

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, September 8, 2020

1. **Pledge of Allegiance**
2. **Call for public comment. Public comment may be submitted via telephone at 605-882-6248 and 605-882-6297**
3. **Conflict of interest items**
4. **Action to approve the September 8, 2020 agenda**
5. **Action to approve the minutes of September 1, 2020**
6. **Public Hearing and action to approve a resolution for the renewal of Northwestern Energy's power lines along Codington County public highways**
7. **Public Hearing on the 2021 Provisional Budget**
8. **Monthly reports**
 - a. **Auditor**
 - b. **Director of Equalization**
 - c. **2021 budget review – if needed**
9. **Action to approve Auditor's Acct. w/Treasurer and note Register of Deeds fees**
10. **Action to approve a part time election assistant in the Auditor's Office, if necessary**
11. **Ray Kranz, review of County employee health insurance renewal premiums and action to approve renewal premiums for employee health insurance with Sanford**
12. **Banner Associates, Inc., presentation on 2020 bridge inspections**
13. **Opening of bids for County road 8-2 grade raise project and action to award a bid**
14. **Discussion on Community Systems of Care Case Management**
15. **Discussion/possible action to enact a ban on opening burning**
16. **Action to approve claims for payment**
17. **Action/possible discussion on COVID-19 practices, procedures, policy**
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. **2020 SDACC convention, Sept. 14-15**
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, September 22nd, 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**

September 1, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 1, 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 Johnson 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 September 1, 2020 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of August 25, 2020; all voted aye; motion carried.

2021 PROVISIONAL BUDGET HEARING

The Board held a public hearing on the 2021 Provisional budget for Codington County. Chair Hanten asked for comments from the public and none were given. Commissioner Gabel suggested adding dollars to the Provisional budget for a wage compensation study, criminal justice study, and Welfare case management services. The Board will conduct additional public hearings at each meeting in September with adoption of the budget scheduled for September 29, 2020.

SECOND READING AND ADOPTION OF ORDINANCE #71

Zoning Officer, Luke Muller, gave the second reading of Ordinance #71. An ordinance entitled, an ordinance amending Article II definitions, Chapter 3.04 agricultural district of Article III district regulations, and adding Chapter 5.33 Solar Energy Systems (SES) of Article V General Provisions, of Ordinance 65, an ordinance amending Ordinance 15, an ordinance establishing comprehensive zoning regulations for Codington County, South Dakota, and providing for the administration, enforcement, and amendment thereof, pursuant to SDCL 11-2, 1967, and amendments thereof, and for the repeal of all resolutions and/or ordinances in conflict herewith. Motion by Johnson, second by Waterman, to adopt Ordinance #71. The Zoning Officer briefly reviewed the purpose of the ordinance. Upon vote of the Board; all voted aye; motion carried.

MONTHLY REPORTS

4-H/Youth Program Advisor, Jodi Loehrer, updated the Board on the following: 2020 Codington County Achievement Days; State small animal shows and State horse show were held the weekend of August 29th and 30th; the State Fair will be held September 3-7, with new practices and procedures due to COVID-19; in September youth will work on record books and award applications; and National 4H Week, will be observed October 4th through the 10th. **Veterans Service Officer, Todd Rose**, updated the Board on the following: training attended and certification as a State VSO; James Madsen is the new

State Field VSO with an office in Watertown; new computer and wi-fi equipment has been ordered; initial Veterans Court Mentorship training has been completed; 48 claims have been submitted via VetraSpec, 5 potential volunteers drivers are in the system to become qualified; and the local CBOC is working on details for a possible Flu clinic in late September or early October. The Veterans Service Office continues to work on updating office job descriptions; security background investigation training for the Veterans Benefit Management system; selection of the "Veteran of the Year"; setting up a computer in the office entry-way for Veterans use in preparing documents; and research continues on options for transporting Veterans to appointments and the DAV vehicle process.

NOTICE TO BIDDERS - RIP RAP, FABRIC, INSTALLATION AND HAULING

Motion by Gabel, second by Waterman, to approve a notice to bidders for installation and hauling of rip rap and fabric at three locations on County roads; all voted aye; motion carried. Opening of bids for this project will take place at the Board's meeting scheduled for September 22nd, 2020.

NOTICE TO BIDDERS - CULVERT INSTALLATION PROJECT 17-6

Motion by VanDusen, second by Gabel, to approve a notice to bidders to install three concrete culverts; all voted aye; motion carried. The opening of bids for this project will take place as the Board's regular meeting on Tuesday, September 22nd, 2020.

ABATEMENT OF ABANDONED MOBILE HOME PROPERTY TAXES

Motion by VanDusen, second by Johnson, to abate property taxes on an abandoned mobile home, property record 20271, due in 2017, 2018, 2019 & 2020, totaling \$185.01, per SDCL 21-54-21; all voted aye; motion carried.

TRAVEL REQUEST

Motion by Johnson, second by Waterman, to approve a travel request for the Emergency Management Director to attend the 2020 SDOEM conference; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Johnson, second by Gabel, to enter into executive session at 9:49 a.m., per SDCL 1-25-2, to discuss employee contract negotiations; all voted aye; motion carried. The Board returned to regular session at 10:49 a.m. Human Resource Representative, Natalie Remund, was present for executive session. No action was taken following executive session.

ADJOURNMENT

There being no further business to come before the Board a motion was made by VanDusen, second by Waterman, to adjourn at 10:49 a.m., until 9:00 a.m., Tuesday, September 8th, 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 \$ _____

RESOLUTION

RECITALS

I.

WHEREAS, NorthWestern Corporation, a Delaware Corporation, d/b/a NorthWestern Energy (NorthWestern), has filed an application with the Codington County Board of Commissioners pursuant to Chapter 31-26 of the South Dakota Codified Laws, seeking the right to erect and maintain poles, wires and necessary appurtenances and bury cable for the purpose of conducting electricity for lighting, heating and power purposes (Power Lines) on and along the county highways located in Codington County, South Dakota.

II.

WHEREAS, the Codington County Board of Commissioners has the jurisdiction and authority to grant the application of NorthWestern as set forth in paragraph I above, subject to such conditions as it may desire to impose.

NOW, THEREFORE, BE IT RESOLVED by the Codington County Board of Commissioners as follows:

1. That the application of Northwestern dated August 6, 2020, for permission to erect and maintain Power Lines on and along Codington County public highways is granted subject to the conditions set forth herein.
2. That this grant is for a period twenty (20) years from and after _____, 2020, or as may be extended by the Codington County Board of Commissioners in writing at a subsequent date.
3. That as consideration for this grant, NorthWestern agrees to indemnify and hold harmless Codington County, its officers and employees from any and all liability, damages, claims, demands or otherwise, whether the same is based on contract or otherwise in law or in equity associated with the design, construction, installation, operating, inspecting, repairing, maintaining, replacing or removal of the Power Lines along with all appurtenances thereto located pursuant to this grant, except such liability, damages, claims or demands which arise as a result of the negligence of the county, its officers, employees or agents.
4. That as additional consideration for this grant, NorthWestern agrees to restore, at its expense, the affected areas in as good condition as before said work was commenced and replace any structures affected, i.e. culverts and signs; and if the public highways in the county should be rebuilt or construction and maintenance of the county highways requires the removal or relocation of the Power Lines, it shall be solely at the expense of NorthWestern.
5. That the rights and conditions by this grant shall be binding upon the successors and assigns of NorthWestern.

6. This grant shall further be subject to all rules and regulations as specified in the current edition of the National Electrical Safety Code.
7. That this grant shall not be effective until execution of the acceptance of the conditions set forth below by NorthWestern.

Dated this _____ day of _____, 2020.

CODINGTON COUNTY BOARD OF COMMISSIONERS

By _____
Chairman, Board of County Commissioners

ATTEST:

Cindy Brugman, County Auditor

The foregoing resolution was made by Commissioner _____ and seconded by Commissioner _____, and upon a vote being taken thereon:

The following voted yea:

The following voted nay:

Whereupon the Chairman declared the resolution adopted.

AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

To the Honorable Board of County Commissioners, Codington County:

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of the County of Codington as of the last business day in August 2020

Cash on Hand	\$8,098.22
Checks in Treasurer' possession less than 3 days	\$77,216.27
Credit Card Charges	\$8,055.45
Cash Items	\$525.00
TOTAL CASH ASSETS ON HAND	\$93,894.94

RECONCILED CHECKING

Great Western Bank (Memorial Park)	\$18,184.95
Reliabank Dakota	\$22,382,976.13

INVESTMENTS

SD Public Funds Investment	\$7,254.40
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CERTIFICATES OF DEPOSIT

Dacotah Bank	\$0.00
First American Bank & Trust	\$0.00
First Premier Bank	\$0.00
Great Western Bank	\$0.00
GW - Home Federal Bank	\$0.00
Peoples State Bank	\$0.00
Plains Commerce Bank	\$0.00
Reliabank Dakota	\$0.00
Wells Fargo	\$0.00

TOTAL CASH ASSETS	\$22,502,310.42
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GENERAL LEDGER CASH BALANCES:

General	\$13,816,775.71
General restricted cash	\$500,000.00
Sp. Revenue	\$7,215,865.39
Sp. Revenue restricted cash	\$0.00
Trust & Agency	\$969,669.32
Schools	\$ 193,899.30
Townships	\$ 59,262.97
City/Towns	\$ 82,213.39

TOTAL GENERAL LEDGER CASH	\$22,502,310.42
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Dated this 8th day of September, 2020

County Auditor

FUND CASH BALANCES REPORT AS OF 09/01/2020
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	13,816,775.71
101	GENERAL RESTRICTED CASH	500,000.00
	TOTAL AT FUND GROUP:	14,316,775.71
204	ROAD & BRIDGE FUND	6,731,997.88
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	55,767.96
226	EMERGENCY MANAGEMENT FUND	138,692.46
228	VICTIM CRIME SERVICE FUND	37,995.62
229	DOMESTIC ABUSE FUND	2,380.48
231	W.I.C. FUND	17,394.67
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	39,197.84
250	MODERNIZATION/PRESERVATION	162,967.88
256	SEARCH & RESCUE FUND	29,470.60
	TOTAL AT FUND GROUP:	7,215,865.39
704	LAW LIBRARY FUND	.00
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	193,899.30
722	CIVIL TOWNSHIPS FUND	59,262.97
723	CITIES AND VILLAGES FUND	82,213.39
724	WATER DEVELOPMENT DIST. FUND	1,236.47
725	ADVANCE TAX COLLECTION FUND	.00
726	REGISTER OF DEEDS FUND	1,936.80
727	GAME, FISH & PARKS FUND	.00
728	CLERK OF COURT FUND	.00
729	TAX SALE REDEMPTION FUND	.00
733	SANITARY SEWER DIST. FUND	.00
734	DEPOSIT FUND	.00
735	TREASURER'S TRUST FUND	3,397.40
736	MUNICIPALITIES (5%) FUND	.00
738	COUNTY SCHOOL FUND	.00
741	911 TRUST AND AGENCY FUND	.00
742	STATE MOTOR VEHICLE FUND	614,204.99
746	AUTO EXCISE TAX FUND	.00
755	SALES TAX FUND	2,306.68
758	BOOKMOBILE FUND	281.56
766	LAW LIBRARY FUND	9,407.76
769	MODERN/PRESERATION RELIEF	1,522.00
770	FIRE DEPT. MONIES	.00
	TOTAL AT FUND GROUP:	969,669.32
	TOTAL:	22,502,310.42

OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF AUGUST, 2020

The sum of **\$43,185.10** in fees has been collected by me as Register of Deeds for AUGUST, 2020

Ann Rasmussen being duly sworn, deposes and says that she is the Register of Deeds in and for CODINGTON COUNTY, State of South Dakota; that the foregoing statement is a true and correct report of all fees collected by me as such Register of Deeds, as required by law, during the month of AUGUST, 2020

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this 2 day of Sep 2020

Cindy Brygma

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	<u>\$ 178.00</u>
County General Fund (\$5.00)	<u>\$ 445.00</u>
State EVRSS Fund (\$5.00)	<u>\$ 445.00</u>
State General Fund (\$3.00)	<u>\$ 267.00</u>
TOTAL	<u>\$ 1,335.00</u>

CERTIFIED DEATHS

County General Fund (\$5.00)	<u>\$ 340.00</u>
State General Fund (\$4.00)	<u>\$ 272.00</u>
State EVRSS Fund (\$6.00)	<u>\$ 408.00</u>
TOTAL	<u>\$ 1,020.00</u>

FILED

SEP -2 2020

CODINGTON COUNTY AUDITOR

Receipt Totals

By Date: 8/1/2020 12:00:00 AM - 8/31/2020 11:59:59 PM; Departments: All; Cash based.

Codington County

Tuesday, September 01, 2020 10:40 AM

Summary:

Receipt Item Totals		Paid	Charged	Debited	Total
Document:		\$35,785.00	\$1,094.00	\$0.00	\$36,879.00
Non Document:		\$4,135.50	\$1,760.40	\$0.00	\$5,895.90
Subtotal:		\$39,920.50	\$2,854.40	\$0.00	\$42,774.90
Payment on Account Totals					
Applied:		\$3,264.60			
Refunded:		\$0.00			
Unposted:		\$0.00			
Net Posted:		\$3,264.60			
Payments & Refunds					
ACH:		\$2,840.00			
Cash (Refund):		-\$0.50			
Cash:		\$3,106.50			
Check:		\$37,209.10			
Money Order:		\$30.00			
Total:		\$43,185.10			

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00 Marriage License 1	\$350.00	\$350.00	\$0.00	\$0.00
101-0-341.21 Reg. Deeds Filing/Recording 2	\$14,401.00	\$13,221.00	\$1,180.00	\$0.00
101-0-341.22 Reg. Deeds Transfer fees 3	\$19,919.00	\$19,919.00	\$0.00	\$0.00
229-0-321.00 Domestic Abuse Marriage Lic. 6	\$1,050.00	\$1,050.00	\$0.00	\$0.00
726-0-209.00 Reg. Deeds Fees - State 8	\$1,570.00	\$1,220.00	\$350.00	\$0.00
101-0-341.29 Reg. Deeds Other Fees 4	\$3,040.10	\$1,535.50	\$1,504.60	\$0.00
250-0-341.21 M&P Relief ROD Filing/Rec 7	\$1,713.00	\$1,575.00	\$138.00	\$0.00
769-0-209.00 M&P Relief ROD Allocation 9	\$1,142.00	\$1,050.00	\$92.00	\$0.00
Total:	\$43,185.10	\$39,920.50	\$3,264.60	\$0.00

Accounting Dept

**CODINGTON COUNTY
NOTICE TO BIDDERS**

168th Street Grade Raise
Codington County, South Dakota

Sealed Bids will be received by the Board of Commissioners of Codington County, South Dakota until 9:00 AM local time on Tuesday, the 8th day of September 2020 for the above referenced project. Bids will be received in the Codington County Auditor's Office located at 14 First Avenue SE, Watertown, SD 57201. Bids shall be prepared and submitted in accordance with the Bidding Documents. Codington County reserves the right to accept or reject any and/or all Bids as set forth in the Bidding Documents.

At or shortly after the time named above and within the Commission Chambers, such Bids will be publicly opened and read aloud. Bids will be reviewed by the Codington County at a subsequent meeting of the Codington County Commissioners.

The Project includes the following Work:

- 18,050 CY of Contractor Furnished Borrow and 6,500 Tons of Class B Riprap
- Additional items as set forth in the Contract Documents.

Each bid shall be accompanied by a Bid Security as described in the Bidding Documents. The Successful Bidder will be required to provide Payment and Performance Bonds as described in the Bidding Documents.

Bidding Documents may be examined at the locations listed:

Codington County, SD 1201 10 th St NW Watertown, SD 57201 Ph: 605-882-6271	Clark Engineering Corp 1410 W Russell St Sioux Falls, SD 57104 Ph: 605-331-2505	Clark Engineering Corp 3314 Milwaukee Ave NE, Ste 2 Aberdeen, SD 57401 Ph: 605-225-3494	Clark Engineering Corp 114 1 st Avenue NW Watertown, SD 57201 Ph: 605-878-0414
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The Bidding Documents may also be examined at the following locations: Sioux Falls Builders Exchange or Plains Builders Exchange both in Sioux Falls, South Dakota.

An electronic copy of the Plans and Specifications on a compact disc may be obtained from the Watertown office of Clark Engineering Corporation upon payment of \$40.00 to Clark Engineering for shipping and handling or Plans and Specifications may be downloaded from the <http://www.clark-docs.com> web site upon a payment of \$20.00. A printed 11" x 17" size set of Plans and Specifications may be obtained from the Watertown office of Clark Engineering Corporation upon payment of \$100.00 to Clark Engineering for shipping and handling. All payments are non-refundable. Upon request, one copy of Plans and Specifications shall be furnished, without charge, to each Contractor resident in South Dakota who intends, in good faith, to bid upon the project.

A pre-bid conference will not be held.

Cindy Brugman
Codington County Auditor

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Published twice at the total approximate cost of \$_____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Director of Equalization

Name of traveling employee Shawna Constant & Heidi Selchert

Employee title Director & Appraiser II Employee status exempt nonexempt

Purpose of travel District & Meeting

Method of transportation County Vehicle

Destination Aberdeen, SD

Departure date and time 9/10/20-TBD Destination arrival date and time 9/10/20-TBD

Return departure date and time 9/10/20-TBD Return arrival date and time 9/10/20-TBD

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) N/A

Lodging expense N/A

Meals N/A Registration N/A

Other costs _____

Overtime costs involved in the requested travel N/A

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 _____

FILED

AUG 31 2020