

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, October 20, 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 October 20, 2020 agenda**
5. **Action to approve the minutes of October 13, 2020**
6. **Presentation of SD GFP lifesaving awards**
7. **Monthly reports**
 - a. **Facilities Manager**
 - b. **Highway Superintendent**
8. **Action to approve the purchase of a copy machine for the States Attorney's Office as budgeted**
9. **Action to approve a transfer of Commissioner's Contingency to the Legal Catastrophic Budget, \$7,516.00**
10. **Action to approve the application for a Weed & Pest Fund Grant for FY2022**
11. **Action to authorize the Chair to sign contract for development of the Hazardous Material Plan**
12. **Discussion/possible action to accept a proposal for a compensation study**
13. **Discussion/possible action to rescind the County's ban on open burning**
14. **Action to approve claims for payment**
15. **Action/possible discussion on COVID-19 practices, procedures, policy**
16. **Action to approve automatic budget supplements**
17. **Action to approve personnel changes**
18. **Action to approve travel requests**
19. **Public Notices – a possible quorum of Commissioners could be in attendance at:**
20. **Old Business**
21. **New Business**
22. **Open**
 - a. **Public Comments**
 - b. **Commission Comments**

23. 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)**

24. Action to adjourn until 9:00 a.m., Tuesday, October 27th, 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**

October 13, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, October 13, 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 VanDusen, lead the pledge of allegiance.

CALLS FOR PUBLIC COMMENT

Chair Hanten noted public comment will be taken during the open portion of the meeting.

CONFLICT OF INTEREST ITEMS

There were no conflict of interest items to note.

AGENDA APPROVED

Motion by Johnson, second by VanDusen, to approve the October 13, 2020 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Gabel, second by VanDusen, to approve the minutes of October 6, 2020; all voted aye; motion carried.

HIGHWAY SUPERINTENDENT RE-APPOINTMENT

Motion by Gabel, second by VanDusen, to re-appoint Highway Superintendent, Rick Hartley, for a period of 2 years, per SDCL 31-11-1; all voted aye; motion carried.

WILLOW CREEK BANK STABILIZATION PROJECT CHANGE ORDER

Motion by Gabel, second by Johnson, to approve a change order for the Willow Creek Bank Stabilization project, resulting in a decrease, to the overall cost of the project, in the amount of \$23,489.00; all voted aye; motion carried.

MONTHLY REPORTS

Director of Equalization, Shawna Constant, reported the end of the assessment year is November 1st and the Director's office will be working on building permits and other items in preparation for the mailing of assessment notices on March 1st, 2021. **Auditor, Cindy Brugman**, updated the Board on progress of the tax levy process, the election process, current absentee voting numbers and CARES Act reimbursement funds.

DIRECTOR OF EQUALIZATION OFFICE COMPUTER EQUIPMENT

Motion by Johnson, second by Gabel, to approve the purchase of 4 computers for the Director of Equalization office, from Connecting Point, in the amount of \$5,379.00; all voted aye; motion carried.

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

Motion by VanDusen, second by Gabel, 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 September 2020, all present voted aye; motion carried.

Cash on hand	\$	4,208.73
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Codington County, October 13, 2020

Checks in Treasurers' possession	
less than 3 days	\$ 100,727.55
Credit Card Charges	\$ 7,224.68
Cash Items	\$ 678.02
TOTAL CASH ASSETS ON HAND	\$ 112,838.98
RECONCILED CHECKING	
Great Western Bank Checking (Memorial Park)	\$ 14,775.00
Reliabank Dakota	\$22,431,261.99
INVESTMENTS	
SD Public Funds Investment	\$ 7,254.43
TOTAL CASH ASSETS	\$22,566,130.40
General Ledger Cash Balance by Funds:	
General	\$13,764,426.73
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 7,075,305.16
Trust & Agency	\$ 1,226,398.51
(schools 458,100.67, townships 56,378.68; city/towns 112,834.62)	
TOTAL GENERAL LEDGER CASH	\$ 22,566,130.40

The Board noted Register of Deeds fees in the amount of \$40,303.65 were collected in the month of September, 2020.

SURPLUS PROPERTY DECLARATION

Motion by Gabel, second by VanDusen, to declare the following property in the Sheriff's Office, surplus, to be destroyed: Lenovo ThinkPad laptop s/n R9C94HY; Panasonic Toughbook s/n 2DTYA64902; Panasonic Toughbook s/n 2LTYA12888; HP ProBook s/n 5CG62541G7. All present voted aye; motion carried.

NOVEMBER 3RD MEETING DATE CHANGE

Motion by Gabel, second by Waterman, to change the November 3rd meeting date to Thursday, November 5th; all voted aye; motion carried.

HOMELESS CLIENTS HOTEL ROOM DAMAGES

Motion by VanDusen, second by Johnson, to pay for damages, caused by County clients, to a hotel room at the Guest House, in the amount of \$1,469.00. Discussion was held regarding the damages incurred and the possibility of the County recovering costs through court ordered restitution. Substitute motion by Waterman, second by Gabel, to pay 80% of the \$1,469.00, amounting to \$1,175.20; all voted aye; motion carried. The Board also discussed the possibility of eliminating the rental of this room in the future and will study data and needs before taking action.

RESOLUTION TO BAN OPEN BURNING

Emergency Management Director, Jamie Torstenson, met with the Board to recommend enacting the County Ordinance to ban open burning. Motion by VanDusen, second by Waterman, to adopt Resolution 2020-28, enacting a ban on open burning in Codington County, effective immediately, all voted aye; motion carried:

RESOLUTION #2020-28

A RESOLUTION DECLARING A FIRE DANGER EMERGENCY IN CODINGTON COUNTY PROHIBITING ANY OPEN BURNING

WHEREAS, due to drought conditions prevalent in Codington County and due to recent temperatures and high winds, a fire danger emergency now exists within Codington County, South Dakota,

NOW THEREFORE BE IT RESOLVED, by the Codington County Board of Commissioners that a Fire Danger Emergency is hereby declared and until this resolution be otherwise rescinded by the Codington County Board of Commissioners, all open burning as defined in Codington County Ordinance #13-A is hereby prohibited within the boundaries of Codington County, South Dakota, exclusive of any incorporated municipality within the County, and

BE IT FURTHER RESOLVED, that this Resolution is declared to be necessary for the immediate preservation of the public safety in accordance with the provisions of SDCL 7-18-A-8, effective immediately, and shall continue in force and affect until rescinded by the Codington County Board of Commissioners.

Dated this 13th day of October, 2020

Brenda Hanten
Commission Chair

ATTEST:

Cindy Brugman
Codington County Auditor

CLAIMS APPROVED

Motion by Johnson, second by Gabel, to approve for payment the following list of claims; all voted aye; motion carried: ACCREDITATION, AUDIT AND 150.00 SVC, AUTOMATIC BUILDING CONTROLS 240.00 SVC, ADVANCED CONCRETE LLC 2040.82 REP, AGTERRA TECHNOLOGIES, INC 140.00 SVC, ALCOHOL MONITORING SYSTEMS 202.00 SVC, ANDOR, INC. 5.80 SUP, APPLIED CONCEPTS, INC 150.00 REP, JEFFREY ARGO 25.00 UTILITIES, AUSTIN LAW OFFICES 10419.00 SVC, AVERA MCKENNAN HOSPITAL 1430.82 SVC, AXON ENTERPRISE, INC 1591.50 EQUIP, BANNER ASSOCIATES, INC 8032.55 REPAIRS/MAINT., BOB BARKER CO. 726.72 SUP, BATTERIES UNLIMITED 105.00 REPAIRS/MAINT., BEACON CENTER 4323.50 SVC, RAMONA BEARHILL 116.80 JURY, ALLEN BENCK 25.00 UTILITIES, BEST WESTERN OF HURON 480.00 TRAV, BEST WESTERN PLUS RAMKOTA 879.91 TRAV, BRYAN BLEEKER 25.00 CELL, BORNS GROUP 25.51 POST, BORNS GROUP 8315.32 POST, BOYS & GIRLS CLUB 1541.67 SVC, BRIAN'S GLASS & DOOR INC. 350.00 REPAIRS/MAINT., BRITE 689.00 EQUIP, BROWNELL'S, INC 885.25 SUP, BROWNLEE CONSTRUCTION 6924.00 SUPPLIES, CINDY BRUGMAN 121.36 TRAV, JERRY BUNDE 101.68 JURY, BURNS LAW OFFICE 3000.00 SVC, BUTLER MACHINERY 4114.48 SUPPLIES, C&C RENTALS 350.00 RENT, CAHILL FUNERAL CHAPEL 300.00 SVC, JEFF CASE 25.00 UTILITIES, CENTURYLINK 660.20 UTIL, CERTIFIED LANGUAGES INTERN 49.50 SVC, CHILD'S VOICE ROUTE # 6361 112.50 SVC, CLARK ENGINEERING 15051.21 REPAIRS/MAINT., CODINGTON-CLARK ELECTRIC COOPE 35.53 UTILITIES, COD CO CLERK OF COURTS 200.00 PMT, CODINGTON TREASURER PETTY CASH 153.02 REIMB, DENISE CODY 6.00 SVC, COLE PAPERS, INC. 1140.82 SUP, COLE'S PETROLEUM 19010.06 SUPPLIES, COMPASS COUNSELING 3600.00 SVC, CONNECTING POINT COMPUTER CENT 14708.66 REP, CONNECTING POINT 70.00 UTILITIES, CONSOLIDATED CORRECTIONAL 10277.35 SUP, SHAWNA CONSTANT 25.00 CELL, COUNTY FAIR FOODS 59.62 SUP, C & R SUPPLY 14760.78 SUP, CREATIVE REWARDS 135.00 SUP, CREATIVE VISIONS 55.00 SVC, CREDIT COLLECTIONS BUREAU 531.74 PMT, CREDIT COLLECTIONS BUREAU 839.47 PMT, CULLIGAN WATER CONDITIONING 401.50 SUP, BRYCE DAHLE 52.52

Codington County, October 13, 2020

JURY, DAKOTA PORTABLE TOILETS, INC 300.00 RENT, MATTHEW DARGATZ 25.00 UTILITIES, DATA TRUCK 139.98 UTIL, DEUTSCH EXCAVATING 60792.52 OTHER EXP., DIAMOND MOWERS, INC 331.08 REPAIRS/MAINT., JAMIE DOLEN 25.00 UTILITIES, DUGAN SALES & SERVICE 176.90 REP, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, ELECTION SYSTEMS & SOFTWARE 4991.23 SUP, ELECTRIC MOTORS & MOORE INC 81.00 REP, ENGELSTAD ELECTRIC CO. 624.41 REP, MARIA ESCAMILLA 40.00 CELL, WILLIAM EUBANK 111.76 JURY, RANDALL G. FALVEY 25.00 UTILITIES, FARNAMS GENUINE PARTS 334.94 SUPPLIES, FIRST DISTRICT ASSN OF LCL GOV 8154.43 SVC, TOWN OF FLORENCE-PEGGY LINDAHL 77.35 UTILITIES, ALLISON FORBUSH 25.00 CELL, COURTNEY FORTIN 103.36 JURY, DAVID FUCHS 103.36 JURY, BETHANY GABEL 50.84 JURY, D LEE GABEL 107.36 TRAV, GALLS, LLC 86.00 SUP, GLOCK, INC 87.00 SUP, BRENDA GLOVER 103.36 JURY, GREAT AMERICA FINANCIAL SVC 218.61 SVC, GREEN, ROBY, OVIATT, 5746.95 SVC, JUSTIN HALAJIAN 25.00 CELL, KEVIN HALVERSON 30.00 REPAIRS/MAINT., RICK HARTLEY 40.00 UTILITIES, RON HARTLEY 62.96 CELL, DAVID HEDDING 25.00 UTILITIES, HILLE & HENRISEN RIVER RIDGE 472.00 SVC, HILLYARD/SIOUX FALLS 208.32 SUP, ALLEN HOEKMAN 106.72 JURY, RICK HOLINKA 25.00 UTILITIES, LARRY HOWARD 40.00 CELL, HUMAN SERVICE AGENCY 21280.00 SVC, HYVEE #1871 ACCTS RECEIVABLE 472.11 SUP, INTERLAKES COMMUNITY ACTION 1323.50 PMT, JURGENS PRINTING 1135.00 SUP, MITCHELL KALLHOFF 25.00 UTILITIES, MARK KATTERHAGEN 72.00 SVC, KCH LAW 306.72 SVC, KENNEDY PIER LOFTUS & REYNOLDS 494.70 SVC, JOHN DEERE FINANCIAL 22.52 REPAIRS/MAINT., RICHARD KOHN 25.00 CELL, KRUSE LAW OFFICE 340.40 SVC, KELLI LARDY 105.40 SVC, LAWSON PRODUCTS 379.71 SUPPLIES, LEWIS & CLARK BHS 736.00 SVC, LEWNO LAW OFFICE 798.25 SVC, DARCY LOCKWOOD 66.00 SVC, JODI LOEHRER 814.00 CELL, STEVEN LOWRY 40.00 CELL, MAC TOOLS 142.99 SUPPLIES, MAC'S BLUE TARP CREDIT SERVICE 22.59 REPAIRS/MAINT., BLUE TARP FINANCIAL, INC 281.70 SUP, MACKSTEEL WAREHOUSE, INC. 29.65 REP, MACKSTEEL WAREHOUSE, INC. 43.35 SUPPLIES, MARCO, INC 358.91 RENT, NICHOLE MARK 106.72 JURY, MARSHALL & SWIFT/BOECKH, LLC 2056.30 MAINT, MATHESON TRI-GAS INC 254.39 SUP, RUSSELL MATHEWS 200.00 REIMB, TIMOTHY MCELHANY 101.68 JURY, MCKESSON MEDICAL SURGICAL 930.86 SUP, MCKINLEY MH RENTALS 305.00 RENT, MCLEOD'S PRINTING & OFFICE SUP 1032.40 SUP, MENARDS 320.30 SUP, MENARDS 52.86 SUPPLIES, MEND CORRECTIONAL CARE 14203.50 SVC, MIDCONTINENT COMMUNICATIONS 426.43 UTIL, MOE OIL COMPANY 1407.31 SUPPLIES, MICHAEL MORGAN 40.00 CELL, MULTI BUSINESS SOLUTIONS INC 2400.00 SVC, MUNICIPAL UTILITIES 12533.89 UTIL, MUNICIPAL UTILITIES 366.44 UTILITIES, JASON MURRAY 51.68 JURY, MYERS ENTERPRISES, INC 125.00 SUP, NEWMAN TRAFFIC SIGNS 4771.48 SUPPLIES, SHAWN NILLS 40.00 CELL, LUCAS NOGELMEIER 50.84 JURY, NORTHERN TRUCK 701.25 REPAIRS/MAINT., NORTHWESTERN ENERGY 353.36 UTILITIES, OFFICE PEEPS, INC. 3243.29 SUP, OFFICE PEEPS 160.03 SUPPLIES, CHRISTIAN OLSON 20.00 WIT, JERROD OLSON 40.00 CELL, OTTERTAIL POWER CO, 44.89 UTILITIES, MICHELLE PEDERSON 25.00 CELL, PETERS DISTRIBUTING, INC 1983.07 REP, SARAH PETERSEN 165.41 TRAV, PHARMCHEM INC 142.75 SUP, PHEASANTLAND INDUSTRIES 267.35 SUP, PITNEY BOWES 210.00 RENT, PMB 0112 218.38 UTIL, POMP'S TIRE SERVICE, INC. 6103.26 SUPPLIES, POMP'S TIRE SERVICE, INC 27.35 REP, PRAIRIE LAKES HEALTH CARE CENT 7372.71 SVC, PRO MAINTENANCE INC 19196.00 REP, MICHELLE RAML 105.04 JURY, ANN RASMUSSEN 124.00 TRAV, JULIA RAUSCH 130.24 JURY, RC FIRST AID 62.00 SUPPLIES, ADAM REEVES 40.00 CELL, REBECCA MORLOCK REEVES 40.00 CELL, CLINTON REID 20.00 WIT, BECCA REITER 40.00 CELL, ROBYN RITER 25.00 UTILITIES, ROBERTS COUNTY SHERIFFS OFFICE 50.00 SVC, ROGER'S AUTO 145.00 SVC, RON'S SAW SHOP 144.94 SUP, RUNNINGS 71.22 SUP, MARIAH SANDBURG 105.04 JURY, DEAN SCHAEFER COURT REPORTING 366.00 SVC, TREVER SCHIMMEL 40.00 CELL, BRAD SCHWINGER 25.00 UTILITIES, SD DEPARTMENT OF HEALTH 8813.00 SVC, SD DEPT OF

TRANSPORTATION 80662.53 OTHER EXP., SD STATE TREASURER 562382.83 OCTOBER REMITTANCE, SDACC 11879.00 SVC, SDACO 1120.00 PMT, SDN COMMUNICATIONS 1363.51 UTIL, MELISSA SEARS 25.00 CELL, SECURUS TECHNOLOGIES 5033.67 SUP, HEIDI SELCHERT 25.00 CELL, SHARP AUTOMOTIVE 82.97 REP, SIOUX RURAL WATER SYSTEM 52.30 UTILITIES, SIOUX VALLEY COOP 8012.58 SUP, SIOUX VALLEY COOP 107.48 SUPPLIES, SIOUX VALLEY GREENHOUSES 40.00 MAINT, DIANE SOGGE 50.84 JURY, LYNN SOLBERG 40.00 UTILITIES, BRENT SOLUM 154.09 REIMB, TOWN OF SOUTH SHORE 66.00 UTILITIES, SOUTH SHORE GAZETTE 940.23 PUB, STEVE STAHLKE 25.00 CELL, STAR LAUNDRY 1586.66 SUP, STAR LAUNDRY 156.30 SUPPLIES, STEVE'S WORLD 127.40 REPAIRS/MAINT., STOP STICK, LTD 1441.00 EQUIP, JEFFREY STOUT 20.00 WIT, SUTTON LAW OFFICE PC 17291.67 SVC, SCOTT SWANSON 25.00 CELL, T&M AUTOBODY, INC 127.93 REP, T&T TRUCKING 9049.45 REPAIRS/MAINT., KIMBERLY THOMPSON 142.00 JURY, THOMSON REUTERS-WEST 297.40 SVC, THURMAN LAW OFFICE 210.40 SVC, PRODUCTIVITY PLUS ACCOUNT 7428.11 REPAIRS/MAINT., DOUGLAS D. TORSTENSON 25.00 UTILITIES, TWO WAY SOLUTIONS, INC 224.97 SUP, UND FORENSIC PATHOLOGY 272.53 SVC, UNITED LABORATORIES 270.00 SUP, VAN DIEST SUPPLY COMPANY 5277.60 SUP, TYLER VARNS 40.00 CELL, VAST BUSINESS 239.97 UTIL, VAST BROADBAND 49.95 UTILITIES, VERIZON WIRELESS 1405.13 UTIL, VERIZON WIRELESS - VSAT 50.00 SVC, GREAT WESTERN BANK 15.96 TRAVEL & CONF., GREAT WESTERN BANK 651.96 PMT, GREAT WESTERN BANK 242.57 PMT, MARLONIE VOGELSANG 25.00 UTILITIES, JOSHUA VOLKART 101.68 JURY, MICHAEL WABA 20.00 WIT, WALMART COMMUNITY 371.04 SUP, WARNE PLUMBING 12012.70 REP, TODD B WARNE 25.00 UTILITIES, WATERTOWN AMBULANCE 250.00 SVC, WATERTOWN AREA UNITED WAY 1639.88 PMT, WATERTOWN FLOWERS, INC 57.00 SVC, WATERTOWN LAWN & GARDEN 178.75 REP, WATERTOWN POLICE DEPARTMENT 16.30 POST, WATERTOWN PUBLIC OPINION 3254.41 PUB, WATERTOWN WHOLESALE 178.70 SUPPLIES, WHEELCO 277.57 REPAIRS/MAINT., WIGHT & COMES FUNERAL CHAPEL 216.00 SVC, JON WILEY 106.72 JURY, WILLIAMS CARPET ONE 1942.60 REP, WW TIRE SERVICE INC. 3159.45 SUPPLIES, XEROX CORPORATION 120.77 SUPPLIES, YANKTON CO. SHERIFF 300.00 SVC, SHANE YOST 40.00 CELL.

AUTOMATIC BUDGET SUPPLEMENT

Motion by Gabel, second by VanDusen, to approve an automatic budget supplement to the Emergency Management budgets in the amount of 4,392.93 with CARES Act reimbursement funds; all voted aye; motion carried.

PERSONNEL CHANGE

Motion by VanDusen, second by Gabel, to approve the following personnel change: Brittnei Schliesman, part time Correctional Officer, step 4/\$19.90 per hour, effective 10/4/2020; all voted aye; motion carried.

VETERANS DAY PROGRAM

Dennis Solberg met with the Board during the Open to discuss the continued use of the Codington County Extension Center Complex, for the annual Veterans Day Program during the current COVID-19 event. The Board noted events have been occurring at the facility with recommendations for social distancing and preventive measures. The Board advised Mr. Solberg to the contact the Office Coordinator at the Extension Office to secure the building for the event.

COMMISSIONER EXCUSED

Commissioner Johnson was excused from the meeting at 9:40 a.m.

EXECUTIVE SESSION

Motion by Gabel, second by VanDusen, to enter into executive session at 9:48 a.m., per SDCL 1-25-2, employee contract negotiations; all voted aye; motion carried. The Board returned to regular session at 10:56 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 Gabel, to adjourn at 10:56 a.m., until 9:00 a.m., Tuesday, October 20th, 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 \$ _____



PROPOSAL

**PREPARED ESPECIALLY
FOR: Codington Co States Attorney
Watertown, SD**

DATE: October 13, 2020

	<u>List</u>	<u>Your Price</u>
<u>Toshiba e-Studio 4518A</u>	\$14,870.00	\$3,684.00
• 45 Page Per Minute		
• 2400 x 600 DPI with Smoothing		
• Standard 1200 Sheet Paper Capacity		
• Automatic Duplex Unit		
• 4GB Memory		
• 320GB Self Encrypting Drive		
MR3031B Reversing Automatic Document Feeder	\$ 1,809.00	\$ 580.00
MY1049B Envelope Drawer Module	\$ 594.00	\$ 183.00
KD1058B 3 rd Paper Drawer/Stand	\$ 1,059.00	\$ 499.00
MY1048B 4 th Paper Drawer	\$ 594.00	\$ 183.00
GD1370N Fax Unit	<u>\$ 1,107.00</u>	<u>\$ 550.00</u>
Total Purchase Price	\$20,033.00	\$5,679.00

Service Agreement **Black .0074 per copy**
Includes toner, developer, drums, supplies, parts, maintenance, service calls, and labor. Excludes staples and paper. No minimums required.

15 Amp Power Manager **\$170.00**

Quote good for 30 days.

THE ABOVE PRICES INCLUDE: Freight, Delivery, Warranty, and Satisfaction.
All Prices Subject to Sales Tax.

sl_colestatesatty4518a

Signature 

FY2022 CALL FOR GRANTS & CONTRACTUAL AGREEMENTS

To be considered, all grant applications **must** be received by the Department of Agriculture, Office of Plant Industry, postmarked, faxed or emailed on or **before November 13, 2020**. The Commission will act on these applications on February 17, 2021, at the Spearfish Convention Center, Spearfish, SD.

Specific **REQUIREMENTS, PRIORITIES, and EVALUATIONS CRITERIA** are enclosed. The application forms to be used are also enclosed. If awarded a weed and pest grant, funds must be expended between July 1, 2021 through June 1, 2022. The grant fund dollars, if approved, cannot be spent prior to July 1, 2021.

Weed & Pest Fund Grant Requirements for FY2022 are:

- a. Counties must have prior year's annual reports, tours and summaries filed with the Department of Agriculture by February 1, 2021.
- b. County Weed & Pest Supervisor and/or a county representative must attend at least one training session per year if provided by the department. (1 county personnel must attend)
- c. County Weed & Pest Supervisor and a county representative or board member must attend the annual weed and pest conference. If the representative isn't a board member, they must be a resident of the county. (2 county personnel must attend) (See note below**)
- d. County Weed & Pest Supervisor and county representative or board member must attend a district weed meeting. (2 county personnel must attend)
- e. 50/50 cost share is required
- f. A husband and wife will not be considered two representatives from a county.

**** NOTE ****

- If only one person (supervisor or designee) attends the conference they are qualified to receive grant funds.
- If a grant is awarded, the breakdown of funds will be:
 - Full amount of the grant will be awarded if the county meets all the requirements, including 2 attendees at the Conference
 - One half of the full amount of the grant will be awarded if the county meets all the requirements, but has only 1 attendee at the Conference
- If in the event that a county or counties don't qualify for funding, the remaining funds will be divided equally to the nearest \$100, amongst those remaining counties that have met the requirements, without exceeding spending authority.

A. STATUTORY REQUIREMENT

The Commission may expend weed and pest control funds through grants or contracts to weed and pest county boards, governmental agencies or other entities it considers appropriate for weed and pest control projects for the following (SDCL 38-22-38):

1. Employment of a new and innovative weed and pest control project or development, implementation or demonstration of any weed and pest control project that may be proposed, implemented or established by local, state or national organizations, whether public or private. Such expenditures shall be on a cost-share basis with such organizations;
2. Weed and pest control cost share programs with the county weed and pest boards;
3. Special grants to county weed and pest control boards to eradicate or contain significant weeds or pests newly introduced into the county. These grants may be issued without matching funds from the board;
4. Assist county weed and pest boards in purchasing pesticides and application equipment and hiring labor necessary to protect against expansion of noxious weeds and declared pests;
5. Support multi-county weed and pest control and eradication efforts;
6. Promote landowner responsibility to control noxious weeds and pests in South Dakota;
7. Support educational and research efforts to find new and better ways of controlling noxious weeds and declared pests.

A project is eligible to receive funds only if the county in which the project occurs has funded its own weed and pest program. The commission may also expend funds to pay for the costs of administering the weed and pest control fund not to exceed three percent of the allowable expenditure for each fiscal year and for administrative expenses incurred by the commission.

B. COMMISSION POLICY

The Commission has established the following as characteristics for available funding.

1. Continue and increase public information and education programs.
 - a. Mass media involving television, radio, newspapers, magazines and newsletters.
 - b. Weed and pest booths at major agricultural trade shows.
 - c. Educating youth via programs integration with FFA, 4-H, Ag in the Classroom, etc.
 - e. County noxious weed management seminars, workshops, etc.
2. Continue to support large scale cooperative noxious weed management projects.
3. Continue and expand County Weed & Pest Supervisor training and certification.
4. Continue and expand research on noxious weed and declared pest management.
5. The commitment by documentation of other resources by the applicant is required to ensure successful completion of the project. The Commission does require a 50/50 cost share for the project.

6. Allocate a pool of money equally between all eligible counties requesting funds. Based on evaluation criteria below

C. EVALUATION CRITERIA

Applications shall be evaluated on the following:

1. Program accomplishments by the applicant during the past year; copy of bills submitted to the Department of Agriculture prior to reimbursement showing how money was spent, ie., chemical or equipment.
 - a. Prior year's annual reports, tours and summaries have been filed with the Department of Agriculture.
 - b. County Weed & Pest Supervisor or a county representative must attend at least one training session per year if provided by the department.
 - c. County Weed & Pest Supervisor or designee must attend a district meeting and annual conference.
 - d. At least one County Commissioner, Weed and Pest Board member or county representative must attend a district weed meeting and the annual weed and pest conference.

These grants are intended to support the programs and policies established by the SD Weed & Pest Control Commission. The intent is to encourage new, improved or innovative activities that will allow the program to become more effective. The intent is not to replace current operational budgets for ongoing control activities. The Commission has given priority to grant applications that are directed at thistle and leafy spurge control efforts. Grant applications that include pickup or trucks or supervisor's wages or benefits will not be permitted, however the purchase of chemical will be allowed. **Requests for educational meetings will be allowed, but only meeting room expense and coffee will be reimbursable.**

Applications must be postmarked, faxed or emailed no later than November 13, 2020. If faxed or emailed, the original must still be sent and must be postmarked no later than November 13, 2020.

WEED & PEST FUND GRANTS – FY2022

Date: 10/8/2020

County: Codington

Applicant: Codington County Weed

Address: 14 1st Ave SE Watertown, SD 57201

Name & Telephone Number of Contact Person: Steve Molengraaf - (cell) 605-881-9396

Please describe in the space below what the grant funds will be used for. (If additional space is needed, please add additional pages to this application.)

To purchase chemicals for a safer environment.

To purchase improved spraying equipment for adding improvement environment and material practices.

To assist in seasonal labor costs.

Signature of Applicant: Steve Molengraaf

Please return form to the following address:

South Dakota Department of Agriculture

Division of Agricultural Services

Office of Plant Industry

523 E. Capitol Ave., Foss Bldg.

Pierre, SD 57501-3182

Application must be postmarked, faxed or emailed no later than November 13, 2020. If faxed or emailed, the original must still be sent and must be postmarked no later than November 13, 2020.

Cindy Brugman

From: Todd Kays <todd@1stdistrict.org>
Sent: Wednesday, October 14, 2020 11:10 AM
To: Jamie Torstenson; Cindy Brugman
Subject: [EXT] Codington Hazmat Plan Contract
Attachments: 2021 Codington County HazMat Contract.docx

Cindy and Jamie,

Attached you will find a copy of the contract between Codington County and First District for the development of the Hazardous Materials Plan. Please make 2 copies, have the Commissioners approve, sign both copies and return one copy to my office.

You will note that the contract cost is for \$5,000. HMGP Grant funds will cover \$4,000. I will then apply \$1,000 of Codington County's 2021 annual dues to the District towards this project. Therefore, the County will not need to budget any additional dollars for the project other than the normal annual dues paid to the District.

Todd



Todd A. Kays, Executive Director
First District Association of Local Governments
POB 1207
418 18th Avenue NE
Watertown, SD 57201
605-882-5115

LETTER OF AGREEMENT

**FIRST DISTRICT ASSOCIATION
OF LOCAL GOVERNMENTS
PO BOX 1207
WATERTOWN SD 57201**

**CODINGTON COUNTY
14 1ST AVE SE
WATERTOWN, SD 57201**

Referred to as District

Referred to as County

The County hereby enters into an agreement with the District.

THE DISTRICT

- A. This agreement shall commence on December 1, 2020 and end on or about September 15, 2021.
- B. The District agrees to perform the following work activities:
- Verification or collection of existing and new facility sites/locations.
 - Incorporation of updated facility site information--pictures, site plans, etc., and GIS data into a Geographic Information System, which would be utilized by the Codington County Office of Emergency Management.
 - Facilitating a process which will result in the update of the "hard copy" Hazardous Materials Plan, which would contain:
 - Emergency Notification Roster
 - Codington County OEM Organizational Structure
 - Hazardous Materials Incident Reporting Information
 - Plan of Operation
 - Fixed Facility Site Information
 - Hazardous Materials Facility Plans
 - Transportation Routes
 - Emergency Equipment Listings
 - Hazmat Hazardous Analysis Chemical Summary/Contacts
 - Emergency Responders Procedures Guidelines
 - Farmers and SARA Title III
 - Glossary
 - Definitions
 - Update GIS geodatabase to latest ESRI version
- C. The District will provide two (2) hard copies of the completed plan and a copy of the Microsoft.doc file, so new information can be printed and updated in the existing HAZMAT document by Codington County Emergency Management.
- D. The District will provide any new GIS data and new ESRI.mxd to the Codington County Emergency Management Director.

THE COUNTY

- A. Codington County will make payment of one thousand dollars (\$1,000) to the First District in the first quarter of calendar year 2021.
- A. Codington County will make payment of four thousand dollars (\$4,000) after submittal of the Hazardous Materials Plan to the State of South Dakota.
- B. Total agreement amount (not to exceed) five thousand dollars (\$5,000).



10/14/2020

District Signature

Date

County Signature

Date

Cindy Brugman

From: Lee Gabel
Sent: Thursday, October 15, 2020 11:42 AM
To: Cindy Brugman
Cc: Jodi Pearson; Debbie Melville; Alissa Harte
Subject: Agenda Item

Cindy,

Please add:

Discussion and possible action to accept a proposal for a compensation study.

Thanks.

Lee

D. Lee Gabel, PMP
Colonel, U.S. Army (retired)
Codington County Commissioner, District 1
605-880-1278
dlee.gabel@codington.org

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Barbara Martenson		DATE 10/13/2020
EFFECTIVE DATE 10/15/2020	POSITION TITLE Clerk	DEPARTMENT Director of Equalization
CURRENT STEP 13	NEW STEP 14	
CURRENT PAY RATE \$20.34	NEW PAY RATE \$20.59	
REASONS FOR CHANGE Anniversary Step Increase		
		FILED OCT 13 2020

CODINGTON COUNTY AUDITOR

EMPLOYEE SIGNATURE Barbara Martenson

DEPARTMENT HEAD SIGNATURE Shawna Quofit

DATE 10/13/2020

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 Brad Schwinger		DATE 10-14-20
EFFECTIVE DATE 11-1-20	POSITION TITLE Maint 3	DEPARTMENT Highway
CURRENT STEP 13	NEW STEP 14	
CURRENT PAY RATE 4367.40 (25.10)	NEW PAY RATE 4423.08 (25.42)	
REASONS FOR CHANGE Anniv Date		

EMPLOYEE SIGNATURE **Brad Schwinger**

DEPARTMENT HEAD SIGNATURE **Rick Hartley**

DATE **10-14-2020**

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>Jamie Dolen</i>		DATE <i>10-14-20</i>
EFFECTIVE DATE <i>11-1-20</i>	POSITION TITLE <i>Maint 3</i>	DEPARTMENT <i>Highway</i>
CURRENT STEP <i>7</i>	NEW STEP <i>8</i>	
CURRENT PAY RATE <i>4005.48 (23.02)</i>	NEW PAY RATE <i>4064.64 (23.36)</i>	
REASONS FOR CHANGE <i>Anniv Date</i>		

EMPLOYEE SIGNATURE *Jamie D. Dolen*

DEPARTMENT HEAD SIGNATURE *Rick Hartley*

DATE *10-14-2020*

COUNTY COMMISSIONERS _____

DATE _____

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

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Weed & Pest

Name of traveling employee Steve Molengraaf

Employee title Supervisor Employee status exempt nonexempt

Purpose of travel Weed District Meetings

Method of transportation County vehicle

Destination Refield, SD

Departure date and time 11/4/20 6:30am Destination arrival date and time 11/4/20 8:00am

Return departure date and time 11/4/20 5:00pm Return arrival date and time 11/4/20 6:30pm

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) fuel

Lodging expense _____

Meals \$ Registration \$30

Other costs _____

Overtime costs involved in the requested travel _____

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 _____