

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Courthouse, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, April 28, 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 21, 2020
6. Monthly reports
  - a. Emergency Management Director
  - b. Sheriff
7. 9:30 a.m., 2<sup>nd</sup> reading, public hearing and action to approve Ordinance #70
8. Action to approve employee phone stipends
9. Action to advertise/hire seasonal weed sprayers
10. Action to purchase floor scrubber for Extension Center complex as budgeted
11. Action to approve annual striping agreement with the SD DOT
12. Action to approve a notice to bidders for the Willow Creek Bank Stabilization project
13. Action on a request from Lutheran Church Redeemer to hold summer church services at Memorial Park
14. Discussion/possible action on COVID-19 practices and procedures
15. Discussion/possible action regarding Memorial Park campground operations
16. Action to approve claims for payment
17. Action to approve automatic budget supplements
18. Action to approve personnel changes
19. Action to approve travel requests
20. Public Notices – a possible quorum of Commissioners could be in attendance at:
  - a.

**21. Old Business**

**22. New Business**

**23. Open**

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

**24. 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)**

**25. Discussion/possible action to re-evaluate the temporary clerical assistance in the Welfare office**

**26. Action to adjourn until 9:00 a.m., Tuesday, May 5<sup>th</sup>, 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 1<sup>st</sup> Ave SE**

April 21, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 21, 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 via electronic means; Chair Brenda Hanten, presiding. Commissioner Johnson 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 Waterman, to approve the April 21 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

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

**FIRST READING ORDINANCE #70**

Zoning Officer, Luke Muller, who appeared remotely, gave the first reading of Ordinance #70, an ordinance that would allow the Zoning Officer to administratively approve plats which qualify per ordinance language. The Zoning Officer noted this action is currently allowed by statute without an ongoing emergency coming into play. Motion by Gabel, second by Johnson, to set the 2<sup>nd</sup> reading, public hearing and action to approve Ordinance #70 for 9:30 a.m., Tuesday, April 28, 2020; all voted aye; motion carried.

**MONTHLY REPORTS**

**Facilities Manager, Steve Molengraaf**, updated the Board on the following: Weed department trucks are being prepared for the season; the sprinkler system has been installed in the Courthouse and sprinklers are now undergoing testing; Maintenance staff is painting the sprinkler system pipes; damaged/old cameras have been replaced in the Courthouse and Detention Center; staff continues to sanitize in the Detention Center and Courthouse; the Extension Center maintenance staff has taken the opportunity, due to many cancelled events, to wax and shampoo all floors in the facility; the Memorial Park managers have moved into the Managers house and are on site as of April 1<sup>st</sup>; and spring clean up at Memorial Park is underway this week. **Highway Supt., Rick Hartley, who appeared remotely**, updated the Board on the following: crack sealing; patching asphalt; flooding issues on County Roads 8-1, 8-1A, 6, and 8-2; a garbage truck damaged the guard rail on County Road 6, causing approximately \$6,000 in damage, an insurance claim has been filed with the company who owns the garbage truck; Highway staff are now working 10 hour days; a subcontractor for Blattner Energy has broken up the asphalt on a County Road between Waverly and South Shore, the bigger asphalt pieces will be removed and filled with gravel as a temporary fix; and the dock at Memorial Park has been placed in the lake for the season.

**MEMORIAL PARK CAMPGROUND COVID-19 OPERATIONAL TIME PERIOD**

Facilities Manager, Steve Molengraaf, met with the Board to discuss action taken on April 14<sup>th</sup> for the operation of the County's Memorial Park Campground during the COVID-19 event. Chair Hanten shared with the Board the process the City of Watertown is using to operate Stokes Thomas City Park during this event. Chair Hanten would like the County to take action to close all bathrooms at Memorial Park, to pattern operations at Stokes Thomas City Park. Chair Hanten would also like action to allow only self-contained camping vehicles in the park and to temporarily suspend the online reservation system. Following further discussion a motion was made by Gabel, second by Hanten to temporarily close all bathrooms, allow only self-contained camping vehicles, and suspend the online reservation system, at Memorial Park, until such time as this Board takes other action; Gabel, Waterman, VanDusen, and Hanten voted aye; Johnson voted no; motion carried.

**COUNTY ROAD 8-2 GRADE RAISE ENGINEERING SERVICES**

Highway Supt., Rick Hartley, requested authorization to hire Clark Engineering for engineering services on a grade raise project on County Road 8-2. Motion by Gabel, second by VanDusen, to hire Clark Engineering for the aforementioned grade raise project; per the recommendation of Highway Supt., Rick Hartley. Clark Engineering services will cost \$39,804.85 for this project, which is not a budgeted expense. The County expended \$375,000 on rip rap for this road in 2019. Upon vote of the Board; all voted aye; motion carried.

**COVID-19 GRANT APPLICATION**

Sheriff Howell, who appeared remotely, provided the Board with information on the availability of COVID-19 grant funds. Sheriff Howell noted grant funds in an amount up to \$50,008 is available through the Dept. of Justice for PPE and Detention Center equipment to help fight the COVID-19 event. Motion by Gabel, second by Waterman, to approve the grant application as requested by Sheriff Howell; all voted aye; motion carried. Motion by Gabel, second by Waterman, to allow the purchase of preventive equipment/supplies, as deemed necessary by Sheriff Howell, with the exception of video visitation equipment until the grant funds are deposited with the County; all voted aye; motion carried.

**EARLY VOTING ACCESS TO THE COURTHOUSE**

In order to comply with SDCL 12-19-2.1, referencing the casting of in-person absentee ballots at the Auditor's Office, and per recommendation from the County's liability insurer, SDPAA, a motion was made by Gabel, second by VanDusen, per the request of Auditor Brugman, to allow limited access on the ground floor of the Courthouse, in compliance with CDC recommendations, for the purpose of in-person absentee voting for the June 2, 2020, Primary Election; all voted aye; motion carried.

**CLAIMS**

Motion by Gabel, second by Waterman, to approve the following claim as prepared by the Auditor's office; all vote aye; motion carried: VISA Reliabank \$1,518.93 sup/travel.

**PERSONNEL CHANGES**

Motion by Gabel, second by VanDusen, to approve the following personnel change: Detention Center Building Maintenance, new hire; Steve Stahlke, step 6/\$18.06 per hour; effective May 1, 2020; all voted aye; motion carried. Motion by Gabel, second by Waterman to approve the following personnel changes: Courthouse Security, David Curtis, anniversary step increase, step 6/\$21.23 per hour, effective April 15, 2020; seasonal Assistant Weed Supervisor promotion, John Engels, step 8/\$19.11 per hour, effective April 13, 2020; seasonal Memorial Park building maintenance rehire, John Schwandt, step 3/\$16.45 per hour, effective April 20, 2020; all voted aye; motion carried.

**COUNTY AND CONSOLIDATED BOARDS OF EQUALIZATION**

In order to reduce in attendance numbers at the County and Consolidated Board's of Equalization, Commissioners Hanten, Johnson, and Waterman, will sit on the County Board of Equalization at 1:00 p.m. today, in the Commissioners Office and Commissioners Hanten, Gabel, and VanDusen, along with Watertown City Council and Watertown School District representatives, will hear the appeals as the Consolidated Board of Equalization at 6:00 p.m. tonight at Watertown City Hall.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 10:13 a.m., until 9:00 a.m., Tuesday, April 28, 2020; all voted aye; motion carried.

ATTEST:

\_\_\_\_\_  
Alissa Harte  
Codington County Auditor, Election Clerk

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 \$\_\_\_\_\_

**ORDINANCE 70  
AN EMERGENCY ORDINANCE TEMPORARILY  
AMENDING THE CODINGTON COUNTY SUBDIVISION ORDINANCE,  
PURSUANT TO SDCL 11-2, 1967, AND AMENDMENTS THEREOF**

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF CODINGTON COUNTY, SOUTH DAKOTA: Section 204.2 Final Plat Approval [Procedure] in Article II Subdivision Application and Approval Process, of the Codington County Subdivision Ordinance, as amended, be amended to add the following Section:

**d. In accordance with SDCL 11-3-8 the Codington County Zoning Officer may hereby administratively approve any plat which:**

- i. Creates only lots with a minimum lot area that meets or exceeds the minimum required lot area of the applicable zoning district or is compliant with an order of the Codington County Board of Adjustment authorizing a minimum lot area less than the minimum requirement; and**
- ii. Does not require the dedication of right-of-way or construction of new streets; and**
- iii. Does not landlock or otherwise remove all ingress or egress to or from the any adjacent property; and**
- iv. Creates three (3) or fewer lots.**

**e. The provisions of Subsection "d" above shall expire with no further action on September 1, 2020.**

Passed and adopted this 28th day of April, 2020.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Auditor

This ordinance shall become effective 20 days after the last publication of this notice.

Dated this \_\_\_ day of \_\_\_\_\_, 2020  
Auditor, Codington County, South Dakota

Dated: \_\_\_\_\_, 20\_\_



PO Box 14 / 117 West Kemp Ave  
 Watertown, SD 57201  
 877-500-2822

# Quotation

Quotation Number	Date
T47676	2/19/2020

Name / Address  
 CODINGTON COUNTY  
 EXTENSION BUILDING

Ship To

Rep	Terms	FOB
JAI	DUE UPON RECE...	WATERTOWN, SD

Item	Description	Qty	Retail	Total
CT160	IPC CT160 BT75 R Automatic Scrubber, 39/45 gal, Cylindrical 30" Brush, Scrub & Sweep Version, with 240ah Batteries + Charger	1	19,833.00	17,850.00
	Upgrade to 325ah batteries will be an additional \$575			
	Battery watering system \$275			

Thank you for your interest.

[www.prolinewatertown.com](http://www.prolinewatertown.com)  
 Ask about our financing options.  
 This quote is valid for thirty days.

	Batteries - 9375	
<b>Subtotal</b>		\$17,850.00
<b>Sales Tax (6.5%)</b>		\$0.00
<b>Total</b>		\$17,850.00
		\$18,425.00

AGREEMENT NUMBER \_\_\_\_\_

AN AGREEMENT TO PROVIDE FOR  
THE STRIPING AND CONTINUING MAINTENANCE OF  
COUNTY ROADS WITHIN CODINGTON COUNTY

This Agreement is made and entered into by and between the State of South Dakota, acting by and through its Department of Transportation, referred to in this Agreement as the "STATE," and CODINGTON County, South Dakota, referred to in this Agreement as the "COUNTY."

**BACKGROUND:**

1. The STATE has allocated Five Hundred Thousand Dollars (\$500,000) to a state-wide county highway striping project, designated as project number P 000S(00)237, PCN 04M0, and referred to in this Agreement as the "PROJECT." STATE funds will pay sixty percent (60%) of the PROJECT costs, up to a maximum amount of Five Hundred Thousand Dollars (\$500,000). Counties participating in the PROJECT will pay the remainder of the PROJECT costs with county funds; and
2. The COUNTY wants to participate in the PROJECT for the striping of approximately 30.00 miles of COUNTY roads at an estimated cost shown on the attached Schedule A.

**THE COUNTY AND THE STATE MUTUALLY AGREE AS FOLLOWS:**

A. The STATE will perform the following activities:

1. The STATE will prepare plans, advertise the PROJECT for bids, award a contract to the lowest responsible bidder, and administer construction of the PROJECT.
2. The STATE will bill the COUNTY for the COUNTY'S forty percent (40%) share of the program limit, together with one hundred percent (100%) of any amount over the program limit, as set out in the estimate in the attached Schedule A.

B. The COUNTY will perform the following activities:

1. The COUNTY will sweep roadways to be striped in advance of the contractor's operations.
2. The COUNTY will provide the PROJECT inspection.
3. The COUNTY will insure that the beginning and ending of each no passing zone is marked, in a manner clearly visible from the driving lane, with a "NO PASSING ZONE" sign (W14-3), a "DO NOT PASS" sign (R4-1), a "PASS WITH CARE" sign (R4-2), or a 9' steel channel post driven 3.5' to 4' near the right-of-way line with the top 2' painted yellow. If any no passing zone needs to be established or re-established, the COUNTY will do so at the COUNTY'S own expense.
4. The COUNTY will pay actual PROJECT costs upon receipt of billing from the STATE, based on the COUNTY'S forty percent (40%) share of the program limit, together with one hundred percent (100%) of any amount over the program limit, as set out in the estimate in the attached Schedule A.

C. General Conditions:

1. Costs associated with the PROJECT are preliminary engineering, construction engineering, and construction costs.



2. This Agreement may not be amended, except in writing, which writing will be expressly identified as a part of this Agreement, and will be signed by an authorized representative of each of the parties.
3. The STATE may terminate this Agreement on thirty (30) days' written notice. If the COUNTY breaches any term or condition of this Agreement, the STATE may terminate this Agreement at any time with or without notice.
4. This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature does not appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, the STATE may terminate this Agreement. Termination for any of these reasons is not a default by the STATE nor does it give rise to a claim against the STATE.
5. This Agreement is binding upon the signatories not as individuals but solely in their capacities as officials of their respective organizations and acknowledges proper action of the STATE and the COUNTY to enter into this Agreement.
6. The COUNTY has designated its County Commission Chairperson as the COUNTY'S authorized representative and has empowered its County Commission Chairperson with the authority to sign this Agreement on behalf of the COUNTY. A copy of the COUNTY'S Commission minutes or resolution authorizing the execution of this Agreement by the County Commission Chairperson is attached to this Agreement as Exhibit M.

The STATE and the COUNTY signify their agreement by signatures affixed below.

<p>CODINGTON County, South Dakota</p> <p>By: _____</p> <p>Its: County Commission Chairperson</p> <p>Date: _____</p>	<p>State of South Dakota Department of Transportation</p> <p>By: _____</p> <p>Its: Program Manager Office of Administration</p> <p>Date: _____</p>
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Attest:

\_\_\_\_\_

County Auditor/Clerk

[County Seal]

AGREEMENT NUMBER \_\_\_\_\_

**SCHEDULE A**

The COUNTY will be included in the PROJECT for the striping of approximately 30.00 miles of CODINGTON COUNTY roads at an estimated cost of \$31,591.26, based on this year's estimates. This year's STATE contribution is Five Hundred Thousand Dollars (\$500,000.00). Combined with the participating COUNTY contributions of Three Hundred Thirty-three Thousand, Three Hundred Thirty-three Dollars (\$333,333.00) the total funding amount for the 2020 Striping Program is Eight Hundred Thirty-three Thousand, Three Hundred Thirty-three Dollars (\$833,333.00).

The funding breakdown is as follows:

Estimated Total Cost Striping Requested by the COUNTY	\$31,591.26
Program Limit (COUNTY'S Share of \$833,333.00)	\$13,824.54
STATE'S Share of Program Limit (60%)	\$8,294.72
COUNTY'S Share of Program Limit (40%)	\$5,529.81
COUNTY'S Amount over Limit (100%)	\$17,766.72
Total of COUNTY'S Share of the PROJECT costs	\$23,296.54



## ADVERTISEMENT

### Willow Creek Bank Stabilization Codington County, South Dakota

Sealed Bids will be received by the Board of Commissioners of Codington County, South Dakota until 9:00 AM local time on Tuesday, the 12<sup>th</sup> day of May, 2020 for the above referenced project. Bids will be received in the Codington County Auditor's Office located at 14 First Ave. SE, Watertown, SD 57201. Bids shall be prepared and submitted in accordance with the Bidding Documents. Codington County reserves the right to accept or reject any and/or all Bids as set forth in the Bidding Documents.

At or shortly after the time named above and within the Commission Chambers, such Bids will be publicly opened and read aloud. Bids will be reviewed by Codington County at that meeting or may be tabled to a subsequent meeting of the Codington County Commissioners.

The Project includes the following Work:

- Installation of proposed riprap stabilized bank.
- Additional items as set forth in the Contract Documents.

Each bid shall be accompanied by a Bid Security as described in the Bidding Documents. The Successful Bidder will be required to provide Payment and Performance Bonds as described in the Bidding Documents.

Bidding Documents may be examined at the locations listed:

Codington County, SD 1201 10 <sup>th</sup> St. NW Watertown, SD 57201 Ph: 605-882-6271	Clark Engineering Corp 1410 W Russell St Sioux Falls, SD 57104 Ph: 605-331-2505	Clark Engineering Corp 3314 Milwaukee Ave NE, Ste 2 Aberdeen, SD 57401 Ph: 605-225-3494	Clark Engineering Corp 114 1 <sup>st</sup> Avenue NW Watertown, SD 57201 Ph: 605-878-0414
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The Bidding Documents may also be examined at the following locations: Sioux Falls Builders Exchange or Plains Builders Exchange both in Sioux Falls, South Dakota.

An electronic copy of the Plans and Specifications on a compact disc may be obtained from the Sioux Falls office of Clark Engineering Corporation upon payment of \$40.00 to Clark Engineering for shipping and handling or Plans and Specifications may be downloaded from the <http://www.clark-docs.com> web site upon a payment of \$20.00. A printed 11" x 17" size set of Plans and Specifications may be obtained from the Sioux Falls office of Clark Engineering Corporation upon payment of \$100.00 to Clark Engineering for shipping and handling. All payments are non-refundable. Upon request, one copy of Plans and Specifications shall be furnished, without charge, to each Contractor resident in South Dakota who intends, in good faith, to bid upon the project.

A pre-bid conference will not be held.

BY: \_\_\_\_\_  
Cindy Brugman  
Codington County Auditor

PUBLISHING DATES: April 29 & May 6, 2020

## Cindy Brugman

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**From:** Robbyn Givens <[robbyn@lcoorwatertown.org](mailto:robbyn@lcoorwatertown.org)>  
**Sent:** Wednesday, April 22, 2020 9:06 AM  
**To:** Cindy Brugman  
**Cc:** Pastor Dan & Sarah Ofstehage; Pastor Kent & Holly Stillson  
**Subject:** [EXT] Worship at Memorial Park

Cindy,

Would you please add this item to the Codington County Commission agenda?

**Lutheran Church of Our Redeemer would again like to request permission from the Codington County Commissioners to hold worship services in the picnic area of Memorial Park on Sundays from whenever churches are allowed to again gather (date yet to be determined due to the Covid-19 pandemic) and Memorial Park again opens to the public, through Labor Day weekend, September 6th, 2020. The worship services begin at 9 a.m. and conclude following a coffee time, approximately around 10:30 a.m.**

**We would like to again thank the commission for working with us to provide worship in this beautiful setting for campers and our congregation, alike. We will continue to do our best to guide parking in the picnic area and keep the vehicles traveling at the appropriate speed. We will also continue to work to pick up after ourselves and do what we can to keep the garbage in the garbage cans.**

Please let me know if you have any questions or need further information. Thank you for bringing this to the commissioners' attention.

**Godspeed,**



Robbyn Givens  
Worship & Music Coordinator  
Lutheran Church of Our Redeemer  
2001 2nd St. NW  
Watertown, SD 57201-7251  
Phone: 605.886.2696, ext. 206  
Fax: 605.886.3362  
E-mail: [robbyn@lcoorwatertown.org](mailto:robbyn@lcoorwatertown.org)  
[www.lcoorwatertown.org](http://www.lcoorwatertown.org)

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :

Justin Halajian

DATE:

4/22/2020

EFFECTIVE DATE:

5/1/2020

POSITION TITLE:

Deputy Maintenance  
Supervisor

DEPARTMENT:

Detention

CURRENT STEP:

8

NEW STEP:

9

CURRENT PAY RATE:

\$21.18/\$3685.32

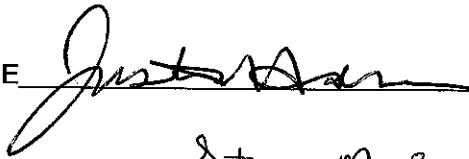
NEW PAY RATE:

\$23.16/\$4029.84

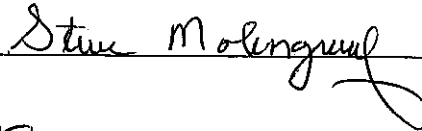
REASONS FOR CHANGE:

Lead Maintenance to Deputy Maintenance Supervisor  
due to the retirement of Jeff Hershman

EMPLOYEE SIGNATURE



DEPARTMENT HEAD SIGNATURE



DATE

4-22-20

COUNTY COMMISSIONERS

DATE

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

**FILED**

APR 22 2020

CODINGTON COUNTY AUDIT

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Doug Torstenson</i>		DATE <i>4-21-20</i>
EFFECTIVE DATE <i>5-1-20</i>	POSITION TITLE <i>Main 2</i>	DEPARTMENT <i>Highway</i>
CURRENT STEP <i>5</i>	NEW STEP <i>6</i>	
CURRENT PAY RATE <i>20.98 (3650.52)</i>	NEW PAY RATE <i>21.65 (3767.10)</i>	
REASONS FOR CHANGE  <i>Anniv Date</i>		

EMPLOYEE SIGNATURE *Douglas Torstenson*

DEPARTMENT HEAD SIGNATURE *Rick Hartley*

DATE *4-20-2020*

COUNTY COMMISSIONERS \_\_\_\_\_

DATE \_\_\_\_\_

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