

**AGENDA**  
**Codington County Board of County Commissioners**  
**Codington County Courthouse, 14 1<sup>st</sup> Ave SE, Watertown, SD**  
**Commission Chambers Room #114**  
**9:00 a.m., January 4, 2022**

1. **Pledge of Allegiance**
2. **Call for public comment. Public comments may be submitted via telephone at 605-882-6297 or 605-882-6248**
3. **Conflict of interest items**
4. **Action to approve the agenda**
5. **Action to approve the minutes of December 28<sup>th</sup>, 2021**
6. **Old Business**
7. **Action to adjourn sine-die**
8. **Nominations and action to elect a Chairman and Vice Chairman for 2022**
9. **Monthly reports**
  - a. **Extension**
  - b. **Veterans Service**
10. **Action to designate legal papers for Codington County publications**
11. **Action to set Commissioner's salaries for 2022**
12. **Discussion/possible action to appoint Commissioner Liaison/Board/Duty assignments**
13. **Action to set compensation for the Coroner**
14. **Action to approve the list of employee cell phone stipends**
15. **Action to approve bank depositories for 2022 and authorize warrant signers**
16. **Action to approve a notice to bidders for annual Highway supplies and Weed chemicals**
17. **Discussion/possible action to approve updates to employee's Personnel Policy and Procedures handbook**
18. **Action to approve claims for payment**
19. **Action to approve personnel changes**
20. **Action to approve travel requests**
21. **Old Business**

22. **New Business**
23. **Open**
24. **Action to enter into Executive session per SDCL 1-25-2**  
**(1) Discussion of personnel issues; (3) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters; (4) Preparing for contract negotiations or negotiating with employees or employee representatives**
25. **Action to adjourn until 9:00 a.m., Tuesday, January 11<sup>th</sup>, 2022**

**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 Courthouse  
14 1<sup>st</sup> Ave SE**

January 4, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 4, 2022, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair, Brenda Hanten, presiding. Commissioner Johnson lead 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 January 4<sup>th</sup>, 2022 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Waterman, to approve the minutes of December 28<sup>th</sup>, 2021; all voted aye; motion carried.

**2021 OLD BUSINESS**

Chair Hanten called for old business from 2021; none was forthcoming.

**BOARD ADJOURNS SINE-DIE FOR 2021**

Motion by VanDusen, second by Gabel, to adjourn sine-die for 2021; all voted aye; motion carried.

**NOMINATIONS FOR 2022 CHAIR AND VICE-CHAIR**

Auditor, Cindy Brugman, called for nominations for Chair for 2022. Commissioner Gabel nominated Commissioner Hanten. There were no other nominations forthcoming. Motion by Gabel, second by VanDusen, to cease nominations and cast a unanimous ballot for Commissioner Hanten; all voted aye; motion carried. Chair Hanten then called for nominations for Vice-Chair. Commissioner VanDusen

nominated Commissioner Gabel, There were no further nominations offered. Motion by Johnson, second by Waterman, to cease nominations and cast a unanimous ballot for Commissioner Gabel; all voted aye; motion carried.

### **MONTHLY REPORTS**

**Veterans Service Officer, Todd Rose**, updated the Board on events from the past month. The last month has been quiet for most local organizations; there were 3 DAV van transports in December and currently no trips scheduled for January; there is still no delivery date for the new DAV van, although the graphics are being installed at this time; the VA is requiring all drivers to be vaccinated resulting in a couple of drivers stepping down from the position at this time and whom may come back if the vaccination requirement is lifted; work continues with the Codington County Vets Council to establish basic guidelines and mission statements of members, the Council meets once a month with the Commanders of the local Veteran organizations. **4-H/Youth Program Advisor, Jodi Loehrer**, updated the Board. Preparations are underway to organize the lunch counters for the 2022 Farm Show and volunteers are needed; Clover Buds will be held this week in Florence and in Waverly and Watertown the week of January 17<sup>th</sup>; 4-H BB Gun begins tonight; 4-H air pistol and air rifle will begin January 6<sup>th</sup>; 4-H Archery begins next week; work continues with the Northeast 4-H advisors for regional 4-H programming; and each County was required to put together a 2021 County Impact Snapshot, focused on social skills, life skills, workforce development and leadership development. The Snapshot numbers are reflective of the COVID-19 pandemic.

### **LEGAL NEWS PAPERS**

Motion by Johnson, second by VanDusen, to designate, per SDCL 7-18-3, legal newspapers, the Watertown Public Opinion and South Shore Gazette, for Codington County 2022 publications, all voted aye; motion carried.

### **COUNTY COMMISSIONER 2022 WAGE**

Motion by Johnson, second by Waterman, to increase the Commissioners salaries, 1.75% over the 2021 rate of \$1,920.48, the same increase provided to all County employees in 2022, resulting in a salary of \$1,954.09 per month for 2022; all voted aye; motion carried. Motion by Waterman, second by Gabel, to approve an additional \$100.00 per month for the Chair; all voted aye; motion carried.

### **CORONER COMPENSATION**

The Board discussed the current rate of compensation for the Coroner. Motion by VanDusen, second by Gabel, to compensate the Coroner at a rate of \$250.00 per case, plus mileage at the current state rate of \$.42 per mile; all voted aye; motion carried.

### **EMPLOYEE CELL PHONE STIPENDS**

Motion by Gabel, second by VanDusen to approve the cell phone stipend list for 2022 based on each applicable employee's salary classification per the recently adopted wage scale; all voted aye; motion carried.

#### **2022 CELL PHONE STIPENDS**

<b><u>EMPLOYEE</u></b>	<b><u>AMOUNT</u></b>	<b><u>DEPARTMENT</u></b>
Argo, Jeff	25.00	Highway
Bakken, Alison	40.00	St. Atty.
Benck, Al	25.00	Highway
Bleeker, Bryan	25.00	Govt. Bldg.
Case, Jeff	25.00	Highway
Dargatz, Matt	25.00	Highway
Dolen, Jamie	25.00	Highway

Elliott, Ryan	40.00	Sheriff
Escamilla, Maria	40.00	Detention Center
Falvey, Randy	25.00	Highway
Forbush, Allison	40.00	Director Equalization
Halajian, Justin	40.00	Detention Center
Hartley, Rick	40.00	Highway
Hartley, Ron	25.00	Ag. Building
Hedding, Dave	25.00	Highway
Hedges, James	25.00	Ag. Building
Holinka, Rick	25.00	Highway
Kallhoff, Mitch	25.00	Highway
Kohn, Rich	25.00	Govt. Bldg.
Lowry, Steve	40.00	Sheriff
Mathews, Russell	40.00	Sheriff
Morgan, Mike	40.00	Sheriff
Nills, Shawn	40.00	Detention Center
Olson, Jerrod	40.00	Sheriff
Pederson, Michelle	40.00	Director Equalization
Reeves, Adam	40.00	Sheriff
Reeves, Rebecca Morlock	40.00	States Attorney
Riter, Robyn	25.00	Highway
Schimmel, Trever	40.00	Sheriff
Schwinger, Brad	25.00	Highway
Sears, Melissa	40.00	Director Equalization
Selchert, Heidi	40.00	Director Equalization
Solberg, Lynn	40.00	Highway
Stahlke, Steve	25.00	Detention Center
Swanson, Scott	25.00	Ag. Building
Torstenson, Doug	25.00	Highway
Torstenson, Jamie	20.00	Emergency Management on-call
Varns, Tyler	40.00	Sheriff
Vogelsang, Lonie	25.00	Highway
Warne, Todd	40.00	Highway
Yost, Shane	40.00	Sheriff

### **BANK DEPOSITORIES**

Motion by Johnson, second by Gabel, to approve bank depositories for 2022; as submitted by Treasurer, Carol Maloney; all voted aye; motion carried: Reliabank Dakota will continue to be used for checking and the depositing of cash. The following banks will be authorized to sell the County certificates of deposit and for investments at competitive bids: American Bank & Trust, Dacotah Bank, First Bank & Trust, First Premier Bank, Great Western Bank, Minnwest Bank, Plains Commerce Bank, Reliabank Dakota, SD Fit, and Wells Fargo Bank. The list of Authorized warrant signers will be staff from the Treasurers' Office and Auditor's Office and said list will be secured in the Auditor's Office for security purposes.

### **NOTICE TO BIDDERS' ANNUAL HIGHWAY SUPPLIES AND WEED CHEMICALS**

Motion by Gabel, second by VanDusen to authorize a notice to bidders for annual Highway supplies and Weed Chemicals; all voted aye; motion carried. Bids will be opened and announced at the Board's meeting on Tuesday, February 8<sup>th</sup>, 2022.

### **UPDATES TO PERSONNEL POLICY AND PROCEDURES MANUAL**

The Board met with Human Resource Representative, Natalie Remund, to discuss updating the County's Personnel Policy and Procedures Manual. Several sections have been identified as needing updates, including, but not limited to: Employee political activity, employee use of County owned vehicles; benefits for part time employees; employee travel requests; employee funeral leave; paid holidays; removal of the non-union employee grievance policy per a recommendation from the County's liability insurance carrier; and compensation language following the adoption of compensation study including a new wage scale for all employees. The Board will further review and take action to adopt updates at a future meeting.

### **EXECUTIVE SESSION**

Motion by VanDusen, second by Gabel, to enter into executive session at 10:15 a.m., to discuss a personnel issue; all voted aye; motion carried. The Board returned to regular session at 10:31 a.m. Human Resource Representative, Natalie Remund, was present for executive session.

### **COMMISSIONER BOARD ASSIGNMENTS AND DUTIES**

Motion by Gabel, second by VanDusen, to approve the following 2022 Commissioner Liaison/Board/Duty Appointments; all voted aye; motion carried.

#### **Commissioner Department Liaisons (section 10.3, Codington County Personnel Policy & Procedures Manual)**

<b>Commissioner District</b>	<b>Liaison agencies</b>	<b>Areas of oversight</b>
<b>I (Gabel)</b>	Sheriff Office	Law Enforcement, Warrants,
	Detention Center	Jail, 24/7 Alternatives
	States Attorney Office	Prosecutor, Victim Assistance
<b>II (Waterman)</b>	Emergency Management Office	Emergency Management, Dive Rescue
	Maintenance Dept. Weed Supervisor	Buildings, Grounds, Memorial Park Weed and Pest control
<b>III (Johnson)</b>	Health Nurses Office	Immunizations, wellness, WIC, Dietician
	Welfare Office	Care of Poor, Indigent Burials
	Veteran's Service Office	Veterans' Claims Assistance
	County Extension Office	Extension Activities
<b>IV (VanDusen)</b>	Highway Dept.	Road/bridge construction & maintenance
	Treasurer Office	Tax Collection, Vehicle Licenses & Titles
	Director of Equalization Office	Real Property Assessments/Valuation
	Coroner	Coroner
<b>V (Hanten)</b>	Auditor Office	Voter Registration, Elections, Budgeting, Payments, County records
	Register of Deed Office	Vital/property records, Marriage Licenses

#### **County/Community Board Assignments and other duties**

<b>Board/Duty</b>	<b>Frequency/Term</b>	<b>Appointees</b>
Aging Council	Annual	Troy VanDusen
Americans with Disabilities Act Coordinator	Annual	Myron Johnson
Behavioral Health and Justice Working Group	Biennial, even yrs	Lee Gabel, Myron Johnson
Codington County Home Health	Annual	Troy VanDusen
Codington County Human Resource Committee	Ex Officio	Current Chair, Vice Chair
Codington County Justice Advisory Committee	Biennial, odd yrs	Troy VanDusen, Lee Gabel

County/City Committee	Ex Officio	Current Chair and Vice Chair
E-911	Annual	Brenda Hanten
First District Assoc. Local Govts.	Annual	Brenda Hanten
Glacial Lakes & Prairies Tourism Assn	Annual	Lee Gabel
Housing and Redevelopment Board	4-year (up 2022)	Brenda Hanten
Inter Lakes Community Action Program	Annual	Brenda Hanten
Juvenile Detention Alternative Initiative Committee	Annual	Lee Gabel, Troy VanDusen
Legislative contact	Annual	Myron Johnson
Local Emergency Planning Committee	Annual	Charlie Waterman, Brenda Hanten
Planning Board	Annual	Myron Johnson
Watertown Area Transit	Annual	Brenda Hanten
Watertown Volunteer Center	Annual	Brenda Hanten
Watertown-Codington County Regional Rail Road Authority	3-year (up 12/31/2023)	Charlie Waterman, Myron Johnson
Weed Board	Annual	Charlie Waterman

### State Board Appointments

Board	Frequency/Term	
Catastrophic Legal Expense Relief Program (CLERP)	Indefinite	Lee Gabel
SD Association of County Commissioners, Treasurer	Annual	Brenda Hanten
Catastrophic Poor Relief Fund	Indefinite	Myron Johnson
SDSU Ag & Bioscience Advisory Board	Indefinite	Myron Johnson
SD Retirement System (SDRS)	4-yr (up 2024)	Myron Johnson

### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 10:33 a.m., until 9:00 a.m., Tuesday, January 11, 2022; 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 \$\_\_\_\_\_