

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, May 18, 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 May 18, 2021 agenda
5. Action to approve the May 11, 2021, minutes of the Board of Codington County Commissioners
6. Monthly reports
 - a. Welfare Director
 - b. Facilities Manager
 - c. Highway Superintendent
7. Discussion/action to approve a payment agreement from NEXTERA for Crowned Ridge I & II haul road restoration
8. Discussion/possible action to adopt a new employee pay scale/schedule and to establish an implementation date
9. Discussion/possible action to pass a resolution to enact a ban on open burning
10. Action/possible discussion on COVID-19 practices, procedures, policy
11. Action to approve claims for payment
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, May 25, 2021; at the Codington County Court House

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 Court House
14 1st Ave SE

May 11, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 11, 2021, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair, Brenda Hanten, presiding. Commissioner Waterman led 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 May 11, 2021 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by VanDusen, to approve the minutes of the May 4, 2021 meeting of the Codington County Commissioners; all voted aye; motion carried.

MONTHLY REPORTS

Auditor, Cindy Brugman, updated the Board: The CPI to apply to the County's annual property tax request is 1.2% for pay 2022; preliminary growth percentage is 1.1; preliminary taxable values for property taxes payable in 2022 have been received from the Director of Equalization; ballot preparation for the combined Watertown School/City election is underway; and several 2022 budget requests and been filed.

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 April, 2021, all present voted aye; motion carried.

| | |
|----------------------------------------------|------------------------|
| Cash on hand | \$ 14,508.13 |
| Checks in Treasurers' possession | |
| less than 3 days | \$ 806,850.99 |
| Credit Card Charges | \$ 14,818.96 |
| Cash Items | \$ 425.00 |
| TOTAL CASH ASSETS ON HAND | \$ 836,603.08 |
| RECONCILED CHECKING | |
| Great Western Bank Checking (Memorial Park) | \$ 38,279.09 |
| Reliabank Dakota | \$39,142,729.73 |
| INVESTMENTS | |
| SD Public Funds Investment | \$ 7,254.43 |
| TOTAL CASH ASSETS | \$40,024,866.33 |
| General Ledger Cash Balance by Funds: | |
| General | \$18,382,238.42 |
| General restricted cash | \$ 500,000.00 |
| Sp. Revenue | \$ 7,548,568.83 |

Codington County, May 11, 2021

| | |
|------------------------------------------------------------------------|------------------------|
| Custodial | \$13,594,059.08 |
| (schools 10,166,975.50, townships 229,106.20; city/towns 2,380,056.09) | |
| TOTAL GENERAL LEDGER CASH | \$40,024,866.33 |

The Board noted Register of Deeds fees in the amount of \$49,139.80 were collected in the month of April 2021.

BRIDGE REHAB 15-240-155 CONSTRUCTION CONTRACT AGREEMENT

Motion by Gabel, second by VanDusen, to authorize the Chair to sign an agreement, between Codington County and Prahm Construction Inc., for the construction contract, for the recently bid bridge rehab project 15-240-155; all voted aye; motion carried.

WEST NILE PREVENTION GRANT

Motion by Johnson, second by Gabel, to authorize Facilities Manager, Steve Molengraaf, to apply for West Nile Prevention Grant Funds. Grant funds will be awarded by the SD Dept. of Health and will range from approximately \$500 to \$20,000 depending upon the size of the population served and their historical number of human West Nile Virus cases. Upon vote of the Board; all voted aye; motion carried.

SEASONAL WEED SPRAYERS

Motion by Gabel, second by Waterman, to authorize Facilities Manager, Steve Molengraaf, to advertise and hire seasonal weed sprayers; all voted aye; motion carried.

SURPLUS COMPUTER

Motion by Johnson, second by Gabel, to declare a Hewlett Packard computer, s/n V248LB4ZA094, in the Welfare Office, surplus, to be destroyed; all voted aye; motion carried.

COMPENSATION AND CLASSIFICATION STUDY

The Board met with Dr. Victoria McGrath to review a Compensation and Classification Study prepared for Codington County. Dr. McGrath reviewed the study, and recommendations within, prepared by McGrath Human Resources Group. Dr. McGrath will meet with groups of County employees later today to review the study. The Board did not take action on the study at this time.

OPEN BURNING DISCUSSION

Emergency Management Director, Jamie Torstenson, updated the Board on current drought conditions. It was determined there is not a need for a ban on open burning at this time. The Board reminded all

CLAIMS

Motion by Johnson, second by VanDusen, to approve for payment the following list of claims; all voted aye; motion carried: A-OX WELDING 20.83 SUPPLIES, ACCREDITATION, AUDIT AND 150.00 SVC, A&B BUSINESS SOLUTIONS 450.25 SUP, ABC LOCK & KEY 803.44 SUP, ADVANCED HEALTH, SAFETY & SEC 80.00 MAINT, ALCOHOL MONITORING SYSTEMS 135.60 SVC, ALEX AIR APPARATUS, INC 1461.40 SVC, AP AUTO PROS 161.92 REP, JEFFREY ARGO 25.00 CELL, ASPEN TREE SERVICES, LLC 4400.00 REP, AUSTIN LAW OFFICES 8158.05 SVC, AUTOMATIC BUILDING CONTROLS 480.00 REP, AUTO VALUE 327.05 SUPPLIES, AVERA OCCUPATIONAL MEDICINE - 76.00 REPAIRS/MAINT., AXON ENTERPRISE, INC 1307.82 EQUIP, ALISON BAKKEN 40.00 CELL, BANNER ASSOCIATES, INC 2259.12 REPAIRS/MAINT., BARCODES LLC 196.89 SUP, BOB BARKER CO. 1711.92 SUP, BATTERIES UNLIMITED 489.98 REP, BAUER LAW OFFICE PC 659.60 SVC, BEACON CENTER 1000.00 PMT, RAMONA BEARHILL 58.40 JURY, ALLEN BENCK 25.00 CELL, BRYAN BLEEKER 25.00 CELL, BORNS GROUP 4028.15 POST, BORNS GROUP 127.82 POST, BOYS & GIRLS CLUB 1541.67 PMT, BRATLAND LAW 21848.55

SVC, BRIAN'S GLASS & DOOR INC. 400.00 REPAIRS/MAINT., JERRY BUNDE 50.84 JURY, BURNS LAW OFFICE 3000.00 SVC, BUTLER MACHINERY 13937.46 EQUIPMENT, JEFF CASE 25.00 CELL, CASHWAY LUMBER INC. 330.25 SUP, CODINGTON-CLARK ELECTRIC COOPERATIVE 35.62 UTILITIES, CODINGTON COUNTY SHERIFF 111.75 REIMB, COLE PAPERS, INC. 1879.33 SUP, COMPASS COUNSELING 1800.00 SVC, CONNECTING POINT COMPUTER CENT 2928.00 MAINT, CONSOLIDATED CORRECTIONAL 11608.24 SUP, SHAWNA CONSTANT 25.00 CELL, COUNTY FAIR FOODS 14.47 SUP, C & R SUPPLY 11041.96 EQUIP, CRAWFORD-OSTHUS FUNERAL CHAPEL 2575.00 SVC, CREDIT COLLECTIONS BUREAU 2968.74 PMT, CREDIT COLLECTIONS BUREAU 825.63 PMT, CULLIGAN WATER CONDITIONING 756.25 SUP, CUSTOM CAGE 1750.00 EQUIP, BRYCE DAHLE 52.52 JURY, DAKOTA FLUID POWER INC. 186.64 REPAIRS/MAINT., MATTHEW DARGATZ 25.00 CELL, DATA TRUCK 109.99 UTIL, STEVEN DEVILLE 18.27 PMT, JAMIE DOLEN 25.00 CELL, DVL FIRE & SAFETY 136.00 REP, DYNAMIC RECOVERY SOLUTIONS 100.00 ASST, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, ELLYSON LAW OFFICE 1337.36 SVC, MARIA ESCAMILLA 40.00 CELL, ESRI, INC 400.00 MAINT, WILLIAM EUBANK 55.88 JURY, RANDALL G. FALVEY 25.00 CELL, FAMILY DENTAL CENTER 1629.00 SVC, FARMERS IMPLEMENT & IRRIGATION 54.90 REPAIRS/MAINT., FARNAMS GENUINE PARTS 1071.20 SUPPLIES, FEDEX 11.53 SVC, FIRST DISTRICT ASSN OF LCL GOV 6814.96 SVC, FISHER SAND & GRAVEL CO. 16945.94 SUPPLIES, TOWN OF FLORENCE-PEGGY LINDAHL 78.20 UTILITIES, ALLISON FORBUSH 25.00 CELL, COURTNEY FORTIN 51.68 JURY, BETHANY GABEL 50.84 JURY, BRENDA GLOVER 51.68 JURY, GRAINGER 67.60 REP, GREAT AMERICA FINANCIAL SVC 594.24 RENT, GREEN, ROBY, OVIATT, 6056.88 SVC, JUSTIN HALAJIAN 25.00 CELL, RICK HARTLEY 83.00 PMT, RON HARTLEY 25.00 CELL, DAVID HEDDING 25.00 CELL, ALLEN HOEKMAN 53.36 JURY, RICK HOLINKA 25.00 CELL, HOMETOWN BUILDING CENTER 180.00 REPAIRS/MAINT., HORN LAW OFFICE 247.50 SVC, LARRY HOWARD 40.00 CELL, HUMAN SERVICE AGENCY 200.00 SVC, HYVEE #1871 ACCTS RECEIVABLE 1682.67 SUP, I STATE TRUCK CENTER 386.69 REPAIRS/MAINT., INTEGRATED TECH & SECURITY 2686.31-REP, INTERLAKES COMMUNITY ACTION 2844.49 SVC, JOHNSON CONTROLS, INC. 350.70 REP, JURGENS PRINTING 139.00 SUP, MITCHELL KALLHOFF 25.00 CELL, MARK KATTERHAGEN 24.00 SVC, KENNEDY PIER LOFTUS & REYNOLDS 405.90 SVC, RICHARD KOHN 25.00 CELL, MEGAN LAFROMBOISE 40.00 CELL, KELLI LARDY 82.20 SVC, LEWIS & CLARK BHS 552.00 SVC, LEWNO LAW OFFICE 310.02 SVC, LINCOLN CO TREASURER 563.66 SVC, DARCY LOCKWOOD 24.00 SVC, JODI LOEHRER 125.40 PMT, STEVEN LOWRY 210.00 PMT, CAPITOL ONE TRADE CREDIT 135.83 SUP, MACKSTEEL WAREHOUSE, INC. 279.28 REPAIRS/MAINT., NICHOLE MARK 53.36 JURY, RUSSELL MATHEWS 40.00 CELL, KELLY MATTESON 52.52 JURY, TIMOTHY MCELHANY 50.84 JURY, MCGRATH CONSULTING GROUP 12715.00 SVC, MENARDS 1595.06 SUP, MEND CORRECTIONAL CARE 14203.50 SVC, MIDCONTINENT COMMUNICATIONS 427.18 UTIL, MILLS PROPERTY 350.00 RENT, MINNEHAHA COUNTY AUDITOR 9.28 SVC, MICHAEL MORGAN 40.00 CELL, MOUNT HOPE CEMETERY 341.00 SVC, MULTI BUSINESS SOLUTIONS INC 2400.00 SVC, MUNICIPAL UTILITIES 12111.60 UTIL, JASON MURRAY 51.68 JURY, MUTH ELECTRIC 785.24 REP, NEWMAN TRAFFIC SIGNS 2942.56 SUPPLIES, SHAWN NILLS 274.00 PMT, LUCAS NOGELMEIER 50.84 JURY, NORTHERN SAFETY TECHNOLOGY 8509.27 EQUIP, NORTHERN TRUCK 121186.94 EQUIPMENT, NORTHWESTERN ENERGY 459.22 UTILITIES, OFFICE PEEPS, INC. 5400.04 SUP, JERROD OLSON 40.00 CELL, OTTERTAIL POWER CO, 53.70 UTILITIES, OVERHEAD DOOR CO 198.98 REP, MICHELLE PEDERSON 25.00 CELL, PENNINGTON COUNTY JAIL 236.64 TRAV, PHARMCHEM INC 28.55 SUP, PMB 0112 237.22 UTIL, POMP'S TIRE SERVICE, INC 303.48 REP, PRAIRIE LAKES HEALTH CARE CENT 4379.75 SVC, PROTEC ROOFING 1122.45 REP, RAMKOTA HOTEL & EVENT CENTER 350.00 RENT, MICHELLE RAML 52.52 JURY, JULIA RAUSCH 65.12 JURY, ADAM REEVES 40.00 CELL, REBECCA MORLOCK REEVES 40.00 CELL, ROBYN RITER 25.00 CELL, RUNNINGS 105.86 SUP, SANFORD HEALTH 2340.00 SVC, TREVER

SCHIMMEL 40.00 CELL, BRAD SCHWINGER 25.00 CELL, SD ATTORNEY GENERAL'S OFFICE 3616.00 PMT, SD DEPARTMENT OF HEALTH 4225.00 PMT, SOUTH DAKOTA DEPT. OF TRANSPORTATION 1901.59 REPAIRS/MAINT., SOUTH DAKOTA FEDERAL PROPERTY 26.00 SUPPLIES, SD STATE TREASURER 687947.58 MAY REMITTANCE, SDACO 1260.00 PMT, SDN COMMUNICATIONS 1363.51 UTIL, SOUTH DAKOTA SHERIFFS ASSOC. 230.00 TRAV, MELISSA SEARS 25.00 CELL, SECURUS TECHNOLOGIES 4757.73 SUP, HEIDI SELCHERT 25.00 CELL, SHERWIN WILLIAMS 44.15 SUP, SIGNPRO 790.00 SUP, SIOUX RURAL WATER SYSTEM 48.00 UTILITIES, SIOUX VALLEY COOP 4148.83 SUP, DIANE SOGGE 50.84 JURY, LYNN SOLBERG 40.00 CELL, BRENT SOLUM 40.00 CELL, TOWN OF SOUTH SHORE 132.00 UTILITIES, SOUTH SHORE GAZETTE 932.34 PUB, STEVE STAHLKE 25.00 CELL, STAR LAUNDRY 1994.37 SUP, STREICHER'S 504.99 EQUIP, SUTTON LAW OFFICE PC 17916.67 SVC, SCOTT SWANSON 25.00 CELL, TAMMY TAECKER 90.00 REPAIRS/MAINT., KIMBERLY THOMPSON 71.00 JURY, THOMSON REUTERS-WEST 569.09 SVC, PRODUCTIVITY PLUS ACCOUNT 207.71 REPAIRS/MAINT., DOUGLAS D. TORSTENSON 25.00 CELL, TRACTOR SUPPLY 299.99 REPAIRS/MAINT., TWO WAY SOLUTIONS, INC 489.80 REPAIRS/MAINT., TYLER TECHNOLOGIES, INC 500.00 SVC, VAN DIEST SUPPLY COMPANY 8743.40 SUP, TYLER VARNS 40.00 CELL, VAST BROADBAND 59.95 UTILITIES, VERIZON WIRELESS 1491.15 UTIL, MARLONIE VOGELANG 25.00 CELL, JOSHUA VOLKART 50.84 JURY, GAIL WAHL 3000.00 PMT, WALMART COMMUNITY/SYNCB 775.07 SUP, WARNE PLUMBING 14183.62 REP, TODD B WARNE 25.00 CELL, WHEELCO 833.52 REPAIRS/MAINT., JON WILEY 53.36 JURY, WW TIRE SERVICE INC 363.99 REP, XEROX CORPORATION 120.29 SUPPLIES, SHANE YOST 40.00 CELL, ACUITY SPECIALTY PRODUCTS, INC 208.37 SUPPLIES.

AUTOMATIC BUDGET SUPPLEMENTS

Motion by VanDusen, second by Gabel, to approve the following budget supplements: Veteran Service expenditure budget, \$5,300.00, donated funds received for a new DAV transport van and Emergency Management expenditure budget, \$1,14.71, POD grant funds used for mass vaccination events in Codrington County. Upon vote of the Board; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by Johnson, second by Gabel, to approve the following personnel changes: Sarah Tesch, Director of Equalization Clerk, anniversary step increase, step 8/\$19.25 per hour, effective date 5/15/2021; Lucas Langerock, new hire, seasonal Building Maintenance at Memorial Park, step 1/\$15.81 per hour, effective date 4/28/202; and Jeff Riley, seasonal Custodian at the Highway Dept., step 1/\$14.75 per hour, effective date 5/11/2021. Upon vote of the Board; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by VanDusen, second by Gabel, to enter into executive session at 10:13 a.m., to discuss contracts/personnel; all voted aye; motion carried. The Board returned to regular session at 10:45 a.m., no action was taken. Human Resource Representative, Natalie Remund and Dr. Victoria McGrath, were present for executive session.

ADJOURNMENT

There being no further business to come before the Board a motion was made by VanDusen, second by Johnson, to adjourn at 10:45 a.m., until 9:00 a.m., Tuesday, May 18th, 2021; 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.

Published once at the total approximate cost of \$_____

County Welfare Commissioner's Report

5/18/2021

1. Services Report
2. CARES – April: 17 new applications; reimbursed \$3100 (63 hrs at \$50/hr); Still waiting on new contract for American Recovery Act funds.
3. ICAP – 62.75 hours this month (approx. 15 hrs/week); office coverage, community meetings, client contact, documentation
4. Office Functioning
 - a. Website updated
 - b. Continuing discussions for a Client Software program
 - c. Upcoming training for Kari & Amy – Donna Beegle Poverty Immersion Institute
 - d. Considering the NACo Leadership Academy for myself
5. Welfare Services
 - a. Met with Brookings director – very informative and helpful regarding services and medical process
 - b. Starting to update the County Welfare Guidelines
 - c. Had 1 hospital deposition
 - d. Focusing on providing support and Case Management
 - e. Continuing to work on securing apartment for emergency housing
6. Systems of Care
 - a. Established steering committee and had initial meeting– developing 2 sub-groups
 - i. Housing Subcommittee – Social service representatives & community members
 - ii. Systems of Care implementation – Social service representatives
 - b. Interagency meeting – Thursday May 13th
7. From Stacy Hendricks with Brothers and Sisters Behind Bars: Today, I saw Watertown at its best, 7 organizations working together to lift up the face of a 30 year old woman hoping for a better life. The best part, it all started with an inmate reaching out for help! This individual asked a jailer a question about what community resources might be available to her for assistance when she was released. Matt was able to use our system of care to contact Sara at the Welfare office. Amy (ICAP/County) and Sara were then able to visit this individual inside the detention center to establish relationship and trust and use our system of care procedures to contact Shannon at Salvation Army, as well as BSBB, to communicate about her upcoming release. Gina, the detention center nurse, as well as the jailers did an excellent job communicating with the Welfare Office prior to her release to let Sara know when they would be releasing her. Sara met with her prior to release to reassess needs and instructed her to come to the welfare office. Upon her arrival, Sara was able to give her information, set up communication with the Salvation Army for a bus ride home and a clothing voucher, as well as give her one of Bruce Hestad's 'to-go-bags'. BSBB was then able to transport this individual to the Salvation Army to get her vouchers, as well as provide her with lunch, dinner, and a hotel room for the night.

When I asked this individual how she felt throughout her process of being released, she said she felt well cared for and had clarity on what next steps she needed to take to be successful in returning home.

I'm so thankful to have been able to witness firsthand the effectiveness of efforts that have been made by numerous people and organizations in order to establish a system of care in order for a community coordinated release to be possible. When people stay in or leave our community, I want them to know what we all know...that Watertown is truly a wonderful community filled with compassion and hope!