

**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, August 13, 2024**

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 August 13, 2024, agenda
5. Action to approve the August 6, 2024, minutes of the Board of Codington County Commissioners
6. Presentation on bridge inspections from Mark Junker, Banner Associates
7. Monthly Reports
  - a. Extension
  - b. Director of Equalization
  - c. Auditor
8. Review 2025 budget requests
9. Action to declare motor graders surplus to be traded
10. Discussion/possible action with Mother of God Monastery to request assistance for childcare development
11. Action to approve the Auditor's Acct. w/Treasurer and note monthly Register of Deeds fees
12. Action to approve cell phone stipend -- Thomas Pauli, Director of Equalization Office
13. Action to approve abatement applications
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:
  - a. Sioux Valley Commission Association Meeting, 12:00 noon, August 14<sup>th</sup>, 2024, Codington County Extension Center in Watertown
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 1<sup>st</sup> Ave SE  
Watertown, SD 57201**

August 6, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, August 6, 2024, at the Codington County Court House. Commission members present were: Lee Gabel (via Zoom), Charlie Waterman, Myron Johnson, Troy VanDusen, and Randall Schweer; Chair Schweer, presiding. The pledge of allegiance was led by Auditor, Brenda Hanten.

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

Chair Schweer 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 agenda for August 6, 2024, as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Gabel, to approve the minutes of July 23, 2024; all voted aye; motion carried.

**FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS RESOLUTION OF SUPPORT**

Motion by Gabel, second by VanDusen, to approve Resolution 2024-20 for continued support of the First District Association of Local Governments; all voted aye; motion carried:

**RESOLUTION 2024-20**

**RESOLUTION TO CONTINUE SUPPORT FOR THE  
FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS  
DURING FISCAL YEAR 2024**

**(October 1, 2024 – September 30, 2025)**

The Codington County Board of Commissioners, having adopted and signed a Joint Cooperative Agreement on the 4th day of April, 1972, creating the First Planning and Development District, Model Rural Development Program, do hereby agree to renew their participation in the Joint Cooperative Agreement for Fiscal Year 2025 (October 1, 2024 - September 30, 2025). To support the Joint Cooperative Agreement and the activities of the District staff, the Codington County Board of Commissioners will provide \$48,870.36 to the First District Association of Local Governments during the aforementioned Fiscal Year 2025 period.

Adopted this 6<sup>th</sup> day of August, 2024

Randall Schweer

Chair Codington County Commissioners

ATTEST:

Brenda Hanten  
 Codrington County Auditor

### **MONTHLY REPORTS**

**Veterans Service Officer, Todd Rose**, updated the Board: metrics for the month, 165 open claims (working claims) 82 pending action from VA, 145 completed (YTD), Hamlin 13 open (working claims) 4 pending from VA, 9 completed (YTD), currently working for 18 veterans and have completed 19 claims for veterans from outside our county; \$14,791 for the month of July 2024, increase in monthly compensation for veterans or their dependents YTD monthly increase \$85,261, \$144,875 for the month of July, 2024, retro-payment to bring a claim current to monthly compensation YTD retro-payments \$691,392; 3 veteran DAV transports in July; 5 transports currently scheduled for August, 7 drivers with 1 application recently submitted; office has sent out letters to several veterans to make sure they were aware of possible State benefits (Disabled Veteran License Plates and free State Park sticker) if they are in receipt of a special monthly code – “K” Award; will be meeting with CDR’s of the County Veteran’s Organizations; confirmed with Community Transit of Watertown/Sisseton (605-882-5287), they will provide rides to Veterans for free in the immediate area/city limits of Watertown to medical appointments, the individual needs to contact them at least one day in advance to schedule pickup; Veteran Transportation Services (VTS) has an individual hired and is supposed to be up sometime late August 2024; attended bridge dedication in Hamlin County on August 2, 2024 for PFC John Tuin; intend to attend a Hamlin County Commission Meeting in August; the office will be closed September 3-5, will be attending the State VSO conference; plan to have work study for one more semester, making great progress in updating records.

**Community Service Director, Sara Foust**, updated the Board: CARES/ERA - \$4000.00 was received for administrative fees; the IMPACT (Individuals Making Positive Actions Can Thrive) Medicaid Reimbursement - \$2,303 for July; Community Service Office – Kathy DeJong is coming on as an assistant for the Collective Impact work which is funded by the Beyond Idea Grant; will be attending the Reaching Rural Grant site visit; Systems of Care/Strategic Planning – Interagency meeting at Fallout Shelter this week; Advisory Council meeting, hearing needs assessment report, Codrington Connects advertising; Housing – 8 hour strategic planning last week identified priorities: transitional housing, student housing, workforce housing and affordable rentals; Community Action Team – centralized location – exploring space needs and building options; Childcare – working on finding funding for 3 center passed solutions plus in-home providers/Daycare Providers Matter; Collective Impact Consultant is helping use data to frame the need, the Board was presented some data from the results of the Childcare study.

### **2025 BUDGET REVIEW**

The Board reviewed 2025 budget requests for the following: Sheriff, Detention Center, 24/7, Youth at Risk, Watertown Cares, Emergency Management, Commissioner, Commissioners Contingency, Court Appointed Attorney, mandated budgets and non-profits.

### **COMMUNITY SERVICE OFFICE ASSISTANT AGREEMENT**

Motion by VanDusen, second by Johnson, to approve an agreement between the Codrington County Community Service Office and Kathy DeJong, Independent Community Services Assistant; for the performance of consulting services through December 31, 2024, which will be funded through the Beyond Idea Grant; all voted aye; motion carried.

### **AMENDMENT TO CONTRACT FOR ENGINEERING SERVICES FOR CODRINGTON COUNTY ROAD 20 RECONSTRUCTION**

Motion by Gabel, second by VanDusen to authorize chair to sign Amended Contract for Engineering Services for Codrington County Road 20 reconstruction project with Banner Associates, Inc., in the amount not to exceed \$67,500.00, Highway Supt., Rick Hartley, informed the Board that this is the next step to the existing contract for the Scope of Services identifying the tasks such as: additional services from design phase, construction contract

administration, field observation, construction staking, field completion and project closeout, subconsultant services for an average of 36 hours per week for 8 weeks of construction; all voted aye; motion carried.

**RESOLUTION TO CANCEL JAIL CONFINEMENT LIENS**

Motion by Johnson, second by Gabel to approve Resolution 2024-21 to cancel jail confinement liens against persons who are known to be deceased with no assets; all voted aye; motion carried.

**RESOLUTION 2024-21**

**“TO DISCHARGE JAIL CONFINEMENT LIENS”**

**WHEREAS**, the Codington County Auditor’s office has furnished a list of liens filed in the Register of Deeds Office and has recommended the discharge of these liens as the individuals who incurred the liens are determined to be deceased, with no assets, and

WHEREAS, as of July 1, 1970 these existing liens total approximately \$69,102.50 and

WHEREAS, there is no evidence collection will be made on any of the total of approximately \$69,102.50,

NOW, THEREFORE, BE IT RESOLVED: by the Codington County Board of Commissioners, that the Register of Deeds is hereby directed to discharge the liens of known deceased from July 1, 1970 to the present time, as listed on file in the Auditor’s Office.

Dated this 6<sup>th</sup> day of August, 2024

Randall Schweer, Chairman Codington County Commission

ATTEST:

Brenda Hanten, Codington County Auditor

**SURPLUS COMPUTER EQUIPMENT**

Motion by VanDusen, second by Gabel, to declare the following equipment from the Director of Equalization Office surplus to be destroyed: HP Monitor S/N 3CQ03600DJ, HP Elite Desk 800 S/N 2UA7010XHM, Printer HP 5150 S/N MY3BM4N4MT, HP Envy 5055 S/N TH055BKOF2 and HP Tower S/N 2UA8032790; all voted aye; motion carried.

**JULY SALARY CLAIMS**

Motion by Gabel, second by VanDusen, to approve for payment the following July salary claims; all voted aye; motion carried.

Commissioners: 11,754.31 total salaries. Auditor: 24,880.07 total salaries. Co. Treasurer: 40,915.64 total salaries. States Attorney: 58,233.01 total salaries. Gov. Buildings: 21,308.32 total salaries. Dir. Equalization: 52,297.53 total salaries; Thomas Pauli 4913.76 new hire. Reg. of Deeds: 30,148.78 total salaries. Veterans Service: 12,929.83 total salaries. Sheriff: 133,005.25 total salaries. Jail: 164,333.95 total salaries. Welfare: 21,186.75 total salaries. CO. Nurse: 5,808.48 total salaries. Co.Park: 12,263.98 total salaries. Ag. Bldg.: 12,081.89 total salaries. Co. Extension: 12,976.58 total salaries. Weed: 10,145.95 total salaries. Planning Board: 964.46 total salaries. Road & Bridge: 114,109.95 total salaries. Emergency Management: 11,543.53 total salaries. Crime Victim: 8,521.26 total salaries. W.I.C.: 5,402.84 total salaries. 24/7: 6,943.65 total salaries. Total 771,756.01

Breakdown of withholding amounts which are included in the above:

S.D. Retirement 73,974.54; VSP 940.40 eye insurance; S.D. Supplemental Retire. 4,850.00 suppl. retire.; Sanford 93,239.03; Reliance Standard Life Insurance 794.49 life ins.; Delta Dental 7,364.48 ins.; Codington County 6,882.39 employee HSA contribution; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 504.00 employee union dues; AFLAC 3,843.66 ins.; VSP 359.68 eye insurance; John Hancock 4,575.00 suppl. retire.;

Codington County, 6 August 2024

AFLAC 1,133.10 ins.; Sioux Valley Credit Union 28,763.00 employee payments; John Hancock Roth 200.00 suppl. retire.; SDRS Supplemental Retirement 3,170.00 Roth retirement; Teamsters Local Union 120 528.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 53,884.47 federal withholding; ReliaBank Dakota 71,261.22 social security; ReliaBank Dakota 16,665.70 Medicare; Division of Child Support 1,283.00 employee payment; United Way 60.00 employee contributions; Health Equity 6,882.39 employee HSA contribution.

**AUTOMATIC BUDGET SUPPLEMENTS**

Motion by Gabel, second by Johnson, to approve an automatic budget supplement, to the Community Service Budget in the amount of \$139,133.81 with ERA-2 funds, all voted aye; motion carried.

Motion by Gabel, second by Johnson to approve an automatic budget supplement, to the Court Appointed Attorney Budget in the amount of \$159,976.77 with CLERP funds, all voted aye; motion carried.

**CLERP REIMBURSEMENT**

Auditor, Brenda Hanten, reported the County has received reimbursement from the CLERP in the amount of \$435,674.57 for expenses incurred for the Malcom - \$53,881.28 and Peacemaker - \$381,793.29 cases and trials. The County is a member of the Catastrophic Legal Expense Reimbursement Program administered by the SDACC. The County is responsible for the first \$25,000.00 in expense of catastrophic cases and then 10% of the balance of approved expenses after the \$25,000.00 deduction.

**PERSONNEL CHANGE**

Motion by Johnson, second by VanDusen, to approve the following annual step increase personnel change; all voted aye; motion carried:

<u>Employee</u>	<u>Position</u>	<u>Wage</u>	<u>Effective</u>
Richard Kohn	Facilities Tech II	22.10/3845.40	7/1/2024

**TRAVEL REQUESTS**

Motion by Johnson, second by Gabel, to approve the following travel request: Codington County Public Health, School immunization clinic; Director of Equalization Office, District meeting; all voted aye, motion carried.

**OPEN**

Commission Comments – Commissioner Johnson expressed his thanks to Steve and the maintenance crew for a job well done during the 4-H Achievement Days and all the individuals for attending, he also thanked all the surrounding Counties for attending the First District picnic that was held, Commissioner Waterman thanked the businesses and individuals that contributed for the premium show that was held at the 4-H Achievement Days. Commissioner VanDusen reminded everyone to attend National Night Out at the Bramble Park Zoo this evening.

**EXECUTIVE SESSION**

Motion by Johnson, second by Waterman, to enter into executive session, per SDCL 1-25-2(1) discussion of personnel issues and (3) preparing for contract negotiations with employees or employee's representative at 10:20 a.m.; all voted aye; motion carried. The Board returned to regular session at 11:03 a.m., no action was taken. Human Resource Representative, Natalie Remund, and Auditor, Brenda Hanten, were present for executive session.

**ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Gabel, second by Johnson, to adjourn at 11:03 a.m., all voted aye; motion carried.

ATTEST:

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

## AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

To the Honorable Board of County Commissioners, Codington County:

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of the County of Codington as of the last business day in July 2024.

Cash on Hand	\$4,909.23
Checks in Treasurer' possession less than 3 days	\$46,931.17
Credit Card Charges	\$6,814.11
Cash Items	\$425.00
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$59,079.51</b>

RECONCILED CHECKING	
Reliabank (Memorial Park)	\$16,383.86
Reliabank Dakota	\$30,632,670.38

INVESTMENTS	
SD Public Funds Investment	\$1,042.30
Plains Commerce Bank CD's	\$2,007,427.58


<b>TOTAL CASH ASSETS</b>	<b>\$32,716,603.63</b>
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### GENERAL LEDGER CASH BALANCES:

General	\$20,475,371.46
General restricted cash	\$500,000.00
Sp. Revenue	\$10,458,863.45
Sp. Revenue restricted cash	
Custodial	\$1,282,368.72
Schools	\$ 168,116.60
Townships	\$ 123,172.83
City/Towns	\$ 57,062.50

<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$32,716,603.63</b>
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Dated this 1st day of August 2024

  
\_\_\_\_\_  
County Auditor



**AUDITOR'S MONTHLY SETTLEMENT WITH TREASURER  
CODINGTON COUNTY  
DATE: August 1, 2024**

**CASH ON HAND IN TREASURER'S OFFICE**

Silver and Pennies.....	\$111.23
Ones.....	\$183.00
Fives.....	\$405.00
Tens.....	\$420.00
Twenties.....	\$1,740.00
Fifties.....	\$450.00
Hundreds.....	\$1,600.00
Cash Items.....	\$425.00
Credit Card Charges.....	\$6,814.11
Checks.....	\$46,931.17
<b>TOTAL CASH ON HAND</b>	<b>\$59,079.51</b>

**CHECKING ACCOUNT BALANCE:**

<u>Reliabank (Memorial Park)</u>	\$16,383.86
<u>Reliabank Dakota</u>	\$30,632,670.38

**INVESTMENTS:**

<u>SD Public Funds Investment Trust</u>	\$1,042.30
<u>Plains Commerce Bank CD's</u>	\$2,007,427.58

**OTHER ACCOUNT BALANCES: \$32,657,524.12**

**GRAND TOTAL CASH AND BALANCES: \$32,716,603.63**

**GENERAL LEDGER CASH AND INVESTMENT BALANCES BY FUNDS:**

General Fund	\$20,475,371.46
General Fund restricted cash	\$500,000.00
Sp. Revenue Funds	\$10,458,863.45
Sp. Revenue Funds restricted cash	\$0.00
Custodial Funds	\$1,282,368.72

**TOTAL GENERAL LEDGER CASH \$32,716,603.63**

OFFICIAL STATEMENT OF FEES COLLECTED  
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH  
OF JULY, 2024

The sum of **\$29,093.00** in fees has been collected by me as Register of Deeds for JULY, 2024

Ann Rasmussen being duly sworn, deposes and says that she is the Register of Deeds in and for CODINGTON COUNTY, State of South Dakota; that the foregoing statement is a true and correct report of all fees collected by me as such Register of Deeds, as required by law, during the month of JULY, 2024

*Ann Rasmussen*

Register of Deeds

Subscribed and sworn to before me this 1<sup>st</sup> day of August 2024

*Brenda Hanken*

**CERTIFIED BIRTHS**

State Children's Fund (\$2.00)	\$ 244.00
County General Fund (\$5.00)	\$ 610.00
State EVRSS Fund (\$5.00)	\$ 610.00
State General Fund (\$3.00)	\$ 366.00
<b>TOTAL</b>	<b>\$ 1,830.00</b>

**CERTIFIED DEATHS**

County General Fund (\$5.00)	\$ 715.00
State General Fund (\$4.00)	\$ 572.00
State EVRSS Fund (\$6.00)	\$ 858.00
<b>TOTAL</b>	<b>\$ 2,145.00</b>

**FILED**

AUG 01 2024

CODINGTON COUNTY AUDITOR

**Receipt Totals**

By Date: 7/1/2024 12:00:00 AM - 7/31/2024 11:59:59 PM; Departments: All; Cash based.

**Codington County**

Thursday, August 1, 2024 8:15 AM

**Summary:**

**Receipt Item Totals**

	Document:	Paid	Charged	Debited	Total
	Non Document:	\$21,569.50	\$1,110.00	\$0.00	\$22,679.50
		\$5,435.00	\$1,608.20	\$0.00	\$7,043.20
	<b>Subtotal:</b>	<b>\$27,004.50</b>	<b>\$2,718.20</b>	<b>\$0.00</b>	<b>\$29,722.70</b>

**Payment on Account Totals**

Applied:	\$2,088.50
Refunded:	\$0.00
Unposted:	\$0.00
<b>Net Posted:</b>	<b>\$2,088.50</b>

**Payments & Refunds**

ACH:	\$13,109.50
Cash:	\$3,812.40
Check:	\$12,171.10
<b>Total:</b>	<b>\$29,093.00</b>

**Revenue Account Activity**

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00 Marriage License 1	\$320.00	\$320.00	\$0.00	\$0.00
101-0-341.21 Reg. Deeds Filing/Recording 2	\$8,430.00	\$7,940.00	\$490.00	\$0.00
101-0-341.22 Reg. Deeds Transfer fees 3	\$12,049.50	\$12,049.50	\$0.00	\$0.00
229-0-321.00 Domestic Abuse Marriage Lic. 6	\$960.00	\$960.00	\$0.00	\$0.00
726-0-209.00 Reg. Deeds Fees - State 8	\$2,650.00	\$2,050.00	\$600.00	\$0.00
101-0-341.29 Reg. Deeds Other Fees 4	\$3,003.50	\$2,105.00	\$898.50	\$0.00
250-0-341.21 M&P Relief ROD Filing/Rec 7	\$1,008.00	\$948.00	\$60.00	\$0.00
769-0-209.00 M&P Relief ROD Allocation 9	\$672.00	\$632.00	\$40.00	\$0.00
<b>Total:</b>	<b>\$29,093.00</b>	<b>\$27,004.50</b>	<b>\$2,088.50</b>	<b>\$0.00</b>

**FILED**

AUG 01 2024

CODINGTON COUNTY

FILED

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

AUG 07 2024

Department WNV

CODINGTON COUNTY AUDITOR

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 \_\_\_\_\_

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

FILED

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

AUG 07 2024

Department WNV

CODINGTON COUNTY AUDITOR

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 \_\_\_\_\_

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

FILED

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

AUG 07 2024

Department WNV

CODINGTON COUNTY AUDITOR

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 \_\_\_\_\_

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

FILED

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

AUG 07 2024

Department Weed & Pest

CODINGTON COUNTY AUDITOR

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

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

Purpose of travel Weed Commission Meeting & Tour

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 \$120

Meals \$74 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 \_\_\_\_\_

FILED

CODINGTON COUNTY

AUG 06 2024

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department STATE'S ATTORNEY'S OFFICE CODINGTON COUNTY AUDITOR

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

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

Purpose of travel TRAINING - Coalition for Juvenile Justice

Method of transportation \_\_\_\_\_

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 - All costs paid by Doe grant funds to Boys & Girls Club.

Lodging expense Same as above

Meals Same as above Registration \_\_\_\_\_

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? 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 \_\_\_\_\_