

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 29, 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 29, 2020 agenda**
5. **Action to approve the minutes of December 22, 2020**
6. **Action to approve a POD grant agreement**
7. **Action to approve shift differential of \$.50 per hour for PT Correctional Officers and Sheriff's Department employees**
8. **Action to approve employee life insurance policy change**
9. **Action to approve a letter of agreement, with First District, for administrative and technical assistance services in the areas of zoning and drainage**
10. **Planning and Zoning year-end report**
11. **Action to revise wording of the ICAP agreement for clarification**
12. **Action to designate future building funds**
13. **Action to approve agreement with SDHDA for extended Cares Act housing funds**
14. **Discussion/possible action on additional Cares Act funding – Welfare clients rent**
15. **Action to supplement budgets with Commissioners Contingency**
16. **Discussion/possible action to adopt a resolution to ban open burning**
17. **Action to approve claims for payment**
18. **Action/possible discussion on COVID-19 practices, procedures, policy**
19. **Action to approve automatic budget supplements**
20. **Action to approve personnel changes**
21. **Action to approve travel requests**

22. Public Notices – a possible quorum of Commissioners could be in attendance at:
23. Old Business
24. New Business
25. Open
 - a. Public Comments
 - b. Commission Comments
26. 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)
27. Action to adjourn until 9:00 a.m., Tuesday, January 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**

December 29, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 29, 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. Emergency Management Director, Jamie Torstenson, 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 29, 2020 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel to approve the minutes of December 22, 2020; all voted aye; motion carried.

POD GRANT AGREEMENT

Emergency Management Director, Jamie Torstenson, advised the Board that he has consulted with the States Attorney and a letter has been drafted to send to the SD DOH to terminate the County’s consultant contract, signed 10/22/2020, with the SD DOH for POD activities. The Emergency Management Director

noted this contract could be re-visited at a later date upon action of the State to determine a consultant of the contract other than the County.

SHIFT DIFFERENTIAL FOR PART TIME EMPLOYEES

Motion by VanDusen, second by Gabel, to approve shift differential, in the amount of .50 per hour, for part-time correctional officers and part-time Sheriff's department employees; all voted aye; motion carried.

EMPLOYEE LIFE INSURANCE POLICY

Motion by Gabel, second by Waterman, to approve an updated Life Insurance policy for all eligible employees; all voted aye; motion carried. This policy increases the current \$25,000.00 benefit to a \$50,000.00 benefit, with a premium guarantee for 24 months, effective with February payroll.

ZONING SERVICES CONTRACT

Zoning Officer, Luke Muller reviewed a letter of agreement, for zoning services in 2021, in an amount not to exceed \$29,450.00, between Codington County and the First District Association of Local Governments. Motion by Gabel, second by Waterman, to authorize Chair Hanten to sign the letter of agreement between Codington County and the First District Association of Local Governments for administrative and technical assistance to the Codington County Planning Commission and County Commissioners in the area of zoning, beginning January 1, 2021 through December 31, 2021; all voted aye; motion carried.

2020 ZONING OFFICE YEAR-END REPORT

Zoning Officer, Luke Muller, reviewed a year-end revenue report, including the following: Building permits issued – 152 (72 wind tower related); estimated value of construction - \$154,602,023 (\$142.4M wind tower related); new residences – 9; and fees from building permits - \$184,127 (\$164,288 wind tower related.) There were no special meetings of the Board of Adjustment/Planning Commission; variance/conditional use permit applications – 35; and fees from variances, conditional use, and rezoning applications - \$3,400.00. The Board expressed appreciation for the continuing partnership between Codington County and the First District Association of Local Governments for the services provided.

INTER-LAKES COMMUNITY ACTION – CODINGTON COUNTY AGREEMENT

Motion by Gabel, second by VanDusen, to revise wording in the agreement, previously adopted, for the provision of assistance in assessing client needs to the County, by Inter-Lakes Community Action. The language changes in the agreement clarify hours per week, assistance with completing applications, the provision of regular reports regarding the number of applications by program and agency; and the Welfare Office's authority to make final determination on all applications. Upon vote of the Board; all voted aye; motion carried. Arleen Weerheim, Inter-Lakes Community Action, Chief Operations Officer, was present via Zoom for this action.

FUTURE BUILDING FUNDS DESIGNATED

Motion by Johnson, second by Waterman, to assign General Fund unassigned/undesignated cash, in the amount of \$10,398,298.98, for future building projects; all voted aye; motion carried.

HOUSING FUNDS FOR CARES ACT

Welfare Office assistant, Kari Kraayenbrink, met with the Board to discuss the availability of additional Cares Act housing funds per recent action of Congress and the President. This item was continued as an agreement for the Board's action was unavailable at this time.

CARES ACT FUNDING – WELFARE CLIENTS RENTAL ASSISTANCE

Welfare Office assistant, Kari Kraayenbrink, met with Board to discuss the availability of Cares Act funding for Welfare clients in need of assistance with rental costs. This item was continued as an agreement for the Board’s action was not available at this time.

CLAIMS APPROVED

Motion by Gabel, second by Waterman, to approve for payment the following list of claims; all voted aye; motion carried: Peters Distributing Inc. 22852.57 final segment of door fob system; SD Dept. of Health 175.00 campground license renewal; Watertown City Finance 22504.99 October 911 surcharge collections.

COVID-19 POLICY/PROCEDURES

Human Resource Representative, Natalie Remund, advised the Board that extended COVID-19 employee emergency sick leave has been extended through March 31, 2021 on a voluntary basis for business’s. The Board has the option of taking action to continue the emergency paid sick leave for COVID-19 related events.

WELFARE DIRECTOR ADVERTISEMENT

The Board discussed extending the deadline to file an application for the Welfare Director position from December 31, 2020 to January 15, 2021. The Board was of the consensus to extend the filing deadline to the 15th of January 2021.

EXECUTIVE SESSION

Motion by VanDusen, second by Gabel, to enter into executive session at 10:04 a.m., per SDCL 1-25-2, for labor contract negotiations; all voted aye; motion carried. The Board returned to regular session at 10:56 a.m. Human Resource Representative, Natalie Remund and Auditor, Cindy Brugman 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 Johnson, second by Waterman, to adjourn at 10:57 a.m., until 9:00 a.m., Tuesday, January 5, 2021; all voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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