

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, May 19, 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 12, 2020
6. Monthly reports
 - a. Facilities Manager
 - b. Highway Superintendent
7. Action to approve hiring a temporary full-time maintenance employee
8. Action to approve updates/changes to various Memorial Park campground policies, procedures, fees, etc.
9. Action to accept a proposal for chip seal project at Memorial Park
10. Action to award a bid for the Willow Creek Bank Stabilization project
11. Action to approve an engineering proposal for Hydraulic & Hydrology Studies for a culvert connecting Goose Lake to Lake Pelican
12. Action to approve hiring of a part-time Welfare Assistant to fill a vacancy
13. Discussion/possible action to accept a quote for IT services
14. Action to change the Board's June 2nd meeting date to June 4th, due to the 2020 Primary Election
15. Discussion/possible action on COVID-19 practices and procedures
16. Discussion/possible action regarding Memorial Park campground operations
17. Action to approve claims for payment
18. Action to approve automatic budget supplements
19. Action to approve personnel changes
20. Action to approve travel requests

21. Public Notices – a possible quorum of Commissioners could be in attendance at:
 - a.
22. Old Business
23. New Business
24. Open
 - a. Public Comments
 - b. Commission Comments
25. 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)
26. Action to adjourn until 9:00 a.m., Tuesday, May 26th, 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**

May 12, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 12, 2020, at the Codington County Courthouse. Commission members physically present were: Lee Gabel, Charlie Waterman, Troy VanDusen and Brenda Hanten; Commissioner Myron Johnson was present via electronic means; Chair Brenda Hanten, presiding. Auditor, Cindy Brugman, 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 VanDusen, second by Waterman, to approve the May 12 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Gabel, second by VanDusen, to approve the minutes of May 5, 2020; all voted aye; motion carried.

MONTHLY REPORTS

Auditor, Cindy Brugman, updated the Board on: preparing for the 2020 Primary election with 2,684 absentee requests processed, 1373 returned voted ballots, searching for precinct workers; and working on 2021 budget requests. **Director of Equalization, Shawna Constant**, reported the summer re-appraisal is on hold until it is appropriate to begin measuring properties in person; the newest Pictometry fly-over has recently taken place and the re-appraisals that have been completed will be matched up to the Pictometry images for accuracy; County and Consolidated Boards of Equalization have wrapped up with one appeal sent to OHE. This appeal may or may not qualify for an OHE hearing. Work continues on sales, splits, and new plats.

AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES

Motion by VanDusen, second by Waterman, 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 April 2020, all present voted aye; motion carried.

Cash on hand	\$ 3,133.39
Checks in Treasurers' possession	
less than 3 days	\$ 1,211,373.61
Credit Card Charges	\$ 23,727.46
Cash Items	\$ 640.96
TOTAL CASH ASSETS ON HAND	\$ 1,238,875.42
RECONCILED CHECKING	
Great Western Bank Checking (Memorial Park)	\$ 11,463.11
Reliabank Dakota	\$31,988,865.93

Codington County, May 12, 2020

INVESTMENTS

SD Public Funds Investment	\$ 7,250.88
TOTAL CASH ASSETS	\$33,246,455.34
General Ledger Cash Balance by Funds:	
General	\$14,703,437.89
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 6,666,986.93
Trust & Agency	\$11,376,030.52
(schools 8,581,646.51, townships 125,396.24; city/towns 2,049,239.39)	
TOTAL GENERAL LEDGER CASH	\$ 33,246,455.34

The Board noted Register of Deeds fees in the amount of \$35,577.00 were collected in the month of April 2020.

WILLOW CREEK BANK STABILIZATION BIDS

Highway Supt., Rick Hartley, opened and announced the following bids, as previously advertised, for the Willow Creek Bank stabilization project:

<u>BIDDER</u>	<u>BID AMOUNTS</u>
Jeff Argo Excavating, Watertown SD	\$108,000.00
J & J Earthworks, Milbank SD	\$ 94,312.05
Deutsch Excavating, Watertown SD	\$ 78,887.60
Rounds Construction, Brookings SD	\$109,182.65

Per the recommendation of the Highway Supt., a motion was made by Johnson, second by Gabel, to award a bid at the Board's May 19th meeting to allow Clark Engineering to review the bids for accuracy; all voted aye; motion carried.

VETERANS SERVICE OFFICE WINDOW BLINDS

Veteran's Service Officer, Todd Rose, requested authorization to put window blinds in his office at the City Auditorium. The Veteran's Service Officer has received a quote from *Floors and More* in the amount of \$445.00 for this project. Motion by Gabel, second by Waterman, to approve the installation of window blinds in the Veteran's Service Office; all voted aye; motion carried.

JDAI GRANT APPLICATION

Louis Canfield, Watertown Boys and Girls Club Director of Operations, Annie Brokenleg, SD State JDAI Coordinator, and Brooke Reidburn, Watertown Boys and Girls Club Youth Diversion Coordinator, appeared before the Board via electronic means to discuss the alternatives to detention grant the County sponsored for the Boys and Girls Club from July 1, 2019 through June 30, 2020. Mr. Canfield expressed thanks to the Board for their support of the grant. Mr. Canfield reviewed case data from the first year of the grant. Motion by VanDusen, second by Waterman, to approve the re-application for these grant funds for another year and to authorize the Chair to sign a letter of support for the re-application of the grant funds; all voted aye; motion carried.

WEST NILE GRANT FUNDS APPLICATION

Motion by Johnson, second by Waterman, to authorize Facilities Manager, Steve Molengraaf, to apply for West Nile Grant Funds in the amount of \$5,000.00; all voted aye; motion carried. The County received funding in 2019 in the amount of \$4,394.38.

DRUG COURT GRADUATION

Motion by VanDusen, second by Gabel, to approve the use of Courthouse grounds, on the west side of the Courthouse, for the June 5th Drug Court graduation ceremony; all voted aye; motion carried.

MEMORIAL PARK DOWN PAYMENT POLICY

Per the request of Facilities Manager, Steve Molengraaf, a motion was made by Waterman, second by Gabel, to remove the down payment policy for camping reservations at Memorial Park. Following further discussion, it was determined that additional changes/updates need to be addressed. Waterman withdrew his motion to allow the Facilities Manager additional time to determine which policies need changing and/or updating.

WELFARE OFFICE HOURS

The Board held a brief discussion regarding the current office hours of the Welfare Office. The office hours are currently 9:00 a.m. through 4:00 p.m., Monday through Friday. The Board did not take action to change the office hours.

GREAT PLAINS LUTHERAN HIGH SCHOOL REQUEST TO USE COUNTY AS CONDUIT FOR 501(c) (3) bonds

Todd Meierhenry, Meierhenry Law, on behalf of the Great Plains Lutheran High School, appeared before the Board, via electronic means, to request that Codington County act as a conduit issuer of 501(c)(3) bonds to allow GPLHS to finance a facility expansion at the school. Mr. Meierhenry reviewed the procedures for this process and noted this will not affect the County's ability to issue bonds for its own use in the future. Motion by Johnson, second by VanDusen, to proceed with the process to allow Codington County to act as a conduit for the bonds for the GPLHS; all voted aye; motion carried.

COVID-19 CODINGTON COUNTY BACK TO NEW NORMAL PLAN

Motion by Gabel, second by VanDusen, to approve Resolution 2020-10, an emergency resolution to implement the County's *New Normal* plan; all voted aye; motion carried.

CODINGTON COUNTY RESOLUTION NO. 2020-10

AN EMERGENCY RESOLUTION TO ADDRESS A PUBLIC HEALTH CRISIS BY IMPLEMENTING CERTAIN MEASURES WHICH HAVE BEEN DEEMED NECESSARY TO SLOW THE COMMUNITY SPREAD OF CORONAVIRUS (COVID-19).

WHEREAS, an outbreak of the disease COVID-19, which is caused by the novel coronavirus, has been confirmed in more than 100 countries, including the United States; and

WHEREAS, COVID- 19 is a severe respiratory' disease transmitted by person-to-person contact, or by contact with surfaces contaminated by the virus. In some cases, especially among older adults and persons with serious underlying health conditions, COVID-19 can result in serious illness requiring hospitalization, admission to an intensive care unit, and death; and

WHEREAS, the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), and the Secretary of the U.S. Department of Health and Human Services have declared the outbreak of COVID19 as a public health emergency; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency in response to the global pandemic of COVID-19; and

WHEREAS, cases of COVID- 19 has been confirmed in Codington County, South Dakota; and

WHEREAS, the CDC and health experts have recommended social distancing to slow the spread of COVID19; and

WHEREAS, social distancing is a method of slowing down or stopping the spread of a contagious disease by reducing the probability of contact between infected persons and those not infected in order to minimize disease transmission; and

WHEREAS, the failure to successfully implement social distancing will likely result in higher numbers of infected individuals and has the potential to overwhelm the capacity of the County's health care providers; and

WHEREAS, it is important that control measures be taken to reduce or slow down the spread of COVID- 19 in order to protect the health and safety of the County's residents, especially for seniors and those with underlying health conditions that make them particularly vulnerable to COVID- 19; and

WHEREAS, on April 28th, Governor Kristi Noem, issued Executive Order 2020-20 in which she acknowledged the dedication of South Dakotans to follow directions and guidance to respond to this pandemic and implemented the "Back to Normal" plan.

NOW THEREFORE, BE IT RESOLVED, by the Codington County Commission that:

1. Effective immediately, Resolution No. 2020-9 is hereby repealed.
2. Effective immediately, Codington County implements the 'Codington County Back to "New Normal" Plan.' Dated May 12th, 2020 or later updated version of this plan.
3. Under Phase I of the 'Codington County back to "New Normal" plan.':
 - a. County facilities remain closed to the public with exceptions for pre-coordinated visits.
 - b. The County ensures supplies and equipment necessary for re-opening of county facilities are ordered.
 - c. All County residents and businesses are urged to continue to apply CDC and South Dakota Department of Health guidelines to slow the spread of COVID-19.
4. the 'Codington County Back to "New Normal" Plan' shall be updated as circumstances dictate and shall be available on the county website and through the Auditor's office.

BE IT FURTHER RESOLVED, that this Resolution is necessary for the immediate preservation of the public peace, health, safety, and welfare of Codington County and shall become effective immediately upon passage.

Dated this 12 day of May, 2020

Brenda Hanten
Chair
Codington County Commission

ATTEST:

Cindy Brugman
Codington County Auditor

Codington County, May 12, 2020

CLAIMS

Motion by Gabel, second by VanDusen, to approve for payment the following list of claims as processed by the Auditor's Office: A-OX WELDING SUPPLY 152.95 SVC, ACCREDITATION, AUDIT AND 150.00 SVC, A&B BUSINESS SOLUTIONS 1.76 SVC, AUTOMATIC BUILDING CONTROLS 1373.00 MAINT, ALEX AIR APPARATUS, INC 1514.00 SVC, JEFFREY ARGO 25.00 UTILITIES, ARROW PAPER 185.32 SUP, AVERA OCCUPATIONAL MEDICINE - 73.55 REPAIRS/MAINT., MARIE H BALES 558.60 SVC, BANNER ASSOCIATES, INC 3005.50 REPAIRS/MAINT., BOB BARKER CO. 333.20 SUP, BATTERIES UNLIMITED 307.00 SUP, BATTERIES UNLIMITED 210.00 REPAIRS/MAINT., BEACON CENTER 1000.00 PMT, RAMONA BEARHILL 116.80 JURY, ALLEN BENCK 25.00 UTILITIES, BENCO PRODUCTS, INC 83.61 SUP, BERNIE'S TELEPHONE AND TECH 450.00 SUP, BIRMINGHAM & CWACH LAW OFFICES 383.40 SVC, BORNS GROUP 7496.32 POST, BOYS & GIRLS CLUB 11541.67 PMT, BROCK WHITE COMPANY 13140.93 SUPPLIES, RIAN BROMWICH 50.84 JURY, BROWN CLINIC PLLP 128.00 SVC, JERRY BUNDE 101.68 JURY, BURNS LAW OFFICE 3000.00 SVC, BUTLER MACHINERY 470.18 SUPPLIES, CARTNEY BEARING & SUPPLY 7.38 SUPPLIES, JEFF CASE 25.00 UTILITIES, CASH-WA DIST. FARGO 5818.61 SUP, CASHWAY LUMBER INC. 47.30 SUP, CENTURYLINK 743.74 UTIL, CHILD'S VOICE ROUTE #6361 150.00 SVC, CLARK ENGINEERING 9029.97 REPAIRS/MAINT., CODINGTON-CLARK ELECTRIC COOPE 35.62 UTILITIES, CODINGTON CO. HISTORICAL SOC. 9165.00 PMT, CODINGTON CO. REGISTER DEEDS 60.00 PMT, CODINGTON TREASURER PETTY CASH 276.54 PMT, COLE PAPERS, INC. 1403.73 SUP, COLE'S PETROLEUM 2129.30 SUPPLIES, CONNECTING POINT COMPUTER CENT 833.60 REP, CONNECTING POINT 35.00 REPAIRS/MAINT., SHAWNA CONSTANT 25.00 CELL, COUNTY FAIR FOODS 84.23 SUP, C & R SUPPLY 474.14 SUP, CREDIT COLLECTIONS BUREAU 574.35 PMT, CREDIT COLLECTIONS BUREAU 615.78 PMT, C & S CHEMICAL 75.00 REP, CULLIGAN WATER CONDITIONING 160.25 SUP, CUMMINS SALES AND SERVICE 32.75 REPAIRS/MAINT., MATTHEW DARGATZ 25.00 UTILITIES, DATA TRUCK 149.99 UTIL, DEUCEMAN SURPLUS, LLC 248.84 REP, DIGITALLY 5930.00 EQUIP, JAMIE DOLEN 25.00 UTILITIES, DUININCK INCORPORATED 354.00 SUPPLIES, DVL FIRE & SAFETY 135.50 REP, BIMBO FOODS, INC 591.20 SUP, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, ELECTION SOURCE 570.31 SUP, ELITE DRAIN & SEWER CLEANING 385.00 REP, ELLYSON LAW OFFICE 1551.00 SVC, EMC INSURANCE 59.80 INS, ENGELSTAD ELECTRIC CO. 1996.86 REP, MARIA ESCAMILLA 40.00 CELL, EXPRESS SERVICES, INC 1400.39 PMT, RANDALL G. FALVEY 25.00 UTILITIES, FARNAMS GENUINE PARTS 297.57 SUPPLIES, FASTENAL COMPANY 62.46 SUPPLIES, FEDEX 13.92 SUP, ROSEMARY FEMRITE 20.00 WIT, FIRST DISTRICT ASSN OF LCL GOV 4623.25 SVC, AT&T MOBILITY - FIRSTNET 115.36 UTIL, FISHER SAND & GRAVEL CO. 8427.59 SUPPLIES, TOWN OF FLORENCE-PEGGY LINDAHL 75.85 UTILITIES, ALLISON FORBUSH 25.00 UTIL, MILO FORD 30.00 SVC, FRONTIER PRECISION, INC 4249.80 REP, D LEE GABEL 15.96 REIMB, GASS LAW, PC 48.50 SVC, BRENDA GLOVER 103.36 JURY, GRAINGER 335.74 SUP, GREAT AMERICA FINANCIAL SVC 230.87 UTIL, GREEN, ROBY, OVIATT, 10049.70 SVC, GREENTREE PSYCHOLOGICAL 180.00 SVC, DEBRA GRUPE 55.88 JURY, MICHAEL GUBKA 40.00 CELL, GUEST HOUSE INC 530.00 RENT, JUSTIN HALAJIAN 25.00 CELL, HAMLIN COUNTY EMERGENCY MGMT 84.00 SUP, RICK HARTLEY 40.00 UTILITIES, DAVID HEDDING 25.00 UTILITIES, JAMES HEDGES 25.00 CELL, TOWN OF HENRY 151.31 UTILITIES, HENRY FOODS, INC 1532.77 SUP, HILLYARD/SIOUX FALLS 692.18 SUP, ALLEN HOEKMAN 106.72 JURY, RICK HOLINKA 25.00 UTILITIES, LARRY HOWARD 40.00 CELL, GLACIAL LAKES HUMANE SOCIETY 15000.00 PMT, HYVEE #1871 ACCTS RECEIVABLE 700.80 SUP, INTERLAKES COMMUNITY ACTION 1323.50 PMT, INTERSTATE ALL BATTERY CENTER 258.94 SUP, JEFF'S VACUUM CENTER 116.00 SUP, JOHNSON CONTROLS, INC. 5692.52 REP, JURGENS PRINTING 542.00 SUP, MITCHELL KALLHOFF 25.00 UTILITIES, MARK KATTERHAGEN 57.00 SVC, KENNEDY PIER LOFTUS & REYNOLDS 168.90 SVC, KIMBALL MIDWEST 390.83 SUPPLIES, LEADS ONLINE 594.00 SVC, LEWIS & CLARK BHS 890.00 SVC, LEWNO LAW OFFICE 724.00

SVC, DARCY LOCKWOOD 57.00 SVC, JODI LOEHRER 25.00 CELL, STEVEN LOWRY 40.00 CELL, BLUE TARP FINANCIAL, INC 167.41 SUP, MARCO, INC 335.11 RENT, RUSSELL MATHEWS 40.00 CELL, KELLY MATTESON 52.52 JURY, MCLEOD'S PRINTING & OFFICE SUP 1220.60 SUP, MEDICAL WASTE TRANSPORT, INC 143.31 SUP, SEAN MELMER 51.68 JURY, MENARDS 821.54 SUP, MENARDS 48.18 SUPPLIES, MEND CORRECTIONAL CARE 13925.00 SVC, MID STATES AUDIO, INC 4120.00 SVC, MIDCONTINENT COMMUNICATIONS 500.68 UTIL, MIKELSON LAW OFFICE 612.70 SVC, MINNEHAHA COUNTY AUDITOR 243.65 SVC, MICHAEL MORGAN 40.00 CELL, MUNICIPAL UTILITIES 12978.50 UTIL, MUNICIPAL UTILITIES 866.14 UTILITIES, JASON MURRAY 51.68 JURY, NEWMAN TRAFFIC SIGNS 106.90 SUPPLIES, LUCAS NOGELMEIER 101.68 JURY, NORTHERN CON-AGG 15287.51 SUPPLIES, NORTHWESTERN ENERGY 442.76 UTILITIES, OFFICE PEEPS, INC. 2994.84 SUP, JERROD OLSON 40.00 CELL, O'REILLY AUTO PARTS 47.16 REPAIRS/MAINT., OTTERTAIL POWER CO, 35.44 UTILITIES, PENNINGTON COUNTY JAIL 310.87 TRAV, PERFORMANCE TOWING 120.00 SUP, PETERS DISTRIBUTING, INC 3674.02 REP, SARAH PETERSEN 25.00 CELL, PHEASANTLAND INDUSTRIES 120.10 SUP, VIRGIL PLUNKETT 20.00 WIT, PMB 0112 169.64 UTIL, PRAIRIE FIRE SOLUTIONS 10331.78 PMT, PRAIRIE LAKES HEALTH CARE CENT 4049.94 SVC, THOMAS PRICE INC 2400.00 SVC, PRINT 'EM NOW 394.34 SUP, PRO HYDRO-TESTING 315.00 SVC, PRO-TEC ROOFING & SHEET METAL 255.10 REP, PROLINE 15350.00 EQUIP, QUALIFICATION TARGETS INC 277.81 SUP, CLINTON RABINE 54.20 JURY, JULIA RAUSCH 65.12 JURY, ADAM REEVES 40.00 CELL, REBECCA MORLOCK REEVES 40.00 CELL, BECCA REITER 40.00 CELL, ROBYN RITER 25.00 UTILITIES, RON'S SAW SHOP 161.93 SUP, RUNNING SUPPLY INC. 109.95 SUPPLIES, RUNNINGS 124.60 SUP, MARIAH SANDBURG 105.04 JURY, TERRANCE SATTERLEE 1500.00 SVC, DEAN SCHAEFER COURT REPORTING 234.00 SVC, TREVER SCHIMMEL 40.00 CELL, BRAD SCHWINGER 25.00 UTILITIES, SD ATTORNEY GENERAL'S OFFICE 190.00 PMT, SD ATTORNEY GENERAL'S OFFICE 47.00 PMT, SOUTH DAKOTA DEPT. OF TRANSPOR 43.17 REPAIRS/MAINT., SD STATE TREASURER 507311.34 MAY REMITTANCE, SDACO 1118.00 PMT, SDN COMMUNICATIONS 1338.37 UTIL, SECURUS TECHNOLOGIES 932.51 SUP, HEIDI SELCHERT 25.00 CELL, SHERWIN WILLIAMS 323.26 SUP, SHOP 4H - NATL 4H COUNCIL 195.45 SUP, SIOUX RURAL WATER SYSTEM 50.20 UTILITIES, SIOUX VALLEY COOP 430.24 FUEL, SNAP-ON 108.50 SUPPLIES, DIANE SOGGE 101.68 JURY, LYNN SOLBERG 40.00 UTILITIES, BRENT SOLUM 40.00 CELL, TOWN OF SOUTH SHORE 66.00 UTILITIES, SOUTH SHORE GAZETTE 1273.76 PUB, FISHER SPILDE 52.52 JURY, STAR LAUNDRY 1198.67 SUP, STAR LAUNDRY 87.41 SUPPLIES, DOUGLAS STORMO 50.84 JURY, STURDEVANTS AUTO PARTS 25.86 REPAIRS/MAINT., SUPERIOR HOOD STEAMERS, INC 600.00 REP, SUTTON LAW OFFICE PC 18924.19 PMT, SCOTT SWANSON 25.00 CELL, T&M AUTOBODY, INC 226.50 REP, THOMSON REUTERS-WEST 555.40 SVC, PRODUCTIVITY PLUS ACCOUNT 1302.75 REPAIRS/MAINT., DOUGLAS D. TORSTENSON 25.00 UTILITIES, TRANSOURCE 910.56 SUPPLIES, TRITECH SOFTWARE 3820.00 EQUIP, TWO WAY SOLUTIONS, INC 286.71 REP, TYLER TECHNOLOGIES, INC 327.60 MAINT, TYLER VARNS 40.00 CELL, VAST BUSINESS 599.51 UTIL, VAST BROADBAND 49.95 UTILITIES, VERIZON WIRELESS 846.35 UTIL, GREAT WESTERN BANK 618.50 TRAVEL & CONF., GREAT WESTERN BANK 98.81 PMT, GREAT WESTERN BANK 935.63 PMT, GREAT WESTERN BANK 186.75 PMT, GREAT WESTERN BANK 127.67 PMT, MARLONIE VOGELSANG 25.00 UTILITIES, GAIL WAHL 2916.67 PMT, CHANCE WALFORD 35.88 WIT, WALMART COMMUNITY 362.61 SUP, WALMART COMMUNITY 5.94 SUPPLIES, TODD B WARNE 25.00 UTILITIES, WATERTOWN AMBULANCE 250.00 SVC, WATERTOWN CITY FINANCE 22233.50 E-911, WATERTOWN FORD 313.02 REP, WATERTOWN LAWN & GARDEN 240.00 SUP, WATERTOWN WHOLESALE 64.50 SUPPLIES, WIGHT & COMES FUNERAL CHAPEL 2575.00 SVC, WW TIRE SERVICE INC 670.09 REP, YANKTON CO. SHERIFF 200.00 SVC, YANKTON CO TREASURER 451.20 SVC, GARY YOUNG 51.68 JURY, ACUITY SPECIALTY PRODUCTS, INC 260.49 SUPPLIES.

PERSONNEL CHANGES

Motion by Gabel, second by Waterman, to approve the following personnel changes: Diane Merchant, Director of Equalization Office Coordinator, anniversary step increase, step 14/\$22.43 per hour, effective 5/1/2020; Brent Solum, Deputy Sheriff, promoted to Sergeant Sheriff, step 9/\$28.53 per hour, effective date 5/15/2020; and Shawn Nills, Correctional Officer, promoted to Corrections Sergeant, step 9/\$23.84 per hour, effective 5/15/2020; 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 11:34 a.m., until 9:00 a.m., Tuesday, May 19, 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 \$_____

Reservation Policy for Memorial Park

Camp Site Reservations will be accepted at Memorial Park in the following manners and dates:

All future reservations will be paid at the time of reservation, with the exception of **seasonal (limit of 15) group-reservations**. For **seasonal group** reservations a minimum deposit of **one month 10%** will be required at the time of reservation. This will hold your **site till you have arrived for scheduled check in. block of sites until 30 days prior to arrival**. At that time, we would require **a full monthly** payment for each **the prior month in advance** individual site. ~~Group reservations can only be made directly with the Campground Manager. (This service is not available on line.)~~

Reservations can be made up to one year in advance in person or by telephone, at the campground office, from April 1st through September 30th. **Office will be closed from October 1st through March 31st. All reservations must be paid for at time of reservation.**

Online reservations will be available anytime up to 90 days in advance of arrival date, **with May 1st as campground opening date. All online reservations will be charged a \$5 booking fee.**

Cancelations may be subject to a \$10 cancelation fee.

Cancellations made within 14 days of scheduled check in are subject to one day reservation fee.

No refunds will be provided after the scheduled arrival date or early departure.

~~No reservations will be accepted from October 1st through February 1st.~~

Proposed Memorial Campground rates for 2021

<u>SITE DESCRIPTION</u>	<u>2020 RATE</u>	<u>PROPOSED 2021 RATE</u>
DAILY RATES		
Full Hook up 50 amp pull through	\$25.00	\$30.00
Full Hook up 50 amp	\$25.00	\$27.00
Electric Hook up only 20-30amp	\$23.00	\$24.00
Tent site	\$15.00	\$16.00
WEEKLY RATES		
Full Hook up 50 amp pull through	\$150.00	\$180.00
Full Hook up 50 amp	\$150.00	\$162.00
Electric Hook up 20-30 amp	\$138.00	\$144.00
Tent	\$84.00	\$96.00
MONTHLY RATES		
Full Hook up 50 amp pull through	\$577.00	\$680.00
Full Hook up 50 amp	\$577.00	\$621.00
Electric Hook up 20-30 amp	\$529.00	\$552.00
Tent	\$84.00	\$96.00
DAILY BUILDNG RATE		
Chapel	\$60.00	\$60.00
Pavilion	\$60.00	\$60.00
Kampeska Hall	\$78.00	\$78.00
Single Shelter	\$20.00	\$20.00
Double Shelter	\$40.00	\$40.00
Wood Bundles	\$4.00	\$5.00

RH Sealcoating & Asphalt Maintenance



All Work Guaranteed • Licensed & Insured • Sweeping & Paving
Sealcoating • Crack Filling • Asphalt Patching

We Specialize in Driveways, Parking Lots & Airports

Roger Hook
Box 7
Russell, MN 56169

Office: 507-823-4507
Cell: 507-828-8068
Fax: 507-823-4508
RHSealcoating@yahoo.com

PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO:

Codington County

ADDRESS:

*14 1st Ave SE
Watertown, SD 57201*

DATE:

May 1, 2020

PHONE/FAX:

Phone: () *Steve*
FAX: () *881-9396*
Cell:

PROJECT NAME AND LOCATION:

Memorial Park - Westside of Boatlanding Road.

We will provide the labor, material and equipment necessary to perform the following:

Granite Chip seal = We will clean the surface and place oil and granite chips.

L.S. = \$15,204.00

Optional Sweeping of chips off surface:

L.S. = \$1,090.00

MASTERSEAL SEALANT IS A PROFESSIONAL GRADE OIL USED FOR COMMERCIAL AND PRIVATE PROPERTIES.

THIS TYPE OF SEALANT IS ALWAYS APPLIED WITH SAND, POLYMER, AND HARDENER ADDITIVES.

- SAND IS FOR LONGER WEAR LIFE AND SKID RESISTANCE
- POLYMER INSURES BOND TO EXISTING ASPHALT
- HARDENER IS TO HELP PREVENT OIL AND GAS DRIP DAMAGE CAUSED BY AUTOMOBILES
- ALL CRACKFILLER IS POLYMER RUBBER WHICH IS USED ON HIGHWAYS
- ALL PATCHING IS DONE WITH HOTMIX ASPHALT

PRICES COULD CHANGE DUE TO FUEL & OIL PRICES

THIS PROPOSAL MAY BE WITHDRAWN BY US

If not accepted within 30 days

ROGER L. HOOK

AUTHORIZED SIGNATURE

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined. Payment to be made as follows:

SIGNATURE _____

DATE _____

SIGNATURE _____

DATE _____

May 2, 2020

PROPOSAL LETTER

Rick Hartley
Highway Superintendent
Codington County Highway Department
1201 10th St. NW
Watertown, SD 57201

Regarding: H&H Study for Codington County Highway 17

Dear Mr. Hartley:

Clark Engineering now IMEG (Clark) is pleased to provide this proposal for engineering services for Hydraulic & Hydrology Studies for the culvert that connects Goose Lake to Lake Pelican. This crosses Codington County Highway 17 about 1/2 mile north of 175th St.

SCOPE OF WORK

Items included for this study are:

- Topographic survey of the existing culvert.
- Modeling of the existing culvert and proposed structure using HEC-RAS.
- Completion of a Hydraulic Data Sheet for existing as well as proposed structure.
- 404 Permitting for the proposed structure.
- Set of plans that can be given to your contractor of choice to construct the proposed structure (includes a Title Sheet, Plan/Profile, General Drawing w/ notes, and Standard Plates).

Items not included are:

- Specifications.
- Contract Documents.
- Construction Testing.
- Construction Administration.

FEE

Clark proposes to complete the analysis for a lump sum fee of \$12,000.00.

PROJECT SCHEDULE

Acceptance and signing of this proposal will allow us to allocate and schedule personnel to complete your project. We will turn in the 404 Permit with the stipulation that we receive the Notice to Proceed by the Close of Business May 19, 2020

If you have any questions or concerns, please contact me directly at (605) 878-0414. _____

Sincerely,
Clark Engineering now IMEG



Steven J. Myer, PE
Senior Associate / Project Executive

Acceptance By:

By: _____
(Please Print)

Title: _____

Date: _____



By office breakdown of Connecting Point's Quote for Managed IT Services

Office	Type	Qty	Monthly Price	Annual Amt
Auditor	PC	8	\$ 240	\$ 2,880
Court House	Phys Svr	2	\$ 350	\$ 4,200
Court House	Firewall	1	\$ 40	\$ 480
Court House	Switch	5	\$ 200	\$ 2,400
Court House	Wireless NW	1	\$ 40	\$ 480
Court House	Virtual Svr	5	\$ 500	\$ 6,000
Equalization	PC	9	\$ 270	\$ 3,240
Equalization	Phys Svr	1	\$ 175	\$ 2,100
Extension	Firewall	1	\$ 40	\$ 480
Extension	Switch	1	\$ 40	\$ 480
Extension	Wireless NW	1	\$ 40	\$ 480
Highway	Firewall	1	\$ 40	\$ 480
Highway	PC	4	\$ 120	\$ 1,440
Maint	PC	10	\$ 300	\$ 3,600
ROD	PC	9	\$ 270	\$ 3,240
Sheriff	PC	28	\$ 840	\$ 10,080
Sheriff	Firewall	1	\$ 40	\$ 480
Sheriff	Phys Svr	1	\$ 175	\$ 2,100
Sheriff	Switch	3	\$ 120	\$ 1,440
Sheriff	Wireless NW	1	\$ 40	\$ 480
States Atty	PC	8	\$ 240	\$ 2,880
States Atty	Phys Svr	1	\$ 175	\$ 2,100
Treasurer	PC	9	\$ 270	\$ 3,240
Veterans	PC	2	\$ 60	\$ 720
Weed	PC	2	\$ 60	\$ 720
Welfare	PC	5	\$ 150	\$ 1,800
Total			\$ 4,835	\$ 58,020

Row Labels	Monthly Price	Annual Amt
Auditor	\$240.00	\$2,880.00
Court House	\$1,130.00	\$13,560.00
Equalization	\$445.00	\$5,340.00
Extension	\$120.00	\$1,440.00
Highway	\$160.00	\$1,920.00
Maint	\$300.00	\$3,600.00
ROD	\$270.00	\$3,240.00
Sheriff	\$1,215.00	\$14,580.00
States Atty	\$415.00	\$4,980.00
Treasurer	\$270.00	\$3,240.00
Veterans	\$60.00	\$720.00
Weed	\$60.00	\$720.00
Welfare	\$150.00	\$1,800.00
Grand Total	\$4,835.00	\$58,020.00

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Sarah Tesch		DATE 5/11/2020
EFFECTIVE DATE 5/15/2020	POSITION TITLE Clerk	DEPARTMENT Director of Equalization
CURRENT STEP 6	NEW STEP 7	
CURRENT PAY RATE \$18.06	NEW PAY RATE \$18.64	
REASONS FOR CHANGE Anniversary Step Increase		
FILED MAY 12 2020		

CODINGTON COUNTY AUDITOR

EMPLOYEE SIGNATURE Sarah Tesch

DEPARTMENT HEAD SIGNATURE Shawn Crutcher

DATE 5/13/2020

COUNTY COMMISSIONERS _____

DATE _____

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