

AGENDA
Codington County Board of County Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown, SD
Commission Chambers Room #114
9:00 a.m., February 26, 2019

1. **Pledge of Allegiance**
2. **Conflict of interest items**
3. **Action to approve the agenda**
4. **Action to approve the minutes of February 19, 2019**
5. **Monthly reports**
 - a. **Emergency Management Director**
 - b. **Sheriff**
6. **Opening of bids for a Highway Pole Building and action to award a bid**
7. **Opening of bids for Courthouse Fire Alarm Project and action to award a bid**
8. **Action to approve proposal for purchase of Courthouse Security Checkpoint furniture**
9. **Action to re-appoint Kathy Turbak to the Housing and Redevelopment Commission of Codington County**
10. **Action to adopt a resolution setting Abstractor fees**
11. **Discussion regarding MOU presented by Midwest Developers on 1/29/2019**
12. **Action to approve change orders for Courthouse Remodel Project**
13. **Action to approve claims for payment**
14. **Action to approve automatic budget supplements**
15. **Action to approve personnel changes**
16. **Action to approve travel requests**
17. **Old Business**
18. **New Business**
19. **Open**
 - a. **Public Comments**
 - b. **Commission Comments**
20. **Action to enter into Executive session per SDCL 1-25-2**
 - (1) **Discussion of personnel issues**

- (3) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters**
- (4) Preparing for contract negotiations or negotiating with employees or employee representatives**

21. **Action to adjourn until 9:00 a.m., Tuesday, March 5th, 2019, at the Codington County Courthouse**

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

February 26, 2019

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 26, 2019, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chairman Johnson presiding. Commissioner Gabel led the pledge of allegiance.

CONFLICT OF INTEREST ITEMS

There were no conflict of interest items to note.

AGENDA APPROVED

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

MINUTES APPROVED

Motion by Hanten, second by VanDusen, to approve the minutes of February 19, 2019; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Jim Sutton, reported on the following: Quotes have been received for the purchase of a vehicle for the Search and Rescue organization, Feb. 27 City Dept. head meeting, Feb. 27 Towns and Townships meeting to discuss disaster declaration procedures, Feb. 28 meeting with City officials in the EOC to discuss flood preparations for potential flooding this spring, Mar. 19 LEPC meeting, Mar. 20 National Weather Service seminar, and Mar. 26 & 27 hosting of a weather spotter training, and measuring of snow for the Army Corps of Engineers.

HIGHWAY DEPT. POLE BUILDING BIDS

Highway Supt., Rick Hartley, opened and announced the following bids, as advertised, for a pole building project for the Highway Dept.

Skold Specialty, Harrisburg, SD; bid for Sectional Overhead Doors and installation \$10,00.00; bid was rejected for failure to comply with specifications per the notice to bidders; bid was submitted by email and was lacking a bid bond.

Sharp Electrical, Henry, SD; bid for electrical \$9,906.01

Engelstad Electric, Watertown SD; bid for electrical \$22,500.00

Nygaard Concrete Construction, Watertown SD; bid for concrete \$40,285.79

Crestone Builders Inc., Watertown, SD; bid for concrete \$37,700.00; bid for building \$150,500.00; roll up door \$2,867.00

Zack Wipf Construction & Remodeling, Watertown, SD; bid for building \$140,051.78; Optional 10x10 overhead door \$3995.28

Morton Buildings Inc., Watertown, SD; bid for electrical \$16,200.00; bid for concrete \$37,720.00; bid for building \$178,689.00

Basin Construction & Drain Tile, LLC, Hayti, SD; bid for electrical \$17,566.00; bid for concrete \$40,596.00; bid for building \$158,737.00

Motion by Hanten, second by VanDusen, to postpone bid awards until the Board's meeting on March 5th, to allow the Highway Supt. to review all bids for accuracy; all voted aye; motion carried.

COURTHOUSE FIRE ALARM BIDS

The board opened and announced the following bids, as advertised, for a Fire Alarm project for the Courthouse.

Engelstad Electric, Watertown, SD; base bid \$65,000.00

Muth Electric, Watertown, SD; base bid \$55,492.00

Facilities Manager, Milo Ford, reviewed the bids for accuracy and recommended the bid award to Muth Electric. Mr. Ford noted both bids included the fire alarm system components from Automatic Building Controls and the installation thereof. Motion by VanDusen, second by Waterman, to accept the bid from Muth Electric in the amount of \$55,492.00. Commissioner Gabel noted funds in the amount of \$70,000.00 were budgeted in 2019 for this project. Upon vote of the Board; all voted aye; motion carried.

COURTHOUSE SECURITY CHECK POINT FURNISHINGS

Motion by Gabel, second by Hanten, to approve the purchase of furnishings for the Courthouse security checkpoint, from Office Peeps, in the amount of \$5,720.00. Commissioner Gabel noted this amount does include a cost for assembly in the amount of \$540.00, which may or many not be needed. Upon vote of the Board; all voted aye; motion carried.

HOUSING AND REDEVELOPMENT COMMISSION RE-APPOINTMENT

Motion by Hanten, second by Gabel, to re-appoint Kathy Turbak to the Housing and Redevelopment Commission of Codington County; all present voted aye; motion carried:

**CERTIFICATE OF APPOINTMENT OF COMMISSIONERS OF THE
HOUSING AND REDEVELOPMENT COMMISSION OF
CODINGTON COUNTY, SOUTH DAKOTA**

WHEREAS, the Board of Commissioners of Codington County, South Dakota, held a regular meeting on the 23rd day of July, 2002; and

WHEREAS, at said meeting resolution #2002-18 was passed and adopted declaring the need for a Housing and Redevelopment Commission;

NOW, THEREFORE, pursuant to the provisions of the County and Municipal Housing and Redevelopment Law (S.D. Codified Laws 11-7-12(1995)), and by virtue of my office as chairman, I hereby appoint the five persons hereinafter named to serve as Commissioners of the Housing and Redevelopment Commission of Codington County, South Dakota, and each to serve until the expiration date appearing after his or her name.

_____ Elmer Brinkman, term expires 12/31/2019

Georgia Kahnke, term expires 12/31/2020

Arllys Kays, term expires 12/31/2021

Brenda Hanten, term expires 12/31/2022

Kathy Turbak, term expires 12/31/2023

IN TESTIMONY WHEREOF, I have hereunto signed my name as Chairman of the Board of Commissioners of Codington County, South Dakota, caused the corporate seal of said Codington County to be attached hereto this 26th day of February, 2019.

Myron Johnson
Chairman

ATTEST:

Cindy Brugman
Auditor

SALARY CLAIMS

Motion by Hanten, second by Gabel, to approve February salary claims; all voted aye; motion carried. Commissioners: 10,236.48 total salaries. Auditor: 20,861.00 total salaries. Co. Treasurer: 30,037.72 total salaries; Ashley Lindner 3088.50 step increase. States Attorney: 37,079.00 total salaries. Gov. Buildings: 19,614.95 total salaries. Dir. Equalization: 41,244.50 total salaries. Reg. of Deeds: 20,555.65 total salaries. Veterans Service: 10,175.67 total salaries. Sheriff: 90,747.12 total salaries. Co. Jail: 113,394.84 total salaries Leah Ruby 3098.94 new hire; Erin Lenzner 3638.34 step increase. Care of the Poor: 5,975.29 total salaries. County Nurse: 4,586.43 total salaries. Co. Park: 1,453.45 total salaries. Ag. Bldg.: 9,001.50 total salaries. Co. Extension: 9,371.64 total salaries. Weed Control: 6,136.89 total salaries. Planning Board: 534.51 total salaries. Road & Bridge: 92,379.16 total salaries; Merlonie Vogelsang 3459.12 step increase; Randy Falvey 3476.52 step increase. Emergency Management: 12,197.98 total salaries. Crime Victim: 6,561.65 total salaries. W.I.C.: 4,063.73 total salaries. Total 546,209.16. Breakdown of withholding amounts which are included in the above: S.D. Retirement 49,445.98; S.D. Retirement 159.30 spouse option; S.D. Supplemental Retire. 4,925.00 suppl. retire.; Sanford 68,356.34 ins.; Reliance Standard Life Insurance 452.13 life ins.; Delta Dental 6,166.50 ins.; Avesis 914.04 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 472.00 employee union dues; AFLAC 3,876.56 ins.; John Hancock 4,285.00 suppl. retire.; AFLAC 635.15 ins.; Watertown United Way 65.00 employee contributions; Office of Child Support 535.00 employee payments; Sioux Valley Credit Union 23,235.00 employee payments; Cod. Co. Treasurer 32,150.00 employee monthly draw; SDRS Supplemental Retirement 4,250.00 Roth retirement; Teamsters Local Union 120 270.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 35,837.77 federal withholding; ReliaBank Dakota 62,461.82 social security; Simpson & Gold 534.03 employee garnishment.

CLAIMS

Motion by VanDusen, second by Gabel, to approve for payment the following claims; all voted aye; motion carried: VISA Reliabank 693.18 sup/trav, City of Watertown 22902.52 December 911 surcharge collections.

RESOLUTION ESTABLISHING FEES TO LICENSED ABSTRACTORS

The Board took action on the following resolution per the recommendation of Register of Deeds, Ann Rasmussen.

**RESOLUTION 2019-4
A Resolution establishing fees of licensed abstractors.**

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

Pursuant to SDCL 7-9-15(6), the fee to be paid to the Register of Deeds by licensed abstractors of Codington County and by persons who have passed the written examination established by the Abstractor’s Board of Examiners pursuant to SDCL 36-13-11, and providing proof thereof to the Register of Deeds, from the date of this resolution shall be 15 cents per page copied, whether the page in the office of Register of Deeds is paper, micro-film or digital, of uncertified copies of recorded instruments. Any additional copies of filed documents, recorded documents or plats beyond the first copy thereof provided will be at the current copy fee established in SDCL 7-9-15(2).

The above and foregoing Resolution was moved for adoption by County Commissioner Gabel, second by County Commissioner Hanten, and upon roll call all voted “aye” whereupon the Chairman of the Board of County Commissioners, declared the same to be duly passed and adopted.

Dated at Watertown, Codington County, South Dakota, this 26th day of February, 2019.

Myron Johnson
Chairman, Codington County
Board of Commissioners

STATE OF SOUTH DAKOTA
SS
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, qualified and acting Auditor of the County of Codington, State of South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2019-4 adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated at Watertown, Codington County, South Dakota, this 26th day of February, 2019.

Cindy Brugman
Codington County Auditor

MIDWEST DEVELOPERS, INC. M.O.U.

The Board met with Amy Mosley, President of Midwest Developers, Inc., and Codington County Register of Deeds, Ann Rasmussen, to discuss a M.O.U., regarding the copying of uncertified copies of recorded instruments in the Codington County Register of Deeds office, previously presented by Ms. Mosley to this Board on January 29th, 2019. Register of Deeds, Ann Rasmussen, advised the Board the M.O.U. has been reviewed by Attorney Tom Burns, on behalf of the County, and edited for content. The Board asked Ms. Mosley to review the revised M.O.U. The Board will schedule further discussion and possible action to approve the M.O.U. at their meeting scheduled for March 5, 2019.

AUTOMATIC BUDGET SUPPLEMENT

Motion by Hanten, second by Gabel, to approve an automatic budget supplement, to the Emergency Management expenditure and revenue budgets, in the amount of \$1,250.98, with Homeland Security grant reimbursement funds; all voted aye; motion carried.

TRAVEL REQUESTS

Motion by Hanten, second by Gabel, to approve the following travel requests; all voted aye; motion carried: Treasurer's Office staff, New Officials Workshop and Highway Supt., NACE Conference.

OTHER MATTERS

Commissioner Hanten reported on the progress of a transitional housing project in Codington County including the lease and sublease of a transitional house at the Midwest Bible Camp. Chairman Johnson expressed his thanks to Commissioner Gabel for his efforts on Senate Bill 65, an act to provide for the construction, renovation, improvement, remodeling, alteration, addition to and repairing of courthouses, jails, incarceration reduction facilities and other necessary buildings. Passage of Senate Bill 65 failed in the South Dakota Senate on February 21st, 2019. Commissioner Gabel provided the Board with a field report of the Courthouse Remodel Project after a recent walk through inspection.

FURNACE REPLACEMENT FOR MEMORIAL PARK MANAGERS HOUSE

Facilities Manager, Milo Ford, met with the Board to discuss an immediate need to replace the furnace in the Memorial Park Campground Managers' House. The furnace stopped working on February 24th and after inspection by a qualified vendor has been deemed unrepairable. Mr. Ford noted the house is currently being heated by space heaters. Motion by Hanten, second by Gabel, to declare an emergency and authorize the Facilities Manager to accept a quote from Andor, Inc., in the amount of \$2,825.00 to furnish and install, as soon as possible, a new furnace, in the house; all voted aye; motion carried.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by VanDusen, to adjourn at 10:07 a.m., until 9:00 a.m., Tuesday, March 5th, 2019; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

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Published once at the total approximate cost of \$_____