

**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, August 15, 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 15, 2023, agenda**
5. **Action to approve the August 08, 2023, minutes of the Board of Codington County Commissioner**
6. **Presentation on bridge inspections from Mark Juker, Banner Associates**
7. **Monthly Reports**
  - a. **Highway**
  - b. **Welfare Director**
  - c. **Facility Manager**
8. **Review 2024 budget requests**
9. **Discussion/possible action to approve a Conference Room Agreement with Brother's & Sister's Behind Bars**
10. **Action to authorize application of Watertown Area Community Foundation grant funds**
11. **Action to authorize application of South Dakota Community Foundation, Beyond Idea grant funds**
12. **Discussion/possible action to increase Maintenance Dept. weekly on-call stipend**
13. **Discussion/possible action to approve a quote for replacing park benches at the Courthouse**
14. **Discussion/possible action to approve a new Veteran Service Office location and lease agreement**
15. **Discussion/possible action to approve and authorize chair to sign a Connecting Point quote for Microsoft annual renewals for Welfare and Veteran Service offices**
16. **Action to approve Auditor's Acct. w/Treasurer and note monthly Register of Deeds fees**
17. **Note the Board will not meet on 8/29/2023 due to previously adopted policy**
18. **Discussion/possible action to enact a burn ban resolution**
19. **Action to approve abatement applications**
20. **Action to approve claims for payment**
21. **Action to approve automatic budget supplements – Emergency Management, Pre-Disaster Mitigation Plan**
22. **Action to approve personnel changes**
23. **Action to approve travel requests**
24. **Public Notices – a possible quorum of Commissioners could be in attendance at:**
25. **Old Business**

**26. New Business**

**27. Open**

- a. **Public Comments**
- b. **Commission Comments**

**28. 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)**

**29. 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**

August 15, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, August 15, 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 Auditor, Brenda Hanten.

**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 Waterman, second by Schweer, to approve the August 15, 2023 agenda, as posted and moved agenda item #14 to Executive Session with action to take place when out of Executive Session; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Gabel, to approve the minutes of August 08, 2023 as presented; all voted aye; motion carried.

**2022 BRIDGE INSPECTION OVERVIEW**

Mark Junker, P.E., Banner Associates, Inc., met with the Board to review the 2023 Bridge Inspection report. Mr. Junker noted the bridges discussed in this overview, in Codington County, are 20' or longer and federal requirements mandate that these bridges be inspected every 2 years at minimum. The SDDOT pays 80% of inspection costs and the County pays 20%. Codington County currently has 39 bridges on the inspection list plus 2 closed for a total of 41 bridges. Two new weight limit restrictions are recommended for one bridge on County asphalt located on County Road 11, old Highway 81 and one is on a Township road located on 162<sup>nd</sup> Street, over the Big Sioux River. 7 bridges currently have weight limitations. Mr. Junker also reviewed recommendations for several other bridges and which information has been provided to Highway Supt., Rick Hartley.

**MONTHLY REPORTS**

**Highway Superintendent, Rick Hartley**, informed the Board: chip sealing was completed on August 8<sup>th</sup> 2023, they chip sealed approximately 31.5 for Codington County and 1.5 miles for Pelican Township; the guys are doing top cut mowing along asphalt and gravel roads to help with blading on the gravel roads; they have culverts on several roads that will be replaced; will start broom the pea rock off the roads that were chip sealed getting them ready or striping; the stop signs were installed at the intersection 449<sup>th</sup> Ave. on County Road 17 and 177<sup>th</sup> St., County Road 20; will be hauling gravel on our gravel roads throughout the County; Rick met with Mark Junker with Banner Associates, & Jeffery Stout from Aason Engineering for a TS&L meeting for two bridges north on County Road 11; two bridges on County Road 11 north of State Highway 20 and south of State Highway 20 will be replaced with box culverts. **Welfare Director, Sara Foust**, updated the Board: 26 unique individuals were served in July; CARES/ERA - \$3750 was received for administrative fees; ICAP – no report; averaging around 10 hours per week; the IMPACT/ Community Health Worker – reimbursed in June - \$6,506 and reimbursed in July \$6,173, continuing to work on Medicaid reimbursement,

having some great success with clients, working on increasing awareness of the program/referrals, Kari starts classes to become Medicaid certified; the Watertown Cares Board – hoping to open 612 Flats this week; create an agreement with BSBB for conference room space; Systems of Care/Strategic Planning, Codington Connects – Agency of the Month is the SAFE Coalition, Individual is Andrea Shultz w/Watertown School District; Interagency Meetings – SAFE & Helpline Center spoke on suicide awareness and programs and services that they have; presented at City Council meeting; Formalizing Focus Areas - Department of Health Improvement Innovation Grant Funds to be used to maintain Codington Connects presented at the City Council meeting, the reason that Watertown Cares and 612 Flats happened is because we are working through a Collective Impact Model, it's a model of the right people coming together to give the right support to make things happen, focusing time on how to formulize the Collective Impact Model in Watertown and make that work, where a lot of different people from a variety of places come together to meet needs; down to three action teams, Community Transformation – working on Codington Connects resources, childcare group is looking at how we can support childcare providers and what can be done to increase those thoughts and looking at the potential for becoming an early learner community and working on agreements, Housing – planning a site visit to Rapid City to view a couple of their programs that they have there because they have done some things effectively and there is a group of about 10 people from Watertown that are interested in taking the trip to Rapid City. **Facility Manager, Steve Molengraaf**, updated the board: Ag. Building – replaced a water heater which supplies the kitchen and restrooms by the kitchen, events that took place was Achievement Days and auctions; Court House – carpet on the second floor has been scheduled to the last week in August; Detention Center – new urinals are in the process of being installed, met with Johnson Controls on the HVAC system, bids are within the budget estimate, Johnson Controls will give an update at next week's Board meeting plus ask for authorization to sign the construction agreement; Park – reservations for this year as of August 14<sup>th</sup>, 2023 is \$157,201.00 and 1711 total reservations since the beginning of the season, the Park and Rec conference is in October at Madison, SD; Weed – staff are doing week inspections and will be respraying County road rip rap, fall spraying is being planned to start in the last week of August; West Nile Virus – Culex Tarsalis numbers had an increase about three weeks ago, fogging was conducted in most of the communities a couple weeks ago, still monitoring mosquito levels and will inform communities if we need to spray again, will fog East Lake Drive this evening, August 15<sup>th</sup>, 2023, the Mosquito Conference is set to be in Aberdeen on September 19<sup>th</sup>, 2023;

## **2024 BUDGET REVIEW**

### **CONFERENCE ROOM AGREEMENT WITH BROTHERS & SISTERS BEHIND BARS**

Motion by Waterman, second by Johnson, to approve a conference room agreement with Brothers & Sisters Behind Bars for \$100.00 per month to be effective June 1, 2023 – May 31, 2024, Welfare Director, Sara Foust informed the Board that this agreement is to formalize a conversation with Stacy Hendricks, BSBB Executive Director, to contribute for the BSBB community meeting room space that the Codington County Welfare Office utilizes; all voted aye, motion carried.

### **WATERTOWN COMMUNITY FOUNDATION GRANT**

Motion by Johnson, second by Schweer, to authorize the Welfare Director to apply for grant funding from the Watertown Community Foundation, it is a \$5,000 grant to advertise Codington Connects & the Partner of the Month; all voted aye; motion carried

### **SOUTH DAKOTA COMMUNITY FOUNDATION – BEYOND IDEA GRANT**

Motion by Johnson, second by Schweer, to authorize the Welfare Director to apply for grant funding in the amount of \$100,000 from the South Dakota Community Foundation to support Systems of Care & Strategic planning to formulize the Collective Impact Consulting with Sage Consulting for implementation and guidance of Collective Impact and to do a needs assessment and continue to with Angela Hyde consulting, funding for the Social Services Community Day Event, and advertising and promoting Codington County Connects; all voted aye; motion carried.

**MAINTENANCE DEPARTMENT ON-CALL STIPEND**

Motion by Gabel, second by Waterman, to increase the Maintenance Department weekly on-call stipend from \$105.00 per week to \$125.00 per week, Facility Manager, Steve Molengraaf, informed the Board that the last increase was in 2016 where it was increased from \$87.50 per week to \$105.00 per week, after hour on-call hours are 5:00 p.m. to 5:30 a.m.; all voted aye; motion carried. Motion by Waterman, second by Gabel, for the increase to be effective September 1<sup>st</sup>, 2023; all voted aye; motion carried.

**QUOTE FOR PARK BENCH REPLACEMENT AT COURTHOUSE**

Motion by Waterman, second by Schweer, to replace 8 benches on the grounds of the Court House to approve a quote from Barco Products in the amount of \$8,591.49, as budgeted, Facility Manager, Steve Molengraaf, presented to the Board with 2 quotes from Barco Products in the amount of \$8,591.49 to replace 8 benches and Crouch Recreation, Inc. in the amount of \$10,225.00 for replacement of 8 benches; all voted aye; motion carried.

**AUTHORIZE CHAIR TO SIGN CONNECTING POINT QUOTE FOR ANNUAL RENEWALS**

Motion by Schweer, second by Johnson, to authorize chair to sign a quote with Connecting Point for the annual renewal for the Welfare Office and Veteran Service Office in the amount of \$248.00 for 2 - MS365 Business Basic for the Welfare Office for a total of \$144.00 and Azure IP annual renewal, 3 for Welfare Office at \$26.00 ea. with a total of \$78.00 and 1 Azure IP annual renewal for the Veteran Service Office at \$26.00; all voted aye; motion carried.

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

Motion by Gabel, second by Schweer, 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 July, 2023, all present voted aye; motion carried.

Cash on hand	\$	7,887.03
Checks in Treasurers' possession		
less than 3 days	\$	50,596.90
Credit Card Charges	\$	12,391.40
Cash Items	\$	425.00
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$</b>	<b>71,300.33</b>
<b>RECONCILED CHECKING</b>		
Reliabank (Memorial Park)	\$	6,550.00
Reliabank Dakota	\$	520,173.32
<b>INVESTMENTS</b>		
SD Public Funds Investment	\$	34,900,000.00
<b>TOTAL CASH ASSETS</b>	<b>\$</b>	<b>35,498,023.65</b>
<b>General Ledger Cash Balance by Funds</b>		
General	\$	24,427,088.35
General restricted cash	\$	500,000.00
Sp. Revenue	\$	9,215,086.12
Custodial	\$	1,357,135.51
(Schools \$376,086.19, townships \$115,263.80; city/towns \$92,748.52)		
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$</b>	<b>35,498,023.65</b>

**BOARD MEETING DATE**

Note that the Board will not meet on August 29<sup>th</sup>, 2023, due to previously adopted policy not to meet the 5<sup>th</sup> Tuesday of the month.

**BURN BAN DISCUSSION**

The Board held a brief discussion regarding whether to enact a burn ban and due to the recent rain, they are not recommending a burn ban at this time.

**CLAIMS**

Motion by Johnson, second by Gabel, to approve a payment for the following claims: SD State Treasurer - \$758,391.66, State pass through for July services, SDACC - \$200.00, annual conference registration for Register of Deeds, Reliabank VISA - \$306.98, West Nile prevention charges; all voted aye; motion carried. Motion by Johnson, second by Waterman, to approve a payment in the amount of \$24,338.58, payable to the City of Watertown for June 911 surcharge collections; Gabel, Johnson, Schweer and Waterman, voted aye; VanDusen was recused; motion carried.

**AUTOMATIC BUDGET SUPPLEMENT**

Motion by Johnson, second by Schweer, to approve an automatic budget supplement, to the Emergency Management Budget in the amount of \$13,237.50, for the Pre-Disaster Mitigation Plan, all voted aye, motion carried.

**TRAVEL REQUEST**

Motion by Johnson, second by Gabel, to approve the following travel requests: Welfare Office to attend a fall meeting and Community Response to Child Abuse Conference/presenter; all voted aye; motion carried.

**OPEN**

Commission Comments – Commissioner Gabel mentioned that he had attended the SDACC Board meeting and mentioned about the summer studies that are taking place – county funding and indigent legal expenses, the next meeting regarding county funding and also during the county convention will be another meeting, and the other summer study is in regard to indigent legal expenses and how to help counties with that.

**EXECUTIVE SESSION**

Motion by Johnson, second by Gabel, to enter into executive session, per SDCL 1-25-2 (2) reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters; at 10:20 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:35 a.m., Human Resource Representative, Natalie Remund; State’s Attorney, Rebecca Morlock-Reeves, and Veteran Service Officer, Todd Rose, were present for executive session. The Board took action after coming out of Executive Session.

**VETERAN SERVICE OFFICE LOCATION AND LEASE AGREEMENT**

Motion by Johnson, second by Waterman, to approve the lease agreement that will go into effect September 1<sup>st</sup>, 2023, between Maag Properties, LLC and Codington County for the new location for the Veteran Service Office to be located at 101 19<sup>th</sup> St. NE, Watertown, SD for \$1,375.00 per month for a 3-year term and the County will pay the utilities; all voted aye; motion carried.

**ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Schweer, to adjourn at 10:42 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten

Codington County Auditor

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