

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, January 16, 2024

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 January 16, 2024, agenda
5. Action to approve the January 9, 2024, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. Facility Manager
 - b. Highway Superintendent
7. Action to approve a quote for floor scrubber from Proline
8. Action to approve 2025 Memorial Park Campground rates
9. Discussion/possible action to approve quote from Brightly (Facility Dude) software
10. Action to approve a resolution for the sale of tax deed property
11. Action to authorize the Auditor to issue a quit claim for tax deed property sold on 1-9-2024
12. Action to approve consultant agreement between Codington County Welfare and Angela Hyde
13. Discussion possible action to approve contract with Sage Consulting for Community Needs Assessment using Beyond Idea Grant funds
14. Action to declare cameras at the Sheriff's Office surplus to be donated
15. Action to appoint Title VI Coordinator
16. Action to sign Title VI policy statement and authorize publication of Title VI notice of public rights
17. Review and possible action to approve updated job description for the Health Administrative Tech
18. Action to set compensation of 2024 Election Judges
19. Note Magic Needler's Quilt Guild intent to hold raffle
20. Action to approve operating cash transfers as budgeted

21. Action to approve 2024 wage scale
22. Action to approve abatement applications
23. Action to approve claims for payment
24. Action to approve automatic budget supplements
25. Action to approve personnel changes
26. Action to approve travel requests
27. Public Notices – a possible quorum of Commissioners could be in attendance at:
 - a. Justice Advisory Committee, January 18, 2024, 5:30 p.m.
28. Old Business
29. New Business
30. Open
 - a. Public Comments
 - b. Commission Comments
31. 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)
32. 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 1st Ave SE
Watertown, SD 57201**

January 16, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 16, 2024, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Randall Schweer; Chair Schweer, presiding. The pledge of allegiance was led by Commissioner Schweer.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Schweer 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 Gabel, to approve the January 16, 2024, agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Gabel, second by Johnson, to approve the minutes of January 9, 2024; all voted aye; motion carried.

MONTHLY REPORTS

Facility Manager, Steve Molengraaf, updated the board: Ag. Building – Engineers will conduct boring in the parking lot in the next week. Government Buildings – nothing to report; Detention Center – conversation with Johnson Control’s job coordinator on the HVAC Project, will have the schedule set by the end of the week, preliminary plans for starting in February to remove all cooling systems and restructure the ductwork; Memorial Park – online reservations begin on February 1st, call-in reservations won’t start until April 1st, will be reviewing the year out camping bookings; Weed – the annual Weed and Towns and Township soup supper is set for Monday, March 4th at 6:00 p.m. in the Expo Building at the Extension Center; will be working booths at the Sioux Falls and Watertown Winter farm shows; will be attending the Weed and Pest Conference. **Highway Supt., Rick Hartley**, updated the Board: the Highway Dept. was busy last week and over the weekend with snow removal, the motor graders went out today due to the cold temperatures and strong winds the snow pack is too hard to use the trucks; inventory is completed; thanks to Lori and Lynn for all their hard work they did to get everything together for the FEMA audit for the 2019 disaster; were able to haul rip rap on County Road 8-2, 168th St.; guys are busy repairing equipment and cleaning work areas that were put off due to work that they were able to do this fall and winter with the nice weather conditions; received an email from Scott Pretzer with the State DOT about County Road 2, 157th St., west of the research farm, the DOT is going to start to have the 2 miles platted and asked if the County had any interest in the remaining 11 miles

EXTENSION CENTER FLOOR SCRUBBER

Motion by Johnson, second by Gabel, to approve a proposal from Proline Inc., to purchase an IPC CT30B45 18” Floor Scrubber in the amount of \$5,195.00 with a trade-in of the 2006 NSS Wrangler 20” floor scrubber in the amount of \$200.00 for a total purchase amount of \$4,995.00, as budgeted, as requested by Facilities Manager, Steve Molengraaf; all voted aye; motion carried.

MEMORIAL PARK 2025 CAMPGROUND RATES

Facilities Manager, Steve Molengraaf, presented the Board with his recommendations for the 2025 rates at the Memorial Park Campground.

<u>SITE DESCRIPTION</u>	<u>2024 RATE</u>	<u>PROPOSED 2025 RATE</u>
DAILY RATES		
Full Hook up 50 amp pull through	\$35.00	\$37.50
Full Hook up 30 amp	\$30.00	\$32.50
Electric Hookup 20-30 amp/w water	\$28.00	\$30.00
Electric Hook up only 20-30 amp	\$25.00	\$27.00
Tent site	\$17.00	\$18.00
DAILY BUILDING RATES		
Building #3 (chapel)	\$60.00	\$60.00
Building #5 (Kampeska Hall)	\$80.00	\$90.00
Pavilion	\$80.00	\$90.00
Double Shelter-concrete floor	\$40.00	\$40.00
Single Shelter -dirt floor	\$20.00	\$20.00
Wood Bundles	\$6.00 each	\$6.00 each
Booking Fees:		
Online	\$5.00	\$5.00
Office	\$10.00	\$10.00

Motion by Gabel, second by VanDusen, to approve these rates, effective for the 2025 camping season, as recommended by the Facilities Manager; all voted aye; motion carried.

FACILITY DUDE NOW BRIGHTLY SOFTWARE INC. CONTRACT

Facilities Manager, Steve Molengraaf, presented the Board with a proposal from Brightly Software, Inc. that would provide services for 36 months (2/01/2024-1/31/2027), at a reduced rate for 2024, original amount of \$5,927.37 less a discount of \$1,959.60 for a total amount of \$3,967.77, year 2025 amount is \$6,283.01, year 2026 amount is \$6,659.99, and also an assessment of the Courthouse, Detention Center, and Extension Center along with the heaters at the Highway shop to be done in 2024 in the amount of \$11,099.80, price is based on 149,000.00 sq. ft. for a total amount in 2024 of \$15,067.57. Motion by VanDusen, second by Gabel, to approve the proposal from Brightly Software Inc., as presented by the Facility Manager; all present voted aye; motion carried.

QUIT CLAIM DEED SALE RESOLUTION

RESOLUTION 2024-2

APPROVING THE SALE OF COUNTY LAND ACQUIRED BY QUIT CLAIM DEED

WHEREAS, PURSUANT TO DIRECTION FROM the Board of County Commissioners of Codington County, South Dakota, the County Auditor did heretofore offer for sale, on the 9th day of January 2024, the hereinafter described real property belonging to said County, which was acquired by said Quit Claim Deed, and

WHEREAS, it now appears from the said County Auditor's report of sale on file herein and from the proof of publication of Notice of Sale attached to said report and on file herein that all the proceedings necessary to a legal sale have been completed and the following have offered the following price for the following described real property to-wit.

Purchaser: Nathan & Marietta Lakness Land LLLP, 44538 184th Street, Hayti, SD 57241

Legal Description: E50' W160' N150' of OL-A, of "Outlots A & B in NE1/4 35-116-54 Grover SD", Codington County

Purchase Price: \$400.00

Which full amount of the purchase price has been deposited with the County Treasurer;

NOW THEREFORE, be it and it hereby is resolved by the Board of County Commissioners of Codington County, South Dakota in regular session on the 16th day of January, 2024, that the sale of said premises to the above be and the same is hereby approved and the Chairman of the Board of County Commissioners of said Codington County, South Dakota is hereby authorized and directed to execute and the County Auditor to attest a Quit Claim Deed to said real property in the name of said County, and deliver said Quit Claim Deed to said purchaser conveying to said purchaser all of the right, title, and interest of said County therein.

Dated this 16th day of January, 2024

Motion by Gabel, second by Waterman, to approve the above and foregoing resolution, all members present voted aye; motion carried.

Randall Schweer, Chair

ATTEST:

Brenda Hanten, Auditor

COUNTY PROPERTY AUCTION QUIT CLAIM DEED

Motion by Johnson, second by VanDusen, to authorize the Auditor to issue a quit claim deed to Nathan & Marietta Lakness Land LLLP for the purchase of property record #1969 at a County property auction held on Tuesday, January 9, 2024; all voted aye; motion carried.

WELFARE OFFICE CONSULTANT AGREEMENT

Motion by VanDusen, second by Gabel, to approve an agreement between the Codington County Welfare Office and Angela Hyde, Independent Consultant; for the performance of consulting services through July 31, 2024, which will be funded through the Beyond Idea Grant; all voted aye; motion carried.

Codington County, 16 January 2024

SAGE CONSULTING FOR COMMUNITY NEEDS ASSESSMENT CONTRACT

Codington County Community Services, Sara Foust, presented to the Board a contract with Sage Project Consultants, LLC and Codington County Community Services for a Codington County Connects Social Services Needs Assessment to be completed over a period of 12-16 weeks, in the amount not to exceed \$24,920.00 using Beyond Idea Grant funds. Motion by Johnson, second by Gabel, to authorize the Chair to sign the contract with Sage Project Consultants, LLC; all voted aye; motion carried.

SURPLUS EQUIPMENT

Motion by VanDusen, second by Gabel, to declare the following equipment from the Sheriff's Office surplus to be donated: 16 FirstVu Chest Cameras donated to Codington County Coroner and 9 DVM 800 Camera Kits donated to Spink County Sheriff's Office; all voted aye; motion carried.

TITLE VI COORDINATOR APPOINTED

Motion by Gabel, second by Johnson, to appoint Human Resource Representative, Natalie Remund, to the position of Codington County Title VI coordinator; all voted aye; motion carried.

TITLE VI POLICY STATEMENT AND NOTICE OF PUBLIC RIGHTS

Motion by VanDusen, second by Johnson, to authorize the signing of the Codington County Title VI Policy Statement and advertise the Codington County Notice of Public Rights; all voted aye; motion carried.

UPDATE HEALTH ADMINISTRATIVE TECH JOB DESCRIPTION

Human Resource Representative, Natalie Remund, presented the Board with an updated job description for the Health Administrative Tech., in the Nurse's Office. Motion by Gabel, second by Johnson to approve the updated Health Administrative Tech., job description; all voted aye; motion carried.

MAGIC NEEDLER'S QUILT GUILD RAFFLE

The Board noted correspondence from the Magic Needler's Quilt Guild and the group's intent to hold a raffle from February 1, 2024 through October 6, 2024. Proceeds from the raffle will be used by the guild to encourage and teach others about the art of quilting, to develop quilting skills and to support community service project by using sewing and quilting skills.

BUDGETED OPERATING CASH TRANSFERS

Motion by VanDusen, second by Gabel to approve the following operating cash transfers as budgeted in 2024:

Debit General Fund \$2,173,203.00
Credit Road & Bridge Funds \$1,880,724.00
Credit Emergency Management Fund \$109,389.00
Credit Victims of Crime Fund \$83,725.00
Credit WIC Fund \$27,750.00
Credit 24/7 Fund \$71,615.00
Upon vote of the Board; all voted aye; motion carried.

PROPERTY TAX ABATEMENT

Motion by Johnson, second by Gabel, to approve the following property tax abatement application on the following property: Record #1951 in the amount of \$1,442.44; all voted aye; motion carried.

CLAIMS

Motion by Gabel, second by VanDusen, to approve for payment the following list of claims; all voted aye; motion carried: 3E GENERATOR SHOP 265.50 REP, ACCREDITATION, AUDIT AND 165.00

SVC, A&B BUSINESS SOLUTIONS 28.76 SUP, ADVANCED CORRECTIONAL 19317.26 SVC, A-I COMPUTER SOLUTIONS 59.99 SUP, AIRGAS USA, LLC 83.92 MISC, ALCOHOL MONITORING SYSTEMS 911.80 SVC, CITY OF ARLINGTON - FINANCE 125.00 SVC, AUSTIN LAW OFFICES 6987.05 SVC, AUTO VALUE 862.99 REPAIRS/MAINT., BANNER ASSOCIATES, INC 3040.00 REPAIRS/MAINT., BOB BARKER CO. 1786.32 SUP, BEACON CENTER 2593.50 PMT, JOHN BEASLEY 53.06 JURY, BLACKBURN & STEVENS 385.20 SVC, BLUEPEAK 79.99 UTILITIES, BLUEPEAK 388.27 UTL, BOARD OF POLICE COMMISSIONERS 840.00 SVC, BORNS GROUP 2823.41 POST, BOYS & GIRLS CLUB 7937.63 PMT, BRATLAND LAW 9255.50 SVC, BRIAN'S GLASS & DOOR, INC. 82.00 MAINT, BUTLER MACHINERY 468.18 REPAIRS/MAINT., C&R DEVELOPERS 1248.00 RENT, JEFF CASE 25.00 CELL, CHARTER COMMUNICATIONS 50.00 SVC, CHILD'S VOICE ROUTE #6361 300.00 SVC, CITIWIDE PROPERTY MANAGEMENT 5855.00 RENT, DONALD CLAPHAM 10.00 REF, CODINGTON-CLARK ELECTRIC COOPE 11.51 UTILITIES, COKO PROPERTIES 250.00 RENT, COLE PAPERS, INC. 2759.95 SUP, COLE'S PETROLEUM 4275.57 SUPPLIES, CONNECTING POINT 1309.00 SUPPLIES, TWOTREES TECHNOLOGIES 10213.85 MAINT, TWOTREES TECHNOLOGIES 11784.00 SVC, CONSOLIDATED CORRECTIONAL 15190.09 SUP, CULLIGAN WATER CONDITIONING 217.25 SUP, DAKOTA SUPPLY GROUP 43.75 REP, MATTHEW DARGATZ 25.00 CELL, DIAMOND DRUGS, INC 1335.43 SUP, JAMIE DOLEN 25.00 CELL, CAROL DUNN 55.10 JURY, JOSEPH DUPONT 52.04 JURY, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, ELITE DRAIN & SEWER CLEANING 85.00 SVC, MARIA ESCAMILLA 40.00 CELL, EVERBRIDGE, INC 2185.45 MAINT, RANDALL G. FALVEY 25.00 CELL, FIRST DISTRICT ASSN OF LCL GOV 17166.05 SVC, TOWN OF FLORENCE 81.70 UTILITIES, FOX LAW FIRM, PLLC 182.88 SVC, WENDY FRENCH 51.02 JURY, GALLS, LLC 357.97 SUP, GH2.0 1440.00 RENT, GREEN APPLE SEPTIC TANK SERVIC 850.00 REPAIRS/MAINT., GREEN, ROBY, OVIATT, 10321.70 SVC, ALICIA HAICH 51.02 JURY, JUSTIN HALAJIAN 40.00 CELL, RICK HARTLEY 40.00 CELL, RON HARTLEY 25.00 CELL, HEALTHEQUITY 66.00 PMT, DAVID HEDDING 25.00 CELL, JAMES HEDGES 25.00 CELL, HELSPER, MCCARTY & RASMUSSEN 4749.45 SVC, HEYNER WELDING, INC 1100.00 REP, HILLYARD/SIOUX FALLS 457.47 SUP, HUMAN SERVICE AGENCY 27733.00 PMT, HYVEE #1871 ACCTS RECEIVABLE 506.74 SUP, INTEGRATED TECH & SECURITY 5676.60 MAINT, JEFFERSON COURT LIMITED PART 770.00 RENT, JEFF'S VACUUM CENTER 25.95 SUP, JOHNSON CONTROLS, INC. 5782.89 MAINT, MITCHELL KALLHOFF 25.00 CELL, MARK KATTERHAGEN 36.00 SVC, DEBRA KELLER 76.52 JURY, RICHARD KOHN 25.00 CELL, CHAD KOISTINEN 52.04 JURY, ERIK KOSAK 25.00 CELL, DARLENE KRUSE 55.10 JURY, VAL LARSON 36.00 SVC, LEWIS & CLARK BHS 639.00 SVC, LEWNO LAW OFFICE 166.63 SVC, LINCOLN CO TREASURER 1570.90 SVC, DAVID LOWE 57.14 JURY, MAAG PROPERTIES, LLC 1375.00 RENT, CAPITOL ONE TRADE CREDIT 27.75 SUP, CAPITOL ONE TRADE CREDIT 119.74 SUPPLIES, MANATRON, INC 6120.38 MAINT, MARSHALL & SWIFT/BOECKH, LLC 2120.30 SVC, MASTERS TELECOM LLC 273.83 UTIL, AUSTIN MATTSON 95.53 SUP, MAXWELL FOOD EQUIPMENT 56.25 SUP, LES MCELHANEY PROPERTIES 3900.00 RENT, MCKESSON MEDICAL SURGICAL 92.22 SUP, MENARDS 579.55 SUP, MENARDS 94.77 SUPPLIES, MIDCONTINENT COMMUNICATIONS 158.15 UTIL, KLAYTON MILLER 25.00 CELL, MOBIMEDICAL MANUFACTURING 1998.00 SUP, MOUNT HOPE CEMETERY 565.00 SVC, MULTI BUSINESS SOLUTIONS INC 3520.00 SVC, MUNICIPAL UTILITIES 2306.92 UTIL, MUNICIPAL UTILITIES 14276.12 UTIL, MUNICIPAL UTILITIES 691.66 UTILITIES, YESIKA G MUNOZ 220.40 SVC, MUTH ELECTRIC 196.43 REP, NAPA CENTRAL 91.27 SUPPLIES, LAW OFFICE OF JENNIFER NELSON 5852.50 SVC, NEWMAN TRAFFIC SIGNS 182.57 SUPPLIES, SHAWN NILLS 40.00 CELL, NORTHWESTERN ENERGY 400.36 UTILITIES, ODNEY 600.00 SVC, OFFICE PEEPS, INC. 1791.14 MISC, OFFICE PEEPS 816.69 SUPPLIES, OTIS ELEVATOR COMPANY 3045.84 SVC, OTTERTAIL POWER CO, 39.62 UTILITIES, MICHELLE PEDERSON 40.00 CELL, PENNINGTON COUNTY JAIL 138.41 TRAV, PLUM CREEK APARTMENTS 1800.00 RENT, POMP'S TIRE SERVICE, INC. 2678.65 SUPPLIES, PRAIRIE WINDS PROPERTY MGMNT

2190.00 RENT, PRINT 'EM NOW 205.00 SUP, REBECCA MORLOCK REEVES 40.00 CELL, ROBYN RITER 25.00 CELL, HAROLD ROUNDS 25.00 CELL, RUNNINGS 286.20 SUP, SANFORD HEALTH 2394.00 SVC, DEAN SCHAEFER COURT REPORTING 144.00 SVC, BRAD SCHWINGER 25.00 CELL, SD ATTORNEY GENERAL'S OFFICE 3038.00 PMT, SD DEPARTMENT OF HEALTH 5185.00 SVC, SOUTH DAKOTA DEPT. OF TRANSPOR 355.12 REPAIRS/MAINT., SDACO 566.00 PMT, SDEMA 60.00 DUES, SDN COMMUNICATIONS 1363.51 UTIL, MELISSA SEARS 40.00 CELL, HEIDI SELCHERT 40.00 CELL, SIGNPRO 75.00 REP, SIOUX RURAL WATER SYSTEM 55.00 UTILITIES, SIOUX VALLEY COOP 4980.04 SUP, SIOUX VALLEY COOP 2252.55 SUPPLIES, SIOUX VALLEY GREENHOUSES 80.00 REP, SOCIA LAW, PC 10480.50 SVC, LYNN SOLBERG 40.00 CELL, TOWN OF SOUTH SHORE 96.00 UTILITIES, SOUTH SHORE GAZETTE 1055.96 PUB, RAMONA ST JOHN 80.40 WIT, STEVE STAHLKE 25.00 CELL, STAN HOUSTON EQUIPMENT 229.00 SUPPLIES, STAR LAUNDRY 2023.15 SUP, STAR LAUNDRY 133.62 SUPPLIES, STEVE'S WORLD 817.12 REP, KATHLEEN STRICKER 51.02 JURY, SCOTT SWANSON 25.00 CELL, THE LOFTS, LLC 3063.80 RENT, THOMSON REUTERS-WEST 315.61 SVC, THREE ACORNS 1036.00 RENT, TOOL TIME RENTAL 400.00 REPAIRS/MAINT., DOUGLAS D. TORSTENSON 25.00 CELL, JAMES TORSTENSON 20.00 CELL, TRAV'S OUTFITTER INC 149.99 SUP, TRITECH SOFTWARE SYSTEMS 40092.21 REP, TURBAK LAW OFFICE, P.C. 2854.85 SVC, AUSTIN JAMES TURBES 26.00 REF, TWO WAY SOLUTIONS, INC 3684.89 SUP, VERIZON WIRELESS 2228.39 UTIL, VERIZON WIRELESS 1174.09 UTIL, VERIZON 80.02 UTILITIES, RELIABANK VISA 261.29 PMT, RELIABANK VISA 466.47 PMT, RELIABANK VISA 54.97 PMT, RELIABANK VISA 69.97 PMT, RELIABANK VISA 273.90 PMT, RELIABANK VISA 1130.28 TRAVEL & CONF., MARLONIE VOGELSANG 25.00 CELL, WALMART - CAPITAL ONE 281.89 PMT, WARNE PLUMBING 593.37 REP, WATERTOWN HOUSING AUTHORITY 1900.00 RENT, WATERTOWN AMBULANCE 1500.00 SVC, WATERTOWN CITY FINANCE OFFICE 36607.43 PMT, WATERTOWN PUBLIC OPINION 925.74 PUB, WEED & PEST CONFERENCE 550.00 CONF, WELD IT ALL %MARK STROHFUS 330.00 REPAIRS/MAINT., WESTMINSTER ESTATES, LLC 4160.00 RENT, WHEELCO 202.01 REPAIRS/MAINT., WIGHT & COMES FUNERAL CHAPEL 2575.00 SVC, WINDOW PROS 229.50 MAINT, WW TIRE SERVICE INC 1154.32 REP, WYODAK PROPERTIES, LLC 2050.00 RENT, XEROX CORPORATION 117.16 SUPPLIES, YANKTON CO. SHERIFF 100.00 SVC, YWH, LLC 4200.00 RENT

CLAIMS

Motion by Johnson, second by Gabel, to approve the following claim for payment: City of Watertown, \$24,332.17, November 2023, 911 surcharge collections; Gabel, Waterman, Johnson and Schweer voted aye; VanDusen was recused; motion carried.

PERSONNEL CHANGE

Motion by Waterman, second by Johnson, to approve the following personnel change: Sara Aman, Public Health Administrative Tech., Health/County Nurse, Public Health Administrative Tech., Step 9, \$23.80 per hour, effective 1/01/2024; all voted aye motion carried.

OPEN

Commission Comments – Commissioner Waterman suggested adding links for townships to the County website.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Gabel to adjourn at 9:49 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.

Published once at the total approximate cost of \$ _____