

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 07, 2026

1. Pledge of Allegiance
2. Call for public comments. 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 July 07, 2026, agenda
5. Action to approve June 23, 2026, minutes of the Board of Codington County Commissioners
6. Tax deed property auction
7. Action to approve a request to sell alcohol at a wedding event at the Extension Center – Urban/Mischke
8. Action to approve plat resolutions
 - a. 2026-13 Dan and Rita Meseberg Addition
 - b. 2026-14 Lanke Addition
 - c. 2026-15 Fleming Addition
 - d. 2026-16 Fleming Second Addition
9. 1st Reading of Ordinance #83
10. Monthly Reports
 - a. 4-H Educator
 - b. Veteran Service Officer
11. Review of 2027 budget requests
12. Discussion/possible action to apply for Flood Mitigation Assistance Grant for PreDisaster Mitigation Plan Update
13. Discussion/possible action to approve job description for Appraiser Assistant in Director of Equalization Office
14. Discussion/possible action to approve revised job description for Defense Support Coordinator
15. Discussion/possible action to approve revised wage scale
16. Action to approve Resolution 2026-17 discharging County liens of deceased clients
17. Discussion/possible action to approve Human Resources contract effective July 1, 2026
18. Action to approve abatement applications
19. Action to approve claims for payment
20. Action to approve automatic budget supplements
21. Action to approve personnel changes
22. Action to approve travel requests
23. Public Notices – a possible quorum of Commissioners could be in attendance at:

24. Old Business

25. New Business

26. Open

- a. Public Comments
- b. Commission Comments

27. Action to enter into Executive session pursuant to SDCL 1-25-2

- (1) Discussion of personnel issues (SDCL 1-25-2(1))
- (2) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters (SDCL 1-25-2(2))
- (3) Preparing for contract negotiations or negotiating with employees or employee representatives (SDCL 1-25-2(3))
- (4) Discussion of pricing or marketing strategies when public disclosure may harm the competitive position of the county owned business (SDCL 1-25-2(4))
- (5) Discussion of information pertaining to the protection of public or private property (SDCL 1-25-2(5))

28. 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 23, 2026

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 23, 2026, at the Codington County Court House. Commission members present were: Lee Gabel, Tyler McElhany, Myron Johnson, Randall Schweer, and Troy VanDusen; Chair VanDusen, presiding. The pledge of allegiance was led by Commissioner McElhany.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair VanDusen 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 Gabel, second by McElhany, to approve the agenda for June 23, 2026, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of June 16, 2026; all voted aye; motion carried.

AWARD BID OF COUNTY ROADS 10 & 7 RESTORATION PROJECT

Highway Superintendent, Randy Falvey, and Waylon Blasius, PE, Transportation Dept. Head with Banner Associates Inc., opened and announced the following bids for the advertised County Roads 10 & 7 Restoration Project:

<u>BIDDER'S NAME AND ADDRESS</u>	<u>BASE BID</u>
Bituminous Paving, Ortonville, MN	\$1,940,299.00
Duininck, Inc., Prinsburg, MN	\$1,405,838.60

Bidders provided a bid bond.

Waylon Blasius, PE, Transportation Dept. Head, with Banner Associates Inc, was present for the opening of bids. The Highway Supt. and Transportation Dept. Head, reviewed the bid for accuracy and informed the Board that after reviewing the bids and it being up to the Board to accept the construction bid with Duininck, Inc., of \$1,405,838.60; Highway Supt., Randy Falvey recommended going with the Duininck, Inc., bid; motion by McElhany, and second by Gabel to accept the bid from Duininck, Inc., in the amount of \$1,405,838.60; all voted aye; motion carried.

TIME-KEEPING SYSTEM WITH ADP

Discussion about the time-keeping system with Commissioner McElhany, Chief Deputy, Brent Solem, Sheriff, Brad Howel and ADP representatives, Rachel Coleman, Mia LaBella, and Jon Beam, Commissioner McElhany informed the Board that since the time-keeping system with TCP didn't work out it was decided to look at other time-keeping systems to make comparisons, Sheriff, Brad Howell, mentioned that a committee was formed involving Chief Deputy, Solem, the Auditor's Office and a couple commissioners to go through this process, a proposal was provided to the Board with ADP for 2 years, in the amount of \$28,683.28 of which one year is free; Chief Deputy, Brent Solem recommended approving the proposal with ADP; motion by McElhany, second by Gabel, to approve the proposal with ADP, in the amount of \$28,683.28; all voted aye; motion carried.

MONTHLY REPORTS

Sheriff, Brad Howell, provided the Board with the following statistics, compiled from activity in the month of May 2026, for the Detention Center and Sheriff's Office; office fees were collected in the amount of \$27,327.89, and were retained by the County; ATM, Kiosk, and Commissary items sold with a commission fee to the County in the amount of \$2,499.50; 681 cases/calls for service; 8 accident reports were completed; 57 warrants served; 201 sets of civil papers served; 3,813 transport miles; average daily inmate population 58.87 (high ADP 67 and low ADP 51); 15 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 11 individuals using remote breathalyzers; 50 individuals testing twice daily PBT'S; 53 individuals reporting twice weekly for UA Drug testing; 2 individual wearing a sweat patch; 206 bookings; \$32,799.12 collected in fees for out of county prisoner contracts; \$2880.00 collected in work release fees; \$9,658.00 collected in fees for the 24/7 program and SCRAM fees; the higher amount of out of county prisoner contracts has increased significantly due to Codington County is housing State Prisoner parolees and sentenced individuals for the State due to they don't have the capacity for at a rate of \$95.00/day; completed the Spring firearms qualifications; working on all other Spring trainings as well; working on and updating new policies for the new jail; working on training for the new program Guardian software for cell check system; filled the Deputy position/ Brandon Fieber; Sheriff Howell also provided Flock Safety statistics. **Emergency Management Director, Andrew Delgado**, updated the Board: Cheri, Wes, and I hosted the Leadership Watertown Tour at Search and Rescue; responded to a truck fire involving HAZMAT; been in contact with City Engineer for the 2026 BRIC grant; serviced all of the Search and Rescue vehicles; quarterly monitoring visit with Regional Coordinator; met with Prairie Lakes Hospital staff to go over plans in case they would need to temporarily relocate; invited to do an emergency preparedness presentation at the Kids Kare babysitting clinic; held quarterly LEPC meeting; had severe weather monitoring event; visited a youth camp to explore shelter options and inclement weather plans; SB 136 allocated 5 million dollars for PPE Equipment for volunteer fire departments; Cheri made election worker ID cards; attended Salvation Army Board meetings; one final community contact to be submitted to State; Search and Rescue continue training.

FIREWORKS SHOW PERMIT

Motion by McElhany, second by Schweer, to approve the following fireworks show permit: Jared Birk, person discharging, location 46345 166th St., July 11, 2026; all voted aye; motion carried.

SURFACE PRO 11, KEYBOARD AND TWO MONITORS FOR COMMUNITY SERVICE OFFICE

Motion by Johnson, second by Gabel, to approve the purchase of Surface Pro 11, keyboard and two monitors, from TwoTrees, in the amount of \$3,338.00; Angie Collignon, Community Service Office staff informed the Board that this equipment for the pre-trial position that will begin July 1st, 2026, all voted aye; motion carried.

COMMUNITY TREATMENT COURT MOU

Motion by Johnson, second by Gabel, to authorize the Chair to sign the Community Treatment Court MOU; Commissioner Gabel explained to the Board that this is a state effort to get all the individuals that are involved with treatment court to participate and sign the MOU; all voted aye; motion carried.

NOTE NO BOARD MEETING

Due to previously adopted policy the Board will not meet Tuesday, June 30th, 2026.

CLAIMS

Motion by Gabel, second by McElhany, to approve for payment the following jail claims; all voted aye; motion carried. Tegra \$20,853.75 and Architecture Inc., \$26,081.00.

PERSONNEL CHANGES

Motion by McElhany, second by Schweer, to approve the following Personnel changes and annual step personnel changes: all voted aye; motion carried. Tim LaFramboise, Seasonal Highway Dept., Grade AA/Step A, \$18.68 per hour, effective 4-28-2026; Tiffany Barthel, FT Defense Support Coordinator, Community Services, Grade

40/Step E, \$32.98 per hour, effective 7-01-2026 and Cassidy Biberdorf, FT Community Care Coordinator, Grade 25/Step A, \$23.71 per hour, effective 7-01-2026.

Employee	Position	Wage	Effective
Randy Falvey	Highway Supt.	45.48/7913.52	7/1/2026
Lynn Solberg	Highway Assist. Supt.	41.42/7207.08	7/1/2026
Lori Deutsch	Sr. Admin. Spec.	34.54/6009.96	7/1/2026
Jamie Dolen	Highway Main. Tech. III	33.80/5881.20	7/1/2026
Dave Hedding	Highway Main. Tech. III	36.39/6331.86	7/1/2026
Eric Kosak	Highway Main. Tech. II	28.35/4932.90	7/1/2026
Mitch Kallhoff	Highway Main. Tech. II	29.06/5056.44	7/1/2026
Cody Hoff	Highway Main. Tech. II	28.35/4932.90	7/1/2026
Harry Rounds	Highway Main. Tech. III	30.63/5329.62	7/1/2026
Douglas Torstenson	Highway Main. Tech. III	33.80/5881.20	7/1/2026
Klayton Miller	Highway Main. Tech. III	30.63/5329.62	7/1/2026
Lonie Vogelsang	Highway Main. Tech. II	30.53/5312.22	7/1/2026
Matt Dargatz	Highway Main. Tech. II	31.29/5444.46	7/1/2026
Keith Eischens	Highway Main. Tech. II	28.35/4932.90	7/1/2026
Wade Jordan	Highway Main. Tech. II	28.35/4932.90	7/1/2026
Joey LaFramboise	Highway Shop Foreman Mech.	33.06/5752.44	7/1/2026
Ann Rasmussen	Register of Deeds	49.03/8531.22	7/1/2026
Jacki Manning	First Deputy ROD	36.39/6331.86	7/1/2026
Jill Schweitzer	Admin. Spec. ROD	30.44/5296.56	7/1/2026
Mary Fransen	Sr. Admin. Spec. ROD	35.40/6159.60	7/1/2026
Lindee Waba	2 nd Deputy Treasurer	31.20/5428.80	7/1/2026
Nikki Christensen	Admin. Support	22.50/3915.00	7/1/2026
Jennifer Kirschenmann	Admin. Support	22.50/3915.00	7/1/2026

OLD BUSINESS

Commissioner Gabel reported the new jail update stating Area A is going up.

OPEN

Commission Comments – Commissioner VanDusen informed the Board that he will be attending a CORE meeting in Day County.

EXECUTIVE SESSION

Motion by McElhany, second by Gabel, to enter executive session, per SDCL 1-25-2 (1) Discussion of personnel issues (SDCL 1-25-2(1)) and (3) Preparing for contract negotiations or negotiating with employees or employee representatives (SDCL 1-25-2(3)) at 10:48 a.m.; all voted aye; motion carried. The Board returned to regular session at 11:20 a.m. and no action was taken. Human Resource Representative, Natalie Remund, was present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by McElhany, to adjourn at 10:20 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten
Codington County Auditor

Codington County, 23 June 2026

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 \$_____

14 1 AVE SE
WATERTOWN SD 57201
(605) 882-6274

PROPERTY OWNER: CODINGTON COUNTY

14 1 AVE SE
WATERTOWN SD 57201-

Property Address: STR 26-2-
MH Serial #:

Title #:

Legal: KAMPESKA TOWNSHIP VERA 26 - 2 - 0 - 0
LOTS 26-28 & W1/2 VAC ALLEY LY ELY SAID LOTS 26-28
& S1/2 VAC ALLEY LY NLY SAID LOT 28 BLK 2
VERA 1-116-54 + 2-116-54

Record #: 1996

Total Acres/Lots: .31

Filed: 12/16/2025
Deed Type: TX
Lot Size: 90 X 150

Instrument: 12/16/2025 Book: 427 Page: 2285
Sequence: 25-1146 Sale Codes: 2 - 2026 - 28 Year Built: 0
Last known Selling Price: Parcels Sold: 1

TAXING DISTRICTS

Town/Township: 8 KAMPESKA TOWNSHIP
School: 14-4 WATERTOWN SCHOOL

Special Districts -

1: 0	4: 0	7: 0
2: 1 EAST DAKOTA WATER	5: 0	8: 0
3: 1 HAMLIN CODINGTON LIBRARY	6: 0	9: 0

	2027 F & T	2026 Last Year
Ag Building Exemption:		
AG BR AG-C1		
BC AG-CC2		
LR AG-C		
LC AG-CC		
NA BR NA-C1		
BC NA-CC2		
LR NA-C		
LC NA-CC		
MH NA-CM1		
OO BR NA-C1-S		
LR NA-C-S		
MH NA-CM1-S		

TOTALS: 0

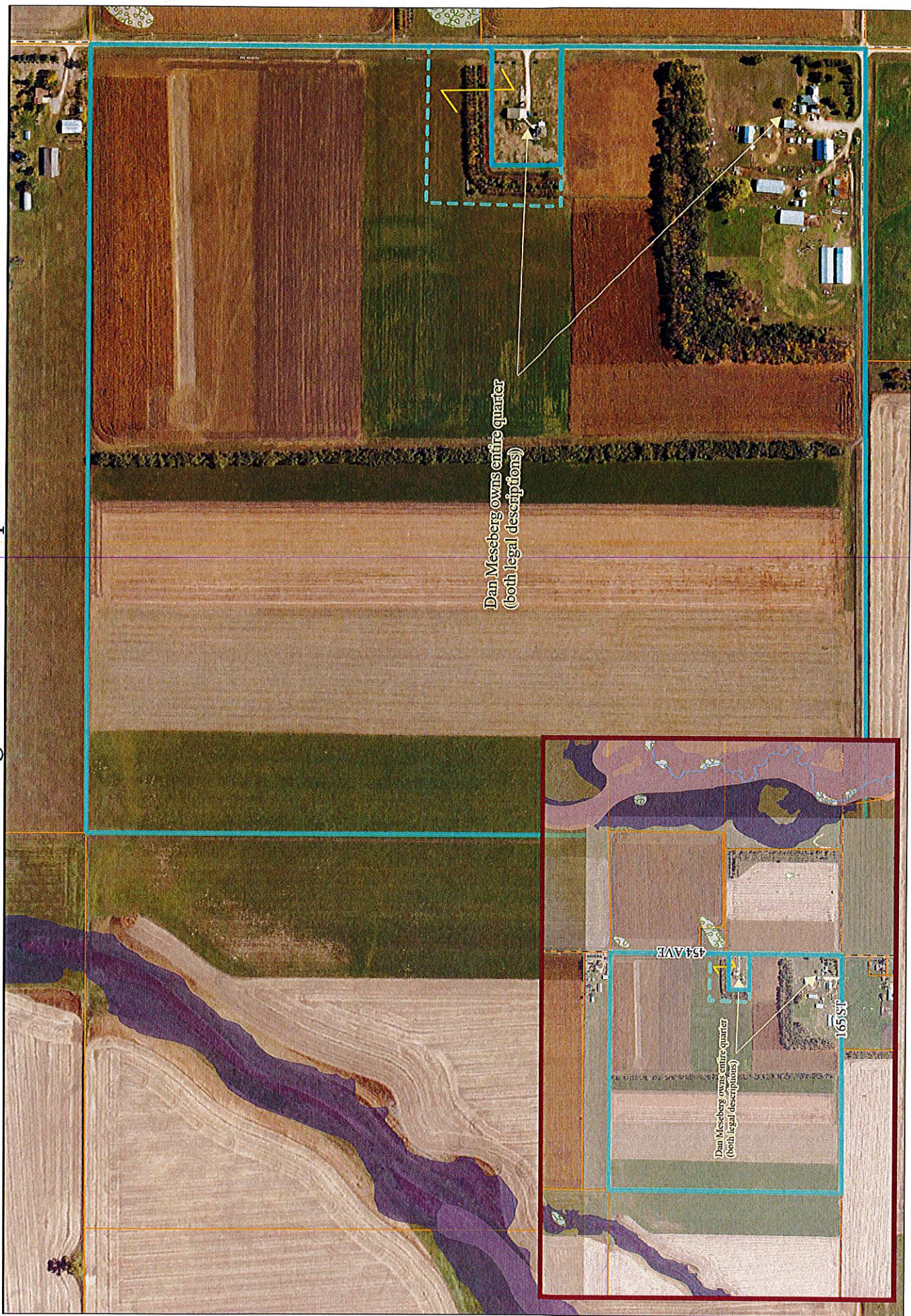


Meseberg Plat

Dan and Rita Meseberg Addition in the Southeast Quarter of Section 25,
Township 118 North, Range 53 West of the 5th P.M. Codington County,
South Dakota. (Rauville Township)

Plat approval

Meseberg Conditional Use Permit: Existing Farmstead Exemption



PLAT OF:
DAN AND RITA MESEBERG ADDITION
 IN THE SOUTHEAST QUARTER (SE1/4) OF SECTION 25, T118N,
 R53W OF THE 5th P.M., CODINGTON COUNTY, SOUTH DAKOTA
 CONTAINING 5.00 ACRES, MORE OR LESS, OF WHICH 0.32 ACRE IS SECTION LINE RIGHT OF WAY

161 LINE
 CAPPED IRON PIN
 ELMGROVE
 SEC. 24 T118N



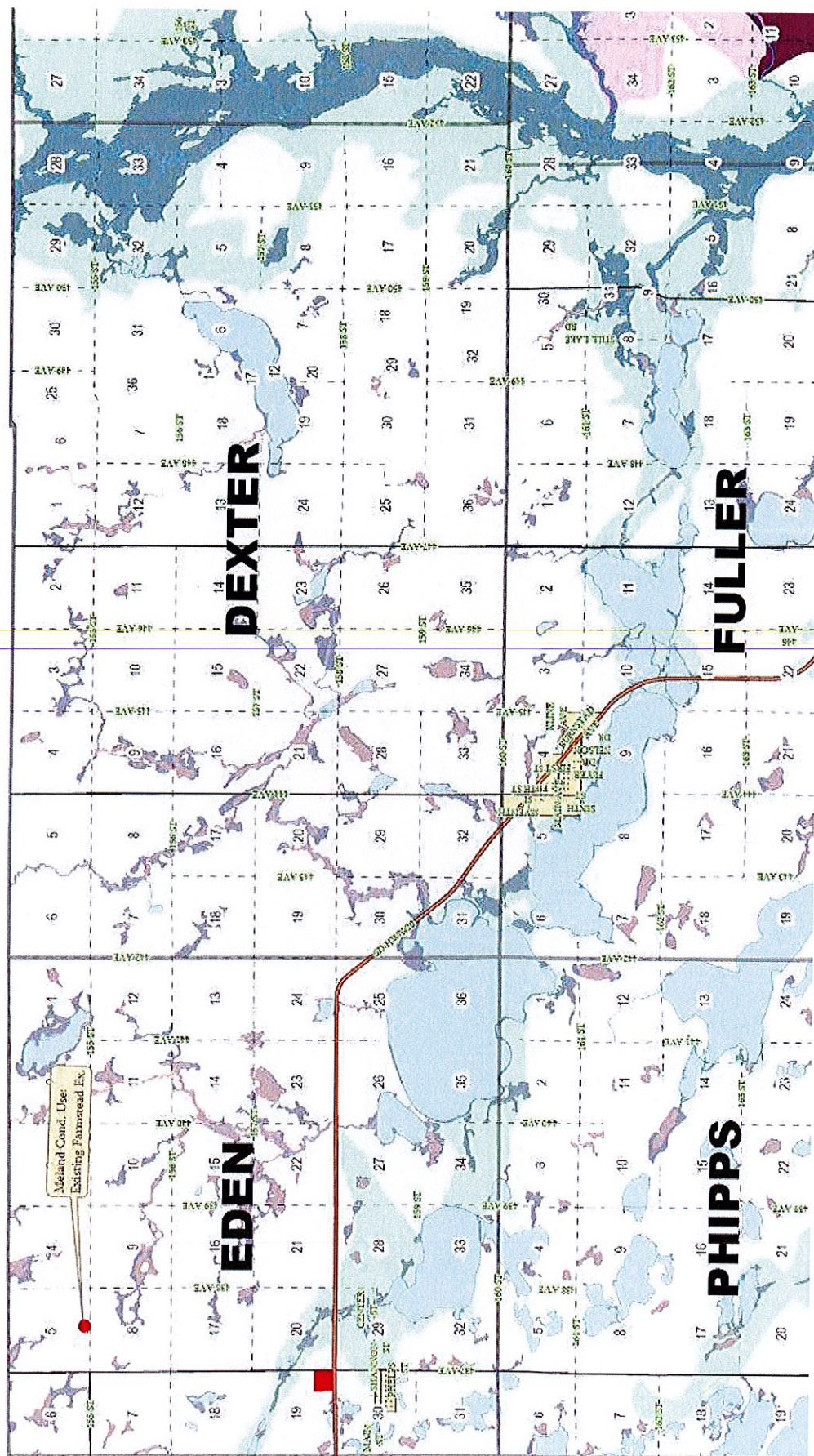
SCALE 1"=100'
 MAY 2026
 CAPPED IRON PIN SET "LS 12755"
 EXISTING MONUMENT AS NOTED
 SUBJECT TO EASEMENTS OF RECORD



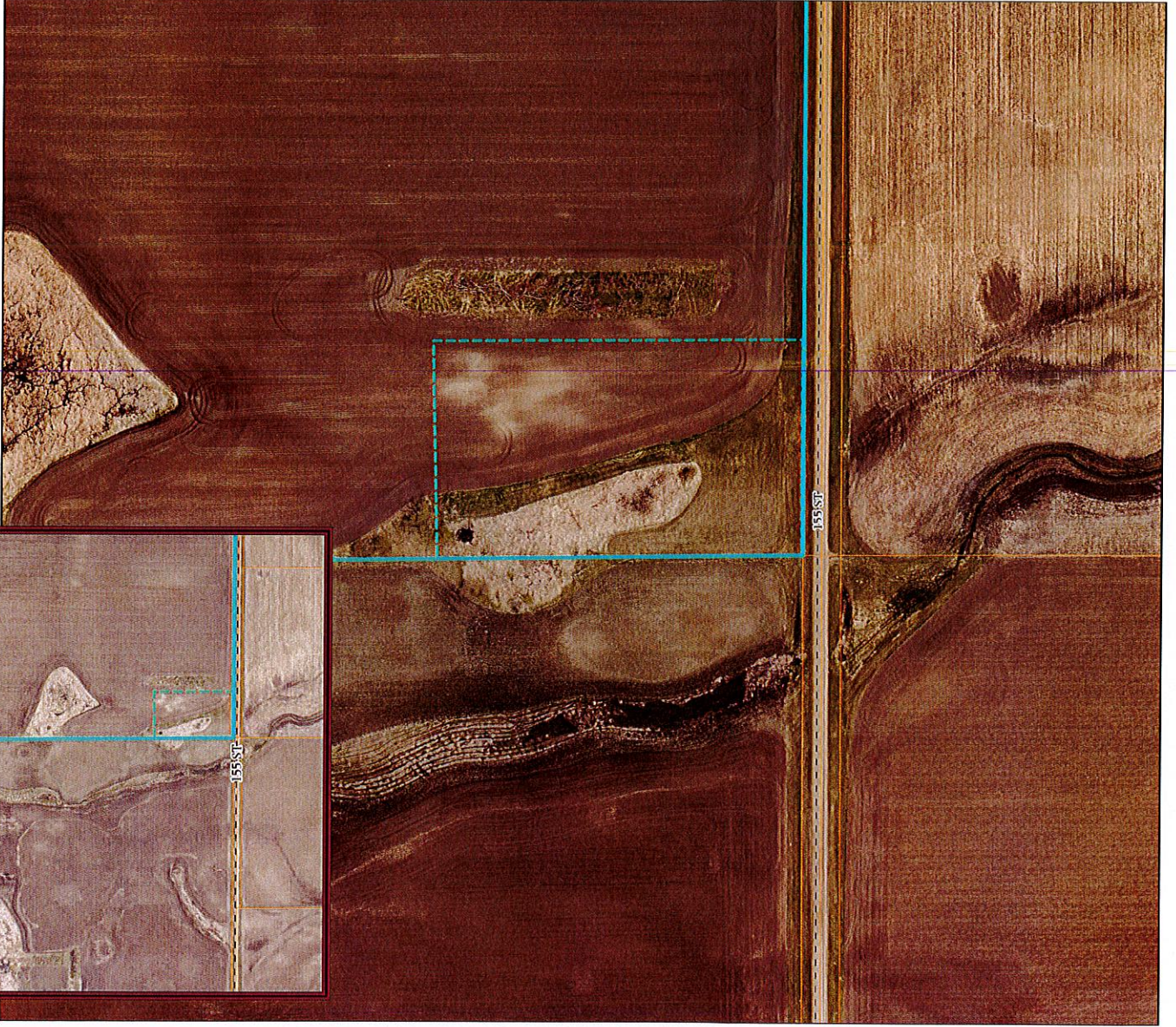
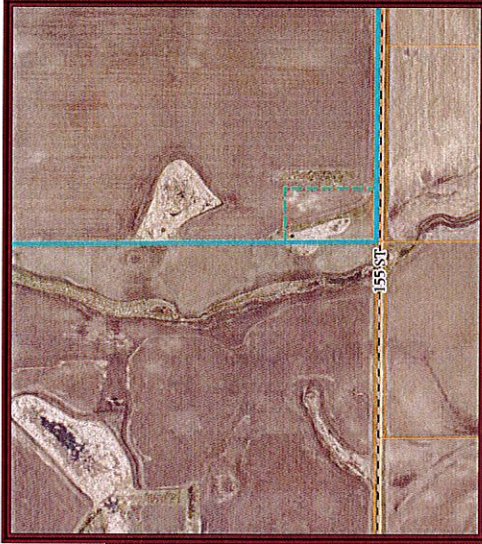
Meland Plat

Lanke Addition in the Southeast Quarter (SE1/4) of Section 5, Township 119 North, Range 55 West of the 5th P.M., (Eden Township)
Codington County, South Dakota.

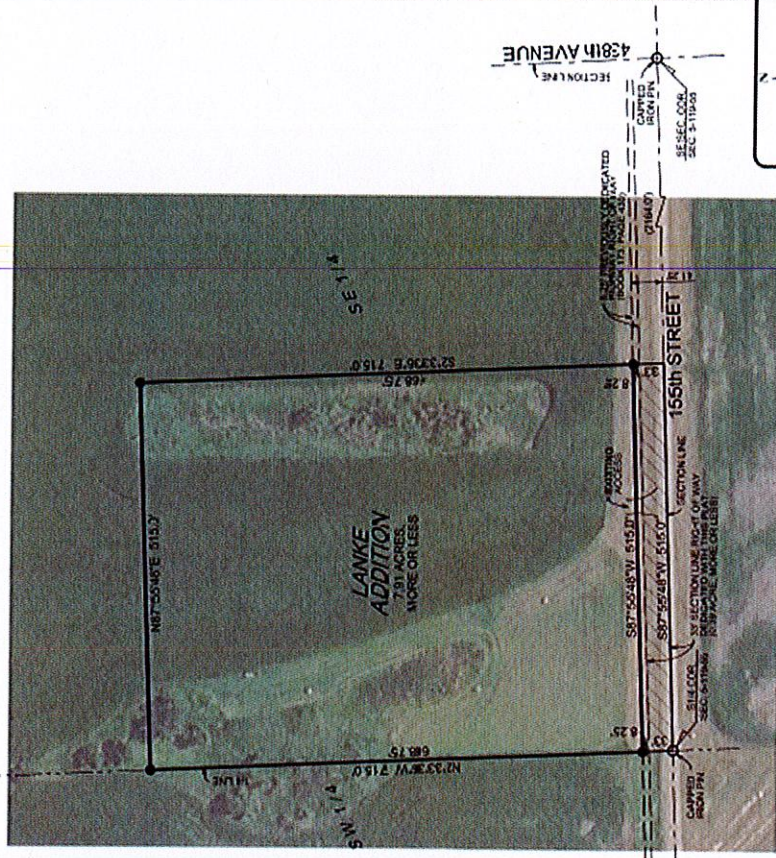
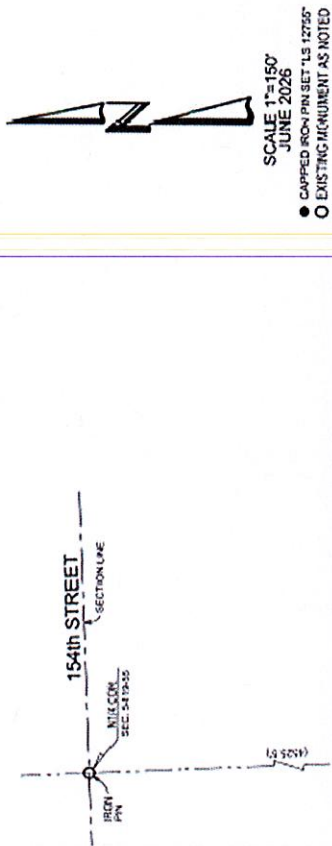
Plat approval



**Meland Cond. Use:
Existing Farmstead Exemption**



PLAT OF:
LANKE ADDITION
 IN THE SOUTHEAST QUARTER (SE 1/4) OF SECTION 5, T119N,
 R55W OF THE 5th P.M., CODINGTON COUNTY, SOUTH DAKOTA
 CONTAINING 7.91 ACRES, MORE OR LESS



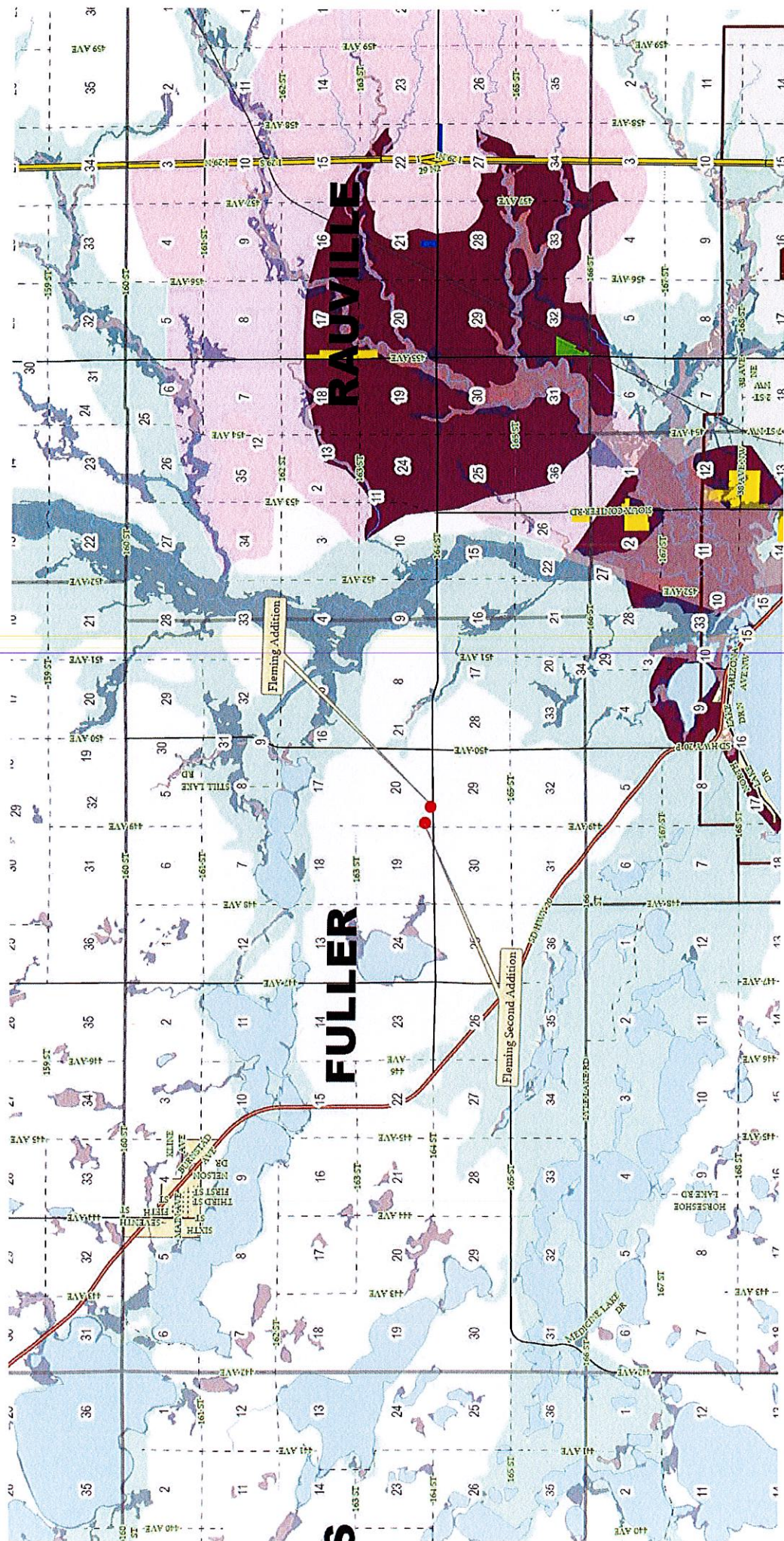
HUPPLER
 SURVEYORS
 1707N 44th Ave
 Wahpeton, S.D. 57461
 Cell: 605.543.1504
 Fax: 605.543.1504
 E-mail: huppler@hupplersurveyors.com

NOTES: - 33' SECTION LINE RIGHT OF WAY ALONG 155th STREET IS HEREBY DEDICATED TO PUBLIC RIGHT OF WAY WITH THIS PLAT, CONTAINING 0.39 ACRE, MORE OR LESS.
 - COORDINATE SYSTEM: SOUTH DAKOTA NORTH ZONE 4801, NAD83, GROUND DISTANCES SHOWN.
 - SUBJECT TO EASEMENTS OF RECORD

Ben Fleming Plat

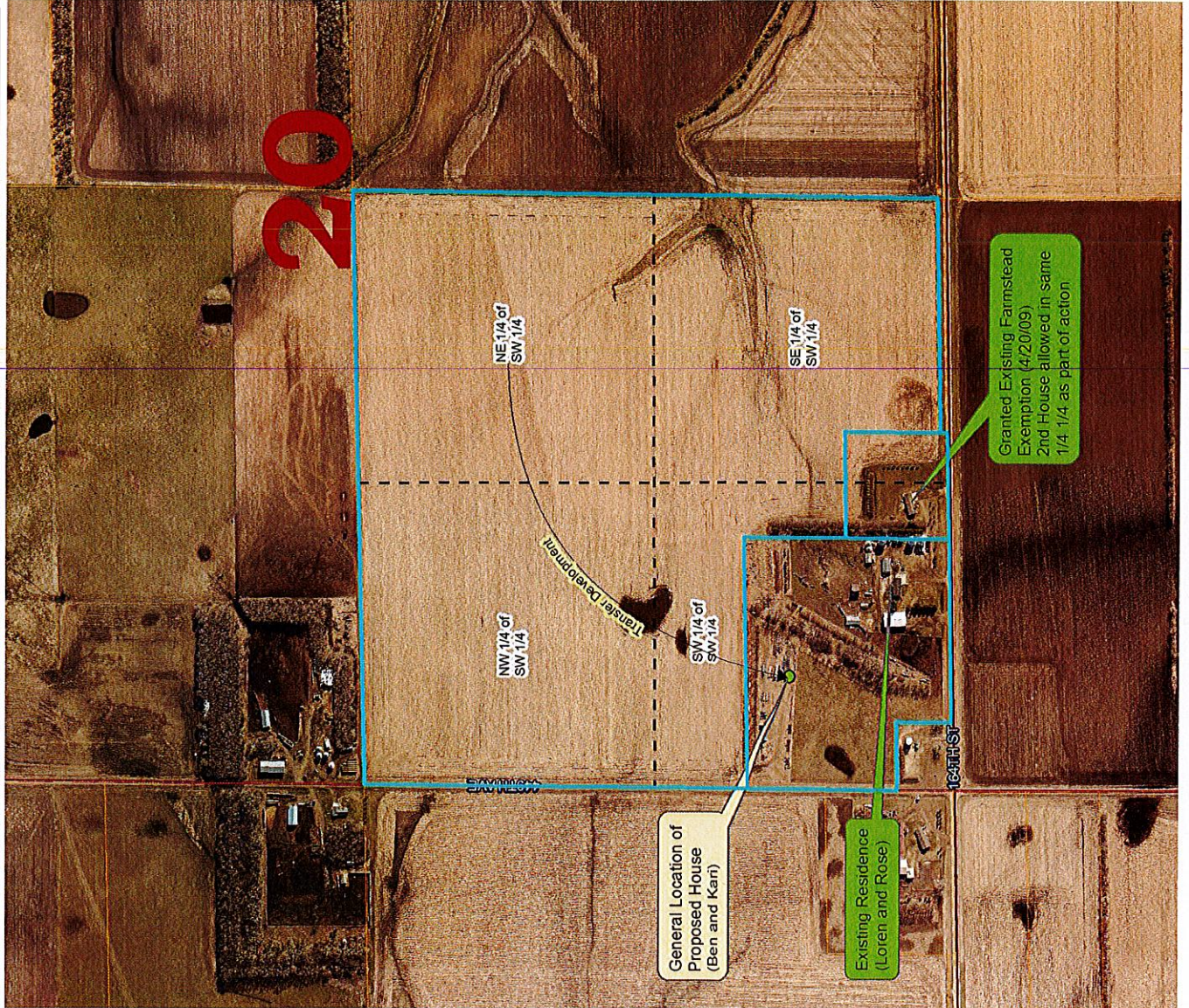
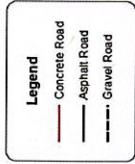
Fleming Addition in the Southwest Quarter (SW1/4) of Section 20, Township
118 North, Range 53 West of the 5th P.M., (Fuller Township)
Codington County, South Dakota.

Plat approval





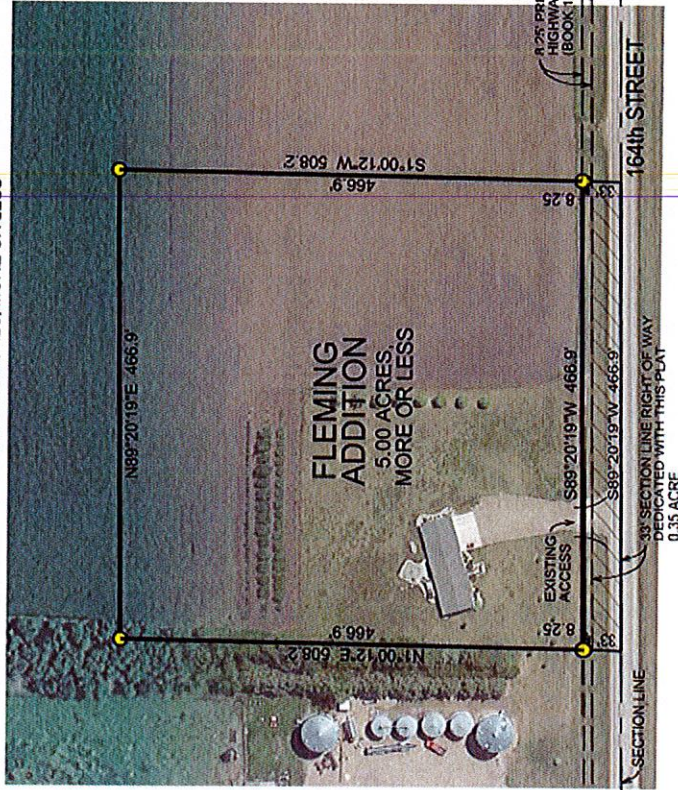
Fleming Variance: More than 1 residence per quarter-quarter



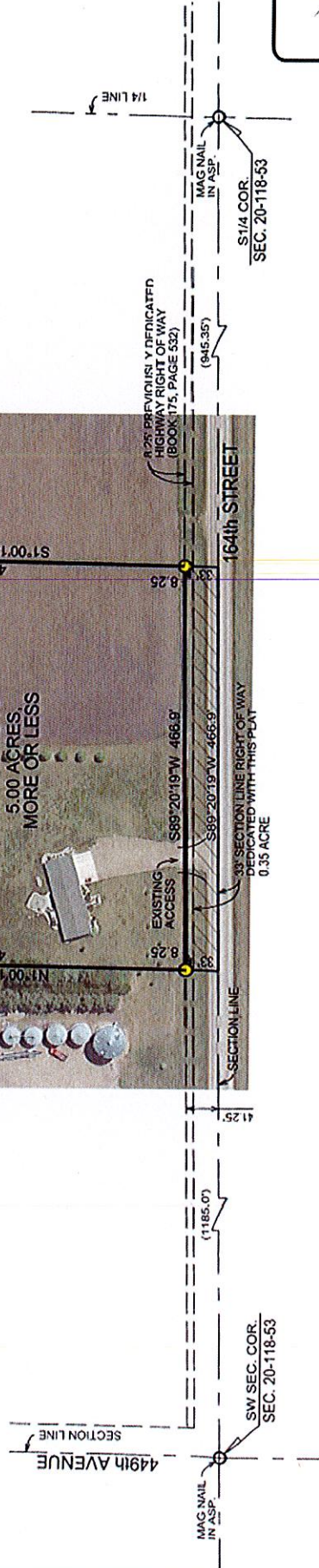
PLAT OF:

FLEMING ADDITION

IN THE SOUTHWEST QUARTER (SW1/4) OF SECTION 20, T118N,
R53W OF THE 5th P.M., CODINGTON COUNTY, SOUTH DAKOTA
CONTAINING 5.00 ACRES, MORE OR LESS



- SCALE 1"=150'
MAY 2026
- CAPPED IRON PIN SET LS12755
 - EXISTING MONUMENT AS NOTED



HUPPLER
LAND SURVEYING

12215 49th Ave
Watertown, S.D. 57201
Brandon Huppler
Cell: (605) 500-5526
Email: Brandon.Huppler@huppler.com

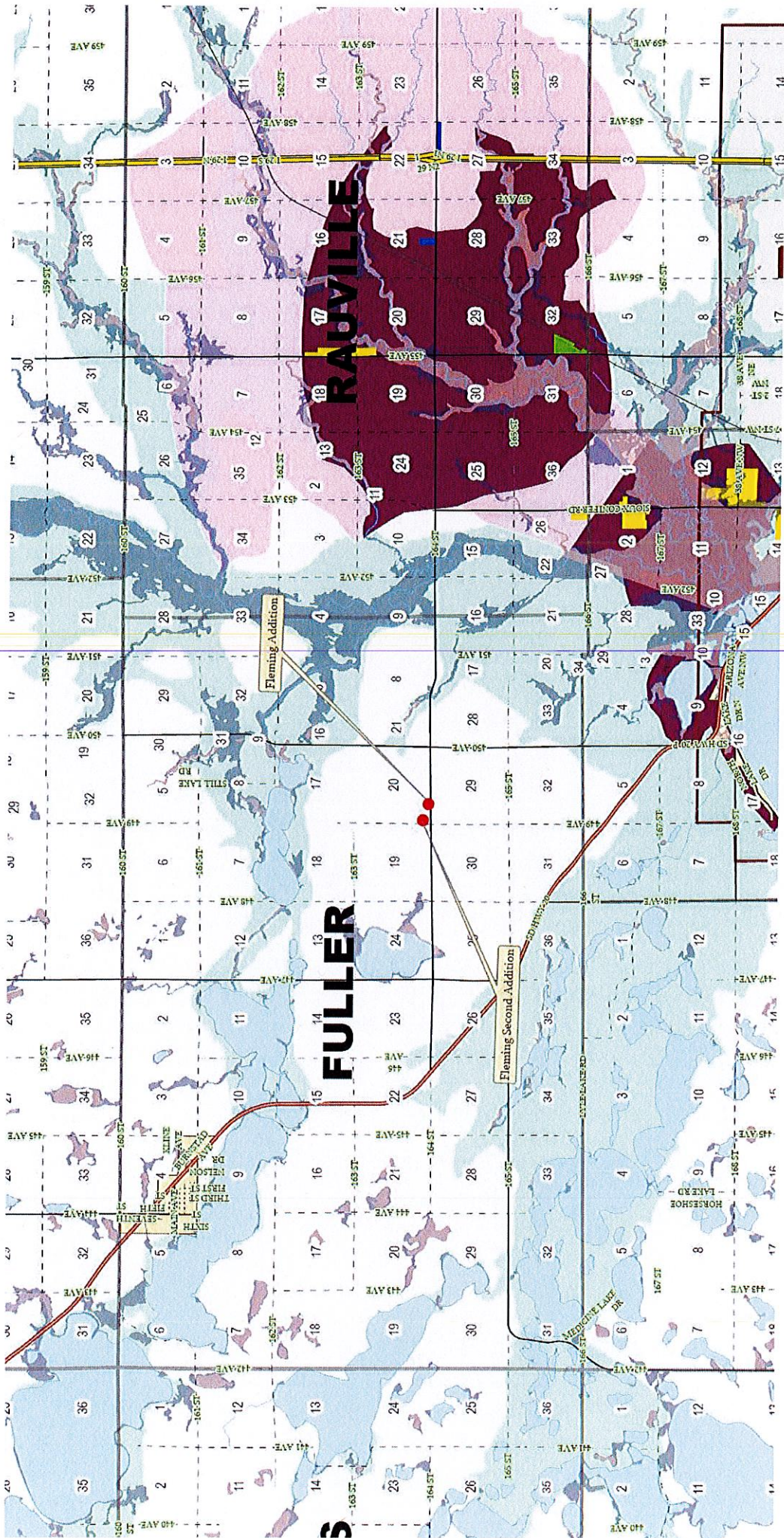
Project Number: 23-300 Date: 6/9/2026

NOTES: 33' SECTION LINE RIGHT OF WAY ALONG 164th STREET IS HEARBY DEDICATED TO
PUBLIC RIGHT OF WAY WITH THIS PLAT. CONTAINING 0.35 ACRE, MORE OR LESS.
-SUBJECT TO EASEMENTS OF RECORD

Loren and Rose Fleming Plat

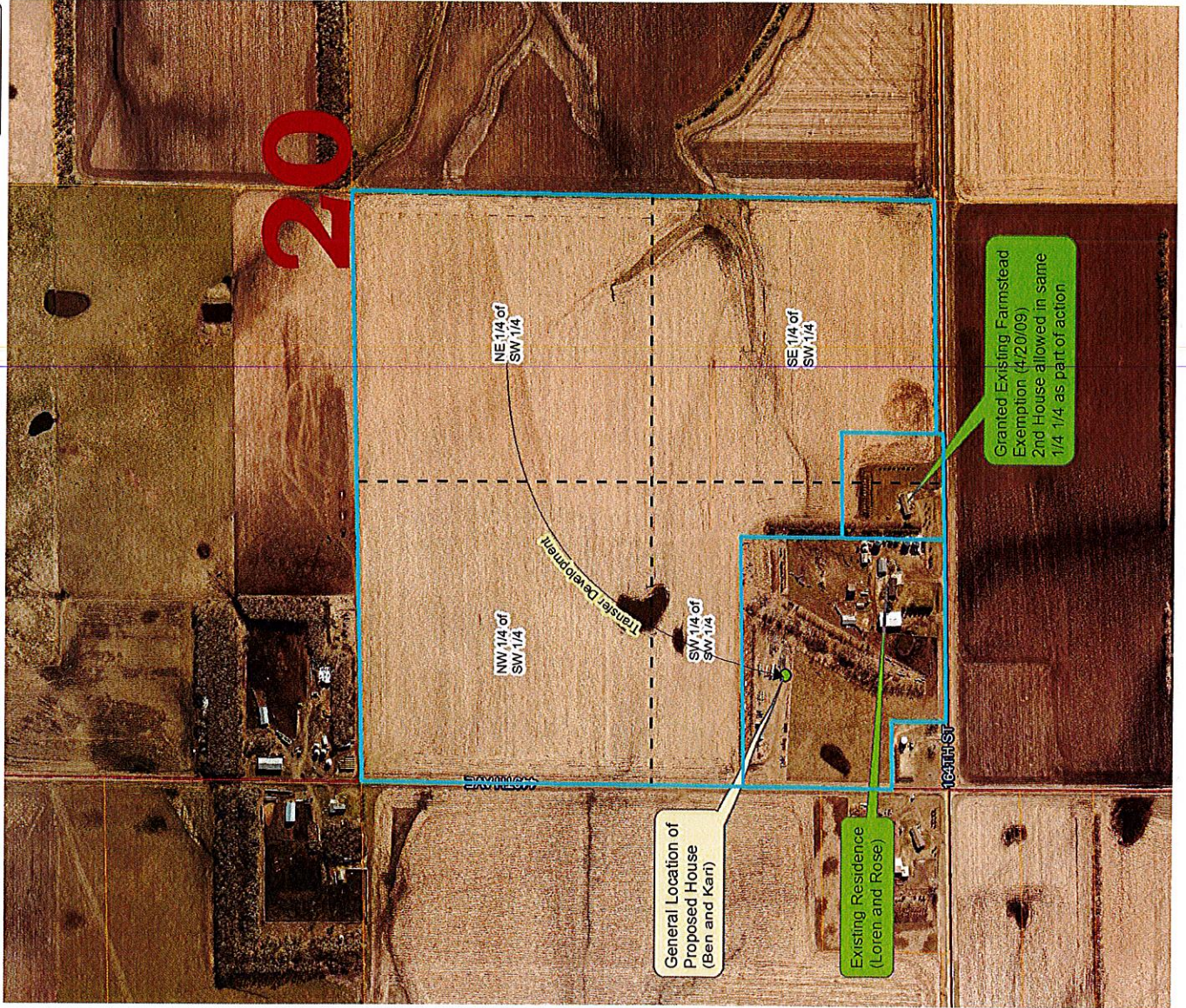
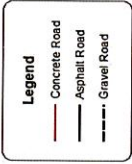
Fleming Second Addition in the Southwest Quarter (SW1/4) of Section 20,
Township 118 North, Range 53 West of the 5th P.M., (Fuller Township)
Codington County, South Dakota.

Plat approval



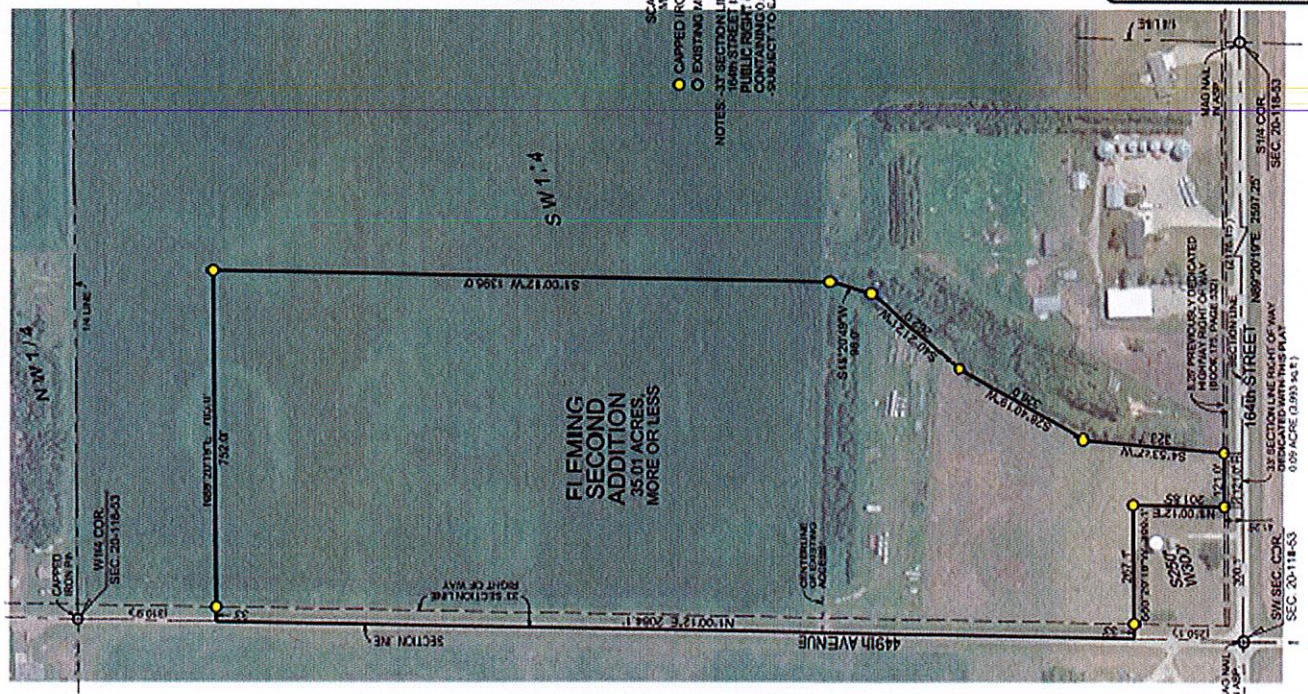


Fleming Variance: More than 1 residence per quarter-quarter



FLEWING SECOND ADDITION

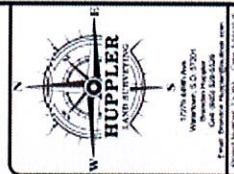
FLEMING SECOND ADDITION
IN THE SOUTHWEST QUARTER (SW1/4) OF SECTION 20, T118N,
R53W OF THE 5th P.M., CODINGTON COUNTY, SOUTH DAKOTA
CONTAINING 35.01 ACRES, MORE OR LESS, OF WHICH 1.58 ACRE, MORE OR LESS IS SECTION LINE RIGHT OF WAY



SCALE 1"=100'
MAY 2026

- CAPPED IRON PIN SET LS12755
- EXISTING MONUMENT AS NOTED

NOTES: -33' SECTION LINE RIGHT OF WAY ALONG
164th STREET IS HEABLY DEDICATED TO
PUBLIC RIGHT OF WAY WITH THIS PLAT.
CONTAINING 0.09 ACRE, MORE OR LESS.
-SUBJECT TO EASEMENTS OF RECORD



ORDINANCE NO. 83
AN ORDINANCE IMPOSING A COUNTY GROSS RECEIPTS TAX AND A USE TAX FOR
CODINGTON COUNTY, SOUTH DAKOTA.

BE IT ORDAINED BY CODINGTON COUNTY, SOUTH DAKOTA.

Section 1. PURPOSE. The purpose of this ordinance is to provide needed revenue while reducing the burden of property tax for Codington County, South Dakota, by imposing a county gross receipts tax pursuant to the powers granted to the county by the State of South Dakota, by SDCL 10-52B entitled County Option Retail Sales and Service Tax for Property Tax Reduction, and acts amendatory thereto. The purpose of the county gross receipts tax is to provide property tax relief on the county property tax levy for all property classified as owner-occupied. All monies collected by the county from the gross receipts tax must be deposited into a property tax reduction fund, which is hereby created and shall be administered in accordance with SDCL 10-52B.

Section 2. EFFECTIVE DATE AND ENACTMENT OF TAX. From and after the first day of January 2027, there is hereby imposed as a county gross receipts tax upon the privilege of engaging in business a tax measured by one-half percent (0.5%) on the gross receipts of all persons engaged in business within the jurisdiction of Codington County, South Dakota, who are subject to the South Dakota Retail Occupational Sales and Service Tax, SDCL 10-45 and acts amendatory thereto.

Section 3. USE TAX. In addition, there is hereby imposed a gross receipts tax on the privilege of use, storage and consumption within the jurisdiction of the county of items purchased from and after the first of January 2027, at the same rate as the county gross receipt tax upon all transactions or use, storage and consumption which are subject to the South Dakota Use Tax, SDCL 10-46, and acts amendatory thereto.

Section 4. COLLECTION. Such tax is levied pursuant to authorization granted by SDCL 10-52B and acts amendatory thereto, and shall be collected by the South Dakota Department of Revenue in accordance with the same rules and regulations applicable to the State Sales Tax and under such additional rules and regulations as the Secretary of Revenue of the State of South Dakota shall lawfully prescribe.

Section 5. INTERPRETATION. It is declared to be the intention of this ordinance and the taxes levied hereunder that the same shall be interpreted and construed in the same manner as all sections of the South Dakota Retail Occupational Sales and Service Tax, SDCL 10-45 and acts amendatory thereto and the South Dakota Use Tax, SDCL 10-46 and acts amendatory hereto, and that this shall be considered a similar tax except for the rate thereof to that tax.

Section 6. PENALTY. Any person failing or refusing to make reports or payments prescribed by this ordinance and the rules and regulations relating to the ascertainment and collection of the tax herein levied shall be subject to all such collection remedies authorized by SDCL 10-45, and acts amendatory thereto, and SDCL 10-46, and acts amendatory thereto, are hereby authorized for the collection of these taxes by the Department of Revenue.

Section 7. SEPARABILITY. If any provision of this ordinance is declared unconstitutional or the application thereof to any person or circumstances held invalid the constitutionality of the remainder of the ordinance and applicability thereof to other persons or circumstances shall not be affected thereby.

Dated this _____ day of, 20__.

County Commissioner

First Reading July 7th, 2026

Second Reading and Adoption July __, 2026

Published

ATTEST



Codington County, South Dakota

Job Title: Appraiser Assistant

Reports To: Director of Equalization

FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of the Director of Equalization, the Appraiser Assistant is responsible for assisting the appraisers in performing technical and professional appraisal work.

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Assist appraisers with data collection and verification.
- Interact with property owners in a professional manner.
- Take photos and record property characteristics, as requested by appraisers.
- Take measurements of homes, commercial buildings, and additional property structures, as requested by appraisers.
- Perform duties in a manner with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS and SKILLS:

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.

- Must be at least 16 years of age.
- Strong math skills.
- Ability to demonstrate good communication, teamwork, organizational, and customer service skills.
- Ability to work with a variety of personalities and maintain a high level of professionalism to cope with unpleasant situations, co-workers, and the public.
- Ability to multi-task with strong organizational skills.



Codington County, South Dakota

EXAMINATION, TESTING, AND CERTIFICATION

- Must be legally authorized to work in the United States and able to provide documentation establishing identity and employment eligibility as required by federal law.

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 communicate.
- The employee frequently is required to stand; walk; sit, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 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 frequently exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.



Codington 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 Appraiser Assistant. 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

Appraiser Assistant



Codington County, South Dakota

Job Title: Defense Support Coordinator

Reports To: Director, Codington Community Services

FLSA Status: Non-Exempt

SUMMARY

The Defense Support Coordinator is responsible for supporting the criminal defense counsel and assisting clients navigating the criminal justice system. This role ensures that clients receive information, services, and support they need throughout the judicial court process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct client intakes to assess needs related to mental health, substance use, housing, employment, transportation, and other services.
- Develop individualized service plans and connect clients with community resources.
- Maintain regular client contact to ensure engagement, identify emerging needs and support attorney-client communication.
- Assist public defenders by gathering records, coordinating appointments, and facilitating communication with clients.
- Compile client background and social history information that may be relevant to pretrial release conditions and case planning.
- Maintain accurate case notes and provide timely updates to attorneys.
- Collaborate with courts, treatment providers, and community agencies.

SECONDARY DUTIES:

- Attend training sessions and meetings as required.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Social Work, Criminal Justice, Human Services, Psychology, or related field or equivalent combination of education and experience may be acceptable.
- 1-3 years of experience in criminal justice, social work, or case management preferred.
- Ability to demonstrate strong communication, organization, and interpersonal skills.
- Ability to work with a diverse population using client-centered, trauma-informed approaches.
- Ability to maintain confidentiality.
- Familiarity with court processes, pretrial assessments, and local community resources preferred.



Codington 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 for fine motor functions, to feel and to hear or communicate.
- 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 10 pounds.

WORK ENVIRONMENT

The work environment characteristics 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 noise level in the work environment is usually moderate.
- Occasional evening hours may be required.
- Working location may vary based on client needs.

EXAMINATION, TESTING, AND CERTIFICATION

- Valid South Dakota Driver's License.
- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the County.



Codington 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 the Defense Support Coordinator. 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

[illegible]

County Auditor	Auditor	\$42.27	\$43.33	\$44.42	\$45.52	\$46.66	\$47.83	\$49.03	\$50.25	\$51.51	\$52.80	\$54.12	\$55.48
County Treasurer	Treasurer	\$7,354.98	\$7,539.42	\$7,729.08	\$7,920.48	\$8,113.84	\$8,322.42	\$8,531.22	\$8,743.50	\$8,962.74	\$9,187.20	\$9,416.88	\$9,653.52
Deputy States Attorney	States Attorney												
Director of Equalization	Equalization												
Register of Deeds	Register of Deeds												
70	Title	Step A	Step B	Step C	Step D	Step E	Step F (m)	Step G	Step H	Step I	Step J	Step K	Step L
	Highway Superintendent	\$44.37	\$45.48	\$46.62	\$47.79	\$48.98	\$50.20	\$51.45	\$52.74	\$54.06	\$55.41	\$56.80	\$58.22
		\$7,720.38	\$7,913.52	\$8,111.88	\$8,315.46	\$8,522.52	\$8,734.80	\$8,952.30	\$9,176.76	\$9,406.44	\$9,641.34	\$9,883.20	\$10,130.28
75E	Title	Step A	Step B	Step C	Step D	Step E	Step F (m)	Step G	Step H	Step I	Step J	Step K	Step L
	Sheriff	\$53.04	\$54.37	\$55.72	\$57.12	\$58.54	\$60.01	\$61.51	\$63.05	\$64.63	\$66.24	\$67.89	\$69.58
		\$9,228.96	\$9,460.38	\$9,695.28	\$9,938.88	\$10,185.96	\$10,441.74	\$10,702.74	\$10,970.70	\$11,245.62	\$11,525.76	\$11,812.86	\$12,106.92
80E	Title	Step A	Step B	Step C	Step D	Step E	Step F (m)	Step G	Step H	Step I	Step J	Step K	Step L
	States Attorney	\$59.40	\$60.88	\$62.40	\$63.96	\$65.56	\$67.20	\$68.89	\$70.61	\$72.37	\$74.18	\$76.04	\$77.93
		\$10,335.60	\$10,593.12	\$10,857.60	\$11,129.04	\$11,407.44	\$11,692.80	\$11,986.86	\$12,286.14	\$12,592.38	\$12,907.32	\$13,230.96	\$13,559.82

RESOLUTION 2026-17

“TO DISCHARGE COUNTY AID LIENS”

WHEREAS, the Codington County Auditor’s office has furnished a list of liens filed in the Register of Deeds Office and has recommended the discharge of these liens as the individuals who incurred the liens are determined to be deceased, with no assets, and

WHEREAS, as of July 1, 1970 these existing liens total approximately \$333,586.17 and

WHEREAS, there is no evidence collection will be made on any of the total of approximately \$333,586.17,

NOW, THEREFORE, BE IT RESOLVED: by the Codington County Board of Commissioners, that the Register of Deeds is hereby directed to discharge the liens of known deceased from July 1, 1970 to the present time, as listed on file in the Auditor’s Office.

Dated this 7th day of July, 2026

Troy VanDusen, Chair Codington County Commission

ATTEST:

Brenda Hanten, Codington County Auditor

DECEASED - LIEN RELEASE

Last Name	First Name	Date of Death	Amount Due	COMPUTER FILE
ALANIZ-CHAVARRIA	VANESSA	11/25/2023	1050.90	32811
AMBROSE	NEIL	7/31/2022	875.22	22319
AMOS	BETTY	9/10/2021	35.40	3371
ANDERSON	DARIN	2/9/2025	2575.00	34489
AUDUS	DARWIN	7/13/2014	534.47	20047/25050/4217 281.04/120.00/133.43
BAKER	ROBERT	3/25/2023	111.69	NOT IN ULTRA
BAKKE	DARLENE	00/00/2019	4031.59	3525 NOT SURE OF ACTUAL DATE, PIC OF HEADSTONE
BARSE	FELICIA	7/6/2004	55.00	21927
BEARHART	CURTIS	12/29/2007	250.00	4817
BEMAN	DWANE	9/17/1984	4659.15	30325
BENDER	PETER	1/29/1991	161.88	1736
BENTHIN	JAMES J	7/20/2011	20373.56	2722
BERTRAM	RONALD JR	9/24/2017	251.60	23098
BESKOW	JILL %VERLAINE	2/6/2022	130.00	20101
BEYNON	LEROY	11/7/2021	30.00	NO ACCT #
BIA	HARRY	8/22/2019	63.00	20105
BICKNELL	ALBERT E JR	1/5/2022	2277.65	22182
BICKNELL	MAVIS	6/29/1905	-25.00	4300
BISSONETTE	ROGER	7/27/2018	283.32	24369
BJERKE	DUANE	6/26/2024	64.00	20108
BLACKBEAR	PATRICIA	3/11/2025	195.00	23638 (SEE ROGER SPIDER FOR SAME)
BLACKTHUNDER	HARRY	12/6/1981	154.95	1994/NOT IN ULTRA 93.60/61.35
BOADWINE	RANDY	9/20/1991	17.00	20135
BOCK	CELESTA	5/7/1985	202.00	20138
BORING	DAVID	10/3/2024	2575.00	33781 NO PROPERTY
BORING	DON	8/14/2015	344.00	20150
BRAVE	PANSY	5/16/2021	728.71	2860
BRINKMEYER	SUSAN	10/16/2018	1820.38	28461/29031 1123.26/697.12
BRIST	KEVIN	1/5/2015	1068.82	20173
BRIST	STEVEN	7/8/2024	2575.00	33532
BROCKHOFT	LINDA	7/8/2020	818.65	3053/20178 200/618.65
BROWN	JAMES	6/17/2019	451.46	20185
BROWN	RICHARD	11/19/2023	126.00	3227
BROWNWOLF	PAUL	2/16/2016	739.65	22205
BRUNETTE	RONALD JR	1/4/2010	295.00	20188
BUITTNER	ARTHUR	2/5/2024	1828.27	33162
BUSKOHL	JACKIE	4/2/2014	552.13	22773
BYNO	WINONA	7/7/2024	1228.65	20204
CALDWELL	TONY	11/13/2024	1075.89	27033
CAMERON	BILL	11/15/2011	25.80	4649
CAMPBELL	BOBBY	3/18/2025	6607.00	35046
CAMPBELL	CHRISTOPHER	9/27/2016	2175.77	23277/25989 2171.77/4.00
CAMPBELL	JANE & JOHN	12/25/2025	148.14	2399
CAMPBELL	RUTH K	12/25/2024	163.80	20208
CASEY	MONICA	8/24/2022	76.00	23482
CHIDA	DAVID	12/25/2022	476.22	25357
CHRISTENSEN	NANCY	12/7/2022	2097.90	32670
CISNEROS (HALL)	BRENDA	11/21/2020	615.84	23402/23085 382.89/232.95
CLOUD	CYNTHIA	1/25/2022	1084.60	3927
CONZEMIUS (AKA ZERBY)	MARY	7/19/2016	330.00	3234
COOPER	PATRICK D	4/30/2025	9348.92	20272
COUGHLIN	LAURA	1/25/2000	317.20	20280
COX	MICHAEL	7/14/1998	50.00	23810
CRAWFORD	RODNEY	8/26/2024	3303.22	22992
CROW	DELFORD	2/15/1993	111.94	2944
DeBOER	DICK	10/17/2024	2975.00	33829
DEKE	EDWARD	8/20/1982	1657.90	24626
DEMARCE	RAMONE	12/23/2017	745.00	23803
DILLS	STEVEN	6/26/2024	85.00	24623
DORSCH	MICHAEL	2/10/2017	216.63	28383
DRIVER	VANESSA	11/25/2023	1335.30	22875
DRIVER	VERN II	11/8/2024	1277.77	25766
DUMARCE	HELEN	5/26/2024	18.30	4665
DUNLOP	LARRY	10/27/2024	291.85	20348
EAGLE	CINDY	12/21/2024	506.17	4042
EKBERG	DEAN	11/9/2023	54.00	4107
ENGELHARDT	CHRIS	7/22/2022	24.60	25142/24955 24.60/128.96
EWING	RICHARD	6/7/1992	155.00	4671/20389 29.00/126.00
FAIRCHILD	ELAINE	4/11/2020	3519.69	4206/22637 863.63/2656.06
FALLON	JOHN	9/20/2015	942.60	20391
FARBER	BRET	11/13/2018	230.00	4882
FARMER	STEVEN	11/6/2021	78.40	20395

FEKETE	MATT	12/26/2023	5.20	1884	
FERGURSON	DONALD	10/19/2025	73.00	2051	
FINLEY	NANCY	12/7/2025	11430.98	23102/2406/2758	1643.68/1069.36/8717.94
FITTING	RICHARD	8/16/2024	13082.60	3277/33650	10507.60/2575.00
FLIFLET	JEROME	11/18/2015	183.40	2490	
FOSTER	ROBERT	10/18/2021	300.00	28270	
FREDERICK	BRIAN	3/4/1989	57.50	NOT IN ULTRA	
FREDERICK	MARY	8/31/2024	184.00	20428	
FREEMAN	COLEEN	9/11/2025	185.00	3982	
FRENTZ	JANET	2/1/2020	2583.30	23464	
FRYER	JONATHAN	11/12/2003	111.24	4086	
GERDES	GARY J	4/19/2007	40.00	23854	
GERMSCHIED	JOSEPH	5/7/2024	252.50	2249	
GOANA	DIANA	7/28/2025	377.41	22551	
GOOD	KILA	4/2/2025	894.50	32829	
GORMAN	MACK	4/7/2017	79.00	24304	
GOULD	REBECCA	2/3/2022	520.00	2555	
GREY	ANDREW JR, JACLENE	10/9/14, 1/17/15	81.95	25745	
GROOM	DONALD & CASSLENE	3/1/20, 1/19/97	16328.20	2332	BALANCE NOT IN ULTRA
GROVES	SCOTT A	1/31/2006	158.50	20496	
GUEST	SHIRLEY	8/31/2023	50.00	3058	
GUSTAFSON	JEFFREY	6/29/2024	1295.91	32987	
HAASE	RON	11/26/2003	97.00	20511	
HAGEN	JIM	12/16/2012	12.00	4688	
HALAJIAN	AMBER	9/28/2024	2217.80	20520/20521	264/1953.80
HALL	WILLIAM	8/4/2024	247.10	20530	
HALSEY	LINDA	3/21/1985	1901.99	2113	
HAMRE	DOUGLAS	11/23/2024	376.80	25406	
HANDY	MICHAEL	8/30/2024	215.00	2980	
HANNA (HASSEL)	TRUDY	10/25/2020	176.00	20541	
HANSON	JAMES	1/8/2024	2575.00	33096	
HANSON	WAYNE	2/3/2012	38.85	4720	
HARBERTS	JERRY	3/13/2017	240.00	26195	
HARDER	RANDALL	12/31/2010	229.60	20551	
HART	LINDA	12/15/2025	1165.12	2567/20557	1111.12/54.00
HARTMAN	DONALD	1/9/2024	48.90	1498	
HASSEL	ROBERT	9/16/2002	606.20	20564	
HILBRANDS	ANN	8/8/2019	129.00	20601	
HILL	FLORENCE	2/23/2020	374.20	20602	
HOFFMAN	TIMOTHY R	3/24/1998	45.00	2161	
HOLCOMB	STEVE	6/25/2024	24.00	4699	
HOOD	MARY	3/23/2025	34.65	4700	
HOOK	RANDY L	1/29/2016	258.50	20629	
HOPKINS	ROBERT J	5/14/2018	274.46	22587	
HULSCHER	ROBERT & JACKLYN	8/3/93, 2/3/97	6536.21	1512	
HUNTLEY	BONNIE	12/24/2005	411.71	4147	
HURD	ARTHUR JR	11/16/2025	2275.00	37130	
HYLTON	NANCY	2/21/2022	1657.48	20651/3140/20650	795.60/487.88/374.00
JACKSON (SIMMONS)	SANDI	2/4/2021	527.05	21880/21971/20658	79.35/354.20/93.50
JAEGER	LANA	8/26/2025	1526.71	26252	
JENO	THOMAS	4/2/1993	1066.69	20669	
JOHNSON	RANAE	11/12/2016	2880.20	21918	SENT TO LISA AND CCB 3/28/25
KEEBLE	DUANE	?	167.00	20725	
KEEBLE	MARY	4/9/2024	45.00	NOT IN ULTRA	
KIRSCHENMAN	KIRBY	10/30/2013	237.07	26282	
KIRTON	JAMES	12/8/2021	2081.46	22326	SENT TO LISA HAS ORDERED CHARGES OF 1864.46
KNIFE	JESS	8/24/2018	220.42	20758	
KOKETTE	MARGARET C	1/9/2025	452.90	21771/4123	182.90/270.00
KRANZ	CHARLES (SUSAN)	12/16/24, 4/28/20	1205.97	1544	
KRANZ	DARWIN	7/9/2006	1286.55	22499	
KREGER	VIRGIL	1/6/1994	153.00	20779	
KUEHL	JOHN	5/6/2025	245.81	25311 / 23305	116.70 / 129.11
KUEMPER	KEVIN	1/14/2026	130.00	NOT IN ULTRA	
KUMM	DONALD	6/27/2024	617.37	25264/20794	341.50/275.87
LANKENAU	WENDY R	5/17/2004	132.00	20814	
LAUEN	RICK	6/1/2021	860.95	31846	
LEE	LORENZO	1/27/2022	1130.55	20834	
LEININGER	MIKE	12/25/2009	303.16	NOT IN ULTRA	
LENZ	LOUIS	7/13/1993	260.00	NOT IN ULTRA	
LEONARD	RUSSELL	5/12/2010	57.00	1562	
LEVJOKI	JADA	3/3/2025	1313.20	30836	
LOCKE JR	THOMAS	1/29/2026	1210.42	20852	
LONGWOLF	PATRICIA (PERVIN)	6/7/2018	200.00	3012	
LOVEJOY	SAM	6/22/2007	216.00	20866	
MADDEN	THOMAS	2/5/2024	31.35	4741	

MAROTZ	GLENN	1/25/2025	67.50	4853	
MARSH	BARRY D/FRANCES	8/27/19 / 06/02/24	10697.18	3526	
MEDICINE EAGLE	WILLIAM	11/17/2024	757.50	32658	
MENG	EDWARD	8/27/2023	226.00	20940	
MERRITT	RANDY	7/23/2022	187.00	20941	
MIDDLETON	DENNIS	2/14/2026	56.28	4747	
MILLER	WILLIAM	7/12/2000	150.20	24103	
MOE	GERALD & TERRY	12/12/17, 5/28/98	1032.25	2705	
MONDRY	WILLIAM	7/17/1996	211.83	2186/24104	61.83/150.00
MOORE	BONNIE	2/26/2025	3259.80	32081	
MULLINER	SHALICE	7/24/2025	3365.36	33800	
MUNROE	RICHARD	1/18/2020	105.90	20993	
NELSON	RANDY	11/26/2023	2700.00	33050	
NICOLAI	RONALD	8/30/2025	494.54	23746	
NORSE	LYNN	1/5/1978	96.50	NOT IN ULTRA	
OBERMEIER	JACOB	4/6/2024	140.00	21025	
OLSON	JUSTIN	2/18/2025	1000.50	33726	
OLSON	MARION	11/11/1996	18.25	23920	
UZUNS	ROGER	4/24/2012	10.00	4756	
	RICHARD (LEO &				
PACZKOWSKI	NADINE)	5/18/11 & 4/5/07	108.00	21070	
PETERS	RYAN	3/26/2017	1355.75	25969	
PEWANO	GORDON	10/31/2012	270.00	3504	
PHELPS	RANDALL	9/4/2022	493.15	31750	
PHIPPS	CINDY	2/1/2024	30.00	2263	
PIENS aka HAASE	RHONDA	12/15/2012	1431.12	2370	
PIERSON	TERRY	3/30/2019	82.20	24932	
PRAETORIUS	MARK	10/18/2015	144.21	3521/21114	82.21/62.00
PREDMORE	CYNTHIA	5/4/2012	10.00	23986	
REDDY	PATRICK	5/15/2010	90.00	23993	
REMINGTON	ADAM	6/17/2025	4189.81	26286	
RENCOUNTRE	DARLA	9/1/2025	1095.30	34307	
RENVILLE	EDGAR	9/14/2024	10162.13	28878	1483.99 Ordered sent to Lisa, 8678.14 Not ordered
RILEY	LISA F	10/2/2023	53.60	21163	
ROBERTS	GWEN	12/21/2007	212.80	23446	
ROBERTSON	TINA	8/29/2023	144.00	4054	
ROGERS	CHARLES	10/13/1987	12.75	2005	
ROSAS	JESSICA	4/11/2025	1098.25	33716	
ROTHANBURG	WYMAN	1/29/2024	3027.73	4971 / 24878	2625.00 / 402.73
SAGE	MICHAEL	7/26/2017	23.00	2521	
SATTER	STEVEN	4/15/2025	76653.25	21220	
SCHAEFFER	ROBERT	3/19/2017	26.00	21223	
SCHLENKER	BRENDA	8/18/2015	52.85	21227	
SCHRAEDER	ADAM	5/8/2009	443.00	21240	
SCHWANKE	ARTHUR & JANE	1993 & 1995	77.00	1886	
SEARS	STEVEN	1/4/2026	2383.32	25953	
SEBBY(SIBBY)	ORLIN	12/20/1979	17.85	2034	
SELWYN	ROBERT	3/30/2016	10.00	2230	
SHANNON	CARLTON SR	1/27/2017	190.00	4151	
SHEPARD	BETTY	7/8/1990	312.10	1863	
SHEROD	MICHAEL	11/4/1984	286.00	24290	
SILAS	RONNIE	9/11/2024	5604.58	23183/25888	5514.58/89.98
SIMMONS	SANDRA (BILL)	2/4/21, 10/4/2009	267.38	3792	
SKINNER	EDWARD	5/10/1998	7.35	1805	
SMALL	VERDELL	8/29/1997	70.00	NOT IN ULTRA	
SMITH	HARVEY & LANA	7/5/08, 10/12/13	65.96	2173	
SMITH	LYNN	8/29/2024	24.98	24293	
SPARKS	JOHN	3/30/2021	2.34	21297	
SPIDER	DANIEL	4/8/2014	567.90	21299	
SPIDER	EARL	2/27/2018	68.00	21300	
SPIDER	ROGER	8/8/2023	195.00	23638	
STELTON	MARGARET	6/22/2013	80.00	24498	
STEWART	SHARON	7/28/2024	325.00	3884	
STROHFUS	ROSE	2/1/2013	57.50	24302	
SWANSON	DIXON	12/27/2025	3952.00	37495	
TAYMAN	TINA	7/20/2020	615.00	21364	
THORNTON	ROBERT	5/24/2016	527.60	22194 / 4269	337.60 / 190.00
THRUN	GARY	10/29/2024	29.25	4787	
TIGER	DORIS	7/18/2019	356.83	2588	
TILLSON JR	EARL	10/5/2004	17.60	4788	
TUVE	RICHARD	1/15/2025	1126.97	3231/21412	113.77/1013.20
UEDA	DAVID	6/19/2016	188.00	21994	
UPHOLD	MICHAEL	2/1/2025	372.00	32696	
URGO	JACQUI	4/23/2022	158.43	22267	
VALENTINE	RICHARD	12/19/1993	161.00	21415	

VIGER	PATRICK	1/20/2020	366.11	29810
WADKINS	JORGEN	5/4/2026	3.80	25459
WAGNER	FRANCIS FOR HEIDI	11/6/2018	893.40	23908
WALDNER	SHARON K	12/31/2021	521.59	25026
WALSH	SCOTT	3/17/2025	110.00	23912
WATSON (LENT)	SUSAN M	1/23/2023	627.13	3710
WEGNER	MATTHEW	6/16/2025	696.51	21456
WEST	TRICIA	4/15/2020	88.00	21468
WHARTON	MIKE	11/26/2018	91.00	21475
WHITE	ORVILLE	3/5/2021	27.05	4800
WHITEMAN	DAVIS	10/21/2015	165.87	24123
WISEMAN	ELDON L	11/20/2024	69.00	21495
WITTROCK	WAYNE	10/6/2024	109.00	21500
WRIGHT	KAREN	8/2/2025	658.21	28809
YUNK	KEVIN	9/28/2015	588.18	4616
ZIMMERMAN	BROOKLYN	8/4/2020	38.75	31109

333586.17

HUMAN RESOURCES SERVICE AGREEMENT

(CODINGTON COUNTY AND MULTI BUSINESS SOLUTIONS)

THIS HUMAN RESOURCES SERVICE AGREEMENT (hereinafter "*Agreement*") is made by and between **CODINGTON COUNTY, STATE OF SOUTH DAKOTA**, with its principal business location being 14 1st Ave SE, First Floor Room 109, Watertown, SD 57201 (hereinafter "*Client*"), AND **MULTI BUSINESS SOLUTIONS, INC.**, a Minnesota Corporation, with its principal business location being 22599 Birchwood Estates Lane, Fergus Falls, MN 56537 (hereinafter "*Contractor*").

IN CONSIDERATION of the promises and mutual covenants and agreements contained herein, the parties agree as follows:

1. *Work to Be Performed.* Client desires that the Contractor perform, and Contractor agrees to perform, the following work:

A. *Human Resources Services:*

- i. Support and advise the Client on all aspects of human resource management to include employee recruiting, hiring, on-boarding, performance reviews, promotion, compensation, discipline and termination, as needed.
- ii. Aid in employee recruiting and hiring as requested by Department Heads and/or County Commissioners including:
 - a. Posting positions internally and externally as requested by Department Heads. External postings may include SD Works Job Service site, Indeed, newspapers, etc.
 - b. Receiving and reviewing applications and forwarding to Department Heads as requested.
 - c. Participating in prescreen telephone and/or zoom and in person interviews for open positions as requested by Department Heads and/or County Commissioners.
- iii. Complete the onboarding process with new employees including:
 - a. Setup new employees in the ADP system and ensure completion of all New Hire Paperwork such as I-9, W-4, Direct Deposit forms, Retirement Forms, Insurance forms, etc.
 - b. Review the County Personnel Manual with employees and obtain signatures where appropriate.
 - c. Train new employees in utilization of ADP system (as needed)
 - d. Coordinate with the Auditor's office for new hire processes, as needed.
- iv. Complete the offboarding process with exiting employees including:
 - a. Offboarding employees in ADP and ensuring all necessary paperwork/forms are completed as needed
 - b. Coordinating with the Department Head and/or Auditor's office to ensure proper final paycheck payouts are calculated and completed as needed for sick leave, vacation leave, comp time, longevity, etc. based on the County Personnel Policy and Procedure Manual.
 - c. Preparing the employee's personal belongings for pickup (as needed)
 - d. Obtaining an Exit Interview from the employee, where possible
- v. Coordinate with ADP and the Auditor's Office for insurance and benefit program administration for the County including contract renewals, requests for quotes, and all other aspects of the benefit/insurance program.
 - a. This includes answering questions from employees, emailing memos for insurance changes, and ensuring employees' completion of benefit change forms as needed.
 - b. Annual review of Part-Time employee hours worked to ensure proper classification and ACA compliance.
- vi. Serve as a key member of the ADP implementation team, assisting with system setup, configuration, testing, and employee training to support a successful transition and adoption of the new HRIS and payroll platform.
- vii. Maintain electronic and physical personnel files for employees and complete physical filing as needed.
- viii. Receive recommendations from the annual SDPAA Safety loss control audit and ensure that recommendations are implemented in order to maintain loss control credits.
- ix. Submit and manage workers' compensation claims (as requested).
- x. Serve as Title VI Coordinator for the County
- xi. Recommend policy and procedural changes regarding all aspects of human resource management, as needed.
 - a. Maintain the Employee Personnel Manual and make recommendations for updates as needed.
 - b. Maintain updated and accurate Job Descriptions and make recommendations for updates as needed.
 - c. Manage the annual performance appraisal process to ensure performance appraisals are completed thoroughly and timely by Department Heads and/or County Commissioners as needed.
 - d. Review compliance issues and recommend changes, if needed, to comply with federal regulations such as FMLA, DOL, ADA, PWFA, Pump Act, etc.
 - e. Provide recommendations on placement of new positions on the wage scale based on wage consultant training and provided guidance.
- xii. Assist Department Heads and/or County Commissioners in discussing performance or disciplinary issues with employees. Create Work Improvements Plans or deliver verbal or written warnings, as needed.

- xiii. Investigate complaints concerning or from county employees and advise the Client on handling of such complaints, as needed.
- xiv. Attend regular County Commissioner meetings and other meetings as needed.
- xv. Be available to answer Client questions and provide answers in a timely manner.
- xvi. Provide department head/supervisor training, or coordinate scheduling from outside parties for supervisor training, as needed.
- xvii. Quarterly department head meeting with commissioner attendance

B. Labor Contract Negotiation Services:

- i. Serve as the primary negotiator of the county as labor contracts are renewed for all 3 unions – Sheriff's Department, Correctional Officers, and Highway Department.
- ii. Keep the County Commissioners apprised of and represent the Commissioners' position during labor contract negotiations.
- iii. Work with the Unions to update labor contracts as needed.
- iv. Advise the County Commissioners on any decisions regarding labor contracts.
- v. Assist Department Heads and/or County Commissioners with responses to any filed union grievances.

2. Responsibility of Client. The Client shall be responsible for providing the following to Contractor, upon reasonable request of Contractor:

- A. Any Client information reasonably necessary by Contractor to complete the Human Resources audit, and to perform all other duties and obligations of Contractor hereunder.

Client agrees documents will be forwarded to natalie@multi-business-solutions.com or Natalie.Remund@codington.sdcounty.gov email on a timely basis to enable Contractor to provide Client with current, meaningful, and useful data. Any failure to provide such documents and information on a timely basis will impede Contractor's services and may require Contractor to suspend its services or withdraw from the engagement, and or terminate this Agreement.

3. Term of Agreement. The services called for under this Agreement shall commence on **JULY 1, 2026**, and terminate on **JULY 1, 2027**, subject to renewal as set forth in Section 5 hereunder.

4. Terms of Payment. Client shall pay Contractor a flat fee of FIVE THOUSAND SIX HUNDRED SIXTY-FIVE DOLLARS (\$5,665.00), each month during the term of this Agreement. This fee includes mileage/travel to and from Watertown as needed Client will pay for any expenses related to hiring, or any other Human Resources services including, but not limited to: advertising, promotion and office expenses. The pricing listed herein shall be valid for one (1) year from the date of this Agreement. In the event the Agreement does not start on the 1st of a month, the fee will be prorated from the start date of the Agreement. Invoicing shall take place on the 25th of each month for the current month of services and shall be due within 15 days of receipt.

5. Renewal. This Agreement may be renewed for additional one (1) year terms upon the written mutual agreement of the Parties. All terms of this Agreement shall remain for any renewal terms, save and accept, the terms of payment to Contractor shall increase for each renewal term by an amount of no more than twenty-five percent (25%) of the previous term payment rate.

6. Federal, State, and Local Payroll Taxes. Client shall neither pay nor withhold federal, state, or local income tax or payroll tax of any kind on behalf of Contractor or the employees of Contractor. The Contractor shall not be treated as an employee for the services performed hereunder for federal, state, or local tax or any other purposes. The Contractor understands that it is responsible to pay, according to law, its income taxes.

7. Insurance. Contractor shall maintain during the term of this Agreement, Worker's Compensation Insurance with coverage not less than the statutory limits. Contractor shall maintain during the term of this Agreement, Automobile Liability insurance with a coverage amount of not less than \$1,000,000.00. Contractor shall maintain during the term of this Agreement, General Professional Liability Insurance with coverage of not less than \$1,000,000.00 for each occurrence and \$2,000,000.00 in the aggregate. Upon the reasonable request of Client, Contractor shall provide proof of said insurance coverage(s), by copy of the insurance policy or declaration page of the same.

8. Independent Contractor Retention. Contractor shall keep work papers related to this engagement and Agreement for four (4) years. When records are returned, it is the Client's responsibility to retain and protect the same for future use, potential examination by any government or regulatory agency, or for any other purpose thereof.

9. Independent Status. Contractor expressly represents and warrants to Client that (1) it is not and shall not be construed to be an employee of the Client and that its status shall be that of an Independent Contractor for which it is solely responsible for its actions and inactions; and (2) the Contractor shall not act as an employee or agent of Client; and (3) the Contractor is not authorized to enter into contracts or agreements on behalf of Client or to otherwise create obligations of Client to third parties.

10. Indemnification. Contractor shall indemnify Client against any and all claims, demands, losses, and liabilities including interest, penalties, and reasonable attorney fees, that Client shall incur or suffer by reason of Contractor's breach of any representation, warranty, covenant, promise, or agreement covered by this Agreement or in any exhibit, schedule, or other instrument attached to this Agreement or furnished, or to be furnished, by Contractor under this Agreement. Contractor shall indemnify and hold Client harmless from any all claims, demands, losses, and liabilities including interest, penalties, and reasonable attorney fees, arising out of, or in connection to, the actions or inactions of Contractor for the performance of work hereunder, for any time period during the term of this agreement. Save and accept any all claims, demands, losses, and liabilities arising out of or caused by the gross negligence of Client.

Client shall indemnify Contractor against any and all claims, demands, losses, and liabilities including interest, penalties, and reasonable attorney fees, that Contractor shall incur or suffer by reason of Client's breach of any representation, warranty, covenant, promise, or agreement covered by this Agreement or in any exhibit, schedule, or other instrument attached to this Agreement or furnished, or to be furnished, by Client under this Agreement. Client shall indemnify and hold Contractor harmless from any all claims, demands, losses, and liabilities including interest, penalties, and reasonable attorney fees, arising out of, or in connection to, the actions or inactions of Client for the business of Client or the obligations and responsibilities of Client hereunder, for any time period during the term of this agreement. Save and accept any all claims, demands, losses, and liabilities arising out of or caused by the gross negligence of Contractor.

11. Confidential Matters and Proprietary Information. Contractor acknowledges that during the course of this Agreement, it may acquire knowledge of confidential business information, documents, film, tape, data or trade secrets. Contractor agrees to keep any and all such confidential information in a secure place and not to publish, communicate, use, or disclose, directly or indirectly, for its own benefit or for the benefit of another, either during or after the term of this Agreement.

12. Termination of Agreement. This Agreement may be terminated at any time by Client or the Contractor upon sixty (60) days written notice to the other party. In the event that the Client provides less than sixty (60) days' notice, the Client shall still be obligated to pay Contractor for two (2) months of services. During the sixty (60) day termination period, projects in process shall be completed if possible. No other additional work shall be undertaken unless the parties agree in writing to specific terms for the work.

13. Severability. The provisions of this Agreement are severable, and it is the intention of the parties hereto that in the event a court of competent jurisdiction holds that any one or more provisions of this Agreement are unenforceable, the remaining provisions of the Agreement shall be given full force and effect as if the part or parts held invalid had not been included.

14. Total Agreement. This Agreement supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties. The Agreement cannot be changed or modified orally. This Agreement may be supplemented, amended, or revised only in writing by agreement of the parties.

15. Governing Law; Jurisdiction. This Agreement will be governed and interpreted in accordance with the laws of the State of South Dakota without reference to its choice of law principles. Any action arising out of or related to this Agreement will be brought in the state or federal courts with jurisdiction in South Dakota.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of this _____ DAY OF JULY 2026.

CODINGTON COUNTY

By: _____

Its: _____

MULTIBUSINESS SOLUTIONS, INC.

By: _____

Its: _____

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Jon Ingalls		DATE 6/29/2026
EFFECTIVE DATE 7/15/2026	POSITION TITLE Highway Tech II	DEPARTMENT Highway
CURRENT STEP n/a	NEW STEP Step A	
CURRENT PAY RATE n/a	NEW PAY RATE \$27.66	
REASONS FOR CHANGE New Hire		

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE _____

DATE 6-29-26

COUNTY COMMISSIONERS _____

DATE _____

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

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Community Services

Name of traveling employee _____

Employee title _____ Employee status exempt ___ nonexempt X

Purpose of travel Strengthening Leaders, Strengthening Communities

Method of transportation County Vehicle

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.) \$0 mileage

Lodging expense \$145

Meals \$34.00 maximum Registration \$0

Other costs n/a

Overtime costs involved in the requested travel not anticipated

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

Yes 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 _____