

**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, March 5, 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 March 5, 2024, agenda
5. Action to approve the February 27, 2024, minutes of the Board of Codington County Commissioners
6. Monthly Reports
  - a. Extension
  - b. Veterans Service Office
7. Action to approve a quote for striping of County roads
8. Action to approve job shadowing for a LATC CHW student at the Community Services Office
9. Action to approve allocation from Community Service rent assistance budget to support Watertown Cares Program
10. Discussion/possible action to accept a proposal for jail pre-design architectural services
11. Discussion/possible action on eminent domain of Bridge #15-216-220
12. Action to approve abatement applications
13. Action to approve claims for payment
14. Action to approve automatic budget supplements
15. Action to approve personnel changes
16. Action to approve travel requests
17. Public Notices – a possible quorum of Commissioners could be in attendance at:
  - a. Sioux Valley Commissioners Association meeting, Wednesday, March 13, 2024, 12:00 p.m., Huron, SD
18. Old Business
19. New Business
20. Open
  - a. Public Comments
  - b. Commission Comments
21. 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)

**22. 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**

February 27, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 27, 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 agenda for February 27, 2024, as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by VanDusen, to approve the minutes of February 20, 2024; all voted aye; motion carried.

**HOME BUILDERS' ASSOCIATION REQUEST TO SERVE ALCOHOL AT A PRIVATE VENDOR EVENT AT THE EXTENSION CENTER COMPLEX**

Julie Kneeland, Executive Officer with the Watertown Area Home Builder's Association, provided the Board with a letter to request authorization to serve alcohol to vendors at a private social event following the close of the Home Show on March 9, 2024. Motion by Johnson, second by Waterman, to allow the written request submitted by Ms. Kneeland; all voted aye; motion carried.

**MONTHLY REPORTS**

**Emergency Management Director, Andrew Delgado**, updated the Board: started some preliminary talks for a drill with a community partner; have scheduled several training events, THIRA/SPR (Threat & Hazard Identifications & Risk Assessment Stakeholder Preparedness Review) and hosting the following classes: TIMS class for emergency responders is scheduled for March 20, 2024 at 6 p.m. which includes, TIM fundamentals & terminology, communication and command, safe vehicle positioning, scene safety, command responsibilities, traffic management, special circumstances and clearance and termination; Weather spotter training, at the extension center on March 27<sup>th</sup>, 2024 from 6-8 p.m. and March 28<sup>th</sup>, 2024 from 1:30-3:30 p.m.; Search and Rescue scheduled a Dive Rescue International Class which includes these topics, public safety diving accidents, drowning, team organization and management, search patterns, scene evaluation, victim retrieval, service to family, media and other agencies, several members have gone through this training and the certification lasts 3 years, it is designed for both divers and shore support personnel. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from activity in the month of January 2024, for the Detention Center and Sheriff's Office: office fees were collected in the amount of \$8,897.26, and were retained by the County; Commissary items sold in the amount of \$2,872.57 with a commission fee to the County in the amount of \$2,679.09; 521 cases/calls for service; 18 accident reports were completed; 70 warrants served; 304 sets of civil papers served; 3,743 transport miles; average daily inmate population 53.23 (high ADP 64 and low ADP 44); 14 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 10 individuals using remote

breathalyzers; 36 individuals testing twice daily PBT'S; 48 individuals reporting twice weekly for UA Drug testing; 0 individuals wearing a sweat patch; 209 bookings; \$11,872.43 collected in fees for out of county prisoner contracts; \$1,330.00 collected in work release fees; \$7,107.56 collected in fees for the 24/7 program; and 2,903.00 collected in SCRAM fees. Sheriff Howell noted that the Deputy Sheriff accepted into the DRE (Drug recognition expert) program is back and has only one more week of training

#### **SHERIFF'S DEPT. EVIDENCE LOCKER**

Motion by VanDusen, second by Gabel, to approve a budgeted purchase of a steel evidence locker for the Sheriff's Dept., from Pivotal Health Solutions, in the amount of \$5,250.00 plus shipping costs, as presented by Sheriff Howell; all voted aye; motion carried.

#### **NOTE ANNUAL MEETING OF THE WEED BOARD AND TOWNSHIPS**

The annual meeting of the Codington County Weed Board and Codington County Townships and soup supper will be held on Monday, March 4<sup>th</sup>, 2024 at 6 p.m. at the Extension Center Complex Expo Building.

#### **PROPERTY TAX ABATEMENT**

Motion by Gabel, second by VanDusen, to approve the following property tax abatement application on the following property: Record #18324 in the amount of \$7,095.12; all voted aye; motion carried.

#### **FEBRUARY SALARY CLAIMS**

Motion by Johnson, second by Gabel, to approve for payment the following February salary claims; all voted aye; motion carried. Commissioners: 11,747.90 total salaries. Auditor: 23,204.00 total salaries. Co. Treasurer: 40,014.44 total salaries. States Attorney: 55,449.85 total salaries. Gov. Buildings: 20,789.69 total salaries. Dir. Equalization: 48,269.14 total salaries Gayleen Rothenberger 3928.92 new hire. Reg. of Deeds: 29,329.91 total salaries. Veterans Service: 12,619.37 total salaries. Sheriff: 135,123.35 total salaries Gavin Wright 5291.34 new hire; Jacob Whitaker 28.94 PT new hire. Jail: 153,082.27 total salaries. Welfare: 18,806.11 total salaries. CO. Nurse: 5,687.07 total salaries. Ag. Bldg.: 11,830.54 total salaries. Co. Extension: 12,702.63 total salaries. Weed: 5,095.61 total salaries. Road & Bridge: 110,423.36 total salaries. Emergency Management: 14,639.86 total salaries. Crime Victim: 8,518.97 total salaries. W.I.C.: 5,233.18 total salaries. 24/7: 7,064.65 total salaries. Total 729,631.90  
Breakdown of withholding amounts which are included in the above:  
S.D. Retirement 71,164.06; VSP 928.37 eye insurance; S.D. Supplemental Retire. 4,935.00 suppl. retire.; Sanford 93,302.35; Reliance Standard Life Insurance 794.49 life ins.; Delta Dental 6,966.44 ins.; Codington County 7,425.67 employee HSA contribution; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 504.00 employee union dues; AFLAC 3,677.78 ins.; VSP 359.68 eye insurance; John Hancock 5,520.00 suppl. retire.; AFLAC 1,035.47 ins.; Sioux Valley Credit Union 28,391.00 employee payments; John Hancock Roth 200.00 suppl. retire.; SDRS Supplemental Retirement 2,750.00 Roth retirement; Teamsters Local Union 120 528.00 employee union due; Codington County Deputy Sheriff's Association 105.00 employee union dues; ReliaBank Dakota 50,671.16 federal withholding; ReliaBank Dakota 66,625.40 social security; ReliaBank Dakota 15,581.66 Medicare; Health Equity 7425.67 employee HSA contribution.

#### **TRAVEL REQUESTS**

Motion by Johnson, second by Gabel, to approve the following travel requests: Emergency Management to attend Threat & Hazard Identification Risk Assess & Stakeholder Preparedness Review; Extension to attend 4-H on-line fair entry training; Community Services to attend a meeting; all voted aye; motion carried.

#### **OLD BUSINESS**

Commissioner Gabel informed the Board that the CCJAC sub-committee to interview the pre-design architects, will be interviewing 4 firms; the CCJAC will then recommend to the Board one of the 4 firms that is chosen.

**NEW BUSINESS**

Auditor, Brenda Hanten informed the Board that Codington County has received another allocation from the Opioid Settlement in the amount of \$13,468.83 bringing the total amount received from the Opioid Settlement fund to \$24,424.96.

**OPEN**

**Commission Comments:** Commissioner Gabel met with States Attorney, Rebecca Morlock-Reeves and some folks from the Boys and Girls Club that deal with the juvenile diversion program in relation to allocating the funds that Codington County has received for FY 2023 submissions in the sum of over \$80,000.00, from the State Dept. of Corrections, counties are paid \$250.00/per successful completer, this item will be on the March 12, 2024 agenda, also mentioned SB 201 which deals with Carbon Capture Pipelines, which the SDACC isn't taking a position on this bill since there are varying positions across the state amongst county commissioners; Commissioner VanDusen gave an update about HB1092 which is the 911 funding bill.

**ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Gabel to adjourn at 9:31 a.m., all voted aye; motion carried.

ATTEST:

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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 \$\_\_\_\_\_

SD Main Office:  
PO Box 789  
Tea, South Dakota 57064-0789  
Phone 605-368-9961  
Fax 605-368-9963



IA Branch Office:  
1889 Highway 20  
Lawton, IA 51030  
Phone 712-944-4961  
Fax 712-944-4962

### Quotation

Item # Pavement Markings  
Project # County Roads to be Striped 2024  
Location: Codington County, SD

Bid Date: 2/28/24


Submitted To: Rick Hartley

Item No.	Description	Unit	Quantity	Unit Price	Bid Amount
1	Mobilization	LS	1.0	\$4,500.00	\$4,500.00
2	Pavement Marking Paint, White	Gal	1,738.0	\$21.59	\$37,523.42
3	Pavement Marking Paint, Yellow	Gal	593.0	\$21.00	\$12,453.00
<b>Total</b>					<b>\$54,476.42</b>

Notes:

- Paint would be regular fast dry applied at 20 mils with 6# of Glass Beads per gallon.
- These quantities are based on average gallons per mile but would be billed for actual quantities used.

Authorized  
Signature

  
Darrick Bren

Acceptance  
Signature

\_\_\_\_\_



**Community Health Worker**

**Internship Agreement and Confidentiality Form**

**Name of Student:** Erin Haufschild

**Site:** Codington Connects

**Department:** \_\_\_\_\_

**Staff:** Sara Foust

The above-named parties agree that the purpose of this assignment is to allow **(Erin Haufschild)** to follow **(Sara Foust)** within **(Codington Connects)** for an anticipated **(20 Hours)**.

**PARAMETERS OF THE ASSIGNMENT:**

It is understood by both parties that the internship does not constitute formal training and cannot be applied to work experience. It is also understood that the participant is not to physically perform tasks to avoid any claims or contentions that the participant has been working out of class. Please see the Student Performance Evaluation Checklist for more detailed explanation.

**LENGTH OF ASSESSMENT:**

If facility needs permit, the internship assignment is scheduled to occur during normal business hours for a minimum of 8 hours to a maximum of 40 hours as agreed upon by the student and agency. Otherwise, meetings can be arranged as both schedules permit. If the facility needs warrant, this agreement can be terminated by either party at any time.

**CONFIDENTIALITY STATEMENT:**

I understand that as a Community Health Worker internship student, I am privileged to confidential information in the site where I am placed. I understand as part of my commitment to Lake Area Technical College that I am required to maintain all confidential information as confidential. If there should be an incident of breached/broken confidentiality, I understand that I may be terminated from the site and not allowed to finish my internship, and may furthermore jeopardize my graduation from Lake Area Technical College.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Randy Falvey		DATE 2/22/2024
EFFECTIVE DATE 2/1/2024	POSITION TITLE Maintenance II Grade 25	DEPARTMENT Hwy Dept
CURRENT STEP 9	NEW STEP 10	
CURRENT PAY RATE \$26.18	NEW PAY RATE \$26.83	
REASONS FOR CHANGE  Additional responsibilities taken on for Parts Room and Inventory management in the Watertown shop.		

EMPLOYEE SIGNATURE \_\_\_\_\_

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

COUNTY COMMISSIONERS \_\_\_\_\_

DATE \_\_\_\_\_

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

**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department Government Buildings

Name of traveling employee \_\_\_\_\_

Employee title \_\_\_\_\_ Employee status exempt X nonexempt \_\_\_\_\_

Purpose of travel Haul merchandise purchased from SD Federal Surplus

Method of transportation County vehicle

Destination \_\_\_\_\_

Departure date and time 1 Destination arrival date and time \_\_\_\_\_

Return departure date and time \_\_\_\_\_ Return arrival date and time \_\_\_\_\_

**Costs of travel**

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) fuel

Lodging expense \$200

Meals \$80 Registration \_\_\_\_\_

Other costs \_\_\_\_\_

Overtime costs involved in the requested travel \_\_\_\_\_

Can the traveling employees' hours be flexed to reduce or eliminate overtime costs?

Yes X No \_\_\_\_\_ If no, why \_\_\_\_\_

Is this travel a budgeted item? Yes X No \_\_\_\_\_

**County Commission**

Travel request approved: yes \_\_\_\_\_ no \_\_\_\_\_ Comments \_\_\_\_\_

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_