

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 7, 2020**
6. **Monthly reports**
 - a. **Auditor**
 - b. **Director of Equalization**
 - c. **Community Health Nurse**
7. **Action to approve the Auditor's Acct. w/Treasurer and note Register of Deeds fees**
8. **Action to approve an inmate housing contract with Lake County**
9. **Action on the matter of possibly closing the Memorial Park campground due to the COVID-19 event**
10. **Action on an application to discharge fireworks for a commercial product demonstration**
11. **Action to accept revised Delta Dental insurance premiums**
12. **Discussion/possible action regarding Commission virtual meetings**
13. **Discussion/possible action on COVID-19 practices and procedures**
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.
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. Discussion/possible action to appoint a Veteran's Service Officer**

- 24. Action to adjourn until 9:00 a.m., Tuesday, April 21st, 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 |

Codington County, April 14, 2020

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, TREVER 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.

Published once at the total approximate cost of \$ _____