

**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., Thursday, December 28, 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 28, 2023, agenda
5. Action to approve the December 19, 2023, minutes of the Board of Codington County Commissioners
6. Monthly Reports
  - a. Emergency Management
  - b. Sheriff
7. Discussion/possible action to accept the engineering proposal from Banner Engineering for Codington County Extension Complex west parking lot
8. Action to approve quotes for roofing projects at Memorial Park as budgeted in 2024
9. Review/possible action to approve and sign union contracts
10. Action to designate surplus funds for future building projects
11. Note Board meeting on January 4<sup>th</sup>, 2024
12. Action to approve abatement applications
13. Action to approve claims for payment
14. Action to approve automatic budget supplements
15. Action to approve Commissioner Contingency transfer
16. Action to approve personnel changes
17. Action to approve travel requests
18. Public Notices – a possible quorum of Commissioners could be in attendance at:
19. Old Business
20. New Business
21. Open
  - a. Public Comments
  - b. Commission Comments
22. 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)

23. 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 28, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Thursday, December 28, 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 December 28<sup>th</sup>, 2023 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Schweer, to approve the minutes of December 19<sup>th</sup>, 2023; all voted aye; motion carried.

**MONTHLY REPORTS**

**Emergency Manager, Andrew Delgado**, reported to the Board: went over the LCAR (Local Capabilities Assessment for Readiness) with the regional coordinator, one of the main things is that the LEOP (Local Emergency Operations Plan) could be a little more robust, mainly looking for a couple different hazard-specific annexes; have been working on updating the LEOP, so far it has been working off the old one and a template to get a solid draft for review; Homeland Security Grant Application window will be opening up soon, January 1- February 15, 2024, for local state and tribal territorial governments and also some non-profit organizations to build the capabilities to protect, mitigate and respond to terrorism and other threats; Search and Rescue had the annual Holiday Party/Awards banquet, recognized Larry Howard for his 24 years of service and Steve Johnson won the Esprit de Corps award; completed the PIO Awareness Class from FEMA Independent Study series; received notice from FEMA that Codington County has been selected for additional validation on the 2019 disaster, DR-4469, they have requested several documents, like payroll proof of payment, timesheets, load tickets, have contacted the Highway Dept. and Auditor's Offices to help assist with getting the documents compiled, have until January 15, 2024 to submit them. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from activity in the month of November 2023, for the Detention Center and Sheriff's Office: 525 cases/calls for service; 23 accident reports were completed; 51 warrants served; 298 sets of civil papers served; 2,790 transport miles; average daily inmate population 62.57 (high ADP 72 and low ADP 56); 10 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 11 individuals using remote breathalyzers; 31 individuals testing twice daily PBT's; 34 individuals reporting twice weekly for UA Drug testing; 0 individual wearing a sweat patch; 172 bookings; \$9,683.89 collected in fees for out of county prisoner contracts; \$3,610.00 collected in work release fees; \$6,691.00 collected in fees for the 24/7 program; and \$2,256.00 collected in SCRAM fees.

**EXTENSION CENTER WEST PARKING LOT DESIGN PROJECT ENGINEERING SERVICES**

Motion by Johnson, second by Waterman, to approve a quote from Banner Associates, Inc. for the Extension Center west parking lot design project, Facility Manager, Steve Molengraaf, submitted to the Board a letter of proposal, from Banner Associates, Inc., for engineering services, for the Codington County Extension Building west parking lot design project, in the amount of \$67,500.00, as budgeted in 2024, all voted aye; motion carried.

**MEMORIAL PARK ROOFING PROJECTS**

Facility Manager, Steve Molengraaf, presented the Board with 3 quotes from Greg Cordell Construction for roofing projects at Memorial Park in the amounts of \$9,641.44 for the girl scout building as budgeted in 2024, \$7,928.61 for the shop/maintenance building as budgeted in 2023 and \$4,406.68 for the picnic shelter as budgeted in 2024, motion by VanDusen, second by Waterman, to accept the quotes for the roofing projects to complete the girl scout building and shop/maintenance building, a substitute motion was made by Johnson, and second by Waterman to complete all three roofing projects, all voted aye on the substitute motion; motion carried.

**EMPLOYEE UNION CONTRACTS APPROVED**

Human Resource Representative, Natalie Remund, presented the Board with a summary of negotiations and applicable changes/corrections, effective 1/1/2024, including, but not limited to: a 4% 2024 COLA; supplemental retirement match; health insurance changes; shift differential increase; sick leave payout qualifying at retirement; funeral leave (child to include miscarriages); vacation time increase in first year from 4 hours per month to 6.66 hours per month, also a clause for employees that are hired at a pay grade 40 or above that have 3 or more years of prior experience in a similar position, or a combination of relevant education and experience, may, with commissioner approval, be given 8 vacation hours/month for their first year of service; correctional officer hourly rate increases (appendix A) to begin January 1, 2024; stipends for team lead (in absence of on duty Sergeant or Chief Corrections Officer) \$1.00/hour with a max of 1 employee receiving the stipend at any time, added to regular rate of pay for entire time assigned with a max 2088 hours/year; longevity payment plan revision; call in time to add clarification for time eligibility; Deputy Sheriff and Deputy Sergeant hourly rate increases to begin January 1, 2024; use of force instructor stipend increase; field training officer maximum employees receiving stipend at any time; investigator stipend increase and maximum of 2 employees receiving stipend at any time with a max of 2088 hours/year; clarification for married regular full-time employees that are both employed by Codington County split for family coverage; and Highway Dept. uniform allowance for employees hired after January 1<sup>st</sup>; Highway Dept. hourly rate increase to begin January 1, 2024. The Human Resource Representative presented the Board with union contracts for their approval. Motion by VanDusen, second by Schweer, to approve the Union contract between Codington County and the Teamsters Local Union No 120 (Correctional Officers), for the time period January 1, 2024 through December 31, 2024; all voted aye; motion carried. Motion by Johnson, second by Schweer, to approve the Union contract between Codington County and the Codington County Deputy Sheriff's Association, for the time period January 1, 2024 through December 31, 2024; all voted aye; motion carried. Motion by VanDusen, second by Johnson, to approve the Union contract between Codington County and AFSCME Local 2488A (Highway Department Employees), for the time period January 1, 2024 through December 31, 2024; all voted aye; motion carried.

**FUTURE BUILDING FUNDS DESIGNATED**

Motion by VanDusen, second by Schweer, to assign General Fund unassigned/undesigned cash, in the amount of \$8,600,619.00, to funds assigned for future building projects; all voted aye; motion carried.

**BOARD MEETING DATE**

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

**CLAIMS**

Motion by Johnson, second by Waterman, to approve for payment the following list of claims; all voted aye; motion carried. JUDY BAKKEN 17.14 JURY, DOUG BARLOW 11.02 JURY, JOHN BEASLEY 53.06 JURY, STEPHEN BEHLINGS 11.02 JURY, STEVEN BLUDORN 106.12 JURY, RODNEY BORKHUIS 18.16 JURY, JENNIFER BRIGGS 21.22 JURY, GRANT BRITT 345.67 TRAV, BUTLER MACHINERY 1815.00 REP, BUTLER MACHINERY 18511.58 MISC, CLUBHOUSE HOTEL & SUITES 759.68 TRAV, COLE'S PETROLEUM 18016.18 SUP, CONNECTING POINT COMPUTER CENT 11699.75 MISC, STEVEN COSTELLO 30.40 JURY, CREDIT COLLECTIONS BUREAU 413.74 PMT, CREDIT COLLECTIONS BUREAU 332.52 PMT, TARA DAHL 12.04 JURY, DAKOTA TRAFFIC SERVICES, LLC 6480.00 PMT, REBECCA DELVO 116.32 JURY, CAROL DUNN 55.10 JURY, JOSEPH DUPONT 52.04 JURY, DYNOTUNE SPEED & PERFORMANCE 7088.60 SUP, ANGELA EICKMEYER 12.04 JURY, ELECTION SYSTEMS & SOFTWARE 1173.40 SUP, SALENA ENGELS 12.04 JURY, BRADLEY ENSTAD 104.08 JURY, FISHER SAND & GRAVEL CO 8721.41 SUP, WENDY FRENCH 51.02 JURY, AMBER GAIKOWSKI 16.12 JURY, HENRY GERMAN 11.02 JURY, ETHAN GILMOUR 15.10 JURY, GOLDSTAR PRODUCTS 344.42 SUP, THOR GREEN 11.02 JURY, ALICIA HAICH 51.02 JURY, SARAH HANKS 11.02 JURY, JOSHUA HARTWIG 12.04 JURY, TERESA JUNGERS 20.20 JURY, CLAY KANNAS 34.48 JURY, DEBRA KELLER 76.52 JURY, GARY KIEFER 15.10 JURY, AUSTIN KLIEBERT 104.08 JURY, RYAN KLOOS 12.04 JURY, CHAD KOISTINEN 52.04 JURY, DARLENE KRUSE 55.10 JURY, LESLIE KRUSE 102.04 JURY, NATHAN KUNO 102.04 JURY, ANN LAUSENG 14.08 JURY, STEVEN LEHNER 106.12 JURY, JESSE LINDNER 12.04 JURY, JODI LOEHRER 66.16 TRVL, MEI YAO LOUIS 13.06 JURY, DAVID LOWE 57.14 JURY, SARA MEYER 12.04 JURY, STACI MIKKELSON 12.04 JURY, KATHLEEN MILLER 11.02 JURY, VICTORIA MOES 25.30 JURY, LANA MOTZER 102.04 JURY, KRISTIN MUNGER 20.20 JURY, OFFICE PEEPS, INC. 667.00 SUP, JANNELLE OLSON 11.02 JURY, BETTY OVERLIE 12.04 JURY, PAPKA REPAIR 3930.22 REP, PRAIRIE LAKES HEALTH CARE CENT 2380.00 SVC, TODD RANDALL 12.04 JURY, MICHELLE REDFIELD 16.12 JURY, TODD REMACLE 11.02 JURY, SCOTT SCHULZ 12.04 JURY, MICHELLE SCOTT 34.48 JURY, SD DEPT OF LEGISLATIVE AUDIT 19580.00 SVC, SD STATE'S ATTORNEYS ASSOC 1848.00 DUES, NATHAN SHEPARD 12.04 JURY, WESLEY SIMONTON 100.00 JURY, VICKI SONNE 104.08 JURY, KATHLEEN STRICKER 51.02 JURY, JACK STRONG 35.50 JURY, JEREMY STUCKEY 11.02 JURY, DIANE SUMNER 102.04 JURY, DOUGLAS TAKEN 104.08 JURY, THOMSON REUTERS-WEST 336.81 SVC, REBECCA TILBERG 106.12 JURY, TREVOR WALSH 11.02 JURY, TIMOTHY WALTER 12.04 JURY, DENNIS WARRICK 12.04 JURY, WATERTOWN CITY FINANCE OFFICE 73362.00 PMT, WATERTOWN PUBLIC OPINION 632.34 PUB, JESSICA WINTERBOER 17.14 JURY,

**COMMISSIONERS CONTINGENCY TRANSFER**

Motion by Schweer, second by Waterman, to approve Commissioner Contingency transfers to the Treasurers budget in the amount of \$843.53; Court Appointed Attorney budget in the amount of \$138,420.68; Veterans Service budget in the amount of \$17,085.65; Developmentally Disabled budget in the amount of \$600.00; Board of Mental Illness budget in the amount of \$1,669.39; ARPA budget in the amount of \$60,038.80; for a total amount of \$218,658.05; 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 9:48 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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