

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Court House, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, April 13, 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 April 13, 2021 agenda
5. Action to approve the Codington County Planning Commission and Board of County Commissioners joint meeting minutes of April 6, 2021,
6. Action to approve the April 6 and April 9 minutes of the Board of Codington County Commissioners
7. Presentation of SDML 30 year participation plaque by Brad Wilson, Administrator SDML WC Fund
8. Monthly reports
  - a. Auditor
  - b. Director of Equalization
  - c. Welfare Director
9. Action to approve the Auditor's acct. w/Treasurer and Register of Deeds fees collected in March
10. Opening of bids and action to award a bid for Bridge Rehabilitation project 15-240-155
11. Action to approve a project to repair the Court House roof
12. Action to provide a letter of support, for the City of Watertown's request, to the US Army Corps of Engineers, for a flood control feasibility study update
13. Discussion/possible action to pass a resolution to enact a ban on open burning
14. Action/possible discussion on COVID-19 practices, procedures, policy
15. Action to approve claims for payment
16. Action to approve automatic budget supplements
17. Action to approve personnel changes
18. Action to approve travel requests
19. Public Notices – a possible quorum of Commissioners could be in attendance at:
  - a. Sioux Valley Commissioners District meeting, May 12<sup>th</sup> at the Extension Center Complex
20. Old Business
21. New Business
22. Open

- a. Public Comments
- b. Commission Comments

23. 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)

24. Action to adjourn until 9:00 a.m., Tuesday, April 20, 2021; at the Codington County Court House

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.

Codington County Planning Commission and Board of County Commissioners' Minutes

April 6, 2021

The Codington County Planning Commission and Board of County Commissioners met jointly in a special meeting at the conclusion of business of the Board of Adjustment on April 6, 2021 via teleconference. Members of the County Commission and Planning Commission present were: Lee Gabel, Myron Johnson, Brenda Hanten, Mark O'Neill, Bob Fox, Alex Kahnke, Rodney Klatt and Luke Muller (Planner at First District Association of Local Governments/Codington County Zoning Officer).

Others present were Michael Rawlins and Becky Goens.

At 8:25 am Motion by Kahnke, second by Johnson, to recess the Board of Adjustment and convene as the Planning Commission. Motion passed unanimously.

Commissioner Hanten brought the special, joint session of the Board of County Commissioners and Planning Commission to order.

Motion by O'Neill, second by Klatt, to recommend approval to the Board of County Commissioners the Plat of Lot 1 of Rawlins Addition Located in the South Half of the Southwest Quarter of Section 30-T117N-R55W, Codington County, South Dakota. Motion passed unanimously.

Motion by Gabel, second by Johnson, to approve the Plat of Lot 1 of Rawlins Addition Located in the South Half of the Southwest Quarter of Section 30-T117N-R55W, Codington County, South Dakota. Motion passed unanimously.

Motion by Johnson, second by Gabel, for the County Commissioners to Adjourn until their regularly scheduled meeting at 9:00am on April 6, 2021. Motion passed unanimously. County Commissioners adjourned.

Motion to adjourn by Hanten, second by O'Neill. Motion passed unanimously. Meeting adjourned at 8:31 am.

Respectfully Submitted,

Becky Goens, Secretary

Official Proceedings  
County of Codington, Watertown, South Dakota  
Codington County Courthouse  
14 1<sup>st</sup> Ave SE

April 6, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 6, 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. Auditor's Office Payroll Officer, Jodi Pearson, led 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 April 6, 2021 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by VanDusen, to approve the minutes of March 23, 2021; all voted aye; motion carried.

**INTRODUCTION OF NEW EMPLOYEE**

Codington County Treasurer, Carol Maloney, introduced, to the Board, newly hired Treasurer Clerk, Cecelia Carlson.

**MONTHLY REPORTS**

**4-H/Youth Program Advisor, Jodi Loehrer**, updated the Board: April aerospace projects are ready for pick-up for the 43 participants who signed up and May projects will be based on horticulture; the last adult SDSU 2025 Vision listening session is scheduled for later this evening; Kid Kare will be held virtually this year beginning April 19<sup>th</sup>; Archery, BB Gun, Air Pistol, and Air Rifle will wrap up in April with the State Shoot scheduled for April 23-25 in Ft. Pierre; and the South Dakota State Fair book is now available on the SDSU website and will be printed for the 4-H Families. **Veterans Service Officer, Todd Rose**, updated the Board: the Watertown CBOC is providing COVID-19 one dose vaccinations by appointment and for those who received a two dose vaccination the process has been completed; the process to access the VBMS, VA secure software system, is now in place; 3 transports were conducted in March and there are now 10 qualified drivers with 2 in the process of certification; full payment, in the amount of \$12,119.00, has been made to the State Dept. of DAV for the new transport van; \$4,300.00 was received in donations towards the cost of the van resulting in a net cost to the county of \$7,819.00; a new phone and computer monitor has been purchased; neighboring counties will be contacted to see if there is any interest in taking the County's old DAV transport vehicle; work continues on a standard briefing to use when briefing local organizations or community groups; a public relations event will be scheduled when the new transport van arrives; and the American Legion is making plans for a Memorial Day event. The Veterans Service Officer recently met with Senator Round's representatives regarding VA affairs. Discussion was also held regarding the new Veteran's Cemetery located in Sioux Falls.

**LAKESIDE WORSHIP SERVICES AT MEMORIAL PARK**

Motion by Johnson, second by VanDusen, to allow the Lutheran Church of our Redeemer to conduct worship services at Memorial Park during the 2021 park season, from May 23<sup>rd</sup> through September 12, 2021; all voted aye; motion carried.

**ABATEMENT APPLICATIONS**

Motion by Johnson, second by Gabel to approve the following abatement application; all voted aye; motion carried.

<b><u>RECORD #</u></b>	<b><u>AMOUNT ABATED</u></b>
560	\$1,531.76

Motion by VanDusen, second by Gabel to approve the following abatement application; all voted aye; motion carried.

<b><u>RECORD #</u></b>	<b><u>AMOUNT ABATED</u></b>
6637	\$392.96

**LANE ADDITION PLAT RESOLUTION**

Zoning Officer, Luke Muller, presented the Board, for their approval, a plat of the Lane Addition. The Board adopted the following resolution:

**RESOLUTION #2021-11**

A Resolution to approve the platting of the Lane 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:

Lane Addition, located in the Southeast Quarter (SE1/4) of Section 17-T116N-R55W, of the 5<sup>th</sup> 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 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 Gabel; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 6<sup>th</sup> day of April, 2021, at Watertown, Codington County, South Dakota

Brenda Hanten

Commission Chair, Codington County South Dakota

STATE OF SOUTH DAKOTA

COUNTY OF CODINGTON §

Codington County, April 6, 2021



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 2021-11, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 6<sup>th</sup> day of April 2021, at Watertown, Codington County, South Dakota.

Cindy Brugman

County Auditor, Codington County, South Dakota

**LOT 1 RAWLINS ADDITION PLAT RESOLUTION**

The Board approved the Lot 1 Rawlins Addition Plat at a joint meeting of the Codington County Planning Commission and the Codington County Board of Commissioners at 8:25 a.m., on Tuesday, April 6<sup>th</sup>, 2021.

**RESOLUTION #2021-14**

A Resolution to approve the platting of Lot 1 Rawlins 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:

Lot 1 Rawlins Addition, located in the South Half (S1/2) of the Southwest Quarter (SW1/4) of Section 30-T117N-R55W, of the 5<sup>th</sup> 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 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 Gabel, second by Commissioner Johnson; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 6<sup>th</sup> day of April, 2021, at Watertown, Codington County, South Dakota

Brenda Hanten

Commission Chair, Codington County, South Dakota

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 2021-14, adopted by the Board of County Commissioners of Codington County, South Dakota.

Codington County, April 6, 2021

Dated this 6<sup>th</sup> day of April 2021, at Watertown, Codington County, South Dakota.

Cindy Brugman

County Auditor, Codington County, South Dakota

**RESOLUTION TO BAN OPEN BURNING**

Emergency Management Director, Jamie Torstenson, met with the Board to recommend the passage of a resolution to enact the County Ordinance to ban open burning. The Emergency Management Director noted it was an active grass fire weekend and advised the Board that he has contacted all Fire Chiefs in the County who strongly recommend a ban on open burning for the next week. Motion by VanDusen, second by Gabel, to adopt Resolution 2020-12, enacting a ban on open burning in Codington County, effective immediately, and to re-visit the issue next week; all voted aye; motion carried:

**RESOLUTION #2020-12**

**A RESOLUTION DECLARING A FIRE DANGER EMERGENCY  
IN CODINGTON COUNTY PROHIBITING ANY OPEN BURNING**

**WHEREAS**, due to drought conditions prevalent in Codington County and due to recent temperatures and high winds, a fire danger emergency now exists within Codington County, South Dakota,

**NOW THEREFORE BE IT RESOLVED**, by the Codington County Board of Commissioners that a Fire Danger Emergency is hereby declared and until this resolution be otherwise rescinded by the Codington County Board of Commissioners, all open burning as defined in Codington County Ordinance #13-A is hereby prohibited within the boundaries of Codington County, South Dakota, exclusive of any incorporated municipality within the County, and

**BE IT FURTHER RESOLVED**, that this Resolution is declared to be necessary for the immediate preservation of the public safety in accordance with the provisions of SDCL 7-18-A-8, effective immediately, and shall continue in force and affect until rescinded by the Codington County Board of Commissioners.

Dated this 6<sup>th</sup> day of April, 2021

Brenda Hanten

Commission Chair

ATTEST:

Cindy Brugman

Codington County Auditor

**CODINGTON COUNTY HAUL ROAD RESTORATION**

Motion by Gabel, second by Waterman, to authorize the Chair to sign a letter of contract, with Banner Associates, Inc., in the estimated amount of \$227,000.00, for engineering services for Codington County Haul Road Restoration services within the Crowned Ridge wind development project; all voted aye; motion carried.

**SALARY CLAIMS**

Motion by Gabel, second by VanDusen, to approve for payment the following salary claims for the month of March, 2021; all voted aye; motion carried: Commissioners: 10,595.07 total salaries. Auditor:

Codington County, April 6, 2021

21,841.60 total salaries. Co. Treasurer: 28,140.55 total salaries. States Attorney: 41,735.11 total salaries. Gov. Buildings: 19,863.20 total salaries. Dir. Equalization: 44,871.83 total salaries. Reg. of Deeds: 22,907.77 total salaries. Veterans Service: 10,623.88 total salaries. Sheriff: 87,635.22 total salaries; Steven Lowry 4,668.42 step increase. Co. Jail: 120,270.43 total salaries Tasha Volken 19.02 per hr. step increase; Ryan Elliott 19.62 per hr. step increase; Raistlan Tschetter 3,225.96 new hire; Julie Gallisath 3,775.80 step increase; Amalia Barrientos 3,687.06 bilingual pay; Maria Escamilla 4,443.96 bilingual pay. Welfare: 10,036.07 total salaries; Kari Kraayenbrink 16.74 per hr.; Sara Foust 4,372.62 new hire. County Nurse: 5,099.28 total salaries. Ag. Bldg.: 9,677.51 total salaries. Co. Extension: 10,154.56 total salaries. Weed: 750.42 total salaries. Planning Board: 410.42 total salaries. Road & Bridge: 99,456.36 total salaries. Emergency Management: 12,193.16 total salaries. Crime Victim: 7,003.36 total salaries. W.I.C.: 4,751.48 total salaries. Total 568,017.28. Breakdown of withholding amounts which are included in the above: S.D. Retirement 52,203.32; S.D. Retirement 69.79 spouse option; S.D. Supplemental Retire. 3,210.00 suppl. retire.; Sanford 78,355.24 ins.; Reliance Standard Life Insurance 731.02 life ins.; Delta Dental 6,176.82 ins.; Avesis 882.40 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 526.90 employee union dues; AFLAC 3,959.45 ins.; John Hancock 5,390.00 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 25,103.00 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 38,854.29 federal withholding; ReliaBank Dakota 63,920.96 social security; Barbara Curtis 800.00 employee payment.

#### **EXECUTIVE SESSION**

Motion by Waterman, second by Gabel, to enter into executive session at 9:45 a.m., to discuss personnel issues, contract negotiations, and security matters; all voted aye; motion carried. The Board returned to regular session at 11:00 a.m., no action was taken. Human Resource Representative, Natalie Remund was present for executive session.

#### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 11:00 a.m., until 9:00 a.m., Tuesday, April 13, 2021; all voted aye; motion carried.

ATTEST:

Jodi Pearson

Codington County Payroll Officer

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 \$ \_\_\_\_\_



Official Proceedings  
County of Codington, Watertown, South Dakota  
Codington County Courthouse  
14 1<sup>st</sup> Ave SE

April 9, 2021

The Codington County Commissioners met in special session at 11:00 a.m., Thursday, April 9, 2021, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, and Brenda Hanten; Commissioner Troy VanDusen was absent; Chair, Brenda Hanten, presiding. Chair Hanten, led 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 Gabel, second by Waterman, to approve the April 9, 2021 agenda as posted; all voted aye; motion carried.

**RESOLUTION TO LIFT THE BAN ON OPEN BURNING**

Emergency Management Director, Jamie Torstenson, met with the Board to discuss the ban on open burning in Codington County, which was enacted by Resolution at the Board's meeting on April 6, 2021. The Emergency Management Director has spoken with all the Fire departments in the County and the general consensus is that sufficient moisture has been received to lift the ban on open burning at this time. Motion by Gabel, second by Waterman, to approve Resolution 2021-13 to lift the County's ban on open burning. Upon roll call vote; Gabel, Waterman, Johnson and Hanten voted aye; VanDusen absent; motion carried.

**RESOLUTION 2021-13  
A RESOLUTION TO LIFT BURNING BAN  
ENACTED BY PRIOR RESOLUTION**

WHEREAS, Resolution 2021-12 declared a fire danger emergency and banned open burning in the rural area of Codington County, and

WHEREAS, the extremely dry conditions have abated due to recent rains, and

WHEREAS, no critical fire conditions are expected,

NOW, THEREFORE BE IT RESOLVED, by the Codington County Board of Commissioners that the ban on open burning pursuant to Resolution 2021-12 is hereby rescinded immediately.

Approved this 9<sup>th</sup> day of April, 2021

Brenda Hanten  
Chair, Codington County Commission

ATTEST:

Cindy Brugman

Codington County, April 9, 2021

Codington County Auditor

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Waterman, to adjourn at 11:06 a.m., until 9:00 a.m., Tuesday, April 13, 2021; all voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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**County Welfare Commissioner's Report**  
**04/13/2021**

1. Services report
2. CARES – March: 40 Applications; Reimbursed: \$4900 (98 hours at \$50/hour). There will be an amendment to the 2021 contract as the time has been extended and there will be new funding coming. The new funding will be for mortgages. One landlord, who has been great working with his tenants, has received almost \$34,000 in rent payments through SD cares for tenants who have been affected by covid.
3. ICAP – Amy has been very busy with transitional housing and coordinating those services. She has been averaging about 15 hours/week helping with office coverage, community meetings, and client meetings. Even though her “county hours” have been lower than budgeted, the benefit of having her in the office is tremendous. It has led to smoother service transition and better office coverage. We’re working out a process to better capture the clients that are served through this connection.
4. Office Functioning
  - a. Working to clarify staff roles & processes
    - i. Office flow chart
    - ii. Casework vs. case management
  - b. Updating website – including links for other services and trainings.
  - c. Holding weekly staffing to help ensure client needs are being met.
  - d. Talking to Betsy at 211 regarding a program that is secure and easier to track patients and gather data. This has evolved into a potential statewide system for County Welfare offices
5. Welfare services
  - a. Met with the funeral directors and discussed concerns and needs going forward.
  - b. Spent the day with Minnehaha Human Services learning how they provide services and what we can do in Codington County to better meet the needs of our community.
  - c. Jail support
    - i. “Trigger questions” have been added to intake.
    - ii. Developed needs assessment for inmates to identify how we can assist when they are released
      1. Coordinating with RN Gina to provide services to prevent recidivism and increased needs when inmates are released.
    - iii. Needs identified: transitional services for things such as med management and a coordinated release
  - d. Working to identify/reevaluate how the Welfare office can provide appropriate support to those in need.

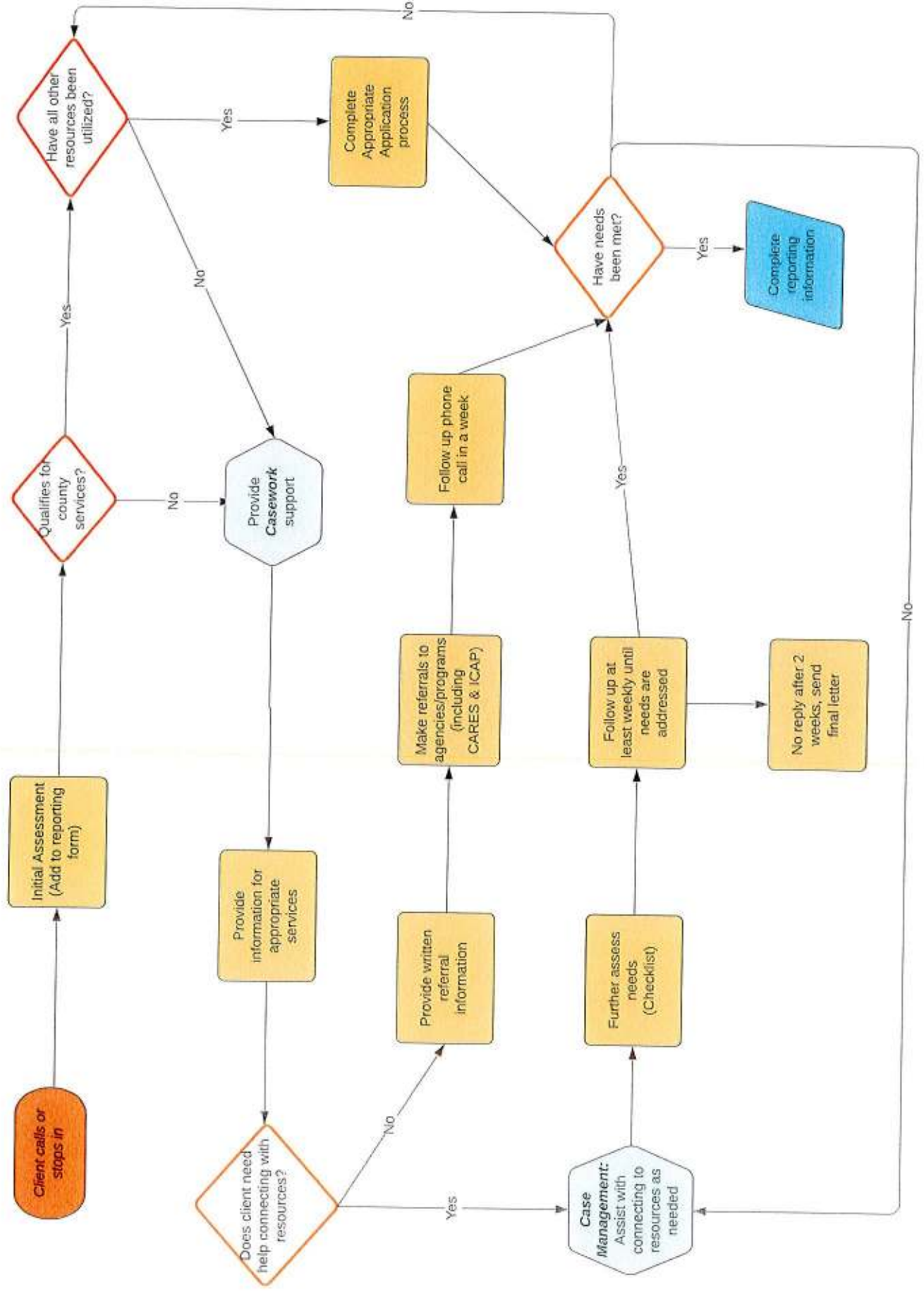
6. Systems of Care

- a. Meetings have continued with agencies to learn about services, establish relationships, and discuss the Systems of Care plan.
  - b. Primary/consistent needs identified in the community continue to be housing (affordable and emergency) and education/improving community understanding regarding mental illness, poverty impacts, and cultural understanding.
  - c. Developed Community Resource Directory.
  - d. Interagency Meeting was Thursday April 8<sup>th</sup>
7. Client highlight – Referral came in from multiple sources – school district (Kari), hospital (Sara), headstart (Amy)- regarding an at-risk family that was staying in a hotel with several children. Extensive staffing and brainstorming regarding resource options were discussed with our staff and other providers including DSS and Child Protection. Amy was eventually able to assist the family through the Emergency Shelter Grant through ICAP and the family now has an apartment.

Casework - Short term support & referrals  
Case Management - long-term high-needs support

County Welfare Case Management Process

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## 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 March 2021

Cash on Hand	\$5,937.01
Checks in Treasurer's possession less than 3 days	\$117,072.37
Credit Card Charges	\$6,731.83
Cash Items	\$404.45
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$130,145.66</b>

### RECONCILED CHECKING

Great Western Bank (Memorial Park)	\$1,807.05
Reliabank Dakota	\$25,187,591.11

### INVESTMENTS

SD Public Funds Investment	\$7,254.43
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### 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

<b>TOTAL CASH ASSETS</b>	<b>\$25,326,798.25</b>
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### GENERAL LEDGER CASH BALANCES:

General	\$15,126,285.27
General restricted cash	\$500,000.00
Sp. Revenue	\$7,198,990.16
Sp. Revenue restricted cash	\$0.00
Custodial	\$2,501,522.82
Schools	\$ 1,440,238.27
Townships	\$ 76,195.93
City/Towns	\$ 261,834.99

<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$25,326,798.25</b>
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Dated this 13th day of April, 2021

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County Auditor

FUND CASH BALANCES REPORT AS OF 04/09/2021  
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	15,126,285.27
101	GENERAL RESTRICTED CASH	500,000.00
	TOTAL AT FUND GROUP:	15,626,285.27
204	ROAD & BRIDGE FUND	6,539,207.55
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	54,009.61
226	EMERGENCY MANAGEMENT FUND	225,484.27
228	VICTIM CRIME SERVICE FUND	75,360.43
229	DOMESTIC ABUSE FUND	1,781.25
231	W.I.C. FUND	26,349.68
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	52,831.43
250	MODERNIZATION/PRESERVATION	174,498.08
256	SEARCH & RESCUE FUND	49,467.86
	TOTAL AT FUND GROUP:	7,198,990.16
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	1,440,238.27
722	CIVIL TOWNSHIPS FUND	76,195.93
723	CITIES AND VILLAGES FUND	261,834.99
724	WATER DEVELOPMENT DIST. FUND	16,162.20
725	ADVANCE TAX COLLECTION FUND	.00
726	REGISTER OF DEEDS FUND	2,086.80
734	DEPOSIT FUND	.00
735	TREASURER'S TRUST FUND	3,374.87
736	MUNICIPALITIES (5%) FUND	.00
738	FINES TO SCHOOLS FUND	.00
742	STATE MOTOR VEHICLE FUND	684,031.51
755	SALES TAX FUND	462.29
758	BOOKMOBILE FUND	3,841.90
766	LAW LIBRARY FUND	10,432.06
769	MODERN/PRESERATION RELIEF	2,862.00
770	FIRE DEPT. MONIES	.00
	TOTAL AT FUND GROUP:	2,501,522.82
	TOTAL:	25,326,798.25

OFFICIAL STATEMENT OF FEES COLLECTED  
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH  
OF MARCH, 2021

The sum of **\$44,589.25** in fees has been collected by me as Register of Deeds for MARCH, 2021

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 MARCH, 2021

Ann Rasmussen  
Register of Deeds

Subscribed and sworn to before me this 7 day of April 2020

Cindy Bruegman

**CERTIFIED BIRTHS**

State Children's Fund (\$2.00)	\$ 196.00
County General Fund (\$5.00)	\$ 490.00
State EVRSS Fund (\$5.00)	\$ 490.00
State General Fund (\$3.00)	\$ 294.00
<b>TOTAL</b>	<b>\$ 1,470.00</b>

**CERTIFIED DEATHS**

County General Fund (\$5.00)	\$ 445.00
State General Fund (\$4.00)	\$ 356.00
State EVRSS Fund (\$6.00)	\$ 534.00
<b>TOTAL</b>	<b>\$ 1,335.00</b>

**FILED**

APR - 7 2021

CODINGTON COUNTY AUDITOR

**ADVERTISEMENT FOR BIDS**  
**Codington County**  
**Watertown, SD**  
**Bridge Rehab Project**

**Codington County (Owner)** is requesting Bids for the construction of the following Project:  
**Bridge Rehab Project**  
**15-240-155**

Bids for the construction of the Project will be received at the **Codington County Auditor's Office** located at **14 1<sup>st</sup> Ave. SE, First Floor Room 109, Watertown, SD 57201-3611**, until **Tuesday, April 13<sup>th</sup>, 2021** at **9:00 a.m.** local time. Shortly after this time, the Bids received will be publicly opened and read during the commission meeting.

The Project includes the following Work:  
**New Double Tees, New Railings, Riprap Installation, and Asphalt Approach Work**

Information and Bidding Documents for the Project can be found at the following designated website:  
**[www.bannerassociates.com](http://www.bannerassociates.com)**

Click on "View Bid Information" located at top of screen. Bidding Documents may be downloaded from the designated website. Prospective Bidders are urged to register with the designated website as a plan holder.

Questions on obtaining bid documents may be directed to Karen, Banner Associates, Inc., 855-323-6342.

**Approved by the Codington County Board of Commissioners this 16<sup>th</sup> day of March, 2021.**

**Cindy Brugman**  
**Codington County Auditor**

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Published twice at the total approximate cost of \$\_\_\_\_\_



# Roofing and Sheet Metal



## PROPOSAL

TO: Steve Molengraff

JOB NAME: Codington Co. Courthouse  
14 1<sup>st</sup> Avenue SE  
Watertown, SD 57201

DATE: 4/02/2021

PHONE: 605-881-9396

SALESMAN: Adam Stemwedel

We hereby submit specifications and estimates for:

Work to Consist of:

Repair penetrations on the roof

Not to exceed ..... \$2,500.00



Date Accepted: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Acceptance Signature: \_\_\_\_\_

\*\*\*See reverse side for all Terms & Conditions

Applicable taxes apply-Excise tax not included in proposal price above

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Phone: 605/882-4060 • 1-800-230-4060 • Fax: 605/882-2163  
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**TERMS AND CONDITIONS**  
**PRO-TEC ROOFING & SHEET METAL, INC.**

**Nature of Work:** Pro-Tec Roofing, Inc. shall furnish the labor and material to perform the work described on the face of this proposal. Pro-Tec Roofing, Inc. does not provide engineering, consulting or architectural services and is not responsible for structural integrity and design. If plans, specifications or other design documents have been furnished to Pro-Tec Roofing, Inc., customer warrants they are sufficient and conform to applicable laws and building codes. Accordingly, if stated on the face of this proposal, Pro-Tec Roofing, Inc. will furnish tapered insulation, but is not responsible for adequacy of drainage or ponding on the roof.

**Work Not Included:** Pro-Tec Roofing, Inc. is not responsible to determine if an existing structure is capable of supporting a new roof structure. No repairs to roof deck, installation of wood blocking or cant strips, furnishing and application of sheet metal work or roof drains and lead roof drain flashings, or other items not stated on the face of this proposal are included in this contract. Pro-Tec Roofing, Inc. shall not be responsible for additional costs due to the existence of rotted wood blocking, wet insulation, or other subsurface or latent conditions that are not disclosed in writing to Pro-Tec Roofing, Inc. The raising, disconnection or reconnection of any technical, electrical, satellite or refrigeration equipment on the roof that may be necessary for Pro-Tec Roofing, Inc. to perform the roofing work shall be performed by others or treated as an extra unless specifically included on the face of this proposal. Roof penetrations and other roof top equipment or necessary supports not shown on drawings that require flashing by Pro-Tec Roofing, Inc. will be considered extra work.

**Asbestos and Toxic Materials:** Unless specifically included on the face of this proposal, this contract is based upon the work to be performed by Pro-Tec Roofing, Inc. not involving asbestos-containing or toxic materials and that such materials will not be encountered or disturbed during the course of performing the roofing work in the event that such materials are encountered, Pro-Tec Roofing, Inc. shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials at the work site.

**Insurance:** Customers shall maintain builder's risk and property insurance, upon the full value of the entire project furnished by Pro-Tec Roofing, Inc. covering fire, extended coverage, windstorm, vandalism and theft on the premises to protect against loss or damage to material and equipment and partially completed work until the job is completed and accepted and Pro-Tec Roofing, Inc. equipment is removed from the premises. Pro-Tec Roofing, Inc. is fully insured and covered by Worker's Compensation Insurance under their umbrella.

**Additional Insured:** If customer requires and Pro-Tec Roofing, Inc. agrees to name Customer or others as an additional insured on Pro-Tec Roofing, Inc.'s liability insurance policy, Customer agrees that the naming of Customer or other parties as an additional insured is intended to apply to claims made against the additional insured to the extent the claim is due to the negligence of Pro-Tec Roofing, Inc. and is not intended to make the Pro-Tec Roofing, Inc. insurer liable for claims that are due to the fault of the additional insured.

**Changes in the work and extra work:** Customer shall be entitled to order changes to the work and contract price shall be adjusted accordingly. Additional work shall be considered an extra and Pro-Tec Roofing, Inc. shall be entitled to compensation for that extra work.

**Access to Site and Preparedness of Roof Surfaces:** Pro-Tec Roofing, Inc. shall be provided with passable access to the work site for the passage of trucks and materials and direct access to the roof. For new construction, Pro-Tec Roofing, Inc. shall not be required to begin work until underlying areas are ready, including installation of wood blocking, roof curbs and other penetrations and are acceptable to receive Pro-Tec Roofing, Inc. work and sufficient areas of roof deck are available and free from dirt, snow, ice, water or debris removal and return trips required to flash roof openings will be charged as an extra.

**Fumes and Emissions:** Odors and emissions from roofing products will be released and noise will be generated as part of the roofing operations to be performed by Pro-Tec Roofing, Inc. Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors and other openings to prevent fumes and odors from entering the building. Customer shall hold Pro-Tec Roofing, Inc. harmless from claims from 3<sup>rd</sup> parties relating to fumes and odors that are emitted during the normal roofing process.

**Metal Roof Panels:** Oil canning may exist and will not be grounds for rejection.

**Damages:** Pro-Tec Roofing, Inc. will not be responsible for damage done to Pro-Tec Roofing, Inc.'s work by others. Repairing of the same by Pro-Tec Roofing, Inc. will be charged to and paid by the Customer.

**Electrical Conduit:** Pro-Tec Roofing, Inc.'s price is based upon there not being electrical conduit or other materials embedded within the roof assembly or installed directly beneath the deck unless expressly acknowledged on the face of this proposal. Customer will indemnify Pro-Tec Roofing, Inc. from any personal injury, damage, claim, loss or expense resulting from the presence of electrical conduit, shall render the conduit harmless so as to avoid injury to Pro-Tec Roofing, Inc.'s personnel, and shall compensate Pro-Tec Roofing, Inc. for additional time, labor and expense resulting from the presence of such materials.

**Interior Protection:** For re-roofing projects, Customer acknowledges that re-roofing of an existing building may cause dust or debris to fall into the interior depending upon deck and ceiling conditions. When those conditions exist, Customer agrees to remove or protect all necessary areas and shall notify tenants of re-roofing and the need to provide protection underneath areas being re-roofed. Customer agrees to hold Pro-Tec Roofing, Inc. harmless from claims of tenants who were not so notified and did not provide protection.

**Working Hours:** This proposal is based upon the performance of all work during Pro-Tec Roofing, Inc.'s regular working hours. Extra charges will be made for overtime and all work performed other than during Pro-Tec Roofing, Inc.'s regular working hours, if required by Customer.

**Warranty:** Pro-Tec Roofing, Inc.'s work will be warranted by Pro-Tec Roofing, Inc. in accordance with its standard warranty, which is made a part of this proposal and contract and incorporated by reference. A copy of Pro-Tec Roofing, Inc.'s standard warranty, if not attached, will be furnished upon request. Pro-Tec Roofing, Inc. shall not be liable for incidental or consequential damages. The acceptance of this proposal by the Customer signifies his agreement that this warranty shall be and is the exclusive remedy against Pro-Tec Roofing, Inc. for all defects in workmanship furnished to Customer if a manufacturer's warranty is called for on the face of the proposal. It is expressly agreed that in the event of any defects in the materials furnished pursuant to this contract, Customer shall have recourse only against the manufacturer of such material.

**Tolerances and Material References:** All materials and work shall be furnished in accordance with normal industry tolerances for color, variation, thickness, size, weight, amount, finish, texture and performance standards. Specified quantities are intended to represent an average over the entire roof area. Pro-Tec Roofing, Inc. is not responsible for the actual verification of technical specifications of product manufacturers, i.e. R-Value or ASTM or UL compliance, but rather the materials used are represented as such by the material manufacturer.

**Mold:** For re-roofing projects, Pro-Tec Roofing, Inc. and Customer are committed to acting promptly so that roof leaks are not a source of potential interior mold growth. Customer will make periodic inspections for signs of water intrusion and act promptly, including notice to Pro-Tec Roofing, Inc. if Customer believes there are roof leaks, to correct the condition. Pro-Tec Roofing, Inc. is not responsible for indoor air quality, mold, mildew or any alleged injury resulting there from.

**Arbitration:** If a dispute shall arise between Pro-Tec Roofing, Inc. and Customer with respect to any matters or questions arising out of or relating to this Agreement or the breach thereof, such dispute shall be decided by arbitration administered by and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any Court having jurisdiction thereof. Any legal claim against Pro-Tec Roofing, Inc. must be initiated no later than 2 years after Pro-Tec Roofing, Inc. completed roof installation. Collection matters may be processed through litigation or arbitration at the discretion of Pro-Tec Roofing, Inc.

**Building Permit:** Some cities require a building permit be purchased for re-roofing projects. Unless specifically stated on this proposal, Pro-Tec Roofing, Inc. has not included that cost or approvals.

**Expiration:** This proposal expires 30 days from date hereof.

**Payment:** Unless stated otherwise on the face of this proposal, payment, including monthly progress pay requests, shall be made by Customer upon completion of work and invoice. All sums not paid in full when due shall earn interest at the rate of 18%/year until paid in full. If Customer does not make payment, Pro-Tec Roofing, Inc. shall be entitled to recover from Customer all costs of collection incurred by Pro-Tec Roofing, Inc., including attorney's fees and litigation expenses. Collection matters may be processed through litigation or arbitration at the discretion of Pro-Tec Roofing, Inc. Failure of Customer to make proper payment to Pro-Tec Roofing, Inc. when due shall entitle Pro-Tec Roofing, Inc. at its discretion to suspend all work and shipments, including furnishing warranty, until final payment is made or terminate this contract. The contract sum to be paid to Pro-Tec Roofing, Inc. shall be increased by the amount of Pro-Tec Roofing, Inc. reasonable costs of shutdown, delay and start up.

**Back Charges:** No back charges or claims for payment of services rendered or materials and equipment furnished by Customer to Pro-Tec Roofing, Inc. shall be valid unless previously authorized in writing by Pro-Tec Roofing, Inc. and unless written notice is given to Pro-Tec Roofing, Inc. within 10 days of the event, act or omission which is the basis of the back charge.

### INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Treasurer's Office

Name of traveling employee Carol Maloney

Employee title Treasurer Employee status exempt X nonexempt     

Purpose of travel 2021 Spring Workshop

Method of transportation County Vehicle

Destination Pierre SD

Departure date and time 5/3/21 1:00 PM Destination arrival date and time 5/3/21 5:00 PM

Return departure date and time 5/5/21 3:00 PM Return arrival date and time 5/5/21 7:00 PM

Costs of travel

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

Lodging expense \$202

Meals Approximately \$52.00

Registration \$185.00

Other costs TBD

Overtime costs involved in the requested travel Employees Will Flex 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 X No     

County Commission

Travel request approved: yes      no      Comments     

Commission Chairman,      Date     

*Carol Maloney*  
*3/30/21*



CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Treasurer's Office

Name of traveling employee Janet Bevers

Employee title Deputy Treasurer Employee status exempt ☐ nonexempt ☒

Purpose of travel 2021 Spring Workshop

Method of transportation County Vehicle

Destination Pierre SD

Departure date and time 5/3/21 1:00 PM Destination arrival date and time 5/3/21 5:00 PM

Return departure date and time 5/5/21 3:00 PM Return arrival date and time 5/5/21 7:00 PM

Costs of travel

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

Lodging expense \$202

Meals Approximately \$52.00

Registration \$185.00

Other costs TBD

Overtime costs involved in the requested travel Employees Will Flex Time

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 \_\_\_\_\_

*Carol W. Maling*  
3/30/21

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Register of Deeds

Name of traveling employee Ann Rasmussen

Employee title Register of Deeds Employee status exempt ☒ nonexempt ☐

Purpose of travel SDACO Spring Workshop

Method of transportation personal vehicle

Destination Pierre SD

Departure date and time 5/3/2021 TBP Destination arrival date and time 5/3/2021 TBP

Return departure date and time 5/5/2021 Return arrival date and time 5/5/2021

Costs of travel

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

Lodging expense 300.00

Meals 40.00 Registration 185.00

Other costs \_\_\_\_\_

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 \_\_\_\_\_



CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Director of Equalization Office  
Name of traveling employee Shawna Constant, Michelle Pederson, Heidi Selchert, Melissa Sears + Allison Forbush  
Employee title Director, Database Coordinator Employee status exempt ☒ nonexempt ☒  
Purpose of travel SDAAO Conference  
Method of transportation County Vehicles  
Destination Hot Springs, SD  
Departure date and time 5/24/21 TBD Destination arrival date and time 5/24/21 TBD  
Return departure date and time 5/28/21 TBD Return arrival date and time 5/28/21 TBD

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \_\_\_\_\_

Lodging expense \$2000

Meals \$700 Registration \$1000

Other costs \_\_\_\_\_

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 \_\_\_\_\_

Is this travel a budgeted item? Yes ☒ No \_\_\_\_\_

County Commission

Travel request approved: yes \_\_\_\_\_ no \_\_\_\_\_ Comments \_\_\_\_\_

Commission Chairman, \_\_\_\_\_

Date \_\_\_\_\_

**FILED**

MAR 22 2021

CODINGTON COUNTY AUDITOR

## INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_

**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department Weed & Pest

Name of traveling employee Steve Molengraaf

Employee title Facility Manager Employee status exempt ☒ nonexempt ☐

Purpose of travel SD Weed Commission Meeting

Method of transportation County vehicle

Destination Pierre, SD

Departure date and time 4/21/21 2:00pm Destination arrival date and time 4/21/21 5:30pm

Return departure date and time 4/22/21 1:30pm Return arrival date and time 4/22/21 5:00pm

**Costs of travel**

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

Lodging expense \$110.00

Meals \$40 Registration \$0

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 \_\_\_\_\_

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME : Justin Halajian		DATE: 4/19/2021
EFFECTIVE DATE: 5/1/2021	POSITION TITLE: Deputy Maintenance Supervisor	DEPARTMENT: Detention
CURRENT STEP: 9	NEW STEP: 10	
CURRENT PAY RATE: \$23.75/\$4101.18 23.67 4118.58	NEW PAY RATE: \$24.27/\$4222.98 23.99 4174.24	
REASONS FOR CHANGE:  Annual Step Increase <span style="float: right;">I meritive included</span>		

EMPLOYEE SIGNATURE



DEPARTMENT HEAD SIGNATURE



DATE

3-19-2021

COUNTY COMMISSIONERS

DATE

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



**FILED**

MAR 19 2021

March 15, 2021

Codington County Commissioners  
14 1st Ave SE  
Watertown, SD 57201-3611

CODINGTON COUNTY AUDITOR

Dear Commissioners,

When you made your commitment to support the Boys & Girls Club of Watertown Capital Campaign, you were investing in the community's future.

This last year has brought new challenges to our organization, unlike we would have imagined. However, due to our generous community of supporters like you, innovative thinking, and strategic partners, we were able to adapt and change our delivery models to serve youth and the community best.

None of these programs would have been possible without the facility we currently work from. For example, during our Grab-n-Go lunch program, we served 700 meals for youth each day during the summer in a drive-up fashion. Because of the expanded space and kitchen equipment, we efficiently and safely provided this service. You provided the support and stability in something so simple as providing meals to children during a time of so much stress and instability for many families.

Your pledge payment of \$10,000.00 is greatly appreciated. As we look forward to the future, we see new possibilities and opportunities to serve our community in new and exciting ways. Your support makes these dreams achievable. Thank you!

Sincerely,



Liz Christianson  
Executive Director  
christiansonl@bgcofwatertown.com

*We are so grateful  
for the partnership  
with the County. Thanks  
for being part of this  
project!*

The Boys & Girls Club of Watertown is a 501(c) (3), not-for-profit organization; Federal ID #46-0311845. The tax-deductible portion of your gift is \$10,000.00, Gift Date 3/10/2021. For your tax purposes, this letter serves as an official acknowledgment of your contribution. The Boys & Girls Club of Watertown did not provide any goods or services in consideration for your contribution.



**BOYS & GIRLS CLUB**  
OF WATERTOWN

1000 3rd Ave NE • P.O. Box 833 (Mailing) • Watertown, SD 57201-0833  
(605) 886-6666 • [www.bgcofwatertown.com](http://www.bgcofwatertown.com)