

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, June 16, 2020

1. Pledge of Allegiance
2. Call for public comment
3. Conflict of interest items
4. Action to approve the agenda
5. Action to approve the minutes of June 9, 2020
6. Monthly reports
 - a. Facilities Manager
 - b. Highway Superintendent
7. Action to accept a proposal for Human Resource and Labor Negotiation Services
8. Action to approve an employee cell phone stipend
9. Action to approve a job description for Highway Dept. Shop Foreman
10. Discussion/possible action on COVID-19 practices and procedures
11. Action to approve claims for payment
12. Action to approve automatic budget supplements
13. Action to approve personnel changes
14. Action to approve travel requests
15. Public Notices – a possible quorum of Commissioners could be in attendance at:
 - a.
16. Old Business
17. New Business
18. Open
 - a. Public Comments
 - b. Commission Comments
19. 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)**

20. Action to adjourn until 9:00 a.m., Tuesday, June 23rd, 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**

June 9, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 9, 2020, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair Brenda Hanten, presiding. Commissioner, Charlie Waterman, lead the pledge of allegiance.

CALLS FOR PUBLIC COMMENT

Chair Hanten called for public comments for the Open, none were forthcoming.

CONFLICT OF INTEREST ITEMS

There were no conflict of interest items to note.

AGENDA APPROVED

Motion by VanDusen, second by Gabel, to approve the June 9 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of June 4, 2020; all voted aye; motion carried.

PUBLIC HEARING ON ISSUANCE OF COUNTY BONDING AUTHORITY FOR THE BENEFIT OF GREAT PLAINS LUTHERAN HIGH SCHOOL ASSOCIATION PROJECT

The Board held a public hearing, as previously advertised, regarding the issuance, by the County, of its revenue bonds. The bonds will be used by Great Plains Lutheran High School Association to finance the cost of acquisition, construction, furnishing and equipping of certain school facilities located at or on the campus located generally at 1200 Luther Lane NE, Watertown, SD and (ii) pay costs in connection with the issuance of the bonds. Chair Hanten turned to the public, present for this hearing, for comment. Todd Meierhenry, bond attorney for Great Plains Lutheran High School, outlined the federal law process that allows 501(c)(3) entities to borrow tax exempt funds and SDCL 9-54 giving Counties and Cities the power to issue tax exempt bonds for 501(c)(3) entities, such as nursing homes, hospitals, and schools, etc. No other comments were offered during this public hearing. Chair Hanten closed the public hearing at this time.

RESOLUTION 2020-12 ISSUANCE OF BONDS FOR THE BENEFIT OF GREAT PLAINS LUTHERAN HIGH SCHOOL ASSOCIATION PROJECT

Motion by Johnson, second by Waterman, to adopt Resolution 2020-12; all voted aye; motion carried.

RESOLUTION 2020-12

RESOLUTION AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF NOT TO EXCEED \$2,500,000 AGGREGATE PRINCIPAL AMOUNT OF AN ECONOMIC DEVELOPMENT REVENUE BOND, (GREAT PLAINS LUTHERAN HIGH SCHOOL ASSOCIATION PROJECT), OF THE CODINGTON COUNTY, SOUTH DAKOTA, FOR THE PURPOSE OF LENDING THE PROCEEDS THEREOF TO THE BORROWER; THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT BETWEEN THE COUNTY AND THE BORROWER PROVIDING FOR THE REPAYMENT OF THE

LOAN OF THE PROCEEDS OF SAID BOND AND THE SECURING OF SAID REPAYMENT OBLIGATION; THE SALE OF SAID BOND; THE EXECUTION OF AN ASSIGNMENT AND PLEDGE AGREEMENT; THE EXECUTION OF OTHER DOCUMENTS RELATED THERETO; AND THE APPROVAL OF A COMPLIANCE POLICY

WHEREAS, the Codington County, South Dakota (the "Issuer"), is an incorporated municipality authorized and empowered by the provisions SDCL § 7-18-16 and Chapter 9-54, as amended (Collectively the "Act") to issue revenue bonds or notes for a project located within the Issuer for the purpose of financing the cost of acquiring, by construction or purchase, land, buildings, improvements and equipment, or any interest therein, suitable for the use of any facility for an organization described in Section 501(c)(3) of the Internal Revenue Code (the "Code") which is exempt from federal income tax under Section 501(a) of the Code (a "Tax Exempt Organization"); and

WHEREAS, the Issuer has been requested by Great Plains Lutheran High School Association (the "Borrower"), a Tax Exempt Organization, to issue revenue bonds or notes, in one or more series, in an aggregate principal amount not to exceed \$2,500,000 (the "Bond") pursuant to the Act for the purposes of (a) financing the cost of acquisition, construction, furnishing and equipping of certain school facilities located at or on the campus located generally at 1200 Luther Lane NE, Watertown, SD 57201 (the "Project"), (b) funding any necessary reserve funds, if any, and (c) paying the costs of issuance and other associated costs and expenses relating to the Bond; and

WHEREAS, the Issuer has determined that the amount necessary to defray all or a portion of the cost of the foregoing will require the issuance by the Issuer of the Bond, pursuant to the provisions of the Act, and it is proposed that the Issuer loan the proceeds of the Bond to the Borrower pursuant to a Loan Agreement between the Issuer and the Borrower pursuant to which loan payments will be made by the Borrower in amounts sufficient to pay the principal of and interest and premium, if any, on the Bond, as and when the same shall be due; and

WHEREAS, the Bond, if issued, shall be a limited obligation of the Issuer, and shall not constitute nor give rise to a pecuniary liability of the Issuer or a charge against its general credit or taxing powers, and the principal of and interest and premium, if any, on the Bond shall be payable solely out of the revenues derived from the aforementioned Loan Agreement or otherwise as provided therein; and

WHEREAS, pursuant to published notice, this County Commission has previously conducted a public hearing, as required by Section 147(f) of the Internal Revenue Code, and this County Commission deems it necessary and advisable to proceed with the issuance of the Bond and the loan of the proceeds of the Bond to the Borrower; and

WHEREAS, the Borrower has arranged for the sale of the Bond to Dacotah Bank, Watertown, South Dakota (the "Lender");

NOW, THEREFORE, IT IS RESOLVED by the County Commission of the Issuer, as follows:

Section 1. In order to finance the Project and pay costs of issuance associated thereto, the Bond, in an aggregate principal amount not to exceed \$2,500,000, is hereby authorized and ordered to be issued by the Issuer in substantially the form as has been presented to and considered by this Commission and containing substantially the terms and provisions set forth therein, the Bond actually issued to be in an aggregate principal amount not to exceed \$2,500,000 or such amount as may be determined by the Borrower and the Lender on or prior to the date of issuance and delivery of the Bond. The execution and delivery of the Bond by the Chairman and County Auditor shall constitute approval thereof by the Issuer and the Chairman and County Auditor are hereby authorized and directed to approve such amount and rates, within the foregoing limits by and on behalf of the Issuer.

Codington County, June 9, 2020

Section 2. The Issuer shall loan to the Borrower the proceeds of the Bond pursuant to a Loan Agreement (the "Loan Agreement") and containing substantially the terms and provisions set forth therein, and the Chairman and the County Auditor are hereby authorized and directed to execute and deliver the Loan Agreement with such changes, modifications, deletions or additions as deemed appropriate by bond counsel.

Section 3. Pursuant to an Assignment and Pledge Agreement (the "Pledge Agreement") to be entered into between the Issuer and the Lender, the Issuer, among other things, will grant to the Lender a security interest in all of the Issuer's rights, title and interest in and to the Loan Agreement, including, but not limited to, the right to receive Loan Repayments (as defined in the Loan Agreement). The Mayor and County Auditor are hereby authorized and directed to execute and deliver the Pledge Agreement with such changes, modifications, deletions or additions as deemed appropriate by bond counsel.

Section 4. The Bond will be a special limited obligation of the Issuer. The Bond shall not be payable from or charged upon any funds other than the revenues pledged to the payment thereof, nor shall the Issuer be subject to any liability thereon. No holder of the Bond shall ever have the right to compel any exercise of the taxing power of the Issuer to pay the Bond or the interest thereon, nor to enforce payment thereof against any property of the Issuer. The Bond shall not constitute a debt of the Issuer within the meaning of any constitutional or statutory limitation.

Section 5. The Loan Agreement, the Pledge Agreement and the Bond are hereby made a part of this Resolution as though fully set forth herein and are hereby approved. The Chairman and County Auditor are authorized and directed to execute, acknowledge, and deliver said documents on behalf of the Issuer with such changes, insertions and omissions therein as the Borrower, the Lender and bond counsel may deem appropriate, such execution to be conclusive evidence of approval of such documents in accordance with the terms hereof.

Section 6. The Chairman and County Auditor are authorized and directed to execute and deliver all other documents which may be required under the terms of the Loan Agreement, Pledge Agreement, or by bond counsel, and to take any other action as may be required or deemed appropriate for the performance of the duties imposed thereby to carry out the purposes thereof.

Section 7. In order to qualify the Bond as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, the Issuer hereby makes the following factual statements and representations:

The Issuer hereby designates the Bond as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code;

The reasonably anticipated amount of tax-exempt obligations (other than obligations described in clause (ii) of Section 265(b)(3)(c) of the Code) which will be issued by the Issuer (and all entities whose obligations will be aggregated with those of the Issuer) during this calendar year 2020 will not exceed \$10,000,000; and

Not more than \$10,000,000 of obligations issued by the Issuer during this calendar year 2020 (including the Bond) have been designated for purposes of Section 265(b)(3) of the Code.

Section 8. In response to recommended best practices by the Internal Revenue Service, the County deems it necessary and desirable to adopt certain procedures and practices to be followed by the County and any conduit borrowers in connection with the issuance of the Bond and any future tax-exempt obligations, and hereby approves and adopts the Compliance Policy attached hereto.

Section 9. That the provisions of this Resolution are hereby declared to be separable and if any action, phrase or provision shall for any reason be declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases and provisions.

Section 10. All resolutions or parts thereof in conflict herewith are repealed, to the extent of such conflict.

Section 11. That this Resolution shall become effective immediately upon its passage and approval.

Passed and approved June 9, 2020.

Brenda Hanten
Chair Codington County Commission

ATTEST:

Cindy Brugman
Codington County Auditor

STATE OF SOUTH DAKOTA
SS:
COUNTY OF CODINGTON

I, the undersigned, being first duly sworn, do hereby depose and certify that I am the duly appointed, qualified and acting designee of the County Auditor of the aforementioned County and that as such I have in my possession, or have access to, the complete corporate records of said County and of this County Commission and its officers; that I have carefully compared the transcript hereto attached with the aforesaid corporate records; and that said transcript hereto attached is a true, correct and complete copy of the all the corporate records in relation to the adoption of a Resolution authorizing the issuance and sale of an Economic Development Revenue Bond, (Great Plains Lutheran High School Association Project) in an aggregate principal amount not to exceed \$2,500,000.

WITNESS my hand and the corporate seal of said County hereto affixed this 9th day of June, 2020.

Cindy Brugman
Codington County Auditor

SEAL

MONTHLY REPORTS

4-H Youth Program Advisor, Jodi Loehrer, who appeared via ZOOM for this meeting, updated the Board on the following: the South Dakota 4-H summer series is underway with 1,300 youths signed up; SDSU Extension will have no face-to-face programming for the month of June; the SDSU Regional office has opened up to staff as of June 8th; special foods is being conducted virtually; the 4-H Leaders Association met June 1st and will meet again to discuss the modified achievement days event scheduled for August 3rd – 6th. **Auditor, Cindy Brugman**, reported on the wrap up of the 2020 Primary Election and preparation for the 2020 General Election and the 2021 budget. **Director of Equalization, Shawna Constant**, updated the Board on the following items: the first 6 months of sales has been submitted to the Dept. of Revenue; a video conference was held with the Dept. of Revenue to review newly passed legislation which will require Codington County to adopt a new resolution for the County's discretionary formula due to the combination of classifications under one statute; new soil surveys for the entire County are coming, possibly in July, with in-depth soil types; Pictometry data will be arriving soon and building permits that do not require customer interaction will be completed as much as possible.

RAEDER/JOHNSON PLAT RESOLUTION

Zoning Officer, Luke Muller, appeared via ZOOM and reviewed the plat of the Raeder/Johnson Addition. The Board approved the following resolution:

RESOLUTION #2020-13

A Resolution to approve the platting of the Raeder/Johnson Addition in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

Raeder/Johnson Addition, in the Northwest Quarter of Section 8-T117N-R53W of the 5th P.M., in the County of Codington, South Dakota; and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, second by Commissioner VanDusen; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 9th day of June, 2020, at Watertown, Codington County, South Dakota

Brenda Hanten
Chair, Codington County, South Dakota

STATE OF SOUTH DAKOTA

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COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2020-13, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 9th day of June, 2020, at Watertown, Codington County, South Dakota.

Cindy Brugman
County Auditor, Codington County, South Dakota

ZONING OFFICE INFORMATION UPDATE

Zoning Officer, Luke Muller, updated the Board on the Crown Ridge Wind farm project and the Dakota Range Wind project. The Zoning Officer noted the First District Association of Local Governments is still handling business by telephone and the Zoning Officer will continue to handle Zoning Office business virtually or by phone.

Codington County, June 9, 2020

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

Motion by Johnson, 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 May 2020, all present voted aye; motion carried.

Cash on hand	\$	1,639.79
Checks in Treasurers' possession		
less than 3 days	\$	66,660.67
Credit Card Charges	\$	2,184.18
Cash Items	\$	659.46
TOTAL CASH ASSETS ON HAND	\$	71,144.10
RECONCILED CHECKING		
Great Western Bank Checking (Memorial Park)	\$	41,559.65
Reliabank Dakota	\$	24,986,741.26
INVESTMENTS		
SD Public Funds Investment	\$	7,253.13
TOTAL CASH ASSETS	\$	25,106,698.14
General Ledger Cash Balance by Funds:		
General	\$	14,902,104.28
General restricted cash	\$	500,000.00
Sp. Revenue	\$	7,018,653.17
Trust & Agency	\$	2,685,940.69
(schools 1,734,210.04, townships 78,180.35; city/towns 387,327.60)		
TOTAL GENERAL LEDGER CASH	\$	25,106,698.14

The Board noted Register of Deeds fees in the amount of \$30,048.00 were collected in the month of May 2020.

TREASURER'S OFFICE CLOSURE FOR TELECONFERENCE

Motion by VanDusen, second by Gabel, to allow the Treasurer's office to close from 8:00 a.m., to 1:00 p.m., Wednesday, June 17th, to allow employees to participate in a telephonic call with the South Dakota Dept. of Revenue, as requested by Treasurer, Carol Maloney; all voted aye; motion carried. This telephonic call is directly related to COVID-19 and the cancellation of the annual spring workshop for County officials continuing education.

SURPLUS COMPUTER EQUIPMENT

Motion by Johnson, second by Gabel, to declare the following computer equipment, located in the office of the Register of Deeds, surplus to be destroyed: (2) HP Elite Desk 800 GI towers, s/n 2UA4122MWB and s/n 2UA4122MW6, purchased July 2014. Upon vote of the Board; all voted aye; motion carried.

HUMAN RESOURCE AND LABOR NEGOTIATION SERVICES PROPOSAL

Commissioner Gabel, opened and announced the following proposals received, as advertised, for Human Resource and Labor Negotiation Services:

HR Executive Partners, Bloomington, MN
Multi Business Solutions, Fergus Falls, MN

The proposals will be reviewed and acted upon at a future meeting of this Board.

CLAIMS

Motion by VanDusen, second by Gabel, to approve for payment the following claims; all voted aye; motion carried: A-OX WELDING 85.55 SUPPLIES, ACCREDITATION, AUDIT AND 150.00 SVC,

LINDA AASON 225.00 ELEC, AUTOMATIC BUILDING CONTROLS 154.70 REP, ADVANCED HEALTH, SAFETY & SEC 40.00 REP, AMERICAN LEGION 130.00 SUP, AMERICAN TRUST INSURANCE, LLC 200.00 SUP, DOROTHY ANDERSON 225.00 ELEC, MARILYN ANDERSON 225.00 ELEC, AP AUTO PROS 275.00 REP, JEFFREY ARGO 25.00 UTILITIES, STEVE ARNESON 75.00 REF, ASTROPHYSICS 3991.25 REP, AUSTIN LAW OFFICES 1766.30 SVC, LEWIS AVELSGAARD 104.00 WIT, AXON ENTERPRISE, INC 1251.50 EQUIP, MARILYN BACH 243.40 ELEC, KATHY BAHANSON 114.00 REF, BANNER ASSOCIATES, INC 25145.85 REPAIRS/MAINT., KEVIN BARTELT 92.00 REF, BATTERIES UNLIMITED 353.49 SUP, BEACON CENTER 1000.00 PMT, ALLEN BENCK 25.00 UTILITIES, BENCO PRODUCTS, INC 127.95 SUP, BIRMINGHAM & CWACH LAW OFFICES 274.25 SVC, BORNS GROUP 7757.53 POST, BOYS & GIRLS CLUB 1541.67 PMT, BRIANNA BRAGE 175.00 ELEC, BRATLAND LAW 2992.00 SVC, JULIE BRIGGS 225.00 ELEC, TODD BRIST 20.00 WIT, RIAN BROMWICH 50.84 JURY, BROOKINGS HEALTH SYSTEM 517.25 SVC, BROWN CLINIC PLLP 167.00 SVC, BROWNLEE CONSTRUCTION 5976.00 SUPPLIES, GARY BRUGMAN 50.00 ELEC, BURNS LAW OFFICE 4094.60 SVC, KATHY BUSCH 225.00 ELEC, BUTLER MACHINERY 36.46 REPAIRS/MAINT., BX CIVIL AND CONSTRUCTION, INC 9150.00 REPAIRS/MAINT., C&S CHEMICAL 75.00 REP, LISA CADY 225.00 ELEC, CARTNEY BEARING & SUPPLY 66.40 REPAIRS/MAINT., JEFF CASE 25.00 UTILITIES, CASH-WA DIST. FARGO 4171.96 SUP, CENTURYLINK 872.94 UTIL, CHARM-TEX 584.70 SUP, CLARK ENGINEERING 26826.21 REPAIRS/MAINT., CODINGTON-CLARK ELECTRIC COOPE 35.62 UTILITIES, CODINGTON TREASURER PETTY CASH 155.66 POST, COLE PAPERS, INC. 1585.54 SUP, COLE'S PETROLEUM 11458.09 SUPPLIES, CAROL COMES 175.00 ELEC, COMPASS COUNSELING 1800.00 SVC, CONNECTING POINT COMPUTER CENT 8030.14 REP, CONNECTING POINT 35.00 UTILITIES, SHAWNA CONSTANT 25.00 CELL, PAM CORDELL 225.00 ELEC, COUNTY FAIR FOODS 91.84 SUP, CRAWFORD-OSTHUS FUNERAL CHAPEL 2575.00 SVC, CREDIT COLLECTIONS BUREAU 596.94 PMT, CREDIT COLLECTIONS BUREAU 636.31 PMT, CULLIGAN WATER CONDITIONING 146.00 SUP, D K DIESEL INJECTION 88.83 REPAIRS/MAINT., MATTHEW DARGATZ 25.00 UTILITIES, DATA TRUCK 109.99 UTIL, DIAMOND VOGEL 177.96 SUP, DIGITAL-ALLY 625.00 EQUIP, JAMIE DOLEN 25.00 UTILITIES, DUDE SOLUTIONS 1428.56 MAINT, BIMBO FOODS, INC 668.60 SUP, CAROLYN ECK 225.00 ELEC, COROLYN EDISON 175.00 ELEC, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, ELECTION SYSTEMS & SOFTWARE 5458.53 SUP, ELLYSON LAW OFFICE 540.50 SVC, EMC INSURANCE COMPANIES 498.20 INS, MARSHA ENDERSON 225.00 ELEC, JOHN ENGELS 13.83 REIMB, ENGELSTAD ELECTRIC CO. 101.10 REP, MIRIAM ERICKSON 225.00 ELEC, MARIA ESCAMILLA 40.00 CELL, ESRI, INC 400.00 MAINT, JUDY EVERSON 175.00 ELEC, EXPRESS SERVICES, INC 716.23 SVC, RANDALL G. FALVEY 25.00 UTILITIES, FARNAMS GENUINE PARTS 43.47 SUP, FARNAMS GENUINE PARTS 114.75 SUPPLIES, FEDEX 13.55 SVC, AT&T MOBILITY - FIRSTNET 115.36 UTIL, LOIS FISCHER 175.00 ELEC, CONNIE FLEMMING 243.40 ELEC, SUE FLISRAND 175.00 ELEC, TOWN OF FLORENCE-PEGGY LINDAHL 78.20 UTILITIES, FOLEY & FOLEY LAW OFFICE 921.20 SVC, ALLISON FORBUSH 75.00 PMT, MARY FRANSEN 50.00 PMT, KATHY FRYSLIE 175.00 ELEC, DIANE GARVEY 225.00 ELEC, BREYANNA GEERDES 51.68 JURY, GLACIAL LAKES & PRAIRIES TOUR. 535.00 SVC, KAYLENE GONNELLY 225.00 ELEC, GRAINGER 203.16 SUP, GREAT AMERICA FINANCIAL SVC 468.65 RENT, GREEN, ROBY, OVIATT, 5601.40 SVC, DEBRA GRUPE 55.88 JURY, MICHAEL GUBKA 40.00 CELL, GUEST HOUSE INC 530.00 RENT, HELEN HAAN 225.00 ELEC, MARILYN HAAN 225.00 ELEC, JUSTIN HALAJIAN 25.00 CELL, RICK HARTLEY 40.00 UTILITIES, DAVID HEDDING 25.00 UTILITIES, JAMES HEDGES 25.00 CELL, HENRY FOODS, INC 685.03 SUP, HILLYARD/SIOUX FALLS 1847.92 SUP, NANCY HLAVACEK 225.00 ELEC, RICK HOLINKA 25.00 UTILITIES, HORN LAW OFFICE 212.00 SVC, LARRY HOWARD 40.00 CELL, HYVEE #1871 ACCTS RECEIVABLE 88.21 SUP, I STATE TRUCK CENTER 50.23 REPAIRS/MAINT., INTERLAKES COMMUNITY ACTION 1323.50 PMT, INTERSTATE ALL BATTERY CENTER 352.90 SUP, MARCIA JELSMA 225.00 ELEC, BARB JOHNSON 225.00 ELEC,

COLETTA JOHNSON 246.85 ELEC, JURGENS PRINTING 118.50 SUP, SHARON JURGENS 57.00 REF, JOAN KAAZ 225.00 ELEC, MITCHELL KALLHOFF 25.00 UTILITIES, MARK KATTERHAGEN 33.00 SVC, CHRISTINE KELLER-HOFFMAN 225.00 ELEC, KENNEDY PIER LOFTUS & REYNOLDS 67.90 SVC, KEVYS.NET 99.95 REP, KIESLER POLICE SUPPLY 2056.97 EQUIP, NANCY KJELLEN 225.00 ELEC, STEVE KJELLEN 225.00 ELEC, LAURA KOCH 55.00 REF, LINDA KOCH 225.00 ELEC, JUDY KRANZ 225.00 ELEC, LAKE AREA DOOR 234.69 REPAIRS/MAINT., CARYS LALIM 25.00 ELEC, LILY LALIM 25.00 ELEC, KELLI LARDY 20.40 SVC, JAN LAWRENCE 175.00 ELEC, MARLYS LENNING 225.00 ELEC, LEWIS & CLARK BHS 712.00 SVC, LEWNO LAW OFFICE 343.00 SVC, LINCOLN CO TREASURER 437.60 SVC, CARINA LITTLE 225.00 ELEC, NASTIA LITTLE 225.00 ELEC, LOCATORS & SUPPLIERS, INC. 465.53 SUPPLIES, DARCY LOCKWOOD 33.00 SVC, JODI LOEHRER 41.61 PMT, STEVEN LOWRY 40.00 CELL, LUND INDUSTRIES, INC 668.84 EQUIP, KELLY MAAG 225.00 ELEC, MAC'S BLUE TARP CREDIT SERVICE 488.88 SUPPLIES, BLUE TARP FINANCIAL, INC 132.43 SUP, MACKSTEEL WAREHOUSE, INC. 26.05 SUP, MACKSTEEL WAREHOUSE, INC. 3595.08 REPAIRS/MAINT., MARCO, INC 335.11 RENT, MATHESON 65.94 SUPPLIES, RUSSELL MATHEWS 40.00 CELL, JOAN MCCARTHY 225.00 ELEC, MCKESSON MEDICAL SURGICAL 91.35 SVC, MCLEOD'S PRINTING & OFFICE SUP 2910.82 SUP, SEAN MELMER 51.68 JURY, COREY MELVILLE 50.00 ELEC, KAELYN MELVILLE 25.00 ELEC, MENARDS 67.85 SUPPLIES, MENARDS 1967.78 SUP, MENARDS 190.42 SUP, MEND CORRECTIONAL CARE 13925.00 SVC, RUTH MERONEY 175.00 ELEC, KATHERINE MEYER 225.00 ELEC, KATHLEEN MEYER 253.75 ELEC, MIDCONTINENT COMMUNICATIONS 350.68 UTIL, MOE OIL COMPANY 2191.75 SUPPLIES, KATIE MOES 50.00 ELEC, KAYLA MOHLING 225.00 ELEC, MICHAEL MORGAN 40.00 CELL, MOUNT HOPE CEMETERY 325.00 SVC, MUNICIPAL UTILITIES 10026.79 UTIL, MUNICIPAL UTILITIES 374.75 UTILITIES, PENNY NELSON 225.00 ELEC, NEWMAN TRAFFIC SIGNS 315.01 SUPPLIES, SHAWN NILLS 40.00 CELL, NORDSTROM'S 65.00 SUP, NORTHERN CON-AGG 6719.63 SUPPLIES, NORTHWESTERN ENERGY 297.39 UTILITIES, NTOA 50.00 DUES, OFFICE PEEPS, INC. 6332.19 SUP, JERROD OLSON 40.00 CELL, O'REILLY AUTO PARTS 647.74 REPAIRS/MAINT., OTTERTAIL POWER CO, 45.60 UTILITIES, OVERHEAD DOOR CO 153.06 REP, PEARL PAULSON 225.00 ELEC, BRANDY PESCE 75.00 REF, SARAH PETERSEN 25.00 CELL, PHARMCHEM INC 28.55 SUP, PHEASANTLAND INDUSTRIES 1712.01 SUP, PHEASANTLAND INDUSTRIES 119.34 SUP, PMB 0112 426.56 UTIL, KEVIN POMMIER 138.00 REF, POMP'S TIRE SERVICE, INC. 25.35 REPAIRS/MAINT., PRAIRIE LAKES HEALTH CARE CENT 2072.12 SVC, THOMAS PRICE INC 4800.00 SVC, PRINT 'EM NOW 713.00 SUP, CLINTON RABINE 54.20 JURY, DARLENE RADTKE 225.00 ELEC, ANN RASMUSSEN 50.00 ELEC, DONNA REDLIN 225.00 ELEC, REDLINGER BROS. 32.64 REPAIRS/MAINT., ADAM REEVES 40.00 CELL, REBECCA MORLOCK REEVES 40.00 CELL, BECCA REITER 175.00 CELL, SUE RILEY 225.00 ELEC, ROBYN RITER 25.00 UTILITIES, RON'S SAW SHOP 11.99 SUP, RUNNING SUPPLY INC. 43.98 REPAIRS/MAINT., RUNNINGS 187.18 SUP, DAWN RUSSELL 27.20 SVC, TERRANCE SATTERLEE 1500.00 SVC, JAMIE SCHAACK 225.00 ELEC, TREVOR SCHIMMEL 40.00 CELL, CAROL SCHNEIDER 175.00 ELEC, SCHUMACHER ELEVATOR COMPANY 735.99 REP, BRAD SCHWINGER 25.00 UTILITIES, SD ATTORNEY GENERAL'S OFFICE 155.00 PMT, SD ATTORNEY GENERAL'S OFFICE 52.00 PMT, SD DEPARTMENT OF HEALTH 3008.00 SVC, SD DEPT. OF TRANSPORTATION 26.14 REPAIRS/MAINT., SD STATE TREASURER 452741.32 JUNE REMITTANCE, SDACC 11879.00 PMT, SDACO 1050.00 PMT, SDN COMMUNICATIONS 1338.37 UTIL, SECRETARY OF STATE OF SD 60.00 SUP, SECURUS TECHNOLOGIES 2209.20 SUP, HEIDI SELCHERT 75.00 PMT, SHERRI SELLERS 225.00 ELEC, SHERWIN WILLIAMS 121.99 REP, SHOPKO EYECARE 4054 89.97 SVC, SIGNPRO 37.28 SVC, KATE SIMON 225.00 ELEC, SIOUX COUNCIL 20.00 REF, SIOUX RURAL WATER SYSTEM 50.20 UTILITIES, SIOUX VALLEY COOP 104.70 SUPPLIES, SIOUX VALLEY COOP 2246.37 SUP, KAY SOLBERG 225.00 ELEC, LYNN SOLBERG 40.00 UTILITIES, BRENT SOLUM 40.00 CELL, TIPHANI SORNBERGER 120.00 REF, SOUTH SHORE GAZETTE 1034.75 PUB, DONNA SPEIDEL 225.00 ELEC, MARY

ANN STAHLKE 175.00 ELEC, STAN HOUSTON EQUIPMENT 570.00 REPAIRS/MAINT., STAR LAUNDRY 52.10 SUPPLIES, STAR LAUNDRY 946.92 SUP, DIANNE STARK 225.00 ELEC, JOHN STONEBARGER 175.00 ELEC, LORNA STONEBARGER 175.00 ELEC, DOUGLAS STORMO 50.84 JURY, JOAN STRANG 175.00 ELEC, STREICHER'S 305.00 EQUIP, SANDY STRUSS 175.00 ELEC, STURDEVANTS AUTO PARTS 53.23 SUPPLIES, JAMES SUTTON 50.00 ELEC, SUTTON LAW OFFICE PC 19306.76 SVC, SCOTT SWANSON 25.00 CELL, ANDREA TESCH 239.38 ELEC, KATHY TESCH 225.00 ELEC, SARAH TESCH 50.00 ELEC, THOMSON REUTERS-WEST 555.40 SVC, DAWN THYEN 242.25 ELEC, PRODUCTIVITY PLUS ACCOUNT 2734.08 REPAIRS/MAINT., DOUGLAS D. TORSTENSON 25.00 UTILITIES, JAMES TORSTENSON 50.00 ELEC, TWO WAY SOLUTIONS, INC 1435.00 SUP, US POSTAL SERVICE 148.00 MAINT, VAN DIEST SUPPLY COMPANY 8204.97 SUP, LOYDEEN VANSICKLE 225.00 ELEC, TYLER VARNIS 40.00 CELL, VAST BUSINESS 592.90 UTIL, VAST BROADBAND 49.95 UTILITIES, VERIZON WIRELESS 5996.54 UTIL, GREAT WESTERN BANK 246.38 TRAVEL & CONF., GREAT WESTERN BANK 837.84 PMT, GREAT WESTERN BANK 688.88 PMT, GREAT WESTERN BANK 202.50 PMT, MARLONIE VOGELSANG 25.00 UTILITIES, GAIL WAHL 2916.67 PMT, JULIE WALKER 236.50 ELEC, WALMART COMMUNITY 170.25 SUP, WALMART COMMUNITY 35.26 SUPPLIES, DEANNA WARD 225.00 ELEC, WARNE PLUMBING & HEATING 5851.23 REP, TODD B WARNE 25.00 UTILITIES, WATERTOWN AMBULANCE 1000.00 SVC, WATERTOWN PUBLIC OPINION 172.00 TRAVEL & CONF., WATERTOWN PUBLIC OPINION 6348.60 PUB, WATERTOWN WHOLESALE 7.50 SUPPLIES, BARBARA WEBER 225.00 ELEC, WIGHT & COMES FUNERAL CHAPEL 3952.00 SVC, WATERTOWN LANDFILL 15.75 SVC, WW TIRE SERVICE INC 2082.51 REP, XEROX CORPORATION 243.22 SUPPLIES, YANKTON CO. SHERIFF 100.00 SVC, YANKTON CO TREASURER 460.90 SVC, GARY YOUNG 51.68 JURY, JOAN ZWIEG 225.00 ELEC.

EXECUTIVE SESSION

Motion by Gabel, second by VanDusen, to enter into executive session at 9:58 a.m., per SDCL 1-25-2, to discuss personnel issues; all voted aye; motion carried. The Board returned to regular session at 10:16 a.m. No action was taken.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Waterman, second by Gabel, to adjourn at 10:16 a.m., until 9:00 a.m., Tuesday, June 16, 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 \$ _____

SHOP FOREMAN EQUIPMENT MECHANIC

Codington County

Department: Highway
Reports to: Highway Superintendent
FSLA Status: Nonexempt
Pay Series: See Contract

General Statement of Duties

Under the direct supervision of the Superintendent and general supervision of the Assistant Superintendent is responsible for skilled and semi-skilled mechanical work relating to the maintenance of all County equipment, vehicles and facilities.

Typical Duties and Responsibilities

- 1. Operate and perform repairs and maintenance to a variety of vehicles and equipment but not limited to trucks, dozers, pay loaders, scrapers, motor graders, all used in the repair and maintenance of County roads, bridges and facilities.**
- 2. Perform welding, cutting, machine work associated with the maintenance and repair of all County equipment and facilities throughout the county.**
- 3. Plan and coordinate shop schedule and time management in accordance with the Superintendent.**
- 4. Locate and purchase parts for repairs and modifications.**
- 5. Serve as Safety Coordinator for personal working in shop and shop equipment.**
- 6. Maintain maintenance files, inventory and parts records.**
- 7. Maintain shop in a neat and orderly manner.**
- 8. Participate with work crews in all aspects of highway maintenance, construction, repair, patching, sealing, overlays, crack filling, graveling when needed.**
- 9. Perform snow and ice control and removal procedures including plowing, sanding, spreading of deicing materials, loading trucks, and hauling snow from all county properties.**
- 10. Perform duties in a manner consistent with safe practices.**
- 11. Wear personal protective equipment when required.**
- 12. Attend meetings and seminars as assigned.**

13. **Perform other such duties and functions as deemed necessary.**

Minimum Qualifications

1. **High School diploma or G. E. D. Certification, with certification in diesel mechanics.**
2. **Two years of mechanical experience and/or a combination of education and experience may be acceptable.**
3. **Must be proficient in the use of a variety of shop tools, welding and operation of shop equipment.**
4. **Must be able to work without direct supervision.**
5. **Must be able to work well with others and get along with the general public.**

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Must be able to work on your feet for extended periods and walk for extended ranges of 1000 feet or more.**
2. **Must be able to climb, which will include ladders, work platforms, steps, and/or steps to access and operate equipment or maintain facilities.**
3. **Must be able to sit for extended periods which will include driving and/or operating equipment associated with the maintenance or construction of equipment or facilities.**
4. **Must be able to crouch, kneel or bend intermittently for up to five or more minutes at a time to accomplish tasks for the maintenance or construction of roads or facilities.**
5. **Must be able to lift, push, pull, or move up to or over 100 pounds occasionally and be able to lift, push, pull or carry up to or over 50 pounds frequently.**

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently exposed to outside weather conditions.
2. The employee is occasionally exposed to moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.
3. The noise level in the work environment is usually loud.

Examination, Testing and Certifications

1. Valid South Dakota Class A Commercial Driver's License.
2. Successful completion of written and/or oral interviews.
3. Other such examinations and/or certifications as deemed necessary by the County.
4. Post offer Drug screening.

Date Approved _____

Commission Chairman

Department Head

Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

PROPOSED PAY SCALE FOR THE NEW POSITION OF
SHOP FORMAN EQUIPMENT MECHANIC AT THE HIGHWAY
DEPT.

STEPS:

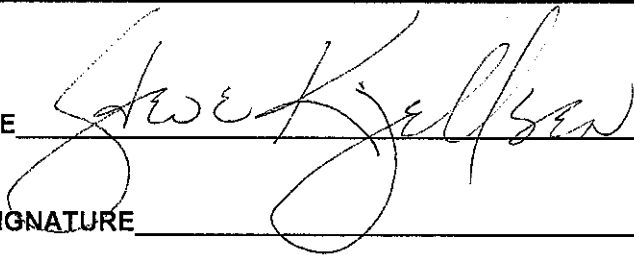
1. \$19.58
2. \$20.17
3. \$20.84
4. \$21.51
5. \$22.20
6. \$22.94
7. \$23.71
8. \$24.06
9. \$24.43
10. \$24.78
11. \$25.16
12. \$25.54
13. \$25.85
14. \$26.18

THE HIGHWAY SUPERINTENDENT IS GOING TO ASK FOR A
NEW CLASSIFICATION. HE WANTS THE NEW PAY SCALE TO BE
3% ABOVE THE PRESENT SCALE FOR MECHANIC.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Steve Kjellsen		DATE 6/9/2020
EFFECTIVE DATE 6/3/2020	POSITION TITLE Temporary COVID-19 customer monitor	DEPARTMENT Courthouse
CURRENT STEP	NEW STEP	
CURRENT PAY RATE	NEW PAY RATE \$15.00 per hour	
REASONS FOR CHANGE temporary COVID-19 customer monitor		

EMPLOYEE SIGNATURE



DEPARTMENT HEAD SIGNATURE

DATE

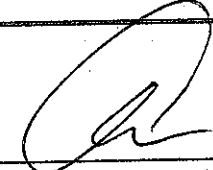
COUNTY COMMISSIONERS


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 <i>Adam Reeves</i>		DATE <i>6-9-20</i>
EFFECTIVE DATE <i>6-1-20</i>	POSITION TITLE <i>Deputy Sheriff</i>	DEPARTMENT <i>sheriff</i>
CURRENT STEP <i>Step 6</i>	NEW STEP <i>Step 7</i>	
CURRENT PAY RATE <i>\$25.52 / \$4440.48</i>	NEW PAY RATE <i>\$26.37 / \$4588.38</i>	
REASONS FOR CHANGE <i>Anniversary step</i> <i>(education incentive)</i>		

EMPLOYEE SIGNATURE *X* 

DEPARTMENT HEAD SIGNATURE 

DATE *6-9-20*

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 10 2020

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Todd Warne</i>		DATE <i>6-11-2020</i>
EFFECTIVE DATE <i>1-1-2020</i>	POSITION TITLE <i>Shop Foreman Mechanic</i>	DEPARTMENT <i>Hwy</i>
CURRENT STEP <i>14</i>	NEW STEP <i>14</i>	
CURRENT PAY RATE <i>\$25.52</i>	NEW PAY RATE <i>\$26.18</i>	
REASONS FOR CHANGE		

EMPLOYEE SIGNATURE *Todd Warne*

DEPARTMENT HEAD SIGNATURE *Kirk Hartley*

DATE *6-11-2020*

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 Jeff Argo		DATE 6-9-20
EFFECTIVE DATE 7-1-20	POSITION TITLE Maintenance 2	DEPARTMENT Highway
CURRENT STEP 4	NEW STEP 5	
CURRENT PAY RATE \$3537.42 (20.33)	NEW PAY RATE \$3650.52 (20.98)	
REASONS FOR CHANGE Anniv Date		

EMPLOYEE SIGNATURE *JA*

DEPARTMENT HEAD SIGNATURE *Luik Hartley*

DATE **6-9-2020**

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>Robyn Ritter</i>		DATE <i>6-9-20</i>
EFFECTIVE DATE <i>7-1-20</i>	POSITION TITLE <i>Maintenance 2</i>	DEPARTMENT <i>Highway</i>
CURRENT STEP <i>7</i>	NEW STEP <i>8</i>	
CURRENT PAY RATE <i>3892.38 (22.37)</i>	NEW PAY RATE <i>3951.54 (22.71)</i>	
REASONS FOR CHANGE <i>Anniv Date</i>		

EMPLOYEE SIGNATURE *Robyn Ritter*

DEPARTMENT HEAD SIGNATURE *Rick Hartley*

DATE *6-9-2020*

COUNTY COMMISSIONERS _____

DATE _____

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

Cindy Brugman

From: Sarah Petersen
Sent: Thursday, June 11, 2020 10:06 AM
To: Cindy Brugman; Myron Johnson
Cc: Troy VanDusen
Subject: FW: travel request
Attachments: [Untitled].pdf

Attached is a travel request.

I was contacted by Kim Tvedt with Department of Corrections to present at their annual training this fall. I presented about 10 years ago, her boss asked to have me speak this year. Kim stated that in all the years she has work only once or twice has her boss made a request for a specific presenter.

The event will be held in Mitchell. There is to be an estimated 25 people in the audience. Of course, travel plans could change dependent upon COVID-19.

Sarah

From: Sarah Petersen <codwelfare@codington.org>
Sent: Thursday, June 11, 2020 10:23 AM
To: Sarah Petersen <codwelfare@codington.org>
Subject: travel request

Kim ~~Truet~~ Truet, contacted me to request me
to give presentation
D.O.C will cover expenses.

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Welfare

Name of traveling employee Sarah Petersen

Employee title Director Employee status exempt nonexempt

Purpose of travel Requested to Present at D.O.C Annual meeting

Method of transportation vehicle

Destination Mitchell SD

Departure date and time TBD Destination arrival date and time TBD

Return departure date and time TBD Return arrival date and time TBD

Conference is September 1-3 - will know travel
Costs of travel when ~~time~~ slot scheduled.

(D.O.C) Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) None
Dept of Corrections will cover expenses.

Lodging expense None -

Covered by D.O.C

Meals None Registration None

Other costs None

Overtime costs involved in the requested travel NO

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs?

Yes No If no, why _____

Is this travel a budgeted item? Yes No

County Commission

Travel request approved: yes no Comments _____

Commission Chairman, _____ Date _____