

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, July 2, 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 July 2, 2024, agenda
5. Action to approve the June 25, 2024, minutes of the Board of Codington County Commissioners
6. Action to autho
7. Monthly Reports
 - a. Veterans Service Officer
 - b. Extension
8. Review 2025 budget requests
9. Discussion/possible action to approve ballot language for a bond referendum to fund Detention Center construction
10. Note Pesticide Container Recycle Collection, July 9th at Codington Co. Weed & Pest Shop from 8:00-12:00
11. Action to approve abatement applications
12. Action to approve claims for payment
13. Action to approve automatic budget supplements
14. Action to approve personnel changes
15. Action to approve travel requests
16. Public Notices – a possible quorum of Commissioners could be in attendance at:
 - a. CCJAC meeting, Tuesday, June 25, 2024, 5:30 p.m., new courtroom on the lower level of Courthouse
17. Old Business
18. New Business
19. Open
 - a. Public Comments
 - b. Commission Comments

20. 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)**

21. 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 2, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 2, 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 July 2, 2024, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of June 25, 2024; all voted aye; motion carried.

MONTHLY REPORTS

Veterans Service Officer, Todd Rose, updated the Board: metrics for the month, 182 open claims (working claims) 78 pending action from VA, 117 completed (YTD), Hamlin 11 open (working claims) 1 pending from VA – 1 completed (YTD), currently working for 19 veterans and have completed 16 claims for veterans from outside our county; \$7,743 for the month of June 2024, increase in monthly compensation for veterans or their dependents YTD monthly increase \$70,470, \$76,269 for the month of June, 2024, retro-payment to bring a claim current to monthly compensation YTD retro-payments \$546,517; 3 veteran DAV transports in June; 2 transports currently 7 drivers with 1 application recently submitted; Fourth of July Parade, the local veteran organization will be leading the way as usual; was on KWAT at 7:30 a.m. on June 11, 2024 and on KXLG at 9:05 on June 11, 2024; will be meeting with CDR's of the County Veteran's Organizations; completed office appraisals and salary step increase forms; haven't heard if the Veterans Transportation System(VTS) is up and running at the local VA Clinic; intend to attend a Hamlin County Commission Meeting in July or August; will be attending the State VSO conference. **4-H/Youth Program Advisor, Jodi Loehrer**, updated the Board: the 4-H Shake Wagon at Dacotah Bank on June 11-13, 2024, was a great success, thank you to everyone that purchased a shake and to all of the 4-H volunteers who worked in it; forty-four youth attended the Progressive Ag Farm Safety Day Camp on June 18 at the Extension Complex, thank you to the speakers and sponsors; fifty-three youth participated in the Kid Kare babysitting clinic on June 25, thank you to the speakers; July is busy with the State 4-H Horse Show, July 8-10, and the Special Foods Contest on July 11; will be at Camp Chance this month; Codington County Achievement Days are July 29 – August 1; Codington County has five 4-H members competing in the Daisy Nationals in Roger, Arkansas for the first time that Codington County has been represented.

2025 BUDGET REVIEW

The Board reviewed 2025 budget requests from the Veteran's Service Officer, and Extension Office.

BALLOT LANGUAGE FOR BOND REFERENDUM TO FUND DETENTION CENTER CONSTRUCTION

Motion by Gabel, second by VanDusen to approve ballot language for a bond referendum to fund Detention Center construction; Commissioner Gabel presented the Board with ballot language for bond referendum to fund Detention Center construction. Commissioner Gabel noted that the bond election amount is based on application of approximately \$8,600,619 from the future building funds towards the total cost of the project which decreases the original amount of the bond to \$29,650,000; upon roll call vote being taken the following voted AYE: Gabel, VanDusen and Schweer; and the following voted NAY: Waterman and Johnson; motion carried.

NOTE PESTICIDE CONTAINER RECYLCE COLLECTION

The 2024 pesticide container recycle collection will be held on July 9th, 2024 at the Codington County Weed & Pest Shop from 8:00 a.m. to 12:00 p.m.

REGISTER OF DEEDS OFFICE SR. ADMINISTRATIVE SPECIALIST JOB DESCRIPTION

Motion by Gabel, second by Waterman, to approve a job description for the position of Sr. Administrative Specialist in the Register of Deed’s Office; all voted aye; motion carried.

REVISED WAGE SCALE

Motion by VanDusen, second by Gabel, to approve a revised wage scale for the addition of Register of Deeds Sr. Administrative Specialist to Pay Grade 35, as presented by Human Resource Representative, Natalie Remund; all voted aye; motion carried.

2024 REVISED WAGE SCALE

New Pay Grade	Title	Dep/Div	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$24.83	\$25.44	\$26.07	\$26.73	\$27.39	\$28.08	\$28.78	\$29.49	\$30.23	\$30.99	\$31.78	\$32.58
35	Corrections Officer	Sheriff/Corrections	\$4,316.94	\$4,426.66	\$4,536.18	\$4,651.02	\$4,765.86	\$4,885.92	\$5,007.72	\$5,131.26	\$5,260.02	\$5,392.26	\$5,526.24	\$5,665.44
35	Corrections Officer (PT)	Sheriff/Corrections												
35	Court Security	Sheriff												
35	Deputy Transport	Sheriff												
35	Highway Maintenance Tech III	Highway												
35	Legal Records Specialist	States Attorney												
35	Payroll Specialist	Auditor												
35	Records Administrator	Sheriff												
35	Sr Administrative Specialist	Extension												
35	Sr Administrative Specialist	Highway												
35	Sr Administrative Specialist	Register of Deeds												
35	Accounts Administrator	Auditor												

CLAIMS

Motion by Gabel, second by Johnson, to approve the following claim: Watertown Public Opinion, \$965.62, publications; all voted aye; motion carried.

PERSONNEL CHANGES

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

Employee	Position	Wage	Effective
Ann Rasmussen	Register of Deeds	43.66/7596.84	7/1/2024
Jacki Manning	First Deputy ROD	31.95/5559.30	7/1/2024
Jill Schweitzer	Admin. Spec. ROD	26.82/4666.68	7/1/2024
Shawna Constant	Director of Equalization	41.55/7229.70	7/1/2024
Diane Merchant	Administrative Spec.	28.17/4901.58	7/1/2024
Michelle Pederson	Database Coordinator	33.54/5835.96	7/1/2024
Heidi Selchert	Appraiser II	31.17/5423.58	7/1/2024
Barbara Martenson	Administrative Asst.	26.83/4668.42	7/1/2024

Melissa Sears	Appraiser II	31.17/5423.58	7/1/2024
Gayleen Rothenberger	Administrative Asst.	23.14/4026.36	7/1/2024
Bradford Howell	Sheriff	52.14/9072.36	7/1/2024
Brent Solum	Chief Deputy Sheriff	39.69/6906.06	7/1/2024
Vanna Engst	Sheriff Records Admin.	28.08/4885.92	7/1/2024
Erin Lenzner	Sheriff Pub. Safety Tech.	26.83/4668.42	7/1/2024
Megan Swanson	Sheriff Pub. Safety Tech.	23.14/4026.36	7/1/2024
Matt Blackwelder	Chief Correctional Officer	39.69/6906.06	7/1/2024
Morgan Wermedal	Public Safety Supp. Tech.	23.14/4026.36	7/1/2024
Shawna Carter	Correctional Officer	30.99/5392.26	7/1/2024
Maria Escamilla	Corrections Sergeant	32.93/5729.82	7/1/2024
Brandon Anderson	PT Corr. Officer/Supp Cord	26.07/hr.	7/1/2024
Julie Gallisath	Correctional Officer	26.73/4651.02	7/1/2024
Austin Hanson	Correctional Officer	26.73/4651.02	7/1/2024
Melissa Holtquist	Correctional Officer	29.49/5131.26	7/1/2024
Wesley Jennings	Correctional Officer	29.49/5131.26	7/1/2024
Jordan Jensen	Correctional Officer	26.73/4651.02	7/1/2024
Jennifer Matejek	Correctional Officer	30.99/5392.26	7/1/2024
Shawn Nills	Corrections Sergeant	31.15/5420.10	7/1/2024
Kelly Oelrich	Correctional Officer	29.49/5131.26	7/1/2024
Charles Rossow	PT Pub. Safety Supp. Tech.	23.14/hr.	7/1/2024
Kayla Schomaker	Correctional Officer	28.78/5007.72	7/1/2024
Lindsey Stricherz	Correctional Officer	30.99/5392.26	7/1/2024
Raistlan Tschetter	Correctional Officer	26.73/4651.02	7/1/2024
Konner Anderson	Correctional Officer	25.44/4426.56	7/1/2024
Dillon Solberg	Correctional Officer	26.07/4536.18	7/1/2024
Tristan Coyle	Correctional Officer	26.07/4536.18	7/1/2024
Wyatt Anderson	Correctional Officer	25.44/4426.56	7/1/2024
Keith DeCoteau	Correctional Officer	26.73/4651.02	7/1/2024
Sara Aman	Health Admin. Tech.	24.40/4245.60	7/1/2024

New Hire, Thomas Pauli, Appraiser II, Director of Equalization, Step 2/Grade 40, \$28,24/4913.76; Job title change to Sr. Administrative Specialist, Mary Fransen, Step 10/Grade35, \$30.99/5392.26.

TRAVEL REQUESTS

Motion by Johnson, second by Gabel, to approve the following travel requests: Director of Equalization staff, to attend a conference; Treasurer's Office staff, to attend a conference; all voted aye; motion carried

NEW BUSINESS

Auditor, Brenda Hanten, asked the Board, for direction on what to budget for the Court Appointed Attorney budget since as of May 31, 2024 only \$101,462.85 remains from the beginning amount of \$692,875.00 which the June claims have not been taken out as of yet. Commissioner Gabel expressed to the other Board members that he has been working on the 2025 Commissioner Budget and encouraged them to look at what he has done so far and let him know if they have anything to add to it.

EXECUTIVE SESSION

Motion by Johnson, second by Gabel, 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 10:14 a.m.; all voted aye; motion carried. The Board returned to regular session at 11:01 a.m., no action was taken. Human Resource Representative, Natalie Remund, Planning and Zoning Officer, Luke Muller, States Attorney, Rebecca Morlock-Reeves, Auditor, Brenda Hanten, Director of Equalization, Shawna Constant, 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 11:02 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten
Codington County Auditor

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