

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 27, 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 27, 2020 agenda**
5. **Action to approve the minutes of October 13, 2020 and minutes of October 20, 2020 unofficial meeting**
6. **Monthly reports**
 - a. **Facilities Manager**
 - b. **Highway Superintendent**
 - c. **Emergency Management Director**
 - d. **Sheriff**
7. **Action to authorize the Chair to sign a funding agreement for 2021 Bridge Improvement Grant Preliminary Engineering**
8. **Action to approve ordering of a pickup and truck for the Highway Dept.**
9. **Action to approve an inmate housing contract with Walworth County**
10. **Action to approve the purchase of a copy machine for the States Attorney's Office as budgeted**
11. **Action to approve a transfer of Commissioner's Contingency to the Legal Catastrophic Budget, \$7,516.00**
12. **Action to approve the application for a Weed & Pest Fund Grant for FY2022**
13. **Action to authorize the Chair to sign contract for development of the Hazardous Material Plan**
14. **Action to approve a resolution of the Jordan and Jennifer Collins Addition**
15. **Action to approve a resolution of Lot 1 of the Nuttbrock First Addition**
16. **Discussion/possible action to authorize the Chair to sign an agreement with ICAP for systems of care community-wide case management**
17. **Discussion/possible action to accept a proposal for a compensation study**

18. Discussion/possible action to rescind the County's ban on open burning
19. Action to approve claims for payment
20. Action/possible discussion on COVID-19 practices, procedures, policy
21. Action to approve automatic budget supplements
22. Action to approve personnel changes
23. Action to approve travel requests
24. Public Notices – a possible quorum of Commissioners could be in attendance at:
25. Old Business
26. New Business
27. Open
 - a. Public Comments
 - b. Commission Comments
28. 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)
29. Action to adjourn until 9:00 a.m., Thursday, November 5th, 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 27, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, October 27, 2020, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, and Brenda Hanten; Commissioners Myron Johnson and Troy VanDusen appeared via Zoom; Chair Brenda Hanten, presiding. Commissioner Hanten, 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 Gabel, second by Waterman, to approve the October 27, 2020 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by VanDusen, second by Gabel to approve the minutes of October 13, 2020 and the minutes of the un-official meeting held October 20, 2020; all voted aye; motion carried.

MONTHLY REPORTS

Highway Supt., Rick Hartley, updated the Board on the following: recent snowfall has interrupted the fall mowing process; the project to build up County 8-1, near Stink Lake, should be completed soon, less the rip rap; some gravel has been hauled in the western part of the County; the bank stabilization project on County 7-5 has been completed; the grade raise project on County 8-2 is complete; rip rap has been installed on County roads 8-1A, 10-1, and 23-6; the culvert installation project on County 17-6, which was scheduled to begin on October 19th has been delayed due to the weather, the project is now scheduled to begin on November 2nd and the road will be closed until completion; the bridge replacement on County 4 is slowly progressing; Banner Associates has started their post construction evaluation on the roads affected by the wind energy projects; and Blattner Energy has hired a local construction company to dig out the soft spots on the County gravel roads affected by the wind energy projects. The Highway Supt. noted there are numerous bales and drain tile pipe currently laying in the County right of way which will need to be removed before winter sets in. State law requires these items to be removed from the right of way by October 1st of each year. **Emergency Management Director, Jamie Torstenson**, updated the Board on the following: monitoring of COVID numbers and needs continues through the Unified Task Force; the South Dakota Dept. of Health has drafted a POD contract for this area; a Homeland Security grant project for the Watertown Fire Dept. entails adding a secondary repeater on the 14th Ave water tower site; a LEPC meeting was held October 13th with another meeting scheduled for November 10th; HAZMAT awareness training is scheduled for November 6th and 20th; and the Emergency Management Director assisted with a Grant County POD exercise which was held in Milbank. Search and Rescue calls for assistance were received from Day and Hamlin Counties. Assistance was provided at a local house fire; contact has been made with First District Association of Local Governments for a grant application for the County's Pre-Disaster Mitigation Plan; the weather service has provided a LA Nina update that indicates possible above normal precipitation chances for the next 90 days, and the weekly fire report shows no critical fire conditions to be expected. **Sheriff, Brad Howell**, provided the Board with the

following statistics, compiled during the month of September 2020, for the Detention Center and Sheriff's Office: fees collected in the amount of \$10,152.36 were retained by the County; 673 cases/calls for service; responded to 9 accidents; 68 arrest warrants served; 240 sets of civil papers served; 4,474 transport miles – 15 transports with 17 individuals transported; average daily inmate population 43.4 (high of 48 and low of 38); 1 individual wearing a SCRAM (security continuous remote alcohol monitor) bracelet; 0 individuals testing daily for PBT'S; 49 individuals reporting twice weekly for UA Drug testing; 2 individuals using sweat patches; 187 bookings; \$7,850.00 collected in fees for out of county prisoner contracts; \$0.00 collected in work release fees due to a temporary suspension of the program; \$3,130.00 collected in fees for the 24/7 program; and no funds collected for SCRAM fees. Sheriff Howell noted there have been no cases of COVID 19 in the Detention Center, the South Dakota State Penitentiary is asking that all penitentiary sentences be delayed for a 10 day period due to high COVID 19 numbers in the penitentiary at this time, and the Sheriff's office will monitor the parking lot, at the Extension Center polling place, periodically on General Election day, Tuesday, November 3rd, to monitor campaign activities and for election security.

2021 BRIDGE IMPROVEMENT GRANT FUNDING AGREEMENT

Motion by Gabel, second by Waterman, to authorize the Chair to sign a grant funding agreement with the SDDOT in order to open up the funding for the 2021 Bridge Improvement Grant for preliminary engineering; all voted aye; motion carried.

HIGHWAY VEHICLES PURCHASE FROM STATE BIDS

Motion by Gabel, second by Waterman, to authorize the purchase of a Chevy 3/4 ton crew cab truck, in the amount of \$32,618.00 and a Freightliner semi, approximately \$160,000.00, from the State bid list, per the request of Highway Supt., Rick Hartley, and as budgeted in 2021; all voted aye; motion carried.

RESOLUTION TO LIFT BAN ON OPEN BURNING

Motion by Gabel, second by VanDusen, to approve Resolution 2020-31, rescinding the County's recent ban on open burning; all voted aye; motion carried.

**RESOLUTION 2020-31
A RESOLUTION TO LIFT BURNING BAN
ENACTED BY PRIOR RESOLUTION**

WHEREAS, Resolution 2020-28 declared a fire danger emergency and banned open burning in the rural area of Codington County, and

WHEREAS, the weekly fire report shows no critical fire conditions to be expected,

NOW, THEREFORE BE IT RESOLVED, by the Codington County Board of Commissioners that the ban on open burning pursuant to Resolution 2020-28 is hereby rescinded.

Approved this 27th day of October, 2020

Brenda Hanten
Chair

ATTEST:

Cindy Brugman
Codington County Auditor

Codington County, October 27, 2020

HAZMAT PLAN DEVELOPMENT AGREEMENT

Motion by Gabel, second by Johnson, to authorize the Chair to sign an agreement with the First District Association of Local Governments for the development of a HAZMAT plan. The contract cost is \$5,000, HMPG funds will cover \$4,000 of the cost and the remaining \$1,000 cost will be covered through the County's annual dues paid to First District. Upon vote of the Board; all voted aye; motion carried.

WALWORTH COUNTY INMATE HOUSING AGREEMENT

Motion by Gabel, second by VanDusen, to approve an agreement to house adult inmates from Walworth County due to the closing of the jail in Walworth County. Sheriff Howell noted he does not expect many inmates to be housed under this contract and housing of local inmates will have primary consideration. Upon vote of the Board; all present voted aye; motion carried.

STATES ATTORNEY COPIER EQUIPMENT

Motion by Gabel, second by Waterman, to approve the purchase of a Toshiba e-Studio 4518A copier/fax machine, from Office Peeps, in the amount of \$5,849.00, for the States Attorney's office, per the request and as budgeted by States Attorney, Rebecca Morlock Reeves; all voted aye; motion carried.

COMMISSIONER'S CONTINGENCY TRANSFER

Motion by Gabel, second by Hanten, to approve the transfer of Commissioners Contingency budget to the Legal Catastrophic budget in the amount of \$7,516.00; all voted aye; motion carried.

FY2022 WEED & PEST GRANT AGREEMENT

Motion by Gabel, second by Waterman, to approve an application to apply for FY2022 Weed & Pest grand funds; all voted aye; motion carried.

PLAT RESOLUTIONS APPROVED

Zoning Officer, Luke Muller, reviewed the plats of the Jordan and Jennifer Collins Addition and Lot 1 of the Nuttbrock First Addition. The adopted the following resolutions:

RESOLUTION #2020-29

A Resolution to approve the platting of the Jordan and Jennifer Collins 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:

Jordan and Jennifer Collins Addition, in the Southeast Quarter (SE1/4) of Section 20-T117N-R51W 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 Johnson, second by Commissioner VanDusen; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 27th day of October, 2020, at Watertown, Codington County, South Dakota

Brenda Hanten
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 2020-29, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 27th day of September, 2020, at Watertown, Codington County, South Dakota.

Cindy Brugman
County Auditor, Codington County, South Dakota

RESOLUTION #2020-30

A Resolution to approve the platting of the Lot 1 of Nuttbrock First 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:

Lot 1 of Nuttbrock First Addition, in the Northwest Quarter (NW1/4) of Section 32-T117N-R51W 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 Gabel, second by Commissioner VanDusen; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 27th day of October, 2020, at Watertown, Codington County, South Dakota

Brenda Hanten
Chair

Codington County, October 27, 2020

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 2020-30, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 27th day of October, 2020, at Watertown, Codington County, South Dakota.

Cindy Brugman

County Auditor, Codington County, South Dakota

AGREEMENT WITH ICAP FOR SYSTEMS OF CARE COMMUNITY-WIDE CASE MANAGEMENT

The Board held a discussion regarding entering into a contract with Inter Lakes Community Action for the provision of Systems of Care Community-Wide Case Management. Commissioner Gabel reviewed the agreement and noted the cost would be approximately \$500.00 per week. Arleen Weerheim, Inter Lakes Community Action Chief Operating Officer, who was present via Zoom, noted ICAP does have an employee who would fit into this program. Welfare Director, Sarah Petersen, who was present via Zoom, opined that entering into this agreement is premature and further study should be given to handling of case management, in-house, by the Welfare Office staff. The Welfare Director noted she does not support this contract at this time. Motion by Gabel, second by VanDusen, to enter into an agreement with Inter Lakes Community Action for the provision of Systems of Care Community-Wide Case Management. After further discussion Gabel, Hanten, and VanDusen voted aye; Waterman and Johnson vote no; motion carried.

COMPENSATION STUDY

Commissioner Gabel presented the Board with an agreement, from McGrath Human Resources Group, to conduct a comprehensive compensation and classification study for Codington County. Commissioner Gabel reviewed the agreement which has a total maximum cost of \$25,715.00. Human Resource Representative, Natalie Remund, also contributed to this discussion. Motion by Gabel, second by Hanten, to enter in the agreement with McGrath Human Resources Group. After further discussion the following roll call vote was taken: Gabel aye; Waterman no; Johnson aye; VanDusen aye; and Hanten aye; motion carried.

SALARY CLAIMS

Motion by Gabel, second by VanDusen, to approve October salary claims; all voted aye; motion carried: Commissioners: 10,417.27 total salaries. Auditor: 21,166.86 total salaries; Debbie Melville 3600.06 step increase. Co. Treasurer: 31,978.23 total salaries. States Attorney: 38,609.66 total salaries. Gov. Buildings: 18,776.87 total salaries. Dir. Equalization: 42,900.84 total salaries. Reg. of Deeds: 22,202.31 total salaries. Veterans Service: 10,214.82 total salaries. Sheriff: 92,866.66 total salaries; Vanna Engst 3523.50 step 7 New Hire. Co. Jail: 111,223.05 total salaries; Brittini Schliesman PT New Hire step 4 19.90 per hr.; Jennifer Matejek 4214.28 step increase; Kylie Lewis 3480.00 step increase; Maria Escamilla 4334.34 step increase. Coroner: 1,695.49 total salaries. Welfare: 6,687.04 total salaries. County Nurse: 4,900.10 total salaries. Co. Park: 8,638.28 total salaries. Ag. Bldg.: 9,403.91 total salaries. Co. Extension: 10,004.48 total salaries. Weed: 2,783.85 total salaries. Planning Board: 454.84 total salaries. Road & Bridge: 97,933.10 total salaries. Emergency Management: 12,972.68 total salaries. Crime Victim: 6,831.95 total salaries. W.I.C.: 4,555.36 total salaries. Total 567,217.65. Breakdown of withholding amounts which are included in the above: S.D. Retirement 50,722.68; S.D. Retirement 68.59 spouse option; S.D. Supplemental Retire. 3115.00 suppl. retire.; Sanford 73,084.66 ins.; Reliance Standard Life

Insurance 483.94 life ins.; Delta Dental 6,219.32 ins.; Avesis 871.94 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 519.20 employee union dues; AFLAC 4,016.10 ins.; John Hancock 4,965.00 suppl. retire.; AFLAC 781.17 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 38,312.28 federal withholding; ReliaBank Dakota 64,710.06 social security; Credit Collections Bureau 542.72 garnishment; Barbara Curtis 800.00 employee payment. Delta Dental 42.50 premium for employee on FMLA; Reliance Insurance 5.38 premium for employee on FMLA; Sanford 1,067.82 premium for employee on FMLA.

CLAIMS APPROVED

Motion by Gabel, second by VanDusen, to approve for payment the following claims; all voted aye; motion carried: City of Watertown 22897.28 August 911 surcharge collections, Visa – Reliabank 1374.94 trav/sup.

UNIFIED COMMAND CAMPAIGN FOR MASKS

Chair Hanten informed the Board that the Unified Command is planning a community campaign for the wearing of masks and a request for funds may be coming.

AUTOMATIC BUDGET SUPPLEMENT

Motion by Gabel, second by Waterman, to approve an automatic budget supplement to the Veterans Service Office budget in the amount of \$2,863.00 with CARES Act reimbursement funds; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by VanDusen, second by Gabel, to approve the following personnel changes: Barbara Martenson, Director of Equalization Clerk, anniversary step increase, step 14/\$20.59 per hour, effective 10/15/2020; effective 10/4/2020; Vanna Engst, Sheriff's Office Criminal Civil Support Coordinator, new hire, step 7/\$20.25 per hour, effective 10/15/2020; Al Benck, Highway Maintenance III, anniversary step increase, step 14/\$25.42 per hour, effective 11/1/2020; Jamie Dolen, Highway Maintenance III, anniversary step increase, step 8/\$23.36 per hour, effective 11/1/2020; Brad Schwinger, Highway Maintenance III, anniversary step increase 14/\$25.42 per hour, effective 11/1/2020; all voted aye; motion carried.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 10:40 a.m., until 9:00 a.m., Thursday, November 5th, 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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