

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, August 22, 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 August 22, 2023, agenda
5. Action to approve the August 15, 2023, minutes of the Board of Codington County Commission
6. Discussion with SD Department of Health Dietitian Manager regarding the restructure of services
7. Monthly Reports
 - a. Emergency Management Director
 - b. Sheriff
8. Review 2024 budget requests
9. Presentation by Johnson Controls representative regarding the HVAC Project at Detention Center and Government Building
10. Action to authorize Chair/Vice Chair to sign Johnson Controls construction agreement
11. Action to authorize Chair/Vice Chair to sign a letter to City of Watertown to terminate lease agreement
12. Note the Board will not meet on September 12th, 2023 due to SDACO/SDACC annual convention
13. Discussion/possible action to enact a burn ban resolution
14. Action to approve abatement applications
15. Action to approve claims for payment
16. Action to approve automatic budget supplements
17. Action to approve personnel changes
18. Action to approve travel requests
19. Public Notices – a possible quorum of Commissioners could be in attendance at:
 - a. SDACO/SDACC annual convention, September 12-13, Sioux Falls, SD
20. Old Business
21. New Business
22. Open
 - a. Public Comments
 - b. Commission Comments
23. 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)

24. 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**

August 22, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, August 22, 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 retired 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 Schweer, second by Waterman, to approve August 22, 2023 agenda, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of August 15, 2023 as presented; all voted aye; motion carried.

**DISCUSSION WITH SD DEPARTMENT OF HEALTH DIETITION REGARDING
RESTRUCTURING OF SERVICES**

Community Health Nurse, Codi Martin and Kayla Aman, Dietitian Manager, updated the Board on the restructuring of the Office of Family and Child Resources that will take effect September 1st, 2023, there is going to be a division between the Community Health Services and WIC, with that division the workforce will be able to better manage case load, better knowledge on policies stay up to date on best practices, Kayla asked to board to move the current position that is open into what is called a WIC Public Health Assistant which would allow this individual to take participants height, weight and non-invasive hemoglobin and ask assessment questions, provide basic nutrition education and then issue benefits, the benefit being while Kaia and Codi are providing Health Services there is someone that would be available to provide the WIC participants their services the State will reimburse the County at a higher rate than they currently do, currently the per participant reimbursement rate is \$6.59 and it would increase to \$8.11 per participant, the transition may require some traveling for training, and potentially going to other communities that no longer have WIC services and the State will reimburse for travel and time that they would be gone and Codington would get reimbursed for the per participant rate that they would see in that location for that month, and also if the State could be involved in the hiring process for the new position of WIC Public Health Assistant.

MONTHLY REPORTS

Emergency Management Director, Andrew Delgado, updated the Board on recent events: over the last month requests for public assistance for the spring flooding were due, needed to help a few entities work through some issues or remind them to complete them; Search and Rescue assisted with Camp Chance on July 26th, 2023; talked with a local business about an emergency response plan for several hazards to understand the response to and know what they are supposed to do, invited the Fire Department, they had about 10 firefighter paramedics attend; assisted the school personnel in identifying shelter locations for severe weather within the school; had a Region meeting via ZOOM and a State Radio Drill; Motorola installed the 14-P25 compliant

radios in the Search and Rescue vehicles and each of the volunteer fire departments had a radio installed in a selected rig; had a meeting with a representative from the company we have do our cyber awareness to get things figured out; Codington County had our exploratory call for DR4718, spring flood and scheduled the Recovery Scoping meeting, held the annual Search and Rescue raffle, was a successful night and appreciate everyone who supports and helped with the Search and Rescue raffle. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from activity in the month of July 2023, for the Detention Center and Sheriff's Office: office fees were collected in the amount \$25,052.80 and were retained by the County; Commissary items sold in the amount of \$3,947.09 with a commission fee to the County in the amount of \$1,297.22; Phone commission fee to the County in the amount of \$2,023.84; 724 cases/calls for service; 7 accident reports were completed; 74 warrants served; 214 sets of civil papers served; 3,968 transport miles; average daily inmate population 62.55 (high ADP 69 and low ADP 58); 18 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 11 individuals using remote breathalyzers; 36 individuals testing twice daily PBT's; 49 individuals reporting twice weekly for UA Drug testing; 0 individual wearing a sweat patch; 236 bookings; \$10,830.00 collected in fees for out of county prisoner contracts; \$2,820.00 collected in work release fees; \$5,800.00 collected in fees for the 24/7 program; and \$3,709.00 collected in SCRAM fees; updated the Board: inmates are able to rent a tablet on a per day basis; the inmate population today is at 74; the new vehicles that were ordered still are not in; the intercom system also still isn't in; Warne plumbing is finishing up with the sink project.

PRESENTATION BY JOHNSON CONTROLS REPRESENTATIVE REGARDING THE HVAC PROJECT AT THE DETENTION CENTER AND GOVERNMENT BUILDING

Facility Manager, Steve Molengraaf, introduced Jon Paul, with Johnson Control, doing the HVAC system project for the Detention Center and Government Buildings; Jon presented a progress to date report, this project is a retrofit project and the control cost estimates currently is in line with the budgeted funds with a summer 2024 completion date.

ACTION FOR CHAIR/VICE-CHAIR TO SIGN JOHNSON CONTROLS CONSTRUCTION AGREEMENT

Motion by Waterman, second by Johnson, to authorize Vice-Chair to sign the Construction Agreement with Johnson Controls; Johnson Control representative Jon Paul reviewed the exclusions and billing periods with the Board; all voted aye; motion carried.

ACTION TO AUTHORIZE CHAIR/VICE CHAIR TO SIGN LETTER TO THE CITY OF WATERTOWN TO TERMINATE LEASE AGREEMENT

Motion by Johnson, second by Schweer, to authorize Vice-Chair to sign letter to the City of Watertown to terminate the current lease agreement to the City Auditorium Building; all voted aye; motion carried.

NOTE BOARD WILL NOT MEET SEPTEMBER 12TH, 2023 DUE TO SDACO/ SDACC ANNUAL CONVENTION

BURN BAN DISCUSSION

The Board consulted with Emergency Manager, Andrew Delgado, whether to enact a burn ban which he advised it wasn't necessary and they decided not to at this time.

PERSONNEL REQUEST

Motion by Waterman, second by Schweer, to approve the following personnel change, all voted aye; motion carried. Detention Center Part-time Correction Officer; New Hire-Eric Lewis, Step 1/ \$23.86/hr., effective August 18, 2023.

TRAVEL

Motion by Johnson, second by Gabel, to approve the following travel request: Extension staff for State Fair set up, Weed and Pest staff for weed commission meeting and tour, West Nile Virus staff to attend a conference; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Johnson, second by Waterman, to enter into executive session, per SDCL 1-25-2(1) discussion of personnel issues, and SDCL 1-25-2(2) consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters; at 9:54 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:53 a.m., Human Resource Associate, Natalie Remund; Community Health Nurse, Codi Martin; were 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 10:53 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten

Codington County Auditor

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