

**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, May 12, 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 605-882-6248, before or during the meeting
3. Conflict of interest items
4. Action to approve the agenda
5. Action to approve the minutes of May 5, 2020
6. Monthly reports
  - a. Auditor
  - b. Director of Equalization
7. Action to approve the Auditor's Account w/Treasurer and note Register of Deeds fees
8. Action to open bids for the Willow Creek Bank Stabilization project
9. Action on a request to install blinds in the Veterans Service Office
10. Action to approve a Boys and Girls Club JDAI grant application
11. Action to approve a West Nile grant application
12. Action to approve a temporary full-time employee for the Maintenance Dept.
13. Action to approve a request to hold Drug Court Graduation on Courthouse grounds
14. Discussion/possible action to change Welfare Office hours
15. Discussion with Todd Meierhenry and possible action regarding a request to use the County as a conduit for 501(c) (3) bonds for Great Plans Lutheran High School
16. Action to revise down payment policy at Memorial Park campground
17. Discussion/possible action on COVID-19 practices and procedures
18. Discussion/possible action regarding Memorial Park campground operations
19. Action to approve claims for payment
20. Action to approve automatic budget supplements
21. Action to approve personnel changes

**22. Action to approve travel requests**

**23. Public Notices – a possible quorum of Commissioners could be in attendance at:**

**a.**

**24. Old Business**

**25. New Business**

**26. Open**

**a. Public Comments**

**b. Commission Comments**

**27. 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)**

**28. Action to adjourn until 9:00 a.m., Tuesday, May 19<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**

May 5, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 5, 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. Veteran's Service Officer, Todd Rose, 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 May 5 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Gabel, second by Waterman, to approve the minutes of April 28, 2020; all voted aye; motion carried.

**MONTHLY REPORTS**

**4-H Youth Program Advisor, Jodi Loehrer**, who could not be present for this meeting, provided the Board with the following information: All South Dakota 4-H activities have been suspended through at least May 31<sup>st</sup>, 2020, due to the ongoing impacts of the coronavirus. SDSU Extension 4-H Program Advisors are planning virtual opportunities for youth along with planning future programming with other advisors. Zoom is being used for daily communications. The State 4-H Office and SDSU send updates often and conduct weekly Friday zooms with the 4-H Program Director. Planning is underway for a statewide *South Dakota Summer Adventures* series to keep youth engaged throughout the summer. Letters have been sent out to 4-H Livestock participants for reporting livestock ownership by June 1. **Veterans Service Office, Todd Rose**, thanked the Board for the opportunity to serve the Veterans of Codington County. The Veteran's Service office staff are currently working split shifts to cover office hours; quotes have been requested to change the signage on the office door along with quotes for window blinds; there were no medical trips in the month of April and no personal appointments; the office continues to process death benefits, compensation packets, financial wavers, and any processes that can be done over the phone; Brett Dickerson is once again the State field service officer for Codington County, the Veterans Service Officer will be begin a plan to dispose of Veteran's personal identification information that has accumulated over the years in the office and a mobile work station is being explored for working with Veteran's in remote locations. **Welfare Director, Sarah Petersen**, provided the Board with a written report of statistics from the Welfare office for the time period November 2019 through February 2020. 153 people were served for the following: 48 housing, 34 medical, 19 homeless, 17 economic assistance, 13 utilities, 12 burials, 4 transportation, 3 housing support, 2 ESG clients (Emergency Services Grant), 1 prescription, and 1 misc; there were \$16,786.00 in funds expended by the

County for these contacts and costs in the amount \$123,258.35 were avoided by using other resources. The Welfare Director provided the Board with a summary report of the 2020 NACo Legislative Conference.

**DETENTION CENTER FOOD SERVICES CONTRACT**

Motion by Gabel, second by Hanten, to accept a food services contract, for the Detention Center, from Consolidated Correctional Foodservice. Following a brief discussion on costs and estimated savings; all voted aye; motion carried.

**EMPLOYMENT OFFERS**

Motion by VanDusen, second by Johnson, to approve the hiring of a temporary elections clerk in the Auditor's office, as needed, for the June 2020 Primary; all voted aye; motion carried. Motion by Gabel, second by VanDusen, to authorize the Sheriff to advertise and fill a vacancy in his office for a Criminal Civil Support Coordinator; all voted aye; motion carried. Facilities Manager, Steve Molengraaf, discussed the possibility of hiring a temporary full-time maintenance employee during the absence of a current full-time employee at the Courthouse and then moving the temp to the Extension Center Complex during the pending military leave of a full-time employee at that facility. No action was taken and this item will be re-visited at a future meeting.

**TEMPORARY WELFARE ASSISTANT**

Motion by Gabel, second by Johnson, to terminate the temporary Welfare clerical position, at the end of the day on Friday, May 8<sup>th</sup>; all voted aye; motion carried.

**SURPLUS EQUIPMENT**

Motion by Johnson, second by Gabel, to declare GEN01580, an Advenger floor scrubber, s/n 3000113346, surplus to be traded for \$2,500.00, towards the purchase of a new scrubber approved at the Board's meeting on April 28<sup>th</sup>; all voted aye; motion carried.

**FY2021 WIC CONTRACT**

Motion by Johnson, second by Waterman, to approve the FY2021 WIC Contract, between the South Dakota Dept. of Health and Codington County, in an amount not to exceed \$43,599.00, for the time period June 1, 2020 through May 31, 2021, for the provision of WIC clerical services; all present voted aye; motion carried.

**EASEMENTS WILLOW CREEK BANK STABILIZATION PROJECT**

Motion by Gabel, second by Waterman, to authorize the Chair to sign a temporary easement agreement and perpetual roadway easement agreement with Schleusner Dairy, Inc., for the Willow Creek Bank Stabilization project; all voted aye; motion carried.

**FIREWORKS PERMIT APPLICATION**

Motion by Gabel, second by Waterman, to approve the following application for the discharge of fireworks: July 11, 2020 (July 12 rain date) beginning at 7:30 p.m. and lasting approximately 2 hours, 46345 166<sup>th</sup> St. Watertown, all voted aye; motion carried.

**HUMAN RESOURCES AND LABOR NEGOTIATIONS SERVICES**

Motion by Gabel, second by Waterman, to approve a request for proposals for Human Resource Management Consulting services and/or labor contract negotiations services; all voted aye; motion carried. Proposals are due June 9<sup>th</sup> with a tentative proposal acceptance date of June 23, 2020. Human Service Office, Terry Satterlee, will be resigning from this position on July 1, 2020.

**COVID-19 COUNTY BACK TO NEW NORMAL PLAN**

The Board held a lengthy discussion on the safest way to re-open the Courthouse, and all County offices, to the public. A three-phase plan has been prepared by Commissioners Hanten and Gabel, along with Sheriff Howell, Emergency Management Director Torstenson, and Facilities Manager Molengraaf. No action was taken and this matter will be an on-going agenda item on a weekly basis. Judge Robert Spears contributed to this discussion regarding the lack of available space to conduct jury trials and still observe CDC COVID-19 guidelines.

**WELFARE OFFICE HOURS**

The Board held a brief discussion on the current office hours at the Welfare office.

**PERSONNEL CHANGES**

Motion by VanDusen, second by Gabel, to approve the following personnel changes: Jodi Pearson, Auditor Payroll officer, anniversary step increase, step 14/\$22.43 per hour, effective 6/1/2020 and Sandy Theye, Treasurer Clerk, step increase, step 9/\$19.19 per hour, effective 5/1/2020; all voted aye; motion carried.

**FEMA REIMBURSEMENT**

The Board noted funds in the amount of \$16,772.01 have been receive for the 2019 blizzard/flood event.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Waterman, to adjourn at 11:26 a.m., until 9:00 a.m., Tuesday, May 12, 2020; all voted aye; motion carried.

ATTEST:

\_\_\_\_\_  
Cindy Brugman  
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 \$ \_\_\_\_\_

## AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

To the Honorable Board of County Commissioners, Codington County:

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of the County of Codington as of the last business day in April 2020

Cash on Hand	\$3,133.39
Checks in Treasurer' possession less than 3 days	\$1,211,373.61
Credit Card Charges	\$23,727.46
Cash Items	\$640.96
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$1,238,875.42</b>

### RECONCILED CHECKING

Great Western Bank (Memorial Park)	\$11,463.11
Reliabank Dakota	\$31,988,865.93

### INVESTMENTS

SD Public Funds Investment	\$7,250.88
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### CERTIFICATES OF DEPOSIT

Dacotah Bank	\$0.00
First American Bank & Trust	\$0.00
First Premier Bank	\$0.00
Great Western Bank	\$0.00
GW - Home Federal Bank	\$0.00
Peoples State Bank	\$0.00
Plains Commerce Bank	\$0.00
Reliabank Dakota	\$0.00
Wells Fargo	\$0.00

<b>TOTAL CASH ASSETS</b>	<b>\$33,246,455.34</b>
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### GENERAL LEDGER CASH BALANCES:

General	\$14,703,437.89
General restricted cash	\$500,000.00
Sp. Revenue	\$6,666,986.93
Sp. Revenue restricted cash	\$0.00
Trust & Agency	\$11,376,030.52
Schools	\$ 8,581,646.51
Townships	\$ 125,396.24
City/Towns	\$ 2,049,239.39

<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$33,246,455.34</b>
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Dated this 12 day of May, 2020

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County Auditor

FUND CASH BALANCES REPORT AS OF 05/06/2020  
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	14,703,437.89
101	GENERAL RESTRICTED CASH	500,000.00
	<b>TOTAL AT FUND GROUP:</b>	<b>15,203,437.89</b>
204	ROAD & BRIDGE FUND	6,118,128.22
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	56,731.51
226	EMERGENCY MANAGEMENT FUND	155,973.36
228	VICTIM CRIME SERVICE FUND	65,212.67
229	DOMESTIC ABUSE FUND	489.74
231	W.I.C. FUND	23,454.97
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	63,480.70
250	MODERNIZATION/PRESERVATION	150,866.99
256	SEARCH & RESCUE FUND	32,648.77
	<b>TOTAL AT FUND GROUP:</b>	<b>6,666,986.93</b>
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	8,581,646.51
722	CIVIL TOWNSHIPS FUND	125,396.24
723	CITIES AND VILLAGES FUND	2,049,239.38
724	WATER DEVELOPMENT DIST. FUND	93,013.87
725	ADVANCE TAX COLLECTION FUND	.00
726	REGISTER OF DEEDS FUND	1,466.80
734	DEPOSIT FUND	.00
735	TREASURER'S TRUST FUND	301.80
736	MUNICIPALITIES (5%) FUND	.00
738	COUNTY SCHOOL FUND	.00
742	STATE MOTOR VEHICLE FUND	495,424.85
755	SALES TAX FUND	557.29
758	BOOKMOBILE FUND	18,257.42
766	LAW LIBRARY FUND	9,200.36
769	MODERN/PRESERATION RELIEF	1,526.00
770	FIRE DEPT. MONIES	.00
	<b>TOTAL AT FUND GROUP:</b>	<b>11,376,030.52</b>
	<b>TOTAL:</b>	<b>33,246,455.34</b>

OFFICIAL STATEMENT OF FEES COLLECTED  
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH  
OF APRIL, 2020

The sum of **\$35,577.00** in fees has been collected by me as Register of Deeds for APRIL, 2020

Ann Rasmussen being duly sworn, deposes and says that she is the Register of Deeds in and for CODINGTON COUNTY, State of South Dakota; that the foregoing statement is a true and correct report of all fees collected by me as such Register of Deeds, as required by law, during the month of APRIL, 2020

*Ann Rasmussen*

Register of Deeds

Subscribed and sworn to before me this 1 day of May 2020

*Cindy Bruggema*

**CERTIFIED BIRTHS**

State Children's Fund (\$2.00)	<u>\$ 34.00</u>
County General Fund (\$5.00)	<u>\$ 85.00</u>
State EVRSS Fund (\$5.00)	<u>\$ 85.00</u>
State General Fund (\$3.00)	<u>\$ 51.00</u>
<b>TOTAL</b>	<b><u>\$ 255.00</u></b>

**CERTIFIED DEATHS**

County General Fund (\$5.00)	<u>\$ 395.00</u>
State General Fund (\$4.00)	<u>\$ 316.00</u>
State EVRSS Fund (\$6.00)	<u>\$ 474.00</u>
<b>TOTAL</b>	<b><u>\$ 1,185.00</u></b>

**FILED**

MAY - 1 2020

CODINGTON COUNTY AUDITOR



**Receipt Totals**

By Date: 4/1/2020 12:00:00 AM - 4/30/2020 11:59:59 PM; Departments: All; Cash based.

Codington County  
Thursday, April 30, 2020 5:42 PM

**Summary:**

**Receipt Item Totals**

	Paid	Charged	Debited	Total
Document:	\$31,886.00	\$810.00	\$0.00	\$32,696.00
Non Document:	\$1,797.00	\$1,679.50	\$0.00	\$3,476.50
<b>Subtotal:</b>	<b>\$33,683.00</b>	<b>\$2,489.50</b>	<b>\$0.00</b>	<b>\$36,172.50</b>

**Payment on Account Totals**

Applied:	\$1,894.00
Refunded:	\$0.00
Unposted:	(\$25.00)
<b>Net Posted:</b>	<b>\$1,869.00</b>

**Payments & Refunds**

ACh:	\$2,160.00
Cash:	\$351.00
Check:	\$32,981.00
Money Order:	\$60.00
<b>Total:</b>	<b>\$35,552.00</b>

**Revenue Account Activity**

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00	Marriage License 1	\$60.00	\$60.00	\$0.00
101-0-341.21	Reg. Deeds Filing/Recording 2	\$14,205.00	\$13,505.00	\$700.00
101-0-341.22	Reg. Deeds Transfer fees 3	\$15,696.00	\$15,696.00	\$0.00
229-0-321.00	Domestic Abuse Marriage Lic. 6	\$180.00	\$180.00	\$0.00
726-0-209.00	Reg. Deeds Fees - State 8	\$960.00	\$750.00	\$210.00
101-0-341.29	Reg. Deeds Other Fees 4	\$1,651.00	\$807.00	\$844.00
250-0-341.21	M&P Relief ROD Filing/Rec 7	\$1,695.00	\$1,611.00	\$84.00
769-0-209.00	M&P Relief ROD Allocation 9	\$1,130.00	\$1,074.00	\$56.00
<b>Total:</b>	<b>\$35,577.00</b>	<b>\$33,683.00</b>	<b>\$1,894.00</b>	<b>\$0.00</b>

**FILED**

MAY - 1 2020

X Document Pro

CODINGTON COUNTY AUDITOR

**CODINGTON COUNTY  
NOTICE TO BIDDERS**

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 prove 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 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> Ave 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> website upon a payment of \$20.00. A printed 11" x 17" size set of Plans and Specifications may be obtained from 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.

Cindy Brugman  
Codington County Auditor

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Published twice at the total approximate cost of \_\_\_\_\_.

**PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS**

<b>EMPLOYEE NAME</b> Diane Merchant		<b>DATE</b> 5/1/2020
<b>EFFECTIVE DATE</b> 5/1/2020	<b>POSITION TITLE</b> Office Coordinator	<b>DEPARTMENT</b> Director of Equalization
<b>CURRENT STEP</b> 13	<b>NEW STEP</b> 14	
<b>CURRENT PAY RATE</b> \$22.16	<b>NEW PAY RATE</b> \$22.43	
<b>REASONS FOR CHANGE</b> Anniversary Step Increase		

**EMPLOYEE SIGNATURE** Diane Merchant

**DEPARTMENT HEAD SIGNATURE** Shauna Gustaf

**DATE** \_\_\_\_\_

**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 Brant Solum DATE 5-1-20

EFFECTIVE DATE 5-15-20 POSITION TITLE Sergeant DEPARTMENT Sheiff

CURRENT STEP 6 Deputy scale NEW STEP 9 Sergeant pay scale

CURRENT PAY RATE 25.52 NEW PAY RATE 28.43 28.53 hr / 401641.22

REASONS FOR CHANGE Promotion to sergeant /  
education incentive

**FILED**  
MAY 04 2020

CODINGTON COUNTY AUDITOR

EMPLOYEE SIGNATURE  Brant Solum

DEPARTMENT HEAD SIGNATURE  [Signature]

DATE 5-1-20

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 : <i>Shawn Nills</i>		DATE: <i>5-1-2020</i>
EFFECTIVE DATE: <i>5-15-20</i>	POSITION TITLE: <i>Sergeant</i>	DEPARTMENT: <i>CCDC</i>
CURRENT STEP: <i>3</i>	NEW STEP: <i>9</i>	
CURRENT PAY RATE: <i>19.38 / 3372.12</i>	NEW PAY RATE: <i>23.84 / 4148.16</i> <del><i>23.74</i></del>	
REASONS FOR CHANGE: <i>promotion</i> <i>education</i> <i>incentive</i>		<p><b>FILED</b></p> <p>MAY 04 2020</p> <p>CODINGTON COUNTY AUDITOR</p>

EMPLOYEE SIGNATURE *[Signature]*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE *5-1-2020*

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

DATE \_\_\_\_\_

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