

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 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.

Codington County, 17 January 2023

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

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