

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Courthouse, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, 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 23<sup>rd</sup>, 2020; at the Codington County Courthouse**

**Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.**

**Official Proceedings  
County of Codington, Watertown, South Dakota  
Codington County Courthouse  
14 1<sup>st</sup> Ave SE**

June 16, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 16, 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, Lee Gabel, 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 Gabel, second by VanDusen, to approve the June 16 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Gabel, to approve the minutes of June 9, 2020; all voted aye; motion carried.

**MONTHLY REPORTS**

**Facilities Manager, Steve Molengraaf**, reported on the following: Courthouse – offices have been supplied with plexiglass shields as applicable and all offices are now open to the public. Detention Center – the food storage room has been completed. Extension Center Complex – the Ag. Committee is looking at fencing updates inside the sale ring, building a new sale block, and installing additional electrical outlets in the barn area. Weed Dept. – the poison hemlock larvae collection in Rapid City has been completed along with distribution of same in area Counties, and roadside spraying has started. Memorial Park – Campground Manager, Scott Wahl, was present and updated the Board on events at Memorial Park. The Campground Managers intend to explore a cloud based computer system for the campground in the future, winds and recent storms have caused tree damage at the Park causing a disruption to the power and phone lines, the campground has been full the past few weekends with waiting lists for camping spots in the upcoming weekends, and the campground is currently experiencing a shortage of firewood to sell. **Highway Supt., Rick Hartley**, updated the Board on the following: patching has been completed, plugged culverts have been replaced and ends have been cleaned out, 4 spots on County 8-1 are in the process of being built up, rip rap is being stockpiled for future needs, the damaged bridge rail has been repaired and a bill has been submitted to the responsible insurance company, tree damage has been cleaned up on several County roads after recent winds and storms, a three inch rain on June 9<sup>th</sup> has resulted in the closure of County road 10 in the Henry area, and Blattner Energy has started the 2<sup>nd</sup> phase of the wind tower project, are narrowing up approaches, along with cleaning up in the area of the 1<sup>st</sup> phase of the project. There are numerous miles of black top that will need replacing in the area of the 1<sup>st</sup> phase.

**SHOP FOREMAN EQUIPMENT MECHANIC JOB DESCRIPTION**

Highway Supt., Rick Hartley, presented the Board with a job description, of the Shop Foreman Equipment Mechanic position, for their approval. Motion by Gabel, second by Waterman, to approve the job description. The Highway Supt. indicated this job description includes an increased pay scale and

moves the current Mechanic to a Shop Foreman position. The pay scale for this position will be added to the County's payroll resolution. Discussion was held regarding the minimum qualifications portion of the job description. Upon vote of the Board; all voted aye; motion carried.

### **HUMAN RESOURCE AND LABOR NEGOTIATION SERVICES PROPOSALS**

Commissioner Gabel reviewed the two proposals received for Human Resource and Labor Negotiation Services.

<b><u>VENDOR</u></b>	<b><u>AMOUNT</u></b>
HR Executive Partners, Bloomington, MN	\$4,000.00 per mo.
Multi Business Solutions, Fergus Falls, MN	\$2,400.00 per mo.

Motion by Gabel, second by VanDusen, to accept the proposal from Multi Business Solutions. Commissioner Gabel noted that while the services within the proposals are very comparative, the proposal from HR Executive Partners included a wage and compensation study. When that cost is removed from the monthly proposed amount the amount remains higher than the proposed amount from Multi Business Solutions. Upon vote of Commissioner Gabel's motion; all voted aye; motion carried.

### **EMPLOYEE CELL PHONE STIPEND**

Facilities Manager, Steve Molengraaf, requested a \$25.00 monthly cell phone stipend for Maintenance employee, Bryan Bleeker, effective June 1, 2020. Motion by Gabel, second by Waterman, to approve the cell phone stipend as requested by the Facilities Manager; all voted aye; motion carried.

### **PERSONNEL CHANGES**

Steve Kjellsen, Temporary COVID-19 Customer Monitor, \$15.00 per hour, effective June 3, 2020; Adam Reeves, Deputy Sheriff, anniversary step increase, step 7/\$26.37 per hour, effective 6/1/2020; Todd Warne, promoted to Highway Shop Foreman Equipment Mechanic, step 14/\$26.28 per hour; Jeff Argo, Highway Maintenance II, anniversary step increase, step 5/\$20.98 per hour, effective 7/1/2020; Robyn Riter, Highway Maintenance II, anniversary step increase, step 8/\$22.71 per hour, effective 7/1/2020; Jenna Degen, new hire, Sheriff's Criminal Civil Support Coordinator, step 7/\$20.25 per hour, effective 6/15/2020; and David Hanchett, Seasonal Weed Sprayer, step 1/\$14.50 per hour, effective 6/1/2020. Motion by VanDusen, second by Gabel, to approve the aforementioned personnel changes; all voted aye; motion carried.

### **TRAVEL REQUEST**

Motion by Gabel, second by Waterman, to approve a travel request authorizing the Welfare Director to present at a South Dakota Department of Corrections annual training; all voted aye; motion carried.

### **BURN BAN ORDINANCE**

The Board held a brief discussion regarding the possibility of enacting the County's burn ban ordinance at an upcoming meeting. Discussion was also held regarding the discharge of fireworks on Lake Kampeska and at Memorial Park. Watertown City Council President, Glen Vilhauer, participated in the fireworks discussion via telephone conference.

### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Waterman, to adjourn at 10:05 a.m., until 9:00 a.m., Tuesday, June 23, 2020; all voted aye; motion carried.

ATTEST:

Cindy Brugman  
Codington County Auditor

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