

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, August 06, 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 August 6, 2024, agenda
5. Action to approve the July 23, 2024, minutes of the Board of Codington County Commissioners
6. Action to approve a Resolution #2024-20 for continued support of the First Dist. Assoc. of Local Governments
7. Monthly Reports
 - a. Veterans Service Officer
 - b. Extension
 - c. Community Service Office Director
8. Review 2025 budget requests
9. Action to approve assistant agreement between Codington County Community Service and Kathy DeJong
10. Action to authorize chair to sign Amendment No. 1 to Contract for Engineering Services for Codington County Road 20 Reconstruction project with Banner
11. Action to approve Resolution #2024-21 discharging Jail Confinement Liens of deceased clients
12. Action to declare computer equipment at the Director of Equalization Office, surplus to be destroyed
13. Action to approve abatement applications
14. Action to approve claims for payment
15. Action to approve automatic budget supplements
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:
 - a. National Night Out, August 6, 2024 5-8:00 p.m., Bramble Park Zoo
 - b. Sioux Valley Commission Association Meeting, 12:00 noon, August 14th, 2024, Codington County Extension Center in Watertown
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 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**

July 23, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 23, 2024, at the Codington County Court House. Commission members present were: Lee Gabel (via Zoom), 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 July 23, 2024, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of July 16, 2024; all voted aye; motion carried.

PLAT RESOLUTION APPROVED

Zoning Officer, Luke Muller, provided the Board with documentation for the plat of JAD Addition for their approval. The Board took the following action:

RESOLUTION 2024-15

A Resolution to approve the platting of the JAD Addition in the County of Codington, South Dakota

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

JAD Addition in Government Lot 7 and Northeast Quarter of Northeast Quarter of Section 16, Township 119 North, Range 51 West of the 5th P.M., Codington County, South Dakota (Leola Township), and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, and second by Commissioner Gabel; all voted aye; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 23rd day of July, 2024, at Watertown, Codington County, South Dakota

Codington County, 23 July 2024

Randall Schweer
Commission Chair, Codington County, South Dakota

STATE OF SOUTH DAKOTA
§
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2024-15, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 23rd day of July, 2024, at Watertown, Codington County, South Dakota.

Brenda Hanten
County Auditor, Codington County, South Dakota

MONTHLY REPORTS

Sheriff, Brad Howell, provided the Board with the following statistics, compiled from activity in the month of June 2024, for the Detention Center and Sheriff's Office: office fees were collected in the amount of \$8,219.78, and were retained by the County; Commissary items sold in the amount of \$3,095.53 with a commission fee to the County in the amount of \$3,888.23; 658 cases/calls for service; 16 accident reports were completed; 68 warrants served; 199 sets of civil papers served; 4,831 transport miles; average daily inmate population 57.9 (high ADP 64 and low ADP 53); 22 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 14 individuals using remote breathalyzers; 31 individuals testing twice daily PBT'S; 42 individuals reporting twice weekly for UA Drug testing; 1 individual wearing a sweat patch; 237 bookings; \$6,700.00 collected in fees for out of county prisoner contracts; \$2,180.00 collected in work release fees; \$6,761.25 collected in fees for the 24/7 program; and 4,084.00 collected in SCRAM fees. Sheriff Howell noted that National Night Out is August 6, 2024 and will be held at the Bramble Park Zoo from 5:00-8:00 p.m., The Fraternal Order of Police are paying for the admission fees for everyone to attend; applied for and received the Law Force Training Leadership Grant for the Drive the Road Leadership Course which will be offered statewide for Law Enforcement Officers to attend and will be held in Watertown; have received two out of the three School Resource Officer reimbursements; attending a Zoom on Election Security and will be working with the Auditor to implement some procedures.

2025 BUDGET REVIEW

The Board reviewed 2025 budget request from Planning and Zoning Officer.

BRIDGE IMPROVEMENT GRANT APPLICATION

Highway Supt., Rick Hartley, presented the Board with a BIG Program Resolution for their approval. The Highway Supt. advised the Board the bridge submitted for replacement is located on 453rd Avenue (County Hwy 13), 0.4 miles south of 168th Street. Motion by VanDusen, second by Gabel, to approve resolution 2024-16 to apply for BIG funds; all voted aye; motion carried:

RESOLUTION 2024-16

**BRIDGE IMPROVEMENT GRANT PROGRAM
RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS**

WHEREAS, Codington County wishes to submit an application for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER AND LOCATION:

Str. No. 15-170-144
453rd Avenue (County Hwy13), 0.4 miles south of 168th Street

AND WHEREAS, Codington County certifies that the project is listed in the county’s Five-Year County Highway and Bridge Improvement Plan, and

AND WHEREAS, Codington County agrees to pay the 50% match on the Bridge Improvement Grant funds; and 100% of ineligible expenses;

AND WHEREAS, Codington County hereby authorizes the Bridge Improvement Grant application(s) and any required funding commitments.

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application(s).

Vote of Commissioners: Yes 5 No 0

Dated at Watertown, SD, this 23rd day of July, 2024

Randall Schweer
County Commission Chair

ATTEST:

Brenda Hanten
Codington County Auditor

BRIDGE IMPROVEMENT GRANT APPLICATION

Highway Supt., Rick Hartley, presented the Board with a BIG Program Resolution for their approval. The Highway Supt. advised the Board the bridge submitted for replacement is located on Oak Street, 0.2 miles east of 460th Avenue. Motion by Gabel, second by Johnson, to approve resolution 2024-17 to apply for BIG funds; all voted aye; motion carried:

RESOLUTION 2024-17

**BRIDGE IMPROVEMENT GRANT PROGRAM
RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS**

WHEREAS, Codington County wishes to submit an application for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER AND LOCATION:

Str. No. 15-242-145
Oak Street, 0.2 miles east of 460th Avenue

AND WHEREAS, Codington County certifies that the project is listed in the county's Five-Year County Highway and Bridge Improvement Plan, and

AND WHEREAS, Codington County agrees to pay the 29% match on the Bridge Improvement Grant funds; and 100% of ineligible expenses;

AND WHEREAS, Codington County hereby authorizes the Bridge Improvement Grant application(s) and any required funding commitments.

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application(s).

Vote of Commissioners: Yes 5 No 0

Dated at Watertown, SD, this 23rd day of July, 2024

Randall Schweer
County Commission Chair

ATTEST:

Brenda Hanten
Codington County Auditor

BRIDGE IMPROVEMENT GRANT APPLICATION

Highway Supt., Rick Hartley, presented the Board with a BIG Program Resolution for their approval. The Highway Supt. advised the Board the bridge submitted for replacement is located on 162nd Street, 0.4 miles east of 451st Avenue. Motion by VanDusen, second by Gabel, to approve resolution 2024-18 to apply for BIG funds; all voted aye; motion carried:

RESOLUTION 2024-18

**BRIDGE IMPROVEMENT GRANT PROGRAM
RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS**

WHEREAS, Codington County wishes to submit an application for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER AND LOCATION:

Str. No. 15-154-080
162nd Street, 0.4 miles east of 451st Avenue

AND WHEREAS, Codington County certifies that the project is listed in the county’s Five-Year County Highway and Bridge Improvement Plan, and

AND WHEREAS, Codington County agrees to pay the 20% match on the Bridge Improvement Grant funds; and 100% of ineligible expenses;

AND WHEREAS, Codington County hereby authorizes the Bridge Improvement Grant application(s) and any required funding commitments.

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application(s).

Vote of Commissioners: Yes 5 No 0

Dated at Watertown, SD, this 23rd day of July, 2024

Randall Schweer
County Commission Chair

ATTEST:

Brenda Hanten
Codington County Auditor

BRIDGE IMPROVEMENT GRANT APPLICATION

Highway Supt., Rick Hartley, presented the Board with a BIG Program Resolution for their approval. The Highway Supt. advised the Board the bridge submitted for replacement is located on 177th Street, 0.5 miles east of 457th Avenue. Motion by Johnson, second by Gabel, to approve resolution 2024-19 to apply for BIG funds; all voted aye; motion carried:

RESOLUTION 2024-19

**BRIDGE IMPROVEMENT GRANT PROGRAM
RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS**

WHEREAS, Codington County wishes to submit an application for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER AND LOCATION:

Str. No. 15-215-230
177th Street, 0.5 miles east of 457th Avenue

AND WHEREAS, Codington County certifies that the project is listed in the county’s Five-Year County Highway and Bridge Improvement Plan, and

AND WHEREAS, Codington County agrees to pay the 20% match on the Bridge Improvement Grant funds; and 100% of ineligible expenses;

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AND WHEREAS, Codington County hereby authorizes the Bridge Improvement Grant application(s) and any required funding commitments.

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application(s).

Vote of Commissioners: Yes 5 No 0

Dated at Watertown, SD, this 23rd day of July, 2024

Randall Schweer
County Commission Chair

ATTEST:

Brenda Hanten
Codington County Auditor

FULL TIME CORRECTIONAL OFFICER

Motion by VanDusen, second by Gabel, to approve advertising and hiring full time correctional officer position to fill a vacancy; all voted aye; motion carried.

FIREWORKS SHOW PERMIT

Motion by Johnson, second by Gabel, to approve the following fireworks show permit: Marty L. Bertsch, person discharging, location 1717 31th Street NE, July 25, 2024; all voted aye; motion carried. The Board noted that in the event a County ban on open burning is in place on the date requested, this permit will become null and void.

NOTE BOARD MEETING

Due to previously adopted policy the Board will not meet Tuesday, July 30th, 2024.

PERSONNEL CHANGES

Motion by Johnson, second by Gabel, 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>
Steve Molengraaf	Director of Facilities	40.67/7076.58	7/1/2024
Angie Leadabrand	Anderson Public Health Asst.	22.03/3833.22	7/1/2024
Kari Kraayenbrink	Administrative Spec.	24.29/4226.46	7/1/2024
Sara Foust	Welfare Director	35.97/6258.78	7/1/2024
Paige Welling	Community Care Coord.	22.58/3928.92	7/1/2024
Rick Hartley	Highway Supt.	48.16/8379.84	7/1/2024
Lynn Solberg	Highway Assist. Supt.	36.90/6420.60	7/1/2024
Lori Deutsch	Sr. Admin. Spec.	30.23/5260.02	7/1/2024
Jeff Case	Highway Main. Tech. III	32.56/5665.44	7/1/2024
Klayton Miller	Highway Main. Tech. II	22.03/3833.22	7/1/2024
Jamie Dolen	Highway Main. Tech. III	29.49/5131.26	7/1/2024
Randall Falvey	Highway Main. Tech. II	27.51/4786.74	7/1/2024
Dave Hedding	Highway Main. Tech. III	31.76/5526.24	7/1/2024

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Eric Kosak	Highway Main. Tech. II	22.58/3928.92	7/1/2024
Mitch Kallhoff	Highway Main. Tech. II	24.92/4336.08	7/1/2024
Robyn Riter	Highway Main. Tech. II	28.19/4905.06	7/1/2024
Brad Schwinger	Highway Main. Tech. III	31.76/5526.24	7/1/2024
Douglas Torstenson	Highway Main. Tech. III	29.49/5131.26	7/1/2024
Marlonie Vogelsang	Highway Main. Tech. II	26.83/4668.42	7/1/2024

Change of position and pay grade, Kristina Solum, Administrative Specialist, State's Attorney Office, Step I/Grade 30, \$22.56/3925.44.

TRAVEL REQUESTS

Motion by VanDusen, second by Johnson, to approve the following travel request: Extension, to set up 4-H booths; all voted aye, motion carried.

OPEN

Public Comments – District 04 State Representative Republican elect, Kent Roe introduced himself to the Board and welcomed and questions or concerns from them to contact him.

EXECUTIVE SESSION

Motion by Johnson, second by VanDusen, to enter into executive session, per SDCL 1-25-2(1) discussion of personnel issues at 9:40 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:25 a.m., no action was taken. Human Resource Representative, Natalie Remund, and Auditor, Brenda Hanten, were 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 10:25 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 \$ _____

RESOLUTION 2024-20

**RESOLUTION TO CONTINUE SUPPORT FOR THE
FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS
DURING FISCAL YEAR 2024**

(October 1, 2024 – September 30, 2025)

The Codington County Board of Commissioners, having adopted and signed a Joint Cooperative Agreement on the 4th day of April, 1972, creating the First Planning and Development District, Model Rural Development Program, do hereby agree to renew their participation in the Joint Cooperative Agreement for Fiscal Year 2025 (October 1, 2024 - September 30, 2025). To support the Joint Cooperative Agreement and the activities of the District staff, the Codington County Board of Commissioners will provide \$48,870.36 to the First District Association of Local Governments during the aforementioned Fiscal Year 2025 period.

Adopted this 6th day of August, 2024

Randall Schweer,
Chair Codington County Commissioners

ATTEST:

Brenda Hanten
Codington County Auditor

RESOLUTION 2024-21

“TO DISCHARGE JAIL CONFINEMENT LIENS”

WHEREAS, the Codington County Auditor’s office has furnished a list of liens filed in the Register of Deeds Office and has recommended the discharge of these liens as the individuals who incurred the liens are determined to be deceased, with no assets, and

WHEREAS, as of July 1, 1970 these existing liens total approximately \$69,102.50 and

WHEREAS, there is no evidence collection will be made on any of the total of approximately \$69,102.50,

NOW, THEREFORE, BE IT RESOLVED: by the Codington County Board of Commissioners, that the Register of Deeds is hereby directed to discharge the liens of known deceased from July 1, 1970 to the present time, as listed on file in the Auditor’s Office.

Dated this 6th day of August, 2024

Randall Schweer, Chairman Codington County Commission

ATTEST:

Brenda Hanten, Codington County Auditor

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Codington County Public Health

Name of traveling employee _____

Employee title _____ Employee status exempt ___ nonexempt x

Purpose of travel School immunization clinic

Method of transportation State car

Destination _____

Departure date and time _____ 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.) supper travel

Lodging expense _____

Meals Supper Registration _____

Other costs _____

Overtime costs involved in the requested travel _____

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs? _____

Yes x No _____ If no, why _____

Is this travel a budgeted item? Yes No x

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____