

**AGENDA**  
**Codington County Board of County Commissioners**  
**Codington County Court House, 14 1<sup>st</sup> Ave SE, Watertown, SD**  
**Commission Chambers Room #114**  
**9:00 a.m., January 4, 2024**

1. **Pledge of Allegiance**
2. **Call for public comment. Public comments may be submitted via telephone at 605-882-6297 or 605-882-6248**
3. **Conflict of interest items**
4. **Action to approve the January 4<sup>th</sup>, 2024, agenda**
5. **Action to approve the minutes of December 28<sup>th</sup>, 2023**
6. **Action to adjourn sine-die**
7. **Nominations and action to elect a Chairman and Vice Chairman for 2024**
8. **Monthly reports**
  - a. **Veterans Service**
9. **Action to designate legal papers for Codington County publications**
10. **Action to set Commissioner's salaries for 2024**
11. **Discussion/possible action to appoint Commissioner Liaison/Board/Duty assignments**
12. **Action to set compensation for the Coroner**
13. **Action to approve the list of employee cell phone stipends**
14. **Action to approve bank depositories for 2024 and authorize warrant signers**
15. **Discussion/possible action to purchase a dump trailer for Memorial Park**
16. **Action to approve 2024 Zoning Services Contract**
17. **Action to appoint Planning and Zoning board members**
18. **Action to approve claims for payment**
19. **Action to approve personnel changes**
20. **Action to approve travel requests**
21. **Old Business**
22. **New Business**

23. **Open**
24. **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)**
25. **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**

January 4, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Thursday, January 4, 2024, 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 Johnson.

**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 January 4, 2024, agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Waterman, to approve the minutes of December 28, 2023; all voted aye; motion carried.

**BOARD ADJOURNS SINE-DIE FOR 2023**

Motion by Johnson, second by Waterman, to adjourn sine-die, at 9:02 a.m., for the year ending 2023; all voted aye; motion carried.

**NOMINATIONS FOR 2024 CHAIR AND VICE-CHAIR**

Auditor, Brenda Hanten, called for nominations for Chair for 2024. Commissioner Waterman nominated Commissioner Schweer. Commissioner Gabel nominated Commissioner VanDusen. There were no other nominations forthcoming. The Board cast secret ballots for Chair with the following results: Commissioner Schweer – 3 votes and Commissioner VanDusen – 2 votes. Commissioner Schweer was declared 2024 Chair. Chair Schweer called for nominations for Vice-Chair. Commissioner Gabel nominated Commissioner VanDusen. Commissioner Waterman nominated Commissioner Johnson. There were no other nominations forthcoming. The Board cast secret ballots for Vice-Chair with the following results: Commissioner Johnson – 3 votes and Commissioner VanDusen – 2 votes. Commissioner Johnson was declared 2024 Vice-Chair.

**MONTHLY REPORTS**

**Veterans Service Officer, Todd Rose**, updated the Board: metrics for the month, 175 open claims (working claims) (96 pending action from VA) 259 completed (YTD), currently working for 57 veterans and have completed claims for 31 veterans from outside our county; \$15,592 for the month of December 2023, increase in monthly compensation for veterans or their dependents YTD monthly increase \$119,967; \$81,567 for the month of December 2023, retro-payment to bring a claim current to monthly compensation YTD retro-payments \$1,244,749.00; 1 veteran DAV transport in December with one canceled due to weather in December; 7 transports currently scheduled for January; have had numerous veterans coming in the office and asking about enrollment into the VA Healthcare, been able to help quite a few with that, surprisingly there still are veterans that have never used the VA or applied for the VA; the Open House was successful with 30ish people that stopped in the office; the work study (Julia Larson) is

approved for the next semester, from January 8<sup>th</sup>, 2024 to May 3<sup>rd</sup>, 2024; the Sioux Falls VA Medical Center is going to have a Women’s Veteran event sometime in August/September 2024, there has already been one in Sioux Falls and Rapid City and looking for other areas to have this event; met with the commanders last week; there is a proposed bill about VSO’s that will be in the legislature this year.

**LEGAL NEWS PAPERS**

Motion by Johnson, second by Waterman, to designate, per SDCL 7-18-3, legal newspapers, the Watertown Public Opinion and South Shore Gazette, for Codington County 2024 publications, all voted aye; motion carried.

**COUNTY COMMISSIONER 2024 WAGE**

Motion by Johnson, second by Gabel, to increase Commissioners salaries, 4% over the 2023 rate of \$2,061.56, the same increase provided to all County employees in 2024, resulting in a salary of \$2,144.02 per month for 2024; Gabel, Waterman, Johnson and Schweer voted aye; VanDusen voted no; motion carried.

**BOARD APPOINTMENTS**

Motion by Gabel, second by VanDusen, to approve the following list of Liaison appointments; County Appointed Board Assignments and other duties; and State/Regional Board appointments; all voted aye; motion carried.

**Commissioner Department Liaisons (section 10.3, Codington County Personnel Policy & Procedures Manual)**

Commissioner District	Liaison agencies	Areas of oversight
I (Gabel)	Sheriff’s Office	Law Enforcement, Warrants,
	Detention Center	Jail, 24/7 Alternatives
	States Attorney’s Office	Prosecutor, Victim Assistance
II (Waterman)	Emergency Management Office	Emergency Management, Dive Rescue
	Maintenance Dept.	Buildings, Grounds, Memorial Park
	Weed Supervisor	Weed and Pest control
III (Johnson)	Health Nurses Office	Immunizations, wellness, WIC, Dietician
	Welfare Office	Care of Poor, Indigent Burials
	Veteran’s Service Office	Veterans’ Claims Assistance
	County Extension Office	Extension Activities
IV (VanDusen)	Treasurer’s Office	Tax Collection, Vehicle Licenses & Titles
	Director of Equalization’s Office	Real Property Assessments/Valuation
	Coroner	Coroner
	Highway Dept.	Road/bridge construction & maintenance
V (Schweer)	Auditor’s Office	Voter Registration, Elections, Budgeting, Payments, County records
	Register of Deed’s Office	Vital/property records, Marriage Licenses

**County-Appointed Board Assignments and other duties**

Board/Duty	Frequency/Term	Appointees
Aging Council	Annual	Troy VanDusen
Americans with Disabilities Act Coordinator	Annual	Myron Johnson
Codington County Home Health	Annual	Troy VanDusen
E-911	Annual	Randy Schweer
Glacial Lakes & Prairies Tourism Assn	Annual	Lee Gabel
Inter Lakes Community Action Program	Annual	Randy Schweer
Juvenile Detention Alternative Initiative Committee	Annual	Lee Gabel, Troy VanDusen

Legislative contact	Annual	Myron Johnson
Local Emergency Planning Committee	Annual	Charlie Waterman, Randy Schweer
Planning Board	Annual	Myron Johnson
Watertown Area Transit	Annual	Randy Schweer
Watertown Development Company	Annual	Troy VanDusen
Weed Board	Annual	Charlie Waterman
Codington County Human Resource Committee	Ex Officio	Current Chair, Vice Chair
County/City Committee	Ex Officio	Current Chair and Vice Chair
Behavioral Health and Justice Working Group	Biennial, even yrs	Lee Gabel, Myron Johnson
Codington County Justice Advisory Committee	Biennial, odd yrs	Troy VanDusen, Lee Gabel
Watertown-Codington County Regional Railroad Authority	3-year (up 2024)	Charlie Waterman, Myron Johnson
Housing and Redevelopment Board	4-year (up 2026)	Randy Schweer

#### State/Regional Board Appointments

Board	Frequency/Term	
Catastrophic Legal Expense Relief Program (CLERP)	Indefinite	Lee Gabel
Catastrophic Poor Relief Fund	Indefinite	Myron Johnson
SDSU Ag & Bioscience Advisory Board	Indefinite	Myron Johnson
SD Retirement System (SDRS)	4-yr (up 2023)	Myron Johnson
SDACC Executive Committee	Annual	Lee Gabel
SD LE Officers Standards & Training Commission	Biennial	Troy VanDusen
First District Assoc. Local Govts.	Annual	Myron Johnson

#### CORONER COMPENSATION

Motion by Johnson, second by Gabel, to leave the compensation for the Coroner at \$300.00 per call plus mileage at the current state rate of .51 per mile. **Coroner, Terry Sorensen**, informed the Board that there were 73 requests for death investigations for the year of 2023; all voted aye; motion carried.

#### EMPLOYEE CELL PHONE STIPENDS

Motion by Gabel, second by Waterman to approve the cell phone stipend list for 2024 based on each applicable employee's salary classification per the wage scale; all voted aye; motion carried.

2024

#### ANNUAL REQUEST FOR CELL PHONE STIPENDS

EMPLOYEE	AMOUNT	DEPARTMENT
Case, Jeff	25.00	Highway
Dargatz, Matt	25.00	Highway
Dolen, Jamie	25.00	Highway
Escamilla, Maria	40.00	Detention Center
Falvey, Randy	25.00	Highway
Halajian, Justin	40.00	Detention Center
Hartley, Rick	40.00	Highway
Hartley, Ron	25.00	Ag. Building
Hedding, Dave	25.00	Highway
Hedges, James	25.00	Ag. Building
Kallhoff, Mitch	25.00	Highway
Kohn, Rich	25.00	Govt. Bldg.

Kosak, Erik	25.00	Highway
Miller, Klayton	25.00	Highway
Nills, Shawn	40.00	Detention Center
Pederson, Michelle	40.00	Director Equalization
Reeves, Rebecca Morlock	40.00	States Attorney
Riter, Robyn	25.00	Highway
Rounds, Harold	25.00	Highway
Schwinger, Brad	25.00	Highway
Sears, Melissa	40.00	Director Equalization
Selchert, Heidi	40.00	Director Equalization
Solberg, Lynn	40.00	Highway
Stahlke, Steve	25.00	Detention Center
Swanson, Scott	25.00	Ag. Building
Torstenson, Doug	25.00	Highway
Torstenson, James	20.00	Emergency Management – on call
Vogelsang, Lonie	25.00	Highway

### **BANK DEPOSITORIES**

Motion by Johnson, second by Gabel, to approve bank depositories for 2024; as submitted by Treasurer, Carol Maloney; all voted aye; motion carried: Reliabank Dakota will continue to be used for checking and the depositing of cash. The following banks will be authorized to sell the County certificates of deposit and for investments at competitive bids: American Bank & Trust, Dacotah Bank, First Bank & Trust, First Premier Bank, First Interstate Bank, Minnwest Bank, Plains Commerce Bank, Reliabank Dakota, SD Fit, and Wells Fargo Bank. The list of Authorized warrant signers will be staff from the Treasurers' Office and Auditor's Office and said list will be secured in the Auditor's Office for security purposes.

### **DUMP TRAILER FOR MEMORIAL PARK**

Motion by Gabel, second by VanDusen, to approve the purchase of a 2023 Novae 82 x 14 dump trailer from Schuchards Trailer Sales for \$14,025.00, as budgeted, **Facility Manager, Steve Molengraaf**, informed the Board the dump trailer will be utilized for snow removal at the Court House and Extension Building; all voted; motion carried.

### **ZONING SERVICES CONTRACT**

Zoning Officer, Luke Muller reviewed a letter of agreement, between Codington County and the First District Association of Local Governments, for zoning services in 2024, in an amount not to exceed \$30,650.00, which includes mileage costs. The Zoning Officer noted this contract is identical to the 2023 agreement. Motion by Johnson, second by Waterman, to authorize Chair Schweer to sign the letter of agreement between Codington County and the First District Association of Local Governments for administrative and technical assistance to the Codington County Planning Commission and County Commissioners in the area of zoning, beginning January 1, 2024 through December 31, 2024; all voted aye; motion carried.

### **PLANNING BOARD APPOINTMENTS**

Motion by Johnson, second by Gabel; to approve the following Planning Board appointments: Alexandra Kahnke, term expires 12/31/2026 and Rodney Klatt, term expires 12/31/2026; all voted aye; motion carried.

### **TRAVEL REQUESTS**

Motion by Johnson, second by Gabel, to approve the following travel requests: Weed & Pest Dept. staff to attend the Weed & Pest Conference, Commercial Applicator Recertification Training, Ornamental & Turf Recertification and Farm Show; Government Building staff to attend the Ornamental & Turf Recertification; all voted aye; motion carried.

**OLD BUSINESS**

Commissioner Gabel noted that the RFP for pre-design architectural services regarding jail facilities is getting some interest, the due date for submitting is January 17<sup>th</sup>, 2024. The CCJAC will meet on January 18<sup>th</sup>, 2024 at 5:30 to start the selection process.

**EXECUTIVE SESSION**

Motion by Johnson, second by Gabel, to enter into executive session, per SDCL 1-25-2(1) discussion of personnel issues; at 9:44 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:03 a.m., no action was taken. Facility Manager, Steve Molengraaf, was present for executive session.

**ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Gabel to adjourn at 10:03 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten

Codington County Auditor

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Published once at the total approximate cost of \$\_\_\_\_\_