

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 19, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 19, 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. Facilities Manager, Steve Molengraaf, 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 Gabel, to approve the May 19 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Gabel, second by Waterman, to approve the minutes of May 12, 2020; all voted aye; motion carried.

MONTHLY REPORTS

Facilities Manager, Steve Molengraaf, reported weed spraying has been performed on private properties and road side spraying is probably a few weeks out at this time, a proposal was made during the State’s weed meeting to add wormwood to the State’s noxious weed list and to remove Russian knapweed from the same list; Courthouse maintenance staff continue to prep County’s offices for an eventual re-opening of all County buildings/offices; the Extension Center Complex is being readied for the June 2nd Primary Election; in the Detention Center a room has been prepared for the food service company; and at Memorial Park a few cancellations have been received but those spots are then being snapped up by others looking for camping opportunities and the lake buoys should be in place by the end of today.

Highway Supt., Rick Hartley, updated the Board on the following activities of the Highway department: crack sealing, building up low spots, asphalt patching of spring break up areas, blading of extremely soft gravel roads, load restrictions are still in place, water is now running over County Road 25-A in the area of Kings Lake, and the Highway’s seasonal employee is now on the payroll.

WILLOW CREEK BANK STABILIZATION BIDS

Highway Supt., Rick Hartley, advised the Board that Clark Engineering has reviewed the bids received for the Willow Creek Bank stabilization projects. Based on the engineers review the Highway Supt. recommended accepting the low bid from Deutsch Excavating in the amount of \$78,887.67. Motion by Gabel, second by Waterman to award the bid to Deutsch Excavating, Watertown, SD; all voted aye; motion carried.

HYDRAULIC & HYDROLOGY STUDIES PROPOSAL FOR COUNTY HIGHWAY 17

Highway Supt., Rick Hartley, presented the Board with a proposal from Clark Engineering, in the amount of \$12,000.00, for engineering services for the hydraulic and hydrology studies for the culvert that connects Goose Lake to Lake Pelican which crosses County highway 17 about 1/2 mile north of 175th St. Motion by Gabel, second by VanDusen, to accept the proposal from Clark Engineering, as recommended by the Highway Supt.; all voted aye; motion carried.

TEMPORARY FULL-TIME MAINTENANCE POSITION

Motion by VanDusen, second by Waterman, to authorize the Facilities Manager to advertise and hire a temporary full-time Maintenance Dept. employee to fill a current temporary vacancy and a pending temporary vacancy; all voted aye; motion carried.

MEMORIAL PARK RESERVATION POLICY UPDATE

Motion by Gabel, second by Waterman, to update the Memorial Park reservation policy as recommended by Facilities Manager, Steve Molengraaf, as follows:

Camp site reservations will be accepted at Memorial Park in the following manner and timeline:

All future reservations will be paid at the time of reservation, with the exception of seasonal reservations (limit of 15). For seasonal reservations a minimum deposit of one month's fees, at the currently approved rate, will be required at the at the time of reservation. This deposit will hold the camp site until customer's scheduled check in and upon check-in a full monthly payment for the following month is required.

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

Online reservations will be available anytime up to 90 days in advance of arrival or 90 days in advance of the opening of the campground, May 1st of each year. All online reservations will be charged a \$5.00 booking fee.

Cancellations may be subject to a \$10.00 cancellation fee. Cancellations made within 14 days of scheduled check-in are subject to one day reservation fee. No refunds will be allowed after the scheduled arrival date or for early departure. Refunds may take up to 45 days to process.

Upon vote of the Board; all voted aye; motion carried.

MEMORIAL PARK CAMPING FEES

Facilities Manager, Steve Molengraaf, presented the Board with a proposal of Memorial Park campground fees for 2021.

<u>SITE DESCRIPTION</u>	<u>PROPOSED 2021 RATE</u>
DAILY RATES	
Full hook-up 50 amp pull through	\$ 30.00
Full hook-up 50 amp	\$ 27.00
Electric hook-up only 20-30 amp	\$ 24.00
Tent site	\$ 16.00

WEEKLY RATES

Full hook-up 50 amp pull through	\$180.00
Full hook-up 50 amp	\$162.00
Electric hook-up 20-30 amp	\$144.00
Tent	\$ 96.00

MONTHLY RATES

Full hook-up 50 amp pull through	\$680.00
Full hook-up 50 amp	\$621.00
Electric hook-up 20-30 amp	\$552.00
Tent	\$ 96.00

DAILY BUILDING RATE

Chapel	\$ 60.00
Pavilion	\$ 60.00
Kampeska Hall	\$ 78.00
Single Shelter	\$ 20.00
Double Shelter	\$ 40.00

Wood Bundles \$ 5.00 effective 6/1/2020

Motion by Waterman, second by Gabel, to approve these rates, effective for 2021 camping season reservations, with the exception of the wood bundles as noted, and as recommended by the Facilities Manager; all voted aye; motion carried.

MEMORIAL PARK CHIP SEAL PROJECT

The Board discussed a chip seal project which was originally scheduled for 2019 but was postponed due to weather conditions. Facilities Manager, Steve Molengraaf, has received one proposal for this project. The Board asked the Facilities Manager to procure an additional proposal or proposals before action is taken to approve the project.

PART-TIME WELFARE OFFICE ASSISTANT

Motion by VanDusen, second by Waterman, to authorize the Welfare Director to hire a part-time assistant, to fill a vacancy, as requested by Director Petersen. The Welfare Director would like this position filled by July 1st. Discussion was held regarding accessibility issues to the Welfare Office and the possibility of re-locating the Welfare Office and Veterans Service Office. Commissioner Gabel discussed the possibility of co-locating the Welfare office to the current Inter Lakes Community Action offices along with addressing any unnecessary overlaps between various agencies for better coordination of services such as case management. A substitute motion was offered by Gabel, second by Hanten, to postpone action to hire a part-time Welfare office assistant, for one week, until these issues can further be studied; Gabel and Hanten voted aye; Waterman, Johnson, and VanDusen, voted no; motion failed. Upon vote of VanDusen's original motion to hire a part-time Welfare assistant; Gabel, Waterman, Johnson and VanDusen voted aye; Hanten vote no; motion carried.

IT MANAGED SERVICES CONTRACT PROPOSAL

Connecting Point representatives, Dan Durkee and Greg Richter, met with the Board via electronic means to discuss a proposed managed services contract for IT purposes for County Offices. Commissioner Gabel reviewed the process which should provide for easier budgeting, improved security, provide increased priority for service, etc. The managed service contract could reduce the need to hire an IT employee. The managed services contract would be charged to each County department based on the number of computers, servers, and other equipment located in each office. The Board will study the

budget impact before pursuing a managed services contract and will try to obtain another quote from a different company to compare costs.

JUNE 2ND MEETING DATE CHANGE

Motion by Gabel, second by VanDusen, to change the Board's regular meeting date schedules for June 2nd to June 4th at 2:00 p.m., due to the 2020 Primary Election; all voted aye; motion carried.

COVID-19 MEMORIAL PARK PLAYGROUND EQUIPMENT

Motion by Waterman, second by VanDusen, to re-open the playground equipment at Memorial Park immediately. The Board then held a discussion regarding recent recommendations from the County's liability insurer and what steps to take before re-opening various County facilities to the public. Upon vote of the Board; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by VanDusen, second by Gabel, to approve the following personnel change: Sarah Tesch, Director of Equalization Office Clerk, anniversary step increase, step 7/\$18.64 per hour, effective 5/15/2020; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Gabel, second by VanDusen, to enter into executive session at 10:58 a.m., per SDCL 1-25-2, to discuss personnel issues; all voted aye; motion carried. The Board returned to regular session at 11:11 a.m. No action was taken. Human Resource Director Satterlee was present for executive session.

ADJOURNMENT

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

ATTEST:

Cindy Brugman

Codington County Auditor

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