

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Court House, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, May 09, 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 09, 2023, agenda
5. Action to approve the May 02, 2023, minutes of the Board of Codington County Commissioners
6. Monthly Reports
  - a. Auditor
  - b. Director of Equalization
  - c. Welfare Director
7. Action to approve the Auditor's Acct. w/Treasurer and note monthly Register of Deeds fees
8. Action to approve an agreement for striping of County roads
9. Action to approve MOU with the City of Watertown to cost share the 14<sup>th</sup> Ave NW Bridge Project
10. Action to approve an application for West Nile virus prevention grant funds
11. Action to approve the Sheriff to apply for a COPS Grant
12. Note the Board will not meet on May 30<sup>th</sup> 2023
13. Action to approve abatement applications
14. Action to approve claims for payment
15. Action to approve automatic budget supplements
16. Action to approve personnel changes
17. Action to approve travel requests
18. Public Notices – a possible quorum of Commissioners could be in attendance at:
19. Old Business
20. New Business
21. Open
  - a. Public Comments
  - b. Commission Comments
22. 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)**

**23. 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 1<sup>st</sup> 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 1<sup>st</sup> to October 31<sup>st</sup>; 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 18<sup>th</sup>, 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 11<sup>th</sup> 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
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$</b>	<b>1,856,211.48</b>
<b>RECONCILED CHECKING</b>		
Reliabank (Memorial Park)	\$	28,245.65
Reliabank Dakota	\$	4,684,406.54
<b>INVESTMENTS</b>		
SD Public Funds Investment	\$	42,000,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$</b>	<b>48,568,863.67</b>
<b>General Ledger Cash Balance by Funds</b>		
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)		
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$</b>	<b>48,568,863.67</b>

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 14<sup>TH</sup> 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 14<sup>th</sup> 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, CITIWIIDE 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 2<sup>nd</sup> 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 \$\_\_\_\_\_