

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Courthouse, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, July 28, 2020**

1. Pledge of Allegiance
2. Call for public comment. Public comment may be submitted via telephone at 605-882-6248 and 605-882-6297
3. Conflict of interest items
4. Action to approve the July 28 agenda
5. Action to approve the minutes of July 21, 2020
6. Monthly reports
  - a. Emergency Management Director
  - b. Sheriff
  - c. 2021 budget review
7. Action to accept a COPS grant award to hire 1 deputy Sheriff
8. Action to approve computer purchases for the Emergency Management Office
9. Action to approve claims for payment
10. Action to approve automatic budget supplements
11. Action to approve personnel changes
12. Action to approve travel requests
13. Public Notices – a possible quorum of Commissioners could be in attendance at:
  - a.
14. Old Business
15. New Business
16. Open
  - a. Public Comments
  - b. Commission Comments

**17. 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)**

**18. Action to adjourn until 9:00 a.m., Tuesday, August 4<sup>th</sup>, 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 1<sup>st</sup> Ave SE**

July 21, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, July 21, 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. Auditor, Cindy Brugman, 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 VanDusen, to approve the July 21 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Gabel, second by Johnson, to approve the minutes of July 14, 2020; all voted aye; motion carried.

**MONTHLY REPORTS**

**Highway Supt., Rick Hartley**, updated the Board on the following: the top cut has been completed on County asphalt roads and some gravel roads may also need to mowed; soft spots on gravel roads are still being addressed; 4 areas on County 8-1 are being built up; County 10-1 north of Henry and County 8-1A have spots that also receiving attention; calls have come in for bales that need to pushed off the roads along with trees blocking the road, the deck on the bridge on County 4-4, 159 St. on the Big Sioux River, is being removed to begin the bridge replacement project, this road is now closed; road damage has occurred on the north end of the County on a road that leads into Day County. **Facilities Manager, Steve Molengraaf**, updated the Board on the following items: Court House – the sprinkler system project is now complete; a hole in the parking lot will be repaired by the Highway Dept. when time permits, and the concrete at the south entrance of the Courthouse will be replaced to accommodate those with disabilities; Extension Center Complex – a temporary employee has been hired to fill in for a full time employee who will be deployed for approximately one year and achievement days set up will begin in the next week; Memorial Park – the campground has been full each weekend since Memorial Day, tree damage has occurred due to several storms along with shingle and slight siding damage on various buildings, insurance proceeds have been received in the amount of \$12,079.55 for damages incurred during a storm event on June 4<sup>th</sup>, 2020, and bookings/revenues are up compared to this time frame in 2019; Weed Dept. – a Weed Board meeting was held on July 14<sup>th</sup> to primarily review the 2021 budget and to address weed complaints, weed spraying is wrapped up at this time; Detention Center – three water heaters are in need of replacement as they are starting to leak and are approximately 12 years old, cost to replace the water heaters and update the electrical connection is estimated at a cost of \$13,472.00.

**2021 BUDGET REVIEW**

The Board reviewed 2021 budget requests from the Highway Dept., Government Buildings, Extension Center Complex, County Park, Weed Dept., and West Nile services.

Codington County, July 21, 2020

**HIGHWAY DEPT. ROCK, PIT RUN, GRAVEL CONTRACT HAULERS**

Motion by VanDusen, second by Gabel, to authorize the Highway Supt. to contract with private contractors for the hauling of rock, pit run, and gravel at .28 per loaded ton mile; all voted aye; motion carried.

**RESOLUTION 2020-20 BRIDGE IMPROVEMENT GRANT (BIG) PE FUNDS**

Motion by Johnson, second by Waterman, to approve Resolution 2020-20 authorizing the application of Bridge Improvement Grant (BIG) PE Funds; all voted aye; motion carried.

**RESOLUTION 2020-20**

**BRIDGE IMPROVEMENT GRANT PROGRAM  
RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS**

**WHEREAS**, Codington County wishes to submit an application for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER AND LOCATION:

Str. No. 15-178-160 located 0.1 miles east of intersection of 14<sup>th</sup> Ave NW and 10<sup>th</sup> St NW

**AND WHEREAS**, Codington County certifies that the project is listed in the county's Five-Year County Highway and Bridge Improvement Plan, and

**WHEREAS**, Codington County agrees to pay the 20% match on the Bridge Improvement Grant funds; and

**WHEREAS**, Codington County hereby authorizes the Bridge Improvement Grant application and any required funding commitments.

**NOW THEREFORE BE IT RESOLVED:**

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application.

Vote of Commissioners:            Yes   5                      No   0  

Dated at Watertown, SD, this 21<sup>st</sup> day of July, 2020

Brenda Hanten  
County Commission Chair

ATTEST:

Cindy Brugman  
Codington County Auditor

**TEMPORARY HIGHWAY EMPLOYEE**

Motion by VanDusen, second by Gabel, to approve the hiring of a temporary Highway Dept. employee, per the request of Highway Supt., Rick Hartley, to fill in where needed for a period of time as needed; all voted aye; motion carried.

**MAINTENANCE POSITION**

Motion by Gabel, second by Waterman, to approve the hiring of a full-time employee for the maintenance office to fill a vacancy, as requested by Facilities Manager, Steve Molengraaf; all voted aye; motion carried. The Facility Manager will review applications for a similar position that was recently advertised for the Detention Center.

**FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS**

Motion by Johnson, second by VanDusen, to approve the following resolution for continued support of the First District Association of Local Governments; all present voted aye; motion carried:

**RESOLUTION #2020-19  
RESOLUTION TO CONTINUE SUPPORT FOR THE  
FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS  
DURING FISCAL YEAR 2021  
(October 1, 2020 – September 30, 2021)**

The Codington County Board of Commissioners, having adopted and signed a Joint Cooperative Agreement on the 4th day of April, 1972, creating the First Planning and Development District, Model Rural Development Program, do hereby agree to renew their participation in the Joint Cooperative Agreement for Fiscal Year 2021 (October 1, 2020 - September 30, 2021). To support the Joint Cooperative Agreement and the activities of the District staff, the Codington County Board of Commissioners will provide \$43,418.54 to the First District Association of Local Governments during the aforementioned Fiscal Year 2021 period.

Adopted this 21<sup>st</sup> day of July, 2020

Brenda Hanten  
Chair, Codington County Commissioners

ATTEST:

Cindy Brugman  
Codington County Auditor

**FIREWORKS DISCHARGE APPLICATIONS**

Motion by VanDusen, second by Gabel, to approve the following fireworks discharge applications: July 21, 2020, 44369 177<sup>th</sup> St., private family display and July 24, 2020, 2129 Air Haven Rd., family display; upon vote of the Board; all voted aye; motion carried.

**CLAIMS APPROVED**

Motion by Johnson, second by Gabel, to approve for payment claims in the amount of \$1,116.02 payable to VISA Reliabank for various departments supplies/travel; all voted aye; motion carried.

**PERSONNEL CHANGES**

Motion by Gabel, second by Waterman, to approve the following personnel change; all voted aye; motion carried: Scott Swanson, Lead Building Maintenance, anniversary step increase, step 13/\$22.76 per hour, effective date 8/1/2020.

**TRAVEL REQUESTS**

Motion by Gabel, second by VanDusen, to approve a travel request for the Veteran's Service Officer to attend the annual State VSO meeting; all voted aye; motion carried.

**ADJOURNMENT**

There being no further business to come before the Board a motion was made by Johnson, second by Waterman, to adjourn at 10:32 a.m., until 9:00 a.m., Tuesday, July 21, 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 \$ \_\_\_\_\_



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, NE, Washington, D.C. 20530

**COPS**

June 25, 2020

Sheriff Brad Howell  
Chairperson Brenda Hanten

Codington County Sheriff's Department  
14 1st Avenue SE  
Watertown, SD 57201

Re: COPS Hiring Program award number 2020UMWX0181  
ORI SD01400

Dear Sheriff Howell and Chairperson Hanten:

Congratulations on your agency's award for 1 officer position(s) and \$125,000.00 in federal funds over a three-year award period under the 2020 COPS Hiring Program (CHP). The local cash match required for this award will be \$109,064.00. Your agency may use CHP award funding to (1) hire new officers, (2) rehire officers who have been laid off, or (3) are scheduled to be laid off on a specific future date, as a result of local budget reductions, on or after the official award start date. Please note that any changes to the awarded hiring categories require an official review and approval by the COPS Office.

A list of conditions that apply to your award is included on your Award Document and Award Document Supplement, if applicable. A limited number of agencies may be subject to an Additional Award Notification as a result of an ongoing federal civil rights investigation, other award review, or audit of your agency by the Department of Justice. If applicable to your agency, the Additional Award Notification is included at the end of this letter and is incorporated by reference as part of this letter. In addition, a limited number of agencies may be subject to Special Conditions as a result of high risk designation or other unique circumstances. If applicable to your agency, these Special Conditions will be found in an Award Document Supplement in your award package. You should read and familiarize yourself with these conditions. **To officially accept your award, the Award Document (including the conditions and special conditions, if applicable) must be signed electronically via the Account Access link on the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) within 45 days from the date of this letter.**

The official start date of your award is 07/01/2020. Therefore, you can be reimbursed for allowable and approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum (FCM) included in your award package to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process and award funds may only be used for approved items. The FCM will specify the final award amount and will also identify any disallowed costs.

ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING



Supplemental online award information for 2020 COPS CHP recipients can be found on the CHP Program page at <https://cops.usdoj.gov/chp-award>. We strongly encourage you to visit this site immediately to access a variety of important and helpful documents that will assist you with the implementation of your award including the 2020 CHP Award Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your award. In addition, the above website link includes the forms and instructions necessary to begin drawing down funds for your award. Please also ensure that you print out a copy of your application and maintain it with your award file records.

Once again, congratulations on your 2020 CHP award. If you have any questions about your award, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 800-421-6770.



Phillip E. Keith, Director

Date: 07/09/2020

**Additional Award Notification**





U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, NE, Washington, D.C. 20530

**COPS**

## Financial Clearance Memorandum

### *COPS Office COPS Hiring Program Program (CHP)*

To: Sheriff Brad Howell and Chairperson Brenda Hanten

Re: Financial Clearance Memorandum

A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions / Adjustments are noted below.

Total officer positions awarded: 1

#### Approved costs per entry-level officer, per year

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Base salary	\$45,748.08	\$49,026.24	\$51,573.60
Benefits	\$27,494.25	\$29,236.17	\$30,986.03
Social Security	\$2,836.38	\$3,039.63	\$3,197.56
Medicare	\$663.35	\$710.88	\$747.82
Health insurance	\$12,285.00	\$13,513.89	\$14,865.09
Life insurance	\$58.56	\$58.56	\$58.56
Vacation	\$0.00	\$0.00	\$0.00
Sick leave	\$0.00	\$0.00	\$0.00
Retirement	\$4,149.45	\$4,411.70	\$4,615.49
Worker's compensation	\$1,191.51	\$1,191.51	\$1,191.51
Unemployment insurance	\$0.00	\$0.00	\$0.00
Other costs: Dental Insurance	\$510.00	\$510.00	\$510.00
Other costs: Shift Differential Payments	\$800.00	\$800.00	\$800.00
Other costs: Holiday Pay	\$5,000.00	\$5,000.00	\$5,000.00

**Approved total project costs**

	<u>Per officer</u>	<u>Grand total</u>
Salaries and fringe benefits	\$234,064.37	\$234,064.00
Federal share	\$125,000.00	\$125,000.00
Applicant share	\$109,064.00	\$109,064.00

Local match waiver not granted.

Budget Cleared Date: 07/13/2020

**Overall Comments:**

NA

**Additional Comments:**

N/A



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, NE, Washington, D.C. 20530

**COPS**

## **Award Document Supplement**

### ***COPS Hiring Program (CHP)***

By signing the Award Document to accept this COPS Hiring Program (CHP) award, the recipient agrees to abide by the following Special Award Conditions and/or High Risk Conditions:

#### **Special Award Conditions**

##### **Advancing Department of Justice Priority Crime Problem Awards**

Your agency has been selected for a COPS Hiring Program (CHP) award to address a particular Department of Justice priority crime problem/focus area, based specifically on your CHP award application's community policing plan to improve your agency's public safety response to the critical issues of Illegal Immigration, Violent Crime, or Homeland Security.

Please be advised that, in accepting this award, your agency is agreeing to this Special Condition to its CHP award that requires your agency's COPS-funded officers (or an equivalent number of locally-funded officers) to initiate or enhance your agency's community policing plan to address one of the priority crime problems identified above. By signing the 2020 CHP award, your agency understands and agrees to the following:

- Your agency will implement the one specific community policing plan identified in your CHP award application;
- Your agency will address its specific priority crime problem throughout the entire CHP award period;
- Your agency will implement any organizational changes identified in its CHP award application in Section 6B, Questions 12 and 13;
- Your agency will cooperate with any award monitoring by the COPS Office to ensure that it is initiating or enhancing its community policing efforts to address its priority crime problem, which may include your agency having to respond to additional or modified reporting requirements.

#### **Memorandum of Understanding Requirement**

(School-based Policing through School Resource Officers Focus Area Only)

By signing the 2020 CHP award, recipients using CHP funding to hire and/or deploy School Resource

**ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING**



Officers into schools understand and agree to the following:

- Your agency must submit a signed Memorandum of Understanding (MOU) between the law enforcement agency and the school partner(s) to the COPS Office before obligating or drawing down funds under this award. The MOU must be submitted to the COPS Office within 90 days of the date shown on the award congratulatory letter.
- Your agency's MOU must contain the following information;
  - The purpose of the MOU
  - Clearly defined roles and responsibilities of the school district and the law enforcement agency, focusing officers' roles on safety
  - Information sharing
  - Supervision responsibility and chain of command for the SRO
  - Signatures

Note: Please refer to the MOU Fact Sheet for a detailed explanation of the requirements under each of the bullets

- Your agency's implementation of the CHP award without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office and/or award de-obligation.

# Solution Proposal

41448

41448 .03



504 Jenson Ave SE  
Watertown, SD 57201  
P: 605.882.1555

3710 S Kiwanis Ave.  
Sioux Falls, SD 57105  
P: 605.361.8881

1680 East Capitol Ave Suite B  
Bismarck, ND 58501  
P: 701.258.6689

114 Main St. N. Ste. 202F  
Hutchinson, MN 55350  
P: 320.582.0234

## Codington County Emergency Management - quote on replacement

July 1, 2020

**Bill To:**  
Codington County Emergency  
Management  
Jamie Trostenson  
14 1 Ave SE  
Watertown, SD 57201

**Phone:**  
(605) 882-6272

**Ship To:**  
Codington County Emergency  
Management  
Jamie Trostenson  
14 1 Ave SE  
Watertown, SD 57201

**Email:** jtorstenson@codington.org

**Salesperson:** Greg Richter

	Description	Price Each	Qty	Ext Price	
<b>Items</b>				<b>\$4,154.00</b>	
1	<b>MS 365 BUS STANDARD (ANNUAL)</b> MICROSOFT 365 BUSINESS STANDARD (ANNUAL PRE-PAID) Includes fully installed DESKTOP versions of Word, PowerPoint, Excel, Outlook, OneNote, Publisher, SharePoint, and Teams (Instant Messaging, view availability of user, peer to peer voice and video). Installed on desktop or laptop computer, with up to 5 devices per user, including mobile devices. 1 TB of personal storage known as OneDrive, 50 GB business class email, shared calendars/contacts. Administrator control. Flexibility, mobility, security, and compatibility. End user and organizational analytics.	\$150.00	2	\$300.00	<input checked="" type="checkbox"/>
2	<b>HP ELITEBOOK 850 G6 NTBK</b> HP EliteBook 850 G6 15.6" Notebook - 1920 x 1080 - Intel Core i5 (8th Gen) i5 -8365U Quad-core (4 Core) 1.60 GHz - 8 GB RAM - 256 GB SSD - Windows 10 Pro - Intel UHD Graphics 620 - In-plane Switching (IPS) Technology - English Keyboard - 15 Hour Battery Run Time - IEEE 802.11 a/b/g/n/ac/ax Wireless LAN Standard i5-8365U 8GB 256GB SSD 15.6IN W10P	\$1,539.00	2	\$3,078.00	<input checked="" type="checkbox"/>
3	<b>HP ULTRASLIM DOCK 2013</b> HP UltraSlim Dock 2013 - for Notebook - Proprietary Interface - 4 x USB Ports - 4 x USB 3.0 - Network (RJ-45) - VGA - DisplayPort - Audio Line In - Audio Line Out - Docking	\$229.00	2	\$458.00	<input checked="" type="checkbox"/>
4	<b>HP ELITE DISPLAY E223</b> HP Business E223 21.5" LED LCD Monitor - 16:9 - 5 ms - 1920 x 1080 - 250 Nit - 5,000,000:1 - Full HD - HDMI - VGA - DisplayPort - USB - 36 W - TCO Certified Edge, EPEAT Gold ELITEDISPLAY E223 VGA HDMI 5MS  Jamie system	\$159.00	2	\$318.00	<input checked="" type="checkbox"/>
5	<b>ONSITE SETUP OF PC</b> * Labor covered under Premium Managed Services *  Unbox and run initial setup of Elitebook 850 PC's for Jamie and Cheri, this includes the installing of the latest Microsoft updates, installation of Codington County Trend Micro antivirus and installation of Microsoft Office 365 Business Premium for both users. On site setup at customer site connecting to the customer's existing Domain network and the moving Jamie and Cheri user profile data. Connect 2 new E223 displays to Jamie and existing 2 E223 of Chen's to hers. Also included installing of printer drivers for existing local and network printers and running test prints. Move Jamie's existing Elitedesk to use for weather PC needs. Installation of all other software applications and transfer of data other than user profile data is not included and will be billed for actual time involved at our regular hourly rates plus applicable travel charges. Clean up work area, dispose of boxes, confirm with customer that the work area is acceptable following the replacement of PC(s).  *** Premium Managed services install 860.00 value ***	\$0.00	1	\$0.00	<input type="checkbox"/>

Option Item -Not Included in Total

Codington County Emergency Management - quote on - Continued

July 1, 2020

Description	Price Each	Qty	Ext Price
<b>Payment Terms:</b>			
Payment terms that are established at the time of the order. We accept cash, check, or credit card. We also offer leasing and other options to manage your purchase. Account setup time can take 1-2 business days to review and approve.			
			<b>Subtotal</b> \$4,154.00
			<b>Tax</b> \$0.00
<b>Return Policy:</b>			
Unopened items can be returned 15 days from date of delivery without restock fees. Items that have been opened will have a 15% restock fee and can be returned up to 30 days from date of purchase. There are no returns for SPECIAL ORDER, CUSTOM CONFIGURATIONS or Items that are older than 30 days from date of purchase.			
			<b>Total</b> \$4,154.00

Quoted by: \_\_\_\_\_

Accepted by: \_\_\_\_\_

PERSONNEL TRANSACTION - NEW HIRE CHANGE OF STATUS

EMPLOYEE NAME <i>Dave Hedding</i>		DATE <i>7-16-20</i>
EFFECTIVE DATE <i>8-1-20</i>	POSITION TITLE <i>Maintenance 3</i>	DEPARTMENT <i>Highway</i>
CURRENT STEP <i>13</i>	NEW STEP <i>14</i>	
CURRENT PAY RATE <i>4367.40 (25.10)</i>	NEW PAY RATE <i>4423.08 (25.42)</i>	
REASONS FOR CHANGE  <i>Anniv Date</i>		

EMPLOYEE SIGNATURE *Dave Hedding*

DEPARTMENT HEAD SIGNATURE *Rick Hartley*

DATE *7-16-20*

COUNTY COMMISSIONERS \_\_\_\_\_

DATE \_\_\_\_\_

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME : <i>Jacey Moe</i>		DATE: <i>7-20-20</i>
EFFECTIVE DATE: <i>7-10-2020</i>	POSITION TITLE: <i>Part-Time Corrections Officer</i>	DEPARTMENT: <i>CCD</i>
CURRENT STEP: <i>1</i>	NEW STEP: <i>2</i>	
CURRENT PAY RATE: <i>18.12</i>	NEW PAY RATE: <i>18.69</i>	
REASONS FOR CHANGE:  <i>1044 hours worked</i>		

EMPLOYEE SIGNATURE *Jacey Moe*

DEPARTMENT HEAD SIGNATURE *Matt [Signature]*

DATE *7-20-2020*

COUNTY COMMISSIONERS \_\_\_\_\_

DATE \_\_\_\_\_

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

**FILED**

JUL 21 2020



**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department Auditor

Name of traveling employee Cindy Brugman

Employee title Auditor Employee status exempt  nonexempt

Purpose of travel 2020 Annual Conference

Method of transportation County vehicle if available

Destination Sioux Falls, SD

Departure date and time 9/13/2020 12:00 pm Destination arrival date and time 9/13/2020 2:00 pm

Return departure date and time 9/15/2020 5:00 pm Return arrival date and time 9/15/2020 7:00 pm

**Costs of travel**

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) fuel TBD

Lodging expense none

Meals \$32.00 Registration \$185.00

Other costs \_\_\_\_\_

Overtime costs involved in the requested travel \_\_\_\_\_

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

Yes  No  If no, why \_\_\_\_\_

Is this travel a budgeted item? Yes  No

**County Commission**

Travel request approved: yes  no  Comments \_\_\_\_\_

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_

**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department Treasurer

Name of traveling employee Carol Maloney

Employee title Treasurer Employee status exempt  nonexempt

Purpose of travel 2020 Annual Conference

Method of transportation County vehicle if available

Destination Sioux Falls, SD

Departure date and time 9/13/2020 12:00 pm Destination arrival date and time 9/13/2020 2:00 pm

Return departure date and time 9/15/2020 5:00 pm Return arrival date and time 9/15/2020 7:00 pm

**Costs of travel**

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) fuel TBD

Lodging expense \$223.98

Meals \$32.00 Registration \$185.00

Other costs \_\_\_\_\_

Overtime costs involved in the requested travel \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, why \_\_\_\_\_

Is this travel a budgeted item? Yes  No

**County Commission**

Travel request approved: yes \_\_\_\_\_ no \_\_\_\_\_ Comments \_\_\_\_\_

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_

**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department Register of Deeds

Name of traveling employee Ann Rasmussen

Employee title Register of Deeds Employee status exempt  nonexempt

Purpose of travel 2020 Annual Conference

Method of transportation personal vehicle

Destination Sioux Falls, SD

Departure date and time 9/13/2020 5:00 pm Destination arrival date and time 9/13/2020 7:00 pm

Return departure date and time 9/15/2020 5:00 pm Return arrival date and time 9/15/2020 7:00 pm

**Costs of travel**

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) fuel TBD

Lodging expense none

Meals \$32.00 Registration \$185.00

Other costs \_\_\_\_\_

Overtime costs involved in the requested travel \_\_\_\_\_

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

Yes  No  If no, why \_\_\_\_\_

Is this travel a budgeted item? Yes X No

**County Commission**

Travel request approved: yes  no  Comments \_\_\_\_\_

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_