

**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, September 29, 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 29, 2020 agenda**
5. **Action to approve the minutes of September 22, 2020**
6. **Public Hearing on the 2021 Provisional Budget and action to adopt Budget and Levy Resolution**
7. **Monthly reports**
  - a. **Emergency Management**
8. **Action to approve a change order for the County road 4-4 Bridge Replacement**
9. **Action to approve several Memorial Park roofing projects**
10. **Discussion with City of Watertown Officials regarding rural ambulance service**
11. **Note 2020 County safety awards**
12. **Note employees with years of service**
  - a. **Kristi Gast – 25 years**
  - b. **Rick Holinka – 25 years**
13. **Action on recommendations from Safety Benefits**
14. **Discussion/possible action to enact a ban on opening burning**
15. **Action to approve claims for payment**
16. **Action/possible discussion on COVID-19 practices, procedures, policy**
17. **Action to approve automatic budget supplements**
18. **Action to approve personnel changes**
19. **Action to approve travel requests**
20. **Public Notices – a possible quorum of Commissioners could be in attendance at:**

**21. Old Business**

**22. New Business**

**23. Open**

- a. Public Comments
- b. Commission Comments

**24. 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)

**25. Action to adjourn until 9:00 a.m., Tuesday, October 6<sup>th</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**

September 29, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 29, 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 Waterman, 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 Johnson, to approve the September 29, 2020 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Gabel, second by VanDusen, to approve the minutes of September 22, 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.

**CITY OF WATERTOWN RURAL AMBULANCE SERVICE CONTRACTS**

The following Watertown City officials met with the Board: Mayor Sara Caron; City Council President, Adam Lalim, City Council person, Ried Holien; City Council person, Glen Vilhauer; Fire Chief, Doug Kranz; and Assistant Fire Chief, Don Rowland. Council person Holien informed the Board that out of collegial respect the City officials wanted to update the Codington County Board of Commissioners on a City issue that impacts the County. The Board was presented with a brief history of Emergency Medical Services in Codington County, including information on current revenue streams, increased costs for equipment and medical supplies. Watertown Fire Rescue has, based on SDCL 8-9-7 AND 34-11-1, presented ambulance service protection agreements, to 4 towns and 14 townships in Codington County in the fall of 2019. To date 12 of the 18 entities, 10 townships and 2 towns, have signed the agreements and made payment to Watertown Fire Rescue. The Townships of Eden, Phipps, Graceland, and Henry and the Towns of Florence and Henry have not signed agreements or made payments which were due June 1, 2020. Assistant Chief Rowland noted the contracts are for a 5-year period, with no increase for that five-year period totaling \$17,000.00, countywide, per year. City Council person, Ried Holien, noted that at the next City Council meeting action is planned to finalize and move toward enforcement on the agreements that have not yet been signed. The Board expressed their appreciation for the information provided by the City Officials on this matter.

**MONTHLY REPORTS**

**Emergency Management Director, Jamie Torstenson**, updated the Board on the following: meetings attended – United Way annual kick off; hosted a training event at the Search and Rescue building; hosted

a local LEPC meeting with additional meetings scheduled for October and November; attended the SDOEM Conference; attended training on dealing with “Field Force”; continues to attend local COVID Task Force meetings and County Task Force meetings; seasonal siren testing has been suspended for the year; and the weather service has plans to rezone regarding upcoming wildfire dangers. The Emergency Management Director advised the Board that Emergency Management Secretary, Cheri Howell, has been awarded the certification of Emergency Management B.

#### **LOCAL EMERGENCY OPERATIONS PLAN**

Emergency Management Director, Jamie Torstenson, noted that after a review, the LEOP, does not require any policy updates/changes at this time.

#### **BRIDGE REPLACEMENT COUNTY ROAD 4-4 CHANGE ORDER**

Motion by Gabel, second by Johnson, to approve change order #1 to the Bridge Replacement project on County Road 4-4, in the amount of \$28,020.00, as recommended by Highway Supt., Rick Hartley; all voted aye; motion carried. Mr. Hartley noted the justification for this change order is to build a cofferdam and dewatering the cofferdam.

#### **MEMORIAL PARK ROOFING PROJECTS**

Motion by Gabel, second by Johnson, to approve roofing/repair projects at Memorial Park, in the total approximate cost of \$22,614.31 per a cost estimate from RJC Construction; and recommended by Facilities Manager, Steve Molengraaf. Mr. Molengraaf noted two of the projects are budgeted items and two will be funded with insurance reimbursement funds. Upon vote of the Board; all voted aye; motion carried.

#### **2020 SAFETY AND LOSS CONTROL RECOGNITION AWARDS**

The following awards were recently awarded to the County at the 2020 SDACC/SDACO Convention: The Codington County Highway Dept. and Highway Supt., Rick Hartley, was awarded a Gold Level Safety and Loss Control Recognition Award and the Maintenance Dept. and Facilities Manager, Steve Molengraaf, was also awarded a Gold Level Safety and Loss Control Award. Codington County was also awarded a Platinum Level Award. These awards are sponsored by the SDML Workers Compensation Fund and the SDPAA; and are awarded based on steps taken by County Departments to improve work safety and training for their employees and customers. The Board congratulated these departments for their efforts and accomplishments.

#### **EMPLOYEE YEARS OF SERVICE AND MEMORIAL RECOGNITION**

The following employees were recognized for their years of service to Codington County: Kristi Gast, Sheriff’s office Criminal Civil Records Management, 25 years of service and Rick Holinka, Highway Dept. Maintenance III, 25 years of service. Employees are recognized each year based on 25, 30, 35, 40, 45, & 50+ years of service. The following were also recognized as former employees who have passed in the last year: Robert Pierson – Custodian and Dorothy Vaux – Deputy Treasurer.

#### **SAFETY BENEFITS RECOMMENDATIONS**

The Board reviewed recommendations made by Safety Benefits after a recent review of the County’s loss control program. The County is required to respond to the recommendations within 60 days in order to qualify for a loss control credit on the annual premium through the County’s insurer SDPAA.

#### **CLAIMS**

Motion by Gabel, second by VanDusen, to approve for payment September payroll claims; all voted aye; motion carried: Commissioners: 10,417.27 total salaries. Auditor: 21,447.77 total salaries. Co. Treasurer: 31,612.15 total salaries. States Attorney: 38,785.29 total salaries. Gov. Buildings: 18,645.86 total salaries; Richard Kohn 2951.04 new hire. Dir. Equalization: 43,421.73 total salaries. Reg. of Deeds: 22,202.34

total salaries. Veterans Service: 10,214.80 salaries. Sheriff: 91,659.76 total salaries; Rusty Mathews 4943.34 step increase. Co. Jail: 111,791.92 total salaries; Shawna Carter 4231.68 step increase; Lindsey Stricherz 4231.68 step increase. Welfare: 6,656.41 total salaries. County Nurse: 4,900.09 total salaries. Co. Park: 12,041.39 total salaries. Ag. Bldg.: 9,403.90 total salaries. Co. Extension: 10,004.47 total salaries. Weed: 4,853.68 total salaries. Planning Board: 374.10 total salaries. Road & Bridge: 97,224.88 total salaries; Lori Deutsch 3885.42 step increase. Emergency Management: 12,596.78 total salaries. Crime Victim: 6,831.96 total salaries. W.I.C.: 4,555.36 total salaries. Total 569,641.91. Breakdown of withholding amounts which are included in the above: S.D. Retirement 51,168.94; S.D. Retirement 68.59 spouse option; S.D. Supplemental Retire. 3115.00 suppl. retire.; Sanford 74,510.02 ins.; Reliance Standard Life Insurance 496.58 life ins.; Delta Dental 6,304.32 ins.; Avesis 881.43 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 519.20 employee union dues; AFLAC 4,096.57 ins.; John Hancock 4,965.00 suppl. retire.; AFLAC 848.25 ins.; Watertown United Way 65.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 25,118.07 employee payments; SDRS Supplemental Retirement 4,480.00 Roth retirement; Teamsters Local Union 120 381.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 38,371.65 federal withholding; ReliaBank Dakota 64,798.94 social security; Credit Collections Bureau 542.72 garnishment; Barbara Curtis 800.00 employee payment.

### **2021 ANNUAL BUDGET ADOPTION**

Motion by Gabel, second by VanDusen, to adopt the 2021 Provisional Budget, as advertised. Subsequent motion by Gabel, second by VanDusen, to amend the 2021 Provisional Budget as follows: Increase Commissioners budget by 1,440.00 for additional costs for Managed IT Services and increase the Welfare budget by \$29,000.00 for potential case management costs; all voted aye; motion carried. Upon vote of the original motion as amended; all voted aye; motion carried.

### **2021 BUDGET LEVY RESOLUTION**

Motion by Gabel, second by VanDusen, to approve Budget Levy Resolution 2020-26; all voted aye; motion carried.

### **RESOLUTION 2020-26**

#### **Adoption of Annual Budget for Codington County, South Dakota.**

**WHEREAS**, (7-21-5 thru 13), SDCL provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

**WHEREAS**, the board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

**WHEREAS**, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all changes, eliminations, and additions have been made thereto,

**NOW THEREFORE BE IT RESOLVED**, that such provisional budget as amended and all its purposes, schedules, appropriations, amounts, estimates, and all matters therein set forth, shall be approved and adopted as the annual budget of the appropriations and expenditures for Codington County, South Dakota and all its institutions and agencies for calendar year January 1, 2021 and ending December 31, 2021, and the same is hereby approved and adopted by the Board of County Commissioners of Codington County, South Dakota, this 29<sup>th</sup> day of September, 2020. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Auditor,

Codington County, September 29, 2020

Codington County, South Dakota. The accompanying taxes are levied by Codington County for the year January 1, 2021 through December 31, 2021.

Board of County Commissioners of Codington County, South Dakota.

Brenda Hanten  
Chair

Lee Gabel  
Commissioner

Charlie Waterman  
Commissioner

Myron Johnson  
Commissioner

Troy VanDusen  
Commissioner

ATTEST:

Cindy Brugman  
County Auditor

County tax levies within limited levy: General County Purposes \$8,825,886.00, \$3.095 \$'s/1,000.00, total taxes levied by Codington County. As of September 29<sup>th</sup>, 2020, these levies are not approved by the S.D. Dept. of Revenue & Regulation.

**MASKS FOR EMPLOYEES IN THE WORKPLACE**

The Board had a discussion on the wearing of masks by employees in the workplace. The Board recommends that all employees wear masks when visiting other offices in the building and while walking in the common areas of all buildings. This recommendation will be sent to all employees.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Gabel, second by Waterman, to approve the following automatic budget supplements:

<u>Account</u>	<u>Amount</u>	<u>Purpose</u>
226 331.80	5,840.26	PPE Cares Act - revenue
226 222 426.00	5,840.26	PPE Cares Act – disbursement
226 331.99	2,000.00	POD – revenue
223 222 429.50	1,250.00	POD plan mgr – disbursement
101 522 425.00	12,544.37	Memorial Park – ins. reimb.

All voted aye; motion carried.

**EXECUTIVE SESSION**

Motion by VanDusen, second by Gabel, to enter into executive session at 10:26 a.m., per SDCL 1-25-2, to discuss employee contract negotiations; all voted aye; motion carried. The Board returned to regular session at 11:01 a.m. Human Resource Representative, Natalie Remund, was present for executive session. No action was taken following executive session.

Codington County, September 29, 2020

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 11:01 a.m., until 9:00 a.m., Tuesday, October 6<sup>th</sup>, 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.

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