

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

1. Pledge of Allegiance
2. Call for Public Comment; during the COVID-19 event public comments can be set up by calling 605-882-6297 or 605-882-6288, before or during the meeting
3. Conflict of interest items
4. Action to approve the agenda
5. Action to approve the minutes of April 14, 2020
6. First reading of Ordinance #70 an emergency ordinance temporarily amending the Codington County subdivision ordinance, action to set public hearing, 2nd reading and adoption
7. Monthly reports
 - a. Facilities Manager
 - b. Highway Superintendent
8. Action to hire Clark Engineering for services for a grade raise on County Road 8-2
9. Discussion/possible action to revisit action on Memorial Park campground operations
10. Discussion with Sheriff Howell and action regarding a grant application to assist with preparedness and response to the COVID-19 Event with action to approve purchase of equipment/supplies
11. Discussion/possible action regarding Commission virtual meetings
12. Discussion/possible action on COVID-19 practices and procedures – action to open the Courthouse to absentee voters only per SDCL 12-19-2.1 and per SDPAA legal counsel
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. Public Notices – a possible quorum of Commissioners could be in attendance at:
 - a.
18. Old Business
19. New Business

20. Open

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

21. 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)**

22. Action to adjourn until 9:00 a.m., Tuesday, April 28th, 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**

April 14, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 14, 2020, at the Codington County Courthouse. Commission members physically present were: Lee Gabel, Charlie Waterman, and Brenda Hanten; Commissioners Myron Johnson and Troy VanDusen were present electronically; Chair Brenda Hanten, presiding. Commissioner VanDusen lead the pledge of allegiance.

CALLS FOR PUBLIC COMMENT

Chair Hanten called for public comments for the Open, none were forthcoming. During the time of the COVID-19, crisis phone numbers will be listed on the agenda for the benefit of anyone who wishes to address the Board during the “Open” section of the meeting.

CONFLICT OF INTEREST ITEMS

There were no conflict of interest items to note.

AGENDA APPROVED

Motion by Gabel, second by VanDusen, to approve the April 14 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of April 7, 2020; all voted aye; motion carried.

MONTHLY REPORTS

Auditor, Cindy Brugman, reported on the progress of the ballot order for the 2020 Primary Election in Codington County, polling place availability, availability of adequate numbers of election precinct workers, providing PPE to precinct workers, the Secretary of State’s office will send out absentee ballot applications to each registered voter in the State of South Dakota and are encouraging South Dakotan’s to vote by mail for the upcoming Primary Election, and reimbursement from FEMA, in the amount of \$14,897.00, for the 2019 March blizzard event. **Director of Equalization, Shawna Constant**, reported her office is preparing for County and Consolidated Boards of Equalization, where appellants will not appear in person, but telephonically, if at all possible. **Community Health Nurses, Codi Martin, Liza Linneman, and Savannah Price**, submitted a written report to the Board covering the following items: WIC services/cases, School Services, Baby Care/Prenatal Education, staffing levels, and immunizations. All services at the Community Health Office are being handled over the telephone at this time and immunization requests are being referred to the local clinics that are still in operation.

WIND ENERGY TAX FUNDS

Funds in the amount of \$8,099.61 have been received from the South Dakota Department of Revenue for the 2019 nameplate capacity tax and production tax from Crowned Ridge Wind, LLC. These funds will be distributed to the following taxing entities:

Codington County General Fund	\$2,834.86
Waverly School District	\$4,049.81
Germantown Township	\$ 105.65
Leola Township	\$ 316.94
Rauville Township	\$ 70.43

Waverly Township

\$ 721.92

AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES

Motion by VanDusen, second by Gabel, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last business day of March 2020, all present voted aye; motion carried.

Cash on hand	\$ 1,908.02
Checks in Treasurers' possession	
less than 3 days	\$ 102,695.58
Credit Card Charges	\$ 1,291.40
Cash Items	\$ 327.48
TOTAL CASH ASSETS ON HAND	\$ 106,222.48
RECONCILED CHECKING	
Great Western Bank Checking (Memorial Park)	\$ 6,588.34
Reliabank Dakota	\$21,368,763.08
INVESTMENTS	
SD Public Funds Investment	\$ 7,245.21
TOTAL CASH ASSETS	\$21,488,819.11
General Ledger Cash Balance by Funds:	
General	\$12,125,692.38
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 6,981,515.57
Trust & Agency	\$ 1,881,611.16
(schools 1,154,402.52, townships 59,463.25; city/towns 204,169.78)	
TOTAL GENERAL LEDGER CASH	\$ 21,488,819.11

The Board noted Register of Deeds fees in the amount of \$24,146.20 were collected in the month of March 2020.

OUT OF COUNTY INMATE HOUSING CONTRACT

Motion by VanDusen, second by Johnson, to authorize Chair Hanten to sign an agreement, with Lake County, to house adult inmates, in the Codington County Detention Center; all voted aye; motion carried.

MEMORIAL PARK CAMPGROUND COVID-19 OPERATIONAL TIME PERIOD

Facilities Manager, Steve Molengraaf, met with the Board to review options for the operation of the County's Memorial Park Campground during the COVID-19 event. Motion by Gabel, second by Waterman, to close, to the public, the bathhouses, buildings, shelters, playground and arcade, and to keep the campground open on a limited basis with one set of restrooms in the Pavilion building, which does not include shower facilities, the Office will be open for no more than 2 customers at a time, for the time period, through May 31, 2020; also, if an emergency situation arises due to COVID-19, the Facilities Manager, Chair Hanten, and Memorial Park Liaison, will have the authority to take necessary action; all vote aye; motion carried.

FIREWORKS PERMIT APPLICATION

Motion by VanDusen, second by Gabel, to approve the following application for the discharge of fireworks: May 2, 2020 beginning at 8:00 p.m. and lasting approximately 30 minutes, east of the Lew's Fireworks main office, 45788 US Hwy 212, product demonstration for fireworks retailers; all voted aye; motion carried.

DELTA DENTAL 2020 PREMIUMS

Auditor, Cindy Brugman, advised the Board that Delta Dental contacted the Auditor's office after the Board's meeting on April 7, 2020, where action was taken to approve the 2020 premium renewal rates. Delta Dental indicated the County's dental insurance premiums beginning June 1, 2020 through May 31, 2021, will not increase over the current rates due to the COVID-19 event, if this offer is acceptable to the County. Motion by Johnson, second by Gabel, to accept the following premium renewal rates offered by Delta Dental:

Single coverage premium: \$42.50 – paid by the County
 Two party coverage premium: \$76.52 – County share \$38.26 Employee share \$38.26
 Family coverage premium: \$111.40 – County share \$55.70, Employee share \$55.70

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

CLAIMS

Motion by Gabel, second by VanDusen, to approve the following claims as prepared by the Auditor's office; all vote aye; motion carried: ACCREDITATION, AUDIT AND 150.00 SVC, ADVANCE AUTO PARTS 4.31 REPAIRS/MAINT., JEFFREY ARGO 25.00 UTILITIES, AUSTIN LAW OFFICES 6327.90 SVC, JAMES BAKKE 163.00 TRAV, BANNER ASSOCIATES, INC 8244.90 REPAIRS/MAINT., BOB BARKER CO. 2360.39 SUP, BATTERIES UNLIMITED 135.00 SUP, BATTERIES UNLIMITED 200.00 REPAIRS/MAINT., BEACON CENTER 1000.00 PMT, BEACON CENTER 1735.00 PMT, RAMONA BEARHILL 58.40 JURY, ALLEN BENCK 25.00 UTILITIES, JANAICA BINGHAM 27.00 REF, BORNS GROUP 2886.75 POST, BOYS & GIRLS CLUB 1541.67 PMT, MARISA BRECHTL 120.00 PMT, BREVIK LAW OFFICE PROF LLC 502.50 SVC, BROCK WHITE COMPANY 13020.00 SUPPLIES, JERRY BUNDE 50.84 JURY, BURNS LAW OFFICE 3000.00 SVC, BUTLER MACHINERY 12409.67 SUPPLIES, JEFF CASE 25.00 UTILITIES, CASHWA DIST. FARGO 14347.35 SUP, CASHWAY LUMBER INC. 43.85 SUP, CENTURYLINK 745.12 UTIL, VICTOR CHRISTENSEN 50.00 PMT, CHUCK'S LOCK & KEYS 40.50 SUP, CODINGTON-CLARK ELECTRIC COOPE 35.53 SUPPLIES, CODINGTON CO. REGISTER DEEDS 60.00 SVC, CODINGTON COUNTY TREASURER 3.72 POST, COLE'S PETROLEUM 2619.79 SUPPLIES, COLE PAPERS, INC. 3654.11 SUP, COMPASS COUNSELING 1800.00 SVC, CONNECTING POINT COMPUTER CENT 2748.45 MAINT, CONNECTING POINT 160.00 SUPPLIES, SHAWNA CONSTANT 25.00 CELL, COUNTY FAIR FOODS 283.04 SUP, CREDIT COLLECTIONS BUREAU 2270.23 PMT, CULLIGAN WATER CONDITIONING 216.50 SUP, CUSTOM ENGINE MACHINING 45.10 REPAIRS/MAINT., D K DIESEL INJECTION 264.19 REPAIRS/MAINT., MATTHEW DARGATZ 25.00 UTILITIES, DATA TRUCK 29.99 UTIL, JAMIE DOLEN 25.00 UTILITIES, DUININCK INCORPORATED 500.00 REPAIRS/MAINT., DVL FIRE & SAFETY 135.50 REP, DVL FIRE AND SAFETY 938.95 SUPPLIES, BIMBO FOODS, INC 1511.13 SUP, EIGHT TEN PROPERTIES, LLC 1740.00 SUP, ELLYSON LAW OFFICE 2177.98 SVC, ENGELSTAD ELECTRIC CO. 1500.00 REP, MARIA ESCAMILLA 40.00 CELL, EXPRESS SERVICES, INC 2234.21 SVC, RANDALL G. FALVEY 25.00 UTILITIES, FARNAMS GENUINE PARTS 466.38 SUPPLIES, AT&T MOBILITY - FIRSTNET 115.59 UTIL, BENJAMIN FLEMING 60.08 JURY, TOWN OF FLORENCE-PEGGY LINDAHL 78.40 UTILITIES, ALLISON FORBUSH 25.00 CELL, MILO FORD 315.00 PMT, GALLS, LLC 530.91 UNIF, BREYANNA GEERDES 51.68 JURY, BRENDA GLOVER 51.68 JURY, GRAINGER 275.47 REP, GREAT AMERICA FINANCIAL SVC 267.70 RENT, GREEN, ROBY, OVIATT, 5140.00 SVC, LONNIE GREENFIELD 176.00 TRAV, DEBRA GRUPE 55.88 JURY, MICHAEL GUBKA 40.00 CELL, GUEST HOUSE INC 530.00 SVC, JUSTIN HALAJIAN 25.00 CELL, BRENDA HANTEN 1927.39 TRAV, RICK HARTLEY 40.00 UTILITIES, DAVID HEDDING 25.00 UTILITIES, JAMES HEDGES 25.00 CELL, HENRY FOODS, INC 3732.19 SUP, HILLYARD/SIOUX FALLS 1331.83 SUP, ALLEN HOEKMAN 53.36 JURY, RICK HOLINKA 25.00 UTILITIES, HOLY NAME BOY SCOUTS TROUP 209 982.55 SUPPLIES, HOMETOWN BUILDING

CENTER 56.08 SUP, HOMETOWN BUILDING CENTER 148.16 SUPPLIES, LARRY HOWARD
 40.00 CELL, HUMAN SERVICE AGENCY 21434.00 SVC, HYVEE #1871 ACCTS RECEIVABLE
 912.35 SUP, I STATE TRUCK CENTER 224292.00 EQUIPMENT, INTEGRATED
 TECHNOLOGY&SECURITY 18495.00 EQUIP, INTERLAKES COMMUNITY ACTION 1323.50
 PMT, INTOXIMETERS 750.00 SUP, MITCHELL KALLHOFF 25.00 UTILITIES, MARK
 KATTERHAGEN 39.00 SVC, KENNEDY PIER LOFTUS & REYNOLDS 341.80 SVC, KIBBLE
 EQUIPMENT 42.66 REPAIRS/MAINT., SANDRA KUPER 10.00 REF, LAKE AREA ZOOLOGICAL
 SOCIETY 20000.00 PMT, LAMB CHEVROLET & IMPLEMENT 30169.00 EQUIP, THOMAS
 LENOX 233.00 REIMB, LEWIS & CLARK BHS 534.00 SVC, LEWNO LAW OFFICE 453.75 SVC,
 LINCOLN CO TREASURER 403.50 SVC, DARCY LOCKWOOD 39.00 SVC, JODI LOEHRER 83.08
 TRAV, STEVEN LOWRY 40.00 CELL, LUTHERAN SOCIAL SERVICES 2640.29 SVC, MAC
 TOOLS 101.00 SUPPLIES, MAC'S BLUE TARP CREDIT SERVIC 45.66 SUPPLIES, BLUE TARP
 FINANCIAL, INC 65.14 SUP, MACKSTEEL WAREHOUSE, INC. 103.14 REP, MARCO, INC 378.35
 RENT, MARK'S AUTO 38.50 REP, RUSSELL MATHEWS 40.00 CELL, MCKESSON MEDICAL
 SURGICAL 694.33 SUP, MCLEOD'S PRINTING & OFFICE SUP 903.15 SUP, SEAN MELMER 51.68
 JURY, MENARDS 1414.20 SUP, MENARDS 247.43 SUPPLIES, MEND CORRECTIONAL CARE
 13925.00 SVC, MIDCONTINENT COMMUNICATIONS 425.85 UTIL, MINNEHAHA COUNTY
 AUDITOR 432.20 SVC, MITCHELL CLINIC, LTD 32.00 SVC, RON MOEHRING 66.00 TRAV,
 RONNIE MOORE 99.00 REF, MICHAEL MORGAN 40.00 CELL, MUNICIPAL UTILITIES 11491.47
 UTIL, MUNICIPAL UTILITIES 1134.74 UTILITIES, JASON MURRAY 51.68 JURY, NEWMAN
 TRAFFIC SIGNS 637.36 SUPPLIES, LUCAS NOGELMEIER 50.84 JURY, NORTHWESTERN
 ENERGY 544.97 UTILITIES, OFFICE PEEPS, INC. 6139.66 SUP, OFFICE PEEPS 19.76 SUPPLIES,
 JERROD OLSON 40.00 CELL, O'REILLY 58.97 REP, O'REILLY AUTO PARTS 802.59
 REPAIRS/MAINT., OTTERTAIL POWER CO, 54.84 UTILITIES, MICHELLE PEDERSON 25.00
 CELL, SARAH PETERSEN 351.00 TRAV, PHARMCHEM INC 399.70 SUP, PHEASANT COUNTRY
 EXPRESS, INC. 2042.88 RENTALS, PHEASANTLAND INDUSTRIES 1485.50 SUPPLIES, PITNEY
 BOWES 210.00 RENT, PMB 0112 204.60 UTIL, POMP'S TIRE SERVICE, INC. 1609.65 SUPPLIES,
 POMP'S TIRE SERVICE, INC 125.30 REP, PRAIRIE FIRE SOLUTIONS 12312.28 PMT, PRAIRIE
 LAKES HEALTH CARE CENT 5191.83 SVC, PRAIRIESONS, INC 110.00 REP, PRINT 'EM NOW
 25.00 SUP, QUALITY INN 77.00 TRAV, CLINTON RABINE 54.20 JURY, JULIA RAUSCH 65.12
 JURY, RC FIRST AID 60.00 SUPPLIES, REDLINGER BROS. 38.50 REP, ADAM REEVES 40.00
 CELL, REBECCA MORLOCK REEVES 40.00 CELL, BECCA REITER 40.00 CELL, ROBYN RITER
 25.00 UTILITIES, RUNNING SUPPLY INC. 101.47 SUPPLIES, DAWN RUSSELL 478.80 SVC,
 MARIAH SANDBURG 52.52 JURY, SANFORD HEALTH 500.31 SVC, SATELLITE TRACKING OF
 PEOPLE 718.25 SVC, TERRANCE SATTERLEE 1500.00 SVC, TREVOR SCHIMMEL 40.00 CELL,
 BRAD SCHWINGER 25.00 UTILITIES, SD ATTORNEY GENERAL'S OFFICE 2880.00 PMT, SD
 ATTORNEY GENERAL'S OFFICE 489.00 PMT, SD DEPARTMENT OF HEALTH 4375.00 SVC, SD
 DEPARTMENT OF LABOR 2910.00 PMT, S.D. FEDERAL PROPERTY 994.00 SUP, SD STATE
 TREASURER 436434.19 APRIL REMITTANCE, SDACC 11879.00 CLERP, SDACES 15.00 DUES,
 SDACO 775.00 PMT, SDN COMMUNICATIONS 1338.37 UTIL, SD PUBLIC ASSURANCE
 ALLIANCE 2357.37 REPAIRS/MAINT., MELISSA SEARS 25.00 CELL, SECURUS
 TECHNOLOGIES 3994.74 SUP, HEIDI SELCHERT 25.00 CELL, SENIOR COMPANIONS OF SD
 1500.00 PMT, SHARP AUTOMOTIVE 7.18 REPAIRS/MAINT., SIOUX RURAL WATER SYSTEM
 54.30 UTILITIES, SIOUX VALLEY COOP 7216.66 FUEL, SIOUX VALLEY COOP 19350.21
 SUPPLIES, SIRCHIE 199.05 SUP, DIANE SOGGE 50.84 JURY, LYNN SOLBERG 40.00 UTILITIES,
 BRENT SOLUM 40.00 CELL, TOWN OF SOUTH SHORE 132.00 UTILITIES, SOUTH SHORE
 GAZETTE 997.05 PUB, FISHER SPILDE 52.52 JURY, STAR LAUNDRY 2009.29 SUP, STAR
 LAUNDRY 156.30 SUPPLIES, DOUGLAS STORMO 50.84 JURY, STURDEVANT'S AUTO PARTS
 154.62 REP, SUTTON LAW OFFICE PC 17291.67 SVC, SCOTT SWANSON 25.00 CELL, T&M
 AUTOBODY, INC 228.00 REP, THOMSON REUTERS-WEST 555.40 SUP, THURMAN LAW
 OFFICE 211.40 SVC, PRODUCTIVITY PLUS ACCOUNT 900.50 REPAIRS/MAINT., DOUGLAS D.

TORSTENSON 25.00 UTILITIES, TWO WAY SOLUTIONS, INC 195.93 REP, TYLER VARNS 40.00 CELL, VAST BUSINESS 596.57 UTIL, VAST BROADBAND 49.95 UTILITIES, VERIZON WIRELESS 754.93 UTIL, GREAT WESTERN BANK 444.97 PMT, GREAT WESTERN BANK 51.71 PMT, GREAT WESTERN BANK 100.00 PMT, GREAT WESTERN BANK 44.21 PMT, MARLONIE VOGELSANG 25.00 UTILITIES, GAIL WAHL 2916.65 PARK, WALMART COMMUNITY 180.50 SUP, WALMART COMMUNITY 33.60 SUPPLIES, TODD B WARNE 25.00 UTILITIES, WATERTOWN AMBULANCE 250.00 SVC, WATERTOWN CITY FINANCE OFFICE 500.00 SVC, WATERTOWN FORD 170.94 REPAIRS/MAINT., WATERTOWN PUBLIC OPINION 3180.97 PUB, WATERTOWN WHOLESALE 614.02 SUPPLIES, WEGNER AUTO COMPANY, INC 21262.00 EQUIP, WHEELCO 8.68 REPAIRS/MAINT., WATERTOWN LANDFILL 11.77 SUP, WW TIRE SERVICE INC 189.39 REP, WW TIRE SERVICE INC. 9.00 REPAIRS/MAINT., XEROX CORPORATION 247.62 SUPPLIES, YANKTON CO. SHERIFF 250.00 SVC, YANKTON CO TREASURER 348.10 SVC, SHANE YOST 84.00 TRAV, GARY YOUNG 51.68 JURY

PERSONNEL CHANGES

Motion by Gabel, second by Johnson, to approve the following personnel change: Seasonal Weed Sprayer, Tom Stanley, step 5/\$16.27, effective 5/1/2020; all voted aye; motion carried.

ZONING OFFICER EMERGENCY AUTHORIZATION PLATS APPROVAL

Codington County Zoning Officer, Luke Muller, appeared electronically before the Board to discuss passage of an ordinance that would allow the Zoning Officer the ability to administratively approve plats that meet the subdivision requirements, or were ordered by the Board of Adjustment to be completed, on a temporary or emergency basis, during the COVID-19 event. Motion by Johnson, second by Gabel, to authorize the Zoning Officer to prepare an ordinance to address this issue; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Johnson, second by Gabel, to enter into executive session at 10:05 a.m., per SDCL 1-25-2, to discuss personnel issues; all voted aye; motion carried. The Board returned to regular session at 10:24 a.m. Human Resource Director Satterlee was present for executive session. The Board took action to appoint a Veterans Service Officer.

VETERANS SERVICE OFFICER APPOINTMENT

Motion by Johnson, second by Gabel, to appoint Todd Rose to the position of Codington County Veterans Service Officer, step 8/\$4,094.22 per month, effective April 15, 2020; 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 10:25 a.m., until 9:00 a.m., Tuesday, April 21, 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.

Codington County, April 14, 2020

Published once at the total approximate cost of \$ _____

**CODINGTON COUNTY
NOTICE OF PUBLIC HEARING BY
CODINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
ORDINANCE 70 AN EMERGENCY ORDINANCE TEMPORARILY
AMENDING THE CODINGTON COUNTY SUBDIVISION ORDINANCE,
PURSUANT TO SDCL 11-2, 1967, AND AMENDMENTS THEREOF.**

Notice is hereby given that a Public Hearing will be held by the Codington County Board of County Commissioners at the Codington County Courthouse on Tuesday, April 28, 2020 at 9:30 a.m. to consider Ordinance #70, An emergency ordinance temporarily amending the Codington County Subdivision Ordinance for Codington County, South Dakota, as amended.

Following the public hearing the Board of County Commissioners will hold second reading of Ordinance #70 and approve or deny Ordinance #70.

Based on current circumstances surrounding Covid-19, this meeting will be held virtually over a teleconference platform. All persons interested therein may be heard before the Board of Adjustment during said hearing. Please contact the Codington County Auditor at 882-6297 to make arrangements to participate in the public hearing no later than noon on Monday, April 27, 2020.

The proposed ordinance amendment is on file for review by the public. Please contact the Zoning Office at 882-6300 from 8:00 am until 4:30 pm or email the zoning officer at one of the two following email addresses: Codington.County@sdstate.edu; or luke@1stdistrict.org to make arrangements to view the draft ordinance. Further the draft ordinance is available on the Codington County website at: <https://www.codington.org/ordinance-review-information-page/>. Written comments may be filed with the Zoning Officer via email at Codington.County@sdstate.edu; or luke@1stdistrict.org; mailed to Zoning Officer at 1910 West Kemp Avenue; or mailed to the County Auditor at 14-1st Avenue SE Watertown on or before noon on Friday, April 24, 2020.

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Published once at the total approximate cost of \$_____

Cindy Brugman

From: Rick Hartley <cchighwaydept@vastbb.net>
Sent: Thursday, April 16, 2020 10:09 AM
To: Cindy Brugman
Subject: [EXT]

Good morning Cindy,

Can have you put on the agenda for authorization to hire Clark Engineering for services for grade raise on County road 8-2.

Thank you

Rick Hartley
Codington County Hwy Supt
1201 10th st Nw
605-882-6271
605-881-3542
cchighwaydept@vastbb.net
Watertown, SD 57201

CODINGTON COUNTY
OFFICE OF THE SHERIFF
14 First Avenue Southeast
Watertown, South Dakota 57201-3695

PHONE
605-882-6280

FAX
605-882-6283

Project narrative.

Codington County Sheriff's Office is applying for a grant to assist us with preparedness and response to the Covid-19 Event.

Due to the Covid Pandemic Codington County Sheriff's Office has had to change the way that we do business. Codington County has a population of approximately 28,000 people and we have a 96 bed Jail. Watertown is the hub of Northeast South Dakota and regularly sees approximately 78000 people that shop in our community from surrounding communities. The Sheriff's Office has many essential employees and safety of staff and inmates are top priority.

The County Offices to include the Sheriff's Office Lobby is closed to the public. This makes it difficult to see who is coming to the lobby to do business. By state law the Office still has to be in operation for Detention Center, Conceal Permits, Warrants, Civil Service, Calls for Service, and for the Courts just to name a few.

In order to keep staff and inmates safe during this event and to prevent an exposure we would buy personal protective equipment for staff and inmates. To include n95 masks and other ppe. The Sheriff's Office is also looking to buy more cleaning equipment to thoroughly sanitize the Detention Center and Sheriff's Office, also to include Squad cars.

In order to comply with CDC Guidelines and to comply with social distancing and to stop the spread of the virus we currently cannot have department meetings due to limited and size of rooms we have. We would use this grant to update some technology in the office that could be used in to communicate more effectively with the Emergency Operations Center and amongst the Sheriff's Office staff. Some of these items are to update computers with microphones and webcams and buy a Zoom and or Microsoft Teams account so meetings can be done virtually. We would buy two tablets that can be used for zoom meetings and off-site sex offender registration, and for jail staff to effectively social distance, and have virtual meetings.

We would like to update video visitation in our isolation and quarantine/medical stalls in the Detention Center so less handling of inmates that may be affected.

The Sheriff's Office would update phones to a VOIP system so staff can still do operations from home and or other locations in the building to effectively social distance and can set up mobile office spaces in other buildings if needed.

CODINGTON COUNTY
OFFICE OF THE SHERIFF
14 First Avenue Southeast
Watertown, South Dakota 57201-3695

PHONE
605-882-6280

FAX
605-882-6283

Budget description.

Cleaning supplies: Expenses to include Clorox disinfecting machine Clorox Total 360 electrostatic sprayer for Detention Center and Sheriff's office to be used for disinfecting squad cars and inmate and common areas. Ongoing Expenses include disinfectant spray, solutions, soap, and wipes for Sheriff's Staff and inmates and other cleaning items and equipment.

Personal Protectant Equipment: To include Masks, gowns, gloves, shields, Gas Masks, suits, and other personal protective equipment.

Equipment and Technology: Cameras, computers, tablets, microphones, speakers, OWL, Zoom, Microsoft Teams, Projector, and technology for meetings and gatherings that we would normally do in person but have to social distance so normal operations are currently impacted. Phone system that's flexible so staff can work from home or other locations so we can maintain social distancing. Looking at updating Office phones in Sheriff's Office with VOIP Verizon so we have redundancy and flexibility so operations can still happen from home and other locations. Technology for our EOC to include phones, microphones, speakers etc. We would like to update the isolation and quarantine cells by adding video visitation, so less handling of inmates while still allowing them visitations.

Admin fees: Admin fees for the program.

Inmate Medical expenses: Hospital costs, Testing for Covid-19, PPE for inmates, medical supplies to treat inmates while in jail and items required for inmates per doctor request pertaining to Covid-19.

Overtime: Overtime for response and for added man power through the Covid pandemic. Inmate transports to medical reasons, Overtime to fill shifts for sick employees.

Personnel: Part-time staffing to fill shifts in the need of sick or over inundated staffing.

	Budget Item	Amount
a	Direct Expenses	
	Cleaning supplies and equipment	10000
	Personal Protective Equipment	13000

	Equipment	21208
	Total Budget Items	
b	Personnel	
	Part time help	3000
	Overtime	2000
	Administrative fees	5800
c	Inmate Medical	3000
	Total	58008



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: **Codington County Sheriff's Office**
 Street1: **141 BRAVASE**
 Street2: **[REDACTED]**
 City: **Waterloo**
 State: **SOUTH DAKOTA**
 Zip Code: **57201**

2. Authorized Representative's Name and Title:

Prefix: **[REDACTED]** First Name: **Brad** Middle Name: **J**
 Last Name: **Rowell** Suffix: **[REDACTED]**
 Title: **Sheriff**

3. Phone: **605-882-6280** 4. Fax: **605-882-6288**

5. Email: **brrowell@codington.org**

6. Year Established: 1878	7. Employer Identification Number (EIN): [REDACTED]	8. DUNS Number: [REDACTED]
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9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

- "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- Other Audit & Agency (list type of audit):

[Redacted text]

None (if none, skip to question 13)

11. Most Recent Audit Report Issued: Within the last 12 months Within the last 2 years Over 2 years ago N/A

Name of Audit Agency/Firm: South Dakota Dept of Legislative Audit

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion
- Qualified Opinion
- Disclaimer, Going Concern or Adverse Opinions
- N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): 0

Were material weaknesses noted in the report or opinion? Yes No

13. Which of the following best describes the applicant entity's accounting system:

- Manual
- Automated
- Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award? Yes No Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget? Yes No Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share? Yes No Not Sure



<p>17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
<p>20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure</p>
<p>22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
TRAVEL POLICY	
<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
SUBRECIPIENT MANAGEMENT AND MONITORING	
<p>25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input checked="" type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>



<p>26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input checked="" type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>
<p>27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input checked="" type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>

DESIGNATION AS HIGH-RISK BY OTHER FEDERAL AGENCIES

<p>28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)</p> <p>If "Yes", provide the following:</p> <p>(a) Name(s) of the federal awarding agency: [REDACTED]</p> <p>(b) Date(s) the agency notified the applicant entity of the "high risk" designation: [REDACTED]</p> <p>(c) Contact information for the "high risk" point of contact at the federal agency: Name: [REDACTED] Phone: [REDACTED] Email: [REDACTED]</p> <p>(d) Reason for "high risk" status, as set out by the federal agency: [REDACTED]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
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CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative (AOR), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Brad Howell Date: 4-9-2020

Title: Executive Director Chief Financial Officer Chairman
 Other: Sheriff

Phone: 606-882-6280

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year <u> </u> quarter <u> </u> date of last report <u> </u>
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier <u> </u> , if known: Codington County Sheriffs Office 14 1st Ave SE Watertown, SD 57201 Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: Codington County Sheriffs Office 14 1st Ave SE Watertown, SD 57201	7. Federal Program Name/Description: Coronavirus Emergency Supplemental Funding Program CFDA Number, if applicable: <u>16.034</u>	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ 58,008.00	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> NA	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> NA	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Brad Howell</u> Print Name: <u>Brad Howell</u> Title: <u>Sheriff</u> Telephone No.: <u>(605) 882-6280</u> Date: <u>4/10/2020</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

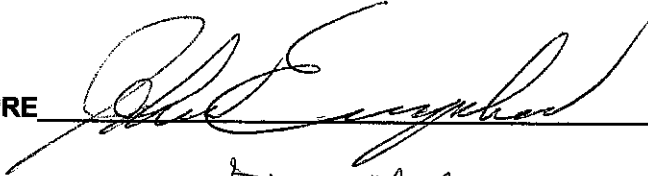
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

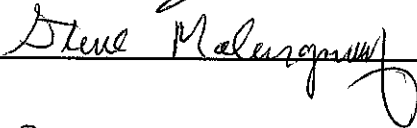
PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME John Engels		DATE 4/1/2020
EFFECTIVE DATE 4/13/2020	POSITION TITLE Seasonal Assistant Weed Supervisor	DEPARTMENT Weed
CURRENT STEP 8	NEW STEP 8	
CURRENT PAY RATE \$17.24	NEW PAY RATE \$19.11	
REASONS FOR CHANGE Seasonal Weed Sprayer to a Seasonal Assistant Weed Supervisor		

EMPLOYEE SIGNATURE



DEPARTMENT HEAD SIGNATURE



DATE

4-14-20

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 : John Schwandt		DATE: 4/15/2020
EFFECTIVE DATE: 4/20/2020	POSITION TITLE: Building Maintenance	DEPARTMENT: Memorial Park
CURRENT STEP: 2	NEW STEP: 3	
CURRENT PAY RATE: \$15.99	NEW PAY RATE: \$16.45	
REASONS FOR CHANGE: Seasonal Memorial Park rehire		

EMPLOYEE SIGNATURE John Schwandt

DEPARTMENT HEAD SIGNATURE Steve McQuinn

DATE 4-15-20

COUNTY COMMISSIONERS _____

DATE _____

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