

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, September 24, 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 September 24, 2024, agenda
5. Action to approve the September 10, 2024, minutes of the Board of Codington County Commissioners
6. Tax Deed Properties Auction 9:00 a.m.
7. Public Hearing on 2025 Codington County Provisional budget
8. Action to adopt the 2025 Codington County Provisional budget and accompanying resolution
9. Monthly Reports
 - a. Highway Supt.
 - b. Facility Manager
 - c. Emergency Management Director
 - d. Sheriff
10. Discussion/possible action for approval of a change order on the Extension Parking Lot project
11. Discussion/possible action regarding WIC office space at the Codington County Health Nurse Office
12. Action to acknowledge 2024 County safety awards
13. Action to acknowledge passing of former County employees/officials
14. Action to approve abatement applications
15. Action to approve claims for payment
16. Action to approve automatic budget supplements
17. Action to approve personnel changes
18. Action to approve travel requests
19. Public Notices – a possible quorum of Commissioners could be in attendance at:
20. Old Business
21. New Business
22. Open

- a. **Public Comments**
- b. **Commission Comments**

23. 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)**

24. 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**

September 24, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 24, 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 Johnson.

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 September 24, 2024, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of September 10, 2024; all voted aye; motion carried.

TAX DEED PROPERTY AUCTION

The Board held a public auction, as previously advertised, for three parcels of land taken by tax deeds proceedings. Sheriff, Brad Howell conducted the live bid auction and the following bids were received:

<u>Parcel #</u>	<u>Bidder</u>	<u>Bid Amount</u>
10103	No bids received	
4716	David McElhany	\$450.00 plus \$30.00 filing fee
	Jim Boyd	\$425.00
David & Charlotte McElhany, Watertown, SD, was determined to be the successful bidder for this parcel.		
5161	Scott Jackson	\$1700.00 plus \$30.00 filing fee
	David McElhany	\$1650.00
Scott & Jessica Jackson, South Shore, SD, was determined to be the successful bidder for this parcel.		

The Board will take action to approve the sale and issue quit claim deeds to the successful bidders at their October 01, 2024, meeting.

2025 PROVISIONAL BUDGET PUBLIC HEARING

The Board held a public hearing, as previously advertised, to allow any and all interested parties to comment on the 2025 Codington County Provisional Budget. Chair Schweer opened the public hearing at this time. No comments were offered by persons present for this hearing. Chair Schweer closed the public hearing at this time.

2025 ANNUAL BUDGET ADOPTION

Motion by Gabel, second by VanDusen, to adopt the 2025 Provisional Budget, as advertised, and accompanying budget levy resolution 2024-26; Motion by Gabel, second by VanDusen, to amend the 2025 Provisional Budget as follows: increase \$3780.00 to Commissioners repairs & maintenance line item; increase \$17,877.00 to Treasurer's wage & salary line item; decrease \$30,000.00 from Watertown Development Company other current expenditure line item; allocate \$30,000.00 for a period of 5 years to Daycare Facility other current expenditure line item; all voted aye; motion carried. Upon vote of the original motion as amended to adopt the 2025 Provisional Budget, as advertised and accompanying budget levy resolution; all voted aye; motion carried.

RESOLUTION 2024-26

Adoption of Annual Budget for Codington County, South Dakota.

WHEREAS, (7-21-5 thru 13), SDCL provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

WHEREAS, the board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all changes, eliminations, and additions have been made thereto,

NOW THEREFORE BE IT RESOLVED, that such provisional budget as amended and all its purposes, schedules, appropriations, amounts, estimates, and all matters therein set forth, shall be approved and adopted as the annual budget of the appropriations and expenditures for Codington County, South Dakota and all its institutions and agencies for calendar year January 1, 2025 and ending December 31, 2025, and the same is hereby approved and adopted by the Board of County Commissioners of Codington County, South Dakota, this 24th day of September, 2024. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Auditor, Codington County, South Dakota. The accompanying taxes are levied by Codington County for the year January 1, 2025 through December 31, 2025.

Board of County Commissioners of Codington County, South Dakota.

Randall Schweer
Chair

Myron Johnson
Commissioner

Troy VanDusen
Commissioner

Donald L. Gabel II
Commissioner

Charlie Waterman
Commissioner

ATTEST:

Codington County, 24 September 2024

Brenda Hanten
County Auditor

County tax levies within limited levy: General County Purposes \$10,183,703.00; \$2.525 \$'s/1,000.00, total taxes levied by Codington County. As of September 24th, 2024, these levies are not approved by the S.D. Dept. of Revenue & Regulation.

MONTHLY REPORTS

Sheriff, Brad Howell, provided the Board with the following statistics, compiled from activity in the month of August 2024, for the Detention Center and Sheriff's Office: office fees were collected in the amount of \$9,086.52, and were retained by the County; Commissary items sold in the amount of \$4,647.63 with a commission fee to the County in the amount of \$4,488.50; 679 cases/calls for service; 15 accident reports were completed; 85 warrants served; 268 sets of civil papers served; 3,113 transport miles; average daily inmate population 60.68 (high ADP 68 and low ADP 55); 22 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 13 individuals using remote breathalyzers; 25 individuals testing twice daily PBT'S; 39 individuals reporting twice weekly for UA Drug testing; 2 individual wearing a sweat patch; 210 bookings; \$18,003.23 collected in fees for out of county prisoner contracts; \$3,240.00 collected in work release fees; \$6,349.00 collected in fees for the 24/7 program; and 4,778.00 collected in SCRAM fees. Sheriff Howell noted that they hosted a DCI class with the State for local law enforcement at LATC; wrote a grant for a Leadership Training that will be held in Watertown, this is a regional training for local law enforcement and people traveling in, this is a two day class; October 10th there will be Alice training for Courthouse staff, this is active shooter training; South Dakota Sheriff's Assn. Conference will be held in Watertown. **Highway Superintendent, Rick Hartley**, updated the Board: fall mowing started on the 16th of this month, will be doing two cuts on all roads, asphalt and gravel; the guys have been hauling gravel to cover dark spots in the western half of the County; the guys have added more Rip Rap and reground material to the shoulders on County Road 23-5 442nd Ave., this is the area that was paved this summer; helped haul out base course from the Ag building parking lot; the guys installed the barriers along Willow Creek on 31st; the guys have been busy replacing and fixing culverts throughout the County; Clausen and Son's construction have been working on the regrade project on County Road 20-4 south of Watertown, the west mile is almost completed, Clausen has had to wait on one of the utility companies to get a line moved; waiting for our striping to be completed on all the roads that were chip sealed this summer; with the election remember not to put campaign signs in the right of way, they will be removed. **Facility Manager, Steve Molengraaf**, updated the board: Court House & Detention Center – contractors are progressing well, the air handler unit has been completed with some minor adjustments needed to get the temperature set correctly in various rooms, the boiler has been scheduled to run a test by the end of next week; the storage shed on the west side of the courthouse is scheduled to be moved out to the Park next week so the storage shed on the east side of the courthouse will be placed on the west side to make room for the generator; the new Brightly software was implemented a couple weeks ago with a few new learning curves. Park – there have been 1450 online and 425 off-line reservations, for a total of 1875 have been made with \$154,379.50 reservation sales and \$2942 POS sales as of September 24th, 2024, for a total of \$157,339.50, there seems to be a few reservations made daily with the nice weather extending this year; Weed – fall spraying began a couple weeks ago, worked at the State Fair, attendance and questions asked were very good, attended the State Weed Commission meeting and tour on September 10th and 11th, in the Aberdeen area, everyone said the tour was good. WNV – staff ended the collections of mosquitoes last week, three staff members and myself attended the SD Annual WNV Conference in Aberdeen. Ag. Building – fire suppression system construction project is set to begin next week; construction of the parking lot started a couple weeks ago, asphalt, sidewalk and a 6" layer of gravel has been removed, drainage in the parking lot and between the Extension Complex and sale ring has been installed, during this process the major service power to the barn was hit and Muth Electric is in the process of fixing the broken power lines, culverts have been installed across the entrance to the south parking lot and the mixing of the Portland cement is to begin today; in the process of removing the gravel along the barn, the bottom boards along with many posts are rotten, this was a possible concern while going through the engineering process and knew that we might have to assess the situation when it got to this point. Banner has assessed the rotten posts and boards and that is the change order

item on the agenda. **Emergency Management Director, Andrew Delgado**, updated the Board: attended the Emergency Management conference, partnerships for creating and maintaining spotter groups and EM 102, radio updates, sheriff's that visited the southern boarder presentation; Cheri and I took turns attending Operational Coordination 101 events hosted by SD Dept. of Health and SDOEM at healthcare facilities; Kelsey from DANR is the SARA title III coordinator spoke at the LEPC meeting, she went over some history of why LEPCs were started, spill reporting within the county, open events, etc.; Homeland Security Grant Award Agreement for this upcoming year was signed and approved; Hazard Mitigation Emergency Preparedness Grant Award letter came, working through the statement of compliance, risk assessment questionnaire; call out for Search and Rescue for a couple of boaters in need of assistance and responded to a small hazmat incident involving leaking fluids into a storm drain, assisted with cleanup, reported to State OEM and DANR; weekly siren tests are turned off and done for the year.

EXTENSION PARKING LOT PROJECT CHANGE ORDER

Motion by Gabel by Waterman, to approve a change order to the Extension Parking Lot project, in the amount of \$8,700.00, with Duinink, Incorporated, as recommended by Facilities Manager, Steve Molengraaf, Waylon Blasius, Banner Associates, Inc., provided the Board with photos of the damage and also mentioned that this was a concern in the construction contract, all voted aye; motion carried.

WIC OFFICE SPACE AT CODINGTON COUNTY HEALTH NURSE OFFICE

Kayla Amen, Northeast Dietitian Manager and Rhonda Buntrock, State WIC Director, appeared before the Board to request space for the new Senior WIC secretary in the Codington County Health Nurse Office, discussion about who will supervise this individual since Career Match Solutions is the hiring agency and the appropriate fee to charge for use of the space; there is a contract between Career Match Solutions and the State Dept. of Health to oversee the supervision of this individual and the State will prepare an amended WIC contract with Codington County to spell out those details and it was agreed upon that a fee of \$500.00 per month will be paid to Codington County and a MOU will be prepared for the fee amount and also the office closure policy. Motion by VanDusen, second by Johnson, to approve the Senior Secretary to utilize space in the Codington County Health Nurse Office to begin Monday, September 30th, 2024, pending the amended WIC contract and MOU with State Dept. of Health; all voted aye; motion carried.

2024 SAFETY AND LOSS CONTROL RECODNITION AWARDS

Motion by Johnson, second by Gabel to recognize the following awards which were recently awarded to the County at the 2024 SDACC/SDACO Convention; all voted aye; motion carried: the Codington County Highway Dept. was awarded Gold level and Platinum Level Safety and Loss Control Recognition Awards and the Maintenance Dept. was also awarded Gold Level and Platinum Level Safety and Loss Control Awards. These awards are sponsored by the SDML Workers Compensation Fund and the SDPAA; and are awarded based on steps taken by the County Departments to improve work safety and training for their employees and customers. The Board congratulated these departments for their efforts and accomplishments.

EMPLOYEE MEMORIAL RECOGNITION

Motion by VanDusen, second by Johnson, to recognize the following former employees who have passed in the last 12 months: Lori Hassing, Auditor's office payroll officer, Sheriff's Office PT clerk, Jeffrey Hershman, Maintenance Dept., George Heller, County Commissioner, Dist. I., Denise Sotka, Deputy Register of Deeds, Welfare Director, Thomas Burns, Deputy States Attorney; all voted aye; motion carried. The Board extended their appreciation for their years of service to Codington County.

CLAIMS

Motion by Johnson, second by Waterman to approve the following list of claims; all voted aye; motion carried. Advanced Correctional - \$19,285.61; Alcohol Monitoring Systems - \$989.20; Arrowwood Resort & Conf. - \$141.32, ROD; Bob Barker Co. - \$687.12, supplies; Bluepeak - \$104.99, utilities; Cole Papers, Inc. - \$1,890.62, misc. supplies; C&R Fire Suppression - \$185.00, semi annual svc; Diamond Drugs, Inc. - \$750.72, inmate meds;

Guardian Alliance Technologies - \$315.00, Guardian software; Health Equity - \$6,939.07, HSA payment; Hy-Vee - \$39.83, SV Comm Mtg.; Lewis & Clark BHS - \$426.00, SVC; Lincoln County Treasurer - \$4,056.49, SVC; McKesson Medical Surgical - \$216.50, misc. supplies; Racheal Mohr - \$575.00, Wtn. Childcare providers; Municipal Utilities - \$469.21; Peters Distributing, Inc., - \$346.29, Treas/Aud. Doors; T&L Quickcare LLC - \$255.00, physical; SD Dept. of Health - \$3,844.96, 4th quarter Public Health Nurse; Sheraton Sioux Falls - \$428.00, VSO; Sioux Valley Coop - \$163.00, Aug. fuel; Star Laundry - \$2,360.13, supplies; TEGRA Group, Inc., - \$2,208.00, August Consult.; Verizon Wireless - \$2,849.55; Watertown Public Opinion - \$1,204.66, Aug. proc.; Jay Roberts - \$66.00, travel; Todd Rose - \$197.00, travel. Motion by Gabel, second by Johnson, to approve a claim in the amount of \$36,086.97, payable to the City of Watertown for July 2024, 911 surcharge collections, Gabel, Johnson, Schweer and Waterman voted aye; VanDusen was recused; motion carried.

PERSONNEL CHANGE

Motion by Johnson, second by Gabel, to approve the following personnel changes: Kolten Eszlinger, part-time corrections officer, new hire, step 1/\$24.81 per hour, effective 10-01-2024; Matthew Feiock, full-time corrections officer, new hire, step 1/\$24.81 per hour, effective 10-01-2024; Joseph Thronsan, full-time Deputy State's Attorney, new hire, step 1, grade 65/\$38.58 per hour, \$6712.92/month, effective 10-28-2024; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by VanDusen, second by Waterman, to enter into executive session, per SDCL 1-25-2 (1) discussion of personnel issues, and (2) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters, at 10:33 a.m.; all voted aye; motion carried. The Board returned to regular session at 11:14 a.m., no action was taken. Human Resource Representative, Natalie Remund, and Highway Supt., Rick Hartley were present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Gabel, to adjourn at 11:15 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten

Codington County Auditor

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