

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, February 7, 2023

- 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 7, 2023, agenda**
- 5. Action to approve the January 24, 2023, minutes of the Board of Codington County Commissioners**
- 6. Action to approve a request to serve alcohol at Watertown Home Builders social event at the Extension Center, (Julie Kneeland, representative)**
- 7. Monthly Reports**
 - a. Extension**
 - b. Veterans Service Officer**
- 8. Action to approve ARPA January salary costs**
- 9. Action to appoint Michelle Kakacek to the Codington County at large position on the First District Association of Local Governments Governing Board**
- 10. Action to approve a resolution to designate County officials for fire suppression assistance requests**
- 11. Action to approve a resolution adopting the Codington County Pre-Disaster Mitigation Plan 2023-2028**
- 12. Action to authorize application of HMEP Grant**
- 13. Discussion/ action to update Codington County Personnel Policies and Procedures Manual**
- 14. Action to approve claims for payment**
- 15. Action to approve automatic budget supplements**
- 16. Action to approve personnel changes**
- 17. Action to approve travel requests**
- 18. Public Notices – a possible quorum of Commissioners could be in attendance at:**
- 19. Old Business**

20. New Business

21. Open

- a. Public Comments
- b. Commission Comments

22. 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)

23. Action to adjourn upon completion of agenda items

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 1st Ave SE
Watertown, SD 57201**

February 7, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 7, 2023, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, and Randall Schweer; absent Troy VanDusen; Chair Gabel, presiding. The pledge of allegiance was led by Commissioner Schweer.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Gabel 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 Waterman, second by Schweer, to approve the agenda for February 7, 2023, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of January 24, 2023; all voted aye; motion carried.

HOME BUILDERS' ASSOCIATION REQUEST TO SERVE ALCOHOL AT A PRIVATE VENDOR EVENT AT THE EXTENSION CENTER COMPLEX

Julie Kneeland, Executive Officer with the Watertown Area Home Builder's Association, met with the Board to request authorization to serve alcohol to vendors at a private social event following the close of the Home Show on March 4, 2023. Motion by Johnson, second by Waterman, to allow the request as presented by Ms. Kneeland; all voted aye; motion carried.

MONTHLY REPORTS

4-H/Youth Program Advisor, Jodi Loehrer and Sam Jacobson, Shooting Sports Coordinator, updated the Board: the Farm Show begins on February 8th and many volunteers are in place to run the three lunch counters; Shooting Sports has been in operation since the beginning of January; with 53 youth in archery, 30 youth in BB gun and 11 in air pistol/rifle. Sam reviewed the growing shooting sports program in Codington County, and the need for additional volunteers and increased space for the program. **Veterans Service Officer, Todd Rose,** updated the Board: there are currently 2100 veterans in Codington County; 152 claims are being worked or have been recently completed (23 from other Counties); \$18,456 is the increase in monthly compensation for Veterans or their families; in the past two months \$141,541 in back payments has been disbursed to bring claims current; there were 5 transports in January and currently 2 scheduled for February. Deputy Officer, Jay Roberts, has completed all training and certification and is online with VA software; the Maintenance Dept. has been preparing the new office space for the Veterans Service Office with a tentative move-in date of April 1st. A campaign for additional transport drivers is being explored to ensure enough drivers are in place when needed. Discussion was also held regarding assisting Veterans from outside Codington County.

AMERICAN RESCUE PLAN ACT OPERATING CASH TRANSFER

Motion by Johnson, second by Schweer, to approve operating cash transfers from the ARPA fund in the total amount of \$673,717.40, to the General Fund in the amount of \$567,945.54, to the Road and Bridge Fund in the amount of \$97,751.24, and to the Crime Victims fund in the amount of \$8,020.62; for January payroll claims; all voted aye; motion carried.

AT-LARGE APPOINTMENT TO THE FIRST DISTRICT GOVERNING BOARD

Motion by Johnson, second by Waterman, to appoint Watertown Development Director, Michelle Kakacek, to the Codington County at-large position, on the Governing Board of the First District Association of Local Governments; all voted aye; motion carried.

RANGELAND FIRE ASSISTANCE RESOLUTION/FIRE PROTECTION AGREEMENT

The Board received correspondence from the SD Dept. of Agriculture addressing a need for updated contact information regarding the County’s designee for obligating funds in the event of a County request for fire suppression assistance. Motion by Schweer, second by Johnson, to approve Resolution 2023-3; all present voted aye; motion carried.

RESOLUTION 2023-3

“BE IT HEREBY RESOLVED, that the list of individuals set forth below, are hereby authorized to request rangeland fire assistance, on behalf of Codington County as specified in SDCL 41-20A-11. The authority to request assistance as provided shall continue in full force and effect until terminated or modified by resolution of the Codington County Board of Commissioners.

Effective Date: February 7, 2023
 County Fire Assistance Authorization List:

| Name | Position | Daytime Phone | Emergency or Cell Phone |
|----------------|---|---------------|-------------------------|
| Andrew Delgado | Emergency Management Director | 605-882-6272 | 605-520-6272 |
| D. Lee Gabel | County Commission Term ends 12/31/2026 | 605-880-1278 | 605-880-1278 |

NOW, THEREFORE, BE IT RESOLVED that the Codington County Commission adopts the Codington County Pre-Disaster Mitigation Plan 2023-2028.

ADOPTED AND SIGNED this 7th day of February, 2023.

D. Lee Gabel
Chair

ATTEST:

Cindy Brugman
Auditor

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT FUNDS

Motion by Johnson, second by Schweer, to authorize the Emergency Management Director, to apply for annual HMEP grant funds; all voted aye; motion carried.

HUMAN RESOURCE REPRESENTATIVE

HR Representative, Natalie Remund, introduced HR Associate, Larissa Swanson, to the Board. Larissa will be available to assist Natalie with projects and attend weekly Board meetings in Natalie's absence; all voted aye; motion carried.

PERSONNEL POLICIES AND PROCEDURES MANUAL UPDATES

Motion by Johnson, second by Schweer, to approve updates to the Codington County Personnel Policies and Procedures Manual as prepared by Human Resource Representative, Natalie Remund. Updates include, but are not limited to: Commissioner liaison and board assignments; absenteeism and tardiness policy; uniform allowance amounts; supplemental retirement county match dollars; vacation leave for employees with 2-5 years of service; various sick leave policies; funeral leave language for "significant and other;" increasing employee personal leave from 8 to 10 hours per year; and adding a credit card policy for office expenditures; all voted aye; motion carried.

JANUARY SALARY CLAIMS

Motion by Schweer, second by Johnson, to approve January salary claims; all voted aye; motion carried: Commissioners: 11,288.12 total salaries; Myron Johnson 2061.56; Lee Gabel 2061.56; Troy VanDusen 2061.56; Charlie Waterman 2061.56; Randy Schweer 2061.56. Auditor: 25,384.41 total salaries; Cindy Brugman 7125.30; Jodi Pearson 4698.00; Debbie Melville 4273.44; Cindy Feldmeyer 3594.84. Co. Treasurer: 37,322.91 total salaries; Carol Maloney 6951.30; Janet Bevers 5345.28; Lindee Waba 4377.84; Ashley Lindner 4064.64; CeCi Johnson; 3349.50; Kristi Torstenson 3349.50. States Attorney: 47,709.52 total salaries; Becky Morlock Reeves 10264.26; Jamie Monson 4698.00; Ruth Swenson part time @ 20.73; Katie Moes 3868.02; Taylor Hageman 3868.02.; Danielle Rang 6455.40; Grant Wunder 6455.40. Gov. Buildings: 20,151.69 total salaries; Steve Molengraaf 6478.02; Bryan Bleeker 3981.12; Richard Kohn 3520.02. Dir. Equalization: 51,688.88 total salaries; Shawna Constant 6617.22; Diane Merchant 4487.46; Michelle Pederson 5341.80; Heidi Selchert 4962.48; Barb Martenson 4273.44; Melissa Sears 4962.48; Allison Forbush 4962.48; Sarah Tesch 3871.50. Reg. of Deeds: 28,077.65 total salaries; Ann Rasmussen 6951.30; Mary Fransen 4952.04; Jill Schweitzer 4269.96; Jacki Manning 5087.76. Veterans Service: 15,317.62 salaries; Todd Rose 5728.08; Jay Roberts 4609.26. Sheriff: 125,310.58 total salaries; Adam Reeves 5503.62; Erin Lenzner 4273.44; Brad Howell 8303.28; Lonnie Greenfield part time @ 23.86; Megan Swanson 3685.32; Rusty Mathews 5614.98; Dave Curtis 4362.18; Jerrod Olson 5701.98; Trever Schimmel 5475.78; Vanna Engst 4471.80; Brent Solum 6319.68; Steven Lowry 5345.28; Tyler

Varns part time @ 27.83; James Bakke part time @ 23.86; Shane Yost 4724.10; Chandler Flowers 4609.26; Dakota Dodds 4609.26. Detention Center; 159,237.45 total salaries; Jessica Johnson part time @ 24.46; Raistlan Tschetter 4256.04; Jordan Jensen 4256.04; Austin Hanson 4256.04; Drayden Schneider part time @ 23.86; Lori Mills part time @ 27.00; Shawn Nills 4960.74; Brandon Anderson part time @ 23.86; Marcy Rossow 3873.24; Brittini Evjen 4256.04; Julie Gallisath 4256.04; Shawna Carter 4934.64; Lindsey Stricherz 4934.64; Kayla Schomaker 4583.16; Charles Rossow part time @ 21.18; Jennifer Matejek 4934.64; Amalia Barrientos 3906.30; Matt Blackwelder 6319.68; Wes Jennings 4698.00; Melissa Holtquist 4698.00; Justin Halajian 4962.48; Steve Stahlke 3697.50; Maria Escamilla 5246.10; Kelly Oelrich 4698.00. Coroner; 5,338.38 total salaries. Care of the Poor; 12,839.28 total salaries; Sara Foust 5728.08; Kari Kraayenbrink 3868.02. County Nurse; 4,250.78 total salaries; Karen Jensen 3267.72. Ag. Bldg.; 12,286.32 total salaries; Scott Swanson 4489.20; Gordy Hedges 3697.50. Co. Extension; 12,049.81 total salaries; Becky Goens 4814.58; Kim Johnson 4064.64. Weed; 4,858.03 total salaries; Ron Hartley 3520.02. Planning Board 387.96 total salaries. Road & Bridge; 97,751.24 total salaries; Brad Schwinger 5058.18; Jeff Case 5185.20; Rick Hartley 7668.18; Dave Hedding 5058.18; Lori Deutsch 4814.58; Rick Holinka 5058.18; Mitch Kallhoff 3967.20; Matt Dargatz 4602.30; Jamie Dolen 4698.00; Robyn Riter 4489.20; Lynn Solberg 5875.98; Doug Torstenson 4698.00; Randy Falvey 4273.44; Lonie Vogelsang 4273.44. Emergency Management; 14,074.74 total salaries; Andrew Delgado 6015.18 new hire; Cheri Howell 4962.48. Crime Victim; 8,020.62 total salaries; Jan Steele 6194.40. W.I.C.; 5,504.80 total salaries; Sara Aman 3885.42. Total: 698,850.79. Breakdown of withholding amounts which are included in the above: S.D. Retirement 63,242.04; S.D. Supplemental Retire. 4,010.00 suppl. retire.; Sanford Health 88,386.68 ins.; Reliance Standard Life Insurance 753.24 life ins.; Delta Dental 6549.10 ins.; Avesis 860.08 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 403.20 employee union dues; AFLAC 3,598.31 ins.; John Hancock 5,600.00 suppl. retire.; AFLAC 824.43 ins.; Watertown United Way 5.00 employee contributions; Sioux Valley Credit Union 25,408.00 employee payments; John Hancock 200.00 Roth retire.; SDRS Supplemental Retirement 4,570.00 Roth retire.; Teamsters Local Union 120 467.00 employee union due; Codington County Deputy Sheriff's Association 90.00 employee union dues; ReliaBank Dakota 50,371.93 federal withholding; ReliaBank Dakota 65,040.52 social security; ReliaBank Dakota 15,211.18 Medicare.

CCJAC MEETING

Chair Gabel noted, a meeting of the Codington County Justice Advisory Committee, will be held at 5:00 PM, Thursday, February 16th, 2023, possibly in the Court House, with a specific meeting location yet to be determined.

EXECUTIVE SESSION

Motion by Schweer, second by Johnson, to enter into executive session, per SDCL 1-25-2 (1) discussion of personnel issues, at 9:42 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:02 a.m., no action was taken. Human Resource Representative, Natalie Remund and Human Resource Associate, Larissa Swanson; were present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Schweer, to adjourn at 10:03 a.m., all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

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Codington County, 7 February 2023

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