

AGENDA
Codington County Board of County Commissioners
Codington County Court House, 14 1st Ave SE, Watertown, SD
Commission Chambers Room #114
9:00 a.m., January 4, 2024

1. **Pledge of Allegiance**
2. **Call for public comment. Public comments may be submitted via telephone at 605-882-6297 or 605-882-6248**
3. **Conflict of interest items**
4. **Action to approve the January 4th, 2024, agenda**
5. **Action to approve the minutes of December 28th, 2023**
6. **Action to adjourn sine-die**
7. **Nominations and action to elect a Chairman and Vice Chairman for 2024**
8. **Monthly reports**
 - a. **Veterans Service**
9. **Action to designate legal papers for Codington County publications**
10. **Action to set Commissioner's salaries for 2024**
11. **Discussion/possible action to appoint Commissioner Liaison/Board/Duty assignments**
12. **Action to set compensation for the Coroner**
13. **Action to approve the list of employee cell phone stipends**
14. **Action to approve bank depositories for 2024 and authorize warrant signers**
15. **Discussion/possible action to purchase a dump trailer for Memorial Park**
16. **Action to approve 2024 Zoning Services Contract**
17. **Action to appoint Planning and Zoning board members**
18. **Action to approve claims for payment**
19. **Action to approve personnel changes**
20. **Action to approve travel requests**
21. **Old Business**
22. **New Business**

23. **Open**
24. **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)**
25. **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**

December 28, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Thursday, December 28, 2023, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen, and Randall Schweer; 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 VanDusen, second by Schweer, to approve the December 28th, 2023 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of December 19th, 2023; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Manager, Andrew Delgado, reported to the Board: went over the LCAR (Local Capabilities Assessment for Readiness) with the regional coordinator; one of the main things is that the LEOP (Local Emergency Operations Plan) could be a little more robust, mainly looking for a couple different hazard-specific annexes; have been working on updating the LEOP, so far it has been working off the old one and a template to get a solid draft for review; Homeland Security Grant Application window will be opening up soon, January 1- February 15, 2024, for local state and tribal territorial governments and also some non-profit organizations to build the capabilities to protect, mitigate and respond to terrorism and other threats; Search and Rescue had the annual Holiday Party/Awards banquet, recognized Larry Howard for his 24 years of service and Steve Johnson won the Esprit de Corps award; completed the PIO Awareness Class from FEMA Independent Study series; received notice from FEMA that Codington County has been selected for additional validation on the 2019 disaster, DR-4469, they have requested several documents, like payroll proof of payment, timesheets, load tickets, have contacted the Highway Dept. and Auditor's Offices to help assist with getting the documents compiled, have until January 15, 2024 to submit them. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from activity in the month of November 2023, for the Detention Center and Sheriff's Office: 525 cases/calls for service; 23 accident reports were completed; 51 warrants served; 298 sets of civil papers served; 2,790 transport miles; average daily inmate population 62.57 (high ADP 72 and low ADP 56); 10 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 11 individuals using remote breathalyzers; 31 individuals testing twice daily PBT's; 34 individuals reporting twice weekly for UA Drug testing; 0 individual wearing a sweat patch; 172 bookings; \$9,683.89 collected in fees for out of county prisoner contracts; \$3,610.00 collected in work release fees; \$6,691.00 collected in fees for the 24/7 program; and \$2,256.00 collected in SCRAM fees.

EXTENSION CENTER WEST PARKING LOT DESIGN PROJECT ENGINEERING SERVICES

Motion by Johnson, second by Waterman, to approve a quote from Banner Associates, Inc. for the Extension Center west parking lot design project, Facility Manager, Steve Molengraaf, submitted to the Board a letter of proposal, from Banner Associates, Inc., for engineering services, for the Codington County Extension Building west parking lot design project, in the amount of \$67,500.00, as budgeted in 2024, all voted aye; motion carried.

MEMORIAL PARK ROOFING PROJECTS

Facility Manager, Steve Molengraaf, presented the Board with 3 quotes from Greg Cordell Construction for roofing projects at Memorial Park in the amounts of \$9,641.44 for the girl scout building as budgeted in 2024, \$7,928.61 for the shop/maintenance building as budgeted in 2023 and \$4,406.68 for the picnic shelter as budgeted in 2024, motion by VanDusen, second by Waterman, to accept the quotes for the roofing projects to complete the girl scout building and shop/maintenance building, a substitute motion was made by Johnson, and second by Waterman to complete all three roofing projects, all voted aye on the substitute motion; motion carried.

EMPLOYEE UNION CONTRACTS APPROVED

Human Resource Representative, Natalie Remund, presented the Board with a summary of negotiations and applicable changes/corrections, effective 1/1/2024, including, but not limited to: a 4% 2024 COLA; supplemental retirement match; health insurance changes; shift differential increase; sick leave payout qualifying at retirement; funeral leave (child to include miscarriages); vacation time increase in first year from 4 hours per month to 6.66 hours per month, also a clause for employees that are hired at a pay grade 40 or above that have 3 or more years of prior experience in a similar position, or a combination of relevant education and experience, may, with commissioner approval, be given 8 vacation hours/month for their first year of service; correctional officer hourly rate increases (appendix A) to begin January 1, 2024; stipends for team lead (in absence of on duty Sergeant or Chief Corrections Officer) \$1.00/hour with a max of 1 employee receiving the stipend at any time, added to regular rate of pay for entire time assigned with a max 2088 hours/year; longevity payment plan revision; call in time to add clarification for time eligibility; Deputy Sheriff and Deputy Sergeant hourly rate increases to begin January 1, 2024; use of force instructor stipend increase; field training officer maximum employees receiving stipend at any time; investigator stipend increase and maximum of 2 employees receiving stipend at any time with a max of 2088 hours/year; clarification for married regular full-time employees that are both employed by Codington County split for family coverage; and Highway Dept. uniform allowance for employees hired after January 1st; Highway Dept. hourly rate increase to begin January 1, 2024. The Human Resource Representative presented the Board with union contracts for their approval. Motion by VanDusen, second by Schweer, to approve the Union contract between Codington County and the Teamsters Local Union No 120 (Correctional Officers), for the time period January 1, 2024 through December 31, 2024; all voted aye; motion carried. Motion by Johnson, second by Schweer, to approve the Union contract between Codington County and the Codington County Deputy Sheriff's Association, for the time period January 1, 2024 through December 31, 2024; all voted aye; motion carried. Motion by VanDusen, second by Johnson, to approve the Union contract between Codington County and AFSCME Local 2488A (Highway Department Employees), for the time period January 1, 2024 through December 31, 2024; all voted aye; motion carried.

FUTURE BUILDING FUNDS DESIGNATED

Motion by VanDusen, second by Schweer, to assign General Fund unassigned/undesignated cash, in the amount of \$8,600,619.00, to funds assigned for future building projects; all voted aye; motion carried.

BOARD MEETING DATE

The Board noted they will not meet on Tuesday, January 2nd, 2024 but will meet on Thursday, January 4th, 2024.

CLAIMS

Motion by Johnson, second by Waterman, to approve for payment the following list of claims; all voted aye; motion carried. JUDY BAKKEN 17.14 JURY, DOUG BARLOW 11.02 JURY, JOHN BEASLEY 53.06 JURY, STEPHEN BEHLINGS 11.02 JURY, STEVEN BLUDORN 106.12 JURY, RODNEY BORKHUIS 18.16 JURY, JENNIFER BRIGGS 21.22 JURY, GRANT BRITT 345.67 TRAV, BUTLER MACHINERY 1815.00 REP, BUTLER MACHINERY 18511.58 MISC, CLUBHOUSE HOTEL & SUITES 759.68 TRAV, COLE'S PETROLEUM 18016.18 SUP, CONNECTING POINT COMPUTER CENT 11699.75 MISC, STEVEN COSTELLO 30.40 JURY, CREDIT COLLECTIONS BUREAU 413.74 PMT, CREDIT COLLECTIONS BUREAU 332.52 PMT, TARA DAHL 12.04 JURY, DAKOTA TRAFFIC SERVICES, LLC 6480.00 PMT, REBECCA DELVO 116.32 JURY, CAROL DUNN 55.10 JURY, JOSEPH DUPONT 52.04 JURY, DYNOTUNE SPEED & PERFORMANCE 7088.60 SUP, ANGELA EICKMEYER 12.04 JURY, ELECTION SYSTEMS & SOFTWARE 1173.40 SUP, SALENA ENGELS 12.04 JURY, BRADLEY ENSTAD 104.08 JURY, FISHER SAND & GRAVEL CO 8721.41 SUP, WENDY FRENCH 51.02 JURY, AMBER GAIKOWSKI 16.12 JURY, HENRY GERMAN 11.02 JURY, ETHAN GILMOUR 15.10 JURY, GOLDSTAR PRODUCTS 344.42 SUP, THOR GREEN 11.02 JURY, ALICIA HAICH 51.02 JURY, SARAH HANKS 11.02 JURY, JOSHUA HARTWIG 12.04 JURY, TERESA JUNGERS 20.20 JURY, CLAY KANNAS 34.48 JURY, DEBRA KELLER 76.52 JURY, GARY KIEFER 15.10 JURY, AUSTIN KLIBERT 104.08 JURY, RYAN KLOOS 12.04 JURY, CHAD KOISTINEN 52.04 JURY, DARLENE KRUSE 55.10 JURY, LESLIE KRUSE 102.04 JURY, NATHAN KUNO 102.04 JURY, ANN LAUSENG 14.08 JURY, STEVEN LEHNER 106.12 JURY, JESSE LINDNER 12.04 JURY, JODI LOEHRER 66.16 TRVL, MEI YAO LOUIS 13.06 JURY, DAVID LOWE 57.14 JURY, SARA MEYER 12.04 JURY, STACI MIKKELSON 12.04 JURY, KATHLEEN MILLER 11.02 JURY, VICTORIA MOES 25.30 JURY, LANA MOTZER 102.04 JURY, KRISTIN MUNGER 20.20 JURY, OFFICE PEEPS, INC. 667.00 SUP, JANNELLE OLSON 11.02 JURY, BETTY OVERLIE 12.04 JURY, PAPKA REPAIR 3930.22 REP, PRAIRIE LAKES HEALTH CARE CENT 2380.00 SVC, TODD RANDALL 12.04 JURY, MICHELLE REDFIELD 16.12 JURY, TODD REMACLE 11.02 JURY, SCOTT SCHULZ 12.04 JURY, MICHELLE SCOTT 34.48 JURY, SD DEPT OF LEGISLATIVE AUDIT 19580.00 SVC, SD STATE'S ATTORNEYS ASSOC 1848.00 DUES, NATHAN SHEPARD 12.04 JURY, WESLEY SIMONTON 100.00 JURY, VICKI SONNE 104.08 JURY, KATHLEEN STRICKER 51.02 JURY, JACK STRONG 35.50 JURY, JEREMY STUCKEY 11.02 JURY, DIANE SUMNER 102.04 JURY, DOUGLAS TAKEN 104.08 JURY, THOMSON REUTERS-WEST 336.81 SVC, REBECCA TILBERG 106.12 JURY, TREVOR WALSH 11.02 JURY, TIMOTHY WALTER 12.04 JURY, DENNIS WARRICK 12.04 JURY, WATERTOWN CITY FINANCE OFFICE 73362.00 PMT, WATERTOWN PUBLIC OPINION 632.34 PUB, JESSICA WINTERBOER 17.14 JURY,

COMMISSIONERS CONTINGENCY TRANSFER

Motion by Schweer, second by Waterman, to approve Commissioner Contingency transfers to the Treasurers budget in the amount of \$843.53; Court Appointed Attorney budget in the amount of \$138,420.68; Veterans Service budget in the amount of \$17,085.65; Developmentally Disabled budget in the amount of \$600.00; Board of Mental Illness budget in the amount of \$1,669.39; ARPA budget in the amount of \$60,038.80; for a total amount of \$218,658.05; all voted aye; motion carried.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Schweer, to adjourn at 9:48 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 \$ _____

2024 COMMISSIONER LIAISON/BOARD/DUTY APPOINTMENTS

Commissioner Department Liaisons (section 10.3, Codington County Personnel Policy & Procedures Manual)

Commissioner District	Liaison agencies	Areas of oversight
I (Gabel)	Sheriff's Office	Law Enforcement, Warrants,
	Detention Center	Jail, 24/7 Alternatives
	States Attorney's Office	Prosecutor, Victim Assistance
II (Waterman)	Emergency Management Office	Emergency Management, Dive Rescue
	Maintenance Dept.	Buildings, Grounds, Memorial Park
	Weed Supervisor	Weed and Pest control
III (Johnson)	Health Nurses Office	Immunizations, wellness, WIC, Dietician
	Welfare Office	Care of Poor, Indigent Burials
	Veteran's Service Office	Veterans' Claims Assistance
	County Extension Office	Extension Activities
IV (VanDusen)	Treasurer's Office	Tax Collection, Vehicle Licenses & Titles
	Director of Equalization's Office	Real Property Assessments/Valuation
	Coroner	Coroner
	Highway Dept.	Road/bridge construction & maintenance
V (Schweer)	Auditor's Office	Voter Registration, Elections, Budgeting, Payments, County records
	Register of Deed's Office	Vital/property records, Marriage Licenses

County-Appointed Board Assignments and other duties

Board/Duty	Frequency/Term	Appointees
Aging Council	Annual	Troy VanDusen
Americans with Disabilities Act Coordinator	Annual	Myron Johnson
Codington County Home Health	Annual	Troy VanDusen
E-911	Annual	Randy Schweer
Glacial Lakes & Prairies Tourism Assn	Annual	Lee Gabel
Inter Lakes Community Action Program	Annual	Randy Schweer
Juvenile Detention Alternative Initiative Committee	Annual	Lee Gabel, Troy VanDusen
Legislative contact	Annual	Myron Johnson
Local Emergency Planning Committee	Annual	Charlie Waterman, Randy Schweer
Planning Board	Annual	Myron Johnson
Watertown Area Transit	Annual	Randy Schweer
Watertown Development Company	Annual	Troy VanDusen
Weed Board	Annual	Charlie Waterman
Codington County Human Resource Committee	Ex Officio	Current Chair, Vice Chair
County/City Committee	Ex Officio	Current Chair and Vice Chair
Behavioral Health and Justice Working Group	Biennial, even yrs	Lee Gabel, Myron Johnson
Codington County Justice Advisory Committee	Biennial, odd yrs	Troy VanDusen, Lee Gabel
Watertown-Codington County Regional Railroad Authority	3-year (up 2024)	Charlie Waterman, Myron Johnson
Housing and Redevelopment Board	4-year (up 2026)	Randy Schweer

State/Regional Board Appointments

Board	Frequency/Term	Appointees
Catastrophic Legal Expense Relief Program (CLERP)	Indefinite	Lee Gabel
Catastrophic Poor Relief Fund	Indefinite	Myron Johnson
SDSU Ag & Bioscience Advisory Board	Indefinite	Myron Johnson
SD Retirement System (SDRS)	4-yr (up 2023)	Myron Johnson
First District Assoc. Local Govts	Annual	Myron Johnson

2024 COMMISSIONER LIAISON/BOARD/DUTY APPOINTMENTS

SD Law Enforcement Officers & Training Commission Board	Annual	Troy VanDusen
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MONTHLY CELL PHONE STIPENDS

EMPLOYEE	DEPARTMENT	AMOUNT	TOTAL
JAMES HEDGES	AG BUILDING	\$25.00	
RON HARTLEY	AG BUILDING	\$25.00	
SCOTT SWANSON	AG BUILDING	\$25.00	\$75.00
JUSTIN HALAJIAN	DETENTION CENTER	\$40.00	
MARIA ESCAMILLA	DETENTION CENTER	\$40.00	
SHAWN NILLS	DETENTION CENTER	\$40.00	
STEVE STAHLKE	DETENTION CENTER	\$25.00	\$145.00
JAMES TORSTENSON	EMERGENCY MGMT	\$20.00	\$20.00
HEIDI SELCHERT	EQUALIZATION	\$40.00	
MELISSA SEARS	EQUALIZATION	\$40.00	
MICHELLE PEDERSON	EQUALIZATION	\$40.00	\$120.00
BRAD SCHWINGER	HIGHWAY	\$25.00	
DAVE HEDDING	HIGHWAY	\$25.00	
DOUG TORSTENSON	HIGHWAY	\$25.00	
JAMIE DOLEN	HIGHWAY	\$25.00	
JEFF CASE	HIGHWAY	\$25.00	
LONIE VOGELSANG	HIGHWAY	\$25.00	
LYNN SOLBERG	HIGHWAY	\$40.00	
MATT DARGATZ	HIGHWAY	\$25.00	
MITCH KALLHOFF	HIGHWAY	\$25.00	
RANDY FALVEY	HIGHWAY	\$25.00	
RICK HARTLEY	HIGHWAY	\$40.00	
Erik Kosak	HIGHWAY	\$25.00	
KLAYTON MILLER	HIGHWAY	\$25.00	
ROBYN RITER	HIGHWAY	\$25.00	
ROBYN RITER	HIGHWAY	\$25.00	\$405.00
RICHARD KOHN	MAINTENANCE	\$25.00	\$25.00
REBECCA REEVES	STATES ATTORNEY	\$40.00	\$40.00
			\$830.00



Novae LLC
 One Novae Parkway
 Markle, IN 46770
 Phone: 260-758-9838
 Fax: 260-758-9839

Invoice ID: IN767329
 Date: 6/15/2023
 Order No: MN111060
 Page No: 1
 F.O.B: SHIPPING POINT

Sold To
Schuchards Trailer Sales 1800 9TH Ave SW PO Box 1506 Watertown, SD 57201 USA

P1060

Ship To
Schuchards Trailer Sales 1800 9TH Ave SW PO Box 1506 Watertown, SD 57201 USA

Contact Phone: 800 526-0078

Contact Fax: 605 886-8055

CUSTOMER ID	CUSTOMER PO	PAYMENT TERMS	FREIGHT TERMS		
MNSCHTR1		Due Upon Delivery w/ C of O	Freight: Billed		
SALES REP ID	SHIPPING METHOD		SHIP DATE	INVOICE DUE DATE	
Andrea Becker			6/15/2023	6/15/2023	
QUANTITY	PART	DESCRIPTION	T X	UNIT PRICE	EXTENDED PRICE

1.00	NHV14-BP-154	82 x 14 HV14 15.4K BP		\$8,240.75	\$8,240.75
1.00	NUPGDU1042	Solar Charger		\$208.25	\$208.25
1.00	NUPGDU1045	Swing Side Door, (Driver Side)		\$250.75	\$250.75
1.00	NUPGDU1029	Hydraulic Tongue Jack		\$548.25	\$548.25
1.00	NUPGDU1000	Color, Black		\$0.00	\$0.00
1.00	SURCHARGE-MID1	Surcharge - MN		\$4,161.60	\$4,161.60
1.00	DISCOUNT-MID1	Discount Code - MN		(\$536.38)	(\$536.38)

ORDER SPECIFICATIONS

VIN #: 5JWBD1924PA111060

*Plus 110-Volt-4amp charger NC
 Plus spare carrier NC*

- On spreadsheet
- On 314
- Paid
- Inv. card made

SUB TOTAL: \$12,873.22
TOTAL AMOUNT DUE: \$12,873.22
freight + 150.00
13,023.22

Novae LLC reserves the right to charge 1.5% interest per month on any invoices more than 30 days past due. The dealer must formally notify the carrier of any shipping-related damage prior to signing off on shipment and has 48 hours to notify Novae LLC. when requesting assistance with claims.

If you have any questions, please contact your sales representative.

PLEASE REFERENCE THIS INVOICE NUMBER ON YOUR CHECK AND REMIT TO: **Novae LLC**
 One Novae Parkway
 Markle, IN 46770

\$13,025.00
1000
\$14,025.00

Randy Schuchard 868-1359

**LETTER OF AGREEMENT
BETWEEN
CODINGTON COUNTY
AND
FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS**

This agreement is hereby entered into between the First District Association of Local Governments, hereinafter referred to as "District" and Codington County, hereinafter referred to as the "County."

I. PURPOSE

- A. Provide administrative and technical assistance services to County Planning Commission and County Commission in the areas of zoning and drainage.

II. DISTRICT RESPONSIBILITIES

District Staff shall:

- A. Be empowered to act in the official capacity of Zoning Officer and Drainage Official for Codington County.
- B. Prepare and/or review public notices and forward them for publication in order that legal requirements for said publications are met.
- C. Prepare complete agendas with appropriate attachments in order to prepare Planning Commission, Board of Adjustment, and County Commission members for meetings.
- D. Make recommendations on items that require board action. Recommendations shall provide options and/or alternatives as appropriate.
- E. Keep States Attorney Office informed of potential problem areas. District shall request assistance when legal interpretation is required and request States Attorney Office participation in meetings after consulting with the County Commission representative on the Planning Commission.
- F. Coordinate with the Assistant to the Zoning Officer in the processing of applications.
- G. Review, update, and/or establish administrative procedures which may include application forms, sample notices, and an administration manual.
- H. Review and provide amendment recommendations regarding existing comprehensive plan, zoning, subdivision, and drainage ordinances.
- I. Provide a minimum of five hundred (500) hours of administrative and technical services with a maximum cap of up to six hundred (600) hours.
- J. Will establish office hours at the Codington County Extension Building.
- K. Provide services according to this agreement starting January 1, 2024, and ending December 31, 2024.

2024 COUNTY PLANNING BOARD

Calvin Mack 12/31/25
16961 465 Ave
Goodwin, SD 57238
881-1961

Brenda Hanten 12/31/25
45921 US Hwy 212
Watertown SD 57201
880-6124

Alexandra Kahnke 12/31/26
44350 159 St
Florence, SD 57235
520-0698

Rodney Klatt 12/31/26
44486 172 St
Henry, SD 57243
882-4847

Mark O'Neill 12/31/24
PO Box 55
Henry, SD 57243
532-5446

Mel Ries 12/31/24
17717 462nd Ave
Watertown, SD 57201
882-1166

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Weed & Pest

Name of traveling employee _____

Employee title _____ Employee status exempt _____ nonexempt X

Purpose of travel 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.) fuel

Lodging expense \$300

Meals \$100 Registration \$175

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 Weed & Pest

Name of traveling employee _____

Employee title _____ Employee status exempt ___ nonexempt X

Purpose of travel 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.) fuel

Lodging expense \$300

Meals \$100 Registration \$175

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 Weed & Pest

Name of traveling employee _____

Employee title _____ Employee status exempt nonexempt _____

Purpose of travel 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.) fuel

Lodging expense \$300

Meals \$100 Registration \$175

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 _____