

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, June 11, 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 June 11, 2024, agenda
5. Action to approve the June 6, 2024, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. Auditor
 - b. Director of Equalization
7. Action to authorize job training for Community Health Worker
8. Action to approve Amendment to Contract for Engineering Services for Codington County Extension Building Parking Lot Design
9. Action to approve the Auditor's acct. w/Treasurer and note monthly Register of Deeds fees
10. Note 2024 Primary Election Post Election Audit will not be Wednesday, June 12, 2024 @ 9:00 a.m.
11. Note Juneteenth Codington County office closures
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:
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 1st Ave SE
Watertown, SD 57201**

June 11, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 11, 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 Gabel.

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 June 11, 2024, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of June 6, 2024; all voted aye; motion carried.

MONTHLY REPORTS

Auditor, Brenda Hanten, updated the Board: The Primary Election has been completed with one recount scheduled for June 17th, 2024 at 9:00 a.m. for the County Commission Dist. II race, Codington County has a possibility of four recounts; 2025 Provisional budget preparations are underway for the budget hearings in July; the Auditor's Office will assist the Watertown School District with their upcoming public test and the counting of ballots for the School Board election on June 18th, 2024; **Director of Equalization, Shawna Constant**, reported the Appraisal staff continues the summer re-appraisal areas of Henry, which is almost complete, working on Phipps and then will be starting in Graceland; will be starting interviews this week and maybe into next week for the open appraiser position with 32 application, have never received more than 10 applications for the appraiser position in the past; was in Aberdeen for the conference where the Dept. of Revenue reported that the legislature is doing a summer study on the property tax assessment methodology this summer.

JOB TRAINING FOR COMMUNITY HEALTH WORKER

Motion by Johnson, second by Gabel to authorize a student from Southeast Technical College to job shadow Codington County Welfare Staff for a period of six hours; all voted aye; motion carried.

**AMENDMENT TO CONTRACT FOR ENGINEERING SERVICES FOR CODINGTON COUNTY
EXTENSION BUILDING PARKING LOT PROJECT**

Motion by Gabel, second by Waterman to authorize chair to sign Amended Contract for Engineering Services for Codington County Extension Building Parking Lot project with Banner Associates, Inc., in the amount not to exceed \$60,000.00, Facility Manager, Steve Molengraaf, informed the Board that this is the next step to the existing contract for the Scope of Services identifying the tasks such as: the City of Watertown requires an additional sidewalk to be installed along Kemp Ave. as well as the size of access approaches off 20th Street, administrative documents and agenda items and minutes from the meeting, field observation staff for an average of 24 hours per week for 10 weeks of construction, construction staking at an estimated 32 hours of construction staking for a survey team, field completion and project closeout; all voted aye; motion carried.

AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES

Motion by VanDusen, second by Gabel, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last business day of May, 2024, all present voted aye; motion carried.

Cash on hand	\$ 11,576.96
Checks in Treasurers' possession	
less than 3 days	\$ 76,862.51
Credit Card Charge	\$ 10,830.75
Cash Items	\$ 441.50
TOTAL CASH ASSETS ON HAND	\$ 99,711.72
RECONCILED CHECKING	
Reliabank (Memorial Park)	\$ 9,459.00
Reliabank Dakota	\$ 35,997,865.29
INVESTMENTS	
SD Public Funds Investment	\$ 1,033.76
TOTAL CASH ASSETS	\$36,108,069.77
General Ledger Cash Balance by Funds	
General	\$22,818,014.18
General restricted cash	\$ 500,000.00
Sp. Revenue	\$10,069,214.79
Custodial	\$ 2,720,840.80
(schools \$1,463,224.33, townships \$95,184.57; city/towns \$348,695.69)	
TOTAL GENERAL LEDGER CASH	\$36,108,069.77

The Board noted Register of Deeds fees, in the amount of **\$29,263.75** were collected in the month of May, 2024.

NOTE 2024 PRIMARY ELECTION POST ELECTION AUDIT

Auditor, Brenda Hanten, informed the Board that the Post Election Audit will not be conducted on Wednesday, June 12, 2024 @ 9:00 a.m. since a recount petition was filed per SDCL 12-17B-24.

JUNETEENTH OFFICE CLOSURES

The Board noted the Court House and all County offices will be Closed on Wednesday, June 19th, 2024, in observance of Juneteenth.

CLAIMS

Motion by Gabel, second by Waterman, to approve for payment the following list of claims; all voted aye; motion carried. 605 PROPERTY SOLUTIONS, LLC 1099.02 RENT, A-OX WELDING 24.15 SUPPLIES, A-OX WELDING SUPPLY 116.76 SUP, ACCREDITATION, AUDIT AND 165.00 SVC, LINDA AASON 275.00 ELEC, A&B BUSINESS SOLUTIONS 28.76 REP, ADVANCED CORRECTIONAL 19285.61 SVC, AGTERRA TECHNOLOGIES, INC 1500.00 SVC, AIRGAS USA, LLC 18.94 MAINT, ALCOHOL MONITORING SYSTEMS 563.80 SVC, MARILYN ANDERSON 275.00 ELEC, ARROW PAPER 446.40 SUP, AUSTIN LAW OFFICES 12331.97 SVC, AUTOMATIC BUILDING CONTROLS 885.00 REP, AUTO VALUE 7.99 SUP, AVERA MCKENNAN HOSPITAL 829.50 SVC, KEVIN BACH 63.26 JURY, MARILYN BACH 297.78 ELEC, BATTERIES UNLIMITED 50.00 REPAIRS/MAINT., BATTERIES UNLIMITED 545.00 MAINT, BEACON CENTER 1000.00 PMT, JANET BEVERS 52.00 TRAV, NANCY BLAIS 275.00 ELEC, BLUEPEAK 109.99 UTILITIES, BLUEPEAK 388.27 UTIL, BORNS GROUP 3273.93 POST, BOYS & GIRLS CLUB 8333.34 PMT, BRATLAND LAW 1840.40 SVC, JULIE BRIGGS 275.00 ELEC, STEVEN BRIGGS 48.00 REF, BROOKINGS HEALTH SYSTEM 900.00 SVC, BROTHERHOOD ARMS 6.75 SUP, BROTHERS & SISTERS BEHIND BARS 600.00 RENT, GARY BRUGMAN 74.12 ELEC, KATHY BUSCH 225.00 ELEC, BUTLER MACHINERY 931.79 SUPPLIES, LISA CADY 275.00 ELEC, JEFF CASE 25.00 CELL, CASHWAY LUMBER INC. 28.17 MAINT, CHRIS CHANDLER 300.19 ELEC, CITIWIDE PROPERTY MANAGEMENT

7000.00 RENT, CIVIL DESIGN INC 1320.00 SVC, CLUBHOUSE HOTEL & SUITES 1450.24 TRAV, CODINGTON COUNTY SHERIFF 129.33 PMT, CODINGTON TREASURER PETTY CASH 16.50 REIMB, COKO PROPERTIES 250.00 RENT, COLE PAPERS, INC. 215.70 SUP, COLE'S PETROLEUM 15515.17 SUPPLIES, CAROL COMES 275.00 ELEC, CONSOLIDATED CORRECTIONAL 13405.00 SUP, PAM CORDELL 275.00 ELEC, CORNELL II APARTMENTS 840.00 RENT, C&R DEVELOPERS 94.00 RENT, C&R FIRE SUPPRESSION 167.00 REP, C & R SUPPLY 151.86 SUP, CREDIT COLLECTIONS BUREAU 575.00 PMT, CREDIT COLLECTIONS BUREAU 390.63 PMT, CRESCENT ELECTRIC SUPPLY CO. 589.04 SUP, C & S PEST CONTROL LLC 177.00 REP, CULLIGAN WATER CONDITIONING 408.00 SUP, DAKOTA SUPPLY GROUP 154.04 SUP, MATTHEW DARGATZ 25.00 CELL, ANDREW DELGADO 82.16 ELEC, DIAMOND DRUGS, INC 1366.22 SVC, DIVE RESCUE INTERNATIONAL 5834.44 MISC, JAMIE DOLEN 25.00 CELL, CAROL DUNN 55.10 JURY, JOSEPH DUPONT 52.04 JURY, EMERGENCY AUTOMOTIVE TECH 5415.65 EQUIP, CAROLYN ECK 275.00 ELEC, JEANINE EIDE 50.00 JURY, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, MARSHA ENDERSON 275.00 ELEC, ENGELSTAD ELECTRIC CO. 1325.00 REP, MARIA ESCAMILLA 240.00 PMT, RANDALL G. FALVEY 25.00 CELL, FAMILY DENTAL CENTER 365.00 SVC, FARMERS IMPLEMENT & IRRIGATION 163.62 REPAIRS/MAINT., FASTENAL COMPANY 23.79 MAINT, FEDEX 28.22 SVC, FISHER SAND & GRAVEL CO. 1039.75 SUPPLIES, FLORENCE COMMUNITY CENTER 25.00 RENT, TOWN OF FLORENCE 80.85 UTILITIES, FOX LAW FIRM, PLLC 172.14 SVC, MARY FRANSEN 50.00 ELEC, WENDY FRENCH 51.02 JURY, CHRISTOPHER FRYER 53.06 JURY, MICHELLE GAIKOWSKI 34.00 SVC, DIANE GARVEY 275.00 ELEC, GIGFIRE 80.00 UTIL, GLACIAL LAKES HUMANE SOCIETY 20000.00 PMT, GRAINGER 81.90 SUP, MIKE GRANN 275.00 ELEC, GREAT AMERICA FINANCIAL SVC 331.47 RENT, GREEN, ROBY, OVIATT, 19807.80 SVC, HELEN HAAN 275.00 ELEC, ALICIA HAICH 51.02 JURY, JUSTIN HALAJIAN 40.00 CELL, BRENDA HANTEN 20.00 TRAV, RICK HARTLEY 609.21 UTILITIES, RICK HARTLEY 90.00 MISC, RON HARTLEY 25.00 CELL, DAN HAWKINSON 225.00 ELEC, HEALTHEQUITY 69.00 PMT, DAVE HEDDING 25.00 UTILITIES, DAVID HEDDING 25.00 CELL, JAMES HEDGES 25.00 CELL, JUDY HEIM 275.00 ELEC, HELSPER, MCCARTY & RASMUSSEN 23424.65 SVC, HENRY TOWN HALL 25.00 RENT, NANCY HLAVACEK 275.00 ELEC, MORGAN HOFF 275.00 ELEC, HOLY ROSARY CHURCH 25.00 RENT, JEREMY HOPEWELL 57.14 JURY, CHERI HOWELL 50.00 ELEC, HYVEE #1871 ACCTS RECEIVABLE 121.45 PMT, I STATE TRUCK CENTER 2450.60 REPAIRS/MAINT., INTERLAKES COMMUNITY ACTION 1727.00 SVC, JEFFERSON PARTNERS LP 183.07 TRAV, J&K RENTAL 2550.00 RENT, JOHNSON CONTROLS, INC. 649941.40 CAP, SAMUEL JOHNSON 53.06 JURY, CHERYL JONGELING 225.00 ELEC, JURGENS PRINTING 49.00 SUP, JOAN KAAZ 275.00 ELEC, MITCHELL KALLHOFF 25.00 CELL, MARK KATTERHAGEN 18.00 SVC, ARLYS KAYS 275.00 ELEC, DEBRA KELLER 76.52 JURY, KIMBALL MIDWEST 247.06 SUPPLIES, NANCY KJELLEN 275.00 ELEC, STEVE KJELLEN 275.00 ELEC, RICHARD KOHN 25.00 CELL, CHAD KOISTINEN 52.04 JURY, ERIK KOSAK 25.00 CELL, KARI KRAAYENBRINK 21.11 REIMB, JUDY KRANZ 275.00 ELEC, KARI KRUMWIEDE 275.00 ELEC, DARLENE KRUSE 55.10 JURY, VAL LARSON 18.00 SVC, JAN LAWRENCE 225.00 ELEC, MARLYS LENNING 275.00 ELEC, LINCOLN CO TREASURER 2793.08 SVC, ASHLEY LINDNER 52.00 TRAV, THE LODGE @ DEADWOOD 666.00 TRAV, JODI LOEHRER 21.44 TRAV, DAVID LOWE 57.14 JURY, KELLY MAAG 275.00 ELEC, MAAG PROPERTIES, LLC 1375.00 RENT, CAPITOL ONE TRADE CREDIT 79.19 SUP, CAPITOL ONE TRADE CREDIT 407.15 SUPPLIES, MACKSTEEL WAREHOUSE, INC. 61.92 SUP, MACKSTEEL WAREHOUSE, INC. 150.00 SUPPLIES, MAXWELL FOOD EQUIPMENT 83.85 SUP, MCKESSON MEDICAL SURGICAL 262.69 SUP, MCLEOD'S PRINTING & OFFICE SUP 7.00 SUP, MENARDS 4859.68 SUP, MENARDS 64.48 SUPPLIES, KATHERINE MEYER 275.00 ELEC, KATHLEEN MEYER 306.22 ELEC, MICK'S SCUBA 337.25 SUP, MID STATES AUDIO, INC 725.00 REP, MIDCONTINENT COMMUNICATIONS 395.58 UTIL, KLAYTON MILLER 25.00 CELL, MOE OIL COMPANY 4501.80 SUPPLIES, STEVE MOLENGRAAF 50.00 ELEC, MULTI BUSINESS SOLUTIONS INC 3520.00 SVC, MUNICIPAL UTILITIES 8092.19 UTIL, MUNICIPAL UTILITIES 4334.24 UTIL, MUNICIPAL UTILITIES 3260.31 UTIL, MUNICIPAL UTILITIES 436.04 UTILITIES, NAPA CENTRAL 25.10 SUP, NAPA CENTRAL 276.56 SUPPLIES, LAW OFFICE OF JENNIFER NELSON 1955.00 SVC, PEGGY NELSON 275.00 ELEC, CHRISTINE NESS 52.04 JURY, JANET NEWMAN 275.00 ELEC, SHAWN NILLS 40.00

CELL, NORTHERN SAFETY TECHNOLOGY 2377.76 EQUIP, NORTHWESTERN ENERGY 189.52 UTIL, NORTHWESTERN ENERGY 307.23 UTILITIES, OFFICE PEEPS, INC. 2918.55 SUP, OFFICE PEEPS 61.39 SUPPLIES, JEANIE OSCHENDORF 225.00 ELEC, LYNN OSTHUS 275.00 ELEC, OTTERTAIL POWER CO, 41.43 UTILITIES, SUSAN PATRICK 275.00 ELEC, PEARL PAULSON 297.78 ELEC, MICHELLE PEDERSON 40.00 CELL, PEN PROPERTIES 2400.00 RENT, PHEASANT COUNTRY EXPRESS, INC 30.00 SUPPLIES, SCOTT POLSKI 591.82 TRAV, POMP'S TIRE SERVICE, INC. 2926.00 SUPPLIES, POMP'S TIRE SERVICE, INC 449.56 REP, PPWIX WEBSITE SERVICES 704.75 SVC, PRAIRIE LAKES HEALTH CARE CENT 7707.40 SVC, DARLENE RADTKE 275.00 ELEC, JEROME RADTKE 275.00 ELEC, ANN RASMUSSEN 283.80 MISC, DONNA REDLIN 300.19 ELECT, REDWOOD TOXICOLOGY LABORATORY 1969.47 SUP, REBECCA MORLOCK REEVES 40.00 CELL, SUE RILEY 275.00 ELEC, ROBYN RITER 25.00 CELL, RON'S SAW SHOP 41.98 SUP, HAROLD ROUNDS 25.00 CELL, RICHARD RUCKDASCHEL 51.02 JURY, RUNNINGS 46.86 SUP, RUNNING SUPPLY INC. 761.91 SUPPLIES, DAWN RUSSELL 107.80 SVC, JAMIE SCHAACK 300.19 ELECT, AARON SCHLEUSENER 51.02 JURY, BRAD SCHWINGER 25.00 CELL, SD ATTORNEY GENERAL'S OFFICE 4668.00 PMT, SD DEPARTMENT OF HEALTH 3385.00 SVC, SD SHERIFFS ASSOCIATION 880.00 SVC, SD STATE TREASURER 782734.55 MAY REMITTANCE, SDACO 622.00 PMT, SDN COMMUNICATIONS 1363.51 UTIL, SDWA BAY MHP, LLC 75.00 RENT, MELISSA SEARS 40.00 CELL, HEIDI SELCHERT 40.00 CELL, SHARP AUTOMOTIVE 2422.62 REPAIRS/MAINT., AMANDA SHAY 384.00 SVC, SIGNPRO 525.00 EQUIP, SIOUX RURAL WATER SYSTEM 55.00 UTILITIES, SIOUX VALLEY COOP 50.00 SUP, SIOUX VALLEY COOP 140.33 SUP, SIOUX VALLEY COOP 170.40 SUPPLIES, SOCIA LAW, PC 17224.30 SVC, KAY SOLBERG 275.00 ELEC, LYNN SOLBERG 40.00 CELL, SOUTH SHORE COMMUNITY CENTER 25.00 RENT, TOWN OF SOUTH SHORE 84.25 UTILITIES, SOUTH SHORE GAZETTE 1021.51 PUB, STEVE STAHLKE 25.00 CELL, STAN HOUSTON 325.00 RENTAL, STAR LAUNDRY 2436.57 SUP, STAR LAUNDRY 132.44 SUPPLIES, DIANNE STARK 275.00 ELEC, JOHN STONEBARGER 275.00 ELEC, LORNA STONEBARGER 275.00 ELEC, JOAN STRANG 275.00 ELECT, SUPERIOR HOOD STEAMERS, INC 895.00 SUP, SCOTT SWANSON 25.00 CELL, TEGRA GROUP, INC 2208.00 SVC, KATHY TESCH 275.00 ELEC, THOMSON REUTERS-WEST 668.20 SVC, DAWN THYEN 294.43 ELECT, DOUGLAS D. TORSTENSON 25.00 CELL, JAMES TORSTENSON 20.00 CELL, TRAV'S OUTFITTER INC 219.97 SUP, TRUGREEN 371.00 REP, TWO WAY SOLUTIONS, INC 699.99 SUP, TWOTREES TECHNOLOGIES 10194.50 REP, TWO TREES 74.00 REPAIRS/MAINT., US POSTAL SERVICE 232.00 FEE, LOYDEEN VANSICKLE 275.00 ELECT, VERIZON WIRELESS 1172.62 UTIL, VERIZON WIRELESS 1857.15 UTIL, VERIZON 80.02 UTILITIES, RELIABANK VISA 87.59 PMT, RELIABANK VISA 2028.41 PMT, RELIABANK VISA 27.37 PMT, RELIABANK VISA 1397.03 PMT, RELIABANK VISA 1346.57 PMT, RELIABANK VISA 47.99 PMT, RELIABANK VISA 372.14 PMT, RELIABANK VISA 247.12 PMT, RELIABANK VISA 127.43 PMT, RELIABANK VISA 430.32 SUPPLIES, MARLONIE VOGELSANG 25.00 CELL, GAIL WAHL 1600.00 PMT, SCOTT WAHL 1600.00 PMT, JULIE WALKER 288.40 ELECT, WALLACE COMMUNITY CENTER 25.00 RENT, DEANNA WARD 275.00 ELEC, SHAWN WARD 225.00 ELEC, WARNE PLUMBING 4708.43 REP, WATERTOWN AMBULANCE 250.00 SVC, CITY OF WATERTOWN 25.00 FEE, WATERTOWN FORD 415.00 REP, WATERTOWN HOUSING AUTHORITY 2297.00 RENT, WATERTOWN LAWN & GARDEN 3299.99 EQUIP, WATERTOWN MHP 1782.00 RENT, WATERTOWN WHOLESALE 376.80 SUPPLIES, WAVERLY COMMUNITY CENTER 25.00 RENT, BARBARA WEBER 275.00 ELEC, PAIGE WELLING 165.36 TRAV, WEST CENTRAL COMMUNICATIONS 305.00 REP, WHITE CAP, L.P. 21612.00 SUPPLIES, HARVEY WIBETO 309.57 ELECT, WILLOW CREEK PROPERTIES, LLC 895.00 RENT, MARSHALL WILSON 2000.00 RENT, GRANT WUNDER 591.82 TRAV, WW TIRE SERVICE INC 396.14 REP, YANKTON CO. SHERIFF 50.00 SVC, LINDA YORK 70.00 REF, YOUNGBERG LAW 494.50 SVC, YWH, LLC 11990.00 RENT, JOAN ZWIEG 275.00 ELEC,

PERSONNEL CHANGES

Motion by VanDusen, second by Waterman, to approve the following annual step increase personnel changes; all voted aye; motion carried:

<u>Employee</u>	<u>Position</u>	<u>Wage</u>	<u>Effective</u>
Kim Johnson	Admin. Spec.	25.52/4440.48	7/1/2024
Becky Goens	Sr. Admin. Spec.	30.23/5260.02	7/1/2024
Todd Rose	VSO	35.97/6258.78	7/1/2024
Jay Roberts	Deputy VSO	28.94/5035.56	7/1/2024

OPEN

Commission Comments – Commissioner VanDusen will be attending Standards Training Commission meeting.

EXECUTIVE SESSION

Motion by Johnson, second by Gabel, 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, and (3) preparing for contract negotiations, at 9:23 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:00 a.m., no action was taken. Human Resource Associate, Natalie Remund; was present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Gabel, second by VanDusen, to adjourn at 10:01 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten
Cordington 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 \$ _____