

**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, February 22, 2022**

1. **Pledge of Allegiance**
2. **Call for public comment. Public comment may be submitted in person or via telephone at 605-882-6248 or 605-882-6297**
3. **Conflict of interest items**
4. **Action to approve the February 22, 2022, agenda**
5. **Action to approve the February 15, 2022, minutes of the Board of Codington County Commissioners**
6. **Monthly Reports**
  - a. **Emergency Management**
  - b. **Sheriff**
7. **Action to approve the purchase of a live scan finger print machine, as budgeted for the Detention Center**
8. **Action to approve the purchase of a training simulator, as budgeted for the Sheriff and Detention Center**
9. **Action to approve the purchase of a dishwasher for the Detention Center as budgeted**
10. **Action to approve the purchase of office furniture for the Welfare Office as budgeted**
11. **Action to approve a Bridge Inspection Resolution**
12. **Action to approve a Resolution for precinct boundaries upon new census numbers**
13. **Action to approve a Resolution for Commissioner Districts upon new census numbers**
14. **Action to approve advertising for seasonal Memorial Park positions**
15. **Action to approve a job description for an Assistance Weed Supervisor position, and advertising/hiring of same**
16. **Action to approve a job description for a Deputy Veterans Service Office, and advertising/hiring of same**
17. **Action to approve a revised wage scale for adding of Assistant Weed Supervisor and Deputy Veterans Service Officer**
18. **Board discussion/possible action to initiate an ordinance to allow religious conference facilities within the zoning joint jurisdictional area**
19. **Action to approve abatement applications**
20. **Action to approve claims for payment**

21. Action to approve automatic budget supplements
22. Action to approve personnel changes
23. Action to approve travel requests
24. Public Notices – a possible quorum of Commissioners could be in attendance at:
  - a. Weed Board annual meeting, February 23, 2022, 6:30 p.m., Codington County Extension Center Complex
25. Old Business
26. New Business
27. Open
  - a. Public Comments
  - b. Commission Comments
28. 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)
29. Action to adjourn until 9:00 a.m., Tuesday, March 1<sup>st</sup>, 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 1<sup>st</sup> Ave SE**

February 22, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 22, 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 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 Waterman, to approve the February 22<sup>nd</sup>, 2022 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Gabel, to approve the minutes of February 15<sup>th</sup>, 2022; all voted aye; motion carried.

**MONTHLY REPORTS**

**Emergency Management Director, Andrew Delgado**, reported. The BRIC Grant has been approved and invitations have been sent for an initial PDM planning team meeting, to be held on March 3<sup>rd</sup> at the fire department training room. COVID test kits have been received from SDOEM and distributed to various entities. The Emergency Management Director participated in a statewide communications drill; completed an online CDL course and obtained a Commercial Learners Permit; assisted with dive tank inspections; assisted Search and Rescue with a mutual aid request from Corson County; attended a 911 Coordination meeting; assisted with closing the loop on a Who's Responding Issue; attended a First Spring Flooding Outlook meeting, there is lower than average chance for moderate to severe flooding this spring; participated in the Community Partners meeting; and completed the ICS 300 class. The Emergency Management office has completed the paper work to receive reimbursement for the HAZMAT courses. Ongoing tasks – update tasks in web EOC and updating of Emergency Response Team contact/resource list. Upcoming – County Weed meeting; Homeland Security grant funding prioritization; initial structure for the EOC; PDM planning team meeting; LEPC meeting March 15<sup>th</sup>; and additional classes to complete – EM 101 & EM 102. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from the month of January 2022, for the Detention Center and Sheriff's Office: fees collected in the amount of \$2,605.34 were retained by the County; 591 cases/calls for service; 9 accident reports completed; 81 warrants served; 184 sets of civil papers served; 4,603 transport miles (14 trips/20 passengers); average daily inmate population 63.87 (high ADP 69 and low ADP 58); 19 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 7 individuals using remote breathalyzers; 40 individuals testing twice daily PBT'S; 41 individuals reporting twice weekly for UA Drug testing; 0 individuals using sweat patches; 182 bookings; \$14,539.24 collected in fees for out of county prisoner contracts; \$4,110.00 collected in work release fees; \$8,725.00 collected in fees for the 24/7 program; and \$4,160.00 collected for SCRAM fees. Discussion was held regarding current legislation pertaining to juveniles in detention and juvenile diversion programs. Sheriff Howell advised the Board he will be sending "Out of County Inmate Contracts" to area Counties and is proposing an increase from \$85.00 per day to \$95.00 per day, per inmate. Sheriff Howell noted an increase in inmate transport fees is also being considered.

**LIVE SCAN FINGER PRINT EQUIPMENT**

Sheriff Howell presented the Board with an estimate from Fulcrum Biometrics for a "Live Scan Finger Print Machine" in the amount of \$5,948.00. Sheriff Howell noted this is a budgeted item for the Detention Center. Motion by Gabel, second by Waterman, to purchase the finger print equipment from Fulcrum Biometrics; all voted aye; motion carried. Sheriff Howell advised the Board the current cost for finger printing is \$10.00 per set and with the purchase of this equipment the proposed rate will be \$20.00 per set.

**TRAINING SIMULATOR EQUIPMENT**

Sheriff Howell presented the Board with a quote from TiTraining/TiOutdoors for a Training Simulator in the amount of \$33,100.00 as budgeted for the Sheriff's office and Detention Center. Sheriff Howell noted his staff, once trained, could use the simulator to train other law enforcement agencies in the area. Motion by Gabel, second by VanDusen, to purchase the training simulator from TiTraining; all voted aye; motion carried.

**DETENTION CENTER DISHWASHER**

Sheriff Howell presented the Board with a quote from Cole Papers for a dishwasher in the amount of \$9,980.78 as budgeted for the Detention Center. Motion by Gabel, second by Waterman, to purchase a dishwasher from Cole Papers as quoted; all voted aye; motion carried.

**WELFARE OFFICE FURNITURE**

Welfare Director, Sara Foust, presented the Board with a proposal from Office Peeps for the purchase of office furniture for the Welfare office in the amount of 4,907.16 as budgeted. The Welfare Director advised the Board she did pursue the purchase of used office furniture but there is nothing available that will meet the current needs/space of the office. Motion by Johnson, second by Gabel, to approve the purchase of office furniture for the Welfare office; all voted aye; motion carried.

**BRIDGE INSPECTION PROGRAM RESOLUTION**

Motion by Gabel, second by VanDusen, to approve Resolution 2022-08, which complies with required bridge inspections and appoints a Consulting Engineer; all voted aye; motion carried:

**RESOLUTION 2022-08  
BRIDGE REINSPECTION  
PROGRAM RESOLUTION  
FOR USE WITH SDDOT RETAINER CONTRACTS**

**WHEREAS**, 23 CRF 650 Subpart C, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

**THEREFORE**, Codington County is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

The County requests SDDOT to hire Banner Associates, Inc. (Consulting Engineers) for the inspection work. SDDOT will secure federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the County for 20% of the cost. The County will be responsible for the required 20% matching funds.

Date this 22<sup>nd</sup> day of February, 2022, at Watertown, South Dakota.

Codington County Board of Commissioners

Brenda Hanten  
Chair

ATTEST:

Cindy Brugman  
County Auditor

**PRECINCT BOUNDARIES RESOLUTION**

**RESOLUTION 2022-3  
PRECINCT BOUNDARY LINES WITHIN CITY OF WATERTOWN  
AND  
THE RURAL AREA IN CODINGTON COUNTY**

WHEREAS, The Board of County Commissioners in Codington County, South Dakota, is required by the provisions of SDCL 12-4-2 when establishing new precincts or making any change in precincts already established clearly set forth and define the boundaries of the election precincts established or altered, and

WHEREAS, the Wards and Precincts within the City of Watertown have become unequal in population as determined by the 2020 Federal Decennial Census, and

WHEREAS, it has become necessary to make changes of boundary lines so the Wards and Precincts shall be as regular and compact in form and population as practicable.

THEREFOR, BE IT RESOLVED, that the following Wards and Precincts be so altered and established as to be equalized.

Ward A-1: All property located north of 10<sup>th</sup> Ave NE to the northerly Watertown City limits, and all property located east of 11<sup>th</sup> St NE to the easterly Watertown City limits.

Ward A-2: All property located south of 10<sup>th</sup> Ave NE, north of 3<sup>rd</sup> Ave NE, and east of 11<sup>th</sup> St NE to the easterly Watertown city limits.

Ward A-3: All property located north of 7<sup>th</sup> Ave NE, south of 9<sup>th</sup> Ave NE, and east of 6<sup>th</sup> St NE to 11<sup>th</sup> St NE, including a strip south of 10<sup>th</sup> Ave NE and north of 9<sup>th</sup> Ave NE between 4<sup>th</sup> St NE and 11<sup>th</sup> St NE.

Ward A-4: All property located north of 10<sup>th</sup> Ave NE between 4<sup>th</sup> St NE and 11<sup>th</sup> St NE to the northerly Watertown City limits.

Ward B-1: All property located north of 10<sup>th</sup> Ave N to the northerly Watertown City limits between 2<sup>nd</sup> St NW and 4<sup>th</sup> St NE.

Ward B-2: All property located north of 3<sup>rd</sup> Ave N to 10 Ave N, between Kapeska Blvd. NW and 4<sup>th</sup> St NE, including a strip north of 3<sup>rd</sup> Ave N to 9<sup>th</sup> Ave N between 4<sup>th</sup> St NE and 6<sup>th</sup> St NE.

Ward B-3: All property located within the Watertown City limits, North of 10<sup>th</sup> Ave NW to 18<sup>th</sup> Ave NW, between 7<sup>th</sup> St NW and 2<sup>nd</sup> St NW, including a section north of 10<sup>th</sup> Ave NW and South of 12<sup>th</sup> Ave NW, between the Big Sioux River and 7<sup>th</sup> St NW.

Ward B-4: All property within the Watertown City limits, north of 18<sup>th</sup> Ave NW, between 7<sup>th</sup> St NW and 2<sup>nd</sup> St NW, to the northerly Watertown City limits.

Ward C-1: All property located south of 3<sup>rd</sup> Ave N, north of Kemp Ave, lying between Kapeska Blvd N and 5<sup>th</sup> St E, including a section north of Arrow Ave N and south of 3<sup>rd</sup> Ave N, lying between 5<sup>th</sup> St E and 11 St E, and a section from 3<sup>rd</sup> Ave N to 7<sup>th</sup> Ave N, lying between 6<sup>th</sup> St E and 11<sup>th</sup> St E.

Ward C-2: All property located north of 9<sup>th</sup> Ave S, south of Kemp Ave, lying between 2<sup>nd</sup> St E and 5<sup>th</sup> St E

Ward C-3: All property located north of 9<sup>th</sup> Ave S, south of Kemp Ave, lying between Kapeska Blvd. and 2<sup>nd</sup> St E, including a section north of 9<sup>th</sup> Ave S to 4<sup>th</sup> Ave S, lying between 10<sup>th</sup> St W and Kapeska Blvd.

Ward C-4: All property located south of 9<sup>th</sup> Ave S to the Watertown City limits, lying between Fish Road and 42<sup>nd</sup> St W lying within the Watertown City limits boundary lines

Ward D-1: All property located south of 3<sup>rd</sup> Ave N, north of 1<sup>st</sup> Ave N east to and following Willow Creek Drive to 9<sup>th</sup> Ave S, lying between 11<sup>th</sup> St E and then east to the Watertown City limits, including a strip north of Kemp Ave to 1<sup>st</sup> Ave N between 11<sup>th</sup> St E and 19<sup>th</sup> St E.

Ward D-2: All property located north of 9<sup>th</sup> Ave south to south of Arrow Ave, lying between 5<sup>th</sup> St E and 11<sup>th</sup> St E

Ward D-3: Beginning at the corner of 9<sup>th</sup> Ave S and 11<sup>th</sup> St E north to Kemp Ave east then east on Kemp Ave to 20<sup>th</sup> St NE then north to Willow Creek Drive and east to 29<sup>th</sup> St E then south to 9<sup>th</sup> Ave S and west to the corner of 9<sup>th</sup> Ave S and 11<sup>th</sup> St E.

Ward D-4: All property located south of 9<sup>th</sup> Ave S to the Watertown City limits, lying between Fish Road and east to the Watertown City limits.

Ward E-1: All property located south of 14<sup>th</sup> Ave N, north of Hwy 212 lying between 10<sup>th</sup> St W and 21<sup>st</sup> St W; including an area south of 10<sup>th</sup> Ave N, north of 4<sup>th</sup> Ave S, lying between the Big Sioux River and 10<sup>th</sup> St W; and an area beginning at the corner of 14<sup>th</sup> Ave N and 21<sup>st</sup> St W north to Highway 20 then diagonally south to the corner of 14<sup>th</sup> Ave N and 17<sup>th</sup> St W, and including the NG WRC ADD (National Guard Readiness Center).

Ward E-2: All property within the Watertown City Limits located north of Hwy 212, south of Hwy 20 N, lying between 33<sup>rd</sup> St W, the intersection of South Lake Drive and SD State Hwy 20, and 21<sup>st</sup> St SW.

Ward E-3: All property within an area beginning at the intersection of South Lake Drive and Hwy 20 N continuing south to Golf Course Road, then along Golf Course Road to 3<sup>rd</sup> Ave NW to Kerry Lane to South Lake Drive westerly to SD Hwy 139 and then north to the start of Parkview Drive all property within considered to be within the Watertown City limits.

Ward E-4: All property considered to be within the Watertown City limits beginning at the intersection of South Lake Drive and Parkview Drive then northerly following North Lake Drive along the north side of Lake Kampeska, to a point where North Lake Drive intersects with SD Hwy 20, and along SD Hwy 20 and property located on the north side of Lake Kampeska to the intersection of SD Hwy 20 and South Lake Drive.

The townships and municipalities, excluding the City of Watertown, will have no boundary changes for voting precincts. The following will vote in precincts as so noted:

Dexter Township; Eden and Phipps Township and Wallace Village; Elmira Township; Fuller Township and Florence Village; Germantown Township; Graceland and Henry Townships and Henry Village; Kampeska Township; Kranzburg Township and Village; Lake Township; Leola Township and South Shore Village; Pelican Township; Rauville Township; Richland Township; Sheridan Township; and Waverly Township.

The above and foregoing resolution was moved for adoption by Commissioner Gabel, second by Commissioner Johnson, all voted aye; motion carried.

Dated at Codington County, Watertown, South Dakota, this 22<sup>nd</sup> day of February, 2022.

Brenda Hanten  
Chair

ATTEST:

Cindy Brugman

Codington County, 22 February 2022

County Auditor

**COMMISSIONER DISTRICTS RESOLUTION**

**RESOLUTION 2022-4**

**WHEREAS**, The Board of County Commissioners of Codington County, South Dakota, as required by the provisions of SDCL 7-8-10, at its regular meeting in February of each year ending in the numeral 2, shall change the boundaries of the Commissioner districts if such change is necessary in order that each district shall be as regular and compact in form as practicable and it shall so divide and redistrict it's County that each district may contain as near as possible an equal number of residents, as determined by the last preceding decennial census.

THEREFORE, BE IT RESOLVED, that the following Commissioners Districts shall be approved as follows:

**DISTRICT I – population = 5744**

- B-1 1224
- B-2 2319
- B-3 692
- B-4 268
- C-1 1030
- E-5 211

**DISTRICT II – population = 5445**

- C-3 1908
- C-4 1007
- Eden Township - 123
- Fuller Township - 281
- Graceland Township - 89
- Henry Township - 104
- Kampeska Township - 295
- Pelican Township - 726
- Phipps Township - 72
- Richland Township – 156
- Florence Village - 337
- Henry Village - 256
- Wallace Village - 91

**DISTRICT III – population = 5612**

- E-1 1977
- E-2 611
- E-3 1339
- E-4 406
- Dexter Township - 193
- Germantown Township - 174
- Rauville Township - 271
- Lake Township - 641

**DISTRICT IV – population = 5966**

- A-1 2150
- A-2 1117

A-3 327  
A-4 966  
D-1 1406

**DISTRICT V – population = 5558**

C-2 582  
D-2 1407  
D-3 1113  
D-4 595  
Elmira Township – 450  
Kranzburg Township – 330  
Leola Township – 48  
Sheridan Township – 481  
Waverly Township – 200  
Kranzburg Village – 163  
South Shore Village – 189

The above and foregoing resolution was moved for adoption by Commissioner VanDusen, second by Commissioner Gabel, and upon roll call vote all present voted aye; motion carried.

Dated this 22<sup>nd</sup> day of February, 2022

Brenda Hanten  
Chair

ATTEST:

Cindy Brugman  
County Auditor

**MEMORIAL PARK SEASONAL EMPLOYEES**

Motion by Johnson, second by VanDusen, to advertise for seasonal employees for the Memorial Park campground; all voted aye; motion carried.

**ASSISTANT WEED SUPERVISOR**

Motion by Gabel, second by Waterman, to approve a job description for an Assistance Weed Supervisor, and to advertise and hire for same; all voted aye; motion carried.

**DEPUTY VETERAN SERVICE OFFICER**

Motion by Gabel, second by Johnson, to approve a job description for a Deputy Veteran Service Office, and to advertise and hire for same; all voted aye; motion carried.

**REVISED WAGE SCALE**

Motion by Gabel, second by Johnson, to approve a revised wage scale to add the positions of Assistant Weed Supervisor to pay grade DD and Deputy Veteran Service Officer to pay grade 40; all voted aye; motion carried.

**RELIGIOUS CONFERENCE FACILITIES ZONING REGULATIONS**

The Board held a discussion regarding initiating an ordinance to allow religious conference facilities within the zoning joint jurisdictional area. Zoning Officer, Luke Muller, addressed the Board and outlined the process to initiate an ordinance. Mr. Muller advised the Board an amendment has to be



initiated, at either the City or County level, to change the current ordinance. That move could come from either City of County Zoning board or the governing bodies themselves. Once an amendment is proposed, then it would need to be drafted by the Planning Commissions of the City and County, be approved by both Planning Commissions, and then approved by both the County Commissioners and Watertown City Council. However, in order for the County and City to approve that change, they would also need to change the policy of discouraging commercial or urban residential development in “Ag” zoned areas of the Joint Jurisdictional area before they are annexed. Chair Hanten asked for any Commissioners, interested in initiating an amendment, to offer a motion at this time. A motion was not offered by any Board member.

### **CLAIMS APPROVED**

Motion by Johnson, second by Waterman, to approve a claim in the amount of \$23102.27 payable to the City of Watertown for December 911 surcharge collections; Gabel, Waterman, Johnson, and Hanten voted aye; VanDusen abstained; motion carried. Motion by Gabel, second by VanDusen, to approve claims payable to Prairie Lakes Health Care, \$505.28, prof svc and Reliabank VISA \$2601.98 sup/trav/misc; all voted aye; motion carried.

### **FEBRUARY SALARY CLAIMS**

Motion by Johnson, second by Gabel, to approve February salary claims; all voted aye; motion carried: Commissioners: 10,775.99 total salaries. Auditor: 23,327.66 total salaries. Co. Treasurer: 29,605.90 total salaries. States Attorney: 36,694.62 total salaries. Gov. Buildings: 17,487.23 total salaries. Dir. Equalization: 47,425.88 total salaries. Reg. of Deeds: 25,552.47 total salaries. Veterans Service: 12,202.71 total salaries. Sheriff: 103,535.87 total salaries; Megan Swanson 3406.92 New Hire. Co. Jail: 134,441.20 total salaries. Welfare: 10,668.10 total salaries. County Nurse: 5,304.33 total salaries. Ag. Bldg.: 10,398.12 total salaries. Co. Extension: 10,724.86 total salaries. Weed: 5,730.57 total salaries. Road & Bridge: 105,019.12 total salaries. Emergency Management: 12,004.77 total salaries. Crime Victim: 7,429.88 total salaries. W.I.C.: 4,970.39 total salaries. Total 613,299.67. Breakdown of withholding amounts which are included in the above: S.D. Retirement 58,636.44; S.D. Retirement 74.12 spouse option; S.D. Supplemental Retire. 3,570.00 suppl. retire.; Sanford 84,229.81 ins.; Reliance Standard Life Insurance 755.73 life ins.; Delta Dental 6373.22 ins.; Avesis 870.53 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 439.65 employee union dues; AFLAC 3,834.05 ins.; John Hancock 5,000.00 suppl. retire.; AFLAC 865.69 ins.; Watertown United Way 90.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 25,156.00 employee payments; SDRS Supplemental Retirement 4,105.00 Roth retirement; Teamsters Local Union 120 478.00 employee union due; Codington County Deputy Sheriff’s Association 120.00 employee union dues; ReliaBank Dakota 41,697.39 federal withholding; ReliaBank Dakota 69,062.14 social security.

### **PERSONNEL CHANGE**

Motion by Johnson, second by Gabel, to approve the following personnel change: Kristi Torstenson, new hire, Treasurer’s office Administrative Support, Grade 20/Step 1, \$17.80 per hour, effective 3/1/2022; all voted aye; motion carried.

### **ARPA FUNDS**

The Board briefly discussed the options available to Counties for the expense of the American Rescue Plan Act funds. One option would be for the County to use the funds for normal salaries of County employees. Funds could possibly be used for building projects also. The Board will further investigate how the funds can be expended.

### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 10:28 a.m., until 9:00 a.m., Tuesday, March 1, 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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