

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Court House, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, December 02, 2025**

1. **Pledge of Allegiance**
2. **Call for public comments. 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 December 02, 2025, agenda**
5. **Action to approve November 25, 2025, minutes of the Board of Codington County Commissioners**
6. **Public Hearing and action to approve formal supplements to the Rural Access Infrastructure Budget**
7. **Monthly Reports**
  - a. **4-H Educator**
  - b. **Veterans Service**
  - c. **Emergency Management**
8. **Action to authorize Chair to sign MOU between SDSU and Codington County for the provision of items relating to 4-H in Codington County**
9. **Action to declare HP ProDesk computer surplus to be destroyed, in the Veterans Service Office**
10. **Action to authorize Chair to sign ROW Certificate for Bridge 15-157-025**
11. **Action to authorize Chair to sign Utility Certificate for Bridge 15-157-025**
12. **Action to approve resolution 2025-22 authorizing an application for BIG (Bridge Improvement Grant) funds for bridge 15-157-025**
13. **Action to approve signing contract with Banner Engineering for engineering services on Bridge 15-215-230**
14. **Action to approve signing contract with Banner Engineering for engineering services on Bridge 15-242-145**
15. **Action to approve purchase of new pick-up for County Highway Shop**
16. **Action to approve quote to have sewer pipes at County Highway Shop cleaned and lined**
17. **Discussion/possible action to authorize Community Services Office to apply for Dept. of Health Overdose Date to Action – States Community Health Worker Program in the amount of \$40,000**
18. **Discussion/possible action to authorize Community Services Office to apply for State Opioid Funds for a Community Awareness campaign in the amount of \$50,000**
19. **Discussion/possible action to authorize Auditor to enter into Combined Election Agreement with Watertown School District**
20. **Discussion/possible action for Auditor's Office to purchase Ballot on Demand Election equipment**
21. **Action to approve Commissioner Contingency transfers**
22. **Note Christmas and New Year's office closures**

- 23. Action to approve abatement applications**
- 24. Action to approve claims for payment**
- 25. Action to approve automatic budget supplements**
- 26. Action to approve personnel changes**
- 27. Action to approve travel requests**
- 28. Public Notices – a possible quorum of Commissioners could be in attendance at:**
- 29. Old Business**
- 30. New Business**
- 31. Open**
  - a. Public Comments**
  - b. Commission Comments**
- 32. 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))**
- 33. 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 1<sup>st</sup> Ave SE  
Watertown, SD 57201**

December 02, 2025

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 02, 2025, at the Codington County Court House. Commission members present were Lee Gabel, Tyler McElhany, Myron Johnson, Randall Schweer; and Troy VanDusen; Chair VanDusen, presiding. The pledge of allegiance was led by Commissioner Johnson.

**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 agenda for December 02, 2025, as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by McElhany, to approve the minutes of November 25, 2025; all voted aye; motion carried.

**PUBLIC HEARING/FORMAL BUDGETS SUPPLEMENT**

The Board held a public hearing, as previously advertised, to receive public comments on a formal budget supplement to the Rural Access Infrastructure Budget. Chair VanDusen opened the public hearing to the public at this time. No persons offered comments during the public hearing. Chair VanDusen closed the public hearing and turned to the Board for action and further comments. Motion by Johnson, second by McElhany, to approve formal supplement to the Rural Access Infrastructure Budget in the amount of \$505,000.00. The formal supplementing of this budget will give the County spending authority of the cash received and deposited into this fund. Upon vote of the Board all voted aye; motion carried.

**MONTHLY REPORTS**

**4-H Educator, Jodi Loehrer**, updated the Board, Cloverbuds in Florence today, there are 52 Cloverbuds so far; 4-H members are still enrolling and re-enrolling and should get it done before the new year; shooting sports registration has been open for archery, BB gun, air pistol and rifle that will begin in December, there will be four meetings; there are displays for 4-H at the Watertown Winter Wonderland and at the Watertown Regional Library; getting ready for the Watertown Winter Farm Show. **Veterans Service Officer, Jay Roberts**, updated the Board: metrics for the month, 140 open claims (working claims) 58 pending action from VA, 338 completed (YTD), Hamlin 18 open (working claims) 10 pending from VA, 19 completed (YTD), currently working for 14 veterans and have completed 14 claims for veterans from outside our county; \$7,117 for the month October 2025, increase in monthly compensation for veterans or their dependents YTD monthly increase \$153,597; \$20,501 for the month of October 2025, retro-payment to bring a claim current to monthly compensation YTD retro-payments \$1,509,906; 4 veteran DAV transports in November, 2 - currently scheduled for December, currently 5 drivers; CURRENT – Veterans/Military Event at Joy Ranch went well with the Secretary Jerimiah Schneider of the SDDVA speaking, attendance was up slightly from last year; Eric his completed his fingerprints, and the VA is determining if they can use his previous security clearance rather than having him redo this piece in the process of getting his PIV card, he currently is accredited through the SDDVA and VFW, he

is waiting for the American Legion to process his application; FUTURE – meeting with the commanders on Dec. 2, 2025 at the VFW; radio shows KWAT – 8:30 and KXLG – 9:05 on Dec. 4<sup>th</sup>, 2025; Jan. 10, 2026, from 8 a.m. to 5 p.m. at the Pelican Lake Recreation Area GFP will be holding an event titled Veterans Rod Building Class, the class has limited space, and veterans must preregister by calling Cassy Behnke at 605-882-5088, four spots are still available. **Emergency Management Director, Andrew Delgado**, updated the Board: Region 2 coordinator administered a 14 page local assessment; met with DOT and had a refresher on 511 along with the Sheriff's Office in regard to winter weather route closures; communication drill; dropped off cots, pillows and blankets in South Shore, still need to coordinate with Waverly to take them some; attended the Safety Conference; attended the flood plain meeting; updates in the conference room table and monitor; Search and Rescue call out for a submerged vehicle in a slough and a HAZMAT release callout.

**SDSU 4-H YOUTH ADVISOR M.O.U.**

Motion by Johnson, second by McElhany, to authorize the Chair to sign the Memorandum of Understanding between SDSU and Codington County for partial salary support of the 4-H Educator position, the M.O.U. remains the same as the 2025 contract, with the county cost share amount for 2026 will be \$23,050.00; all voted aye; motion carried.

**SURPLUS OFFICE EQUIPMENT**

Motion by Gabel, second by Schweer, to declare the following office equipment in the Veterans Service Office, surplus to be destroyed; HP ProDesk SN:2UA5432ZWP; all voted aye; motion carried.

**RIGHT-OF-WAY CERTIFICATE FOR BRIDGE 15-157-025**

Motion by Johnson, second by McElhany, to authorize Chair to sign Right-of-Way Certificate for Bridge 15-157-025, Mark Junker, Project Manager, Banner Associates, Inc., explained that this bridge is located on Cottonwood Street to gain necessary access to of right-of-way required for construction; all voted aye; motion carried.

**UTILITY CERTIFICATE FOR BRIDGE 15-157-025**

Motion by McElhany, second by Johnson, to authorize Chair to sign Utility Certificate for Bridge 15-157-025, Mark Junker, Project Manager, Banner Associates, Inc., informed the Board this is to notify that Codington County will move or adjust any utilities that would be in the path of the project; all voted aye; motion carried.

**BRIDGE IMPROVEMNET GRANT APPLICATION**

Motion by Johnson, second by McElhany to approve Resolution 2025-22, Bridge Improvement Grant funds for Bridge 15-157-025; Highway Supt., Randy Falvey and Mark Junker, Project Manager, Banner Associates, Inc., presented the Board with BIG Program Resolution for their approval without a match percent listed, this is for Bridge 15-157-025, they also explained to the Board that in order to get a better score it would be better to raise the amount of county match from 20% to a higher amount; a substitute motion was made by Gabel, second by McElhany, to add a 30% match to the BIG grant application for approval; all voted aye; motion carried.

**ENGINEERING SERVICES FOR BRIDGE 15-215-230**

Motion by McElhany, second by Gabel, to authorize Chair to sign Engineering Services contract with Banner Associates, Inc., for Bridge 15-215-230 in the amount not to exceed \$189,000.00; all voted aye; motion carried.

**ENGINEERING SERVICES FOR BRIDGE 15-242-145**

Motion by Gabel, second by McElhany, to authorize Chair to sign Engineering Services contract with Banner Associates, Inc., for Bridge 15-242-145 in the amount not to exceed \$75,000.00; Highway Supt., Randy Falvey, explained that this bridge will be replaced with a box culvert; all voted aye; motion carried.

**PICKUP FOR COUNTY HIGHWAY SHOP**

Motion by Gabel, second by McElhany, to approve the purchase of a new 2026 ¾ Chevrolet Silverado Pickup for the County Highway Shop from Beck Motors, source well bid in the amount of \$48,416.00; Highway Supt., presented the Board with 3 bids, Beck Motors in the amount of \$48,416.00, Watertown Ford in the amount of \$53,860, and Sharps in the amount of \$53,989; Highway Supt., Randy Falvey, recommended the sourcewell bid from Beck Motors in the amount of \$48,416.00, this is an 2026 budgeted item but wants to get it ordered now due to it may take awhile to get it; all voted aye; motion carried.

**SEWER PIPES AT COUNTY HIGHWAY SHOP**

Motion by McElhany, second by Gabel, to approve the quote to clean and line the sewer pipe at the County Highway Shop with Midwest Pipe Lining in the amount of \$13,625.00; Highway Supt., Randy Falvey, informed the Board that it has been determined that there is a break in the sewer line and they are able to fix part of it now and will need to come back in the Spring to finish the rest of the job; all voted aye; motion carried.

**DEPARTMENT OF HEALTH OVERDOSE DATA TO ACTION – STATES COMMUNITY HEALTH WORKER PROGRAM GRANT**

Motion by Johnson, second by Gabel, to authorize the Community Services Office to apply for the Department of Health Overdose Data to Action – States Community Health Worker Program Grant, Community Services Director, Sara Foust informed the Board that if approved this could cover \$20,000, per CHW/CHR employee per project year, \$40,000 total; all voted aye; motion carried.

**STATE OPIOID FUNDS**

Motion by Johnson, second by McElhany, to authorize the Community Services Office to apply for the State Opioid Funds in the amount of \$50,000, Community Services Director, Sara Foust, informed the Board that these funds would be used for a Community Awareness Campaign; all voted aye; motion carried.

**COMBINED ELECTION AGREEMENT BETWEEN CODINGTON COUNTY AND WATERTOWN SCHOOL DISTRICT**

Motion by Johnson, second by McElhany, to authorize Auditor, Brenda Hanten, to sign an Combined Election Agreement between Codington County and Watertown School District for the 2026 Primary Election and hereafter will be held on the First Tuesday in June, unless one of the entities to this Agreement objects, Auditor, Brenda Hanten, informed the Board that this is the first agreement that there has been with the Watertown School District for an Combined Election and will see how everything turns out and go from there; all voted aye; motion carried.

**COMMISSIONERS CONTINGENCY TRANSFERS**

Motion by Gabel, second by McElhany, to approve Commissioner Contingency transfers to the Court Appointed Attorney budget in the amount of \$199,936.77 and Catastrophic Legal budget in the amount of \$16,422.00; all voted aye; motion carried. The total amount of Commissioner Contingency transfers is \$216,358.77.

**HOLIDAY OFFICE CLOSURES**

The Board noted the Court House and all County Offices will be closed on Wednesday, December 24<sup>th</sup>, Thursday, December 25<sup>th</sup>, and Friday, December 26<sup>th</sup>, 2025; and Thursday, January 1<sup>st</sup>, 2026; per previously adopted policy.

**OPEN**

**Commissioner Comments** - Commissioner Gabel informed the Board that there will be a jail contractor meeting today.

**EXECUTIVE SESSION**

Motion by Johnson, second by Schweer, to enter into executive session per SDCL 1-25-2 Preparing for contract negotiations or negotiating with employees or employee representatives (SDCL 1-25-2(4)) at 9:48 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:40 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 Johnson, second by McElhany, to adjourn at 10:40 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten

Codington County Auditor

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