

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 7, 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 March 31, 2020**
6. **Action to approve property tax abatement applications**
7. **Action to approve a resolution to combine precincts for the 2020 Primary Election**
8. **Action to add Deputy Reserves to the workers compensation policy**
9. **Action to approve Delta Dental renewal rates**
10. **Action on a request from Codington County Title to scan records in the Register of Deeds Office**
11. **Action to authorize payment of claims on April 14th**
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. Action to adjourn until 9:00 a.m., Tuesday, April 14th, 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 7, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 7, 2020, at the Codington County Courthouse. Commission members physically present were: Lee Gabel, Charlie Waterman, and Brenda Hanten; Commissioners Myron Johnson and Troy VanDusen was present electronically; Chair Brenda Hanten, presiding. Commissioner Gabel 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 Waterman, second by Gable, to approve the April 7 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Gabel, second by Johnson, to approve the minutes of March 31, 2020; all voted aye; motion carried.

PROPERTY TAX ABATEMENTS

Motion by Gabel, second by VanDusen, to approve the following property tax abatement applications: Record #528, \$814.76 abated and record #3205, \$478.56 abate; all voted aye; motion carried.

RESOLUTION TO COMBINE PRIMARY ELECTION PRECINCTS

Auditor, Cindy Brugman, presented the Board with a resolution to combine voting precincts for the 2020 June 2, Primary Election in Codington County. The Board approved the following resolution:

RESOLUTION 2020-5

WHEREAS, the Board of County Commissioners of Codington County, South Dakota, is required by the provision of SDCL 12-14-1 to provide for election precincts throughout the County and shall designate polling places within such precincts, and

WHEREAS, a Primary Election is to be held on June 2, 2020, and where the Board of County Commissioners may change the boundaries of election precincts already established and where it has been determined it would be in the best interest of County taxpayers to combine some of the current precincts for said election.

THEREFORE, BE IT RESOLVED, that the following precincts are established for the 2020 Primary Election to be held on June 2, 2020

Precinct A1, A2, A3, A4 & D1

Codington County, April 7, 2020

Precinct B1, B2, B3, B4, C1, & E5
Precinct C2, D2, D3, & D4
Precinct, C3, C4 & Pelican Township
Precinct E1, E2, E3, E4, & Lake Township
Dexter Township
Eden & Phipps Townships & Wallace Village
Elmira Township
Fuller Township & Florence Village
Germantown and Rauville Townships
Graceland & Henry Townships & Henry Village
Kampeska & Richland Townships
Kranzburg Township & Village
Leola Township & South Shore Village
Sheridan Township
Waverly Township

The above and foregoing resolution was moved for adoption by Commissioner Gabel, second by Commissioner VanDusen; all voted aye; motion carried.

Dated this 7th day of April, 2020

Brenda Hanten
Chair

ATTEST:

Cindy Brugman
Auditor

DEPUTY SHERIFF RESERVES

Motion by Gabel, second by Johnson, to add the following names to the County's list of Deputy Reserves for workers compensation insurance purposes, per the request of Sheriff, Brad Howell, effective April 1, 2020; Tom Lennox, Steve Barber, and Ryan Elliot; all voted aye; motion carried.

DELTA DENTAL INSURANCE PREMIUM RENEWAL

The Board received correspondence from Delta Dental of South Dakota notifying the County that an analysis of costs and expenses indicates a 27.3% rate change is necessary for Codington County's new plan year beginning June 1, 2020. However, based on Delta Dentals Rate Stability Program, the County's rate increase has been limited to 5.%. Motion by Gabel, second by VanDusen, to approve the following rates and cost share for employee dental insurance coverage for the time period beginning June 1, 2020 through May 31, 2021, upon vote of the Board, all present vote aye; motion carried:

Single coverage premium: \$44.62 – paid by the County

Two party coverage premium: \$80.34 – County share \$40.17 Employee share \$40.17

Family coverage premium: \$116.98 – County share \$58.49, Employee share \$58.49

REQUEST TO SCAN RECORDS IN THE REGISTER OF DEEDS OFFICE

Codington County Title Company representative, Michael Stewart, phoned into this meeting to request that the Board re-visit action taken on March 31st, 2020, which denied Codington County Title's request to scan records in the office of the Register of Deeds. The Board denied the request on March 31st based on the fact that the Courthouse is currently closed to the public during the COVID-19 event. Mr. Stewart, during his call in, informed the Board his company would need access to the Register of Deeds for 5 days,

Codington County, April 7, 2020

from April 20th through April 24th, would be willing to wear gloves and masks and make minimal contact with County staff, during the scanning process. Mr. Stewart noted the records that need scanning, for his company to start up their business, are federal and state lien books. Register of Deeds, Ann Rasmussen, who was present for this meeting, noted these books are indexing records and are not to be copied, and only the original documents can be copied. The Board held a discussion regarding the current closure of the Courthouse and all County offices to preserve public and staff safety during the COVID-19 event. Motion by Gabel, second by Waterman, to deny the request from Codington County Title to scan records in the Register of Deeds at this time; all voted aye; motion carried.

COVID-19 PROTECTIVE GOWNS PURCHASE

Chair Hanten advised the Board a project is underway to purchase 1,000 protective gowns from Raven Industries to be distributed to local health care professionals as needed. The total cost for the gowns is \$6,250.00. Mayor Caron has asked the County to pay half the cost for the gowns and the City will pay half. The gowns can be sanitized and re-used as needed and the cost could be reimbursable through FEMA in the future. Chair Hanten noted she does support this cost sharing request. Motion by Gabel, second by VanDusen, to approve the purchase of the gowns and to authorize County funds in the amount of \$3,125.00 toward the purchase of the protective gowns; all voted aye; motion carried.

COMMISSION VIRTUAL MEETINGS

The Board agreed to continue holding weekly meetings, as technology will allow Commissioners to attend meetings by electronic means and allow for social distancing.

PERSONNEL CHANGES

Motion by Waterman, second by Johnson, to approve the following personnel changes: Deputy Sheriff, Jerrod Olson, anniversary increase step 11/\$27.98, effective 1/1/2020; Deputy Sheriff, Steve Lowry, anniversary increase step 6/\$25.52 per hour, effective 2/15/2020; Deputy Sheriff, Trevor Varns, anniversary step increase step 4/\$23.87 per hour, effective 1/15/2020; all voted aye; motion carried.

TRAVEL REQUESTS

Motion by Johnson, second by Waterman, to approve a travel request to allow the Facility Manager to attend the VanDiest 2020 Spring Mosquito Workshop, at which ever date, the one-day event, may be held in the future; all voted aye; motion carried.

WAGE/COMPENSATION STUDY

Commissioner Gabel provided the Board with copies of a proposal to conduct a wage/compensation study for Codington County employees. Commissioners will look over the proposal and action was not taken at this time.

COUNTY ROADS FLOODING

Highway Supt., Rick Hartley, phoned into this meeting to report on two County roads that are currently closed due to high water. Those roads are 167th St., County Road 8-1, north of Henry, near Stink and Long Lakes and on 168th St., County Road 8-2, which was built up last fall by approximately 3 feet.

EXECUTIVE SESSION

Motion by Waterman, second by Gabel, to enter into executive session at 9:53 a.m., per SDCL 1-25-2, to discuss personnel issues and discussion of safety issues; all voted aye; motion carried. The Board returned to regular session at 11:26 a.m. The following were present for executive session either electronically or in person: States Attorney Reeves, Human Resource Director Satterlee, Emergency Management Director Torstenson, Facilities Manager Molengraaf, Veterans Service Officer Janzen and Welfare Director Petersen.

COVID-19 PROVISIONAL PERSONNEL POLICY DIRECTIVE TO REDUCE PHYSICAL PRESENCE IN COUNTY FACILITIES

Provisional Personnel Policy during the Coronavirus (COVID-19) Crisis – April 7, 2020

To maintain county services and operations and to lower the risk of Codington County departments not being able to perform their mission as a result of the COVID-19 infection, the County establishes the following policies:

Reduce physical presence in county facilities. Department heads are directed to reduce the physical staff presence in the courthouse or other county facility to the minimum on-site presence necessary. The intent is to reduce on-site presence to allow for greater social distancing and to minimize the number of employees in “close contact” (SD DOH defines close contact as “spending prolonged periods in same room”). In order to facilitate this, effective immediately, Codington County takes the following measures:

All county employees (except Commissioners) will have an additional 80 hours of crisis sick leave.

During the COVID-19 crisis, Departments (with exceptions noted below) will rotate employees to maintain a minimal physical presence in their workplaces of approximately 50% of the department’s employees.

Employees will use the 80 hours of additional crisis sick leave to account for time when they are not physically present at the workplace.

Department heads will determine how to rotate all employees to maintain an equitable use of the 80 hours of crisis sick leave among all department employees.

Departments may contact employees who are not physically at work with work-related questions and, if necessary, have such employees report to the workplace for a brief amount of time to address time-sensitive matters that cannot be addressed by other employees who are present at work. In such situations, the employee will not be charged sick leave for the time they must work.

Exceptions: The County Sheriff’s Office, to include the Detention Center, Emergency Management Department, State’s Attorney office and Highway Department are exempt from the 50% physical presence level.

These departments shall minimize the number of employees working based on their respective current situations.

The Highway Department may slow non-critical routine maintenance and repair tasks to get as close to the 50% physical presence level as possible.

The State’s Attorney’s office may slow any routine work to get as close to the 50% physical presence level as possible.

If other departments must temporarily have a greater than 50% physical workplace presence, the department head will inform the commissioners through their respective commissioner liaison.

Unused sick leave from the additional 80 hours of crisis sick leave, will be credited to each respective employee’s sick leave account.

The Commissioners will review the need for additional crisis sick leave hours as the COVID-19 crisis continues.

The use of the additional 80 hours of crisis sick leave doesn't apply to employees who are self-isolate due to current CDC or South Dakota DOH guidelines. The self isolation policy (below) applies instead.

Self-isolation policy: If an employee self-isolates due to current CDC or South Dakota DOH guidelines:
The employee may use sick leave OR
The employee may use vacation time OR
The employee may use accumulated comp time.

After the above provisions have been exhausted, an eligible employee may apply to the sick leave bank per existing policy.

Ordered/mandatory isolation policy: Under the emergency paid sick leave provisions of the Families First Coronavirus Response Act, employees may receive up to 80 hours of paid sick leave if the employee is:
subject to a federal, state, or local quarantine or isolation due to COVID-19 OR
advised by a health care provider to self-quarantine due to concerns related to COVID-19 OR
is experiencing symptoms of COVID-19 and seeking a medical diagnosis;

Policy when caring for family members: Under the emergency paid sick leave provisions of the Families First Coronavirus Response Act, employees may receive 2/3 of up to 80 hours of paid sick leave if the employee is:
caring for an individual who is either subject to a federal, state, or local quarantine or isolation due to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 OR

caring for the employee's child whose school has been closed or place of care is unavailable due to COVID-19 precautions.

To make up the remaining 1/3 of their time, employees may use normal or crisis sick leave, vacation time or accumulated comp time.

Under the FMLA-Expansion provisions of the Families First Coronavirus Response Act, an employee may take up to 12 weeks of leave and receive 2/3 pay for the last 10 of the 12 weeks if the employee:
has been employed at least 30 days
is unable to work, because the employee must care for a child whose school or place of care has closed due to the COVID-19 public health emergency.

To make up the remaining 1/3 of their time, employees may use normal or crisis sick leave, vacation time or accumulated comp time.

County employees may work from home if:
The employee can complete a full-time schedule AND
The department head approves.
If the employee is an appointed department head, the Board of Commissioners must approve.
Employees (other than Commissioners) working from home must not use personally-owned computers for county work. This does not apply to emails, phone calls and virtual meetings.

If working from home requires significant computer support or other expenses, the department head may request funding from the Board of Commissioners.

Additional guidelines:

If an employee or a member of the employee's household tests positive for COVID-19, the employee should inform the department head. The department head will inform their commission liaison or the commission chair.

All Employees, whether at work or not, are to adhere to the current CDC/SD DOH social distancing and hygiene guidelines to stay healthy.

Department heads will keep the County commissioners apprised of any actions taken based on this provisional policy either through their commissioner liaison or during their regular report.

The above and foregoing provisional personnel policy was moved for adoption by Commissioner Waterman, second by Commissioner VanDusen; all voted aye; motion carried.

MEMORIAL PARK CAMPGROUND OPERATIONS

The Board held a discussion regarding the possibility of delaying the opening of the Memorial Park Campground until later in May due to the COVID-19 event. Facilities Manager, Steve Molengraaf, advised the Board that State parks/campgrounds are not closing at this time. The Board will re-visit and possibly take action on this matter at their meeting scheduled for April 14th.

WELFARE OFFICE STAFFING COVID-19 EVENT

Motion by Gabel, second by Johnson, to allow the Welfare Director to work from home when the call forwarding phone issues in the office are resolved, until that time the office must be physically staffed during business hours; Gabel, Johnson, and Waterman, voted aye; Hanten voted no; and VanDusen was absent; motion carried.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Waterman, second by Johnson, to adjourn at 12:01 p.m., until 9:00 a.m., Tuesday, April 14th, 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 \$ _____