

**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, December 19, 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 December 19, 2023, agenda
5. Action to approve the December 12, 2023, minutes of the Board of Codington County Commissioners
6. Monthly Reports
  - a. Highway
  - b. Facility Manager
7. Action to advertise and hire a Deputy Sheriff in the Sheriff's Office to fill the role of Rural School Resource Officer
8. Action to approve plat resolutions
  - a. DuWayne and Rita Mack Addition – 2023-40
  - b. L & D Borkhuis Addition – 2023-41
9. Review/possible action to approve and sign union contracts
10. Discussion/possible action to set date for a Tax Deed property auction, appoint property appraisers, and declare property surplus to be sold
11. Note Board meeting date for last week in December
12. Note Christmas and New Year's office closures
13. Action to approve abatement applications
14. Action to approve claims for payment
15. Action to approve automatic budget supplements – Welfare Office – ERA 2 funds - \$25,606.14
16. Action to approve Commissioner Contingency transfer
17. Action to approve personnel changes
18. Action to approve travel requests
19. Public Notices – a possible quorum of Commissioners could be in attendance at:
20. Old Business
21. New Business
22. Open
  - a. Public Comments
  - b. Commission Comments
23. 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)

24. 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**

December 19, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 19, 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 Schweer, to approve the December 19<sup>th</sup>, 2023 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Waterman, to approve the minutes of December 12<sup>th</sup>, 2023; all voted aye; motion carried.

**MONTHLY REPORTS**

**Highway Superintendent, Rick Hartley**, informed the Board: graveling will be completed this week for 2023; hauling field rock to a gravel pit to make rip rap; rip rap to be hauled and placed along water areas throughout the county; the guys have been doing repairs on doors and other things in the shop and out shops to seal things up for the winter; the guys have been doing repairs on snow equipment to make sure things are ready to go if needed; all 5 sander trucks were out Saturday morning due to ice on the asphalt roads; inventory has begun. **Facility Manager, Steve Molengraaf**, updated the board: Ag. Building – on the quiet side this month, staff are working in the barn for gate setup for the farm show, met with Banner Engineering staff on the eastside parking lot of the offices and barn, they are going to put together an engineering contract to present at the December 28<sup>th</sup>, 2023 meeting; Court House – getting some estimates put together for the safety grant through the Sheriff's department on adding and upgrading cameras around and throughout the courthouse; Detention Center – the security glass window in the front lobby is 90% complete which was installed by the detention center maintenance staff, water lines are leaking causing ceiling tile damage; Park – is closed; Weed – the weed board met on December 13<sup>th</sup>, 2023 at the extension complex, a date was set for the annual meeting, needs to be relooked at because of another event; West Nile Virus – nothing to report due to Mosquito season is done; General – AED defibrillator training, plus some amount of CPR training was held at the Watertown Fire Station, with 25 individuals attending.

**DEPUTY SHERIFF POSITION VACANCY**

Motion by VanDusen, second by Schweer, to advertise for and fill the position of Deputy Sheriff in the Sheriff's Office due to fill the role of Rural School Resource Officer; all voted aye; motion carried.

**PLAT RESOLUTION APPROVED**

Zoning Officer, Luke Muller, provided the Board with documentation for the plat of DuWayne and Rita Mack Addition for their approval. The Board took the following action:

Codington County, 19 December 2023

**RESOLUTION 2023-40**

A Resolution to approve the platting of the DuWayne and Rita Mack Addition in the County of Codington, South Dakota

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

DuWayne and Rita Mack Addition in the Northwest Quarter of Section 36, Township 116 North, Range 51 West of the 5<sup>th</sup> P.M., Codington County, South Dakota (Kranzburg (S) Township), and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, and second by Commissioner Schweer; all voted aye; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 19<sup>th</sup> day of December, 2023, at Watertown, Codington County, South Dakota

Donald L. Gabel II  
Commission Chair, Codington County, South Dakota

STATE OF SOUTH DAKOTA  
§  
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2023-32, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 19<sup>th</sup> day of December, 2023, at Watertown, Codington County, South Dakota.

Brenda Hanten  
County Auditor, Codington County, South Dakota

**PLAT RESOLUTION APPROVED**

Zoning Officer, Luke Muller, provided the Board with documentation for the plat of L & D Borkhuis Addition for their approval. The Board took the following action:

**RESOLUTION 2023-41**

A Resolution to approve the platting of the L & D Borkhuis Addition in the County of Codington, South Dakota

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

Codington County, 19 December 2023

That an examination has been made of the plat entitled:

L & D Borkhuis Addition in Government Lot 4, of Section 7, Township 117 North, Range 54 West of the 5<sup>th</sup> P.M., Codington County, South Dakota (Richland Township), and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, and second by Commissioner VanDusen; all voted aye; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 19<sup>th</sup> day of December, 2023, at Watertown, Codington County, South Dakota

Donald L. Gabel II

Commission Chair, Codington County, South Dakota

STATE OF SOUTH DAKOTA

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Dated this 19<sup>th</sup> day of December, 2023, at Watertown, Codington County, South Dakota.

Brenda Hanten

County Auditor, Codington County, South Dakota

#### **TAX DEED AUCTION**

Motion by Johnson, second by VanDusen, to approve notice of Tax Deed Auction; appoint property appraisers, Shawna Constant, Jacki Manning and Steve Molengraaf; and declare the following property surplus to be sold: E 50' W 160' N 150' of OL – A, Section 35, Township 116, Range 54 of Codington County; all voted aye, motion carried. The auction will take place during the Board's meeting scheduled for January 9<sup>th</sup>, 2024.

#### **BOARD MEETING DATES**

The Board noted they will not meet on Tuesday, December 26<sup>th</sup>, 2023 but will meet on Thursday, December 28<sup>th</sup>, 2023. The Board also noted they will not meet on Tuesday, January, 2<sup>nd</sup>, 2024 but will meet on Thursday, January 4<sup>th</sup>, 2024.

#### **HOLIDAY OFFICE CLOSURES**

The Board noted that per previously adopted policies, all County offices will be closed as follows in observance of the Christmas and New Year's holidays: Closed on Monday, December 25<sup>th</sup>, 2023, and closed all day on Tuesday, December 26<sup>th</sup>, 2023; and closed all day Monday, January 1<sup>st</sup>, 2024.

**CLAIMS**

Motion by Johnson, second by Schweer, to approve a claim in the amount of \$24,499.85, payable to the City of Watertown for October 2023, 911 surcharge collections; Gabel, Waterman, Johnson and Schweer voted aye; VanDusen was recused; motion carried.

**CLAIMS**

Motion by VanDusen, second by Waterman, to approve the December salary claims; all voted aye; motion carried.

Commissioners: 11,294.03 total salaries. Auditor: 31,538.34 total salaries. Co. Treasurer: 41,562.36 total salaries. States Attorney: 57,351.89 total salaries. Gov. Buildings: 21,681.29 total salaries. Dir. Equalization: 47,691.86 total salaries. Reg. of Deeds: 31,757.24 total salaries. Veterans Service: 12,172.62 total salaries. Sheriff: 128,181.30 total salaries. Jail: 164,246.83 total salaries. Welfare: 18,088.28 total salaries. CO. Nurse: 5,069.04 total salaries. Ag. Bldg.: 11,814.89 total salaries. Co. Extension: 13,872.64 total salaries. Weed: 6,180.88 total salaries. Planning: 499.33 total salaries. Road & Bridge: 119,101.68 total salaries. Emergency Management: 14,230.33 total salaries. Crime Victim: 9,194.11 total salaries. W.I.C.: 5,612.79 total salaries. Total 751,141.73

Breakdown of withholding amounts which are included in the above:

S.D. Retirement 69,255.62; VSP 928.37 eye insurance; S.D. Supplemental Retire. 4,820.00 suppl. retire.; Sanford 88,664.15; Reliance Standard Life Insurance 777.99 life ins.; Delta Dental 6,847.37 ins.; Codington County 28,913.11 employee HSA contribution; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 453.60 employee union dues; AFLAC 3,839.27 ins.; VSP 335.86 eye insurance; John Hancock 5,360.00 suppl. retire.; AFLAC 1,086.69 ins.; Watertown United Way 5.00 employee contributions; Sioux Valley Credit Union 27,660.00 employee payments; John Hancock Roth 200.00 suppl. retire.; SDRS Supplemental Retirement 2,785.00 Roth retirement; Teamsters Local Union 120 467.00 employee union due; Codington County Deputy Sheriff's Association 105.00 employee union dues; ReliaBank Dakota 53,303.65 federal withholding; ReliaBank Dakota 67,265.38 social security; ReliaBank Dakota 15,731.38 Medicare; Health Equity 28,913.11 employee HSA contribution.

**BUDGET SUPPLEMENTS**

Motion by Johnson, second by Schweer, to approve the following budget supplement: to the Welfare Budget, in the amount of \$25,606.14 with ERA-2 grant funds; all voted aye; motion carried.

**EXECUTIVE SESSION**

Motion by Johnson, second by Schweer, to enter into executive session, per SDCL 1-25-2(1) discussion of personnel issues, and SDCL 1-25-2(2) consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters; and SDCL 1-25-2(3) preparing for contract negotiations; at 9:22 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:09 a.m., no action was taken. Human Resource Representative, Natalie Remund; Highway Superintendent, Rick Hartley, Auditor, Brenda Hanten and Payroll Specialist, Jodi Pearson, were present for executive session.

**ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by VanDusen, second by Johnson, to adjourn at 10:09 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten  
Codington County Auditor

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Codington County, 19 December 2023

disability in employment or the provision of service.  
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