AGENDA
Cодington County Board of Commissioners
Cодington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, December 17, 2019

1. Pledge of Allegiance

2. Conflict of interest items

3. Call for Public Comment

4. Action to approve the agenda

5. Action to approve the minutes of December 10, 2019

6. Monthly reports
   a. Facilities Manager
   b. Highway Superintendent

7. Action to approve a change order for culvert installation bid

8. Action to authorize the Chairman to sign an agreement for a rumble strip project

9. Action to authorize the Chairman to sign a MOU with SDSU for the 4-H Youth Advisor’s salary

10. Action to authorize advertisement for full time Deputy States Attorney

11. Discussion of 2020 Legislative session issues

12. Action to adopt a Resolution to implement a 211 Program in Codington County

13. Discussion/possible action to approve a revised Memorial Park Campground Managers contract

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:
   a. County employee potluck at the Courthouse, December 17th, 2019

19. Old Business
20. New Business

21. Open
   a. Public Comments
   b. Commission Comments

22. 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)

23. Action to adjourn until 9:00 a.m., Friday, December 27th, 2019; at the Codington County Courthouse

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.
December 10, 2019

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 10, 2019, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chairman, Myron Johnson, presiding. Commissioner Hanten led the pledge of allegiance.

CONFLICT OF INTEREST ITEMS
There were no conflict of interest items to note.

CALLS FOR PUBLIC COMMENT
Chairman Johnson called for public comments for the Open, none were forthcoming.

AGENDA APPROVED
Motion by Hanten, second by VanDusen, to approve the agenda as posted; all voted aye; motion carried.

MINUTES APPROVED
Motion by Hanten, second by Waterman, to approve the minutes of December 3, 2019; all voted aye; motion carried.

MONTHLY REPORTS
4-H/Youth Program Advisor, Jodi Loehr, updated the Board on Jr. Achievement activities; Clover Buds program; prepping for the Winter Farm Show lunchroom; and prepping with State Fair Committee members for the 2020 South Dakota State Fair and competitions. Jodi informed the Board that an art exhibit, submitted by local 4-H’er Allie Fischer, has made the front page of the National 4-H calendar and has made the national calendar for the third time. Commissioner Johnson and Jodi prepared a release to allow documentary filming in the Extension Center Complex. Commissioner Johnson has signed this release as required by the individual performing the filming. Weed Supervisor, Steve Molengaaf, reported he has attended numerous district meetings, has assisted with the workload at the Highway Department and Ag. Building, attended the annual safety conference, and assisted with snow removal at the Extension Center Complex. A meeting of the Codington County Weed Board has been scheduled for Wednesday, December 11th at 1:30 p.m. at the Extension Center Complex. The annual meeting with Township officials is being scheduled with no date set at this time. Director of Equalization, Shawna Constant, reported on the following year-end procedures; work on building permits, new values entered, finishing up on the re-appraisal area, and program updates; in preparation of mailing assessments notices at the end of February in 2020. Auditor, Cindy Brugman, informed the Board budgets are being monitored for possible year-end supplements and the pay 2020 tax levies have been reviewed by the South Dakota Department of Revenue.

DOGS/PETS IN COUNTY FACILITIES
Extension Office Coordinator, Becky Goenas, met with the Board to discuss recent complaints of dogs in the Extension Center complex at various events and where staff has had to clean up after these animals. Becky has done research on service animals that would be allowed within County facilities. Following discussion the Board authorized Becky to proceed with creating a policy that would address the concerns of pets/animals in County facilities.

Codington County, December 10, 2019
AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES
Motion by Hanten, second by VanDusen, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last business day of November 2019, all present voted aye; motion carried.
Cash on hand $ 6,976.21
Checks in Treasurers' possession
less than 3 days $ 122,503.71
Credit Card Charges $ 4,374.62
Cash Items $ 360.67
TOTAL CASH ASSETS ON HAND $ 134,215.21
RECONCILED CHECKING
Great Western Bank Checking (Memorial Park) $ 3,271.16
Reliabank Dakota $23,134,874.83
INVESTMENTS
SD Public Funds Investment $ 7,214.53
TOTAL CASH ASSETS $23,279,575.73
General Ledger Cash Balance by Funds:
General $14,179,041.37
General restricted cash $ 500,000.00
Sp. Revenue $ 6,388,988.80
Trust & Agency $ 2,211,545.56
(schools 1,403,431.08, townships 60,523.52; city/towns 1,403,431.08)
TOTAL GENERAL LEDGER CASH $ 23,279,575.73

The Board noted Register of Deeds fees in the amount of $36,055.40 were collected in the month of November 2019.

VOLUNTARY RIGHT OF WAY PROJECT BRO 5015(38)
Motion by Hanten, second by Waterman, to authorize the Chairman to sign a voluntary right-of-way donation agreement for bridge replacement project, BRO 5015(38), on County Road 4; all voted aye; motion carried.

2020 CELL PHONE STIPENDS
Motion by Gabel, second by VanDusen, to approve the following list of employee monthly 2020 cell phone stipends. The Board held a discussion regarding a probably change to the policy, of paying cell phone stipends, in the future due to the change in cell phone plans. Upon vote of the Board; all voted aye; motion carried:

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>AMOUNT</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argo, Jeff</td>
<td>25.00</td>
<td>Highway</td>
</tr>
<tr>
<td>Benck, Al</td>
<td>25.00</td>
<td>Highway</td>
</tr>
<tr>
<td>Case, Jeff</td>
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<td>Highway</td>
</tr>
<tr>
<td>Constant, Shawna</td>
<td>25.00</td>
<td>Director Equalization</td>
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<tr>
<td>Dargatz, Matt</td>
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<tr>
<td>Dolen, Jamie</td>
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<td>Highway</td>
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<tr>
<td>Forbush, Allison</td>
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</tr>
<tr>
<td>Gubka, Mike</td>
<td>40.00</td>
<td>Sheriff</td>
</tr>
<tr>
<td>Halajian, Justin</td>
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</tr>
<tr>
<td>Hartley, Rick</td>
<td>40.00</td>
<td>Highway</td>
</tr>
</tbody>
</table>

Codington County, December 10, 2019
Hedding, Dave 25.00 Highway
Hedges, Gordy 25.00 Ag. Building
Hershman, Jeff 25.00 Detention Center
Holinka, Rick 25.00 Highway
Howard, Larry 40.00 Emergency Management
Kallhoff, Mitch 25.00 Highway
Loehrer, Jodi 25.00 Extension
Lowry, Steve 40.00 Sheriff
Mathews, Russell 40.00 Sheriff
Merchant, Larry 25.00 Govt. Bldgs.
Morgan, Mike 40.00 Sheriff
Olson, Jerrod 40.00 Sheriff
Pederson, Michelle 25.00 Director Equalization
Petersen, Sarah 25.00 Welfare
Reeves, Adam 40.00 Sheriff
Reeves, Rebecca Morlock 40.00 States Attorney
Reiter, Rebecca 40.00 States Attorney
Riter, Robyn 25.00 Highway
Schimmel, Trever 40.00 Sheriff
Schwinger, Brad 25.00 Highway
Sears, Melissa 25.00 Director Equalization
Selchert, Heidi 25.00 Director Equalization
Solberg, Lynn 40.00 Highway
Solum, Brent 40.00 Sheriff
Swanson, Scott 25.00 Ag. Building
Torstenson, Doug 25.00 Highway
Varns, Tyler 40.00 Sheriff
Vogelsang, Lonie 25.00 Highway
Warne, Todd 25.00 Highway

**2020 LEGISLATIVE BILLS**

Commissioner Gabel reviewed the following bills that could come before the South Dakota Legislature in 2020:

1. A bill to minimize costs to taxpayers for County infrastructure projects by the allowance of a half-cent (.05) sales tax for Counties
2. A bill to allow a one-cent (1.0) Bed, Board, and Booze tax for Counties to fund Public Safety, Law Enforcement, and Justice expenses
3. A bill to support addressing of Behavioral Health issues
5. A bill to eliminate the double tax (excise tax) on local Capital Improvement projects
6. A bill to allow for honest mistakes in publishing ordinances and other items online

Commissioner Gabel anticipates area Legislators will attend the Board’s meeting scheduled for December 17th, to further discuss 2020 Legislative issues.

**211 PROGRAM**

Motion by Hanten, second by Gabel, to proceed with preparing a resolution, for Board approval, to implement a 211 Program in Codington County. Lisa Dahl, Executive Director of the Watertown Area United Way and Glen Vilhauer, Watertown City Council President, spoke in favor of implementing the 211 Program in Codington County. Commissioner Hanten noted that if the County can secure a total of 4...
participants for the program the cost to each partner would be approximately $3,279.00 per year. Commissioner Hanten noted partners would be asked to enter into a three-year memorandum of agreement for the funding of the project. Upon vote of the Board, to move forward with the preparation of a resolution for adoption; all voted aye; motion carried.

**MEMORIAL PARK CAMPGROUND MANAGERS CONTRACT**

Commissioner VanDusen noted each Commissioner has been sent a draft of a contract, to review, for the position of Memorial Park Campground Manager.

**CLAIMS**

Motion by Gabel, second by Waterman, to approve the following list of claims. Commissioner Hanten noted two claims under the Welfare budget, Brian’s Glass and Door and Cutting Edgz Inc., which she would like to discuss. Commissioner Hanten questioned the authorization of the project, associated with the claim from Brian’s Glass and Door, per the Board’s action in the minutes of September 24, 2019, to deny the request for the security door project in the Welfare Office. Following further discussion Commissioner Hanten requested an executive session for personnel reasons at the end of this meeting. Upon vote of the Board; all voted aye; to approve the prepared list of claims: 1ST CHOICE SEWER & DRAIN, INC $250.50, A-OX WELDING $133.32, ACCREDITATION, AUDIT AND $300, ABC LOCK & KEY $1,120.83, ACTIVE HEATING $202.04, ADVANCE AUTO PARTS $10.11, ADVANCE AUTO PARTS $8.48, AGTERRA TECHNOLOGIES, INC $3,700, JEFFREY ARGO $25.00, AXON ENTERPRISE, INC $3,544.00, BANNER ASSOCIATES, INC $3,077.30, BOB BARKER CO., $2,006.40, BATTERIES UNLIMITED $140.00, BAUER LAW OFFICE PC $4,455.60, BEACON CENTER $1,000, ALLEN BENCK $25.00, EUGENE BEYNON $25.00, BIEHSBACH EQUIPMENT $44.00, BONDELL BOADWINE $50.84, SCOTT BOHLS $56.72, BORNS GROUP $2,792.50, BOYS & GIRLS CLUB $3,936.73, COLLEEN BRAZIL $1,114.16, BRIANS’ GLASS & DOOR, INC $324.00, BRIAN’S GLASS & DOOR, INC $1,700, RIAN BROMWICH $50.84, BROWNLEE CONSTRUCTION $89,933.00, CINDY BRUGMAN $46.00, BURNS LAW OFFICE $3,763.00, BUTLER MACHINERY $3,971.60M SHAWNA CARTER $130.00, JEFFR CASE $25.00, CENTURY LINK $746.96, CODINGTON-CLARK ELECTRIC COOP $35.62, CODINGTON COUNTY CLERK OF COURTS $400.00, CODINGTON COUNTY HIGHWAY DEPT. $5,602.45, CODINGTON COUNTY TREASURER $35.67, COLE PAPERS, INC. $332.76, CONNECTING POINT COMPUTER CENT $9,473.52, CONNECTING POINT $1,701.16, SHAWNA CONSTANT $25.00, COUNTY FAIR FOODS $354.49, C & R SUPPLY $601.68, CRAWFORD-OSTHUS FUNERAL CHAPEL $5,150.00, CREATIVE VISIONS $150.00, CREDIT COLLECTIONS BUREAU $1,451.37, CREDIT COLLECTIONS BUREAU $778.31, CULLIGAN WATER CONDITIONING $179.00, CUTTING EDGE INC $798.00, D K DIESEL INJECTION $1,380.00, MATTHEW DARGATZ $25.00, DATA TRUCK $29.99, JAMIE DOLEN $25.00, BIMBO FOODS, INC $1,505.13, EIGHT TEN PROPERTIES, LLC $1,740.00, ELECTION SYSTEMS & SOFTWARE $1,693.73, MARIA ESCAMILLA $90.00, TRICIA ESCHEN $69.32, RANDALL FAUVEY $25.00, FARNAMS GENUINE PARTS $251.77, JANINE FIELDS $52.52, AT&T MOBILITY-FIRSTNET $161.15, TOWN OF FLORENCE-Peggy Lindahl $133.65, ALLISON FORBUSH $25.00, FAY & YOUNGBERG, P.C. $394.64, FSA-FARGO $9,841.77, GALLS, LLC $661.92, GCR TIRE CENTER $2,928.60, GCR TIRE & SERVICE $795.13, BREYANNA GEDDES $51.68, BECKY GOENS $69.60, GREAT AMERICA FINANCIAL SVC $211.01, GREEN, ROBY, OVIATT $4,990.00, MICHAEL GUBKA $40.00, GUNDERSON & EVENSON, LLP $1,263.50, JUSTIN HALAJIAN $25.00, BRENT HANTEN $490.00, ALISSA HART $46.00, RICK HARTLEY $40.00, JENNIFER HARTMAN $50.84, PATRICIA J. HARTSEL $41.80, DAVID HEDDING $25.00, JAMES HEDGES $25.00, HENRY FOODS, INC $1,820.24, JEFF HERSHEYMAN $25.00, HILLYARD/SIOUX FALLS $89.63, HOLIDAY INN CITY CENTRE $75.00, RICK HOLINKA $25.00, LARRY HOWARD $40.00, HYVEE $939.60, INTERLAKES COMMUNITY ACTION $1,267.38, INTOXIMETERS $750.00, JACOBSEN TRUCKING $10,321.92, JURGENS PRINTING $524.00, MITHCELL KALLHOFF $25.00, MARK KATTERHAGEN $12.00, KENNEDY

Cotting County, December 10, 2019
PIER LOFTUS & REYNOLDS $487.40, KIBBLE EQUIPMENT $15.98, KELLI LARDY $44.40, LEWIS & CLARK BHS $356.00, LEWNO LAW OFFICE $156.50, LINCOLN CO TREASURER $1,582.50, LOCATORS & SUPPLIERS, INC $611.77, DARYC LOCKWOOD $12.00, JODI LOEHNER $633.96, STEVEN LOWRY $140.00, LUTHERAN SOCIAL SERVICES $2,260.05, MAC'S BLUE TARP CREDIT SERVIC $96.87, BLUE TARP FINANCIAL, INC $32.74, MACKSTEEL WAREHOUSE, INC. $40.59, MACKSTEEL WAREHOUSE, INC. $717.58, MANATRON, INC. $13,131.84, MARCO TECHNOLOGIES $135.00, JACLYN MARKO $54.20, RUSSELL MATHEWS $40.00, MEEKER COUNTY SHERIFF'S OFFICE $500.00, SEAN MELMER $51.68, MENARDS $212.16, LARRY MERCHANT $225.00, MIDCONTINENT COMMUNICATIONS $426.27, MIDSTATES AURO, INC $3,780.00, MIDWEST AUTOMOTIVE $539.98, MOE OIL COMPANY $1,699.21, STEVE MOLENGRAAF $93.00, MICHAEL MORGAN $40.00, MUNICIPAL UTILITIES $12,173.39, MUNICIPAL UTILITIES $705.05, MUTH ELECTRIC $461.37, NEWMAN TRAFFIC SIGNS $849.39, NORTHERN BAG AND BOX COMPANY $4,050.00, NORTHWESTERN ENERGY $296.41, OFFICE PEEPS $8,915.15, JERROD OLSON $40.00, O'REILLY AUTO PARTS $334.37, OTTERTAIL POWER CO. $52.68, HOLLI OWENS $50.84, PACEM DEFENSE $764.00, JOANN PAULSON $1,600.00, MICHELLE PEDERSON $25.00, PENNINGTON COUNTY JAIL $316.55, PETER'S DISTRIBUTING $274.95, SARAH PETERSEN $25.00, PHARMCHEM INC $171.30, PMB $232.28, PRAIRIE LAKES HEALTHCARE CENTER $3,806.64, PREMIER BIOTECH, INC $918.99, PRINT 'EM NOW $656.00, CLINTON RABINE $54.20, RAMKOTA HOTEL $79.00, ADAM REEVES $40.00, REBECCA MORLOCK REEVES $40.00, BECA REITER $40.00, RESERVE ACCOUNT $348.64, ROBYN RITTER $25.00, RON'S SAW SHOP $179.95, RON'S SAW SHOP $88.98, RUNNINGS SUPPLY, INC. $29.75, DAWN RUSSELL $27.20, SANFORD HEALTH $779.18, SATELLITE TRACKING OF PEOPLE $1,725.75, TERRANCE SATTERLEE $1,500.00, TREVER SCHIMMEL $40.00, BRAD SCHWINGER $25.00, SD ATTORNEY GENERAL'S OFFICE $4,224.00, SD DEPARTMENT OF HEALTH $1,060.00, SD FEDERAL PROPERTY $108.00, SD FEDERAL PROPERTY $556.00, SD STATE TREASURER $445,710.16, SDACC $10,361.00, SDACO $2,430.89, SDACO $898.00, SD ASSOC OF COUNTY W.EED & PEST $50.00, SDAE4-HP $120.00, SDN COMMUNICATIONS $1,338.37, SDPAA $1,068.53, MELISSA SEARS $25.00, SECURUS TECHNOLOGIES $3,547.91, HEIDI SELCHERT $25.00, JODY SHEAFTER $51.68, SHARP ELECTRIC, LLC $11,463.35, SHOPKO EYECARE $160.97, SIOUX RURAL WATER SYSTEM $58.40, SIOUX VALLEY COOP $560.21, SIOUX VALLEY COOP $16,216.21, LYNN SOLBERG $40.00, BRENT SOLUM $40.00, TOWN OF SOUTH SHORE $66.00, SOUTH SHORE GAZETTE $723.83, STAR LAUNDRY $2,030.47, STRAR BAR OF SOUTH DAKOTA $415.00, STATE OF SD TREASURER $340.58, STEVE'S WORLD $309.67, SUTTON LAW OFFICE PC $17,365.82, SCOTT SWANSON $25.00, THOMSON REUTERS-WEST $549.57, LANDAN THORSON $56.72, PRODUCTIVITY PLUS ACCOUNT $135.13, DOUGLAS D. TORSTENSON $25.00, TRUE NORTH STEEL $20,514.24, TWO WAY SOLUTIONS, INC $73.97, TWO WAY SOLUTIONS, INC $456.45, TYLER VARNS $40.00, VAST BUSINESS $593.32, VAST BROADBAND $49.95, VERIZON WIRELESS $624.92, GREAT WESTERN BANK $296.87, MARLONIE VOGELSANG $25.00, WALDNER BROS CONSTRUCTION INC $2,433.90, WALMART COMMUNITY $205.78, TODD B WARNE $25.00, WATERTOWN AMBULANCE $250.00, WATERTOWN LAWN & GARDEN $80.00, WATERTOWN PUBLIC OPINION $1,355.89, NICHOLAS WATSON $50.84, WHEELCO $346.25, WIGHT & COMES FUNERAL CHAPEL $216.00, WILLOWBY INDUSTRIES, INC $490.14, WW TIRE SERICE INC. $432.11, XEROX CORPORATION $119.66, YANKTON COUNTY SHERIFF $50.00, YANKTON CO TREASURER $240.00, GARY YOUNG $51.68, ACUITY SPECIALTY PRODUCTS, INC $416.29 TOTAL: $741,889.70.

AUTOMATIC BUDGET SUPPLEMENTS
Motion by Hanten, second by Gabel, to approve automatic budget supplements as follows: Search and Rescue Support expenditure budget $5,000.00 donated funds, Emergency Management expenditure budget $1600.00 POD grant funds, Emergency Management expenditure and revenue budgets $9,000.00

Codington County, December 10, 2019
Homeland Security grant funds, and Sheriff expenditure budget and General Fund revenue budgets $11,983.30 Homeland Security grant funds; all voted aye; motion carried.

PERSONNEL CHANGES
Motion by Hanten, second by Gabel, to approve the following anniversary step personnel change: Debbie Melville, Auditor Accounts Payable clerk, step 13/$20.09 per hour, 10/15/2019; all voted aye; motion carried.

DAKOTA SIOUX CASINO M.O.A.
Commissioner Johnson advised the Board that Watertown City Attorney, Matt Roby, has drafted a letter to the Governor regarding the M.O.A. between Dakota Sioux Casino, Codington County, and Roberts County, and the county’s concern that then Governor Daugaard’s office did not take into account the Counties testimonies when the Tribe requested a new gaming compact with the State of South Dakota. The Tribe’s M.O.A. with the Counties also affects a revenue share for the City of Watertown and Rauville Township.

EXECUTIVE SESSION
Motion by Hanten, second by Gabel, to enter into executive session at 10:07 a.m., per SDCL 1-25-2, to discuss personnel issues; all voted aye; motion carried. The Board returned to regular session at 10:30 a.m. No action was taken after executive session.

ADJOURNMENT
There being no further business to come before the Board a motion was made by Hanten, second by Waterman, to adjourn at 10:31 a.m., until 9:00 a.m., Tuesday, December 17th, 2019; all voted aye; motion carried.

ATTEST:

Cindy Brugman
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 $__________

Codington County, December 10, 2019
CHANGE ORDER

Change order No. 1

Date December 6, 2019

Agreement Date December 7, 2019

PROJECT NAME: Culvert Installation 23-4

OWNER: CODINGTON COUNTY

CONTRACTOR: Jeff Argo Excavating

The following changes are hereby made to the Contract Documents:

Justiceification: Bid item A one load of Rip Rap for an increase of $1431.13 twenty-eight tons installed.

Original Contract Price $14,183.70

Change Order Adjustments: Bid Item A + $ 1431.13

CONTRACT AFTER CHANGE ORDER $15,614.83

CHANGE ORDER APPROVED BY: ____________________________
December 5, 2019

Dear Codington County Commission:

SDSU Extension is in the process of completing annual evaluations for SDSU Extension 4-H Youth Program Advisors, including Jodi Loeher, 4-H Youth Program Advisor serving Codington County. Due to the important partnership between your county and SDSU Extension, we would appreciate your assessment of Jodi’s performance in completing job duties this year in relation to interactions with the Codington County Commission.

Performance assessments cover the time period of October 1, 2018 – September 30, 2019. Your comments will be used as a frame of reference in the formal evaluation process for this professional. We ask that specific examples be provided for both positive job performance actions as well as those that are in need of improvement.

If possible, please return by January 31, 2020 and return to:

SDSU Extension
Attn: Amber Erickson
SAG 109, Box 2207E
Brookings, SD 57007-2097

Or by email to: amber.erickson@sdstate.edu

Thank you!

[Signature]

Amber Erickson
SDSU Extension 4-H Field Operations Coordinator
1. Assess the 4-H Advisor's communication with the County Commission. Is information provided to the Commission on a regular basis? If so, in what way? If not, what is lacking?

2. Assess the 4-H Advisor's ability to manage the county budget given to the 4-H program.

3. Assess the 4-H Advisor's interactions or relationship with the county extension office secretary.

4. Please provide any additional comments:
MEMORANDUM OF UNDERSTANDING
Between
SDSU Extension and Counties of South Dakota
2020

In accordance with Chapter 4.05, Section 4.0504, Revised Code of 1939 and as subsequently amended to conduct Extension educational programs in Agriculture and Natural Resources, Family and Consumer Sciences, Community Development and 4-H/Youth Development with the complete understanding of all parties concerned, SDSU Extension, the United Stated Department of Agriculture and the Board of County Commissioners of Coddington County enter in the following agreement:

COOPERATIVE EDUCATIONAL PROGRAM DEVELOPMENT
SDSU Extension agrees to give guidance and active assistance to the 4-H Advisor in determining and carrying out 4-H and Youth Development educational programs that will be of greatest benefit to the people in the county. SDSU Extension agrees to assist the 4-H Advisor in the conduct of their work by providing program planning and development, leadership, training, supervision, and subject matter support through Extension specialists, field specialists, publications, and technology information services.

PERSONNEL AND FINANCIAL RESPONSIBILITY OF COOPERATING COUNTY
The Board of County Commissioners agrees to furnish an office suitable to all parties of the Memorandum. The Board of County Commissioners further agrees to provide sufficient funds for qualified office administrative support, 4-H Advisor travel expenses, office supplies, and equipment, postage, demonstration and educational supplies, telephone/internet and related charges and computer/related equipment, subject to the county’s budgetary authority.

The Board of County Commissioners agrees to pay annually to South Dakota State University for partial salary support of the 4-H Advisor position. Payments must be made by the 31st day of March in this calendar year. For the calendar year 2020, this is in the amount of $20,621. This position will work 100% of time in Coddington County. Should the position become vacant during the 2020 calendar year, or portions thereof, the county shall be reimbursed on a pro-rata basis for such period(s) of vacancy at the close of the calendar year.

The Board of County Commissioners agrees to reimburse the 4-H Advisor for official use of their personal vehicle, meals and lodging on official business away from their county office headquarters at rates and policies equal to or above those established by the State Board of Finance. The 4-H Advisor will submit itemized vouchers for official travel expenses to the County Auditor for presentation to the Board of County Commissioners for payment.

The 4-H Advisor will travel within the county to serve clientele and conduct educational programming. Furthermore, the 4-H Advisor will participate in some out-of-county activities that are related to their duties for the county, e.g. State Fair, for which the Board of County Commissioners agrees to reimburse travel expenses. The Board of County Commissioners further agrees to allow the 4-H Advisor to participate in some training and special events outside of the county which are related to their duties and continued professional development. For these specific mandated professional development events, SDSU Extension will provide travel reimbursement to the 4-H Advisor.

The Board of County Commissioners further agrees to furnish office space and provide sufficient funds (office supplies, postage, telephone, and technology charges) for 1 (one) Family Nutrition Program (FNP) nutrition assistant.

ACCESS TO CONFIDENTIAL DATA
Access to SDSU Extension data and communications, whether it resides on county-owned or SDSU Extension-owned equipment, shall be restricted to South Dakota State University personnel or their respective designees. As stated in the South Dakota Board of Regents Acceptable Use Policy, information resources and technology should be used to support the operations and missions of the South Dakota Regental System. Accordingly, the Chief Information Technology Office at South Dakota State University will investigate any and all allegations of misuse of technology by SDSU.
Extension personnel. Allegations of misuse of technology on county-owned equipment by SDSU Extension personnel will be investigated jointly by the SDSU Office of Information Technology, the Vice President of Information Technology and the appropriate county personnel. SDSU will work with individual counties as requested to establish a standard Third Party Agreement to address network access concerns.

COOPERATIVE PERSONNEL EMPLOYMENT POLICY

It shall be the responsibility of SDSU Extension to screen and certify the qualifications of applicants for a vacant position. The County Commission will be represented in interviewing candidate(s) for the open position and participate in recommending approval or rejection of the candidate's employment by SDSU Extension. Salary will be determined by SDSU Extension with approval of South Dakota State University and the South Dakota Board of Regents.

If the performance of a 4-H Advisor becomes unsatisfactory, his/her employment may be terminated in accordance with South Dakota State University and Board of Regents Personnel policies. In addition, SDSU Extension may need to remove a 4-H Advisor when either appropriated State or Federal funds or the County funds are not adequate to satisfactorily carry on effective 4-H and Youth Development Extension educational programs in the county.

It shall be the responsibility of SDSU Extension to screen and certify the qualifications of applicants for the EFNEP and FNP nutrition assistant vacant positions. Salary will be determined by SDSU Extension with approval of South Dakota State University and the South Dakota Board of Regents. EFNEP and FNP nutrition assistants will not be expected to assist with 4-H programs and activities in their local counties since they must follow the regulations in accordance with their federal funding stream.

The employment policies of SDSU Extension and parties to this cooperative agreement are required to conform to provisions of the Civil Rights Act of 1964 and related amendments thereto prohibiting discrimination.

APPROVAL AND/OR MODIFICATION OF MEMORANDUM

This memorandum will be in effect when the Board of County Commissioners and SDSU Extension approve it. It supersedes all previously signed agreements and shall remain in effect until it is expressly terminated in writing by one or more of the parties concerned. This agreement should be reviewed at the first meeting of the County Commission each year for purposes of informing new members and reacquainting experienced members with its provisions.

DATE ___________________________  CHAIRPERSON, BOARD OF COUNTY COMMISSIONERS

DATE ___________________________  DIRECTOR, SDSU EXTENSION
STATE OF SOUTH DAKOTA
JOINT POWERS FINANCIAL AND MAINTENANCE AGREEMENT
BETWEEN
DEPARTMENT OF TRANSPORTATION
AND
CODINGTON COUNTY, SOUTH DAKOTA

This Agreement is made by and between the State of South Dakota, acting by and through its Department of Transportation, referred to in this Agreement as the “STATE,” and Codington County, South Dakota, referred to in this Agreement as the “COUNTY.” The STATE and the COUNTY concur in the construction of a Federal Aid Construction Project in the Roadway Safety Improvement Category, listed in the Department of Transportation Statewide Transportation Improvement Program for Fiscal Year (FY) 2020, in Codington County, South Dakota, as follows:

1. JOINT POWERS

This Agreement does not establish a separate legal entity, as contemplated by SDCL 1-24-5. The cooperative undertaking described in this Agreement will be financed and conducted under the provisions of this Agreement by the COUNTY and the STATE. Each party has responsibilities under the terms of this Agreement and no joint board or administrator will be used. No real property will be purchased for use for this Agreement.

2. STATE PROJECT

The STATE and the COUNTY concur in the proposal for the Rumble Strip/Signing project identified as Roadway Safety Improvement Project Number PH 0010(155) PCN 06TV, located on various COUNTY roads in Codington County, referred to in this Agreement as the “PROJECT.”

3. CONTRACT PROCUREMENT

A. The STATE will design, advertise, let to contract, and be the contracting party for the PROJECT.
B. The STATE will obtain the required environmental clearances for the PROJECT.
C. The STATE will provide construction engineering including construction supervision and inspection.

4. FINANCIAL RESPONSIBILITY

The PROJECT is one hundred percent (100%) eligible for Highway Safety Improvement Program (HSIP) federal funding. The STATE will pay for all costs incurred under this Agreement, excluding costs associated with maintenance of the PROJECT.

5. COUNTY RESPONSIBILITY

The COUNTY will have the sole obligation and responsibility for maintenance of the PROJECT. The COUNTY will maintain the signing and rumble strips in like materials, and in the same manner, dimensions, and locations as originally established by the STATE, so long as the signing and rumble strips conform with standards found in the Manual on Uniform Traffic Control Devices (MUTCD) in effect at the time of this Agreement until such time as the signing or rumble strips reach their respective end of life, whichever is the later in time. For purposes of this Agreement, end of life is four (8) years for the signing and end of life for the rumble strips is the end of the second chip seal or until the surface is replaced, whichever occurs first.

6. INDEMNIFICATION

The COUNTY will indemnify the STATE, its officers, agents, and employees against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services under this Agreement. This section does not require the COUNTY to be responsible for or defend against claims or damages arising solely from errors or omissions of the STATE, its officers, agents, or employees.
7. RECORDS RETENTION AND AUDIT

A. All PROJECT charges will be subject to audit in accordance with the STATE’S current procedures and United States Office of Management and Budget (OMB) Circular regulations, found at 2 CFR Part 200. The CFDA Number for these funds is 20.205. Allowable costs will be determined in accordance with 2 CFR Part 200.

B. Upon reasonable notice, the COUNTY will allow the STATE or U.S. Department of Transportation representatives to examine all records of the COUNTY related to this Agreement during the COUNTY’S normal business hours. The COUNTY will keep all records for a period of three (3) years after the date of final payment is made by the STATE under this Agreement and all other pending matters are closed.

C. If the COUNTY expends Seven Hundred Fifty Thousand Dollars ($750,000.00) or more in federal funds during any COUNTY fiscal year covered, in whole or in part, under this Agreement, the COUNTY will be subject to the single agency audit requirements of the U.S. Office of Management and Budget (OMB) Circular regulations, found at 2 CFR Part 200. If the COUNTY expends less than Seven Hundred Fifty Thousand Dollars ($750,000.00) in federal funds during any COUNTY fiscal year, the STATE may perform a more limited program or performance audit related to the completion of Agreement objectives, the allowability of services or costs and adherence to Agreement provisions.

8. AMENDMENT

This Agreement may not be amended, except in writing, which writing will be expressly identified as a part of this Agreement, and be signed by an authorized representative of each of the parties.

9. TERMINATION

The STATE may terminate this Agreement on thirty (30) days’ written notice. If the COUNTY breaches any of the terms or conditions of this Agreement, the STATE may terminate this Agreement at any time with or without notice.

10. EMPLOYEE STATUS

Any officer, employee, or agent engaged in joint action under this Agreement will remain an employee with his or her agency during participation in joint action under this Agreement. Each agency will retain exclusive responsibility for its officers, agents, and employees while these officers, agents, and employees are engaged in joint action under this Agreement, including but not limited to responsibility for regular and overtime wages and salaries, unemployment benefits, workers’ compensation coverage, health insurance, or other benefits, and liability coverage and indemnity, except as otherwise specifically provided in this Agreement.

11. AUTHORIZATION

The COUNTY has designated its County Commission Chairperson as the COUNTY’S authorized representative and has empowered the Chairperson with the authority to sign this Agreement on behalf of the COUNTY. A copy of the COUNTY’S Commission minutes or resolution authorizing the execution of this Agreement by the Chairperson as the COUNTY’S authorized representative is attached to this Agreement as Exhibit A.

SIGNATURE PAGE FOLLOWS
By signature of their representatives below, each party certifies that approval of this Agreement by ordinance, resolution, or other appropriate means has been obtained by that party’s governing body or officer pursuant to SDCL § 1-24-3 and § 1-24-6.

Cedington County, South Dakota

By: ____________________________________________

Its: County Commission Chairperson

Date: ____________________________

Attest: ____________________________________________

County Auditor/Clerk

(State of South Dakota)

Department of Transportation

By: ____________________________________________

Its: Secretary

Date: ____________________________

Approved as to Form:

(Special Assistant Attorney General)
Warrant Number: ________________

Date Paid: ________________

Claim of Vendor #: ARGOEX
JEFF ARGO EXCAVATING
3813 4TH AVE SW
WATERTOWN SD 57201-

Against the County of: CODINGTON

For: ______________________________________________________

<table>
<thead>
<tr>
<th>Fund Desc</th>
<th>Act</th>
<th>G/L#</th>
<th>Amount</th>
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<tbody>
<tr>
<td>ROAD &amp; BRIDGE</td>
<td>316</td>
<td>429.10</td>
<td>15614.83</td>
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TOTAL: 15,614.83

Inv#: 1206, 1207

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

________________________________________
Highway Superintendent:

Auditor:

Approved by
Chair of Commissioners:

Print Date: 12/17/2019
**JEFF ARGO EXCAVATING**

09/12/2019

INVOICE #1206

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<tr>
<td>Customer</td>
<td>Jeff Argo Excavating</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>1201 10th St. NW</td>
<td>3813 4th Ave. SW,</td>
</tr>
<tr>
<td>Watertown, SD 57201</td>
<td>Watertown, SD 57201</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>605-882-6271</td>
<td>605-880-3456</td>
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<table>
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<tr>
<th>Qty.</th>
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<th>Description</th>
<th>Unit Price</th>
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<tbody>
<tr>
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<td>Class B Fractured Rip Rap &amp; Fabric (Materials &amp; Installed)</td>
<td>$3,000.00</td>
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<tr>
<td></td>
<td></td>
<td>Labor (Install 2-60in x 110ft. Culverts)</td>
<td>$10,900.00</td>
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</table>

Total $13,900.00

Excise Taxes $283.70

Sub Total $14,183.70

Thank you for your business!

**Jeff Argo Excavating**

3813 4th Ave. SW, Watertown, SD 57201  jeffargo@yahoo.com
(605) 880-3456
INVOICE #1207

Bill To 
Customer: Codiington County  
Address: 1201 10th St. NW  
Watertown, SD 57201  
Phone: 605-882-6271

Return To  
Recipient: Jeff Argo Excavating  
Address: 3813 4th Ave. SW,  
Watertown, SD 57201  
Phone: 605-880-3456

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<thead>
<tr>
<th>Qty.</th>
<th>Item#</th>
<th>Description</th>
<th>Unit Price</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Class B Fractured Rip Rap &amp; Fabric (Materials &amp; Installed)</td>
<td>$1,402.50</td>
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</tbody>
</table>

Total: $1,402.50
Excise Taxes: $28.63
Sub Total: $1,431.13

Thank you for your business!

Jeff Argo Excavating  
3813 4th Ave. SW, Watertown, SD 57201 jeffargo@yahoo.com  
(605) 880-3456
PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Jeanie Ochsendorf</td>
<td>04/24/2019</td>
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<table>
<thead>
<tr>
<th>EFFECTIVE DATE</th>
<th>POSITION TITLE</th>
<th>DEPARTMENT</th>
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<tbody>
<tr>
<td>01/01/2020</td>
<td>Office Coordinator</td>
<td>Community Health Nurse</td>
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</table>

<table>
<thead>
<tr>
<th>CURRENT STEP</th>
<th>NEW STEP</th>
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</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>Office Coordinator</td>
</tr>
<tr>
<td>step 12</td>
<td>step TBD</td>
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<table>
<thead>
<tr>
<th>CURRENT PAY RATE</th>
<th>NEW PAY RATE</th>
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<tbody>
<tr>
<td>$19.74/$3,434.76</td>
<td>$20.84</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>REASONS FOR CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per review of comprehensive list of current job duties, which have expanded greatly since original date of hire 10/1/2006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
<th>DEPARTMENT HEAD SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeanie Ochsendorf</td>
<td>Alicia Carroll</td>
<td>4.24.19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COUNTY COMMISSIONERS</th>
<th>DATE</th>
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</table>

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.
<table>
<thead>
<tr>
<th><strong>PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS</strong></th>
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<tbody>
<tr>
<td><strong>EMPLOYEE NAME</strong></td>
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<tr>
<td><strong>EFFECTIVE DATE</strong></td>
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<tr>
<td><strong>DEPARTMENT</strong></td>
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<tr>
<td><strong>REASONS FOR CHANGE</strong></td>
</tr>
<tr>
<td><strong>EMPLOYEE SIGNATURE</strong></td>
</tr>
<tr>
<td><strong>DATE</strong></td>
</tr>
<tr>
<td><strong>DATE</strong></td>
</tr>
</tbody>
</table>

**COWLEY COUNTY AUDITOR**  
DEC - 9 2019
CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department ____________________ Welfare

Name of traveling employee ______ Sarah Petersen

Employee title ______ Director ______ Employee status exempt ___ nonexempt _X

Purpose of travel _____________ NACo Legislative Conference

Method of transportation ______ Air

Destination _______________ Washington DC

Departure date and time ______ 2-28-20, 12PM  Destination arrival date and time ___ 2-28-20, 6PM

Return departure date and time ______ 3-4-20, 7:45AM  Return arrival date and time ___ 3-4-20, 12PM

Costs of travel
Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) $400 ( $350 airplane ticket & luggage, $50 ground transportation)

Lodging expense ___________ $1550 (5 nights hotel)

Meals ___________ $270 ($45 per day for 6 days)  Registration ______ $515

Other costs _______

Overtime costs involved in the requested travel ___________ $200 (5 to 7 hours, only if needed)

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

Yes _X_ No ______ If no, why ______ hours will be flexed unless walk in hours are not able to be covered by PT staff.

Is this travel a budgeted item? Yes _X_ No ______

County Commission

Travel request approved: yes ______ no ______ Comments ________________________

Commission Chairman, ____________________ Date ______________
### Estimated Expenses

**Travel Dates**: February 28 and March 4th

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>$260 per night for 5 nights</td>
<td>$250 est taxes</td>
<td>$1,550</td>
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<tr>
<td>Airfare</td>
<td>300 Ticket</td>
<td>$350 luggage</td>
<td>$350</td>
</tr>
<tr>
<td>Ground travel</td>
<td>No Mileage</td>
<td>$50 taxi</td>
<td>$50</td>
</tr>
<tr>
<td>Meals</td>
<td>6 days</td>
<td>$45 per day</td>
<td>$270.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$515</td>
<td></td>
<td>$515</td>
</tr>
<tr>
<td>Overtime</td>
<td>5-7 hours (if needed)</td>
<td>$125-$200</td>
<td>$200</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td></td>
<td></td>
<td><strong>$2,935</strong></td>
</tr>
</tbody>
</table>
Ms. Sarah Petersen  
Welfare Director  
Codings County  
14 1st Ave Se  
Watertown, SD 57201-3611

Dear Ms. Petersen,

As President of the National Association of Counties (NACo), it is my pleasure to congratulate you on your nomination as a member of the Health Policy Steering Committee.

Committee membership at the national level is a serious commitment and responsibility, but it is also a rewarding experience. A great deal of NACo’s strength is in our committees and your active participation reflects and reinforces that strength. The expertise and engagement of our steering committee members is a main reason why Congress and federal agencies often look to NACo for feedback on policy decisions being made in Washington, D.C. This nomination to a NACo steering committee also presents a great opportunity to share with and learn from your county colleagues.

As a member of the Health Policy Steering Committee, it is important to stay informed of legislative and regulatory action relevant to your committee. Your NACo committee liaison is Blaire Bryant. Blaire will send regular email correspondence to committee members and you are responsible for reviewing the information supplied and responding accordingly. She can be reached at bbryant@naco.org.

As a member of a NACo steering committee, you are expected to participate in our monthly conference calls and attend both NACo’s Legislative Conference and Annual Conference. Monthly conference calls are a great way to stay up to date on developments from Capitol Hill and discuss county issues with your colleagues across the nation. Please note the following dates and locations for the upcoming conferences:

- NACo’s 2020 Legislative Conference takes place February 29 – March 4 in Washington, D.C.
- NACo’s 2020 Annual Conference takes place July 17 – 20 in Orange County/Orlando, Florida

I also look forward to working with you and the committees this year on my presidential initiative, which will explore the ways that county governments can best serve the nation’s aging population.

Again, congratulations on your nomination to the Health Policy Steering Committee. This year promises to be an exciting one and I look forward to working closely with you to further the goals of our nation’s counties.

Sincerely,

Mary Ann Borgeson  
President