

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, January 28, 2020

1. Pledge of Allegiance
2. Call for Public Comment
3. Conflict of interest items
4. Action to approve the agenda
5. Action to approve the minutes of January 21, 2020
6. Action to approve Resolution 2020-3
7. Monthly reports
 - a. Sheriff
8. Action to replace cell check system in the Detention Center as budgeted in 2020
9. Action to authorize the ordering of patrol vehicles as budgeted in 2020
10. Discussion/possible action to approve compensation for Planning Board appointees
11. Action to declare GEN01584, Toshiba copier surplus
12. Action to advertise the position of Memorial Park Campground Manager
13. Action to adopt Animals in the Workplace Policy for County buildings
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:
 - a. Legislative Cracker Barrel, January 25th, Watertown Elks Lodge, 5:30 pm
 - b. Pipeline Safety training, February 3rd, Watertown Elks Lodge
 - c. Watertown Day at the Legislature, February 5th, Pierre
 - d. Watertown Winter Farm Show, February 11th through the 15th
 - e. Legislative Cracker Barrel, February 15th, Extension Center Complex
 - f. Annual local Weed meeting, February 26th, 6:30 pm, Extension Center Complex
 - g. Legislative Cracker Barrel, February 29th, Extension Center Complex
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 until 9:00 a.m., Tuesday, February 4th, 2020; 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**

January 21, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 21, 2020, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair Brenda Hanten, presiding. Commissioner VanDusen led the pledge of allegiance.

CONFLICT OF INTEREST ITEMS

There were no conflict of interest items to note.

CALLS FOR PUBLIC COMMENT

Chair Hanten called for public comments for the Open, none were forthcoming.

AGENDA APPROVED

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

MINUTES APPROVED

Motion by Gabel, second by Waterman, to approve the minutes of January 14, 2020; all voted aye; motion carried.

PRO PHEASANT EVENT

Nick Pillatzke, representing the Codington County Pro Pheasants organization, met with the Board to request authorization to sell alcohol at the Pro Pheasants banquet which will be held at the Codington County Extension Center Complex on March 6th, 2020. A one-day liquor license transfer will allow Pro Pheasants to use the license, currently owned by Second Street Station, for this event. Motion by Gabel, second by VanDusen, to allow the Pro Pheasants organization to sell alcohol at their banquet at the Codington County Extension Center Complex; all present voted aye; motion carried.

MONTHLY REPORTS

Deputy Maintenance Supervisor, Jeff Hershman, reported the wood chips have been delivered for the Farm Show and preparation continues for this event, cameras have been replaced in the Clerk of Courts office and snow removal is an on-going project, attempts to contact All Metal Manufacturing, regarding the Courthouse hand rail project, have been made and a return call from the company has yet to occur. **Highway Supt., Rick Hartley**, reported plowing snow is an on-going event, Commissioner Hanten was a ride-along this past weekend when the Highway Dept. was moving snow; trucks and motor graders are being serviced between usage periods; inventory has been completed, and site inspections with FEMA are scheduled for later today. Mr. Hartley wanted to remind Ag. Producers that County road load limits will be going on sometime in March and to plan ahead for roads under water. Mr. Hartley made a recommendation to complete all possible hauling before this time to avoid putting load limits on County gravel roads. **Emergency Management Director, Jim Sutton, and Jamie Torstenson, pending Director**, updated the Board on the following: work continues with FEMA in regards to DR4669 (disaster declaration); Public Information Officer class is scheduled for Jan. 28th & 29th; the County will host a State Flood Preparation meeting on January 27th for all Counties in the northeast part of the State; the National Weather Service will conduct training on February 27th in Aberdeen; local Weather Spotter training will be held at the Codington County Extension Center Complex on March 3rd and again on March 4th; and a Homeland Security Grant regional meeting is scheduled for March 12th in Webster. Mr.

Torstenson reported on responding to a train derailment on 4th Ave SW on Monday evening, January 20th. Mr. Torstenson reported the derailment was a single car (snow pushing vehicle) and was related to the ice and snow built up on the tracks. The situation has been resolved.

EMERGENCY MANAGEMENT DIRECTOR CONSULTANT

Motion by Gabel, second by VanDusen, to appoint Jim Sutton as a temporary Emergency Management Director consultant, on an hour by hour basis, beginning February 1st as needed, due to the possibility of spring flooding events; all voted aye; motion carried.

TITLE VI POLICY STATEMENT

Motion by Gabel, second by Waterman, to authorize the Chair to sign Codington County’s Title VI Policy Statement as submitted by Title VI Coordinator, Jamie Torstenson, and to authorize publication of the corresponding notice of public rights; all present voted aye; motion carried.

HOMELAND SECURITY GRANT APPLICATIONS

Motion by Johnson, second by Gabel, to authorize applications for Homeland Security Grant funds for annual projects submitted by Codington County officials; all voted aye; motion carried.

VOLUNTEER ROSTERS

Motion by Johnson, second by Gabel, to approve the following volunteer rosters for the purposes of workers compensation insurance coverage: Codington County Search and Rescue Team, Codington County Weather Spotters, Codington County LEPC Members; Camp Chance Volunteers, and Emergency Management Volunteer. Upon vote of the Board; all voted aye; motion carried. The volunteer rosters will be kept on file in the Auditor’s Office and updated as needed through the year.

SURPLUS PRINTER

Motion by Johnson, second by VanDusen, to declare a laser jet printer, GEN01384, s/n CNDY131581, purchased by the Auditor’s Office in 2008; surplus to be destroyed; all voted aye; motion carried.

TEMPORARY APPOINTMENT – FACILITIES MANAGER

Motion by Gabel, second by Waterman, to appoint, Weed Supervisor, Steve Molengraaf, as temporary Codington County Facilities Manager, effect immediately; all voted aye; motion carried.

BHDP REQUEST FOR TEMPORARY REINSTATEMENT

Welfare Director, Sarah Petersen, met with the Board to request the temporary reinstatement of the Behavioral Health Deflection Program (BHDP) because of the level of need of individuals currently in the program, to finalize situations, and provide continuity of care. The Welfare Director requested a temporary reinstatement of 60 – 90 days and noted billing would be by the hour for the clients currently in the program. Discussion was held regarding other programs available to these individuals. Kari Johnston, Chief Executive Officer of the Human Service Agency, also contributed to this discussion and reviewed available programs. Chair Hanten called for a motion to temporarily re-instate the BHDP. A motion was not offered. The Board did not take action on the request.

ABATEMENT APPLICATIONS

Motion by Waterman, second by Gabel, to approve the following abatement applications totaling \$4,137.52:

<u>RECORD #</u>	<u>AMOUNT</u>
4618	\$435.60
4625	\$457.24
8632	\$1,537.74

10660	\$321.00
12229	\$126.86
12783	\$1,259.08

Upon vote of the Board; all voted aye; motion carried.

HOUSING AND REDEVELOPMENT COMMISSION RE-APPOINTMENT

Motion by Gabel, second by VanDusen, to re-appoint Elmer Brinkman to the Housing and Redevelopment Commission of Codington County; all present voted aye; motion carried. Motion by Gabel, second by VanDusen, to authorize the Chair to sign the annual certificate of appointment; 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.

Georgia Kahnke, term expires 12/31/2020

Arlys Kays, term expires 12/31/2021

Brenda Hanten, term expires 12/31/2022

Kathy Turbak, term expires 12/31/2023

Elmer Brinkman, term expires 12/31/2024

IN TESTIMONY WHEREOF, I have hereunto signed my name as Chair of the Board of Commissioners of Codington County, South Dakota, caused the corporate seal of said Codington County to be attached hereto this 21st day of January, 2020

Brenda Hanten
Chair

ATTEST:

Cindy Brugman
Auditor

REVISED MEMORIAL PARK CAMPGROUND MANAGER CONTRACT TEMPLATE

Motion by Gabel, second by Waterman, to approve a revised template of the Codington County Memorial Park Campground Manager Contract; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by Gabel, second by Waterman, to approve the following anniversary step increase personnel changes; and to add Bryce Lawrence to the roster of Deputy Reserves; all voted aye; motion carried: Becca Reiter, Deputy States Attorney, step 9/\$33.91 per hour, effective 1/1/2020 and Janelle Nygaard, Sheriff's Office Criminal Civil Support Coordinator, step 12/\$21.82 per hour, effective 1/1/2020.

TRAVEL REQUESTS

Motion by Gabel, second by VanDusen, to approve the following travel request; all voted aye; motion carried: Auditor, annual report workshop.

COUNTY WEBSITE UPDATES

Commissioner Gabel advised the Board the County's website is now up and running with a new provider. The monthly fee will be \$30.00 per month due to the large amount of information offered on the website.

EXECUTIVE SESSION

Motion by Gabel, second by VanDusen, to enter into executive session at 10:20 a.m., per SDCL 1-25-2, to discuss a personnel issue and discussing security information per SDCL 1-27-1.5 (8); all voted aye; motion carried. The Board returned to regular session at 10:52 a.m. No action was taken after executive session.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 10:53 a.m., until 9:00 a.m., Tuesday, January 28th, 2020; 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 \$ _____



PROPOSAL

January 10, 2020

Matt Blackwelder
Chief Corrections Officer
Codington County Detention Center
14 1st Ave SE
Watertown, SD 57201
605-882-6284

RE: Guard Tour System

Matt:

It is ITS's pleasure to present Codington County with the following proposal to provide equipment for your upcoming project. I have proposed the appropriate equipment per our conversations and drawings.

All prices are delivered and installed and are valid for thirty (30) days from the date of this proposal. Proposal does include applicable tax for South Dakota.

Once again, we thank you for the opportunity to earn your most valued business. Integrated Technology & Security will closely with you to ensure a smooth installation. I personally look forward to partnering with you on this project. Please feel free to contact me at 605-321-8827 with any questions or concerns.

Best Regards,

James Straatmeyer

Recommended Proposed Equipment

Gallagher Guard Tour System

\$16,701

This proposal will replace the existing jail guard check system. We will remove all existing equipment and install a new central controller with RFID readers in place of the existing terminals. We will install new cabling and conduit/back-boxes at each location.

We will install a new Dell workstation to be used as the server and will display a screen similar to the existing system. The screen can be customized for countdown, alarm, and last person to check. The computer will have two Axis ceiling speakers installed – one in booking and one in the control room to alert of guard tour warnings and other system alarms. In the future this server software can be migrated to a central server if Gallagher is used for door access.

1 – Gallagher Command Centre Base License	\$703
• 16 Door Licenses (unlimited future expansion)	
• 1 Concurrent Workstation License	
• 1 Notifications License	
• 1 Mobile Application License	
• 5 Mobile Connect Blue-Tooth Credentials	
• 1 Competency License	
• 1 Year Software Maintenance Included	
1 – Gallagher ASCII Interface (Guard Tour Screen)	\$2773
1 – Gallagher Controller 6000	\$1066
1 – Gallagher 8H Module (8 Data Ports, 24 Inputs, 8 Outputs)	\$824
12 – Gallagher T11 MultiTech Readers (125, Mifare, Bluetooth)	\$2625
2 – Gallagher 3 rd Party Mounting Plate	\$108
1 – LifeSafety Power E4 Cabinet with 150 watt power supply	\$428
2 – 12v 7aH Battery	\$32
1 – Dell OptiPlex 7060 Computer	\$1065
1 – Vizio 32” Monitor	\$318
1 – TV Mount	\$39
1 – Axis C2005 Network Ceiling Speaker	\$699
1 – Axis T8120 15watt POE Injector	\$103
1200 – 18/4 Plenum Cable	\$286
400 – Cat5e Riser Cable	\$60
Misc. Hardware, Mounting Hardware, Conduit, Etc.	\$200
Professional Installation	\$4672
Gallagher Discount (match pre-price change in July 2019)	- \$125
South Dakota Use Tax	\$491
South Dakota Contractors Excise Tax	\$334

Option – Garage Door Control**\$1794**

This option would control the existing two overhead doors. We would add a keypad/card reader that would enable and control the existing buttons. We would add door monitoring to the doors to monitor position and allow alarms if the door is open too long or opens unexpectedly. We would install cabling back to the central panel area – this is the industry standard method for correctional type installations.

1 – Gallagher T20 MultiTech Reader with Keypad (125, Mifare, Bluetooth)	\$525
2 – Armored Overhead Door Contact	\$61
500 – 18/4 Plenum Cable	\$119
500 – 22/4 Plenum Cable	\$77
1 – Conduit, Boxes, Etc.	\$100
Professional Installation (conduit, cable, programming)	\$840
South Dakota Use Tax	\$36
South Dakota Contractors Excise Tax	\$36

Installation Scope of Work

SCOPE OF WORK

- Install and program equipment as listed above
- Install a new monitor in the booking area for guard-check alarms
- Install a speaker in the booking area to announce alarms
- Remove existing equipment

EXCLUSIONS

- Owner to provide network connection for communication (email, text, etc.)

GUARD CHECK LOCATIONS

- 7 in main hall
- 1 by drunk tank
- 2 in the new hall
- 1 in basement men's area
- 1 in basement women's area

Acceptance of Contract

The prices, scope of work, specifications and support services as presented within the scope of this proposal are satisfactory and are hereby agreed to and accepted. Integrated Technology & Security is authorized to perform the work as specified and payment terms are agreed upon and accepted. Final authorization of the agreement is based on the acceptance and full execution of this proposal by a duly authorized representative, officer of the corporation or individual. (As applicable). Prices valid for thirty days from date above. TERM: It is agreed by both parties hereto that this Agreement shall continue in force for a period of twelve (12) months from effective date. Final billing amount may vary pending equipment additions or deletions to originally accepted proposal.

Terms: Net 30 after substantial completion

Signature

Date of Acceptance

EXCLUSIONS WHICH APPLY TO ENTIRE QUOTE UNLESS NOTED

All permits secured by others.
Union Labor
Work performed over 12 ft
Quote based on drop tile ceiling installation. Hard ceiling would require additional charges.
Any and all 110 VAC electrical work
Acts of God
Weather related delays
Work incurred due to hidden conditions
Labor strikes
Customer requested changes and revisions to original scope of work
Handling of hazardous materials such as but not limited to asbestos
Vandalism or damage to equipment by others after equipment has been installed
Delays caused by others outside of Integrated Technology & Security control
Coordination of other trades not covered under Integrated Technology & Security contract or scope of work
Pricing valid for 30 days unless otherwise specified

This proposal is based upon your acceptance of the provisions of one of the following signed agreements:

- **Your signed ITS Comprehensive Agreement ("DCA") on file with ITS.**
- Your Master Agreement on file with ITS. *Note: The Sale of Fire Product under a Master Agreement is subject to ITS review and approval.***
- ITS's Offer of Sale Terms of ITS's Memorandum of Agreement. *Note: Fire Product cannot be purchased under the Sale of Terms of the Memorandum of Agreement.***

**** Note: IF THIS PROPOSAL CONTAINS FIRE PRODUCTS, THE FOLLOWING APPLIES:**

- All equipment installations are subject to the final approval by the local AHJ/Fire Department (FD). Any changes needed to meet local requirements will be billed separately.
- Except as specifically stated in the proposal, fire alarm permits and fire system AHJ/FD inspection fees are not included.
- Pricing is based on all work being performed during normal work hours: M-F 8:00 a.m. to 5:00 p.m.
- Pricing includes fire alarm system submittal packages for the local AHJ and customer. Extra sets are available for an additional charge.
- Integrated Technology & Security inspects and tests the fire system function and not the system design. ITS neither verifies nor assumes any liability for the system design when conducting a fire system inspection and test.

Terms: Fire Products Sales are based on Purchaser acceptance of the provisions of ITS's Comprehensive Agreement (DCA).



ASSETS FILE MAINTENANCE

Item No:	GEN01684	Serial #:	SCNC327530
Description:	ESTUDIO3040C MULTI FUNCTION COLOR COPIER		
Class Code:	100	GENERAL	
Department:	141	AUDITOR	
Category:	100	GENERAL GOVERNMENT	
Location:	AUDITOR BACK ROOM		(Used for Dept. reporting)
Fixed Asset G/L:	800 - 0 - 166.00	F/A MACHINERY & EQUIPMENT	
Acquisition Date:	05/14/2013	Remarks:	
Vendor Name:	TOSHIBA		Capital: 2 (1-Y 2-N)
	PO BOX 91399		# of Years: 0
	CHICAGO, IL 60693		Remaining Life: 0
Cost:	4884.00	Voucher:	12536
Remain Value:	4884.00		
Frt/Other:	0.00	Voucher:	0
Dep:			
Accum Dep:	0.00		
TOTAL:	4884.00	Insured Value:	0.00
OK?			

CODINGTON COUNTY
WATERTOWN, SD 57201-3611

* * * * *

<u>Invoice # / Description</u>	<u>Account #</u>	<u>From Budget</u>	<u>Amount</u>
ACCT END:1719 - MENARDS	101 - 163.0 - 426.00	REGISTER OF DEE	9.57

TOTAL: 9.57

Claim Of:
VISA

PO BOX 30131
TAMPA, FL 33630-3131

155594

Amount Allowed: \$ 9.57

<-- VOUCHER #

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payment on this day 01/21/2020 .

Chairman / authorized agent

Dakota M... II

Authorized Official

Date

CODINGTON COUNTY
WATERTOWN, SD 57201-3611

* * * * *

<u>Invoice # / Description</u>	<u>Account #</u>	<u>From Budget</u>	<u>Amount</u>
ACCT END:0786 - MISC SUPPLIES	101 - 211.0 - 426.00	SHERIFF	286.92

TOTAL: 286.92

Claim Of:
VISA

PO BOX 30131
TAMPA, FL 33630-3131

1555915

Amount Allowed: \$ 286.92

<- VOUCHER #

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payment on this day 01/21/2020 .

Chairman / authorized agent

Delanie M... 1/2

Authorized Official

Date

CODINGTON COUNTY
WATERTOWN, SD 57201-3611

* * * * *

<u>Invoice # / Description</u>	<u>Account #</u>	<u>From Budget</u>	<u>Amount</u>
ACCT END:0760 - AMAZON	226 - 222.0 - 429.20	EMERGENCY MANAG	157.65

TOTAL: 157.65

Claim Of:
VISA

PO BOX 30131
TAMPA, FL 33630-3131

155596

Amount Allowed: \$ 157.65

<- VOUCHER #

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payment on this day 01/21/2020 .

Chairman / authorized agent

Deldre M... 1/21

Authorized Official

Date

Ch

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Steve Molengraaf		DATE 1/21/2020
EFFECTIVE DATE 1/21/2020	POSITION TITLE Temporary Facilities Manager	DEPARTMENT Govt. Bldgs.
CURRENT STEP 13	NEW STEP	
CURRENT PAY RATE \$22.76 Weed Supervisor	NEW PAY RATE \$25.00 hour	
REASONS FOR CHANGE appointed as temporary Facilities Manager pending hiring of applicant to permanently fill the position. Weed Supervisor salary will end as of this date until further notice.		

EMPLOYEE SIGNATURE Steve Molengraaf

DEPARTMENT HEAD SIGNATURE _____

DATE _____

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Jim Sutton		DATE 1/21/2020
EFFECTIVE DATE 2/1/2020	POSITION TITLE Temporary consultant to Emergency Management	DEPARTMENT Emergency Management
CURRENT STEP	NEW STEP	
CURRENT PAY RATE	NEW PAY RATE \$30.00 per hour	
REASONS FOR CHANGE Temporary case by case consultant to Emergency Management Office Not to be considered a County Employee. Professional consultant will be issued a 1099 Misc.		

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE _____

DATE _____

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.