

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, May 16, 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 May 16, 2023, agenda
5. Action to approve the May 09, 2023, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. Facility Manager
 - b. Highway Supt.
 - c. Extension
7. Action to advertise and hire a Highway Dept. Maintenance II to fill a vacancy
8. Action to approve hiring a full-time correctional officer to fill a vacancy
9. Action to approve annual Malt Beverage license application renewals
10. Action to approve claims for payment
11. Action to approve automatic budget supplements
12. Action to approve personnel changes
13. Action to approve travel requests
14. Public Notices – a possible quorum of Commissioners could be in attendance at:
15. Old Business
16. New Business
17. Open
 - a. Public Comments
 - b. Commission Comments
18. 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)

19. 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**

May 09, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 09, 2023, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen, and Randall Schweer; Chair Gabel, presiding. The pledge of allegiance was led by Auditor, Brenda Hanten.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Gabel 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 Waterman, to approve the agenda for May 09, 2023, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of May 02, 2023; all voted aye; motion carried.

MONTHLY REPORTS

Auditor, Brenda Hanten, updated the Board: the county has received another Opioid payment in the amount of \$793.44, bringing the YTD total to \$10,022.68, have contacted the State Department of Social Services in Pierre and anticipate receiving additional payments; have been receiving the 2024 budget requests; will continue to help with ballot preparation for the combined Watertown School/City election and will continue to cooperate with them as in the past by keeping the Auditor's Office open from 7 a.m. to 7 p.m. on election day and will use the scanner to count the ballots. **Director of Equalization, Shawna Constant**, reported the office is starting the transition from the 2023 to 2024 assessment year, will be sending into the Department of Revenue the first months of sales for them to audit, the year runs from November 1st to October 31st; the appraisers started last week doing re-appraisals, the two townships that will be done Kranzburg and Waverly Townships, next year should be the last year out in the county and then they will start in town. **Welfare Director, Sara Foust**, updated the Board: 10 unique individuals were served in April; CARES/ERA - \$4000 was received for administrative fees; ICAP Case Management – averaging around 10-12 hours per week; the IMPACT/ Community Health Worker conference is in May, working on logistics for Kari to become a certified CHW which she will enroll in the program in the fall; the Watertown Cares Board hopes to close on the 612 Flats soon, there have been some delays with South Dakota Housing Development Authority, after the closing, then some renovations will need to be done; participated in the Collective Impact Summit and was very informative, since this was an online course there is the ability to go back and watch some of the sessions that were all happening at the same time; attended the SDACWO in April with 20 counties in attendance; an Interagency networking meeting was held in April via zoom, CASA was the presenter and the topic was about child abuse prevention month; the Codington Connects Day was held Tuesday, April 18th, 2023, that was well attended and went well, will continue to reach out to the broader community to connect people beyond social services, one of the marketing pieces is the Website, Codington Connects, is a resource for the community that is expansive, it included activities from youth, adult and elderly, and is user friendly, also it was announced that we are a Resilient Community, will continue working on being a community that works together to reduce trauma, also having conversations
Codington County, 09 May 2023

regarding sustainability with Watertown Development Company, Community Foundation and Watertown Chamber of Commerce, these are exploratory conversations; the action teams will be meeting in the next few weeks; Thursday, May 11th is the next Interagency Meeting and will be in person at Midwest Bible Camp, with it being a connections day, a networking meeting for social service agencies to connect with each other; May is mental health month and the agency of the month this month is the Human Service Agency.

AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES

Motion by VanDusen, second by Waterman, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last business day of April, 2023, all present voted aye; motion carried.

Cash on hand	\$	17,223.89
Checks in Treasurers' possession		
less than 3 days	\$	1,804,296.40
Credit Card Charges	\$	34,266.19
Cash Items	\$	425.00
TOTAL CASH ASSETS ON HAND	\$	1,856,211.48
RECONCILED CHECKING		
Reliabank (Memorial Park)	\$	28,245.65
Reliabank Dakota		\$ 4,684,406.54
INVESTMENTS		
SD Public Funds Investment	\$	42,000,000.00
TOTAL CASH ASSETS	\$	48,568,863.67
General Ledger Cash Balance by Funds		
General	\$	25,453,240.84
General restricted cash	\$	500,000.00
Sp. Revenue	\$	8,096,187.90
Custodial	\$	14,519,434.93
(Schools 11,045,332.12, townships 332,334.15; city/towns \$2,428,414.81)		
TOTAL GENERAL LEDGER CASH	\$	48,568,863.67

The Board noted Register of Deeds fees, in the amount of \$24,066.45 were collected in the month of April, 2023.

ANNUAL AGREEMENT FOR STRIPING OF COUNTY ROADS

Motion by Johnson, second by VanDusen, to approve an agreement with the State of South Dakota for the striping of approximately 31.5 miles of County roads at an estimated cost to the County in the amount of \$6,868.87; all voted aye, motion carried.

MOU WITH CITY OF WATERTOWN TO COST SHARE THE 14TH AVE. NW BRIDGE PROJECT

Motion by VanDusen, second by Johnson, to approve the Memorandum of Understanding with the City of Watertown related to cost sharing the 14th Ave. NW Bridge Project, the current preliminary estimate for engineering and construction cost is \$3.6 million, the County plans to apply for an 80% grant through the SDDOT in 2023, the 20% local share is estimated to be \$800,000., the County would be responsible for 62% of the local share, which is estimated to be \$496,000., the City would be responsible for 38% of the local share, which is estimated to be \$304,000., construction is currently anticipated in 2026; all voted aye, motion carried.

WEST NILE VIRUS PREVENTION GRANT

Motion by Johnson, second by Schweer, to authorize the Facilities Manager to apply for West Nile Virus Prevention grant funds available through the SD Dept. of Health; all voted aye; motion carried.

COPS GRANT APPLICATION

Motion by VanDusen, second by Schweer, to authorize Sheriff Howell to submit an application for COPS grant fund. The grant funds are for four years in the amount of \$125,000.00 to be applied toward wage and benefits for a new hire Deputy Sheriff, for a School Resource Officer, for a period of three years and the fourth year and thereafter that time the total cost would be incurred by the County. Conversations are taking place with the three rural schools, Waverly/South Shore, Florence and Henry to possibly split the cost with the schools to pay ½ and the County ½ of the wage and benefit for the School Resource Officer; all voted aye; motion carried.

CLAIMS

Motion by VanDusen, second by Schweer, to approve for payment the following list of claims; all voted aye; motion carried: A-OX WELDING 163.01 SUPPLIES, A&B BUSINESS SOLUTIONS 25.35 REP, ABRA - WATERTOWN 450.00 REPAIRS/MAINT., ACCESS ELEVATOR & LIFTS, INC 564.60 REP, ANGELA HYDE 1400.00 SVC, ALCOHOL MONITORING SYSTEMS 641.70 SVC, ALEX AIR APPARATUS, INC 1637.28 SVC, CAROLE ANDERSON 55.10 JURY, HEIDI ANSHUTZ 70.69 WIT, AP AUTO PROS 105.60 REP, AUSTIN LAW OFFICES 12621.62 SVC, AUTO BODY SPECIALTIES 13.12 REPAIRS/MAINT., AVERA OCCUPATIONAL MEDICINE - 312.00 REPAIRS/MAINT., AVERA MCKENNAN 790.00 SVC, AVERA MEDICAL GROUP BROOKINGS 252.42 SVC, AVI SYSTEMS, INC 11025.88 EQUIP, BANNER ASSOCIATES, INC 320.00 REPAIRS/MAINT., BATTERIES UNLIMITED 570.00 REP, BAUER LAW OFFICE PC 6832.50 SVC, BAYMONT 77.00 TRAV, BEACON CENTER 2645.00 PMT, BRYAN BLEEKER 25.00 CELL, BLUEPEAK 79.99 UTIL, BLUEPEAK 79.99 UTILITIES, BORNS GROUP 487.00 SUP, BOYS & GIRLS CLUB 7896.00 PMT, BRATLAND LAW 12196.30 SVC, BURNS LAW OFFICE 3470.25 SVC, BUTLER MACHINERY 7627.78 REPAIRS/MAINT., PATRICIA CABLER 53.06 JURY, JEFF CASE 25.00 CELL, CENTURYLINK 44.87 UTIL, CHILD'S VOICE ROUTE #6361 150.00 SVC, CITIWIDE PROPERTY MANAGEMENT 3000.00 RENT, RICK CLARK 102.04 JURY, CODINGTON-CLARK ELECTRIC COOPE 35.62 UTILITIES, COLE PAPERS, INC. 690.47 SUP, COLE'S PETROLEUM 7917.01 SUPPLIES, REBECCA CONGER 52.04 JURY, CONNECTING POINT COMPUTER CENT 8792.25 SUP, CONSOLIDATED CORRECTIONAL 12511.88 SUP, CP BUSINESS MANAGEMENT 3820.00 RENT, CREDIT COLLECTIONS BUREAU 776.20 PMT, CREDIT COLLECTIONS BUREAU 397.13 PMT, CULLIGAN WATER CONDITIONING 168.50 SUP, MATTHEW DARGATZ 25.00 CELL, DARGATZ PROPERTIES 5200.00 RENT, DELANEY NIELSEN SANNES PC 6824.30 SVC, DIAMOND DRUGS, INC 385.31 SUP, DIAMOND VOGEL PAINT CENTER 5.16 REP, JAMIE DOLEN 25.00 CELL, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, ELECTION SYSTEMS & SOFTWARE 6352.50 MAINT, ELLYSON LAW OFFICE 2124.03 SVC, EMC INSURANCE COMPANIES 116270.00 INS, ENGELSTAD ELECTRIC CO. 165.31 REP, MARIA ESCAMILLA 40.00 CELL, SANDRA ESCHE 9.00 REF, RANDALL G. FALVEY 25.00 CELL, FIRST DISTRICT ASSN OF LCL GOV 18350.27 SVC, ROBIN FLEMMING 66.32 JURY, TOWN OF FLORENCE 164.25 UTILITIES, CHANDLER FLOWERS 240.00 TRAV, FOCOSS FORENSICS 2000.00 SVC, ALLISON FORBUSH 40.00 CELL, SARA FOUST 292.18 TRAV, DAN FOX.374.35 SVC, D LEE GABEL 319.92 PMT, MICHELLE GAIKOWSKI 51.00 SVC, GARCIA CLINICAL LABORATORY 10.00 SVC, JOSEPH GOAR 55.10 JURY, GRAINGER 81.29 SUP, GREAT AMERICA FINANCIAL SVC 457.28 RENT, GREEN, ROBY, OVIATT, 12617.20 SVC, JUSTIN HALAJIAN 40.00 CELL, ADAM HANSON 52.04 JURY, BRENDA HANTEN 76.30 PMT, RICK HARTLEY 528.40 PMT, RON HARTLEY 25.00 CELL, DAVID HEDDING 25.00 CELL, JAMES HEDGES 25.00 CELL, MICHAEL HENRICHS 77.54 JURY, HILLYARD/SIOUX FALLS 382.08 SUP, RICK HOLINKA 25.00 CELL, HONDO RENTALS, LLC 3350.00 RENT, HUMAN SERVICE AGENCY 22933.50 PMT, HYVEE #1871 ACCTS RECEIVABLE 345.99 SUP, I STATE TRUCK CENTER 190.53 REPAIRS/MAINT., IHS PHARMACY 155.88 SUP, INTELLECTUAL TECHNOLOGY, INC 778.92 SUP, INTERLAKES COMMUNITY ACTION 1212.83 PMT, JEBRO INC. 15683.11 SUPPLIES, JEFFERSON PARTNERS LP 141.50 SVC, DOUGLAS JERKE 104.08 JURY, JOHNSON CONTROLS, INC. 5614.34 REP, JOURNAL TECHNOLOGIES, INC 11.47 SVC, JURGENS PRINTING 938.00 SUP, MITCHELL KALLHOFF 25.00 CELL, AARON KELLER 1640.00 RENT, MAXINE KEMP 4712.00 RENT,

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KENNEDY PIER LOFTUS & REYNOLDS 415.40 SVC, JOHN DEERE FINANCIAL 258.84
 REPAIRS/MAINT., KIESLER POLICE SUPPLY 2086.12 EQUIP, KIMBALL MIDWEST 404.43
 SUPPLIES, RICHARD KOHN 25.00 CELL, KOLETZKY LAW OFFICE 228.70 SVC, ERIK KOSAK
 25.00 CELL, K&R MANAGEMENT 3172.11 RENT, MADISON KRAMER 20.00 WIT, KEVIN KRANZ
 60.20 JURY, LANDMARK MEDIA SOLUTIONS 375.00 SVC, VAL LARSON 54.00 SVC, LAWSON
 PRODUCTS, INC 171.03 SUPPLIES, KARI LEE 50.00 REP, LEWIS & CLARK BHS 736.00 SVC,
 LEWNO LAW OFFICE 333.20 SVC, DARCY LOCKWOOD 54.00 SVC, JODI LOEHRER 115.16 TRAV,
 LTD BROADBAND 160.00 UTIL, RICHARD MAAG 1600.00 RENT, CAPITOL ONE TRADE CREDIT
 61.52 SUP, CAPITOL ONE TRADE CREDIT 125.31 SUPPLIES, CHARLES MACK 54.08 JURY, FIRST
 INTERSTATE BANK 268.47 PMT, FIRST INTERSTATE BANK 136.00 PMT, FIRST INTERSTATE
 BANK 135.00 PMT, FIRST INTERSTATE BANK 854.28 TRAVEL & CONF., MASTERS TELECOM
 270.15 UTIL, MAXWELL FOOD EQUIPMENT 15.55 SUP, WILLIAM MAYO 14.00 REF, MCKESSON
 MEDICAL SURGICAL 178.07 SUP, MENARDS 628.75 SUP, MENARDS 476.76 SUPPLIES,
 MIDCONTINENT COMMUNICATIONS 245.93 UTIL, MOE OIL COMPANY 1210.00 SUPPLIES,
 MULTI BUSINESS SOLUTIONS INC 3350.00 SVC, MUNICIPAL UTILITIES 14413.29 UTIL,
 MUNICIPAL UTILITIES 4267.62 ASST, MUNICIPAL UTILITIES 967.45 UTILITIES, NAPA CENTRAL
 123.93 SUPPLIES, DAVID NELSON 3.00 REF, SHAWN NILLS 40.00 CELL, ODNEY 5970.00 SVC,
 OFFICE PEEPS, INC. 2661.52 SUP, OFFICE PEEPS 6.23 SUPPLIES, OTTERTAIL POWER CO, 51.39
 UTILITIES, MICHELLE PEDERSON 40.00 CELL, PMB 0112 22.52 UTIL, POMP'S TIRE SERVICE,
 INC. 766.57 REPAIRS/MAINT., PRAIRIE LAKES HEALTH CARE CENT 3339.00 SVC,
 GOVERNMENT EXEC MEDIA GROUP 500.00 TRAV, QUICKCARE 35.00 SVC, REDWOOD
 TOXICOLOGY LABORATORY 1842.50 SUP, REBECCA MORLOCK REEVES 40.00 CELL, ROBYN
 RITER 25.00 CELL, HAROLD ROUNDS 25.00 CELL, RUNNINGS 10.49 SUP, DAWN RUSSELL
 1817.05 SVC, SAFETY RESTRAINT CHAIR, INC 3075.00 EQUIP, SANFORD HEALTH 3687.00 SVC,
 FRED SAUER 106.12 JURY, DEAN SCHAEFER COURT REPORTING 213.00 SVC, TREVOR
 SCHIMMEL 180.00 TRAV, BRAD SCHWINGER 25.00 CELL, SD DEPARTMENT OF HEALTH
 2440.00 SVC, SD SHERIFFS ASSOCIATION 50.00 TRAV, SD STATE TREASURER 585302.85 MAY
 REMITTANCE, SDAAO 3125.00 TRAV, SDACO 800.00 TRAV, SDACO 584.00 PMT, SDN
 COMMUNICATIONS 1363.51 UTIL, MELISSA SEARS 40.00 CELL, HEIDI SELCHERT 40.00 CELL,
 SIOUX EQUIPMENT 703.99 REPAIRS/MAINT., SIOUX RURAL WATER SYSTEM 54.00 UTILITIES,
 SIOUX VALLEY COOP 5730.21 SUP, SIOUX VALLEY COOP 894.00 SUPPLIES, KAREN SKINNER
 104.08 JURY, SOCIA LAW, PC 1684.69 SVC, LYNN SOLBERG 40.00 CELL, SOUTH SHORE
 GAZETTE 593.36 PUB, STEVE STAHLKE 25.00 CELL, STAR LAUNDRY 3097.93 SUP, STAR
 LAUNDRY 133.62 SUPPLIES, CATHY STAVIG 1575.00 RENT, CHRISTOPHER STEIN 3210.00
 RENT, STEVE'S WORLD 1768.21 REPAIRS/MAINT., MICHAEL STURM 61.22 JURY, SCOTT
 SWANSON 25.00 CELL, THOMSON REUTERS-WEST 642.61 SVC, THREE ACORNS 775.00 RENT,
 THREE OAKS II 1866.00 RENT, TOOL TIME RENTAL 125.00 REP, DOUGLAS D. TORSTENSON
 25.00 CELL, JAMES TORSTENSON 20.00 CELL, TRAFFIC SOLUTIONS INC. 1316.91
 REPAIRS/MAINT., TRITECH SOFTWARE SYSTEMS 441.00 REP, US RECORDS MIDWEST LLC
 8323.76 SUP, JENNIFER VAN DER LINDEN 104.08 JURY, VERIZON WIRELESS 2155.07 UTIL,
 VERIZON 40.01 UTILITIES, RELIABANK VISA 952.68 PMT, RELIABANK VISA 370.88 PMT,
 RELIABANK VISA 149.90 PMT, MARLONIE VOGELSANG 25.00 CELL, GAIL WAHL 1600.00 PMT,
 SCOTT WAHL 1600.00 PMT, ERIC WALDNER 148.96 JURY, WARNE PLUMBING 1225.77 REP,
 WATERTOWN AMBULANCE 250.00 SVC, WATERTOWN FORD 393.11 REP, WATERTOWN
 PUBLIC OPINION 1940.85 PUB, WATERTOWN PUBLIC OPINION 204.91 TRAVEL & CONF., SAIGE
 WERDEL 64.00 REF, WHEELCO 612.23 REPAIRS/MAINT., WILKSHIRE APARTMENTS 5050.00
 RENT, WILLETTE ENT, LLC 1450.00 RENT, TYLER WIMBERLY 8.00 REF, WTN HOUSING
 AUTHORITY 287.00 RENT, WATERTOWN LANDFILL 3.50 SUP, WW TIRE SERVICE INC 211.25
 REP, WW TIRE SERVICE INC. 128.60 SUPPLIES, XEROX CORPORATION 119.11 SUPPLIES,
 YANKTON CO. SHERIFF 250.00 SVC, YANKTON CO TREASURER 664.30 SVC, YWH, LLC 6650.00
 RENT, KARA ZAUG 63.26 JURY,

AUTOMATIC BUDGET SUPPLEMENTS

Motion by Johnson, second by Schweer, to approve an automatic budget supplement, to the Welfare Budget in the amount of \$100,000.00 with ERA-2 grand funds; all voted aye; motion carried. Motion by VanDusen, second by Johnson, to approve an automatic budget supplement, to the ARPA Budget in the amount of \$60,038.80 due to interest earned; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by Johnson, second by Schweer, to approve the following personnel change: Paige Welling, Community Care Coordinator, Welfare Office, move from part-time (20 hours) to full-time (40 hours), effective 5/15/2023, Step 1, \$20.66 per hour, reimbursed by CHW Grant; all voted aye; motion carried.

TRAVEL REQUESTS

Motion by VanDusen, second by Schweer, to approve the following travel requests: Welfare Director and staff to attend the 2nd Annual CHW Conference; Emergency Management personnel to attend the State EM 103 Class; all voted aye; motion carried.

NEW BUSINESS

Commissioner VanDusen mentioned there will be a future agenda item discussion with **Coroner, Terry Sorensen**, about a building to house a refrigeration unit.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Schweer, to adjourn at 9:41 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten

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

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Highway

Name of traveling employee _____

Employee title _____ Employee status exempt nonexempt _____

Purpose of travel Training

Method of transportation Personal vehicle

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.) Vehicle mileage

Lodging expense \$161.00

Meals \$40.00 Registration \$100.00

Other costs _____

Overtime costs involved in the requested travel _____

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 requests approved: yes _____ no _____ Comments

Commission Chairman, _____ Date _____