

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, June 06, 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 June 06, 2023, agenda
5. Action to approve the May 23, 2023, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. Extension
 - b. Veteran Service Officer
7. Update by Louis Canfield, Director of Youth Diversion, Watertown Boys and Girls Club, on JDAI and Diversion Programs
8. Discussion/possible action to authorize chair to sign letter of support and the grant application for the Court Resource Home
9. Discussion/possible action to enact a burn ban resolution
10. Action to approve a notice to bidders for Micro surfacing a road project on approx. 8.5 miles on County Roads 6A and 23
11. Discussion/possible action to declare an emergency and authorize to hire Banner for Engineering Services for road repairs on County Road 6
12. Action to accept a quote for carpet for the 2nd floor courtrooms and adjacent rooms
13. Action to approve a notice of public auction/sealed bids for lease of County hay land
14. Action to approve claims for payment
15. Action to approve automatic budget supplements
16. Action to approve personnel changes
17. Action to approve travel requests
18. Public Notices – a possible quorum of Commissioners could be in attendance at:
19. Old Business
20. New Business
21. Open
 - a. Public Comments
 - b. Commission Comments

22. 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)**

23. 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 1st Ave SE
Watertown, SD 57201**

May 23, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 23, 2023, at the Codington County Court House. Commission members present were: Charlie Waterman, Myron Johnson, Troy VanDusen, and Randall Schweer; absent D. Lee Gabel; Vice Chair VanDusen, presiding. The pledge of allegiance was led by J.T. Fey.

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 Waterman, second by Schweer, to approve the May 23, 2023 agenda, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of May 16, 2023 as presented; all voted aye; motion carried.

PLAT RESOLUTION APPROVED

Zoning Officer, Luke Muller, reviewed and presented the Board with the plat of K & V Peterson Addition for their approval. The Board took the following action:

RESOLUTION #2023-10

A Resolution to approve the platting of the K & V Peterson 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:

K & V Peterson Addition in Berg's Outlot of the Northeast Quarter of Section 11, Township 116 North, Range 54 West of the 5th P.M., Codington County, South Dakota (Kampeska Township), 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 Johnson, and second by Commissioner Waterman; all voted aye; whereupon the Vice Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Codington County, 23 May 2023

Dated this 23rd day of May, 2023, at Watertown, Codington County, South Dakota

Troy VanDusen

Commission Vice 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 2023-10**, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 23rd day of May, 2023, at Watertown, Codington County, South Dakota.

Brenda Hanten

County Auditor, Codington County, South Dakota

Luke also noted that there is a request for a conditional use permit that allows for certain essential services, such a transmission lines, there are a couple requests for some line work that may require a special meeting.

MONTHLY REPORTS

Emergency Management Director, Andrew Delgado, updated the Board on recent events: The end of April the LEMPG quarterly report was submitted; May 2nd, he attended the Rapid Needs Assessment, which is the 2nd to last Advanced Professional Series requirement; May 11th, Cheri and Andrew attended the EM 103, its one of the newer classes that the OEM offers, it is a hire requirement to be completed within a 24 months and is part of the LEMPG Agreement, this is a practical class about day to day activities, one of the most useful classes taken; May 16th started preparing for the IMAT exercise with a full day on the 17th and a partial day on the 18th, there were 13 personnel, representation from Watertown Fire Rescue, Sheriff's Office, Police Department, Municipal Utilities and Emergency Management, with an additional 9 individuals from the State and 11 IMAT members; May 4th a local business requested assistance in identifying feasible shelter locations for severe weather incidents; helped another business install a weather radio, due to the construction of the building it prevented the signal from getting through to the radio, were able to get this accomplished by using an external antenna; May 1st attended a meeting with City and County personnel who were involved in flood response this year to wrap things up, after action review to improve future responses, determined there was a need for a more formalized flood response plan, will be working with the City to get this taken care of in the near future; Preliminary Damage Assessments were requested and delivered to the State on May 11th and were due on May 19th, so they were turned in prior to the due date, the total amount of damage that was assessed on our Preliminary Damage Assessments are \$658,318.86, the State wanted to validate this amount with actual photographs and documentation, invoices, etc., which they haven't done in the past but there was another State that had requested a disaster but there wasn't actually a Presidential Disaster Declared so they are making sure they have documentation to verify the actual damage that is being claimed, so far they have been able to verify from Codington County, \$502,593.00, the sites that weren't validated will be eligible for FEMA reimbursement as long as there is a disaster declared for the flooding that happened this spring. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from activity in the month of April 2023, for the Detention Center and Sheriff's Office: office fees were collected in the amount \$9,147.09, and were

retained by the County; Commissary items sold in the amount of \$2,891.20 with a commission fee to the County in the amount of \$1,040.15, plus Securus Technology commission fee in the amount of \$4,389.94; 539 cases/calls for service; 7 accident reports were completed; 54 warrants served; 174 sets of civil papers served; 3,060 transport miles; average daily inmate population 49.17 (high ADP 55 and low ADP 42); 28 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 8 individuals using remote breathalyzers; 40 individuals testing twice daily PBT's; 54 individuals reporting twice weekly for UA Drug testing; 1 individual wearing a sweat patch; 183 bookings; \$9,157.68 collected in fees for out of county prisoner contracts; \$2,520.00 collected in work release fees; \$6,423.00 collected in fees for the 24/7 program; and \$5,066.00 collected in SCRAM fees; updated the Board: the intercom project that started in 2022 is still ongoing; the 3 vehicles that were ordered last year (2022), there is no build date yet, with a few of the current vehicles getting high on mileage, have concerns about potential repair bills; Dakota Dodds will graduate on June 2nd from the Academy in Pierre; the GETAC body worn and in-vehicle camera staff are presently here installing all the car cameras and getting all the body cameras outfitted so they can start using them and will hopefully have this done in the next day or so.

SURPLUS EQUIPMENT

Motion by Johnson, second by Schweer, to declare the following equipment from the Register of Deeds Office, surplus to be destroyed: Proone 600 SN# MXL72527L5, GEN01647; Proone 600 SN# MXL72527L6, GEN01644; Proone 600 SN# MXL72527L7, GEN01646; all voted aye; motion carried.

MEMORIAL DAY OFFICE CLOSURES

The Board noted the Court House and all County Offices will be closed on Monday, May 29th, 2023, in observance of Memorial Day.

ABATEMENT APPLICATION

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

<u>RECORD#</u>	<u>AMOUNT ABATED</u>
9391	\$36,171.02 – TIF #10 - only

EXECUTIVE SESSION

Motion by Johnson, second by Waterman, to enter into executive session, per SDCL 1-25-2(1) discussion of personnel issues, and SDCL 1-25-2(2) consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters; at 9:23 a.m.; all voted aye; motion carried. The Board returned to regular session at 9:44 a.m., Facility Manager, Steve Molengraaf, was present for executive session.

RELEASE COPY OF ESTIMATE TO CONTRACTOR

Motion by Waterman, second by Schweer, to authorize release of a copy of the estimate from Dakota Claims Service of Watertown, of Claim #Y00001382 to the contractor, The Roofers & Restoration; all voted aye; motion carried.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Schweer, second by Johnson, to adjourn at 9:45 a.m., all voted aye; motion carried.

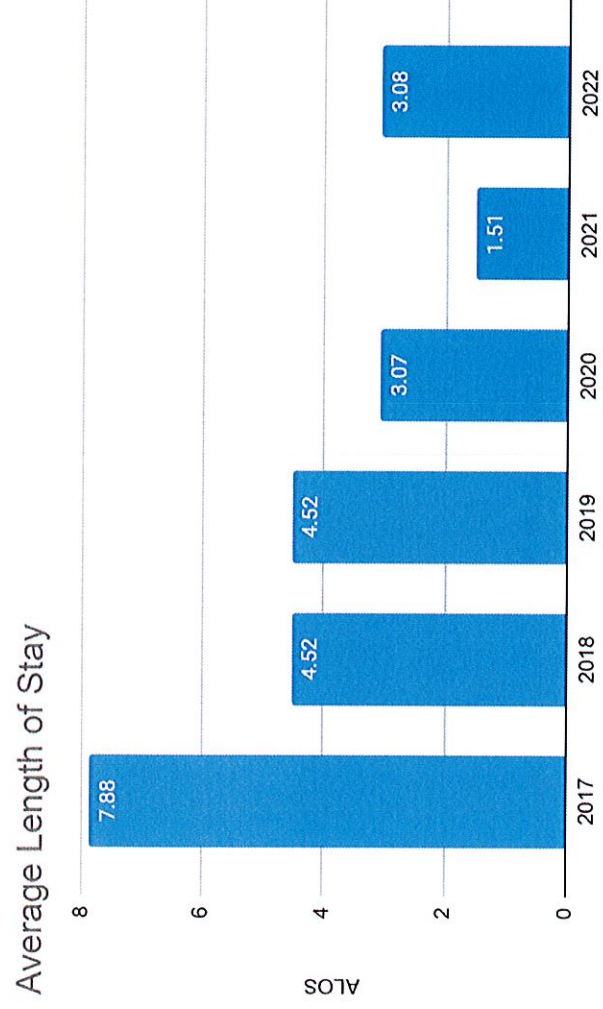
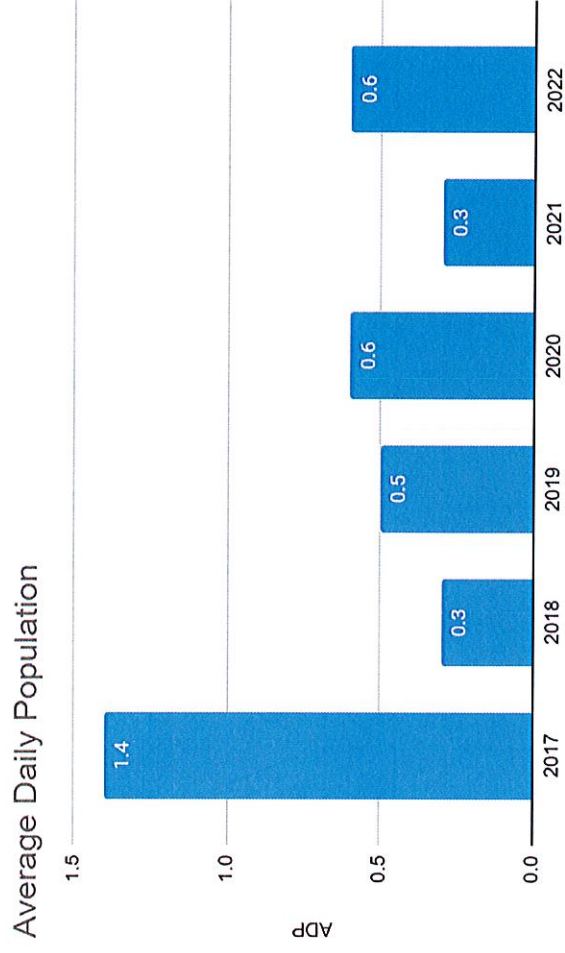
ATTEST:

Brenda Hanten
Cordington County Auditor

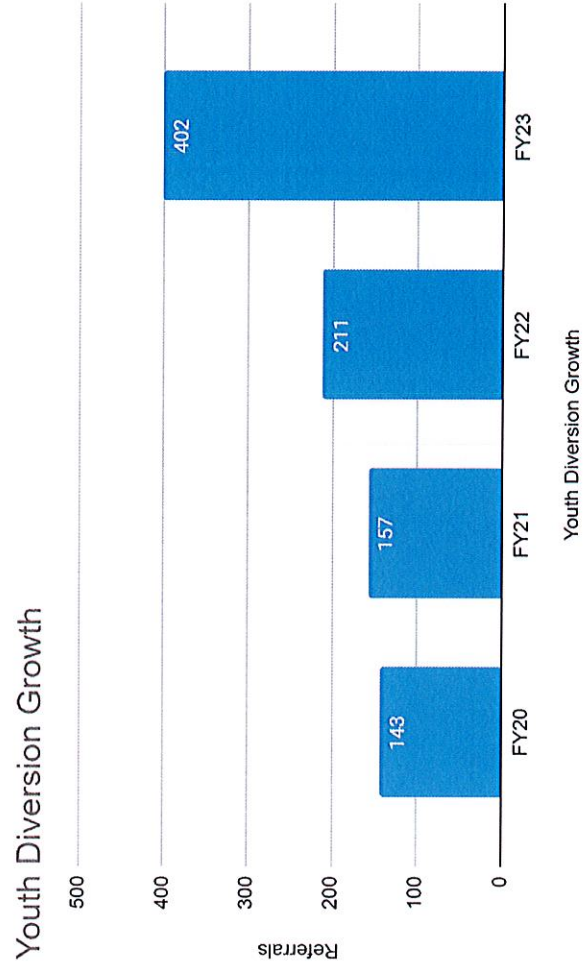
Cordington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$_____

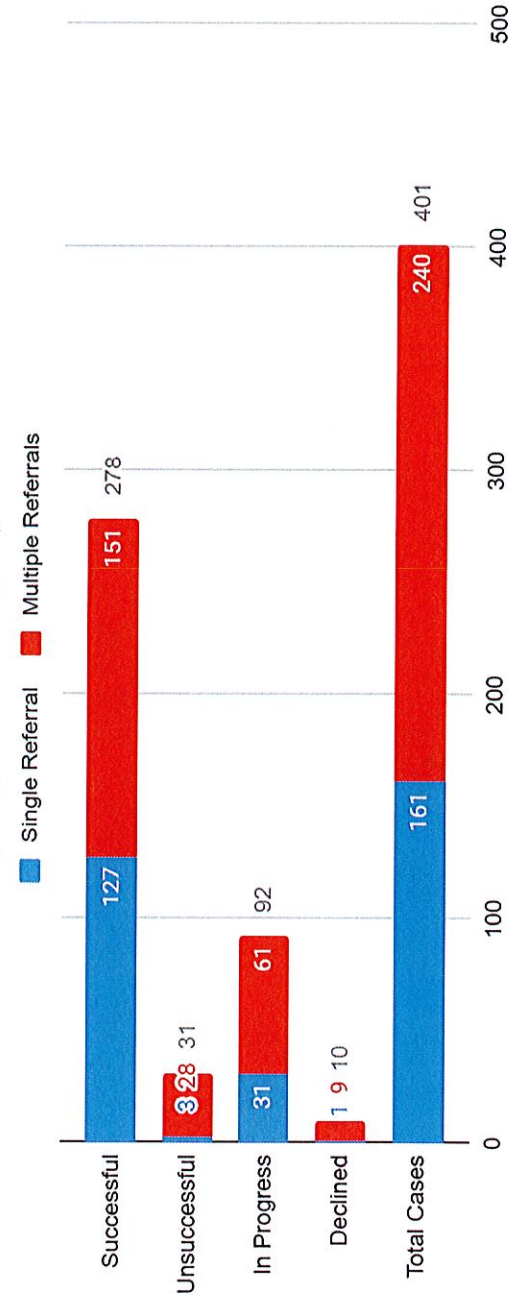
Codington County Juvenile Detention Alternatives Initiative (JDAI) Detention Data



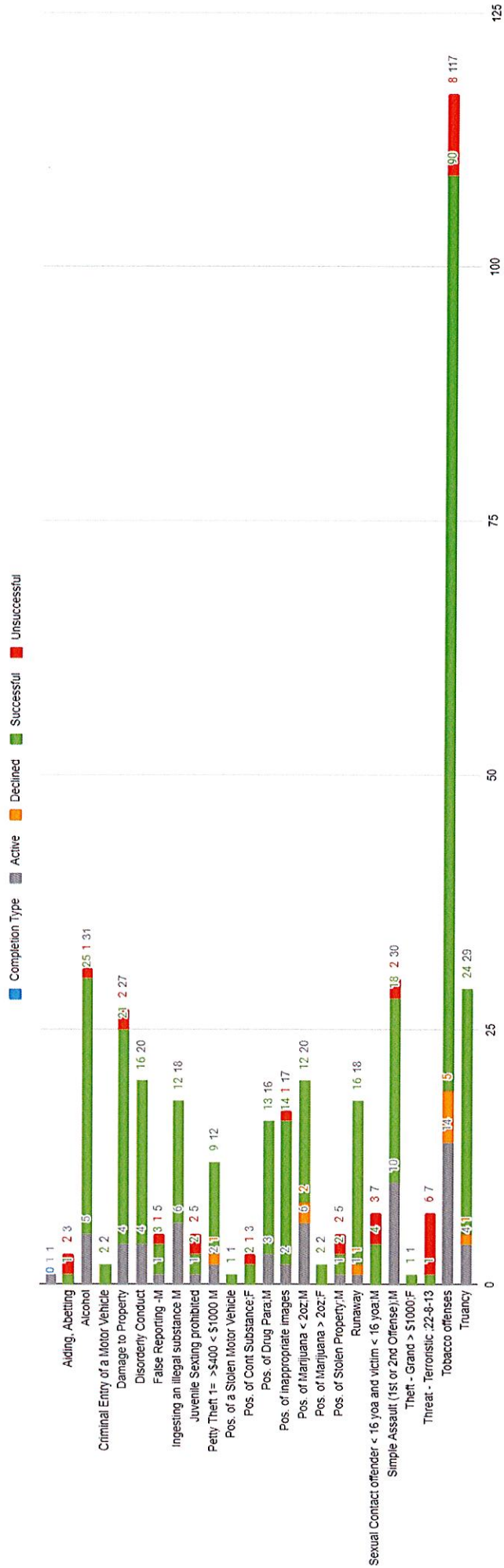
Codington County Youth Diversion Data



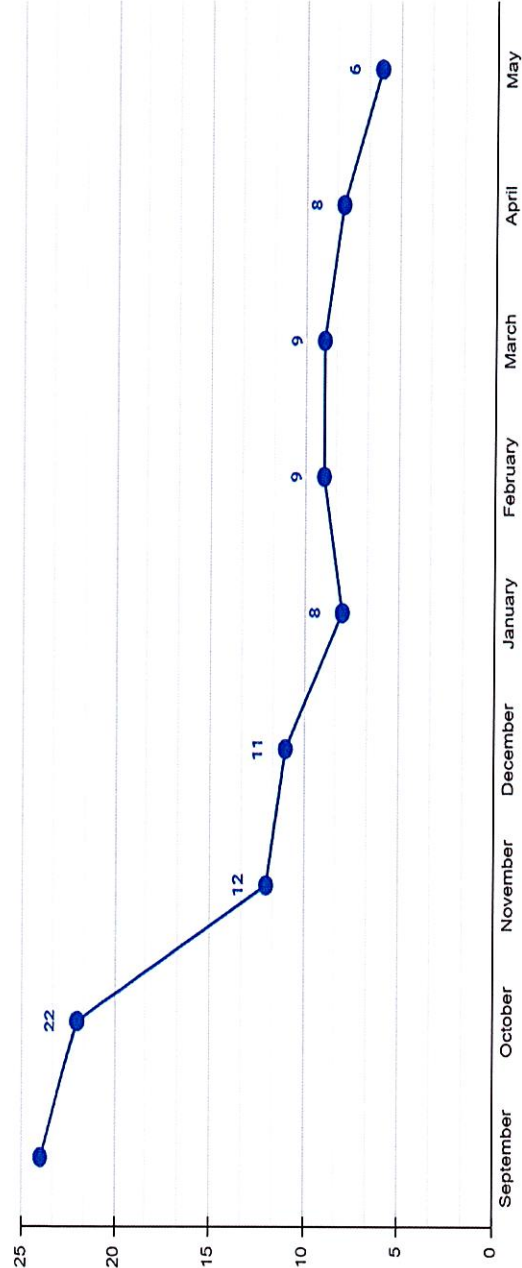
FY23 Juvenile Referrals (Single vs. Multiple)



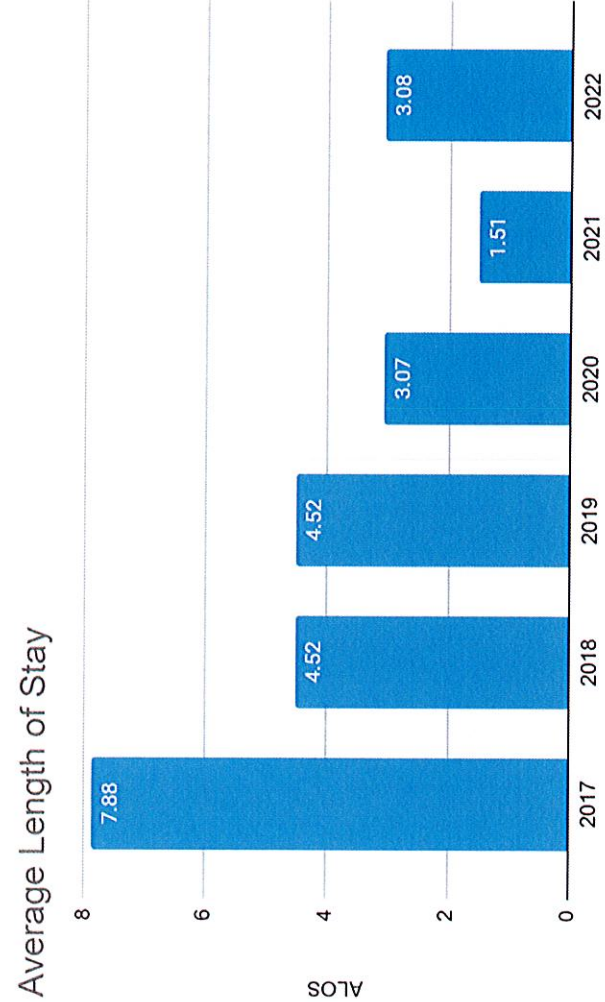
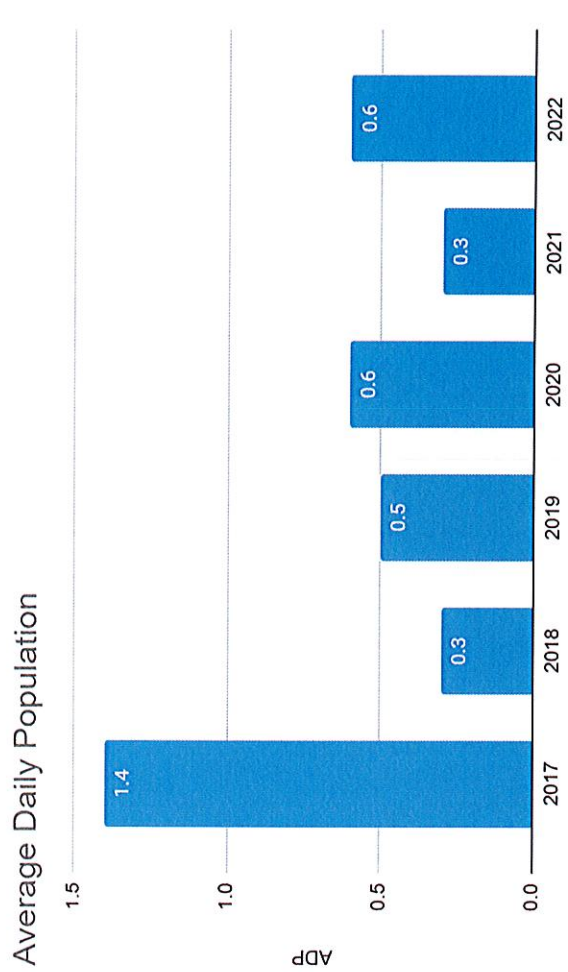
Youth Diversion Referred Cases



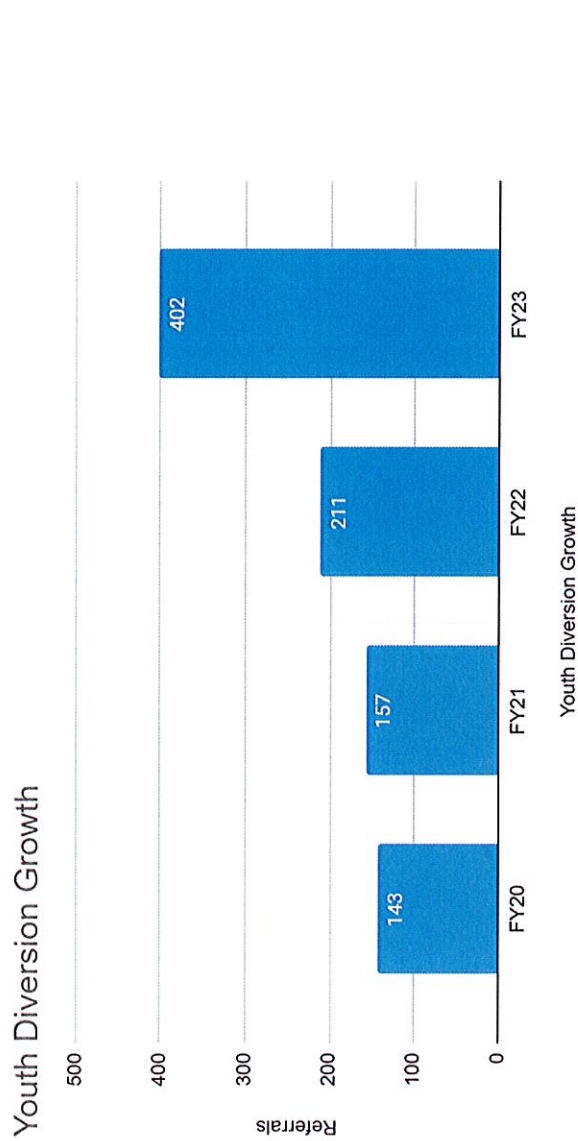
Juvenile Tobacco Citations



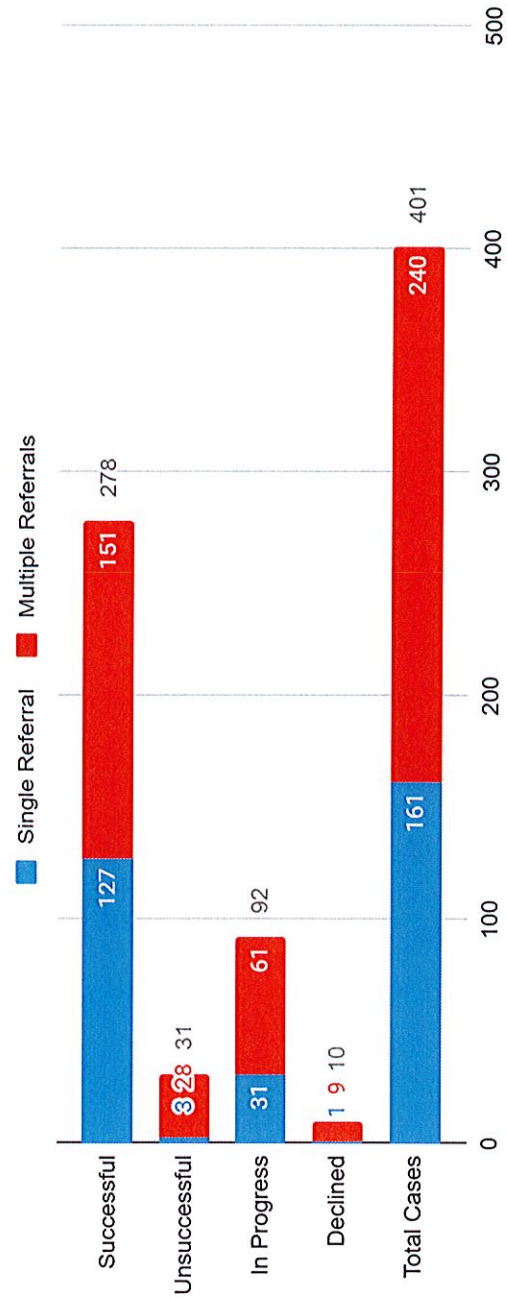
Codington County Juvenile Detention Alternatives Initiative (JDAI) Detention Data



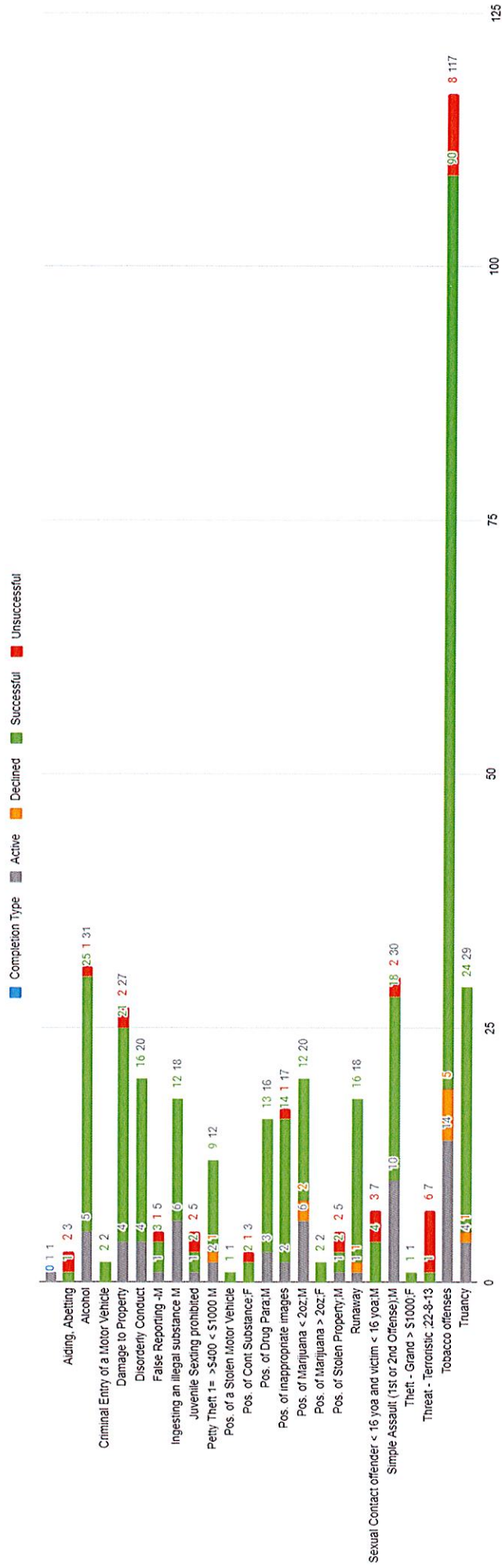
Codington County Youth Diversion Data



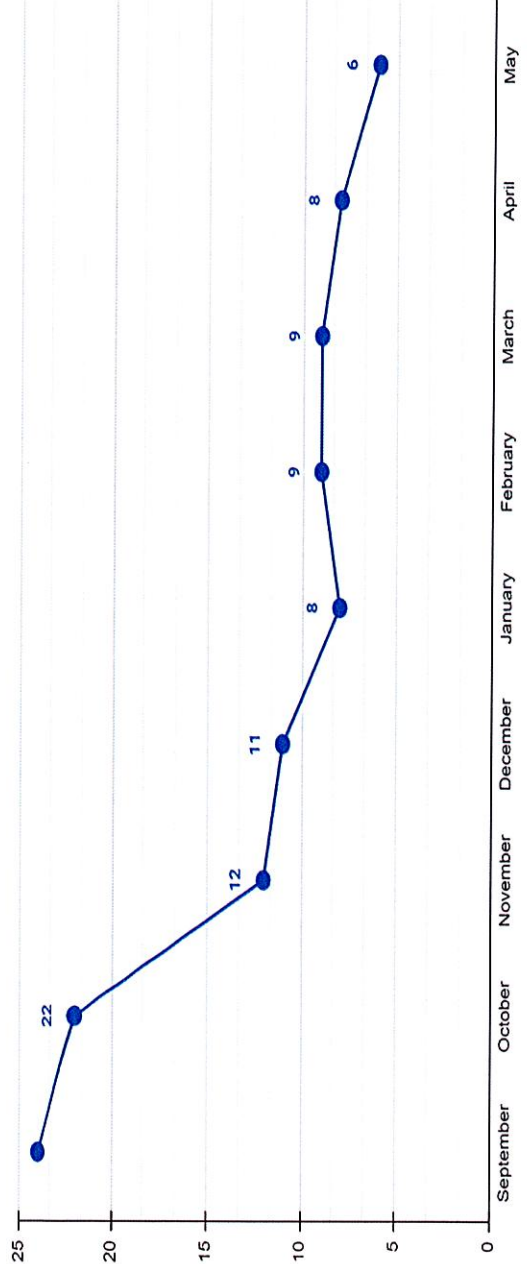
FY23 Juvenile Referrals (Single vs. Multiple)



Youth Diversion Referred Cases



Juvenile Tobacco Citations



COUNTY COMMISSIONERS Codington County

14 1st Ave. SE • Watertown, SD 57201-3611 (605) 882-6288 Fax (605) 882-6288



June 06, 2023

John Stewart
Department of Corrections
3200 East Highway 34
Pierre, SD 57501-5070

Dear Mr. Stewart,

We, the Board of Commissioners of Codington County, support the Sub-grant Application to the South Dakota Department of Corrections to expand diversion services with a Court Resource Home in Codington County. A Court Resource Home was recently licensed in Watertown and will be used as an alternative for detention for youth who do not require detention based on their RAI score.

We see this as a positive enhancement to the JDAI services already provided to youth in the County. The benefit of the program will allow youth to be held in the least restrictive environment, in a family home, versus in a detention center.

We support the renewal of the pilot grant. The grant will allow our community to continue the improved synchronization of community resources which have resulted in more alternatives and greatly reduce the need to incarcerate juvenile offenders.

We appreciate the opportunity and look forward to its positive impact in the community.

Sincerely,

D. Lee Gabel
Chair, Codington County Board of Commissioners

Court Room Carpet Comparision

nylon

polyester

Floors & Moore

west courtroom	128 sq yd	\$ 5,120.00	\$ 4,665.60
east courtroom	192 sq yd	\$ 7,600.00	\$ 6,918.40
se corner rooms	96 sq yd	\$ 3,774.29	\$ 3,439.20
		<u>\$ 16,494.29</u>	<u>\$ 15,023.20</u>

Williams Carpet

west courtroom	1143 sq ft	\$ 5,587.97	
east courtroom	1989 sq ft	\$ 9,712.31	
se corner room	405 sq ft	\$ 2,028.95	
conference room	423 sq ft	\$ 2,115.17	
		<u>\$ 19,444.40</u>	

**WILLIAMS CARPET ONE****1904 9TH AVE SE
WATERTOWN, SD 57201****Estimate**

Date	Estimate #
4/13/2023	2891

Name / Address
CODINGTON COUNTY COURTHOUSE 14 1ST AVE SE WATERTOWN, SD 57201

Terms	Rep
10th of month follo...	MKG

Description	Qty	Cost	Total
OPTION 5: SMALL COURTROOM			
MOHAWK MURRAYVILLE Carpet Tile	1,071	2.99	3,202.29T
MOHAWK COORDINATING BROADLOOM Carpet	72	2.49	179.28T
CARPET Adhesive	1,143	0.25	285.75T
FLOOR PREP MATERIAL	2	30.00	60.00T
VINYL TRANSITIONS	6	3.00	18.00T
TRANSITION Adhesive	1	5.00	5.00T
CARPET & CARPET TILE Installation	1,143	1.20	1,371.60T
REMOVAL & DISPOSAL Installation	1,143	0.35	400.05T
FLOOR PREP Installation	2	30.00	60.00T
TRIM Installation	6	1.00	6.00T

Thank you for the opportunity to work with you on your project!!
Any estimate for product covering concrete does NOT include moisture mitigation.

Subtotal \$5,587.97

Estimate honored for 30 days from date.
A 50% deposit is required upon ordering. Balance is due upon installation. Any other financial arrangement must be made prior to ordering.

Sales Tax (0.0%) \$0.00

Total \$5,587.97

Phone #	Fax #
(605) 882-1963	(605) 882-0886

**WILLIAMS CARPET ONE****1904 9TH AVE SE
WATERTOWN, SD 57201****Estimate**

Date	Estimate #
4/13/2023	2890

Name / Address
CODINGTON COUNTY COURTHOUSE 14 1ST AVE SE WATERTOWN, SD 57201

Terms	Rep
10th of month follo...	MKG

Description	Qty	Cost	Total
OPTION 4: 2ND FLOOR LAWYER CONFERENCE ROOM			
MOHAWK MURRAYVILLE Carpet Tile	423	2.99	1,264.77T
CARPET Adhesive	423	0.25	105.75T
FLOOR PREP MATERIAL	1	30.00	30.00T
VINYL TRANSITIONS	6	3.00	18.00T
TRANSITION Adhesive	1	5.00	5.00T
CARPET TILE Installation	423	1.20	507.60T
REMOVAL & DISPOSAL Installation	423	0.35	148.05T
FLOOR PREP Installation	1	30.00	30.00T
TRIM Installation	6	1.00	6.00T

Thank you for the opportunity to work with you on your project!!
Any estimate for product covering concrete does NOT include moisture mitigation.

Subtotal \$2,115.17

Estimate honored for 30 days from date.
A 50% deposit is required upon ordering. Balance is due upon installation. Any other financial arrangement must be made prior to ordering.

Sales Tax (0.0%) \$0.00

Total \$2,115.17

Phone #	Fax #
(605) 882-1963	(605) 882-0886



WILLIAMS CARPET ONE
1904 9TH AVE SE
WATERTOWN, SD 57201

Estimate

Date	Estimate #
4/13/2023	2889

Name / Address
CODINGTON COUNTY COURTHOUSE 14 1ST AVE SE WATERTOWN, SD 57201

Terms	Rep
10th of month follo...	MKG

Description	Qty	Cost	Total
OPTION 3: COURT SERVICES BREAKROOM			
MOHAWK MURRAYVILLE Carpet Tile	405	2.99	1,210.95T
CARPET Adhesive	405	0.25	101.25T
FLOOR PREP MATERIAL	1	30.00	30.00T
VINYL TRANSITIONS	6	3.00	18.00T
TRANSITION Adhesive	1	5.00	5.00T
CARPET TILE Installation	405	1.20	486.00T
REMOVAL & DISPOSAL Installation	405	0.35	141.75T
FLOOR PREP Installation	1	30.00	30.00T
TRIM Installation	6	1.00	6.00T

Thank you for the opportunity to work with you on your project!!
Any estimate for product covering concrete does NOT include
moisture mitigation.

Subtotal \$2,028.95

Estimate honored for 30 days from date.
A 50% deposit is required upon ordering. Balance is due
upon installation. Any other financial arrangement must
be made prior to ordering.

Sales Tax (0.0%) \$0.00

Total \$2,028.95

Phone #	Fax #
(605) 882-1963	(605) 882-0886



WILLIAMS CARPET ONE
1904 9TH AVE SE
WATERTOWN, SD 57201

Estimate

Date	Estimate #
4/13/2023	2888

Name / Address
CODINGTON COUNTY COURTHOUSE 14 1ST AVE SE WATERTOWN, SD 57201

Terms	Rep
10th of month follo...	MKG

Description	Qty	Cost	Total
OPTION 2: BIG COURTROOM			
MOHAWK MURRAYVILLE Carpet Tile	1,701	2.99	5,085.99T
COORDINATING BROADLOOM Carpet	288	2.49	717.12T
CARPET Adhesive	1,989	0.25	497.25T
FLOOR PREP MATERIAL	4	30.00	120.00T
VINYL TRANSITIONS	21	3.00	63.00T
TRANSITIONS Adhesive	1	5.00	5.00T
CARPET & CARPET TILE Installation	1,989	1.20	2,386.80T
REMOVAL & DISPOSAL Installation	1,989	0.35	696.15T
FLOOR PREP Installation	4	30.00	120.00T
TRIM Installation	21	1.00	21.00T

Thank you for the opportunity to work with you on your project!!
Any estimate for product covering concrete does NOT include moisture mitigation.

Subtotal \$9,712.31

Estimate honored for 30 days from date.
A 50% deposit is required upon ordering. Balance is due upon installation. Any other financial arrangement must be made prior to ordering.

Sales Tax (0.0%) \$0.00

Total \$9,712.31

Phone #	Fax #
(605) 882-1963	(605) 882-0886

FLOORS
&
M•O•R•E

Customer Name <i>Cardington County Court House</i>	
Address	
City, State, Zip	
Job Address	
Phone #	Salesperson <i>Carmen</i>
Job Description <i>Carpet Tiles Nylon Fiber vs. Polyester Fiber</i>	

Date: 5-2-23

[illegible]

REMARKS:

All furniture needs to be moved before installation.

27	SUB-TOTAL		
	SALES TAX		
	TOTAL		
	DEPOSIT		
	BALANCE DUE		

carmensfloorsmore@gmail.com

Date: 5-2-23

Customer Name	
Coddington County Court House	
Address	
City, State, Zip	
Job Address	
Phone #	Salesperson
Justin	
Job Description	
Carpet Tiles - Nylon Fiber / vs Polyester	

[illegible]

SUB-TOTAL		
SALES TAX		
TOTAL		
DEPOSIT		
BALANCE DUE		

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Trish Spartz		DATE 5/23/2023
EFFECTIVE DATE 5/30/2023	POSITION TITLE Seasonal Park Custodian	DEPARTMENT Park
CURRENT STEP	NEW STEP AA #1	
CURRENT PAY RATE	NEW PAY RATE \$16.10	
REASONS FOR CHANGE New Hire		

EMPLOYEE SIGNATURE Trish Spartz

DEPARTMENT HEAD SIGNATURE Steve Moloney

DATE 5-30-2023

COUNTY COMMISSIONERS _____

DATE _____

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

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME Caleb Oppelt		DATE 5/23/2023
EFFECTIVE DATE 5/30/2023	POSITION TITLE Seasonal Park Custodian	DEPARTMENT Park
CURRENT STEP	NEW STEP AA #1	
CURRENT PAY RATE	NEW PAY RATE \$16.10	
REASONS FOR CHANGE New Hire		

EMPLOYEE SIGNATURE Caleb Oppelt

DEPARTMENT HEAD SIGNATURE Steve H. Morgan

DATE 5-30-23

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 Sheriff's office

Name of traveling employee 2 employees

Employee title _____ Employee status exempt _____ nonexempt _____

Purpose of travel sheriff's convention

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.) 400 gas

Lodging expense \$1000

Meals \$560 Registration \$1000

Other costs _____

Overtime costs involved in the requested travel none

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

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 Weed & Pest

Name of traveling employee _____

Employee title _____ Employee status exempt X nonexempt ____

Purpose of travel _____

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.) fuel

Lodging expense _____

Meals \$28 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 Maintenance

Name of traveling employee _____

Employee title _____ Employee status exempt _____ nonexempt X

Purpose of travel _____

Method of transportation County vehicle

Destination _____

Departure date and time _____ n 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 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 Maintenance

Name of traveling employee _____

Employee title _____ Employee status exempt __ nonexempt X

Purpose of travel _____

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.) 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 Maintenance

Name of traveling employee _____

Employee title _____ Employee status exempt __ nonexempt X

Purpose of travel _____

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.) 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 _____