

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 12, 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 12, 2021 agenda
5. Action to approve the October 5, 2021, minutes of the Board of Codington County Commissioners
6. Monthly reports
 - a. Auditor
 - b. Welfare Director
7. Action to approve the Auditor's Acct. w/Treasurer and note monthly Register of Deeds fees
8. Action to adopt a resolution to cancel outdate checks and send funds to office of the SD State Treasurer
9. Action to approve revisions to COVID policies
10. Discussion/possible action to participate in hiring Eide Bailly as a consultant for ARPA spending guidance
11. Action to approve a change order for bridge rehab project 15-240-155
12. Action to accept a proposal for engineering services for estimation of riprap along 442nd Ave
13. Action to adopt HAZMAT plan for Codington County
14. Action to approve claims for payment
15. Action to approve automatic budget supplements
16. Action to approve personnel changes
17. Action to approve travel requests
18. Public Notices – a possible quorum of Commissioners could be in attendance at:
 - a. Farm Business Banquet, November 18, 2021, 5:30 p.m., Studio 212 (former Shopko building)
19. Old Business
20. New Business
21. Open
 - a. Public Comments
 - b. Commission Comments
22. 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)
23. Action to adjourn until 9:00 a.m., Tuesday, October 19th, 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**

October 5, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, October 5, 2021, at the Codington County Court House. Commission members present were: Lee Gabel (via Zoom), Charlie Waterman, Myron Johnson, and Brenda Hanten (via teleconference); absent Troy VanDusen; Chair Hanten presiding. Auditor, Cindy Brugman, 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 Waterman, second by Johnson, to approve the October 5, 2021 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of the September 28, 2021 meeting of the Codington County Commissioners; all voted aye; motion carried.

MONTHLY REPORTS

4-H/Youth Program Advisor, Jodi Loehrer, updated the Board: National 4-H Week is October 3rd through October 9th, 2021; over 3000 promotional flyers for National 4-H Week will be distributed to all K-6 youth in the County; a grant from the South Dakota 4-H Leaders Association, in the amount of \$400.00, allowed for the purchase of 4-H at home monthly project kits in the past year; youth did very well at this year's Achievement Days and State Fair; 4-H record books are being finished up along with award applications before the annual recognition event scheduled for October 24th; the SDSU Extension conference will be October 26th – 28th; and contact will be made with local schools in preparation of Clover Buds starting in November. **Veterans' Service Officer, Todd Rose**, reported the following: there were no DAV van transports in September and currently there is one trip scheduled for October; notice has come from the SD DAV Headquarters that there is a VIN # for the new DAV van for Codington County, but still no delivery date of same; Jerry Denman, Commander of the Vietnam Veterans Chapter 1054, has been selected as the Codington County Veteran of the Year; the Watertown Annual Veterans'/First Responder Appreciation Day was cancelled due to COVID concerns; Mr. Rose spoke at the National Guards Crossroads event on October 2nd and attended monthly meetings of the VFW, Marine Corp League, VVA 1054, and Military Officers Association of America (MOAA); a mailing was sent to 128 veterans that had a service connected disability to see if there were any questions or concerns that might need to be addressed on previously filed claims; and all records in the office are being reviewed to enter in Vetraspec where possible. Mr. Rose will conduct a presentation to the VVA 1054 at their October meeting; will participate in Operation Chow Line at the Watertown Readiness Center on October 7th; and the Veterans' Day 2021 event will be on November 11th at the Watertown High School Civic Arena.

RESOLUTION 2021-35 FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN

Motion by Johnson, second by Waterman, to approve Resolution 2021-35; all voted aye; motion carried.

RESOLUTION 2021-35

Codington County, 5 October 2021

**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

Motion by Gabel, second by Waterman, to authorize the Chair to sign the certification form for the Five-Year Codington County Highway and Bridge Improvement Plan; all voted aye; motion carried.

EMPLOYEE HEALTH INSURANCE RENEWAL

Motion by Waterman, second by Johnson to approve employee health insurance premium renewal costs for 2022 with the Sanford Health plan; all voted aye; motion carried:

<u>PLAN</u>	<u>TOTAL PREMIUM</u>
Single – option 1	\$842.06
Single – option 2	\$763.07
Single – option 3	\$717.89
Family – option 1	\$2,105.16
Family – option 2	\$1,907.69
Family – option 3	\$1,794.73

Motion by Johnson, second by Waterman, to approve the 2022 employee health insurance premium employer/employee payment costs; all voted aye; motion carried:

<u>PLAN</u>	<u>COUNTY COST</u>	<u>EMPLOYEE COST</u>
Single – option 1	\$842.06	\$0.00
Single – option 2	\$763.07	\$0.00
Single – option 3	\$717.89	\$0.00
Family – option 1	\$1,052.58	\$1,052.85
Family – option 2	\$1,052.58	\$ 855.11
Family – option 3	\$1,052.58	\$ 742.15

MEMORIAL PARK CAMPGROUND MANAGERS CONTRACT 2022

Motion by Gabel, second by Waterman, to approve the 2022 Seasonal Memorial Park Campground Management Services Agreement with Scott and Gail Wahl; and to strike the sentence “The Manager shall be allowed to reside in the campground manager’s quarters until the park closes for the season.” in section b, of section C. Housing. The Board noted that section a, of Section C. Housing, allows the manager to have full use of the living quarters during the entire year without charge as part of the compensation package to the Manager. Upon vote of the Board all voted aye; motion carried.

WELFARE AND FACILITIES MANAGER OFFICES – ADMINISTRATIVE SPECIALIST POSITION

Motion by Gabel, second by Johnson, to approve an Administrative Specialist job description for the Offices of the Welfare Director and Facilities Manager. Commissioner Waterman suggested adding language to the job description to indicate this position will revert to a part time position at such time, in the future, as the Board deems appropriate. Upon roll call vote of the Board, on the original motion; Gabel, Johnson, and Hanten voted aye; Waterman voted no; VanDusen – absent; motion carried.

LATI HUMAN SERVICES TECHNICIAN STUDENTS JOB SHADOWING

Welfare Director, Sara Foust, presented the Board with an agreement for the provision of LATI Human Services Technician Students to job shadow in the Codington County Welfare office. If approved by the Board the shadowing assignments are scheduled to occur Monday through Friday from 9 a.m. to 4 p.m. for 1 week at a time, November 1st through November 5th and again November 29th through December 3rd. Motion by Johnson, second by Gabel, to approve the agreement and to add the LATI Students to the County’s workers compensation policy during the time of job shadowing; all voted aye; motion carried.

PERSONNEL

Motion by Johnson, second by Waterman, to approve the following personnel change: Administrative Specialist, Kari Kraayenbrink; promoted from part time to full time; duties will be split between the Welfare Office and the Facilities Manager Office; Grade 30, step 1, \$20.21 per hour; effective date 10/1/2021; all voted aye; motion carried.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Waterman, to adjourn at 9:46 a.m., until 9:00 a.m., Tuesday, October 12, 2021; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Cottingham County Auditor

Cottingham 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 \$_____

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 September 2021

Cash on Hand	\$6,322.42
Checks in Treasurer' possession less than 3 days	\$111,745.78
Credit Card Charges	\$9,365.15
Cash Items	\$432.58
TOTAL CASH ASSETS ON HAND	\$127,865.93

RECONCILED CHECKING	
Great Western Bank (Memorial Park)	\$2,220.00
Reliabank Dakota	\$38,464,232.53
INVESTMENTS	
SD Public Funds Investment	\$7,254.43
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
TOTAL CASH ASSETS	\$38,601,572.89

GENERAL LEDGER CASH BALANCES:

General	\$16,248,784.25
General restricted cash	\$500,000.00
Sp. Revenue	\$20,503,797.29
Sp. Revenue restricted cash	\$0.00
Custodial	\$1,348,991.35
Schools	\$ 537,992.08
Townships	\$ 59,624.91
City/Towns	\$ 131,822.19

TOTAL GENERAL LEDGER CASH	\$38,601,572.89
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Dated this 12 day of October, 2021

County Auditor

FUND CASH BALANCES REPORT AS OF 10/05/2021
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	16,248,784.25
101	GENERAL RESTRICTED CASH	500,000.00
	TOTAL AT FUND GROUP:	16,748,784.25
204	ROAD & BRIDGE FUND	17,164,260.74
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	52,485.26
226	EMERGENCY MANAGEMENT FUND	166,865.57
228	VICTIM CRIME SERVICE FUND	32,928.45
229	DOMESTIC ABUSE FUND	3,322.12
231	W.I.C. FUND	10,297.62
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	53,219.31
250	MODERNIZATION/PRESERVATION	192,355.77
256	SEARCH & RESCUE FUND	50,709.11
290	AMERICAN RESCUE PLAN FUND	2,722,774.13
295	RURAL ACCESS INFRASTRUCTURE	54,579.21
	TOTAL AT FUND GROUP:	20,503,797.29
704	LAW LIBRARY FUND	.00
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	537,992.08
722	CIVIL TOWNSHIPS FUND	59,624.91
723	CITIES AND VILLAGES FUND	131,822.19
724	WATER DEVELOPMENT DIST. FUND	5,495.10
725	ADVANCE TAX COLLECTION FUND	.00
726	REGISTER OF DEEDS FUND	1,816.80
727	GAME, FISH & PARKS FUND	.00
728	CLERK OF COURT FUND	.00
729	TAX SALE REDEMPTION FUND	.00
733	SANITARY SEWER DIST. FUND	.00
734	DEPOSIT FUND	.00
735	TREASURER'S TRUST FUND	.00
736	MUNICIPALITIES (5%) FUND	.00
738	FINES TO SCHOOLS FUND	.00
741	911 TRUST AND AGENCY FUND	.00
742	STATE MOTOR VEHICLE FUND	595,850.62
746	AUTO EXCISE TAX FUND	.00
755	SALES TAX FUND	2,485.60
758	BOOKMOBILE FUND	842.44
766	LAW LIBRARY FUND	10,353.61
769	MODERN/PRESERATION RELIEF	2,708.00
770	FIRE DEPT. MONIES	.00
	TOTAL AT FUND GROUP:	1,348,991.35
	TOTAL:	38,601,572.89

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

The sum of **\$43,719.40** in fees has been collected by me as Register of Deeds for SEPTEMBER, 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 SEPTEMBER, 2021

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this 1 day of Oct 2021

Cindy Brugman

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	<u>\$ 168.00</u>
County General Fund (\$5.00)	<u>\$ 420.00</u>
State EVRSS Fund (\$5.00)	<u>\$ 420.00</u>
State General Fund (\$3.00)	<u>\$ 252.00</u>
TOTAL	<u>\$ 1,260.00</u>

CERTIFIED DEATHS

County General Fund (\$5.00)	<u>\$ 405.00</u>
State General Fund (\$4.00)	<u>\$ 324.00</u>
State EVRSS Fund (\$6.00)	<u>\$ 486.00</u>
TOTAL	<u>\$ 1,215.00</u>

Receipt Totals

By Date: 9/1/2021 12:00:00 AM - 9/30/2021 11:59:59 PM; Departments: All; Cash based.

Codrington County
Friday, October 01, 2021 8:46 AM**Summary:****Receipt Item Totals**

	Paid	Charged	Debited	Total
Document:	\$35,871.00	\$1,200.00	\$0.00	\$37,071.00
Non Document:	\$3,570.75	\$1,853.10	\$0.00	\$5,423.85
Subtotal:	\$39,441.75	\$3,053.10	\$0.00	\$42,494.85

Payment on Account Totals

Applied:	\$4,277.65
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$4,277.65

Payments & Refunds

ACH:	\$15,302.50
Cash:	\$2,726.35
Check:	\$25,690.55
Total:	\$43,719.40

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00 Marriage License 1	\$310.00	\$310.00	\$0.00	\$0.00
101-0-341.21 Reg. Deeds Filing/Recording 2	\$13,361.00	\$11,790.00	\$1,571.00	\$0.00
101-0-341.22 Reg. Deeds Transfer fees 3	\$21,511.00	\$21,511.00	\$0.00	\$0.00
229-0-321.00 Domestic Abuse Marriage Lic. 6	\$930.00	\$930.00	\$0.00	\$0.00
726-0-209.00 Reg. Deeds Fees - State 8	\$1,650.00	\$1,110.00	\$540.00	\$0.00
101-0-341.29 Reg. Deeds Other Fees 4	\$3,042.40	\$1,240.75	\$1,801.65	\$0.00
250-0-341.21 M&P Relief ROD Filing/Rec 7	\$1,749.00	\$1,530.00	\$219.00	\$0.00
769-0-209.00 M&P Relief ROD Allocation 9	\$1,166.00	\$1,020.00	\$146.00	\$0.00
Total:	\$43,719.40	\$39,441.75	\$4,277.65	\$0.00

2021-09-30 10:00 AM

Resolution #2021-_____

The following unclaimed checks and warrants are being presented, for cancellation to the Board of County Commissioners of Codington County, pursuant to SDCL 7-22-17.

NUMBER	NAME	AMOUNT
153821	HOAAS, ALLEC	\$ 10.84
153880	PICKREL, TYLER	\$ 10.00
153511	CHRISTENSON, NATHAN RAY	\$ 15.00
154015	DAHLE, ALISON ELIZABETH	\$ 20.67
154271	VANDEWALLE, KAYLEE	\$ 20.00
154273	VANORNY, HEATHER	\$ 20.00
154294	WHEELCO	\$ 6.04
154559	MORTENSON, JACOB	\$ 3.67
154917	JONES, ZACHARY	\$ 10.84
155087	UNITED PARCEL SERVICE	\$ 162.66
155579	WAEGE, CORRY	\$ 3.00
155664	EICKMEYER, DAVID	\$ 10.84
155870	MOORE, JOSEPH E	\$ 7.69
155952	CHAVARRIA, BRITTANY	\$ 10.84
156002	GROVES, MIKEL	\$ 1.00
156029	LARSON, CHRISTOPHER	\$ 13.36
156061	OCONNOR, KELLY	\$ 12.52
156083	REUER, DEVIN	\$ 25.96
156089	SANDEEN , SAMANTHA	\$ 11.68
156236	BERGAN, PHYLLIS	\$ 13.36
156572	MURRAY, JASON	\$ 51.68

Total Remitted as Unclaimed Property \$ 441.65

Motion by Gable, second by Waterman, to approve the above and foregoing resolution; on this _____ day of October, 2021; all voted aye; motion carried.

Chair, Codington County Commissioners

ATTEST:

Codington County Auditor

Provisional Personnel Policy during the Coronavirus (COVID-19) Crisis – Revised October 12, 2021

In recognition of the ongoing Coronavirus (COVID-19) Crisis and the ever-changing information surrounding it, the County has updated their policy below in response to new information

To maintain county services and operations and to lower the risk of Codington County departments not being able to perform their mission as a result of the COVID-19 infection, the County establishes the following policies:

Reduce physical presence in county facilities. Department heads are directed to reduce the physical staff presence in the courthouse or other county facility to the minimum on-site presence necessary. The intent is to reduce on-site presence to allow for greater social distancing and to minimize the number of employees in “close contact” (SD DOH defines close contact as “spending prolonged periods in same room”). In order to facilitate this, effective immediately, Codington County takes the following measures:

All county employees (except Commissioners) will have an additional 80 hours of crisis sick leave. During the COVID-19 crisis, Departments (with exceptions noted below) will rotate employees to maintain a minimal physical presence in their workplaces of approximately 50% of the department’s employees.

Employees will use the 80 hours of additional crisis sick leave to account for time when they are not physically present at the workplace.

Department heads will determine how to rotate all employees to maintain an equitable use of the 80 hours of crisis sick leave among all department employees.

Departments may contact employees who are not physically at work with work-related questions and, if necessary, have such employees report to the workplace for a brief amount of time to address time-sensitive matters that cannot be addressed by other employees who are present at work. In such situations, the employee will not be charged sick leave for the time they must work.

Exceptions: The County Sheriff’s Office, to include the Detention Center, Emergency Management Department, State’s Attorney office and Highway Department are exempt from the 50% physical presence level.

These departments shall minimize the number of employees working based on their respective current situations.

The Highway Department may slow non-critical routine maintenance and repair tasks to get as close to the 50% physical presence level as possible.

The State’s Attorney’s office may slow any routine work to get as close to the 50% physical presence level as possible.

If other departments must temporarily have a greater than 50% physical workplace presence, the department head will inform the commissioners through their respective commissioner liaison.

Unused sick leave from the additional 80 hours of crisis sick leave, will be credited to each respective employee’s sick leave account.

The Commissioners will review the need for additional crisis sick leave hours as the COVID-19 crisis continues.

~~The use of the additional 80 hours of crisis sick leave doesn't apply to employees who are self-isolate due to current CDC or South Dakota DOH guidelines. The self isolation policy (below) applies instead.~~

Self-isolation policy: If an employee self-isolates due to current CDC or South Dakota DOH guidelines:

~~The employee may use sick leave OR~~

~~The employee may use vacation time OR~~

~~The employee may use accumulated comp time.~~

~~After the above provisions have been exhausted, an eligible employee may apply to the sick leave bank per existing policy.~~

Ordered/mandatory isolation policy: Under the emergency paid sick leave provisions of the Families First Coronavirus Response Act, employees may receive up to 80 hours of paid sick leave if the employee is:
subject to a federal, state, or local quarantine or isolation due to COVID-19 OR
advised by a health care provider to self-quarantine due to concerns related to COVID-19 OR
is experiencing symptoms of COVID-19 and seeking a medical diagnosis;

Policy when caring for family members: Under the emergency paid sick leave provisions of the Families First Coronavirus Response Act, employees may receive 2/3 of up to 80 hours of paid sick leave if the employee is:

caring for an individual who is either subject to a federal, state, or local quarantine or isolation due to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 OR

caring for the employee's child whose school has been closed or place of care is unavailable due to COVID-19 precautions.

~~To make up the remaining 1/3 of their time, employees may use normal or crisis sick leave, vacation time or accumulated comp time.~~

County employees may work from home if:

~~The employee can complete a full-time schedule AND~~

~~The department head approves.~~

~~If the employee is an appointed department head, the Board of Commissioners must approve.~~

~~Employees (other than Commissioners) working from home must not use personally owned computers for county work, unless specifically approved by the authority, who approved working from home as stated above. This does not apply to emails, phone calls and virtual meetings.~~

~~If working from home requires significant computer support or other expenses, the department head may request funding from the Board of Commissioners. (amended 4/28/2020)~~

Additional guidelines for COVID-19 related situations:

Employee Receives Positive Test for COVID-19:

If an employee tests positive for COVID-19, they are expected to follow their Health Care Provider and the Department of Health recommendations regarding quarantining on when they can safely return to work. As soon as possible, they should notify their immediate supervisor of the positive test results and their expected return to work date. A note from their Health Care Provider will be required for return to work for absences less than 14-10 days. ~~The employee will be eligible for up to 80 hours of COVID-19 sick leave at their regular rate of pay, through March 31, 2021 in accordance with the Families First Coronavirus Response Act~~

~~(FFCRA) Emergency Paid Sick Leave (EPSL) provision. Note that the 80-hour maximum is an annual amount and is not “per occurrence”.~~

Employee Experiences Symptoms of COVID-19 and they are advised by a Health Care Provider to quarantine, or they are awaiting test results:

If an employee is experiencing COVID-19 symptoms and they are advised by a Health Care Provider to quarantine and/or they are awaiting test results, they are expected to follow their Primary Care Physician and the Department of Health recommendations regarding quarantining and when they can safely return to work. As soon as possible, they should notify their immediate supervisor of the situation and their expected return to work date. A note from their Primary Care Physician or a negative COVID test will be required for return to work ~~for absences less than 14 days. The employee will be eligible for up to 80 hours of COVID-19 sick leave at their regular rate of pay, through March 31, 2021 in accordance with the Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave (EPSL) provision. Note that the 80-hour maximum is an annual amount and is not “per occurrence”.~~

Employees in Close Contact with a Positive Test for COVID-19:

If an employee has been in close contact with someone who has tested positive for COVID-19, they should self-monitor for symptoms and, practice social distancing where possible. For individuals that are unvaccinated or have not had a previous COVID infection, and they should also wear a mask from possible known date of exposure for 14 days. For individuals that are vaccinated or have had a previous COVID infection, they are not required to mask. If an employee becomes symptomatic, they should leave the office and not return until they are symptom free for a minimum of 24 hours, or they receive a negative COVID test. ~~there is a close contact exposure in a County office/department, in addition to the above, the department head, or an employee they designate, should also take employee temperatures before employees report to work for 14 days from possible known date of exposure. Temperature checks should be recorded on the Employee Temperature Tracking Form. If an employee temp is above 100.4, the employee should rest for 5 minutes and then the temperature should be rechecked. If the temp continues to be above 100.4, the employee will be sent home to self-monitor and may return when they are temp free for 24 hours.~~

Definitions:

“Close Contact” = Anyone who was within 6 ft of an infected person for at least 15 minutes starting from 48 hours from before the person began feeling sick until the time the person was isolated.

“Self-Monitor” = Be alert for symptoms of COVID-19 including a fever/chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea. Take your temperature every morning and night and write it down. Call your doctor if you have trouble breathing or fever (100.4 degrees F).

All Employees, whether at work or not, are to adhere to the current CDC/SD DOH social distancing and hygiene guidelines to stay healthy.

Department heads will keep the County commissioners apprised of any actions taken based on this provisional policy either through their commissioner liaison or during their regular report.

8.3 Sick Leave -- Revised December 2017

Employees who are eligible for full benefits (see policy 4) shall accrue sick leave at a rate of eight-(8) hour's sick leave per month.

8.3.1 Administrative Guidelines

- A. **Sick Leave Pay— (Revised April 2005)** Sick leave benefits shall be paid at the rate of pay when the sick leave is taken, provided the employee has accrued sick leave to cover the time. The minimum charge to sick leave is one-half (1/2) hour.

SD County Commissioners Association

211 E Prospect Ave
Pierre, SD 57501

Email:
kris@sdcountycommissioners.org

Bill To: South Dakota Counties

Invoice Date: 10/1/2021

Invoice For: American Rescue Plan Act (ARPA) Guidance

Item #	Description	Price
	Assessment for Eide Bailly Consulting Services	\$ 2,000.00
	https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf	
	Page 141: (7) Nonprofits. Assistance to nonprofit organizations, including loans, grants, in-kind assistance, technical assistance or other services, that responds to the negative economic impacts of the COVID-19 public health emergency;	
Invoice Subtotal		\$ 2,000.00
Tax Rate		
Sales Tax		\$ -
Other		
Deposit Received		
TOTAL		\$ 2,000.00

Make all checks payable to SD County Commissioners Association.

CHANGE ORDER NO. 1 FINAL

Owner: Codington County
Engineer: Banner Associates, Inc.
Contractor: Prahm Construction Inc.
Project: Bridge Rehab Project 15-240-155
Contract Name: Agreement effective on April 26, 2021
Date Issued: October 1, 2021
Owner's Project No.: NA
Engineer's Project No.: 23130.00
Contractor's Project No.: NA
Effective Date of Change Order: October 1, 2021

The Contract is modified as follows upon execution of this Change Order:

Description:

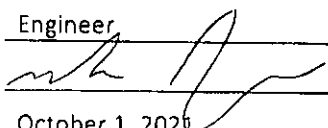
Adjustment for as-built quantities

Attachments:

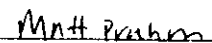
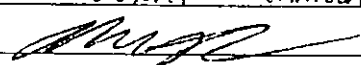
None (refer to Contractor's Application for Payment #2 FINAL for details)

Change In Contract Price		Change In Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 251,185.00		Substantial Completion:	October 29, 2021
		Ready for final payment:	November 26, 2021
No previously approved Change Orders:		No previously approved Change Orders:	
\$ -		Substantial Completion:	-
		Ready for final payment:	-
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 251,185.00		Substantial Completion:	October 29, 2021
		Ready for final payment:	November 26, 2021
Increase this Change Order:		No Change this Change Order:	
\$ 27.00		Substantial Completion:	-
		Ready for final payment:	-
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 251,212.00		Substantial Completion:	October 29, 2021
		Ready for final payment:	November 26, 2021

Recommended by Engineer

By: Mark Junker, PE, Banner Associates, Inc.
Title: Engineer
Signature: 
Date: October 1, 2021

Accepted by Contractor


President - Prahm Construction Inc.

10-1-21

Authorized by Owner

By: _____
Title: _____
Signature: _____
Date: _____

Approved by Funding Agency

NA



October 1, 2021

Rick Hartley
Codington County Highway Department
1201 10th St. NW
Watertown, SD 57201

RE: Proposal for Engineering Services
Riprap Estimate 2021
442nd Ave (north of 167th St)

Dear Rick:

Thank you for the opportunity to submit a proposal for engineering services for the estimation of riprap along 442nd Ave north of 167th St in Codington County, SD.

We understand the scope of work is as follows:

DESIGN PHASE SERVICES

1. Design of civil services including:
 - a. Determination of in-slope length.
 - b. Calculate approximate volume of riprap
 - c. Provide memorandum of volume estimate.

ASSUMPTIONS

1. Documents prepared by the Engineer will be prepared based upon reasonable assumptions derived from existing information provided by the Owner and from limited observation of accessible and visible existing conditions by the Engineer without the benefit of extensive field measurements and investigation prohibited by expense and inconvenience to the Owner. It is understood and agreed that unforeseen conditions uncovered during the progress of the project may require changes in the project, resulting in additional cost and delay.
2. The Owner will distribute bidding documents and prepare and administer the contract for construction.

COMPENSATION

We propose to provide the services described above for a fixed fee of \$2,000.00.

PROJECT EXPENSES

The following direct expenses are included in the above fee:

1. Reproduction costs for 2 set(s) of drawings, specifications, and reports.
2. Postage and delivery charges.
3. Travel expenses (per diem for meals and incidentals, mileage, and other out of pocket expenses).

ADDITIONAL SERVICES

IMEG can include the following as additional services. Additional services will be performed on a time and material basis using IMEG's standard hourly rates in effect at the time the service is performed, or for a negotiated fee, and only after approved in writing.

1. Invasive field takeoff to determine existing conditions that are not readily accessible or visible.
2. Structural, mechanical, electrical, or technology design of any kind.
3. Survey services related to design (e.g., boundary, topographic, etc.).
4. Geotechnical services.
5. LEED criteria evaluation, energy modeling, calculation, justification, and documentation.
6. Assistance with grants and other related funding applications.
7. Bidding phase services.
8. Construction phase services.
9. Value engineering or negotiating construction cost/scope with contractors and related document revisions after documents are complete.
10. Preparing record documents from as-built markups or files provided by contractors or verifying the accuracy and completeness of same.

GENERAL

The attached Terms and Conditions dated April 10, 2020 are made a part of this Proposal. This Proposal is valid for 45 days from the date of this offer.

We will begin our services following acceptance of this Proposal for Engineering Services. We look forward to working with you and your staff on this project and appreciate this opportunity to be of service. Acceptance may be conveyed via e-mail to the address listed below or by signing this offer and returning it to our office.



442nd Ave (North of 167th St)
October 1, 2021

IMEG CORP.


Kevin R. Goff, MBA, PE
Client Executive / Principal

© 2007 Interstate Technology & Consulting, Inc. All rights reserved. County of Lexington, Countywide Map Est. 442nd Ave. 20070930 Fire Dept. Est. 442nd Ave. docx

Accepted:

Date _____



CERTIFICATE OF ADOPTION

The Codington County LEPC, in meeting on_____ hereby adopts the HAZMAT Plan as the official document for all hazardous material responses.

Chairperson, Codington County LEPC

Attest:

Secretary, Codington County LEPC

Codington County DEM

CERTIFICATE OF ADOPTION

The Codington County Commission, in assembly on_____ hereby adopts the HAZMAT Plan of the Codington County LEPC as the official document for emergency operations concerning hazardous material.

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

Attest:

Codington County Auditor

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department CODINGTON COMMUNITY HEALTH

Name of traveling employee JEANIE OCHSENDORF

Employee title OFFICE COORDINATOR Employee status exempt ____ nonexempt X ____

Purpose of travel COMMUNITY HEALTH NETSNART BILLING TRAINING FOR
ELECTRONIC HEALTH RECORD

Method of transportation PERSONAL CAR

Destination STATE OFFICE BUILDING DENR CONFERENCE ROOM

Departure date and time NOVEMBER 16, 2021 8.30AM

Destination arrival date and time NOVEMBER 16, 2021 9.00 AM

Return departure date and time NOVEMBER 16, 2021 4.00 PM

Return arrival date and time NOVEMBER 16, 2021 4.30 PM

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) 0

Lodging expense 0

Meals 0 Registration 0

Other costs 0

Overtime costs involved in the requested travel 0

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 ____ X ____

County Commission

Travel request approved: yes ____ no ____ Comments _____

Commission Chairman, _____ Date _____

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Commission Chairman, _____ Date _____

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Commission Chairman, _____ Date _____

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Commission Chairman, _____ Date _____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Weed & Pest

Name of traveling employee Steve Molengraaf

Employee title Director of Facilities Employee status exempt X nonexempt

Purpose of travel Weed District Meetings

Method of transportation County vehicle

Destination Redfield, SD

Departure date and time 11/3/21 6:30am Destination arrival date and time 11/3/21 8:00am

Return departure date and time Return arrival date and time
(Will be traveling to Pierre following meeting)

Costs of travel

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

Lodging expense

Meals \$ Registration \$30

Other costs

Overtime costs involved in the requested travel

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

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Government Buildings

Name of traveling employee Steve Molengraaf

Employee title Director of Facilities Employee status exempt ☒ nonexempt ☐

Purpose of travel 2021 Joint Safety & Loss Training Conference

Method of transportation County vehicle

Destination Pierre, SD

Departure date and time 11/3/21 8:00am Destination arrival date and time 11/3/21 11:30am

Return departure date and time 11/4/21 1:30pm Return arrival date and time 11/4/21 5:00pm

Costs of travel

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

Lodging expense \$120

Meals \$22 Registration \$70

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 _____

2021 South Dakota Joint Risk & Safety Conference

"In the Blink of an Eye"

November 3 & 4, 2021 - Ramkota River Center, Pierre SD

The conference begins at 12:30 pm on Nov. 3 and wraps up at 12:15 pm on Nov. 4

GENERAL SESSIONS

- Distracted Driving with SD Highway Patrol
- Mock Trial
- Civility in the Workplace
- Safety: It's Not Just About Me (INJAM)

BREAKOUT SESSION TOPICS INCLUDE

- Effective School Security
- The Importance of Documentation
- First Responder Assistance Program
- Cyber Threats Facing Our Communities
- Updating Your Emergency Plan
- Ransomware – Taking Back Control

LODGING

- Ramkota Hotel / 605-224-6877 / \$94 *plus tax*
- Governors Inn / 605-224-4200 / \$75 (State Rate) / \$80 *plus tax*
- Clubhouse Suites / 605-494-2582 / \$135 *plus tax*

REGISTER BY OCT 27

Registration fee includes banquet & breakfast.
Register three & the fourth is free!

- SDPAA and/or SDML WC Fund Member Registration Fee: \$65
- Non-Pool Member Registration Fee: \$90
- A late fee of \$10 is assessed for registrations after October 27 / No refunds after October 27
- To qualify for 2022 Silver and Gold Level Safety Awards, members must have someone attend the 2021 Conference

Make checks payable to:

SAFETY BENEFITS INC.

Phone: 888-313-0839 or 605-334-9567

Email: kwarnke@safety-benefits.com

To register by mail, send completed form & payment to:

SAFETY BENEFITS INC

602 E STATE ST

PLANKINTON SD 57368

NAME: Steve Molengraaf	TITLE: Director of Facilities
ENTITY/EMPLOYER: Codington County	
CITY/COUNTY: Codington	
TELEPHONE #: 605-882-6255 / (C) 605-881-9396	
EMAIL: codmain@codington.org	

(Attach sheet for additional names)

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Highway

Name of traveling employee Rick Hartley

Employee title Hwy. Supt. Employee status exempt X nonexempt _____

Purpose of travel Safety Benefits Conference

Method of transportation County pickup CO 10117

Destination Pierre, SD

Departure date and time 11/03/21 am Destination arrival date and time 11/03/21 am

Return departure date and time 11/04/21 am Return arrival date and time 11/04/21 pm

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$50.00 gas

Lodging expense \$112.00

Meals \$11.00 Registration \$65.00

Other costs _____

Overtime costs involved in the requested travel No

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 requests approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____