

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Court House, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, October 4, 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 October 4, 2022, agenda
5. Action to approve the September 27, 2022, minutes of the Board of Codington County Commissioners
6. Discussion with Kranz Insurance regarding employee health insurance renewal rates
7. Presentation by Louis Canfield, Director of Youth Diversion, Watertown Boys & Girls Club
8. Monthly Reports
  - a. Extension
  - b. Veterans Service Officer
9. Action to approve Resolution 2022-25 Codington County Five-Year Highway and Bridge Improvement Plan
10. Action to approve Plat Resolutions
  - a. Henning Addition in Graceland Township
  - b. Comes Addition in Kranzburg Township
11. Action to declare a Boxlight LCD Projector, at the Extension Officer, surplus to be destroyed
12. ARPA operating cash transfer – September payroll
13. Action to approve a seasonal Memorial Park Campground Management Services Agreement
14. Action to renew public law library digital subscription
15. Action to approve claims for payment
16. Action to approve automatic budget supplements
17. Action to approve personnel changes
18. Action to approve travel requests
19. Public Notices – a possible quorum of Commissioners could be in attendance at:
20. Old Business

**21. New Business**

**22. Open**

- a. Public Comments**
- b. Commission Comments**

**23. 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)**

**24. Action to adjourn until 9:00 a.m., Tuesday, October 11, 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.**

**Official Proceedings  
County of Codington  
Codington County Court House  
14 1<sup>st</sup> Ave SE  
Watertown, SD 57201**

September 27, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 27, 2022, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair Hanten, presiding. The pledge of allegiance was led by Auditor Brugman.

**CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS**

Chair Hanten called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

**AGENDA APPROVED**

Motion by VanDusen, second by Gabel, to approve the September 27<sup>th</sup>, 2022 agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Gabel, to approve the minutes of September 20<sup>th</sup>, 2022; all voted aye; motion carried.

**2023 PROVISIONAL BUDGET PUBLIC HEARING**

The Board held a public hearing, as previously advertised, to allow any and all interested parties to comment on the 2023 Codington County Provisional Budget. Chair Hanten opened the public hearing at this time. No comments were offered by persons present for this hearing. Chair Hanten closed the public hearing at this time.

**2023 ANNUAL BUDGET ADOPTION**

Motion by VanDusen, second by Gabel, to adopt the 2023 Provisional Budget and accompanying budget levy resolution 2022-24; all voted aye; motion carried.

**RESOLUTION 2022-24**

**Adoption of Annual Budget for Codington County, South Dakota.**

**WHEREAS**, (7-21-5 thru 13), SDCL provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

**WHEREAS**, the board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

**WHEREAS**, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all changes, eliminations, and additions have been made thereto,

**NOW THEREFORE BE IT RESOLVED**, that such provisional budget as amended and all its purposes, schedules, appropriations, amounts, estimates, and all matters therein set forth, shall be

Codington County, 27 September 2022

approved and adopted as the annual budget of the appropriations and expenditures for Codington County, South Dakota and all its institutions and agencies for calendar year January 1, 2023 and ending December 31, 2023, and the same is hereby approved and adopted by the Board of County Commissioners of Codington County, South Dakota, this 27<sup>th</sup> day of September, 2022. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Auditor, Codington County, South Dakota. The accompanying taxes are levied by Codington County for the year January 1, 2023 through December 31, 2023.

Board of County Commissioners of Codington County, South Dakota.

Brenda Hanten  
Chair

Lee Gabel  
Commissioner

Charlie Waterman  
Commissioner

Myron Johnson  
Commissioner

Troy VanDusen - absent  
Commissioner

ATTEST:

Cindy Brugman  
County Auditor

County tax levies within limited levy: General County Purposes \$9,415,249.00; \$2.841 \$'s/1,000.00, total taxes levied by Codington County. As of September 27<sup>th</sup>, 2022, these levies are not approved by the S.D. Dept. of Revenue & Regulation.

### **MONTHLY REPORTS**

**Emergency Management Director, Andrew Delgado**, updated the Board. Meetings continue with FEMA representatives to complete paperwork for Disaster 4656DR, a Derecho, which occurred on May 12, 2022. Office training events in the past month include: a Sport Event Risk Management course, a Sport and Special Events Incident Management course, Intermediate EOC Functions training, a Crisis Management for School-Based Incidents Course and Fire Ops 101. The President of the Lake Area Radio Club has contacted the Emergency Management Director regarding their APRS antenna which was damaged. This antenna is located on the roof of the Court House. This equipment can display where a radio transmission is coming from. The Club will determine which route to take to restore those capabilities. The weekly Friday emergency siren testing has ended for the season. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from activity in the month of August 2022, for the Detention Center and Sheriff's Office: office fees were collected in the amount of \$6,911.50, which were retained by the County; Commissary items sold in the amount of \$4,736.98 with a commission fee to the County in the amount of \$1,536.90; 546 cases/calls for service; 15 accident reports were completed; 84 warrants served; 224 sets of civil papers served; 2,866 transport miles (21 people transported in 14 trips); average daily inmate population 67.52 (high ADP 79 and low ADP 58); 23 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 6 individuals using remote

Codington County, 27 September 2022

breathalyzers; 35 individuals testing twice daily PBT'S; 42 individuals reporting twice weekly for UA Drug testing; 1 individual wearing a sweat patch; 167 bookings; \$13,145.73 collected in fees for out of county prisoner contracts; \$6,115.00 collected in work release fees; \$5,239.44 collected in fees for the 24/7 program; and \$3,226.00 collected for SCRAM fees. Sheriff Howell has applied for a \$10,000.00 grant through the State of South Dakota 24/7 program; the Department of Corrections has conducted the annual inspection of the Detention Center for the juvenile inmate holding area, the facility has been approved to house juveniles for another year; and the cell doors in need of replacing are still in the manufacturing stage.

#### **COURT HOUSE RE-ROOFING PROJECT CHANGE ORDER**

Facility Director, Steve Molengraaf, presented the Board with a change order for the Court House re-roofing project. Change order #1 consisted of tearing off existing wet insulation and installation of plywood at the perimeter wall. Motion by Gabel, second by Waterman, to approve Change Order #1 in the amount of \$27,137.00; all voted aye; motion carried.

#### **TELEPHONE SYSTEM UPGRADE**

Facilities Director, Steve Molengraaf, met with the Board to review several plans to upgrade the telephone system for County offices. Mr. Molengraaf recommended the Verizon VoiP phone system. Discussion was held regarding but not limited to, hardware, monthly charges, and necessary bandwidth needed for a VoiP system. Motion by VanDusen, second by Gabel, to contract with Verizon for a VoiP phone system; all voted aye; motion carried.

#### **HIGHWAY SUPT. RE-APPOINTMENT**

Motion by VanDusen, second by Gabel, to re-appoint Highway Supt., Rick Hartley, for a two-year term, ending October 31, 2024, per SDCL 31-11-1; all voted aye; motion carried.

#### **D.O.H. HEALTH IMPROVEMENT INNOVATION GRANT**

Motion by Gabel, second by VanDusen, to accept a grant award in the amount of \$25,000.00 from the South Dakota Department of Health, to raise awareness about the social services available in Codington County and for needs identified in the strategic planning process completed by the Codington County Social Services Advisory Board; all voted aye; motion carried.

#### **ELECTED OFFICIAL MILEAGE RATE**

The Board noted a change in ARSD 5:01:02:01 which raises the state mileage rate to .51 per mile as of September 12, 2022. The County has taken previous action to follow state rates for travel.

#### **SALARY CLAIMS APPROVED**

Motion by Gabel, second by Johnson, to approve September salary claims; all voted aye; motion carried.  
Commissioners: 10,778.29 total salaries. Auditor: 20,564.91 total salaries; Cindy Feldmeyer 3406.92 new hire. Co. Treasurer: 34,650.72 total salaries. States Attorney: 35,983.30 total salaries. Gov. Buildings: 19,359.97 total salaries. Dir. Equalization: 48,435.98 total salaries. Reg. of Deeds: 26,103.46 total salaries. Veterans Service: 12,465.13 total salaries. Sheriff: 100,352.51 total salaries; Dakota Dodds 4369.14 new hire. Co. Jail: 129,330.09 total salaries; Amanda Nichols 3935.88 new hire; Drayden Schneider new hire 22.62 P/T; Samantha Torguson new hire 22.62 P/T. Welfare: 15,822.86 total salaries. County Nurse: 3,776.60 total salaries. Co. Park: 7,241.18 total salaries. Ag. Bldg.: 10,626.93 total salaries. Co. Extension: 10,950.00 total salaries. Weed: 8,889.70 total salaries. Planning Board: 560.71 total salaries. Road & Bridge: 93,925.82 total salaries. Emergency Management: 12,770.34 total salaries. Crime Victim: 7,592.81 total salaries. W.I.C.: 5,209.93 total salaries. Total 615,391.24  
 Breakdown of withholding amounts which are included in the above: S.D. Retirement 57,449.15; S.D. Retirement 86.10 spouse option; S.D. Supplemental Retire. 3,605.00 suppl. retire.; Sanford 82,014.06 ins.; Reliance Standard Life Insurance 733.86 life ins.; Delta Dental 6,392.44 ins.; Avesis 869.57 ins.;

Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 390.80 employee union dues; AFLAC 3,655.23 ins.; John Hancock 5,480.00 suppl. retire.; AFLAC 758.91 ins.; Watertown United Way 90.00 employee contributions; Office of Child Support 870.00 employee payments; Sioux Valley Credit Union 25,356.00 employee payments; SDRS Supplemental Retirement 4,410.00 Roth retirement; Teamsters Local Union 120 422.00 employee union due; Codington County Deputy Sheriff's Association 105.00 employee union dues; ReliaBank Dakota 41,968.22 federal withholding; ReliaBank Dakota 56,554.82 social security; ReliaBank Dakota 13,226.42 Medicare.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Gabel, second by VanDusen, to approve the following automatic budget supplements: 101 411 429.31, Care of Poor ERA – 1, \$61,445.71; 101 411 429.32, Care of Poor ERA – 2, \$42,987.49; and 204 311 433.10, Road & Bridge haul road restoration, \$665.00; all voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by Gabel, second by Johnson, to approve the following travel requests: State's Attorney and Deputy State's Attorney, Mid-year State's Attorney conference and training; Government Buildings Senior Maintenance Tech., 2022 Annual Safety & Loss Control training and conference; Facilities Director and Weed Board officer, various Weed District meetings; all voted aye; motion carried.

**EXECUTIVE SESSION**

Motion by Johnson, second by Gabel, to enter into executive session, per SDCL 1-25-2 (1) personnel issues and (2) employee contract negotiations; at 10:02 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:49 a.m., no action was taken. Human Resource Representative, Natalie Remund and Facilities Director, Steve Molengraaf, were present for executive session.

**ADJOURNMENT**

With no further business to come before the Board, a motion was made by Johnson, second by Gabel to adjourn at 10:49 a.m., until 9:00 a.m., Tuesday, October 4, 2022; all voted aye; motion carried.

ATTEST:

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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 \$ \_\_\_\_\_

RESOLUTION 2022-25

A RESOLUTION ADOPTING THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND  
BRIDGE IMPROVEMENT PLAN

WHEREAS, the South Dakota Department of Transportation Local Bridge and Improvement Grant Fund requires that in order to be eligible to apply for Bridge Improvement Grant funds, Counties are required to develop a five-year Highway and Bridge Improvement Plan, hereinafter referred to as Plan; and

WHEREAS, Codington County has utilized the South Dakota Department of Transportation, County Staff, the First District Association of Local Governments, Townships, and the general public in developing the various components of the Plan; and

WHEREAS, the Plan includes maps and lists identifying an inventory of highways and bridges, project needs, and revenue sources; and

WHEREAS, Codington County held a public meeting on September 8<sup>th</sup>, 2022 to solicit input into the Plan, and the citizens who attended expressed an interest in the Plan; and

WHEREAS, the County will be able to use the Plan as a tool to budget for transportation enhancements and better coordinate transportation issues with other entities;

NOW, THEREFORE, BE IT RESOLVED BY THE CODINGTON COUNTY BOARD OF COUNTY COMMISSIONERS THAT THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN IS HEREBY ADOPTED AND IS RECOGNIZED AS THE HIGHWAY AND BRIDGE IMPROVEMENT PLAN FOR CODINGTON COUNTY.

Dated at Codington, South Dakota this 4<sup>th</sup> Day of October, 2022.

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Brenda Hanten, Commission Chair

ATTEST:

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Cindy Brugman, Auditor

**CERTIFICATION FORM**

The following text shall be included on the front cover of the County Highway and Bridge Improvement Plan:

Certification: As approved this 4<sup>th</sup> Day of October, 2021

Codington County Commission

By: \_\_\_\_\_

County Commission Chairperson

Attest:

\_\_\_\_\_

County Auditor

County Contact Person: Rick Hartley, County Highway Superintendent

Phone Number (605) 882-6271

Email Address: cchighwaydept@vastbb.net

Received by SDDOT on \_\_\_\_\_

Approved by SDDOT on \_\_\_\_\_



**RESOLUTION #2022-26**

A Resolution to approve the platting of the Henning 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:

Henning Addition, located in the Northeast Quarter (NE1/4) of Section 24-T117N-R55W of the 5<sup>th</sup> Prime Meridian, 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.

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

Dated this 4<sup>th</sup> day of October, 2022, at Watertown, Codington County, South Dakota

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Brenda Hanten  
Commission Chair, Codington County, South Dakota

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 2022-26, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 4<sup>th</sup> day of October, 2022, at Watertown, Codington County, South Dakota.

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Cindy Brugman  
County Auditor, Codington County, South Dakota

**RESOLUTION #2022-27**

A Resolution to approve the platting of the Comes 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:

Comes Addition, located in the West Half (W1/2) of the Northwest Quarter (NW1/4) Section 26-T116N-R51W of the 5<sup>th</sup> Prime Meridian, 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.

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

Dated this 4<sup>th</sup> day of October, 2022, at Watertown, Codington County, South Dakota

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Brenda Hanten  
Commission Chair, Codington County, South Dakota

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 2022-27, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 4<sup>th</sup> day of October, 2022, at Watertown, Codington County, South Dakota.

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Cindy Brugman  
County Auditor, Codington County, South Dakota

484 787.43

Fund	Act	G/L #	Account Title	Debit	Credit
101	0	101.00	GENERAL FUND	.00	495,892.34
<b>Fund / Act Totals:</b>				<b>.00</b>	<b>495,892.34</b>
101	111	411.00	COMMISSIONERS WAGE & SALARY	9,870.45	.00
101	111	412.00	COMMISS. EMPLOYER OASI	738.93	.00
101	111	413.10	COMMISSIONERS SUPPLEMENTAL RET	30.00	.00
101	111	415.20	COMMISS. EMPLOYER DENTAL INS.	138.91	.00
<b>Fund / Act Totals:</b>				<b>10,778.29</b>	<b>.00</b>
101	141	411.00	AUDITORS WAGE & SALARY	16,415.56	.00
101	141	412.00	AUDITORS EMPLOYER OASI	1,226.64	.00
101	141	413.00	AUDITORS EMPLOYER RETIREMENT	984.93	.00
101	141	413.10	AUDITORS SUPPLEMENTAL RETIRE	90.00	.00
101	141	415.00	AUDITORS EMPLOYER HEALTH INS	1,684.12	.00
101	141	415.20	AUDITORS EMPLOYER DENTAL INS	138.91	.00
101	141	415.30	AUDITORS EMPLOYER OTHER INS.	24.75	.00
<b>Fund / Act Totals:</b>				<b>20,564.91</b>	<b>.00</b>
101	142	411.00	TREASURER WAGE & SALARY	25,422.32	.00
101	142	412.00	TREASURER EMPLOYER OASI	1,744.40	.00
101	142	413.00	TREASURER EMPLOYER RETIREMENT	1,525.34	.00
101	142	413.10	TREASURER SUPPLEMENTAL RETIRE	180.00	.00
101	142	415.00	TREASURER EMPLOYER HEALTH INS.	5,473.40	.00
101	142	415.20	TREASURER EMPLOYER DENTAL INS.	255.76	.00
101	142	415.30	TREASURER EMPLOYER OTHER INS.	49.50	.00
<b>Fund / Act Totals:</b>				<b>34,650.72</b>	<b>.00</b>
101	151	411.00	ST. ATTY. WAGE & SALARY	27,422.40	.00
101	151	412.00	ST. ATTY. EMPLOYER OASI	1,996.48	.00
101	151	413.00	ST. ATTY. EMPLOYER RETIREMENT	1,645.35	.00
101	151	413.10	ST. ATTY. SUPPLEMENTAL RETIRE	60.00	.00
101	151	415.00	ST. ATTY. EMPLOYER HEALTH INS	4,631.34	.00
101	151	415.20	ST. ATTY. EMPLOYER DENTAL INS	186.48	.00
101	151	415.30	ST. ATTY. EMPLOYER OTHER INS	41.25	.00
<b>Fund / Act Totals:</b>				<b>35,983.30</b>	<b>.00</b>
101	161	411.00	GOVT BLDG WAGE & SALARY	14,427.08	.00
101	161	412.00	GOVT BLDG EMPLOYER OASI	1,091.36	.00
101	161	413.00	GOVT BLDG EMPLOYER RETIRE	865.62	.00
101	161	413.10	GOVT BLDG SUPPLEMENTAL RETIRE	55.00	.00
101	161	415.00	GOVT BLDG EMPLOYER HEALTH INS	2,736.70	.00
101	161	415.20	GOVT BLDG EMPLOYER DENTAL INS	157.40	.00
101	161	415.30	GOVT BLDG EMPLOYER OTHER INS	26.81	.00
<b>Fund / Act Totals:</b>				<b>19,359.97</b>	<b>.00</b>
101	162	411.00	DIR. EQUAL. WAGE & SALARY	36,021.48	.00
101	162	412.00	DIR. EQUAL. EMPLOYER OASI	2,634.45	.00
101	162	413.00	DIR. EQUAL. EMPLOYER RETIRE	2,161.28	.00
101	162	413.10	DIR EQUAL SUPPLEMENTAL RETIRE	240.00	.00
101	162	415.00	DIR. EQUAL EMPLOYER HEALTH INS	6,947.00	.00
101	162	415.20	DIR. EQUAL EMPLOYER DENTAL INS	368.65	.00
101	162	415.30	DIR. EQUAL EMPLOYER OTHER INS	63.12	.00
<b>Fund / Act Totals:</b>				<b>48,435.98</b>	<b>.00</b>
101	163	411.00	REGISTER DEEDS WAGE & SALARY	19,726.38	.00

Fund	Act	G/L #	Account Title	Debit	Credit
101	163	412.00	REGISTER DEEDS EMPLOYER OASI	1,485.78	.00
101	163	413.00	REG DEEDS EMPLOYER RETIREMENT	1,183.58	.00
101	163	413.10	REG DEEDS SUPPLEMENTAL RETIRE	120.00	.00
101	163	415.00	REG DEEDS EMPLOYER HEALTH INS	3,368.24	.00
101	163	415.20	REG DEEDS EMPLOYER DENTAL INS	186.48	.00
101	163	415.30	REG DEEDS EMPLOYER OTHER INS	33.00	.00
<b>Fund / Act Totals:</b>				<b>26,103.46</b>	<b>.00</b>
101	165	411.00	VETERANS SERVICE WAGE & SALARY	9,380.34	.00
101	165	412.00	VETERANS SVC EMPLOYER OASI	712.02	.00
101	165	413.00	VETERANS SVC EMPLOYER RETIRE	562.82	.00
101	165	413.10	VETERANS SVC SUPPLEMENTAL RET	30.00	.00
101	165	415.00	VETERANS SVC EMPLOYER HEALTH	1,684.12	.00
101	165	415.20	VETERANS SVC EMPLOYER DENTAL	82.21	.00
101	165	415.30	VET SVC EMPLOYER OTHER INS	13.62	.00
<b>Fund / Act Totals:</b>				<b>12,465.13</b>	<b>.00</b>
101	211	411.00	SHERIFF WAGE & SALARY	75,442.87	.00
101	211	412.00	SHERIFF EMPLOYER OASI	5,795.21	.00
101	211	413.00	SHERIFF EMPLOYER RETIREMENT	5,721.71	.00
101	211	413.10	SHERIFF SUPPLEMENTAL RETIRE	250.00	.00
101	211	415.00	SHERIFF EMPLOYER HEALTH INS	11,367.82	.00
101	211	415.20	SHERIFF EMPLOYER DENTAL INS	659.40	.00
101	211	415.30	SHERIFF EMPLOYER OTHER INS	115.50	.00
101	211	426.20	SHERIFF UNIFORMS	1,000.00	.00
<b>Fund / Act Totals:</b>				<b>100,352.51</b>	<b>.00</b>
101	212	411.00	COUNTY JAIL WAGE & SALARY	97,225.93	.00
101	212	412.00	COUNTY JAIL EMPLOYER OASI	7,391.93	.00
101	212	413.00	COUNTY JAIL EMPLOYER RETIRE	6,634.76	.00
101	212	413.10	JAIL SUPPLEMENTAL RETIREMENT	320.00	.00
101	212	415.00	COUNTY JAIL EMPLOYER HEALTH	15,999.14	.00
101	212	415.20	COUNTY JAIL EMPLOYER DENTAL	859.83	.00
101	212	415.30	COUNTY JAIL EMPLOYER OTHER INS	148.50	.00
101	212	426.10	COUNTY JAIL UNIFORMS	750.00	.00
<b>Fund / Act Totals:</b>				<b>129,330.09</b>	<b>.00</b>
101	411	411.00	CARE OF POOR WAGE & SALARY	11,673.66	.00
101	411	412.00	CARE OF POOR EMPLOYER OASI	870.38	.00
101	411	413.00	CARE OF POOR EMPLOYER RETIRE	700.42	.00
101	411	413.10	CARE OF POOR SUPPLEMENTAL RET	30.00	.00
101	411	415.00	CARE OF POOR EMPLOYER HEALTH	2,315.66	.00
101	411	415.20	CARE OF POOR EMPLOYER DENTAL	138.17	.00
101	411	415.30	CARE OF POOR EMPLOYER OTHER IN	22.69	.00
101	411	427.00	CARE OF POOR TRAVEL	71.88	.00
<b>Fund / Act Totals:</b>				<b>15,822.86</b>	<b>.00</b>
101	421	411.00	COUNTY NURSE WAGE & SALARY	2,545.20	.00
101	421	412.00	CO NURSE EMPLOYER OASI	194.72	.00
101	421	413.00	CO NURSE EMPLOYER RETIRE	143.11	.00
101	421	415.00	CO NURSE EMPLOYER HEALTH INS	842.06	.00
101	421	415.20	CO NURSE EMPLOYER DENTAL INS	43.26	.00
101	421	415.30	CO NURSE EMPLOYER OTHER INS	8.25	.00
<b>Fund / Act Totals:</b>				<b>3,776.60</b>	<b>.00</b>

*Less  
COPS  
Grant  
Employee  
-6179.16*

*Less  
CHW Grant  
Employee  
-4925.75*

Fund	Act	G/L #	Account Title	Debit	Credit
101	522	411.00	CO. PARK WAGE & SALARY	6,726.59	.00
101	522	412.00	CO. PARK EMPLOYER OASI	514.59	.00
<b>Fund / Act Totals:</b>				7,241.18	.00
101	523	411.00	AG BLDG WAGE & SALARY	7,760.40	.00
101	523	412.10	AG BUILDING EMPLOYER OASI	476.61	.00
101	523	412.20	AG BUILDING EMPLOYER MEDICARE	111.47	.00
101	523	413.00	AG BUILDING EMPLOYER RETIRE	465.62	.00
101	523	413.10	AG. BLDG. SUPPLEMENTAL RETIRE	30.00	.00
101	523	415.00	AG BUILDING EMPLOYER HEALTH	1,684.12	.00
101	523	415.20	AG BUILDING EMPLOYER DENTAL	82.21	.00
101	523	415.30	AG BUILDING EMP. OTHER INS.	16.50	.00
<b>Fund / Act Totals:</b>				10,626.93	.00
101	611	411.00	EXTENSION WAGE & SALARY	8,012.70	.00
101	611	412.00	EXTENSION EMPLOYER OASI	600.95	.00
101	611	413.00	EXTENSION EMPLOYER RETIRE	480.77	.00
101	611	413.10	EXTENSION SUPPLEMENTAL RETIRE	55.00	.00
101	611	415.00	EXTENSION EMPLOYER HEALTH INS	1,684.12	.00
101	611	415.20	EXTENSION EMPLOYER DENTAL INS	99.96	.00
101	611	415.30	EXTENSION EMPLOYER OTHER INS	16.50	.00
<b>Fund / Act Totals:</b>				10,950.00	.00
101	615	411.00	WEED CONTROL WAGE & SALARY	7,241.98	.00
101	615	412.00	WEED CONTROL EMPLOYER OASI	554.02	.00
101	615	413.00	WEED CONTROL EMPLOYER RETIRE	200.13	.00
101	615	415.00	WEED CONTROL EMPLOYER HEALTH	842.06	.00
101	615	415.20	WEED CONTROL EMPLOYER DENTAL	43.26	.00
101	615	415.30	WEED CONTROL EMP. OTHER INS.	8.25	.00
<b>Fund / Act Totals:</b>				8,889.70	.00
101	711	411.00	PLANNING BD. WAGE & SALARY	420.00	.00
101	711	412.00	PLANNING BD. EMPLOYER OASI	32.13	.00
101	711	413.00	PLANNING BD. EMPLOYER RETIRE.	2.70	.00
101	711	427.00	PLANNING BD. TRAVEL	105.88	.00
<b>Fund / Act Totals:</b>				560.71	.00
204	0	101.00	ROAD & BRIDGE FUND	.00	93,925.82
<b>Fund / Act Totals:</b>				.00	93,925.82
204	311	411.00	ROAD & BRIDGE WAGE & SALARY	71,339.91	.00
204	311	412.10	ROAD & BRIDGE EMPLOYER OASI	4,304.91	.00
204	311	412.20	ROAD & BRIDGE EMPLOYR MEDICARE	1,006.76	.00
204	311	413.00	ROAD & BRIDGE EMPLOYER RETIRE	4,262.54	.00
204	311	413.10	ROAD & BRIDGE SUPPLEMENTAL RET	295.00	.00
204	311	415.00	ROAD & BRIDGE EMPLOYER HEATLH	11,999.36	.00
204	311	415.20	ROAD & BRIDGE EMPLOYER DENTAL	601.84	.00
204	311	415.30	ROAD & BRIDGE EMP. OTHER INS	115.50	.00
<b>Fund / Act Totals:</b>				93,925.82	.00
226	0	101.00	EMERGENCY MANAGEMENT FUND	.00	12,770.34
<b>Fund / Act Totals:</b>				.00	12,770.34
226	222	411.00	EMG.MANAG. WAGE & SALARY	10,179.00	.00
226	222	412.10	EMG. MGMT. EMPLOYER OASI	622.53	.00

*disallow*

Fund	Act	G/L #	Account Title	Debit	Credit
226	222	412.20	EMG. MGMT. EMPLOYER MEDICARE	145.59	.00
226	222	413.00	EMG.MANAG. EMPLOYER RETIRE	610.74	.00
226	222	413.10	EMG MGMT SUPPLEMENTAL RETIRE	30.00	.00
226	222	415.00	EMG.MANAG. EMPLOYER HEALTH	1,052.58	.00
226	222	415.20	EMG.MANAG. EMPLOYER DENTAL	113.40	.00
226	222	415.30	EMG.MANAG. EMPLOYER OTHER INS	16.50	.00
Fund / Act Totals:				12,770.34	.00
228	0	101.00	VICTIM CRIME SERVICE FUND	.00	7,592.81
Fund / Act Totals:				.00	7,592.81
228	151	411.00	CRIME VICTIM SVC WAGE/SALARY	5,870.76	.00
228	151	412.10	CRIME VICTIM EMPLOYER OASI	363.99	.00
228	151	412.20	CRIME VICTIM EMPLOYER MEDICARE	85.12	.00
228	151	413.00	CRIME VICT SVC RETIREMENT	352.25	.00
228	151	413.10	CRIME VICTIM SUPPLE. RETIRE.	30.00	.00
228	151	415.00	CRIME VICT SVC EMPLOYER HEALTH	842.06	.00
228	151	415.20	CRIME VICT SVC EMPLOYER DENTAL	43.26	.00
228	151	415.30	CR VICT SVC EMPLOYER OTHER INS	5.37	.00
Fund / Act Totals:				7,592.81	.00
231	0	101.00	W.I.C. FUND	.00	5,209.93
Fund / Act Totals:				.00	5,209.93
231	426	411.00	WIC WAGE & SALARY	3,681.84	.00
231	426	412.00	WIC EMPLOYER OASI	189.65	.00
231	426	413.00	WIC EMPLOYER RETIREMENT	220.91	.00
231	426	415.00	WIC EMPLOYER HEALTH	1,052.58	.00
231	426	415.20	WIC EMPLOYER DENTAL	56.70	.00
231	426	415.30	WIC EMPLOYER OTHER INS.	8.25	.00
Fund / Act Totals:				5,209.93	.00
TOTALS:				615,391.24	615,391.24

5,209.93  
5,209.93  
*Disallowed*

5,870.76

## **SEASONAL MEMORIAL PARK CAMPGROUND MANAGEMENT SERVICES AGREEMENT**

This Agreement is made by and between **CODINGTON COUNTY, STATE OF SOUTH DAKOTA**, with its principal business location being 14 1<sup>st</sup> Ave SE, First Floor 109, Watertown, SD 57201 (hereinafter "**Client**") AND **GAIL AND SCOTT WAHL**, with an address of 1200 North Lake Dr, Watertown, SD 57201 (hereinafter "**Manager**").

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

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

- A. Manager shall conduct his/herself at all times and in all matters in accordance with the standards acceptable to state and federal laws, city ordinances, and county guidelines, including the Codington County Policy Manual.
  
- B. The manager shall operate the Memorial Park Campground from April 1, 2023 to September 30, 2023 by providing the following services:
  - 1. Inspect campground and park facilities to ensure proper care and maintenance of property and make recommendations regarding needed improvements or measures necessary to protect the natural environment.
  - 2. Take reservations and manage the campground reservation system. Ensure that campers comply with campground rules. Recommend changes to campground rules as needed to county facilities manager.
  - 3. Take and manage reservations for park picnic shelters and community buildings. Ensure that users of these facilities understand and comply with rules for these facilities. Recommend changes to facility usage rules as needed to county facilities manager.
  - 4. Provide indirect supervision for Memorial Park Seasonal Campground Maintenance staff and direct daily cleaning and maintenance activities as needed.
  - 5. Operate the campground convenience store and arcade.
  - 6. Sell firewood to campers on behalf of the county. Firewood is the property of the county and proceeds from firewood shall be submitted to the County Treasurer.
  - 7. Maintain office hours necessary to adequately serve campground customers.
  - 8. Maintain cleanliness in all campground facilities. Order cleaning supplies through the county facilities manager.
  - 9. Maintain the cleanliness and conduct routine occupant maintenance of the campground manager's living quarters.

10. Submit work orders for necessary repairs and maintenance to park buildings/facilities through the facilities manager.
11. Work directly with law enforcement to control crime and vandalism.
12. Keep all necessary financial records, prepare written reports, cost estimates, and other financial information. Provide the County Treasurer with accounting records as required.
13. Attend meetings as required by the county or the Facilities Manager.
14. On an as needed basis during the off season, manage the reservation system, monitor the condition of park facilities.

2. ***Client Responsibilities.*** The Manager desires that the Client perform, and the Client agrees to perform, the following work:

- A. Encourage the public to use the Campground for recreational purposes.
- B. Maintain and repair campground facilities.
- C. Keep and maintain the park grounds not associated with the campground.
- D. Mow all grass areas.

3. ***Terms of Payment.*** Client shall pay the Manager a total of \$19,200 for the terms of the contract. Payment will be issued in six (6) equal installments of \$3,200 each in April, May, June, July, August, and September.

4. ***Additional Terms of Compensation.***

**A. CONVENIENCE STORE:**

Manager has exclusive rights to operate the convenience store, and arcade (not firewood sales) and keep profits generated thereby. Manager shall post hours of operation and operate these operations for the convenience of campground and park users. All vending rates and prices are subject to review and approval by the county. Vending rates and prices, which are reasonable and customary for operation of similar type and scope in South Dakota, shall be approved.

**B. OTHER VENTURES:**

Manager shall submit to the county, a business plan for any other business venture he plans to operate on the park property, for their approval, prior to beginning said business venture.

**C. HOUSING:**

- a. The Manager shall have use of the campground manager's living quarters, to include water, electricity and heating during the entire year without charge and as part of the compensation package to the manager.



- b. The Manager's occupancy of these quarters shall comply with county campground and other applicable polices and other provisions noted in this contract.
- c. The Manager is responsible for care and routine maintenance of the living quarters. The Manager must obtain prior approval through the facility manager and County Commissioners for any modifications or improvements to the living quarters.
- d. The Manager may NOT sublease the living quarters.
- e. The residence will be inspected for hazards, safety issues or excessive damage by the Codington County Facilities Manager or his designee prior to termination of the contract with the manager. This is to protect both the Manager and the property belonging to the Client.
- f. Manager's office and living quarters, will be a smoke free environment, pursuant to Personnel Policy 3.5, in the Codington County Personnel manual.
- g. No pets will be allowed in the Manager's office or living quarters without the written consent of the Codington County Board of Commissioners.

**D. VACATIONS:**

Since the manager is employed on a seasonal basis, they shall not be entitled to time off other than normal time off from April 1<sup>st</sup> through September 30<sup>th</sup> as agreed upon by the Manager and the Client.

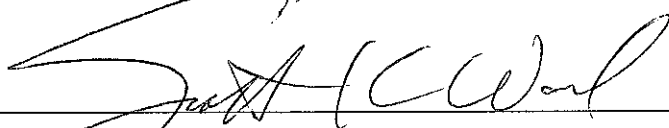
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of this \_\_\_\_\_ DAY OF OCTOBER 2022.

**CODINGTON COUNTY**

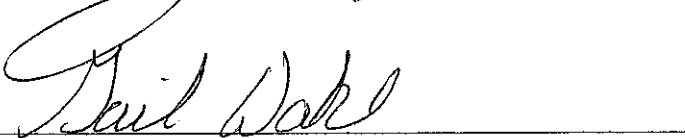
By: \_\_\_\_\_

Date: \_\_\_\_\_

**GAIL AND SCOTT WAHL, PARK MANAGER**

By: 

Date: 9/27/22

By: 

Date: 9/27/22



THOMSON REUTERS

### Order Form

Order ID: Q-04130733

Contact your representative jeff.humphrey@thomsonreuters.com with any questions. Thank you.

**Sold To Account Address**

Account #: 1000093542  
WATERTOWN REGIONAL LIBRARY  
PATRON ACCESS-CINDY BRUGMAN  
14 1ST AVE SE  
WATERTOWN SD 57201-3611 US

"Customer"

**Shipping Address**

Account #: 1000093542  
WATERTOWN REGIONAL LIBRARY  
PATRON ACCESS-CINDY BRUGMAN  
14 1ST AVE SE  
WATERTOWN SD 57201-3611 US

**Billing Address**

Account #: 1000093542  
WATERTOWN REGIONAL LIBRARY  
PATRON ACCESS-CINDY BRUGMAN  
14 1ST AVE SE  
WATERTOWN, SD 57201-3611  
US

This Order Form is a legal document between Customer and

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- B. Thomson Reuters Enterprise Centre GmbH to the extent that products or services will be provided by Thomson Reuters Enterprise Centre GmbH.

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West Publishing Corporation may also act as an agent on behalf of Thomson Reuters Enterprise Centre GmbH solely with respect to billing and collecting payment from Customer. Thomson Reuters Enterprise Centre GmbH and West Publishing Corporation will be referred to as "Thomson Reuters", "we" or "our," in each case with respect to the products and services it is providing, and Customer will be referred to as "you", or "your" or "Client".

**Thomson Reuters General Terms and Conditions** apply to all products ordered, except print and is located at <http://tr.com/TermsandConditions>. In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

**Thomson Reuters General Terms and Conditions for Federal Subscribers** is located at <https://static.legalsolutions.thomsonreuters.com/static/Federal-ThomsonReuters-General-Terms-Conditions.pdf> In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

#### ProFlex Products See Attachment for details

Material #	Product	Monthly Charges	Minimum Terms (Months)
40757482	West Proflex	\$315.61	36

#### Bridge Products

Material #	Product	Quantity	Unit	Bridge Monthly Charges	Bridge Term (Months)
40757482	West Proflex	1	Each	\$309.45	2

#### Bridge Terms

Bridge Monthly Charges begin on the date we process your order and will be prorated for the number of days remaining in the calendar month, if any. The Bridge Monthly charges will continue for the number of complete calendar months listed in the Bridge Term column above. At the end of the Bridge Term, your Monthly Charges and the Minimum Term will be as described in the Product grid above. All other terms and conditions of the Order Form remain unchanged.

#### Minimum Terms

Your subscription is effective upon the date we process your order ("Effective Date") and Monthly Charges will be prorated for the number of days remaining in that month, if any. Your subscription will continue for the number of months listed in the Minimum Term column above counting from the first day of the month following the Effective Date. Your Monthly Charges during the first twelve (12) months of the Minimum Term are as set forth above. If your Minimum Term is longer than 12 months, then your Monthly Charges for each year of the Minimum Term are displayed in the Attachment to the Order Form.

#### Post Minimum Terms

At the end of the Minimum Term, we will notify you of any change in Monthly Charges at least 60 days before each 12-month term starts. Either of us may cancel the Post-Minimum Term subscription by sending at least 30 days written notice.

**Federal Government Subscribers Optional Minimum Term.** Federal government subscribers that chose a multi-year Minimum Term, those additional months will be implemented at your option pursuant to federal law.

#### Miscellaneous

**Applicable Law.** If you are a state or local governmental entity, your state's law will apply and any claim may be brought in the state or federal courts located in your state. If you are a non-governmental entity, this Order Form will be interpreted under Minnesota state law and any claim by one of us may be brought in the state or federal courts in Minnesota. If you are a United States Federal Government Customer, United States federal law will apply and any claim may be brought in any federal court.

**Charges, Payments & Taxes.** You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government customer and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

**Excluded Charges And Schedule A Rates.** If you access products or services that are not included in your subscription you will be charged our then-current rate ("Excluded Charges"). Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located in the below link Excluded Charges may change from time-to-time upon 30 days written or online notice. We may, at our option, make certain products and services Excluded Charges if we are contractually bound or otherwise required to do so by a third party provider or if products or services are enhanced or if new products or services are released after the effective date of this ordering document. Modification of Excluded Charges or Schedule A rates is not a basis for termination under paragraph 10 of the General Terms and Conditions.

<http://static.legalsolutions.thomsonreuters.com/static/agreement/plan-2-pro-govt-agencies.pdf>

**eBilling Contact.** All invoices for this account will be emailed to your e-Billing Contact(s) unless you have notified us that you would like to be exempt from e-Billing.

**Credit Verification.** If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

**Cancellation Notification Address.** Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803

**Returns and Refunds.** You may return a print product to us within 45 days of the original shipment date if you are not completely satisfied. Please see <http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf> or contact Customer Service at 1-800-328-4880 for additional details regarding our policies on returns and refunds.

**Product Specific Terms.** The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at <https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions-PST.pdf>. If the product is not part of your order, the product specific terms do not apply. If there is a conflict between product specific terms and the Order Form, the product specific terms control.

- Campus Research
- Contract Express
- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- West km Software
- West LegalEdcenter
- Westlaw
- Westlaw Doc & Form Builder
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records

#### **Amended Terms and Conditions**

#### **Government Non-Availability of Funds for Online, Practice Solutions or Software Products**

You may cancel a product or service with at least 30 days written notice if you do not receive sufficient appropriation of funds. Your notice must include an official document, (e.g., executive order, an officially printed budget or other official government communication) certifying the non-availability of funds. You will be invoiced for all charges incurred up to the effective date of the cancellation.

#### **Acknowledgement: Order ID: O-04130733**

\_\_\_\_\_  
Signature of Authorized Representative for order

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

This Order Form will expire and will not be accepted after 10/14/2022.



THOMSON REUTERS™

# Attachment

# Order ID: Q-04130733

Contact your representative [jeff.humphrey@thomsonreuters.com](mailto:jeff.humphrey@thomsonreuters.com) with any questions. Thank you.

### Payment, Shipping, and Contact Information

**Payment Method:**

Payment Method: Bill to Account  
Account Number: 1000093542

**Order Confirmation Contact (#28)**

Contact Name: Gabel, D. Lee  
Email: [dlee.gabel@codington.org](mailto:dlee.gabel@codington.org)

**Shipping Information:**

Shipping Method: Ground Shipping - U.S. Only

**eBilling Contact**

Contact Name D. Lee Gabel  
Email [dlee.gabel@codington.org](mailto:dlee.gabel@codington.org)

### ProFlex Multiple Location Details

Account Number	Account Name	Account Address	Action
1000093542	WATERTOWN REGIONAL LIBRARY	14 1ST AVE SE WATERTOWN SD 57201-3611 US	New

### ProFlex Product Details

Quantity	Unit	Service Material #	Description
1	Each	40757482	West Proflex
1	Seats	42567003	Pat Acc - National Analytical for Patron Access (WestlawPRO™)
1	Seats	42115657	South Dakota Core for Patron Access (Westlaw PRO™)

### Account Contacts

Account Contact First Name	Account Contact Last Name	Account Contact Email Address	Account Contact Customer Type Description
Lee	Gabel	<a href="mailto:dlee.gabel@codington.org">dlee.gabel@codington.org</a>	EML PSWD CONTACT
Lee	Gabel	<a href="mailto:dlee.gabel@codington.org">dlee.gabel@codington.org</a>	PATRON ACC TECH CONT

### IP Address Information

From IP Address	To IP Address	From IP Address	To IP Address	From IP Address	To IP Address
1.1.1.1	1.1.1.1				

### Charges During Minimum Term

Material #	Product Name	Monthly Year 1 Charges	% incr Yr 1-2*	Monthly Year 2 Charges	% incr Yr 2-3*	Monthly Year 3 Charges	% incr Yr 3 4*	Monthly Year 4 Charges	% incr Yr 4-5*	Monthly Year 5 Charges
40757482	West Proflex	\$315.61	5.00	\$331.39	5.00	\$347.96	N/A	\$N/A	N/A	\$N/A

### Charges During Minimum Term

Pricing is displayed only for the years included in the Minimum Term. Years without pricing in above grid are not included in the Minimum Term. Refer to your Order Form for the Post Minimum Term pricing

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Mike Waba		DATE 10/17/2022
EFFECTIVE DATE 10/17/2022	POSITION TITLE Hwy Main Tech III Grade 35	DEPARTMENT Hwy Dept
CURRENT STEP 1	NEW STEP 1	
CURRENT PAY RATE 22.62/3935.88	NEW PAY RATE 22.62/3935.88	
REASONS FOR CHANGE  New Hire		

EMPLOYEE SIGNATURE \_\_\_\_\_

DEPARTMENT HEAD SIGNATURE Rich Hartley

DATE 9-29-2022

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

DATE \_\_\_\_\_

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

**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department Weed & Pest

Name of traveling employee \_\_\_\_\_

Employee title Facilities Tech 1 Employee status exempt  nonexempt

Purpose of travel Weed District Meeting

Method of transportation County vehicle

Destination \_\_\_\_\_

Departure date and time \_\_\_\_\_ Destination arrival date and time \_\_\_\_\_

Return departure date and time \_\_\_\_\_ Arrival date and time \_\_\_\_\_

**Costs of travel**

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

Lodging expense \_\_\_\_\_

Meals \$ \_\_\_\_\_ Registration \$30 \_\_\_\_\_

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

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

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 \_\_\_\_\_

**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department Weed & Pest

Name of traveling employee \_\_\_\_\_

Employee title Seasonal Employee status exempt nonexempt

Purpose of travel District Weed Meeting

Method of transportation County vehicle

Destination \_\_\_\_\_

Departure date and time \_\_\_\_\_ on arrival date and time \_\_\_\_\_

Return departure date and time \_\_\_\_\_ n arrival date and time \_\_\_\_\_

**Costs of travel**

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

Lodging expense \_\_\_\_\_

Meals \$ Registration \$30

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

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

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 \_\_\_\_\_

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department WNV

Name of traveling employee \_\_\_\_\_

Employee title Director of Facilities Employee status exempt \_\_\_ nonexempt X

Purpose of travel Mosquito Conference

Method of transportation County vehicle

Destination \_\_\_\_\_

Departure date and time \_\_\_\_\_ on arrival date and time \_\_\_\_\_

Return departure date and time \_\_\_\_\_ Return arrival date and time \_\_\_\_\_

Will depart to Custer for SD Park & Recreation Conference

Costs of travel

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

Lodging expense \_\_\_\_\_

Meals \$ \_\_\_\_\_ Registration \$0 \_\_\_\_\_

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

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

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

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

Is this travel a budgeted item? Yes X No \_\_\_\_\_

County Commission

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

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



CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department WNV

Name of traveling employee \_\_\_\_\_

Employee title Maintenance Employee status exempt  nonexempt

Purpose of travel Mosquito Conference

Method of transportation County vehicle

Destination Aberdeen, SD

Departure date and time \_\_\_\_\_ Destination arrival date and time \_\_\_\_\_

Return departure date and time \_\_\_\_\_ Return arrival date and time \_\_\_\_\_

**Costs of travel**

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

Lodging expense \_\_\_\_\_

Meals \$ \_\_\_\_\_ Registration \$0 \_\_\_\_\_

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

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

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 \_\_\_\_\_

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department WNV

Name of traveling employee \_\_\_\_\_

Employee title Maintenance Employee status exempt  nonexempt

Purpose of travel Mosquito Conference

Method of transportation County vehicle

Destination \_\_\_\_\_

Departure date and time \_\_\_\_\_ on arrival date and time \_\_\_\_\_

Return departure date and time \_\_\_\_\_ on arrival date and time \_\_\_\_\_

**Costs of travel**

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

Lodging expense \_\_\_\_\_

Meals \$ Registration \$0

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

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

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 \_\_\_\_\_

**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department \_\_\_\_\_ WNV \_\_\_\_\_

Name of traveling employee \_\_\_\_\_

Employee title Maintenance Employee status exempt \_\_\_ nonexempt X

Purpose of travel Mosquito Conference

Method of transportation County vehicle

Destination \_\_\_\_\_

Departure date and time \_\_\_\_\_ nation arrival date and time \_\_\_\_\_

Return departure date and time \_\_\_\_\_ rival date and time \_\_\_\_\_

**Costs of travel**

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

Lodging expense \_\_\_\_\_

Meals \$ \_\_\_\_\_ Registration \$0 \_\_\_\_\_

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

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

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

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

Is this travel a budgeted item? Yes X No \_\_\_\_\_

**County Commission**

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

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

**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department: Emergency Management

Name of traveling employee: \_\_\_\_\_

Employee title: Director Employee status exempt \_\_\_ nonexempt X

Purpose of travel: Crisis Track Software Training

Method of transportation: County Vehicle

Destination: \_\_\_\_\_

Departure date and time: \_\_\_\_\_ Destination arrival date and time \_\_\_\_\_

Return departure date and time: \_\_\_\_\_ Return arrival date and time \_\_\_\_\_

**Costs of travel**

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) County Vehicle

Lodging expense: NA

Meals: Per diem (1 Lunch) Registration: None

Other costs N/A

Overtime costs involved in the requested travel Any overtime hours will be flexed/comp

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

Yes XX 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 Emergency Management

Name of traveling employee \_\_\_\_\_

Employee title Deputy Director Employee status exempt \_\_\_ nonexempt X

Purpose of travel Crisis Track Software Training

Method of transportation County Vehicle

Destination \_\_\_\_\_

Departure date and time: \_\_\_\_\_ Destination arrival date and time \_\_\_\_\_

Return departure date and time: \_\_\_\_\_ Return arrival date and time \_\_\_\_\_

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) County Vehicle

Lodging expense: NA

Meals Per diem Registration: None

Other costs N/A

Overtime costs involved in the requested travel Any overtime hours will be flexed/comp

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

Yes XX 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: Emergency Management

Name of traveling employee: \_\_\_\_\_

Employee title: Director Employee status exempt \_\_\_ nonexempt X

Purpose of travel: G393 Mitigation for Emergency Managers (FEMA APS Requirement)

Method of transportation: County Vehicle

Destination: \_\_\_\_\_

Departure date and time: \_\_\_\_\_ Destination arrival date and time \_\_\_\_\_

Return departure date and time: \_\_\_\_\_ Return arrival date and time \_\_\_\_\_

**Costs of travel**

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) County Vehicle

Lodging expense: State Rate - \$77/ night x 2 = \$154

Meals: Per diem Registration: None

Other costs N/A

Overtime costs involved in the requested travel Any overtime hours will be flexed/comp

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

Yes XX 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: Emergency Management

Name of traveling employee: \_\_\_\_\_

Employee title: Deputy Director Employee status exempt  nonexempt

Purpose of travel: G393 Mitigation for Emergency Managers (FEMA APS Requirement)

Method of transportation: County Vehicle

Destination: \_\_\_\_\_

Departure date and time: \_\_\_\_\_ Destination arrival date and time \_\_\_\_\_

Return departure date and time: \_\_\_\_\_ Return arrival date and time \_\_\_\_\_

**Costs of travel**

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) County Vehicle

Lodging expense: State Rate - \$77/ night x 2 = \$154

Meals: Per diem Registration: None

Other costs N/A

Overtime costs involved in the requested travel Any overtime hours will be flexed/comp

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 \_\_\_\_\_

**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department: Emergency Management

Name of traveling employee: Andrew Delgado

Employee title: Director Employee status exempt  nonexempt

Purpose of travel: Safety Conference

Method of transportation: County Vehicle

Destination: \_\_\_\_\_

Departure date and time: \_\_\_\_\_ Destination arrival date and time 1

Return departure date and time: \_\_\_\_\_ Return arrival date and time \_\_\_\_\_

**Costs of travel**

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) County Vehicle

Lodging expense: Negotiated Rate

Meals: Per diem Registration: None

Other costs N/A

Overtime costs involved in the requested travel No

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 \_\_\_\_\_