

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, June 28, 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 June 28th, 2022, agenda**
- 5. Action to approve the June 21st, 2022, minutes of the Board of Codington County Commissioners**
- 6. Public Hearing and action to approve formal supplements to the American Rescue Plan Budget and Rural Access Infrastructure Budget**
- 7. Monthly Reports**
 - a. Emergency Management Director**
 - b. Sheriff**
- 8. Action to award a bid for Road Reclamation and Microseal project**
- 9. Presentation – Ben Fuller, Turnkey Logistics, project update for Summit Carbon Solutions**
- 10. Note fund raiser raffle by the Waverly/South Shore girls and boys basketball teams**
- 11. Action to approve claims for payment**
- 12. Action to approve automatic budget supplements**
- 13. Action to approve personnel changes**
- 14. Action to approve travel requests**
- 15. Public Notices – a possible quorum of Commissioners could be in attendance at:**
- 16. Old Business**
- 17. New Business**
- 18. Open**
 - a. Public Comments**
 - b. Commission Comments**
- 19. 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)**
- 20. Action to adjourn until 9:00 a.m., Tuesday, July 5th, 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**

June 21, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 21, 2022, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair Hanten, presiding. The pledge of allegiance was led by Commissioner Waterman.

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 June 21st, 2022 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of June 14th, 2022; all voted aye; motion carried.

MONTHLY REPORTS

Facilities Manager, Steve Molengraaf, updated the Board. Extension Center Complex – the AC units have been installed with wiring yet to take place; speaker equipment, previously used in the Commission chambers, has been installed in the sale ring to improve the sound system. Government Buildings – an employee fire extinguisher training is being planned for July or August. Detention Center – AC problems continue in the building; the garage door has malfunctioned; problems are occurring with a minimum security cell door; and the new dishwasher has been installed. Memorial Park – revenue has been recorded in the amount of \$76,111.08 to date; 5 groups have pre-booked for 2023; the City of Watertown Park and Recreation Department has gifted the County with 18 disc golf baskets; and the Girl Scouts organization is working on a draft to turn over their building, located at Memorial Park, to the County, it is unknown at this time if there will be a cost to the County for this transaction. Weed Department – the State road shoulders have been sprayed; over half of the Township roads have been sprayed; the spring I.D. tour was held in the Leola area; a Leafy Spurge beetle collection is scheduled for southwest of Sisseton on Thursday, June 23rd. Mr. Molengraaf noted Paul Johnson, SDSU Extension Weed Science Coordinator and Northeast Research Farm Coordinator, and former Weed Manager for Codington County is retiring after a 33 year career with SDSU. West Nile – traps will be set this week. **Highway Supt., Rick Hartley**, updated the Board: The Highway Dept. is currently chip sealing. The County's chipper broke down last week and the Hamlin County Highway Dept. promptly provided a chipper to complete the section of chip sealing on County Road 3 south of Highway 212. Codington County's chipper has now been repaired. The Highway Dept. is currently out picking up trees from the roadways due to recent wind and storms in the area. The Highway Dept. continues to work on soft spots on County gravel roads

SKID STEER BRUSH BUCKET

Motion by Johnson, second by Waterman, to approve the purchase of a Skid Steer brush bucket, in the amount of \$3,100.00 from Eastside Equipment; as requested by Facilities Manager, Steve Molengraaf; all voted aye; motion carried.

ROAD RECLAMATION AND MICROSEAL PROJECT BIDS

Highway Supt., Rick Hartley, met with the Board to discuss the bid received, on June 14th, for the Road Reclamation and Microseal project. The Highway Supt. advised the Board that the bid, for the complete project, is higher than the 2022 Road & Bridge budget can support. The budget will need an extra \$420,000.00 to complete the paving of County Road 23 from Highway 212 north. Mr. Hartley asked that the Board consider options to add funds to the 2022 budget and complete the paving in 2022. The Auditor will look at cash fund estimates to the Road & Bridge Fund to determine if revenues yet to come in will provide the needed funds to complete the project in full. No action was taken to award a bid at this time.

TAX DEED AUCTION

Motion by Johnson, second by Waterman, to approve a notice of Tax Deed Auction; appoint property appraisers; and declare the following property surplus to be sold: S16.75' Lot 9 & all Lot 10, Blk 40, Watertown Town Lot Co., in the City of Watertown; all voted aye; motion carried. The auction will take place during the Board's meeting scheduled for July 26th, 2022. The following property declared surplus on July 14, 2020 will also be offered at auction as the property did not sell at the tax deed auction held on August 4th, 2020: **Elmira Township** That part of the North Half (N1/2) of the Northeast Quarter (NE1/4) of said Section 34, in Township 117 North, Range 52 West of the 5th P.M., Codington County, South Dakota, lying Southerly and Westerly of a straight line draw between a point on the Western boundary of the North Half (N1/2) of the Northeast Quarter (NE1/4) of said Section 34, 160 Feet due North of the Southwest corner of the North Half (N1/2) of the Northeast Quarter (NE1/4) of said Section 34, and a point on the Southern boundary of the North Half (N1/2) of said Northeast Quarter (NE1/4) 80 Feet due East of the Southwest corner of the North Half (N1/2) of the Northeast Quarter (NE1/4) of said Section 34, said triangular tract in the North Half of the Northeast Quarter (N1/2 NE1/4) of said Section 34 being that tract described in deed recorded in Book 117 of Deeds on Page 327 in the office of the Register of Deeds of said Codington County. RECORD 735. Tax Deed issued to Codington County 10/22/2019.

EXECUTIVE SESSION

Motion by VanDusen, second by Gabel, to enter into executive session, per SDCL 1-25-2 (1), personnel issues; at 9:36 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:08 a.m., no action was taken. Human Resource Representative, Natalie Remund; Treasurer, Carol Maloney; and Facilities Manager, Steve Molengraaf; were present at varying times during executive session.

ADJOURNMENT

With no further business to come before the Board, a motion was made by Johnson, second by Gabel, to adjourn at 10:08 a.m., until 9:00 a.m., Tuesday, June 28th, 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 \$ _____

**CODINGTON COUNTY
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN: That the Board of County Commissioners, Codington County, will meet in the Courthouse at Watertown, South Dakota on, Tuesday, June 28, 2022, at 9:00 a.m., for the purpose of considering and adopting a supplement, to the 2022 American Rescue Plan Fund Budget and Rural Access Infrastructure Fund Budget. At such time any interested person may appear either in person or by a representative and will be given an opportunity for a full and complete discussion of all purposes, objectives, items, schedules, appropriations, estimates, amounts, and matters set forth and contained in the proposed budget supplement.

Cindy Brugman

Codington County Auditor

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Published once at the total approximate cost of _____.



Waverly-South Shore School

Waverly School District 14-5

319 Mary Place ~ Waverly, SD 57201

Phone 605-886-9174 ~ Fax 605-886-6630



Jon Meyer, Supt ~ Joe Dalton, Principal ~ Misty Hemmingson, Bus. Mgr

To: Codington County Commissioners

The Waverly – South Shore Girls and Boys basketball teams would like to/ will be running a raffle/game of chance “Monday Night Football Book” fundraiser for each respective team. We plan to sell the booklets for \$20 and we will pay out the halftime score and final score winners (square with the last digit of each teams score), \$20, \$30 respectively. This would raise a significant amount of money for both teams that will help with summer costs, warm-ups, etc. The fundraiser would follow the timeline of the NFL season with the first week of the “game” beginning Week 1 and concluding the last week of Monday Night Football.

Thank you,

Joe Dalton

Waverly – South Shore Head Boys Basketball Coach

CODINGTON COUNTY
VERIFIED CLAIMS

Entry#	Recipient	Description	Amount
For: COMMISSIONERS***** 38 VISA	*****	ACCT END:0232 - NACO	600.00 <u>600.00</u> *
For: ELECTION***** 36 CAROLYN ECK	*****	2022 PRIMARY ELECTION - 6/7	225.00 <u>225.00</u> *
For: AUDITOR***** 38 VISA	*****	ACCT END:0232 - FUEL	31.50 <u>31.50</u> *
For: TREASURER***** 38 VISA	*****	ACCT END:0232 - FUEL	31.50 <u>31.50</u> *
For: SHERIFF***** 39 VISA	*****	ACCT END:0786 - TRAVEL EXPENSES	253.38 <u>253.38</u> *
For: CORONER***** 41 VISA	*****	ACCT END:4200 - WALMART USB	6.37 <u>6.37</u> *
For: ROAD & BRIDGE***** 37 FIRST INTERSTATE BANK	*****	ACCT END: 9827 - FUEL	40.00 <u>40.00</u> *
For: E-911***** 42 WATERTOWN CITY FINANCE OFFICE	*****	APRIL 2022 - 911 SURCHARGE	22,501.60 <u>22,501.60</u> *
For: EMERGENCY MANAGEMEN***** 40 VISA	*****	ACCT END:0760 - AMAZON	47.46 <u>47.46</u> *
TOTAL CHECKS			23,736.81 *

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Steve Molengraaf		DATE 6/15/2022
EFFECTIVE DATE 7/1/2022	POSITION TITLE Director of Facilities Grade 60	DEPARTMENT Govt. Bldgs.
CURRENT STEP 4	NEW STEP 5	
CURRENT PAY RATE \$34.43/5990.82 Weed Supervisor	NEW PAY RATE \$35.29/\$6140.46 CB	
REASONS FOR CHANGE Annual Step Increase		FILED JUN 22 2022 CODINGTON COUNTY AUDITOR

EMPLOYEE SIGNATURE Steve Molengraaf

DEPARTMENT HEAD SIGNATURE _____

DATE 6-15-22

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 : Bryan Bleeker		DATE: 6/15/2022
EFFECTIVE DATE: 7/1/2022	POSITION TITLE: Facilities Tech II Grade 20	DEPARTMENT: Gov't Bldg
CURRENT STEP: 8	NEW STEP: 9	
CURRENT PAY RATE: \$21.16/\$3681.84	NEW PAY RATE: \$21.69/\$3774.06 <i>CB</i>	
REASONS FOR CHANGE: Annual Anniversary Step Increase		
<p>FILED</p> <p>JUN 22 2022</p> <p>CODINGTON COUNTY AUDITOR</p>		

EMPLOYEE SIGNATURE BRYAN BLEEKER

DEPARTMENT HEAD SIGNATURE *Steve McLaughlin*

DATE 6-21-22

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 : Richard Kohn	DATE: 6/22/2022
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EFFECTIVE DATE: 7/1/2022	POSITION TITLE: Facilities Tech II Grade 20	DEPARTMENT: Government Building
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CURRENT STEP: 2	NEW STEP: 4
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CURRENT PAY RATE: \$18.25/\$3175.50	NEW PAY RATE: \$19.17/\$3335.78 <i>B</i>
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REASONS FOR CHANGE:

Annual Step Increase with an extra step due to his improved
 knowlege and skills of duties in the courthouse

FILED

JUN 23 2022

EMPLOYEE SIGNATURE *Richard Kohn* **CODINGTON COUNTY AUDITOR**

DEPARTMENT HEAD SIGNATURE *Steve Melancon*

DATE 6-23-22

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 :

Justin Halajian

DATE:

6/15/2022

EFFECTIVE DATE:

7/1/2022

POSITION TITLE:

Senior Maintenance
Tech-Grade 40

DEPARTMENT:

Detention

CURRENT STEP:

1

NEW STEP:

2

CURRENT PAY RATE:

\$25.11/\$43.69.14

NEW PAY RATE:

\$25.73/\$4477.02

CB

REASONS FOR CHANGE:

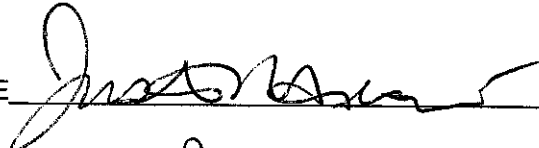
Annual Step Increase

FILED

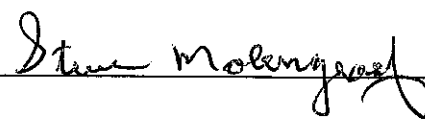
JUN 22 2022

CODINGTON COUNTY AUDITOR

EMPLOYEE SIGNATURE



DEPARTMENT HEAD SIGNATURE



DATE

6-17-22

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 : Scott Swanson		DATE: 6/15/2022
EFFECTIVE DATE: 7/1/2022	POSITION TITLE: Facilities Tech Lead - Grade 25	DEPARTMENT: Ag Bldg
CURRENT STEP: 9	NEW STEP: 10	
CURRENT PAY RATE: \$23.86/\$4151.64	NEW PAY RATE: \$24.46/\$4256.04 <i>CR</i>	
REASONS FOR CHANGE: Annual Step Increase		FILED JUN 22 2022 CODINGTON COUNTY AUDITOR

EMPLOYEE SIGNATURE *Scott R Swanson*

DEPARTMENT HEAD SIGNATURE *Steve Maleng*

DATE 6-16-22

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 : James Hedges		DATE: 6/15/2022
EFFECTIVE DATE: 7/1/2021	POSITION TITLE: Facilities Tech I Grade 15	DEPARTMENT: Ag Bldg
CURRENT STEP: 8	NEW STEP: (Grade 20) 6	
CURRENT PAY RATE: \$19.59/\$34.08.66	NEW PAY RATE: \$20.14/\$3504.36 CB	

REASONS FOR CHANGE:
Facilities Tech I To Facilities Tech II(Grade 20)

FILED
JUN 22 2022

EMPLOYEE SIGNATURE Yordy Hedges CODINGTON COUNTY AUDITOR

DEPARTMENT HEAD SIGNATURE Steve Molinsky

DATE 6-21-22

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 : Ron Hartley		DATE: 6/26/2022
EFFECTIVE DATE: 7/1/2022	POSITION TITLE: Facilities Tech II Grade 20	DEPARTMENT: Weed Dept.
CURRENT STEP: 5	NEW STEP: 4	
CURRENT PAY RATE: \$18.19/\$3165.06	NEW PAY RATE: \$19.17/\$3335.58 <i>CB</i>	
REASONS FOR CHANGE: Switching from Facilities Tech I (15) to Facilities Tech II (20)		FILED JUN 22 2022 CODINGTON COUNTY AUDITOR

EMPLOYEE SIGNATURE *Ron Hartley*

DEPARTMENT HEAD SIGNATURE *Steve Molongrey*

DATE 6-16-22

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>Chandler Flowers</i>		DATE <i>7/1/22</i>
EFFECTIVE DATE <i>7/1/22</i>	POSITION TITLE <i>Deputy Sheriff</i>	DEPARTMENT <i>Sheriff's office</i>
CURRENT STEP <i>1/ Grade 35</i>	NEW STEP <i>1 Grade 40</i>	
CURRENT PAY RATE <i>22.02 / 3935.88</i> <i>Correctional officer</i>	NEW PAY RATE <i>\$ 25.11 / 4369.14</i>	
REASONS FOR CHANGE <i>New Hire</i>		

EMPLOYEE SIGNATURE *x Chandler Flowers*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE *6-16-22*

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 21 2022

CODINGTON COUNTY AUDITOR

RETIREMENT LETTER

Date: August 1, 2022

To:

Codington County
14 1st Avenue SE
Watertown, SD 57201

From:

Jeanie Ochsendorf
1115 5 Avenue NE
Watertown, SD 57201

Subject: Retirement Resignation

Codington County Commissioners and Codington County Community Health Employees,

Please accept this letter of retirement from the position of Office Coordinator for Community Health Office, my last day will be August 31, 2022.

I have thoroughly enjoyed my time here at Codington County Community Health Office. I have experienced wonderful growth opportunities, and I have learned a great deal about the community and the position of Office Coordinator. I am leaving with a great deal of gratitude towards my job and my coworkers. I wish you all the very best. I have enjoyed working with everyone and learning from my colleagues for the past 15 years, and I am ready to move on to the next phase in my life.

Thank you so much for your understanding in this matter. I have loved my job and I will look back on my time here at the office with wonderful memories.

Again, it has been a pleasure working as an employee for Codington County.

Yours sincerely,



Jeanie Ochsendorf
Office Coordinator

FILED

JUN 22 2022

CODINGTON COUNTY AUDITOR

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Director of Equalization Office

Name of traveling employee Shawna Constant, Michelle Pederson, Heidi Selchert, Melissa Sears, Allison Forbush
Director, Database Coordinator

Employee title Appraiser II Employee status exempt nonexempt

Purpose of travel _____

Method of transport _____

Destination _____

Departure date and time _____ Destination arrival date and time _____

Return departure date and time _____ Return arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) _____ **FILED**

Lodging expense \$3000 _____ JUN 22 2022

Meals \$1400 _____ Registration \$2000 _____ **CODINGTON COUNTY AUDITOR**

Other costs _____

Overtime costs involved in the requested travel No _____

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 _____