

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, January 11, 2022

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 January 11, 2022, agenda
5. Action to approve the January 4, 2022, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. Auditor
 - b. Director of Equalization
 - c. Welfare Director
7. Action approve indigent burial rates
8. Action to approve the Auditor's Acct. w/Treasurer and note Register of Deeds Fees
9. Action to authorize the Chair to sign Title VI Policy Statement and advertise notice of public rights
10. Action to set compensation of 2022 Election Judges
11. Delinquent property tax lists available for review
12. Action to approve Planning and Zoning Board appointments
13. Action to approve Weed Board appointments
14. Action to approve contracts with First Dist. Association of Local Govts. for property parcels data base and GIS web site services
15. Policy updates review/possible action
16. Note office closures for January 17th, Martin Luther King Jr. Day
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, January 18th, 2022; 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 Courthouse
14 1st Ave SE**

January 11, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 11, 2022, at the Codington County Courthouse. Commission members present were: Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Commissioner Lee Gabel was present via ZOOM. Chair, Brenda Hanten, presiding. Commissioner Hanten 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 11th, 2022 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by VanDusen, to approve the minutes of January 4, 2022; all voted aye; motion carried.

MONTHLY REPORTS

Auditor, Cindy Brugman, updated the Board. Year-end closing out of the County's accounts is underway; pay 2022 property tax notices have been generated and are being prepared for mailing; nominating petitions for the 2022 elections are now available for circulation; W2's and 1099's have been prepared; the first of the 2022 election notices has been sent to newspapers. **Director of Equalization, Shawna Constant**, updated the Board. The Equalization Office is completing year end procedures to prepare for mailing property assessment notices at the end of February; the Appraisal staff has finished up field work in the re-appraisal areas and the Director is applying values and ratios to the same; work on City of Watertown building permits is wrapping up; the Dept. of Revenue recently conducted a sales audit on the sales for the entire year to check for validity (good sales), the Dept. of Revenue field staff

Codington County, 11 January 2022

specialist commended the office for their sales data organization and thoroughness; intentions have been sent to the Dept. of Revenue for the coming years assessments. **Welfare Director, Sara Foust**, updated the Board. 19 unique individuals were served in the month of December; Hunter Harvey was present and introduced as the new ICAP Case Manager in the Welfare Office; the apartment designated for homeless clients has been utilized for 6 individuals/families since June 1, 2021; CARES/ERA December hours were 100 and \$5,000 in administrative fees has been reimbursed to the County; the Helpline Center Network of Care project preparation continues; the Community Health Worker Grant application has been submitted; the Welfare Director has successfully completed the NACo leadership course; discussion continues within the South Dakota Association of County Welfare Officials (SDACWO) regarding state laws that impact County Welfare Officials, the Welfare Director has also had a discussion with State Senator Lee Schoenbeck regarding these laws. The Welfare Director reviewed Systems of Care, including: Flow Chart Systems of Care; Interagency meetings; Strategic Planning; Helpline Center/211 Network of Care; and Resilient Communities.

INDIGENT BURIAL RATES

Motion by VanDusen, second by Johnson, to approve indigent burial rates, per the recommendation of the Welfare Director as follows: Traditional burial \$3,952.00, Cremation \$2,575.00, and costs for opening and closing of graves; all voted aye; motion carried.

AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES

Motion by Gabel, second by VanDusen, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last business day of December, 2021, all present voted aye; motion carried.

Cash on hand	\$	2,596.60
Checks in Treasurers' possession		
less than 3 days	\$	34,402.89
Credit Card Charges	\$	1,950.15
Cash Items	\$	325.00
TOTAL CASH ASSETS ON HAND	\$	39,274.64
RECONCILED CHECKING		
Great Western Bank Checking (Memorial Park)	\$	1,578.82
Reliabank Dakota		\$31,113,066.34
INVESTMENTS		
SD Public Funds Investment	\$	7,254.43
TOTAL CASH ASSETS		\$31,161,174.23
General Ledger Cash Balance by Funds:		
General	\$	17,825,510.70
General restricted cash	\$	500,000.00
Sp. Revenue	\$	12,048,480.34
Custodial	\$	787,183.19
(schools 142,507.38, townships 63,871.24; city/towns 23,900.50)		
TOTAL GENERAL LEDGER CASH		\$31,161,174.23

The Board noted Register of Deeds fees, in the amount of \$50,872.90, were collected in the month of December 2021.

TITLE VI POLICY STATEMENT

Motion by Gabel, second by Waterman, to authorize the Chair to sign Codington County's Title VI Policy Statement and to authorize publication of the corresponding notice of public rights; all present voted aye; motion carried.

COMPENSATION FOR JUDGES OF ELECTIONS

Motion by Gabel, second by VanDusen, to compensate 2022 Judges of elections at \$225.00 for election day, plus \$50.00 for attending election schools and training, as recommended by the Auditor, all voted aye; motion carried.

DELINQUENT PROPERTY TAX LISTS

Delinquent property tax lists are available for Board review for taxes payable in 2021 and prior.

WEED BOARD APPOINTMENTS

Motion by Gabel, second by Waterman, to approve the following Weed Board appointments: Jim Thyen, term expires 12/31/2024 and Bret Henricks, term expires 12/31/2024; all voted aye; motion carried.

PLANNING BOARD APPOINTMENTS

Motion by Johnson, second by VanDusen; to approve the following Planning Board appointments: Mark O'Neill, term expires 12/31/2024 and Mel Ries, term expires 12/31/2024; all voted aye; motion carried.

PARCEL DATA BASE MAINTENANCE

Motion by Johnson, second by Gabel, to authorize the Chair to sign a letter of agreement, between Codington County and First District Association of Local Governments, authorizing payment to First District in the amount of \$6,000.00, for services to maintain the County's parcel data base; all present voted aye; motion carried.

GIS WEBSITE DEVELOPMENT AND HOSTING

Motion by VanDusen, second by Johnson, to authorize the Chair to sign a letter of agreement, between Codington County and First District Assoc. of Local Governments., authorizing payment to First District in the amount of \$3,100.00, for the continued hosting and development of the GIS website for calendar year 2022, all present voted aye; motion carried.

UPDATES TO PERSONNEL POLICY AND PROCEDURES MANUAL

The Board met with Human Resource Representative, Natalie Remund, to continue discussions regarding updates to 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; compensation language following the adoption of a compensation study including a new wage scale for all employees; insertion of the annual Commissioner liaison chart, Affordable Care Act Requirements, and updated COVID language due to recent CDC recommendations. Motion by Johnson, second by Gabel, to approve the updated Personnel Policy and Procedures Manual as presented; all voted aye; motion carried.

MARTIN LUTHER KING JR. DAY

The Board noted the Court House and all County offices will be closed on Monday, January 17th, 2022, in observance of Martin Luther King Jr. day and per current adopted policy.

CLAIMS

Motion by Johnson, second by Gabel, to approve for payment the following claims; all voted aye; motion carried: A-OX WELDING 541.27 SUPPLIES, ADVANCED MICROSYSTEMS, LLC 247.55 REPAIRS/MAINT., AP AUTO PROS 104.36 REP, JEFFREY ARGO 25.00 CELL, AUSTIN LAW OFFICES 1821.70 SVC, AUTO VALUE 71.68 SUP, AUTO VALUE 269.59 REPAIRS/MAINT., ALISON BAKKEN 40.00 CELL, BANNER ASSOCIATES, INC 13723.06 REPAIRS/MAINT., BOB BARKER CO. 239.70 SUP, BATTERIES UNLIMITED 66.00 SUP, BAUER LAW OFFICE PC 930.60 SVC, BEACON CENTER 2490.00 PMT, ALLEN BENCK 25.00 CELL, BRYAN BLEEKER 25.00 CELL, BORNS GROUP 2822.74 POST, BOYS & GIRLS CLUB 1625.00 PMT, BROWN CLINIC MAIN 642.00 SVC, BURNS LAW OFFICE 3000.00 SVC, BUTLER MACHINERY 2066.89 SUPPLIES, JEFF CASE 25.00 CELL, CENTURYLINK 694.60 UTIL, CHUCK'S LOCK & KEYS 7.00 SUP, CODINGTON-CLARK ELECTRIC COOPE 35.62 UTILITIES, COLE PAPERS, INC. 2873.25 SUP, COMPASS COUNSELING 1800.00 SVC, CONNECTING POINT COMPUTER CENT 5842.00 SVC, CONNECTING POINT 565.00 SUPPLIES, CONSOLIDATED CORRECTIONAL 12576.15 SUP, SHAWNA CONSTANT 93.68 GYM, CRAWFORD-OSTHUS FUNERAL CHAPEL 2575.00 SVC, CULLIGAN WATER CONDITIONING 160.25 SUP, MATTHEW DARGATZ 25.00 CELL, DATA TRUCK 29.99 UTIL, DEPT OF AG & NATURAL RESOURCES 200.00 PMT, DK DIESEL 738.07 REP, JAMIE DOLEN 25.00 CELL, DUININCK INCORPORATED 64572.77 OTHER IMPROVE., EIGHT TEN PROPERTIES, LLC 1740.00 RENT, MARV EKEREN 15.00 SVC, RYAN ELLIOTT 40.00 CELL, MARIA ESCAMILLA 320.00 PMT, RANDALL G. FALVEY 25.00 CELL, FARNAMS GENUINE PARTS 562.82 SUPPLIES, TOWN OF FLORENCE-PEGGY LINDAHL 78.20 UTILITIES, ALLISON FORBUSH 321.04 PMT, GALLS, LLC 383.35 UNIF, TONI GOODALL 66.80 JURY, GRAINGER 181.92 SUP, SKYLAR GRANT 53.00 REF, GREAT AMERICA FINANCIAL SVC 242.80 RENT, GREEN, ROBY, OVIATT, 5583.44 SVC, WILLIAM GRIPENTROG 50.84 JURY, JUSTIN HALAJIAN 40.00 CELL, BRENDA HANTEN 140.00 GYM, RICK HARTLEY 40.00 CELL, RON HARTLEY 25.00 CELL, DAVID HEDDING 25.00 CELL, JAMES HEDGES 25.00 CELL, HILLYARD/SIOUX FALLS 287.22 SUP, RICK HOLINKA 25.00 CELL, SKYLARE HOWELL 11.00 REF, HUMAN SERVICE AGENCY 26302.00 PMT, HYVEE #1871 ACCTS RECEIVABLE 1085.39 SUP, JOHNSON CONTROLS, INC. 7446.93 REP, JURGENS PRINTING 32.00 SUP, MITCHELL KALLHOFF 25.00 CELL, MARK KATTERHAGEN 30.00 SVC, RICHARD KOHN 25.00 CELL, LAKE AREA DOOR 1642.70 REPAIRS/MAINT., KELLI LARDY 175.00 SVC, J.H. LARSON COMPANY 97.06 SUP, LAWSON PRODUCTS, INC 284.70 SUPPLIES, ERIN LENZNER 140.00 GYM, LEWIS & CLARK BHS 1152.00 SVC, LEWNO LAW OFFICE 331.56 SVC, DARCY LOCKWOOD 15.00 SVC, JODI LOEHRER 108.64 TRAV, STEVEN LOWRY 177.60 PMT, LYLE SIGNS INC. 1386.13 sup, MAC TOOLS 93.86 SUPPLIES, CAPITOL ONE TRADE CREDIT 141.68 SUPPLIES, MACKSTEEL WAREHOUSE, INC. 21.64 SUP, MAINSTREAM REALTY 650.00 RENT, RUSSELL MATHEWS 40.00 CELL, MAXWELL FOOD EQUIPMENT 4.05 SUP, MCLEOD'S PRINTING & OFFICE SUP 1001.37 SUP, MENARDS 134.31 SUP, MENARDS 368.34 SUPPLIES, MEND CORRECTIONAL CARE 14487.57 SVC, MIDCONTINENT COMMUNICATIONS 269.61 UTIL, KATHLEEN MOES 62.60 JURY, MICHAEL MORGAN 40.00 CELL, MOTOROLA SOLUTIONS, INC 16728.63 GRANT, MULTI BUSINESS SOLUTIONS INC 3250.00 SVC, MUNICIPAL UTILITIES 12654.94 UTIL, MUNICIPAL UTILITIES 871.66 UTILITIES, MUTH ELECTRIC 240.00 REP, SHAWN NILLS 40.00 CELL, NORTHERN SAFETY TECHNOLOGY 1338.30 EQUIP, NORTHERN TRUCK 781.10 REPAIRS/MAINT., NORTHWESTERN ENERGY 566.98 UTILITIES, OFFICE PEEPS, INC. 2399.66 SUP, OFFICE PEEPS 25.81 SUPPLIES, JERROD OLSON 279.68 PMT, OTTERTAIL POWER CO, 41.63 UTILITIES, JODI PEARSON 93.68 GYM, MICHELLE PEDERSON 40.00 CELL, PHARMCHEM INC 31.45 SUP, PITNEY BOWES 210.00 RENT, PMB 0112 223.58 UTIL, PRAIRIE LAKES HEALTH CARE CENT 3537.69 SVC, ADAM REEVES 40.00 CELL, REBECCA MORLOCK REEVES 40.00 CELL, TERESA ROWLAND 50.00 JURY, RUNNINGS 629.10 SUP, RUNNING SUPPLY INC. 5.79 REPAIRS/MAINT., DAWN RUSSELL 34.00 SVC, TREVOR SCHIMMEL 40.00 CELL, AARON SCHMILLEN 52.52 JURY, BRAD SCHWINGER 25.00 CELL, SD ATTORNEY GENERAL'S OFFICE 3413.00 PMT, SOUTH

DAKOTA DEPT. OF TRANSPOR 216.54 REPAIRS/MAINT., SD STATE TREASURER 462752.03 JANUARY REMITTANCE, SDACO 898.00 PMT, SDN COMMUNICATIONS 1363.51 UTIL, SDRS SPECIAL PAY PLAN 1665.10 C DARGATZ VAC/SICK PAYOUT, SDRS SPECIAL PAY PLAN 6806.41 BETTY OVERLIE VAC/SICK PAYOUT, SDRS SPECIAL PAY PLAN 90.00 Overlie & C Dargatz partic fee, MELISSA SEARS 40.00 CELL, SECURUS TECHNOLOGIES 2209.20 SUP, HEIDI SELCHERT 40.00 CELL, SIOUX RURAL WATER SYSTEM 50.00 UTILITIES, SIOUX VALLEY COOP 200.90 SUP, SIOUX VALLEY COOP 160.96 SUPPLIES, SIOUX VALLEY GREENHOUSES 75.00 REP, LYNN SOLBERG 40.00 CELL, LYNN SOLBERG 86.50 REPAIRS/MAINT., TOWN OF SOUTH SHORE 66.00 UTILITIES, SOUTH SHORE GAZETTE 859.57 PUB, STEVE STAHLKE 25.00 CELL, STAR LAUNDRY 2345.56 SUP, STAR LAUNDRY 126.10 SUPPLIES, JAIME STARZL 51.68 JURY, STATE BAR OF SOUTH DAKOTA 540.00 FEES, SUTTON LAW OFFICE PC 18541.63 SVC, SCOTT SWANSON 25.00 CELL, SARAH TESCH 281.04 GYM, THOMSON REUTERS-WEST 942.82 SVC, THURMAN LAW OFFICE 244.62 SVC, PRODUCTIVITY PLUS ACCOUNT 336.03 SUPPLIES, DOUGLAS D. TORSTENSON 25.00 CELL, JAMES TORSTENSON 20.00 CELL, TRANSOURCE 1933.68 REPAIRS/MAINT., TRITECH SOFTWARE SYSTEMS 33419.25 MAINT, TRACTOR SUPPLY 344.98 SUPPLIES, TWO WAY SOLUTIONS, INC 95.94 REPAIRS/MAINT., US GEOLOGICAL SURVEY 9835.00 SVC, US RECORDS MIDWEST LLC 769.43 SUP, TYLER VARNIS 40.00 CELL, VAST BROADBAND 59.95 UTILITIES, VERIZON WIRELESS 1268.40 UTIL, VERIZON 40.01 UTILITIES, GREAT WESTERN BANK 219.67 PMT, GREAT WESTERN BANK 230.00 PMT, MARLONIE VOGELSANG 25.00 CELL, WALMART - CAPITAL ONE 133.26 SUP, WARNE PLUMBING 137.76 REP, TODD B WARNE 40.00 CELL, KOLTEN WEBER 59.24 JURY, WEED & PEST CONFERENCE 600.00 REG, WHEELCO 826.19 REPAIRS/MAINT., WIGHT & COMES FUNERAL CHAPEL 216.00 TRAV, WW TIRE SERVICE INC 134.26 REP, YANKTON CO. SHERIFF 100.00 SVC, YANKTON CO TREASURER 269.80 SVC, SHANE YOST 40.00 CELL, AMY YOUNG 50.84 JURY.

ADJOURNMENT

There being no further business to come before the Board a motion was made by VanDusen, second by Johnson, to adjourn at 9:53 a.m., until 9:00 a.m., Tuesday, January 18, 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.

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