

**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., Thursday, November 5, 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 5<sup>th</sup>, 2020 agenda**
- 5. Action to approve the minutes of October 27<sup>th</sup>, 2020**
- 6. Canvas of the 2020 General Election results and action to approve**
- 7. Monthly reports**
  - a. Extension**
  - b. Veterans Service Officer**
  - c. Welfare Director**
- 8. Action to accept a contract between Codington County and the SDHDA**
- 9. Action to approve a change order for the Rip Rap Project on County Road 10-1**
- 10. Action to approve a 5-year contract with Johnson Controls for heating and cooling operations in the Courthouse and Detention Center**
- 11. Action to advertise and fill a position for Deputy States Attorney to fill an upcoming vacancy**
- 12. Discussion/possible action to adopt a resolution to ban open burning**
- 13. Action to approve claims for payment**
- 14. Action/possible discussion on COVID-19 practices, procedures, policy**
- 15. Action to approve automatic budget supplements**
- 16. Action to approve personnel changes**
- 17. Action to approve travel requests**
- 18. Public Notices – a possible quorum of Commissioners could be in attendance at:**
- 19. Old Business**

**20. New Business**

**21. Open**

- a. Public Comments**
- b. Commission Comments**

**22. 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)**

**23. Action to adjourn until 9:00 a.m., Tuesday, November 10<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 COUNT 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 \$\_\_\_\_\_