

**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 26, 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 July 26, 2022, agenda**
- 5. Action to approve the July 19<sup>th</sup>, 2022, minutes of the Board of Codington County Commissioners**
- 6. Tax Deed Property Auction 9:00 a.m.**
- 7. Monthly Reports**
  - a. Facilities Manager**
  - b. Sheriff**
- 8. Action to approve job description – Auditor Administrative Assistant**
- 9. Action to advertise and hire an Auditor Administrative Assistant to fill a vacancy**
- 10. Action to approve job descriptions – Highway Maintenance Tech II and III**
- 11. Action to advertise and hire Hwy. Maint. Tech II and Hwy. Maint. Tech III to fill vacancies**
- 12. First reading to amend Ordinance #8-96, to lower the speed limit on a section of County Road 14**
- 13. Review and approval of policy update to Personnel Policies and Procedures Manual – part time employee step increases**
- 14. Discussion/possible action to enact a Burn Ban**
- 15. Review of 2023 Budget requests**
- 16. Action to approve claims for payment**
- 17. Action to approve automatic budget supplements**
- 18. Action to approve personnel changes**
- 19. Action to approve travel requests**

20. **Public Notices – a possible quorum of Commissioners could be in attendance at:**
  - a. **Sioux Valley Commissioners Association meeting, Wednesday, August 10<sup>th</sup>, Madison, SD**
  - b. **SDACO/SDACC annual convention, September 12-13, Pierre, SD**
21. **Old Business**
22. **New Business**
23. **Open**
  - a. **Public Comments**
  - b. **Commission Comments**
24. **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)**
25. **Action to adjourn until 9:00 a.m., Tuesday, August 2<sup>nd</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  
Codington County Court House  
14 1<sup>st</sup> Ave SE  
Watertown, SD 57201**

July 26, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 26, 2022, at the Codington County Court House. Commission members present were: Lee Gabel (via Zoom), Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair Hanten, presiding. The pledge of allegiance was led by Chair Hanten.

**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 26<sup>th</sup>, 2022 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by VanDusen, to approve the minutes of July 19<sup>th</sup>, 2022; all voted aye; motion carried.

**TAX DEED PROPERTY AUCTION**

Codington County, 26 July 2022

The Board held a public auction, as previously advertised, for two parcels of land taken by tax deed proceedings. Commissioner VanDusen conducted the live auction and the following single bid was received:

Parcel #	Bidder	Bid Amount
12363	Jeffrey A. Riley	\$12,000.00 plus \$30.00 filing fee

Jeffery A. Riley, Watertown SD, was determined to be the successful bidder for this parcel.

Parcel #735 no bids were received

The Board will take action to approve the sale of record #12363 and issue a quit claim deed to the successful bidder at the August 2<sup>nd</sup>, 2022, meeting.

### **MONTHLY REPORTS**

**Facilities Manager, Steve Molengraaf**, updated the Board. **Extension Center Complex** – installation of the AC units has been completed; many 4-H events have been held in the past month; Mr. Molengraaf presented on PTO and grain safety at the Youth Farm Safety camp. **Government Buildings** – fire extinguisher training, for employees, will take place at the Codington County Extension Center on August 10; the flag pole on the roof of the Court House has been removed for safety reasons, further investigation will be conducted before a replacement is considered. **Detention Center** – floor tile has been removed, grinding and new epoxy has been completed in several areas; issues with the AC unit is on-going during recent warm weather. **Memorial Park** – a flooring project in the west shower house and restrooms has been completed; a recent meeting was held with State and FEMA officials regarding storm damage from May 12<sup>th</sup>; an insurance claim has been filed with the County’s carrier for the May 12<sup>th</sup> weather event; and the phone system has been down since July 23<sup>rd</sup>. Booking fees since February total \$120,774.08 and point of sale totals \$2,279.00; 8-10 groups have booked for 2023. **Weed Dept:** Spraying finished up a couple of week ago; currently spot spraying and spraying of small trees in the County rights-of-way continues. Several weed complaints have been filed; the pesticide jug recycling event took place on July 19<sup>th</sup>; logged hours of spraying to date total 302; 2,007.5 miles have been sprayed; 200 gallons of 2-4D has been used along with 135.5 gallons of Tordon. **West Nile** – several communities were fogged prior to the 4<sup>th</sup> of July. Mosquito numbers in traps indicate a positive pool in one of the communities in the County. No human cases have been reported in South Dakota to date. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from the month of June 2022, for the Detention Center and Sheriff’s Office: office fees were collected in the amount of \$4,943.12 and were retained by the County; Commissary items sold in the amount of \$5,525.77 with a commission fee to the County in the amount of \$1,835.63; 573 cases/calls for service; 9 accident reports were completed; 96 warrants served; 235 sets of civil papers served; 3,353 transport miles; average daily inmate population 64.43 (high ADP 73 and low ADP 57); 17 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 5 individuals using remote breathalyzers; 29 individuals testing twice daily PBT’S; 36 individuals reporting twice weekly for UA Drug testing; 1 individual wearing a sweat patch; 214 bookings; \$9,020.06 collected in fees for out of county prisoner contracts; \$6,960.00 collected in work release fees; \$5,203.00 collected in fees for the 24/7 program; and \$4,052.00 collected for SCRAM fees. Sheriff Howell noted the annual “National Night Out for Law Enforcement” event will be held in conjunction with the weekly “Thursday Night Live” entertainment, scheduled for August 4<sup>th</sup> in uptown Watertown.

### **2023 BUDGET REQUEST REVIEW**

The Board reviewed 2023 budget requests for the following: Government Buildings, West Nile, Memorial Park, Ag. Building, Weed Dept., Sheriff, Detention Center, 24/7, and Youth at Risk.

### **HIGHWAY MAINTENANCE II AND HIGHWAY MAINTENANCE III JOB DESCRIPTIONS**

Motion by Johnson, second by VanDusen, to approve updated Highway Maintenance II and Highway Maintenance III job descriptions; all voted aye; motion carried.

**HIGHWAY MAINTENANCE II AND HIGHWAY MAINTENANCE III OPEN POSITIONS**

Motion by VanDusen, second by Johnson, to advertise and fill vacancies for a Highway Maintenance II position and Highway Maintenance III position; all voted aye; motion carried.

**FIRST READING TO AMEND ORDINANCE #8-96 SPEED LIMITS**

The Chair gave the first reading to amend Ordinance 8-96, an ordinance regulating speed limits on Codington County Roads. The second reading, public hearing and action to amend will take place at 9:00 a.m., Tuesday, August 16<sup>th</sup>, 2022.

**AUDITOR ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

Motion by VanDusen, second by Johnson, to approve an Auditor Administrative Assistant job description; all voted aye; motion carried.

**AUDITOR ADMINISTRATIVE ASSISTANCE OPEN POSITION**

Motion by VanDusen, second by Waterman, to advertise and fill a pending vacancy for an Auditor Administrative Assistant position; all voted aye; motion carried.

**PERSONNEL POLICIES AND PROCEDURES MANUAL UPDATES**

Motion by Johnson, second by Gabel, to approve the following changes to the Personnel Policies and Procedure Manual; update language, in Appendix A- Compensation, regarding step increases for part-time employees and remove, section 7.5 "Payroll Advances," to comply with IRS regulations; all voted aye; motion carried.

**CLAIMS**

Motion by VanDusen, second by Johnson, to approve for payment the following claims; First Interstate Bank Mastercard 515.02 (4 checks) sup/trav/util/misc; VISA Reliabank 2282.86 (5 checks) sup/trav/misc; all voted aye; motion carried.

**JULY SALARY CLAIMS**

Motion by VanDusen, second by Johnson, to approve for payment July salary claims; all voted aye; motion carried: Commissioners: 10,778.29 total salaries. Auditor: 23,862.84 total salaries. Co. Treasurer: 34,790.90 total salaries. States Attorney: 29,136.91 total salaries. Gov. Buildings: 18,094.23 total salaries. Dir. Equalization: 48,436.00 total salaries. Reg. of Deeds: 26,103.47 total salaries. Veterans Service: 12,465.12 total salaries. Sheriff: 97,505.09 total salaries; Chandler Flowers 4369.14 Deputy Sheriff. Co. Jail: 135,836.95 total salaries. Coroner: 1,022.67 total salaries. Welfare: 17,050.35 total salaries. County Nurse: 5,415.83 total salaries. Co. Park: 8,416.68 total salaries. Ag. Bldg.: 10,626.94 total salaries. Co. Extension: 10,950.01 total salaries. Weed: 7,871.59 total salaries. Planning Board: 376.78 total salaries. Road & Bridge: 107,833.13 total salaries. Emergency Management: 12,770.36 total salaries. Crime Victim: 7,592.81 total salaries. W.I.C.: 5,209.94 total salaries. Total 632,146.89. Breakdown of withholding amounts which are included in the above: S.D. Retirement 58,076.60; S.D. Retirement 75.98 spouse option; S.D. Supplemental Retire. 3,660.00 suppl. retire.; Sanford 82,014.06 ins.; Reliance Standard Life Insurance 730.98 life ins.; Delta Dental 6,461.72 ins.; Avesis 869.57 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 390.80 employee union dues; AFLAC 3,780.10 ins.; John Hancock 5,660.00 suppl. retire.; AFLAC 928.09 ins.; Watertown United Way 90.00 employee contributions; Office of Child Support 789.00.00 employee payments; Sioux Valley Credit Union 25,121.00 employee payments; SDRS Supplemental Retirement 4,435.00 Roth retirement; Teamsters Local Union 120 422.00 employee union due; Codington County Deputy Sheriff's Association 105.00 employee union dues; ReliaBank Dakota 43,690.12 federal withholding; ReliaBank Dakota 58,415.48 social security; ReliaBank Dakota 13,661.62 Medicare, SDRS Special Pay Plan 6,293.40.

**PERSONNEL CHANGES**

Motion by Gabel, second by Hanten, to approve the following personnel changes; all voted aye; motion carried: Danielle Rang, new hire, Deputy States Attorney, grade 65/step 1, 35.17 per hour/6119.58 per mo., effective date 8/1/2022; and Highway Maint. II, Jeff Argo, anniversary step increase, grade 25/step 8, 23.28 per hour, effective July 1, 2022.

**TRAVEL REQUESTS**

Motion by Johnson, second by Gabel, to approve the following travel requests: Sheriff employee, NCIC Full Access Training; and Welfare Director and Welfare Administrative Specialist, training for medical claims with Minnehaha Human Services; all voted aye; motion carried.

**ADJOURNMENT**

With no further business to come before the Board, a motion was made by Johnson, second by VanDusen, to adjourn at 10:59 a.m., until 9:00 a.m., Tuesday, July 26<sup>th</sup>, 2022; all voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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Published once at the total approximate cost of \$\_\_\_\_\_