

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 10, 2026

- 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 February 10, 2026, agenda**
- 5. Action to approve February 03, 2026, minutes of the Board of Codington County Commissioners**
- 6. Annual report from Todd Kays, Executive Director, First District Association of Local Governments**
- 7. Discussion/possible action to authorize Chair to sign Commercial Lease Agreement between Michael Cole and Codington County Department of Health**
- 8. Monthly Reports**
 - a. Auditor**
 - b. Director of Equalization**
- 9. Action to declare office equipment surplus to be destroyed in the Treasurer's office**
- 10. Action to authorize Chair to sign the updated Intergovernmental Contract with SDPAA**
- 11. Action to approve the Auditor's Acct. w/Treasurer and note monthly Register of Deeds fees**
- 12. Action to move February 24th 2026, Commissioners meeting to Wednesday November 25th, 2026**
- 13. Note Opening of annual bids for Highway supplies and Weed chemicals will be on Friday, February 27th, 2026, at 10:30 a.m. in the Commission Chambers**
- 14. Note Presidents' Day office closures**
- 15. Action to approve abatement applications**
- 16. Action to approve claims for payment**
- 17. Action to approve automatic budget supplements**
- 18. Action to approve personnel changes**
- 19. Action to approve travel requests**
- 20. Public Notices – a possible quorum of Commissioners could be in attendance at:**
 - a. Watertown Winter Farm Show, February 11-14**
- 21. Old Business**
- 22. New Business**
- 23. Open**
 - a. Public Comments**
 - b. Commission Comments**

24. Action to enter into Executive session pursuant to SDCL 1-25-2

- (1) Discussion of personnel issues (SDCL 1-25-2(1))**
- (2) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters (SDCL 1-25-2(3))**
- (3) Preparing for contract negotiations or negotiating with employees or employee representatives (SDCL 1-25-2(4))**
- (4) Discussion of pricing or marketing strategies when public disclosure may harm the competitive position of the county owned business (SDCL 1-25-2(5))**
- (5) Discussion of information pertaining to the protection of public or private property (SDCL 1-25-2(6))**

25. 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 03, 2026

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 03, 2026, at the Codington County Court House. Commission members present were Lee Gabel (via ZOOM), Tyler McElhany, Myron Johnson, and Randall Schweer, absent Troy VanDusen; Vice-Chair McElhany, presiding. The pledge of allegiance was led by State's Attorney, Alison Bakken.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Vice-Chair McElhany 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 Johnson, to approve February 03, 2026, agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of January 27, 2026; all voted aye; motion carried.

APPROVAL TO SELL ALCOHOL AT EXTENSION FOR A WEDDING EVENT

Austin Appellhof met with the Board to request authorization for alcohol sales at the Kranz/Appellhof wedding scheduled for June 6, 2026, at the Codington County Extension Center Complex. The liquor license held by Cloud 9 will be transferred for this event. Cloud 9 will be regulating all alcohol sales, security, and minor control. Motion by Johnson, second by Schweer, to approve the request for alcohol sales on June 6, 2026, at the Extension Center Complex, as requested; all voted aye; motion carried.

APPROVAL TO SELL ALCOHOL AT EXTENSION FOR A WEDDING EVENT

Mary Stromseth met with the Board to request authorization for alcohol sales at the Stromseth/Stadheim wedding scheduled for September 25, 2026, at the Codington County Extension Center Complex. The liquor license held by Cloud 9 will be transferred for this event. Cloud 9 will be regulating all alcohol sales, security, and minor control. Motion by Johnson, second by Schweer, to approve the request for alcohol sales on September 25, 2026, at the Extension Center Complex, as requested; all voted aye; motion carried.

MONTHLY REPORTS

4-H Youth Program Advisor, Jodi Loehrer, updated the Board: 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 & Caitlin Bach for chairing the lunch counters; 4-H youth are invited to join in the Youth Livestock Literacy & Skillathon at the Watertown Farm Show, February 13-14, from 9 am-1 pm in Classroom A, this is open to all youth who need to complete the Youth Livestock Literacy requirements to show in 4-H; A NE 4-H Calf Show will be held at the conclusion of the Farm Show on Saturday, February 14, 2026, 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; shooting sports is going strong with Air Pistol/Air Rifle (10), BB Gun (38) and Archery (54), a big thank you to the Shooting Sports volunteers, we plan to have a spaghetti feed on Sunday, March 8th, 2026, at the Extension

Codington County, 03 February 2026

Complex, we will also note intent of holding a raffle. The 2025 rental fees for the Extension Complex were down from 2024.

SHOOTING SPORTS RAFFLE

4-H/Youth Program Advisor, Jodi Loehrer, provided the Board with the 4-H Leader's Association intent to hold a raffle for the 4-H Shooting Sports Program, beginning March 8th and ending on or before May 17th, 2026, which is the date of the drawing. The proceeds from this raffle will be used to grow and support needs of the Shooting Sports program.

BRIDGE INSPECTION PROGRAM RESOLUTION

Motion by Gabel, second by Schweer, to approve Resolution 2026-3, which complies with required bridge inspections and appoints a Consulting Engineer; all voted aye; motion carried:

**RESOLUTION 2026-03
BRIDGE REINSPECTION
PROGRAM RESOLUTION
FOR USE WITH SDDOT RETAINER CONTRACTS**

WHEREAS, 23 CRF 650 Subpart C, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

THEREFORE, Codington County is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

The County requests SDDOT to hire Banner Associates, Inc. (Consulting Engineers) for the inspection work. SDDOT will secure federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the County for 20% of the cost. The County will be responsible for the required 20% matching funds.

Date this 3rd day of February, 2026, at Watertown, South Dakota.

Codington County Board of Commissioners

Tyler McElhany, Vice-Chair

ATTEST:

Brenda Hanten, County Auditor

SURPLUS OFFICE EQUIPMENT

Motion by Gabel, second by Schweer, to declare the following office equipment, in the Emergency Management Office, surplus to be destroyed: wood table and Stove, oven & sink combination; all voted aye; motion carried.

HOMELAND SECURITY ANNUAL GRANT FUNDING

Motion by Johnson, second by Schweer, to authorize the Emergency Management office to apply for annual Homeland Security grant funding; all voted aye; motion carried.

PERSONNEL CHANGE

Motion by Johnson, second by Gabel, to approve the following personnel change: Charlie Dally, Facilities Tech I, G20/Step A, \$21.96 per hour, effective 2-09-2026; all voted aye; motion carried.

OLD BUSINESS

State's Attorney, Alison Bakken, provided the Board with Appointment of Special Deputy State's Attorney, Dylan Kirchmeier, and Acceptance of Appointment of Special Deputy State's Attorney, Dylan Kirchmeier, for when she is out of the office, these documents will be on file with the Oaths of Office in the Auditor's Office and also on file in the State's Attorney office.

Commissioner McElhany toured where the concrete panels are being made for the new jail, he stated that it was very interesting, they had started working on the panels for the new jail and ones that are completed looked good; Commissioner Gabel informed the Board that they are pouring precast panels for area A & B and backfilling areas of the footings and bases of the walls.

EXECUTIVE SESSION

Motion by Johnson, second by Schweer, to enter executive session, per SDCL 1-25-2 (2) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters (SDCL 1-25-2 3)) at 9:18 a.m.; all voted aye; motion carried. The Board returned to regular session at 9:38 a.m., and no action was taken. Human Resource Representative, Natalie Remund, State's Attorney, Alison Bakken, 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 Johnson, second by Gabel to adjourn at 9:38 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 MONTHLY SETTLEMENT WITH TREASURER
CODINGTON COUNTY
DATE: January 4, 2026

CASH ON HAND IN TREASURER'S OFFICE

Silver and Pennies.....	\$97.03
Ones.....	\$228.00
Fives.....	\$375.00
Tens.....	\$500.00
Twenties.....	\$3,720.00
Fifties.....	\$1,050.00
Hundreds.....	\$12,100.00
Cash Items.....	\$7,653.84
Credit Card Charges.....	\$11,373.03
Checks.....	\$145,023.35

TOTAL CASH ON HAND

\$182,120.25

CHECKING ACCOUNT BALANCE:

Reliabank (Memorial Park)	\$2,129.76
Reliabank Dakota	\$26,296,709.46

INVESTMENTS:

SD Public Funds Investment Trust	\$1,109.37
Plains Commerce Bank CD's	\$0.00

OTHER ACCOUNT BALANCES:

\$26,299,948.59

GRAND TOTAL CASH AND BALANCES:

\$26,482,068.84

GENERAL LEDGER CASH AND INVESTMENT BALANCES BY FUNDS:

General Fund	\$8,911,568.26
General Fund restricted cash	\$500,000.00
Sp. Revenue Funds	\$8,758,656.34
County Jail Build	\$6,246,217.16
Bond Redemption Fund	\$46,728.63
Sp. Revenue Funds restricted cash	\$0.00
Custodial Funds	\$2,018,898.45

TOTAL GENERAL LEDGER CASH

\$26,482,068.84

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 2026.

Cash on Hand	\$18,070.03
Checks in Treasurer' possession	\$145,023.35
less than 3 days	\$0.00
Credit Card Charges	\$11,373.03
Cash Items	\$7,653.84
TOTAL CASH ASSETS ON HAND	\$182,120.25

RECONCILED CHECKING

Reliabank (Memorial Park)	\$2,129.76
Reliabank Dakota	\$26,296,709.46

INVESTMENTS

SD Public Funds Investment	\$1,109.37
Plains Commerce Bank CD's	\$0.00

TOTAL CASH ASSETS

\$26,482,068.84

GENERAL LEDGER CASH BALANCES:

General	\$8,911,568.26
General restricted cash	\$500,000.00
Sp. Revenue	\$8,758,656.34
County Jail Build	\$6,246,217.16
Bond Redemption Fund	\$46,728.63
Sp. Revenue restricted cash	\$0.00
Custodial	\$2,018,898.45
Schools	\$ 971,503.90
Townships	\$ 117,737.64
City/Towns	\$ 190,142.94

TOTAL GENERAL LEDGER CASH

\$26,482,068.84

Dated this 4th day of January 2026

County Auditor

OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF JANUARY, 2026

The sum of **\$27,376.75** in fees has been collected by me as Register of Deeds for JANUARY, 2026

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, 2026



Register of Deeds

Subscribed and sworn to before me this 2nd day of February 2026

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	\$ 160.00
County General Fund (\$5.00)	\$ 400.00
State EVRSS Fund (\$5.00)	\$ 400.00
State General Fund (\$3.00)	\$ 240.00
TOTAL	\$ 1,200.00

CERTIFIED DEATHS

County General Fund (\$5.00)	\$ 685.00
State General Fund (\$4.00)	\$ 548.00
State EVRSS Fund (\$6.00)	\$ 822.00
TOTAL	\$ 2,055.00

FILED

2026 FEB 2

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Receipt Totals

By Date: 1/2/2026 12:00:00 AM - 1/30/2026 11:59:59 PM; Departments: All; Cash based.

Summary:

Codington County
Monday, February 2, 2026 9:00 AM

Receipt Item Totals

	Paid	Charged	Debited	Total
Document:	\$20,835.50	\$2,410.00	\$0.00	\$23,245.50
Non Document:	\$3,718.75	\$1,718.30	\$0.00	\$5,437.05
Subtotal:	\$24,554.25	\$4,128.30	\$0.00	\$28,682.55

Payment on Account Totals

Applied:	\$2,822.50
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$2,822.50

Payments & Refunds

ACH:	\$15,988.50
Cash:	\$1,709.75
Check:	\$9,603.50
Money Order:	\$75.00
Total:	\$27,376.75

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00	\$40.00	\$40.00	\$0.00	\$0.00
Marriage License 1				
101-0-341.21	\$7,817.00	\$6,797.00	\$1,020.00	\$0.00
Reg. Deeds Filing/Recording 2				
101-0-341.22	\$12,708.50	\$12,708.50	\$0.00	\$0.00
Reg. Deeds Transfer fees 3				
229-0-321.00	\$120.00	\$120.00	\$0.00	\$0.00
Domestic Abuse Marriage Lic. 6				
726-0-209.00	\$2,170.00	\$1,630.00	\$540.00	\$0.00
Reg. Deeds Fees - State 8				
101-0-341.29	\$3,021.25	\$1,938.75	\$1,082.50	\$0.00
Reg. Deeds Other Fees 4				
250-0-341.21	\$900.00	\$792.00	\$108.00	\$0.00
M&P Relief ROD Filing/Rec 7				
769-0-209.00	\$600.00	\$528.00	\$72.00	\$0.00
M&P Relief ROD Allocation 9				
Total:	\$27,376.75	\$24,554.25	\$2,822.50	\$0.00

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Director of Equalization Office

Name of traveling employee _____

Employee title _____ Employee status exempt _____ nonexempt ☒

Purpose of travel _____ Meeting

Method of transportation Personal Vehicle

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.) _____

Lodging expense _____

Meals \$14.00 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 ☒ No _____ If no, why _____

Is this travel a budgeted item? Yes ☒ No _____

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____