

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Courthouse, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, October 15, 2019**

- 1. Pledge of Allegiance**
- 2. Conflict of interest items**
- 3. Call for Public Comment**
- 4. Action to approve the agenda**
- 5. Action to approve the minutes of October 8<sup>th</sup>, 2019**
- 6. Monthly reports**
  - a. Welfare**
  - b. Facilities Manager**
- 7. Action to approve a project to replace concrete outside the Detention Center**
- 8. Action to approve union contracts**
- 9. Action to authorize an application for FY2021 Weed and Pest grant funds**
- 10. Action to approve the appointment of an Emergency Management Director**
- 11. Action to transfer Commissioners Contingency funds to budgets overspent**
- 12. Discussion with applicant denied County assistance and possible action**
- 13. Discussion/possible action to apply for selection as pretrial justice research site**
- 14. Action to approve claims for payment**
- 15. Action to approve automatic budget supplements**
- 16. Action to approve personnel changes**
- 17. Action to approve travel requests**
- 18. Public Notices – possible quorum of Commissioners present**
  - a. Volunteer Appreciation Dinner, October 15<sup>th</sup>, 6:00 p.m., at the Elks Lodge**
  - b. Conservation Districts Legislative Banquet, October 21<sup>st</sup>, 6:30 p.m., at the Galley in Webster**

**19. Old Business**

**20. New Business**

**21. Open**

- a. Public Comments
- b. Commission Comments

**22. 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)

**23. Action to adjourn until 9:00 a.m., Tuesday, October 22<sup>nd</sup>, 2019; at the Codington County Courthouse**

**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 1<sup>st</sup> Ave SE**

October 15, 2019

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, October 15, 2019, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chairman, Myron Johnson, presiding. Weed Supervisor, Steve Molengraaf, led the pledge of allegiance.

**CONFLICT OF INTEREST ITEMS**

There was no conflict of interest items to note.

**CALLS FOR PUBLIC COMMENT**

Chairman Johnson called for public comments for the Open, none were forthcoming.

**AGENDA APPROVED**

Motion by Hanten, second by VanDusen, to approve the agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Hanten, second by Waterman, to approve the minutes of October 8, 2019; all voted aye; motion carried.

**MONTHLY REPORTS**

**Welfare Director, Sarah Petersen**, provided the Board with a report of statistics from the Welfare office for the month of June 2019. 39 people were served for the following: 5 utilities, 2 transportation, 1 miscellaneous, 2 mental health, 10 medical, 3 housing support, 10 housing, 3 homeless, 2 ESG (Emergency Services Grant), and 1 burial; there was \$703.00 in funds expended by the County for these contacts and \$308 was saved using other resources. July statistics 70 people served and 73 services provided for the following: 3 economic assistance, 18 utilities, 1 transportation, 1 miscellaneous, 3 mental health, 12 medical, 1 housing support, 24 housing, 4 homeless, 3 ESG, and 3 burials. Cost savings for July were unavailable at this time due to software issues. The Welfare Director advised the Board she has been invited to sit on the Executive Board of Directors of the National Association of County Human Services. Welfare Director Petersen requested authorization to accept this appointment. The Board will take action regarding this request at their October 22<sup>nd</sup> meeting. Kim Larson was present for this meeting and was introduced to the Board as the new Welfare Assistant as of August 7, 2019. **Deputy Maintenance Supervisor, Jeff Hershman**, updated the Board on the following locations: Memorial Park – the campground is closed, water lines have been winterized, and with the exception of one employee all staff will be finished with work hours on October 22<sup>nd</sup>. Courthouse – the security wall has been completed, the door locks computer has been installed, cameras have been placed in the Clerk of Courts Office, and lawn sprinklers have been winterized. Ag. Building and Detention Center – no major projects, just day to day activities.

**DETENTION CENTER CONCRETE PROJECTS**

Motion by Hanten, second by VanDusen, to authorize a project, as requested by the Chief Correctional Officer, to replace damaged sections of concrete at two entrances to the Detention Center, estimated cost \$2,433.90; all voted aye; motion carried.

**2020 LABOR CONTRACTS (DEPUTY SHERIFF'S AND CORRECTIONAL OFFICERS)**

Human Resource Director, Terry Satterlee, met with the Board to review the 2020 labor contracts between Codington County and the Teamsters Local Union No. 120 (Correctional Officers) and Codington County Deputy Sheriff's Association. Mr. Satterlee noted the only change to the Teamster's contract is a 1.75% cola (cost of living adjustment). Motion by Hanten, second by Waterman, to authorize the Chairman to sign the 2020 labor contract between Codington County and the Teamster's Local Union No. 120; all voted aye; motion carried. Mr. Satterlee reviewed the Deputy Sheriff's Association contract changes, including a 1.75% cola, uniform allowance increase to \$1,000 annually and on call pay increase to \$160 per week. Motion by VanDusen, second by Gabel, to authorize the Chairman to sign the 2020 labor contract between Codington County and the Codington County Deputy Sheriff's Association; all voted aye; motion carried. Mr. Satterlee advised the Board the AFSCME Local 2488A (Highway Employees) have yet to respond to the Board's final offer.

**WEED AND PEST CONTROL GRANT FUNDS APPLICATION**

Motion by Hanten, second by Waterman, to authorize the Weed Supervisor to apply for FY2021 grant funds, which are based on criteria met; all voted aye; motion carried. Mr. Molengraaf noted there is also a competitive grant that is available, for which he may request authorization to apply, at a later date.

**EMERGENCY MANAGEMENT DIRECTOR POSITION**

Human Resource Director, Terry Satterlee, met with the Board to discuss the applications received for the position of Emergency Management Director pending the retirement of Emergency Management Director, Jim Sutton, on January 31, 2020. Mr. Satterlee recommending using executive session privilege to discuss the personnel change (wages, hire date, etc.) before making an offer to any of the applicants. Mr. Satterlee; Emergency Management Director, Jim Sutton; Sheriff, Brad Howell; and Commissioners Johnson and Waterman; conducted the applicant interviews.

**COMMISSIONERS CONTINGENCY TRANSFERS**

Motion by Hanten, second by VanDusen, to supplement the following budgets with Commissioners Contingency funds:

Court Appointed Attorney	\$2,849.83
Mentally Ill	\$ 510.29

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

**PRE-TRIAL JUSTICE RESEARCH SITE**

Commissioner Gabel presented the Board with information, regarding the possibility of the County applying to be considered as a pre-trial justice research site. This program could assist the County in the reduction of pre-trial jail population. Commissioner Gabel suggested postponing action to apply until additional information can be obtained from the local circuit court. Motion by Gabel, second by Hanten, to postpone action to authorize the County's application as a pre-trial research site until the Board's meeting on October 22<sup>nd</sup>; all voted aye; motion carried.

**AUTOMATIC BUDGET SUPPLEMENT**

Motion by VanDusen, second by Gabel, to approve an automatic supplement to the Emergency Management expenditure and revenue budgets in the amount of \$4,500.00, with a payment received from Lake County who purchased sand bags from Codington County during an emergency situation; all voted aye; motion carried.

**PERSONNEL CHANGES**

Motion by VanDusen, second by Gabel, to approve the following personnel changes: Katie Moes, new hire States Attorney Legal Secretary, step 3/\$16.17 per hour, 10/21/19; Russell Mathews, Deputy Sheriff, anniversary step increase, step 11/\$27.50 per hour, 9/15/19; Allen Benck, Highway Maintenance III,

anniversary step increase, step 13/\$24.67 per hour, 11/1/19; Jamie Dolen, Highway Maintenance III, anniversary step increase, step 7/\$22.62 per hour, 11/1/19; and Brad Schwinger, Highway Maintenance III, anniversary step increase, step 13/\$24.67 per hour, 11/1/19. Upon vote of the Board; all voted aye; motion carried.

**EXECUTIVE SESSION**

Motion by Hanten, second by VanDusen, to enter into executive session at 9:40 a.m., per SDCL 1-25-2, discussion of personnel issues – the hiring of a new Emergency Management Director and review of applicants for the position; all voted aye; motion carried. The Board returned to regular session at 9:57 a.m. Human Resource Director, Terry Satterlee; Emergency Management Director, Jim Sutton; and Sheriff, Brad Howell; were present for executive session. Action was taken during this meeting.

**EXECUTIVE SESSION**

Motion by Hanten, second by Waterman, to enter into executive session at 9:59 a.m., to hear an appeal on a denial for County assistance through the Welfare Office; all voted aye; motion carried. Welfare Director, Sarah Petersen; Welfare Assistant, Kim Larson; Human Resource Director, Terry Satterlee; and Applicant #3997 were present for executive session. The Board returned to regular session at 10:39 a.m. Action was taken during this meeting

**EMERGENCY MANAGEMENT DIRECTOR POSITION**

Motion by Gabel, second by Hanten, to offer the position of Emergency Management Director, to one of six interviewed applicants, pending a satisfactory background check, hiring date, and negotiation of wage and benefits; all voted aye; motion carried.

**WELFARE ASSISTANCE APPEAL OF DENIAL**

Motion by Gabel, second by VanDusen, to uphold the Welfare Office’s determination of denial for assistance to an applicant for rent and utilities assistance; all voted aye; motion carried.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Waterman, to adjourn at 10:43 a.m., until 9:00 a.m., Tuesday, October 22<sup>nd</sup>, 2019; 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 \$\_\_\_\_\_