

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, December 23, 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 23, 2025, agenda
5. Action to approve December 16, 2025, minutes of the Board of Codington County Commissioners
6. Public Hearing and Action to approve Resolution #2025-24 vacating a portion of right-of-way in Polze Subdivision
7. Discussion with Senator Glen Vilhauer on the upcoming legislative session
8. Monthly Reports
 - a. Emergency Management
 - b. Sheriff
9. Action to authorize Chair to sign letter of agreement between Codington County and First Dist. Assoc. of Local Govt. to update the current Hazardous Materials Plan
10. Action to authorize Chair to sign 5-year Johnson Control's HVAC Service Contract
11. Discussion/possible action to approve COLA for non-union employee 2026 wages
12. Action to approve 2026 wage scale
13. Action to approve abatement applications
14. Action to approve claims for payment
15. Action to approve automatic budget supplements
16. Action to approve personnel changes
17. Action to approve travel requests
18. Public Notices – a possible quorum of Commissioners could be in attendance at:
19. Old Business
20. New Business
21. Open
 - a. Public Comments
 - b. Commission Comments
22. 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))

23. 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**

December 23, 2025

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 23, 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 Human Resource Director, Natalie Remund.

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 McElhany, second by Gabel, to approve the agenda for December 23, 2025, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of December 16, 2025; all voted aye; motion carried.

PUBLIC HEARING AND APPROVE RESOLUTION 2025-24 VACATING A PORTION OF RIGHT-OF-WAY IN POLZE SUBDIVISION

Motion by Johnson, second by McElhany, to approve Resolution 2025-24 to approve vacating a portion of right-of-way in Polze Subdivision, Planning and Zoning Officer, Luke Muller, explained to the Board that the petitioners Michael Bunkers, Diane Bunkers, Joseph Bevers and Janet Bevers, to have Codington County vacate the public access road lying between Lots 10 through 12 of the Plat of Lots 1 through 13, of Polze Subdivision in Government Lot 4, Section 17, Township 116 North, Range 53 West of the 5th P.M., Codington County, South Dakota; and Lot 14C of the Plat entitled: Schwandt's Pelican View Subdivision in the County of Codington, in Government Lot 4 of Section 17, Township 116 North, Range 53 West of the 5th P.M., Codington County South Dakota agrees to dedicate an emergency access/turnaround easement. Chair VanDusen opened the public hearing at this time. No comments were offered by persons present for this hearing. Chair VanDusen closed the hearing at this time; all voted aye; motion carried.

RESOLUTION 2025-24

A RESOLUTION TO APPROVE THE VACATION OF A PUBLIC RIGHT-OF-WAY

WHEREAS, a Petition for the Vacation of Right-of-Way has been presented to the Codington County Board of Commissioners. Said right of way petitioned for vacation is described as:

Public access road located between Lots 10 through 12 of the Plat of Lots 1 through 13 of Polze Subdivision in Government Lot 4 of Section 17, Township 116 North, Range 53 West of the 5th P. M., Codington County, South Dakota; and Lot 14C of the Plat entitled: Schwandt's Pelican View Subdivision in the County of Codington, in Government Lot 4 of Section 17, Township 116 North, Range 53 West of the 5th P. M., Codington County, South Dakota

And is displayed on "Exhibit Drawing" attached hereto and hereby incorporated by reference.

WHEREAS, Michael Bunkers, Diane Bunkers, Joseph Bevers, and Janet Bevers have signed the Petition for Vacation of Right-of-Way indicating that they have reviewed the Petition and consent to the vacation of the right-of-way described in the Petition.

WHEREAS, The owner of Lots 10 through 12 of the Plat of Lots 1 through 13 of Polze Subdivision in Government Lot 4 of Section 17, Township 116 North, Range 53 West of the 5th P. M., Codington County, South Dakota; and Lot 14C of the Plat entitled: Schwandt's Pelican View Subdivision in the County of Codington, in Government Lot 4 of Section 17, Township 116 North, Range 53 West of the 5th P. M., Codington County, South Dakota agrees to dedicate an emergency access/turnaround easement.

WHEREAS, pursuant to public notice, hearing was held before the Board of County Commissioners on December 23, 2025 at 9:00 a.m., at which time the Petition for vacation was submitted for examination and no protest having been made, motion was made and seconded that the following Resolution be adopted:

BE IT RESOLVED that the portion of West Pelican Drive right-of-way/public access road described above shall be and is hereby vacated, and the County Auditor is hereby authorized and directed to certify this Resolution as a matter of record.

Dated at Watertown, South Dakota this 23rd day of December, 2025.

The above and foregoing Resolution was moved for adoption by Commissioner Johnson, seconded by Commissioner McElhany, and upon roll call, all voted aye; thereupon the Chairman declared the same to be duly passed and adopted.

Troy VanDusen, Chairperson

Attest:

Brenda Hanten, Auditor

DISCUSSION ON UPCOMING LEGISLATIVE SESSION

Senator, Glen Vilhauer, informed the Board of the upcoming legislative session which will begin on January 13, 2026, there more than likely will be 500-600 bills again this year so please reach out to him if there are any bills that concern you so he can pay close attention to them, big topics this year will most likely be property tax, budget, economic development, and then some things you don't expect, Glen expressed that he want to hear from people back home about issues that concern them.

MONTHLY REPORTS

Emergency Management Director, Andrew Delgado, updated the Board: Homeland Security Monitoring visits for Watertown Fire Rescue and Watertown School District; Crisis tracking went away from paper and is all electronic, have over half of the townships enrolled; delivered cots to South Shore and Waverly; Cheri updated or printed over 90 credentialling cards; finished up conference room project. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from activity in the month of November 2025, for the Detention Center and Sheriff's Office: office fees were collected in the amount of \$10,347.50, and were retained by the County; ATM, Kiosk, and Commissary items sold with a commission fee to the County in the amount of \$4,342.55; 526 cases/calls for service; 39 accident reports were completed; 45 warrants served; 220 sets of civil papers served; 1,719 transport miles; average daily

inmate population 50.57 (high ADP 56 and low ADP 43); 15 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 12 individuals using remote breathalyzers; 49 individuals testing twice daily PBT'S; 43 individuals reporting twice weekly for UA Drug testing; 0 individuals wearing a sweat patch; 171 bookings; \$11,857.18 collected in fees for out of county prisoner contracts; \$1,420.00 collected in work release fees; \$10,224.00 collected in fees for the 24/7 program; and 0 collected in SCRAM fees; the community project for this year is called "Deputies with Donuts" visiting 10 schools, is aimed at building trust with children in local elementary schools, donations are being accepted at Reliabank.

HAZMAT PLAN UPDATE AGREEMENT

Motion by McElhany, second by Schweer, to authorize Chair to sign an agreement with the First District Association of Local Governments for the development to update the HAZMAT plan. The contract cost is \$7,500.00 HMPG grant funds will cover \$4,800.00 of the cost with the remaining cost of \$2,700.00, \$1,200.00 will be covered through the County's annual dues paid to First District and then the unfunded \$1,500.00 will need to be covered by the County. Gabel, McElhany, VanDusen, and Schweer voted aye; Johnson was recused; motion carried.

JOHNSON CONTROLS 5-YEAR SERVICE CONTRACT

Motion by McElhany, second by Gabel, to approve a 5-year service contract, with Johnson Controls, for the County's heating and cooling operations at the Courthouse and Detention Center, in the amount of year 1 -\$24,530.00; year 2 - \$25,512.00; year 3 - \$26,533.00; year 4 - \$27,595.00; and year 5 - \$28,699.00, as presented by Facilities Manager, Steve Molengraaf; all voted aye; motion carried.

NON-UNION EMPLOYEES COLA

Motion by Johnson, second by Schweer, to approve a 2.6% COLA, effective January 1, 2026, for all non-union County employees, excluding Board of County Commissioners salaries, which will be approved at the Boards January 6th, 2026, meeting; all voted aye; motion carried.

2026 WAGE SCALE

Motion by McElhany, second by Gabel, to approve the 2026 hourly wage scale as prepared with a 2.6% COLA added to each grade and step, paid in 2025, within the scale; all voted aye; motion carried.

AA	Title	Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F(m)	Step G	Step H	Step I	Step J	Step K	Step L
	Seasonal Weed Sprayer	Weed Control	\$18.68	\$19.99	\$19.30	\$19.61	\$18.91							
	Seasonal Memorial Park- Custodian	County Park												
	Seasonal	Weed/Park												
BB	Seasonal Memorial Park- Technician	County Park	\$20.55	\$20.86	\$21.17	\$21.47	\$21.78							
CC	Harbor	Dept/Div	Step A	Step B	Step C	Step D	Step E							
			\$22.00	\$22.91	\$23.22	\$23.53	\$23.83							
DD	Seasonal Assistant Weed Supervisor	Dept/Div	Step A	Step B	Step C	Step D	Step E							
		Weed Control	\$27.68	\$28.35	\$28.96	\$29.78	\$30.63							
EE		Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F(m)	Step G	Step H	Step I	Step J	Step K	Step L
			\$18.64	\$18.31	\$19.79	\$20.28	\$20.79	\$21.31	\$21.84	\$22.39	\$22.95	\$23.53	\$24.11	\$24.72
FF	Custodian	Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F(m)	Step G	Step H	Step I	Step J	Step K	Step L
		Maintenance	\$20.34	\$20.85	\$21.37	\$21.91	\$22.45	\$23.01	\$23.59	\$24.17	\$24.78	\$25.39	\$26.03	\$26.66
GG	Administrative Support	Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F(m)	Step G	Step H	Step I	Step J	Step K	Step L
	Administrative Support	State's Attorney	\$21.98	\$22.50	\$23.06	\$23.64	\$24.23	\$24.84	\$25.47	\$26.10	\$26.76	\$27.42	\$28.11	\$28.82
	Administrative Support	Treasurer												
	Administrative Support	Auditor												
	Facilities Technician I	Maintenance												
	Health Administrative Tech	Health												
HH	Administrative Assistant	Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F(m)	Step G	Step H	Step I	Step J	Step K	Step L
	Administrative Assistant	Equalization	\$23.71	\$24.31	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.18	\$28.89	\$29.61	\$30.35	\$31.11
	Administrative Support	Community Services												
	Community Care Coordinator	Community Services												
	Financial Assistant	Auditor												
	Public Health Assistant	W.I.C.												
	Public Safety Support Tech	Sheriff/Corrections												

Step A	Step B	Step C	Step D	Step E	Step F (M)	Step G	Step H	Step I	Step J	Step K	Step L
\$25.61	\$26.25	\$26.90	\$27.55	\$28.27	\$28.97	\$29.70	\$30.44	\$31.20	\$31.96	\$32.78	\$33.60
\$27.66	\$28.35	\$29.05	\$29.78	\$30.53	\$31.29	\$32.07	\$32.87	\$33.69	\$34.54	\$35.40	\$36.28
\$29.68	\$30.63	\$31.40	\$32.15	\$32.95	\$33.80	\$34.64	\$35.50	\$36.39	\$37.31	\$38.24	\$39.19
\$32.25	\$33.05	\$33.89	\$34.74	\$35.61	\$36.51	\$37.42	\$38.35	\$39.31	\$40.29	\$41.30	\$42.33
\$34.65	\$35.73	\$36.62	\$37.53	\$38.46	\$39.43	\$40.41	\$41.42	\$42.46	\$43.51	\$44.60	\$45.72
\$36.60	\$37.51	\$38.44	\$39.41	\$40.39	\$41.40	\$42.44	\$43.49	\$44.58	\$45.70	\$46.84	\$48.01
\$38.43	\$39.40	\$40.38	\$41.39	\$42.43	\$43.48	\$44.57	\$45.69	\$46.83	\$48.00	\$49.20	\$50.43
\$42.27	\$43.33	\$44.42	\$45.52	\$46.65	\$47.83	\$49.03	\$50.25	\$51.51	\$52.80	\$54.12	\$55.48
\$44.37	\$45.48	\$46.62	\$47.79	\$48.98	\$50.20	\$51.45	\$52.74	\$54.06	\$55.41	\$56.80	\$58.22
\$53.04	\$54.27	\$55.72	\$57.12	\$58.54	\$60.01	\$61.51	\$63.05	\$64.63	\$66.24	\$67.89	\$69.58
\$59.40	\$60.88	\$62.40	\$63.96	\$65.55	\$67.20	\$68.89	\$70.61	\$72.37	\$74.18	\$76.04	\$77.93

PERSONNEL CHANGE

Motion by Gabel, second by McElhany, to approve the following personnel change: Tyler Fish, Part-time Deputy Sheriff, G40/Step C, \$31.40 per hour, effective 1-01-2026; all voted aye; motion carried.

OLD BUSINESS

Commissioner Gabel informed the Board that there was an electrical change order in the amount of \$5,312.16, there will be a meeting this afternoon in regard to the precast panels for the new jail project.

OPEN

Public Comments – Toby Morris, Managing Director, Colliers Securities LLC updated the Board on the bond investments, since the closing of the bonds in September the summary of investment income is \$520,101.57.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by McElhany, to adjourn at 9:36 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten
Codrington County Auditor

Codrington 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 \$ _____

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