

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, February 2, 2021

1. Pledge of Allegiance
2. Call for public comment. Public comment may be submitted via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve the February 2, 2021 agenda
5. Action to approve the minutes of January 26, 2021
6. Action to approve a request to serve alcoholic beverages to vendors at a private social event following the close of the Home Show at the Extension Center Complex
7. Monthly reports
 - a. Extension
 - b. Veterans Service
8. Action to approve a MOU between SDSU and Codington County for the provision of the 4-H Advisor
9. Action to appoint a Housing and Redevelopment Board member and authorize Chair to sign certificate
10. Action to approve a resolution authorizing the election of members of the Watertown-Codington County Regional Railroad Authority
11. Action to approve an agreement with Codington County Title due to a change in licensed abstractor
12. Action to authorize grant application for additional LEMPG Special Projects
13. Action to approve property tax abatements
14. Action to approve revised agreement with ICAP for client assessment needs assistance
15. Note Magic Needler's Quilt Guild raffle
16. Action to approve claims for payment
17. Action/possible discussion on COVID-19 practices, procedures, policy
18. Action to approve automatic budget supplements
19. Action to approve personnel changes
20. Action to approve travel requests
21. Public Notices – a possible quorum of Commissioners could be in attendance at:
22. Old Business
23. New Business
24. Open
 - a. Public Comments

b. Commission Comments

25. 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)**

26. Action to adjourn until 9:00 a.m., Tuesday, February 9, 2021; 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

January 26, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 26, 2021, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair, Brenda Hanten, presiding. Guest, Chris Schilken, Executive Director, Watertown Development Company, lead the pledge of allegiance.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Hanten called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by VanDusen, second by Gabel, to approve the January 26, 2021 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of January 19, 2021; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Jamie Torstenson, updated the Board on the following: updating of annual rosters, ICS virtual training, responded to a grass fire in Deuel County as mutual aide, responded to a house fire in the Wallace area, attended virtual meetings, biweekly monitoring of snow/water levels, recent weather events, and continued assistance with mitigation strategies for remedies to water inundated roads in Richland Township. The Search and Rescue team had a very active month with responses in Day and Hamlin Counties. COVID-19 numbers continue to be monitored in Codington County and development of a Local POD Plan continues. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled during the month of December 2020, for the Detention Center and Sheriff's Office: fees collected in the amount of \$10,115.82 were retained by the County; 567 cases/calls for service; 12 accident reports completed; 64 arrest warrants served; 242 sets of civil papers served; 2,270 transport miles; average daily inmate population 39.68 (high of 50 and low of 33); 22 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 52 individuals testing daily for PBT'S; 46 individuals reporting twice weekly for UA Drug testing; 5 individuals using sweat patches; 188 bookings; \$8,180.00 collected in fees for out of county prisoner contracts; \$0.00 collected in work release fees due to a temporary suspension of the program; \$8,189.50 collected in fees for the 24/7 program; and \$4,287.00 collected for SCRAM fees. Sheriff Howell presented the Board with an annual report of statistics, for the Sheriff's Office and Detention Center, and reviewed the same. The Sheriff's office and Detention Center employees who chose to receive the COVID-19 vaccine will receive their second vaccination today. The following employees have completed the 12-week online NACo Leadership Class: Sheriff Howell, Sergeant Solum, Chief Correctional Officer Blackwelder, and Corrections Sergeant Escamilla. The Sheriff will be seeking quotes to update the Detention Center camera and lock systems as budgeted in 2021.

PATROL VEHICLES

Sheriff Howell presented the Board with a local bid for two patrols vehicles as budgeted in 2021. Watertown Ford will sell the County, two 2021 Ram 1500 Classic SSV trucks, at \$28,761.00 each. The

Codington County, January 26, 2021

bid price through the State of South Dakota for this vehicle is \$28,381.00. Motion by VanDusen, second by VanDusen, to purchase the two vehicles at the price quoted from local dealer Watertown Ford and as recommended by Sheriff Howell; all voted aye; motion carried.

DETENTION CENTER SANITARY SEWER SYSTEM

Motion by Gabel, second by Waterman, to approve a notice to bidders for a project to rehabilitate the Detention Center sanitary sewer system; all voted aye; motion carried. Bids will be opened and publicly announced at the Board's meeting on March 2nd, 2021.

TREASURER'S OFFICE CLERK POSITION

Motion by VanDusen, second by Johnson, to approve advertising and hiring of a clerk position in the Treasurer's office to fill a vacancy; all voted aye; motion carried.

CLAIMS

Motion by VanDusen, second by Gabel, to approve for payment the following claims; all voted aye; motion carried: Visa Reliabank \$586.48 sup/trav/misc.

SALARY CLAIMS

Motion by Johnson, second by Gabel, to approve the following January 2021 salary claims; all voted aye; motion carried: Commissioners: 10,595.06 total salaries; Brenda Hanten 2020.48; Myron Johnson 1920.48; Donald Gabel 1920.48; Harlan Waterman 1920.48; Troy VanDusen 1920.48. Auditor: 21,830.14 total salaries; Cindy Brugman 5818.56; Jodi Pearson 3970.68; Debbie Melville 3662.70; Alissa Harte 33469.56. Co. Treasurer: 33,824.30 total salaries; Carol Maloney 5522.76; Janet Bevers 4339.56; Betty Overlie 3662.70; Lindee Waba 3779.28; Sandy Theye 5065.56 final pay; Ashley Lindner 3300.78. States Attorney: 43,828.20 total salaries; Ruth Swenson part time @ 19.53 hr.; Becky Morlock Reeves 9228.96; Jamie Monson 3995.04; Alison Bakken 5543.64; Megan LaFromboise 5912.52; Lisa Felch 3300.78; Katie Moes 3003.24. Gov. Buildings: 20,564.32 total salaries; Steve Molengraaf 5844.66; Cindy Dargatz part time @ 18.41 hr.; Bryan Bleeker 3556.56; Richard Kohn 3003.24. Dir. Equalization: 44,849.86 total salaries; Shawna Constant 5695.02; Diane Merchant 3970.68; Michelle Pederson 4532.70; Heidi Selchert 4109.88; Barb Martenson 3645.30; Melissa Sears 4045.50; Allison Forbush 4062.90; Sarah Tesch 3300.78. Reg. of Deeds: 23,291.78 total salaries; Ann Rasmussen 5522.76; Mary Fransen 4339.56; Jill Schweitzer 3619.20; Jacki Manning 3662.70. Veterans Service: 10,619.13 salaries; Todd Rose 4229.94; Peggy Raml 3645.30. Sheriff: 110,631.19 total salaries; Adam Reeves 4738.02; Brad Howell 6700.74; Kathy Young 3958.50; Lonnie Greenfield part time @ 21.93 hr.; Keith Olson part time @ 23.41 hr.; Rusty Mathews 5030.34; Dave Curtis 3758.40; Jerrod Olson 5030.34; Trever Schimmel 4738.02; Vanna Engst 4035.06; Erin Lenzner 3822.78; Brent Solum 5051.22; Toby Wishard part time @ 23.41 hr.; Steven Lowry 4517.04; Tyler Varns 4226.46; James Bakke part time @ 21.93 hr.; Michael Morgan 4351.74; Boyd Peterson part time @ 21.93 hr., Shane Yost 4073.34; . Co. Jail: 126,839.37 total salaries; Marie Suman part time @ 22.65 hr.; Tasha Vohlken part time @ 18.44; Jessica Johnson part time @ 19.62; Ryan Elliott part time @ 19.02; Lori Mills part time @ 24.04; Shawn Nills 4221.24; Jacey Moe part time @ 19.02; Leah Ruby 425.39 final pay; Cindy Olson part time @ 22.30 hr.; Marcy Rossow 3462.60; Brittini Schliesman part time @ 20.25 hr.; Julie Gallisath 3652.26; Laurie Smith part time @ 20.25 hr.; Shawna Carter 4304.76; Lindsey Stricherz 4304.76; Kayla Schomaker 3897.60; Charles Rossow part time @ 18.15 hr.; Janelle Wishard part time @ 18.44; Janelle Olson part time @ 18.44 hr.; Judy Greenfield part time @ 18.44 hr.; Jennifer Matejek 4287.36; Amalia Barrientos 3652.26; Matt Blackwelder 5317.44; Kyle Lewis 3540.90; Wes Jennings 4076.82; Melissa Holtquist 4002.00; Justin Halajian 4118.58; Steve Stahlke 3198.12; Maria Escamilla 4409.16; Kelly Oelrich 3958.50; Megan Olson part time @ 18.44 hr. Coroner: 1,803.14 total salaries. Care of the Poor: 4,188.70 total salaries; Sarah Petersen 586.47 final pay; Kari Kraayenbrink 19.64 hr. County Nurse: 5,097.40 total salaries; Jeanie Ochsendorf 3744.48. Ag. Bldg.: 10,317.67 total salaries; Scott Swanson 4029.84; Ronnie Hartley 3003.24. Co. Extension: 10,148.81 total salaries; Becky Goens 3970.68; Kim Johnson 3457.38.

Road & Bridge: 102,199.11 total salaries; Allen Benck 4499.64; Brad Schwinger 4499.64; Jeff Case 4499.64; Rick Hartley 6519.78; Todd Warne 4652.76; Dave Hedding 4499.64; Lori Deutsch 3953.28; Rick Holinka 4517.04; Mitch Kallhoff 3580.92; Matt Dargatz 4139.46; Jamie Dolen 4135.98; Robyn Riter 4021.14; Lynn Solberg 5047.74; Doug Torstenson 3833.22; Randy Falvey 3714.90; Lonie Vogelsang 3697.50; Jeff Argo 3714.90. Emergency Management: 12,445.78 total salaries; Jamie Torstenson 5453.16 Cheri Howell 3500.88; Larry Howard part time 20.00 hr. Crime Victim: 7,001.48 total salaries; Jan Steele 5409.66. W.I.C.: 4,748.61 total salaries; Sara Aman 3457.38. Total: 604,824.05 Breakdown of withholding amounts which are included in the above: S.D. Retirement 53,342.30; S.D. Retirement 69.79 spouse option; S.D. Supplemental Retire. 3,010.00 suppl. retire.; Sanford Health 77,577.84 ins.; Reliance Standard Life Insurance 417.30 life ins.; Delta Dental 6,065.42 ins.; Avesis 857.71 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 526.90 employee union dues; AFLAC 3,959.45 ins.; John Hancock 4,890.00 suppl. retire.; AFLAC 696.67 ins.; Watertown United Way 70.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 24,869.00 employee payments; SDRS Supplemental Retirement 2,480.00 Roth retire.; Teamsters Local Union 120 394.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 44,306.39 federal withholding; ReliaBank Dakota 76,811.34 social security; Barbara Curtis 800.00 employee payment.

EMPLOYEE RECREATION CENTER REIMBURSEMENT PROGRAM

Motion by Gabel, second by Johnson, to reimburse County employees for recreation center attendance using a pro-rated formula for 2020 due to the temporary closure of a number of recreation center facilities relating to COVID-19 restrictions; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Gabel, second by Waterman, to enter into executive session at 9:56 a.m., per SDCL 1-25-2, for a personnel issue; all voted aye; motion carried. The Board returned to regular session at 10:14 a.m. Human Resource Representative, Natalie Remund, was present, for executive session.

PERSONNEL CHANGES

Motion by VanDusen, second by Johnson, to approve the following personnel change: Sara Foust, Welfare Director, new hire, \$25.13 per hour, effective 2/16/2021; all voted aye; motion carried.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 10:15 a.m., until 9:00 a.m., Tuesday, February 2, 2021; 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, January 26, 2021

Current: 2 FEB 21 - Codington County Veterans Service Office – Todd Rose

Our office conducted 188 transactions within Vetraspec for year 2020. Transactions would be regarding intent to file a claim, submission of disability or pension claim, our office requesting information from state VA division, response for requested information from the VA, and death notifications are the most common transactions.

Watertown CBOC is working with Sioux Falls VA to finalize a date for COVID vaccines. Initial appointment will be made by Sioux Falls VA and the second appointment will be made by the CBOC at completion of 1st appointment. CDC criteria for priority of appointments will be used by the VA to contact the veterans according to the Tier levels. Again, no initial date set but should be soon. This will be a process that will go on and repeat itself thru out the year. CBOC is still following social distancing measures throughout the clinic. The CBOC has 2 providers on staff that are seeing on average 8 face to face appointments along with 2-4 telephonic exams, this puts them at about 80-85% towards full operations.

I am requesting travel to Sioux Falls to get my fingerprints for VA certification and while there, I will spend the rest of the day at the State VA Division Office for training.

No transports with the DAV vehicle in JAN and currently nothing scheduled for FEB. We have 8 drivers with 3 in the process of certification.

We have received and turned in \$500 to the auditor's office from the VVA 1121 and notification of commitments from VFW Post 750 and VVA 1054 each committing \$1400 towards the new DAV van. I sent a total of 14 letters of funding support to different veteran and civic organizations in the community. I will update as I hear back from them. I will be planning a PR event when we receive the vehicle later this year.

Blinds have been installed and look and work great.

Look into a booth at 2021 Farm Show, but no booths this year due to circumstance. Will be looking into that and a spot in the program next year.

Future:

Plan public relations event upon arrival of new DAV van. To inform the citizens of the county about it, give recognition to the organizations that donated funds, a thank you to the volunteer drivers that currently drive, along with recruiting event for new drivers.

No change in updating phones / communications system.

Continue to attend local veteran's meetings when conducted.

No Change in plan to reach out to the Veterans in our system and review their past claims.

Any questions or concerns?

MEMORANDUM OF UNDERSTANDING

Between

SDSU Extension and Counties of South Dakota 2021

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 States Department of Agriculture and the Board of County Commissioners of **Codington 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 2021, this is in the amount of \$20,621. This position will work 100% of time in Codington County. Should the position become vacant during the 2021 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

**CERTIFICATE OF APPOINTMENT OF COMMISSIONERS OF THE
HOUSING AND REDEVELOPMENT COMMISSION OF
CODINGTON COUNTY, SOUTH DAKOTA**

WHEREAS, the Board of Commissioners of Codington County, South Dakota, held a regular meeting on the 23rd day of July, 2002; and

WHEREAS, at said meeting resolution #2002-18 was passed and adopted declaring the need for a Housing and Redevelopment Commission;

NOW, THEREFORE, pursuant to the provisions of the County and Municipal Housing and Redevelopment Law (S.D. Codified Laws 11-7-12(1995)), and by virtue of my office as chairman, I hereby appoint the five persons hereinafter named to serve as Commissioners of the Housing and Redevelopment Commission of Codington County, South Dakota, and each to serve until the expiration date appearing after his or her name.

Arlys Kays, term expires 12/31/2021

Brenda Hanten, term expires 12/31/2022

Kathy Turbak, term expires 12/31/2023

Elmer Brinkman, term expires 12/31/2024

Georgia Kahnke, term expires 12/31/2025

IN TESTIMONY WHEREOF, I have hereunto signed my name as Chairman of the Board of Commissioners of Codington County, South Dakota, caused the corporate seal of said Codington County to be attached hereto this 2nd day of February, 2021.

Brenda Hanten, Chair

ATTEST:

Cindy Brugman, Auditor

RESOLUTION 2018-1

**AUTHORIZING ELECTION OF MEMBERS OF THE WATERTOWN-CODINGTON
COUNTY REGIONAL RAILROAD AUTHORITY**

BE IT RESOLVED that County of Codington, South Dakota, hereby reaffirms its membership in the Watertown-Codington County Regional Railroad Authority pursuant to the Agreement establishing such regional railroad authority which was made and entered into on May 28, 2002;

BE IT FURTHER RESOLVED that Myron Johnson and Charlie Waterman are hereby elected as the two (2) Commissioners designated to represent Codington County on the Board of Commissioners of the Watertown-Codington County Regional Rail Authority to serve for a term of three (3) years, and said commissioners shall serve in that capacity until their successors are elected and qualified.

Dated at Watertown, South Dakota, this 9th day of January, 2018

The above and foregoing Resolution was moved for adoption by Commissioner VanDusen, second by Commissioner Gabel, and upon vote of the Board all voted aye whereupon the Chairman declared the resolution to be duly passed and adopted.

Myron Johnson
Chairman

ATTEST:

Cindy Brugman
County Auditor

I hereby certify that Resolution 2018-1 was published in the Watertown Public Opinion, the official newspaper of said County, on the 20th day of January, 2018, and an affidavit of publication is filed in the County Auditor's Office.

Cindy Brugman
Codington County Auditor

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT, made and entered into between Midwest Developers, Inc., d/b/a Codington County Title, (hereafter "Midwest"), and the Codington County Register of Deeds, hereafter "Register of Deeds").

WHEREAS Midwest has newly begun business as a licensed abstracter in Codington County pursuant to SDCL Chapter 36-13, and has made copies of recorded instruments in the office of the Register of Deeds under a prior Agreement, and it will make further copies while operating as an abstracter,

IN CONSIDERATION of the covenants, conditions, and promises hereinafter mutually undertaken, the parties agree as follows:

1. Midwest acknowledges that it owes Codington County for copies made and not paid under its prior Memorandum of Understanding the sum of _____. It agrees to pay Codington County that sum with 5 business days of the approval of this Agreement by the Codington County Commissioners.
2. Further, Midwest agrees to pay to Register of Deeds for copies made under this Agreement the fees established by the County Commissioners pursuant to SDCL 7-9-15(6), to-wit 15 cents per page copied, whether the page in the office of Register of Deeds is paper, micro-film or digital.
3. The records of the Register of Deeds shall not be removed from the office of the Register of Deeds. Midwest will handle the records of Register of Deeds safely and under such reasonable direction as Register of Deeds may give.
4. All copying will be conducted during the business hours of Register of Deeds. Midwest shall not interfere with normal business operations of Register of Deeds.
5. Midwest shall not disseminate any materials copied from the records of Register of Deeds except in connection with abstracts compiled or title insurance issued or commitments for title insurance ordered, or pursuant to the sale of its title plant to another licensed abstracter.
6. Midwest shall at all times protect, indemnify, save and keep harmless Codington County from any and all claims arising out of performance under this Agreement.
7. Midwest warrants that Nancy Lewellen is a licensed abstracter with the State of South Dakota and is associated with Midwest.

8. In addition, in the event of default, by either party, under the terms of this Agreement, either may adopt any remedy allowed by law for the enforcement of this Agreement, except that each party waives any right to seek or collect consequential damages from the other.

9. Nancy Lewellen personally guaranties Midwest's performance of its obligations under this Agreement.

IN WITNESS WHEREOF, the parties have hereunto caused this Memorandum of Understanding to be executed on this _____ day of _____, 2021.

REGISTER OF DEEDS OF
CODINGTON COUNTY, SOUTH DAKOTA MIDWEST DEVELOPERS, INC.

Ann Rasmussen

By: _____
Its President

Nancy Lewellen, individually

S6706ABS

LEMPG counties, we are opening the 2020 LEMPG Special Project application period once again for considerations for project funding. We still have funding available from both the 2020 LEMPG as well as funding under EMPG-Supplemental.

We will accept applications for funding through March 12th, 2021. Please use the attached project application. This is open to all LEMPG counties even if you have applied for and were awarded funding during the first round. Funding remains the same as all EMPG funding at 50%. This funding is meant to be used by your jurisdiction to fund projects to enhance your capabilities as emergency manager and your emergency management program.

Examples of projects that have been funded are PPE and other COVID-19 related supplies, EOC equipment, inventory management systems, mobile network devices, accountability system software and hardware (Salamander), sandbagging machines, alerting systems, new computers including video conferencing capabilities, radio equipment, and other projects and supplies.

Note: If you do not have video conferencing capabilities with your current computer, please consider submitting for this type of project as video conferencing technology will continue to be used even after COVID-19 is under control

If you have any question regarding this application period, please contact your Regional Coordinator.

Allan Miller, MEP

Response Branch Team Leader

SD Dept. of Public Safety | Office of Emergency Management

Office: 605.995.8990

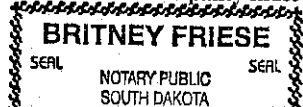
APPLICATION FOR ABATEMENT OR REFUND OF TAXES
under the provisions of SDCL 10-18-1
TO THE BOARD OF COUNTY COMMISSIONERS OF CODINGTON COUNTY, SOUTH DAKOTA

NAME WATERTOWN SCHOOL DISTRICT 14-4
 MAILING ADDRESS PO BOX 730
 CITY WATERTOWN STATE SD ZIP CODE 57201
 Record # 8915 Legal Description of Property LOT 1 BLOCK 5 MCCLINTIC ADDITON
TO THE 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; PURCHASED 3-23-2020
- 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 11th day of

Hilde Clason
Applicant's Signature

January, 2021
Britney Friese
Notary / Auditor / Deputy Auditor / Director of Equalization

Date received in the County Auditor's Office 1/26/2021 Received by C Brugman
 Taxes due in 2021 Total Taxable Value 167574 Total Taxes Due 2814.76
 Tax levy 16.797 Property classification NA
 Taxable Value Abated 125682 Amount Abated 2111.06 Amount Refunded _____

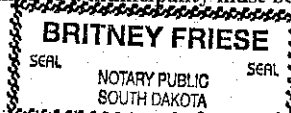
APPLICATION FOR ABATEMENT OR REFUND OF TAXES
 under the provisions of SDCL 10-18-1
 TO THE BOARD OF COUNTY COMMISSIONERS OF CODINGTON COUNTY, SOUTH DAKOTA

NAME WATERTOWN SCHOOL DISTRICT 14-4
 MAILING ADDRESS PO BOX 730
 CITY WATERTOWN STATE SD ZIP CODE 57201
 Record # 7891 Legal Description of Property LOTS 22-23 BLOCK 1 HIGHLAND 1ST ADDITTON
TO THE 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; PURCHASED 5/5/2020
- 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 on January 2021 day of _____

Heidi Clausen
 Applicant's Signature

Britney Friese
 Notary / Auditor / Deputy Auditor / Director of Equalization

Date received in the County Auditor's Office	<u>1-26-2021</u>	Received by	<u>C Brugman</u>
Taxes due in	<u>2021</u>	Total Taxable Value	<u>155475</u>
		Total Taxes Due	<u>2611.54</u>
Tax levy	<u>16.797</u>	Property classification	<u>NA</u>
Taxable Value Abated	<u>103650</u>	Amount Abated	<u>1741.02</u>
		Amount Refunded	_____

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 _____

MAILING _____

CITY _____

Record _____

_____ing 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.)

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

Janet Bevers
Notary Public
JANET BEVERS
NOTARY PUBLIC
SOUTH DAKOTA
My Commission Expires
June 20, 2023

Date received in the County Auditor's Office 1-26-2021 Received by C Brugman
Taxes due in 2021 Total Taxable Value 140409 Total Taxes Due 1869.26
Tax levy 13.313 Property classification 00
Taxable Value Abated 49713 Amount Abated 661.82 Amount Refunded _____

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

Application for an abatement / refund of taxes is 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.)

Subscribed and sworn to, before me this 9th day of July, 2020.

Debbie Melville
Notary



My Commission Expires March 24, 2023

Date received in the County Auditor's Office <u>1-26-2021</u>		Received by <u>C Brugman</u>	
Taxes due in <u>2021</u>	Total Taxable Value <u>103753</u>	Total Taxes Due <u>1381.28</u>	
Tax levy <u>13.313</u>	Property classification <u>00</u>		
Taxable Value Abated <u>6310</u>	Amount Abated <u>84.02</u>	Amount Refunded _____	

ICAP-Codington County Agreement
Nov. 2020 (Revised 12-2020)

between the parties of *Codington County* and *Inter-Lakes Community Action Partnership, Inc. (ICAP)*.

The parties agree to as follows:

Scope of Services provided by ICAP:

- ICAP will provide an employee with a BA or BS degree in human services or social work or equivalent education and/or experience for up to 38 hours per two week pay period to assist in assessing client needs.
- Employee may assist clients with completing Codington County applications. County Welfare Office will make final determination.
- Employee will assist clients with completing ICAP applications. This time will not be included in the hours charged to County. Clients will also be referred to outside agencies for any related needs and services identified.
- Employee will provide case management services to all County Welfare clients except for clients that receive medical and burial assistance.
- Employee will serve as systems of care community-wide case manager.
- ICAP will develop necessary MOUs, release of information authorization and waivers that may be needed for systems of care community-wide case management.
- ICAP's Deputy Director will directly supervise the employee and will coordinate work with the County Welfare Director.
- ICAP will provide regular data reports to Codington County Commissioners on the following:
 - Number of applications by program and agency served at Welfare Office
 - County Welfare case-management
 - Systems of care community-wide case management
- ICAP will comply with Appendix A-see attached.

Codington County Obligation:

- Will provide office space, equipment, telephone and internet for ICAP's employee.
- Provide funding to pay the employee's wage and fringe benefits not to exceed \$26.32 per hour.

Terms of Agreement:

- The terms of this agreement shall be for a period of one year, November 1, 2020 to October 31, 2021. Either party involved may terminate this agreement for any reason with at least 30 days written notice.

In witness whereof, the parties have executed this agreement:

Date: _____

Brenda Hanten, Chairperson

Codington County
125 S Broadway
Watertown, SD 57201

Date: _____

Cindy Dannenbring, CEO

Inter-Lakes Community Action Partnership, Inc.
P.O. Box 268
Madison, SD 57042

January 20, 2021

Codington County Commissioners:

This letter is to notify you that it is the intent of the Magic Needlers' Quilt Guild to hold a raffle. The start date for ticket sales is March 6, 2021 and the end date of ticket sales and the date of the drawing is October 2, 2021. The cost of the tickets will be \$1 each or 6 tickets for \$5. The prize for the drawing will be a handmade 48 x 70 quilt valued at \$500.

Proceeds from the raffle will be used by the guild to encourage and teach others about the art of quilting, to develop quilting skills and to support community service projects by using sewing and quilting skills.

Contact person for the guild: Cindy Hayes, President
1116 1st St NW
Watertown, SD 57201
hayes170@wat.midco.net
605-661-5988

Please contact Cindy or myself if you have questions. Thank you!

Sincerely,



Dawn Johnson, Vice President
605-881-3273

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME : CINDY DARGTZ		DATE: 1/25/2021
EFFECTIVE DATE: 9/2/2020	POSITION TITLE: Custodian	DEPARTMENT: Maintenance
CURRENT STEP: 10	NEW STEP: 11	
CURRENT PAY RATE: \$18.09 <i>2020 rate</i>	NEW PAY RATE: \$18.35 <i>2020 Rate</i> <i>1867 2021 rate</i>	
REASONS FOR CHANGE: Completed 2088 hrs worked as of 9/2/2020		
		FILED JAN 26 2021

EMPLOYEE SIGNATURE *Lindy Dargatz* _____ CODINGTON COUNTY AUDITOR

DEPARTMENT HEAD SIGNATURE *Steve Molengraaf* _____

DATE 1-25-2021 _____

COUNTY COMMISSIONERS _____

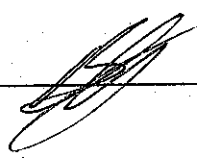
DATE _____

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 <i>Erin Lenzler</i>		DATE <i>1-22-21</i>
EFFECTIVE DATE <i>2-15-21</i>	POSITION TITLE <i>Criminal Support Coordinator</i>	DEPARTMENT <i>Sherriff</i>
CURRENT STEP <i>Step 11</i>	NEW STEP <i>Step 12</i>	
CURRENT PAY RATE <i>\$21.97 / \$3922.70</i>	NEW PAY RATE <i>\$22.30 / \$3900.20</i>	
REASONS FOR CHANGE <i>Annual Step Increase</i> <i>(education incentive)</i>		

EMPLOYEE SIGNATURE *Erin Lenzler*

DEPARTMENT HEAD SIGNATURE 

DATE _____

COUNTY COMMISSIONERS _____

FILED

DATE _____

JAN 27 2020

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Tyler Varns		DATE 1/15/2020
EFFECTIVE DATE 1/1/2021 1-15-2021	POSITION TITLE Deputy Sheriff	DEPARTMENT Sheriff
CURRENT STEP Step 4	NEW STEP Step 5	
CURRENT PAY RATE \$23.87 24.29 / 4226.46	NEW PAY RATE \$25.11 / \$4369.14	
REASONS FOR CHANGE anniversary step increase (education incentive)		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE 1-12-21

FILED

COUNTY COMMISSIONERS _____ JAN 27 2020

DATE _____ COBINGTON COUNTY AUDITOR

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 <i>Randy Falvey</i>		DATE <i>1-22-21</i>
EFFECTIVE DATE <i>2-1-21</i>	POSITION TITLE <i>Main 2</i>	DEPARTMENT <i>Highway</i>
CURRENT STEP <i>5</i>	NEW STEP <i>6</i>	
CURRENT PAY RATE <i>3714.90 (21.35)</i>	NEW PAY RATE <i>3833.22 (22.03)</i>	
REASONS FOR CHANGE <i>Anniv Date</i>		

EMPLOYEE SIGNATURE *Randy A. Falvey*

DEPARTMENT HEAD SIGNATURE *Rick Hartley*

DATE *1-22-2021*

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 <i>Lonie Vogelsang</i>		DATE <i>1-22-21</i>
EFFECTIVE DATE <i>2-1-21</i>	POSITION TITLE <i>Maint 2</i>	DEPARTMENT <i>Highway</i>
CURRENT STEP <i>5</i>	NEW STEP <i>6</i>	
CURRENT PAY RATE <i>3697.50 (21.25)</i>	NEW PAY RATE <i>3815.82 (21.93)</i>	
REASONS FOR CHANGE <i>Anniv Date</i>		

EMPLOYEE SIGNATURE *Lonie Vogelsang*

DEPARTMENT HEAD SIGNATURE *Rick Hartley*

DATE *1-22-2021*

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 Veteran Service Office

Name of traveling employee Todd Rose

Employee title VSO Employee status exempt nonexempt

Purpose of travel VA Finger printing and training a State VA Division Office

Method of transportation Going to request county vehicle if approved

Destination Sioux Falls, SD

Departure date and time ??FEB21/0800 Destination arrival date and time ??FEB21/0930

Return departure date and time ??FEB21/1530 Return arrival date and time ??FEB21/1700

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) County Vehicle when available. I need to schedule a date that a vehicle and finger printing scheduled appointment will work coincide, so the exact day of travel is undetermined.

Lodging expense None

Meals None Registration None

Other costs None

Overtime costs involved in the requested travel None

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

Yes 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 Emergency Management

Name of traveling employee Cheri Howell

Employee title EM Secretary Employee status exempt X nonexempt

Purpose of travel Attend Region meeting in Aberdeen

Method of transportation EM Vehicle

Destination Aberdeen, South Dakota

Departure date and time 02/03/2021 10 am Destination arrival date and time 02/03/2021 12 PM

Return departure date and time 02/03/2021 3 PM Return arrival date and time 02/03/2021 5 PM

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) County EM Vehicle

Lodging expense N/A

Meals Paid by the County Registration N/A

Other costs N/A

Overtime costs involved in the requested travel N/A

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

Yes No If no, why N/A

Is this travel a budgeted item? Yes X No

County Commission

Travel request approved: yes no Comments

Commission Chairman, Date

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Emergency Management

Name of traveling employee Jamie Torstenson

Employee title EM Director Employee status exempt nonexempt

Purpose of travel Attend Region meeting in Aberdeen

Method of transportation EM Vehicle

Destination Aberdeen, South Dakota

Departure date and time 02/03/2021 10 am Destination arrival date and time 02/03/2021 12 PM

Return departure date and time 02/03/2021 3 PM Return arrival date and time 02/03/2021 5 PM

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) County EM Vehicle

Lodging expense N/A

Meals Paid by the County Registration N/A

Other costs N/A

Overtime costs involved in the requested travel N/A

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

Yes No If no, why N/A

Is this travel a budgeted item? Yes No

County Commission

Travel request approved: yes no Comments _____

Commission Chairman, _____ Date _____