

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 22, 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 22, 2020 agenda**
- 5. Action to approve the minutes of September 8, 2020**
- 6. Public Hearing on the Codington County Five Year Highway and Bridge Improvement Plan**
- 7. Public Hearing on the 2021 Provisional Budget and action to adopt Budget and Levy Resolution**
- 8. Monthly reports**
 - a. Welfare Director**
 - b. Facilities Manager**
 - c. Highway Superintendent**
- 9. Action to authorize the Chair to sign agreement for 168th Street Grade Raise project**
- 10. Opening of bids for rip rap installation and action to award a bid**
- 11. Opening of bids for culvert installation and action to award a bid**
- 12. Action to approve purchase of an automated kiosk for 24/7 PBT testing**
- 13. Action to hire a Criminal Civil Support Coordinator utilizing a pool of previous applicants**
- 14. Action to purchase/upgrade the injection system for a Weed Dept. spray truck**
- 15. Action to approve a resolution to cancel outdated warrants**
- 16. Action to approve LATC student job shadow in the Welfare Office**
- 17. Discussion/possible action to enact a ban on opening burning**
- 18. Action to approve claims for payment**
- 19. Action/possible discussion on COVID-19 practices, procedures, policy**

- 20. Action to approve automatic budget supplements**
- 21. Action to approve personnel changes**
- 22. Action to approve travel requests**
- 23. Public Notices – a possible quorum of Commissioners could be in attendance at:**
- 24. Old Business**
- 25. New Business**
- 26. Open**
 - a. Public Comments**
 - b. Commission Comments**
- 27. 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)**
- 28. Action to adjourn until 9:00 a.m., Tuesday, September 29th, 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 22, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 22, 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. Auditor, Cindy Brugman, 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 September 22, 2020 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of September 8, 2020; all voted aye; motion carried.

CODINGTON COUNTY FIVE YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN

The Board held a public hearing for input on the development of the Codington County Five Year County Highway and Bridge Improvement Plan. Chair Hanten asked for comments from the public present for this meeting. No comments were offered. The Chair then closed the public hearing. A roster of the public was taken of those in attendance for this public hearing.

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.

MONTHLY REPORTS

Welfare Director, Sarah Petersen, provided the Board with a report of statistics from the Welfare office for the month of July 2020. 16 people were served for the following: 8 housing, 6 medical, 4 homeless, 1 economic assistance, 7 utilities, 3 burials, 1 transportation, and 1 ESG client (Emergency Services Grant); there were \$3,105.00 in funds expended by the County for these contacts and costs in the amount \$8,350.00 were avoided by using other resources. The Welfare Director provided the Board with a breakdown of the hours spent on each type of service provided and referral numbers to other agencies. The Welfare Director advised the Board that clients of the County caused damage to the room that the County rents, for persons in need, at a local motel. The Welfare Director reported on recent meetings attended. The Welfare Director provided the Board with data to support an in-office case manager position which would come at an added cost of approximately \$28,000.00 per year in wages. **Facilities Manager, Steve Molengraaf**, reported: The Courthouse is fully staffed at this time and the concrete ramp project at the south entrance has been completed. Detention Center – phone line issues are occurring and the water heaters that have been on back order should be installed soon. Extension Center Complex – the facility has been used for several meetings and auction sales. The floor tiling project will

begin today. Memorial Park – the campground continues to be near full on weekends and the floor tiling project and roofing repairs are scheduled. The facility is in need of a policy board to advise campers of campground rules and regulations. Weed Dept. – one third of the Townships have been sprayed, State roads are nearing completion, a few County roads remain to be sprayed; the State Weed Commission meeting was recently held in Watertown; and an influx of Canadian Thistles have been spotted in the County. West Nile testing is basically wrapped up for the season and invoices have been mailed.

Highway Supt., Rick Hartley, reported: a change order will be coming for the bridge work on County Road 4; fall mowing has begun; graveling is taking place on County Road 8-2; and several spots on County Road 8-1 are still being worked on. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled during the months of July and August 2020, for the Detention Center and Sheriff’s Office: fees collected in the month of August in the amount of \$7,005.50 were retained by the County; 685 (July) 735 (August) cases/calls for service; responded to 9 (July) 4 (August) accidents; 585 (July) 84 (August) arrest warrants served; 196 (July) 174 (August) sets of civil papers served; 3,845 (July) 3,160 (August) inmate transport miles; average daily inmate population 38.29 (July) 40.39 (August) (high of 42 (July) 35 (August) and low of 34 (July) 46 (August); 1 (July) 1 (August) individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 0 individuals testing daily for PBT’S; 41 (July) 46 (August) individuals reporting twice weekly for UA Drug testing; 4 (July) 4 (August) individuals using sweat patches; 187 (July) 218 (August) bookings; \$9,495.00 (July) \$10,210.00 (August) collected in fees for out of county prisoner contracts; \$0.00 collected in work release fees; \$2,537.00 (July) \$1,511.00 (August) collected in fees for the 24/7 program; and \$184.00 (July) \$326.00 (August) collected in SCRAM fees, which were remitted to the office of the SD Attorney General. Sheriff Howell noted his office is participating in the Avera E-Care pilot program which provides iPads for deputies responding to calls for persons with mental health issues/crisis. The deputies then can utilize their CIT (Crisis Intervention Training) skills to de-escalate the situation.

WELFARE OFFICE LATC JOB SHADOW

Motion by Gabel, second by Johnson, to allow a Community Healthcare Worker student, at LATC, to job shadow in the Welfare Office; all voted aye; motion carried.

WEED TRUCK INJECTION SYSTEM

Motion by Johnson, second by Waterman, to upgrade and purchase a new injection system for one of the Counties weed trucks in the amount of \$14,625.67, from C&R Supply, as budgeted; all voted aye; motion carried.

168TH STREET GRADE RAISE PROJECT AGREEMENT

Motion by Gabel, second by VanDusen, to authorize the Chair to sign the project agreement, for the 168th Street grade raise project, which was awarded by bid to Clausen and Sons Construction; all voted aye; motion carried.

RIP RAP BIDS

The following bid was received, opened and announced by Highway Supt., Rick Hartley, for a rip rap project on County 10-1, 8-1A, and 23-6.

BIDDER	TOTAL BID
Clausen and Sons Construction Watertown, SD	\$222,570.00

Motion by VanDusen, second by Waterman, to accept the bid from Clausen and Sons Construction, the only bid received; all voted aye; motion carried.

CULVERT INSTALLATION BIDS

The following bid was received, opened, and announced by Highway Supt., Rick Hartley, for a culvert installation project on County Road 17-5 (449th Ave).

BIDDER	TOTAL BID
Deutsch Excavating Watertown, SD	\$34,942.66

Motion by VanDusen, second by Watertown, to accept the bid from Deutsch Construction, the only bid received; all voted aye; motion carried.

AB KIOSK AUTOMATED MONITORING SOLUTION – 24/7 PROGRAM

Sheriff, Brad Howell and Chief Correctional Officer, Matt Blackwelder, met with the Board to request authorization to purchase an AB Kiosk Automated Monitoring Solution to aid in the 24/7 breath testing program which has been suspended during the COVID-19 event. The cost for the Kiosk is \$16,200 a year with unlimited use. Motion by VanDusen second by Waterman, to approve the purchase of the Kiosk, in the amount of \$16,200, from Precision Kiosk Technologies; all voted aye; motion carried.

CRIMINAL CIVIL SUPPORT COORDINATOR POSITION

Motion by Gabel, second by Johnson, to approve the hiring of a Criminal Civil Support Coordinator employee for the Sheriff's Office to replace an employee who is resigning; all voted aye; motion carried. Applications, received in June of 2020, for this same position will be used to fill the position.

RESOLUTION TO CANCEL OUTDATED WARRANTS

Resolution #2020-25

The following unclaimed checks and warrants are being presented, for cancellation to the Board of County Commissioners of Codington County, pursuant to SDCL 7-22-17.

NUMBER	NAME	AMOUNT
149433	NICHOLS TILLAGE TOOLS INC	\$ 75.76
149436	UNITED PARCEL SERVICE	\$ 668.30
149557	ANNETT JOHN	\$ 10.84
149585	BUCHOLZ CASSIDIE	\$ 10.00
149864	WOHLLEBER ALYSSA	\$ 10.84
150059	HINES KRISTINA	\$ 20.00
150639	KAYS BRAD	\$ 25.00
150652	BRENDEN COLE	\$ 18.33
150681	TRACY STEPHEN	\$ 10.00
150684	WOLFE JEFFREY	\$ 151.04
150805	EVEN VIRGINIA	\$ 10.84
150843	HOFFMAN KIMBERLY	\$ 10.84
150904	MILLER NICOLE	\$ 20.00
151061	YOUNG SAMANTHA	\$ 11.68
151394	FAWCETT JEREMIAH	\$ 20.00
151404	FROST HEATHER	\$ 20.00

151406	FROST JOE	\$ 20.00
151430	HELLER JUSTIN	\$ 11.68
151471	LUSK TRAVIS	\$ 20.00
151542	RILEY MARSHA	\$ 10.84
151558	SCHULL JANICE	\$ 12.52
151788	HELLE ALLY	\$ 3.67
151810	MCELHANY LOGAN	\$ 5.00
151846	MEYER DELORES	\$ 14.44
152221	BROWN BRANDON	\$ 20.00
152629	HANSON SAMANTHA	\$ 20.00
153071	SCHLENKER RYAN	\$ 20.00
153250	KALLHOFF KYLE	\$ 2.00
153356	MICKEY KIMBERLY	\$ 20.00
153712	WIRT BROOKE	\$ 20.00

Total Remitted as Unclaimed Property \$1,293.62

Motion by Gabel, second by Waterman, to approve the above and foregoing resolution; on this 22nd day of September, 2020; all voted aye; motion carried.

Brenda Hanten

Chair, Codington County Commissioners

ATTEST:

Cindy Brugman

Codington County Auditor

CLAIMS

Motion by Johnson, second by Gabel, to approve for payment the following list of claims; all voted aye; motion carried: VISA Reliabank 2,736.70 sup/trav; Post Office 500.00 election postage; City of Watertown 22,763.29 July 911 surcharge collections.

PERSONNEL CHANGES

Motion by Waterman, second by Gabel, to approve the following personnel change; all voted aye; motion carried: Rusty Mathews, Deputy Sheriff; anniversary step increase; step 12/\$28.41 per hour; effective date 9/15/2020.

TRAVEL REQUEST

Motion by Waterman, second by Gabel, to approve the following travel requests; all voted aye; motion carried: Highway Supt., Rick Hartley; Superintendents meeting and class and Annual Regional Local Road Conference. Emergency Management Director, Jamie Torstenson; Field Force Command & Planning for Executives class.

EXECUTIVE SESSION

Motion by VanDusen, second by Waterman, to enter into executive session at 10:44 a.m., per SDCL 1-25-2, to discuss employee contract negotiations; all voted aye; motion carried. The Board returned to

regular session at 12:07 p.m., Commissioner VanDusen was excused at 11:21 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 Johnson, second by Waterman, to adjourn at 12:07 a.m., until 9:00 a.m., Tuesday, September 29th, 2020; all voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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