

**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, April 18, 2023**

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 April 18, 2023, agenda
  5. Action to approve the April 11, 2023, minutes of the Board of Codington County Commissioners
  6. Monthly Reports
  7. Discussion/possible action to approve a resolution declaring an emergency/disaster and asking the Governor to declare an emergency/disaster for Codington County
  8. Action to approve abatement applications
  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. Codington County Connects Day – April 18, 2023
    - b. SDACO/SDACC New Officials Workshop
  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 upon completion of agenda items
- Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

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

April 11, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 11, 2023, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman Myron Johnson, and Randall Schweer; absent Troy VanDusen; Chair Gabel, presiding. The pledge of allegiance was led by Commissioner Gabel.

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

Chair Gabel 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 Schweer, second by Waterman, to approve the agenda for April 11, 2023, as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Waterman, to approve the minutes of April 04, 2023; all voted aye; motion carried.

**MONTHLY REPORTS**

**Auditor, Brenda Hanten**, updated the Board: the 2024 Budget worksheets have been prepared and distributed to all the department heads and are to be returned in May; the Dept. of Revenue has notified the County of a 3% CPI for taxes payable in 2024; and working on the Malt Beverage License renewals that are due back to the Dept. of Revenue by May 20<sup>th</sup>, 2023. **Director of Equalization, Shawna Constant**, reported the office is busy getting ready for Equalization Boards, this afternoon for County properties and tonight for the City of Watertown properties; they are getting new cards ready for the re-appraisal in Kranzburg and Waverly Townships, next year should be the last year out in the county and then they will start in town. **Welfare Director, Sara Foust**, updated the Board: Codington Connects Day will be next Tuesday, April 18<sup>th</sup>, 2023, this is a culmination of the strategic planning that has been happening up to this point, the community is invited to this event, it goes from 7:00 a.m. to 3:30 p.m., it starts with a movie at 7:00 a.m. called Resilience, a Poverty Simulation from 9:00 a.m. to 12:00 p.m., at noon there is a lunch with a couple big community announcements of what has been achieved in the last year and at around 1:30 p.m. there is an activity called Brain Architect which shows how trauma affects the brain; 17 unique individuals were served in March; CARES/ERA - \$4000 was received for administrative fees; ICAP Case Management – averaging around 10-12 hours per week; the IMPACT/Community Health Worker employee continues to build a caseload, The annual conference for the CHW Grant is in May, working on putting a poster together that will be displayed at that event highlighting the CHW Program; received information that they could apply for an additional staff member to be trained through the CHW Program, the benefit for the County is then the County could potentially bill for Medicaid; currently in the process for being approved to be a Medicaid Provider for the CHW and would like to have Kari go through CHW Training and then they could potentially supplement some of her workload as the SD CARES winds down that could be reimbursed through Medicaid, the paperwork has been submitted for Medicaid approval; the Watertown Cares Board hopes to close on the 612 Flats next week, the Executive Director has started and taking over a lot of the work; will be participating in the Collective Impact Summit, April 25<sup>th</sup> – 27<sup>th</sup>; will be attending the SDACWO Annual meeting;

NACO Leadership training will be in October, it's a 12 week program; planning to start interviews for the Executive Director position; a training on "helping the Community" will be sponsored by CASA on February 24<sup>th</sup>; the SDACWO will meet on April 13 & 14; an Interagency networking meeting will be held April 13<sup>th</sup>, 2023 via zoom, CASA will be presenting and the topic will be about child abuse prevention month; the Strategic Planning with the Codington Connects Day Tuesday, April 18<sup>th</sup>, 2023, the name and logo will be announced for the new Community Resource and the Resilient Community Announcement, the Web Site will be live on April 18<sup>th</sup>, 2023; continuing conversations with others regarding the sustainability of the Collective Impact model, looking for actions for Backbone Support with meetings scheduled in the next few weeks.

**WELFARE ADMINISTRATIVE SPECIALIST TO COMPLETE CHW CERTIFICATION**

Motion by Johnson, second by Schweer, to approve the Welfare Administrative Specialist to complete the CHW Certification Program through Lake Area Technical College that will be completed in a semester time period, with no cost to the County, this will be to use the remaining CHW Grant funds; all voted aye, motion carried.

**WELFARE DIRECTOR TO TAKE NACO PROFESSIONAL DEVELOPMENT COURSE**

Motion by Johnson, second by Schweer, to approve the Welfare Director to take the 2<sup>nd</sup> level of the leadership course through NACO, the cost is at a reduced rate of \$500.00 and is a budgeted item under training; all voted aye, motion carried.

**WELFARE OFFICE CLOSURE**

Motion by Johnson, second by Waterman, to authorize the closing of the Welfare Office, on April 18<sup>th</sup>, 2023, from 8:00 a.m. to 5:00 p.m., to allow the Welfare Director and office employees to attend the Codington Connects Day event; all voted aye; motion carried.

**HUMAN SERVICE AGENCY PROJECT UPDATE AND 2024 BUDGET REQUEST**

Kari Johnston, Executive Director for the Human Service Agency, updated the board with the construction project, it was scheduled to be done October 2022 but are hoping to be open by the end of May 2023, they are in the process of hiring the past couple of months; will be opening the doors for Detox and Safe Rooms mid to end of May; currently HSA is receiving \$94,016.00 from the County and would ask for their standard 3% increase for the 2024 budget; the new entity is not a treatment facility, the new facility which is The Appropriate Regional Facility is crisis stabilization for a person that is experiencing psychiatric or a mental health crisis and will be able to stay up to 5 days; optimistic that it will reduce the County from transporting individuals to Yankton by 75%.

**AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES**

Motion by Johnson, second by Schweer, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last business day of March, 2023, all present voted aye; motion carried.

Cash on hand	\$	18,956.18
Checks in Treasurers' possession		
less than 3 days	\$	151,794.97
Credit Card Charges	\$	8,919.08
Cash Items	\$	327.71
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$</b>	<b>179,997.94</b>
<b>RECONCILED CHECKING</b>		
Reliabank (Memorial Park)	\$	23,546.84
Reliabank Dakota	\$	2,734,731.03
<b>INVESTMENTS</b>		
SD Public Funds Investment	\$	30,080,374.77

TOTAL CASH ASSETS	\$33,018,650.58
General Ledger Cash Balance by Funds	
General	\$22,001,392.88
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 8,257,517.45
Custodial	\$ 2,259,740.25
(Schools 1,242,830.85, townships 75,185.65; city/towns 213,195.15)	
TOTAL GENERAL LEDGER CASH	\$33,018,650.58

The Board noted Register of Deeds fees, in the amount of \$27,583.70 were collected in the month of March, 2023.

#### **SURPLUS REGISTER OF DEEDS COMPUTER**

Motion by Waterman, second by Schweer, to declare the following computer from the Register of Deeds Office, surplus to be destroyed: GEN01645 Proone 600 s/n MXL7261P6D; all voted aye, motion carried.

#### **ABATEMENT APPLICATIONS**

Motion by Johnson, second by Waterman, to approve the following abatement applications; all voted aye; motion carried.

<b><u>RECORD#</u></b>	<b><u>AMOUNT ABATED</u></b>
19181	\$4,306.08
21456	\$ 82.56
6137	\$3,384.90
6107	\$1,835.38
20462	\$ 197.30
19211	\$ 981.90

#### **CLAIMS**

Motion by Johnson, second by Schweer, to approve for payment the following list of claims; all voted aye; motion carried: A-OX WELDING 20.23 SUPPLIES, A&B BUSINESS SOLUTIONS 38.60 MAINT, ADVANCED CORRECTIONAL 18583.16 SVC, ANGELA HYDE 1350.00 SVC, TRACI ALTHOFF 22.24 JURY, AMERICINN 77.00 TRAV, ERIC ANDERSON 185.00 REF, MATTHEW ANDERSON 12.04 JURY, LAURA ASMUSSEN 53.06 JURY, AUSTIN LAW OFFICES 4858.85 SVC, AUTO VALUE 33.98 REP, AUTO VALUE 23.56 REPAIRS/MAINT., BOB BARKER CO. 1369.61 SUP, BATTERIES UNLIMITED 23.98 SUP, BAUER LAW OFFICE PC 7190.80 SVC, BEACON CENTER 1000.00 PMT, JORDAN BERNDT 12.00 REF, BIRMINGHAM & CWACH LAW OFFICES 380.35 SVC, TERRI BJERKE 53.06 JURY, RHONDA BLAIS 53.06 JURY, BRYAN BLEEKER 25.00 CELL, RICHARD BLOCK 12.04 JURY, KATHERINE BLUDORN 6900.00 RENT, BLUEPEAK 366.77 UTIL, BLUEPEAK 79.99 UTILITIES, TONY BOLDT 26.00 REF, BORNS GROUP 129.00 SUP, BOYS & GIRLS CLUB 7896.00 PMT, BRATLAND LAW 28086.80 SVC, BRIAN'S GLASS & DOOR, INC. 285.00 REP, ELIZABETH BURGHARDT 11.02 JURY, BURNS LAW OFFICE 3000.00 SVC, BUTLER MACHINERY 10439.13 SUPPLIES, JEFF CASE 25.00 CELL, CENTURYLINK 230.54 UTIL, CHARM-TEX 879.00 SUP, RICK CLARK 51.02 JURY, CLEAR LAKE BUILDING CENTER INC 625.00 SUPPLIES, CODINGTON CO. HISTORICAL SOC. 8000.00 PMT, CODINGTON TREASURER PETTY CASH 2.71 FEES, COLE PAPERS, INC. 4420.58 SUP, COLE'S PETROLEUM 32828.53 SUPPLIES, GERALD COMES 16.12 JURY, COMPASS COUNSELING 2250.00 SVC, CONFIDENTIAL INVESTIGATIVE SVC 7011.00 SVC, REBECCA CONGER 52.04 JURY, CONNECTING POINT COMPUTER CENT 10141.00 REP, CONSOLIDATED CORRECTIONAL 13643.08 SUP, CREDIT COLLECTIONS BUREAU 1354.33 PMT, CREDIT COLLECTIONS BUREAU 63.45 PMT, LIAM CULHANE 94.00 REF, CULLIGAN WATER CONDITIONING 201.75 SUP, ERIC DANFORTH 13.06 JURY, MATTHEW DARGATZ 25.00 CELL, DARGATZ PROPERTIES

2550.00 RENT, SCOTT DEBOER 12.04 JURY, DIAMOND DRUGS, INC 417.27 SUP, D K DIESEL INJECTION 3320.82 SUPPLIES, JAMIE DOLEN 25.00 CELL, DUININCK INCORPORATED 10435.81 SUPPLIES, DUPONT ELECTRICAL, LLC. 112.60 SUPPLIES, MEGAN DYCE 12.04 JURY, EASTWOOD APARTMENTS 936.00 RENT, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, ELLYSON LAW OFFICE 1464.50 SVC, BRANDON ENGEBRETSON 10.00 REF, ENGELSTAD ELECTRIC CO. 828.70 REP, MARIA ESCAMILLA 40.00 CELL, RANDALL G. FALVEY 25.00 CELL, FEDEX 6.82 SVC, FIRST INTERSTATE BANK 55.00 SVC, FIRST LINE APPARATUS TRAINING 1800.00 SVC, BRITTANY FISCHER 12.04 JURY, KJERSTEN FISK 11.02 JURY, FRANCIS FLEMMING RENTALS 4220.00 RENT, ROBIN FLEMMING 66.32 JURY, ALLISON FORBUSH 40.00 CELL, DAN FOX 90.75 SVC, FRONTIER BANK 75.00 SVC, STEVEN FRYSLIE 61.22 JURY, D LEE GABEL 52.04 JURY, GALLS, LLC 353.57 UNIF, GARCIA CLINIC LABORATORY 62.00 SVC, GRAINGER 79.56 REP, GREAT AMERICA FINANCIAL SVC 318.77 RENT, GREEN, ROBY, OVIATT, 11887.00 SVC, CHAD HAIGHT 10.00 REF, JUSTIN HALAJIAN 40.00 CELL, ADAM HANSON 52.04 JURY, LL HARDER 250.85 REP, RICK HARTLEY 40.00 CELL, RON HARTLEY 25.00 CELL, DAVID HEDDING 25.00 CELL, JAMES HEDGES 25.00 CELL, JUDY HEIM 12.04 JURY, ADAM HEINRICH 11.02 JURY, WADE HEISER 6700.00 RENT, HELSPER, MCCARTY & RASMUSSEN 3676.03 SVC, MICHAEL HENRICHS 77.54 JURY, HILLYARD/SIOUX FALLS 605.36 SUP, RICK HOLINKA 25.00 CELL, HYVEE #1871 ACCTS RECEIVABLE 234.07 SUP, I STATE TRUCK CENTER 99.35 REPAIRS/MAINT., IHS PHARMACY 311.76 SUP, INTERLAKES COMMUNITY ACTION 1212.83 PMT, TODD JANTS 14.08 JURY, DENNIS JENSEN 11.02 JURY, JENSEN FEED & GRAIN 2424.20 SUPPLIES, DOUGLAS JERKE 52.04 JURY, SCOTT JIBBEN 52.04 JURY, JURGENS PRINTING 88.00 SUP, MITCHELL KALLHOFF 25.00 CELL, KENNEDY PIER LOFTUS & REYNOLDS 181.90 SVC, RICHARD KOHN 25.00 CELL, ERIK KOSAK 25.00 CELL, K&R MANAGEMENT 1729.13 RENT, KARI KRAAYENBRINK 72.89 REIMB, KEVIN KRANZ 60.20 JURY, VAL LARSON 60.00 SVC, AMY LASSLEY 52.04 JURY, ERIN LAURITSEN 12.04 JURY, HEATHER LAUSENG 55.10 JURY, RODNEY LAWRENCE 19.00 PMT, LEWNO LAW OFFICE 456.55 SVC, LINCOLN CO TREASURER 157.50 SVC, DARCY LOCKWOOD 60.00 SVC, THE LODGE AT DEADWOOD 312.00 TRAVEL & CONF., JODI LOEHRER 171.16 TRAV, NICHOLLE MAAG 4800.00 RENT, CAPITOL ONE TRADE CREDIT 5.58 SUP, CAPITOL ONE TRADE CREDIT 521.16 SUPPLIES, HELEN MAJUSIAK 51.02 JURY, FIRST INTERSTATE BANK 307.94 PMT, FIRST INTERSTATE BANK 178.72 PMT, FIRST INTERSTATE BANK 596.66 PMT, FIRST INTERSTATE BANK 177.77 TRAVEL & CONF., MASTERS TELECOM 272.40 UTIL, MCKESSON MEDICAL SURGICAL 20.18 SUP, MCLEOD'S PRINTING & OFFICE SUP 161.89 SUP, MENARDS 148.44 SUP, MENARDS 221.59 SUPPLIES, MIDCONTINENT COMMUNICATIONS 364.71 UTIL, MINNEHAHA COUNTY AUDITOR 537.86 SVC, MOE OIL COMPANY 2963.95 SUPPLIES, RON MOEHRING 66.00 TRAV, STEVE MOLENGRAAF 66.00 TRAV, MULTI BUSINESS SOLUTIONS INC 3350.00 SVC, MUNICIPAL UTILITIES 4779.35 ASST, MUNICIPAL UTILITIES 21479.30 UTIL, MUNICIPAL UTILITIES 1455.59 UTILITIES, MWI HEALTH 3731.25 SVC, NAPA CENTRAL 1407.34 SUPPLIES, NEWMAN TRAFFIC SIGNS 945.03 SUPPLIES, SHAWN NILLS 40.00 CELL, NORTHEAST PROPERTY MANAGEMENT 2380.00 RENT, NORTHWESTERN ENERGY 740.77 UTILITIES, ODNEY 1842.99 SVC, OFFICE PEEPS, INC. 3846.81 SUP, OFFICE PEEPS 300.00 SUPPLIES, OTTERTAIL POWER CO, 56.20 UTILITIES, BRIAN PALMER 42.00 PMT, RICK PEARSON 11.00 PMT, MICHELLE PEDERSON 40.00 CELL, PERFORMANCE TOWING 244.00 SVC, PERFORMANCE TOWING 675.00 REPAIRS/MAINT., MICHELLE PERSON 55.10 JURY, PHEASANTLAND INDUSTRIES 1351.63 SUPPLIES, CAROL PIEPER 12.04 JURY, PITNEY BOWES 210.00 RENT, MORRIS POLASEK 11.02 JURY, POMP'S TIRE SERVICE, INC. 3344.52 REPAIRS/MAINT., PPWIX WEBSITE SERVICES 180.00 SVC, PRAIRIE LAKES HEALTH CARE CENT 4449.82 SVC, PRAIRIE PASQUE 1584.00 RENT, PREFERRED PROPERTIES 2625.00 RENT, PRINT 'EM NOW 502.00 SUP, QUICKCARE 35.00 SVC, RANDALL RAKNESS 2700.00 RENT, RC FIRST AID 178.00 SUPPLIES, REDLINGER BROS. 13.50 REP, REDWOOD TOXICOLOGY LABORATORY 19.49 SUP, REBECCA MORLOCK REEVES 40.00 CELL, DANIELLE REILLY 55.10 JURY, REILLY REPAIR INC 90.92 REP, ROBYN RITER 25.00 CELL, HAROLD ROUNDS 25.00 CELL, JANET RUDEBUSCH 4000.00 RENT, LUCINDA RUNNELS 10.00 PMT, RUNNINGS 55.98 SUP, MATTHEW SANDOZ 15.10 JURY, SANFORD HEALTH 2374.00 SVC, FRED SAUER 53.06 JURY, MARK SCHLEUSNER 57.14 JURY, BRAD SCHWINGER 25.00

CELL, SD ATTORNEY GENERAL'S OFFICE 4876.00 PMT, SD DEPARTMENT OF HEALTH 1945.00 SVC, S.D. DEPARTMENT OF REVENUE 696178.31 MARCH REMITTANCE, SDACC 2186.00 PMT, SDACES 15.00 DUES, SDACO 646.00 PMT, SDN COMMUNICATIONS 1363.51 UTIL, SDPAA 113193.56 INS, MELISSA SEARS 40.00 CELL, HEIDI SELCHERT 40.00 CELL, SHERWIN WILLIAMS 36.36 SUP, SIOUX RURAL WATER SYSTEM 58.60 UTILITIES, SIOUX VALLEY COOP 12579.11 SUPPLIES, SIOUXLAND PROPERTIES 1200.00 RENT, KAREN SKINNER 52.04 JURY, SOCIA LAW, PC 16445.29 SVC, LYNN SOLBERG 40.00 CELL, TERRY SORENSON 8.00 PMT, TOWN OF SOUTH SHORE 76.00 UTILITIES, SOUTH SHORE GAZETTE 1316.29 PUB, STEVE STAHLKE 25.00 CELL, STAN HOUSTON EQUIPMENT 3004.80 SUPPLIES, STAR LAUNDRY 2556.35 SUP, STAR LAUNDRY 197.23 SUPPLIES, MICHAEL STURM 61.22 JURY, SCOTT SWANSON 25.00 CELL, TEXAS REFINERY CORP 572.50 SUPPLIES, THOMSON REUTERS-WEST 642.61 SVC, THREE ACORNS 775.00 RENT, CNH INDUSTRIAL ACCOUNTS 277.30 REPAIRS/MAINT., DOUGLAS D. TORSTENSON 25.00 CELL, JAMES TORSTENSON 20.00 CELL, TWO WAY SOLUTIONS, INC 506.98 REP, TWO WAY SOLUTIONS, INC 50.00 REPAIRS/MAINT., TYLER TECHNOLOGIES, INC 898.00 SUP, JENNIFER VAN DER LINDEN 52.04 JURY, VERIZON WIRELESS 1809.45 UTIL, VERIZON 40.01 UTILITIES, RELIABANK VISA 479.08 PMT, MARLONIE VOGELSANG 25.00 CELL, GAIL WAHL 1600.00 PMT, SCOTT WAHL 1600.00 PMT, WALMART - CAPITAL ONE 393.32 SUP, SCARLET WANNA LOHNES 9.00 REF, WATERTOWN FORD 25.25 REP, WATERTOWN PUBLIC OPINION 76.56 PUB, WHEELCO 333.31 REPAIRS/MAINT., HEIDI WHITETAIL 30.00 REF, WAYNE WRIGHT 52.04 JURY, WW TIRE SERVICE INC 84.50 REP, XEROX CORPORATION 118.41 SUPPLIES, DARRYL YACKLEY 51.02 JURY, YANKTON CO. SHERIFF 200.00 SVC, YANKTON CO TREASURER 286.05 SVC, BRENDA YOST 12.04 JURY, KARA ZAUG 63.26 JURY,

### **OLD BUSINESS**

Highway Supt., Rick Hartley updated the board on the current road conditions due to some of the moderate flooding that is starting to occur; Sioux Conifer Road is closed as of 7:00 a.m., April 11<sup>th</sup>, 2023, will monitor it throughout the day and reopen it as soon as the water gets off the road, also closed 441<sup>st</sup> Ave., 1 mile west of Medicine Lake, there is a mile stretch that runs north and south with water over the road; there are barricades west of the Casino, east of County Road 19; the County is also helping the City of Watertown haul sand from Con-Ag since there are road limits currently on; sandbags can be picked up at the Sheriff's Office and sand is available at Sailboat Landing; if there is water over the roads please report it to the Codington County Highway Department so they can take care of it.

### **EXECUTIVE SESSION**

Motion by Johnson, second by Waterman, to enter into executive session, per SDCL 1-25-2 (2), contractual matters; at 9:45 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:03 a.m., no action was taken. Human Resource Representative, Natalie Remund; and Auditor, Brenda Hanten; were present during executive session.

### **ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Schweer, to adjourn at 10:03 a.m., all voted aye; motion carried.

ATTEST:

\_\_\_\_\_  
Brenda Hanten

Codington County Auditor

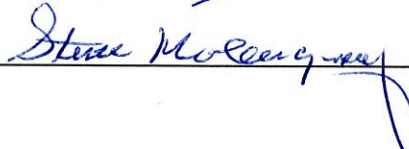
Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$ \_\_\_\_\_

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME John Engels		DATE 4/5/2023
EFFECTIVE DATE 4/17/2023	POSITION TITLE Seasonal Assistant Weed Supervisor	DEPARTMENT Weed
CURRENT STEP	NEW STEP DD 2	
CURRENT PAY RATE	NEW PAY RATE \$22.23	
REASONS FOR CHANGE  Rehire		

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE 4-6-23

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 Director of Equalization Office

Name of traveling employee

Director, Database Coordinator

Employee title Appraiser II

Employee status exempt  nonexempt

Purpose of travel SDAAO Conference

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.) N/A

Lodging expense \$2000

Meals \$530 Registration \$1175

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

Overtime costs involved in the requested travel N/A

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

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

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

**County Commission**

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

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



**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department Highway

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

Employee title \_\_\_\_\_ Employee status exempt  nonexempt \_\_\_\_\_

Purpose of travel Training

Method of transportation Personal vehicle

Destination \_\_\_\_\_

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

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

**Costs of travel**

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

Lodging expense None

Meals \$20.00 Registration \$125.00

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, X No \_\_\_\_\_

**County Commission**

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

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