

Official Proceedings
County of Codington, Watertown, South Dakota
Codington County Courthouse
14 1st Ave SE

November 21, 2017

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, November 21, 2017, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen, and Brenda Hanten; Chairman, Myron Johnson presiding. The meeting was opened with the pledge of allegiance.

AGENDA

Motion by Hanten, second by VanDusen, to approve the agenda; all voted aye; motion carried.

MINUTES APPROVED

Motion by Hanten, second by Gabel, to approve the minutes of November 14th, 2017; all voted aye; motion carried.

RFP'S FOR ENGINEERING SERVICES COUNTY BRIDGES

Highway Supt., Rick Small, presented the Board with the results of a request for proposals for preliminary engineering services on three County bridges. Mr. Small announced the grand total cost for each firm for bridges identified as: 15-190-022, 15-190-063 and 15-240-155.

GRAND TOTAL FOR THREE BRIDGES

Banner Associates Milbank, SD	\$50,092.00
Ulteig Engineers Sioux Falls, SD	\$87,839.05
Infrastructure Design Group Watertown, SD	\$58,584.72
Clark Engineering Watertown, SD	\$59,988.36
Aason Engineering Watertown, SD	\$36,870.00

Mr. Small recommended acceptance of the proposal from Aason Engineering for bridges 15-190-22 and 15-190-063 for a total cost of \$23,860.00. Mr. Small noted bridge 15-240-155, upon further examination of the bridge inspection report, may only need a bridge deck and will not require engineering services at this time. Motion by Hanten, second by Gabel, to approve the RFP from Aason Engineering for bridges 15-190-022 and 15-190-063 in the amount of \$23,860.00; all voted aye; motion carried.

MONTHLY REPORTS

Highway Supt., Rick Small, updated the Board on the following: Executive Order #2017-6 from the SDDOT regarding County road segments deleted or added to the primary County Highway System, culvert repair, spot graveling, and prepping equipment for the snow season. **Facility Manager, Milo**

Codington County, November 21, 2017

Ford, updated the Board on the following: Memorial Park – 2017 revenue \$132,237.00, the bike trail is complete through the park, and building #4 has been demolished; Extension Center Complex – the scissor lift has been delivered and the building has seen numerous rentals in the past two months; Courthouse – prep work has begun for the moving of various County offices within and out of the building; and Detention Center – the Sheriff’s office remodel project is progressing. Mr. Ford is working with the Architects regarding the moving of offices within the Courthouse and has prepared specs for re-roofing of the Extension Center Complex and the Courthouse preservation project.

MAINTENANCE DEPT. VEHICLE

Motion by VanDusen, second by Gabel, to authorize the purchase of a 2015 Dodge Journey for the Maintenance Dept., all voted aye; motion carried.

MEMORIAL PARK SIGN

Motion by Hanten, second by Gabel, to authorize the Facility Manager to move forward with a project to place a new sign at the entrance to Memorial Park, estimated cost \$3,045.00; all voted aye; motion carried.

MEMORIAL PARK PICNIC TABLE FRAMES

Motion by Hanten, second by VanDusen, to authorize the purchase of picnic table frames for Memorial park, estimated cost \$2,650.00; all voted aye; motion carried.

DEPUTY SHERIFF POSITION

Motion by Hanten, second by Gabel, to authorize Sheriff, Brad Howell, to advertise for a full time Deputy Sheriff position, due to the retirement of Deputy Sheriff, Dave Curtis. Commissioner Waterman questioned the need to fill this position and discussion was held. Upon vote of the Board; all voted aye; motion carried.

2018 LIQUOR LICENSES

Motion by VanDusen, second by Waterman, to approve the renewal of the following County liquor licenses for the year beginning January 1, 2018; all present voted aye; motion carried:

CLASS A – On sale liquor and Sunday liquor located nearest a class one municipality:
Sisseton-Wahpeton Sioux Tribe, d.b.a. Dakota Sioux Casino; Gordon Kliegel, d.b.a. Rauville Station;
David Blutorn, d.b.a. The Rooster Bar; and W.J. Schmitt Enterprise, d.b.a. Southfork Lounge.

ON SALE WINE:

Sisseton Wahpeton Sioux Tribe, d.b.a. Dakota Sioux Casino

HIGHWAY PATROL OFFICE LEASE

The Board noted correspondence from the SD Bureau of Administration. The State of South Dakota will terminate its lease, for office space for the Highway Patrol, in the Codington County Detention Center, at midnight on January 31st, 2018. Motion by Hanten, second by Gabel, to accept the notice of lease cancellation from the SD Bureau of Administration; all voted aye; motion carried.

VANWELL ZONING FEES

Per a recommendation from the Codington County Planning Commission a motion was made by Hanten, second by Gabel, to uphold all zoning fees assessed against Gerald VanWell, previously discussed and recorded in the County Commission minutes of November 14, 2017; all voted aye; motion carried.

COMMISSION DIRECTIVE 2017-1

Motion by Hanten, second by Waterman, to approve the adding of Commission Directive 2017-1 to the Codington County Personnel and Policy Manual; all voted aye; motion carried.

Commission Directive 2017-1

To: Codington County Employees

From: Codington County Commission

Subject: overtime documentation, time sheets, and travel requests

Date: 11/21/2017

Time sheets:

All employees will be required to indicate on their time sheet any activity which generated the working of overtime. Overtime will not be paid if the activity is not identified on the time sheet.

Travel requests:

Travel requests must identify the number of overtime hours that will be incurred and the activity that will result in overtime. The travel request will then be presented to the Commission for approval. The Commission recognizes that sometimes unanticipated overtime does occur during travel and training. When the situation occurs, the employee will submit to their department head, for review by the Commission, a report identifying what activity caused the need for overtime and said report shall be attached to the employee's time sheet.

Unanticipated Overtime:

The working of overtime must be authorized by the Department Head or supervisor prior to the employee working overtime. The Commission recognizes there are times due to extenuating circumstances where prior approval is not possible. Department heads are also encouraged to flex the traveling employee's hours if possible so as to reduce the need for overtime.

COMMISSIONERS CONTINGENCY TRANSFER

Motion by Waterman, second by Hanten, to transfer Commissioner's Contingency budget funds, 101-112-429.00, in the amount of \$2,044.05, to the Court Appointed Attorney budget; all voted aye; motion carried.

LAW LIBRARY DIGITAL SUBSCRIPTION RENEWAL

Motion by Gabel, second by Hanten, to approve a 5-year contract for a digital subscription renewal for public access to the Codington County Law Library; all voted aye; motion carried.

LEASE AGREEMENTS – HEALTH NURSE, VETERAN SERVICE, WELFARE

Motion by Gabel, second by Hanten, to authorize the Chairman to sign a lease agreement, pending approval by the Watertown Park and Recreation Board, for office space, for the Codington County Offices of Veterans Service and Welfare, in the Watertown City Auditorium; all voted aye; motion carried. The Board delayed action to approve a lease agreement for office space for the Community Health Nurse/WIC offices pending amendments to the proposed lease agreement.

CLAIMS

Motion by Hanten, second by VanDusen, to approve for payment the following claims; all present voted aye; motion carried: Crocker's Collision Center 6951.46 rep, Great Western Bank – VISA 494.00 sup/misc., Reliabank – VISA 1544.84 trav/misc., City of Watertown 22434.79 collections Sept., Williams Auto 16,200.00 equip.

PERSONNEL CHANGES

Motion by Hanten, second by Gabel, to approve the following personnel changes; all voted aye; motion carried: Betty Overlie, Treasurer Clerk, anniversary step increase, step 11/\$18.87 per hour. Jamie Monson, States Attorney Criminal Civil Records Mgmt., anniversary step increase, step 3/\$19.29 per hour.

TRAVEL REQUESTS

Motion by Hanten, second by Watertown, to approve the following travel request; all voted aye; motion carried: Facility Manager, Travel Show in 2018 in Sioux Falls. Motion by Hanten, second by Gabel, to delay action, for one week, on a travel request for the Welfare Director to attend the 2018 NACo Legislative Conference; all voted aye; motion carried.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by Waterman, to adjourn at 10:27 a.m., until 9:00 a.m., Tuesday, November 28th, 2017; 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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