

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 18, 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 18, 2022, agenda
5. Action to approve the January 11, 2022, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. Facility Manager
 - b. Highway Supt.
7. Action to approve Memorial Park reservation policy
8. Review of Haul Road Restoration project with Waylon Blasius, Banner Associates
9. Action to approve purchase of Highway Equipment from Sourcewell bid
 - a. John Deere 6130M Cab Tractor
 - b. John Deere 6310M 4WD Tractor
 - c. Mid-mount Side Rotary Mower & 3 PT Offset Rear
 - d. Crysteel 16'4" Select Dump Body
10. Action to approve abatement applications
11. Action to approve operating cash transfers as budgeted
12. Action to approve application of Homeland Security Grant funds
13. Action to approve 2022 wage scale
14. Review/possible action to approve Liquor License resolution
15. Action to approve claims for payment
16. Action to approve automatic budget supplements
17. Action to approve personnel changes
18. Action to approve travel requests
19. Public Notices – a possible quorum of Commissioners could be in attendance at:
20. Old Business
21. New Business

22. **Open**
 - a. **Public Comments**
 - b. **Commission Comments**

23. **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)**

24. **Action to adjourn until 9:00 a.m., Tuesday, January 25th, 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 18, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 18, 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. Auditor, Cindy Brugman, 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 January 18th, 2022 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by VanDusen, to approve the minutes of January 11th, 2022; all voted aye; motion carried.

MONTHLY REPORTS

Facilities Manager, Steve Molengraaf, updated the Board on activities at various County facilities. Court House – a meeting with engineers has been scheduled for a budgeted 2022 re-roofing project. Detention Center – plans have been sent to Johnson Control for boiler and heating system estimates for 2023 budgeting purposes. Extension Center Complex – set up for the 2022 Winter Farm Show is underway. Weed Dept. – annual reports have been submitted to the State, recertification trainings have been set up, a request has been made for the Facilities Manager to assist at the Sioux Falls Farm Show on January 28th and the Watertown Winter Farm Show on February 12th, the annual Weed Conference will be held in Huron. Memorial Park – the Highway Dept. is trimming trees and removing brush piles. **Highway Supt., Rick Hartley**, updated the Board. Inventory has been finished up, tractors and trailers have been cleaned up and prepped for spring use, tree trimming in the small towns has taken place to

protect Highway equipment while performing services, the crack sealer is being prepped for sealing in the near future, the Highway Dept. moved snow this past Saturday and again on the January 17th federal holiday, many roads have frost heaves at this time due to moisture last fall.

MEMORIAL PARK CAMPGROUND RESERVATION POLICY

Facilities Manager, Steve Molengraaf, met with the Board to review proposed changes to the reservation policy and booking fees at Memorial Park. Mr. Molengraaf will continue to update the policy and report back at a later date for Board action on any changes.

HAUL ROAD RESTORATION REVIEW

Waylon Blasius, Project Manner with Banner Associates, reviewed the progress of the haul restoration project including final construction costs of \$8,011,852.39 (not including carry-over work). Mr. Blasius noted remaining work: 6 miles of asphalt surfacing treatment (chip seal), approximately 22 acres of seeding and 32 acres of mulching, and resetting of new section and quarter corner monuments within the new roadway.

HIGHWAY EQUIPMENT PURCHASES

Highway Supt., Rick Hartley, presented the Board with a list of equipment to purchase as budgeted in 2022. Motion by VanDusen, second by Johnson, to purchase from a Sourcewell bid, a John Deere 6130M Cab Tractor, in the amount of \$104,431.60; all voted aye; motion carried. The Highway Supt., presented the Board with Sourcewell bids for rear and side mowers to attach to the 6130M tractor previously approved for purchase at this meeting. Bids were received from Diamond in the amount of \$48,804.00 and Tiger Corp. in the amount of \$49,535.78. Motion by Johnson, second by Gabel, to purchase the budgeted rear and side mowers from Diamond in the amount of \$48,804.00 as recommended by the Highway Supt.; all voted aye; motion carried. Motion by VanDusen, second by Gabel, to purchase a Crysteel 16'4" Select Dump Body, as budgeted, in the amount of \$49,430.00, from Northern Truck Equipment; all voted aye; motion carried.

PROPERTY TAX ABATEMENTS

Motion by Johnson, second by VanDusen, to approve the following property tax abatements; all voted aye; motion carried:

<u>RECORD #</u>	<u>AMOUNT</u>
560	1546.88
625	318.28
1648	1743.40
1931	39.26
7097	784.42
7521	1355.12
7580	669.62
7671	642.96
8054	307.00
8632	1976.76
8954	1033.82
11045	85.08
11231	388.56
12177	1325.58
12229	199.52

OPERATING CASH TRANSFERS

Motion by Gabel, second by VanDusen to approve the following operating cash transfers, as budgeted, from the General Fund, in the amount of \$1,502,672.00, to: Road and Bridge Fund \$1,180,360,

Emergency Management Fund \$206,197, Victims of Crime Fund \$90,565, and WIC Fund \$25,550; all voted aye; motion carried.

HOMELAND SECURITY GRANT FUNDS

Motion by Waterman, second by Johnson, to approve the annual application of Homeland Security Grant funds; all voted aye; motion carried.

2022 WAGE SCHEDULE

Motion by VanDusen, second by Gabel, to approve the January 1, 2022 wage schedule; all voted aye; motion carried.

New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
AA	Seasonal Weed Sprayer	Weed Control	\$15.26	\$15.52	\$15.77	\$16.03	\$16.28	\$16.53						
AA	Seasonal Memorial Park - Custodian	County Park												
AA	Seasonal	Weed/Park												
BB	Seasonal Memorial Park - Technician	County Park	\$16.93	\$17.19	\$17.44	\$17.69	\$17.95	\$18.20						
CC	Matron		\$18.85	\$19.10	\$19.35	\$19.61	\$19.86	\$20.12						
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$15.26	\$15.64	\$16.04	\$16.44	\$16.85	\$17.27	\$17.70	\$18.14	\$18.60	\$19.06	\$19.54	\$20.03
10	Custodian	Maintenance	\$2,655.24	\$2,721.36	\$2,790.96	\$2,860.56	\$2,931.90	\$3,004.98	\$3,079.80	\$3,156.36	\$3,236.40	\$3,316.44	\$3,399.96	\$3,485.22
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$16.48	\$16.90	\$17.32	\$17.75	\$18.19	\$18.65	\$19.12	\$19.59	\$20.08	\$20.59	\$21.10	\$21.63
15	Cook	Sheriff/Corrections	\$2,867.52	\$2,940.60	\$3,013.68	\$3,088.50	\$3,165.06	\$3,245.10	\$3,326.88	\$3,408.66	\$3,493.92	\$3,582.66	\$3,671.40	\$3,763.62
15	Facilities Technician I	Maintenance												
15	Highway Maintenance Tech	Highway												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$17.80	\$18.25	\$18.70	\$19.17	\$19.65	\$20.14	\$20.65	\$21.16	\$21.69	\$22.23	\$22.79	\$23.36
20	Administrative Support	States Attorney	\$3,097.20	\$3,175.50	\$3,253.80	\$3,335.58	\$3,419.10	\$3,504.36	\$3,593.10	\$3,681.84	\$3,774.06	\$3,868.02	\$3,965.46	\$4,064.64
20	Administrative Support	Treasurer												
20	Facilities Technician II	Maintenance												
20	Health Administrative Tech	Health												
20	W.I.C. Administrative Tech	W.I.C.												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$19.58	\$20.07	\$20.57	\$21.09	\$21.62	\$22.16	\$22.71	\$23.28	\$23.86	\$24.46	\$25.07	\$25.69
25	Administrative Assistant	Equalization	\$3,406.92	\$3,492.18	\$3,579.18	\$3,669.66	\$3,761.88	\$3,855.84	\$3,951.54	\$4,050.72	\$4,151.64	\$4,256.04	\$4,362.18	\$4,470.06
25	Facilities Technician - Lead	Maintenance												
25	Financial Assistant	Auditor												
25	Highway Maintenance Tech	Highway												
25	Public Safety Support Tech	Sheriff/Corrections												
25	Administrative Support	Auditor												

New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$20.56	\$21.08	\$21.60	\$22.14	\$22.70	\$23.26	\$23.85	\$24.44	\$25.05	\$25.68	\$26.32	\$26.98
30	Administrative Specialist - E	Emergency Mgmt	\$3,577.44	\$3,667.92	\$3,758.40	\$3,852.36	\$3,949.80	\$4,047.24	\$4,149.90	\$4,252.56	\$4,358.70	\$4,468.32	\$4,579.68	\$4,694.52
30	Administrative Specialist - E	Equalization												
30	Administrative Specialist - E	Extension												
30	Administrative Specialist - R	Register of Deeds												
30	Administrative Specialist - S	States Attorney												
30	Administrative Specialist - V	Veterans												
30	Administrative Specialist - W	Welfare												
30	Appraiser I	Equalization												
30	Mechanic	Highway												
30	Second Deputy - Treasurer	Treasurer												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$22.62	\$23.18	\$23.76	\$24.36	\$24.97	\$25.59	\$26.23	\$26.89	\$27.56	\$28.25	\$28.95	\$29.68
35	Correctional Officer	Sheriff/Corrections	\$3,935.88	\$4,033.32	\$4,134.24	\$4,238.64	\$4,344.78	\$4,452.66	\$4,564.02	\$4,678.86	\$4,795.44	\$4,915.50	\$5,037.30	\$5,164.32
35	Correctional Officer (PT)	Sheriff/Corrections												
35	Court Security	Sheriff												
35	Deputy Transport	Sheriff												
35	Highway Maintenance Tech	Highway												
35	Legal Records Specialist	States Attorney												
35	Payroll Specialist	Auditor												
35	Records Administrator	Sheriff												
35	Sr Administrative Specialist	Extension												
35	Sr Administrative Specialist	Highway												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$25.11	\$25.73	\$26.38	\$27.04	\$27.71	\$28.40	\$29.11	\$29.84	\$30.59	\$31.35	\$32.14	\$32.94
40	Appraiser II	Equalization	\$4,369.14	\$4,477.02	\$4,590.12	\$4,704.96	\$4,821.54	\$4,941.60	\$5,065.14	\$5,192.16	\$5,322.66	\$5,454.90	\$5,592.36	\$5,731.56
40	Deputy Sheriff	Sheriff												
40	First Deputy Register of Deeds	Register of Deeds												
40	First Deputy Treasurer	Treasurer												
40	Shop Foreman Mechanic	Highway												
40	Sr Maintenance Tech	Maintenance/Jail												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$26.36	\$27.02	\$27.70	\$28.39	\$29.10	\$29.82	\$30.57	\$31.33	\$32.12	\$32.92	\$33.74	\$34.59
45	Equalization Data Base Coord	Equalization	\$4,586.64	\$4,701.48	\$4,819.80	\$4,939.86	\$5,063.40	\$5,188.68	\$5,319.18	\$5,451.42	\$5,588.88	\$5,728.08	\$5,870.76	\$6,018.66
45	Correctional Sergeant	Sheriff/Corrections												
45	Victim Witness Services Coord	States Attorney												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$29.00	\$29.72	\$30.46	\$31.23	\$32.01	\$32.81	\$33.63	\$34.47	\$35.33	\$36.21	\$37.12	\$38.05
50	Assistant Highway Superintendent	Highway	\$5,046.00	\$5,171.28	\$5,300.04	\$5,434.02	\$5,569.74	\$5,708.94	\$5,851.62	\$5,977.78	\$6,147.42	\$6,300.54	\$6,458.88	\$6,620.70
50	Sergeant - Sheriff	Sheriff												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$30.45	\$31.21	\$31.99	\$32.79	\$33.61	\$34.45	\$35.31	\$36.19	\$37.10	\$38.02	\$38.97	\$39.95
55	Veterans Services Director	Veterans	\$5,298.30	\$5,430.54	\$5,566.26	\$5,705.46	\$5,848.14	\$5,994.30	\$6,143.94	\$6,297.06	\$6,455.40	\$6,615.48	\$6,780.78	\$6,951.30
55	Welfare Director	Welfare												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$31.97	\$32.77	\$33.59	\$34.43	\$35.29	\$36.17	\$37.07	\$38.00	\$38.95	\$39.93	\$40.92	\$41.95
60	Chief Deputy	Sheriff	\$5,562.78	\$5,701.98	\$5,844.66	\$5,990.82	\$6,140.46	\$6,293.58	\$6,450.18	\$6,612.00	\$6,777.30	\$6,947.82	\$7,120.08	\$7,299.30
60	Chief of Corrections	Sheriff/Corrections												
60	Director of Facilities	Maintenance												
60	Director of Emergency Management	Emergency Mgmt												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$35.17	\$36.05	\$36.95	\$37.87	\$38.82	\$39.79	\$40.78	\$41.80	\$42.85	\$43.92	\$45.02	\$46.14
65E	County Auditor	Auditor	\$6,119.58	\$6,272.70	\$6,429.30	\$6,589.38	\$6,754.68	\$6,923.46	\$7,095.72	\$7,273.20	\$7,455.90	\$7,642.08	\$7,833.48	\$8,028.36
65E	County Treasurer	Treasurer												
65	Deputy States Attorney	States Attorney												
65	Director of Equalization	Equalization												
65E	Register of Deeds	Register of Deeds												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$36.92	\$37.85	\$38.79	\$39.76	\$40.76	\$41.78	\$42.82	\$43.89	\$44.99	\$46.11	\$47.27	\$48.45
70	Highway Superintendent	Highway	\$6,424.08	\$6,585.90	\$6,749.46	\$6,918.24	\$7,092.24	\$7,269.72	\$7,450.68	\$7,636.86	\$7,828.26	\$8,023.14	\$8,224.98	\$8,430.30
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$44.12	\$45.23	\$46.36	\$47.52	\$48.71	\$49.92	\$51.17	\$52.45	\$53.76	\$55.11	\$56.48	\$57.90
75E	Sheriff	Sheriff	\$7,676.88	\$7,870.02	\$8,066.64	\$8,268.48	\$8,475.54	\$8,686.08	\$8,903.58	\$9,126.30	\$9,354.24	\$9,589.14	\$9,827.52	\$10,074.60
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$49.42	\$50.66	\$51.92	\$53.22	\$54.55	\$55.91	\$57.31	\$58.74	\$60.21	\$61.72	\$63.26	\$64.84
80E	States Attorney	States Attorney	\$8,599.08	\$8,814.84	\$9,034.08	\$9,260.28	\$9,491.70	\$9,728.34	\$9,971.94	\$10,220.76	\$10,476.54	\$10,739.28	\$11,007.24	\$11,282.16

LIQUOR LICENSE FEE

The Board held a discussion regarding the current fee to apply for a County on-sale liquor license. The County has the ability to increase the current application fee of \$83,196.00 due to new census figures. The Board will address this item again after gathering additional information on the amount that can be charged per the current County population, outside municipalities, of 4,634.

AUTOMATIC BUDGET SUPPLEMENT

Motion by VanDusen, second by Gabel, to approve an automatic budget supplement, to the Road and Bridge expenditure budget, with haul road restoration funds in the amount of \$60,638.00, for unanticipated expense; all voted aye; motion carried.

TRAVEL REQUESTS

Motion by Johnson, second by Waterman, to approve the following travel requests: Facilities Manager - Commercial Applicator Recertification Training; Emergency Management Director and Administrative Assistant - Region meeting; Facilities Manager - Sioux Falls Farm Show; Facilities Manager, Senior Maintenance Tech, Lead Maintenance Tech - Ornamental & Turf Recertification; Facilities Manager, Facilities Tech I, Weed Board member - Weed & Pest Conference; and Highway Supt. - Superintendents Short Course; all voted aye; motion carried.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Waterman, to adjourn at 10:27 a.m., until 9:00 a.m., Tuesday, January 25th, 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 \$_____