

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 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 March 2, 2021 agenda
5. Action to approve the minutes of February 23, 2021
6. Monthly reports
 - a. Extension
 - b. Veterans Service Officer
7. Action to approve rates for weed chemicals and spraying services
8. Action to approve a resolution discharging County liens of deceased clients
9. Action to declare an oil burning furnace surplus to be traded GEN01078
10. Opening and announcing of bids received for Detention Center Sewer Rehab project
11. Action to award a bid for Detention Center Sewer Rehab project
12. Discussion/possible action to revise the County's agreement with ICAP regarding assistance in the Welfare Office
13. Action to approve a revised Memorial Park Campground Management Services agreement
14. Action to enter into an agreement for Memorial Park Campground Management Services
15. Action to approve revised job description for Memorial Park Seasonal Campground Maintenance
16. Action to advertise for Memorial Park Seasonal Campground Maintenance employees
17. Action to approve claims for payment
18. Action/possible discussion on COVID-19 practices, procedures, policy
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. Legislative Cracker Barrel – various dates
 - b. 2021 County Commissioner Spring Workshop, March 17-18
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 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

February 23, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 23, 2021, at the Codington County Courthouse. Commission members present were: Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Commissioner Lee Gabel was present via Zoom; Chair, Brenda Hanten, presiding. Commissioner Waterman 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 Waterman, to approve the February 23, 2021 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by VanDusen, to approve the minutes of February 16, 2021; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Jamie Torstenson, updated the Board: all trainings are currently being held online; the Search and Rescue Team was very active in the last month with assistance provided in Day, Clark, and Hamlin Counties; notice has been received from the State that the County's Pre-Disaster Mitigation Plan has been received and submitted to FEMA for review; a meeting was held with First District Association of Local Governments regarding an update to the County's Hazardous Material Plan; information has been received from the National Weather Service that currently there are no areas of concern for spring flooding events in the County pending future rain or snow events into spring; snow/water equivalent measuring began on February 1st on a bi-weekly basis; basic Weather Spotter training will be held virtually near the end of March; the South Dakota wildfire outlook shows the region is still in the low fire category thus far and the area is classified as abnormally dry; monitoring of local COVID-19 cases and vaccinations continues; and POD planning meetings also continue regularly.

Sheriff, Brad Howell, provided the Board with the following statistics, compiled during the month of January 2021, for the Detention Center and Sheriff's Office: fees collected in the amount of \$8,021.00 were retained by the County; 523 cases/calls for service; 14 accident reports completed; 90 arrest warrants served; 185 sets of civil papers served; 2,608 transport miles; average daily inmate population 44.65 (high of 49 and low of 38); 21 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 51 individuals testing daily for PBT'S; 54 individuals reporting twice weekly for UA Drug testing; 5 individuals using sweat patches; 203 bookings; \$8,592.55 collected in fees for out of county prisoner contracts; \$0.00 collected in work release fees due to a temporary suspension of the program; \$7,347.00 collected in fees for the 24/7 program; and \$4,442.00 collected for SCRAM fees. Sheriff Howell is working with Judge Spears to complete a survey intended to capture data on security measures in place or needed in the Courthouse. This survey was sent, from the South Dakota Supreme Court, to each of the seven judicial circuits to gather security measures data on each of the 63 courthouses in South Dakota. Chair Hanten also received correspondence dated February 9, 2021 regarding this process. Sheriff Howell advised the Board, the County could see a reduction in the amount of funds

received for housing of out of County inmates when the Brookings County detention facility project is completed later this year.

ANNUAL BID AWARDS – HIGHWAY SUPPLIES

The Board took action on the bids announced at the February 16th meeting for annual Highway Supplies. Per the recommendation of the Highway Superintendent the following bids were awarded:

Motion by VanDusen, second by Gabel, to accept the bid from Forterra Concrete Products for Concrete Pipe; all voted aye; motion carried.

Motion by Johnson, second by Waterman, to accept the bid from Forterra Concrete Products for Pre-Stressed Concrete Bridge Deck; all voted aye; motion carried.

Motion by Waterman, second by Gabel, to accept the bid from Forterra Concrete Products for Box Culverts; all voted aye; motion carried.

Motion by Waterman, second by Johnson, to accept the bid from True North Steel for Corrugated Metal Pipe; all voted aye; motion carried.

Motion by Johnson, second by Waterman, to accept the bid from True North Steel for Bridge Lumber; all voted aye; motion carried.

Motion by Waterman, second by VanDusen, to accept the bid from Cole's Petroleum for Diesel Fuel #1 and #2, Watertown and Out Shops; all voted aye; motion carried.

Motion by Waterman, second by Gabel, to accept the bid from Sioux Valley Coop., for E-10, E-30 & E-85; all voted aye; motion carried.

Motion by Waterman, second by Johnson, to accept the bid from Jebro Inc., for MC70 Liquid Asphalt; all voted aye; motion carried.

Motion by Johnson, second by VanDusen, to accept the bid from Flint Hills Resources, for MC3000; all voted aye; motion carried.

Motion by Johnson, second by Waterman, to accept the bid from Northern Con-Agg., for pea gravel; motion carried.

Motion by VanDusen, second by Waterman, to accept the bids from both Brownlee Construction and Rogge Excavating; for gravel crushing, based on availability; all voted aye; motion carried.

Motion by Waterman, second by Gabel, to accept the bids from both Bituminous Paving and Duinick, Inc.; for Asphalt Patching Material based on availability; all voted aye; motion carried.

HIGHWAY DEPT. OIL BURNING FURNACE

Motion by Johnson, second by Waterman, to approve the purchase of an oil burning furnace for the Highway Dept. shop; in the amount of \$5,950.00 from Master Burn; all voted aye; motion carried.

SURPLUS CELL PHONE

Motion by VanDusen, second by Johnson, to declare a used iPhone 6s, previously used at Memorial Park, surplus to be sold; all voted aye; motion carried.

MEMORIAL PARK CAMPGROUND RATES AND FEES

Motion by Johnson, second by Waterman, to set the following rates and fees for Memorial Park Campground per a recommendation by Facilities Manager, Steve Molengraaf:

2022 Electric Hookup 20-30 amp w/water \$26.00 daily; \$156.00 weekly; \$598.00 monthly

2022 Building #5 (Kampeska Hall) \$80.00

2022 Pavilion building \$80.00

2021 Booking fees, online - \$2.00; office - \$5.00

Upon vote of the Board; Gabel, Waterman, Johnson, and Hanten voted aye; VanDusen voted no; motion carried.

MEMORIAL PARK FLOORING PROJECT

Motion by VanDusen, second by Johnson, to approve a budgeted flooring project in the north, men's and women's, restrooms at Memorial Park; all voted aye; motion carried.

MEMORIAL PARK KAMPESKA HALL RESTROOM PARTITIONS PROJECT

Motion by VanDusen, second by Waterman, to approve a budgeted project to install, stall partitions, in the Kampeska Hall restroom at Memorial Park; all voted aye; motion carried.

EXTENSION CENTER COMPLEX FLOORING PROJECT

Motion by Johnson, second by Gabel, to approve a budgeted flooring project at the Extension Center Complex in the East hall, South room, and sales ring restrooms; all voted aye; motion carried.

WEED DEPT. CHEMICAL INJECTION SYSTEM

Motion by Johnson, second by Gabel, to approve the purchase of a chemical injection system, from C&R Supply, Inc., as budgeted, for the Weed Dept., all voted aye; motion carried.

CARES ACT SDHDA EMERGENCY RENTAL ASSISTANCE PROGRAM CONTRACT

Motion by Johnson, second by VanDusen, to authorize the Chair to sign a program services contract with the SDHDA for the provision of emergency rental assistance, as well as utility payments to avoid eviction or interruption of utility services, for applicants who qualify, utilizing funds in the amount of \$200,000,000.00, as allocated by the U.S. Dept. of the Treasury, to be used on a statewide basis; all voted aye; motion carried.

ZEMLICKA FARM ADDITION PLAT RESOLUTION

RESOLUTION #2021-6

A Resolution to approve the platting of the Zemlicka Farm Addition in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

Zemlicka Farm Addition, located in Government Lots 1 and 2 and the South Half (S1/2) of the Northeast Quarter (NE1/4) of Section 5-T118N-R51W, of the 5th P.M., in the County of Codington, South Dakota; and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the

Codington County, February 23, 2021

area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, second by Commissioner VanDusen; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 23rd day of February, 2021, at Watertown, Codington County, South Dakota

Brenda Hanten, Chair

STATE OF SOUTH DAKOTA

§

COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2021-6, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 23rd day of February 2021, at Watertown, Codington County, South Dakota.

Cindy Brugman

County Auditor, Codington County, South Dakota

PROPERTY INSURANCE COVERAGE

Motion by Waterman, second by Johnson, to select property insurance coverage with coverage for wind/hail on buildings which does not exclude cosmetic damage; all voted aye; motion carried.

CLAIMS APPROVED

Motion by VanDusen, second by Gabel, to approve for payment the following claims; all voted aye; motion carried: SDACC 270.00 reg; SDACO 110.00 reg; VISA Great Western Bank 258.24 sup; VISA Reliabank 181.80 sup.

SALARY CLAIMS

Motion by VanDusen, second by Johnson, to approve for payment, February salary claims; all voted aye; motion carried: Commissioners: 10,595.04 total salaries. Auditor: 22,212.33 total salaries. Co. Treasurer: 28,242.77 total salaries; Ashley Lindner 3,349.50 step increase. States Attorney: 42,052.18 total salaries. Gov. Buildings: 19,526.30 total salaries; Cindy Dargatz step increase 18.35 per hour. Dir. Equalization: 44,871.83 total salaries. Reg. of Deeds: 22,907.73 total salaries. Veterans Service: 10,623.87 total salaries. Sheriff: 89,801.32 total salaries; Erin Lenzner 3880.20 step increase; Tyler Varns 4369.14 step increase. Co. Jail: 116,567.79 total salaries. Coroner: 1,937.70 total salaries. Welfare: 2,833.09 total salaries. County Nurse: 5,099.27 total salaries. Ag. Bldg.: 9,677.50 total salaries. Co. Extension: 10,154.55 total salaries. Planning Board: 403.70 total salaries. Road & Bridge: 98,665.33 total salaries; Randy Falvey 3,833.22 step increase; Lonie Vogelsang 3,815.82 step increase. Emergency Management: 12,063.96 total salaries. Crime Victim: 7,003.34 total salaries. W.I.C.: 4,751.49 total salaries. Total 559,991.09. Breakdown of withholding amounts which are included in the above: S.D. Retirement

Codington County, February 23, 2021

52,078.77; S.D. Retirement 69.79 spouse option; S.D. Supplemental Retire. 3,010.00 suppl. retire.; Sanford 77,577.84. ins.; Reliance Standard Life Insurance 722.69 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 4,390.00 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 3,880.00 Roth retirement; Teamsters Local Union 120 394.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 62,952.36 federal withholding; ReliaBank Dakota 37,987.14 social security; Barbara Curtis 800.00 employee payment.

PERSONNEL CHANGES

Motion by Johnson, second by Gabel, to approve the following personnel change: Kari Kraayenbrink, Welfare Office clerical; step 3/\$16.74 per hour; effective 2/16/2021; all voted aye; motion carried.

TRAVEL REQUESTS

Motion by Johnson, second by Gabel, to approve the following travel requests: Welfare Director, SDACWO Spring Conference and Highway Supt., Superintendent Short Course; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by VanDusen, second by Waterman, to enter into executive session at 10:14 a.m., per SDCL 1-25-2, for a litigation discussion and personnel issue; all voted aye; motion carried. The Board returned to regular session at 10:28 a.m. Human Resource Representative, Natalie Remund, was present, for executive session, no action was taken following executive session.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by VanDusen, to adjourn at 10:28 a.m., until 9:00 a.m., Tuesday, March 2, 2021; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

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Published once at the total approximate cost of \$_____

Current: 2 MAR 21 - Codrington County Veterans Service Office – Todd Rose

Watertown CBOC held it first COVID vaccine day with approximately 150 vaccines given and they will follow that up with the 2nd dosage on or around 18MAR21. These individuals were scheduled according to CDC criteria and through the VA. No date has been set for another round of vaccines.

I have completed the fingerprinting and my background investigation paperwork for access into the VA secure software system. It looks like I might need to get some additional hardware to operate this system. More to follow when that time comes closer.

2 transports with the DAV vehicle in FEB and one currently scheduled for MAR. We have 8 drivers with 3 in the process of certification.

We have received and turned in \$2900 to the auditor's office from the VVA 1121, VFW Post 750, and American Legion Post 17, with a commitment from VVA 1054 for \$1400 towards the new DAV van. I have not heard back from the rest of the 14 letters of funding letter that I sent out.

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.

I have talked to Bernie about the phones, just have not decided yet.

Any questions or concerns?

2021 Chemicals & Rates

Townships & County: Equip. & man-\$45/hr

Chemical Rates / gallon

2-4D Amine, Aquatic labeled: \$9.21

Rodeo or Equivalent: \$13.83

Roundup Pro or Equivalent: \$12.50

Plateau or Equivalent: Basf Plateau -\$103.99 Alligare Panoramic - \$98.99

2-4D Ester or Equivalent: \$12.21

Tordon 22K or Equivalent: \$43.98

Nonionic Surfactant: Brewer 90-10 - \$10.39

GrazonNext: \$47.10

Milestone: \$299.73

Transline \$116.97

State, City & Privates: Chemical Rates / gallon

2-4D Amine, Aquatic labeled: \$18.00

Rodeo or Equivalent: \$26.00

Roundup Pro or Equivalent: \$17.5

Plateau or Equivalent: Basf Plateau -\$130.00 Alligare Panoramic - \$125.00

2-4D Ester or Equivalent: \$23.00

Tordon 22K or Equivalent: \$65.00

Nonionic Surfactant: \$16.00

GrazonNext: \$50.00

Milestone: \$320.00

Transline: \$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

RESOLUTION 2021-7

“TO DISCHARGE COUNTY AID LIENS”

WHEREAS, the Codington County Auditor’s office has furnished a list of liens filed in the Register of Deeds Office and has recommended the discharge of these liens as the individuals who incurred the liens are determined to be deceased, with no assets, and

WHEREAS, as of July 1, 1970 these existing liens total approximately _____ and

WHEREAS, there is no evidence collection will be made on any of the total of approximately _____

NOW, THEREFORE, BE IT RESOLVED: by the Codington County Board of Commissioners, that the Register of Deeds is hereby directed to discharge the liens of known deceased from July 1, 1970 to the present time, as listed and provided by the Auditor’s Office.

Dated this 9th day of March, 2021

Brenda Hanten, Chair Codington County Commission

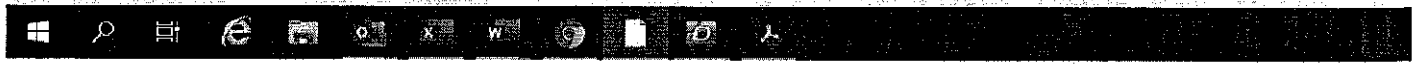
ATTEST:

Cindy Brugman, Codington County Auditor



ASSETS FILE MAINTENANCE

Item No:	GEN01078	Serial #:	
Description:	AR-464271 CLEAN BURN FURNACE MODEL CB-1500		
Class Code:	200	SPECIAL REVENUE	
Department:	311	ROAD & BRIDGE	
Category:	300	PUBLIC WORKS	
Location:	COUNTY HIGHWAY (Used for Dept. reporting)		
Fixed Asset G/L:	800 - 0 - 166.00	F/A MACHINERY & EQUIPMENT	
Acquisition Date:	08/14/2003	Remarks:	NEW USED OIL BURNING FURNACE
Vendor Name:	MASTER BURN		Capital: 1 (1-Y 2-N)
	24666 475 AVE		
	DEL RAPIDS SD 57022		# of Years: 0
			Remaining Life: -1
			Remain Value: 4095.00
Cost:	4095.00	Voucher:	65088
Frt/Other:	0.00	Voucher:	0
		0 Dep:	0.00
		Accum Dep:	0.00
TOTAL:	4095.00	Insured Value:	0.00
OK?			



**CODINGTON COUNTY
NOTICE TO BIDDERS**

Codington County is soliciting sealed bids from interested and qualified firms to rehabilitate sanitary sewer system for the Codington County Detention Center.

**Codington County Jail Sanitary Sewer Rehab Project
14 1st Ave. SE
Watertown, SD 57201**

The work to be in accordance with all applicable building codes, regulations, and laws. This project is to rehabilitate sanitary sewer pipe that was installed when the building was constructed in 1974. The project includes sanitary sewer lateral mains under floors and in walls throughout the building. The project is envisioned to include:

- descaling/milling of existing lines and removal of resultant debris,
- replacement of wax rings for water closets,
- creating access points in concrete block walls,
- necessary camera inspections,
- lining of sanitary sewer lines with cured in place pipe that meets ASTM F1216 standards,
- coating of toilet services and wall sewer stacks with high pressure solids epoxy
- reinstatement of sewer services.

The project work will be done in coordination with the Detention Center staff to allow the Detention Center to continue operation throughout the duration of the project.

The Owner, Codington County, will receive sealed bids until 9:00 AM Central Time on Tuesday, March 2, 2021. Bids received after this time will not be accepted. Deliver bids to:

Codington County Auditor
14 1st Ave. SE
First Floor Room 109
Watertown, SD 57201
ATTN: Jail Sanitary Sewer Rehab

Bids will be publicly opened and read during the regular meeting of the Board of County Commissioners which is scheduled to begin at 9:00 AM March 2, 2021 in the Commission Chamber located within the County Courthouse.

Bidders are encouraged to make an appointment to visit the Codington County Detention Center. Bidders may contact Steve Molengraaf, Codington County Facilities Manager (605-882-6255) or the Sheriff's office (605-882-6280) to arrange a visit or make other inquiries about the project.

Bids shall be submitted on the basis of a stipulated sum. Other types of bids will not be accepted. Bid Security in the amount of five percent of the bid must accompany each bid. Bids are required to be submitted under a condition of irrevocability for a period of 30 days after submittal. Owner reserves the right to waive irregularities and to reject bids. Owner may select any combination of bidder's alternates at its discretion. Successful bidder shall provide owner with insurance certificates for proof of liability and workers compensation insurance before project shall commence. Each bidder agrees to waive any claim it has or may have against the Owner and respective employees, arising out of or in connection with the administration, evaluation or recommendation of any bid. By virtue of statutory authority, preference will be given to materials, products and supplies found or produced within the State of South Dakota.

Codington County, South Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Published twice at the total approximate cost of \$_____

SEASONAL MEMORIAL PARK CAMPGROUND MANAGEMENT SERVICES AGREEMENT

This Agreement is made by and between **CODINGTON COUNTY, STATE OF SOUTH DAKOTA**, with its principal business location being 14 1st Ave SE, First Floor 109, Watertown, SD 57201 (hereinafter "**Client**") AND **GAIL AND SCOTT WAHL**, with an address of 1200 North Lake Dr, Watertown, SD 57201 (hereinafter "**Manager**").

IN CONSIDERATION of the promises and mutual covenants and agreements contained herein, the parties agree as follows:

1. **Work to Be Performed.** The Client desires that the Manager perform, and the Manager agrees to perform, the following work:

- A. Manager shall conduct his/herself at all times and in all matters in accordance with the standards acceptable to state and federal laws, city ordinances, and county guidelines, including the Codington County Policy Manual.
- B. The manager shall operate the Memorial Park Campground from April 1, 2021 to September 30, 2021 by providing the following services:
 1. Inspect campground and park facilities to ensure proper care and maintenance of property and make recommendations regarding needed improvements or measures necessary to protect the natural environment.
 2. Take reservations and manage the campground reservation system. Ensure that campers comply with campground rules. Recommend changes to campground rules as needed to county facilities manager.
 3. Take and manage reservations for park picnic shelters and community buildings. Ensure that users of these facilities understand and comply with rules for these facilities. Recommend changes to facility usage rules as needed to county facilities manager.
 4. Provide indirect supervision for Memorial Park Seasonal Campground Maintenance staff and direct daily cleaning and maintenance activities as needed.
 5. Operate the campground convenience store and arcade.
 6. Sell firewood to campers on behalf of the county. Firewood is the property of the county and proceeds from firewood shall be submitted to the County Treasurer.
 7. Maintain office hours necessary to adequately serve campground customers.
 8. Maintain cleanliness in all campground facilities. Order cleaning supplies through the county facilities manager.
 9. Maintain the cleanliness and conduct routine occupant maintenance of the campground manager's living quarters.

10. Submit work orders for necessary repairs and maintenance to park buildings/facilities through the facilities manager.
11. Work directly with law enforcement to control crime and vandalism.
12. Keep all necessary financial records, prepare written reports, cost estimates, and other financial information. Provide the County Treasurer with accounting records as required.
13. Attend meetings as required by the county or the Facilities Manager.
14. On an as needed basis during the off season, manage the reservation system, monitor the condition of park facilities.

2. **Client Responsibilities.** The Manager desires that the Client perform, and the Client agrees to perform, the following work:

- A. Encourage the public to use the Campground for recreational purposes.
- B. Maintain and repair campground facilities.
- C. Keep and maintain the park grounds not associated with the campground.
- D. Mow all grass areas.

3. **Terms of Payment.** Client shall pay the Manager a total of \$18,000 for the terms of the contract. Payment will be issued in six (6) equal installments of \$3,000 each in April, May, June, July, August, and September.

4. **Additional Terms of Compensation.**

A. CONVENIENCE STORE:

Manager has exclusive rights to operate the convenience store, and arcade (not firewood sales) and keep profits generated thereby. Manager shall post hours of operation and operate these operations for the convenience of campground and park users. All vending rates and prices are subject to review and approval by the county. Vending rates and prices, which are reasonable and customary for operation of similar type and scope in South Dakota, shall be approved.

B. OTHER VENTURES:

Manager shall submit to the county, a business plan for any other business venture he plans to operate on the park property, for their approval, prior to beginning said business venture.

C. HOUSING:

- a. The Manager shall have use of the campground manager's living quarters, to include water, electricity and heating during the entire year without charge and as part of the compensation package to the manager.

- b. The Manager's occupancy of these quarters shall comply with county campground and other applicable polices and other provisions noted in this contract. The Manager shall be allowed to reside in the campground manager's quarters until the park closes for the season.
- c. The Manager is responsible for care and routine maintenance of the living quarters. The Manager must obtain prior approval through the facility manager and County Commissioners for any modifications or improvements to the living quarters.
- d. The Manager may NOT sublease the living quarters.
- e. The residence will be inspected for hazards, safety issues or excessive damage by the Codington County Facilities Manager or his designee prior to termination of the contract with the manager. This is to protect both the Manager and the property belonging to the Client.
- f. Manager's office and living quarters, will be a smoke free environment, pursuant to Personnel Policy 3.5, in the Codington County Personnel manual.
- g. No pets will be allowed in the Manager's office or living quarters without the written consent of the Codington County Board of Commissioners.

D. VACATIONS:

Since the manager is employed on a seasonal basis, they shall not be entitled to time off other than normal time off from April 1st through September 30th as agreed upon by the Manager and the Client.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of this _____ DAY OF MARCH 2021.

CODINGTON COUNTY

By: _____

Date _____

GAIL AND SCOTT WAHL, PARK MANAGER

By: _____

Date _____



Codington County, South Dakota

Job Title: Memorial Park Seasonal Campground Maintenance

Reports To: Facilities Manager

FLSA Status: Non-Exempt Seasonal

SUMMARY

Under the direct supervision of the Facilities Manager, the Memorial Park Seasonal Campground Maintenance position is responsible for performing janitorial and maintenance duties at the Memorial Park Campground facility. The Memorial Park Seasonal Campground Maintenance position may also receive indirect supervision and duties assigned by the Memorial Park Campground Manager. This seasonal position generally runs from April 1st to October 15th.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Perform maintenance, cleaning, and disinfecting as needed to picnic shelters, park restrooms and bathhouses.
- Operate small equipment such as push lawnmowers, riding lawnmowers, hedge trimmer, weed eater and other small equipment as directed by campground manager.
- Patrol beach for debris and collect and dispose of as needed.
- Patrol park and campgrounds for debris and collect and dispose of as needed.
- Assist the Campground Manager and Park Maintenance Workers on various projects.
- Replenish restroom and bathhouse supplies as needed.
- Empty trashcans and transport refuse to dumpster area.

SECONDARY DUTIES:

- Operate county vehicles as needed in a safe manner.
- Wear personal protective equipment when required.
- Attend meetings and seminars as assigned.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS and SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be sixteen (16) years of age or older.
- Demonstrated working knowledge of janitorial and general maintenance work on such



Codington County, South Dakota

equipment that is related to indoor and outdoor grounds keeping and building maintenance.

- Must be self-motivated and have flexibility in work schedule.
- Demonstrated teamwork and customer service skills.

EXAMINATION, TESTING, AND CERTIFICATION

- Must possess a valid social security number and a valid driver's license.
- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by Codington County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand and walk.
- The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms.
- The employee frequently is required to sit, climb or balance, stoop, kneel, crouch, crawl and communicate.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Physical strength and stamina sufficient to perform maintenance, janitorial duties, and work extended hours if necessary.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather.
- The noise level in the work environment is usually moderate.



**Codington County,
South Dakota**

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for Memorial Park Seasonal Campground Maintenance. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner in Charge

Date Signed

CODINGTON COUNTY
WATERTOWN, SD 57201-3611

* * * * *

<u>Invoice # / Description</u>	<u>Account #</u>	<u>From Budget</u>	<u>Amount</u>
911 SURCHARGE COLL DEC 2020	207 - 225.0 - 429.10	E-911	22,902.22

TOTAL: 22,902.22

Claim Of:
WATERTOWN CITY FINANCE OFFICE
P.O. BOX 910
WATERTOWN, SD 57201-0910

819611
119618

Amount Allowed: \$ 22902.22

<- VOUCHER #

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.

Claimant

Date

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. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payment on this day 02/25/2021.

Chairman / authorized agent

Cindy Bruyema
Authorized Official

2-25-2021
Date

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Steven Lowry</i>		DATE <i>Feb 15, 2021</i>
EFFECTIVE DATE <i>Feb 15, 2021</i>	POSITION TITLE <i>Deputy</i>	DEPARTMENT <i>Sheriff's office</i>
CURRENT STEP <i>6</i>	NEW STEP <i>7</i>	
CURRENT PAY RATE <i>25⁹⁶ / \$4517.04</i>	NEW PAY RATE <i>26⁸³ / \$4668.42</i>	
REASONS FOR CHANGE		

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE _____

DATE *02 / 15 / 21*

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

FEB 25 2020

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME: Amalia Barrientos DATE: 2-18-21

EFFECTIVE DATE: 1-1-21 POSITION TITLE: LO DEPARTMENT: CCDC

CURRENT STEP: _____ NEW STEP:

CURRENT PAY RATE: _____ NEW PAY RATE: current + .20 bilingual pay

REASONS FOR CHANGE:
Bilingual pay

EMPLOYEE SIGNATURE Amalia Barrientos

DEPARTMENT HEAD SIGNATURE [Signature]

DATE 2-18-21

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

FEB 25 2020

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :

Ryan Elliott

DATE:

2-22-21

EFFECTIVE DATE:

2-16-21

POSITION TITLE:

Part time CO

DEPARTMENT:

CLDC

CURRENT STEP:

2

NEW STEP:

3

CURRENT PAY RATE:

14.02

NEW PAY RATE:

19.62

REASONS FOR CHANGE:

Step increase

EMPLOYEE SIGNATURE

Ryan Elliott

DEPARTMENT HEAD SIGNATURE

[Signature]

DATE

2-22-21

COUNTY COMMISSIONERS

DATE

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

FILED

FEB 25 2020

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :

Maria Escamilla

DATE:

2-18-21

EFFECTIVE DATE:

1-1-21

POSITION TITLE:

10

DEPARTMENT:

WDC

CURRENT STEP:

—

NEW STEP:

—

CURRENT PAY RATE:

NEW PAY RATE:

Current + 020 Bilingual pay

REASONS FOR CHANGE:

Bilingual pay

EMPLOYEE SIGNATURE

Maria Escamilla

DEPARTMENT HEAD SIGNATURE

Matt [Signature]

DATE

2-18-21

COUNTY COMMISSIONERS

DATE

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