

**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, July 27, 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 27, 2021 agenda
5. Action to approve the July 20, 2021, minutes of the Board of Codington County Commissioners
6. Action on a request to sell alcohol for the Boys and Girls Club Camel races at the Extension Center
7. Monthly reports
  - a. Emergency Management
8. Review 2022 budget requests
  - a. Emergency Management
  - b. Register of Deeds
  - c. Welfare
  - d. Planning and Zoning
9. Action to approve a lease agreement for County offices in the City Auditorium
10. Opening of Asphalt Mat Construction bids and action to award a bid
11. Action to declare Sheriff's office equipment surplus to be destroyed
12. Discussion/possible action to pass a resolution to enact a ban on open burning
13. Action to approve claims for payment
14. Action to approve automatic budget supplements
15. Action to approve personnel changes
16. Action to approve travel requests
17. Public Notices – a possible quorum of Commissioners could be in attendance at
  - a. Sioux Valley Commissioner's District meeting, August 18<sup>th</sup> in Redfield
18. Old Business
19. New Business
20. Open
  - a. Public Comments
  - b. Commission Comments
21. 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)

22. Action to adjourn until 9:00 a.m., Tuesday, August 3<sup>rd</sup>, 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**

July 27, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 27, 2021, at the Codington County Court House. Commission members present were: Charlie Waterman, Myron Johnson, Troy VanDusen, and Brenda Hanten; Commissioner Lee Gabel was present via Zoom; Chair 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 July 27, 2021 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

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

**REQUEST TO SELL ALCOHOL AT EXTENSION COMPLEX /BOYS & GIRLS CLUB EVENT**

Kelly Jaderborg, Director of Development, with the Watertown Boys and Girls Club, met with the Board to request authorization to sell alcohol during the Blue Door Derby Camel Races event, scheduled for August 28th at the Codington County Extension Center Complex. A liquor license has been transferred following proper procedure for this event. Motion by VanDusen, second by Gabel, to approve this request; all voted aye; motion carried.

**MONTHLY REPORTS**

**Emergency Management Director, Jamie Torstenson**, reported: safety lighting was provided during the Independence Day fireworks display at the soccer fields, Search and Rescue assisted with a mutual aid call in Clark County, responded to several small grassfires, provided Red Cross assistance to those affected by structure fires, responded to a hazmat barrel found near I-29, attended Deuel County E.M. full scale exercise, hosted a Region 2 meeting, attended EM 102 training, currently assisting local fire departments during the trial period of an emergency paging smart app, monitored a severe thunderstorm in northern Codington County on July 25<sup>th</sup>, and the updated drought monitor shows a slight improvement for Codington County in the northwest part of the County but remained unchanged in the rest of the County, with D0, D1 and D2 drought conditions reported in Codington County. Mr. Torstenson noted the

Codington County, 27 July 2021

SD DOH is now reporting COVID-19 data on a weekly basis. The Emergency Management Director advised the Board the LEOP (Local Emergency Operations Plan), for Codington County, has been reviewed and updated, with no changes necessary.

### **2022 BUDGET REVIEW**

The Board reviewed the following 2022 budget requests: Emergency Management, Search and Rescue, and Register of Deeds.

### **OPEN BURNING**

The Board determined a ban on open burning is not required at this time following a weekly drought report from Emergency Management Director, Jamie Torstenson. The situation will be addressed weekly during this time of minimal regular rainfall.

### **ASPHALT MAT CONSTRUCTION BIDS**

Highway Supt., Rick Hartley, opened and announced the following bid received for 2021 Asphalt Mat Construction:

<b><u>BIDDER</u></b>	<b><u>BID AMOUNT</u></b>
Duininck, Inc. Prinsburg, MN	\$293,147.50

Motion by Johnson, second by Waterman, to accept the bid from Duininck, the only bid received; all voted aye; motion carried.

### **SURPLUS EQUIPMENT**

Motion by Johnson, second by Waterman, to declare the following equipment surplus to be destroyed, as requested by Sheriff, Brad Howell: Nuvico DVR 16 channel s/n D07121100453, Nuvico DVR 16 channel s/n D07121100446, HP ProBook 650 s/n 5CG6291M3D, GEN01629 Black Jack NVR s/n SH81R40701F33F00469, Hickvision DVR 32 channel s/n C20505879, DVR Nuvico s/n D03140400003, HP computer s/n 2UA65130GK; all voted aye; motion carried.

### **CLAIMS**

Motion by VanDusen, second by Gabel, to approve for payment July payroll claims; all voted aye; motion carried: Commissioners: 10,595.07 total salaries. Auditor: 22,656.31 total salaries; Alissa Harte 3518.28 step increase. Co. Treasurer: 33,408.45 total salaries Janet Bevers 4393.50 step increase. States Attorney: 35,886.61 total salaries; Jamie Monson 4052.46 step increase; Darce Curtis P/T new hire 17.50; Alison Bakken 6003.00 step increase. Gov. Buildings: 20,456.64 total salaries; Bryan Bleeker 3601.80 step increase; Richard Kohn 3102.42 step increase. Dir. Equalization: 43,177.94 total salaries; Heidi Selchert 4160.34 step increase; Melissa Sears 4109.88 step increase; Allison Forbush 4127.28 step increase. Reg. of Deeds: 23,834.85 total salaries; Mary Fransen 4393.50 step increase; Jill Schweitzer 3662.70 step increase. Veterans Service: 11,199.71 total salaries. Sheriff: 105,629.60 total salaries; Adam Reeves 4809.36 step increase; Rusty Mathews 5091.24 step increase; Trever Schimmel 4809.36 step increase; Shane Yost 4226.46 step increase; Ryan Elliott 3942.84 step increase. Co. Jail: 122,695.81 total salaries; Wes Jennings 4137.72 step increase; Melissa Holtquist 4059.42 step increase. Welfare: 7,748.88 total salaries. County Nurse: 5,404.60 total salaries. Co. Park: 10,034.32 total salaries. Ag. Bldg.: 5,730.42 total salaries; Scott Swanson 4080.30 step increase. Co. Extension: 10,800.18 total salaries. Weed: 8,717.93 total salaries; Ron Hartley 3102.42 step increase; Molly Simons P/T 14.75 new hire. Planning Board: 973.04 total salaries. Road & Bridge: 103,997.28 total salaries; Robyn Riter 4078.56 step increase; Jeff Argo 3833.32 step increase; Jamie Dolen 4200.36 step increase. Emergency Management:

13,118.49 total salaries; Cheri Howell 3556.56 step increase. Crime Victim: 7,286.02 total salaries. W.I.C.: 2,007.78 total salaries. Total 605,359.93. Breakdown of withholding amounts which are included in the above: S.D. Retirement 56,227.98; S.D. Retirement 73.00 spouse option; S.D. Supplemental Retire. 3,330.00 suppl. retire.; Sanford 80,702.99 ins.; Reliance Standard Life Insurance 747.48 life ins.; Delta Dental 6227.80 ins.; Avesis 869.57 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 526.90 employee union dues; AFLAC 4,009.39 ins.; John Hancock 5,320.00 suppl. retire.; AFLAC 816.57 ins.; Watertown United Way 60.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 23,531.00 employee payments; SDRS Supplemental Retirement 3,940.00 Roth retirement; Teamsters Local Union 120 394.00 employee union dues; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 41,825.58 federal withholding; ReliaBank Dakota 68,708.68 social security.

### **PERSONNEL CHANGES**

Motion by Gabel, second by Waterman, to approve the following personnel changes: Ryan Elliott, Deputy Sheriff, 6 mos. step increase, step 2/\$22.66 per hour, effective July 1, 2021; James Hedges, Building Maintenance, anniversary step increase, step 8/\$19.25 per hour, effective 8/1/2021; all voted aye; motion carried.

### **TRAVEL REQUESTS**

Motion by Johnson, second by VanDusen, to approve the following travel request; all voted aye; motion carried: Auditor's Office staff (2), 2021 Secretary of State election workshop.

### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Waterman, to adjourn at 9:28 a.m., until 9:00 a.m., Tuesday, August 3<sup>rd</sup>, 2021; all voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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