCHARGE PERMIT APPLICATIONS**

The Board reviewed the following fireworks show permits:

| <b><u>APPLICANT</u></b> | <b><u>DATE</u></b> | <b><u>LOCATION</u></b>                                |
|-------------------------|--------------------|---|
| Darcy Thonvold          | 07/10/2021         | 16626 455 Ave, Watertown,<br>Watertown Fire District  |
| Kathy Dagele            | 07/10/2021         | 16549 463 Ave, Watertown<br>South Shore Fire District |

Motion by Gabel, second by Waterman, to approve the permits, noting the permits will become null and void in the event there is a County-wide ban on open burning on the aforementioned dates; all voted aye; motion carried.

**VETERAN SERVICE OFFICE COPIER EQUIPMENT**

Motion by Gabel, second by Johnson, to approve the purchase of two multi-functional printers, updates to one of the office computers, and Adobe Acrobat Reader software, for the Veteran's Service Office and per the request of Veteran's Service Officer, Todd Rose, in the total amount of \$5,329.00; all voted aye; motion carried.

**EMPLOYEE CELL PHONE STIPENDS**

Motion by Gabel, second by VanDusen, to approve a new schedule of cell phone stipends, based on the newly adopted wage scale. Full-time County employees whose jobs require them to be away from the office/shop on a regular basis in the offices of Maintenance, Director of Equalization, Highway, and Sheriff, along with the Detention Center Corrections Sergeant employees, States Attorney, and Deputy States Attorney will receive cell phone stipends as follows:

Pay grades 15-35 \$25.00 per mo.

Pay grades 40-80 \$40.00 per mo.

On-Call Emergency Management employee \$20.00 per mo.

This action, if approved, will eliminate the current cell phone stipend for the 4-H Youth Program Advisor who is not a County employee. Further discussion ensued regarding the need to adopt a formal plan for cell phone usage and stipends. Discussion was also held regarding the actual cost an employee is paying for a cell plan compared to the stipend amounts provided by the County. Upon vote of the Board; Gabel, Johnson, VanDusen, and Hanten voted aye; Waterman voted no; motion carried.

**CLAIMS**

Motion by Gabel, second by VanDusen, to approve for payment the following claims: SDAAO 1800.00 registration, VISA Reliabank 1176.98 travel, supplies; all voted aye; motion carried. Motion by Gabel, second by Johnson, to approve for payment the following claim: Watertown City Finance 22270.42 April 911 surcharge collections; Gabel, Waterman, Johnson, and Hanten voted aye; VanDusen abstained; motion carried.

**PERSONNEL CHANGES**

Motion by VanDusen, second by Waterman, to approve the following personnel changes: Alissa Harte, Auditor Elections Clerk, anniversary step increase, step 11/\$20.22 per hour, effective 7/1/2021; Janet Bevers, Treasurer 1<sup>st</sup> Deputy, anniversary step increase, step 14/\$25.25 per hour, effective 7/1/2021; Bryan Bleeker, Building Maintenance, anniversary step increase, step 13/\$20.70 per hour, effective 7/1/2021; Richard Kohn, Building Maintenance, anniversary step increase, step 5/\$17.83 per hour, effective 7/1/2021; Lisa Feltch, transfer from States Attorney office to Sheriff's Office Criminal/Civil Coordinator, step 7/\$20.60, effective 6/15/2021; Melissa Holtquist, Correctional Officer, anniversary step increase, step 10/\$23.33 per hour, effective 7/1/2021; Wes Jennings, Correctional Officer, anniversary step increase, step 11/\$23.78 per hour, effective 7/15/2021; Charles Rossow, Part-time Criminal Support Coordinator, step 4/\$18.73 per hour; Ron Hartley, Weed Sprayer/Building Maintenance, change from temporary to full-time, step 5/\$17.83 per hour, effective 7/13/2021; Scott Swanson, Lead Building Maintenance, anniversary step increase, step 14/\$23.45 per hour, effective 7/1/2021; Molly Simmons, Seasonal Weed Sprayer, step 1/\$14.75 per hour, effective 6/22/2021; Robyn Riter, Highway Maintenance II, anniversary step increase, step 9/\$23.44 per hour, effective 7/1/2021; Jeff Argo, Highway Maintenance II, anniversary step increase, step 6/\$22.03 per hour, effective 7/1/2021; all voted aye; motion carried.

### **TRAVEL REQUESTS**

Motion by Johnson, second by Gabel, to approve the following travel requests: Veterans Service Officer, SD Dept. of Veterans Affairs Certification and Benefits School; Welfare Director, SD Homeless Summit; and Welfare Director, Summit on Building a Crisis Response Continuum in our Community; all voted aye; motion carried.

### **INSURANCE POLICY FOR EMERGENCY HOUSING APARTMENT**

Welfare Director, Sara Foust, met with the Board to review an insurance policy for the Emergency Housing Apartment. The Welfare Director advised the Board the policy cost is \$500.00 and will cover any damages to the property. The cost will be covered under a grant and at no/minimal cost to the County. Motion by Johnson, second by Waterman, to declare an emergency and to approve the insurance documentation immediately; all voted aye; motion carried.

### **JUNETEENTH FEDERAL/STATE HOLIDAY**

The Board held a brief discussion on the Juneteenth Federal/State Holiday which was in effect on Friday, June 18<sup>th</sup>, and observed by Federal and South Dakota State Employees. The Board, at their July 6<sup>th</sup> scheduled meeting, will address compensation to County employees, who worked on June 18<sup>th</sup>.

### **EXECUTIVE SESSION**

Motion by Johnson, second by Gabel, to enter into executive session at 10:29 a.m., to discuss employee contract negotiations; all voted aye; motion carried. The Board returned to regular session at 11:03 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 11:03 a.m., until 9:00 a.m., Tuesday, July 6<sup>th</sup>, 2021; all voted aye; motion carried.

ATTEST:

Cindy Brugman  
Codington County Auditor

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Codington County, 22 June 2021

disability in employment or the provision of service.

Published once at the total approximate cost of \$ \_\_\_\_\_