

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, January 17, 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 January 17, 2023, agenda
5. Action to approve the January 10, 2023, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. Facility Manager
 - b. Highway Superintendent
 - c. Welfare Director
7. Action to set 2023 indigent burial rates
8. Action to update Welfare guidelines
9. Action to approve consultant agreement between Codington County Welfare and Angela Hyde
10. Action to authorize application of Homeland Security grant funds
11. Action to appoint Title VI Coordinator
12. Action to sign Title VI policy statement and authorize publication of Title VI notice of public rights
13. Action to declare printer in Treasurer's office surplus to be destroyed
14. Action to declare computer server in Director of Equalization office surplus to be destroyed
15. Discussion/possible action to reconsider motion from January 10, 2023 to award an RFP for HVAC project in Detention Center/Court House to CMTA
16. Discussion/possible action to accept an RFP for HVAC project in Detention Center/Court House
17. Action to approve claims for payment
18. Action to approve automatic budget supplements
19. Action to approve personnel changes
20. Action to approve travel requests

- 21. Public Notices – a possible quorum of Commissioners could be in attendance at:**
- 22. Old Business**
- 23. New Business**
- 24. Open**
 - a. Public Comments**
 - b. Commission Comments**
- 25. 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)**
- 26. 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**

January 10, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 10, 2023, at the Codington County Court House. Commission members present were: Lee Gabel (via Zoom), Charlie Waterman, Myron Johnson, Troy VanDusen and Randall Schweer; Vice-Chair VanDusen, presiding. The pledge of allegiance was led by Auditor, Cindy Brugman.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Vice-Chair VanDusen 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 Waterman, second by Schweer, to approve the January 10, 2023, agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of January 3, 2023; all voted aye; motion carried.

CODINGTON COUNTY PRO PHEASANT EVENT

Marty Stemwedel, representing the Codington County Pro Pheasants organization, met with the Board to request authorization to sell alcohol at the Pro Pheasants banquet which will be held at the Codington County Extension Center Complex on February 17th, 2023. Mr. Stemwedel reviewed the procedure for the event, how the sale of alcohol is handled, and noted the license, from Second Street Station, will be transferred for this event. Second Street Station will be responsible for the monitoring and sale of alcohol at this event. Motion by Johnson, second by Waterman, to allow the Codington County Pro Pheasants organization to sell alcohol at their banquet at the Codington County Extension Center Complex; all present voted aye; motion carried.

MONTHLY REPORTS

Auditor, Cindy Brugman, updated the Board: tax notices for pay 2023 have been printed and are being processed for mailing; end of year reports are being processed, W2's and 1099 Misc. forms documents have been distributed. **Director of Equalization, Shawna Constant**, updated the Board: Appraisal staff continue to work on building permits within the city of Watertown; recent weather conditions have hindered appraisal staff from performing tasks; property owner names and address's are being updated as transfers are received; and 2023 values are still being entered into the software program as well as onto the hard property cards pending mailing of 2023 assessments notices next month.

AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES

Motion by Johnson, second by Gabel, 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, 2022, all present voted aye; motion carried.

Cash on hand	\$	11,420.60
Checks in Treasurers' possession less than 3 days	\$	11,901.62

Credit Card Charges	\$ 3,154.79
Cash Items	\$ 325.00
TOTAL CASH ASSETS ON HAND	\$ 26,802.01
RECONCILED CHECKING	
Great Western Bank Checking (Memorial Park)	\$ 10,044.83
Reliabank Dakota	\$ 31,917,414.90
INVESTMENTS	
SD Public Funds Investment	\$ 7,322.61
TOTAL CASH ASSETS	\$31,961,584.35
General Ledger Cash Balance by Funds	
General	\$22,326,192.93
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 8,295,057.00
Custodial	\$ 840,334.42
(schools 109,090.38, townships 55,961.34; city/towns 18,446.26)	
TOTAL GENERAL LEDGER CASH	\$31,961,584.35

The Board noted Register of Deeds fees, in the amount of \$22,544.05 were collected in the month of December, 2022.

ANNUAL PLANNING/ZONING BOARD REPORT

Zoning Officer, Luke Muller, reported year-end statistics: Building permits issued 125, estimated value of construction \$16,382,271.66; new residences 17; fees from building permits \$33,896.50. There was 1 special meeting held; 25 variance/conditional use permit applications processed; 1 right-of-way vacation, rezoning/zoning amendment application processed; and \$1,250.00 collected from fees for special meetings and variance, conditional use, and rezoning applications. The Zoning Officer advised the Board that Board of Adjustment fees should be increased to bring Codington County into line with current costs and comparable fees charged by neighboring Counties.

PLANNING BOARD APPOINTMENTS

Motion by Johnson, second by VanDusen; to approve the following Planning Board appointments: Brenda Hanten, term expires 12/31/2025 and Calvin Mack, term expires 12/31/2025; all voted aye; motion carried. Robert Fox retired from the Planning/Zoning Board at the end of 2022. The Board expressed thanks to Robert Fox for his 25 years of service on the Codington County Planning and Zoning Board.

GIS WEBSITE DEVELOPMENT AND HOSTING

Motion by Gabel, second by Waterman, to authorize Vice Chair VanDusen to sign a letter of agreement, between Codington County and First District Assoc. of Local Governments., authorizing payment to First District in the amount of \$3,100.00, for the continued hosting and development of the GIS website for calendar year 2023, all present voted aye; motion carried.

PARCEL DATA BASE MAINTENANCE

Motion by Johnson, second by Gabel, to authorize Vice Chair VanDusen to sign a letter of agreement, between Codington County and First District Association of Local Governments, authorizing payment to First District in the amount of \$6,000.00, for services to maintain the County's parcel data base; all present voted aye; motion carried.

ZONING SERVICES CONTRACT

Zoning Officer, Luke Muller reviewed a letter of agreement, between Codington County and the First District Association of Local Governments, for zoning services in 2023, in an amount not to exceed

\$30,650.00, which includes mileage costs. The Zoning Officer noted this contract is identical to the 2022 agreement. Motion by Johnson, second by Schweer, to authorize Vice Chair VanDusen to sign the letter of agreement between Codington County and the First District Association of Local Governments for administrative and technical assistance to the Codington County Planning Commission and County Commissioners in the area of zoning, beginning January 1, 2023 through December 31, 2023; all voted aye; motion carried.

WEED BOARD APPOINTMENTS

Motion by Gabel, second by Waterman, to approve the following Weed Board appointments: Ron Moehring, term expires 12/31/2025 and Mike Paulsen, term expires 12/31/2025; all voted aye; motion carried. The Board expressed thanks to Chris Coplan for his 10 years of service on the Weed Board.

TRAVEL AUTHORIZATION RESOLUTION

**Resolution 2023-2
Resolution to Approve
Regularly Scheduled Travel**

WHEREAS, SDCL 7-7-25 states that the Board of County Commissioners, by resolution, may authorize county officials to attend educational conferences, meetings, and conventions held and conducted within or without the state of South Dakota pertaining to the betterment and advancement of county government:

THEREFORE, BE IT RESOLVED, that the county commissioners, county highway superintendent, auditor, treasurer, register of deeds, state's attorney, sheriff, county assessing officer (equalization director), and coroner be authorized to attend educational conferences, meetings, and conventions called for the purposes set forth in SDCL 7-7-25 and that the mileage and necessary expenses to attend such be allowed. This resolution shall be in force for the year beginning 2023 and continue until such time action is taken rescind the resolution.

Motion by Johnson, second by Gabel, to approve the above and foregoing resolution; all voted aye; motion carried.

Dated this 10th day of January, 2023

Troy VanDusen
Vice Chair, County Commission

ATTEST:

Cindy Brugman
County Auditor

BUDGETED OPERATING CASH TRANSFERS

Motion by Schweer, second by Gabel, to approve the following cash transfers as budgeted in 2023:

Debit General Fund \$861,506.00
Credit Road & Bridge Funds \$504,004.00
Credit Emergency Management Fund \$213,296.00
Credit Victims of Crime Fund \$47,065.00
Credit WIC Fund \$30,000.00
Credit 24/7 Fund \$67,141.00
Upon vote of the Board; all voted aye; motion carried.

Codington County, 10 January 2023

COMPENSATION FOR JUDGES OF ELECTIONS

Motion by Johnson, second by Waterman, to compensate 2023 Judges of elections at \$225.00 for election day, plus \$50.00 for attending election schools and training, as recommended by the Auditor, all voted aye; motion carried.

DELINQUENT PROPERTY TAX LISTS

Delinquent property tax lists are available for Board review for taxes payable in 2022 and prior.

MARTIN LUTHER KING JR. DAY

The Board noted the Court House and all County offices will be closed on Monday, January 16, 2023, in observance of Martin Luther King Jr. Day.

BOARD APPOINTMENTS

Motion by Gabel, second by Schweer, to approve the following list of Liaison appointments; County-Appointed Board Assignments and other duties; and State/Regional Board appointments; all voted aye; motion carried.

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

Commissioner District	Liaison agencies	Areas of oversight
I (Gabel)	Sheriff's Office	Law Enforcement, Warrants,
	Detention Center	Jail, 24/7 Alternatives
	States Attorney's Office	Prosecutor, Victim Assistance
II (Waterman)	Emergency Management Office	Emergency Management, Dive Rescue
	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)	Treasurer's Office	Tax Collection, Vehicle Licenses & Titles
	Director of Equalization's Office	Real Property Assessments/Valuation
	Coroner	Coroner
	Highway Dept.	Road/bridge construction & maintenance
V (Schweer)	Auditor's Office	Voter Registration, Elections, Budgeting, Payments, County records
	Register of Deed's Office	Vital/property records, Marriage Licenses

County-Appointed Board Assignments and other duties

Board/Duty	Frequency/Term	Appointees
Aging Council	Annual	Troy VanDusen
Americans with Disabilities Act Coordinator	Annual	Myron Johnson
Codington County Home Health	Annual	Troy VanDusen
E-911	Annual	Randy Schweer
Glacial Lakes & Prairies Tourism Assn	Annual	Lee Gabel
Inter Lakes Community Action Program	Annual	Randy Schweer
Juvenile Detention Alternative Initiative Committee	Annual	Lee Gabel, Troy VanDusen
Legislative contact	Annual	Myron Johnson
Local Emergency Planning Committee	Annual	Charlie Waterman, Randy Schweer
Planning Board	Annual	Myron Johnson

Watertown Area Transit	Annual	Randy Schweer
Watertown Development Company	Annual	Troy VanDusen
Watertown Volunteer Center	Annual	Randy Schweer
Weed Board	Annual	Charlie Waterman
Codington County Human Resource Committee	Ex Officio	Current Chair, Vice Chair
County/City Committee	Ex Officio	Current Chair and Vice Chair
Behavioral Health and Justice Working Group	Biennial, even yrs	Lee Gabel, Myron Johnson
Codington County Justice Advisory Committee	Biennial, odd yrs	Troy VanDusen, Lee Gabel
Watertown-Codington County Regional Railroad Authority	3-year (up 2024)	Charlie Waterman, Myron Johnson
Housing and Redevelopment Board	4-year (up 2026)	Randy Schweer

State/Regional Board Appointments

Board	Frequency/Term	
Catastrophic Legal Expense Relief Program (CLERP)	Indefinite	Lee Gabel
Catastrophic Poor Relief Fund	Indefinite	Myron Johnson
SDSU Ag & Bioscience Advisory Board	Indefinite	Myron Johnson
SD Retirement System (SDRS)	4-yr (up 2023)	Myron Johnson
First District Assoc. Local Govts.	Annual	Myron Johnson

HVAC PROJECT ENGINEERING SERVICES REQUESTS FOR PROPOSALS

Motion by Waterman, second by Johnson, to accept the HVAC engineering services proposal from Johnson Controls per the recommendation of Facility Manager, Steve Molengraaf. Discussion was held regarding the lack of a proposed fee from Johnson Controls. Waterman rescinded his motion at this time. Motion by Gabel, second by Waterman, to accept the proposal, received from CMTA, in the amount of \$320,000.00 to \$370,000.00, based on the final scope of the project; all voted aye; motion carried.

CLAIMS APPROVED

Motion by Johnson, second by Gabel, to approve for payment the following list of claims; all voted aye; motion carried: AASON ENGINEERING COMPANY, INC 1185.00 REPAIRS/MAINT., A&B BUSINESS SOLUTIONS 25.01 MAINT, A-I COMPUTER SOLUTIONS 8.51 SUP, CAROLE ANDERSON 55.10 JURY, AUSTIN LAW OFFICES 2271.00 SVC, AUTO VALUE 189.96 SUPPLIES, AVERA OCCUPATIONAL MEDICINE - 208.00 SUPPLIES, JUDY BAKKEN 475.00 RENT, BANNER ASSOCIATES, INC 1856.00 REPAIRS/MAINT., BOB BARKER CO. 931.38 SUP, BATTERIES UNLIMITED 22.00 SUP, BAUER LAW OFFICE PC 9898.00 SVC, BEACON CENTER 2847.00 PMT, RHONDA BLAIS 53.06 JURY, BRYAN BLEEKER 25.00 CELL, BLUEPEAK 366.77 UTIL, BLUEPEAK 10.00 UTILITIES, BORNES GROUP 607.00 SUP, BOYS & GIRLS CLUB 7896.00 PMT, BRATLAND LAW 2030.00 SVC, BRIAN'S GLASS & DOOR INC. 260.00 REPAIRS/MAINT., BURNS LAW OFFICE 3000.00 SVC, BUTLER MACHINERY 429.71 REPAIRS/MAINT., JEFF CASE 25.00 CELL, CITY OF CASTLEWOOD 510.98 ASST, CHILD'S VOICE ROUTE #6361 781.25 SVC, CHRISTIANSON APARTMENTS 2353.00 RENT, CITIWIDE PROPERTY MANAGEMENT 7425.00 RENT, RICK CLARK 51.02 JURY, CODINGTON-CLARK ELECTRIC COOPE 35.62 UTILITIES, COLE PAPERS, INC. 2203.34 SUP, CONNECTING POINT COMPUTER CENT 322.00 SUP, CONNECTING POINT 625.00 SUPPLIES, CULLIGAN WATER CONDITIONING 119.25 SUP, MATTHEW DARGATZ 25.00 CELL, DESIGNARC GROUP 360.00 SVC, DIAMOND MOWERS, INC 50732.50 EQUIPMENT, JAMIE DOLEN 25.00 CELL, DOUG'S ANCHOR MARINE 213.64 MAINT, DRAINMAN 311.23 REP, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, ELLYSON LAW OFFICE 1146.35 SVC, EQUIPMENT BLADES INC 1766.40 REPAIRS/MAINT., MARIA

ESCAMILLA 40.00 CELL, RANDALL G. FALVEY 25.00 CELL, FIRST DISTRICT ASSOCIATION OF 450.00 REPAIRS/MAINT., ROBIN FLEMMING 66.32 JURY, FLUENT IMS 1360.00 EQUIP, ALLISON FORBUSH 40.00 CELL, D LEE GABEL 52.04 JURY, GENOA HEALTHCARE/WATERTOWN 100.54 ASST, GRAINGER 115.08 SUP, GREAT AMERICA FINANCIAL SVC 229.49 RENT, GREEN APPLE SEPTIC TANK SERVIC 580.00 REPAIRS/MAINT., GREEN, ROBY, OVIATT, 7433.60 SVC, JUSTIN HALAJIAN 40.00 CELL, ADAM HANSON 52.04 JURY, RICK HARTLEY 40.00 CELL, RON HARTLEY 25.00 CELL, DAVID HEDDING 25.00 CELL, JAMES HEDGES 25.00 CELL, MICHAEL HENRICHS 77.54 JURY, HILLYARD/SIOUX FALLS 1691.76 SUP, RICK HOLINKA 25.00 CELL, HYVEE #1871 ACCTS RECEIVABLE 183.30 SUP, I STATE TRUCK CENTER 68.94 REPAIRS/MAINT., INTERLAKES COMMUNITY ACTION 1600.91 SVC, DOUGLAS JERKE 52.04 JURY, J&K RENTALS 2420.00 RENT, JOHNSON CONTROLS, INC. 5614.34 MAINT, CRAIG JOHNSON 38.00 PMT, JOURNAL TECHNOLOGIES, INC 25000.00 SVC, JURGENS PRINTING 1296.00 SUP, MITCHELL KALLHOFF 25.00 CELL, AARON KELLER 1990.00 RENT, KENNEDY PIER LOFTUS & REYNOLDS 212.10 SVC, RICHARD KOHN 25.00 CELL, K&R MANAGEMENT 3060.87 RENT, KEVIN KRANZ 60.20 JURY, KRUSE LAW OFFICE 963.70 SVC, LEWIS & CLARK BHS 552.00 SVC, JODI LOEHRER 63.13 TRAV, CAPITOL ONE TRADE CREDIT 221.10 SUP, CAPITOL ONE TRADE CREDIT 917.53 SUPPLIES, CHARLES MACK 54.08 JURY, MAIER RENTALS, LLC 1600.00 RENT, FIRST INTERSTATE BANK 85.71 PMT, MASTERS TELECOM 2137.03 UTIL, LES MCELHANEY PROPERTIES 3000.00 RENT, MCKESSON MEDICAL SURGICAL 637.84 SUP, MENARDS 464.80 SUP, MENARDS 647.49 SUPPLIES, MIDCONTINENT COMMUNICATIONS 364.32 UTIL, MUNICIPAL UTILITIES 1682.55 ASST, MUNICIPAL UTILITIES 14220.17 UTIL, MUNICIPAL UTILITIES 1106.30 UTILITIES, NAPA CENTRAL 136.95 SUPPLIES, SHAWN NILLS 40.00 CELL, NORTHWESTERN ENERGY 252.51 ASST, NORTHWESTERN ENERGY 514.86 UTILITIES, ODNEY 7320.00 GRANT, OFFICE PEEPS, INC. 1103.13 SUP, OTIS ELEVATOR COMPANY 2231.64 REP, OTTERTAIL POWER CO. 816.49 ASST, OTTERTAIL POWER CO, 42.41 UTILITIES, MICHELLE PEDERSON 40.00 CELL, PENNINGTON COUNTY JAIL 107.49 TRAV, PITNEY BOWES 392.58 RENT, PMB 0112 207.75 UTIL, PRAIRIE LAKES HEALTH CARE CENT 4185.75 SVC, PRINT 'EM NOW 165.50 SUP, VICTOR RADACH 3900.00 RENT, POWERPLAN OIB 74.56 REPAIRS/MAINT., REBECCA MORLOCK REEVES 40.00 CELL, RELIABANK VISA 113.19 PMT, RELIABANK VISA 843.68 PMT, RELIABANK VISA 578.60 PMT, RELIABANK VISA 27.90 PMT, RELIABANK VISA 12.77 PMT, RELIABANK VISA 522.96 PMT, RELIABANK VISA 300.00 PMT, ROBYN RITER 25.00 CELL, RUNNING SUPPLY INC. 29.98 SUPPLIES, FRED SAUER 53.06 JURY, BRAD SCHWINGER 25.00 CELL, SD ATTORNEY GENERAL'S OFFICE 4120.00 PMT, SD DEPARTMENT OF HEALTH 2010.00 SVC, SOUTH DAKOTA DEPT. OF TRANSPOR 206.21 REPAIRS/MAINT., SD STATE TREASURER 456055.58 PMT, SDACO 538.00 PMT, SDN COMMUNICATIONS 1363.51 UTIL, SDSAA 1848.00 DUES, MELISSA SEARS 40.00 CELL, HEIDI SELCHERT 40.00 CELL, SIOUX RURAL WATER SYSTEM 58.60 UTILITIES, SIOUX VALLEY COOP 78.12 FUEL, SIOUX VALLEY COOP 1351.59 SUPPLIES, KAREN SKINNER 52.04 JURY, SOCIA LAW, PC 3815.49 SVC, SODAK PROPERTIES, LLC 1840.00 RENT, LYNN SOLBERG 40.00 CELL, SOUTH SHORE GAZETTE 734.60 PUB, STEVE STAHLKE 25.00 CELL, STAR LAUNDRY 2237.76 SUP, STAR LAUNDRY 127.22 SUPPLIES, MICHAEL STURM 61.22 JURY, SCOTT SWANSON 25.00 CELL, THOMSON REUTERS-WEST 327.00 SVC, THREE ACORNS 775.00 RENT, DOUGLAS D. TORSTENSON 25.00 CELL, JAMES TORSTENSON 20.00 CELL, TRAV'S OUTFITTER INC 117.14 UNIF, TRINITY SUITES 825.00 RENT, TRITECH SOFTWARE SYSTEMS 35090.22 MAINT, TRUGREEN 32.00 SUP, TWO WAY SOLUTIONS, INC 450.00 SVC, JENNIFER VAN DER LINDEN 52.04 JURY, VERIZON WIRELESS 5360.16 UTIL, VERIZON 40.01 UTILITIES, MARLONIE VOGELSANG 25.00 CELL, ERIC WALDNER 74.48 JURY, WATERTOWN DEVELOPMENT COMPANY 45000.00 PMT, WATERTOWN MOBILE HOME PARK 1098.32 RENT, WATERTOWN PARK & REC 3000.00 RENT, WATERTOWN PUBLIC OPINION 78.28 PUB, WESTERN PRINT GROUP 370.20 SUP, WIGHT & COMES FUNERAL CHAPEL 2575.00 SVC, WILKSHIRE

APARTMENTS 3600.00 RENT, WILLETTE ENT, LLC 4025.00 RENT, WW TIRE SERVICE INC 999.77 REP, XEROX CORPORATION 140.54 SUPPLIES, YANKTON CO. SHERIFF 50.00 SVC, YANKTON CO TREASURER 382.50 SVC, YWH, LLC 6200.00 RENT, KARA ZAUG 63.26 JURY, ZONAR 1420.80 REPAIRS/MAINT.

AUTOMATIC BUDGET SUPPLEMENT

Motion by Schweer, second by Gabel, to approve an automatic budget supplement, to the States Attorney budget, with Juvenile Justice Reinvestment Initiative funds, in the amount of \$35,577.60; all voted aye; motion carried.

TRAVEL REQUEST

Emergency Management Director, Andrew Delgado, submitted travel requests, per section 7.14.1 of the County's Personnel Policy and Procedures Manual, for the following events: G386 Mass Fatalities Incident Response, Office of Emergency Management Region 2 meeting, G361 Flood Fight Operations, G202 Debris Management Planning, G205 Recovery from Disaster – the Local Government Role, G557 Rapid Needs Assessment, EM 103 for Emergency Managers, and South Dakota Emergency Management Association Conference. Motion by Waterman, second by Gabel, to approve Emergency Management personnel travel for the above and foregoing list of events in 2023; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Johnson, second by Gabel, to enter into executive session, per SDCL 1-25-2 (1) discussion of personnel issues, at 9:49 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:07 a.m., no action was taken. Human Resource Representative, Natalie Remund; 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 10:07 a.m., all voted aye; motion carried.

ATTEST:

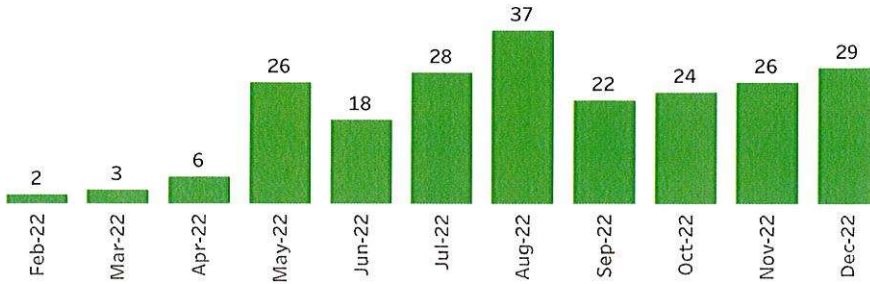
Cindy Brugman
Codington County Auditor

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

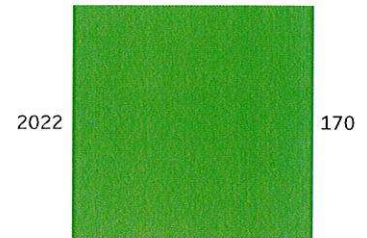
Published once at the total approximate cost of \$_____



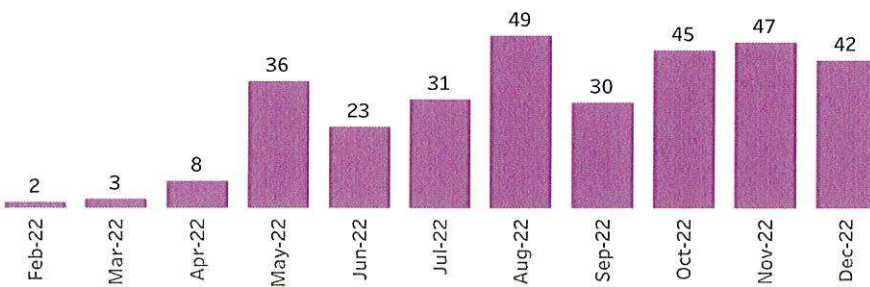
Unique Individuals Served by Month



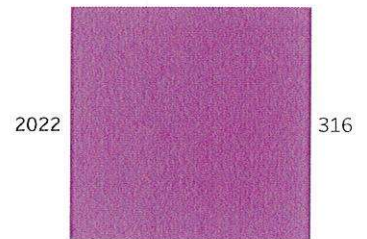
Unique Individuals Served by Year



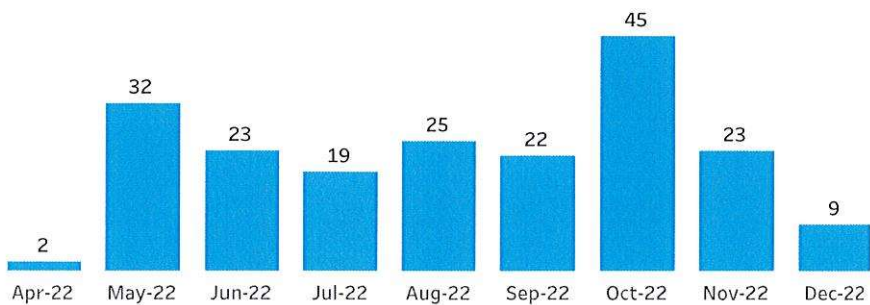
Services Recorded by Month



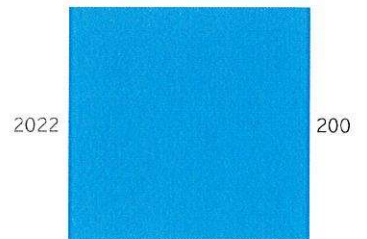
Services Recorded by Year



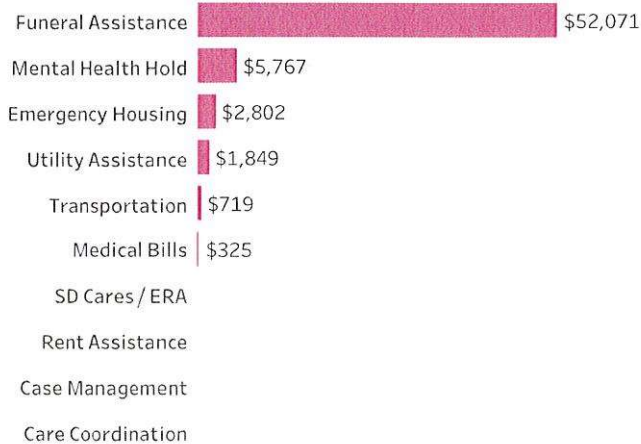
Total Client Contacts by Month



Total Client Contacts by Year



YTD Costs



YTD Time Spent on Services (hours)



Completed Services

	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Care Coordination	1	1	1	8	3	7	11	8	6	4	16
Case Management			2	4	2	3	14	11	22	17	8
Emergency Housing		2	3	4	3	5	4	1	6	8	5
Funeral Assistance			1	4	1	1	1	1	1	1	4
Transportation	1			1	3	1	1		4	2	2
Rent Assistance				4	6	6	5	5	3	7	2
SD Cares / ERA				1	1	1	1	1	1	1	1
Medical Bills					1	1	1	1	1		1
Utility Assistance				4	3	4	6				
Mental Health Hold							5	2		2	

Completed Referrals

	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
ICAP		1		4	7	9	15	4	6	6	8
Salvation Army	1			6	4	7	7	3	3	7	5
Coordinated Entry System (CES)			1	1	1	3	3	2	6	2	4
DOL		2		4		1	5	1	3	1	3
DSS				2			3	3		2	2
Medical Provider				1					5		2
Access Ministries				1			3		1	1	1
WIC		1								1	1
Watertown Housing Authority		1		3			1	1			1
Other				1		1					1
CARES			1	3	4	5	9	4	5	6	
Veteran ESG				1		1			1	3	
Beacon Center		1				4	2	1	1	1	
Brothers & Sisters Behind Bars	1		1	1	1	2		1	1	1	
HSA				1					2	1	
Energy Assistance						3	2	1		1	
Transit									2		
Social Security						1	2	1	1		
Vocational Rehab							1		1		

CONSULTANT AGREEMENT

This agreement is made as of January 1, 2023 between Codington County Welfare Office and Angela Hyde, Independent Consultant, hereinafter referred to as "CONSULTANT".

WHEREAS, Codington County Welfare Office intends to contract with CONSULTANT for the performance of certain tasks, and;

WHEREAS, CONSULTANT'S principal place of business is located in (his/her) home and;

WHEREAS, CONSULTANT and Codington County Welfare Office desire to enter into an agreement for the performance of consulting services by CONSULTANT for Codington County Welfare Office in connection with the attached scope of work (Attachment A: Consultant Expectations) and in consideration of the promises and mutual covenants herein, Codington County Welfare Office and CONSULTANT agree as follows:

IN CONSIDERATION of the payments agreed upon herein and the covenants and agreements contained in this agreement, the parties mutually agree to the following:

- 1). Hourly Wage. Subject to the terms and conditions provided, Codington County Welfare Office engages CONSULTANT to perform consulting services for Codington County Welfare Office at the hourly rate of \$50 per hour to not exceed 5 hours per week or 20 hours per month.
- 2). Services to be performed. Codington County Welfare Office engages CONSULTANT to perform services in support of work specified in the attached scope of work described in Attachment A.
- 3). Agreement. CONSULTANT, while this agreement or any extension hereof is in force and effect, will adhere to written personnel policies of the Codington County Welfare Office related to interactions with clients and/or customers the Codington County Welfare Office serves.
- 4). Acceptance. CONSULTANT hereby accepts such engagement and agrees to render such services to the best of (his/her) ability.
- 5). Terms of payment. CONSULTANT will submit an invoice to the Codington County Welfare Director by the 1st Tuesday of each month.
- 6). Instrumentalities. CONSULTANT shall supply all workspace, equipment, tools, materials, and supplies to accomplish the designated tasks except as may be specified in the attached scope of work in Attachment A.
- 7). Control. CONSULTANT retains the sole and exclusive right to control or direct the manner or means by which the work described herein is completed including the weekly work schedule. Codington County Welfare Office retains only the right to control the specification of the end product and the right to ensure the CONSULTANT follows company policy related to clients/customer interactions.

8). Payroll or employment taxes. No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to CONSULTANT. The payroll or employment taxes that are the subject of this paragraph include but are not limited to FICA, FUTA, federal income tax, state disability insurance tax, and state unemployment insurance tax.

9). Worker's compensation. No worker's compensation insurance has been or will be obtained by Codington County Welfare Office on account of CONSULTANT. CONSULTANT shall comply with the worker's compensation laws applicable to the CONSULTANT.

10). General relationship. The services of CONSULTANT are as an independent contractor and are on a professional basis.

11). Assignment. This Agreement may not be transferred or assigned by CONSULTANT.

12). Governing law. This Agreement shall be construed in accordance with and be governed by the laws of the State of South Dakota.

13). Termination. This Agreement shall end on June 30, 2023 unless otherwise extended with a written Agreement. As is Codington County Welfare Office's policy, independent consultation is on an at-will basis only, meaning that the CONSULTANT or the Codington County Welfare Office may terminate this agreement at any time and for any reason, with or without notice.

14). Provision for execution. CONSULTANT's acceptance of this Agreement will be indicated by the signature of two copies thereof this Agreement and returning one copy to Codington County Welfare Office at the earliest possible date.

Codington County Representative Date

(NAME), Consultant Date

Attachment A

Codington County Welfare Office Contract for Jan. 17th, 2023 through June 20th, 2023

Angela Hyde Deliverables

1. Make recommendations to leadership at Codington County Welfare Office for any policy changes related to the county's social services strategic planning.
2. Organize and facilitate meetings related to the county's social services strategic planning process.
3. Review the viability of the current social services programs and make recommendations for future staffing and program needs.

CODINGTON COUNTY TITLE VI POLICY STATEMENT

Codington County provides services without regard to race, color, gender, religion, national origin, age or disability, according to the provisions contained in SDCL 20-13, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.

It is the policy of Codington County to ensure that no person or group of persons shall be subjected to discrimination, excluded from participation in, or denied benefits of any program administered by the County on the grounds of race, color, national origin, religion, sex, age, disability or other statutorily prescribed basis.

To ensure compliance, Codington County has designated Andrew Delgado as the County's Title VI Coordinator. Contact information is as follows:

Any person who has questions concerning this policy or who believes they have been discriminated against should contact Codington County's Title VI Coordinator at 605-882-6272.

Troy VanDusen, Vice-Chair
Codington County Commission

Date

CODINGTON COUNTY NOTICE OF PUBLIC RIGHTS

The Codington County Highway Department provides services without regard to race, color, gender, religion, national origin, age or disability, according to the provisions contained in SDCL 20-13, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.

To request additional information on Codington County's Title VI/Nondiscrimination policy or to file a discrimination complaint, please contact Andrew Delgado Title VI Coordinator at 605-882-6272 or e-mail codcoem@codington.org.

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 _____.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Doug Torstenson		DATE 1/6/2023
EFFECTIVE DATE 1/2/2023	POSITION TITLE Hwy Main Tech III Grade 35	DEPARTMENT Hwy Dept
CURRENT STEP 9	NEW STEP 6	
CURRENT PAY RATE \$25.17/4,379.98	NEW PAY RATE \$27.00/ 4,697.56 4698.00 <i>RS</i>	
REASONS FOR CHANGE Promotion		

EMPLOYEE SIGNATURE Douglas Torstenson

DEPARTMENT HEAD SIGNATURE Rik Hartley

DATE 1-11-2023

COUNTY COMMISSIONERS _____

FILED

JAN 11 2023

DATE _____

CODINGTON COUNTY AUDITOR

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

