

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, March 10, 2020

1. Pledge of Allegiance
2. Call for Public Comment
3. Conflict of interest items
4. Action to approve the agenda
5. Action to approve the minutes of February 25, 2020
6. Action to approve a request from the Watertown Boys and Girls Club to approve alcohol sales during their Camel Race event at the Extension Center Complex on Friday, April 3rd
7. Monthly reports
 - a. Veterans Service Officer
 - b. Weed Supervisor
 - c. Auditor
 - d. Director of Equalization
8. Action to accept the resignation of Veterans Service Officer, Al Janzen
9. Action to authorize advertising of Veteran Service Officer position
10. Discussion/possible action to approve hiring of temporary custodial employee
11. Action to approve advertisement for full time maintenance position in the Detention Center
12. Action to approved 2020 weed chemical and spraying fees schedule
13. Discussion/action regarding provision of sandbags at no cost to Codington County residents in need of same
14. Opening of bids for Gravel dump bodies action to award a bid
15. Action to adopt a Bridge Reinspection resolution
16. Action to approve the Auditor's Acct. w/Treasurer and approve monthly Register of Deeds fees
17. Action to approve abatement application
18. Action to approve claims for payment
19. Action to approve automatic budget supplements
20. Action to approve personnel changes

21. Action to approve travel requests
22. Public Notices – a possible quorum of Commissioners could be in attendance at:
 - a. Quarterly meeting of the Sioux Valley Commissioners Association, March 18th, 12:00 noon at the Extension Center Complex
23. Old Business
24. New Business
25. Open
 - a. Public Comments
 - b. Commission Comments
26. 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)
27. Action to adjourn until 9:00 a.m., Tuesday, March 17th, 2020; 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.

Official Proceedings
County of Codington, Watertown, South Dakota
Codington County Courthouse
14 1st Ave SE

February 25, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 25, 2020, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair Brenda Hanten, presiding. Emergency Management Director, Jamie Torstenson, led the pledge of allegiance.

CALLS FOR PUBLIC COMMENT

Chair Hanten called for public comments for the Open, none were forthcoming.

CONFLICT OF INTEREST ITEMS

There were no conflict of interest items to note.

AGENDA APPROVED

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

MINUTES APPROVED

Motion by Gabel, second by VanDusen, to approve the minutes of February 18, 2020; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Jamie Torstenson, noted he has attended the following trainings since taking office: PIO (Public Information Officer) class, E.O.C. (Emergency Operations Center) refresher courses offered by the Regional O.E.M. Coordinator, and a FEMA Individual Assistance class. Meetings continue with FEMA Officials regarding old and new disaster declarations. Homeland Security grants have been applied for, with a review meeting scheduled for March 11th. Weather spotter training will be held March 3 & 4 at the Extension Center Complex, the next LEPC meeting is scheduled for March 10th, meetings continue with the City to plan for potential spring flooding, and a meeting is scheduled today with the US Army Corp of Engineers for additional flood preparation training. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled during the month of January 2020, for the Detention Center and Sheriff's Office: fees collected in the amount of \$7,719.87 were retained by the County; 551 cases/calls for service; responded to 14 accidents; 83 arrest warrants served; 268 sets of civil papers served; 3,036 inmate transport miles; average daily inmate population 57.29 (high of 63 and low of 51); 29 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 47 individuals testing twice daily for PBT'S; 49 individuals reporting twice weekly for UA Drug testing; 3 individuals using sweat patches; 219 bookings; \$11,432.97 collected in fees for out of county prisoner contracts; \$4,030.00 collected in work release fees; \$5,508.00 collected in fees for the 24/7 program; and \$5,913.00 collected in SCRAM fees, which were remitted to the office of the SD Attorney General. Sheriff Howell reported "Use of Force" training was recently completed by Deputies and Correctional Officers and several Deputies also attended the PIO class. A discussion was held regarding the application of a COPS grant.

COPS GRANT APPLICATION

Motion by Gabel, second by Hanten, to declare an emergency, as this item was not on the agenda and the deadline to apply is March 11th, to authorize Sheriff Howell to submit an application for COPS grant

Codington County, February 25, 2020

funds. The grant funds would pay 75% of the wages and benefits for a new hire Deputy Sheriff for a period of three years and after that time the total cost would be incurred by the County. Sheriff Howell noted there has been a steady increase in calls for service since the last COPS grant funds were awarded the County in 2010. Transport miles have also increased greatly since that time. Upon vote of the Board, Gabel, Waterman, Johnson, and Hanten voted aye; VanDusen voted no; motion carried.

HMEP GRANT FUNDS

Motion by Gabel, second by Waterman, to authorize the Emergency Management Director to apply for HMEP (Hazardous Material Emergency Preparedness) grant funds for training and to update the County's Hazardous Materials Plan; all voted aye; motion carried.

FEMA GRANT FUNDS AGREEMENT

Motion by VanDusen, second by Gabel, to authorize the Chair to sign a subrecipient agreement between Codington County and the State of South Dakota for the purposes of receiving funding obligated by FEMA; all voted aye; motion carried.

SURPLUS COMPUTER EQUIPMENT

Motion by Gabel, second by Waterman, to declare GEN01224, a HP Notebook Laptop, s/n MXL65200F, purchased in 2006, surplus to be destroyed; all voted aye; motion carried.

ANNUAL BIDS FUEL BIDS

The Board took action on the fuel bids announced at the February 11th meeting for annual Highway Supplies. Per the recommendation of the Highway Superintendent the following bids were awarded.

Motion by Gabel, second by Waterman, to accept the diesel fuel bids from Cole's Petroleum; all voted aye; motion carried.

Motion by Johnson, second by Gabel, to accept the E-10, E-30, & E-95 fuel bids from Sioux Valley Coop.; all voted aye; motion carried.

PEA GRAVEL BID

Motion by Johnson, second by Gabel, to purchase annual pea gravel supplies from the bid of Clark County with Northern Con Agg. in the amount of \$5.75 per ton; all voted aye; motion carried.

VETERANS SERVICE TEMPORARY CLERICAL HIRE

Motion by Johnson, second by VanDusen, to authorize the hiring of part time clerical assistance in the Veterans Service Office, approximately three days per week, per the request of the Veterans Service Office, and during the authorized leave of the current full-time employee, approximately 4-6 weeks; all voted aye; motion carried.

TEMPORARY FACILITIES MANAGER CONSULTANT

Motion by Johnson, second by Gabel, to authorize the hiring of Milo Ford as a temporary consultant to the office of Facilities Manager per the request of Facilities Manager, Steve Molengraaf, to assist with training and review of technicalities of the position; all voted aye; motion carried.

ABATEMENT APPLICATION

Motion by Gabel, second by VanDusen, to approve an abatement application on property record #20300, in the amount of \$7.76, property was purchased by the City of Watertown, a tax exempt entity; all voted aye; motion carried.

MARCH COMMISSION BOARD MEETINGS

Motion by Gabel, second by VanDusen, to approve the following Commission meetings in the month March: 10th, 17th, 24th, and 31st; all voted aye; motion carried.

EASTER ADMINISTRATIVE LEAVE

The Board noted all County offices will be closed on Good Friday, April 10th and Easter Monday, April 13th, per a policy previously adopted by the County to follow the State of South Dakota office closures.

CLAIMS

Motion by Gabel, second by VanDusen, to approve the following claims: VISA Reliabank 820.85 sup/reg, Watertown City 22790.17 Dec. 911 surcharge collections; all voted aye; motion carried.

SALARY CLAIMS

Motion by Gabel, second by VanDusen, to approve February salary claims; all voted aye; motion carried: Commissioners: 10,581.50 total salaries. Auditor: 21,087.91 total salaries. Co. Treasurer: 31,544.64 total salaries; Ashley Lindner 3243.36 step increase. States Attorney: 31,806.34 total salaries. Gov. Buildings: 18,542.84 total salaries; Steve Molengraaf 5658.48 Facility Manager. Dir. Equalization: 43,194.05 total salaries. Reg. of Deeds: 22,141.01 total salaries. Veterans Service: 10,630.70 total salaries. Sheriff: 95,715.22 total salaries. Co. Jail: 115,405.78 total salaries; Leah Ruby 3354.72 step increase; Matt Blackwelder 5160.84 step increase; Erin Lenzner 3756.66 step increase. Welfare: 5,653.41 total salaries. County Nurse: 4,899.59 total salaries. Ag. Bldg.: 10,234.97 total salaries. Co. Extension: 9,888.79 total salaries. Weed Control: 37.68 total salaries. Planning Board: 749.18 total salaries. Road & Bridge: 97,442.33 total salaries; Lonie Vogelsang 3633.12 step increase; Randy Falvey 3650.52 step increase. Emergency Management: 12,326.66 total salaries. Crime Victim: 6,833.34 total salaries. W.I.C.: 4,554.86 total salaries. Total 553,270.80. Breakdown of withholding amounts which are included in the above: S.D. Retirement 50,461.94; S.D. Retirement 66.61 spouse option; S.D. Supplemental Retire. 3,265.00 suppl. retire.; Sanford 75,601.58 ins.; Reliance Standard Life Insurance 447.25 life ins.; Delta Dental 6,295.84 ins.; Avesis 906.57 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 519.20 employee union dues; AFLAC 4,181.04 ins.; John Hancock 4,145.00 suppl. retire.; AFLAC 719.44 ins.; Watertown United Way 65.00 employee contributions; Office of Child Support 535.00 employee payments; Sioux Valley Credit Union 23,742.07 employee payments; SDRS Supplemental Retirement 4,640.00 Roth retirement; Teamsters Local Union 120 273.00 employee union due; Codington County Deputy Sheriff's Association 135.00 employee union dues; ReliaBank Dakota 37,249.04 federal withholding; ReliaBank Dakota 62,287.72 social security; Barbara Curtis 800.00 employee payment.

PERSONNEL CHANGES

Motion by Johnson, second by Gabel, to approve the following personnel changes: Ashley Lindner, Treasurer Clerk, anniversary step increase, step 7/\$18.64 per hour, effective 2/15/2020 and Lindee Waba, Treasurer 2nd Deputy, anniversary step increase, step 14/\$21.35 per hour, effective 3/1/2020; all voted aye; motion carried.

HOME BUILDERS ASSOCIATION REQUEST TO SERVE ALCOHOL

Julie Kneeland, Executive Officer with the Watertown Area Home Builder's Association, met with the Board to request authorization to furnish alcohol to vendors at a private social event following the close of the Home Show. Motion by VanDusen, second by Waterman, to declare an emergency as this item was not on the agenda, and to allow the request as presented by Ms. Kneeland; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by VanDusen, second by Waterman, to enter into executive session at 9:51 a.m., per SDCL 1-25-2, to discuss a personnel issue; all voted aye; motion carried. The Board returned to regular session at 10:33 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 Gabel, second by VanDusen, to adjourn at 10:33 a.m., until 9:00 a.m., Tuesday, March 10th, 2020; 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 \$ _____

Agenda discussion:

Sandbags for no cost to county residents

Current bags on hand:

129k at storage

.13cents per bag= \$16,770.00

In 2011 former EM gained access to free sandbags, those bags have now been depleted from stock.

We need discussion on charging or not charging for current sandbag supply to county residents.

For the residents that ask for sandbags, we do have a sign out sheet on what is distributed to them with current basic contact information(name,address,etc).

In the past Codington county has not charged for bags during flooding events in the spring.

I recommend not to charge for bags through the spring flood season for 2020. Due to emergency flooding event would pose a challenge to the EM and Auditors offices.

After the possible flood event has passed, depending on requests from residents? Then revisit the discussion at slower and manageable situation need.

2020 Chemicals & Rates

Townships & County:	Equip. & man-\$45/hr	
Chemical Rates / gallon		
2-4D Amine, Aquatic labeled:	VanDiest - \$9.49	
Rodeo or Equivalent:	Drexel-Imitator - \$13.83	
Roundup Pro or Equivalent:	Tenkoz-Buccaneer Plus - \$11.38	
Plateau or Equivalent:	Basf Plateau -\$103.99	Alligare Panoramic - \$98.91
2-4D Ester or Equivalent:	Tenkoz - \$16.43	
Tordon 22K or Equivalent:	Dow - \$43.98	
Nonionic Surfactant:	Brewer 90-10 - \$10.39	
GrazonNext:	Dow - \$38.23	
Milestone:	Dow - \$299.73	
Transline	Dow - \$116.97	
State, City & Privates:	Chemical Rates / gallon	
2-4D Amine, Aquatic labeled:	Tenkoz - \$18.00	
Rodeo or Equivalent:	Drexel-Imitator - \$26.00	
Roundup Pro or Equivalent:	Tenkoz-Buccaneer Plus - \$17.5	
Plateau or Equivalent:	Basf Plateau -\$130.00	Alligare Panoramic - \$125.00
2-4D Ester or Equivalent:	Tenkoz - \$23.00	
Tordon 22K or Equivalent:	Dow - \$65.00	
Nonionic Surfactant:	Brewer 90-10 - \$16.00	
GrazonNext:	Dow - \$50.00	
Milestone:	Dow - \$320.00	
Transline:	Dow - \$135.00	
Dicamba :	\$90.00	
Hourly and equipment rates		
State, City & Privates	\$60/hr-truck, \$50/hr-RTV, Man hour-\$40/hr, 1hr minimum	
Water charges:	\$.06/gallon - 500 gallon minimum	

**CODINGTON COUNTY
NOTICE TO BIDDERS**

Notice is hereby given that the Board of Commissioners of Codington County, South Dakota will receive bids up to 9:00AM in the morning, on Tuesday, March 10th, 2020, at the Codington County Auditor's Office located at 14 First Avenue SE, Watertown, South Dakota 57201 at which time shall be opened and read aloud in the Commission Chambers for the following:

**THREE NEW 16'4" GRAVEL DUMP BODIES,
HOISTS, HYDRAULICS AND INSTALLATION
WITH PUSHER AXLES**

Contract Specifications and bid documents may be obtained at The Office of The Codington County Superintendent of Highways located at 1201 Tenth Street NW, Watertown, South Dakota 57201.

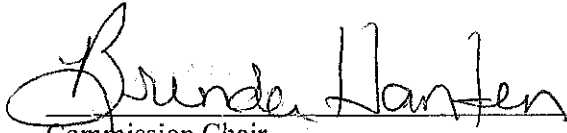
Each bid envelope shall be marked on the front with the words:
"Sealed Bid for New Gravel Dump Body."

A 10% bid bond or certified check in the amount of 5% of the amount bid, payable to Codington County, South Dakota, must accompany each bid. Such check to be certified or issued by a State or National Bank domiciled within the State of South Dakota as a guarantee that such bidder will enter into the contract with Codington County, South Dakota, in accordance with such letting in the event such bidder is awarded the contract.

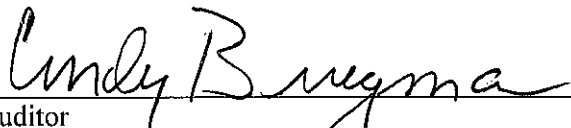
By virtue of statutory authority, preference will be given to materials, products or supplies which are found, produced or manufactured within the State of South Dakota.

The Board of Commissioners reserve the right to reject any or all bids.

Dated this 18th day of February, 2020


Commission Chair

ATTEST:


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 twice at the total approximate cost of \$ _____

**RESOLUTION 2020-4
BRIDGE REINSPECTION
PROGRAM RESOLUTION
FOR USE WITH SDDOT RETAINER CONTRACTS**

WHEREAS, Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*, 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 _____ (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.

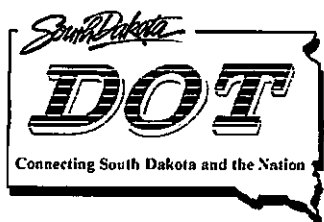
Date this 10th day of March, 2020, at Watertown, South Dakota.

Codington County Board of Commissioners

Brenda Hanten, Chair

ATTEST:

Cindy Brugman, County Auditor



Department of Transportation

Division of Planning & Engineering

Office of Local Government Assistance

700 East Broadway Avenue

Pierre, South Dakota 57501-2586

OFFICE: 605/773-3390

FAX: 605/773-4870

TO: COUNTY HIGHWAY SUPERINTENDENT

FROM: Cody Axlund
Bridge Inspection Engineer

DATE: February 21, 2020

RE: BRIDGE INSPECTIONS (2020)

Dear Superintendent:

Attached to this memorandum is the consultant selection resolution and a computer printout of the bridges in your County that are due to be inspected during the calendar year 2020. Please review it carefully and make any comments regarding a change in status of any structure that may have been or is scheduled to be **CLOSED, REMOVED, REPLACED WITH A NEW STRUCTURE, OR REPLACED WITH A PIPE** since the last inspection. These comments may be shown on the computer printout. Your careful attention to this list will help reduce unnecessary inspection expenses.

The U.S. Federal Highway Administration requires the initial inspection of all bridges and the reinspection at intervals not to exceed two years (Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*) with the exception of reinforced concrete box culverts (RCBC) that meet specific criteria. These culverts are reinspected at intervals not to exceed four years. Any government jurisdiction failing to comply with the posting and reinspection requirements of the National Bridge Inspection Standards (NBIS) Program may lose its eligibility for Federal transportation dollars.

Most South Dakota Counties have done a commendable job in initiating and following through on bridge inspections and postings.

The NBIS Program requires all structures over 20 feet in length be inspected every two years (or four years for specific RCBC's) by a qualified inspector. To accomplish the inspections in your County during 2020, the following three approaches are open to you:

1. Hire a consulting engineer to inspect the bridges due for inspection and pay for these services utilizing 100% County funds;
2. Follow the prescribed South Dakota Department of Transportation (SDDOT) procedures for Consultant Selection of Engineering Services, hire the consultant of your choice and qualify for 80% Federal reimbursement participation in the cost of the inspections; or

3. Utilize one of the twenty-one (21) consulting firms listed on Attachment A that are under retainer contract with the SDDOT and pay 20% of the costs with County funds. The procedures to implement this step are detailed below.

Federal Bridge Replacement Funds can be utilized to hire qualified engineering firms to perform these inspections. However, Federal regulations define specific steps, including requests for proposals, evaluation committees, competitive negotiations, etc., which must be followed when using Federal funds. In an effort to assist Counties in securing Federal funds for bridge inspections, SDDOT has undertaken competitive negotiations with several consulting engineering firms. Twenty-one firms have been qualified to sign retainer agreements with SDDOT. Services performed under these retainer agreements are eligible for Federal participation.

If the County would like to utilize one of these firms under SDDOT retainer contracts, then the County should take the following steps:

1. The County should indicate the firm it wishes to employ in a resolution to SDDOT (copy attached) pledging to provide the local match required to obtain Federal Bridge Replacement funds.
2. SDDOT will initiate an agreement work order with the consulting engineering firm that you have selected for their execution. The consultant then forwards the original, fully executed, work order to you for your signature. You will forward the original, signed, work order to this office for signature. One copy will be returned to you, one copy is returned to the consultant, and the original is kept on file at SDDOT.

The work order indicates the location and types of structures to be inspected in your County. It also shows estimated travel, per diem, and other costs related to the inspection. The summation of all these costs will be the basis for the maximum limiting amount of the work order.

3. If the County does not concur with the work order, it can request SDDOT to contract with another firm under retainer.
4. SDDOT will then issue a *Notice to Proceed* to the consulting engineering firm with a copy sent to the County. SDDOT will bill the County for its local match as the consultant completes its unit work products.

Counties are under no obligation to use the twenty-one consulting engineering firms under SDDOT retainer agreements. Counties can still obtain Federal funds by conducting SDDOT approved competitive negotiations with other engineering firms or by using 100% County funds to pay for engineering services. SDDOT is offering these firms under retainer agreement to the Counties as a relatively quick way to get bridge inspections underway and still meet Federal requirements for competitive negotiations.

Please note that once again this year the consultants will be required to keep a ledger of their time and expenses for their inspection services. They will be reimbursed at a cost plus fixed fee rate for these services, similar to their reimbursement for design services. The flat rate per structure by structure type is no longer being used.

If you have any questions, please call me at (605) 773-3390.

ATTACHMENT A

2020 CONSULTING ENGINEERING FIRM SELECTION LIST FOR BRIDGE INSPECTIONS

1. AECOM Technical Services – Waterloo, IA
2. Ayres Associates Inc. – Eau Claire, WI
3. Banner Associates, Inc. – Brookings, Milbank, and Sioux Falls, SD
4. Brosz Engineering, Inc. – Pierre, Sioux Falls and Sturgis, SD; Bowman, ND
5. Civil Design, Inc. – Brookings, SD
6. Clark Engineering Corporation – Aberdeen, Pierre, Sioux Falls, and Watertown, SD
7. Fickett Structural Solutions Inc. – Middleton, WI
8. HDR, Inc. – Sioux Falls, Rapid City, SD
9. Houston Engineering – Sioux Falls, SD; Fargo, ND
10. Infrastructure Design Group, Inc. – Sioux Falls and Watertown, SD
11. Interstate Engineering, Inc. – Pierre and Spearfish, SD; Wahpeton and Mandan, ND
12. Jacobs Engineering Group, Inc. – St. Louis, MO
13. JEO Consulting Group Inc. – Wahoo, NE
14. Johnson Engineering Company – Yankton, SD
15. Kirkham, Michael & Associates, Inc. – Omaha, NE
16. KLJ – Rapid City, SD; Bismarck, ND
17. Olsson, Inc. – Lincoln, NE
18. Short-Elliot-Hendrickson (SEH) Incorporated – Sioux Falls, SD
19. Stantec Consulting Services Inc. – St. Paul, MN
20. Ulteig Engineers, Inc. – Sioux Falls, SD; Fargo, ND
21. Wiss, Janney, Elstner Associates, Inc. – Northbrook, Illinois

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 February 2020

Cash on Hand	\$11,115.02
Checks in Treasurer' possession less than 3 days	\$97,609.66
Credit Card Charges	\$5,812.89
Cash Items	\$326.24
TOTAL CASH ASSETS ON HAND	\$114,863.81

RECONCILED CHECKING	
Great Western Bank (Memorial Park)	\$3,123.69
Reliabank Dakota	\$21,064,727.61

INVESTMENTS	
SD Public Funds Investment	\$7,238.22

CERTIFICATES OF DEPOSIT	
Dacotah Bank	\$0.00
First American Bank & Trust	\$0.00
First Premier Bank	\$0.00
Great Western Bank	\$0.00
GW - Home Federal Bank	\$0.00
Peoples State Bank	\$0.00
Plains Commerce Bank	\$0.00
Reliabank Dakota	\$0.00
Wells Fargo	\$0.00

TOTAL CASH ASSETS	\$21,189,953.33
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GENERAL LEDGER CASH BALANCES:

General	\$12,355,010.36
General restricted cash	\$500,000.00
Sp. Revenue	\$7,177,566.14
Sp. Revenue restricted cash	\$0.00
Trust & Agency	\$1,157,376.83
Schools	\$ 532,450.99
Townships	\$ 58,831.89
City/Towns	\$ 105,327.52

TOTAL GENERAL LEDGER CASH	\$21,189,953.33
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Dated this 2nd day of March, 2020

County Auditor

FUND CASH BALANCES REPORT AS OF 03/03/2020
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	12,355,010.36
101	GENERAL RESTRICTED CASH	500,000.00
	TOTAL AT FUND GROUP:	12,855,010.36
204	ROAD & BRIDGE FUND	6,572,689.07
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	57,070.14
226	EMERGENCY MANAGEMENT FUND	184,632.01
228	VICTIM CRIME SERVICE FUND	78,619.44
229	DOMESTIC ABUSE FUND	1,131.24
231	W.I.C. FUND	25,898.59
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	77,964.08
250	MODERNIZATION/PRESERVATION	147,513.65
256	SEARCH & RESCUE FUND	32,047.92
	TOTAL AT FUND GROUP:	7,177,566.14
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	532,450.99
722	CIVIL TOWNSHIPS FUND	58,831.89
723	CITIES AND VILLAGES FUND	105,327.52
724	WATER DEVELOPMENT DIST. FUND	5,925.72
725	ADVANCE TAX COLLECTION FUND	.00
726	REGISTER OF DEEDS FUND	2,416.80
734	DEPOSIT FUND	.00
735	TREASURER'S TRUST FUND	301.80
736	MUNICIPALITIES (5%) FUND	.00
738	COUNTY SCHOOL FUND	.00
742	STATE MOTOR VEHICLE FUND	440,553.04
755	SALES TAX FUND	288.89
758	BOOKMOBILE FUND	1,297.02
766	LAW LIBRARY FUND	8,979.16
769	MODERN/PRESERATION RELIEF	1,004.00
770	FIRE DEPT. MONIES	.00
	TOTAL AT FUND GROUP:	1,157,376.83
	TOTAL:	21,189,953.33

OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF FEBRUARY, 2020

The sum of **\$22,536.20** in fees has been collected by me as Register of Deeds for FEBRUARY, 2020

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 FEBRUARY, 2020

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this 2 day of March 2020

Cindy B. Nygma

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	<u>\$ 172.00</u>
County General Fund (\$5.00)	<u>\$ 430.00</u>
State EVRSS Fund (\$5.00)	<u>\$ 430.00</u>
State General Fund (\$3.00)	<u>\$ 258.00</u>
TOTAL	<u>\$ 1,290.00</u>

CERTIFIED DEATHS

County General Fund (\$5.00)	<u>\$ 775.00</u>
State General Fund (\$4.00)	<u>\$ 620.00</u>
State EVRSS Fund (\$6.00)	<u>\$ 930.00</u>
TOTAL	<u>\$ 2,325.00</u>

Receipt Totals

By Date: 2/1/2020 12:00:00 AM - 2/29/2020 11:59:59 PM; Departments: All; Cash based.

Codrington County

Monday, March 02, 2020 10:31 AM

Summary:**Receipt Item Totals**

	Paid	Charged	Debited	Total
Document:	\$15,743.00	\$618.00	\$0.00	\$16,361.00
Non Document:	\$4,470.00	\$1,789.50	\$0.00	\$6,259.50
Subtotal:	\$20,213.00	\$2,407.50	\$0.00	\$22,620.50

Payment on Account Totals

Applied:	\$2,323.20
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$2,323.20

Payments & Refunds

ACH:	\$1,636.00
Cash:	\$2,082.00
Check:	\$18,743.20
Money Order:	\$75.00
Total:	\$22,536.20

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00	\$120.00	\$120.00	\$0.00	\$0.00
101-0-341.21	\$7,744.00	\$6,976.00	\$768.00	\$0.00
101-0-341.22	\$7,387.00	\$7,387.00	\$0.00	\$0.00
229-0-321.00	\$360.00	\$360.00	\$0.00	\$0.00
726-0-209.00	\$2,410.00	\$1,780.00	\$630.00	\$0.00
101-0-341.29	\$2,995.20	\$2,220.00	\$775.20	\$0.00
250-0-341.21	\$912.00	\$822.00	\$90.00	\$0.00
769-0-209.00	\$608.00	\$548.00	\$60.00	\$0.00
	Total: \$22,536.20	\$20,213.00	\$2,323.20	\$0.00

APPLICATION FOR ABATEMENT OR REFUND OF TAXES
under the provisions of SDCL 10-18-1
TO THE BOARD OF COUNTY COMMISSIONERS OF CODINGTON COUNTY, SOUTH DAKOTA

NAME DONALD H. HAUCK JR OR LOIS D. HAUCK
MAILING ADDRESS 2321 10TH AVE SW
CITY WATERTOWN STATE SD ZIP CODE 57201
Record # 20686 Legal Description of Property MALLARD COVE BLK 1 LOT 5 2016
FRIENDSHIP MY1636939ABV CITY OF WATERTOWN

Application for an abatement / refund of taxes if being presented due to the following reason (check applicable provision).

- An error has been made in any identifying entry of description of the real property; in entering the valuation of the real property or in the extension of the tax, to the injury of the complainant;
- Improvements on any real property were considered or included in the valuation of the real property, which did not exist on the real property at the time fixed by law for making the assessment;
- The complainant or the property is exempt from the tax;
- The complainant had no taxable interest in the property assessed against the complainant at the time fixed by law for making the assessment;
- Taxes have been erroneously paid or error made in noting payment or issuing receipt for the taxes paid;
- The same property has been assessed against the complainant more than once in the same year, and the complainant produces satisfactory evidence that the tax for the year has been paid.
- A loss occurred because of flood, fire, storm, or other unavoidable casualty;
Date of Loss _____
- Structures have been removed after the assessment date (upon verification by the director of equalization),
Date structures removed _____
- Applicant, having otherwise qualified for the Assessment Freeze for the Elderly and Disabled, but missed the deadline as prescribed in § 10-6A-4.
- Applicant, having otherwise qualified for classification of owner-occupied single family dwelling, but missed the deadline as prescribed by law due to temporary duty assignment for the military.
- Other / Comments _____

(No tax may be abated on any real property which has been sold for taxes, while a tax certificate is outstanding - - Any abatement on property within corporate limits of a municipality must be first approved by the governing body of the municipality.)

I hereby apply for an abatement / refund of property taxes for the above reasons.

Subscribed and sworn to, before me this 28th day of February, 2020.

Donald H. Hauck Jr
Applicant's Signature

Debbie Melville
Deputy Auditor / Director of Equalization
DEBBIE MELVILLE
SEAL NOTARY PUBLIC SEAL
SOUTH DAKOTA
My Commission Expires March 24, 2023

Date received in the County Auditor's Office 3/4/2020 Received by C Brugman
Taxes due in 2020 Total Taxable Value 57316 Total Taxes Due 765.28
Tax levy 13.352 Property classification owner occupied
Taxable Value Abated 57316 Amount Abated 765.28 Amount Refunded _____

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Dena Keller</i>		DATE <i>2-26-2020</i>
EFFECTIVE DATE <i>2-26-2020</i>	POSITION TITLE <i>Clerk Secretary</i>	DEPARTMENT <i>Veterans Service Office</i>
CURRENT STEP	NEW STEP	
CURRENT PAY RATE	NEW PAY RATE <i>15.54</i>	
REASONS FOR CHANGE <i>Temp hire</i>		FILED FEB 26 2020 CODINGTON COUNTY AUDITOR

EMPLOYEE SIGNATURE *D Keller*

DEPARTMENT HEAD SIGNATURE *AKJ*

DATE *2-26-2020*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Kim Johnson		DATE 3/1/2020
EFFECTIVE DATE 4/1/2020	POSITION TITLE Deputy Office Coordinator	DEPARTMENT Extension
CURRENT STEP 7	NEW STEP 8	
CURRENT PAY RATE \$19.22	NEW PAY RATE \$19.53	<i>JB</i>
REASONS FOR CHANGE Anniversary step increase		<p>FILED</p> <p>FEB 28 2020</p>

CODINGTON COUNTY AUDITOR

EMPLOYEE SIGNATURE *Kim Johnson*

DEPARTMENT HEAD SIGNATURE *Jodi Loehrer*

DATE *2/25/2020*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Extension

Name of traveling employee Kim Johnson

Employee title Deputy off. coord. Employee status exempt nonexempt _____

Purpose of travel 4-H Online & Fair ^{Entry} Training

Method of transportation riding w/ Jodi Loehrer

Destination Aberdeen, SD

Departure date and time ≅ 7 am Destination arrival date and time ≅ 8:30 am

Return departure date and time 4 pm Return arrival date and time 5:30 pm

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) Ø (carpooling)

Lodging expense Ø

Meals Ø (included) Registration \$30.00

Other costs —

Overtime costs involved in the requested travel none, comp. time

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

Yes X No _____ If no, why _____

Is this travel a budgeted item? Yes No _____

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Weed & Pest

Name of traveling employee Steve Molengraaf

Employee title Supervisor Employee status exempt nonexempt

Purpose of travel North Central Mosquito Control Association Conference

Method of transportation County vehicle

Destination Fargo, ND

Departure date and time 4/7/20 3:00pm Destination arrival date and time 4/7/20 6:00pm

Return departure date and time 4/8/20 5:00pm Return arrival date and time 4/8/20 8:00pm

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) fuel

Lodging expense \$120

Meals \$38 Registration \$55

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 _____

FILED

MAR - 3 2020