

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, February 11, 2025

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 February 11, 2025, agenda
5. Action to approve the February 04, 2025, minutes of the Board of Codington County Commissioners
6. Discussion/possible action to approve Time Keeping System
7. Monthly Reports
 - a. Veterans Service Officer
 - b. Community Services Director
 - c. Auditor
8. Action to approve the Auditor's acct. w/Treasurer and note monthly Register of Deeds fees
9. Discussion/possible action to set amount for Formal Budget Hearing to supplement Codington County Jail Building account
10. Action to approve a Resolution (2025-05) Authorizing the Execution of an Agreement with Colliers Securities LLC for investment management services for the short-term fixed income strategy
11. Action to declare office equipment surplus to be destroyed in the Register of Deeds office
12. Note 4-H Shooting Sports intent to hold a raffle
13. Note Presidents' Day office closures
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:
 - a. Watertown Winter Farm Show, February 12 – 15
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**

February 04, 2025

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 04, 2025, at the Codington County Court House. Commission members present were: Lee Gabel (via Zoom), Tyler McElhany, Myron Johnson, Troy VanDusen, and Randall Schweer; Chair VanDusen, presiding. The pledge of allegiance was led by Commissioner McElhany.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair VanDusen 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 Schweer, second by Gabel, to approve the February 04, 2025, agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by McElhany, second by Gabel, to approve the minutes of January 28, 2025; 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, met with the Board to request authorization to serve alcohol to vendors at a private social event following the close of the Home Show on March 8, 2025. Motion by McElhany, second by Schweer, to allow the request as presented by Ms. Kneeland; all voted aye; motion carried.

MONTHLY REPORTS

4-H/Youth Program Advisor, Jodi Loehrer, updated the Board: held the first Northeast Area 4-H Burger Battle, 4-H members also attended the Watertown Shamrock game on February 1, 2025, for the green out game; Farm Show prep is underway for the 4-H Leaders' three lunch counters, could still use a few more volunteers to help with the lunch counters, a big thank you to Patti Sperry, Karen Weber and Caitlin Bach for chairing the lunch counters; 4-H youth are invited to join in the Youth Livestock Literacy Ag-Xpedition at the Watertown Farm Show, February 12-15, from 10 am – 4 pm daily, this is open to all youth who need to complete the Youth Livestock Literacy requirement to show in 4-H, youth will learn about livestock by visiting booths and exploring the Farm Show, register by scanning the QR code at the Watertown Radio booth or stop by the Codington County Extension office, maps will be available at the Extension office; a NE Calf Show will be held at the conclusion of the Farm Show on Saturday, February 15, at noon, it is open to youth in the NE SD Counties of: Brookings, Clark, Codington, Day, Deuel, Grant, Hamlin, Kingsbury, Marshall, Roberts and Spink Counties; shooting sports is going strong with Air Pistol/Air Rifle (16), BB Gun (30) and Archery (53), A big thank you to the Shooting Sports volunteers, we plan to have a Spaghetti Feed on Sunday, March 16 at the Extension Complex from 11 a.m. – 2 p.m., will also be holding a raffle which notification of intent will be on the February 11, 2025 agenda.

ADMINISTRATIVE SUPPORT POSITION IN TREASURER'S OFFICE

Motion by Johnson, second by McElhany, to advertise for a full-time position for Administrative Support in the Treasurer's Office; Human Resource Representative, Natalie Remund, informed the Board that this position will be Grade 20/\$20.31 to \$26.66 hr.; all voted aye; motion carried.

COMMUNITY SERVICE OFFICE SUBSTANCE USE AND JUSTICE PROGRAMS COORDINATOR JOB DESCRIPTION

Motion by Gabel, second by Schweer, to approve a job description for the position of Substance Use and Justice Programs Coordinator in the Community Service Office; all voted aye; motion carried.

SUBSTANCE USE AND JUSTICE PROGRAMS COORDINATOR POSITION IN COMMUNITY SERVICE OFFICE

Motion by Johnson, second by McElhany, to advertise for a full-time position for Substance Use and Justice Programs Coordinator in the Community Service Office; Human Resource Representative, Natalie Remund and Community Service Director, Sara Foust, informed the Board that this position will be Grade 40/\$28.65 to \$37.59 hr. which will be supported through the Reaching Rural Grant; all voted aye; motion carried.

TOSHIBA E-STUDIO COPIER

Motion by McElhany, second by Gabel, to approve purchase of a used Toshiba E-Studio 3015AC copier for the Emergency Management Office, from Office Peeps, in the amount of \$3,400, as recommended by Emergency Management Director, Andrew Delgado, all voted aye; motion carried.

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION APPLICATIONS FOR HIGHWAY ACCESS PERMITS FOR JAIL PROJECT

Motion by Gabel, second by McElhany, to authorize the Chair to sign South Dakota Department of Transportation Applications for highway access permits for the planned jail site; all voted aye; motion carried.

TRAVEL REQUEST

Motion by Johnson, second by McElhany, to approve the following travel request: Weed & Pest to attend grazing school; all voted aye; motion carried.

NEW BUSINESS

Auditor, Brenda Hanten informed the Board that a formal budget hearing will need to take place to move the funds from the Building Fund into the new accounts related to the jail project and will need to have an amount that they want to transfer.

OPEN

Public Comments – Facility Manager, Steve Molengraaf, informed the Board that the Park reservations were scheduled to open up on line at midnight on February 1st, 2025 but there was an issue with the system and it didn't allow reservations until 8:00 a.m., he apologized to everyone that this had happened. Commissioner Comments – Commissioner Johnson and VanDusen discussed some of the bills that are being discussed in Pierre and suggested to contact the Legislators on any that effect counties. Commissioner Gabel referred to a comment about taxes from last weeks meeting and mentioned that the increase in individual tax bills is not due to the jail project as that won't appear until 2026, most likely it is due to an increase in their assessment value. He also gave an update on the jail project that the schematic design is completed which is how the building will flow.

EXECUTIVE SESSION

Motion by Johnson, second by Schweer, to enter into executive session, per SDCL 1-25-2 (2) consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters; at 9:32 a.m.; all voted aye; motion carried. The Board returned to regular session at 9:53 a.m., no action was taken.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Gabel, second by McElhany to adjourn at 9:53 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 \$_____

AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

To the Honorable Board of County Commissioners, Codington County:

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of the County of Codington as of the last business day in January 2025.

Cash on Hand	\$7,471.86
Checks in Treasurer' possession less than 3 days	\$85,301.37
Credit Card Charges	\$25,087.46
Cash Items	\$351.70
TOTAL CASH ASSETS ON HAND	\$118,212.39

RECONCILED CHECKING	
Reliabank (Memorial Park)	\$1,896.75
Reliabank Dakota	\$27,770,430.01

INVESTMENTS	
SD Public Funds Investment	\$1,066.73
Plains Commerce Bank CD's	\$2,526,556.85

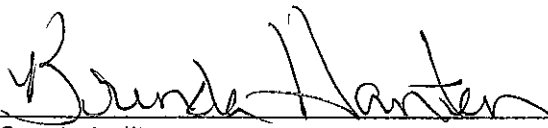
TOTAL CASH ASSETS	\$30,418,162.73
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GENERAL LEDGER CASH BALANCES:

General	\$17,212,582.15
General restricted cash	\$500,000.00
Sp. Revenue	\$10,010,739.91
Sp. Revenue restricted cash	\$0.00
Custodial	\$2,694,840.67
Schools	\$ 1,462,725.20
Townships	\$ 132,302.05
City/Towns	\$ 281,182.46

TOTAL GENERAL LEDGER CASH	\$30,418,162.73
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Dated this 3rd day of February 2025



County Auditor

FEB 11 2025

FEB 10 2025

03

100

**AUDITOR'S MONTHLY SETTLEMENT WITH TREASURER
CODINGTON COUNTY
DATE: February 3, 2025**

CASH ON HAND IN TREASURER'S OFFICE

Silver and Pennies.....	\$72.86
Ones.....	\$139.00
Fives.....	\$430.00
Tens.....	\$530.00
Twenties.....	\$3,100.00
Fifties.....	\$1,000.00
Hundreds.....	\$2,200.00
Cash Items.....	\$351.70
Credit Card Charges.....	\$25,087.46
Checks.....	\$85,301.37
TOTAL CASH ON HAND	\$118,212.39

CHECKING ACCOUNT BALANCE:

<u>Reliabank (Memorial Park)</u>	\$1,896.75
<u>Reliabank Dakota</u>	\$27,770,430.01

INVESTMENTS:

<u>SD Public Funds Investment Trust</u>	\$1,066.73
<u>Plains Commerce Bank CD's</u>	\$2,526,556.85

OTHER ACCOUNT BALANCES: \$30,299,950.34

GRAND TOTAL CASH AND BALANCES: \$30,418,162.73

GENERAL LEDGER CASH AND INVESTMENT BALANCES BY FUNDS:

General Fund	\$17,212,582.15
General Fund restricted cash	\$500,000.00
Sp. Revenue Funds	\$10,010,739.91
Sp. Revenue Funds restricted cash	\$0.00
Custodial Funds	\$2,694,840.67

TOTAL GENERAL LEDGER CASH \$30,418,162.73


 03/15
 03/15/2025

OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF JANUARY, 2025

The sum of **\$28,656.45** in fees has been collected by me as Register of Deeds for JANUARY, 2025

Ann Rasmussen being duly sworn, deposes and says that she is the Register of Deeds in and for CODINGTON COUNTY, State of South Dakota; that the foregoing statement is a true and correct report of all fees collected by me as such Register of Deeds, as required by law, during the month of JANUARY, 2025

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this

3rd

day of

February

2025

Brenda Harten

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	\$ 224.00
County General Fund (\$5.00)	\$ 560.00
State EVRSS Fund (\$5.00)	\$ 560.00
State General Fund (\$3.00)	\$ 336.00
TOTAL	\$ 1,680.00

CERTIFIED DEATHS

County General Fund (\$5.00)	\$ 975.00
State General Fund (\$4.00)	\$ 780.00
State EVRSS Fund (\$6.00)	\$ 1,170.00
TOTAL	\$ 2,925.00

FILED

RECEIVED

COUNTY CLERK

Receipt Totals

By Date: 1/1/2025 12:00:00 AM - 1/31/2025 11:59:59 PM; Departments: All; Cash based.

Codington County

Monday, February 3, 2025 8:40 AM

Summary:

Receipt Item Totals

	Document:	Non Document:	Subtotal:	Applied:	Refunded:	Unposted:	Net Posted:
	\$20,976.00	\$4,946.00	\$25,922.00	\$2,734.45	\$0.00	\$0.00	\$2,734.45
	\$570.00	\$1,550.90	\$2,120.90				
	\$0.00	\$0.00	\$0.00				
	\$21,546.00	\$6,496.90	\$28,042.90				

Payment on Account Totals

Document:	\$20,976.00
Non Document:	\$4,946.00
Subtotal:	\$25,922.00
Applied:	\$2,734.45
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$2,734.45

Payments & Refunds

ACH:	\$16,513.50
Cash:	\$2,758.00
Check (Refund):	-\$11.00
Check:	\$9,395.95
Total:	\$28,656.45

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00	\$70.00	\$70.00	\$0.00	\$0.00
101-0-341.21	\$7,155.00	\$6,155.00	\$1,000.00	\$0.00
101-0-341.22	\$13,566.00	\$13,566.00	\$0.00	\$0.00
229-0-321.00	\$210.00	\$210.00	\$0.00	\$0.00
726-0-209.00	\$3,070.00	\$2,350.00	\$720.00	\$0.00
101-0-341.29	\$3,190.45	\$2,366.00	\$824.45	\$0.00
250-0-341.21	\$837.00	\$723.00	\$114.00	\$0.00
769-0-209.00	\$558.00	\$482.00	\$76.00	\$0.00
Total:	\$28,656.45	\$25,922.00	\$2,734.45	\$0.00

RESOLUTION 2025-05

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH
COLLIERS SECURITIES LLC FOR INVESTMENT MANAGEMENT SERVICES
FOR THE SHORT-TERM FIXED INCOME STRATEGY**

WHEREAS, Codington County, South Dakota (the "County") may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the subject matter of the resolution pertains to the government and affairs of the County and its residents; and

WHEREAS, the County desires to engage Colliers Securities LLC as an investment manager for short-term fixed rate investments

WHEREAS, it is determined that Colliers Securities LLC meets the County's needs; and

WHEREAS, it is necessary for the County to enter into an agreement with Colliers Securities LLC for the purposes of providing investment management services for the short-term fixed income strategy of the County.

NOW THEREFORE, IT IS HEREBY RESOLVED by the County Commission of Codington County, South Dakota, that the County Commission is hereby authorized to execute, and the County Auditor and/or County Treasurer is hereby directed to attest to an agreement between Codington County and Colliers Securities LLC for investment management services for the short-term fixed income strategy.

ADOPTED this ____ day of _____, 2025.

CODINGTON COUNTY

Chair

ATTEST:

County Auditor



SOUTH DAKOTA STATE UNIVERSITY EXTENSION

February 2, 2025

Codington County Commissioners:

This letter is to notify you that it is the intention of Codington County 4-H Shooting Sports program to hold a raffle. The start date for the ticket sales is March 4, 2025, and the end date of the ticket sales and date of the drawing is May 2025. The cost of the tickets will be \$20 each with 1,000 tickets being sold.

The prizes for the drawing will be:

- 1) Savage Arms 111 Long Range Hunter: 300 Win Mag
- 2) Benelli Nova: 12 Gauge
- 3) CZ P-10 C OR: 9MM Luger
- 4) Fierce Mayhem Shotgun: 12 Gauge 3.5"
- 5) Springfield Armory M1A Tanker: .308 Win
- 6) Stoeger M3500: 12 Gauge
- 7) STAG ARMS Stag 15 SPR: 5.56MM NATO
- 8) Stoeger Uplander: 20 Gauge
- 9) Diamondback DB Sidekick: .22 LR/.22 Mag
- 10) 36" Blackstone Griddle from TSC
- 11) Macksteel Firepit
- 12) Runnings Gift Card: \$200
- 13) Lindner Dock Gift Certificate: \$100
- 14) Sioux Valley Coop Gift Card: \$100
- 15) Walmart Gift Card: \$150
- 16) Lew's Fireworks PACKAGE: \$200

All Firearms Laws & Regulations apply.

Proceeds from the raffle will be used for the Codington County 4-H Shooting Sports program to grow our program and support the needs we have for the 4-H youth.

Please contact us if you have any questions. Thank you!

Sincerely,

A handwritten signature in blue ink that reads "Jodi Loehrer".

Jodi Loehrer

SDSU Extension 4-H Educator

jodi.loehrer@sdstate.edu

Sam Jacobson

Codington County 4-H Shooting Sports Coordinator

sam.jacobson@gmail.com

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department: Treasurer's Office

Name of traveling employee: _____

Employee title: _____ Employee status exempt ___ nonexempt X

Purpose of travel: _____

Method of transportation County Vehicle: County Vehicle

Destination: _____

Departure date and time: _____ Destination arrival date and time: _____

Return departure date & time: _____ Return arrival date & time: _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.): TBD

Lodging expense: \$224.00

Meals: \$72.00

Registration: \$125.00

Other costs: Unknown

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 ___

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____

Date _____

Carol Melny
2/7/25

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department: Treasurer's Office

Name of traveling employee: _____

Employee title: _____ Employee status exempt ___ nonexempt

Purpose of travel: _____

Method of transportation County Vehicle: County Vehicle

Destination: _____

Departure date and time: _____ I. Destination arrival date and time: _____

Return departure date & time: _____ Return arrival date & time: _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.): TBD

Lodging expense: \$224.00

Meals: \$72.00

Registration: \$125.00

Other costs: Unknown

Overtime costs involved in the requested travel _____

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

Yes No _____ If no, why _____

Is this travel a budgeted item? Yes ___ No ___

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____

Date _____

Carol Maloney
2/7/25