

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 21, 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 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 2nd 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 1st; 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.

Codington County, April 21, 2020

MEMORIAL PARK CAMPGROUND COVID-19 OPERATIONAL TIME PERIOD

Facilities Manager, Steve Molengraaf, met with the Board to discuss action taken on April 14th 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

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Published once at the total approximate cost of \$ _____