

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 24, 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 24, 2023, agenda
5. Action to approve the January 17, 2023, minutes of the Board of Codington County Commissioners
6. Annual report from Todd Kays, Executive Director, First District Association of Local Govts.
7. Monthly Reports
 - a. Emergency Management
 - b. Sheriff
8. Action to approve volunteer rosters for Workers Compensation Insurance
9. Action to adopt annual LEPC Roster
10. Discussion/possible action to update Codington County Personnel Policies and Procedures Manual
11. Action to approve annual wage schedule
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:
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**

January 17, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 17, 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 Commissioner Schweer.

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 Gabel, second by Schweer, to approve the January 17, 2023, agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of January 10, 2023; all voted aye; motion carried.

MONTHLY REPORTS

Highway Supt., Rick Hartley, updated the Board: the Highway Dept. has been busy with snow/ice removal and preparing roadways and equipment for future snow events; inventory continues; the tree pile damage at Memorial Park has been moved to the County's burn pit; and MSHA (Mine Safety and Health Administration) training will take place the week of January 23rd. The Highway Supt. informed the Board that Turn Key Logistic, working on behalf of Summit Carbon Solutions, has submitted a road use agreement. The Highway Supt. advised Turn Key Logistics that the County will most likely be using the road use agreement previously created for the wind tower projects. **Welfare Director, Sara Foust**, presented a monthly data and services report for the month ending December 2022. The Welfare Director noted 25 homeless individuals have been served in 27 working days since December 1st. 4 funeral requests have been submitted this month already with 3 approved. \$3,000 was received in CARES/ERA administrative fees; the ICAP case manager has reduced her weekly office hours; the CHW intern has started and has applied for the permanent position; Medicaid reimbursement is being looked into for the CHW; the staff procedures manual is being finalized; and notices have been posted to hire the Watertown Cares Board Executive Director. Systems of Care/Strategic planning activities continue and working groups are developing action plans for the action phase of the strategic planning process. The County applied for grant funding through the South Dakota Community Foundation but was not awarded grant funds. **Facility Manager, Steve Molengraaf**, updated the board: Ag. Building – Farm Show preparation continues; Government Buildings – cleaning, snow and ice removal continue; Detention Center – cell door parts are beginning to arrive and installation should begin the last week in February; Memorial Park – the Girl Scouts Agreement has been received and the reservation system is set to begin on February 1st; Weed – the annual Weed Board meeting has been set for May 8th and the SD Weed and Pest Conference is scheduled for February 15 – 17, 2023, in Huron. The new phone system is not yet active as number porting has not occurred as of this time.

INDIGENT BURIAL RATES

Motion by Gabel, second by Waterman, to approve indigent burial rates, per the recommendation of the Welfare Director as follows: Traditional burial \$3,952.00, Cremation \$2,575.00, and costs for opening and closing of graves; all voted aye; motion carried.

WELFARE GUIDELINES UPDATE

Welfare Director, Sara Foust, recommended updating the current Welfare Guidelines by removing language regarding food assistance support and remove personal hygiene and household items, dental and eyecare services, as the County has other resources for those services. Motion by Johnson, second by Gabel, to remove the items recommended by the Welfare Director; all voted aye; motion carried. Appendix A – Income Guidelines were also updated to reflect Federal Poverty Standards and to remain consistent with SD Poor Relief statutes.

WELFARE OFFICE CONSULTANT AGREEMENT

Motion by Gabel, second by Schweer, to approve an agreement between the Codington County Welfare Office and Angela Hyde, Independent Consultant; for the performance of consulting services through June 30, 2023; all voted aye; motion carried.

ACTION TO RESCIND ACTION OF 1/10/2023 REGARDING RFP AWARD

Motion by Waterman, second by Gabel, to rescind action, taken on 1/10/2023, to accept an RFP from CMTA for the Detention Center HVAC project, due to a misplaced RFP from Johnson Controls which should have also been considered; all voted aye; motion carried.

HVAC PROJECT ENGINEERING SERVICES RFP

Facility Manager, Steve Molengraaf, provided the Board with an RFP from Johnson Controls, which was previously misplaced, for engineering services for the Detention Center HVAC system. The RFP from Johnson Controls provides services at a rate of 6% of the total budget for this project estimated at \$4,079,056. Motion by Waterman, second by Schweer, to accept the RFP from Johnson Controls; all voted aye; motion carried.

HOMELAND SECURITY ANNUAL GRANT FUNDING

Motion by Johnson, second by Waterman, to authorize the Emergency Management office to apply for annual Homeland Security grant funding; all voted aye; motion carried.

TITLE VI COORDINATOR APPOINTED

Motion by Johnson, second by Gabel, to appoint Human Resource Representative, Natalie Remund, to the position of Codington County Title VI coordinator; all voted aye; motion carried.

TITLE VI POLICY STATEMENT AND NOTICE OF PUBLIC RIGHTS

Motion by Schweer, second by Waterman, to authorize the signing of the Codington County Title VI Policy Statement and advertise the Codington County Notice of Public Rights; all voted aye; motion carried.

SURPLUS EQUIPMENT

Motion by Waterman, second by Johnson, to declare a printer in the Treasurer's office, HP Laserjet Pro M404dn, s/n VNGB0067, surplus to be destroyed; all voted aye; motion carried. Motion by Johnson, second by Gabel, to declare a GIS server, s/n 2UA55O17HM, located in the Director of Equalization Office, surplus to be destroyed; all voted aye; motion carried.

PERSONNEL CHANGE

Motion by Gabel, second by Waterman, to approve the following personnel change: Douglas Torstenson, promotion to Highway Maintenance Tech III, Grade 35/Step 6, \$27.00 per hour, effective 1/1/2023; all voted aye motion carried.

TRAVEL REQUEST

Motion by Johnson, second by Waterman, to approve the following travel request: Facility Manager, Sioux Falls Farm Show Weed booth; 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 9:46 a.m.; all voted aye; motion carried. The Board returned to regular session at 9:57 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 Gabel to adjourn at 9:57 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 \$_____

CODINGTON CO. WEATHER SPOTTER/VOLUNTEERS - 01/2023

CALL SIGN	NAME			
KBØRBG	Adams, Clark (Watertown) (NCS)			
KDØRHS	Ebner, Gary (Watertown)			
NTØQ	Engel, Kurt			
KBØLCR	Harrington, Kevin (S Lake Pelican)			
NØHFH	Hawkinson, Dan (Watertown)			
NØXKP	Johnson, Harry (Watertown)			
KØWTN	Klos, Jeff (Watertown)			
KBØVXD	Olson, Chuck			
KDØHWM	Olson, Lynn (Watertown)			
KDØLJG	Schaefer, Dave (Hamlin County)			
WØDGW	Warrick, Denny (Watertown)			

Codington County LEPC Roster

Name	Mail Address	Mail City	State	Mail Zip
Bakke, Mike		Watertown	SD	57201
Beynon, Rob		Watertown	SD	57201
Bloom, Adam		Watertown	SD	57201
Boerger, Mike		Watertown	SD	57201
Bollinger, Brian		Watertown	SD	57201
Delgado, Andrew		Watertown	SD	57201
Dorneman, Jordan		Watertown	SD	57201
Ellis, Kirk		Watertown	SD	57201
Everson, Monica		Watertown	SD	57201
Fischer, Chad		Watertown	SD	57201
Greenfield, Steve		Watertown	SD	57201
Haase, Kraig		Watertown	SD	57201
Hall, Greg		Watertown	SD	57201
Hallauer, Joyce		Watertown	SD	57201
Hanten, Brenda		Watertown	SD	57201
Hartley, Rick		Watertown	SD	57201
Hawley, Carrie		Watertown	SD	57201
Hight, Kaleb		Watertown	SD	57201
Hofmeister, Amy		Watertown	SD	57201
Howard, Larry		Watertown	SD	57201
Howell, Brad		Watertown	SD	57201
Howell, Cheri		Watertown	SD	57201
Jongbloed, Scott		Watertown	SD	57201
Jurgen, Cole		Watertown	SD	57201
Klatt, Ashley		Watertown	SD	57201
LaFramboise, Tim		Watertown	SD	57201
Langerock, Gary		Watertown	SD	57201
Langner, Chuck		Watertown	SD	57201
Lenzner, Kyle		Watertown	S	57201
Livermore, Jon		Watertown	SD	57201
Lunde, John		Watertown	SD	57201
Marx, Meghan		Watertown	SD	57201
Mc Peek, Lee		Watertown	SD	57201
McElhany, Tyler		Watertown	SD	57201
Michels, Austin "AJ"		Watertown	SD	57201
Mitchell, Craig		Watertown	SD	57201
Murray, Amanda		Watertown	SD	57201
Noeldner, Gregg		Watertown	SD	57201
Oletzke, Mike		Watertown	SD	57201

Petersen, Justin		Watertown	SD	57201
Peterson, Sue		Watertown	SD	57201
Rehorst, Steve		Watertown	SD	57201
Remmers, Ryan		Watertown	SD	57201
Riley, Jeff		Watertown	SD	57201
Rowland, Don		Watertown	SD	57201
Schweer, Randall		Watertown	SD	57201
Small, Rick		Watertown	SD	57201
Solberg, Lynn		Watertown	SD	57201
Stahl, Chad		Watertown	SD	57201
Sutten, Jarod		Watertown	SD	57201
Sutton, Jim		Watertown	SD	57201
Thyne, Mark		Watertown	SD	57201
Toomey, Tim		Watertown	SD	57201
Torstenson, Jamie		Watertown	SD	57201
VanDusen, Troy		Watertown	SD	57201
VonEye, Heath		Watertown	SD	57201
Wamsher, Ralph		Watertown	SD	57201
Waterman, Charlie		Watertown	SD	57201
Weber, Pat		Watertown	SD	57201
Wicks, Andy		Watertown	SD	57201
Wicks, Dave		Watertown	SD	57201
Williams, Ayrton		Watertown	SD	57201
Wishard, Toby		Watertown	SD	57201

CODINGTON COUNTY
WATERTOWN, SD 57201-3611

* * * * *

<u>Invoice # / Description</u>	<u>Account #</u>	<u>From Budget</u>	<u>Amount</u>
ACCT END:6786 - ZEP SALES	204 - 311.0 - 426.00	ROAD & BRIDGE	276.33
ACCT END:6786 - PERDIDO BEACH	204 - 311.0 - 427.00	ROAD & BRIDGE	213.57

TOTAL: 489.90

Claim Of:
FIRST INTERSTATE BANK
C/O MASTERCARD
35 1ST AVE NE
WATERTOWN, SD 57201

1166096

Amount Allowed: \$ 489.90

<-- 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 01/24/2023 .

Chairman / authorized agent

Debra Munn
Authorized Official

Date



CODINGTON COUNTY
WATERTOWN, SD 57201-3611

* * * * *

Invoice # / Description	Account #	From Budget	Amount
ACCT END:3703 - POWER SUPPLY	101 - 523.0 - 426.00	AG. BUILDING	21.25
ACCT END:3703 LICENSE RENEWALS	101 - 615.0 - 429.00	WEED CONTROL	112.75

TOTAL: 134.00

Claim Of:
FIRST INTERSTATE BANK
C/O MASTERCARD
35 1ST AVE NE
WATERTOWN, SD 57201

1106097

Amount Allowed: \$ 134.00

<-- 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 01/24/2023 .

Chairman / authorized agent

Debbie Mennick

Authorized Official

Date

CODINGTON COUNTY
WATERTOWN, SD 57201-3611

* * * * *

<u>Invoice # / Description</u>	<u>Account #</u>	<u>From Budget</u>	<u>Amount</u>
INV#042659 ROLL-IN COOLER	101 - 213.0 - 426.00	CORONER	11,207.02

TOTAL: 11,207.02

Claim Of:
MOBIMEDICAL
1 MAUNEY CT
COLUMBIA, SC 29201-5147

8160098

Amount Allowed: \$ 11207.02

<-- 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 01/24/2023 .

Chairman / authorized agent

Debbie Mennel

Authorized Official

Date

[Handwritten mark]

CODINGTON COUNTY
WATERTOWN, SD 57201-3611

* * * * *

<u>Invoice # / Description</u>	<u>Account #</u>	<u>From Budget</u>	<u>Amount</u>
NOVEMBER 2022 - 911 SURCHARGE	207 - 225.0 - 429.10	E-911	23,452.58

TOTAL: 23,452.58

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

002485

Amount Allowed: \$ 23452.58

<-- 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 01/24/2023 .

Chairman / authorized agent

Deldni Mem III

Authorized Official

Date

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Paige Welling		DATE 1/17/2023
EFFECTIVE DATE 2/1/2023	POSITION TITLE Community Care Coordinator <i>Grade 25</i>	DEPARTMENT Welfare
CURRENT STEP 1	NEW STEP 1	
CURRENT PAY RATE \$20.66	NEW PAY RATE	
REASONS FOR CHANGE New Hire - 20 hrs/week		

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE _____

DATE _____

COUNTY COMMISSIONERS _____

DATE _____

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME : <i>Konner Anderson</i>		DATE: <i>1-17-23</i>
EFFECTIVE DATE: <i>1-17-23</i>	POSITION TITLE: <i>Part Time Co</i>	DEPARTMENT: <i>WDC</i>
CURRENT STEP:	NEW STEP: <i>1</i>	
CURRENT PAY RATE:	NEW PAY RATE: <i>23.86</i>	
REASONS FOR CHANGE: <i>New hire - part time</i>		

EMPLOYEE SIGNATURE *Konner Anderson*

DEPARTMENT HEAD SIGNATURE *Matt [Signature]*

DATE *1-17-23*

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JAN 19 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Eric Kosak		DATE 1/19/023
EFFECTIVE DATE 2/1/2023	POSITION TITLE Hwy Main Tech II Grade 25	DEPARTMENT Hwy Dept
CURRENT STEP 1	NEW STEP 1	
CURRENT PAY RATE \$20.66/3,594.84	NEW PAY RATE \$20.66/3,594.84	
REASONS FOR CHANGE New Hire		

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE Rick Hartley

DATE 1-19-2023

COUNTY COMMISSIONERS _____

DATE _____

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

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Weed & Pest

Name of traveling employee Ron Hartley

Employee title Maintenance Tech II Employee status exempt nonexempt

Purpose of travel Weed & Pest Conference

Method of transportation County vehicle

Destination Huron, SD

Departure date and time 2/14/2023 2:00pm Destination arrival date and time 2/14/2023 3:30am

Return departure date and time 2/17/2023 2:30pm Return arrival date and time 2/17/2023 4:00pm

Costs of travel

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

Lodging expense \$330

Meals \$48 Registration \$170

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 _____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Weed & Pest

Name of traveling employee Ron Moerhing

Employee title Weed Board Employee status exempt nonexempt

Purpose of travel Weed & Pest Conference

Method of transportation County vehicle

Destination Huron, SD

Departure date and time 2/14/2023 2:00pm Destination arrival date and time 2/14/2023 3:30am

Return departure date and time 2/17/2023 2:30pm Return arrival date and time 2/17/2023 4:00pm

Costs of travel

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

Lodging expense \$330

Meals \$48 Registration \$170

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 _____