

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, April 2, 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 April 2, 2024, agenda
5. Action to approve the March 26, 2024, minutes of the Board of Codington County Commissioners
6. Action on a request to sell alcohol at a wedding event at the Extension Center
7. Monthly Reports
 - a. Extension
 - b. Veteran Service Office
8. Discussion/possible action to enact a burn ban resolution
9. Action to authorize the Chair to sign letting authorization for project #BRF-B 6510(05) PCN 08MM
10. Action to approve a resolution to combine voting precincts for the 2024 June Primary election
11. Discussion/possible action to engage the services of a Construction Manager at Risk for the jail project
12. Discussion/possible action to authorize chair to sign contract with Architecture Incorporated for jail design services
13. Note the Board will meet as a County Board of Equalization at 1:00 PM, April 9, at the Court House
14. Note the Board will meet as a Consolidated Board of Equalization at 6:30 PM, April 9 in the chambers of the Watertown City Council
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 a
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

- (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 1st Ave SE
Watertown, SD 57201**

March 26, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, March 26, 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 Waterman.

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 agenda for March 26, 2024, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of March 19, 2024; all voted aye; motion carried.

APPROVAL TO SELL ALCOHOL AT EXTENSION FOR A WEDDING EVENT

Jon Block; met with the Board to request authorization for alcohol sales at the Block/Kasuske wedding scheduled for August 24, 2024 at the Codington County Extension Center Complex. The liquor license held by Cloud 9 will be transferred for this event. Tom Boldt with Cloud 9 will be regulating all alcohol sales, security, and minor control. Motion by Johnson, second by VanDusen, to approve the request for alcohol sales August 24, 2024, at the Extension Center Complex, as requested; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Andrew Delgado, updated the Board: met with Public Works from the City of Watertown and Dustin, the state OEM Recovery Branch Chief about a road that was mentioned at the townships meeting; Randy, our Regional Coordinator met with Cheri to go over the quarterly report; had 5 Search and Rescue members attend the United Way Campaign Wrap up; Cheri hosted the LARK in the EM office, to check over and test some equipment; attended the annual township/weed meeting, Dustin, the state OEM Recovery Branch Chief also attended to discuss Crisis Track with township individuals who will be completing Preliminary Damage Assessments, there will be future training for Crisis Training; attended THIRA/SPR (Threat and hazard identification) (Stakeholder preparedness review) course in Pierre, Cheri attended an exercise that we will be participating in; 7 from Emergency/Search and Rescue are taking the Part 107 class for the drones; held the LEPC meeting; had 48-50 people attend the Traffic Incident Management class; weather spotter training (open to the public) will be Wednesday, March 27, 2024 at 6:30 p.m. and Thursday, March 28, 2024 at 1:30 p.m. both of these training will take place in the kitchen at the Codington County Extension Center; also monitoring weather. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from activity in the month of February 2024, for the Detention Center and Sheriff's Office: office fees were collected in the amount of \$8,609.29, and were retained by the County; Commissary items sold in the amount of \$2,599.46 with a commission fee to the County in the amount of \$2,499.16; 549 cases/calls for service; 8

accident reports were completed; 75 warrants served; 282 sets of civil papers served; 2,523 transport miles; average daily inmate population 46.48 (high ADP 53 and low ADP 39); 15 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 10 individuals using remote breathalyzers; 40 individuals testing twice daily PBT'S; 53 individuals reporting twice weekly for UA Drug testing; 0 individuals wearing a sweat patch; 218 bookings; \$18,790.49 collected in fees for out of county prisoner contracts; \$1,540.00 collected in work release fees; \$8,568.00 collected in fees for the 24/7 program; and 3,192.00 collected in SCRAM fees. Sheriff Howell noted that there will be less out of county fees collected due to the increase in the 2024 out of county contract rate; Jerrod Olson has been promoted to Sergeant; Travis Gutzmer has been assigned the School Resource Officer; a few of the guys are taking the Pilot Drone training to be compliant with the FAA and is put on at LATC.

DATA PILOT SOFTWARE

Sheriff, Brad Howell, informed the Board that Data Pilot Software in the amount of \$8,785.00, he had applied for a grant to help cover the cost of Date Pilot Software and was awarded a grant which brings the County amount down to \$3,440.00 for the 1st year and then just under a \$2,000.00 recurring expense thereafter for software upgrades each year, this will give the Sheriff's Office the software to download information from cell phones and computers used in their investigations, currently they have about 8-10 a month that they need to go to the DCI or Police Department or another agency that has this capability and will now be able to keep this in house, part of this is the Deputies will need to be trained on this software, this is not a budgeted item. Motion by Gabel, second by Waterman, to approve the purchase of the Data Pilot Software, in the amount of \$3,440.00 for the 1st year and just under \$2,000.00 recurring expense thereafter; all voted aye; motion carried:

SURPLUS EQUIPMENT

Motion by Johnson, second by VanDusen, to declare the following office equipment, from the Sheriff's Office, surplus to be destroyed; 2-099 HP Laser Jet Pro Printer S/N: CNCKK909MM, 2-104 HP Elite Desk Computer S/N: MXL8411YTJ and 2-109 HP Elite Desk Computer 800 GF Desktop S/N: MXL9132RVM; from the Register of Deeds Office, surplus to be destroyed; HP Printer S/N: USBGBD3623; all voted aye; motion carried.

SD DOT JOINT POWERS PAVEMENT MARKING AGREEMENT

Motion by Johnson, second by Gabel, to authorize the Chair to sign the Joint Powers agreement between South Dakota Department of Transportation and Codington County, which will provide for pavement markings of County roads which the County will receive a proportional share of the \$500,000.00, in 2024, based on the number of pavement miles in said County as compared to the total number of pavement miles statewide, as computed by the State; all voted aye; motion carried.

SD DOT CERTIFICATES FOR HIGHWAY 20 BRIDGE REPLACEMENT PROJECT

Motion by Gabel, second by Waterman, to authorize the Chair to sign two Right-of-Way Certificates with the South Dakota Department of Transportation and Codington County, for the Bridge replacement project on County Road 20/176th Street, one of the certificates certifies that the County has acquired the right-of-way for this project and the other certificate states that if any utility lines are in the right-of-way the utility company will be responsible to move them and if it is out of the right-of-way it will be the responsibility of the County; all voted aye; motion carried.

SD DOT NOXIOUS WEED CONTROL CONTRACT

Motion by Gabel, second by VanDusen, to authorize the Chairman to sign the contract with the SDDOT to authorize the County Weed Dept. to provide noxious weed control in 2024 within the State highway right of way for an estimated cost of \$31,395.00; all voted aye; motion carried.

COMMUNITY SERVICES OFFICE COORDINATED ENTRY SYSTEM ACCESS POINT MOU

Motion by Johnson, second by Gabel, to authorize the Chair to sign a MOU with SD Housing Authority and Codington County, for the Community Services Office to be a Coordinated Entry System Access Point, Community Service Office, Sara Foust, informed the Board that this would allow her office to complete the housing assessment to determine what programs the individuals are eligible for and enter this information into the State system, this is to get homeless individuals on the State waiting list sooner; all voted aye; motion carried.

BURN BAN

The Board decided there was no need to enact a burn ban at this time.

CLAIMS

Motion by VanDusen, second by Gabel, to approve the following claims: Tom & Mavis Reichling, \$6,500.00, easement; Austin Law Offices, \$32,089.17, court appointed attorney fees; Watertown Public Opinion, \$362.35, publishing; all voted aye; motion carried.

AUTOMATIC BUDGET SUPPLEMENT

Motion by Gabel, second by Johnson, to approve an automatic budget supplement, to the Community Service Budget in the amount of \$82,385.07 with ERA-2 grant funds; all voted aye; motion carried.

PERSONNEL CHANGE

Motion by Gabel, second by VanDusen, to approve the following personnel change: Morgan Cunningham, new hire, full-time Auditor/Community Service Administrative Support, step 1/Grade 20, \$19.53 per hour; all voted aye; motion carried.

TRAVEL REQUESTS

Motion by Johnson, second by Waterman, to approve the following travel requests: Weed and Pest, 3 requests to attend meetings and workshop; Community Services Office, to attend a meeting covered through grant funding; all voted aye; motion carried

OPEN

Community Services Office, Sara Foust, informed the Board that we received the Reaching Rural Grant, it's a Federal Grant, there was a team of 6 people from Watertown to put this grant together which includes, Sara Foust, Judge Means, Kari Johnston, Monica Evenson, Stacy Hendricks, Alexis Buysse, the first year is a planning grant to come up with a plan then the 2nd year we would be eligible for \$100,000.00 grant for our community, this grant is focused on people with justice involvement that have mental health and drug and alcohol issues, the purpose is for the team to work with our community to come up with a plan that would address the needs of people that have justice involvement and mental health and substance use issues, this grant is provided by the Department of Justice, US Department of Justice oversees it, also the Office of Justice Programs through the Department of Justice.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Gabel, to adjourn at 9:39 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 \$_____

TO: Local Government Assistance
South Dakota Department of Transportation
700 Broadway Avenue East
Pierre, South Dakota 57501-2586

RE: LETTING AUTHORIZATION FOR PROJECT NO. BRF-B 6510(05) PCN 08MM
IN Codington COUNTY

This acknowledges that the South Dakota Department of Transportation, Office of
Local Government Assistance, estimates the following costs for the noted project:

Preliminary Engineering (State)	\$ 20,200
Preliminary Engineering (Consultant)	\$ 197,600
Estimated Wetland Credits Cost	\$ 2,000
Utilities Relocations	\$ -0-
ROW Acquisitions	\$ -0-
Structure (LOW BID)	\$ 2,476,000
Grading (LOW BID)	\$ 525,000
Non-participating Costs (Surfacing, Fencing)	\$ 93,800
Construction Engineering	\$ 371,400
Estimated Total Project Cost	<u>\$ 3,686,000</u>

The cost of the project will be funded according to the terms of agreement #410776.

The South Dakota Department of Transportation is hereby authorized and requested
to advertise the project for bids.

The Transportation Commission, under their authority, will review the bids. Approved
bids shall be awarded solely by the Transportation Commission.

DATED THIS _____ DAY OF _____, 20 ____.

BOARD OF COUNTY COMMISSIONERS

OF _____ COUNTY

BY: _____
CHAIRMAN

ATTEST: _____
COUNTY AUDITOR
(SEAL)

Contact John Adams at 773-3476 with any questions.

RESOLUTION 2024-08

WHEREAS, the Board of County Commissioners of Codington County, South Dakota, is required by the provision of SDCL 12-14-1 to provide for election precincts throughout the County and shall designate polling places within such precincts, and

WHEREAS, a Primary Election is to be held on June 4, 2024, and where the Board of County Commissioners may change the boundaries of election precincts already established and where it has been determined it would be in the best interest of County taxpayers to combine some of the current precincts for said election.

THEREFORE, BE IT RESOLVED, that the following precincts are established for the 2024 Primary Election to be held on June 4, 2024

Precinct A1, A2, A3, A4 & D1
Precinct B1, B2, B3, B4, C1, & E5
Precinct C2, D2, D3, & D4 & Elmira Township
Precinct, C3, C4 & Pelican Township
Precinct E1, E2, E3, E4, & Lake Township
Dexter Township
Eden & Phipps Townships & Wallace Village
Fuller Township & Florence Village
Germantown and Rauville Townships
Graceland & Henry Townships & Henry Village
Kampeska & Richland Townships
Kranzburg Township & Village
Leola Township & South Shore Village
Sheridan Township
Waverly Township

The above and foregoing resolution was moved for adoption by Commissioner , second by Commissioner ; all voted aye; motion carried.

Dated this 2nd day of April, 2024

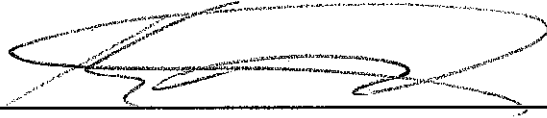
Randall Schweer
County Commission Chair

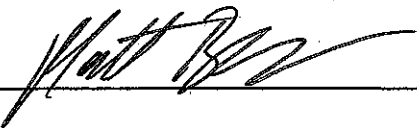
ATTEST:

Brenda Hanten
Auditor

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME : Name Keith DeCoteau		DATE: 3/14/2024
EFFECTIVE DATE: 4-1-24	POSITION TITLE: Corrections Officer	DEPARTMENT: Jail
CURRENT STEP:	NEW STEP: Step 3	grade 35
CURRENT PAY RATE:	NEW PAY RATE: \$26.07	\$4536.18
REASONS FOR CHANGE: New hire		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE 3-22-24

COUNTY COMMISSIONERS

DATE

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

MAR 27 2024

CODINGTON COUNTY AUDITOR