

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, March 24, 2020

- 1. Pledge of Allegiance**
- 2. Call for Public Comment**
- 3. Conflict of interest items**
- 4. Action to approve the agenda**
- 5. Action to approve the minutes of March 17, 2020**
- 6. Monthly reports**
 - a. Extension**
 - b. Emergency Management Director**
 - c. Sheriff**
- 7. Action to approve ordering of two patrol cars as budgeted**
- 8. Action regarding Zoning Office procedures during the COVID-19 event**
- 9. Action to approve AFSCME Local 2488A (County Highway) 2020 union contract**
- 10. Action to authorize the Chair to sign an agreement with the SDDOT for the control of noxious weeds within the State highway ROW**
- 11. Action to waive Treasurer customer mailing fees for the duration of the Coronavirus crisis**
- 12. Discussion/possible action regarding COVID-19 procedures for County offices/buildings**
- 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:**
 - a.**
- 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 until 9:00 a.m., Tuesday, March 31st, 2020; at the Codington County Courthouse

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, Watertown, South Dakota
Codington County Courthouse
14 1st Ave SE**

March 17, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, March 17, 2020, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair Brenda Hanten, presiding. Travis Flisrand, American Legion State Adjutant and John Tangren, Watertown Optimist Club; lead the pledge of allegiance.

CALLS FOR PUBLIC COMMENT

Chair Hanten called for public comments for the Open, none were forthcoming.

CONFLICT OF INTEREST ITEMS

There were no conflict of interest items to note.

AGENDA APPROVED

Motion by Waterman, second by Gabel, to approve the March 17 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by VanDusen, second by Gabel, to approve the minutes of March 10, 2020; all voted aye; motion carried.

BUSSKOHL PLAT RESOLUTION

The Board took action on the Busskohl plat resolution as presented by Zoning Officer, Luke Muller.

RESOLUTION #2020-6

A Resolution to approve the platting of the Stan and Donna Busskohl Addition in the County of Codington, South Dakota.

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

Busskohl Plat, a portion of the SE1/4 of Section 20-T117N-R54W to be known upon platting as the Stan and Donna Busskohl Addition located in the Southeast Quarter (SE1/4) of Section 20-T117N-R54W, West of the 5th P.M., in the County of Codington, South Dakota; and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

Codington County, March 17, 2020

The above and foregoing resolution was moved for adoption by Commissioner Johnson, second by Commissioner VanDusen; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 17th day of March, 2020, at Watertown, Codington County, South Dakota

Brenda Hanten
Chair

STATE OF SOUTH DAKOTA
§
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2020-6, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 17th day of March, 2020, at Watertown, Codington County, South Dakota.

Cindy Brugman
County Auditor, Codington County, South Dakota

MONTHLY REPORTS

Facilities Manager, Steve Molengraaf, reported on the following facilities: Courthouse – signage has been prepared to advise the public of COVID19 procedures when entering any County owned building, maintenance staff is sanitizing on an expanded basis, in all County facilities, during the COVID19 event, and the fire suppression system project is ongoing; Detention Center – a door security issue has been temporarily repaired; Extension Center Complex – most events scheduled for Ag. Building in the next months have either been canceled or re-scheduled for a later date; Memorial Park – the campground manager position interviews have been conducted and an offer is being prepared, and online reservations continue following a glitch in the system that created over-bookings for the Memorial Day weekend, which are being addressed as possible. Mr. Molengraaf noted the North Central Mosquito Conference to be held in North Dakota has been canceled. Registration fees will be reimbursed. **Highway Supt., Rick Hartley**, reported that rain earlier this week required sanding of roadways, crack sealing continues, MSHAW training has recently been completed by Highway employees, approaches have been inspected for the Crown Ridge II project, a local flood preparedness meeting was held on March 12th, the total bridge replacement cost on County Road #4 is \$926,449.75, load limits are in place as of March 9th, and water running over the road, due to melting conditions, occurred in only two places in the past week.

DEPUTY MAINTENANCE SUPERVISOR POSITION

Motion by Gabel, second by Johnson, to accept the letter of retirement from Deputy Maintenance Supervisor, Jeff Hershman, effective April 30, 2020; all voted aye; motion carried. The Board expressed thanks for Mr. Hershman's years of service.

ASSISTANT WEED SUPERVISOR POSITION

Motion by Johnson, second by Waterman, to authorize the Facilities Manager to hire an Assistant Weed Supervisor; all voted aye; motion carried.

2019 FLOODING EVENT D FORCE ACCOUNT FUNDING AGREEMENT

Motion by Gabel, second by Waterman, to authorize the Chair and the Highway Supt. to sign a joint powers force account agreement and detailed damage inspection report, respectively, with the SD DOT, for the 2019 September flooding event which damaged County roads; all voted aye; motion carried.

VETERANS SERVICE OFFICER POSITION

Motion by Gabel, second by Johnson, to advertise the position of Codington County Veterans Service Officer. American Legion State Adjutant, Travis Flisrand, addressed the Board and asked that applications for this position be carefully reviewed for the inclusion of the proper DD214's with honorable discharges. Upon vote of the Board; all voted aye; motion carried.

INMATE FOOD SERVICE RFP

Motion by Gabel, second by Johnson, to approve the issuance of a request for proposals for jail inmate food services; all voted aye; motion carried.

WATERTOWN OPTIMIST CLUB WINTER WONDERLAND DISPLAY

John Tangren, Watertown Optimist Club, appeared before the Board and provided a list of the grant recipients from the club's Winter Wonderland donations and income. The Board noted a number of recipients on the list currently receive tax payer funding from the County. Motion by Johnson, second by Gabel, to approve the funding of a County display at the Optimist Club's Winter Wonderland. Discussion was held and upon vote of the Board; Gabel, Waterman, VanDusen and Hanten voted no; Johnson voted aye; motion failed.

PERSONNEL CHANGES

Motion by Gabel, second by Waterman, to approve the following personnel changes: Milo Ford, temporary Facility Advisor, \$30.00 per hour, effective 2/25/2020 and Eugene Beynon, temporary building maintenance, step 3/\$16.45 per hour, effective 3/9/2020; upon vote of the Board; all voted aye; motion carried.

SIOUX VALLEY COMMISSIONERS ASSOCIATION QUARTERLY MEETING

The Board noted the postponement of the March 18th quarterly meeting of the Sioux Valley Commissioners Association. This meeting was scheduled to be hosted by Codington County and held at the Extension Center Complex but due to COVID19 procedures and in the best interests of County Officials the event has been postponed until sometime in May.

LETTER OF SUPPORT COMMUNITY TRANSIT OF WATERTOWN/SISSETON

Chair Hanten informed the Board that the Community Transit of Watertown/Sisseton intends to apply for federal grant funding, for the construction of a new facility due to lack of space in the current building. Transit officials have requested a letter of support from the Codington County Commissioners. The Board had no objection to the Chair providing a letter of support to the Transit.

DAKOTA RANGE WIND PROJECT UPDATE/REVIEW

Tim Carlsgaard, Communications and Public Affairs Manager for Excel Energy, met with the Board to provide updates and a briefing of the Dakota Range Wind Project. Mr. Carlsgaard noted the project could start in the fall of 2020 and completion is scheduled for the end of 2021. Mr. Carlsgaard informed the Board that a public liaison officer will be available during construction as required by the Public Utilities Commission.

EXECUTIVE SESSION

Motion by Gabel, second by Hanten, to enter into executive session at 10:28 a.m., per SDCL 1-25-2, to discuss personnel issues; all voted aye; motion carried. The Board returned to regular session at 11:52

a.m. The following were present for executive session: Sheriff Howell, Emergency Management Director Torstenson, and Facilities Manager Molengraaf. Human Resource Director, Satterlee, was present via teleconference. Commissioner VanDusen was excused at 11:40 a.m.

STATE EMERGENCY DECLARATION COVID19

The Board noted a recent emergency declaration, by the State of South Dakota, due to the COVID19 nationwide pandemic event. The Board will monitor this situation and take action for Codington County in the event it becomes necessary for the health and safety of County residents and employees. County offices will be tracking any extra costs related to the pandemic in the event grant reimbursement funding could become available.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 11:54 a.m., until 9:00 a.m., Tuesday, March 24th, 2020; all voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County Auditor

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

Published once at the total approximate cost of \$_____



Department of Transportation

Watertown Area Office

5000 9th Avenue SE

Watertown, South Dakota 57201 (605)882-5166

Fax: (605) 882-5117

March 11, 2020

Mr. Steve Molengraaf
Codington County Weed & Pest Board
1910 West Kemp
Watertown, SD 57201

Re: Noxious Weed Control, 2020

Dear Mr. Molengraaf:

It is time again to plan for noxious weed control during the upcoming growing season. With the success of this program in the past, it is hoped that you will be able to continue the control of weeds within the state highway right-of way.

Enclosed is a contract for the "2020" weed spraying. Please fill out and return the contract in its entirety to this office. **Like last year, we need to have form DOT-967 completed and signed. It is required that a copy of the County Commission minutes or resolution authorizing the execution of the agreement be attached as Exhibit D. Also form Dot-967 needs to be signed by the County Commission Chairperson and have the signature notarized.**

We appreciate your county for doing weed spraying for the Department of Transportation and thank you for a job well done.

Sincerely,

DEPARTMENT OF TRANSPORTATION

Matthew R. Brey
Watertown Area Engineer

cc: Mark Peterson – Aberdeen Region Engineer
Calvin Esche, Highway Maintenance Supervisor

**STATE OF SOUTH DAKOTA
DEPARTMENT OF TRANSPORTATION
JOINT POWERS AGREEMENT
FOR WEED SPRAYING SERVICES BY COUNTY**

This Joint Powers Agreement (Agreement) is entered into by and between the State of South Dakota, acting by and through its Department of Transportation, referred to in this Agreement as the "STATE," and Codington County, South Dakota, referred to in this Agreement as the "COUNTY."

BACKGROUND:

1. The STATE is the owner of real property located in Codington County, South Dakota.
2. The STATE wants the COUNTY to control the growth of declared noxious weeds within the right of way of state highway routes.
3. The COUNTY is willing to provide weed spraying services to the STATE.

THE STATE AND THE COUNTY MUTUALLY AGREE AS FOLLOWS:

I. JOINT POWERS

This Agreement does not establish a separate legal entity, as contemplated by SDCL 1-24-5. The cooperative undertaking described in this Agreement will be financed and conducted under the provisions of this Agreement by the COUNTY and the STATE. Each party has responsibilities under the terms of this Agreement and no joint board or administrator will be used. No real property will be purchased for use in connection with this Agreement.

II. THE COUNTY

- A. The COUNTY services under this Agreement will commence May 1, 2020, and will end April 30, 2021, unless terminated earlier pursuant to the terms of this Agreement.
- B. The COUNTY will provide services in compliance with the Americans with Disabilities Act of 1990, and any amendments.
- C. The COUNTY will:
 1. Furnish the necessary equipment, materials, and labor to control the growth of declared noxious weeds in accordance with the bid proposal attached to this Agreement as Exhibit A.
 2. Ensure that the weed spraying is accomplished by personnel properly licensed by the South Dakota Department of Agriculture.
 3. Advise the STATE'S local maintenance shop of the COUNTY'S intent to spray, at least forty-eight (48) hours prior to spraying.
 4. Ensure the COUNTY'S spraying vehicles are equipped with a flashing amber warning light which must be in operation while spraying highway right of way. The COUNTY will not stop its vehicle(s) on the roadway, driving lanes, or shoulders on the Interstate highway system.
 5. Complete form DOT-820 Daily Pesticide Application Record, furnished by the STATE, a copy of which is attached to this Agreement as Exhibit B. The COUNTY will complete this form on a daily basis after completion of the spraying.
 6. Provide the STATE with a completed copy of the DOT-820 Daily Pesticide Application Records within one (1) week after completion of the spraying.

7. Submit an invoice for payment to the STATE. The invoice will be accompanied by the completed original DOT-820 daily form(s). The COUNTY may submit separate invoices for the spring and fall spraying, if the COUNTY desires to do so.
8. Supply the STATE with visible proof the spraying operations are effectively killing noxious weeds. If the spraying operations do not effectively kill the noxious weeds, the COUNTY will not be paid for that portion of the spraying operations the STATE determines were ineffective.

II. THE STATE will:

- A. Pay the COUNTY the actual costs for services as set out below. Payment will be made pursuant to itemized invoices submitted by the COUNTY, and accompanied by the required form DOT-820 Daily Pesticide Application Records.
- B. Reimburse the COUNTY for all labor required to satisfactorily complete the work contemplated by this Agreement based on the hourly rate per employee as stipulated in the attached Exhibit B.
- C. Reimburse the COUNTY for all pesticides and equipment required to satisfactorily complete the work contemplated by this Agreement based on the costs as stipulated in the attached Exhibit B.
- D. Furnish the COUNTY with form DOT-820 Daily Pesticide Application Records.

III. AMENDMENT PROVISION

This Agreement may not be amended, except in writing, which writing will be expressly identified as a part of this Agreement, and be signed by an authorized representative of each of the parties.

IV. TERMINATION PROVISION

Either party may terminate this Agreement by providing thirty (30) days' written notice to the other. If the COUNTY breaches any term or condition of this Agreement, the STATE may terminate this Agreement with or without notice. If the STATE terminates this Agreement due to the COUNTY'S default, the STATE may adjust any payment due to the COUNTY at the time of termination to cover any additional costs to the STATE due to the COUNTY'S default. Upon termination, the STATE may take over the work and may award another party an agreement to complete the work under this Agreement. If, after the STATE terminates for a default by the COUNTY, it is determined the COUNTY was not at fault, then the COUNTY will be paid for eligible services rendered and expenses incurred up to the date of termination.

V. FUNDING PROVISION

This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If, for any reason, the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement may be terminated by the STATE. Termination for any of these reasons is not a default by the STATE nor does it give rise to a claim against the STATE.

VI. INDEPENDENT CONTRACTOR PROVISION

While performing services under this Agreement, the COUNTY is an independent contractor and not an officer, agent, or employee of the STATE.

No employee of the COUNTY engaged in the performance of services required under this Agreement will be considered an employee of the STATE. No claim under the South Dakota Workers' Compensation Act on behalf of said employee or other person while so engaged and no claim made by any third party as a consequence of any act or omission by the COUNTY will be the STATE'S obligation or responsibility.

VII. EMPLOYEE STATUS PROVISION

Any officer, employee, or agent engaged in joint action under this Agreement will remain an employee with his or her agency during participation in joint action under this Agreement. Each agency will retain exclusive responsibility for its officers, agents, and employees while these officers, agents, and employees are engaged in joint action under this Agreement, including but not limited to responsibility for regular and overtime wages and salaries, unemployment benefits, workers' compensation coverage, health insurance, or other benefits, and liability coverage and indemnity, except as otherwise specifically provided in this Agreement.

VIII. COMPLIANCE PROVISION

The COUNTY will comply with all federal, state and local laws, together with all ordinances and regulations applicable to the work and will be solely responsible for obtaining current information on such requirements. The COUNTY will procure all licenses, permits, or other rights necessary for the fulfillment of its obligation under the Agreement.

IX. INDEMNIFICATION PROVISION

The COUNTY will indemnify the STATE, its officers, agents, and employees against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services under this Agreement. This section does not require the COUNTY to be responsible for or defend against claims or damages arising from errors or omissions of the STATE, its officers, agents, or employees.

X. CONTROLLING LAW PROVISION

This Agreement will be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement will be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

XI. SEVERABILITY PROVISION

If any court of competent jurisdiction holds any provision of this Agreement unenforceable or invalid, such holding will not invalidate or render unenforceable any other provision of this Agreement.

XII. SUPERCESSION PROVISION

All other prior discussions, communications, and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided in this Agreement, this Agreement constitutes the entire agreement with respect to the subject matter.

XIII. The COUNTY has designated its County Commission Chairperson as the COUNTY'S authorized representative and has empowered the Chairperson with the authority to sign this Agreement on behalf of the COUNTY. A copy of the COUNTY'S Commission minutes or resolution authorizing the execution of this Agreement by the Chairperson as the COUNTY'S authorized representative is attached to this Agreement as Exhibit D.

By signature of their representatives below, each party certifies that approval of this Agreement by ordinance, resolution, or other appropriate means has been obtained by that party's governing body or officer pursuant to SDCL § 1-24-3 and § 1-24-6.

Codington County, South Dakota

By: _____

Its: County Commission Chairperson

Date: _____

Attest:

County Auditor/Clerk

(COUNTY SEAL)

State of South Dakota
Department of Transportation

By: _____

Its: Secretary

Date: _____

Recommended By:

Construction/Maintenance Engineer

CODE	PROJECT			MAINT UNIT	CONTROL REFERENCE	AFE	FUNCTION	BEGIN MRM	END MRM
	PRE	ROUTE	AGR						
		000I		171		I5yd	2305		
		000N		171		I5ye	2305		
		000P		171		I5yf	2305		

COUNTY: Codington BUDGET SOURCE: Maintenance Contract Budget

FEDERAL TAX ID NUMBER: _____

FINALS ENGINEER REVIEW REQUIRED: ☐ YES ☒ NO

REGION MATERIALS CERTIFICATION REQUIRED: ☐ YES ☒ NO

CERTIFIED INSPECTORS/TESTERS REQUIRED: ☐ YES ☒ NO

TO BE INSTALLED ON CM&P: ☒ YES ☐ NO

TYPE OF WORK: Weed Spraying

PURPOSE OF WORK: Control Noxious Weeds

LOCATION OF WORK: Within the jurisdictional areas of the Watertown Shop

ESTIMATE OF QUANTITIES AND COST:

BID ITEM NUMBER	ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	2-40 Amine	100	gal	\$ 18 ⁰⁰	\$ 1800
2	2-40 Ester	20	gal	\$ 23 ⁰⁰	\$ 460
3	Tordon 22K	65	gal	\$ 65 ⁰⁰	\$ 4225
4	Milexent	.5	gal	\$ 320 ⁰⁰	\$ 1600
5	Surfactant	5	gal	\$ 16 ⁰⁰	\$ 80
6	Truck/equipment	60	HRS	\$ 60 ⁰⁰	\$ 3600
		100	hrs	\$ 50 ⁰⁰	\$ 5000
		180	hrs	\$ 45 ⁰⁰	\$ 8100
				TOTAL	\$ 24865

"Contract" Daily Pesticide Application Record

Date: _____ Contact No: _____

Customer: _____

Contractor: _____

SPRAYING ON THIS DATE WAS ACCOMPLISHED ON: INDICATE WHICH DITCH

Highway No: _____ From MRM _____ To MRM _____ N S E W OR MEDIAN

Highway No: _____ From MRM _____ To MRM _____ N S E W OR MEDIAN

Highway No: _____ From MRM _____ To MRM _____ N S E W OR MEDIAN

Highway No.	Type of Pesticide	Amount Used	Cost/Unit	Cost
_____	_____	_____ X	_____ =	_____
_____	_____	_____ X	_____ =	_____
_____	_____	_____ X	_____ =	_____

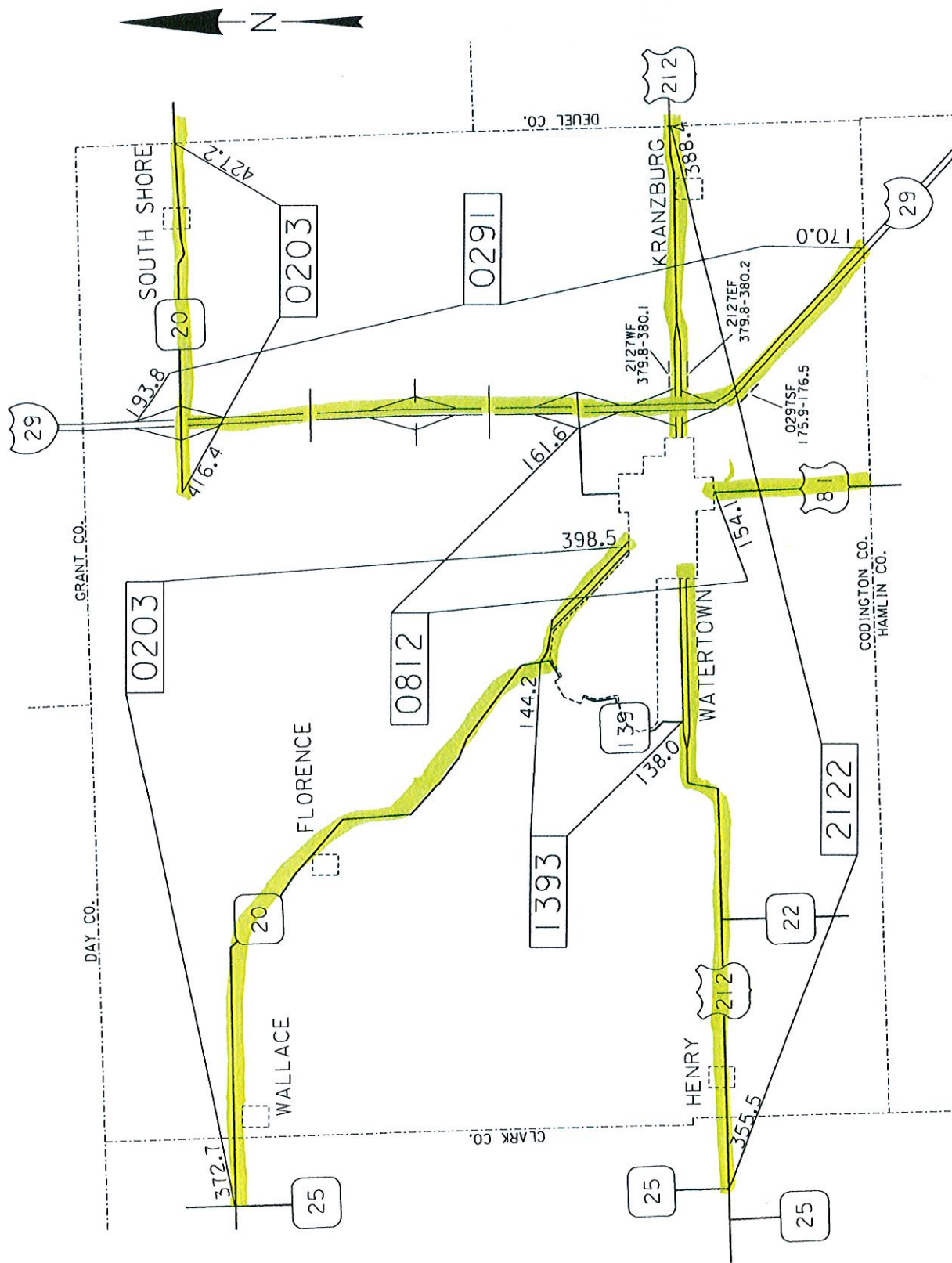
Highway No.	Employee Name	Hours Worked	Rate	Cost
_____	_____	_____ X	_____ =	_____
_____	_____	_____ X	_____ =	_____
_____	_____	_____ X	_____ =	_____

Highway No.	Equipment	Miles or Hours Worked	Rate	Cost
_____	_____	_____ X	_____ =	_____
_____	_____	_____ X	_____ =	_____
_____	_____	_____ X	_____ =	_____
			Total Cost	_____ =

Sprayer Operator Signature

D.O.A. License Number: _____

THIS FORM WILL BE COMPLETED IN TRIPLICATE. ONE COPY WILL BE FORWARDED TO THE LOCAL MAINTENANCE UNIT FOREMAN, ONE TO BE RETAINED ON FILE BY THE COUNTY, AND ONE (ORIGINAL) TO ACCOMPANY THE COUNTY'S INVOICE TO THE STATE FOR PAYMENT.



I 76-WATERTOWN

March 12, 2020

Codington County Auditor
14 1st Avenue SE
Watertown, SD 57201 3611

RE: 911 Emergency Surcharge Tax Distribution

You will be receiving a payment in the amount of **\$23,177.91** from the State of South Dakota. This payment reflects 911 Emergency Surcharge reported to and/or collected by the South Dakota Department of Revenue per South Dakota Codified Law 34-45.

This amount represents tax returns filed and processed for the period of January 2020 (*other periods may be included in the payment, please see the County Distribution Detail Report on the website*). Following is a breakdown showing the details of this amount.

Telecommunication Lines	Wireless Lines	VOIP Lines	Total Amount
7,536	18,590	941	\$23,177.91
Total Voucher			\$23,177.91

For further information on the 911 Emergency Surcharge collection, including monthly distribution reports, please visit our website at: http://dps.sd.gov/sd_911/surcharge_distribution_reports.aspx

If you have any additional questions regarding this matter, please contact Leah Ries at (605)773-3178.

Sincerely,

South Dakota Department of Public Safety

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>Kathy Young</i>		DATE <i>March 9</i>
EFFECTIVE DATE <i>3-1-2020</i>	POSITION TITLE <i>criminal/civil support coord.</i>	DEPARTMENT <i>Sheriff</i>
CURRENT STEP <i>Step 13</i>	NEW STEP <i>Step 14</i>	
CURRENT PAY RATE <i>\$22.09 / \$3843.66</i>	NEW PAY RATE <i>\$22.36 / \$3890.64</i>	
REASONS FOR CHANGE <i>Anniversary</i>		

EMPLOYEE SIGNATURE *Kathy Young*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE *3-17-20*

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

MAR 17 2020

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>Kristi Gast</i>		DATE <i>March 9</i>
EFFECTIVE DATE <i>3-1-2020</i>	POSITION TITLE <i>Records Manager.</i>	DEPARTMENT <i>Sheriff</i>
CURRENT STEP <i>Step 12</i>	NEW STEP <i>Step 13</i>	
CURRENT PAY RATE <i>\$24.56/\$4273.44</i>	NEW PAY RATE <i>\$24.87/\$4327.38</i>	
REASONS FOR CHANGE <i>Anniversary</i>		

EMPLOYEE SIGNATURE *x Kristi Gast*

DEPARTMENT HEAD SIGNATURE *[Signature]*

DATE *3-17-20*

COUNTY COMMISSIONERS _____

DATE _____

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

FILED

MAR 17 2020

CODINGTON COUNTY AUDITOR

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Director of Equalization Office
Name of traveling employee Shawna Constant, Michelle Pederson
Heidi Selcher, Melissa Sears, Allison Forbush
Employee title _____ Employee status exempt ☒ nonexempt ☒
Purpose of travel SDAAO Midyear School
Method of transportation County Vehicle
Destination Pierre, SD
Departure date and time 7-6-20 8:00am Destination arrival date and time 7-6-20 12:00pm
Return departure date and time 7-10-20 TBD Return arrival date and time 7-10-20 TBD

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) _____

Lodging expense \$2,800

Meals \$1,000 Registration \$1,750

Other costs _____

Overtime costs involved in the requested travel N/A

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

Yes ☒ No _____ If no, why _____

Is this travel a budgeted item? Yes ☒ No _____

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____