

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 8, 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 8th, 2020 agenda**
- 5. Action to approve the minutes of December 1st, 2020**
- 6. Monthly reports**
 - a. Auditor**
 - b. Director of Equalization**
 - c. Welfare Director**
- 7. Action to approve the Auditor's Acct. w/Treasurer and note Register of Deeds monthly fees**
- 8. Action to adopt a resolution for appointment of grant applicant agent**
- 9. Action to approve a contract with the SD Dept. of Health for Community Health Services**
- 10. Discussion/possible action to approve the purchase of motor graders**
- 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 15th, 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**

December 8, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 8, 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 Hanten lead the pledge of allegiance.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Hanten called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by VanDusen, second by Gabel, to approve the December 8, 2020 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman to approve the minutes of December 1, 2020; all voted aye; motion carried.

MONTHLY REPORTS

Auditor, Cindy Brugman, reported tax levies for pay 2021 have been submitted to the SD Dept. of Revenue for approval; year end budget balances are being monitored for compliance; \$1,477,882.93 has been received in Cares Act funding through the end of November and year end Commission meeting dates need to be finalized. **Director of Equalization, Shawna Constant**, reported year end procedures are a priority before assessment notices are mailed in March 2021; year end sales will be reviewed by the SD Dept. of Revenue; Zoom audits with the Dept. of Revenue will be scheduled after January 1st, and due to good weather conditions, the Appraisal staff continue to work in the field at this time. **Welfare Director, Sarah Petersen**, reported the following statistics for the time period September through November: 170 clients were assisted; SD Cares 8, Utilities 7, Housing 29, Economic Assistance 4, Prescription Drugs 1, Burials 6 (September and October), Homeless 8, and Medical 30. \$4,466.00 in costs were incurred during this time period and cost avoidance totaled \$9,350.87.

AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES

Motion by VanDusen, second by Gabel, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last business day of November 2020, all present voted aye; motion carried.

Cash on hand	\$	12,361.39
Checks in Treasurers' possession		
less than 3 days	\$	229,661.72
Credit Card Charges	\$	11,182.45
Cash Items	\$	370.09
TOTAL CASH ASSETS ON HAND	\$	253,575.65
RECONCILED CHECKING		
Great Western Bank Checking (Memorial Park)	\$	1,969.80
Reliabank Dakota		\$25,501,319.64
INVESTMENTS		
SD Public Funds Investment	\$	7,254.43
TOTAL CASH ASSETS	\$	25,764,119.52
General Ledger Cash Balance by Funds:		
General		\$17,081,594.16
General restricted cash	\$	500,000.00
Sp. Revenue	\$	6,300,910.28
Custodial	\$	1,881,615.08
(schools 1,180,988.45, townships 55,791.87; city/towns 190,999.45)		
TOTAL GENERAL LEDGER CASH	\$	25,764,119.52

The Board noted Register of Deeds fees in the amount of \$40,568.85 were collected in the month of November, 2020.

RESOLUTION APPOINTING GRANT APPLICANT AGENT

Motion by Gabel, second by VanDusen, to approve Resolution 2020-34, a resolution appointing a grant applicant agent; all voted aye; motion carried.

**RESOLUTION 2020-34
APPOINTMENT OF APPLICANT AGENT**

WHEREAS Codington County is submitting a grant application to the Federal Emergency Management Agency and the State of South Dakota; and

WHEREAS Codington County is required to appoint an Applicant Agent for the purpose of signing documents and assuring the completion of all application documents;

NOW THEREFORE BE IT RESOLVED that the Codington County Board of County Commissioners appoints Brenda Hanten and/or Jamie Torstenson as the authorized Applicant Agent.

Dated this 8th, day of December 2020.

Appointing Authority

Brenda Hanten
Chairperson, Codington County Commission

Appointed Agent

Jamie Torstenson
Codington County Emergency Management Director

ATTEST:

Dated this 8th day of December, 2020

Cindy Brugman
Codington County Auditor

2021 COMMUNITY HEALTH NURSING SERVICES CONTRACT

Motion by Johnson, second by Gabel, to authorize the Chairman to sign the contract between the Codington County Commission and the South Dakota Dept. of Health, Community Health Services, for community health nursing services, beginning January 1, 2021 and ending December 31, 2021, in the amount of \$14,168.00; all voted aye; motion carried.

HIGHWAY DEPARTMENT MOTOR GRADERS

Highway Supt., Rick Hartley, requested authorization to order and purchase three motor graders as budgeted in 2021. Mr. Hartley noted the three motor graders to be replaced will each receive a guaranteed by back allowance of \$150,000.00 bringing the net cost of two motor graders to \$179,774.80 each and the third motor grader \$184,209.05 net cost. Mr. Hartley noted this equipment will be purchased per bid prices from Sourcewell, a cooperative purchasing agent used by the County in the past. Upon further discussion the Board requested confirmation from the South Dakota Dept. of Legislative regarding compliance with South Dakota law in purchasing equipment from Sourcewell. The Board will address this request during their meeting scheduled for December 15th, 2020.

BURN BAN DISCUSSION

Emergency Management Director, Jamie Torstenson, met with the Board to discuss dry conditions in Codington County. Mr. Torstenson provided the Board with drought monitor information which indicated the fire weather conditions will remain elevated through December 9th, and the area is abnormally dry but is not at the critical level at this time. The Board determined there is not a need for a ban on open burning at this time and will monitor the situation weekly.

COVID-19 PROCEDURES

The Board held a brief discussion on the current COVID-19 practices, procedures, and policies. The Board determined the County's current adopted policies follow CDC guidelines and do not need to be modified at this time.

PERSONNEL CHANGES

Motion by VanDusen, second by Gabel, to approve the following personnel changes: Janet Bevers, Deputy Treasurer, anniversary step increase, step 13/\$24.51 per hour, effective 11/15/2020, and Lisa Felch, States Attorney Legal Secretary, anniversary step increase, step 7/\$18.64 per hour, effective 12/1/2020; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by VanDusen, second by Waterman, to enter into executive session at 9:51 a.m., per SDCL 1-25-2, for a personnel issue and labor contract negotiations; all voted aye; motion carried. The Board returned to regular session at 10:42 a.m. States Attorney, Rebecca Morlock Reeves and Human Resource Representative, Natalie Remund, were 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 Johnson, to adjourn at 10:43 a.m., until 9:00 a.m., Tuesday, December 15th, 2020; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

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