

**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., Tuesday, January 19, 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 19, 2021 agenda**
5. **Action to approve the minutes of January 12, 2021**
6. **Monthly reports**
  - a. **Facilities Manager**
  - b. **Highway Superintendent**
7. **Action to approve new rules at Memorial Park**
8. **Action to approve the Auditor's Acct. w/Treasurer and note monthly Register of Deeds fees**
9. **Action to approve budgeted operating cash transfers**
10. **Action to adopt a Rangeland Fire Resolution to appoint County designees**
11. **Discussion/possible action regarding POD contract**
12. **Action to approve application of Homeland Security Grant funds**
13. **Action to approve application of HMEP Grant funds**
14. **Action on an appeal for a denial of burial assistance**
15. **Discussion/possible action on certificate of appointment of the Housing and Redevelopment Commission of Codington County**
16. **Action to approve annual indigent burial fees**
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 26<sup>th</sup>, 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 1<sup>st</sup> 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 2<sup>nd</sup> and 3<sup>rd</sup> 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, 2<sup>nd</sup> 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 24<sup>th</sup> 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.

|   |           |                      |
|---|-----------|----------------------|
| 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               |
| <b>TOTAL CASH ASSETS ON HAND</b>                                | <b>\$</b> | <b>54,759.16</b>     |
| <b>RECONCILED CHECKING</b>                                      |           |                      |
| Great Western Bank Checking (Memorial Park)                     | \$        | 1,942.85             |
| Reliabank Dakota  | \$        | 23,792,015.67        |
| <b>INVESTMENTS</b>  |           |                      |
| SD Public Funds Investment                                      | \$        | 7,254.43             |
| <b>TOTAL CASH ASSETS</b>  | <b>\$</b> | <b>23,855,972.11</b> |
| <b>General Ledger Cash Balance by Funds:</b>                    |           |                      |
| 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) |           |                      |
| <b>TOTAL GENERAL LEDGER CASH</b>                                | <b>\$</b> | <b>23,855,972.11</b> |

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 19<sup>th</sup>, 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**

Codington County, January 19, 2021

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, January 19, 2021

Codington County Auditor

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