

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, September 28, 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 September 28, 2021 agenda
5. Action to approve the September 21, 2021, minutes of the Board of Codington County Commissioner
6. 9:00 a.m., Public Hearing on the 2022 Provisional Budget
7. Action to adopt the 2022 Budget
8. Action to adopt a Levy Resolution for taxes payable in 2022
9. Monthly reports
 - a. Emergency Management
 - b. Sheriff
10. Action to approve Plat resolution – Jabe Kahnke Addition (Pelican Township)
11. Action to require two factor authentication for County email accounts
12. Action to acknowledge 2020 County Safety awards
13. Action to recognize employees with years of service
 - a. Todd Warne, Highway Shop Foreman Mechanic, 30 years
14. Action to acknowledge passing of former County employees/officials
 - a. Helen Rueschenberg, Highway Secretary
 - b. Nick Endres, Weed Supervisor
 - c. Roger VandePol, Custodian
 - d. Bill Hoff, Weed Sprayer
 - e. John “Jack” Thomas, Commissioner
 - f. Vernon Keirnes, Highway Dept. Equipment Operator
 - g. Chad Nelson, Deputy States Attorney
15. Action to approve updates to Employee Personnel Policy and Procedures Manual regarding medical marijuana
16. Discussion/possible action to pass a resolution to enact a ban on open burning if necessary
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, October 5th, 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**

September 28, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 28, 2021, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, and Brenda Hanten; absent Troy VanDusen; 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 Gabel, second by Waterman, to approve the September 28, 2021 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of the September 21, 2021 meeting of the Codington County Commissioners; all voted aye; motion carried.

2022 PROVISIONAL BUDGET PUBLIC HEARING

The Board held a public hearing, as previously advertised, to allow any and all interested parties to comment on the 2022 Codington County Provisional Budget. Chair Hanten opened the public hearing at this time. No comments were offered by persons present for this hearing. Chair Hanten closed the public hearing at this time.

Codington County, 28 September 2021

2022 ANNUAL BUDGET ADOPTION

Motion by Johnson, second by Gabel, to adopt the 2022 Provisional Budget, as advertised. Subsequent motion by Gabel, second by Waterman, to amend the 2022 Provisional Budget as follows: Add \$4,000.00 to the Historical Sites (Mellette House) budget; add \$8,000.00 to the Historic Preservation (Codington County Heritage Museum) budget; and increase the Current Property Tax revenue from \$9,025,820.00 to \$9,028,467.00; all voted aye; motion carried. Upon vote of the original motion as amended; all voted aye; motion carried.

2022 BUDGET LEVY RESOLUTION

Motion by Johnson, second by Gabel, to approve Budget Levy Resolution 2021-33; all voted aye; motion carried.

RESOLUTION 2021-33

Adoption of Annual Budget for Codington County, South Dakota.

WHEREAS, (7-21-5 thru 13), SDCL provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

WHEREAS, the board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all changes, eliminations, and additions have been made thereto,

NOW THEREFORE BE IT RESOLVED, that such provisional budget as amended and all its purposes, schedules, appropriations, amounts, estimates, and all matters therein set forth, shall be approved and adopted as the annual budget of the appropriations and expenditures for Codington County, South Dakota and all its institutions and agencies for calendar year January 1, 2022 and ending December 31, 2022, and the same is hereby approved and adopted by the Board of County Commissioners of Codington County, South Dakota, this 28th day of September, 2021. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Auditor, Codington County, South Dakota. The accompanying taxes are levied by Codington County for the year January 1, 2022 through December 31, 2022.

Board of County Commissioners of Codington County, South Dakota.

Brenda Hanten
Chair

Lee Gabel
Commissioner

Charlie Waterman
Commissioner

Myron Johnson
Commissioner

Troy VanDusen - absent

Codington County, 28 September 2021

Commissioner

ATTEST:

Cindy Brugman
County Auditor

County tax levies within limited levy: General County Purposes \$9,028,467.00; \$3.072 \$'s/1,000.00, total taxes levied by Codington County. As of September 28th, 2021, these levies are not approved by the S.D. Dept. of Revenue & Regulation.

JABE KAHNKE PLAT ADDITION RESOLUTION

Zoning Officer, Luke Muller, presented the Board with a plat of the Jake Kahnke Addition and reviewed the same. The Board adopted the following resolution:

RESOLUTION #2021-34

A Resolution to approve the platting of the Jabe Kahnke 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:

Jabe Kahnke Addition, located in the North Half (N1/2) of Section 3-T116N-R53W of the 5th Prime Meridian, 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; all voted aye; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 28th day of September, 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 2021-34, adopted by the Board of County Commissioners of Codington County, South Dakota.

Codington County, 28 September 2021

Dated this 28th day of September 2021, at Watertown, Codington County, South Dakota.

Cindy Brugman

County Auditor, Codington County, South Dakota

MONTHLY REPORTS

Emergency Management Director, Jamie Torstenson, attended EM103 training in Pierre, participated in the monthly Community Partners meeting, hosted the annual E.M. conference in Watertown, attended the quarterly LEPC meeting, and designed and conducted a County Multi-Agency simulated training exercise on 9/26 at Punished Woman Lake in South Shore. The E.M. Director reported Codington County is no longer classified as a drought area in the state of South Dakota. COVID numbers are on the rise in Codington County with 276 active cases in the County at this time and 13,182 residents of Codington County (47%) have been fully vaccinated. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled for the month of August 2021, for the Detention Center and Sheriff's Office: fees collected in the amount of \$7,900.57 were retained by the County; 657 cases/calls for service; 4 accident reports completed; 112 warrants served; 211 sets of civil papers served; 8,209 transport miles; average daily inmate population 62.94 (high of 73 and low of 55); 16 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 52 individuals testing daily for PBT'S; 70 individuals reporting twice weekly for UA Drug testing; 0 individuals using sweat patches; 203 bookings; \$6,059.58 collected in fees for out of county prisoner contracts; \$1,580.00 collected in work release fees; \$8,308.00 collected in fees for the 24/7 program; and \$2,573.00 collected for SCRAM fees. Sheriff Howell reported his office participated in the Multi-Agency simulated training at Punished Woman Lake; the sewer system pipe lining project is underway at the Detention Center; the Detention Center staff are masking up and taking other precautions, when applicable, to control COVID spread in the Detention Center; and Sheriff Howell may volunteer Codington County for a pilot program on Court Security through the South Dakota Legislature.

TWO FACTOR AUTHENTICATION FOR COUNTY EMPLOYEE EMAIL ACCOUNTS

Motion by Gabel, second by Waterman, to authorize County offices to work with Connecting Point to set up two-factor authentication for County employee email accounts; all voted aye; motion carried.

2021 SAFETY AND LOSS CONTROL RECOGNITION AWARDS

Motion by Johnson, second by Waterman to recognize the following awards which were recently awarded to the County at the 2021 SDACC/SDACO Convention; all voted aye; motion carried: the Codington County Highway Dept. was awarded Gold Level and Platinum Level Safety and Loss Control Recognition Awards and the Maintenance Dept. was also awarded Gold Level and Platinum Level Safety and Loss Control Awards. These awards are sponsored by the SDML Workers Compensation Fund and the SDPAA; and are awarded based on steps taken by County Departments to improve work safety and training for their employees and customers. The Board congratulated these departments for their efforts and accomplishments.

EMPLOYEE YEARS OF SERVICE AND MEMORIAL RECOGNITION

Motion by Waterman, second by Gabel, to recognize Highway Dept. Shop Foreman Mechanic, Todd Warne, for his 30 years of service to Codington County; all voted aye; motion carried. Employees are recognized each year based on 25, 30, 35, 40, 45, & 50+ years of service. Motion by Johnson, second by Gabel, to recognize the following former employees who have passed in the last 12 months: Helen Rueschenberg, Highway Secretary; Nick Endres, Weed Supervisor; Roger VandePol, Custodian; Bill Hoff, Weed Sprayer; John "Jack" Thomas, Commissioner; Vernon Keirnes, Highway Dept. Equipment Operator; and Chad Nelson, Deputy States Attorney; all voted aye; motion carried.

PERSONNEL POLICY AND PROCEDURES – MEDICAL MARIJUANA PROCEDURES

Human Resource Representative, Natalie Remund, presented the Board with revisions to the current Employee Personnel Policy and Procedures outlining procedures to follow for employees who may be eligible to participate in the medical marijuana program in South Dakota. These revisions were recommended by the County's liability insurance carrier, SDPAA, and have been reviewed by the Codington County States Attorney. Motion by Gabel, second by Johnson, to add the revisions to the County's Employee Policy and Procedures Manual, as provided by the County's Human Resource Representative, as reviewed by the Codington County States Attorney, and as recommended by SDPAA; all voted aye; motion carried. Copies of the newly revised policy will be emailed to all Department Heads for distribution to employees.

SALARY CLAIMS

Motion by Johnson, second by Gabel, to approve September salary claims; all voted aye; motion carried: **Commissioners:** 10,595.04 total salaries. **Auditor:** 22,779.71 total salaries; Cindy Brugman 6476.28; Jodi Pearson 4062.90; Debbie Melville 3695.76; Alissa Harte 3518.28. **Co. Treasurer:** 33,693.66 total salaries; Carol Maloney 6317.94; Janet Bevers 4623.18; Betty Overlie 3709.68; Lindee Waba 3786.24; Ashley Lindner 3516.54; CeCi Carlson 3045.00. **States Attorney:** 35,717.93 total salaries; Becky Morlock Reeves 9328.14; Jamie Monson 4062.90; Darce Curtis part time @ 17.50; Alison Bakken 6013.44; Katie Moes 3516.54; Taylor Hageman 3516.54. **Gov. Buildings:** 19,811.47 total salaries; Steve Molengraaf 5888.16; Cindy Dargatz part time @ 18.73 hr.; Bryan Bleeker 3619.20; Richard Kohn 3119.82. **Dir. Equalization:** 46,204.66 total salaries; Shawna Constant 6013.44; Diane Merchant 3977.64; Michelle Pederson 4621.44; Heidi Selchert 4292.58; Barb Martenson 3695.76; Melissa Sears 4292.58; Allison Forbush 4292.58; Sarah Tesch 3349.50. **Reg. of Deeds:** 24,918.13 total salaries; Ann Rasmussen 6317.94; Mary Fransen 4501.38; Jill Schweitzer 3694.02; Jacki Manning 4400.46. **Veterans Service:** 11,893.42 salaries; Todd Rose 5206.08; Peggy Raml 3786.24. **Sheriff:** 100,479.67 total salaries; Adam Reeves 4858.08; Erin Lenzner 3883.68; Brad Howell 7546.38; Lonnie Greenfield part time @ 22.23 hr.; Rusty Mathews 5103.42; Dave Curtis 3963.72; Jerrod Olson 5103.42; Trevor Schimmel 4858.08; Vanna Engst 4062.90; Lisa Feltch 3607.02; Brent Solum 5467.08 promotion; Steven Lowry 4739.76; Tyler Varns 4400.46; James Bakke part time @ 21.93 hr.; Michael Morgan 4510.08; Shane Yost 4292.58; Ryan Elliott 4292.58 **Detention Center:** 120,746.57 total salaries; Tasha Vohlken part time @ 22.23; Jessica Johnson part time @ 22.23; Raistlan Tschetter 3868.02; Chandler Flowers 3868.02; Jordan Jensen part time @ 22.23; Levi Sauder part time @ 22.23; Austin Hanson part time @ 22.23; Lori Mills part time @ 24.54; Shawn Nills 4508.34; Marcy Rossow 3520.02; Brittni Schliesman part time @ 22.23 hr.; Julie Gallisath 3868.02; Shawna Carter 4376.10; Lindsey Stricherz 4376.10; Kayla Schomaker 3897.60; Charles Rossow part time @ 19.25 hr.; Jennifer Matejek 4376.10; Amalia Barrientos 3553.08; Matt Blackwelder 5467.08; Kyle Lewis 3868.02; Wes Jennings 4165.05; Melissa Holtquist 4062.90; Justin Halajian 4292.58; Steve Stahlke 3351.24; Maria Escamilla 4543.14; Kelly Oelrich 4062.90. **Care of the Poor:** 9,143.40 total salaries; Sara Foust 5206.08; Kari Kraayenbrink part time @ 20.21. **County Nurse:** 5,164.54 total salaries; Jeanie Ochsendorf 3801.90. **County Park:** 6,310.71 total salaries; Shelly Dupont part time @ 15.00 new hire. **Ag. Bldg.:** 8,225.30 total salaries; Scott Swanson 4080.30; James Hartley 3351.24. **Co. Extension:** 10,544.06 total salaries; Becky Goens 4165.56; Kim Johnson 3516.54. **Weed:** 10,219.62 total salaries; Ron Hartley 3111.12. **Planning Board:** 985.37 total salaries. **Road & Bridge:** 101,747.03 total salaries; Allen Benck 4597.08; Brad Schwinger 4597.08; Jeff Case 4711.92; Rick Hartley 6970.44; Todd Warne 4858.08; Dave Hedding 4597.08; Lori Deutsch 4165.56; Rick Holinka 4597.08; Mitch Kallhoff 3607.02; Matt Dargatz 4182.96; Jamie Dolen 4269.96; Robyn Riter 4080.30; Lynn Solberg 5082.54; Doug Torstenson 3981.12; Randy Falvey 3883.68; Lonie Vogelsang 3883.68; Jeff Argo 3883.68 Jeff Riley part time @ 15.00. **Emergency Management:** 12,390.22 total salaries; Jamie Torstenson 5467.08 Cheri Howell 3603.54 hr. **Crime Victim:** 7,252.51 total salaries; Jan Steele 5628.90. **W.I.C.:** 5,015.21 total salaries; Sara Aman 3530.46. **Total: 603,838.23.** Breakdown of withholding amounts which are included in the above: S.D. Retirement 55,525.96; S.D. Retirement 72.87 spouse option; S.D. Supplemental Retire. 3,365.00 suppl. retire.;

Sanford Health 82,257.79 ins.; Reliance Standard Life Insurance 763.98 life ins.; Delta Dental 6,312.80 ins.; Avesis 879.06 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 526.90 employee union dues; AFLAC 4,180.59 ins.; John Hancock 5,370.00 suppl. retire.; AFLAC 927.46 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 4,010.00 Roth retire.; Teamsters Local Union 120 394.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 40,802.57 federal withholding; ReliaBank Dakota 68,259.84 social security; Barbara Curtis 800.00 employee payment.

EXECUTIVE SESSION

Motion by Johnson, second by Waterman, to enter into executive session at 10:26 a.m., to discuss a personnel issue; all voted aye; motion carried. The Board returned to regular session at 10:57 a.m., no action was taken. Human Resource Representative, Natalie Remund; Welfare Director, Sara Foust; and Facilities Manager, Steve Molengraaf; were present for executive session. No action was taken following executive session.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Waterman, to adjourn at 10:57 a.m., until 9:00 a.m., Tuesday, October 5, 2021; all voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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