

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 13, 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 13, 2020 agenda**
5. **Action to approve the minutes of October 6, 2020**
6. **Monthly reports**
 - a. **Director of Equalization**
 - b. **Auditor**
7. **Action to approve the Auditor's Acct. w/Treasurer and note monthly Register of Deeds fees**
8. **Action to approve the purchase of computer equipment for the Director of Equalization Office**
9. **Action to re-appoint the Highway Superintendent per SDCL 31-11-1**
10. **Action to approve a change order on the Willow Creek Bank Stabilization project**
11. **Action to declare computer equipment in the Sheriff's Office surplus to be destroyed**
12. **Action to change the November 3rd meeting date**
13. **Action regarding damage to the County's homeless clients' rental room**
14. **Discussion/possible action regarding continuation of room rental for homeless clients**
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:**
- 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, October 20th, 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

Codington County, October 13, 2020

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, NICOLE 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: Brittini 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 \$ _____