

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, June 11, 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 June 11, 2024, agenda
5. Action to approve the June 6, 2024, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. Auditor
 - b. Director of Equalization
7. Action to authorize job training for Community Health Worker
8. Action to approve Amendment to Contract for Engineering Services for Codington County Extension Building Parking Lot Design
9. Action to approve the Auditor's acct. w/Treasurer and note monthly Register of Deeds fees
10. Note 2024 Primary Election Post Election Audit will not be Wednesday, June 12, 2024 @ 9:00 a.m.
11. Note Juneteenth Codington County office closures
12. Action to approve abatement applications
13. Action to approve claims for payment
14. Action to approve automatic budget supplements
15. Action to approve personnel changes
16. Action to approve travel requests
17. Public Notices – a possible quorum of Commissioners could be in attendance at:
18. Old Business
19. New Business
20. Open
 - a. Public Comments
 - b. Commission Comments
21. 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)

22. 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.



Banner Associates, Inc.
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Brookings, SD 57006
Tel 605.692.6342
Toll Free 855.323.6342
www.bannerassociates.com

June 3, 2024

Steve Molengraaf
Codington County South Dakota Maintenance Department
14 1st Ave. SE
Watertown, SD 57201

RE: Amendment No. 1 to Contract for Engineering Services for Codington County Extension Building Parking Lot Design

Dear Mr. Molengraaf:

Banner is pleased to submit this amendment request to our existing contract for the Codington County Extension Building Parking Lot Construction project. Our amendment is based upon Banner's understanding of the requested services of Codington County identified through phone and in-person meetings with you. Indicated below is a Scope of Services identifying the tasks Banner will perform to partner with Codington County in oversight of the construction of the parking lot project. Please be sure to identify any of the services below that you may feel are inaccurate or misrepresented, and we will amend our scope accordingly.

Scope of Services

ADDITIONAL SERVICES FROM DESIGN PHASE

- The City of Watertown required an additional sidewalk to be installed along Kemp Avenue, as well as adjustments to the size of access approaches off 20th Street. Banner did not include this work in the original design contract.
- Codington County requested additional consideration to be taken for the interface of the parking lot and the Sale Ring building timber foundation. Banner did not perform any thorough inspection to provide recommendation for the condition of the timber, but Banner did provide services of an Architect to look at pictures from a site visit, prepare alternative options for consideration, and plans detailing for inclusion of an aluminum coil. Banner did not include this work in the original design contract.
- Codington County requested additional survey and analysis of the drainage ditch downstream of the project, north of the ice arena. Banner deployed a survey crew for additional survey and analyzed the survey and ditch grading options to see if flow conveyance could be improved off the project site. Banner did not include this work in the original design contract.

CONSTRUCTION CONTRACT ADMINISTRATION

- Banner will aid Codington County in preparing the Construction Contract documents for an agreement with the Contractor.
- Banner will communicate regularly with Codington County and the Contractor to properly manage personnel and resources on the project.
- Banner will provide two (2) participants for a pre-construction meeting, provide an agenda, and provide minutes from the meeting.



- Banner will receive and review all submittals for materials and products to be used on the project. Banner will return review cover sheets to the Contractor and will compile all submittals for the Owner at the end of the project.
- Banner will discuss and prepare all pay applications, change orders, and/or field orders determined necessary on the project. Banner will coordinate the requests for information from the Contractor and will provide formal documents for consideration to Codington County

FIELD OBSERVATION

- As discussed with Codington County, Banner will have field observation staff scheduled for an average of 24 hours per week for 10 weeks of construction. This includes travel time from the Brookings office location.
- Field staff will coordinate daily activities with the Contractor, provide prompt updates of site progress to the Engineer and Owner, observe construction activities and make determinations of conformance to the construction documents.
- Field staff will record activities, conversations, and testing results in field reports and compile project pictures to supplement the narratives written.
- Field staff will coordinate testing activities with the Owner's testing agency and will attempt to be on site to observe all testing that takes place.
- Field staff will not stop construction and will not guarantee the work of the Contractor. Field staff will inform the Contractor and Owner if project construction documents are not being conformed with.
- Banner will organize weekly memorandum updates based on site meetings between the Field staff and Contractor. Banner will organize bi-weekly project progress meetings that will include the Contractor, Owner, and Engineer.

CONSTRUCTION STAKING

- Banner will provide an estimated 32 hours of construction staking for a survey team. Construction staking hours can vary greatly depending on the technology being used by the Contractor. Banner will bill any hours beyond 32 used on the project as an additional service at the labor rates indicated in the existing contract. Banner will inform Codington County of this prior to performing the staking services.

FIELD COMPLETION AND PROJECT CLOSEOUT

- Banner will perform a substantial completion walk-through with the Contractor and Codington County. Banner will prepare a punch list of items yet to be completed by the Contractor and aid in the determination if substantial completion has been met.
- Banner will perform a final walk-through for project acceptance after the Contractor has indicated that all punch list items have been addressed to the satisfaction of the Owner and Engineer.
- Banner will compile construction plans of record from the Contractor and Field staff and prepare a set of construction documents that demonstrates an as-built condition of the parking lot.
- Banner will assist Codington County in the appropriate documentation to close out the construction contract with the Contractor and will perform internal project close out tasks.

SUBCONSULTANT SERVICES

- Banner will assist Codington County in coordinating testing services with a testing agency. This will be a separate contract between Codington County and the testing agency.



COUNTY RESPONSIBILITIES

- Codington County will provide access to the site for construction purposes.
- Codington County will be available to participate in the pre-construction meeting and project progress meetings.
- Codington County will provide all public communication in regard to the status of the site for users.

Schedule

- 70 Calendar Days with Final Completion no later than November 1, 2024
- Project closeout anticipated by December 31, 2024

Compensation

Banner proposes to complete the scope of services and any reimbursables for the proposed amendment as billed hourly, not to exceed \$60,000.00. We look forward to the opportunity to continue to assist Codington County with this project. If you have any questions on anything listed in this document please do not hesitate to contact me at 1-605-692-6342 or waylonb@bannerassociates.com.

Sincerely,

Waylon Blasius, PE
Transportation Department Head
Banner Associates, Inc.

Pat Carey, PE
Sr Vice President
Banner Associates, Inc.

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this _____ day of _____, 2024

Client – Codington County, South Dakota

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 May 2024.

Cash on Hand	\$11,576.96
Checks in Treasurer' possession less than 3 days	\$76,862.51
Credit Card Charges	\$10,830.75
Cash Items	\$441.50
TOTAL CASH ASSETS ON HAND	\$99,711.72

RECONCILED CHECKING	
Reliabank (Memorial Park)	\$9,459.00
Reliabank Dakota	\$35,997,865.29
INVESTMENTS	
SD Public Funds Investment	\$1,033.76

TOTAL CASH ASSETS	\$36,108,069.77
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GENERAL LEDGER CASH BALANCES:

General	\$22,818,014.18
General restricted cash	\$500,000.00
Sp. Revenue	\$10,069,214.79
Sp. Revenue restricted cash	
Custodial	\$2,720,840.80

Schools	\$	1,463,224.33
Townships	\$	95,184.57
City/Towns	\$	348,695.69

TOTAL GENERAL LEDGER CASH	\$36,108,069.77
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Dated this 3rd day of June 2024


County Auditor

FILED

JUN 03 2024

CODINGTON COUNTY AUDITOR

**AUDITOR'S MONTHLY SETTLEMENT WITH TREASURER
CODINGTON COUNTY
DATE: June 3, 2024**

CASH ON HAND IN TREASURER'S OFFICE

Silver and Pennies.....	\$97.96
Ones.....	\$174.00
Fives.....	\$295.00
Tens.....	\$330.00
Twenties.....	\$4,180.00
Fifties.....	\$1,200.00
Hundreds.....	\$5,300.00
Cash Items.....	\$441.50
Credit Card Charges.....	\$10,830.75
Checks.....	\$76,862.51
TOTAL CASH ON HAND	\$99,711.72

CHECKING ACCOUNT BALANCE:

<u>Reliabank (Memorial Park)</u>	\$9,459.00
<u>Reliabank Dakota</u>	\$35,997,865.29

INVESTMENTS:

<u>SD Public Funds Investment Trust</u>	\$1,033.76
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OTHER ACCOUNT BALANCES: \$36,008,358.05

GRAND TOTAL CASH AND BALANCES: \$36,108,069.77

GENERAL LEDGER CASH AND INVESTMENT BALANCES BY FUNDS:

General Fund	\$22,818,014.18
General Fund restricted cash	\$500,000.00
Sp. Revenue Funds	\$10,069,214.79
Sp. Revenue Funds restricted cash	\$0.00
Custodial Funds	\$2,720,840.80

TOTAL GENERAL LEDGER CASH \$36,108,069.77

FILED

JUN 03 2024

CODINGTON COUNTY AUDITOR

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

The sum of **\$29,263.75** in fees has been collected by me as Register of Deeds for MAY, 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 MAY, 2024

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this 3rd day of June 2024

Gwendolyn Hanten

CERTIFIED BIRTHS

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

CERTIFIED DEATHS

County General Fund (\$5.00)	<u>\$ 460.00</u>
State General Fund (\$4.00)	<u>\$ 368.00</u>
State EVRSS Fund (\$6.00)	<u>\$ 552.00</u>
TOTAL	<u>\$ 1,380.00</u>

FILED

JUN 03 2024

CODINGTON COUNTY AUDITOR

Receipt Totals

By Date: 5/1/2024 12:00:00 AM - 5/31/2024 11:59:59 PM; Departments: All; Cash based.

Codington County
Monday, June 3, 2024 9:06 AM

Summary:

Receipt Item Totals

	Document:	Paid	Charged	Debited	Total
	Non Document:	\$22,857.00	\$990.00	\$0.00	\$23,847.00
		\$3,923.25	\$1,544.10	\$0.00	\$5,467.35
	Subtotal:	\$26,780.25	\$2,534.10	\$0.00	\$29,314.35

Payment on Account Totals

Applied:	\$2,483.50
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$2,483.50

Payments & Refunds

ACH:	\$15,533.00
Cash:	\$2,990.75
Check:	\$10,740.00
Total:	\$29,263.75

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00	\$250.00	\$250.00	\$0.00	\$0.00
101-0-341.21	\$7,883.00	\$7,278.00	\$605.00	\$0.00
101-0-341.22	\$14,154.00	\$14,154.00	\$0.00	\$0.00
229-0-321.00	\$750.00	\$750.00	\$0.00	\$0.00
726-0-209.00	\$1,850.00	\$1,240.00	\$610.00	\$0.00
101-0-341.29	\$2,836.75	\$1,683.25	\$1,153.50	\$0.00
250-0-341.21	\$924.00	\$855.00	\$69.00	\$0.00
769-0-209.00	\$616.00	\$570.00	\$46.00	\$0.00
	Total: \$29,263.75	\$26,780.25	\$2,483.50	\$0.00

FILED

JUN 03 2024

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Kim Johnson		DATE 7/1/2024
EFFECTIVE DATE 7/1/2024	POSITION TITLE Administrative Specialist	DEPARTMENT Extension
CURRENT STEP 5	NEW STEP 6 <i>grade 30</i>	
CURRENT PAY RATE \$24.90 / <i>\$4332.60</i>	NEW PAY RATE \$25.52 / <i>\$ 4440.48</i>	
REASONS FOR CHANGE Anniversary step increase		

EMPLOYEE SIGNATURE *Kim Johnson*

DEPARTMENT HEAD SIGNATURE *Jodi Lehrer*

DATE *5-29-2024*

COUNTY COMMISSIONERS _____

DATE _____

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

FILED
JUN 04 2024

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Becky Goens		DATE 7/1/2024
EFFECTIVE DATE 7/1/2024	POSITION TITLE Sr. Admin. Specialist	DEPARTMENT Extension
CURRENT STEP 8	NEW STEP 9 <i>grade 35</i>	
CURRENT PAY RATE \$29.49 / <i>\$5131.26</i>	NEW PAY RATE \$30.23 / <i>\$5260.02</i>	
REASONS FOR CHANGE Anniversary step increase		

EMPLOYEE SIGNATURE *Becky Goens*

DEPARTMENT HEAD SIGNATURE *Jodi Lochner*

DATE *5-29-2024*

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 04 2024

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Rose, Todd		DATE 6/4/2024
EFFECTIVE DATE 1-Jul-24	POSITION TITLE VSO	DEPARTMENT VSO
CURRENT STEP 3	NEW STEP 4 <i>Grade 55</i>	
CURRENT PAY RATE \$35.10 <i>/\$6107.40</i>	NEW PAY RATE \$35.97 <i>/\$6258.78</i>	
REASONS FOR CHANGE Annual Step increase providing a normal (meets the standard) performance appraisal		

EMPLOYEE SIGNATURE *Todd Rose*

DEPARTMENT HEAD SIGNATURE *Todd Rose*

DATE 21-Jun-23

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 07 2024

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Roberts, Jay		DATE 6/4/2024
EFFECTIVE DATE 1-Jul-24	POSITION TITLE Deputy VSO	DEPARTMENT VSO
CURRENT STEP 2	NEW STEP 3 <i>Grade 40</i>	
CURRENT PAY RATE \$28.24 <i>/\$4913.76</i>	NEW PAY RATE \$28.94 <i>/\$5035.56</i>	
REASONS FOR CHANGE Annual Step increase providing a normal (meets the standard) performance appraisal		

EMPLOYEE SIGNATURE *Jay Roberts*

DEPARTMENT HEAD SIGNATURE *Bill Rose*

DATE 4-Jun-24

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

JUN 07 2024

CODINGTON COUNTY AUDITOR