

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 5, 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 28, 2020**
6. **Monthly reports**
 - a. **Extension**
 - b. **Veterans Service**
 - c. **Welfare**
7. **Action to award a contract for food services in the Detention Center**
8. **Action to approve: temporary Election clerical in Auditor's office, fill a clerical vacancy in Sheriff's office, and hire a full time Maintenance position**
9. **Action to set an end date for temporary clerical position in the Welfare office**
10. **Action to declare GEN01580, floor scrubber, surplus to be traded**
11. **Action to approve FY2021 WIC agreement**
12. **Action to approve easements for the County Road 7-5 project**
13. **Action to approve a fireworks discharge permit**
14. **Action to issue and RFP for Human Resources and Labor Negotiation Services**
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 12th, 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 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 31st, 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 \$8,393.00 in funds expended by the

Codington County, May 5, 2020

County for these contacts and costs in the amount \$61,719.30 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 8th; 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 28th; 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 166th 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 9th 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

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