

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, January 26, 2021

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 January 26, 2021 agenda
5. Action to approve the minutes of January 19, 2021
6. Monthly reports
 - a. Emergency Management
 - b. Sheriff
7. Action to approve a notice to bidders for a Detention Center sanitary sewer repair project
8. Action to authorize the purchase of patrol cars as budgeted
9. Action to approve advertising and hiring of a Treasurer's Office Clerk to fill a vacancy
10. Action to approve claims for payment
11. Action/possible discussion on COVID-19 practices, procedures, policy
12. Action to approve automatic budget supplements
13. Action to approve personnel changes
14. Action to approve travel requests
15. Public Notices – a possible quorum of Commissioners could be in attendance at:
16. Old Business
17. New Business
18. Open
 - a. Public Comments
 - b. Commission Comments
19. 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)
20. Action to adjourn until 9:00 a.m., Tuesday, February 2, 2021; 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**

January 19, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 19, 2021, 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 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 January 19, 2021 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of January 12, 2021; all voted aye; motion carried.

MONTHLY REPORTS

Highway Supt., Rick Hartley, updated the Board: sanders are out this morning due to weather conditions; the County Road 8-1 rip rap project is progressing; trees are being trimmed as time allows; and Banner Associates are preparing engineering plans for a bridge deck replacement on County Road 7-5. A brief discussion was held regarding a section of County road south of Tinkertown that has been built up and has a section which is still re-ground material with plans to be paved this summer. **Facilities Manager, Steve Molengraaf**, reported the FOB system project on 2nd and 3rd floors, in the Courthouse, is finished and has been met with approval from offices on those floors. Detention Center - computer/camera system has been moved from a small room into a larger room and surrounded by a cage to prevent overheating of the equipment; specifications will be prepared for the repair of sewer lines using liners. Extension Center Complex – the Barn area has been prepared for the Winter Farm Show and quotes are being requested to finish the flooring in the hallway, 2nd meeting room, and restrooms. Weed Department – a Board meeting was held on 1/13/2021, the local annual meeting has been scheduled for Wednesday, February 24th at 6:00 p.m., and annual reports have been filed with the South Dakota Dept. of Ag. Memorial Park – the new online reservation system is being readied for use in 2021; quotes will be requested for roofing and flooring projects in the last bath house; the park manager contract is being reviewed/updated; and 2021 site/building fees are being reviewed for prime locations.

MEMORIAL PARK CAMPGROUND RULES

Facilities Manager, Steve Molengraaf, reviewed several possible changes to rules and regulations for the Memorial Park campground. Mr. Molengraaf will work with the States Attorney to finalize these changes and will then bring the finalized regulations to the Board for final approval.

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

Motion by VanDusen, second by Waterman, 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 December, 2021, all present voted aye; motion carried.

Codington County, January 19, 2021

Cash on hand	\$	4,356.04
Checks in Treasurers' possession		
less than 3 days	\$	45,701.75
Credit Card Charges	\$	4,376.37
Cash Items	\$	325.00
TOTAL CASH ASSETS ON HAND	\$	54,759.16
RECONCILED CHECKING		
Great Western Bank Checking (Memorial Park)	\$	1,942.85
Reliabank Dakota	\$	23,792,015.67
INVESTMENTS		
SD Public Funds Investment	\$	7,254.43
TOTAL CASH ASSETS	\$	23,855,972.11
General Ledger Cash Balance by Funds:		
General	\$	16,664,893.36
General restricted cash	\$	500,000.00
Sp. Revenue	\$	5,898,509.72
Custodial	\$	792,569.03
(schools 137,794.93, townships 63,516.23; city/towns 23,986.69)		
TOTAL GENERAL LEDGER CASH	\$	23,855,972.11

The Board noted Register of Deeds fees in the amount of \$42,838.00 were collected in the month of December, 2020.

2021 BUDGETED OPERATING CASH TRANSFERS

Motion by Gabel, second by VanDusen, to approve the following operating cash transfers as budgeted in 2021; all voted aye; motion carried.

<u>FUND</u>	<u>DEBIT</u>	<u>CREDIT</u>
General	1,352,763.00	
Road and Bridge		1,050,512.00
Emergency Management		193,241.00
Victims of Crime		88,010.00
W.I.C.		21,000.00

RANGELAND FIRE ASSISTANCE RESOLUTION/FIRE PROTECTION AGREEMENT

The Board received correspondence from the SD Dept. of Agriculture addressing a need for updated contact information regarding the County's designee for obligating funds in the event of a County request for fire suppression assistance. Motion by Gabel, second by VanDusen, to approve Resolution 2021-4; all present voted aye; motion carried.

RESOLUTION 2021-4

"BE IT HEREBY RESOLVED, that the list of individuals set forth below, are hereby authorized to request rangeland fire assistance, on behalf of Codington County as specified in SDCL 41-20A-11. The authority to request assistance as provided shall continue in full force and effect until terminated or modified by resolution of the Codington County Board of Commissioners.

Effective Date: January 19, 2021

County Fire Assistance Authorization List:

Name	Position	Daytime Phone	Emergency or Cell Phone
Jamie Torstensen	Emergency Management Director	605-882-6272	605-520-6272
Brenda Hanten	County Commissioner	605-880-6124	605-880-6124
Cheri Howell	Emergency Management Secretary	605-882-6272	605-956-0609

“BE IT HEREBY RESOLVED, that Jamie Torstensen, Codington County Emergency Management Director, is appointed County Rural Fire Coordinator for Codington County, South Dakota. The Codington County Rural Fire Coordinator is hereby authorized to act as a single point of contact, on behalf of Codington County, in dealing with administrative matters such as burn bans, billings, or questions about this Rangeland Fire Agreement specific to Codington County. This authority shall continue in full force and effect until terminated or modified by resolution of the Codington County Commissioners.

Dated this 19th, day of January, 2021

Brenda Hanten
Chair Codington County Commission

ATTEST:

Cindy Brugman
County Auditor

POD CONTRACT

Emergency Management Director, Jamie Torstensen, updated the Board on the development of a POD Plan for the distribution of the COVID-19 vaccine. Discussion was also held regarding a revised POD contract which could be forthcoming from the SD Dept. of Health.

HOMELAND SECURITY GRANT FUNDS APPLICATION

Motion by Johnson, second by Gabel, to authorize Emergency Management Director, Jamie Torstensen, to apply for annual Homeland Security Grant funds; all voted aye; motion carried.

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT FUNDS

Motion by Johnson, second by Waterman, to authorize Emergency Management Director, Jamie Torstensen, to apply for annual Hazardous Materials Emergency Preparedness Grant funds; all voted aye; motion carried.

APPEAL OF DENIAL FOR BURIAL ASSISTANCE

Motion by Johnson, second by VanDusen, to enter into executive session at 9:48 a.m., to discuss an appeal on a denial for burial assistance; all voted aye; motion carried. The Board returned to regular session at 9:56 a.m. and took the following action: motion by VanDusen, second by Johnson, to overturn the denial of the Welfare Office on an application for burial assistance; all voted aye; motion carried. Welfare Assistant, Kari Kraayenbrink, was present for executive session.

CODINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION

The Board held a brief discussion regarding the expiration of a term of a Board member on 12/31/2020 on the Codington County Housing and Redevelopment Commission. Commissioner Waterman will contact the Board member, whose term expired, and who currently resides in District II, to determine if a re-appointment is acceptable to said Board member.

2020 INDIGENT BURIAL RATES

Motion by VanDusen, second by Gabel, to approve the following rates for the burial of qualifying Codington County indigent residents in 2021: \$3,952.00 for a burial, \$2,575.00 for a cremation, and opening and closing of graves at the City of Watertown's current rate; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by Gabel, second by Waterman, to approve the following personnel change: Megan LaFromboise, Deputy States Attorney, anniversary step increase, step 8/\$33.98 per hour, effective 1/1/2021; all voted aye; motion carried.

TRAVEL REQUEST

Motion by Johnson, second by Gabel, to approve a travel request for Facilities Manager, Steve Molengraaf, to attend the Sioux Falls Farm Show; all voted aye; motion carried.

CARES ACT FUNDING REIMBURSEMENT

Auditor, Cindy Brugman, advised the Board that the County has received a total reimbursement of \$1,855,867.64 in Cares Act funding for salaries, PPE, etc., as submitted by the Auditor's Office. The County's initial allocation was \$1,850,268.00.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by VanDusen, to adjourn at 10:03 a.m., until 9:00 a.m., Tuesday, January 26, 2021; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

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Published once at the total approximate cost of \$_____

**CODINGTON COUNTY
NOTICE TO BIDDERS**

Codington County is soliciting sealed bids from interested and qualified firms to rehabilitate sanitary sewer system for the Codington County Detention Center.

**Codington County Jail Sanitary Sewer Rehab Project
14 1st Ave. SE
Watertown, SD 57201**

The work to be in accordance with all applicable building codes, regulations, and laws. This project is to rehabilitate sanitary sewer pipe that was installed when the building was constructed in 1974. The project includes sanitary sewer lateral mains under floors and in walls throughout the building. The project is envisioned to include:

- descaling/milling of existing lines and removal of resultant debris,
- replacement of wax rings for water closets,
- creating access points in concrete block walls,
- necessary camera inspections,
- lining of sanitary sewer lines with cured in place pipe that meets ASTM F1216 standards,
- coating of toilet services and wall sewer stacks with high pressure solids epoxy
- reinstatement of sewer services.

The project work will be done in coordination with the Detention Center staff to allow the Detention Center to continue operation throughout the duration of the project.

The Owner, Codington County, will receive sealed bids until 9:00 AM Central Time on Tuesday, March 2, 2021. Bids received after this time will not be accepted. Deliver bids to:

Codington County Auditor
14 1st Ave. SE
First Floor Room 109
Watertown, SD 57201
ATTN: Jail Sanitary Sewer Rehab

Bids will be publicly opened and read during the regular meeting of the Board of County Commissioners which is scheduled to begin at 9:00 AM March 2, 2021 in the Commission Chamber located within the County Courthouse.

Bidders are encouraged to make an appointment to visit the Codington County Detention Center. Bidders may contact Steve Molengraaf, Codington County Facilities Manager (605-882-6255) or the Sheriff's office (605-882-6280) to arrange a visit or make other inquiries about the project.

Bids shall be submitted on the basis of a stipulated sum. Other types of bids will not be accepted. Bid Security in the amount of five percent of the bid must accompany each bid. Bids are required to be submitted under a condition of irrevocability for a period of 30 days after submittal. Owner reserves the right to waive irregularities and to reject bids. Owner may select any combination of bidder's alternates at its discretion. Successful bidder shall provide owner with insurance certificates for proof of liability and workers compensation insurance before project shall commence. Each bidder agrees to waive any claim it has or may have against the Owner and respective employees, arising out of or in connection with the administration, evaluation or recommendation of any bid. By virtue of statutory authority, preference will be given to materials, products and supplies found or produced within the State of South Dakota.

Codington County, South Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Published twice at the total approximate cost of \$_____

CODINGTON COUNTY
WATERTOWN, SD 57201-3611

* * * * *

<u>Invoice # / Description</u>	<u>Account #</u>	<u>From Budget</u>	<u>Amount</u>
ACCT END:0786 - MISC SUPPLIES	101 - 211.0 - 426.00	SHERIFF	127.64

TOTAL: 127.64

Claim Of:
VISA

PO BOX 30131
TAMPA, FL 33630-3131

158825

Amount Allowed: \$ 127.64

<-- VOUCHER #

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payment on this day 01/19/2021 .

Chairman / authorized agent

Debra M. M...

Authorized Official

Date

De

CODINGTON COUNTY
WATERTOWN, SD 57201-3611

* * * * *

<u>Invoice # / Description</u>	<u>Account #</u>	<u>From Budget</u>	<u>Amount</u>
ACCT END:0760 - MISC SUPPLIES	226 - 222.0 - 429.20	EMERGENCY MANAG	458.84

TOTAL: 458.84

Claim Of:
VISA

PO BOX 30131
TAMPA, FL 33630-3131

Amount Allowed: \$ 458.84

<- VOUCHER #

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payment on this day 01/19/2021 .

Chairman / authorized agent

Debbie Memick

Authorized Official

Date

[Handwritten signature]

158826
428851

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Sara Foust		DATE 1/26/2021
EFFECTIVE DATE 2/16/2021	POSITION TITLE Welfare Director	DEPARTMENT Welfare
CURRENT STEP	NEW STEP	
CURRENT PAY RATE	NEW PAY RATE \$25.13/\$4,372.62	
REASONS FOR CHANGE New Hire		

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE _____

DATE _____

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.