

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, September 05, 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 September 05, 2023, agenda
5. Action to approve the August 22, 2023, minutes of the Board of Codington County Commissioner
6. 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)
7. Discussion/possible action to fill vacancy in the Community Health office
8. Discussion/possible action to authorize Chair to sign annual State Dept. of Health WIC contract
9. Public Hearing on the 2024 Codington County Provisional budget
10. Monthly Reports
 - a. Auditor
 - b. Director of Equalization
 - c. Extension
11. Discussion/possible action regarding right of way on County Road 2
12. Action to participate in the Local Emergency Management Performance Grant program
13. Action to approve Auditor's Acct. w/Treasurer and monthly Register of Deeds fees
14. Discussion on building specs for Coroner building
15. Action to declare a Laser Jet Pro printer, at the Treasurer's Office, surplus to be destroyed
16. Action to declare a Sharp ER-A520 Cash Register, at the Treasurer's Office, surplus to be sold
17. Note fund raiser raffle by the Waverly/South Shore girls' and boys' basketball teams
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
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:

a. SDACO/SDACC annual convention, September 12-13, Sioux Falls, SD

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

29. Discussion of personnel issues

30. Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters

31. Preparing for contract negotiations with employees or employee's representatives

32. Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)

33. Action to adjourn upon completion of agenda item

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**

September 5, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 5, 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 Commissioner Gabel.

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 Schweer, to approve the September 5th, 2023 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of August 22nd, 2023; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Johnson, second by Schweer, to enter into executive session, per SDCL 1-25-2 (3), contractual matters; at 9:03 a.m.; all voted aye; motion carried. The Board returned to regular session at 9:50 a.m., no action was taken. The following were present for executive session: Human Resource Representative, Natalie Remund and Auditor, Brenda Hanten.

MONTHLY REPORTS

Auditor, Brenda Hanten, updated the Board: Property tax values, for taxes payable in 2023, have been transferred to the Auditor Software; working on the Centrally Assessed Utilities allowing for the calculation of property tax levies. **Director of Equalization, Shawna Constant**, updated the Board: In September her office start taking applications for the assessment programs (flooded farmland, tax exempt) that are due November 1st, 2023; they will be doing some sales ratio training with SD Department of Revenue via Microsoft Teams, working on a new program to send sales in which they will be easier to view and understand by the public, which is located on the State website; still out working in the County, finishing up; starting to do sales ratio on that and will be getting some numbers on the reappraisal cards. **4-H Youth Program Advisor, Jodi Loehrer**, reported to the Board: Achievement Days in August went very well, a BIG thank you to all the volunteers who helped put it on; just wrapped up the SD State Fair, all the results can be found on the extension website, extension.sdstate.edu, under 4-H and State Fair, all the results from every competition that was at the State Fair are on there, in the judging competition, one beginner and one senior that got first in the State in CDM, Jodi is the co-chair of the Special Foods and Fashion Revue, there were about 110 in each contest from across the State; for the first time there were shooting shotgun and 22 going on this summer and 4-H youth will be attending the fall shoot this coming weekend; 4-H youth will now work on their 4-H record books and apply for the County awards for the County Recognition Event is Sunday, October 29th, 2023 which wraps up the current 4-H year and the new 4-H year begins October 1st, 2023, there are a lot of the Clover buds turning 8 so there will be quite a few moving up this year; SDSU Extension Conference is in September, 2023.

Codington County, 5 September 2023

ACTION TO FILL VACANCY IN THE COMMUNITY HEALTH OFFICE

Motion by VanDusen, second by Waterman, to approve filling the open WIC position in the Community Health Nurse office and changing the designation of this position to now become the WIC Public Health Assistant, after discussion with Human Resource Associate, Natalie Remund and Community Health Nurse, Codi Martini and the need to get this position advertised and the fact that the Board won't meet again until September 19th, 2023 it was decided to designate this action as an emergency, a substitute motion made by VanDusen, second by Waterman, to approve filling the full-time WIC Public Health Assistant position, to approve the State's job description, make it a Grade 25 from the Codington County Wage Scale and to advertise to hire for said position; all voted aye; motion carried.

2024 PROVISIONAL BUDGET PUBLIC HEARING

The Board held a public hearing, as previously advertised, to allow any and all interested parties to comment on the 2024 Codington County Provisional Budget. Chair Gabel opened the public hearing at this time. No comments were offered by persons present for this hearing. Chair Gabel closed the public hearing at this time. The Board will conduct public hearings again, during their regular meetings, on September 20th and 27th, 2023. The provisional budget will get adopted during the Board's regular meeting on September 27th, 2023, at which time the budget may be amended upon action of the Board.

DISCUSSION REGARDING RIGHT OF WAY ON COUNTY ROAD 2

Highway Superintendent, Rick Hartley, informed the Board that this is something that he previously brought to their attention and is the right of way that the State currently owns on County Road 2, which the County has 2 miles of it on the County Road system, currently there is a 150' right of way that the State owns and if the County takes the full 150' the County will need to maintain the right of way, if the County only takes 100' of the right of way it will need to be replated at the County expense. It is still being worked on, just wanted to give the Board an update.

LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT FUNDING

Emergency Management Director, Andrew Delgado, presented the Board with the FY2024 Local Emergency Performance Grant, which provides counties with Federal funding for 50% of the salaries of the Emergency Management Director and because of the size of Codington County it also provides for 50% of the Deputy Emergency Manager Director; motion by Johnson, second by Waterman, to approve the 2024 application for LEMPG (Local Emergency Performance Grant) funding; all voted aye; motion carried.

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

Motion by VanDusen, 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 August, 2023, all present voted aye; motion carried.

Cash on hand	\$	4,790.50
Checks in Treasurers' possession		
less than 3 days	\$	62,116.63
Credit Card Charges	\$	6,635.73
Cash Items	\$	425.00
TOTAL CASH ASSETS ON HAND	\$	73,967.86
RECONCILED CHECKING		
Great Western Bank Checking (Memorial Park)	\$	1,000.00
Reliabank Dakota	\$	232,851.39
INVESTMENTS		
SD Public Funds Investment	\$	34,000,000.00
TOTAL CASH ASSETS	\$	34,307,819.25
General Ledger Cash Balance by Funds		

General	\$23,888,713.03
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 8,787,529.52
Custodial	\$ 1,131,576.70
(schools \$159,225.58, townships \$58,977.15; city/towns \$38,662.43)	
TOTAL GENERAL LEDGER CASH	\$34,307,819.25

The Board noted Register of Deeds fees, in the amount of \$32,021.45 were collected in the month of August, 2023.

DISCUSSION ON BUILDING SPECS FOR CORONER BUILDING

Coroner, Terry Sorensen, met with the Board to review specs for a Coroner Building, cost wise it was recommended for the building to be 30x30', with metal on the outside and metal on the inside, one overhead door in the middle and one small service door on the side, with no windows; Commissioner VanDusen gave clarification as to possibly adding a coroners building for the refrigeration unit that has been purchased, currently there is no place to house the refrigeration unit for the storage of deceased persons so Terry was asked to get specs for a building to get this process started; the building would also be used to store the cooler, equipment and have a partial office so he has a place to meet with family members to view the deceased and that it could be done in there, there would not be water in this facility, there would be electricity for air and heat. The location of where to construct this building is still being worked on.

SURPLUS EQUIPMENT

Motion by Johnson, second by Schweer, to declare a Laser Jet Pro, M404dn, VIN VNGB00072 printer, surplus to be destroyed, per request of Treasurer, Carol Maloney; all voted aye; motion carried.

SURPLUS OFFICE EQUIPMENT

Motion by Waterman, second by VanDusen, to declare a Sharp ER-A520 Cash Register, surplus to be sold, per request of Treasurer, Carol Maloney; all voted aye; motion carried.

WAVERLY-SOUTH SHORE BASKETBALL RAFFLE

The Board noted the intent of the Waverly-South Shore Girls and Boys Basketball teams to conduct a raffle/game of chance "Monday Night Football Book" fundraiser during the 2023-2024 professional football season.

BURN BAN DISCUSSION

The Board decided there was no need to at this time.

CLAIMS

Motion by Johnson, second by Schweer, to approve the August salary claims; all voted aye; motion carried.

Commissioners: 11,291.36 total salaries. Auditor: 25,167.03 total salaries. Co. Treasurer: 38,140.94 total salaries. States Attorney: 47,542.69 total salaries; Kari Lieffort 3774.06 FT. Gov. Buildings: 19,463.13 total salaries. Dir. Equalization: 53,793.94 total salaries. Reg. of Deeds: 28,552.34 total salaries. Veterans Service: 14,012.17 total salaries. Sheriff: 113,805.39 total salaries. Jail: 138,326.27 total salaries; Eric Lewis \$23.86 PT new hire. Coroner: 3,229.50 Welfare: 18,145.91 total salaries. County Nurse: 291.98 total salaries. CO. Park: 11,969.04 total salaries. Ag. Bldg.: 11,464.45 total salaries. Co. Extension: 12,305.46 total salaries. Weed: 10,082.65 total salaries. Planning Board: 571.60 total salaries. Road & Bridge: 111,340.64 total salaries. Emergency Management: 14,063.83 total salaries. Crime Victim: 8,198.79 total salaries. W.I.C.: 5,478.67 total salaries. 24/7: 6,752.15 total salaries. Total 703,989.93
Breakdown of withholding amounts which are included in the above:

S.D. Retirement 65,011.70; VSP 820.05 eye insurance; S.D. Supplemental Retire. 4,860.00 suppl. retire.; Sanford 85,695.50; Reliance Standard Life Insurance 753.24 life ins.; Delta Dental 6,765.57 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 352.80 employee union dues; AFLAC 4,108.78 ins.; VSP 322.76 eye insurance; John Hancock 5,415.00 suppl. retire.; AFLAC 1,118.91 ins.; Watertown United Way 5.00 employee contributions; Office of Child Support 1,253.00 employee payments; Sioux Valley Credit Union 28,578.00 employee payments; John Hancock Roth 200.00 suppl. retire.; SDRS Supplemental Retirement 2,800.00 Roth retirement; Teamsters Local Union 120 467.00 employee union due; Codington County Deputy Sheriff's Association 90.00 employee union dues; ReliaBank Dakota 49,494.97 federal withholding; ReliaBank Dakota 65,072.00 social security; ReliaBank Dakota 15,218.38 Medicare.

PERSONNEL CHANGE

Motion by Johnson, second by Schweer, to approve the following personnel change: new hire, Chad Rumpza, Corrections Officer, step 1/\$23.86 per hour, effective 9-11-2023; all voted aye; motion carried.

TRAVEL REQUEST

Motion by Johnson, second by VanDusen, to approve the following travel requests: Government Buildings staff to attend 2 conferences, Emergency Management to attend a conference, Correctional Officer to attend drug court training, Welfare staff to do a site visit and attend an Early Learner Summit; 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 10:41 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.
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