

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

1. Pledge of Allegiance
2. Call for public comment. Public comment may be submitted via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve the December 1st, 2020 agenda
5. Action to approve the minutes of November 24th, 2020
6. Monthly reports
 - a. Extension
 - b. Veterans Service Officer
7. Action to advertise the position of Welfare Director
8. Action to approve an online campground reservation system
9. Action to accept a cost estimate to complete a job system on Courthouse 2nd and 3rd floors
10. Discussion/Action to approve an employee payroll supplement package with CARES Act funds
11. Discussion/possible action to adopt a resolution to ban open burning
12. Action to approve claims for payment
13. Action/possible discussion on COVID-19 practices, procedures, policy
14. Action to approve automatic budget supplements
15. Action to approve personnel changes
16. Action to approve travel requests
17. Public Notices – a possible quorum of Commissioners could be in attendance at:
18. Old Business
19. New Business
20. Open
 - a. Public Comments
 - b. Commission Comments
21. 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)
22. Action to adjourn until 9:00 a.m., Tuesday, December 8th, 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

November 24, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, November 24, 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 AND CONFLICT OF INTEREST ITEMS

Chair Hanten called for public comment to be taken up during the open portion of the meeting. There were no conflict of interest items to note.

AGENDA APPROVED

Motion by VanDusen, second by Gabel, to approve the November 24th, 2020 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman to approve the minutes of November 17th, 2020; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Jamie Torstenson, reported meetings continue with Unified Command, County and State partners; logistical services were supplied this month to a local nursing facility and germicidal wipes were provided; COVID vaccination plans continue; the Emergency Management Office provided logistics for self-administered mass COVID testing in Codington County on November 15th & 16th in partnership with the South Dakota National Guard, South Dakota Department of Health, and contracted medical staff, yielding 570 total tests administered, assistance was also provided for testing in Lake County on November 17th and 18th; yearly HAZMAT Awareness training was held at LATC November 6th and 20th, with an attendance of approximately 40 students both days; the last LEPC meeting of the year was held November 10th; assistance was provided to the Auditor's Office during the General Election cycle; FEMA and the South Dakota Office of Emergency Management held a flood risk review meeting on November 2nd; a National Weather Service virtual meeting was held the week of November 16th; drought monitoring continues with an abnormally dry status for this area; and research continues on the County's Burn Ban Ordinance. The need for a burn ban enactment will be discussed weekly at this time. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled during the month of October 2020, for the Detention Center and Sheriff's Office: fees collected in the amount of \$9,475.00 were retained by the County; 620 cases/calls for service; 24 accident reports completed; 76 arrest warrants served; 194 sets of civil papers served; 3,391 transport miles – 14 transports with 17 individuals transported; average daily inmate population 43.68 (high of 50 and low of 37); 20 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 35 individuals testing daily for PBT'S; 52 individuals reporting twice weekly for UA Drug testing; 7 individuals using sweat patches; 189 bookings; \$6,251.18 collected in fees for out of county prisoner contracts; \$0.00 collected in work release fees due to a temporary suspension of the program; \$5,158.00 collected in fees for the 24/7 program; and \$2,435.00 collected for SCRAM fees. Sheriff Howell reported there were 11,875 persons who passed through the Courthouse security checkpoint in October compared to 7,845 in September, 6,700 in August, and 6,900 in July. The COVID kiosk is working out very well. The use of Zoom has restored pastoral visits for inmates as well as AA and NA programs. Sheriff Howell is

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exploring the possibility creating an inmate commissary in the Detention Center. Sheriff Howell advised the Board that the Sheriff's Office, Criminal Civil Records Manager, Kristi Gast, has notified him of her intent to retire at the end of 2020. The Sheriff's Office employees and Detention Center employees are currently involved in an in-house Christmas decorating competition. Courthouse employees will judge the displays.

DETENTION CENTER MOBILE RADIO

Motion by VanDusen, second by Waterman, to authorize the purchase of a single band, VHF, 10-50 watt mobile radio, P25 9600 trunking interoperability, in the amount of \$3,005.02 from Two Way Solutions, Inc., for the Detention Center as budgeted; all voted aye; motion carried.

HIGHWAY DEPT. RIP RAP NOTICE TO BIDDERS

Motion by Gabel, second by VanDusen, to authorize a notice to bidders for approximately 12,000 tons of rip rap; all voted aye; motion carried. The opening of bids has been set for Tuesday, December 15, 2020 during the Board's regularly scheduled meeting.

TREASURER'S OFFICE SURPLUS PRINTER EQUIPMENT

Motion by Gabel, second by Johnson, to declare three printers surplus, to be destroyed, per the request of Treasurer Carol Maloney: HP Laser Jet Pro 400 s/n PHGDB69487, s/n G4S27C96, & G4S27418; upon vote of the Board; all voted aye; motion carried.

CARLSON'S SECOND ADDITION PLAT RESOLUTION

Zoning Officer, Luke Muller, reviewed the plat of the Carlson's Second Addition and the Board adopted the following resolution:

RESOLUTION #2020-33

A Resolution to approve the platting of the Carlson's Second Addition in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

Carlson's Second Addition, in the Northeast Quarter (NE1/4) of Section 6-T117N-R53W of the 5th P.M., in the County of Codington, South Dakota; and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner VanDusen, second by Commissioner Gabel; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 24th day of November, 2020, at Watertown, Codington County, South Dakota

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Brenda Hanten
 Codington County Commission Chair

STATE OF SOUTH DAKOTA
 §
 COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2020-33, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 24th day of November, 2020, at Watertown, Codington County, South Dakota.

Cindy Brugman
 County Auditor, Codington County

SALARY CLAIMS

Motion by Gabel, second by VanDusen, to approve the following salary claims for the month ending November, 2020; all voted aye; motion carried: Commissioners: 10,417.27 total salaries. Auditor: 22,032.45 total salaries. Co. Treasurer: 31,958.79 total salaries. States Attorney: 40,366.39 total salaries; Jamie Monson 3927.18 step increase; Megan LaFromboise 5666.67 6-month increase. Gov. Buildings: 18,776.87 total salaries. Dir. Equalization: 41,811.56 total salaries; Barb Martenson 3582.66 step increase. Reg. of Deeds: 22,227.06 total salaries; Jill Schweitzer 3556.56 step increase. Veterans Service: 10,412.56 total salaries. Sheriff: 89,133.53 total salaries. Co. Jail: 116,843.62 total salaries; Kayla Schomaker 3831.48 step increase. Welfare: 6,955.24 total salaries. County Nurse: 4,900.09 total salaries. Co. Park: 565.97 total salaries. Ag. Bldg.: 9,403.90 total salaries. Co. Extension: 10,004.49 total salaries. Planning Board: 374.11 total salaries. Road & Bridge: 97,137.26 total salaries. Emergency Management: 13,402.22 total salaries. Crime Victim: 6,831.95 total salaries. W.I.C.: 4,555.36 total salaries. Total 558,110.69. Breakdown of withholding amounts which are included in the above: S.D. Retirement 51,009.94; S.D. Retirement 68.59 spouse option; S.D. Supplemental Retire. 3,115.00 suppl. retire.; Sanford 74,865.16 ins.; Reliance Standard Life Insurance 489.32 life ins.; Delta Dental 6,261.82 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 763.75 ins.; Watertown United Way 65.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 25,375.07 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 38,066.66 federal withholding; ReliaBank Dakota 63,122.80 social security; Barbara Curtis 800.00 employee payment.

CLAIMS

Motion by Johnson, second by VanDusen, to approve the following claims; all voted aye; motion carried: Reliabank Visa 1,770.68 sup/trav, City of Watertown 22,150.34 Sep. 911 surcharge collections.

PERSONNEL CHANGES

Motion by Johnson, second by Waterman, to approve the following personnel changes: Lisa Felch, States Attorney Legal Secretary, anniversary step increase, step 7/\$18.64 per hour, effective 12/1/2020; Jamie Monson, State Attorney Criminal Civil Records Management, anniversary step increase, step 6/\$22.57 per hour, effective 11/15/2020; Kayla Schomaker, Correctional Officer, anniversary step increase, step 7/\$22.02 per hour, effective 11/15/2020; Cheri Howell, Emergency Management Secretary, anniversary step increase, step 11/\$19.77 per hour, effective 12/1/2020; all voted aye; motion carried.

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EXECUTIVE SESSION

Motion by Johnson, second by Gabel, to enter into executive session at 9:56 a.m., per SDCL 1-25-2, for a personnel issue and employee contract negotiations; all voted aye; motion carried. The Board returned to regular session at 11:02 a.m. Human Resource Representative, Natalie Remund, was present, for executive session. Action was taken following executive session. Motion by VanDusen, second by Gabel, to accept the resignation of Welfare Director, Sarah Petersen, effective December 20, 2020; all voted aye; motion carried.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Gabel, second by Waterman, to adjourn at 11:04 a.m., until 9:00 a.m., Tuesday, December 1st, 2020; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

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Published once at the total approximate cost of \$ _____



Scope of Project: Install 2nd and 3rd floor access control additions as well as additional door on ground level. Panel will be located on basement pillar next to existing access control enclosure. An electrician will be required to install an additional outlet in that space. Doors will be added to existing software with no additional license cost. Update access levels and card holders to allow access to additional doors.

Door Locations & Descriptions:

Ground Floor

- 1.) Judge's Secretary office – 8000 Strike and mullion mount reader.

2nd Floor

- 1.) Court Services Door – Strike is already installed, will need mullion mount reader.
- 2.) Court Stenographer Room 220 – 1500 strike and single gang reader with backbox.
- 3.) E. Judge Chamber Room 221 – Strike is already installed, will need single gang reader with backbox.
- 4.) Court Reporter Office – Strike is already installed, will need single gang reader with backbox.
- 5.) Court Room Door Room 222 – Double Maglock required, Request to exit button and single gang reader with backbox.
- 6.) Drug Court Office Room 223 – Strike already installed, will need single gang reader with back box.
- 7.) W. Courtroom Room 219 – Strike already installed, will need single gang reader with back box.
- 8.) W. Judge Chamber N. Door – 8000 Strike, single gang reader with backbox.

3rd Floor

- 1.) American Legion Office – 1500 strike and single gang reader with backbox.
- 2.) American Legion State Commander Office – 1500 strike and single gang reader with backbox.
- 3.) Attic Door – 1500 strike and single gang reader with backbox.

SAFE-N-SECURE™ SECURITY EQUIPMENT

Estimate

Date	Estimate #
5/4/2020	17131

Name / Address
Codington County Courthouse 14 1st Ave SE Watertown, SD 57201

Ship To
Codington County Courthouse 14 1st Ave SE Watertown, SD 57201

Project

Description	Qty	Rate	Total
Courthouse 2nd and 3rd Floor Additions			
Intelligent 8 Door Package-Includes one 1040E Enclosure, four 1042 Controllers, one 1040CDM Communication Distribution Module, and one 1040PDP Power Distribution Panel	1	5,418.00	5,418.00T
150 Watt Lock power supply for 12v locks	1	178.92	178.92T
Single Gang Mount Proximity Reader	10	351.60	3,516.00T
Mini Mullion Mount Proximity Reader	2	238.56	477.12T
600LB ALC Mag Lock (Includes Courtroom Double Door)	2	209.265	418.53T
L/Z Bracket for 600 series maglock In-Swinging Doors (Includes Courtroom Double Door)	2	85.905	171.81T
Request To Exit Button	1	48.39	48.39T
Low Profile 1-3/8" depth, 12/24 VDC, Electric Strike, faceplate kit included	4	527.92	2,111.68T
Electric Strike, No cut out required. includes Faceplates	2	255.115	510.23T
Panduit Wiremold - Cord Cover Kit (3 - 4ft. sections with fittings)	5	28.034	140.17T
Backboxes and flex	1	45.36	45.36T
12v Backup Battery	2	30.75	61.50T
22/6 Plenum, Shielded	4,500	0.24	1,080.00T
18/2 Stranded Plenum	4,500	0.1487	669.16T
22/4 Solid Plenum	4,500	0.14516	653.22T
Primary Connector Set: Connectors, Straps, Hardware			483.10T
Labor Charge To Include : Installation of Equipment, Optimization, and Customer Training	1	4,080.00	4,080.00T
Apprentice Labor Rate	1	2,400.00	2,400.00T
Existing Customer Discount		-500.00	-500.00
This is only an estimate, any additional hardware, wire or labor will be reflected on final invoice.			

Thank you for your continued business!	Subtotal	\$21,963.19
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60% Down Payment Required:	
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Sales Tax (2.041%)	\$448.27
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Signature _____

Total	\$22,411.46
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