

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, April 12, 2022

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 April 12, 2022, agenda
5. Action to approve the March 29, 2022, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. Veterans Service Officer
 - b. Auditor
 - c. Director of Equalization
 - d. Welfare Director
7. Opening and announcement of bids for Court House roofing project
8. Action to approve Auditor's Acct. w/Treasurer and note monthly Register of Deeds fees
9. Action to approve a resolution to combine voting precincts for the 2022 June Primary election
10. Note the Board will meet as a County Board of Equalization at 1:00 PM, April 12 at the Court House
11. Note the Board will meet as a Consolidated Board of Equalization at 6:30 PM, April 12 in the chambers of the Watertown City Council
12. Action to approve abatement applications
13. Action to approve claims for payment
14. Action to approve automatic budget supplements
15. Action to approve personnel changes
16. Action to approve travel requests
17. Public Notices – a possible quorum of Commissioners could be in attendance at:
18. Old Business
19. New Business
20. Open

- a. Public Comments
- b. Commission Comments

21. 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)

**22. Action to adjourn until 9:00 a.m., Tuesday, April 19th, 2022; at the Codington County Court House
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**

March 29, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, March 29, 2022, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair, Brenda Hanten, presiding. Commissioner Hanten led the pledge of allegiance.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Hanten 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 VanDusen, second by Gabel, to approve the March 29th, 2022 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Gabel, second by Johnson, to approve the minutes of March 22nd, 2022; all voted aye; motion carried.

REQUEST TO SELL ALCOHOL AT EXTENSION COMPLEX /BOYS & GIRLS CLUB EVENT

Kelly Jaderborg, Director of Development, with the Watertown Boys and Girls Club, met with the Board to request authorization to sell alcohol during the Blue Door Derby Camel Races event, scheduled for April 29th at the Codington County Extension Center Complex. A liquor license will be transferred following proper procedure for this event. Motion by VanDusen, second by Gabel, to approve this request; all voted aye; motion carried.

MONTHLY REPORTS

4-H/Youth Program Advisor, Jodi Loehrer, updated the Board. Shooting sports will continue for 4 more weeks with the State Shoot scheduled for April 22nd, 23rd, and 24th, in Ft. Pierre. Jodi will be hosting the North District 4-H Advisors at a networking day on March 30th. Virtual Kids Care is being held on Mondays via Zoom, 49 youth are signed up for the 4-H At Home Project in April, the 4-H Teen Regional Dash event is scheduled for April 30th and again sometime in October, and planning for summer opportunities, that have been on-hold for the past two summers, is underway.

DAILY OUT-OF-COUNTY INMATE RATES

Motion by Gabel, second by Hanten, to set the daily rate, for housing of out-of-county inmates, at \$95.00 per day, effective April 1, 2022, and per the recommendation of Sheriff, Brad Howell, all voted aye; motion carried.

OUT-OF-COUNTY INMATE CONTRACTS

Motion by Gabel, second by VanDusen, to approve contracts with Clark, Deuel, and Hamlin counties for the housing of inmates from those counties in the Codington County Detention Center; all voted aye; motion carried.

HELPLINE CENTER NETWORK OF CARE PARTNER AGENCY M.O.U.

Motion by Gabel, second by Johnson, to approve an M.O.U. between Codington County and the Helpline Center Network of Care; all voted aye; motion carried. This M.O.U. was previously approved on October 26th, 2021, but due to a change in language regarding Article 10, Liability, the M.O.U. required a final adoption at this time. Welfare Director, Sara Foust and Nicole LaVallie, Community Care Coordinator, were present for this action.

CHANGE IN MEETING DATE

The Board noted they will not meet on Tuesday, April 5th, 2021, due to a lack of an available quorum.

EASTER LEAVE

The Board noted the Court House and all County offices will be closed on Good Friday, April 15th, and Easter Monday, April 18th, per previously adopted policy.

UNCOLLECTIBLE AIRFLIGHT PROPERTY TAX

Treasurer, Carol Maloney, presented the Board with information pertaining to Air Flight property taxes with two years of delinquent taxes, payable in 2019 and 2020, in the amounts of \$11,543.02 and \$10,945.11 respectively. The Treasurer advised the Board that the Sheriff's Office, Civil Process Deputy, has spent extensive time in an attempt to locate the property owners responsible for payment of these taxes, to no avail and is unaware of anything that could be used to levy and sell in an effort to satisfy the distress warrants issued for the collection of these taxes. The Civil Process Deputy has recommended that the County Treasurer declare these taxes uncollectible. The Treasurer requested the Board take action, at this time, to declare the aforementioned taxes uncollectible and removed from the collection process. Motion by VanDusen, second by Gabel, to declare the aforementioned property taxes, totaling \$22,488.13 uncollectible; all voted aye; motion carried.

SALARY CLAIMS

Motion by Gabel, second by Waterman, to approve March salary claims; all voted aye; motion carried. **Commissioners:** 10,775.94 total salaries. **Auditor:** 23,327.63 total salaries. **Co. Treasurer:** 33,988.15 total salaries; Kristi Torstenson 3097.20 New Hire. **States Attorney:** 36,934.12 total salaries. **Gov. Buildings:** 18,875.66 total salaries. **Dir. Equalization:** 47,425.88 total salaries. **Reg. of Deeds:** 25,552.50 total salaries. **Veterans Service:** 12,202.71 total salaries. **Sheriff:** 104,298.97 total salaries. **Co. Jail:** 133,698.61 total salaries. **Coroner:** 5,005.73 total salaries. **Welfare:** 10,668.07 total salaries. **County Nurse:** 5,304.34 total salaries. **Ag. Bldg.:** 10,398.14 total salaries. **Co. Extension:** 10,724.88 total salaries. **Weed:** 4,816.59 total salaries. **Planning Board:** 437.63 total salaries. **Road & Bridge:** 103,890.79 total salaries. **Emergency Management:** 11,875.61 total salaries. **Crime Victim:** 7,429.89 total salaries. **W.I.C.:** 4,970.39 total salaries. Total 622,602.23. Breakdown of withholding amounts which are included in the above: S.D. Retirement 58,318.26; S.D. Retirement 74.12 spouse option; S.D. Supplemental Retire. 3,570.00 suppl. retire.; Sanford 85,071.87 ins.; Reliance Standard Life Insurance 763.98 life ins.; Delta Dental 6449.74 ins.; Avesis 887.14 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 439.65 employee union dues; AFLAC 3,901.26 ins.; John Hancock 5,750.00 suppl. retire.; AFLAC 865.69 ins.; Watertown United Way 90.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 25,156.00 employee payments; SDRS Supplemental Retirement 4,105.00 Roth retirement; Teamsters Local Union 120 478.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 41,855.64 federal withholding; ReliaBank Dakota 70,259.12 social security.

AUTOMATIC BUDGET SUPPLEMENT

Motion by Gabel, second by VanDusen, to approve an automatic budget supplement in the amount of \$67,390.66 to the Welfare expenditure budget with ERA Grant Funds; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by VanDusen, second by Gabel, to approve the following personnel changes New hires, part-time correctional officers, pay grade 35/step 1, \$22.62 per hour, Brandon Anderson, effective 4/15/2022; Nolan Koistinen, effective 3/21/2022; and Abby Wentz, effective 3/21/2022; Memorial Park seasonal tech., Steve DeVille, \$19.25 per hour, effective 4/1/2022; all voted aye; motion carried.

TRAVEL REQUESTS

Motion by Johnson, second by Waterman, to approve the following travel requests; all voted aye; motion carried: States Attorney, Welfare Director, and Community Care Coordinator, meeting with Minnehaha County officials regarding Alliance Program; Extension Admin. Spec., 4-H Online & Fair Entry training; Facilities Manager, SD Weed Commission meeting.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 9:32 a.m., until 9:00 a.m., Tuesday, April 12th, 2022; 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 \$ _____

Current: MAR22 - Codrington County Veterans Service Office – Todd Rose

1 DAV transport in MAR, also coordinate 1 return trip from VA, that was conducted by Community Transit and the Rides for Wellness Program. 1 trip currently schedule for APR. Checked on the van and the VA is still waiting for license plates for the van.

Claims continue to be slow going thru the VA system for the most part. I have several Vietnam Veterans that are 12 – 18 months and still waiting and I truly have new idea to a timeline of when they might be adjudicated.

Future:

Mini 1 Day conference in Brooking SD – MAY timeframe

Will be speaking with the Rotary Club on 7APR22.

Will be conducting interviews and selecting the New Deputy Veterans Service Officer in the next few weeks. Applications closes on Thursday, 31MAR22.

Any questions or concerns?

CODINGTON COUNTY
Notice to Bidders

BID SUBMITTAL AND OPENING

Owner, Codington County, will receive sealed lump sum bids until the bid time and date at the location given below. Owners will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:

1. Bid Date: Tuesday; April 12th, 2022.
2. Bid Time: 9:30 am (CST)
3. Envelope Information: Provide name of bidder and project name clearly marked on outside of envelope.
4. Location: Sealed bids shall be received at the office of the Codington County Courthouse; c/o Maintenance Department, 14 1st Avenue SE, Watertown, SD 57201.
5. Bid Opening: Bids will be opened and read publicly.

Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.

Regulatory Requirements: 2018 International Building Code shall govern submittal, opening, and award of bids.

Project Identification: Codington County Courthouse Reroof

Project Location: 14 1st Avenue SE; Watertown, SD 57201.

Architect: designArc Group LLC

designArc Group Contact: Thomas Squires

Email: thomas@designarcgroup.com

Phone: (605) 692-4008

Construction Contract: Single-prime contract to provide all items defined within the drawing documents and specifications.

BID SECURITY

A. Bid security shall be submitted with each bid in the amount of 10 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities. (A Draft of AIA Document A310 – Bid Bond has been included in this specification as an example Bid Bond to be provided.) The Board reserves the right to reject any or all bids and to waive any defects therein, and to buy in the best interest of the County. Bids shall be submitted on Codington County bid forms, in a sealed envelope, labeled as to the contents and delivered to The Codington County Auditor’s Office prior to the time of the bid opening.

Dated this 22th day of March, 2022.

ATTEST:



County Auditor



Chairman, Board of Commissioners

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 twice at the total approximate cost of \$ _____.

AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

To the Honorable Board of County Commissioners, Codington County:

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of the County of Codington as of the last business day in February 2022

Cash on Hand	\$4,693.90
Checks in Treasurer' possession less than 3 days	\$78,845.63
Credit Card Charges	\$5,233.59
Cash Items	\$425.00
TOTAL CASH ASSETS ON HAND	\$89,198.12

RECONCILED CHECKING	
Great Western Bank (Memorial Park)	\$16,337.98
Reliabank Dakota	\$32,847,084.91

INVESTMENTS	
SD Public Funds Investment	\$7,254.43

CERTIFICATES OF DEPOSIT	
Dacotah Bank	\$0.00
First American Bank & Trust	\$0.00
First Premier Bank	\$0.00
Great Western Bank	\$0.00
GW - Home Federal Bank	\$0.00
Peoples State Bank	\$0.00
Plains Commerce Bank	\$0.00
Reliabank Dakota	\$0.00
Wells Fargo	\$0.00

TOTAL CASH ASSETS	\$32,959,875.44
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GENERAL LEDGER CASH BALANCES:	
General	\$16,028,570.62
General restricted cash	\$500,000.00
Sp. Revenue	\$13,684,229.79
Sp. Revenue restricted cash	
Custodial	\$2,747,075.03
Schools	\$ 1,532,910.57
Townships	\$ 78,527.77
City/Towns	\$ 444,614.85

TOTAL GENERAL LEDGER CASH	\$32,959,875.44
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Dated this 1st day of April, 2022

County Auditor

FUND CASH BALANCES REPORT AS OF 04/01/2022
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	16,028,570.62
101	GENERAL RESTRICTED CASH	500,000.00
	TOTAL AT FUND GROUP:	16,528,570.62
204	ROAD & BRIDGE FUND	10,160,661.06
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	50,967.77
226	EMERGENCY MANAGEMENT FUND	264,763.55
228	VICTIM CRIME SERVICE FUND	78,094.20
229	DOMESTIC ABUSE FUND	1,412.56
231	W.I.C. FUND	34,018.58
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	40,643.80
250	MODERNIZATION/PRESERVATION	200,300.36
256	SEARCH & RESCUE FUND	69,748.01
290	AMERICAN RESCUE PLAN FUND	2,728,917.53
295	RURAL ACCESS INFRASTRUCTURE	54,702.37
	TOTAL AT FUND GROUP:	13,684,229.79
704	LAW LIBRARY FUND	.00
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	1,532,910.57
722	CIVIL TOWNSHIPS FUND	78,527.77
723	CITIES AND VILLAGES FUND	444,614.85
724	WATER DEVELOPMENT DIST. FUND	17,357.66
725	ADVANCE TAX COLLECTION FUND	.00
726	REGISTER OF DEEDS FUND	1,936.80
727	GAME, FISH & PARKS FUND	.00
728	CLERK OF COURT FUND	.00
729	TAX SALE REDEMPTION FUND	.00
733	SANITARY SEWER DIST. FUND	.00
734	DEPOSIT FUND	.00
735	TREASURER'S TRUST FUND	.00
736	MUNICIPALITIES (5%) FUND	.00
738	FINES TO SCHOOLS FUND	.00
741	911 TRUST AND AGENCY FUND	.00
742	STATE MOTOR VEHICLE FUND	652,847.48
746	AUTO EXCISE TAX FUND	.00
755	SALES TAX FUND	1,832.68
758	BOOKMOBILE FUND	3,856.50
766	LAW LIBRARY FUND	10,706.72
769	MODERN/PRESERATION RELIEF	2,484.00
770	FIRE DEPT. MONIES	.00
	TOTAL AT FUND GROUP:	2,747,075.03
	TOTAL:	32,959,875.44

OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF MARCH, 2022

The sum of **\$40,149.55** in fees has been collected by me as Register of Deeds for MARCH, 2022

Ann Rasmussen being duly sworn, deposes and says that she is the Register of Deeds in and for CODINGTON COUNTY, State of South Dakota; that the foregoing statement is a true and correct report of all fees collected by me as such Register of Deeds, as required by law, during the month of MARCH, 2022

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this 11 day of April 2022

Curly B. Magma

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	\$ 206.00
County General Fund (\$5.00)	\$ 515.00
State EVRSS Fund (\$5.00)	\$ 515.00
State General Fund (\$3.00)	\$ 309.00

TOTAL \$ 1,545.00

CERTIFIED DEATHS

County General Fund (\$5.00)	\$ 220.00
State General Fund (\$4.00)	\$ 176.00
State EVRSS Fund (\$6.00)	\$ 264.00

TOTAL \$ 660.00

FILED

APR 11 2022

CODINGTON COUNTY AUDITOR

Receipt Totals

By Date: 3/1/2022 12:00:00 AM - 3/31/2022 11:59:59 PM; Departments: All; Cash based.

Codrington County

Tuesday, April 05, 2022 1:14 PM

Summary:

Receipt Item Totals		Paid	Charged	Debited	Total
Document:		\$32,815.00	\$1,282.00	\$0.00	\$34,097.00
Non Document:		\$3,108.25	\$1,288.30	\$0.00	\$4,396.55
Subtotal:		\$35,923.25	\$2,570.30	\$0.00	\$38,493.55

Payment on Account Totals		Applied:
		\$4,226.30
Refunded:		\$0.00
Unposted:		\$0.00
Net Posted:		\$4,226.30

Payments & Refunds		ACH:
Cash (Refund):		\$22,255.50
Cash:		-\$3.00
Check:		\$2,223.25
Money Order:		\$15,647.80
Total:		\$40,149.55

Revenue Account Activity		Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00	Marriage License 1	\$110.00	\$110.00	\$0.00	\$0.00
101-0-341.21	Reg. Deeds Filing/Recording 2	\$11,945.00	\$10,630.00	\$1,315.00	\$0.00
101-0-341.22	Reg. Deeds Transfer fees 3	\$20,070.00	\$20,070.00	\$0.00	\$0.00
229-0-321.00	Domestic Abuse Marriage Lic. 6	\$330.00	\$330.00	\$0.00	\$0.00
726-0-209.00	Reg. Deeds Fees - State 8	\$1,470.00	\$1,280.00	\$190.00	\$0.00
101-0-341.29	Reg. Deeds Other Fees 4	\$3,864.55	\$1,398.25	\$2,466.30	\$0.00
250-0-341.21	M&P Relief ROD Filing/Rec 7	\$1,416.00	\$1,263.00	\$153.00	\$0.00
769-0-209.00	M&P Relief ROD Allocation 9	\$944.00	\$842.00	\$102.00	\$0.00
Total:		\$40,149.55	\$35,923.25	\$4,226.30	\$0.00

FILED

APR 11 2022

RESOLUTION 2022-10

WHEREAS, the Board of County Commissioners of Codington County, South Dakota, is required by the provision of SDCL 12-14-1 to provide for election precincts throughout the County and shall designate polling places within such precincts, and

WHEREAS, a Primary Election is to be held on June 7, 2022, and where the Board of County Commissioners may change the boundaries of election precincts already established and where it has been determined it would be in the best interest of County taxpayers to combine some of the current precincts for said election.

THEREFORE, BE IT RESOLVED, that the following precincts are established for the 2022 Primary Election to be held on June 7, 2022

Precinct A1, A2, A3, A4 & D1
Precinct B1, B2, B3, B4, C1, & E5
Precinct C2, D2, D3, & D4
Precinct, C3, C4 & Pelican Township
Precinct E1, E2, E3, E4, & Lake Township
Dexter Township, Fuller Township & Florence Village
Eden & Phipps Townships & Wallace Village
Elmira Township
Germantown and Rauville Townships
Graceland & Henry Townships & Henry Village
Kampeska & Richland Townships
Kranzburg Township & Village
Leola Township & South Shore Village
Sheridan Township
Waverly Township

The above and foregoing resolution was moved for adoption by Commissioner , second by Commissioner ; all voted aye; motion carried.

Dated this 12th day of April, 2022

County Commission Chair

ATTEST:

Cindy Brugman
Auditor

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Steve Rondell		DATE 3/31/2022
EFFECTIVE DATE 4/11/2022	POSITION TITLE Seasonal Park Custodian	DEPARTMENT Park
CURRENT STEP		NEW STEP AA #1
CURRENT PAY RATE		NEW PAY RATE \$15.96
REASONS FOR CHANGE New Hire		

EMPLOYEE SIGNATURE *Steve Rondell*

DEPARTMENT HEAD SIGNATURE *Steve Molengraaf*

DATE *Steve Molengraaf*

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 Jeff Jenson		DATE 3/31/2022
EFFECTIVE DATE 4/12/2022	POSITION TITLE Seasonal Park Custodian	DEPARTMENT Park
CURRENT STEP	NEW STEP AA #1	
CURRENT PAY RATE	NEW PAY RATE \$15.96	
REASONS FOR CHANGE New Hire		

EMPLOYEE SIGNATURE Jeff Jenson

DEPARTMENT HEAD SIGNATURE Steve Melenguzzi

DATE 4-6-2022

COUNTY COMMISSIONERS _____

DATE _____

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