

**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, November 10, 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 November 10<sup>th</sup>, 2020 agenda
5. Action to approve the minutes of November 5<sup>th</sup>, 2020
6. Monthly reports
  - a. Auditor
  - b. Director of Equalization
7. Action to approve the Auditor's Acct. w/Treasurer and note Register of Deeds fees
8. Action to approve the purchase of a DAV vehicle for Veteran's transports as budgeted
9. Action to approve a change order for the County Road 8-2 Grade Raise Project
10. Discussion regarding County Road 11 and road conditions at a railroad crossing
11. Action to approve a LATC intern in the Welfare Office for 10 hours per week Jan 8 – May 7, 2021
12. Note November holiday office closures
13. Discussion/possible action to adopt a resolution to ban 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 – Election grant
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, November 17<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**

November 5, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Thursday, November 5, 2020, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Troy VanDusen and Brenda Hanten; Commissioner Myron Johnson appeared via Zoom; Chair Brenda Hanten, presiding. County Auditor, Cindy Brugman, 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 VanDusen, second by Waterman, to approve the November 5, 2020 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Gabel, second by VanDusen to approve the minutes of October 27, 2020; all voted aye; motion carried.

**CANVASS OF 2020 GENERAL ELECTION RESULTS**

The Board conducted the canvass of the 2020 General Election results. Motion by VanDusen, second by Waterman, to approve the results and canvass; all voted aye; motion carried.

**MONTHLY REPORTS**

**4-H/Youth Program Advisor, Jodi Loehrer**, reported to the Board via Zoom and updated the Board on the following: the 4-H Recognition event was held on October 18<sup>th</sup> with limited attendance allowed; Ms. Loehrer attended virtual National 4-H and SDSU Extension Conferences; a Walmart Foundation Grant has been received; the 4-H Online Program is now ready for enrollment usage; and a 4-H Program Advisors meeting is scheduled for later today, for strategic planning and updates for 4-H. **Veterans Service Officer, Todd Rose**, updated the Board on the following: the Watertown CBOC continues to see patients despite an increase in COVID cases and continues to provide flu shots; Veterans Day activities are being planned by the VFW and will be held at the Codington County Extension Center Complex, the facility will be prepped to encourage social distancing and the use of masks is encouraged, Commissioner Lee Gabel will be the guest speaker; the Veterans Service Officer attended Marine Corp League, DAV and VFW local meetings and a Sea of Goodwill meeting where information was provided on the possible Senior/Veteran Housing project (Harmony Hills Project); currently 6 qualified drivers are in place with 5 in the process of becoming qualified, 3 trips were made in October and 1 trip is currently scheduled for December; the VA is making a change to the process for travel reimbursement, Veterans will be required to apply online; the Veterans Service Officer is working to complete his training for the Veterans Benefits Management System and is working to distribute more generalized and meaningful information out to Veterans in the County manually (without requiring online searches). Discussion was held regarding the DAV van which was budgeted for in 2021. **Welfare Director, Sarah Petersen**, reported to the Board via Zoom with the following information: the Welfare Director's household has been affected by COVID, to maintain her office the Director has requested that the Board consider allowing her to work some hours at

home beyond Zoom meetings; the Welfare Director presented on the information and benefits gathered, from Travis Parker with Policy Research and Erin Srtska, the Community Coordinator at USD, on technical assistance to look at helping with Intercept 0 and 1, which involves connecting people with community resources prior to law enforcement involvement; the new ICAP case manager has started working in the Welfare office as of November 4<sup>th</sup>; the MOU, between the County and the Beacon Center, requires a County employee to provide ESG services and the ICAP case manager will not be allowed to provide this service as ICAP has ESG funding also; the Welfare Director recently updated the County's annual SAM registration to allow all County offices to continue to receive various grants funding. The Welfare Director will report client services numbers in her next report.

#### **SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY PROGRAM SERVICES**

Motion by VanDusen, second by Gabel, to approve an agreement between the South Dakota Housing Development Authority and Codington County, for the provision of emergency financial assistance to individuals directly impacted by a loss of income or financial hardship due to the COVID-19 public health emergency; all voted aye; motion carried.

#### **RIP RAP PROJECT COUNTY ROAD 10-2 CHANGE ORDER**

Motion by Gabel, second by Waterman, to approve a change order, in the amount of \$37,508.80, for the Rip Rap Project on County Road 10-1, as presented by Highway Supt., Rick Hartley; all voted aye; motion carried.

#### **COMMISSIONER EXCUSED**

Commissioner Gabel was excused from 9:50 a.m. to 10:25 a.m., for a prior commitment.

#### **JOHNSON CONTROLS 5-YEAR SERVICE CONTRACT**

Motion by VanDusen, second by Waterman, to approve a 5-year service contract, with Johnson Controls, for the County's heating and cooling operations at the Courthouse and Detention Center, in the amount of \$20,750.00 annually, as presented by Facilities Manager, Steve Molengraaf; all voted aye; motion carried.

#### **DEPUTY STATES ATTORNEY POSITION**

States Attorney, Rebecca Morlock Reeves, advised the Board that Deputy States Attorney, Rebecca Reiter, will be leaving the County's employ at the end of 2020. The States Attorney requested authorization to advertise and hire to fill this position. Motion by VanDusen, second by Waterman, to approve the States Attorney's request to advertise for and hire a Deputy States Attorney; all voted aye; motion carried.

#### **OPEN BURNING**

**Emergency Management Director, Jamie Torstenson**, met with the Board to discuss enacting the County's ban on open burning, based on a recent report from the Weather Service noting weather elements, in the next few days, which will create a high grassland fire danger for the area. Jamie has reached out to local fire departments who are in agreement that a ban is called for at this time. Motion by VanDusen to enact the County's ban on opening Burning. Commissioner VanDusen then withdrew his motion based on the current wording of the County's resolution to enact the ban which does not allow for a "from and through date" for the ban period. The States Attorney was present for this discussion to review the possibility of changing the resolution/ordinance wording to provide specific dates for the enactment and then lifting of the ban. No action was taken at this time. The Board will provide a PSA to local media to caution property owners on the dangers of open burning for the next 4-5 days.

#### **PERSONNEL CHANGES**

Motion by VanDusen, second by Waterman, to approve the following personnel changes: Jill Schweitzer, Register of Deeds Clerk, anniversary step increase, step 13/\$20.44 per hour, effective 10/15/2020; Megan

LaFromboise, Deputy States Attorney, 6-month salary increase, \$32.69 per hour, effective 9/1/2020; all voted aye; motion carried.

**EXECUTIVE SESSION**

Motion by VanDusen, second by Waterman, to enter into executive session at 10:13 a.m., per SDCL 1-25-2, for personnel issues and employee contract negotiations; all voted aye; motion carried. The Board returned to regular session at 11:15 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 Gabel, second by VanDusen, to adjourn at 11:15 a.m., until 9:00 a.m., Tuesday, November 10<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.

Published once at the total approximate cost of \$ \_\_\_\_\_

## AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

To the Honorable Board of County Commissioners, Codington County:

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of the County of Codington as of the last business day in October 2020

Cash on Hand	\$16,132.81
Checks in Treasurer' possession less than 3 days	\$902,223.23
Credit Card Charges	\$19,598.70
Cash Items	\$325.62
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$938,280.36</b>

### RECONCILED CHECKING

Great Western Bank (Memorial Park)	\$2,000.00
Reliabank Dakota	\$35,195,417.16

### INVESTMENTS

SD Public Funds Investment	\$7,254.43
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### CERTIFICATES OF DEPOSIT

Dacotah Bank	\$0.00
First American Bank & Trust	\$0.00
First Premier Bank	\$0.00
Great Western Bank	\$0.00
GW - Home Federal Bank	\$0.00
Peoples State Bank	\$0.00
Plains Commerce Bank	\$0.00
Reliabank Dakota	\$0.00
Wells Fargo	\$0.00

### TOTAL CASH ASSETS

**\$36,142,951.95**

### GENERAL LEDGER CASH BALANCES:

General	\$17,056,105.07
General restricted cash	\$500,000.00
Sp. Revenue	\$7,144,234.89
Sp. Revenue restricted cash	\$0.00
Custodial	\$11,442,611.99
Schools	\$ 8,644,672.26
Townships	\$ 137,877.09
City/Towns	\$ 2,051,415.28

### TOTAL GENERAL LEDGER CASH

**\$36,142,951.95**

Dated this 10th day of November, 2020

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County Auditor

FUND CASH BALANCES REPORT AS OF 11/04/2020  
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	17,056,105.07
101	GENERAL RESTRICTED CASH	500,000.00
	<b>TOTAL AT FUND GROUP:</b>	<b>17,556,105.07</b>
204	ROAD & BRIDGE FUND	6,692,914.97
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	55,267.70
226	EMERGENCY MANAGEMENT FUND	126,878.39
228	VICTIM CRIME SERVICE FUND	24,359.51
229	DOMESTIC ABUSE FUND	742.42
231	W.I.C. FUND	14,493.12
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	33,960.44
250	MODERNIZATION/PRESERVATION	166,560.93
256	SEARCH & RESCUE FUND	29,057.41
	<b>TOTAL AT FUND GROUP:</b>	<b>7,144,234.89</b>
704	LAW LIBRARY FUND	.00
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	8,644,672.26
722	CIVIL TOWNSHIPS FUND	137,877.09
723	CITIES AND VILLAGES FUND	2,051,415.28
724	WATER DEVELOPMENT DIST. FUND	91,232.69
725	ADVANCE TAX COLLECTION FUND	.00
726	REGISTER OF DEEDS FUND	2,086.80
727	GAME, FISH & PARKS FUND	.00
728	CLERK OF COURT FUND	.00
729	TAX SALE REDEMPTION FUND	.00
733	SANITARY SEWER DIST. FUND	.00
734	DEPOSIT FUND	.00
735	TREASURER'S TRUST FUND	9,317.84
736	MUNICIPALITIES (5%) FUND	.00
738	COUNTY SCHOOL FUND	.00
741	911 TRUST AND AGENCY FUND	.00
742	STATE MOTOR VEHICLE FUND	474,479.66
746	AUTO EXCISE TAX FUND	.00
755	SALES TAX FUND	467.54
758	BOOKMOBILE FUND	18,531.87
766	LAW LIBRARY FUND	9,820.96
769	MODERN/PRESERATION RELIEF	2,710.00
770	FIRE DEPT. MONIES	.00
	<b>TOTAL AT FUND GROUP:</b>	<b>11,442,611.99</b>
	<b>TOTAL:</b>	<b>36,142,951.95</b>

OFFICIAL STATEMENT OF FEES COLLECTED  
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH  
OF OCTOBER, 2020

The sum of **\$55,939.10** in fees has been collected by me as Register of Deeds for OCTOBER, 2020

Ann Rasmussen being duly sworn, deposes and says that she is the Register of Deeds in and for CODINGTON COUNTY, State of South Dakota; that the foregoing statement is a true and correct report of all fees collected by me as such Register of Deeds, as required by law, during the month of OCTOBER, 2020

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this 2 day of Nov 2020

Cindy Bruyema

**CERTIFIED BIRTHS**

State Children's Fund (\$2.00)	<u>\$ 156.00</u>
County General Fund (\$5.00)	<u>\$ 390.00</u>
State EVRSS Fund (\$5.00)	<u>\$ 390.00</u>
State General Fund (\$3.00)	<u>\$ 234.00</u>
<b>TOTAL</b>	<u>\$ 1,170.00</u>

**CERTIFIED DEATHS**

County General Fund (\$5.00)	<u>\$ 685.00</u>
State General Fund (\$4.00)	<u>\$ 548.00</u>
State EVRSS Fund (\$6.00)	<u>\$ 822.00</u>
<b>TOTAL</b>	<u>\$ 2,055.00</u>



**Receipt Totals**

By Date: 10/1/2020 12:00:00 AM - 10/30/2020 11:59:59 PM; Departments: All; Cash based.

Codrington County

Friday, October 30, 2020 5:28 PM

**Summary:**

**Receipt Item Totals**

	Document:	Non Document:	Applied:	Refunded:	Unposted:	Net Posted:	ACH:	Cash (Refund):	Cash:	Check:	Total:
			\$3,392.10	\$0.00	\$0.00	\$3,392.10		-\$0.50	\$2,318.50	\$50,229.60	\$55,939.10
			\$48,910.50	\$0.00							
			\$3,030.00	\$0.00							
			\$2,460.60	\$0.00							
			\$5,490.60	\$0.00							
			\$51,940.50	\$6,097.10							\$58,037.60

**Payment on Account Totals**

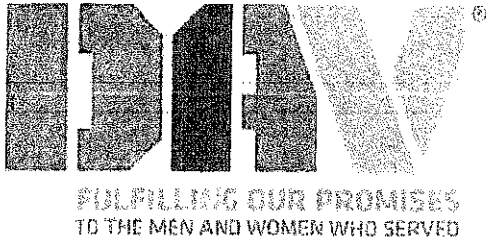
Document:	Non Document:	Applied:	Refunded:	Unposted:	Net Posted:
		\$3,392.10	\$0.00	\$0.00	\$3,392.10

**Payments & Refunds**

Document:	Non Document:	Applied:	Refunded:	Unposted:	Net Posted:
		\$3,391.50	-\$0.50	\$2,318.50	\$50,229.60
					\$55,939.10

**Revenue Account Activity**

Account	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00	\$170.00	\$170.00	\$0.00	\$0.00
101-0-341.21	\$15,400.00	\$14,575.00	\$825.00	\$0.00
101-0-341.22	\$31,420.50	\$31,420.50	\$0.00	\$0.00
229-0-321.00	\$510.00	\$510.00	\$0.00	\$0.00
726-0-209.00	\$2,150.00	\$1,370.00	\$780.00	\$0.00
101-0-341.29	\$3,218.60	\$1,596.50	\$1,622.10	\$0.00
250-0-341.21	\$1,842.00	\$1,743.00	\$99.00	\$0.00
769-0-209.00	\$1,228.00	\$1,162.00	\$66.00	\$0.00
<b>Total:</b>	<b>\$55,939.10</b>	<b>\$52,547.00</b>	<b>\$3,392.10</b>	<b>\$0.00</b>



**Headquarters  
Department of South Dakota  
Disabled American Veterans  
1519 W. 51st Street  
Sioux Falls, SD 57105**

November 2, 2020

Dear DAV Leaders, County/Tribal Veterans Service Officers, and Veteran Organizations:

The Disabled American Veterans (DAV) Department of South Dakota has received information on the "2021 DAV National Transportation Network and The Columbia Trust" to purchase the 2021 Ford vehicles.

The DAV understands that your area veterans are interested in providing transportation for veterans to our VA Medical Centers and VA Clinics for health care appointments. Enclosed is information on the DAV National Transportation Network Vehicle Information for FY 2021.

The veterans and veteran organizations of your area and DAV Department of South Dakota would work together to purchase a 2021 Ford vehicle to be donated to the Department of Veterans Affairs (VA Medical Center) which would outstation the vehicle in your area for the purpose of providing transportation for our veterans to the VA Medical Centers and VA Clinics for health care appointments.

The DAV Department of South Dakota would like you to consider the possibility of a minimum share.

Vehicle information summary:

<b>DESCRIPTION</b>	<b>FULL COST</b>	<b>CHAPTER'S MINIMUM SHARE</b>
2021 Ford Transit Connect 7-Passenger	\$ 25,672.00	\$ 14,119.00
2021 Ford Explorer 7-Passenger	\$ 31,280.00	\$ 17,204.00
2021 Ford Explorer 4x4 7-Passenger	\$ 34,455.00	\$ 18,950.00
2021 Ford Transit Wagon Van (T-150) 10-Passenger	\$ 38,034.00	\$ 20,919.00
2021 Ford Transit Wagon Van (T-150) AWD 10-Passenger	\$ 42,967.00	\$ 23,632.00
2021 Ford Transit Wagon Van (T-350) 12-Passenger	\$ 38,691.00	\$ 21,280.00
2021 Ford Transit Wagon Van (T-350) AWD 12-Passenger	\$ 43,784.00	\$ 24,081.00

We are enclosing the vehicle specifications for your review. The DAV will request a grant through the DAV Columbia Trust for the balance to pay the full cost of the 2021 Ford vehicles.

The VA would provide gas, maintenance, and any other items to operate the vehicle. The DAV provides the hospital transportation coordinators in assisting veterans with their VA appointments. The county/tribal service officer would work with the hospital transportation coordinator and assist in obtaining an area transportation coordinator and volunteer drivers for driving the vehicle to the VA Medical Centers.

The DAV Department of South Dakota would submit the application to DAV National. The deadline date is November 30<sup>th</sup>, 2020. The funds would be paid by March 9<sup>th</sup>, 2021 and the delivery of the vehicle is expected in late spring of 2021. We would need a letter of commitment by November 20<sup>th</sup>, 2020 and the description of the vehicle (application information attached). The DAV Department of South Dakota will assist applicants with \$ 2,000.00 per vehicle application.

If you have any questions, please contact DAV Department Headquarters. Thank you.

Sincerely,

Marty Pennock, Adjutant  
Disabled American Veterans  
Department of South Dakota

Hello Rick,

Sorry its taken a while to get back to you. We had the diagnostics meeting with BNSF railroad on 9-15-2020. Although BNSF could not tell me when the rubber crossing was last replaced they did agree that it was very old and in poor condition. They also said they have no future plans to upgrade the rubber crossing surface. But because of the poor condition they said they would be willing to split the cost 50/50 with the County to replace it with concrete surfacing. The new concrete surfacing comes in 8' lengths therefore the upgraded crossing would end up 96' in width which would be wider than the 90' that exists today. The total cost would probably be around \$100,000.00, which the County would need to fund around \$50,000.00 of it. The County would also need to provide traffic control as the crossing would need to be closed and detoured a few days while crossing is replaced. Let me know if costs sharing with BNSF to get the crossing upgraded is something the County would like to do, and let me know if you have additional questions.