

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, October 5, 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 October 5, 2021 agenda
5. Action to approve the September 28, 2021, minutes of the Board of Codington County Commissioners
6. Monthly reports
 - a. Extension
 - b. Veterans Service Officer
7. Action to adopt a resolution approving the Codington County Five-Year County Highway and Bridge Improvement Plan
8. Action to authorize the Chair to sign the certification form for the Codington County Five-Year County Highway and Bridge Improvement Plan
9. Action to accept premium renewal rates for 2022 Codington County employee health insurance plan
10. Action to approve County/Employee health insurance premium splits for 2022 plan year
11. Action to approve the 2022 Seasonal Memorial Park Campground Management Services Agreement
12. Action to approve Welfare Administrative Specialist job description
13. Action to approve LATI student intern in the Welfare Office
14. Note holiday office closures on October 11, 2021, Native Americans' Day
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:
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, October 12th, 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 1st Ave SE**

September 28, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 28, 2021, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, and Brenda Hanten; absent Troy VanDusen; Chair Hanten presiding. Commissioner Johnson 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 September 28, 2021 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of the September 21, 2021 meeting of the Codington County Commissioners; all voted aye; motion carried.

2022 PROVISIONAL BUDGET PUBLIC HEARING

The Board held a public hearing, as previously advertised, to allow any and all interested parties to comment on the 2022 Codington County Provisional Budget. Chair Hanten opened the public hearing at this time. No comments were offered by persons present for this hearing. Chair Hanten closed the public hearing at this time.

2022 ANNUAL BUDGET ADOPTION

Motion by Johnson, second by Gabel, to adopt the 2022 Provisional Budget, as advertised. Subsequent motion by Gabel, second by Waterman, to amend the 2022 Provisional Budget as follows: Add \$4,000.00 to the Historical Sites (Mellette House) budget; add \$8,000.00 to the Historic Preservation (Codington County Heritage Museum) budget; and increase the Current Property Tax revenue from \$9,025,820.00 to \$9,028,467.00; all voted aye; motion carried. Upon vote of the original motion as amended; all voted aye; motion carried.

2022 BUDGET LEVY RESOLUTION

Motion by Johnson, second by Gabel, to approve Budget Levy Resolution 2021-33; all voted aye; motion carried.

RESOLUTION 2021-33

Adoption of Annual Budget for Codington County, South Dakota.

WHEREAS, (7-21-5 thru 13), SDCL provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

WHEREAS, the board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all changes, eliminations, and additions have been made thereto,

NOW THEREFORE BE IT RESOLVED, that such provisional budget as amended and all its purposes, schedules, appropriations, amounts, estimates, and all matters therein set forth, shall be approved and adopted as the annual budget of the appropriations and expenditures for Codington County, South Dakota and all its institutions and agencies for calendar year January 1, 2022 and ending December 31, 2022, and the same is hereby approved and adopted by the Board of County Commissioners of Codington County, South Dakota, this 28th day of September, 2021. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Auditor, Codington County, South Dakota. The accompanying taxes are levied by Codington County for the year January 1, 2022 through December 31, 2022.

Board of County Commissioners of Codington County, South Dakota.

Brenda Hanten
Chair

Lee Gabel
Commissioner

Charlie Waterman
Commissioner

Myron Johnson
Commissioner

Troy VanDusen - absent
Commissioner

ATTEST:

Cindy Brugman
County Auditor

County tax levies within limited levy: General County Purposes \$9,028,467.00; \$3.072 \$'s/1,000.00, total taxes levied by Codington County. As of September 28th, 2021, these levies are not approved by the S.D. Dept. of Revenue & Regulation.

JABE KAHNKE PLAT ADDITION RESOLUTION

Zoning Officer, Luke Muller, presented the Board with a plat of the Jake Kahnke Addition and reviewed the same. The Board adopted the following resolution:

RESOLUTION #2021-34

A Resolution to approve the platting of the Jabe Kahnke Addition in the County of Codington, South Dakota

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

Codington County, 28 September 2021

That an examination has been made of the plat entitled:

Jabe Kahnke Addition, located in the North Half (N1/2) of Section 3-T116N-R53W of the 5th Prime Meridian, 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; all voted aye; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 28th day of September, 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 2021-34, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 28th day of September 2021, at Watertown, Codington County, South Dakota.

Cindy Brugman

County Auditor, Codington County, South Dakota

MONTHLY REPORTS

Emergency Management Director, Jamie Torstenson, attended EM103 training in Pierre, participated in the monthly Community Partners meeting, hosted the annual E.M. conference in Watertown, attended the quarterly LEPC meeting, and designed and conducted a County Multi-Agency simulated training exercise on 9/26 at Punished Woman Lake in South Shore. The E.M. Director reported Codington County is no longer classified as a drought area in the state of South Dakota. COVID numbers are on the rise in Codington County with 276 active cases in the County at this time and 13,182 residents of Codington County (47%) have been fully vaccinated. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled for the month of August 2021, for the Detention Center and Sheriff's Office: fees collected in the amount of \$7,900.57 were retained by the County; 657 cases/calls for service; 4 accident reports completed; 112 warrants served; 211 sets of civil papers served; 8,209 transport miles; average daily inmate population 62.94 (high of 73 and low of 55); 16 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 52 individuals testing daily for PBT'S; 70 individuals reporting twice weekly for UA Drug testing; 0 individuals using sweat patches; 203 bookings; \$6,059.58 collected in fees for out of county prisoner contracts; \$1,580.00 collected in work release fees; \$8,308.00 collected in fees for the 24/7 program; and \$2,573.00 collected for SCRAM fees.

Codington County, 28 September 2021

Sheriff Howell reported his office participated in the Multi-Agency simulated training at Punished Woman Lake; the sewer system pipe lining project is underway at the Detention Center; the Detention Center staff are masking up and taking other precautions, when applicable, to control COVID spread in the Detention Center; and Sheriff Howell may volunteer Codington County for a pilot program on Court Security through the South Dakota Legislature.

TWO FACTOR AUTHENTICATION FOR COUNTY EMPLOYEE EMAIL ACCOUNTS

Motion by Gabel, second by Waterman, to authorize County offices to work with Connecting Point to set up two-factor authentication for County employee email accounts; all voted aye; motion carried.

2021 SAFETY AND LOSS CONTROL RECOGNITION AWARDS

Motion by Johnson, second by Waterman to recognize the following awards which were recently awarded to the County at the 2021 SDACC/SDACO Convention; all voted aye; motion carried: the Codington County Highway Dept. was awarded Gold Level and Platinum Level Safety and Loss Control Recognition Awards and the Maintenance Dept. was also awarded Gold Level and Platinum Level Safety and Loss Control Awards. These awards are sponsored by the SDML Workers Compensation Fund and the SDPAA; and are awarded based on steps taken by County Departments to improve work safety and training for their employees and customers. The Board congratulated these departments for their efforts and accomplishments.

EMPLOYEE YEARS OF SERVICE AND MEMORIAL RECOGNITION

Motion by Waterman, second by Gabel, to recognize Highway Dept. Shop Foreman Mechanic, Todd Warne, for his 30 years of service to Codington County; all voted aye; motion carried. Employees are recognized each year based on 25, 30, 35, 40, 45, & 50+ years of service. Motion by Johnson, second by Gabel, to recognize the following former employees who have passed in the last 12 months: Helen Rueschenberg, Highway Secretary; Nick Endres, Weed Supervisor; Roger VandePol, Custodian; Bill Hoff, Weed Sprayer; John "Jack" Thomas, Commissioner; Vernon Keirnes, Highway Dept. Equipment Operator; and Chad Nelson, Deputy States Attorney; all voted aye; motion carried.

PERSONNEL POLICY AND PROCEDURES – MEDICAL MARIJUANA PROCEDURES

Human Resource Representative, Natalie Remund, presented the Board with revisions to the current Employee Personnel Policy and Procedures outlining procedures to follow for employees who may be eligible to participate in the medical marijuana program in South Dakota. These revisions were recommended by the County's liability insurance carrier, SDPAA, and have been reviewed by the Codington County States Attorney. Motion by Gabel, second by Johnson, to add the revisions to the County's Employee Policy and Procedures Manual, as provided by the County's Human Resource Representative, as reviewed by the Codington County States Attorney, and as recommended by SDPAA; all voted aye; motion carried. Copies of the newly revised policy will be emailed to all Department Heads for distribution to employees.

SALARY CLAIMS

Motion by Johnson, second by Gabel, to approve September salary claims; all voted aye; motion carried: **Commissioners:** 10,595.04 total salaries. **Auditor:** 22,779.71 total salaries; Cindy Brugman 6476.28; Jodi Pearson 4062.90; Debbie Melville 3695.76; Alissa Harte 3518.28. **Co. Treasurer:** 33,693.66 total salaries; Carol Maloney 6317.94; Janet Bevers 4623.18; Betty Overlie 3709.68; Lindee Waba 3786.24; Ashley Lindner 3516.54; CeCi Carlson 3045.00. **States Attorney:** 35,717.93 total salaries; Becky Morlock Reeves 9328.14; Jamie Monson 4062.90; Darce Curtis part time @ 17.50; Alison Bakken 6013.44; Katie Moes 3516.54; Taylor Hageman 3516.54. **Gov. Buildings:** 19,811.47 total salaries; Steve Molengraaf 5888.16; Cindy Dargatz part time @ 18.73 hr.; Bryan Bleeker 3619.20; Richard Kohn 3119.82. **Dir. Equalization:** 46,204.66 total salaries; Shawna Constant 6013.44; Diane Merchant 3977.64; Michelle Pederson 4621.44; Heidi Selchert 4292.58; Barb Martenson 3695.76;

Melissa Sears 4292.58; Allison Forbush 4292.58; Sarah Tesch 3349.50. **Reg. of Deeds:** 24,918.13 total salaries; Ann Rasmussen 6317.94; Mary Fransen 4501.38; Jill Schweitzer 3694.02; Jacki Manning 4400.46. **Veterans Service:** 11,893.42 salaries; Todd Rose 5206.08; Peggy Raml 3786.24. **Sheriff:** 100,479.67 total salaries; Adam Reeves 4858.08; Erin Lenzner 3883.68; Brad Howell 7546.38; Lonnie Greenfield part time @ 22.23 hr.; Rusty Mathews 5103.42; Dave Curtis 3963.72; Jerrod Olson 5103.42; Trever Schimmel 4858.08; Vanna Engst 4062.90; Lisa Feltch 3607.02; Brent Solum 5467.08 promotion; Steven Lowry 4739.76; Tyler Varns 4400.46; James Bakke part time @ 21.93 hr.; Michael Morgan 4510.08; Shane Yost 4292.58; Ryan Elliott 4292.58. **Detention Center:** 120,746.57 total salaries; Tasha Vohlken part time @ 22.23; Jessica Johnson part time @ 22.23; Raistlan Tschetter 3868.02; Chandler Flowers 3868.02; Jordan Jensen part time @ 22.23; Levi Sauder part time @ 22.23; Austin Hanson part time @ 22.23; Lori Mills part time @ 24.54; Shawn Nills 4508.34; Marcy Rossow 3520.02; Brittni Schliesman part time @ 22.23 hr.; Julie Gallisath 3868.02; Shawna Carter 4376.10; Lindsey Stricherz 4376.10; Kayla Schomaker 3897.60; Charles Rossow part time @ 19.25 hr.; Jennifer Matejek 4376.10; Amalia Barrientos 3553.08; Matt Blackwelder 5467.08; Kyle Lewis 3868.02; Wes Jennings 4165.05; Melissa Holtquist 4062.90; Justin Halajian 4292.58; Steve Stahlke 3351.24; Maria Escamilla 4543.14; Kelly Oelrich 4062.90. **Care of the Poor:** 9,143.40 total salaries; Sara Foust 5206.08; Kari Kraayenbrink part time @ 20.21. **County Nurse:** 5,164.54 total salaries; Jeanie Ochsendorf 3801.90. **County Park:** 6,310.71 total salaries; Shelly Dupont part time @ 15.00 new hire. **Ag. Bldg.:** 8,225.30 total salaries; Scott Swanson 4080.30; James Hartley 3351.24. **Co. Extension:** 10,544.06 total salaries; Becky Goens 4165.56; Kim Johnson 3516.54. **Weed:** 10,219.62 total salaries; Ron Hartley 3111.12. **Planning Board** 985.37 total salaries. **Road & Bridge:** 101,747.03 total salaries; Allen Benck 4597.08; Brad Schwinger 4597.08; Jeff Case 4711.92; Rick Hartley 6970.44; Todd Warne 4858.08; Dave Hedding 4597.08; Lori Deutsch 4165.56; Rick Holinka 4597.08; Mitch Kallhoff 3607.02; Matt Dargatz 4182.96; Jamie Dolen 4269.96; Robyn Riter 4080.30; Lynn Solberg 5082.54; Doug Torstenson 3981.12; Randy Falvey 3883.68; Lonie Vogelsang 3883.68; Jeff Argo 3883.68 Jeff Riley part time @ 15.00. **Emergency Management:** 12,390.22 total salaries; Jamie Torstenson 5467.08 Cheri Howell 3603.54 hr. **Crime Victim:** 7,252.51 total salaries; Jan Steele 5628.90. **W.I.C.:** 5,015.21 total salaries; Sara Aman 3530.46. **Total: 603,838.23.** Breakdown of withholding amounts which are included in the above: S.D. Retirement 55,525.96; S.D. Retirement 72.87 spouse option; S.D. Supplemental Retire. 3,365.00 suppl. retire.; Sanford Health 82,257.79 ins.; Reliance Standard Life Insurance 763.98 life ins.; Delta Dental 6,312.80 ins.; Avesis 879.06 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 526.90 employee union dues; AFLAC 4,180.59 ins.; John Hancock 5,370.00 suppl. retire.; AFLAC 927.46 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 4,010.00 Roth retire.; Teamsters Local Union 120 394.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 40,802.57 federal withholding; ReliaBank Dakota 68,259.84 social security; Barbara Curtis 800.00 employee payment.

EXECUTIVE SESSION

Motion by Johnson, second by Waterman, to enter into executive session at 10:26 a.m., to discuss a personnel issue; all voted aye; motion carried. The Board returned to regular session at 10:57 a.m., no action was taken. Human Resource Representative, Natalie Remund; Welfare Director, Sara Foust; and Facilities Manager, Steve Molengraaf; were 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 Waterman, to adjourn at 10:57 a.m., until 9:00 a.m., Tuesday, October 5, 2021; all voted aye; motion carried.

ATTEST:

Codington County, 28 September 2021

Cindy Brugman

Codington County Auditor

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$_____

Current: 5 OCT 21 - Codington County Veterans Service Office – Todd Rose

0 DAV van transports in SEP, 1 currently schedule for OCT. Received notice from the SD DAV Headquarters that they have a VIN # for our van but still no delivery date.

Jerry Denman current Commander of the Vietnam Veterans Chapter 1054 was selected and was presented with a certificate as Codington County Veteran of the Year, trophy will be presented at the Veterans Day Ceremony.

The Watertown Annual Veterans'/First Responder Appreciation Day Event. 16SEP21 – Watertown National Guard Readiness Center – was cancelled due to COVID concerns.

Spoke at the National Guards Crossroads event on 2OCT21 at the Readiness Center. This was for Soldiers with 18+ years in the service.

Attended VFW, Marine Corp League, VVA 1054, and MOAA monthly meetings.

We identified and sent out a mailing to approximately 128 veterans that had a certain service-connected disability to see if they had any questions or concerns that might need to be addressed on their previous filed claims. 26 have filed for increase or new claim, 68 have not responded back, 15 from other counties, 13 returned to sender, 4 didn't qualify, and 2 had no issues. Most of these veterans had filed over 5-15 years ago. We will continue to try an identify and notify possible conditions and claims that might show cause for sending a letter to veterans in the community.

Peggy is currently going thru all records in our file cabinets and entering any missing records or adding a whole file into Vetraspec, this will eliminate most of the hard copies and making everything digital.

Future:

I will be conducting a presentation to VVA 1054 at their OCT meeting.

Continued: We will be participating in Operation Chow Line at the Watertown Readiness Center on 7OCT21, 1000-1330 resource fair and Free Meal starts at 1100-1330. This is program run by the Community Action for Veterans. They are addressing food security needs for veterans, service members, and their families, and their care givers.

Continued: 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?

RESOLUTION 2021-35

**A RESOLUTION ADOPTING THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND
BRIDGE IMPROVEMENT PLAN**

WHEREAS, the South Dakota Department of Transportation Local Bridge and Improvement Grant Fund requires that in order to be eligible to apply for Bridge Improvement Grant funds, Counties are required to develop a five-year Highway and Bridge Improvement Plan, hereinafter referred to as Plan;
and

WHEREAS, Codington County has utilized the South Dakota Department of Transportation, County Staff, the First District Association of Local Governments, Townships, and the general public in developing the various components of the Plan; and

WHEREAS, the Plan includes maps and lists identifying an inventory of highways and bridges, project needs, and revenue sources; and

WHEREAS, Codington County held a public meeting on September 7, 2021 to solicit input into the Plan, and the citizens who attended expressed an interest in the Plan; and

WHEREAS, the County will be able to use the Plan as a tool to budget for transportation enhancements and better coordinate transportation issues with other entities;

NOW, THEREFORE, BE IT RESOLVED BY THE CODINGTON COUNTY BOARD OF COUNTY COMMISSIONERS THAT THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN IS HEREBY ADOPTED AND IS RECOGNIZED AS THE HIGHWAY AND BRIDGE IMPROVEMENT PLAN FOR CODINGTONCOUNTY.

Dated at Codington, South Dakota this 5th day of October, 2021.

Brenda Hanten, County Commission Chair

ATTEST:

Cindy Brugman, Codington County Auditor

CERTIFICATION FORM

The following text shall be included on the front cover of the County Highway and Bridge Improvement Plan:

Certification: As approved this 5th day of October, 2021

Codington County Commission

By: _____

County Commission Chairperson

Attest:

County Auditor

County Contact Person: Rick Hartley, County Highway Superintendent

Phone Number (605) 882-6271

Email Address: cchighwaydept@vastbb.net

Received by SDDOT on _____

Approved by SDDOT on _____

CODINGTON COUNTY

2021 Sanford Employee Health Insurance Benefit Election Form

Option 1

Option 2

Option 3

Deductible

IN NETWORK \$1,000 per Individual
\$2,000 per Family
OUT OF NETWORK \$2,000 per Individual
\$4,000 per Family

\$2,000 per Individual
\$4,000 per Family
\$4,000 per Individual
\$8,000 per Family

\$3,000 per Individual
\$6,000 per Family
\$6,000 per Individual
\$12,000 per Family

Coinsurance

80/20 In-Network
60/40 Out-of-Network

80/20 In-Network
60/40 Out-of-Network

80/20 In-Network
60/40 Out-of-Network

Out-Of-Pocket

IN NETWORK \$2,000 per Individual
\$4,000 per Family
OUT OF NETWORK \$4,000 per Individual
\$8,000 per Family

\$4,000 per Individual
\$8,000 per Family
\$8,000 per Individual
\$16,000 per Family

\$6,000 per Individual
\$12,000 per Family
\$12,000 per Individual
\$24,000 per Family

Physician Office Visit Copay

\$20.00 with Lab and X-ray

\$20.00 with Lab and X-ray

\$20.00 with Lab and X-ray

Chiropractic Copay

\$20.00

\$20.00

\$20.00

Emergency Room Copay

\$150.00

\$150.00

\$150.00

Prescription Drugs

No Deductible
\$15.00 Copay - Generic
\$35.00 Copay - Brand-name Formulary
\$50.00 Copay - Brand-name Non-formulary

No Deductible
\$15.00 Copay - Generic
\$35.00 Copay - Brand-name Formulary
\$50.00 Copay - Brand-name Non-Formulary

No Deductible
\$15.00 Copay - Generic
\$35.00 Copay - Brand-name Formulary
\$50.00 Copay - Brand-name Non-Formulary

Monthly Premiums

Employee Cost County Cost

Single - \$0.00 OR Family - \$1,052.58
Single - \$842.06 OR Family - \$1,052.58

Single - \$0.00 OR Family - \$855.11
Single - \$763.07 OR Family - \$1,052.58

Single - \$0.00 OR Family - \$742.15
Single - \$717.89 OR Family - \$1,052.58

Please Mark Your 2022 Election Choices Below:

Single: _____
Family: _____

Option 1: _____
Option 2: _____
Option 3: _____

Name _____

Signature _____

Date _____

Group Health Insurance Renewal

Client Information

Policy No.: 000875
Client Name: Codrington County

Renewal Date: January-2022
Representative: Ray Krantz - Graber & Associates
Commission: Standard Commission

Current Benefits - Option 1, Signature Series

Broad Network
\$1000 Deductible
20%/40% Coinsurance
OPM 2x Deductible
\$150 ER Copay
\$20 Office Visit Copay
\$20 Specialty Care Copay
\$0/15/35/50 Prescription Drug Copay Plan With Oral Contraceptives
With Lab and X-Ray Rider
Without Vision Rider

Rating Tiers	Employees Covered	Current Rates	Proposed Renewal Rates
Single	78	\$777.40	\$842.06
Family	6	\$1,943.51	\$2,105.16
Monthly Premium		\$72,298.26	\$78,311.75
Proposed Renewal Increase			8.3%

Current Benefits - Option 2, Signature Series

Broad Network
\$2000 Deductible
20%/40% Coinsurance
OPM 2x Deductible
\$150 ER Copay
\$20 Office Visit Copay
\$20 Specialty Care Copay
\$0/15/35/50 Prescription Drug Copay Plan With Oral Contraceptives
With Lab and X-Ray Rider
Without Vision Rider

Rating Tiers	Employees Covered	Current Rates	Proposed Renewal Rates
Single	0	\$704.66	\$763.07
Family	1	\$1,761.66	\$1,907.69
Monthly Premium		\$1,761.66	\$1,907.69
Proposed Renewal Increase			8.3%

Current Benefits - Option 3, Signature Series

Broad Network
\$3000 Deductible
20%/40% Coinsurance
OPM 2x Deductible
\$150 ER Copay
\$20 Office Visit Copay
\$20 Specialty Care Copay
\$0/15/35/50 Prescription Drug Copay Plan With Oral Contraceptives
With Lab and X-Ray Rider
Without Vision Rider

Rating Tiers	Employees Covered	Current Rates	Proposed Renewal Rates
Single	0	\$662.75	\$717.89
Family	4	\$1,656.88	\$1,794.73
Monthly Premium		\$6,627.52	\$7,178.92
Proposed Renewal Increase			8.3%

Rates Do not Include EAP Premiums

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, 2022, to September 30, 2022, 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 policies 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 27 DAY OF SEPTEMBER 2021.

CODINGTON COUNTY

By: Gail Wahl

Date 9-27-21

GAIL AND SCOTT WAHL, PARK MANAGER

By: Scott K Wahl

Date 9/27/21



Codington County, South Dakota

Job Title: Administrative Specialist

Reports To: Welfare Director and Facilities Manager

FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of both the Welfare Director and the Facilities Manager, the Administrative Specialist is responsible for performing all clerical functions within the two offices. This is a shared position with 75% of the time being designated to tasks within the Welfare Office and 25% of the time being designated to tasks assigned by the Facilities Manager. The Administrative Specialist may be responsible for handling sensitive client and County information, which requires that they maintain a high level of professionalism and confidentiality.

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

- Handle routine communication including telephone calls, emails and mail.
- Perform telephone and in person screenings to assess client's needs in the Welfare Office.
- Refer clients to other agencies through written referral or telephone in the Welfare Office.
- Assist on formulating a plan to meet the needs of the clients in the Welfare Office.
- Follow up and monitor progress of clients at high risk for the Welfare Office.
- Act as an information source for clients and the public regarding a variety of human services; refers clients to appropriate agencies.
- Maintain professional case records on welfare applicants and clients served and executes contracts for repayment of liens and supervise collection of thereof.
- Research and record information related to medical data, assistance, or payments in the Welfare Office.
- Establish and maintain filing systems; type and enter data, records, and forms; prepare and review correspondence, forms, timesheets, and reports; and copy records and documents.
- Enter daily spray logs for the Facilities Supervisor as needed for the Weed department.
- Transfer daily spray logs from Excel spreadsheets to customer billing documents for the Facilities Supervisor as needed for the Weed department. Provide copies of the billing documents to the Auditor's office and remit payments received to the Treasurer's Office.
- Scan invoices and save to appropriate software folders for the Facilities Supervisor.
- Scan historic paper files to transfer to electronic software folders for the Facilities Supervisor.



Codington County, South Dakota

SECONDARY DUTIES:

- Assist with purchasing supplies.
- Assist with grant proposals as requested.
- Fill in on a temporary basis at the Memorial Park Campground office to answer phones and greet customers as needed.
- Attend training, seminars, workshops and meetings as deemed necessary.
- Assist co-workers with their duties as deemed necessary.
- 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.

- H.S. Diploma or G.E.D. required.
- Associate degree in Social Sciences or Human Services field preferred, or an equivalent combination of education and experience.
- Ability to operate computer systems and software such Microsoft Word, Excel, Outlook, Square 9, copy machine, fax machine, calculator, and Internet.
- Knowledge of record keeping and filing procedures.
- Ability to demonstrate good communication skills, both verbally and in writing.
- Demonstrated teamwork and customer service skills.
- Ability to establish and maintain effective working relationships with other employees, other agency employees and the public.
- Experience in formulating and understanding welfare related guidelines.
- Ability to work effectively with clients of varied ages and backgrounds who are economically and/or socially disadvantaged.

EXAMINATION, TESTING, AND CERTIFICATION

Must possess a valid social security number and a valid driver's license.



Codington County, South Dakota

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 use hands to finger, handle, or feel and talk or hear.
- The employee frequently is required to stand, sit, and reach with hands and arms.
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds occasionally up to 20 pounds.

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.

- 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 Administrative Specialist. 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

Administrative Specialist

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Kari Kraayenbrink		DATE 10/5/2021
EFFECTIVE DATE 10/1/2021	POSITION TITLE Administrative Specialist	DEPARTMENT Welfare & Facilities
CURRENT PAY GRADE/STEP 30/1	NEW PAY GRADE/STEP 30/1	
CURRENT PAY RATE 20.21 hr.	NEW PAY RATE \$20.21	
REASONS FOR CHANGE Promoted to full time to meet needs in Welfare Office and Facilities Manager Office in addition to new job description.		

FILED
SEP 29 2021

EMPLOYEE SIGNATURE

Kari Kraayenbrink

DEPARTMENT HEAD SIGNATURE

Sarah J. Jean

DATE

9/28/2021

COUNTY COMMISSIONERS

DATE

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

ODDINGTON COUNTY AUDITOR