

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, February 15, 2022

1. **Pledge of Allegiance**
2. **Call for public comment. Public comment may be submitted in person or via telephone at 605-882-6248 or 605-882-6297**
3. **Conflict of interest items**
4. **Action to approve the February 15, 2022, agenda**
5. **Action to approve the February 8, 2022, minutes of the Board of Codington County Commissioners**
6. **Action on a request from Julie Kneeland, Watertown Home Builders Assoc., to serve alcohol to vendors at a private social event at the Extension Center Complex following the close of the Home Show event**
7. **Monthly Reports**
 - a. **Facilities Manager**
 - b. **Highway Superintendent**
8. **Note annual local Weed Board, Towns and Townships, soup supper and meeting February 23rd, 2022, 6:30 pm, at the Extension Center Complex**
9. **Action to approve 2023 Memorial Park Campground rates**
10. **Action to approve Memorial Park Campground reservation policy**
11. **Action to approve a project at the Extension Center complex for heating, air conditioning, and electrical**
12. **Action to approve a proposal for architectural services for the Court House re-roofing project**
13. **Action to award bids for annual Highway supplies**
14. **Action to purchase Highway supplies from Beadle County bid award**
15. **Discussion regarding possible closure of one block on County Road 23**
16. **Action to approve abatement applications**
17. **Discussion/possible action regarding Court Appointed Attorney claims and allowable expenses billed to Counties**
18. **Action to approve claims for payment**
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:**
 - a. Watertown Winter Farm Show, February 9 – 12, Codington County Extension Center Complex
 - b. Weed Board annual meeting, February 23, 2022, 6:30 p.m., Codington County Extension Center Complex
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, February 22nd, 2022; 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 Courthouse
14 1st Ave SE**

February 15, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 15, 2022, 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 Johnson 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 February 15th, 2022 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of February 8th, 2022; all voted aye; motion carried.

HOME BUILDERS’ ASSOCIATION REQUEST TO SERVE ALCOHOL AT A PRIVATE VENDOR EVENT AT THE EXTENSION CENTER COMPLEX

Julie Kneeland, Executive Officer with the Watertown Area Home Builder's Association, met with the Board to request authorization to furnish alcohol to vendors at a private social event following the close of the Home Show on March 5, 2022. Motion by VanDusen, second by Johnson, to allow the request as presented by Ms. Kneeland; all voted aye; motion carried.

MONTHLY REPORTS

Facilities Manager, Steve Molengraaf, updated the Board on activities in the various County buildings. Preparations are underway to advertise for bids for a Court House roofing project. Tiling in the floor of the Detention Center is beginning to separate and break off which could create a security issue. Bids/quotes may be requested for installation of epoxy flooring. The Farm Show was recently held at the Extension Center Complex and upcoming events include the Pro Pheasants event and Rabbit Show. Numerous events are scheduled at the Extension Center Complex through April. The online reservation system at Memorial Park is up and running. The Highway Dept. continues to remove trees and brush from Memorial Park. Mr. Molengraaf has had contact with representatives from the Girl Scouts regarding the scout's facility at Memorial Park and the possibility of turning the building over to the County in the future. The annual State Weed Commission meeting is being held this week in Huron and the annual oyster stew & soup supper meeting of the local Towns, Townships, and County Weed Board will be held at 6:30 p.m., Wednesday, February 23rd at the Extension Center Complex. The Board expressed their condolences to Mr. Molengraaf on the recent passing of his father. **Highway Superintendent, Rick Hartley**, gave his monthly report to the Board. The Highway Dept. is currently crack sealing on Sioux Conifer Road and will then move to County Road 20-5, south and east of Highway 81, to continue with crack sealing. The Highway Dept. continues with removing/trimming trees and brush at various locations. The Highway Dept. moved snow piles at the Extension Center Complex prior to the Farm Show. MSHA training has been completed for the year. Butler Cat has notified the Highway Superintendent that the warranty period, on the County's 3 recently purchased motor graders, has been extended from 7 years to 9 years at no cost to the County.

MEMORIAL PARK 2023 CAMPGROUND RATES

Facilities Manager, Steve Molengraaf, presented the Board with his recommendations for 2023 rates at the Memorial Park Campground.

SITE DESCRIPTION	PROPOSED 2023 RATE
DAILY RATES	
Full hook-up 50 amp pull through	\$35.00
Full hook-up 30 amp	\$30.00
Electric hook-up 20-30 amp w/water	\$28.00
Electric hook-up 20-30 amp	\$25.00
Tent site	\$17.00
SEASONAL RATES	
Full Hook-up 30 amp, with a minimum 12 week stay	\$780.00 per four-week period
DAILY BUILDING RATE	
Chapel (building #3)	\$ 60.00
Pavilion	\$ 80.00
Kampeska Hall (building #5)	\$ 80.00
Double Shelter (concrete floor)	\$ 40.00
Wood Bundles	\$ 6.00 each

Motion by Gabel, second by Waterman, to approve these rates, effective for the 2023 camping season, as recommended by the Facilities Manager; all voted aye; motion carried.

MEMORIAL PARK CAMPGROUND RESERVATION POLICY

Facilities Manager, Steve Molengraaf, presented the Board with, and recommended approval of, an updated reservation policy for the Codington County Memorial Park Campground and Buildings:

Reservation Policy for Codington County Memorial Park Campground and Buildings

Regular camping reservations:

- Reservations may be made no more than 95 days before the check-out date.
- The maximum regular length of stay is 14 days
- Reservations for 8 or more campsites can be made a year in advance and **MUST** also reserve a campground building. **NON-REFUNDABLE BOOKINGS**
- Full payment is required at the time of reservation.

Seasonal camping reservations:

- Seasonal reservation is defined as a minimum of a 12 week stay.
- Full payment for the first 4 week of stay is required at the time of reservation.
- Full payment for the 4 weeks beyond the initial 4 weeks of stay is required upon check-in.
- Full payment for subsequent 4-week periods of stay is required 4 weeks before the start of each 4-week period.
- **MUST CALL OFFICE FOR AVAILIBILTY.**

Building reservations:

- In person or phone reservations.
- Year in-advance bookings available.

Reservation Dates & Fees:

- In person or phone reservations, only may be made from April 1st through September 30th and will be charged a \$10 fee.
- Online reservations may be made from February 1st through September 30th and will be charged a \$5 fee.
- Reservation fees are non-refundable.

Cancellations & Refunds:

- Cancellations earlier than 14 days before scheduled check-in: \$10 cancellation fee.
- Cancellations after 14 days of scheduled check-in: \$10 plus the cost of one day's stay of reserved campsite.
- No refunds will be provided after the scheduled check-in date or for early departure.
- Refunds may take up to 45 days to process.

Motion by Gabel, second by VanDusen, to approve the reservation policy as presented and recommended by the Facilities Manager; all voted aye; motion carried.

EXTENSION CENTER COMPLEX, HEATING, COOLING AND ELECTRICAL PROJECT

Facilities Manager, Steve Molengraaf, presented the Board with a proposal from Hartwig Heating to install 3 Lennox gas furnaces and 3 Lennox refrigerant condensing units, in the amount of \$46,000.00, in the Extension Complex Expo 1. The Facilities Manager noted this is a budgeted project. Motion by Gabel, second by Waterman, to accept the proposal from Hartwig Heating; all voted aye; motion carried. The Facilities Manager also presented the Board with a proposal from Muth Electric, in the amount of

\$8,370.00, for the wiring portion of the aforementioned heating and cooling project, which is also a budgeted item. Motion by VanDusen, second by Johnson, to accept the proposal from Muth Electric; all voted aye; motion carried.

ARCHITECTURAL SERVICES – COURT HOUSE ROOFING PROJECT

Facilities Manager, Steve Molengraaf, presented the Board with a fee proposal from designArc Group, LLC, in the amount of \$18,000.00, for full architectural services for a project to replace approximately 11,520 square feet of existing ballasted roof on the Court House, a budgeted project. Motion by Gabel, second by Waterman, to accept the proposal from designArc Group, LLC, as presented; all voted aye; motion carried.

ANNUAL BIDS – HIGHWAY SUPPLIES AND WEED CHEMICAL

The Board took action on the following bids which were opened and announced at the Board's February 8th meeting.

Concrete Pipe, Pre-Stressed Bridge Deck, and Concrete Box Culverts

Cemcast Pipe & Precast, Hartford, SD

- a. Concrete Pipe: 24" \$43.30 plf; 36" \$84.73 plf; 60" \$236.53 plf
- b. Pre-Stressed Concrete Bridge Deck: no bid
- c. Concrete Box Culverts: 8'x8' \$885.50 plf; 10'x10' \$1078.50 plf

Forterra Concrete Products, Rapid City, SD

- a. Concrete Pipe: 24" \$36.72 plf; 36" \$67.26 plf; 60" \$187.08 plf
- b. Pre-Stressed Concrete Bridge Deck: 40'x23" \$5,672.00 each; 50'x30" \$8,006.00 each
- c. Concrete Box Culverts: 8'x8' \$587.00 plf; 10'x10' \$726.00 plf

Motion by Johnson, second by VanDusen, to accept the bid of Forterra for item a. Concrete Pipe; all voted aye; motion carried. Motion by Gabel, second by Johnson, to accept the bid of Forterra for item b. Pre-Stressed Concrete Bridge Deck; all voted aye; motion carried. Motion by Johnson, second by VanDusen, to accept the bid of Forterra for item c. Concrete Box Culverts; all voted aye; motion carried.

Diesel Fuel and Gasohol

Coles Petroleum, Madison, SD

Watertown Shop

- a. Diesel Fuel #2, Schaeffers premium, \$2.782 per gal
- b. Diesel Fuel #1, Schaeffers premium, \$2.970 per gal
- c. E-10 \$2.875 per gal

Out Shops

- a. Diesel Fuel #2, Schaeffers premium, \$2.932 per gal
- b. Diesel Fuel #1, Schaeffers premium, \$3.120 per gal

Sioux Valley Coop, Watertown, SD

Watertown Shop

- a. Diesel Fuel #2, Fieldmaster premium, \$2.59 per gal
- b. Diesel Fuel #2, Schaeffers premium, \$2.54 per gal
- c. Diesel Fuel #1, Schaeffers premium, \$2.79 per gal
- d. E-10 \$2.79 per gal
- e. E-30 \$2.64 per gal
- f. E-85 \$2.30 per gal

Out Shops

- a. Diesel Fuel #2, Fieldmaster premium, \$2.79 per gal

- b. Diesel Fuel #2, Schaeffers premium, \$2.74 per gal
- c. Diesel Fuel #1, Schaeffers premium, \$2.99 per gal

Vollan Oil, Baltic, SD

Watertown Shop

- a. Diesel Fuel #2 Premium, \$2.855 per gal
- b. Diesel Fuel #1 Premium, \$3.105 per gal
- c. E10 \$3.12 per gal
- d. E30 no bid

Out Shops

- a. Diesel Fuel #2 Premium, \$2.925 per gal
- b. Diesel Fuel #1 Premium, \$3.175 per gal
- c. E10 \$3.19 per gal
- d. E30 no bid

Motion by Gabel, second by Johnson, to accept the Diesel Fuel bids from Sioux Valley Coop.; all voted aye; motion carried. The Highway Supt. noted the Highway Dept. does not have E-30 or E-85 at the Highway Shop. Motion by Johnson, second by Gabel, to accept the E-10 bid from Sioux Valley Coop.; all voted aye; motion carried.

Liquid Asphalt

Jebro Inc., Sioux City, IA

- a. MC70 \$957.45 per ton; MC3000 \$782.45 per ton;

Flint Hills Resources, Marshall MN

- a. MC3000 \$745.17 per ton

Motion by Gabel, second by VanDusen, to accept the MC300 bid from Flint Hills; all voted aye; motion carried. Motion by Johnson, second by Gabel, to accept the MC70 bid from Jebro; all voted aye; motion carried.

Pea Gravel

Northern Con-Agg., Plymouth, MN

- a. \$6.25 per ton

Duininck, Inc., Prinsburg, MN

- a. \$15.40 per ton

Motion by Johnson, second by Gabel, to accept the Pea Gravel bid from Northern Con-Agg; all voted aye; motion carried.

Gravel Crushing (crushing only)

Brownlee Construction, Inc., Watertown, SD

- a. 1/2" \$3.12 per ton; 5/8" 2.74 per ton; 3/4" \$2.34 per ton

Rogge Excavating, Ghent, MN

- a. 1/2" \$2.15 per ton; 5/8" 2.15 per ton; 3/4" \$2.15 per ton

The Highway Supt. recommended acceptance of bids from both bidders for the purpose of availability. Motion by VanDusen, second by Gabel, to accept bids for Gravel Crushing from both Brownlee Construction and Rogge Excavating; all voted aye; motion carried.

ASPHALT PATCHING MATERIAL

Duininck, Inc., Prinsburg, MN

- a. Cold Mix \$165.00 per ton

- b. Hot Mix: \$72.50 per ton

Motion by Johnson, second by Gabel, to accept the bid for Asphalt Patching Material from Duininck, Inc.; all voted aye; motion carried.

RIP RAP MATERIAL

Spencer Quarries, Inc., Spencer, SD

- a. Class A \$16.50 per ton; Class B \$16.50 per ton; Class C \$16.50 per ton

LG Everist, Inc., Sioux Falls, SD

- a. Class A \$25.40 per ton; Class B 25.40 per ton; Class C \$25.60 per ton

Kriech Construction, Waubay, SD

- a. Class A – no bid; Class B \$32.00 per ton; Class C – no bid

Motion by Johnson, second by VanDusen, to accept the bid for Rip Rap Material from Spencer Quarries; all voted aye; motion carried.

BEADLE COUNTY HIGHWAY BIDS

Highway Supt., Rick Hartley, noted Codington County did not receive any bids for Corrugated Metal Pipe or Bridge Lumber. The Highway Supt. recommended the purchase of these supplies from the bid awarded by Beadle County, to TrueNorth Steel Company, Huron, SD, per SDCL 5-18A-22(3). The Highway Supt. provided the Board with the following bids accepted by Beadle County on January 11, 2022:

Corrugated Metal Pipe

True North Steel, Huron, SD

- a. 2 2/3' x 1/2" corrugation
 - 18"x16 ga. \$25.50
 - 24"x16 ga. \$32.30
 - 30"x14 ga. \$51.00
 - 36"x14 ga. \$61.20
- b. 5"x1" corrugation
 - 60"x14 ga. \$105.61
 - 72"x12 ga. \$173.63
 - 96"x12 ga. \$232.70
 - 108"x12 ga. \$261.34
- c. 5"x1" corrugation arch
 - 60" class 66"x51" 12 ga. \$159.57
 - 72" class 81"x59" 12 ga. \$191.09
 - 108" class 128"x83" 12 ga. \$287.62

Bridge Lumber

True North Steel, Huron, SD

- a. Plank 3"x12"x20' partial truck load from stock \$267.40 each

Motion by VanDusen, second by Gabel, to purchase Corrugated Metal Pipe and Bridge Lumber from the bids awarded by Beadle County to TrueNorth Steel; all voted aye; motion carried.

DISCUSSION ON COUNTY ROAD 25 IN FLORENCE

Highway Supt., Rick Hartley and Mitch Reed, Florence Schools Superintendent met with the Board to discuss the possible closure of one block of County Road 25 along the west side of the Florence School between Florence Main Street and Kline Ave. Mr. Reed noted the Florence School District is seeing an

increasing student population in recent years and with that comes the need for structural expansion of the School District. The School District recently received donated land to the west of the current school location. The School district now owns both side of County Road 25 for a one block section. The School district is planning for expansion and the closure of the one block of County Road 25 between Main Street and Kline Ave would assist the school in their plan for a safe and compliant expansion. The Board expressed appreciation for the school districts growing needs, are open to ongoing discussion, and working with the Florence School District to achieve a resolution by following the proper codified laws when asked to close a section of a County road.

PROPERTY TAX ABATEMENTS

Motion by VanDusen, second by Gabel, to approve the following property tax applications; all voted aye; motion carried:

<u>PROPERTY RECORD #</u>	<u>ABATEMENT AMOUNT</u>
2657	\$ 98.32
8163	\$ 1,847.08
9365	\$13,977.76
11286	\$ 370.98
14788	\$ 318.50

COURT APPOINTED ATTORNEY CLAIMS/ALLOWABLE EXPENSES

Auditor, Cindy Brugman, advised the Board that some claims for court appointed attorney services include costs which appear to be clerical/secretarial in nature and which are not allowed per current Court Appointed Attorney Guidelines of the 3rd Judicial Circuit. Attorney, Amanda Thole, addressed the Board. Ms. Thole indicated some of her court appointed attorney billings are at issue during this discussion. Ms. Thole has spoken to both Judge Spears and Judge Means regarding the bills she has submitted to the Court for their approval. Ms. Thole indicated legal services are allowed to be billed for use of her paralegals. Ms. Thole informed the Board her office is utilizing paralegals to prepare motions and letters to clients who are receiving court appointed attorney services. Ms. Thole noted the billing costs for paralegals is half the cost for which an attorney is allowed to bill. The Board will further investigate the billing process for court appointed attorneys and revisit this matter at a later date.

EXECUTIVE SESSION

Motion by VanDusen, second by Gabel, to enter into executive session, per SDCL 1-25-2 (1), at 10:17 a.m., to discuss personnel issues; all voted aye; motion carried. The Board returned to regular session at 10:54 a.m., no action was taken. Human Resource Representative, Natalie Remund; Veterans Service Officer, Todd Rose; and Facilities Manager, Steve Molengraaf; were present for executive session.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by VanDusen, to adjourn at 10:54 a.m., until 9:00 a.m., Tuesday, February 22, 2022; 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 \$_____

Codington County, 15 February 2022