

**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, August 3rd, 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 August 3, 2021 agenda**
5. **Action to approve the July 27, 2021, minutes of the Board of Codington County Commissioners**
6. **Monthly reports**
  - a. **Extension**
  - b. **Veterans Service**
7. **Review 2022 budget requests**
  - a. **Non-profits**
  - b. **Mandates**
  - c. **Welfare**
  - d. **Planning & Zoning**
8. **Action to approve a resolution of the Nick and Matt Kranz Addition**
9. **Action to authorize closure of Treasurer's office on 8/25/2021 for training of staff**
10. **Action to approve a project to complete a chip seal project at Memorial Park**
11. **Action to approve a notice to bidders for corrugated metal pipe**
12. **Action to approve a property tax abatement application**
13. **Action to approve a lease agreement for County offices in the City Auditorium**
14. **Action to approve a resolution re-stating Nationwide Deferred Compensation Matching Plan**
15. **Discussion/possible action to pass a resolution to enact a ban on open burning**
16. **Action to approve claims for payment**
17. **Action to approve automatic budget supplements**
18. **Action to approve personnel changes**
19. **Action to approve travel requests**
20. **Public Notices – a possible quorum of Commissioners could be in attendance at**
  - a. **Sioux Valley Commissioner's District meeting, August 18<sup>th</sup> in Redfield**
  - b. **Codington Count 4-H Achievement Days, August 2<sup>nd</sup> – 5<sup>th</sup>, 2021**
21. **Old Business**

**22. New Business**

**23. Open**

- a. **Public Comments**
- b. **Commission Comments**

**24. 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)**

**25. Action to adjourn until 9:00 a.m., Tuesday, August 10<sup>th</sup>, 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.**

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

July 27, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 27, 2021, at the Codington County Court House. Commission members present were: Charlie Waterman, Myron Johnson, Troy VanDusen, and Brenda Hanten; Commissioner Lee Gabel was present via Zoom; Chair Hanten presiding. Commissioner 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 VanDusen, second by Gabel, to approve the July 27, 2021 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by VanDusen, to approve the minutes of the July 20, 2021 meeting of the Codington County Commissioners; all voted aye; motion carried.

**REQUEST TO SELL ALCOHOL AT EXTENSION COMPLEX /BOYS & GIRLS CLUB EVENT**

Kelly Jaderborg, Director of Development, with the Watertown Boys and Girls Club, met with the Board to request authorization to sell alcohol during the Blue Door Derby Camel Races event, scheduled for August 28th at the Codington County Extension Center Complex. A liquor license has been transferred following proper procedure for this event. Motion by VanDusen, second by Gabel, to approve this request; all voted aye; motion carried.

**MONTHLY REPORTS**

**Emergency Management Director, Jamie Torstenson,** reported: safety lighting was provided during the Independence Day fireworks display at the soccer fields, Search and Rescue assisted with a mutual aid call in Clark County, responded to several small grassfires, provided Red Cross assistance to those affected by structure fires, responded to a hazmat barrel found near I-29, attended Deuel County E.M. full scale exercise, hosted a Region 2 meeting, attended EM 102 training, currently assisting local fire departments during the trial period of an emergency paging smart app, monitored a severe thunderstorm in northern Codington County on July 25<sup>th</sup>, and the updated drought monitor shows a slight improvement for Codington County in the northwest part of the County but remained unchanged in the rest of the County, with D0, D1 and D2 drought conditions reported in Codington County. Mr. Torstenson noted the SD DOH is now reporting COVID-19 data on a weekly basis. The Emergency Management Director advised the Board the LEOP (Local Emergency Operations Plan), for Codington County, has been reviewed and updated, with no changes necessary.

**2022 BUDGET REVIEW**

The Board reviewed the following 2022 budget requests: Emergency Management, Search and Rescue, and Register of Deeds.

**OPEN BURNING**

The Board determined a ban on open burning is not required at this time following a weekly drought report from Emergency Management Director, Jamie Torstenson. The situation will be addressed weekly during this time of minimal regular rainfall.

**ASPHALT MAT CONSTRUCTION BIDS**

Highway Supt., Rick Hartley, opened and announced the following bid received for 2021 Asphalt Mat Construction:

<b><u>BIDDER</u></b>	<b><u>BID AMOUNT</u></b>
Duininck, Inc. Prinsburg, MN	\$293,147.50

Motion by Johnson, second by Waterman, to accept the bid from Duininck, the only bid received; all voted aye; motion carried.

**SURPLUS EQUIPMENT**

Motion by Johnson, second by Waterman, to declare the following equipment surplus to be destroyed, as requested by Sheriff, Brad Howell: Nuvico DVR 16 channel s/n D07121100453, Nuvico DVR 16 channel s/n D07121100446, HP ProBook 650 s/n 5CG6291M3D, GEN01629 Black Jack NVR s/n SH81R40701F33F00469, Hickvision DVR 32 channel s/n C20505879, DVR Nuvico s/n D03140400003, HP computer s/n 2UA65130GK; all voted aye; motion carried.

**CLAIMS**

Motion by VanDusen, second by Gabel, to approve for payment July payroll claims; all voted aye; motion carried: Commissioners: 10,595.07 total salaries. Auditor: 22,656.31 total salaries; Alissa Harte 3518.28 step increase. Co. Treasurer: 33,408.45 total salaries Janet Bevers 4393.50 step increase. States Attorney: 35,886.61 total salaries; Jamie Monson 4052.46 step increase; Darce Curtis P/T new hire 17.50; Alison Bakken 6003.00 step increase. Gov. Buildings: 20,456.64 total salaries; Bryan Bleeker 3601.80 step increase; Richard Kohn 3102.42 step increase. Dir. Equalization: 43,177.94 total salaries; Heidi Selchert 4160.34 step increase; Melissa Sears 4109.88 step increase; Allison Forbush 4127.28 step increase. Reg. of Deeds: 23,834.85 total salaries; Mary Fransen 4393.50 step increase; Jill Schweitzer 3662.70 step increase. Veterans Service: 11,199.71 total salaries. Sheriff: 105,629.60 total salaries; Adam Reeves 4809.36 step increase; Rusty Mathews 5091.24 step increase; Trever Schimmel 4809.36 step increase; Shane Yost 4226.46 step increase; Ryan Elliott 3942.84 step increase. Co. Jail: 122,695.81 total salaries; Wes Jennings 4137.72 step increase; Melissa Holtquist 4059.42 step increase. Welfare: 7,748.88 total salaries. County Nurse: 5,404.60 total salaries. Co. Park: 10,034.32 total salaries. Ag. Bldg.: 5,730.42 total salaries; Scott Swanson 4080.30 step increase. Co. Extension: 10,800.18 total salaries. Weed: 8,717.93 total salaries; Ron Hartley 3102.42 step increase; Molly Simons P/T 14.75 new hire. Planning Board: 973.04 total salaries. Road & Bridge: 103,997.28 total salaries; Robyn Riter 4078.56 step increase; Jeff Argo 3833.32 step increase; Jamie Dolen 4200.36 step increase. Emergency Management: 13,118.49 total salaries; Cheri Howell 3556.56 step increase. Crime Victim: 7,286.02 total salaries. W.I.C.: 2,007.78 total salaries. Total 605,359.93. Breakdown of withholding amounts which are included in the above: S.D. Retirement 56,227.98; S.D. Retirement 73.00 spouse option; S.D. Supplemental Retire. 3,330.00 suppl. retire.; Sanford 80,702.99 ins.; Reliance Standard Life Insurance 747.48 life ins.; Delta Dental 6227.80 ins.; Avesis 869.57 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 526.90 employee union dues; AFLAC 4,009.39 ins.; John Hancock 5,320.00 suppl. retire.; AFLAC 816.57 ins.; Watertown United Way 60.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 23,531.00 employee payments; SDRS Supplemental Retirement 3,940.00 Roth retirement; Teamsters Local Union 120 394.00 employee union

dues; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 41,825.58 federal withholding; ReliaBank Dakota 68,708.68 social security.

**PERSONNEL CHANGES**

Motion by Gabel, second by Waterman, to approve the following personnel changes: Ryan Elliott, Deputy Sheriff, 6 mos. step increase, step 2/\$22.66 per hour, effective July 1, 2021; James Hedges, Building Maintenance, anniversary step increase, step 8/\$19.25 per hour, effective 8/1/2021; all voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by Johnson, second by VanDusen, to approve the following travel request; all voted aye; motion carried: Auditor's Office staff (2), 2021 Secretary of State election workshop.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Waterman, to adjourn at 9:28 a.m., until 9:00 a.m., Tuesday, August 3<sup>rd</sup>, 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: 3 AUG 21 - Codington County Veterans Service Office – Todd Rose**

**4 DAV van transports in JUL, 1 currently schedule for AUG. Talked with State DAV office and they have receive notice on the DAV vehicle for Brown County is ready so they are assuming we should hear something about Codington County's van soon. We have 11 qualified drivers.**

**We did get the new copiers in office, and we are working out a few of the bugs and different operational aspects, but happy with the decision to go with 2 smaller multi-functional systems. I cancelled service contract on big printer and will keep it till a later date.**

**We are continuing to work to become paperless, but I am not sure we will ever be totally paperless. It is tough to complete and process a claim without starting a hardcopy folder. We never keep original documents and do our best to return hardcopies back to the veterans as soon as possible once we have everything uploaded, so we are not the holding area of their hardcopy of historical records.**

**I haven't provided VETRAPSEC numbers before but thought it might be worth showing a timeframe snapshot. It has been a steady increase.**

**VETRASPEC interactions:            1JAN20 to 31JUL20 = 68            1JAN21 to 31JUL21 = 173**

**VETRASPEC is the software system that we use to submit veteran and claim information for compensation, pension, and burial claims for the VA to process. This doesn't account or show any headstone or medallion claims, VA healthcare enrollments claims, or state veteran benefits claims, these are still filed by paper and either FAXED or mailed.**

**Future:**

**Selection of the Codington County Veteran of the Year will be selected on 3AUG21 by the CDRs of the Local Veteran Organizations. Trophy has been ordered.**

**I will travel to Pierre 16-19 AUG21 for the State VSO certification and meeting.**

**We will have a booth at Watertown's Annual Veterans'/First Responder Appreciation Day Event. 16SEP21 – Watertown National Guard Readiness Center**

**Current plans for Veterans Day 2021 with be coordinated by VFW post 750 as in the past and is scheduled to be held on 11NOV21 at the Watertown High School Civic Arena and open to the public as always.**

**Any questions or concerns?**

# Proposal

## BITUMINOUS PAVING INC.

An Equal Opportunity Employer/Contractor

P.O. BOX 6  
ORTONVILLE, MN 56278  
(320) 273-2113  
FAX: (320) 273-2120

PROPOSAL SUBMITTED TO <b>MEMORIAL PARK</b>	PHONE	DATE <b>JULY 19, 2021</b>
STREET <b>1200 N LAKE DRIVE</b>	JOB NAME <b>CHIP SEAL PROJECT</b>	
CITY, STATE AND ZIP CODE <b>WATERTOWN, SD 57201</b>	JOB LOCATION <b>CODINGTON COUNTY, SD</b>	
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

SEAL COAT MEMORIAL PARK	QUANTITY	UNIT	UNIT PRICE	TOTAL
SECTION B, C & D	6,600.00	SY	\$3.90	\$25,740.00
SECTION A, ROAD & LOT	6,818.00	SY	\$3.90	<u>\$26,590.20</u>
			<b>TOTAL</b>	<b>\$52,330.20</b>

\*PRICE IS BASED ON USING MC3000 @ .32 AND 2A GRANITE @ 25#

- ✓ 1 MOBILIZATION INCLUDED, ADD \$1.00/SY TO SECTION A IF MORE MOBILIZATIONS NEEDED
- ✓ NO TRAFFIC CONTROL (OTHER THAN FLAGGERS) INCLUDED
- ✓ NO AGC DUES OR EXCISE TAX INCLUDED
- ✓ NO PICKUP SWEEPING INCLUDED
- ✓ PAYMENT FOR SECTION B, C & D DUE WHEN COMPLETE, SECTION A WILL BE DUE 1/31/2022
- ✓ WORK IS TO BE DONE AS PER COUNTY SPECS, 9/14/2021 OR AFTER, WEATHER PERMITTING

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

dollars (\$ \_\_\_\_\_)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

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

Note: This proposal may be  
withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

## Memorial Park Chip Sealing Project

In early winter of 2020, Roger Hook owner of RH Sealcoating passed away. RH Sealcoating had done the chip sealing on the west section of the park. Roger's wife had since his death ended his operation and sold the equipment.

Since then, I was having lots of water issues at the park, underground leaks and water heaters. So did know how my budget was looking to be able to do chip sealing this year. Now after things seemed to have settled in those unexpected expenses, I have re-evaluated the park budget. So I decided to contact a couple of other chip sealing companies. Through the help from Rick Hartley, he contacted Brookings County Highway Supervisor of which gave me some companies to contact. From those results, he gave me four companies to contact. There was only one that would be able to complete the chip sealing project this year.

Bituminous Paving, Inc. from Ortonville, MN was my only selection. When the representative met me at the park, he proposed to do the remaining portion of the park. They would split the cost, by having approximately 50% paid after project was completed and the remaining portion in January 2022. This would save money because of mobilization and being this not a large project.

So, I'm requesting your approval for a completion of this project.

Thanks

Steve Molengraaf

Facilities Manager



**CODINGTON COUNTY  
NOTICE TO BIDDERS**

Notice is hereby given that the Board of Commissioners of Codington County, South Dakota, will receive bids up to 9:00 AM in the morning on Tuesday, August 17, 2021 at the office of the Codington County Auditor, 14 First Avenue SE, Watertown, South Dakota 57201, for the following:

Items to be furnished during the period from August 18, 2021 to February 28, 2022.

All items to be delivered to locations within Codington County as required by the County Highway Department.

1. Corrugated Metal Pipe

GENERAL NOTES: All materials shall meet the Standard Specifications for Roads and Bridges of the South Dakota Department of Transportation. Certification shall be provided on all bid items stating that they meet or exceed the standard specifications when the Codington County Highway Department requests such certificates. Tax exempt certificates will be furnished by Codington County.

A bid bond or certified check will be waived as provided by S.D.C.L. 5-18-6.1

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

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

Dated this 3<sup>rd</sup> day of August, 2021

Brenda Hanten,  
Chair Codington County Commission

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

**ADOPTING RESOLUTION**

The undersigned authorized representative of Codington County (the Employer) hereby certifies that the following resolution was duly adopted by the Employer on \_\_\_\_\_, and that such resolution has not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended Plan and Trust effective January 1, 2021, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto are true copies of Codington County Deferred Compensation Matching Plan as amended and restated, and the Summary of Plan Provisions, which are hereby approved and adopted.

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

Signed: \_\_\_\_\_

\_\_\_\_\_  
[print name/title]

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME : Maria Escamilla DATE: 7-21-21

EFFECTIVE DATE: 7-1-21 POSITION TITLE: Sgt DEPARTMENT: CODC

CURRENT STEP: 12 NEW STEP: 13

CURRENT PAY RATE: 75.74 \$25.54 NEW PAY RATE: 25.65 \$449.90  
\$4443.96 ERT

REASONS FOR CHANGE:  
step increase  
education incentive & bilingual pay

EMPLOYEE SIGNATURE Maria Escamilla

DEPARTMENT HEAD SIGNATURE [Signature]

DATE 7-21-21

COUNTY COMMISSIONERS \_\_\_\_\_

DATE \_\_\_\_\_

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

**FILED**

JUL 29 2021

<b>PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS</b>		
EMPLOYEE NAME : <i>Chandler Flowers</i>		DATE: <i>7-21-21</i>
EFFECTIVE DATE: <i>7-1-21</i>	POSITION TITLE: <i>L.O.</i>	DEPARTMENT: <i>CCDC</i>
CURRENT STEP: <i>1</i>	NEW STEP: <i>2</i>	
CURRENT PAY RATE: <i>18.54 / \$3225.96</i>	NEW PAY RATE: <i>19.12 (E.F.) / \$3326.88</i>	
REASONS FOR CHANGE:  <i>Step Increase</i>		

EMPLOYEE SIGNATURE *Chandler Flowers*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE *7-22-21*

COUNTY COMMISSIONERS \_\_\_\_\_

DATE \_\_\_\_\_

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

**FILED**

JUL 29 2021

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME : <i>Kyle Lewis</i>		DATE: <i>7-21-21</i>
EFFECTIVE DATE: <i>7-1-21</i>	POSITION TITLE: <i>C.O.</i>	DEPARTMENT: <i>CCDC</i>
CURRENT STEP: <i>4</i>	NEW STEP: <i>5</i>	
CURRENT PAY RATE: <i>\$20.35 / \$3540.90</i>	NEW PAY RATE: <i>20.99, E.T.</i>	
REASONS FOR CHANGE: <i>Step Increase</i>		<i>/\$3650.26</i>

EMPLOYEE SIGNATURE *[Signature]*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE *7/22/21*

COUNTY COMMISSIONERS \_\_\_\_\_

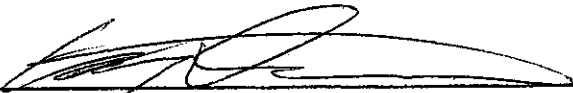
DATE \_\_\_\_\_

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

**FILED**

JUL 29 2021

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME : <i>Kelly Oelrich</i>		DATE: <i>7-21-21</i>
EFFECTIVE DATE: <i>7-1-21</i>	POSITION TITLE: <i>Corrections Officer</i>	DEPARTMENT: <i>CLDC</i>
CURRENT STEP: <i>8</i>	NEW STEP: <i>9</i>	
CURRENT PAY RATE: <i>\$ 22.75 / \$3958.50</i>	NEW PAY RATE: <i>23-10 / \$ 4019.40 E.F.</i>	
REASONS FOR CHANGE:  <i>step increase</i>		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE *7-21-21*

COUNTY COMMISSIONERS \_\_\_\_\_

DATE \_\_\_\_\_

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

JUL 29 2021

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME : <i>Keyla Schomaker</i>		DATE: <i>7-21-21</i>
EFFECTIVE DATE: <i>7-1-21</i>	POSITION TITLE: <i>CO</i>	DEPARTMENT: <i>WDC</i>
CURRENT STEP: <i>7</i>	NEW STEP: <i>8</i>	
CURRENT PAY RATE: <i>\$22.40 / \$3897.60</i>	NEW PAY RATE: <i>22.75 / \$3958.50</i> <i>E.I.</i>	
REASONS FOR CHANGE:  <i>step increase</i>		

EMPLOYEE SIGNATURE *Keyla Schomaker*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE *7-21-21*

COUNTY COMMISSIONERS \_\_\_\_\_

DATE \_\_\_\_\_

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

**FILED**

JUL 29 2021

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME :		DATE:
Raistlan Tschetter		7-21-21
EFFECTIVE DATE:	POSITION TITLE:	DEPARTMENT:
7-1-21	L.O.	CCDC
CURRENT STEP:	NEW STEP:	
1	2	
CURRENT PAY RATE:	NEW PAY RATE:	
1854 / \$3225.96	\$1912 (ET) / \$3326.88	
REASONS FOR CHANGE:		
Step Increase		

EMPLOYEE SIGNATURE Raistlan Tschetter

DEPARTMENT HEAD SIGNATURE [Signature]

DATE 7/22/21

COUNTY COMMISSIONERS \_\_\_\_\_

DATE \_\_\_\_\_

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

**FILED**

JUL 29 2021

CODINGTON COUNTY AUDITOR



PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Jeff Riley</i>		DATE <i>7-22-21</i>
EFFECTIVE DATE <i>7-1-21</i>	POSITION TITLE <i>Maintenance I Maintenance II</i>	DEPARTMENT <i>Highway</i>
CURRENT STEP <i>1</i>	NEW STEP <i>1</i>	
CURRENT PAY RATE <i>Maint 1 = 14.75 Maint 2 = 18.72</i>	NEW PAY RATE <i>same as current</i>	
REASONS FOR CHANGE <i>Jeff has been doing Highway Maint II work - driving truck, rollers, sweeper, etc so we need to pay him Maint II wage.</i>		

EMPLOYEE SIGNATURE *Jeff Riley*

DEPARTMENT HEAD SIGNATURE *Rick Hartley*

DATE *7-27-2021*

COUNTY COMMISSIONERS \_\_\_\_\_

DATE \_\_\_\_\_

**FILED**

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

JUL 26 2021