

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Court House, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, August 16, 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 August 16, 2022, agenda**
- 5. Action to approve the August 9, 2022, minutes of the Board of Codington County Commissioners**
- 6. 2<sup>nd</sup> reading, Public Hearing, and action to amend Ordinance #8-96 (speed limits)**
- 7. Monthly Reports**
  - a. Extension**
  - b. Facilities Manager**
  - c. Highway Superintendent**
- 8. Action to declare equipment surplus to be traded – spray logger**
- 9. Action to authorize application of Health Improvement Innovation grant funds**
- 10. Action to approve discretionary valuation resolutions**
- 11. Action to advertise and hire part-time States Attorney Administrative Support to fill a vacancy**
- 12. Discussion/possible action to enact a Burn Ban**
- 13. Review of 2023 Budget requests**
- 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. SDACO/SDACC annual convention, September 12-13, Pierre, SD**
- 19. 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)**

**20. Old Business**

**21. New Business**

**22. Open**

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

**23. Action to adjourn until 9:00 a.m., Tuesday, August 23<sup>rd</sup>, 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 1<sup>st</sup> Ave SE  
Watertown, SD 57201**

August 9, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, August 9, 2022, at the Codington County Court House. Commission members present were: Lee Gabel (via Zoom), Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair Hanten, presiding. The pledge of allegiance was led by Commissioner Waterman.

**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 August 9<sup>th</sup>, 2022 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by VanDusen, to approve the minutes of August 2<sup>nd</sup>, 2022; all voted aye; motion carried.

**EXECUTIVE SESSION**

Motion by Johnson, second by VanDusen, to enter into executive session, per SDCL 1-25-2 (2), contractual matters; at 9:02 a.m.; all voted aye; motion carried. The Board returned to regular session at 9:30 a.m., no action was taken. The following were present for executive session: Human Resource Representative, Natalie Remund and Attorney Vince Foley.

**MONTHLY REPORTS**

**Auditor, Cindy Brugman**, updated the Board: Property tax values, for taxes payable in 2023, have been transferred to the Auditor Software. Centrally Assessed Utilities values will arrive later in August allowing for the calculation of property tax levies. Calls are being made to election precinct workers for working the November 8<sup>th</sup>, General Election. Discussion was held regarding moving the Elmira Township precinct from Lincoln School to the Codington County Extension Center Complex for added efficiency. **Director of Equalization, Shawna Constant**, updated the Board: Notification has been received from the SD Dept. of Revenue regarding Codington County agricultural land values. The productivity value is going to increase less than 5%. This value has not changed the last two assessment years. The summer re-appraisal project is progressing quicker than expected and Leola Township will be added to the project this summer for this reason. Discussion was held regarding a discretionary formula, which will need to be implemented, with the addition of an allowable 6<sup>th</sup> year discretionary value on low-income rental properties. After the 6<sup>th</sup> year the property must be valued at the same percentage as is all other properties for tax purposes. The Director of Equalization will prepare a resolution, applicable to only low-income rental property, for the Board's consideration. **Welfare Director, Sara Foust**, updated the Board: CARES/ERA July hours total 80 with \$4,000 in reimbursement for administrative fees and ICAP hours total 30 for the month for case management, jail needs, apartment needs, and community meetings. The Welfare Office will have an open house, with Brothers and Sisters Behind Bars, in the new office location, on Friday, August 12, from 11:00 a.m. to 1:00 p.m.; the SDACWO is presenting a resolution, regarding time limits for medical claims, to the SDACC; a training was attended regarding

medical claims processing; and the IMPACT Program should be underway by the end of this month. The Systems of Care/Strategic planning held a number of meetings and a full day of training. The Welfare Director reviewed a plan for a Strategic Planning Marketing Plan and the possibility of receiving a Department of Health Improvement Innovation Grant for this purpose. This grant, if applied for and awarded, could be used to develop a marketing plan for Strategic Planning. The Board will consider application of this grant at their meeting scheduled for August 16<sup>th</sup>.

#### **AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES**

Motion by VanDusen, second by Waterman, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last business day of July, 2022, all present voted aye; motion carried.

Cash on hand	\$ 9,668.89
Checks in Treasurers' possession	
less than 3 days	\$ 50,699.23
Credit Card Charges	\$ 14,377.69
Cash Items	\$ 457.36
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$ 75,203.17</b>
<b>RECONCILED CHECKING</b>	
Great Western Bank Checking (Memorial Park)	\$ 7,497.00
Reliabank Dakota	\$ 36,555,120.52
<b>INVESTMENTS</b>	
SD Public Funds Investment	\$ 7,259.80
<b>TOTAL CASH ASSETS</b>	<b>\$36,645,080.49</b>
<b>General Ledger Cash Balance by Funds</b>	
General	\$18,449,272.05
General restricted cash	\$ 500,000.00
Sp. Revenue	\$16,598,171.12
Custodial	\$ 1,097,637.32
(schools 149,123.90, townships 113,186.26; city/towns 53,791.38)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$36,645,080.49</b>

The Board noted Register of Deeds fees, in the amount of \$43,609.50 were collected in the month of July, 2022.

#### **MIDCO BUSINESS PROPOSAL – COUNTY TELEPHONE SYSTEM**

Midco Business representatives, Bandon Houge and Shawn Johnson, met with the Board to review proposals for both a Hosted VoIP telephone system and Business SIP system for County Offices.

#### **2023 BUDGET REQUEST REVIEW**

The Board met with Coroner, Terry Sorensen, to review the 2023 budget request for the office of the Codington County Coroner.

#### **WEED DEPT. SPRAY LOGGER EQUIPMENT**

Motion by VanDusen, second by Waterman, to approve a budgeted purchase of a spray logger for the Weed Dept., from AgTerra Technologies, in the amount of \$6,970.00, which purchase price includes the trade-in of current equipment; all voted aye; motion carried.

#### **CLAIMS**

Motion by VanDusen, second by Gabel, to approve payment of the following claims; all voted aye; motion carried: A-OX WELDING 21.25 SUPPLIES, A-OX WELDING SUPPLY 179.35 SUP, A&B BUSINESS SOLUTIONS 954.55 SUP, ACCESS ELEVATOR & LIFTS, INC 894.00 REP,

ADVANTAGE RV'S 1485.00 EQUIP, ALCOHOL MONITORING SYSTEMS 1196.80 SVC, JOE AMENDT 3500.00 RENT, AMERICAN LEGION STATE HEADQUAR 35.00 SUPPLIES, CAROLE ANDERSON 108.40 JURY, AUSTIN LAW OFFICES 3379.60 SVC, AUTO VALUE 60.95 SUP, BANNER ASSOCIATES, INC 5639.60 OTHER IMPROVE., BOB BARKER CO. 65.94 SUP, BATTERIES UNLIMITED 390.00 REP, BAUER LAW OFFICE PC 1191.80 SVC, BEACON CENTER 1000.00 PMT, RHONDA BLAIS 52.52 JURY, BRYAN BLEEKER 25.00 CELL, BLUEPEAK 367.00 UTIL, BLUEPEAK 79.99 UTILITIES, BORNS GROUP 1991.22 POST, BOYS & GIRLS CLUB 7896.00 PMT, DOUGLAS BRANDRIET 52.52 JURY, BRIAN'S GLASS & DOOR, INC. 360.00 REP, BURNS LAW OFFICE 3000.00 SVC, BUTLER MACHINERY 1028.50 SUPPLIES, PATRICIA CABLER 105.04 JURY, CARTNEY BEARING & SUPPLY 122.57 REPAIRS/MAINT., JEFF CASE 25.00 CELL, CENTURYLINK 696.60 UTIL, CHILD'S VOICE ROUTE #6361 325.00 SVC, CHRISTIANSON APARTMENTS 3702.00 RENT, CITIWIIDE PROPERTY MANAGEMENT 7405.00 RENT, RICK CLARK 50.84 JURY, CODINGTON-CLARK ELECTRIC COOPE 35.53 UTILITIES, CODINGTON COUNTY SHERIFF 77.45 PMT, CODINGTON TREASURER PETTY CASH 65.54 PMT, COLE PAPERS, INC. 1962.45 SUP, COMPASS COUNSELING 1800.00 SVC, REBECCA CONGER 103.36 JURY, CONNECTING POINT COMPUTER CENT 11151.50 REP, CONNECTING POINT 37.00 REPAIRS/MAINT., CONSOLIDATED CORRECTIONAL 12277.59 SUP, CREDIT COLLECTIONS BUREAU 1248.51 PMT, CREDIT COLLECTIONS BUREAU 79.93 PMT, C & S CHEMICAL 75.00 REP, CULLIGAN WATER CONDITIONING 170.50 SUP, MATTHEW DARGATZ 25.00 CELL, GALE DEROUCHAY 10.00 JURY, DETCO 1481.70 SUP, DETCO 3565.89 SUPPLIES, LORI DEUTSCH 46.00 TRAVEL & CONF., ED DEVRIES 3090.14 RENT, DIAMOND MOWERS, INC 2699.90 SUPPLIES, DIVE RESCUE INTERNATIONAL 3110.00 SUP, D K DIESEL INJECTION 910.99 SUPPLIES, JAMIE DOLEN 25.00 CELL, DVL FIRE & SAFETY 258.75 REP, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, ELECTRIC MOTORS & MOORE INC 71.00 REP, RYAN ELLIOTT 40.00 CELL, EMC INSURANCE 207.00 REPAIRS/MAINT., ENGELSTAD ELECTRIC CO. 105.02 REP, MARIA ESCAMILLA 40.00 CELL, ESCHEDULE 345.00 TECH, EVOLUTION POWERSPORTS 265.99 REP, RANDALL G. FALVEY 25.00 CELL, FIRST DISTRICT ASSN OF LCL GOV 9772.58 SVC, ROBIN FLEMMING 126.88 JURY, FLINT HILLS RESOURCES 397739.41 SUPPLIES/REPAIRS, FLORENCE FIRE DEPT 5434.31 TAX, JENNIFER FONDER 51.68 JURY, ALLISON FORBUSH 40.00 CELL, D LEE GABEL 51.68 JURY, GALLS, LLC 395.85 SUP, GENOA HEALTHCARE/WATERTOWN 52.25 PMT, GENOA HEALTHCARE/WATERTOWN 87.95 SUP, JOSEPH GOAR 54.20 JURY, GRAINGER 143.28 SUP, GREAT AMERICA FINANCIAL SVC 344.57 RENT, GREEN, ROBY, OVIATT, 246.75 SVC, JUSTIN HALAJIAN 40.00 CELL, ADAM HANSON 51.68 JURY, BRENDA HANTEN 1597.77 TRAV, RICK HARTLEY 40.00 CELL, RON HARTLEY 25.00 CELL, PATRICIA J. HARTSEL 57.00 SVC, HAUGAN NELSON REALTY 6600.65 RENT, DAVID HEDDING 25.00 CELL, JAMES HEDGES 25.00 CELL, MICHAEL HENRICHS 72.68 JURY, HENRY FIRE DEPT 2998.85 TAX, TOWN OF HENRY 181.31 UTILITIES, BRADY HERSHMAN 50.84 JURY, HILLYARD/SIOUX FALLS 948.72 REP, RICK HOLINKA 25.00 CELL, HORN LAW OFFICE 191.90 SVC, LORI HOSMER 10.84 JURY, HYVEE #1871 ACCTS RECEIVABLE 992.03 SUP, ELAINE INGALLS 51.68 JURY, INTERLAKES COMMUNITY ACTION 5811.96 PMT, JEFFERSON PARTNERS LP 139.17 SVC, DOUGLAS JERKE 51.68 JURY, JOHNSON CONTROLS, INC. 398.00 REP, SHANIA JOHNSON 25.96 JURY, SHIRLEY JOHNSON 1500.00 RENT, MITCHELL KALLHOFF 25.00 CELL, KENNEDY PIER LOFTUS & REYNOLDS 393.90 SVC, JOHN DEERE FINANCIAL 84.25 REPAIRS/MAINT., RICHARD KOHN 25.00 CELL, K&R MANAGEMENT 85.18 RENT, KEVIN KRANZ 116.80 JURY, KTQ ENTERPRISE, LLC 2525.00 SVC, LAKE COUNTY 70.00 TRAV, J.H. LARSON COMPANY 108.25 REP, VAL LARSON 9.00 SVC, LEWIS & CLARK BHS 184.00 SVC, LEWNO LAW OFFICE 146.57 SVC, LINCOLN CO TREASURER 1659.44 SVC, JESSICA LITTLE 15.88 JURY, LOCATORS & SUPPLIERS, INC. 213.86 SUPPLIES, DARCY LOCKWOOD 9.00 SVC, THE LODGE AT DEADWOOD 2480.00 TRAV, JODI LOEHRER 258.99 TRAV, STEVE LOWRY 40.00 CELL, LTD BROADBAND 109.99 UTIL, CAPITOL ONE TRADE CREDIT 195.78 SUP, CAPITOL ONE TRADE CREDIT 79.45 SUPPLIES,

CHARLES MACK 53.36 JURY, FIRST INTERSTATE BANK 31.96 PMT, FIRST INTERSTATE BANK 425.44 TRAVEL & CONF., MATHESON TRI-GAS INC 273.25 SUP, RUSSELL MATHEWS 40.00 CELL, MAXWELL FOOD EQUIPMENT 362.12 SUP, MACKENZIE MCCLEMAN 16.72 JURY, MCKESSON MEDICAL SURGICAL 175.18 SUP, MCLEOD'S PRINTING & OFFICE SUP 2011.93 SUP, MENARDS 1003.00 SUP, MENARDS 89.84 SUPPLIES, MEND CORRECTIONAL CARE 14777.32 SVC, METRIX LLC 300.00 REP, MIDCONTINENT COMMUNICATIONS 364.76 UTIL, MIDWEST GRINDING 10177.56 IMPROV, MINNEHAHA COUNTY AUDITOR 650.60 SVC, KATIE MOES 18.99 REIMB, MOTOROLA SOLUTIONS, INC 50040.36 GRANT, MULTI BUSINESS SOLUTIONS INC 3350.00 SVC, MUNICIPAL UTILITIES 2031.81 ASST, MUNICIPAL UTILITIES 17596.04 UTIL, MUNICIPAL UTILITIES 377.54 UTILITIES, NAPA CENTRAL 254.45 SUPPLIES, MERRELL NESS 10.84 JURY, NEWMAN TRAFFIC SIGNS 195.04 SUPPLIES, SHAWN NILLS 40.00 CELL, NORTHERN CON-AGG 29115.20 SUPPLIES, NORTHERN SAFETY TECHNOLOGY 197.78 EQUIP, NORTHWESTERN ENERGY 192.61 UTILITIES, OFFICE PEEPS, INC. 2220.03 SUP, OFFICE PEEPS 20.67 SUPPLIES, JERROD OLSON 40.00 CELL, OVERHEAD DOOR CO 112.19 REP, MICHELLE PEDERSON 40.00 CELL, PENNINGTON COUNTY JAIL 138.41 TRAV, PETERS DISTRIBUTING, INC 459.18 REP, NATHAN PETERS 12.52 JURY, PMB 0112 228.23 UTIL, POMP'S TIRE SERVICE, INC. 2118.89 SUPPLIES, PRAIRIE LAKES HEALTH CARE CENT 4546.47 SVC, PRAIRIE PASQUE 2173.50 RENT, PRINT 'EM NOW 309.00 SUP, PRO MAINTENANCE INC 10090.50 REP, VICTOR RADACH 6500.00 RENT, ADAM REEVES 40.00 CELL, REBECCA MORLOCK REEVES 252.99 PMT, ROBYN RITER 25.00 CELL, JUSTIN ROBERTS 51.68 JURY, RON'S SAW SHOP 337.53 SUP, RUNNINGS 34.99 SUP, RUNNING SUPPLY INC. 42.76 REPAIRS/MAINT., DAWN RUSSELL 89.80 SVC, SANFORD HEALTH 2486.30 SVC, FRED SAUER 52.52 JURY, DEAN SCHAEFER COURT REPORTING 54.00 SVC, TREVER SCHIMMEL 40.00 CELL, BRAD SCHWINGER 25.00 CELL, SD ATTORNEY GENERAL'S OFFICE 3338.00 PMT, SD DEPARTMENT OF HEALTH 4815.00 SVC, SD SHERIFFS ASSOCIATION 1760.00 MAINT, SD STATE TREASURER 622733.76 AUGUST REMITTANCE, SDACC 975.00 TRAV, SDACC 1554.00 PMT, SDACO 830.00 PMT, SDN COMMUNICATIONS 1363.51 UTIL, SDPAA 250.00 INS, MELISSA SEARS 40.00 CELL, HEIDI SELCHERT 40.00 CELL, SHERWIN WILLIAMS 275.84 REP, WILLIAM SIMON 2250.00 RENT, SIOUX EQUIPMENT 531.30 REPAIRS/MAINT., SIOUX RURAL WATER SYSTEM 54.00 UTILITIES, SIOUX VALLEY COOP 7641.04 SUP, SIOUX VALLEY COOP 3746.14 SUPPLIES, SIOUXLAND PROPERTIES 1513.75 RENT, KAREN SKINNER 51.68 JURY, SOCIA LAW, PC 681.11 SVC, LYNN SOLBERG 40.00 CELL, LYNN SOLBERG 46.00 TRAVEL & CONF., ROXANNA SORKNES 10.84 JURY, TOWN OF SOUTH SHORE 76.00 UTILITIES, SOUTH SHORE FIRE DEPT 4618.44 TAX, SOUTH SHORE GAZETTE 636.32 PUB, SPRINGWOOD, LP 2735.00 RENT, STEVE STAHLKE 25.00 CELL, STAN HOUSTON EQUIPMENT 430.00 SUPPLIES, STAR LAUNDRY 2443.22 SUP, STAR LAUNDRY 127.22 SUPPLIES, STATE 4H OFFICE 55.00 TRAV, STEVE'S WORLD 65.78 REP, ALBIN STROMSETH 2000.00 RENT, MICHAEL STURM 59.24 JURY, SUTTON LAW OFFICE PC 2722.60 SVC, SCOTT SWANSON 25.00 CELL, THOMSON REUTERS-WEST 1631.47 SUP, THREE ACORNS 775.00 RENT, PRODUCTIVITY PLUS ACCOUNT 37.50 REPAIRS/MAINT., DOUGLAS D. TORSTENSON 25.00 CELL, JAMES TORSTENSON 20.00 CELL, TRANSOURCE 1844.64 SUPPLIES, TRAV'S OUTFITTER INC 626.00 UNIF, TRUENORTH STEEL 21738.08 SUPPLIES, TWO WAY SOLUTIONS, INC 1068.13 REP, ULINE 1949.88 SUP, VERIZON WIRELESS 1970.25 UTIL, VERIZON 80.02 UTILITIES, VISA 668.28 PMT, MARLONIE VOGELSANG 25.00 CELL, CAROL WABA 10.84 JURY, GAIL WAHL 1500.00 PMT, SCOTT WAHL 1539.25 PMT, ERIC WALDER 70.16 JURY, WALLACE FIRE DEPT 1822.54 TAX, WALMART - CAPITAL ONE 44.76 SUP, WARNE PLUMBING 1243.93 SUP, TODD B WARNE 40.00 CELL, WATERTOWN AMBULANCE 250.00 SVC, WATERTOWN CITY FINANCE OFFICE 119709.18 TAX, WATERTOWN MOBILE HOME PARK 1990.00 RENT, WATERTOWN MOTOR COMPANY 23011.00 EQUIP, WATERTOWN PUBLIC OPINION 870.20 PUB, SARAH WESS 11.68 JURY, WESTMINSTER ESTATES, LLC 1860.00 RENT, WHEELCO 421.64 REPAIRS/MAINT., WATERTOWN LANDFILL 2.21 SUP, WW TIRE SERVICE INC 1796.31

REP, XEROX CORPORATION 115.61 SUPPLIES, JESSICA YADA 12.52 JURY, YANKTON CO. SHERIFF 100.00 SVC, YANKTON CO TREASURER 214.60 SVC, SHANE YOST 40.00 CELL, KARA ZAUG 121.84 JURY.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Gabel, second by Johnson, to approve the following automatic budget supplements: \$18,794.01 to the Road & Bridge Haul Road Restoration budget line; \$3921.34 to the Welfare ERA-1 budget line; and \$42,982.40 to the Welfare ERA-2 budget line; all voted aye; motion carried.

**PERSONNEL CHANGE**

Motion by Johnson, second by Waterman, to approve the following personnel change: new hire, Karen Jensen, Health Administrative Tech., step 1/\$17.80 per hour, effective 8-15-2022; all voted aye; motion carried.

**ADJOURNMENT**

With no further business to come before the Board, a motion was made by Johnson, second by Gabel, to adjourn at 10:28 a.m., until 9:00 a.m., Tuesday, August 16<sup>th</sup>, 2022; all voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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

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

**CODINGTON COUNTY**  
**NOTICE OF PUBLIC HEARING BY**  
**THE CODINGTON COUNTY BOARD OF COMMISSIONERS**

Notice is hereby given that a Public Hearing, regarding amending Ordinance #8-96, An Ordinance establishing speed limits on County Roads, Adopted April 30, 1996, will be held by the Codington County Board of Commissioners on Tuesday, August 16th, 2022, at 9:00 a.m. at the Codington County Courthouse, in the office of the Codington County Commission. All those that are interested therein may appear to be heard before the Board of County Commissioners at said hearing or may file written comments with the County Auditor at 14 1<sup>st</sup> Avenue SE prior to said hearing.

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 \_\_\_\_\_.



**AMENDMENT TO ORDINANCE # 8-96**

WHEREAS, in the judgment of the Board of Commissioners of Codington County, South Dakota, In the interest of travel efficiency and safety for all citizens, it has been determined that Ordinance numbered 8-96 shall be amended to include the following described segment of Codington County Road number 14.

*Codington County Road # 14, Beginning at the intersection of County Road 17-5, then proceeding west approximately 1315 feet shall be posted at 35 MPH. From intersection of 139 proceeding east on County Road # 14 approximately 1725 feet shall be posted 35 MPH.*

THEREFORE, be it ordained that the Highway Superintendent be ordered to post the above-mentioned road segment at the designated speeds, and that the designated speed limits shall be effective upon erection of the signs.

First reading:

Second reading:

Public Hearing:

Adopted date:

Effective:

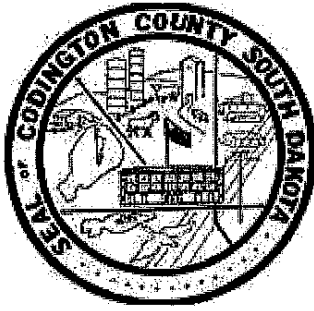
The above and foregoing amendment was moved for adoption by Commissioner \_\_\_\_\_, second by Commissioner \_\_\_\_\_; and upon roll call vote; all voted "aye"; whereupon the Chair declared the amendment duly passed and adopted.

Dated at Watertown, South Dakota, this \_\_\_\_\_, day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Brenda Hanten  
Commission Chair

ATTEST:

\_\_\_\_\_  
Cindy Brugman  
Codington County Auditor



CODINGTON COUNTY Director of FACILITIES

14 1<sup>st</sup> Ave. S.E.

Watertown, SD 57201

Ph: 605-882-6255

E-Mail: [codmain@codington.org](mailto:codmain@codington.org)

REQUEST FOR SURPLUS PROPERTY

I, Steve Molengraaf, Director of Facilities of Codington County, South Dakota, here by request that the property listed below to be declared surplus:

Spray Logger E3 unit w/battery charger & accessories # MF1005

Dated this 11th day of August 2022.

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Steve Molengraaf

DECLARATION OF SURPLUS PROPERTY

The property listed above has been declared surplus this \_\_\_\_\_ day of

\_\_\_\_\_, 2022. The property is to be traded.

CODINGTON COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_

Chairperson

## ASSETS FILE MAINTENANCE

Item No:	GEN01678		Serial #:	SLE3-MF1005	
Description:	SPRAYLOGGER E3 SERIAL#SLE-MF1005				
Class Code:	100	GENERAL			
Department:	815	WEED CONTROL			
Category:	600	CONSERV. NAT. RESOUR			
Location:	WEED & PEST				(Used for Dept. reporting)
Fixed Asset G/L:	800	-	0	-	166.00 F/A MACHINERY & EQUIPMENT
Acquisition Date:	12/13/2006		Remarks:		
Vendor Name:	AGTERRA TECHNOLOGIES				Capital: 2 { 1-Y 2-N }
	212 W BURKITT STREET				# of Years: 0
	SHERIDAN, WY 82801				Remaining Life: 0
					Remain Value: 2000.00
Cost:	2000.00		Voucher:	141005	
Dep:			Dep:		
Frt/Other:	0.00		Voucher:	0	
			Accum Dep:	0.00	
TOTAL:	2000.00		Insured Value:	0.00	
OK?					



# **Health Improvement Innovation**

**Request for Applications**

## **Application Guidance**

**2022-2023**

## 2022-2023 HEALTH IMPROVEMENT INNOVATION RFA TIMELINE

March 14, 2022	Application release
May 31, 2023	All funds must be expended

**Note: Applications will be accepted and awarded on a rolling basis. Please anticipate 60 days between submission of application and an award notification via email.**

## BACKGROUND & PURPOSE

The South Dakota Department of Health (SD DOH) is the lead agency for the statewide management of disease prevention and health promotion. The purpose of the Health Improvement Innovation Request for Applications (RFA) is to support strategies that have a deliberate focus on health improvement and include supportive activities to address barriers or unintended outcomes underserved populations may face. This supports one of the guiding principles of the SD DOH *to achieve health equity in all communities while working towards the mission of working together to promote, protect, and improve health.*

Potential applicants for this RFA include but are not limited to local governmental and non-profit community-based organizations, coalitions, youth groups, schools, post-secondary institutions, civic associations, service clubs, healthcare organizations, faith-based organizations, parent groups, neighborhood associations, and worksites.

Health Improvement Coordinator Julie Nelson will provide support and technical assistance for the Health Improvement Innovation RFA recipients throughout the funding period.

## APPLICATION GUIDELINES

The SD DOH will approve or deny applications. All decisions will be final.

1. The maximum funding award is \$25,000 per applicant, and the minimum award is \$5,000. The SD DOH reserves the right to grant less than the requested amount.
2. Funding will be based on **points outlined within this guidance.**
3. Funds may be applied to support existing or new projects. However, applicants must demonstrate that the requested funds do not supplant or replace existing funding.
4. Past performance of organizations who have previously received SD DOH funds will be considered when reviewing applications.
5. Applications will be reviewed on a rolling basis.
6. Scope of work extension and additional funding available upon documented completion and success of proposed activities.

**An online application must be completed on [doh.sd.gov/healthequity](https://doh.sd.gov/healthequity).** The following components are required elements of a completed application and must be included to be eligible for funding consideration.

## **I. Workplan (50 Points Total)**

Activities must fall within at least one of the three broad categories of Determinants of Health: **Economic Opportunity, Physical Environment, Social Factors**. Please reference [Colorado Health Equity Model Conceptual Framework](#) for more information.

Required application sections include:

- i. **Determinants of Health:** Choose at least one of the three areas: economic opportunity, physical environment, social factors.
- ii. **Strategy(s) Narrative (20 Points):** Describe in detail the proposed strategy(s), how you plan to accomplish the strategy(s), and identify a lead person responsible for each strategy(s). Evidence-based practices are preferred, but innovative promising practices are also eligible with justification.
- iii. **Population Served:** Please describe which population will be served by these activities and which barriers you plan to impact. Please include an anticipated total number served.
- iv. **Need (10 Points):** Describe the need to implement the strategy(s) in the selected sector and the health disparities experienced. Include supporting state or local data.
- v. **Partners/Organizations (5 Points):** List all partners/organizations that will be involved in the strategy(s).
- vi. **Timeline (5 Points):** Provide a detailed timeline for the strategy(s) within the funding period. If overall goals are anticipated to take longer than the funding period, provide an additional long-term timeline with broad goals and objectives.
- vii. **Evaluation (10 Points):** Provide a workable evaluation plan that can describe the strategy(s) and its impact. Include evaluation questions to measure impact.

## **II. Budget (40 Points Total)**

Using the excel template provided, formulate your budget request. Applicants must provide sufficient budget narrative to justify costs to achieve selected strategies:

- a. **Funding Type:** Please organize your budget line items by salary, supplies, travel, or other. **Each category may be used multiple times.**
  - Include stipend under the Salary category. **Provide detailed justification for the amount of stipend requested.** If salary exceeds 50% of the requested funds, please provide additional detailed justification.
  - All costs related to proposed strategies, such as supplies, promotion, media,

etc., should be requested using the Supplies category.

- Travel expenses cannot exceed State of South Dakota reimbursement rates:  
<https://bhr.sd.gov/files/travelrates.pdf>

- b. Strategy Name/Description of Cost: Applicants must provide sufficient budget narrative to justify costs to achieve proposed strategies. **This is your funding justification, so please provide detail.**
- c. Funds Requested need to match the proposed strategies and take into account the number of individuals that will be affected. Applicants can request between \$5,000 and \$25,000.
- d. In-kind Contributions are not required for this funding, but applicants may include them if they clarify budget requests.
- e. Ancillary Costs may not take up more than 10% of the proposed budget. Ancillary funds can include meeting expenses and educational incentive items.
- f. Administrative Costs may be included for executive oversight, accounting, and funding management. The allowable cost rate may not exceed the federally approved indirect cost rate for the DOH, which is 5.9% of the total funding request.

**NOTE: Please create a separate budget line for each expense (i.e., Salary, Supplies) within each proposed strategy.**

III. **Required Supporting Information (10 Points Total):**

- a. **Organization Information (5 points)**
  - i. This information will be used for follow-up communications and to develop contracts for successful applicants. This attachment must include:
    1. Full organization name
    2. Lead application contact
    3. Preferred email
    4. Organization name
    5. Organization address, city, state, zip +4
    6. Phone number
    7. Organization DUNS/unique entity identifier number
    8. Organization's fiscal year
    9. Fiscal agent
- b. **Proof of Organization (5 Points)**
  - i. Please attach a W9 and proof of insurance.

To be successful, applicants must demonstrate the following:

1. Show a clear connection to at least one population experiencing barriers to achieving positive health outcomes.
2. Ability to bring together key partners to collectively support proposed strategies.
3. Services must be provided in South Dakota.
4. The use of evidence-based strategies is preferred, but innovative promising practices are eligible with justification.
5. Willingness to collaborate with the SD DOH.
6. A detailed budget appropriate for the number of proposed strategies and the size of the community being affected.

The SD DOH reserves the right to reject, in whole or in part, any or all applications, to abandon the need for such services, and to cancel this funding opportunity if it is in the best interest of the SD DOH. SD DOH reserves the right to grant less than the total amount requested.

## **EVALUATION & PROGRESS REPORTING**

Awardees will be required to report on activities outlined in their workplan to monitor compliance with funding objectives. A reporting schedule and template will be provided to all awardees. All reports will be submitted to the Health Improvement Coordinator. The minimum reporting requirements are listed below:

1. Submit monthly invoices and progress reports by the 10th of the month to the Health Improvement Coordinator and a Final Report with results from the evaluation plan.
2. Submit one success story at the end of the funding cycle.
3. Participate in other evaluation activities requested by the SD DOH.
4. A reporting guidance document will be provided to awarded applicants.

## **FUNDING REQUIREMENTS AND LIMITATIONS**

### **General Requirements:**

- Sign a contract with SD DOH in order to receive funds.
- Submit monthly progress reports.
- Ensure the deliverables outlined in their application and agreement are met.
- Complete all strategies funded by the SD DOH and outlined in the work plan as part of the agreement.
- Acknowledge SD DOH as the funding source for any funded material. The use of the SD DOH and other program logos are protected and cannot be utilized without the written permission of the SD DOH.
- Obtain prior written approval from Health Improvement Coordinator, Julie Nelson for changes to the work plan and budget submitted if changes are requested during the funding cycle.
- Obtain written approval from the SD DOH staff prior to changing application facilitators or fiscal agents.



- The fiscal agent must carry commercial general liability insurance coverage, which cannot be paid for with award funds.
- Maintain phone and email capability. Notify Health Improvement Coordinator, Julie Nelson of any information changes.

**Funding Limitations:**

- Funds may not be used for trainings or speakers unless approved by the SD DOH.
- Funds may not be used to purchase permanent electronic equipment, such as laptops, printers, TVs, furniture, etc. However, funding for other types of equipment may be approved on a case-by-case basis if ample justification is provided to describe the need and benefit for purchasing such equipment.
- The SD DOH will not fund political parties, candidates, partisan political organizations, individuals, or “for-profit” businesses.
- Funds may not be used for research, construction, or renovation.
- Funds cannot be used to lobby for State of South Dakota laws or ordinances.
- Funds may not be used for direct clinical care.
- Funds may not be used for out-of-state travel.
- Funds may not be used for the purchase of food or drink.

## **APPLICATION TECHNICAL ASSISTANCE**

The SD DOH is committed to providing quality technical assistance whenever requested. Please contact **Julie Nelson, Health Improvement Coordinator** to answer questions you have during the application process related to the Health Improvement Innovation RFA Guidance document. You can contact Julie via email at [jrnelson@bhssc.org](mailto:jrnelson@bhssc.org) or phone at (605) 721-4472.

## RESOURCES

Background information and resources to assist applicants in developing their applications can be found below. This is not meant to be a complete list of all available resources.

### South Dakota Resources

- [SD DOH Website](#)
- [SD DOH Health Equity & Cultural Competency](#)
- [2020-2025 SD DOH Strategic Plan](#)
- [SD DOH Educational Materials Catalog](#)
- [South Dakota Office of Health Data and Statistics](#)

### National Resources

- [CDC Office of Minority Health and Health Equity](#)
- [CDC National Center for Chronic Disease Prevention and Health Promotion](#)
- [County Health Rankings](#)
- [The Guide to Community Preventive Services \(The Community Guide\)](#)
- [A Practitioner's Guide for Advancing Health Equity](#)
- [HHS Office of Minority Health \(OMH\)](#)
- [HHS Think Cultural Health](#)
- [HHS Health Social Vulnerability Index](#)
- [NACCHO Roots of Health Inequity](#)
- [ASTHO Health in All Policies Toolkit](#)
- [Robert Wood Johnson Foundation - Building a Culture of Health](#)
- [Robert Wood Johnson Foundation – Social Determinants of Health](#)
- [Colorado Office of Health Equity](#)
- [Sweet Tools to Advance Health Equity](#)
- [Health Equity Guide—Metro Denver Partnership for Health](#)
- [Minnesota Department of Health \(MDH\) Health Equity](#)
- [Cultivating a Health Equity Ecosystem: Lessons Learned from the Eliminating Health Disparities Initiative](#)
- [Massachusetts Health Policy Commission - Health Equity](#)

## APPENDIX A: ACTIVITY EXAMPLES

Examples of activities may include, but are **not** limited to, the list provided below:

Economic Opportunity	Physical Environment	Social Factors
<ul style="list-style-type: none"> <li>• Organize health screening opportunities</li> <li>• Organize immunization opportunities</li> <li>• Provide hygiene products at community events</li> <li>• Provide tutoring for identified populations</li> <li>• Connect mobile screening units/teams to remote areas</li> <li>• Offer financial management courses</li> <li>• Provide transportation to job service agencies and/or job interviews</li> <li>• Provide education on affordable housing assistance</li> <li>• Provide transportation to meeting with local housing authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Provide opportunities for wellness in the workplace</li> <li>• Expand access to outdoor physical activity opportunities</li> <li>• Establish transportation program/coordinator position to assist in access to specialty care</li> <li>• Establish community hours at school gym/multi-use facilities for physical/social activity opportunities</li> <li>• Create opportunities for increased physical activity in communities</li> <li>• Establish school-based health center</li> <li>• Expand access to afterschool programs and recreational programs</li> </ul>	<ul style="list-style-type: none"> <li>• Expand services at local libraries; lunch &amp; learn series, diabetes prevention classes, etc.</li> <li>• Establish community gardens in low income/food desert areas</li> <li>• Create a local food bank</li> <li>• Offer CPR/First Aid certification courses</li> <li>• Offer babysitting clinics</li> <li>• Offer parenting classes</li> <li>• Expand opportunities that encourage parents/guardians to read more frequently to children</li> <li>• Provide trainings for parents/guardians on coping and resiliency to help children with challenges and stress</li> <li>• Organize preventive mental health care in schools</li> <li>• Provide prevention services through community-based organizations</li> </ul>

**CODINGTON COUNTY RESOLUTION No. 2022-19**  
**Discretionary Formula SDCL 10-6-137**

**WHEREAS**, the County of Codington, State of South Dakota has deemed it in the best interest of the County to adopt a Resolution implementing a Discretionary Formula for the reduced taxation of new structures and additions and partially constructed structures pursuant to SDCL § 10-6-137.

**NOW, THEREFORE, BE IT RESOLVED**, that the following properties shall be, and hereby are, specifically classified for the purpose of taxation pursuant to SDCL § 10-6-137(5), (6), and (7):

Any new commercial residential structure, or addition to an existing structure, containing four or more units, if the new structure or addition has a full and true value of thirty thousand dollars or more (SDCL § 10-6-137(5));

Any new affordable housing structure containing four or more units with a monthly rental rate of the units at or below the annually calculated rent for the state's sixty percent area median income being used by the South Dakota Housing Development Authority, for a minimum of ten years following the date of first occupancy, if the structure has a full and true value of thirty thousand dollars or more (SDCL § 10-6-137(6));

Any new residential structure, or addition to or renovation of an existing structure, located within a redevelopment neighborhood established pursuant to SDCL § 10-6-141 if the new structure, or addition, or renovation has a full and true value of five thousand dollars or more. The structure shall be located in an area defined and designated as a redevelopment neighborhood based on conditions provided in SDCL § 11-7-2 or SDCL § 11-7-3 (SDCL § 10-6-137(7));

**BE IT FURTHER RESOLVED**, that any structure classified pursuant to this Resolution shall, following construction, initially be valued for taxation purposes in the usual manner, and that value shall be referred to in this Resolution as the "Pre-Adjustment Value"; and

**BE IT FURTHER RESOLVED**, that the assessed value to be used for tax purposes of any structure classified pursuant to this Resolution shall, following construction, be calculated as follows:

- a. For the first tax year following construction, 0% of the Pre-Adjustment Value;
- b. For the second tax year following construction, 0% of the Pre-Adjustment Value;
- c. For the third tax year following construction, 0% of the Pre-Adjustment Value;
- d. For the fourth tax year following construction, 0% of the Pre-Adjustment Value;
- e. For the fifth tax year following construction, 0% of the Pre-Adjustment Value;
- f. For the sixth tax year following construction, 0% of the Pre-Adjustment Value; and
- g. For the seventh tax year following construction, 100% of the Pre-Adjustment Value;

**BE IT FURTHER RESOLVED**, that the Board of County Commissioners may, if requested by the owner of any of the above described property, not apply the above formula, in which case the full assessment shall be made without application of the formula. In waiving this formula for the structure of one owner, the Board of County Commissioners is not prohibited from applying the formula for subsequent new structures by that owner; and

**BE IT FURTHER RESOLVED**, that for purpose of this Resolution, the assessed valuation during any of the seven years may not be less than the assessed valuation of the property in the year preceding the first year of the tax years following construction; and

**BE IT FURTHER RESOLVED**, that any structure that is partially constructed on the assessment date may be valued for tax purposes pursuant to this Resolution and the valuation may not be less than the assessed valuation of the property in the year preceding the beginning of construction; and

**BE IT FURTHER RESOLVED**, that following the seven-year period under this section, the property shall be assessed at the same percentage as is all other property for tax purposes.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Brenda Hanten, Codington County Commission Chair

ATTEST:

\_\_\_\_\_  
Cindy Brugman, Codington County Auditor

(Seal)

**CODINGTON COUNTY RESOLUTION No. 2022-20**  
**Discretionary Formula SDCL 10-6-137**  
**(Replaces Resolution 2021-29)**

**WHEREAS**, the County of Codington, State of South Dakota has deemed it in the best interest of the County to adopt a Resolution implementing a Discretionary Formula for the reduced taxation of new structures and additions and partially constructed structures pursuant to SDCL § 10-6-137.

**NOW, THEREFORE, BE IT RESOLVED**, that the following properties shall be, and hereby are, specifically classified for the purpose of taxation pursuant to SDCL § 10-6-137:

Any new industrial structure, including a power generation facility, or an addition to an existing structure, if the new structure or addition has a full and true value of thirty thousand dollars or more (SDCL § 10-6-137);

Any new commercial residential structure, or addition to an existing structure, containing four or more units, if the new structure or addition has a full and true value of thirty thousand dollars or more (SDCL § 10-6-137);

Any new nonresidential agricultural structure, or any addition to an existing structure, if the new structure or addition has a full and true value of ten thousand dollars or more (SDCL § 10-6-137);

**BE IT FURTHER RESOLVED**, that any structure classified pursuant to this Resolution shall, following construction, initially be valued for taxation purposes in the usual manner, and that value shall be referred to in this Resolution as the “Pre-Adjustment Value”; and

**BE IT FURTHER RESOLVED**, that the assessed value to be used for tax purposes of any structure classified pursuant to this Resolution shall, following construction, be calculated as follows:

- a. For the first tax year following construction, 0% of the Pre-Adjustment Value;
- b. For the second tax year the following construction, 0% of the Pre-Adjustment Value;
- c. For the third tax year following construction, 0% of the Pre-Adjustment Value;
- d. For the fourth tax year following construction, 0% of the Pre-Adjustment Value;
- e. For the fifth tax year following construction, 0% of the Pre-Adjustment Value; and

**BE IT FURTHER RESOLVED**, that the Board of County Commissioners may, if requested by the owner of any of the above described property, not apply the above formula, in which case the full assessment shall be made without application of the formula. In waiving this formula for the structure of one owner, the Board of County Commissioners is not prohibited from applying the formula for subsequent new structures by that owner; and

**BE IT FURTHER RESOLVED**, that for purpose of this Resolution, the assessed valuation during any of the five years may not be less than the assessed valuation of the property in the year preceding the first year of the tax years following construction; and

**BE IT FURTHER RESOLVED**, that any structure that is partially constructed on the assessment date may be valued for tax purposes pursuant to this Resolution and the valuation may not be less than the assessed valuation of the property in the year preceding the beginning of construction; and

**BE IT FUTHER RESOLVED**, that following the five-year period under this section, the property shall be assessed at the same percentage as is all other property for tax purposes.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Brenda Hanten, Codington County Commission Chair

ATTEST:

\_\_\_\_\_  
Cindy Brugman, Codington County Auditor

(Seal)

**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department Extension

Name of traveling employee ✓

Employee title Admin. Spec. Employee status exempt ☐ nonexempt ☐

Purpose of travel State Fair, set up 4-H booth

Method of transportation private vehicle

Destination Huron, SD

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.) mileage (≈ 182 miles)

Lodging expense none

Meals 1 meal, possibly 2 Registration none

Other costs none

Overtime costs involved in the requested travel ✓

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

Yes ☒ No ☐ If no, why ✓

Is this travel a budgeted item? Yes ☒ No ☐

**County Commission**

Travel request approved: yes ☐ no ☐ Comments ✓

Commission Chairman, ✓ Date ✓