

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Thursday, June 14, 2022

- 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 14th, 2022, agenda**
- 5. Action to approve the June 9th, 2022, minutes of the Board of Codington County Commissioners**
- 6. Monthly Reports**
 - a. Director of Equalization**
 - b. Auditor**
 - c. Veterans Service Officer**
 - d. Welfare Director**
- 7. Action to approve the Auditor's Account w/Treasurer and note monthly Register of Deeds fees**
- 8. Opening of bids for Road Reclamation and Microseal project, possible action to accept qualifying bid**
- 9. Action to approve Human Resources contract effective July 1, 2022**
- 10. Action to approve a resolution for continued support of the First Dist. Assoc. of Local Governments**
- 11. Note Juneteenth Codington County office closures**
- 12. Action to approve claims for payment**
- 13. Action to approve automatic budget supplements**
- 14. Action to approve personnel changes**
- 15. Action to approve travel requests**
- 16. Public Notices – a possible quorum of Commissioners could be in attendance at:**
- 17. Old Business**
- 18. New Business**
- 19. Open**
 - a. Public Comments**
 - b. Commission Comments**

20. 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)**

**21. Action to adjourn until 9:00 a.m., Tuesday, June 21st, 2022; at the Codington County Court House
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.**

Current: JUN22 - Codington County Veterans Service Office – Todd Rose

2 transports in MAY, 0 transports currently schedule for MAY. Currently working on getting a design for the back side windows, giving acknowledgment to the organizations that provided help in the purchase of the van. Have not picked a date for the VAN rollout event. Nothing new on the title of the Ford Explorer.

Request travel for Jay Roberts and Todd Rose to attend the annual state VSO training and certification conference, 15-17 AUG 2022 in Pierre, SD. We have funding in this years approved budget allocated to cover the travel costs.

Purchase new laptop for DVSO. Currently in the process getting it online and with all the correct software and access to different programs.

June is Post Traumatic Stress Disorder (PTSD) Awareness Month. And is intended to raise public awareness about issues related to PTSD, reduce the stigma associated with PTSD, and help ensure that those suffering from the invisible wounds receive proper treatment.

June 12 is designated as Women Veterans Day, The First Women Veterans Day was held June 12, 2018, marking the 70th anniversary of the groundbreaking Women's Armed Service Integration Act, signed into law by President Harry S. Truman on June 12, 1948.

***Work numbers from Vetrapsec report for JUL22 for first 6 months and year totals**

Future:

ADA accessibility for our office, they lift is completely broke and parts are not available to my understanding. Not sure what the long-range plan for this issue will be. I can cover down by going downstairs to meet with a veteran, but I don't think this is a long-term solution.

DAV Van Rollout probably JULY

Selection of Veteran of the year for 2022, by the CC Vets Council.

Any questions or concerns?

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 2022

Cash on Hand	\$11,177.82
Checks in Treasurer' possession less than 3 days	\$63,302.81
Credit Card Charges	\$8,146.62
Cash Items	\$425.00
TOTAL CASH ASSETS ON HAND	\$83,052.25

RECONCILED CHECKING

Great Western Bank (Memorial Park)	\$5,550.00
Reliabank Dakota	\$35,768,996.37

INVESTMENTS

SD Public Funds Investment	\$7,254.54
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CERTIFICATES OF DEPOSIT

Dacotah Bank	\$0.00
First American Bank & Trust	\$0.00
First Premier Bank	\$0.00
Great Western Bank	\$0.00
GW - Home Federal Bank	\$0.00
Peoples State Bank	\$0.00
Plains Commerce Bank	\$0.00
Reliabank Dakota	\$0.00
Wells Fargo	\$0.00

TOTAL CASH ASSETS	\$35,864,853.16
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GENERAL LEDGER CASH BALANCES:

General	\$19,092,947.05
General restricted cash	\$500,000.00
Sp. Revenue	\$14,281,422.24
Sp. Revenue restricted cash	
Custodial	\$1,990,483.87
Schools	\$ 1,046,992.22
Townships	\$ 82,286.58
City/Towns	\$ 180,065.26

TOTAL GENERAL LEDGER CASH	\$35,864,853.16
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Dated this 14th day of June, 2022

County Auditor

FUND CASH BALANCES REPORT AS OF 06/01/2022
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	19,092,947.05
101	GENERAL RESTRICTED CASH	500,000.00
	TOTAL AT FUND GROUP:	19,592,947.05
204	ROAD & BRIDGE FUND	10,818,334.05
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	50,490.76
226	EMERGENCY MANAGEMENT FUND	222,960.95
228	VICTIM CRIME SERVICE FUND	63,332.33
229	DOMESTIC ABUSE FUND	1,755.87
231	W.I.C. FUND	24,118.72
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	38,938.50
250	MODERNIZATION/PRESERVATION	203,067.43
256	SEARCH & RESCUE FUND	71,091.48
290	AMERICAN RESCUE PLAN FUND	2,732,556.83
295	RURAL ACCESS INFRASTRUCTURE	54,775.32
	TOTAL AT FUND GROUP:	14,281,422.24
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	1,046,992.22
722	CIVIL TOWNSHIPS FUND	82,286.58
723	CITIES AND VILLAGES FUND	180,065.26
724	WATER DEVELOPMENT DIST. FUND	10,297.74
725	ADVANCE TAX COLLECTION FUND	.00
726	REGISTER OF DEEDS FUND	2,066.80
727	GAME, FISH & PARKS FUND	.00
728	CLERK OF COURT FUND	.00
729	TAX SALE REDEMPTION FUND	.00
733	SANITARY SEWER DIST. FUND	.00
734	DEPOSIT FUND	.00
735	TREASURER'S TRUST FUND	.00
736	MUNICIPALITIES (5%) FUND	.00
738	FINES TO SCHOOLS FUND	.00
741	911 TRUST AND AGENCY FUND	.00
742	STATE MOTOR VEHICLE FUND	650,776.37
746	AUTO EXCISE TAX FUND	.00
755	SALES TAX FUND	2,218.32
758	BOOKMOBILE FUND	2,655.70
766	LAW LIBRARY FUND	10,792.88
769	MODERN/PRESERATION RELIEF	2,332.00
770	FIRE DEPT. MONIES	.00
	TOTAL AT FUND GROUP:	1,990,483.87
	TOTAL:	35,864,853.16

OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF MAY, 2022

The sum of **\$51,976.00** in fees has been collected by me as Register of Deeds for MAY, 2022

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, 2022

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this 1 day of June 2022

Cindy Bruggema

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	<u>\$ 166.00</u>
County General Fund (\$5.00)	<u>\$ 415.00</u>
State EVRSS Fund (\$5.00)	<u>\$ 415.00</u>
State General Fund (\$3.00)	<u>\$ 249.00</u>
TOTAL	<u>\$ 1,245.00</u>

CERTIFIED DEATHS

County General Fund (\$5.00)	<u>\$ 600.00</u>
State General Fund (\$4.00)	<u>\$ 480.00</u>
State EVRSS Fund (\$6.00)	<u>\$ 720.00</u>
TOTAL	<u>\$ 1,800.00</u>

FILED
JUN - 1 2022
CODINGTON COUNTY AUDITOR

Receipt Totals

By Date: 5/1/2022 12:00:00 AM - 5/31/2022 11:59:59 PM; Departments: All; Cash based.

Codington County

Wednesday, June 01, 2022 12:44 PM

Summary:

Receipt Item Totals		Paid	Charged	Debited	Total
Document:		\$44,672.00	\$1,024.00	\$0.00	\$45,696.00
Non Document:		\$4,314.00	\$1,820.70	\$0.00	\$6,134.70
Subtotal:		\$48,986.00	\$2,844.70	\$0.00	\$51,830.70

Payment on Account Totals

Applied:	\$2,990.00
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$2,990.00

Payments & Refunds

ACH:	\$35,340.00
Cash:	\$3,065.50
Check:	\$13,570.50
Total:	\$51,976.00

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00 Marriage License 1	\$270.00	\$270.00	\$0.00	\$0.00
101-0-341.21 Reg. Deeds Filing/Recording 2	\$10,445.00	\$9,700.00	\$745.00	\$0.00
101-0-341.22 Reg. Deeds Transfer fees 3	\$33,022.00	\$33,022.00	\$0.00	\$0.00
229-0-321.00 Domestic Abuse Marriage Lic. 6	\$810.00	\$810.00	\$0.00	\$0.00
726-0-209.00 Reg. Deeds Fees - State 8	\$2,030.00	\$1,340.00	\$690.00	\$0.00
101-0-341.29 Reg. Deeds Other Fees 4	\$3,344.00	\$1,914.00	\$1,430.00	\$0.00
250-0-341.21 M&P Relief ROD Filing/Rec 7	\$1,233.00	\$1,158.00	\$75.00	\$0.00
769-0-209.00 M&P Relief ROD Allocation 9	\$822.00	\$772.00	\$50.00	\$0.00
Total:	\$51,976.00	\$48,986.00	\$2,990.00	\$0.00

**CODINGTON COUNTY
NOTICE TO BIDDERS**

Codington County, South Dakota Stabilized Full Depth Reclamation and Microseal

Codington County, SD (Owner) is requesting Sealed Bids for the construction of the following Project:

**Stabilized Full Depth Reclamation and Microseal
BAI No. 23788.00**

Sealed Bids for the construction of the Project will be received at the **Office of the Codington County Auditor** located at **14 1st Ave. SE, First Floor Room 109, Watertown, SD 57201-3611** until **Tuesday, June 14, 2022 at 9:00 AM** local time. Shortly after time the Sealed Bids received will be **publicly** opened and read during the commission meeting. Submittal of the Bid shall be in accordance with Article 14 of the Instruction to Bidders.

Based on the Bid Alternative selected, the Project may include, but is not limited to the following Work:

- **Perform approximately 30,000 Square Yards of Full Depth Reclamation**
- **Perform approximately 30,000 Square Yards of Base Stabilization**
- **Furnish and Install approximately 7,400 Tons of Asphalt Concrete Composite**
- **Furnish and Install approximately 88,000 Square Yards of Microsurfacing**
- **Furnish and Install approximately 2,500 Tons of Gravel Surfacing for Shouldering**
- **Perform all other associated tasks as described in the Construction Documents**

Obtaining the Bidding Documents

The Issuing Office for the Bidding Documents is:

**Banner Associates, Inc.
409 22nd Avenue South
Brookings, South Dakota 57006**

Prospective Bidders may obtain or examine the Bidding Documents at the Issuing Office on Monday through Friday between the hours of **9:00 AM and 4:00 PM** and may obtain copies of the Bidding Documents from the Issuing Office as described below. Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including addenda, if any, obtained from sources other than the Issuing Office.

Copies of the Bidding Documents may be obtained from the Issuing Office upon a non-refundable payment in the sum of \$53.00 including applicable taxes and fees for each set of Bidding Documents. Upon request, in accordance with South Dakota Codified Law 5-18B-1, one copy of electronic or paper Bidding Documents shall be furnished, without charge, to each prime contractor resident in South Dakota who intends, in good faith, to submit a bid to the Owner. Additionally, if a paper copy is provided under the conditions of SDCL 5-18B-1, in consideration of the documents being provided at no charge, unsuccessful bidders agree to return the documents to the office of Banner Associates, at the address listed above, within thirty (30) days after the bid opening.

Information and Bidding Documents for the Project can be found at the following designated website:

www.bannerassociates.com

Electronic copies are also available and can be ordered and downloaded from the above website for a \$25.00 non-refundable fee. All official notifications, addenda, and other Bidding Documents will be offered only through the designated website.

June 2nd 9th

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents. Bid security shall be furnished in accordance with Article 8 of the Instructions to Bidders. Performance and payment bonds shall be furnished in accordance with Article 19 of the Instructions to Bidders.

This Advertisement is issued by:

Owner: Codington County, South Dakota

By: Cindy Brugman

Title: 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 twice at the total approximate cost of \$_____

EJCDC® C-111, Advertisement for Bids for Construction Contract.
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Page 2 of 2

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. Assist 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. Recommend policy and procedural changes regarding all aspects of human resource management, as needed.
 - a. Complete a comprehensive Human Resources audit and compliance check and provide Client with a report containing any recommended changes.
 - b. Review and recommend changes to existing job descriptions and obtain all employee signatures.
- iii. Investigate complaints concerning or from county employees and advise the Client on handling of such complaints, as needed.
- iv. Attend regular County Commissioner meetings and other meetings as needed.
- v. Be available to answer Client questions and provide answers in a timely manner.
- vi. Provide trainings on human resource matters to Client, as needed.

B. *Labor Contract Negotiation Services:*

- i. Serve as the primary negotiator of the county as labor contracts are renewed.
- ii. Keep the County Commissioners apprised of and represent the Commissioners' position during labor contract negotiations.
- iii. Advise the County Commissioners on any decisions regarding labor contracts.

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 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, 2022**, and terminate on **JUNE 30, 2023**, subject to renewal as set forth in Section 5 hereunder.

4. **Terms of Payment.** Client shall pay Contractor a flat fee of **THREE THOUSAND THREE HUNDRED AND FIFTY DOLLARS (\$3,350.00)**, each month during the term of this Agreement. 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 JUNE 2022.**

CODINGTON COUNTY

MULTI BUSINESS SOLUTIONS, INC.

By: _____

By: _____

Its: _____

Its: _____



First District Association of Local Governments

418 18th Ave NE ■ PO Box 1207 ■ Watertown, SD 57201
Phone: (605) 882-5115 Fax: (605) 882-5049
Serving counties and communities for over 50 years

June 1, 2022

Cindy Brugman
County Auditor
14 1st Ave SE
Watertown SD 57201

Dear Cindy:

Each year, the First District Association of Local Governments submits a budget to the Governing Body for their approval. Part of the budget contains support from local government. The District also relies on state and federal grants and fee-for-service contracts.

In 2012, Codington County approved a resolution to amend the Joint Cooperative Agreement. Between Codington County and the FDALG. The proposed amendment to the Joint Cooperative Agreement, allowed the FDALG Governing Body to establish a flat fee dues schedule to be based upon a Decennial Census population range. At the March 31, 2022 FDALG Governing Body meeting, the Governing Body adopted a new 10-year dues schedule for FY 2023 through FY 2032. The following table provides an overview of the 10-year dues schedule for Codington County.

CODINGTON	
FY23	\$46,065.00
FY24	\$47,446.95
FY25	\$48,870.36
FY26	\$50,336.47
FY27	\$51,846.56
FY28	\$53,401.96
FY29	\$55,004.02
FY30	\$56,654.14
FY31	\$58,353.76
FY32	\$60,104.38

It should be noted that this schedule does not at this time commit the county to support the District for the next ten years, it is however recommended to be used for budgeting purposes for both the county and FDALG. To continue support for the First District for Fiscal Year 2023, Codington County's dues will be **\$46,065**. Enclosed you will find two copies of a resolution to continue support. After the Board of County Commissioners approves the resolution, please sign and return a copy to our office.

Should you or the commissioners have any questions, please give me a call. We appreciate your continued support and look forward to working with you in Fiscal Year 2023.

**RESOLUTION TO CONTINUE SUPPORT FOR THE
FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS
DURING FISCAL YEAR 2023**

(October 1, 2022 – September 30, 2023)

The Codington County Board of County 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 2023 (October 1, 2022 – September 30, 2023). To support the Joint Cooperative Agreement and the activities of the District staff, the Codington County Board of County Commissioners will provide \$46,065.00 to the First District Association of Local Governments during the aforementioned Fiscal Year 2023 period.

ADOPTION:

Adopted this _____ day of _____, 2022

Chair
Codington County Commission

ATTEST:

Codington County Auditor



First District Association of Local Governments

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Veteran Service Office

Name of traveling employee _____

Employee title VSO Employee status exempt ___ nonexempt X

Purpose of travel South Dakota Dept of Veterans Affairs Certification and Benefits School

Method of transportation Privately Owned Vehicle

Destination _____

Departure date and time _____ ination arrival date and time _____

Return departure date and time _____ turn arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) POV mileage = 378
 miles x .575 = \$217.35

Lodging expense \$156.00 - Direct Bill to Codington County

Meals \$94 Registration \$100

Other costs None

Overtime costs involved in the requested travel None

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

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 _____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Veteran Service Office

Name of traveling employee _____

Employee title DVSO Employee status exempt nonexempt

Purpose of travel South Dakota Dept of Veterans Affairs Certification and Benefits School

Method of transportation POV Passenger

Destination _____

Departure date and time _____ Destination arrival date and time _____

Return departure date and time _____ 00 Return arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) POV Passenger with Todd

Lodging expense \$156.00 - Direct Bill to Codington County

Meals \$94 Registration \$100

Other costs None

Overtime costs involved in the requested travel None

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 _____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Welfare

Name of traveling employee _____

Employee title Director Employee status exempt ___ nonexempt X

Purpose of travel Breaking Down Barriers & Building Supports Dept of Ed summit

Method of transportation County Vehicle if available

Destination _____

Departure date and time _____ pm Destination arrival date and time
6:30pm

Return departure date and time _____ Return arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$225 mileage (shared with grant)

Lodging expense \$160

Meals 40.00 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, hours will be flexed

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 _____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Welfare

Name of traveling employee _____

Employee title Community Care Coordinator Employee status exempt ___ nonexempt

Purpose of travel Breaking Down Barriers & Building Supports Dept of Ed summit

Method of transportation Travel with Director

Destination _____

Departure date and time _____ Destination arrival date and time
6:30pm.

Return departure date and time _____ Return arrival date and time 1.

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$225 mileage

Lodging expense \$160

Meals 40.00 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, hours will be flexed

Yes No _____ If no, why _____

Is this travel a budgeted item? Yes No _____ Covered under grant

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____