

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, July 11, 2023

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 July 11, 2023, agenda
5. Action to approve the June 27, 2023, minutes of the Board of Codington County Commissioners
6. Tax deed property auction
7. Action to approve plat resolutions
 - a. Schuchard First Addition (Lake Township)
 - b. Schuchard Second Addition (Lake Township)
 - c. Peterson Addition (Fuller Township)
8. Action to approve a notice to bidders for Asphalt Mat Construction
9. Monthly Reports
 - a. Community Health Nurse
 - b. Veterans Service Officer
 - c. Extension
 - d. Welfare
 - e. Treasurer
 - f. Auditor
10. Review 2024 budget requests
11. Action to approve the Auditor's Acct. w/Treasurer and note monthly Register of Deeds fees
12. Action to declare Codington County Search & Rescue 2008 F-350 pickup surplus to be traded in
13. Discussion/possible action to enact a burn ban resolution
14. Discussion/possible action to authorize Chair to sign a contract with successful sealed bidder of haying rights
15. Action to approve abatement applications
16. Action to approve claims for payment
17. Action to approve automatic budget supplements
18. Action to approve personnel changes
19. Action to approve travel requests
20. Public Notices – a possible quorum of Commissioners could be in attendance at:
21. Old Business
22. New Business

23. Open

- a. Public Comments
- b. Commission Comments

24. Action to enter into Executive session per SDCL 1-25-2

- (1) Discussion of personnel issues
- (2) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters
- (3) Preparing for contract negotiations with employees or employee's representatives
- (4) Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)

25. Action to adjourn upon completion of agenda items

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**

June 27, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 27, 2023, at the Codington County Court House. Commission members present were: Lee Gabel, Myron Johnson, Troy VanDusen and Randall Schweer; absent Charlie Waterman; Chair Gabel, presiding. The pledge of allegiance was led by Auditor, Brenda Hanten.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Gabel 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 Schweer, to approve the June 27th, 2023 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of June 20th, 2023; all voted aye; motion carried.

MICROSURFACING ROAD PROJECT BIDS

Highway Superintendent, Rick Hartley, opened and announced the following bid for the advertised Micro surfacing Road Project:

<u>BIDDER</u>	<u>BASE BID</u>	<u>BID ALTERNATIVE</u>
Astech Corp.	\$429,253.92	\$139,440.19
St. Cloud, Minnesota	bid bond included	

Steven Myer, IMEG Project Executive, was present for the opening of bids. The Highway Supt. and Project Executive reviewed the bid for accuracy and recommended approval of the base bid and bid alternative for a total bid of \$568,694.11. Motion by Johnson, second by Schweer to accept the base bid \$429,253.92 and bid alternative \$139,440.19 as submitted by Astech Corp, this is a budgeted item; all present voted aye; motion carried.

COUNTY HAY LAND LEASE BIDS

Commission Chair, Donald L. Gabel, opened and announced the following bid for the advertised County Hay Land Lease for approx. 9.48 acres:

<u>BIDDER</u>	<u>BID PER ACRE</u>
Tyler McElhany	\$35.00

Motion by VanDusen, second by Schweer, to accept the bid from Tyler McElhany in the amount of \$35.00 per acre; all present voted aye; motion carried.

APPROVAL FOR ALCOHOL SALES AT EXTENSION FOR AMERICAN CORNHOLE EVENT

Lindsay Stangl, Director of Marketing for the Watertown CVB known as Visit Watertown and Miranda Boyer, Marketing Coordinator for the Watertown CVB; met with the Board to request authorization for alcohol sales at the 2nd American Cornhole Organization event scheduled for October 12-14, 2023 at the Codington County Extension Center complex. Last year they hosted 50 teams, 17 states were represented and 100 to 120 room nights are estimated. The actual play will be October 13th and 14th, and the 12th will be a welcome reception for the organization. The liquor license held by Dempsey's will be transferred for this event. Motion by VanDusen, second Schweer, to approve the request for alcohol sales October 12-14, 2023, at the Extension Center Complex, as requested; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Andrew Delgado, updated the Board on recent events: renewed the wide band radio license which is now good for 10 years; Cheri has completed her Advanced Professional Development Series training; LARK (Lake Area Radio Club) field day was this past weekend, this event requires participants to set up temporary transmitting stations in public places, they communicate with as many stations as they can on different bands and learn to operate in abnormal situations and less than optimal conditions; returned the HESCO's to Pierre that the City of Watertown requested, 2023 flood update – there hasn't been a flood declaration made at the Federal level yet, ours was submitted June 2, 2023, typically that determination takes between 30 to 45 days so anticipating hearing something within the next few weeks; State has been holding meetings with FEMA, region 8, to do some preplanning to be prepared once the determination is made; had a meeting with Watertown Public Works for updating flood response plans; upcoming events – LEPC meeting today at noon, Cheri is finishing up on the NIMS spreadsheets and municipal contacts to submit to the state, as required by state law.

RESOLUTION TO LIFT THE BAN ON OPEN BURNING

Emergency Management Director, Andrew Delgado, met with the Board to discuss the ban on open burning in Codington County, which was enacted by Resolution at the Board's meeting on June 20, 2023. The Emergency Management Director has spoken with the Fire departments in the County and the general consensus is that sufficient moisture has been received to lift the ban on open burning at this time. Motion by VanDusen, second Johnson, to approve Resolution 2023-12 to lift the County's an on open burning; all voted aye; motion carried.

**RESOLUTION 2023-12
A RESOLUTION TO LIFT BURNING BAN
ENACTED BY PRIOR RESOLUTION**

WHEREAS, Resolution 2023-11 declared a fire danger emergency and banned open burning in the rural area of Codington County, and

WHEREAS, the County has received adequate moisture to temporarily reduce the immediate fire danger, and

NOW, THEREFORE BE IT RESOLVED, by the Codington County Board of Commissioners that the ban on open burning pursuant to Resolution 2023-11 is hereby rescinded.

Approved this 27th day of June, 2023

Donald Lee Gabel, Chair

ATTEST:

Brenda Hanten, Codington County Auditor

Codington County, 27 June 2023

**MEDICAID PROVIDER AGREEMENT & COMMUNITY HEALTH WORKER AGENCY
ADDENDUM TO THE SD MEDICAID PROVIDER AGREEMENT**

Motion by Johnson, second by VanDusen, to authorize the Chair to sign a Medicaid Provider Agreement & Community Health Worker Agency Addendum to the SD Medicaid Provider Agreement, Kari Kraayenbrink, Welfare Administrative Spec. informed the Board that through the Community Health Worker Program the County will have the opportunity to bill Medicaid for services that the Welfare Office is providing for their clients; all voted aye; motion carried.

IMPACT POLICY & PROCEDURES MANUAL

Motion by VanDusen, second by Johnson, to approve the IMPACT Policy & Procedures Manual with the additional changes, as presented by Welfare Administrative Spec., Kari Kraayenbrink, this is required to be adopted in order to be eligible for Medicaid billing; all voted aye; motion carried.

HUMAN RESOURCES CONTRACT RENEWAL

Motion by Johnson, second by Schweer, to renew a contract for Human Resource services with Multi Business Solutions, Inc., in the amount of \$3,520.00 per mo. Beginning July 1st, 2023 for a one-year period; all voted aye; motion carried.

INDEPENDENCE DAY OFFICE CLOSURES

The Board noted the Court House and all County offices will be closed on Monday, July 3rd, and Tuesday, July 4th, 2023, in observance of Independence Day.

SALARY CLAIMS

Motion by VanDusen, second by Schweer, to approve June salary claims; all voted aye; motion carried.
Commissioners: 11,294.26 total salaries. Auditor: 24,646.62 total salaries. Co. Treasurer: 37,273.74 total salaries. States Attorney: 48,220.37 total salaries. Gov. Buildings: 18,798.23 total salaries. Dir. Equalization: 52,677.39 total salaries. Reg. of Deeds: 28,086.74 total salaries. Veterans Service: 13,719.84 total salaries. Sheriff: 113,822.66 total salaries. Jail: 135,664.99 total salaries. Welfare: 18,165.73 total salaries. County Nurse: 4,651.87 total salaries. CO. Park: 9,391.52 total salaries; Trish Spartz \$16.10 PT Seasonal; Caleb Oppelt \$16.10 PT Seasonal. Ag. Bldg.: 11,230.38 total salaries. Co. Extension: 12,054.58 total salaries. Weed: 9,689.49 total salaries. Road & Bridge: 104,305.24 total salaries. Emergency Management: 13,757.02 total salaries. Crime Victim: 8,022.79 total salaries. W.I.C.: 5,507.42 total salaries. 24/7: 6,522.19 total salaries.
 Total 687,503.07

Breakdown of withholding amounts which are included in the above:

S.D. Retirement 64,412.70; S.D. Supplemental Retire. 4,715.00 suppl. retire.; Sanford 89,732.27; Reliance Standard Life Insurance 777.99 life ins.; Delta Dental 6,939.10 ins.; Avesis 852.96 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 352.80 employee union dues; AFLAC 3,624.41 ins.; John Hancock 5,415.00 suppl. retire.; AFLAC 948.35 ins.; Watertown United Way 5.00 employee contributions; Office of Child Support 1,253.00 employee payments; Sioux Valley Credit Union 25,328.00 employee payments; John Hancock Roth 200.00 suppl. retire.; SDRS Supplemental Retirement 4,320.00 Roth retirement; Teamsters Local Union 120 467.00 employee union due; Codington County Deputy Sheriff's Association 90.00 employee union dues; ReliaBank Dakota 48,142.43 federal withholding; ReliaBank Dakota 63,451.80 social security; ReliaBank Dakota 14,839.72 Medicare.

PERSONNEL CHANGES

Motion by VanDusen, second by Johnson, to approve the following annual step increase personnel changes; all voted aye; motion carried:

Employee	Position	Wage	Effective
Bradford Howell	Sheriff	48.91/8510.34	7/1/2023
Brent Solum	Chief Deputy Sheriff	37.23/6478.02	7/1/2023
Vanna Engst	Sheriff Records Admin.	26.34/4583.16	7/1/2023
Erin Lenzner	Sheriff Pub. Safety Tech.	25.17/4379.58	7/1/2023
Megan Swanson	Sheriff Pub. Safety Tech.	21.71/3777.54	7/1/2023
Russell Mathews	Sheriff Deputy	33.08/5755.92	7/1/2023
Jerrod Olson	Sheriff Deputy	34.18/5947.32	7/1/2023
Adam Reeves	Sheriff Deputy	32.42/5641.08	7/1/2023
Trever Schimmel	Sheriff Deputy	31.63/5503.62	7/1/2023
Shane Yost	Sheriff Deputy	27.83/4842.42	7/1/2023
Chandler Flowers	Sheriff Deputy	27.15/4724.10	7/1/2023
Matthew Blackwelder	Chief Correctional Officer	37.23/6478.02	7/1/2023
Amalia Barrientos	Public Safety Supp. Tech.	23.00/4002.00	7/1/2023
Shawna Carter	Correctional Officer	29.07/5058.18	7/1/2023
Maria Escamilla	Corrections Sergeant	30.90/5376.60	7/1/2023
Brandon Anderson	PT Corr. Officer/Supp Cord	24.46/hr.	7/1/2023
Julie Gallisath	Correctional Officer	25.07/4362.18	7/1/2023
Austin Hanson	Correctional Officer	25.07/4362.18	7/1/2023
Melissa Holtquist	Correctional Officer	27.67/4814.58	7/1/2023
Wesley Jennings	Correctional Officer	27.67/4814.58	7/1/2023
Jordan Jensen	Correctional Officer	25.07/4362.18	7/1/2023
Jennifer Matejek	Correctional Officer	29.07/5058.18	7/1/2023
Shawn Nills	Corrections Sergeant	29.22/5084.28	7/1/2023
Kelly Oelrich	Correctional Officer	27.67/4814.58	7/1/2023
Charles Rossow	PT Pub. Safety Supp. Tech.	21.71/hr.	7/1/2023
Marcy Rossow	Detention Center Cook	22.82/3970.68	7/1/2023
Kayla Schomaker	Correctional Officer	27.00/4698.00	7/1/2023
Lindsey Stricherz	Correctional Officer	29.07/5058.18	7/1/2023
Raistlan Tschetter	Correctional Officer	25.07/4362.18	7/1/2023
Andrew Delgado	Emergency Management Dir.	35.43/6164.82	7/1/2023
Cheri Howell	Emg. Mgmt. Deputy Dir.	29.24/5087.76	7/1/2023
Sara Aman	WIC Admin. Tech.	22.88/3981.12	7/1/2023
Rick Hartley	Highway Supt.	45.18/7861.32	7/1/2023
Lynn Solberg	Highway Assit. Supt.	34.61/6022.14	7/1/2023
Lori Deutsch	Highway Office Spec.	28.36/4934.64	7/1/2023
Harry Rounds	Highway Main. Tech. III	24.46/4256.04	7/1/2023
Jeff Case	Highway Main. Tech. III	30.54/5313.96	7/1/2023
Matt Dargatz	Highway Main. Tech. II	27.11/4717.14	7/1/2023
Jamie Dolen	Highway Main. Tech. III	27.67/4814.58	7/1/2023
Randall Falvey	Highway Main. Tech. II	25.17/4379.58	7/1/2023
Dave Hedding	Highway Main. Tech. III	29.80/5185.20	7/1/2023
Eric Kosak	Highway Main. Tech. II	21.18/3685.32	7/1/2023
Mitch Kallhoff	Highway Main. Tech. II	23.37/4066.38	7/1/2023
Robyn Riter	Highway Main. Tech. II	26.45/4602.30	7/1/2023
Brad Schwinger	Highway Main. Tech. III	29.80/5185.20	7/1/2023
Douglas Torstenson	Highway Main. Tech. III	27.67/4814.58	7/1/2023
Marlonie Vogelsang	Highway Main. Tech. II	25.17/4379.58	7/1/2023
Brenda Hanten	Auditor	38.03/6617.22	7/1/2023
Debra Melville	Financial Asst.	25.17/4379.58	7/1/2023
Jodi Pearson	Payroll Specialist	27.67/4814.58	7/1/2023

Cindy Feldmeyer	Administrative Asst.	21.18/3685.32	7/1/2023
Todd Rose	VSO	33.75/5872.80	7/1/2023
Jay Roberts	Deputy VSO	27.15/4724.10	7/1/2023
Jacki Manning	First Deputy ROD	29.97/5214.78	7/1/2023
Jill Schweitzer	Admin. Spec. ROD	25.16/4377.84	7/1/2023

New Hire, Wyatt Anderson, Part-Time Corrections Officer, Step 1/\$23.86 per hour.

OLD BUSINESS

Due to the Board won't be meeting again until July 11th, 2023, and the change order item needs to be addressed before that time it was deemed to be an emergency action item. Highway Supt., Rick Hartley, presented the Board the change order on Engineer's Project No: 24088.00, on the 2023 Hwy 6 RCP Culvert Repair. The amount of the change order is \$4,063.12, added cost included: steam pressure wash under each joint and remove the material out, added Riprap to the North and South sides of the culvert, drainage fabric. Motion was made by VanDusen, second by Schweer, to declare an emergency and approve the change order on the 2023 Hwy 6 RCP Culvert Repair, in the amount of \$4,063.12 (increase); all voted aye; motion carried.

OPEN

- a. Public Comments – Lee Schoenbeck, Dist. 5. Senate Pro Tempore; met with the Board to discuss issues that are being discussed in the summer study pertaining to County Expenditures. He mentioned that there has been discussion with the passage of Medicaid Expansion should there be some changes to the Indigent Poor Relief responsibility to County; the second summer study is related to Indigent Criminal Defense along with the UJS also looking at this as an issue, possibly looking at a statewide Public Defender Office that would address cases that a County typically don't defend often such as, Habeas corpus cases, criminal appeals and capital murder cases, other topics discussed were: regional jails, regional states attorneys, mandated capitol expenses/jails.
- b. Commission Comments – Discussion about when the Board will conduct their next meeting which will be held on Tuesday, July 11th, 2023.

EXECUTIVE SESSION

Motion by Johnson, second by Schweer, to enter into executive session, per SDCL 1-25-2 (1), personnel issues; at 9:56 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:14 a.m., no action was taken. Larissa Swanson, Human Resource Associate, was present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Schweer, to adjourn at 10:15 a.m., until 9:00 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten
Coddington County Auditor

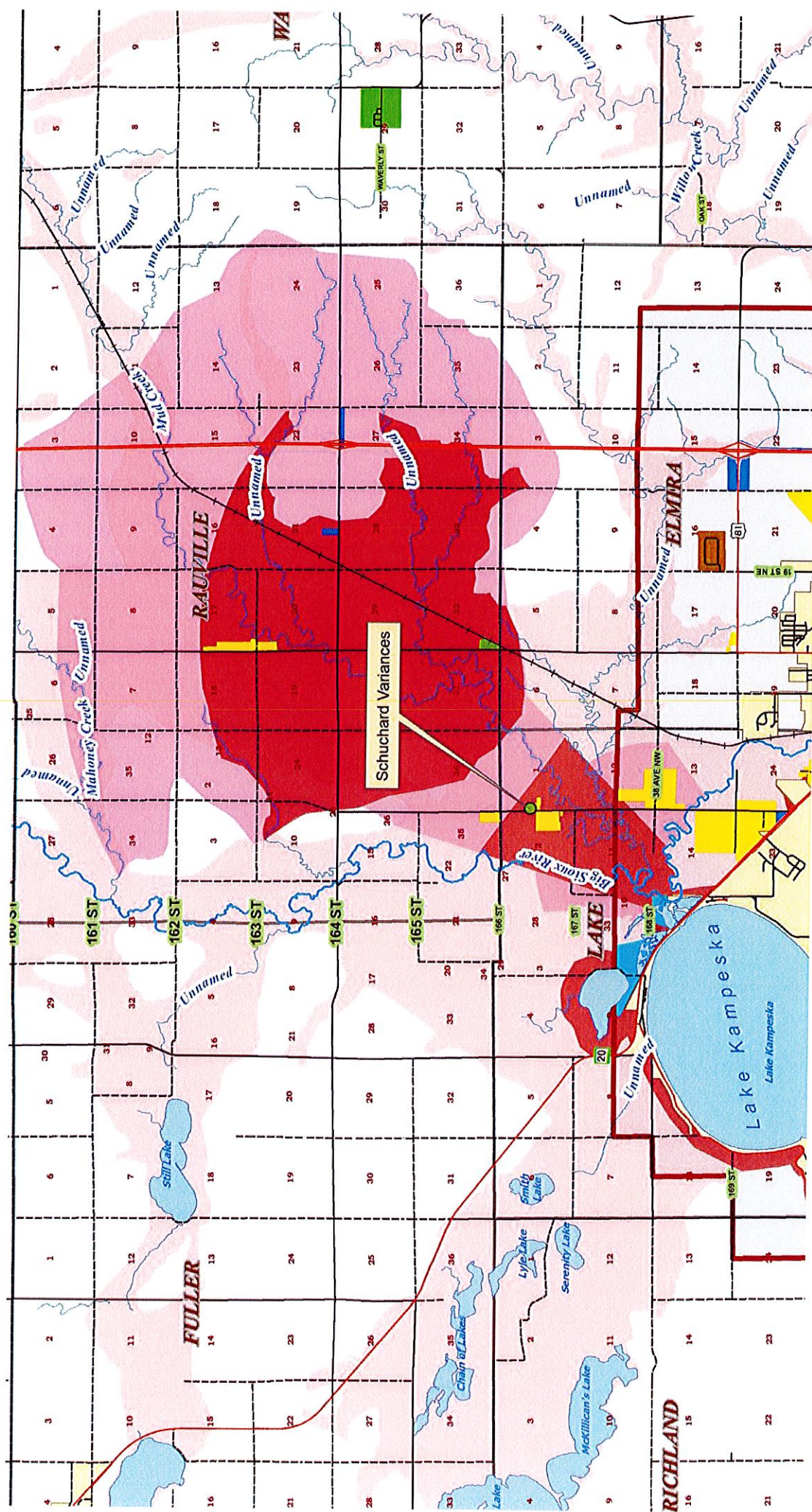
Coddington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$_____

Schuchard Plat (Section 1)

Schuchard First Addition in the Northwest Quarter of Section 1, Township 117 North, Range 53 West of the 5th Prime Meridian, Codington County, South Dakota.

Plat Approval

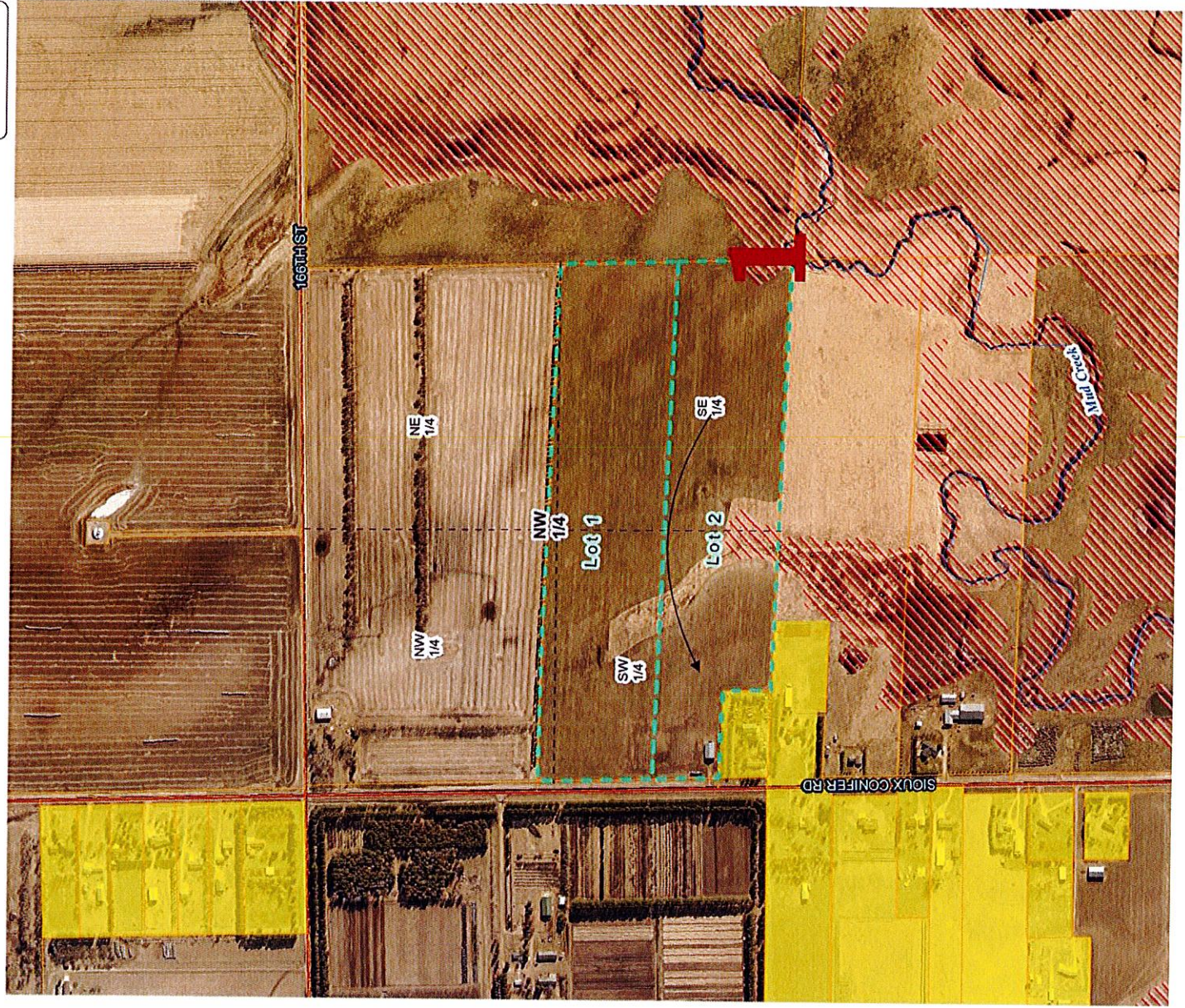




Schuchard Variances: Lot Width

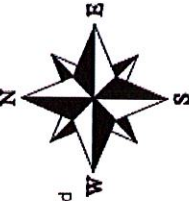
Legend

- Concrete Road
- Asphalt Road
- Gravel Road

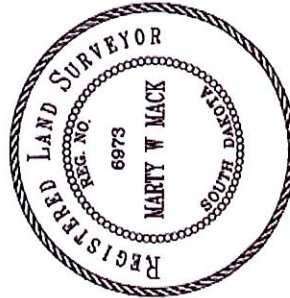


SCHUCHARD FIRST ADDITION

Located in the Northwest Quarter of Section 1, Township 117 North, Range 53 West of the 5th P.M., Codington County, South Dakota.



April 2023
Scale: 1"=400'
● Monument Recovered
■ Monument Set



Registered Land Surveyor

MACK
Land Surveying LLC
Marty Mack
Registered Land Surveyor
Certified Professional Surveyor

Cell: (605) 880-3108 • Phone: (605) 878-2007
808 South Maple • Watertown, SD 57201
macklandsurveying@gmail.com

166th Street
2634.0'

NW 1/4

13' Section Line
Right of Way
16.5' Deduced
to Codington County

49.5'

S 87°44'12" E
2592.5'

LOT 1
SCHUCHARD FIRST ADDITION
Lot 1 contains 35.0 Acres of which 0.4
Acres are public road right of way

S 87°44'12" E
2594.2'

LOT 2
SCHUCHARD FIRST ADDITION
Lot 2 contains 35.0 Acres of which 0.3
Acres are public road right of way

2160.5'
N 87°44'12" W

N 87°40'58" W
433.5'
S 245°
W 485'

N 0°56'03" W
379.1'

N 0°56'03" W
581.4'

N 0°56'03" W
581.6'

N 0°56'03" W
624.6'

N 0°56'03" W
1299.8'

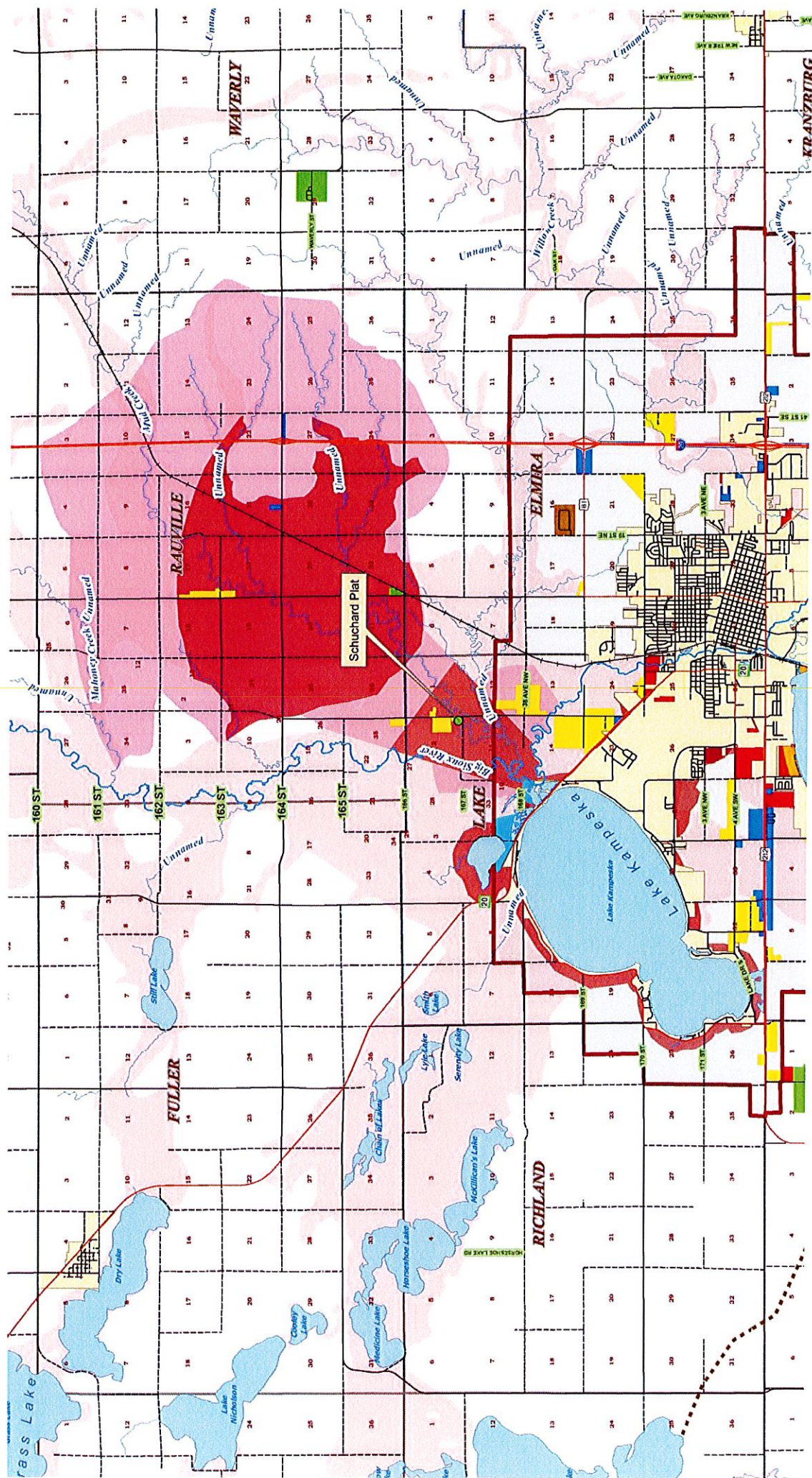
Quarter Line

Sioux Center Road

Schuchard Plat (Section 2)

Schuchard Second Addition in the Northwest Quarter of Section 2, Township
117 North, Range 53 West of the 5th Prime Meridian, Codington County,
South Dakota.

Plat Approval



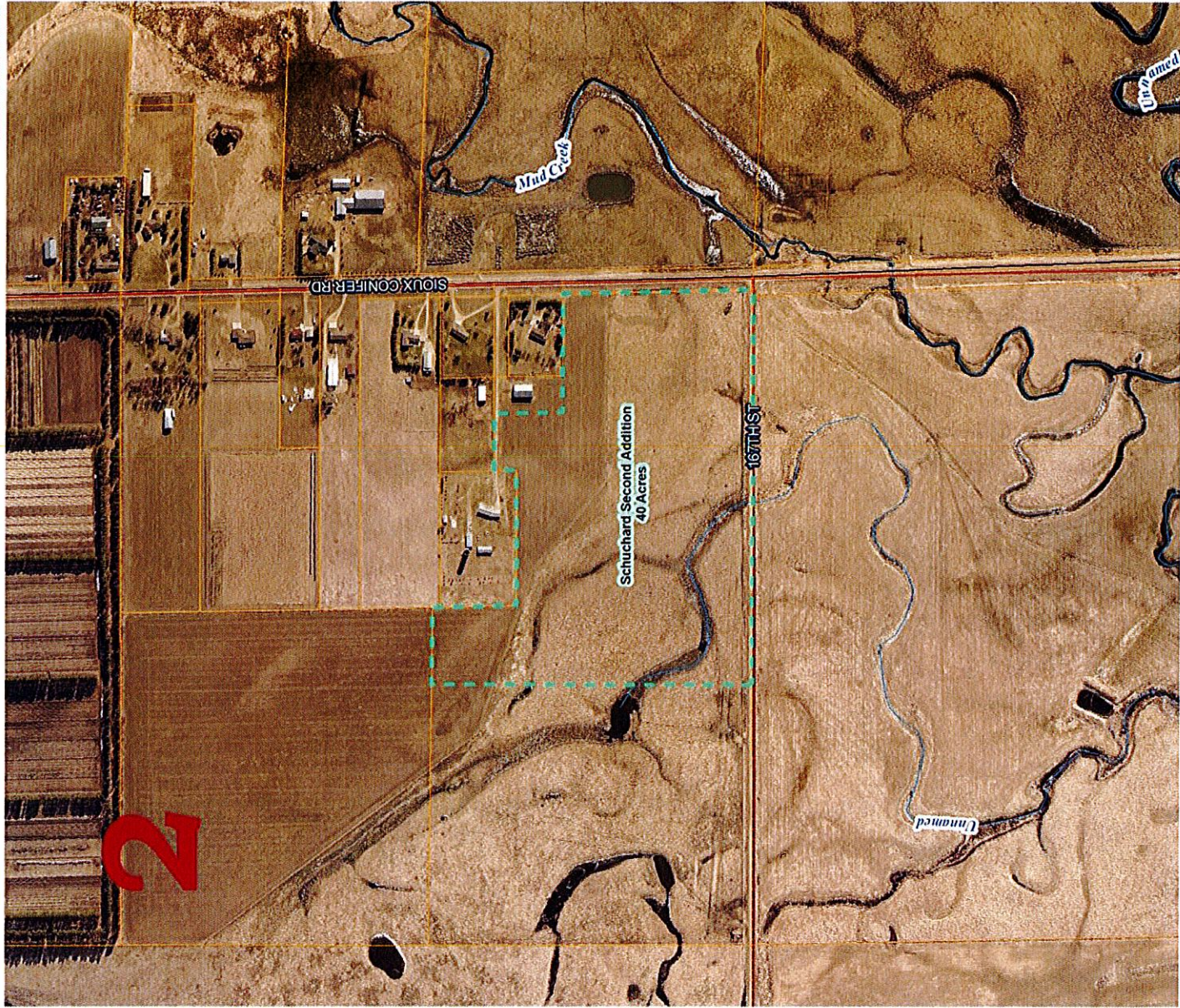


Plat of Schuchard Second Addition

2

Legend

- Concrete Road
- Asphalt Road
- Gravel Road

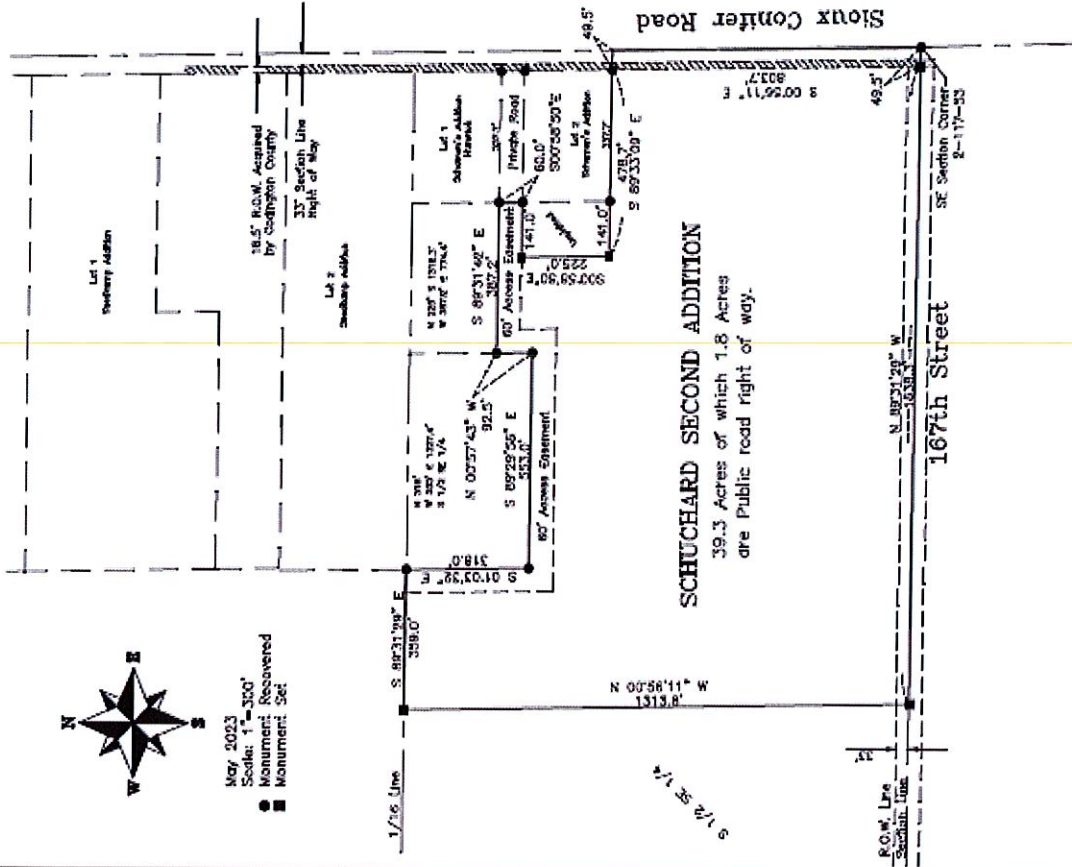


SCHUCHARD SECOND ADDITION

Located in the South Half of the Southeast Quarter of Section 2, Township 117 North, Range 53 West of the 5th P.M., Codington County, South Dakota.

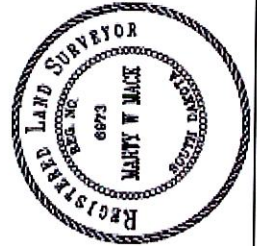


May 2023
Scale: 1" = 300'
● Monument Recovered
■ Monument Set



SCHUCHARD SECOND ADDITION

39.3 Acres of which 1.8 Acres are Public Road Right of way.



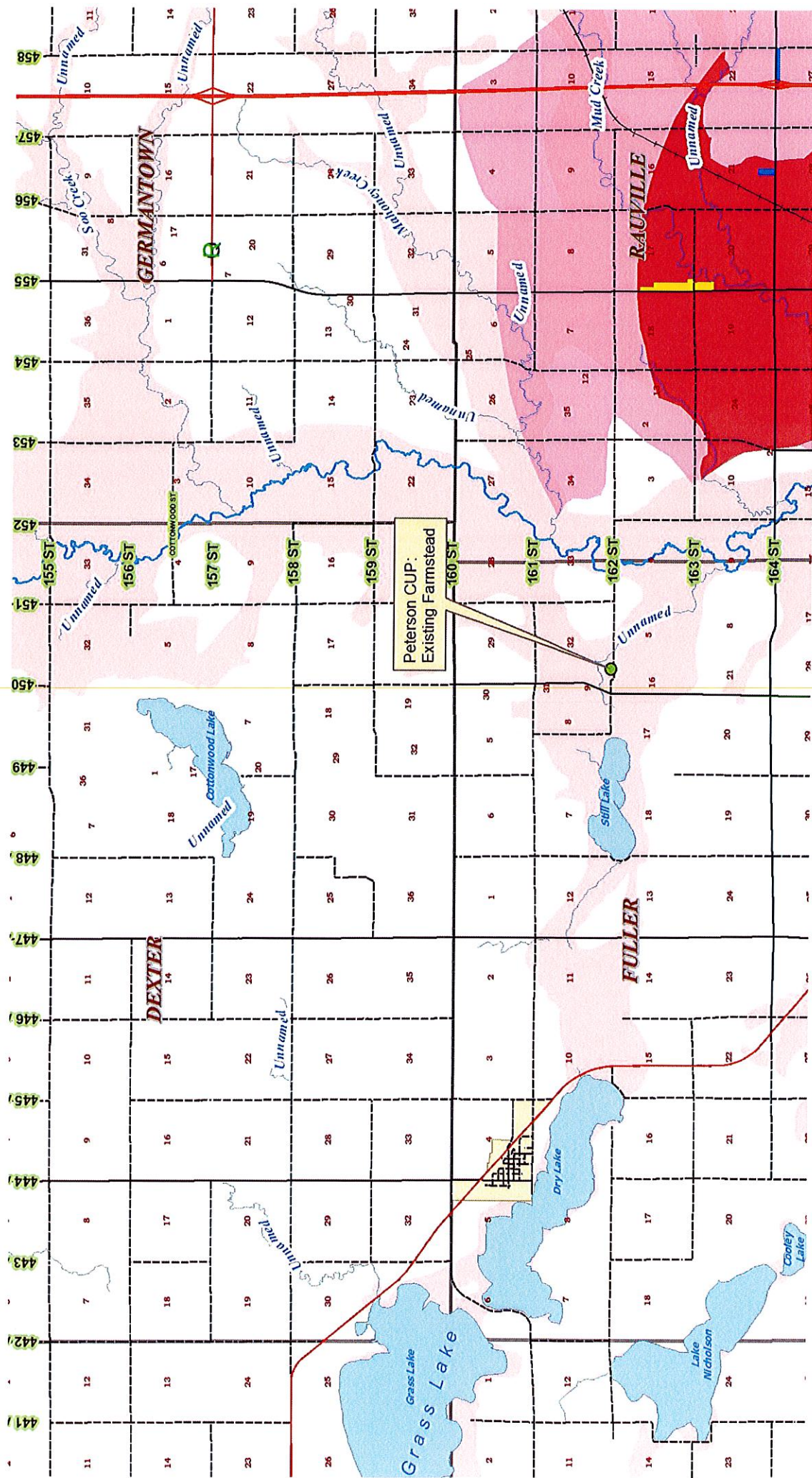
MARY W. MACK
Professional Land Surveyor
Land Surveying LLC
Cell: 605.880.2108 • Home: 605.878.2807
908 South Maple • Watertown, SD 57201
macklandsurveying@gmail.com

Registered Land Surveyor

Peterson Plat

Peterson Addition in the Southwest Quarter of Section 32, Township 119 North, Range 52 West of the 5th Prime Meridian, Sisseton and Wahpeton Indian Reservation, Codington County, South Dakota

Plat Approval





Plat of Peterson Addition

Legend

- Concrete Road
- Asphalt Road
- Gravel Road



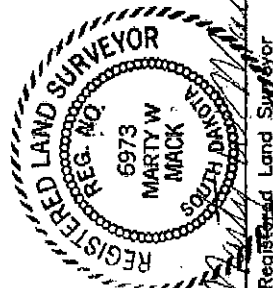
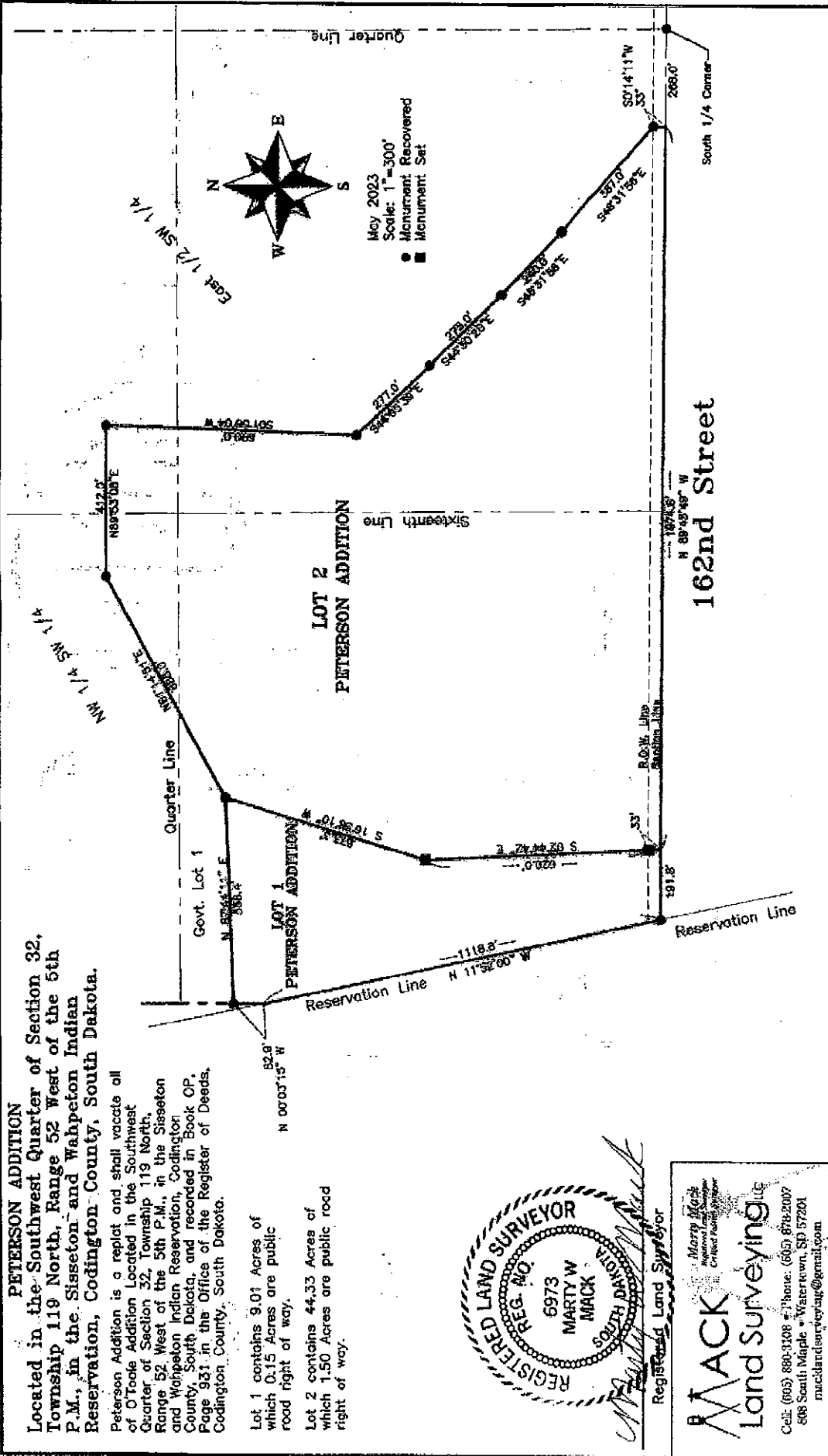
PETERSON ADDITION

Located in the Southwest Quarter of Section 32, Township 119 North, Range 52 West of the 5th P.M., in the Sisseton and Wahpeton Indian Reservation, Codington County, South Dakota.

Peterson Addition is a replat and shall vacate all of O'Toole Addition Located in the Southwest Quarter of Section 32, Township 119 North, Range 52 West of the 5th P.M., in the Sisseton and Wahpeton Indian Reservation, Codington County, South Dakota, and recorded in Book OP, Page 931 in the Office of the Register of Deeds, Codington County, South Dakota.

Lot 1 contains 9.01 Acres of which 0.15 Acres are public road right of way.

Lot 2 contains 44.33 Acres of which 1.50 Acres are public road right of way.



MACK
Land Surveying, LLC
Cell: (605) 880-3108 • Phone: (605) 878-2007
508 South Maple • Watertown, SD 57201
macksdlandsurveying@gmail.com

April-June Stats

WIC (April-June)	Number of Food Packages Issued			Total Estimated Food Dollars
Total	1523			\$ 110,305.65
*Average cost of food package is based on data from 2020.				
WIC Appointments	JAN	FEB	MAR	1st QUARTER
Nutrition Counseling				0
Certifications				0
Mid-Cert Assessments				0
Caseload				0
Total Visits	0	0	0	0

WIC Appointments	APR	MAY	JUNE	2nd QUARTER
Nutrition Counseling	105	91	106	302
Certifications	61	60	65	186
Mid-Cert Assessments	27	39	29	95
Caseload	517	513	493	1523
Total Visits	193	190	200	583

ASQs* Completed	JAN	FEB	MAR	1st QUARTER
Monthly Total				0
	APR	MAY	JUNE	2nd QUARTER
Monthly Total	35	44	33	112

*Ages and Stages Developmental/Social Emotional Screenings

Cribs for Kids	JAN	FEB	MAR	1st QUARTER
Distributed (No Charge to Client)				0
	APR	MAY	JUNE	2nd QUARTER
Distributed (No Charge to Client)	3	2	4	9

IMMUNIZATIONS
VFC DOSES
NON-VFC DOSES
INFLUENZA DOSES
VFC DOSES
NON-VFC DOSES
INFLUENZA DOSES

*The Vaccines For
provides vacci
vaccinated becaus

PHQ9
Monthly Total
Monthly Total

*Depression Scree

Fluoride Varnish
Monthly Total
Monthly Total
Total Value \$30

CAR SEATS
Monthly Total
Monthly Total

JAN	FEB	MAR	1st QUARTER
			0
			0
			0
APR	MAY	JUNE	2nd QUARTER
22	50	68	140
1	3	0	4
4	4	0	8

Children (VFC) program is a federally funded program that provides vaccines at no cost to children who might not otherwise be vaccinated due to financial hardship or lack of insurance. NON-VFC doses were billed to private insurance.

JAN	FEB	MAR	1st QUARTER
			0
APR	MAY	JUNE	2nd QUARTER
3	14	20	37

Services

JAN	FEB	MAR	1st QUARTER
			0
APR	MAY	JUNE	2nd QUARTER
12	18	11	41
\$1,230.00			

JAN	FEB	MAR	1st QUARTER
			0
APR	MAY	JUNE	2nd QUARTER
3	10	6	19



DIVISION OF FAMILY & COMMUNITY HEALTH

Child & Family Services | Disease Prevention & Health Promotion

Commissioner Report

Codington County Community Health

April 2023-June2023

PERSONNEL/OFFICE: We have begun to complete services virtually through a platform called Doxy.Me which allows clients another way to complete appointments. We have heard great feedback from the client that have used it so we will continue to offer this as an alternative to in person appointment.

STAFF TRAINING: All staff attended a training on human trafficking in Brookings at an all staff meeting in June which was presented by Call of Freedom.

IMMUNIZATIONS: Our immunization rates are slowly climbing as we prepare for the new school year. We have ordered in larger doses to prepare for the school year influx. Flu vaccine is no longer available as flu season has come to an end for the current year. The state also implemented a new website for immunization tracking and inventory. We have all completed training on this and began using the new system within the last couple of months.

WIC (WOMEN, INFANT, CHILDREN): Our caseload remains around 500 with an average of 507 over the last three months which is down by 9 from months Jan-March. All waivers that were in place due to the formula shortage have now expired. Clients are still able to purchase the main formulas that have always been available through WIC.

MATERNAL HEALTH: We continue to follow all pregnant women monthly and see them post-partum as well. We issue out car seats and pack-n-plays to clients who are in need and eligible.

CHILD/ADOLESCENT SERVICES: We contacted with 5 schools in the Codington County area to complete school services for the 2023-2024 school year. We have a few of these schools already scheduled for their services and plan to start them the beginning of September.

COMMUNITY INVOLVEMENT: Codi and Kaia went to Kid Kamp babysitting class in June and completed educated on Nutrition for Youngsters. We talked about My Plate, food groups, knife safety, and choking hazards. Staff in our office will be partnering with Independent Living Choices in July to talk on nutrition and hygiene.

STATEWIDE UPDATES:

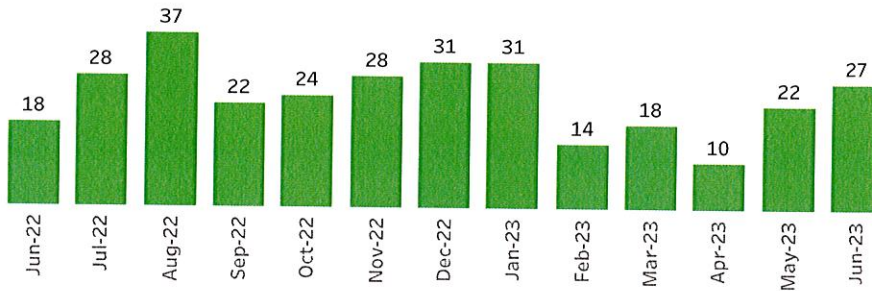
Codi Martin
Community Health Nurse
Codington County Community Health
07/06/2023



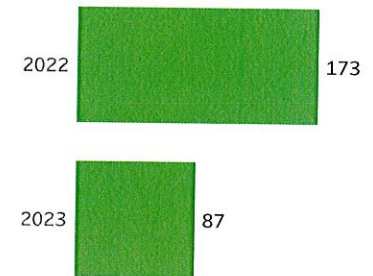
Monthly Report June 2023



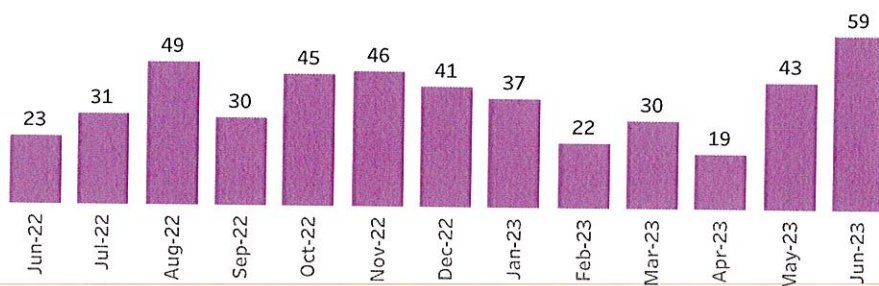
Unique Individuals Served by Month



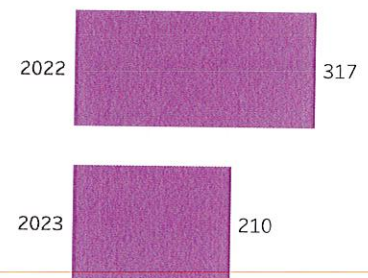
Unique Individuals Served by Year



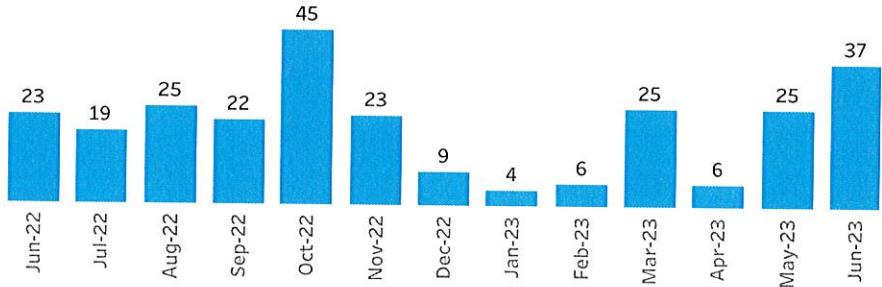
Services Recorded by Month



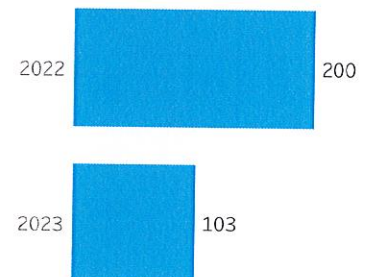
Services Recorded by Year



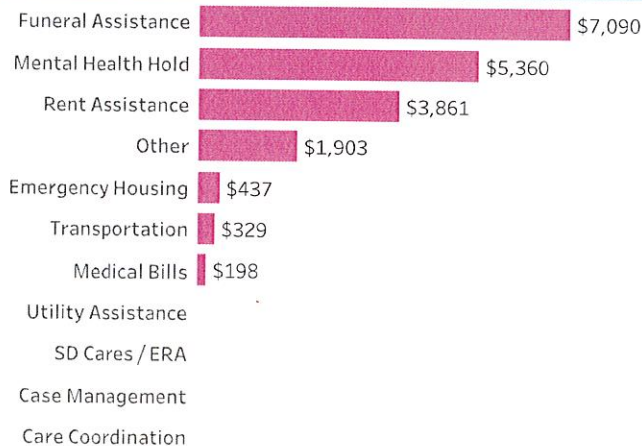
Total Client Contacts by Month



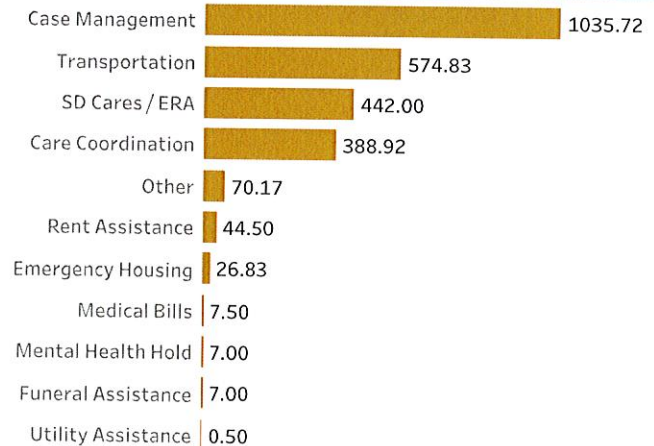
Total Client Contacts by Year



YTD Costs



YTD Time Spent on Services (hours)



Completed Services

	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Case Management	2	3	14	11	22	18	9	8	8	14	11	17	28
Transportation	3	1	1		4	2	2	2		6	3	10	11
Care Coordination	3	7	11	8	7	7	18	10	9	4	1	7	7
Other											1		3
Emergency Housing	3	5	4	1	6	7	4	5	2	3			3
Mental Health Hold			5	2		2		3			1		2
SD Cares/ ERA	1	1	1	1	1	1	1	1	1	1	1	2	1
Medical Bills	1	1	1	1	1		1			1		2	1
Utility Assistance	3	4	6									1	
Rent Assistance	6	6	5	5	3	8	2	6	1		1	3	
Funeral Assistance	1	1	1	1	1	1	4	1	1				

Completed Referrals

	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Transit					2								5
DSS			3	3		2	2	2	1	1		1	2
Salvation Army	4	7	7	3	3	6	6	5	1		2	6	1
CARES	4	5	9	4	5	7	1	1	1	1	2	3	1
Coordinated Entry System (CES)	1	3	3	2	6	3	5	2	2	4		3	1
ICAP	7	9	15	4	6	7	8	3	3	4	1	3	1
DOL		1	5	1	3	5	3	3	2	1	1	1	1
Access Ministries			3		1	4	2					1	1
HSA					2	1		1					1
Other		1					2	2					1
Watertown Housing Authority			1	1			1	2				4	
Energy Assistance		3	2	1		1		2				1	
Beacon Center		4	2	1	1	1		3	1				
Medical Provider					5		2						
WIC						1	1						
Veteran ESG		1			1	2							
Brothers & Sisters Behind Bars	1	2		1	1	2					1		
Social Security		1	2	1	1			1					
Vocational Rehab			1		1			1					

FUND CASH BALANCES REPORT AS OF 07/05/2023
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	24,941,703.62
101	GENERAL RESTRICTED CASH	500,000.00
	TOTAL AT FUND GROUP:	25,441,703.62
204	ROAD & BRIDGE FUND	7,572,024.84
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	49,026.85
226	EMERGENCY MANAGEMENT FUND	271,194.12
228	VICTIM CRIME SERVICE FUND	80,195.65
229	DOMESTIC ABUSE FUND	2,522.44
231	W.I.C. FUND	36,201.16
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	138,819.37
250	MODERNIZATION/PRESERVATION	218,138.92
256	SEARCH & RESCUE FUND	99,678.65
290	AMERICAN RESCUE PLAN FUND	.00
295	RURAL ACCESS INFRASTRUCTURE	361,718.72
	TOTAL AT FUND GROUP:	8,829,520.72
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	408,393.45
722	CIVIL TOWNSHIPS FUND	65,765.59
723	CITIES AND VILLAGES FUND	53,579.70
724	WATER DEVELOPMENT DIST. FUND	1,096.90
725	ADVANCE TAX COLLECTION FUND	.00
726	REGISTER OF DEEDS FUND	2,566.80
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	794,741.78
746	AUTO EXCISE TAX FUND	.00
755	SALES TAX FUND	3,226.80
758	BOOKMOBILE FUND	319.59
766	LAW LIBRARY FUND	10,761.59
769	MODERN/PRESERATION RELIEF	2,284.00
770	FIRE DEPT. MONIES	.00
	TOTAL AT FUND GROUP:	1,342,736.20
	TOTAL:	35,613,960.54

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 June 2023.

Cash on Hand	\$9,482.56
Checks in Treasurer' possession less than 3 days	\$75,893.11
Credit Card Charges	\$15,671.00
Cash Items	\$425.00
TOTAL CASH ASSETS ON HAND	\$101,471.67

RECONCILED CHECKING	
Reliabank (Memorial Park)	\$8,322.00
Reliabank Dakota	\$502,880.54
INVESTMENTS	
SD Public Funds Investment	\$35,000,000.00
TOTAL CASH ASSETS	\$35,612,674.21

GENERAL LEDGER CASH BALANCES:

General	\$24,941,323.18
General restricted cash	\$500,000.00
Sp. Revenue	\$8,829,520.72
Sp. Revenue restricted cash	
Custodial	\$1,341,830.31
Schools	\$ 408,393.45
Townships	\$ 65,765.59
City/Towns	\$ 53,579.70

TOTAL GENERAL LEDGER CASH	\$35,612,674.21
----------------------------------	------------------------

Dated this 5th day of July 2023



County Auditor

**AUDITOR'S MONTHLY SETTLEMENT WITH TREASURER
CODINGTON COUNTY
DATE: July 5, 2023**

CASH ON HAND IN TREASURER'S OFFICE

Silver and Pennies.....	\$129.56
Ones.....	\$228.00
Fives.....	\$365.00
Tens.....	\$380.00
Twenties.....	\$3,280.00
Fifties.....	\$1,000.00
Hundreds.....	\$4,100.00
Cash Items.....	\$425.00
Credit Card Charges.....	\$15,671.00
Checks.....	\$75,893.11
TOTAL CASH ON HAND	\$101,471.67

CHECKING ACCOUNT BALANCE:

<u>Reliabank (Memorial Park)</u>	\$8,322.00
<u>Reliabank Dakota</u>	\$502,880.54

INVESTMENTS:

<u>SD Public Funds Investment Trust</u>	\$35,000,000.00
---	-----------------

OTHER ACCOUNT BALANCES: \$35,511,202.54

GRAND TOTAL CASH AND BALANCES: \$35,612,674.21

GENERAL LEDGER CASH AND INVESTMENT BALANCES BY FUNDS:

General Fund	\$24,941,323.18
General Fund restricted cash	\$500,000.00
Sp. Revenue Funds	\$8,829,520.72
Sp. Revenue Funds restricted cash	\$0.00
Custodial Funds	\$1,341,830.31

TOTAL GENERAL LEDGER CASH \$35,612,674.21

OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF JUNE, 2023

The sum of **\$40,058.40** in fees has been collected by me as Register of Deeds for JUNE, 2023

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 JUNE, 2023

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this

5th

day of

July

2023

Brenda Harten

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	\$ 220.00
County General Fund (\$5.00)	\$ 550.00
State EVRSS Fund (\$5.00)	\$ 550.00
State General Fund (\$3.00)	\$ 330.00
TOTAL	\$ 1,650.00

CERTIFIED DEATHS

County General Fund (\$5.00)	\$ 515.00
State General Fund (\$4.00)	\$ 412.00
State EVRSS Fund (\$6.00)	\$ 618.00
TOTAL	\$ 1,545.00

FILED

JUL 05 2023

CODINGTON COUNTY AUDITOR

Receipt Totals

By Date: 6/1/2023 12:00:00 AM - 6/30/2023 11:59:59 PM; Departments: All; Cash based.

Codington County
Wednesday, July 5, 2023 8:46 AM

Summary:

Receipt Item Totals

	Paid	Charged	Debited	Total
Document:	\$33,066.50	\$960.00	\$0.00	\$34,026.50
Non Document:	\$4,487.50	\$1,230.40	\$0.00	\$5,717.90
Subtotal:	\$37,554.00	\$2,190.40	\$0.00	\$39,744.40

Payment on Account Totals

Applied:	\$2,504.40
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$2,504.40

Payments & Refunds

ACH:	\$12,770.50
Cash:	\$3,512.50
Check:	\$23,775.40
Total:	\$40,058.40

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00	\$240.00	\$240.00	\$0.00	\$0.00
101-0-341.21	\$8,930.00	\$8,215.00	\$715.00	\$0.00
101-0-341.22	\$23,216.50	\$23,216.50	\$0.00	\$0.00
229-0-321.00	\$720.00	\$720.00	\$0.00	\$0.00
726-0-209.00	\$2,130.00	\$1,820.00	\$310.00	\$0.00
101-0-341.29	\$3,061.90	\$1,727.50	\$1,334.40	\$0.00
250-0-341.21	\$1,056.00	\$969.00	\$87.00	\$0.00
769-0-209.00	\$704.00	\$646.00	\$58.00	\$0.00
Total:	\$40,058.40	\$37,554.00	\$2,504.40	\$0.00

Document Pro

FILED

JUL 05 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>Shawna Constant</i>		DATE <i>6-20-2023</i>
EFFECTIVE DATE <i>7-1-2023</i>	POSITION TITLE <i>Director of Equalization</i>	DEPARTMENT Director of Equalization
CURRENT STEP <i>2 grade 65</i>	NEW STEP <i>3 grade 65</i>	
CURRENT PAY RATE <i>\$38.03 / \$6617.22</i>	NEW PAY RATE <i>\$38.98 / \$6782.52</i>	
REASONS FOR CHANGE <i>Anniversary Step Increase</i>		

EMPLOYEE SIGNATURE *Shawna Constant*

DEPARTMENT HEAD SIGNATURE _____

DATE _____

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 20 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME
ANN RASMUSSEN

DATE
6/27/2023

EFFECTIVE DATE
7/1/2023

POSITION TITLE
REGISTER OF DEEDS

DEPARTMENT
REG OF DEEDS

CURRENT STEP
STEP 4
GRADE 65E

NEW STEP
STEP 5
GRADE 65E

CURRENT PAY RATE
\$39.95 / \$6951.30

NEW PAY RATE
\$40.95 / \$7125.30

REASONS FOR CHANGE

ANNIVERSARY STEP

EMPLOYEE SIGNATURE

Ann Rasmussen

DEPARTMENT HEAD SIGNATURE

Ann Rasmussen

DATE

June 27, 2023

COUNTY COMMISSIONERS

DATE

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME

Jan Steek

DATE

6-28-23

EFFECTIVE DATE

7-1-23

POSITION TITLE

Victim Witness
Services Coordinator

DEPARTMENT

V/Witness

CURRENT STEP

Step grade
11 45

NEW STEP

Step grade
12 45

CURRENT PAY RATE

\$35.60 / \$6194.40

NEW PAY RATE

\$36.49 / \$6349.26

REASONS FOR CHANGE

annual step increase

EMPLOYEE SIGNATURE

Jan Steek

DEPARTMENT HEAD SIGNATURE

DATE

6-28-23

COUNTY COMMISSIONERS

DATE

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Dave Curtis</i>		DATE <i>6/29/23</i>
EFFECTIVE DATE <i>7/1/23</i>	POSITION TITLE <i>Court Security</i>	DEPARTMENT <i>So</i>
CURRENT STEP <i>3</i> grade <i>35</i>	NEW STEP <i>4</i> grade <i>35</i>	
CURRENT PAY RATE <i>\$25.07/\$4362.18</i>	NEW PAY RATE <i>\$25.70/\$4471.80</i>	
REASONS FOR CHANGE <i>Anniversary step increase</i>		

EMPLOYEE SIGNATURE *X [Signature]*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE _____

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME

Steven Lowry

DATE

6-29-2023

EFFECTIVE DATE

7/1/23

POSITION TITLE

Deputy Sheriff

DEPARTMENT

Sheriff

CURRENT STEP

6

NEW STEP

7

CURRENT PAY RATE

grade 40 \$5345.20/
\$30.72

NEW PAY RATE

grade 40 \$31.47/\$5475.78

REASONS FOR CHANGE

Anniversary step increase

EMPLOYEE SIGNATURE



DEPARTMENT HEAD SIGNATURE



DATE

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME

Dakota Dodds

DATE

6/29/23

EFFECTIVE DATE

7/1/23

POSITION TITLE

Deputy Sheriff

DEPARTMENT

50

CURRENT STEP

1 grade 40

NEW STEP

2 grade 40

CURRENT PAY RATE

\$26.49 / \$4609.26

NEW PAY RATE

\$27.15 / \$4724.10

REASONS FOR CHANGE

Anniversary step increase

EMPLOYEE SIGNATURE



DEPARTMENT HEAD SIGNATURE



DATE

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME

Traws Gutemer

DATE

6/27/23

EFFECTIVE DATE

7/1/23

POSITION TITLE

Deputy Sheriff

DEPARTMENT

SO

CURRENT STEP

6 grade 40

NEW STEP

7 grade 40

CURRENT PAY RATE

\$30.12 / \$5240.80

NEW PAY RATE

\$30.87 / \$5371.30

REASONS FOR CHANGE

Anniversary
Step increase

EMPLOYEE SIGNATURE



DEPARTMENT HEAD SIGNATURE



DATE

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 05 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME : Name Tristan Coyle		DATE: 7/2/2023
EFFECTIVE DATE: 7/1/2023	POSITION TITLE: Corrections Officer support coord	DEPARTMENT: Jail
CURRENT STEP: Step 1 grade 35	NEW STEP: Step 2 grade 35	
CURRENT PAY RATE: \$23.86 / \$4151.64	NEW PAY RATE: \$24.46 / \$4256.04	
REASONS FOR CHANGE: Step Increase		

EMPLOYEE SIGNATURE Tristan Coyle

DEPARTMENT HEAD SIGNATURE Mark Orr

DATE 7-2-23

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 05 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Steve Molengraaf		DATE 6/21/2023
EFFECTIVE DATE 7/1/2023	POSITION TITLE Director of Facilities Grade 60	DEPARTMENT Govt. Bldgs.
CURRENT STEP 5	NEW STEP 6	
CURRENT PAY RATE \$37.23/6478.02 Weed Supervisor	NEW PAY RATE \$38.16/\$6639.84	
REASONS FOR CHANGE Annual Step Increase		

EMPLOYEE SIGNATURE Steve Molengraaf

DEPARTMENT HEAD SIGNATURE _____

DATE 6-28-23

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :

Bryan Bleeker

DATE:

6/21/2023

EFFECTIVE DATE:

7/1/2023

POSITION TITLE:

Facilities Tech II
Grade 20

DEPARTMENT:

Gov't Bldg

CURRENT STEP:

9

NEW STEP:

10

CURRENT PAY RATE:

\$22.88/\$3981.12

NEW PAY RATE:

\$23.46/\$4082.04

REASONS FOR CHANGE:

Annual Anniversary Step Increase

EMPLOYEE SIGNATURE BRYAN BLEEKER

DEPARTMENT HEAD SIGNATURE

Steve M. Mollusk

DATE 6-27-23

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :

Richard Kohn

DATE:

6/21/2023

EFFECTIVE DATE:

7/1/2023

POSITION TITLE:

Facilities Tech II
Grade 20

DEPARTMENT:

Government Building

CURRENT STEP:

4

NEW STEP:

5

CURRENT PAY RATE:

\$20.23/\$3520.02

NEW PAY RATE:

\$20.73./\$3607.02

REASONS FOR CHANGE:

Annual Step Increase

EMPLOYEE SIGNATURE

Richard Kohn

DEPARTMENT HEAD SIGNATURE

Steve Moling

DATE

6-28-2023

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME : Justin Halajian		DATE: 6/21/2023
EFFECTIVE DATE: 7/1/2023	POSITION TITLE: Senior Maintenance Tech-Grade 40	DEPARTMENT: Detention
CURRENT STEP: 4	NEW STEP: 5	
CURRENT PAY RATE: \$28.52/\$4962.48	NEW PAY RATE: \$29.24/\$5087.76	
REASONS FOR CHANGE: Annual Step Increase		

EMPLOYEE SIGNATURE Justin Halajian

DEPARTMENT HEAD SIGNATURE Steve McLaughlin

DATE 6-28-23

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :
Steve Stahlke

DATE:
6/21/2023

EFFECTIVE DATE:
7/1/2023

POSITION TITLE:
Facilities Tech II
Grade 20

DEPARTMENT:
Detention Center

CURRENT STEP:
6

NEW STEP:
7

CURRENT PAY RATE:
\$21.25/\$3697.50

NEW PAY RATE:
\$21.78/\$3789.72

REASONS FOR CHANGE:

Annual Step Increase

EMPLOYEE SIGNATURE

Steve Stahlke

DEPARTMENT HEAD SIGNATURE

Steve Melendez

DATE

6-28-2023

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :

James Hedges

DATE:

6/21/2023

EFFECTIVE DATE:

7/1/2023

POSITION TITLE:

Facilities Tech I
Grade 15

DEPARTMENT:

Ag Bldg

CURRENT STEP:

6

NEW STEP:

7

CURRENT PAY RATE:

\$21.25/\$3697.50

NEW PAY RATE:

\$21.78/\$3789.72

REASONS FOR CHANGE:

Anniversary step increase

EMPLOYEE SIGNATURE

James G. Hedges

DEPARTMENT HEAD SIGNATURE

Steve Molanburg

DATE

6-28-23

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME : Scott Swanson		DATE: 6/21/2023
EFFECTIVE DATE: 7/1/2023	POSITION TITLE: Facilities Tech Lead - Grade 25	DEPARTMENT: Ag Bldg
CURRENT STEP: 10	NEW STEP: 11	
CURRENT PAY RATE: \$25.80/\$4489.20	NEW PAY RATE: \$26.45/\$4602.30	
REASONS FOR CHANGE: Annual Step Increase		

EMPLOYEE SIGNATURE

Scott Swanson

DEPARTMENT HEAD SIGNATURE

Steve Holmgren

DATE

7-5-2023

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 06 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :

Ron Hartley

DATE:

6/21/2023

EFFECTIVE DATE:

7/1/2023

POSITION TITLE:

Facilities Tech II
Grade 20

DEPARTMENT:

Weed Dept.

CURRENT STEP:

4

NEW STEP:

6

CURRENT PAY RATE:

\$20.23/\$3520.02

NEW PAY RATE:

\$21.25/\$3697.50

REASONS FOR CHANGE:

Annual Step Increase plus additional Step
He has additional skills that out perform many of my staff

EMPLOYEE SIGNATURE

Ron Hartley

DEPARTMENT HEAD SIGNATURE

Steve Molengraaf

DATE

6-28-23

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Rebecca Reeves</i>		DATE <i>6/28/23</i>
EFFECTIVE DATE <i>7/1/23</i>	POSITION TITLE <i>State's Atty</i>	DEPARTMENT <i>SA</i>
CURRENT STEP <i>6</i> grade <i>BOE</i>	NEW STEP <i>7</i> grade <i>BOE</i>	
CURRENT PAY RATE <i>58.99 / 10,264.29</i>	NEW PAY RATE <i>60.46 / 10,520.04</i>	
REASONS FOR CHANGE <i>Annual Step Increase</i>		

EMPLOYEE SIGNATURE *Rebecca*

DEPARTMENT HEAD SIGNATURE _____

DATE *6/28/23*

COUNTY COMMISSIONERS _____

DATE _____

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Jamil Monson</i>		DATE <i>6/28/23</i>
EFFECTIVE DATE <i>7/1/23</i>	POSITION TITLE <i>Legal Records Specialist</i>	DEPARTMENT <i>SA</i>
CURRENT STEP <i>6 grade 35</i>	NEW STEP <i>7 grade 35</i>	
CURRENT PAY RATE <i>\$ 27.00 / \$4698.00</i>	NEW PAY RATE <i>\$ 27.67 / \$4818.50</i>	
REASONS FOR CHANGE <i>Annual Step Increase</i>		

EMPLOYEE SIGNATURE *Jamil Monson*

DEPARTMENT HEAD SIGNATURE *Rebecca*

DATE *6/28/23*

COUNTY COMMISSIONERS

DATE

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Katie Moos</i>		DATE <i>6/28/23</i>
EFFECTIVE DATE <i>7/1/23</i>	POSITION TITLE <i>Admn Specialist</i>	DEPARTMENT <i>SA</i>
CURRENT STEP <i>2</i> <i>grade 30</i>	NEW STEP <i>3</i> <i>grade 30</i>	
CURRENT PAY RATE <i>\$ 22.23 / \$3068.02</i>	NEW PAY RATE <i>\$ 22.79 / \$3965.46</i>	
REASONS FOR CHANGE <i>Annual step increase</i>		

EMPLOYEE SIGNATURE *Kathleen*

DEPARTMENT HEAD SIGNATURE *Rebecca*

DATE *6/28/23*

COUNTY COMMISSIONERS

DATE

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Danielle Rang</i>		DATE <i>6/28/23</i>
EFFECTIVE DATE <i>7/1/23</i>	POSITION TITLE <i>Deputy SA</i>	DEPARTMENT <i>SA</i>
CURRENT STEP <i>1</i> <i>grade 65</i>	NEW STEP <i>2</i> <i>grade 65</i>	
CURRENT PAY RATE <i>37.10 / \$6455.40</i>	NEW PAY RATE <i>38.03 / \$6617.22</i>	
REASONS FOR CHANGE <i>Annual step increase</i>		

EMPLOYEE SIGNATURE

DEPARTMENT HEAD SIGNATURE

DATE

COUNTY COMMISSIONERS

DATE

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Clayton Hageman</i>		DATE <i>6/28/23</i>
EFFECTIVE DATE <i>7/1/23</i>	POSITION TITLE <i>Admin Specialist</i>	DEPARTMENT <i>SA</i>
CURRENT STEP <i>2</i> grade <i>30</i>	NEW STEP <i>3</i> grade <i>30</i>	
CURRENT PAY RATE <i>22.23 / \$3868.02</i>	NEW PAY RATE <i>22.79 / \$3965.46</i>	
REASONS FOR CHANGE <i>Annual Step Increase</i>		

EMPLOYEE SIGNATURE *Clayton D Hageman*

DEPARTMENT HEAD SIGNATURE *Rebecca*

DATE *6/29/23*

COUNTY COMMISSIONERS _____

DATE _____

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>Grant Wunder</i>		DATE <i>6/28/23</i>
EFFECTIVE DATE <i>7/1/23</i>	POSITION TITLE <i>Deputy State's Atty</i>	DEPARTMENT <i>SA</i>
CURRENT STEP <i>1</i> <i>grade 65</i>	NEW STEP <i>2</i> <i>grade 65</i>	
CURRENT PAY RATE <i>37.10 / 6455.40</i>	NEW PAY RATE <i>38.03 / 6617.22</i>	
REASONS FOR CHANGE <i>Annual Step Increase</i>		

EMPLOYEE SIGNATURE *Grant Wunder*

DEPARTMENT HEAD SIGNATURE *Rebecca*

DATE *6/28/23*

COUNTY COMMISSIONERS _____

DATE _____

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Lindee Waba		DATE 6-28-23
EFFECTIVE DATE 7/1/2023	POSITION TITLE 2nd Deputy	DEPARTMENT Treasurer's Office
CURRENT STEP 30-7	NEW STEP 30-8	
CURRENT PAY RATE \$25.16 / \$4,377.84	NEW PAY RATE \$25.79 / \$4,487.46	
REASONS FOR CHANGE ANNIVERSARY STEP INCREASE		

EMPLOYEE SIGNATURE Lindee S. Waba

DEPARTMENT HEAD SIGNATURE Carol Maloney

DATE 6-28-23

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME

Cecilia Johnson

DATE

6-28-23

EFFECTIVE DATE

7/1/2023

POSITION TITLE

Administrative Support

DEPARTMENT

Treasurer's Office

CURRENT STEP

20-2

NEW STEP

20-3

CURRENT PAY RATE

\$19.25 / \$3,349.50

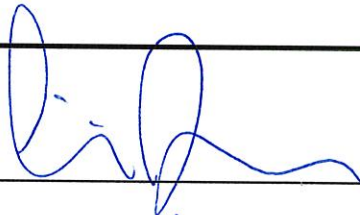
NEW PAY RATE

\$19.73 / \$3,433.02

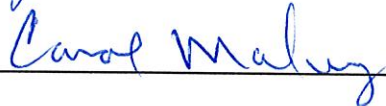
REASONS FOR CHANGE

ANNIVERSARY STEP INCREASE

EMPLOYEE SIGNATURE



DEPARTMENT HEAD SIGNATURE



DATE

6/28/23

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Carol Maloney		DATE 6-29-23
EFFECTIVE DATE 7/1/2023	POSITION TITLE Treasurer	DEPARTMENT Treasurer
CURRENT STEP 65E - 4	NEW STEP 65E - 5	
CURRENT PAY RATE \$39.95 / \$6,951.30	NEW PAY RATE \$40.95 / \$7,125.30	
REASONS FOR CHANGE ANNIVERSARY STEP INCREASE		

EMPLOYEE SIGNATURE _____ Carol Maloney

DEPARTMENT HEAD SIGNATURE _____ Carol Maloney

DATE _____ 6-29-23

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Ashley Lindner		DATE 6-29-23
EFFECTIVE DATE 7/1/2023	POSITION TITLE Second Deputy	DEPARTMENT TREASURER
CURRENT STEP 30-4	NEW STEP 30-5	
CURRENT PAY RATE \$23.36 / \$4064.64	NEW PAY RATE \$23.94 / \$4165.56	
REASONS FOR CHANGE ANNIVERSARY STEP INCREASE		

EMPLOYEE SIGNATURE Ashley Lindner

DEPARTMENT HEAD SIGNATURE Carol Maloney

DATE 6/29/23

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME

Kristi Torstenson

DATE

6-29-23

EFFECTIVE DATE

7/1/2023

POSITION TITLE

Administrative Support

DEPARTMENT

Treasurer's Office

CURRENT STEP

20-2

NEW STEP

20-3

CURRENT PAY RATE

\$19.25 / \$3,349.50

NEW PAY RATE

\$19.73 / \$3,433.02

REASONS FOR CHANGE

ANNIVERSARY STEP INCREASE

EMPLOYEE SIGNATURE

Kristi Torstenson

DEPARTMENT HEAD SIGNATURE

Carol Maloney

DATE

6-29-23

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Janet Bevers		DATE 6/30/23
EFFECTIVE DATE 7/1/2023	POSITION TITLE 1ST Deputy	DEPARTMENT Treasurer
CURRENT STEP 40-7	NEW STEP 40-8	
CURRENT PAY RATE \$30.72 / \$5,345.28	NEW PAY RATE \$31.48 / \$5,477.52	
REASONS FOR CHANGE ANNIVERSARY STEP INCREASE		

EMPLOYEE SIGNATURE

Janet Bevers

DEPARTMENT HEAD SIGNATURE

Carol Maloney

DATE

6-29-23

COUNTY COMMISSIONERS

DATE

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

FILED

JUN 29 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Becky Goens		DATE 7/1/2023
EFFECTIVE DATE 7/1/2023	POSITION TITLE Sr. Admin. Specialist	DEPARTMENT Extension
CURRENT STEP 7 grade 35	NEW STEP 8 grade 35	
CURRENT PAY RATE \$27.67 / \$4014.50	NEW PAY RATE \$28.36 / \$4934.64	
REASONS FOR CHANGE Anniversary step increase		

EMPLOYEE SIGNATURE Becky Goens

DEPARTMENT HEAD SIGNATURE Jodi Lochner

DATE 7/1/2023

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 06 2023

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Kim Johnson		DATE 7/1/2023
EFFECTIVE DATE 7/1/2023	POSITION TITLE Administrative Specialist	DEPARTMENT Extension
CURRENT STEP 4 grade 30	NEW STEP 5 grade 30	
CURRENT PAY RATE \$23.36 \$4064.64	NEW PAY RATE \$23.94 \$4165.56	
REASONS FOR CHANGE Anniversary step increase		

EMPLOYEE SIGNATURE Kim Johnson

DEPARTMENT HEAD SIGNATURE Jodi Lochner

DATE 7/1/2023

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 06 2023

CODINGTON COUNTY AUDITOR

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Veteran Service Office

Name of traveling employee _____

Employee title _____ Employee status exempt ___ nonexempt X

Purpose of travel South Dakota Dept of Veterans Affair Certification and Benefits School

Method of transportation POV Driver

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.) POV Driver

Lodging expense \$150.00

Meals \$94 Registration \$100 PAID by CC

Other costs None

Overtime costs involved in the requested travel None

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

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 Veteran Service Office

Name of traveling employee _____

Employee title VSO Employee status exempt ☐ nonexempt ☒

Purpose of travel South Dakota Dept of Veterans Affair Certification and Benefits School

Method of transportation POV Pass

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.) POV Pass

Lodging expense \$75.00

Meals \$54 Registration \$100 PAID by CC

Other costs None

Overtime costs involved in the requested travel None

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

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

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Emergency Management

Name of traveling employee

Employee title Employee status exempt nonexempt X

Purpose of travel Travel to Board Meeting

Method of transportation County Vehicle

Destination South Dakota

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.) County Vehicle

Lodging expense N/A

Meals N/A Registration N/A

Other costs N/A

Overtime costs involved in the requested travel Any overtime hours will be flexed

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

Yes XX No If no, why

Is this travel a budgeted item? Yes X No

County Commission

Travel request approved: yes no Comments

Commission Chairman, Date

