

AGENDA
Codington County Board of County Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown, SD
Commission Chambers Room #114
9:00 a.m., January 4, 2022

1. **Pledge of Allegiance**
2. **Call for public comment. Public comments may be submitted via telephone at 605-882-6297 or 605-882-6248**
3. **Conflict of interest items**
4. **Action to approve the agenda**
5. **Action to approve the minutes of December 28th, 2021**
6. **Old Business**
7. **Action to adjourn sine-die**
8. **Nominations and action to elect a Chairman and Vice Chairman for 2022**
9. **Monthly reports**
 - a. **Extension**
 - b. **Veterans Service**
10. **Action to designate legal papers for Codington County publications**
11. **Action to set Commissioner's salaries for 2022**
12. **Discussion/possible action to appoint Commissioner Liaison/Board/Duty assignments**
13. **Action to set compensation for the Coroner**
14. **Action to approve the list of employee cell phone stipends**
15. **Action to approve bank depositories for 2022 and authorize warrant signers**
16. **Action to approve a notice to bidders for annual Highway supplies and Weed chemicals**
17. **Discussion/possible action to approve updates to employee's Personnel Policy and Procedures handbook**
18. **Action to approve claims for payment**
19. **Action to approve personnel changes**
20. **Action to approve travel requests**
21. **Old Business**

22. **New Business**
23. **Open**
24. **Action to enter into Executive session per SDCL 1-25-2**
 - (1) **Discussion of personnel issues;**
 - (3) **Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters;**
 - (4) **Preparing for contract negotiations or negotiating with employees or employee representatives**
25. **Action to adjourn until 9:00 a.m., Tuesday, January 11th, 2022**

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**

December 28, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 28, 2021, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair Hanten presiding. Commissioner VanDusen 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 December 28th, 2021 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of the December 21st, 2021 meeting of the Codington County Commissioners; all voted aye; motion carried.

SD DEPT. OF LEGISLATIVE OPENING AUDIT CONFERENCE

Michelle Burkhart, SD Dept. of Legislative Audit, met with the Board to review procedures that will be used during Codington County’s regularly scheduled biennial audit for the years 2019 & 2020. Motion by Johnson, second by Gabel, to authorize the Chairman and Auditor to sign the audit letter of engagement, all voted aye; motion carried. Ms. Burkhart informed the Board the cost for this audit is \$75.00 per hour.

STRATEGIC PLANNING CONSULTANT AGREEMENT

Motion by VanDusen, second by Waterman, to approve an agreement, with SLM Consulting, for strategic planning services for social service agencies in the Community; all voted aye; motion carried.

COMMISSIONERS CONTINGENCY TRANSFERS

Motion by Gabel, second by VanDusen, to approve the following Commissioners’ Contingency budget transfers:

	DEBIT	CREDIT
Commissioners Contingency Budget	103,502.38	
Memorial Park Budget		1,505.77
Planning Board Budget		964.60
Road & Bridge Budget		101,032.01

Upon vote of the Board; all voted aye; motion carried.

FUTURE BUILDING FUNDS DESIGNATED

Motion by Gabel, second by Johnson, to assign General Fund unassigned/undesignated cash, in the amount of \$10,987,081.00, to funds assigned for future building projects; all voted aye; motion carried.

CLAIMS

Motion by Gabel, second by Johnson, to approve for payment the following list of claims; all voted aye; motion carried: Clausen & Sons LLC 382,350.20 rip rap, Human Service Agency 50,000.00 building project.

PERSONNEL CHANGE

Human Resource Representative, Natalie Remund, introduced Andrew Delgado to the Board. Mr. Delgado has officially been offered the position of Codington County Emergency Management Director. Motion by Waterman, second by Johnson, to approve the following personnel change: Andrew Delgado, new hire, Emergency Management Director, step 1/\$31.97 per hour, effective 1/1/2022; all voted aye; motion carried.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 9:24 a.m., until 9:00 a.m., Tuesday, January 4th, 2022; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

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Published once at the total approximate cost of \$ _____

2021 COMMISSIONER LIAISON/BOARD/DUTY APPOINTMENTS

Commissioner Department Liaisons (section 10.3, Codington County Personnel Policy & Procedures Manual)

Commissioner District	Liaison agencies	Areas of oversight
I (Gabel)	Sheriff Office	Law Enforcement, Warrants,
	Detention Center	Jail, 24/7 Alternatives
	States Attorney Office	Prosecutor, Victim Assistance
II (Waterman)	Emergency Management Office	Emergency Management, Dive Rescue
	Highway Dept.	Road/bridge construction & maintenance
	Maintenance Dept.	Buildings, Grounds, Memorial Park
	Weed Supervisor	Weed and Pest control
III (Johnson)	Health Nurses Office	Immunizations, wellness, WIC, Dietician
	Welfare Office	Care of Poor, Indigent Burials
	Veteran's Service Office	Veterans' Claims Assistance
	County Extension Office	Extension Activities
IV (VanDusen)	Emergency Management Office	Emergency Management, Dive Rescue
	Treasurer Office	Tax Collection, Vehicle Licenses & Titles
	Director of Equalization Office	Real Property Assessments/Valuation
	Coroner	Investigates unattended/suspicious deaths
V (Hanten)	Auditor Office	Voter Registration, Elections, Budgeting, Payments, County records
	Register of Deed Office	Vital/property records, Marriage Licenses

County/Community Board Assignments and other duties

Board/Duty	Frequency/Term	Appointees
Aging Council	Annual	Troy VanDusen
Americans with Disabilities Act Coordinator	Annual	Myron Johnson
Behavioral Health and Justice Working Group	Biennial, even yrs	Lee Gabel, Myron Johnson
Codington County Home Health	Annual	Troy VanDusen
Codington County Human Resource Committee	Ex Officio	Current Chair, Vice Chair
Codington County Justice Advisory Committee	Biennial, odd yrs	Troy VanDusen, Lee Gabel
County/City Committee	Ex Officio	Current Chair and Vice Chair
E-911	Annual	Brenda Hanten
First District Assoc. Local Govts.	Annual	Brenda Hanten
Glacial Lakes & Prairies Tourism Assn	Annual	Lee Gabel
Housing and Redevelopment Board	4-year (up 2022)	Brenda Hanten
Inter Lakes Community Action Program	Annual	Brenda Hanten
Juvenile Detention Alternative Initiative Committee	Annual	Lee Gabel, Troy VanDusen
Legislative contact	Annual	Myron Johnson
Local Emergency Planning Committee	Annual	Charlie Waterman, Brenda Hanten
Planning Board	Annual	Myron Johnson
Watertown Area Transit	Annual	Brenda Hanten
Watertown Volunteer Center	Annual	Brenda Hanten
Watertown-Codington County Regional Rail Road Authority	3-year (up 2021)	Charlie Waterman, Myron Johnson
Weed Board	Annual	Charlie Waterman

State Board Appointments

Board	Frequency/Term	Appointees
Catastrophic Legal Expense Relief Program (CLERP)	Indefinite	Lee Gabel
SD Association of County Commissioners, Treasurer	Annual	Brenda Hanten
Catastrophic Poor Relief Fund	Indefinite	Myron Johnson
SDSU Ag & Bioscience Advisory Board	Indefinite	Myron Johnson
SD Retirement System (SDRS)	4-yr (up 2019)	Myron Johnson

MONTHLY CELL PHONE STIPENDS

EMPLOYEE	DEPARTMENT	AMOUNT	TOTAL
JAMES HEDGES	AG BUILDING	\$25.00	
RON HARTLEY	AG BUILDING	\$25.00	
SCOTT SWANSON	AG BUILDING	\$25.00	\$75.00
JUSTIN HALAJIAN	DETENTION CENTER	\$40.00	
MARIA ESCAMILLA	DETENTION CENTER	\$40.00	
SHAWN NILLS	DETENTION CENTER	\$40.00	
STEVE STAHLKE	DETENTION CENTER	\$25.00	\$145.00
LARRY HOWARD	EMERGENCY MGMT	\$20.00	\$20.00
ALLISON FORBUSH	EQUALIZATION	\$40.00	
HEIDI SELCHERT	EQUALIZATION	\$40.00	
MELISSA SEARS	EQUALIZATION	\$40.00	
MICHELLE PEDERSON	EQUALIZATION	\$40.00	\$160.00
AL BENCK	HIGHWAY	\$25.00	
BRAD SCHWINGER	HIGHWAY	\$25.00	
DAVE HEDDING	HIGHWAY	\$25.00	
DOUG TORSTENSON	HIGHWAY	\$25.00	
JAMIE DOLEN	HIGHWAY	\$25.00	
JEFF ARGO	HIGHWAY	\$25.00	
JEFF CASE	HIGHWAY	\$25.00	
LONIE VOGELSANG	HIGHWAY	\$25.00	
LYNN SOLBERG	HIGHWAY	\$40.00	
MATT DARGATZ	HIGHWAY	\$25.00	
MITCH KALLHOFF	HIGHWAY	\$25.00	
RANDY FALVEY	HIGHWAY	\$25.00	
RICK HARTLEY	HIGHWAY	\$40.00	
RICK HOLINKA	HIGHWAY	\$25.00	
ROBYN RITER	HIGHWAY	\$25.00	
TODD WARNE	HIGHWAY	\$40.00	\$445.00
BRYAN BLEEKER	MAINTENANCE	\$25.00	
RICHARD KOHN	MAINTENANCE	\$25.00	\$50.00
ADAM REEVES	SHERIFF	\$40.00	
BRENT SOLUM	SHERIFF	\$40.00	
JERROD OLSON	SHERIFF	\$40.00	
MIKE MORGAN	SHERIFF	\$40.00	
RUSTY MATHEWS	SHERIFF	\$40.00	
SHANE YOST	SHERIFF	\$40.00	
STEVE LOWRY	SHERIFF	\$40.00	
TREVER SCHIMMEL	SHERIFF	\$40.00	
TYLER VARNIS	SHERIFF	\$40.00	\$360.00
ALISON BAKKEN	STATES ATTORNEY	\$40.00	
REBECCA REEVES	STATES ATTORNEY	\$40.00	\$80.00
			\$1,335.00

Codington County Depositories

Reliabank Dakota Bank will continue to be used for Checking and the depositing of cash and the other banks listed will be authorized to sell the county certificates of deposit and for investments at competitive bids. The banks are: American Bank & Trust, Dacotah Bank, First Bank & Trust, First Premier Bank, Great Western Bank, Minnwest Bank, Plains Commerce Bank, Reliabank Dakota, SD Fit, and Wells Fargo Bank.

Authorized Signers on the Reliabank Dakota Bank Checking Account are as follows:

Treasurer's Office

Carol Maloney
Janet S. Bevers
Lindee S. Waba
Ashley Lindner

Auditor's Office

Cindy Brugman
Alissa Harte
Debbie Melville
Jodi Pearson

NOTICE TO BIDDERS SUPPLIES

Notice is hereby given that the Board of Commissioners of Codington County, South Dakota, will receive bids up to 9:00 AM in the morning on Tuesday, February 8th, 2022 at the office of the Codington County Auditor, 14 First Avenue SE, Watertown, South Dakota 57201, for the following:

Items to be furnished during the period from March 1, 2022 to February 28, 2023.

All items to be delivered to locations within Codington County as required by the County Highway Department.

- | | |
|--------------------------|------------------------------|
| 1. Concrete Pipe | 6. Pea Gravel |
| 2. Corrugated Metal Pipe | 7. Gravel Crushing |
| 3. Bridge Lumber | 8. Asphalt Patching Material |
| 4. Diesel and Ethanol | 9. Weed Chemicals |
| 5. Liquid Asphalt | 10. Rip Rap |

GENERAL NOTES: All materials shall meet the Standard Specifications for Roads and Bridges of the South Dakota Department of Transportation. Certification shall be provided on all bid items stating that they meet or exceed the standard specifications when the Codington County Highway Department requests such certificates. Tax exempt certificates will be furnished by Codington County.

A bid bond or certified check will be waived as provided by S.D.C.L. 5-18-6.1

By virtue of statutory authority, preference will be given to materials produced or supplies that are found, produced or manufactured within the State of South Dakota.

The Board of Commissioners reserves the right to reject any or all bids.

Dated this 4th day of January, 2022

ATTEST

County Auditor

Chairman, Board of Commissioners

SPECIFICATIONS FOR 9:00 AM LETTING

Items to be furnished during the period from March 1, 2022 to February 28, 2023. All items to be delivered to locations within Codington County or as noted below.

1. **CONCRETE PIPE:** All pipe sizes including deformed or arch and flared ends. Pre-cast and pre-stressed bridge deck, concrete abutment plank and box culverts.

2. **CORRUGATED METAL PIPE:** All sizes 12" diameter through 96" diameter with comparable arches in corrugation profiles 2 2/3" X h", 16 gauge through 8 gauge, and 5" X 1" corrugation 24" through 144" diameter, round and comparable arch, 16 gauge through 8 gauge. All pipe to be delivered in 60' lengths when so ordered and delivered to locations specified by Codington County. Delivery shall be within ten days of order date. No welding of pipe sections to achieve ordered length will be accepted.

3. **BRIDGE LUNBER:** All sizes of plank, caps, piling, laminated deck and galvanized hardware. All materials to meet SDDOT STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES, 2015 edition.

4. **DIESEL AND ETHANOL:** Bulk transport loads, 3500 gallons or more, of dyed diesel fuel or ethanol to be delivered to the County Highway storage tanks at the County shop located at 1201 Tenth St NW, Watertown, South Dakota. The diesel fuel shall be CENEX ROADMASTER XL PREMIUM, or equivalent. Ethanol bids will be requested for E10, E20, E30, to be delivered to the shop in Watertown, and for E85 to be purchased at the bidder's pump. Tax shall be included in the bid price submitted for ethanol. Bidder shall include all costs associated with clean-up fund in bid price. Bidder shall bid for delivery of 400 to 500 gallons of dyed diesel to the shops in Henry, Florence, South Shore and Kranzburg. Estimated quantities for 2020-21 would be, 22,000 gallons ethanol, 65,000 gallons #2 diesel and 8,000 gallons #1 diesel. Bids to be per gallon delivered to our storage tanks.

5. **LIQUID ASPHALT ROAD MATERIAL:** All emulsified asphalt and cut back asphalts shall be delivered at application temperatures as specified in the South Dakota STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES 2015 edition. There will be a \$.05 per gallon penalty on all deliveries arriving lower than specified temperatures. There will be a \$100 per hour, or fraction thereof, penalty for all asphalt shipments arriving more than 60 minutes beyond the time ordered. Any such penalty shall be deducted from payments made by Codington County to the vendor furnishing the asphalt material. Codington County will be allowed 3.0 hours to unload any and all transport loads of asphalt material. Grades to be bid include MC70, MC800, MC3000, Mc3000R, AE150S, AE200S, AE300 and CSS-IH, to be bid by the ton. Approximate quantities for 2022-2023 would be 800 tons, more or less.

Page 2 specifications

6. **PEA GRAVEL:** Shall meet the requirements as stated in Section 881.2, Type of the SDDOT STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES, 2015 edition. Dust and fine

material must not exceed 3% by weight. Codington County will haul from successful bidder's stockpile. Codington County may accept bids at more than one location.

7. GRAVEL CRUSHING: Bid price per ton. Codington County may strip and reclaim pits. Codington County will designate the location and quantities needed at each pit. The 5/8" and 3/4" crushed gravel shall conform to section 881.2 type 3 (A&B) of the SDDOT STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES, 2015 edition. The 1/2" crushed gravel shall conform to section 880.2 class D, type 2 of the SDDOT STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES, 2015 edition. All excess oversize rock screened off during crushing operations for Codington County shall be stockpiled and shall be the property of Codington County. Codington County reserves the right to test all material before payment is made and all materials not conforming to the specifications will be rejected. Gravel will meet SDDOT specification with in the first 1,000 ton crushed and retain that spec.

8. COLD OR HOT MIX: Patching asphalt, approximately 500 ton more or less, to be picked up at your site, to be bid by the ton. Codington County may accept more than one bid based on plant location.

9. RIP RAP: Shall meet requirements as stated in Section 830.1, Type of the SDDOT STANDARD SPECIFICATION FOR ROADS AND BRIDGES, 2015 edition. CLASS A, B, C, and Gabion rock. Must have a state certification.

SPECIFICATIONS FOR WEED CHEMICALS

Items to be furnished during the period from March 1, 2022, through February 28, 2023

All items to be F.O.B. Codington County Weed Shop within ten days of order, or at the discretion of Codington County, may be picked up at the Vendor's facility.

Successful bidder shall provide certificates of formulation upon request of Codington County.

Codington County may return any unopened or undamaged chemicals prior to November 15, 2023 for a full refund.

1. RODEO OR EQUIVALENT

Glyphosate, Approximately 50 gallons in 2 1/2-gallon containers

Manufacturer _____

Price per gallon \$ _____

2. ROUNDUP PRO OR EQUIVALENT

Glyphosate, Approximately 50 gallons in 2 1/2-gallon containers

Manufacturer _____

Price per gallon \$ _____

3. PLATEAU OR EQUIVALENT

2 lb. active acid ingredient, Approximately 10 gallons in 1-gallon containers

Manufacturer _____

Price per gallon \$ _____

4. 2-4D AMINE, AQUATIC LABELED

4 lb. / gallon acid, Approximately 1000 gallons in 250+ gallon containers

Manufacturer _____

Price per gallon \$ _____

5. 2-4D ESTER OR EQUIVALENT

4 lb. / gallon acid, Approximately 100 gallons in 2 1/2-gallon containers

Manufacturer _____

Price per gallon \$ _____

6 lb. / gallon acid, Approximately 100 gallons in 2 1/2-gallon containers

Manufacturer _____

Price per gallon \$ _____

6. TORDON 22K OR EQUIVALENT

Picloram 2 lb. / gallon acid equivalent, Approximately 500 gallons in 2.5-gallon containers

Manufacturer _____

Price per gallon \$ _____

7. GrazonNext or Equivalent

Approximately 25 gallons, Price per gallon\$ _____

8. NONIONIC SURFACTANT 90-10

Approximately 25 gallons, Price per gallon\$ _____

Submitted by, _____

Representing, _____

Date, _____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Highway

Name of traveling employee Rick Hartley

Employee title Hwy. Supt. Employee status exempt nonexempt

Purpose of travel Superintendents Short Course

Method of transportation County pickup CO 10117

Destination Deadwood, SD

Departure date and time 3/21/22 am Destination arrival date and time 3/21/22 am

Return departure date and time 3/24/22 pm Return arrival date and time 3/24/22 pm

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$100.00 gas

Lodging expense \$ 0

Meals \$37.00 Registration \$100.00

Other costs _____

Overtime costs involved in the requested travel No

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs?

Yes, No If no, why _____

Is this travel a budgeted item? Yes, No

County Commission

Travel requests approved: yes _____ no _____ Comments

Commission Chairman, _____ Date _____