

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, May 10, 2022

1. Pledge of Allegiance
2. Call for public comment. Public comment may be submitted in person or via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve the May 10th, 2022, agenda
5. Action to approve the May 3rd, 2022, minutes of the Board of Codington County Commissioners
6. 9:00 a.m., Discussion with Fred Deutsch, SD House of Representatives, District 4
7. Discussion with Boys and Girls Club Director of Youth Diversion, Louis Canfield, and action to authorize the Club to apply for grant funds through the Department of Correction
8. Monthly Reports
 - a. Veterans Service
 - b. Auditor
 - c. Director of Equalization
 - d. Welfare Director
 - e. Emergency Management Director
9. Action to approve the Auditor's Acct w/Treasurer and note monthly Register of Deeds fees
10. Action to approve Detention Center Camera Replacement 3 project and Redundant Server, as budgeted
11. Action to declare chairs in the Emergency Management office surplus to be destroyed
12. Action to approve an agreement for striping of County roads
13. Action to approve an application for West Nile virus prevention grant funds
14. Action to approve an update to Resolution 2022-2 authorizing travel for County employees, Department heads, and Elected officials
15. Action to approve employee performance appraisal form
16. Action to approve abatement applications
17. Action to approve claims for payment
18. Action to approve automatic budget supplements

19. Action to approve personnel changes

20. Action to approve travel requests

21. Public Notices – a possible quorum of Commissioners could be in attendance at:

22. Old Business

23. New Business

24. Open

a. Public Comments

b. Commission Comments

25. 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)

26. Action to adjourn until 9:00 a.m., Tuesday, May 17th, 2022; 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
Codington County Court House
14 1st Ave SE
Watertown, SD 57201**

May 3, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 3, 2022, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair, Brenda Hanten, presiding. Commissioner Gabel 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 May 3rd, 2022 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of April 26th, 2022; all voted aye; motion carried.

MINUTES OF THE JOINT MEETING WITH THE PLANNING AND ZONING BOARD

Motion by Johnson, second by VanDusen, to approve the minutes of the April 19th joint meeting of the Codington County Commissioners and Codington County Planning and Zoning Board; all voted aye; motion carried.

DEPUTY SHERIFF POSITION

Motion by Gabel, second by VanDusen, to hire a full-time Deputy Sheriff to fill a vacancy; all voted aye; motion carried.

MONTHLY REPORTS

4-H/Youth Program Advisor, Jodi Loehrer, updated the Board. The last 4-H at home project will take place in the month of May; Shooting Sports has now ended for the season and an awards night will be held this week for those participants; Clover Buds is in its last month and a Clover Bud Bug Camp will be held on June 1st; bike safety inspections are being held at the Watertown schools for the first time since 2019. Jodi will be teaching Junior Achievement in May at McKinley School and will attend 4-H training in Yankton for 3 days in May. A Kid Kare babysitting clinic will be held this summer, the virtual babysitting clinic was recently wrapped up and Progressive Ag Safety Day will be held in July. 4-H camp registrations end this week and Jodi will be a chaperone at camp from June 6 – June 8.

KINGSBURY COUNTY INMATE CONTRACT

Motion by Gabel, second by VanDusen, to approve a contract for the housing of Kingsbury County inmates in the Codington County Detention Center; all voted aye; motion carried.

SURPLUS EQUIPMENT

Motion by Gabel, second by Johnson, to declare the following equipment from the Sheriff's Office and Detention Center, surplus to be destroyed: GEN00914 Wrangler Floor scrubber, 105 HP Elite computer

s/n MSL8411YPS, 105 HP Elite computer s/n MXL8411YP5, 411 Panasonic Toughbook s/n 4CTYA92248, Keyless Access Control System s/n 1206903, GEN01412 Panasonic Toughbook s/n 9AKSB21742, GEN01353 Panasonic Toughbook s/n 8CKYA19994, GEN01565 359 Panasonic Toughbook s/n 2DTYA65034; all voted aye; motion carried.

MEMORIAL PARK RESTROOMS FLOOR PROJECT

Motion by VanDusen, second by Gabel, to approve an epoxy floor project in restrooms at Memorial Park in the amount of \$10,090.50 as budgeted; all voted aye; motion carried.

2023 CAMPING RATES CORRECTION

Facilities Manager, Steve Molengraaf, advised the Board an error was made in the calculation of the 2023 Seasonal, 4-week, camping rate which was approved on February 15, 2022. Mr. Molengraaf originally submitted to the Board a fee of \$780.00 per four-week period which should have been \$690.00. Motion by Gabel, second by Johnson, to correct the rate for Seasonal camping, 4 week stay, to \$690.00; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by Johnson, second by Waterman, to approve the following personnel changes: Part-time Correctional officer, Austin Hanson, promoted to full-time, effective May 15th, 2022, Grade 35/step 1, \$22.62 per hour; Seasonal Memorial Park custodian, Lucas Langerock, Grade AA/step 4, \$16.03 per hour, effective May 1st, 2022; Facilities Tech. 1, Steve Stahlke, promoted to Facilities Tech. II, Grade 20/step 6, \$20.14 per hour, effective May 1, 2022; all voted aye; motion carried.

TRAVEL REQUESTS

Motion by VanDusen, second by Gabel, to approve the following travel requests: States Attorney and Deputy States Attorney, States Attorney conference, and Emergency Management Deputy Director, EM103 class; all voted aye; motion carried.

ADJOURNMENT

With no further business to come before the Board, a motion was made by Johnson, second by VanDusen, to adjourn at 9:16 a.m., until 9:00 a.m., Tuesday, May 10th, 2022; all voted aye; motion carried.

ATTEST:

Alissa Harte
Coddington County Auditor Administrative Assistant

Coddington 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: MAY22 - Codington County Veterans Service Office – Todd Rose

0 DAV transports in APR, 1 trip currently schedule for MAY. We will be sending an extra driver down on 4MAY22 to bring back our new DAV VAN. Next step will be to start the process on requesting the title for the Explorer and plan a roll out event of the new DAV Van.

New Deputy Veteran Service Officer – Jay Roberts accepted the position, His official start date will be 1AUG22, he is currently a Readiness NCO for the South Dakota National Guard and has the commitment to complete Annual Training with his unit in July2022, that is why the official start date is delayed. He will be working most Mondays and a few additional days until that time to complete required computer training along with in office training.

Completed and signed MOU with Community transit and the Rides for Wellness Program.

I Attended Vietnam Veteran recognition ceremony by Representative Dusty Johnson at National Guard Readiness Center, 19APR22, 1300 hrs. Over 20 Vietnam Veterans were recognized. This was a small but great event.

National Military Appreciation Month includes Loyalty Day on May 1st, Military Spouse Appreciation Day on May 6th, Victory in Europe Day on May 8th, Armed Forces Day on May 21st, and Memorial Day on May 30th. May is also Gold Star Awareness Month and provides us the opportunity to pay tribute to the families of our fallen heroes.

Future:

New DAV Van Media Rollout

Coordinate tng and leave plan, Peg's still planning last day to be 31JUL22.

Memorandum of Understanding for Network of Care, to my understanding I will need to one for the county VSO office to have a user on this system.

Jay and I will be attending a one Day Mini conference in Brookings, SD – 12MAY22 1000-1400. I have coordinated the use of a county vehicle.

Congressional Bill H.R 3967 "Honoring Our Pact Act" was passed by the House and moving on to the US Senate. If this bill was to pass it would bring additional support to several issues concerning toxic exposure, issues dealing with burn pits and airborne hazards along with several items dealing with Agent Orange Presumptive Conditions and usage.

Any questions or concerns?

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 February 2022

Cash on Hand	\$14,010.44
Checks in Treasurer's possession less than 3 days	\$890,198.27
Credit Card Charges	\$9,765.86
Cash Items	\$432.58
TOTAL CASH ASSETS ON HAND	\$914,407.15

RECONCILED CHECKING

Great Western Bank (Memorial Park)	\$18,195.59
Reliabank Dakota	\$46,069,902.97

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	\$47,009,760.14
--------------------------	------------------------

GENERAL LEDGER CASH BALANCES:

General	\$19,312,925.53
General restricted cash	\$500,000.00
Sp. Revenue	\$13,808,821.59
Sp. Revenue restricted cash	
Custodial	\$13,388,013.02

Schools	\$ 10,212,962.64
Townships	\$ 292,330.43
City/Towns	\$ 2,130,093.63

TOTAL GENERAL LEDGER CASH	\$47,009,760.14
----------------------------------	------------------------

Dated this 5th day of May, 2022

County Auditor

FUND CASH BALANCES REPORT AS OF 05/02/2022
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	19,312,925.53
101	GENERAL RESTRICTED CASH	500,000.00
	TOTAL AT FUND GROUP:	19,812,925.53
204	ROAD & BRIDGE FUND	10,320,193.77
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	50,725.74
226	EMERGENCY MANAGEMENT FUND	240,177.02
228	VICTIM CRIME SERVICE FUND	70,710.83
229	DOMESTIC ABUSE FUND	638.90
231	W.I.C. FUND	29,068.44
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	39,910.73
250	MODERNIZATION/PRESERVATION	201,703.67
256	SEARCH & RESCUE FUND	70,414.55
290	AMERICAN RESCUE PLAN FUND	2,730,542.99
295	RURAL ACCESS INFRASTRUCTURE	54,734.95
	TOTAL AT FUND GROUP:	13,808,821.59
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	10,212,962.64
722	CIVIL TOWNSHIPS FUND	292,330.43
723	CITIES AND VILLAGES FUND	2,130,093.63
724	WATER DEVELOPMENT DIST. FUND	101,112.95
725	ADVANCE TAX COLLECTION FUND	.00
726	REGISTER OF DEEDS FUND	2,006.80
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	615,711.57
746	AUTO EXCISE TAX FUND	.00
755	SALES TAX FUND	476.50
758	BOOKMOBILE FUND	20,145.20
766	LAW LIBRARY FUND	10,795.30
769	MODERN/PRESERATION RELIEF	2,378.00
770	FIRE DEPT. MONIES	.00
	TOTAL AT FUND GROUP:	13,388,013.02
	TOTAL:	47,009,760.14

OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF APRIL, 2022

The sum of **\$40,232.55** in fees has been collected by me as Register of Deeds for APRIL, 2022

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 APRIL, 2022

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this 5 day of May 2022

Andy Brumba

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	<u>\$ 162.00</u>
County General Fund (\$5.00)	<u>\$ 405.00</u>
State EVRSS Fund (\$5.00)	<u>\$ 405.00</u>
State General Fund (\$3.00)	<u>\$ 243.00</u>
TOTAL	<u>\$ 1,215.00</u>

CERTIFIED DEATHS

County General Fund (\$5.00)	<u>\$ 410.00</u>
State General Fund (\$4.00)	<u>\$ 328.00</u>
State EVRSS Fund (\$6.00)	<u>\$ 492.00</u>
TOTAL	<u>\$ 1,230.00</u>

FILED

MAY - 5 2022

CODINGTON COUNTY AUDITOR

Receipt Totals

By Date: 4/1/2022 12:00:00 AM - 4/29/2022 11:59:59 PM; Departments: All; Cash based.

Codington County

Monday, May 02, 2022 8:59 AM

Summary:

Receipt Item Totals

Document:	Paid	Charged	Debited	Total
Non Document:	\$33,889.50	\$1,140.00	\$0.00	\$35,029.50
	\$3,678.75	\$1,622.00	\$0.00	\$5,300.75
Subtotal:	\$37,568.25	\$2,762.00	\$0.00	\$40,330.25

Payment on Account Totals

Applied:	\$2,664.30
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$2,664.30

Payments & Refunds

ACH:	\$20,837.00
Cash:	\$2,556.75
Check:	\$16,838.80
Total:	\$40,232.55

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00 Marriage License 1	\$170.00	\$170.00	\$0.00	\$0.00
101-0-341.21 Reg. Deeds Filing/Recording 2	\$10,707.00	\$9,770.00	\$937.00	\$0.00
101-0-341.22 Reg. Deeds Transfer fees 3	\$22,109.50	\$22,109.50	\$0.00	\$0.00
229-0-321.00 Domestic Abuse Marriage Lic. 6	\$510.00	\$510.00	\$0.00	\$0.00
726-0-209.00 Reg. Deeds Fees - State 8	\$1,630.00	\$1,270.00	\$360.00	\$0.00
101-0-341.29 Reg. Deeds Other Fees 4	\$2,901.05	\$1,728.75	\$1,172.30	\$0.00
250-0-341.21 M&P Relief ROD Filing/Rec 7	\$1,323.00	\$1,206.00	\$117.00	\$0.00
769-0-209.00 M&P Relief ROD Allocation 9	\$882.00	\$804.00	\$78.00	\$0.00
Total:	\$40,232.55	\$37,568.25	\$2,664.30	\$0.00

Document Pro



26508 465th Ave, Hartford, SD 57033
(605) 526-4102
www.itstechsystems.com
sales@itstechsystems.com

Codington County
119 S Maple
Watertown, SD 57201

Proposal

Date: 5/2/2022
Proposal: Q-8784
Terms: Net 30

Project: Camera Replacement Phase 3

MPN	Description	Qty	Rate	Total
XPPPLUSDL	Milestone XProtect Professional+ Device License	22	131.82	2,900.04
Y3XPPPLUSDL	Milestone Three year Care Plus for XProtect Professional+ Device License	22	46.02	1,012.44
01620-001	AXIS P9106-V White 3MP compact and vandal-resistant (IK10) corner-mounted camera with 1.8mm lens for wide field of view without blind spots. Ligature-resistant design with dust- and waterproof (IP66) casing.	4	502.86	2,011.44
	AXIS M3066-V is an ultra-compact, indoor fixed mini dome with dust- and IK08 vandal-resistant casing for easy mounting on wall or ceiling. Fixed lens, horizontal/vertical field of view 131°/97°. D/N functionality with automatically removable IR-cut filter.	22	317.86	6,992.92
	AXIS Q9216-SLV STEEL - Robust stainless steel corner-mount camera replacing AXIS Q8414 (Trinity). Anti-ligature, stainless steel, IK10+, IP66, • 4MP, >90° VFoV, >120° HFoV, • 940nm LEDs for invisible IR, H.264 + H.265 with Zipstream, • Built-in microphone, • I/O and optional line-in/out, • Option to further prevent screw-tampering	3	989.75	2,969.25
01060-001	AXIS P3375-V Day/night fixed dome with support for WDR-Forensic Capture and Lightfinder. Discreet, IK10 vandal-resistant indoor casing. Varifocal 3 10 mm P-Iris lens with remote zoom and focus.	1	605.12	605.12
01230-001	AXIS T6112 Audio and I/O Interface	2	128.35	256.70
01186-004	AXIS T8705 Video Decoder is a network video decoder for easy display of video from IP cameras on big screens. With the 1080p HDMI output, Ethernet input and compact size, it is very easy to setup and use.	-2	257.56	-515.12
	Cat5e 3ft Patch Cable, Yellow	30	1.08	32.40
	GIGAMAX SNP-IN MAX	30	3.95	118.50
	Leviton Patch Panel	2	65.39	130.78
CM-00424BKTE-5U-01	Cat5e Riser	4,800	0.266	1,276.80
	Cisco 48-Port Network Switch	1	1,087.00	1,087.00
	Axis Certified Labor Rate	1	8,842.00	8,842.00
	Mounting Connectors, Hardware, etc.	1	500.00	500.00
	Use/Excise Tax	1	1,645.45	1,645.45

Proposal is valid for 30 days. A monthly service charge of 1.5% may be added to past due amounts. Please contact us with any questions.

Total



milestone
The open platform company



26508 465th Ave, Hartford, SD 57033
(605) 526-4102
www.itstechsystems.com
sales@itstechsystems.com

Codington County
119 S Maple
Watertown, SD 57201

Proposal

Date: 5/2/2022
Proposal: Q-8784
Terms: Net 30

Project: Camera Replacement Phase 3

MPN	Description	Qty	Rate	Total
	Scope of work: Install phase 3 of the IP camera system. This will replace the remaining analog cameras and install new cabling. We will install an additional network switch in the main control room for the additional cameras. We will reuse 8 existing Milestone licenses already in place on the analog encoders. We will clean-up temporary connections that were part of phase 2 that were in place to support the remaining cameras.			

Proposal is valid for 30 days. A monthly service charge of 1.5% may be added to past due amounts. Please contact us with any questions.

Total \$29,865.72



milestone
The open platform company



26508 465th Ave, Hartford, SD 57033
(605) 526-4102
www.itstechsystems.com
sales@itstechsystems.com

Codington County
119 S Maple
Watertown, SD 57201

Project: Redundant Server

Proposal

Date: 4/25/2022
Proposal: Q-8783
Terms: Net 30

MPN	Description	Qty	Rate	Total
	Dell R540 Server - Dual Intel Xeon Silver 4214R 2.4G, 12C/24T processors - 32GB RAM - BOSS Card - (8) 8TB 7.2k drives Windows 2019 standard OS Dual 1100W PSU's 3 Year Pro-Support	1	12,892.20	12,892.20
	Axis/Milestone Certified Labor - set the server up as a second video recording server. This will work to record 'every-other' camera across the complex to mitigate a complete system failure.	1	1,620.00	1,620.00

Scope of work: This proposal will supply and install an additional server that is nearly identical to the existing server. This new server will work in redundancy to the existing server as well as double the amount of storage available. Current lead times on Dell servers are about 4 weeks.

Proposal is valid for 30 days. A monthly service charge of 1.5% may be added to past due amounts. Please contact us with any questions.

Total \$14,512.20



milestone
The open platform company

Wed March 23, 1983
Tornado EOS Exercise



CODINGTON COUNTY EMERGENCY MANAGEMENT
Surplus Property

GEN #	EM/CO #	QTY	DESCRIPTION	SERIAL #	REASON	DISPOSITION
N/A	629-640	12	Brown Chairs	N/A		Destroyed

AGREEMENT NUMBER _____

AN AGREEMENT TO PROVIDE FOR
THE STRIPING AND CONTINUING MAINTENANCE OF
COUNTY ROADS WITHIN CODINGTON COUNTY

This Agreement is made and entered into by and between the State of South Dakota, acting by and through its Department of Transportation, referred to in this Agreement as the "STATE," and CODINGTON County, South Dakota, referred to in this Agreement as the "COUNTY."

BACKGROUND:

1. The STATE has allocated Five Hundred Thousand Dollars (\$500,000) to a state-wide county highway striping project, designated as project number P 000S(00)231, PCN 07DM, and referred to in this Agreement as the "PROJECT." STATE funds will pay sixty percent (60%) of the PROJECT costs, up to a maximum amount of Five Hundred Thousand Dollars (\$500,000). Counties participating in the PROJECT will pay the remainder of the PROJECT costs with county funds; and
2. The COUNTY wants to participate in the PROJECT for the striping of approximately 37.50 miles of COUNTY roads at an estimated cost shown on the attached Schedule A.

THE COUNTY AND THE STATE MUTUALLY AGREE AS FOLLOWS:

A. The STATE will perform the following activities:

1. The STATE will prepare plans, advertise the PROJECT for bids, award a contract to the lowest responsible bidder, and administer construction of the PROJECT.
2. The STATE will bill the COUNTY for the COUNTY'S forty percent (40%) share of the program limit, together with one hundred percent (100%) of any amount over the program limit, as set out in the estimate in the attached Schedule A.

B. The COUNTY will perform the following activities:

1. The COUNTY will sweep roadways to be striped in advance of the contractor's operations.
2. The COUNTY will provide the PROJECT inspection.
3. The COUNTY will insure that the beginning and ending of each no passing zone is marked, in a manner clearly visible from the driving lane, with a "NO PASSING ZONE" sign (W14-3), a "DO NOT PASS" sign (R4-1), a "PASS WITH CARE" sign (R4-2), or a 9' steel channel post driven 3.5' to 4' near the right-of-way line with the top 2' painted yellow. If any no passing zone needs to be established or re-established, the COUNTY will do so at the COUNTY'S own expense.
4. The COUNTY will pay actual PROJECT costs upon receipt of billing from the STATE, based on the COUNTY'S forty percent (40%) share of the program limit, together with one hundred percent (100%) of any amount over the program limit, as set out in the estimate in the attached Schedule A.

C. General Conditions:

1. Costs associated with the PROJECT are preliminary engineering, construction engineering, and construction costs.

2. This Agreement may not be amended, except in writing, which writing will be expressly identified as a part of this Agreement, and will be signed by an authorized representative of each of the parties.
3. The STATE may terminate this Agreement on thirty (30) days' written notice. If the COUNTY breaches any term or condition of this Agreement, the STATE may terminate this Agreement at any time with or without notice.
4. This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature does not appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, the STATE may terminate this Agreement. Termination for any of these reasons is not a default by the STATE nor does it give rise to a claim against the STATE.
5. This Agreement is binding upon the signatories not as individuals but solely in their capacities as officials of their respective organizations and acknowledges proper action of the STATE and the COUNTY to enter into this Agreement.
6. The COUNTY has designated its County Commission Chairperson as the COUNTY'S authorized representative and has empowered its County Commission Chairperson with the authority to sign this Agreement on behalf of the COUNTY. A copy of the COUNTY'S Commission minutes or resolution authorizing the execution of this Agreement by the County Commission Chairperson is attached to this Agreement as Exhibit M.

The STATE and the COUNTY signify their agreement by signatures affixed below.

CODINGTON County, South Dakota

State of South Dakota
Department of Transportation

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Its: County Commission Chairperson

Its: Program Manager
Office of Administration

Date: _____

Date: _____

Attest:

Printed Name: _____

County Auditor/Clerk

[County Seal]

AGREEMENT NUMBER _____

SCHEDULE A

The COUNTY will be included in the PROJECT for the striping of approximately 37.50 miles of CODINGTON COUNTY roads at an estimated cost of \$58,657.50, based on this year's estimates. This year's STATE contribution is Five Hundred Thousand Dollars (\$500,000.00). Combined with the participating COUNTY contributions of Three Hundred Thirty-three Thousand, Three Hundred Thirty-three Dollars (\$333,333.00) the total funding amount for the \$58,657.50 Striping Program is Eight Hundred Thirty-three Thousand, Three Hundred Thirty-three Dollars (\$833,333.00).

The funding breakdown is as follows:

Estimated Total Cost Striping Requested by the COUNTY	\$58,657.50
Program Limit (COUNTY'S Share of \$833,333.00)	\$28,713.50
STATE'S Share of Program Limit (60%)	\$17,228.10
COUNTY'S Share of Program Limit (40%)	\$11,485.40
COUNTY'S Amount over Limit (100%)	\$29,944.00
Total of COUNTY'S Share of the PROJECT costs	\$41,429.40

May 2, 2022

Re: West Nile Prevention Funding Opportunity

Dear South Dakota Community and Tribal Leaders:

With mosquito season just around the corner, the Department of Health is pleased to announce the availability of West Nile virus (WNV) prevention grants once again. \$500,000 is available in 2022 to assist cities, counties, and tribes with their mosquito control efforts. Grant awards will range from approximately \$500 to \$20,000 depending upon the size of the population served and their historical number of human WNV cases. Since the program's inception, the state has funded millions of dollars in support of local control programs to combat West Nile Virus in South Dakota.

As you know, human West Nile Virus continues to present a very significant threat to public health in South Dakota. Since WNV first emerged on South Dakota in 2001, there has been 2,671 human cases and 47 deaths due to mosquito borne WNV.

To apply for the WNV Prevention grants, eligible South Dakota city, county, and tribal officials need to complete the application available on the department's website at: <http://westnile.sd.gov>. **Applications are due by June 1st** and funding awards will be available starting July 1st. If you have any questions about this funding opportunity, please don't hesitate to contact us at Julie.Ramsey@state.sd.us or by phone at 605-773-8107.

Thanks for all your efforts to control mosquitoes and prevent West Nile virus.

Sincerely,



Kaitlin Thomas
Administrator
Office Public Health Preparedness and Response

Travel and Reimbursement of Expenses—Revised January-March 2022

It is the policy of Codington County that employees be fully reimbursed for necessary and reasonable job related travel expenses. Every effort will be made to treat all employees fairly and equally when granting travel expenditures. Traveling from home to work site, school attendance or meetings during non-working hours is noncompensable time for employees unless otherwise provided for under state or federal law. It is the policy of Codington County that at least two (2) County employees should travel in one a vehicle. Mileage shall be allowed both ways when two or more employees are to a vehicle when traveling to official meetings and schools, unless the meeting only requires one person to attend. Mileage one-way will be allowed if employee voluntarily elects to travel alone when there is room to ride with other employees.

7.14.1 Approval Required

Each year, commissioners shall adopt a resolution for travel as per state statute. Example:

Resolution 2022-2: Resolution to Approve Regularly Scheduled Travel, “WHEREAS, SDCL 7-7-25 states that the Board of County Commissioners, by resolution, may authorize county officials to attend educational conferences, meetings, and conventions held and conducted within or without the state of South Dakota pertaining to the betterment and advancement of county government;

Formatted: Font: (Default) Times New Roman

Formatted: Indent: Left: 0.5", First line: 0"

THEREFORE, BE IT RESOLVED that the county commissioners, county highway superintendent, auditor, treasurer, register of deeds, state's attorney, sheriff, county assessing officer (equalization director), and coroner be authorized to attend educational conferences, meetings, and conventions called for the purpose set forth in SDCL 7-7-25 and that the mileage and necessary expenses to attend such be allowed. This resolution shall be in force for the year 2022.”

Formatted: Indent: Left: 0.5"

For those department heads covered by the above resolution, By January 3rd of each year, Department Heads they should submit to the County Commissioners Auditor's office by January 3rd of each year, a list of all known travel to take place outside of the County for the year including for educational conferences, meetings, and conventions, seminars, training, meetings, etc. This list will be kept on file for the year and can be accessed by the County Commissioners if needed.

Formatted: Superscript

For any travel which is not part of the above resolution as the *individual* traveling is not listed in the resolution, or the *type* of travel is not covered as part of the resolution. Department Heads must get the travel approved by the Codington County Commission prior to the date of travel, except in emergency situations. For approval of travel, the Department Head should submit the “Individual Employee Travel Request Form” as part of the regularly scheduled Codington County Commissioner's weekly meeting agenda. In the cases of potential security concerns for an employee, the form may be approved without inclusion of the employee's name or travel location.

Formatted: Font: Italic

Formatted: Font: Italic

For additional clarification regarding the *type* of travel covered as part of the commissioner resolution, note the following:

Formatted: Font: Italic

- An educational conference will be considered to be a broad event which brings together professionals in a field. Activities at a conference might include a keynote speaker, panel discussions, breakout speaker sessions, workshops, and networking opportunities.

- A training will be considered to be an event designed for the purpose of learning a specific new skill, maintaining an existing skill, or obtaining or maintaining a license or certification.

Formatted: List Paragraph, Bulleted + Level: 1 +
Aligned at: 0.75" + Indent at: 1"

~~The commissioners will review these travel requests by the second meeting of the month and if approved, no additional approval will be needed at the actual time of the travel. If additional travel is necessary which has not received prior approval, Department Heads must get the travel approved by the Codington County Commission prior to the date of travel, except in emergency instances.~~

Formatted: Font: 12 pt, Not Expanded by / Condensed by

Formatted: Left, Hyphenate, Tab stops: Not at -0.5"

For all travel, to receive travel reimbursement a "TRAVEL PAYMENT DETAIL" voucher must be completed and attached to your request for payment form. Attach all original receipts for lodging, airline, taxi, registration fee, agenda/program of meeting, including dates of meeting and location. **When completing a voucher for travel expenses such as mileage the date of travel must be shown. When submitting claims for meals the time of departure, time of return and date of travel must be shown.

Formatted: Indent: Left: 0.5"

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department _____

Name of traveling employee _____

Employee title _____ Employee status exempt _____ nonexempt _____

Purpose of travel _____

Method of transportation _____

Destination _____

Departure date and time _____ Destination arrival date and time _____

Return departure date and time _____ Return arrival date and time _____

Costs of travel

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

Lodging expense _____

Meals _____ Registration _____

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 _____

Codington County Performance Review

Current

Employee Name:

Job Title:

Department:

Last Review Date:

Next Review Date:

Reviewer Name:

Reviewer Title:

Type of Review: ___ Annual ___ Introductory ___ Other

INTRODUCTION

Rating Guide:

[1]	[2]	[3]	[4]	[5]
Unsatisfactory Performance	Improvement Desired	Meets Expectations	Exceeds Expectations	Outstanding Performance

Unsatisfactory Performance-- Performance of position requirements is not being accomplished. Individual is not complying with the duties of the position and is subject to re-appraisal.

Improvement Desired-- Minimal requirements of the position are being accomplished, however not to the standard of meeting expectations. Individual is subject to re-appraisal.

Meets Expectations-- Requirements of the position are being fulfilled to standard. There is no performance, which exceeds the standards of the position in any way. This individual is in compliance with the standards.

Exceeds Expectations-- Requirements of the position are being exceeded. "Exceeds expectations" refers to going beyond what would be expected of an average individual performing the duties to standard.

Outstanding-- This individual is constantly serving above and beyond the call of duty. They set a constant example of an elite employee. To achieve this rating an individual would typically be performing in the achievement of measurable tasks and would be exceeding all levels of expectations.

REVIEW OF OBJECTIVES—Current Goals

These are objectives set for the current review period.

Objective 1:

Objective 2:

PERFORMANCE FACTORS

Attendance & Punctuality: Schedules time off in advance. Begins work on time. Keeps absences within guidelines and ensures work responsibilities are covered when absent. Arrives to work and meetings as scheduled.	Employee Rating: [] Manager Rating: []
Employee Comments:	
Manager Comments:	

Communication: Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations as applicable, shares information and ideas with others, has good listening skills.	Employee Rating: [] Manager Rating: []
Employee Comments:	
Manager Comments:	

Dependability: Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.	Employee Rating: [] Manager Rating: []
Employee Comments:	
Manager Comments:	

Job Knowledge: Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.	Employee Rating: [] Manager Rating: []
Employee Comments:	
Manager Comments:	

Planning and Organization: Prioritizes & plans work activities, uses time efficiently and plans for additional resources. Integrates changes smoothly and works in an organized manner.	Employee Rating: [] Manager Rating: []
Employee Comments:	
Manager Comments:	

Quality: Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.	Employee Rating: [] Manager Rating: []
Employee Comments:	
Manager Comments:	

Quantity: Meets productivity standards and completes work in a timely manner. Strives to increase productivity. Achieves established goals.	Employee Rating: [] Manager Rating: []
Employee Comments:	
Manager Comments:	

Safety: Observes safety procedures. Uses equipment and materials properly. Reports potentially unsafe conditions. Does not participate in horseplay.	Employee Rating: [] Manager Rating: []
--	---

Employee Comments:

Manager Comments:

Teamwork:

Works well in groups, helps resolve conflicts, works well with other departments, is flexible and open-minded, focuses on strategies and goals. Balances team and individual responsibilities.

Employee Rating: []

Manager Rating: []

Employee Comments:

Manager Comments:

Adaptability:

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs. Accepts criticism and feedback.

Employee Rating: []

Manager Rating: []

Employee Comments:

Manager Comments:

EMPLOYEE DEVELOPMENT PLAN

This section should be completed after employee and manager have agreed upon desired areas of improvement and development needs related to upcoming goals. It should include developmental objectives, corresponding development activities (on the job, formal training, etc.), and measurements and periods for completion.

Developmental Objective 1:

Developmental Objective 2:

OBJECTIVES FOR NEXT REVIEW PERIOD—Future Goals

Together the Manager and Employee will develop objectives for the new period.

Objective 1:

Objective 2:

SIGNATURE SECTION

Employee Acknowledgment

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature

Date

Manager Signature

Date

EMPLOYEE COMMENTS

Use the space below to make comments regarding your performance evaluation. Or, attach a separate comment sheet or self-appraisal document.

Comments:

Codington County

Proposed

Employee Performance Evaluation Form

Employee Name and Title	
Department	
Department Head/Supervisor Name and Title	
Type of Evaluation	<input type="checkbox"/> 90-day Orientation Period <input type="checkbox"/> 6-Month Orientation Period <input type="checkbox"/> 12-Month Orientation Period <input type="checkbox"/> Annual <input type="checkbox"/> Performance Improvement
Evaluation Period	

Needs Improvement: Indicates a need to acquire skills, additional knowledge, and/or experience in the competency area. May need additional training. Scores in this area may be attributed to being new to the position or responsibility.

On Target: Has an understanding and grasp of the essentials to accomplish the duties assigned in the competency and position. Rarely needs direction; anticipates and provides assistance. Meets the competency within the scope of the position's job responsibilities, skills and knowledge of the job description, including any assigned specialty areas.

Exceeds Target: Excellent understanding of job assignments. Performs duties within the competency and goes above the expectations by assisting others; finding more efficient ways to perform the competency; production of a high volume of quality work product.

I. Key Job Responsibilities

Your role directly or indirectly supports the achievement of the goals and objectives of the County and the Department you support. This section captures the 3 key responsibilities that defines your current responsibilities for Codington County. You will be evaluated on your job knowledge and how well you perform those functions.

1. Key Responsibility:
2. Key Responsibility:
3. Key Responsibility:

Key Responsibilities Overall Rating

Needs Improvement	On Target	Exceeds Target
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

II. Performance Standards

Attendance, Punctuality & Dependability

Schedules time off in advance. Begins work on time. Keeps absences within guidelines and ensures work responsibilities are covered when absent. Arrives to work and meetings as scheduled. Meets commitments, works independently, accepts accountability, handles change, sets personal standards, and stays focused under pressure.

Needs Improvement	On Target	Exceeds Target
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Communication & Teamwork

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations as applicable, shares information with others, has good listening skills. Works well in groups, helps resolve conflicts, works well with other departments, and is flexible and open minded.

Needs Improvement	On Target	Exceeds Target
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Quality & Quantity

Quality: *Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.* **Quantity:** *Meets productivity standards and completes work in a timely manner. Strives to increase productivity. Achieves established goals.*

Needs Improvement	On Target	Exceeds Target
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Safety & Security

Observes safety procedures. Uses equipment and materials properly. Engages in training programs and wears required personal protective equipment (PPE). Alerts others to safety hazards, situations, and assists in promoting and maintaining a safe work environment.

Needs Improvement	On Target	Exceeds Target
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

III. Overall Employee Performance/Final Evaluation Rating

This section is an opportunity for the Department Head/Supervisor to summarize the employee's performance on anything that may not have been covered in the above categories such as outstanding accomplishments, strengths, and/or concerns to be addressed.

Needs Improvement	On Target	Exceeds Target
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Supervisor Summary and Comments:

**Note: A Final Evaluation Rating of "Needs Improvement" will result in the annual Step increase being withheld. The Department Head/Supervisor will meet with the employee no later than 90 days later to re-evaluate performance and the step increase.*

IV. Employee Development Plan

This section should be completed for any areas scoring a "Needs Improvement." It should include developmental objectives, corresponding development activities (on the job, formal training, etc.) and measurements and periods for completion.

Comments:

V. Objectives for Next Review Period – Future Goals

The Department Head/Supervisor will list any future goals/objectives for the employee.

Objectives:

VI. Comments/Signatures

Employee Acknowledgement

I have reviewed this document and discussed the contents with my Department Head/Supervisor. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee's Signature: _____ Date: _____

Department Head/Supervisor Signature: _____ Date: _____

Employee Comments

Use the space below to make comments regarding your performance evaluation. Or, attach a separate comment sheet or self-appraisal document.

Comments:

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Welfare

Name of traveling employee Nicole LaVallie

Employee title Community Care Coordinator Employee status exempt ☐ nonexempt ☒

Purpose of travel 2-5 trips to Minnehaha County Human Services for training purposes

Method of transportation Vehicle

Destination Minnehaha County Human Services, Sioux Falls SD

Departure date and time TBD Destination arrival date and time TBD

Return departure date and time TBD Return arrival date and time TBD

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$125 mileage/trip

Lodging expense None

Meals 15.00 maximum/trip Registration 0

Other costs n/a

Overtime costs involved in the requested travel not anticipated

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs? yes, hours will be flexed

Yes ☒ No ☐ If no, why _____

Is this travel a budgeted item? Yes ☒ No ☐ Covered under grant

County Commission

Travel request approved: yes ☐ no ☐ Comments _____

Commission Chairman, _____ Date _____