

**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, October 03, 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 October 03, 2023, agenda
5. Action to approve the September 26, 2023, minutes of the Board of Codington County Commissioner
6. Action to approve Resolution 2023-34 Codington County Five-Year Highway and Bridge Improvement Plan
7. Action to approve a quote from Duinneck to repair aprons on the bridge on County Road 6
8. Monthly Reports
  - a. Extension
  - b. Veteran Service Officer
  - c. Community Health Nurse
9. Discussion/possible action to approve the revised Public Health Assistant job description
10. Discussion/possible action to authorize Chair/Vice Chair to sign annual State Dept. of Health WIC contract
11. Action to approve to purchase trees for Memorial Park
12. Action to approve to transplant trees at Memorial Park
13. Note Native American Day Codington County office closures
14. Discussion/possible action to enact a burn ban resolution
15. Action to approve abatement applications
16. Action to approve claims for payment
17. Action to approve automatic budget supplements
18. Action to approve personnel changes
19. Action to approve travel requests
20. Public Notices – a possible quorum of Commissioners could be in attendance at:
21. Old Business
22. New Business
23. Open
  - a. Public Comments
  - b. Commission Comments
24. Action to enter into Executive session per SDCL 1-25-2
  - a. Discussion of personnel issues

- b. Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters
- c. Preparing for contract negotiations with employees or employee's representatives
- d. Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)

25. 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 1<sup>st</sup> Ave SE  
Watertown, SD 57201**

October 03, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, October 03, 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 Commissioner Waterman.

**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 Schweer, second by Gabel, to approve the agenda for October 03, 2023, as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Waterman, to approve the minutes of September 26, 2023; all voted aye; motion carried.

**RESOLUTION 2023-34 FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN**

Motion by Gabel, second by Waterman, to approve Resolution 2023-34 and to authorize the Chair to sign the certification form for the Five-Year Codington County Highway and Bridge Improvement Plan; all voted aye; motion carried.

**RESOLUTION 2023-34**

**A RESOLUTION ADOPTING THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND  
BRIDGE IMPROVEMENT PLAN**

WHEREAS, the South Dakota Department of Transportation Local Bridge and Improvement Grant Fund requires that in order to be eligible to apply for Bridge Improvement Grant funds, Counties are required to develop a five-year Highway and Bridge Improvement Plan, hereinafter referred to as Plan; and

WHEREAS, Codington County has utilized the South Dakota Department of Transportation, County Staff, the First District Association of Local Governments, Townships, and the general public in developing the various components of the Plan; and

WHEREAS, the Plan includes maps and lists identifying an inventory of highways and bridges, project needs, and revenue sources; and

WHEREAS, Codington County held a public meeting on September 19th, 2023 to solicit input into the Plan, and the citizens who attended expressed an interest in the Plan; and

WHEREAS, the County will be able to use the Plan as a tool to budget for transportation enhancements and better coordinate transportation issues with other entities;

NOW, THEREFORE, BE IT RESOLVED BY THE CODINGTON COUNTY BOARD OF COUNTY COMMISSIONERS THAT THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN IS HEREBY ADOPTED AND IS RECOGNIZED AS THE HIGHWAY AND BRIDGE IMPROVEMENT PLAN FOR CODINGTON COUNTY.

Dated at Codington, South Dakota this 3<sup>rd</sup> Day of October, 2023.

Troy VanDusen, Commission Vice-Chair

ATTEST:

Brenda Hanten, Auditor

**QUOTE TO REPAIR THE APRONS ON THE BRIDGE ON COUNTY ROAD 6**

Motion by Gabel, second by Waterman, to approve a quote from Duininck to repair the aprons on the bridge on County Road 6, in the amount of \$16,650.00, not a budgeted item; Highway Supt., Rick Hartley, presented to the Board a quote from Duininck to do the repair work on the rough aprons on the bridge on County Road 6, he had previously informed the Board at his monthly report that he was waiting for a quote to get this repair work done, he also mentioned that even though this wasn't a budgeted item he has enough in his budget to get this repair work done; all voted aye; motion carried.

**MONTHLY REPORTS**

**4-H/Youth Program Advisor, Jodi Loehrer**, updated the Board: it is National 4-H Week this week and they have 4-H Spirit week on the Codington County 4-H Facebook page and have received a lot of comments on there; last week attended the SDSU Extension Conference in Pierre; kids are working on their 4-H record books and award applications that are due in the office on Friday, October 6, and will be judged by the 4-H Leaders this month; 4-H Recognition Event is Sunday, October 29<sup>th</sup>, 2023 at 2:00 p.m., the new 4-H year began on October 1<sup>st</sup>, 2023 and youth are re-enrolling already, call the office if you are interested in joining 4-H, will be attending the National 4-H Conference with some colleagues, they will receive a regional Northcentral Region Award along with a few colleagues receiving awards, will be helping Progressive Ag Safety with their presentation and have 2 colleagues giving a workforce development presentation; 4-H Cloverbuds will begin in November after they know how many youth they have, last year in 2022-2023 there were 50 Cloverbuds, with 21 of them turning 8 so they will now be joining "BIG 4-H" this year. **Veterans Services Office, Todd Rose**, updated the board: metrics for the month, 159 open claims (working claims) (77 pending action from VA) 200 completed (YTD), currently working for 56 veterans and have completed claims for 25 veterans from outside our county; \$13,517 for the month of September 2023, increase in monthly compensation for veterans or their dependents YTD monthly increase \$96,652; \$122,466 for the month of September 2023, retro-payment to bring a claim current to monthly compensation YTD retro-payments \$1,102,860.; 1 veteran DAV transports in September and 1 transports currently scheduled for October; lettering on front door is complete, the outside sign is being made and should be up in the next

week or so, continue to get a lot of nice comments about the new office, Work Study starts tomorrow, October 4, 2023; meeting with the Commanders of the County Veterans Organizations; will be on the Veterans radio program Thursday morning, KWAT at 8:40 a.m. and KXLG at 9:00 a.m.; Veterans Day Ceremony will be at the County Extension Building on Friday, November 10<sup>th</sup>, 2023 at 10:00 a.m. with South Dakota Department of Veterans Affairs Secretary, Greg Whitlock, will be the guest speaker.

**Community Health Nurse, Codi Martin**, reported the following to the Board: Personnel/office activity: currently have a position for a WIC Public Health Assistant opening, that closed on September 22<sup>nd</sup>, 2023 with interviews will be completed shortly, this position will be filling the role that was opened when Karen Jensen retired in August; Staff training: nurses and clerical were trained on new temperature monitoring devices for the fridge and freezers that currently store the vaccines, are upgrading to help streamline temperature monitoring and able to alert staff if temperatures are out of range which will be helpful when no one is at the office, also waiting on check-in training for a new system that will be used for the state employees during the flu shot clinics; Immunizations: school immunization audits have started for all schools in Codington County, many schools have sent their rosters of the children and the nurses have been busy with auditing the students' immunizations and been contacting the schools, flu vaccines have arrived in the office, people will be able to come in and get those, have scheduled 3 different clinics for state employees' and are working with the schools that they contract with that are interested to provide school-based flue shot clinics also; WIC: the numbers have continued to stay steady in WIC, the division between WIC and Public Health Nursing was completed September 1<sup>st</sup>, 2023 and continue to work within the office and completing referrals to each side to fully serve the clients, August was Breastfeeding Awareness Month, were able to gift 4 of the breastfeeding baskets to mothers that were breastfeeding fully and were breastfeeding partially, with a cooler and breastfeeding support accessories by using State and County funds for this and all the mothers were very excited with the gift; Maternal Health: they continue to order car seats which is done twice a year and need to increase the order because they continue to run low on them, set to get the next shipment in October, continue to screen families for both a safe place for an infant to sleep and car seats; Child/adolescent services: 4 out of the 5 school services are completed will complete them toward the end of October; Community Involvement: continue to attend the Interagency Meetings and the Advisory Council meeting with the County that the Welfare Office holds.

#### **REVISED PUBLIC HEALTH ASSISTANT JOB DESCRIPTION IN THE COUNTY HEALTH NURSE OFFICE**

Motion by Johnson, second by Schweer, to approve the revised Public Health Assistant job description, Human Resource Representative, Natalie Remund and Community Health Nurse, Codi Martin, informed the Board that the Public Health Assistant job description needed to be revised to add that this position may require travel to assist with services and may be asked to work evenings and Saturdays to accommodate participants' needs, due to the Federal requirements for the WIC position; all voted aye; motion carried.

#### **FY2024 WIC CONTRACT**

Motion by Johnson, second by Waterman, to approve the FY2024 WIC Contract, between the South Dakota Dept. of Health and Codington County, in an amount not to exceed \$46,759.00, for the time period June 1, 2023 through May 31, 2024, for the provision of WIC clerical services; all voted aye; motion carried.

#### **PURCHASE OF TREES FOR MEMORIAL PARK**

Motion by Gabel, second by Schweer, to purchase 10- 6-7' Black Hills Spruce trees from Sioux Valley Nursery at a cost of \$355.00 per tree including transplanting costs and 10-12'+ Black Hills Spruce trees from Dennis Molengraaf at a cost of \$752.00 per tree including transplanting costs; Facility Manager, Steve Molengraaf, informed the Board of the 4 different quotes that he had received to purchase 20 Black Hills Spruce trees to replace the damaged trees from a storm that occurred last summer at Memorial Park and was estimated from insurance approx. \$1,000.00 per tree; the 4 quotes were from; Tree Farm for 6-7' Black Hills Spruce Trees including transplanting \$355.00, Sioux Valley Nursery for 10' Black Hills Spruce Trees

including transplanting \$650.00 and won't be able to transplant them until next Spring, Keith Block for 12' Black Hills Spruce Trees including transplanting \$1,115.00 and Dennis Molengraaf for 12' plus Black Hills Spruce Trees including transplanting \$752.00; Commissioner Gabel made a substitute motion, second by Schweer, to purchase all 20 of the 12'/plus Black Hills Spruce trees from Dennis Molengraaf for \$400.00 per tree; all voted aye; motion carried.

**APPROVE TRANSPLANTING TREES FOR MEMORIAL PARK**

Motion by Waterman, second by Johnson, to approve the quote from Keith Block to move and transplant the trees for Memorial Park for \$352.00 per tree; all voted aye; motion carried.

**NOTE NATIVE AMERICAN DAY CODINGTON COUNTY OFFICE CLOSURES**

Note that the Court House and all County Offices will be closed on Monday, October 9<sup>th</sup>, 2023 in observance of Native American Day.

**BURN BAN DISCUSSION**

The board had a brief discussion and decided it wasn't necessary to enact a burn ban at this time.

**NEW BUSINESS**

Auditor, Brenda Hanten, noted that individuals can pay their taxes on the County website under the Treasurer's tab, the County received a payment from Dakota Sioux Casino in the amount of \$56,250.00 to be distributed to: Rauville Township - \$3,949.83, City of Watertown - \$18,750.00 and Codington County Road and Bridge - \$33,550.17, also as a reminder FEMA will be conducting a test of IPAWS tomorrow, October 4<sup>th</sup>, 2023 at 1:20 p.m., the test will reach millions of mobile phones via Wireless Emergency Alerts, radio and television via the Emergency Alert System and other communication pathways.

**ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Schweer, to adjourn at 9:38 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten

Codington County Auditor

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