

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, February 13, 2024

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 February 13, 2024, agenda
5. Action to approve the February 6, 2024, minutes of the Board of Codington County Commissioners
6. Opening of annual bids for Highway supplies and Weed chemicals; and possible action to award bids
7. Monthly Reports
 - a. Auditor
 - b. Director of Equalization
 - c. Welfare Director
 - d. Facility Manager
8. Action to approve a proposal with IMEG for engineering services for County Road 9-1/458th Ave. Culvert Replacement
9. Action to authorize Vice-Chair to sign agreement to keep bridge 15-215-230 on 177th St. on 5-year bridge plan
10. Action to authorize application of HMEP Grant
11. Action to approve daily inmate rate for out of County inmates
12. Action to approve the Auditor's acct. w/Treasurer and note monthly Register of Deeds fees
13. Action to approve a job description for Accountant Administrator position in the Auditor's Office
14. Action to approve a job description for Administrative Support position in the Auditor and Community Service Offices
15. Action to approve a revised wage scale adding Auditor's Office Accountant Administrator position and for Auditor and Community Service Offices Administrative Support position
16. Action to advertise and hire an Administrative Support position to fill a vacancy in the Auditor and Community Service Offices
17. Note bingo event to support Militamen Veterans Motorcycle Club
18. Note Presidents' Day office closures
19. Action to approve abatement applications

20. Action to approve claims for payment
21. Action to approve automatic budget supplements
22. Action to approve personnel changes
23. Action to approve travel requests
24. Public Notices – a possible quorum of Commissioners could be in attendance at:
25. Old Business
26. New Business
27. Open
 - a. Public Comments
 - b. Commission Comments
28. 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)
29. 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**

February 6, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, February 6, 2024, at the Codington County Court House. Commission members present were: Lee Gabel (via Zoom), Charlie Waterman, Myron Johnson, Troy VanDusen and Randall Schweer; Chair Schweer, presiding. The pledge of allegiance was led by Commissioner VanDusen.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Schweer called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by Waterman, second by VanDusen, to approve the agenda for February 6, 2024, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of January 23, 2024; all voted aye; motion carried.

MONTHLY REPORTS

4-H/Youth Program Advisor, Jodi Loehr and Sam Jacobson, Shooting Sports Coordinator, updated the Board: the Farm Show prep is underway for the 4-H Leaders 3 lunch counters and Codington County 4-H youth will have their projects on display in the Fieldhouse, thank you to Foley & Foley Law Office, for sponsoring the booth, could still use a few more volunteers to help with the lunch counters, thank you to Patti Sperry, Karen & Becky Weber for chairing the lunch counters; 4-H youth are invited to join in the Youth Livestock Literacy Ag-Xpedition at the Watertown Winter Farm Show, from 10am-4pm daily; this is open to all youth who need to complete the Youth Livestock Literacy requirement to show in 4-H, youth will learn about livestock by visiting the booths, visiting with people in the industry and exploring the Farm Show, they can register by scanning the QR code at the Watertown Radio booth or stop by the Codington County Extension Office, maps will also be available at the Extension Office; the NE 4-H Calf Show will be held at the conclusion of the Farm Show on Saturday, February 10, at noon, it is open youth in NE SD, this includes the counties of Brookings, Clark, Codington, Day, Deuel, Grant, Hamlin, Kingsbury, Marshall, Roberts and Spink with 28 pre-registered so far; had a Food, Fun and 4-H around the world to learn recipes from other countries and cook at home with their family, there were 28 families sign up with 50 youth, so far have picked up recipes from Germany and then they will get Italy next; DASH + for teens and parents and leaders on March 23, 2024 at the Extension Complex; a virtual Kid Kare is being held on Mondays from March 18 – April 29, more information was in the 4-H newsletter is available on the Codington County 4-H Facebook page to register for both Kid Kare and DASH +; shooting sports is going strong with 13 youth in air pistol/rifle, with 30 in BB gun and 48 in archery; thanked the shooting sports volunteers and plan to have a spaghetti feed on Sunday, March 3 at the Extension Complex from 11am – 2pm to help raise funds for the shooting sports program; intent of holding a raffle; Sam reviewed the growing shooting sports program in Codington County, and the need for increased space for the program. **Veterans Service Officer, Todd Rose,** updated the Board: metrics for the month, 186 open claims (working claims) (102 pending action from VA) 13 completed (YTD), currently working for 22 veterans and have completed claims for 38 veterans from outside our county;

\$4,992 for the month of January 2024, increase in monthly compensation for veterans or their dependents YTD monthly increase \$4,992; \$164,653 for the month of January 2024, retro-payment to bring a claim current to monthly compensation YTD retro-payments \$164,653; 7 veteran DAV transport in January; 5 transports currently scheduled for February; the Va is overwhelmed from the standpoint that they are projected to be over 400,000 claims behind this next year; recently there have been some concerns among the Veteran community that there are people, companies, organizations that are trying to scam and take advantage of the Veteran population and their dependents that they can file claims for them and that they have possible benefits that they could obtain for a fee. Veterans or their dependents don't need to pay anyone to file a claim for them; driver training is scheduled for tomorrow, people from Sioux Falls will be doing some refresher training at the Watertown Readiness Center and are always looking for more drivers; the Sioux Falls VA is going to be at the Watertown Winter Farm Show like last year, will have cards available for Veterans if they have any questions on applying for benefits; the 2nd Battalion/147th Field Artillery will be having a 20 year reunion in Watertown, there will be some briefings that will be put on by the Sioux Falls VA, SD Dept. of Veterans Affairs, SD Army National Guard, and the SD Transitional Assistance Advisors on March 23, 2024 at the Watertown Readiness Center, will be geared toward the Gulf War and Post 911, some topics include VA Benefits, Claims, Honor the Pact Act, Retirement and Tricare to mention a few, the briefings will be held from 9:00 a.m. to 12:00 p.m. and also from 1:00 p.m. to 4:00 p.m., it is open to the public and if you are a Veteran from that timeframe and you want to come and listen they are welcome to do so; the Sioux Falls VA Medical Center is going to have a Women's Veteran event sometime in August/September 2024; will meet with the commanders; will be on the radio Thursday morning, KWAT at 8:40ish and KXLG 9:05ish.

SHOOTING SPORTS RAFFLE

4-H/Youth Program Advisor, Jodi Loehrer, provided the Board with the 4-H Leader's Association intent to hold a raffle for the 4-H Shooting Sports Program, beginning March 1st and ending May 5th, May 7th, 2024 is the date of the drawing. The proceeds from this raffle will be used to grow and support needs of the Shooting Sports program.

RANGELAND FIRE ASSISTANCE RESOLUTION/FIRE PROTECTION AGREEMENT

The Board received correspondence from the SD Dept. of Agriculture addressing a need for updated contact information regarding the County's designee for obligating funds in the event of a County request for fire suppression assistance. Motion by VanDusen, second by Johnson, to approve Resolution 2024-3; all present voted aye; motion carried.

RESOLUTION 2024-3

"BE IT HEREBY RESOLVED, that the list of individuals set forth below, are hereby authorized to request rangeland fire assistance, on behalf of Codington County as specified in SDCL 41-20A-11. The authority to request assistance as provided shall continue in full force and effect until terminated or modified by resolution of the Codington County Board of Commissioners.

Effective Date: February 6, 2024

County Fire Assistance Authorization List:

Name	Position	Daytime Phone	Emergency or Cell Phone
Andrew Delgado	Emergency Management	605-882-6272	605-520-6272
Director			
Randall Schweer	County Commission	605-880-1528	605-880-1528

Term ends 12/31/2026

Cheri Howell	Emergency Management	605-882-6272	605-956-0609
	Deputy		

“BE IT HEREBY RESOLVED, that Andrew Delgado, Codington County Emergency Management Director, is appointed County Rural Fire Coordinator for Codington County, South Dakota. The Codington County Rural Fire Coordinator is hereby authorized to act as a single point of contact, on behalf of Codington County, in dealing with administrative matters such as burn bans, billings, or questions about this Rangeland Fire Agreement specific to Codington County. This authority shall continue in full force and effect until terminated or modified by resolution of the Codington County Commissioners.

Dated this 6th day of February, 2024

Randall Schweer, Chair Codington County Commission

ATTEST:

Brenda Hanten, County Auditor

RIGHT OF WAY EASEMENT

Motion by Johnson, second by Waterman, to authorize the Chair to sign a Right of Way agreement with Mark & Mary Margaret Mack Trust, c/o Karen Jones, for Bridge #15-216-220 for the amount of \$3,440.00, as presented by Highway Supt., Rick Hartley; all voted aye; motion carried.

RESOLUTION 2024-4 AS AMENDED COUNTY ROADS AND WEIGHT AND SPEED LIMITS

RESOLUTION 2024-4 AS AMENDED 2-6-2024

CODINGTON COUNTY WEIGHT & SPEED LIMIT ENFORCEMENT

WHEREAS, the County of Codington, South Dakota, is responsible for the maintenance of certain highways under its jurisdiction, and

WHEREAS, the Codington County Board of Commissioners, desires to protect existing Codington County Highways, ultimately saving tax dollars, and

WHEREAS, said highways, by reason of seasonal climatic changes, will be seriously damaged or destroyed unless vehicle weight and speed restrictions are imposed.

NOW THEREFORE BE IT RESOLVED, the limits on Codington County roads shall be forty miles per hour, truck speed limit, and a maximum load limit shall be seven (7) tons per axle on all asphalt

surfaced roads, during the Spring thaw period, effective from February 7th, 2024, to May 1st, 2024 inclusive, when limit signs are posted.

BE IT FURTHER RESOLVED, that the County of Codington requests and authorizes the South Dakota Highway Patrol to enforce weight limitations and speed restrictions, as established by this resolution, on Codington County roads.

BE IT FURTHER RESOLVED, that the penalty for the violation of the load restrictions shall be as set forth in SDCL 32-22-55.

Moved for adoption by Commissioner Gabel, second by Commissioner VanDusen, all present voted aye; motion carried.

Dated this 6th day of February, 2024, at Watertown, Codington County, South Dakota.

Randall Schweer
Codington County Commission Chair

ATTEST:

Brenda Hanten
Codington County Auditor

CONSTRUCTION MANAGER AT RISK SERVICE

Motion by Gabel, second by VanDusen, to approve to issue a request for proposals for Construction Manager at Risk Services (to include cost estimating) for a potential jail, Commissioner Gabel informed the Board that this is from the advice of Tegra to not only hire an architect but also a Construction Manager at Risk Service, law requires this to go through the bidding process, there was a lengthy discussion among the Board; all voted aye; motion carried.

COMPENSATION FOR JUDGES OF ELECTIONS

Motion by Johnson, second by Gabel, to compensate 2024 Judges of elections at \$225.00 for election day, plus \$50.00 for attending election schools and training, as recommended by the Auditor, all voted aye; motion carried.

PROPERTY TAX ABATEMENT

Motion by VanDusen, second by Waterman, to approve the following property tax abatement application on the following property: Record #948 in the amount of \$325.26; all voted aye; motion carried.

JANUARY SALARY CLAIMS

Motion by Johnson, second by Gabel, to approve for payment the following January salary claims; all voted aye; motion carried. Commissioners: 11,747.88 total salaries; Myron Johnson 2144.02; Lee Gabel 2144.02; Troy VanDusen 2144.02; Charlie Waterman 2144.02; Randy Schweer 2144.02. Auditor: 20,894.55 total salaries; Brenda Hanten 6881.70; Jodi Pearson 5007.72; Cindy Feldmeyer 3833.22; Cindy Brugman part

time @ 40.00. Co. Treasurer: 39,875.07 total salaries; Carol Maloney 7410.66; Janet Bevers 5696.76; Lindee Waba 4666.68; Ashley Lindner 4332.60; CeCi Johnson; 3570.48; Kristi Torstenson 3570.48. States Attorney: 55,449.89 total salaries; Becky Morlock Reeves 10941.12; Jamie Monson 5007.72; Katie Moes 4123.80; Scott Polski 6712.92.; Kari Lieffort 3925.44; Grant Wunder 6881.70; Kristina Solum 3660.96. Gov. Buildings: 21,231.64 total salaries; Steve Molengraaf 6906.06; Bryan Bleeker 4245.60; Richard Kohn 3751.44. Dir. Equalization: 43,050.02 total salaries; Shawna Constant 7053.96; Diane Merchant 4783.26; Michelle Pederson 5695.02; Heidi Selchert 5291.34; Barb Martenson 4555.32; Melissa Sears 5291.34. Reg. of Deeds: 29,409.93 total salaries; Ann Rasmussen 7410.66; Mary Fransen 5150.40; Jill Schweitzer 4553.58; Jacki Manning 5423.58. Veterans Service: 12,619.38 salaries; Todd Rose 6107.40; Jay Roberts 4913.76. Sheriff: 132,835.04 total salaries; Adam Reeves 5900.34; Erin Lenzner 4555.32; Brad Howell 8851.38; Lonnie Greenfield part time @ 24.81; Megan Swanson 3928.92; Keith Olson part time @ 26.73; Rusty Mathews 5985.60; Dave Curtis 4651.02; Jerrod Olson 6098.70; Trever Schimmel 5957.76; Vanna Engst 4765.86; Brent Solum 6737.28; Steven Lowry 5637.60; Tyler Varns part time @ 28.94; James Bakke part time @ 24.81; Shane Yost 5035.56; Chandler Flowers 4913.76; Dakota Dodds 4913.76; Travis Gutzmer 5620.20. Detention Center: 167,996.96 total salaries; Raistlan Tschetter 4536.18; Jordan Jensen 4536.18; Austin Hanson 4536.18; Lori Mills part time @ 28.08; David Winnett part time @ 24.81; Eric Lewis part time @ 24.81; Wyatt Anderson part time @ 24.81; Tristan Coyle 4426.56 Konner Anderson part time @ 24.81; Shawn Nills 5287.86; Dillon Solberg-Ellingson 4426.56; Brandon Anderson part time @ 25.44; Marcy Rossow 4129.02; Julie Gallisath 4536.18; Morgan Wermdal 3928.92; Shawna Carter 5260.02; Kayla Schomaker 4885.92; Charles Rossow part time @ 22.58; Jennifer Matejek 5260.02; Matt Blackwelder 6737.28; Wes Jennings 5007.72; Melissa Holtquist 5007.72; Justin Halajian 5291.34; Steve Stahlke 3941.10; Maria Escamilla 5590.62; Kelly Oelrich 5007.72. Coroner: 5,449.79 total salaries. Care of the Poor: 18,806.11 total salaries; Sara Foust 6107.40; Kari Kraayenbrink 4123.80; Paige Welling 3833.22. County Nurse: 5,687.07 total salaries; Sara Aman 4141.20. Ag. Bldg.: 12,959.35 total salaries; Scott Swanson 4786.74; Gordy Hedges 3941.10. Co. Extension: 12,702.61 total salaries; Becky Goens 5131.26; Kim Johnson 4332.60. Weed: 6,521.18 total salaries; Ron Hartley 3845.40. total salaries. Road & Bridge: 115,164.48 total salaries; Brad Schwinger 5392.26; Jeff Case 5526.24; Rick Hartley 8176.26; Dave Hedding 5392.26; Lori Deutsch 5131.26; Mitch Kallhoff 4228.20; Matt Dargatz 4905.06; Jamie Dolen 5007.72; Robyn Riter 4786.74; Lynn Solberg 6262.26; Doug Torstenson 5007.72; Randy Falvey 4555.32; Lonie Vogelsang 4555.32; Erik Kosak 3833.22; Harold Rounds 4426.56; Klayton Miller 3739.26. Emergency Management: 14,962.80 total salaries; Andrew Delgado 6411.90; Cheri Howell 5291.34. Crime Victim: 8,518.98 total salaries; Jan Steele 6603.30. W.I.C.: 5,233.17 total salaries; Angelica Leadabrand Anderson 3739.26. 24/7: 6,900.67 total salaries; Lindsey Stricherz 5260.02. Total: 748,016.57

Breakdown of withholding amounts which are included in the above: S.D. Retirement 68,387.82; VSP 928.37 ins.; S.D. Supplemental Retire. 5,000.00 suppl. retire.; Sanford Health 89,671.62 ins.; Reliance Standard Life Insurance 777.99 life ins.; Delta Dental 6801.95 ins.; Codington County Treasurer 7751.75 HSA ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 453.60 employee union dues; AFLAC 3,677.78 ins.; VSP 335.86 ins.; John Hancock 5,520.00 suppl. retire.; AFLAC 1,035.47 ins.; Sioux Valley Credit Union 27,941.00 employee payments; John Hancock 200.00 roth retire.; SDRS Supplemental Retirement 2,670.00 Roth retire.; Teamsters Local Union 120 528.00 employee union due; Codington County Deputy Sheriff's Association 105.00 employee union dues; ReliaBank Dakota 54,190.72 federal withholding; ReliaBank Dakota 69,244.44 social security; ReliaBank Dakota 16,194.40 Medicare; Watertown United Way 60.00 employee contributions; Health Equity 7,751.75 ins.

PERSONNEL CHANGE

Motion by VanDusen, second by Gabel, to approve the following personnel changes: New hire, Jacob Whitaker, Deputy Sheriff, part-time effective 2/1/2024, Step 3, \$28.94 per hour; New hire, Gavin Wright, Deputy in Sheriff's Office, full-time effective 2/1/2024, Grade 40/Step 5, \$30.41 per hour; all voted aye; motion carried.

TRAVEL REQUEST

Motion by Johnson, second by Gabel, to approve the following travel requests: Highway Dept. to attend training; Sheriff's Office to attend training which will partially be paid through grant funds; all voted aye; motion carried.

OLD BUSINESS

Commissioner Gabel informed the Board that the Justice Advisory Committee met and Tegra is helping with the 6 proposals for the architectural predesign proposals and will narrow it down to 4, some of the CCJAC members will help to interview the 4 architects on February 28th, 2024 and the CCJAC will meet on Thursday, February 29th, 2024 at 5:30 p.m. to arrive at which architect they will recommend to the County Commission Board.

EXECUTIVE SESSION

Motion by Johnson, second by Waterman, to enter into executive session, per SDCL 1-25-2 (1) discussion of personnel issues and (2) consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters , at 9:53 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:23 a.m., no action was taken. States Attorney, Rebecca Morlock Reeves, Highway Supt., Rick Hartley, Auditor, Brenda Hanten and Welfare Director, Sara Foust, were present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Gabel to adjourn at 10:23 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten
Cordington 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 \$_____



February 1, 2024

Rick Hartley, Highway Superintendent
Codington County Highway Department
1201 10th Street NW
Watertown, South Dakota 57201
Via Email cchighway@codington.org

Re: Proposal for Engineering Services
458th Avenue Culvert Replacement
South Shore, South Dakota

Dear Rick,

Thank you for the opportunity to submit a Proposal for engineering services for the replacement of the culvert group located on 458th Avenue approximately 0.3 miles north of 157th Street.

A detailed scope of services, assumptions, compensation, additional services, and terms and conditions are included in the attached Proposal for Services.

We propose to provide these services for a fee of **\$21,500.00** as detailed in the Compensation section in the Proposal for Services.

We look forward to working with you on this project and appreciate the opportunity to be of service. Please contact me at Steven.J.Myer@IMEGCorp.com if you have any questions. Thank you.

Steven J. Myer, PE
Principal / Project Executive

PROJECT DESCRIPTION

We understand the scope of work is as follows:

SURVEY PHASE SERVICES

1. Boundary survey services including:
 - a. Perform a boundary survey of the site.
 - b. Recover and/or set exterior boundary corners.
2. Topographic survey services including:
 - a. Perform topographic survey of the site.
 - b. Topographic survey to extend 25 feet outside property boundary lines.

- c. IMEG to submit a South Dakota One Call design locate and provide a summary table of existing utilities provided by requested design locate.
- d. IMEG to set a minimum of three control points on site.
- e. IMEG to set a minimum of two benchmarks on site.
- f. Show contours at one-foot intervals.
- g. Show plotted location of structures, power poles, and other visible permanent features.
- h. Show visually observed evidence of subsurface structures.
- i. Show utility information marked by South Dakota One Call design locate.
- j. Show utility information based on maps provided to the surveyor by Client.
- k. Note water elevations in any excavation, well, or body of water on project site.
- l. Show location of any recent soil boring(s) and note their existing ground elevations.
- m. Show trees greater than 6 inches in diameter, 2 feet above the ground.
- n. Show outline of large, wooded areas.
- o. Prepare AutoCAD format drawing for Client use.

DESIGN PHASE SERVICES

1. Prepare construction plans suitable for bidding.
2. Prepare front end and applicable civil specifications.
3. Prepare contract documents that are suitable for pricing and construction purposes.
4. Prepare an opinion of probable construction cost for civil systems. Note that IMEG has no control over 1) the cost of labor, material, or equipment; 2) the means, methods and procedures of the Contractor's work; or 3) the competitive bidding market at the time the project goes out to bid. IMEG's opinion of probable construction costs will be based on the firms experience and qualifications and represents our judgment as Design Professionals. IMEG makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from our opinion of probable cost.
5. Assist the County with obtaining a Nationwide 404 Permit from the United States Army Corps of Engineers (USACE).

BIDDING PHASE SERVICES

1. Issue documents to prospective bidders.
2. Respond to contractor questions.
3. Prepare addenda information as required.
4. Conduct bid opening.
5. Assist with bid evaluation and recommend award to successful contractor.
6. Prepare Agreement Between Owner and Contractor.

ASSUMPTIONS

1. Documents prepared by the Engineer will be prepared based upon reasonable assumptions derived from existing information provided by the Owner and from limited observation of accessible and visible existing conditions by the Engineer without the benefit of extensive field measurements and investigation prohibited by expense and inconvenience to the Owner. It is understood and agreed that unforeseen conditions uncovered during the progress of the project may require changes in the project, resulting in additional cost and delay.
2. IMEG will not be performing a hydraulic analysis of the site to determine capacity.

COMPENSATION

We propose to provide the services described above for a fixed fee of \$21,500.00.

PROJECT EXPENSES

The following direct expenses **are** included in the above fee:

1. Travel expenses (per diem for meals and incidentals, mileage, and other out of pocket expenses).

ADDITIONAL SERVICES

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

1. Assistance with grants and other related funding applications.
2. Construction phase services.
3. Preparing record documents from as-built markups or files provided by contractors or verifying the accuracy and completeness of same.

GENERAL

The attached Terms and Conditions dated April 1, 2023, are made a part of this Proposal. This Proposal is valid for 45 days from the date of this offer.

We will begin our services following acceptance of this Proposal for Engineering Services. We look forward to working with you and your staff on this project and appreciate this opportunity to be of service. Acceptance may be conveyed via e-mail to the address listed below or by signing this offer and returning it to our office. Notwithstanding the foregoing sentence, if you or members of your firm engage IMEG for services for the referenced project, either verbally or by actions, which imply acceptance of this Proposal such as providing drawings, submitting questions, requesting engineering information, etc., without returning a signed copy of this Proposal, it is expressly agreed that acceptance of all terms and conditions of this proposal will be implied and contractually binding.

Client

Codington County Highway Department

SIGN:

Rick Hartley

DATE:

IMEG

IMEG Consultants Corp

SIGN:

Kevin Goff, PE, MBA, Senior Principal / Senior Client Executive

DATE:

IMEG Consultants Corp.

SIGN:

Steven J. Myer, PE, Principal / Project Executive

DATE:

TERMS AND CONDITIONS

Standard of Care

Services provided by IMEG Consultants Corp. (hereinafter referred to as "IMEG") under this Agreement will be performed in accordance with generally accepted professional practices in a manner consistent with the level of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same or similar location. Under no circumstances shall any other representation (express or implied) or any type of warranty or guarantee be included or intended by IMEG during the completion of its services under this Agreement, (hereinafter the "Standard of Care"). If client issues to IMEG a purchase order or similar document, none of the terms and conditions stated therein shall bind IMEG, and such document whether or not signed by IMEG, shall be considered only as a document for client's internal operational management.

Client Responsibilities

IMEG shall be entitled to rely on the accuracy of documentation presented to it by Client and/or Client's legal agents. In the event of updates or changes to any documentation provided to IMEG in furtherance of its services, the Client is responsible for advising IMEG's personnel of such updates or changes in writing.

Additional Services

When additional services beyond the defined scope of work are requested, an amendment or change order will be prepared by IMEG and approved by the Client prior to commencing work. Client's approval by email or payment of proposed additional services shall be deemed binding. Additional services shall be performed on a time and material basis or for a negotiated fee.

Compensation

Services provided by IMEG on a time and material basis shall be performed in accordance with IMEG's current fiscal year Standard Hourly Rate Schedule in effect at the time of performance. This schedule is updated yearly and is available upon request.

Performance

IMEG has multiple offices with personnel that may provide professional services subject to this Agreement. IMEG may use any office or individual in the completion of services required for the Project. IMEG shall perform work pursuant to an agreed-upon schedule and consistent with the orderly progress inherent in the Standard of Care.

Billing/Payment

The Client agrees to pay IMEG for all services performed and all costs incurred. Invoices for IMEG's services shall be submitted either upon completion of such services or on a monthly basis. Invoices shall be due and payable within 30 days of invoice date (direct) or 15 days from payment by Owner (consultant). Client shall notify IMEG of any objections to the invoice within five working days of receipt and agrees to pursue, in good faith, all payments owed to IMEG for services rendered. Payment of any invoice indicates Client's acceptance of this Agreement, these Terms & Conditions, and satisfaction with IMEG's services. Payment of invoices is in no case subject to unilateral discounting, back-charges, or set-offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of an account remains unpaid 120 days after the billing, IMEG may institute collection action and the Client shall pay all costs of collection, including reasonable attorney's fees. Collection actions or billing disputes of any type shall not be subject to informal dispute resolutions procedures outlined herein.

Indemnification

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless IMEG, its directors, employees and agents against claims, damages, liabilities, and costs arising from and in proportion to the negligent acts or failure to act of Client and its directors, employees, and agents in the performance of services under this Agreement on a comparative basis of fault. The Client shall not be obligated to indemnify IMEG and its directors, employee and agents for their own negligence or the negligence of others. IMEG agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its directors, employees and agents against claims, damages, liabilities, and costs arising from and in proportion to the negligent acts or failure to act of IMEG and its directors, employees, and agents in the performance of services under this Agreement on a comparative basis of fault. IMEG shall not be obligated to indemnify the Client and its directors, employee and agents for their own negligence or the negligence of others. The other provisions of this Agreement notwithstanding, in the event of any claim within the purview of the indemnification provisions of this section, each indemnitee shall control its defense, and at the time of claim resolution each indemnitor shall provide reimbursement for any reasonable defense cost, recoverable by law, caused by any negligence or other fault by or attributable to each indemnitor as determined by a competent trier of fact. As such, the parties recognize and expressly acknowledge that the duty to defend is not applicable to this Agreement and wholly separate and distinct from the duty to indemnify and hold harmless as set forth in this section.

Insurance

IMEG shall obtain and maintain the following insurance coverages: Commercial General Liability, Automobile Liability, Umbrella/Excess Liability, Workers Compensation/Employer's Liability, and Professional Liability. Certificates of insurance will be provided to the Client upon request. When stipulated by the Parties, Commercial General Liability, Automobile Liability, Umbrella/Excess Liability, shall be written or endorsed to include additional insureds, primary/non-contributory coverage, and other coverages subject to all terms, exclusions and conditions of the policies and any limitations as to coverage amounts as agreed upon by the Parties.

Assignment

Neither party to this Agreement shall transfer, sublet, or assign any rights or duties under or interest in this Agreement, including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other party, which shall not be unreasonably withheld. Subcontracting to subconsultants, normally contemplated by IMEG as a generally accepted business practice, shall not be considered

an assignment for purposes of this Agreement.

Dispute Resolution

Any claims or disputes between the Client and IMEG arising out of the Services to be provided by IMEG or this Agreement shall be subject to discussions for informal resolution. If no informal resolution is achieved within 14 business days, the Parties agree to submit the matter (excluding actions by IMEG for payment of past due fees) to non-binding mediation. Any disputes involving contractors, subconsultants, subcontractors, suppliers, or any other legal agent shall be subject to the informal resolution process as described in this section, above. The laws of the State where the project is located govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

Construction Means and Methods

IMEG shall not be responsible for, nor have control over or charge of, construction means, methods, sequences, techniques, or procedures, or for any health or safety precautions. Neither Client nor IMEG shall hold the other responsible for damages or delays in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events beyond the control of the Client's or IMEG's directors, employees, agents, or consultants.

Construction Observation

When IMEG does not explicitly provide construction observation services within its written scope of work, it is agreed that the professional services of IMEG do not extend to or include the review or site observation of the contractor's work, performance, or pay request approval. During construction, the Client assumes the role of the engineer and will hold harmless IMEG for the contractor's performance or the failure of the contractor's work to conform to the design intent and the contract documents.

Project Signs

Project signs displayed at the construction site shall include "IMEG" as the Engineer. Articles for publication regarding this project shall acknowledge IMEG as the Civil, Structural, Mechanical, Electrical and/or Technology Engineer, as applicable.

Adjustments, Changes or Additions

It is understood that adjustments, changes, or additions may be necessary during construction. A contingency fund shall be maintained until construction is completed to pay for field changes, adjustments, or increased scope items. All change order amounts requested by contractors constructing IMEG-designed systems shall be submitted to IMEG for review prior to being approved by contract holder. IMEG will not approve amounts requested that are above a normal bid amount for the work involved. In no case will costs be assessed to IMEG at the discretion of the contractor, the Client, or the Owner without prior agreement and approval of IMEG. IMEG shall not be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

Ownership

All drawings, specifications, BIM and other work product of IMEG developed for this Project are instruments of service owned by IMEG. IMEG shall provide Client with a license to use said instruments of service for purposes consistent with successful project completion, including extensions, if mutually agreed. Reuse of any instruments of service of IMEG by the Client, or others acting for the Client, for any other use without the express written permission of IMEG shall be at the Client's risk. Client agrees to defend, indemnify and hold harmless IMEG for all claims, damages and expenses, including reasonable attorney's fees, arising out of unauthorized use of IMEG's instruments of service.

Electronic Files

The Client hereby grants permission for IMEG to use electronic background information produced by the Client in the completion of the project. The Client also grants permission to IMEG to release such documents (including their backgrounds) electronically to Client, contractors, and vendors as required in the execution of the project.

Employment

For the duration of this contract, plus six (6) months from the date of final payment received, neither IMEG nor Client, nor their respective agents, will offer employment or contact any person for such purposes who is or was employed by IMEG, Client or their agents for the period of performance of this contract.

Termination

Either party may terminate this Agreement due to the other party's material breach of this Agreement upon providing a ten (10) day written notice to the breaching party and an opportunity of at least three (3) business days to cure. Upon termination, payment is required in full for all services rendered and expenses incurred through the date of termination. IMEG shall not be required to release any documents, files, or work product until said payments have been made. In the event services are terminated or suspended due to the Client's breach, IMEG has no obligation to deliver documents and any consequences (including delay) resulting from such termination or suspension is the sole responsibility of the Client. Client has the obligation to return all documents within its possession or control if Client is in default under this Agreement.

Survivability

In the event any provisions of this agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party. Additionally, there shall be no legal presumption against the drafter of this Agreement in the event of a dispute as to the enforceability and/or interpretation of this Agreement.

Limitation of Liability

It is agreed that the Maximum Aggregate Liability of IMEG arising out of or related to this Agreement and for all work performed on this

project, whether based in contract or tort, in law or equity or for negligent acts, errors, or omissions, and all claims, losses, costs, damages, cost of defense, or expenses from any cause, including Client, contractors, and attorney fees, will be limited to \$100,000.00. This limitation of liability has been agreed upon after Client and IMEG discussed the risks and rewards associated with the Project, as well as the provision of the services within both the obligations of this Agreement and the associated compensation. Upon written request by Client, the parties may negotiate in good faith and mutually agree, by way of a written Change Order or Amendment, to increase the amount of this liability limitation. As used in this section "IMEG" includes all of IMEG's agents, affiliates, subconsultants and subcontractors, and their respective partners, officers, directors, shareholders, and employees. The limitation of liability established in this section shall survive the expiration or termination of this Agreement.

Risk Allocation

IMEG's liability to the Client for injury or damage to persons or property arising out of work performed for the Client and for which liability may be found to rest upon IMEG, other than for professional errors, omissions, or negligence, will be limited to IMEG's general liability insurance coverage of \$1,000,000.

Hazardous Environmental Conditions

Unless expressly stated in writing, IMEG does not provide assessments of the existence or presence of any hazardous or other environmental conditions or environmental contaminants or materials ("Hazardous Environmental Conditions"). Client shall inform IMEG of any and all known Hazardous Environmental Conditions before services are provided involving or affecting them. If unknown Hazardous Environmental Conditions are encountered, IMEG will notify the Client and, as appropriate, government officials of such conditions. IMEG may, without liability or reduction or delay of compensation due, proceed to suspend services on the affected portion of the project until Client takes appropriate action to abate, remediate, or remove the Hazardous Environmental Condition. IMEG shall not be considered an "arranger", "operator", "generator", "transporter", "owner", or "responsible party" of or with respect to contaminants, materials or substances. IMEG shall assume no liability whatsoever for correction of any Hazardous Environmental Conditions; and shall be entitled to payment or reimbursement of expenses, costs or damages occasioned by undisclosed Hazardous Environmental Conditions.

Buried Utilities

Client shall be responsible for designating the location of all utility lines and subterranean structures within the property lines of the Project. Client agrees to waive any claim against IMEG and to defend, indemnify and hold IMEG harmless for any claim or liability for injury or loss arising from IMEG or other persons encountering utilities or other manmade objects that were not brought to IMEG's attention or which were not properly located on the plans furnished to IMEG. Client further agrees to compensate IMEG for any and all time, costs and expenses incurred by IMEG in defense of any such claim, in accordance with IMEG's then effective standard hourly fee schedule and expense reimbursement policy.

Boundary Conflict

Boundary determinations occasionally disclose unseen or unknown conflicts between the record documents and the location of physical improvements. Upon discovery of any latent or patent ambiguity, uncertainty, or dispute disclosed by the records or by placement of the boundaries on the ground, work on the boundary survey will be suspended and you will be immediately notified. IMEG will present alternatives for possible resolution and any additional work required to achieve resolution will be negotiated. If you should choose to forego resolution, all work completed to date will be invoiced for payment and the project file will be archived by IMEG for future resolution. If you choose resolution, IMEG will act as your mediator, consultant and expert until satisfactory resolution is achieved. Upon resolution, this initial agreement will be reinstated and completed in accordance with its initial terms subject to potential interim rate increases.

Force Majeure

Except as hereinafter provided, no delay or failure in performance of IMEG shall constitute a default under this Agreement if and to the extent the delay or failure is caused by Force Majeure. Unless the Force Majeure frustrates performance of the Services, Force Majeure shall not operate to excuse, but only to delay, performance of the Services. If Services are delayed by reason of Force Majeure, IMEG will notify Client. Once the Force Majeure event ceases, IMEG shall resume performance of the Services as soon as possible. "Force Majeure" means any event beyond the control of IMEG to perform its obligations and which IMEG is unable to prevent, including without limitation, the combined action of workers, strikes, embargoes, fire, acts of terrorism, epidemics, explosions and other catastrophes, casualties, a moratorium on construction, delays in transportation, governmental delays in granting permits or approvals, changes in laws, expropriation or condemnation of property, governmental actions, unavailability or shortages of materials, national emergency, war, acts of terrorism, cyber-attacks, civil disturbance, floods, unusually severe weather conditions or other acts of God or public enemy.

Equal Employment Opportunity / Rights Under Federal Labor Laws

IMEG and Client shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a), 60-741.5(a) and Appendix A of Subpart A of 29 CFR 471 (as may be updated or amended). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime consultants and subconsultants take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Rev. 04/01/23



2024 STANDARD HOURLY RATES - CIVIL
(rates adjusted annually)

Senior Client Executive/ Senior Market Director / VP	\$260
Client Executive / Market Director	\$245
Project Executive	\$205
Senior Project Manager 2	\$200
Senior Project Manager 1	\$180
<hr/>	
Engineer of Distinction / Landscape Architect of Distinction / Planner of Distinction	\$200
Senior (Engineer / Landscape Architect / Planner) 3	\$190
Senior (Engineer / Landscape Architect / Planner) 2	\$175
Senior (Engineer / Landscape Architect / Planner) 1	\$160
Project (Engineer / Landscape Architect / Planner) 2	\$150
Project (Engineer / Landscape Architect/ Planner) 1	\$140
Graduate (Designer / Surveyor) 2	\$115
Graduate (Designer / Surveyor) 1	\$100
<hr/>	
Senior Land Surveyor 3	\$155
Senior Land Surveyor 2	\$145
Senior Land Surveyor 1	\$135
Project Surveyor 2	\$130
Project Surveyor 1	\$125
<hr/>	
Designer of Distinction	\$165
Senior (Designer / Crew Chief) 3	\$155
Senior (Designer / Coordinator / Crew Chief) 2	\$145
Senior (Designer / Coordinator / Crew Chief) 1	\$135
(Project Designer / Senior Technician / Crew Chief) 2	\$125
(Project Designer / Senior Technician / Crew Chief) 1	\$120
Designer 2 / Technician 4	\$110
Designer 1 / Technician 3	\$100
Design Technician 2 / Technician 2	\$95
Design Technician 1 / Technician 1 / Intern	\$85
<hr/>	
Senior Construction Administrator	\$140
Construction Administrator	\$125
<hr/>	
GIS System Architect	\$130
GIS Analyst	\$120
<hr/>	
Senior Virtual Design Coordinator	\$130
Virtual Design Coordinator	\$120
Senior Virtual Design Technician	\$110
Virtual Design Technician	\$90
Administrative Assistant	\$80

*These rates are for staff located in the office providing the rates. Staff based in one of IMEG's other offices may have different billing rates. These rates can be provided upon request.

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 January 2024.

Cash on Hand	\$5,430.21
Checks in Treasurer' possession less than 3 days	\$89,542.23
Credit Card Charges	\$10,598.50
Cash Items	\$325.00
TOTAL CASH ASSETS ON HAND	\$105,895.94

RECONCILED CHECKING	
Reliabank (Memorial Park)	\$1,503.90
Reliabank Dakota	\$33,918,207.74
INVESTMENTS	
SD Public Funds Investment	\$1,000.00
TOTAL CASH ASSETS	\$34,026,607.58

GENERAL LEDGER CASH BALANCES:

General	\$21,167,004.98
General restricted cash	\$500,000.00
Sp. Revenue	\$9,476,346.06
Sp. Revenue restricted cash	
Custodial	\$2,883,256.54
Schools	\$ 1,732,061.35
Townships	\$ 122,206.62
City/Towns	\$ 303,397.46

TOTAL GENERAL LEDGER CASH **\$34,026,607.58**

Dated this 1st day of February 2024



County Auditor

**AUDITOR'S MONTHLY SETTLEMENT WITH TREASURER
CODINGTON COUNTY
DATE: February 1, 2024**

CASH ON HAND IN TREASURER'S OFFICE

Silver and Pennies.....	\$116.21
Ones.....	\$169.00
Fives.....	\$465.00
Tens.....	\$330.00
Twenties.....	\$1,800.00
Fifties.....	\$850.00
Hundreds.....	\$1,700.00
Cash Items.....	\$325.00
Credit Card Charges.....	\$10,598.50
Checks.....	\$89,542.23
TOTAL CASH ON HAND	\$105,895.94

CHECKING ACCOUNT BALANCE:

<u>Reliabank (Memorial Park)</u>	\$1,503.90
<u>Reliabank Dakota</u>	\$33,918,207.74

INVESTMENTS:

<u>SD Public Funds Investment Trust</u>	\$1,000.00
---	------------

OTHER ACCOUNT BALANCES: \$33,920,711.64

GRAND TOTAL CASH AND BALANCES: \$34,026,607.58

GENERAL LEDGER CASH AND INVESTMENT BALANCES BY FUNDS:

General Fund	\$21,167,004.98
General Fund restricted cash	\$500,000.00
Sp. Revenue Funds	\$9,476,346.06
Sp. Revenue Funds restricted cash	\$0.00
Custodial Funds	\$2,883,256.54

TOTAL GENERAL LEDGER CASH \$34,026,607.58

OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF JANUARY, 2024

The sum of **\$32,637.30** in fees has been collected by me as Register of Deeds for JANUARY, 2024

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 JANUARY, 2024

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this 1st day of February 2024

Brenda Hunter

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	\$ 186.00
County General Fund (\$5.00)	\$ 465.00
State EVRSS Fund (\$5.00)	\$ 465.00
State General Fund (\$3.00)	\$ 279.00
TOTAL	\$ 1,395.00

CERTIFIED DEATHS

County General Fund (\$5.00)	\$ 810.00
State General Fund (\$4.00)	\$ 648.00
State EVRSS Fund (\$6.00)	\$ 972.00
TOTAL	\$ 2,430.00

FILED

FEB 01 2024

CODINGTON COUNTY AUDITOR

Receipt Totals

By Date: 1/1/2024 12:00:00 AM - 1/31/2024 11:59:59 PM; Departments: All; Cash based.

Summary:

Codington County

Thursday, February 1, 2024 7:49 AM

Receipt Item Totals

Document:	Paid	Charged	Debited	Total
Non Document:	\$25,823.50	\$566.00	\$0.00	\$26,389.50
	\$3,777.00	\$1,859.20	\$0.00	\$5,636.20
Subtotal:	\$29,600.50	\$2,425.20	\$0.00	\$32,025.70

Payment on Account Totals

Applied:	\$3,036.80
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$3,036.80

Payments & Refunds

ACH:	\$17,315.50
Cash:	\$1,922.00
Check:	\$13,384.80
Money Order:	\$15.00
Total:	\$32,637.30

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00 Marriage License 1	\$60.00	\$60.00	\$0.00	\$0.00
101-0-341.21 Reg. Deeds Filing/Recording 2	\$7,545.00	\$6,510.00	\$1,035.00	\$0.00
101-0-341.22 Reg. Deeds Transfer fees 3	\$17,993.50	\$17,993.50	\$0.00	\$0.00
229-0-321.00 Domestic Abuse Marriage Lic. 6	\$180.00	\$180.00	\$0.00	\$0.00
726-0-209.00 Reg. Deeds Fees - State 8	\$2,550.00	\$1,700.00	\$850.00	\$0.00
101-0-341.29 Reg. Deeds Other Fees 4	\$2,833.80	\$1,867.00	\$966.80	\$0.00
250-0-341.21 M&P Relief ROD Filing/Rec 7	\$885.00	\$774.00	\$111.00	\$0.00
769-0-209.00 M&P Relief ROD Allocation 9	\$590.00	\$516.00	\$74.00	\$0.00
Total:	\$32,637.30	\$29,600.50	\$3,036.80	\$0.00

FILED

FEB 01 2024

Document 5850

CODINGTON COUNTY AUDITOR



Codrington County, South Dakota

Job Title: Accountant Administrator
Reports To: Auditor
FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of the Auditor, the Accountant Administrator is responsible for performing high level accounting functions within the Auditor's office. The Accountant Administrator will may be responsible for handling sensitive customer and County information, which requires that they maintain a high level of professionalism and confidentiality.

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

- Type, audit, maintain and enter claims into the computer each month.
- Prepare claims, audit all claims that are paid.
- Collect money from other departments and the general public.
- Audit all purchases made by the County.
- Enter fixed asset records for all departments. Code data for input to financial data processing system according to company procedures for all departments. Work with department heads to ensure all assets are accurate.
- Enter, revise, update and create all department computer-related reports and forms. Reconcile report discrepancies and problems.
- Maintain computer changes that pertain to Budget and Revenue accounts.
- Post to general ledger.
- Assist in the yearly financial statement and budget process, as requested by the Auditor.
- Prepare city special assessment statements and post payments.
- Create and manage required tax changes due to tax splits, omitted property, tax abatements, and mobile home adjustments. Notify schools and towns of tax changes if needed.
- Assist the County Auditor for auditing cash flow in the Treasurer's Department, Sheriff's Department and Register of Deed's Department.
- Transfer monthly tax receipts and prepare transmittal sheets for taxing entities.
- Remit monthly tax apportionment, motor vehicle collections, state fines, etc. to schools, townships, municipalities, and special taxing districts. Send distribution copies to clerks and treasurers of all taxing entities.
- Maintain official files and cross-files posting state fines, licenses, tax receipts, prepaid checks for cities, schools, townships, treasurer checks, abatements and poor relief.
- Perform a variety of professional and technical activities working in the receipt, disbursement and transfer of funds received by the County.
- Assist customers, public and departmental, with any questions or refer them to the right personnel.

Accountant Administrator



Codington County, South Dakota

SECONDARY DUTIES:

- Prepare monthly miscellaneous receipts report and prepare sales tax report.
- Send monthly reports out.
- Post lien payments received to County poor lien books.
- Make out monthly statement of postage usage and send billing to various accounts from Mailing Service.
- Send letters monthly to individuals who have incurred liens for court appointed attorneys and public defender.
- Track court ordered confinement payments and send reports to Work Release Officer and States Attorney.
- Perform clerical duties to include composing letters, memos, forms, bills, etc.
- Attend training, seminars, workshops and meetings as deemed necessary.
- Assist co-workers in the Auditor's department with their duties as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS and SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or G.E.D. Certification required, Associate's or Bachelor's degree in Accounting or related field preferred.
- Minimum of four (4) years' experience as a bookkeeper or accounting position, or an equivalent combination of education and experience.
- Ability to operate computer systems and software such Microsoft Word, Excel, Outlook, Total Vote, Ultra, Square 9, copy machine, fax machine, calculator, and Internet.
- Knowledge of state laws governing the operations of the County Auditor's functions.
- Knowledge of record keeping and filing procedures.
- Ability to make mathematical computations accurately and quickly.
- Ability to demonstrate good communication skills.
- Demonstrated teamwork and customer service skills.
- Possess the ability to be bonded as an employee of Codington County.

EXAMINATION, TESTING, AND CERTIFICATION

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



Codrington County, South Dakota

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee frequently is required to stand, sit, and reach with hands and arms.
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate.



**Codrington County,
South Dakota**

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for Accountant Administrator. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner in Charge

Date Signed

Accountant Administrator



Codrington County, South Dakota

Job Title: Administrative Support

Reports To: Auditor and Community Services Director

FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of both the Auditor and the Community Services Director, the Administrative Support is responsible for performing clerical and election related functions within the two offices. This is a shared position with 75% of the time being designated to tasks within the Auditor's Office and 25% of the time being designated to tasks within the Community Services Office. The Administrative Support position may be responsible for handling sensitive customer and County information, which requires that they maintain a high level of professionalism and confidentiality.

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

- Handle routine communication including telephone calls, emails, and mail.
- Perform telephone and in person screenings to assess client's needs in the Community Services Office.
- Refer clients to other agencies through written referral or telephone in the Community Services Office.
- Maintain filing systems; type and enter data, records, and forms; prepare and review correspondence, forms, timesheets, and reports; and copy records and documents.
- Assist voter registration, purge inactive voters, and send acknowledgment letters to public.
- Assist public with voting; update master voting list; take orders for voter lists for parties, candidates, etc.; create formats for voter lists; prepare scanner equipment for counting ballots.
- Assist customers, public and departmental, with any questions or refer them to the right personnel.
- As requested, assist the County Auditor for auditing cash flow in the Treasurer's Department, Sheriff's Department and Register of Deed's Department.
- Prepare levy sheets and recapitulation sheets and send to the state.
- Prepare election equipment.
- Prepare election supplies for precincts.
- Assists Auditor with hiring of election precinct workers.



Codington County, South Dakota

SECONDARY DUTIES:

- Perform clerical duties to include composing letters, memos, forms, bills, etc.
- Attend training, seminars, workshops and meetings as deemed necessary.
- Assist co-workers in the Auditor's department with their duties as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS and SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or G.E.D. Certification.
- Two (2) years' experience as a bookkeeper or administrative support type position, or an equivalent combination of education and experience.
- Ability to operate computer systems and software such Microsoft Word, Excel, Outlook, Total Vote, Ultra, Square 9, copy machine, fax machine, calculator, and Internet.
- Ability to gain knowledge of state laws governing the operations of the County Auditor's functions.
- Knowledge of record keeping and filing procedures.
- Ability to make mathematical computations accurately and quickly.
- Ability to demonstrate good communication skills.
- Demonstrated teamwork and customer service skills.
- Possess the ability to be bonded as an employee of Codington County.

EXAMINATION, TESTING, AND CERTIFICATION

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

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee frequently is required to stand, sit, and reach with hands and arms.



Codington County, South Dakota

- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 25 pounds.



**Codrington County,
South Dakota**

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for the Administrative Support position. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner in Charge

Date Signed

Administrative Support

New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$24.81	\$25.44	\$26.07	\$26.73	\$27.39	\$28.08	\$28.78	\$29.49	\$30.23	\$30.99	\$31.76	\$32.56
35	Correctional Officer	Sheriff/Corrections	\$4,316.94	\$4,426.56	\$4,536.18	\$4,651.02	\$4,765.86	\$4,885.92	\$5,007.72	\$5,131.26	\$5,260.02	\$5,392.26	\$5,526.24	\$5,665.44
35	Correctional Officer (PT)	Sheriff/Corrections												
35	Court Security	Sheriff												
35	Deputy Transport	Sheriff												
35	Highway Maintenance Tech III	Highway												
35	Legal Records Specialist	States Attorney												
35	Payroll Specialist	Auditor												
35	Records Administrator	Sheriff												
35	Sr Administrative Specialist	Extension												
35	Sr Administrative Specialist	Highway												
35	Accountant Administrator	Auditor												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$27.55	\$28.24	\$28.94	\$29.66	\$30.41	\$31.17	\$31.95	\$32.74	\$33.56	\$34.40	\$35.26	\$36.14
40	Appraiser II	Equalization	\$4,793.70	\$4,913.76	\$5,035.56	\$5,160.84	\$5,291.34	\$5,423.58	\$5,559.30	\$5,696.76	\$5,839.44	\$5,985.60	\$6,135.24	\$6,288.36
40	Deputy Sheriff	Sheriff												
40	First Deputy Register of Deeds	Register of Deeds												
40	First Deputy Treasurer	Treasurer												
40	Shop Foreman Mechanic	Highway												
40	Sr Maintenance Tech	Maintenance/Jail												
40	Deputy Veteran Service Officer	Veterans												
40	Emergency Mgmt Deputy Director	Emergency Mgmt												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$28.92	\$29.65	\$30.39	\$31.15	\$31.93	\$32.73	\$33.54	\$34.38	\$35.24	\$36.12	\$37.02	\$37.95
45	Equalization Data Base Coord	Equalization	\$5,032.08	\$5,159.10	\$5,287.86	\$5,420.10	\$5,555.82	\$5,695.02	\$5,835.96	\$5,982.12	\$6,131.76	\$6,284.88	\$6,441.48	\$6,603.30
45	Correctional Sergeant	Sheriff/Corrections												
45	Victim Witness Services Coordinator	States Attorney												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$31.81	\$32.61	\$33.43	\$34.26	\$35.12	\$35.99	\$36.90	\$37.81	\$38.76	\$39.73	\$40.73	\$41.75
50	Assistant Highway Superintendent	Highway	\$5,534.94	\$5,674.14	\$5,816.82	\$5,961.24	\$6,110.88	\$6,262.26	\$6,420.60	\$6,578.94	\$6,744.24	\$6,913.02	\$7,087.02	\$7,264.50
50	Sergeant - Sheriff	Sheriff												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$33.40	\$34.24	\$35.10	\$35.97	\$36.88	\$37.79	\$38.74	\$39.71	\$40.71	\$41.72	\$42.76	\$43.84
55	Veterans Services Director	Veterans	\$5,811.60	\$5,957.76	\$6,107.40	\$6,258.78	\$6,417.12	\$6,575.46	\$6,740.76	\$6,909.54	\$7,083.54	\$7,259.28	\$7,440.24	\$7,628.16
55	Welfare Director	Welfare												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$35.08	\$35.95	\$36.85	\$37.77	\$38.72	\$39.69	\$40.67	\$41.69	\$42.73	\$43.80	\$44.90	\$46.02
60	Chief Deputy	Sheriff	\$6,103.92	\$6,255.30	\$6,411.90	\$6,571.98	\$6,737.28	\$6,906.06	\$7,076.58	\$7,254.06	\$7,435.02	\$7,621.20	\$7,812.60	\$8,007.48
60	Chief of Corrections	Sheriff/Corrections												
60	Director of Facilities	Maintenance												
60	Director of Emergency Management	Emergency Mgmt												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$38.58	\$39.55	\$40.54	\$41.55	\$42.59	\$43.66	\$44.74	\$45.86	\$47.01	\$48.18	\$49.39	\$50.63
65E	County Auditor	Auditor	\$6,712.92	\$6,881.70	\$7,053.96	\$7,229.70	\$7,410.66	\$7,596.84	\$7,784.76	\$7,979.64	\$8,179.74	\$8,383.32	\$8,593.86	\$8,809.62
65E	County Treasurer	Treasurer												
65	Deputy States Attorney	States Attorney												
65	Director of Equalization	Equalization												
65E	Register of Deeds	Register of Deeds												
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$40.52	\$41.53	\$42.57	\$43.63	\$44.72	\$45.83	\$46.99	\$48.16	\$49.36	\$50.60	\$51.86	\$53.15
70	Highway Superintendent	Highway	\$7,050.48	\$7,226.22	\$7,407.18	\$7,591.62	\$7,781.28	\$7,974.42	\$8,176.26	\$8,379.84	\$8,588.64	\$8,804.40	\$9,023.64	\$9,248.10
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$48.41	\$49.63	\$50.87	\$52.14	\$53.44	\$54.78	\$56.15	\$57.55	\$58.99	\$60.47	\$61.97	\$63.52
75E	Sheriff	Sheriff	\$8,423.34	\$8,635.62	\$8,851.38	\$9,072.36	\$9,298.56	\$9,531.72	\$9,770.10	\$10,013.70	\$10,264.26	\$10,521.78	\$10,782.78	\$11,052.48
New Pay Grade	Title	Dept./Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$54.23	\$55.58	\$56.97	\$58.40	\$59.85	\$61.35	\$62.88	\$64.46	\$66.06	\$67.71	\$69.41	\$71.15
80E	States Attorney	States Attorney	\$9,436.02	\$9,670.92	\$9,912.78	\$10,161.60	\$10,413.90	\$10,674.90	\$10,941.12	\$11,216.04	\$11,494.44	\$11,781.54	\$12,077.34	\$12,380.10

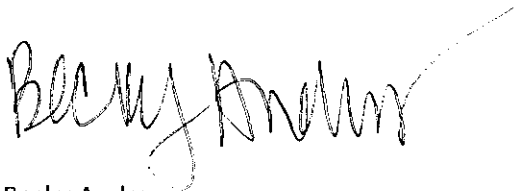
Attn: Lee Gabel, Chairman

CC: Brenda Hanten, Auditor

Hello, my name is Becky Andrews and I'm the General Manager of the Sandbar. I am reaching out to get your permission to hold a bingo event at our establishment, March 16th. All proceeds will be donated to the Militamen Veterans Motorcycle Club. We do have members of the organization helping us put it on, such as calling bingo and selling bingo cards.

If you have any questions please contact me at 6123098244.

Thank you,

A handwritten signature in black ink that reads "Becky Andrews". The signature is written in a cursive style with a long, sweeping flourish extending to the right.

Becky Andrews

General Manager

Sandbar

100 N Lake Dr

Watertown, SD

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Cindy Feldmeyer		DATE 2/8/2024
EFFECTIVE DATE 2/1/2024	POSITION TITLE Accountant Administrator	DEPARTMENT Auditor
CURRENT STEP G25/Step 2	NEW STEP G35/Step 1	
CURRENT PAY RATE \$22.03/\$3833.22	NEW PAY RATE \$24.81/\$4,316.94	
REASONS FOR CHANGE New job description and duties		

EMPLOYEE SIGNATURE Cindy Feldmeyer

DEPARTMENT HEAD SIGNATURE Brenda Harten

DATE 2-8-2024

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

FEB 08 2024

CODINGTON COUNTY AUDITOR