

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 28, 2023

- 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 28, 2023, agenda**
- 5. Action to approve the February 21, 2023, minutes of the Board of Codington County Commissioners**
- 6. Action to approve a request from the Boys & Girls Club to sell alcohol at the Camel Races event scheduled at the Codington County Extension Center complex**
- 7. Monthly Reports**
 - a. Emergency Management Director**
 - b. Sheriff**
- 8. Discussion/possible action to appoint a Cyber Security Officer and Court House point of contact**
- 9. Note 4-H Shooting sports intent to hold a raffle**
- 10. Action to approve the purchase of updated firewall equipment for the Extension Center Complex**
- 11. Action to accept property insurance policy recommendations to offset current property values**
- 12. Action to approve claims for payment**
- 13. Action to approve automatic budget supplements**
- 14. Action to approve personnel changes**
- 15. Action to approve travel requests**
- 16. Public Notices – a possible quorum of Commissioners could be in attendance at:**
 - a. Sioux Valley Commissioners Association meeting, 12:00 noon, March 15th, Our Redeemer Lutheran Church in Bryant, SD**
- 17. Old Business**
- 18. New Business**
- 19. Open**
 - a. Public Comments**
 - b. Commission Comments**

20. 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)**

21. Action to adjourn upon completion of agenda items

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
Codington County Court House
14 1st Ave SE
Watertown, SD 57201**

February 21, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 21, 2023, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Randall Schweer; Chair Gabel, presiding. The pledge of allegiance was led by Auditor, Cindy Brugman.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Gabel 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 Schweer, to approve the February 21, 2023 agenda, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by VanDusen, to approve the minutes of February 14, 2023 as presented; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by VanDusen, second by Johnson, to enter into executive session, per SDCL 1-25-2 (4) discussion of information relating to safety or disaster, at 9:03 a.m.; all voted aye; motion carried. The Board returned to regular session at 9:27 a.m., no action was taken. Auditor elect, Brenda Hanten; Auditor, Cindy Brugman; Deputy Emergency Management Director, Cheri Howell; Sheriff, Brad Howell; and representatives from Connecting Point were present for executive session.

MONTHLY REPORTS

Facility Manager, Steve Molengraaf, updated the Board: Ag. Building – the Farm Show clean-up is complete, set-up for the Home Show is underway, and the Big Boy Toy Show is an upcoming event; Court House – basic maintenance and snow removal has been the primary task for employees in the past month; Detention Center – meetings and inspections have taken place with the engineer and project manager for the Detention Center HVAC project and a design plan will be the next step in the project; Weed Dept. – the annual Weed meeting with Townships will take place on March 6th and the State Weed conference was recently attended. **Highway Superintendent, Rick Hartley**, updated the Board: snow/ice removal and sanding has been a regular occurrence; the staff is currently prepping for the weather event anticipated yet this week; the break room walls have been painted and chairs will be upgraded; MSHA training has been conducted; and planning has started for the 14th Ave bridge replacement project scheduled for 2026.

AWARD OF BIDS FOR WEED CHEMICALS AND HIGHWAY SUPPLIES

The following bids were opened and announced during the Board's meeting held on February 14, 2023. Facility Manager, Steve Molengraaf, advised the Board there was an error in the announcement of the Hefty bids announced at the February 14 meeting. The bids announced for Aq. Glyphosate and Glyphosate were reversed and the correct bids are reflected below.

Weed Chemicals

Hefty Seed Co., - bidder

Watertown, SD

Aq. Glyphosate \$48.51 per gal
Glyphosate \$19.85 per gal
Plateau \$136.94 per gal
2-4D Amine \$19.83 per gal
2-4D Ester \$37.72 per gal
Tordon 22K \$63.28 per gal
Grazon Next \$52.30 per gal
Non-Ionic Surfactant \$12.73 (90/10)

VanDiest Supply Co. - bidder

Granite Falls, MN

Aq. Glyphosate \$38.45 per gal
Glyphosate \$50.00 per gal
Plateau \$120.25 per gal
2-4D Amine \$21.50 per gal
2-4D Ester \$37.65 per gal
Tordon 22K \$51.70 per gal
Grazon Next \$54.55 per gal
Non-Ionic Surfactant \$12.95; \$24.55 (Premier 90)

Motion by Johnson, second by Waterman to accept the bids from Hefty for Glyphosate, 2-4D Amine, Grazon Next and Surfactant; and to accept the bids from VanDiest for Aq. Glyphosate, Plateau, 2-4D Ester, and Tordon 22K as recommended by Facility Manager, Steve Molengraaf; all voted aye; motion carried.

Highway Supplies

Highway Superintendent, Rick Hartley, advised the Board there were several errors in the announcement of bids for the Rinker Concrete Pipe 8x8 box culvert, the fuel bid from Cole Petroleum for diesel fuel #2 – Watertown location, and the Cole Petroleum bid for E-10. These corrections are reflected below.

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

Cemcast Pipe & Precast, Hartford, SD

- a. Concrete Pipe: 24” \$49.15 plf; 36” \$96.15 plf; 60” \$268.50 plf
- b. Pre-Stressed Concrete Bridge Deck: no bid
- c. Concrete Box Culverts: 8’x8’ \$947.35 plf; 10’x10’ \$1153.50 plf

Rinker Materials, Rapid City, SD

- a. Concrete Pipe: 24” \$44.77 plf; 36” \$81.96 plf; 60” \$228.20 plf
- b. Pre-Stressed Concrete Bridge Deck: 40’x23” \$6,523.00 each; 50’x30” \$9,207.00 each
- c. Concrete Box Culverts: 8’x8’ \$675.00 plf; 10’x10’ \$975.00 plf

Motion by VanDusen, second by Schweer, to accept the bids for concrete pipe, pre-stressed bridge deck and concrete box culverts from Rinker Materials as recommended by the Highway Supt., all voted aye; motion carried.

Diesel Fuel and Gasohol

Coles Petroleum, Madison, SD

Watertown Shop

- a. Diesel Fuel #2, \$3.045 per gal
- b. Diesel Fuel #1, \$3.12 per gal

- c. E-10 \$2.635 per gal

Out Shops

- a. Diesel Fuel #2, \$3.19 per gal (based on current daily price at the time of purchase)
- b. Diesel Fuel #1, \$3.27 per gal

Sioux Valley Coop, Watertown, SD

Watertown Shop

- a. Diesel Fuel #2, Fieldmaster premium, \$3.15 per gal
- b. Diesel Fuel #2, Schaeffers premium, \$3.09 per gal
- c. Diesel Fuel #1, Schaeffers premium, \$3.60 per gal
- d. E-10 \$3.09 per gal
- e. E-30 \$2.81 per gal
- f. E-85 \$2.30 per gal

Out Shops

- a. Diesel Fuel #2, Fieldmaster premium, \$3.21 per gal
- b. Diesel Fuel #2, Schaeffers premium, \$3.15 per gal
- c. Diesel Fuel #1, Schaeffers premium, \$3.66 per gal

Motion by Schweer, second by Johnson, to accept the diesel and gasohol bids from Cole Petroleum, including the current daily price for diesel #1; as recommended by the Highway Supt., all voted aye; motion carried.

Liquid Asphalt

Jebro Inc., Sioux City, IA

- a. MC70 \$1266.39 per ton; ALL AE 150 thru 200 \$764.01 MC3000 \$941.47 per ton;

Flint Hills Resources, Marshall MN

- a. MC3000 \$880.00 per ton

Motion by VanDusen, second by Schweer, to accept the bids from Jebro Inc. for MC70 and all AE, and to accept the bid from Flint Hills for MC3000; as recommended by the Highway Supt., all voted aye; motion carried.

Pea Gravel

Northern Con-Agg., Plymouth, MN

- a. \$6.55 per ton

Spencer Quarries, Spencer SD

- a. \$10.85 per ton

Motion by Johnson, second by Waterman, to accept the bid for pea gravel from Northern Con-Agg as recommended by the Highway Supt., 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

Motion by VanDusen, second by Schweer to accept the bid for gravel crushing from Brownlee Construction, the only bid received; as recommended by the Highway Supt., all voted aye; motion carried.

ASPHALT PATCHING MATERIAL

Duininck, Inc., Prinsburg, MN

- a. Cold Mix \$240.00 per ton

b. Hot Mix: \$ 86.00 per ton

Motion by Johnson, second by Waterman, to accept the bids for asphalt patching material from Duininck Inc., the only bids received; as recommended by the Highway Supt., all voted aye; motion carried.

METAL PIPE CULVERTS BID

Motion by Johnson, second by VanDusen, to purchase corrugated metal pipe, 5"x1" corrugation, 5"x1" corrugation arch, and bridge lumber, from the Beadle County bid award dated 1/3/2023, and as recommended by the Highway Supt.; all voted aye; motion carried. Beadle County's bid documents have been received and will be filed with the annual bid documents in the office of the County Auditor.

PROPERTY TAX ABATEMENTS

Motion by Johnson, second by VanDusen, to approve the following property tax abatements as recommended by the Director of Equalization; all voted aye; motion carried.

<u>PROPERTY RECORD</u>	<u>\$ AMOUNT</u>
560	1672.02
1506	188.14
5557	270.36
6108	1771.30
7561	441.76
8841	1478.80
18590	1604.82
20789	436.44

SURPLUS PHONE EQUIPMENT

Motion by VanDusen, second by Waterman, to declare obsolete phones, in various County offices, surplus to be sold for \$10.00 each; all voted aye; motion carried.

DEED/MORTGAGE INDEX BOOKS

Motion by Johnson, second by Schweer, to approve the purchase of deed/mortgage index books, from US Records Midwest LLC, in the amount of \$8,029.00 as requested by Register of Deeds, Ann Rasmussen; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by VanDusen, second by Johnson, to approve the following personnel changes: Kari Lieffort, new hire, part-time States Attorney Admin Support, step 1/Grade 20, \$18.78 and Travis Gutzmer, new hire, Deputy Sheriff, step 6/Grade 40, \$29.97 per hour; all voted aye; motion carried.

TRAVEL REQUESTS

Motion by Schweer, second by VanDusen, to approve the following travel requests: Welfare Director and staff, Urgency of Awareness presentation; Deputy Veteran Service Officer, VSO training with SD Veterans Affairs; and Highway employee, MSHA training; all voted aye; motion carried.

CODINGTON COUNTY JUSTICE ADVISORY COMMITTEE

Commissioner Gabel updated the Board on a recent meeting of the CCJAC. Inmate population numbers were reviewed from pre-to-post COVID time periods. Current legislation pertaining to jails was also reviewed.

EXECUTIVE SESSION

Motion by VanDusen, second by Schweer, to enter into executive session, per SDCL 1-25-2 (1) discussion of personnel issues, at 10:11 a.m.; all voted aye; motion carried. The Board returned to regular

session at 10:26 a.m., no action was taken. Human Resource Associate, Larissa Swanson; was present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Schweer, to adjourn at 10:26 a.m., 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 \$ _____

February 23, 2023

Codington County Commissioners:

This letter is notify you that the Codington County 4-H Leader's Association will hold a raffle for the shooting sports program. The start date for the ticket sales is March 24, 2023 and the end date of the ticket sales and date of the drawing is May 9, 2023. The cost of the tickets will be \$20 each selling 400 tickets.

The prizes for the drawing will be:

Franchi - Affinity 12-Guage 3, Semi-Auto, 26" Barrel, Walnut Blend
Bergara - BXR Carbon 22 Long Rifle, 16.5" Carbon Barrel, 10rnd Mag
Alex Pro Firearms - Guardian – 5.56x45 mm, Flat Dark Earth
Ruger Mark IV - 22/45 LITE – 22 Long Rifle, Clear Anodized, 4.4" Barrel, 2 – 10rnd Magazine
Stoeger - M3000 – 12-Guage 3", Semi-Augo, 28" Barrel, Max – 5 Camo
2 Into to Handgun classes from Carl Maude of Open Range LLC

All Firearms Laws & Regulations apply.

Proceeds from the raffle will be used for the Codington County 4-H Shooting Sports program to grow the program and support the needs we have for the 4-H youth.

Please contact us if you have any questions. Thank you!

Sincerely,

Patti Sperry
Codington County 4-H Leader's Association
605-520-0050

Sam Jacobson
Shooting Sports Coordinator
701-306-2415

FILED

FEB 24 2023

CODINGTON COUNTY AUDITOR



504 Jenson Ave SE 3710 S Kiwanis Ave. 1680 East Capitol Ave Suite B 114 Main St. N Ste. 202F 801 S 42nd Street, Suite G1
 Watertown, SD 57201 Sioux Falls, SD 57105 Bismarck, ND 58501 Hutchinson, MN 55350 Grand Forks 58201
 P: 605.882.1555 P: 605.361.8881 P: 701.258.6689 P: 320.582.0234

Codington County Extension Office - Meraki MX67w

February 2, 2023

Bill To:
 Codington County Extension Office
 Becky Goens
 1910 West Kemp Ave
 Watertown, SD 57201

Phone:
 (605) 882-6300

Ship To:
 Codington County Extension Office
 Becky Goens
 1910 West Kemp Ave
 Watertown, SD 57201

Email: codington.county@sdstate.edu

Salesperson: Greg Richter

	Description	Price Each	Qty	Ext Price
Items				\$2,489.00
1	MERAKI MX67W FIREWALL WRLS Meraki MX67W Network Security/Firewall Appliance - 5 Port - 10/100/1000Base-T - Gigabit Ethernet - Wireless LAN IEEE 802.11ac - WEP, WPA, WPA2-PSK, WPA2-ENT - 5 x RJ-45 - Desktop, Wall Mountable APPL WITH 802.11AC	\$885.00	1	\$885.00 ☒
2	MERAKI MX67W ADV SEC 3YR Meraki Advanced Security - MX67W Cloud Managed Firewall - License and Support - 3 Year License Validation Period LIC&SUP	\$1,075.00	1	\$1,075.00 ☒
3	MONTHLY CONNECT CARE MSP New device firewall added to Codington County ConnetCare MSP Recurring monthly fee for Premium Connect Care, Standard three year agreement. Includes 24x7x365 Remote Monitoring, Monthly Reports, Automated Operating System Patch Management, Antivirus and/or Antispam Monitoring, Updates and Remediation (License Required) Automated Disk Optimization, Desktop and Server Labor for covered equipment both Remote and Onsite (mileage within 75 miles of nearest Connecting Point location is included), Annual Network Documentation and Network Security Scan, Yearly Review and Planning, Remote Checkups <i>1 new device - firewall = \$40.00 Previous TZ105 was not accounted for.</i>	\$40.00	1	\$40.00 ☒
4	FIREWALL INSTALL Meraki: If this is a new Meraki client Connecting Point will add to existing Codington Extension Meraki Portal with MX64.. Activate the Meraki firewall by registering it in the client's cloud dashboard. Configure the firewall and install on site replacing current outdated SonicWall TZ105. Document the firewall configuration including login account and password, Save the final configuration document in the clients documentation folder and provide a copy to client.	\$449.00	1	\$449.00 ☒
5	ONBOARDING OF MSP DEVICE New firewall device added to Codington County Auditor ConnectCare MSP Implementation of Connect Care monitoring agents on equipment to be covered. Document and label equipment with agreement information. Register and verify equipment is live and available to monitor and manage. Provide master list of equipment to be covered to DISPATCH See scope detail for items to be completed for Kaseya onboarding. <i>1 new device - firewall = \$40.00</i>	\$40.00	1	\$40.00 ☒

Description	Price Each	Qty	Ext Price
Payment Terms: Payment terms are established at the time of the order. We accept cash or check along with credit card, but our company policy is to limit credit card payment acceptance to \$4,000.00 or less per account per month. We also offer leasing and other options to manage your purchase. Account setup time can take 1-2 business days to review and approve.			Subtotal \$2,489.00
Return Policy: Unopened items can be returned 15 days from date of delivery without restock fees. Items that have been opened will have a 15% restock fee and can be returned up to 30 days from date of purchase. There are no returns for SPECIAL ORDER, CUSTOM CONFIGURATIONS or Items that are older than 30 days from date of purchase.			Tax \$0.00
Shipping Disclaimer: Connecting Point is not responsible for any damages that occur during shipping. As the recipient, you are responsible for reporting damaged shipments and to inspect all boxes prior to signing for deliveries. You also have an option of refusing the shipment of any damaged goods. If not refused, take pictures of any damage and have the delivery driver sign off on shipping documentation. Any damage done from shipping must be brought to our attention immediately at time of receiving the product. Delayed reporting of any damages or missing parts may result in rejection of your claim. Hold all damaged goods and all original packing materials for inspection. Shipping insurance is available at an additional cost.			Total \$2,489.00

_____ By initialing here you are agreeing to accept these shipping terms.

Quoted by: _____

Accepted by: _____

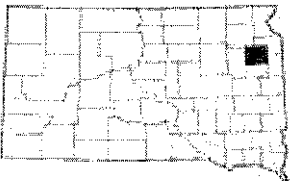
1. Increase deductible on Item 182 (inboard/outboard boats/watercraft) from \$500 to \$1000 Deductible & increase deductible on Item 835 (Small Tools) from \$250 to \$1000 – annual premium savings approx. \$2500 ~~corrected savings is \$1500.00~~
2. Delete all Items under Item 801 (Contractors Equipment) under \$5000 in Value and increase deductible from \$1000 to \$2,000 – annual premium savings approx. \$3200

As we discussed, building values were increased substantially this year to reflect increased costs of construction including ever-increasing material costs and a shortage of skilled labor as well as buildings being under-insured to begin with. The actual premium rate per thousand of value did not increase. We submitted this to several other carriers-some declined to quote due to the overall property values and others could not compete with the rate being charged by EMC.

Please let us know what you decide to do regarding the above recommendations. **We do need the signed statement of values back at your earliest convenience as EMC requires that to complete the renewal.** If you have questions, please feel free to give us a call.

Thank you.

Laurie Benson
Insurance Executive – Kinsman Insurance



CODINGTON COUNTY
WATERTOWN, SD 57201-3611

* * * * *

Invoice # / Description	Account #	From Budget	Amount
911 SURCHARGE DECEMBER 2022	723 - .0 - 209.51	CITY AND VILLAG	23,902.20

TOTAL: 23,902.20

Claim Of:
WATERTOWN CITY FINANCE OFFICE
P.O. BOX 910
WATERTOWN, SD 57201-0910

824390

Amount Allowed: \$ 23902.20

<- VOUCHER #

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payment on this day 02/23/2023 .

Chairman / authorized agent

Cindy Bruggman
Authorized Official

Date
2-21-23



CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Sheriff

Name of traveling employee Deputy

Employee title Deputy Sheriff Employee status exempt nonexempt

Purpose of travel Best academy for certification

Method of transportation Vehicle

Destination Las Vegas

Departure date and time _____ Destination arrival date and time _____

Return departure date and time _____ Return arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) 595

Lodging expense None paid for by state

Meals None paid by state Registration _____

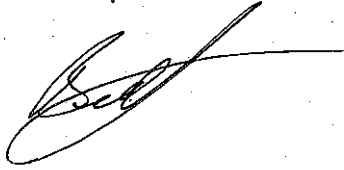
Other costs _____

Overtime costs involved in the requested travel _____

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 request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____

FILED

FEB 16 2023

CODINGTON COUNTY AUDITOR

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Welfare

Name of traveling employee Sara Foust

Employee title Director Employee status exempt nonexempt

Purpose of travel 2023 SDACWO Spring Meeting

Method of transportation Vehicle

Destination _____

Departure date and time _____ Destination arrival date and time : _____ 1.

Return departure date and time _____ Return arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$200 mileage

Lodging expense \$115

Meals \$50.00 maximum Registration 50

Other costs n/a

Overtime costs involved in the requested travel not anticipated

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 request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Welfare

Name of traveling employee Sara Foust

Employee title Director Employee status exempt nonexempt

Purpose of travel CPCM Ray of Hope Child Abuse Prevention Breakfast – Announcing
Codington County as a Resilient Community

Method of transportation Vehicle

Destination _____

Departure date and time _____ Destination arrival date and time _____

Return departure date and time _____ Return arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$100 mileage

Lodging expense \$125

Meals \$0 Registration \$25

Other costs n/a

Overtime costs involved in the requested travel not anticipated

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 request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____