

**AGENDA**  
**Codington County Board of County Commissioners**  
**Codington County Court House, 14 1<sup>st</sup> Ave SE, Watertown, SD**  
**Commission Chambers Room #114**  
**9:00 a.m., January 7, 2025**

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 7<sup>th</sup>, 2025, agenda**
5. **Action to approve the minutes of December 31<sup>st</sup>, 2024**
6. **Old Business**
7. **Action to adjourn sine-die**
8. **Newly elected and re-elected Commissioners take oaths of office**
9. **Nominations and action to elect a Chairman and Vice Chairman for 2025**
10. **Action to set Commissioner's salaries for 2025**
11. **Monthly reports**
  - a. **Extension**
  - b. **Veterans Service**
12. **Action to approve 2025 Zoning Services Contract**
13. **Year-end Planning and Zoning report**
14. **Discussion/possible action to appoint Commissioner Liaison/Board/Duty assignments**
15. **Action to designate legal papers for Codington County publications**
16. **Action to approve the list of employee cell phone stipends**
17. **Action to approve bank depositories for 2025 and authorize warrant signers**
18. **Action to advertise and hire a full-time Highway Maintenance Tech II position to fill a vacancy**
19. **Action to approve a notice to bidders for annual Highway supplies and Weed chemicals**
20. **Action to approve a weight and speed limit resolution #2025-1**
21. **Action to appoint Weed board members**

22. **Action to approve abatement applications**
23. **Action to approve claims for payment**
24. **Action to approve automatic budget supplements**
25. **Action to approve personnel changes**
26. **Action to approve travel requests**
27. **Public Notices – a possible quorum of Commissioners could be in attendance at:**
28. **Old Business**
29. **New Business**
30. **Open**
31. **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)**
32. **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**

December 31, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, December 31, 2024, at the Codington County Court House. Commission members present were: Lee Gabel, Myron Johnson, Troy VanDusen, and Randall Schweer; absent Charlie Waterman; 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 December 31, 2024, as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Gabel, to approve the minutes of December 17, 2024; all voted aye; motion carried.

**HD ELECTRIC COOPERATIVE INC., FRANCHISE APPLICATION PUBLIC HEARING**

The Board held a public hearing, as previously advertised, to allow any and all interested parties to comment on the HD Electric Cooperative Inc., Franchise Application. Chair Schweer opened the public hearing at this time. Craig Evenson, project attorney for HD Electric Cooperative Inc., and Roger Cutshaw, project engineer, provided the Board with information about the Franchise Application and explained the various locations that the lines currently are located and some proposed locations that lines will be added in Codington County. Craig Evenson, also explained that this Franchise Application also includes the existing Franchise Agreement that is in place and was added to this application so both Franchise Agreements will run concurrently with each other. No comments were offered by persons present for this hearing. Chair Schweer closed the public hearing at this time.

**HD ELECTRIC COOPERATIVE, INC. FRANCHISE RESOLUTION APPROVED**

Motion by Johnson, second by VanDusen, to approve Resolution #2024-41, HD Electric Cooperative, Inc Franchise Resolution, all voted aye; motion carried.

STATE OF SOUTH DAKOTA )  
 )SS BEFORE THE HONORABLE BOARD  
 ) OF COUNTY COMMISSIONERS OF  
COUNTY OF CODINGTON ) CODINGTON COUNTY, SOUTH DAKOTA

IN THE MATTER OF THE APPLICATION OF )  
H-D ELECTRIC COOPERATIVE INC. )  
OF CLEAR LAKE, SOUTH DAKOTA, FOR )  
PERMISSION TO CONSTRUCT, OPERATE )  
AND MAINTAIN DISTRIBUTION LINES ) RESOLUTION 2024 - 41

AND SYSTEMS ON THE PUBLIC )  
HIGHWAYS OF CODINGTON )  
COUNTY, SOUTH DAKOTA. )

At a regular meeting of the Board of County Commissioners, held in the courthouse in the City of Watertown, Codington County, South Dakota, on the 31<sup>st</sup> day of December, 2024, 9:00 o'clock A.M.

Present were Commissioners, Randall Schweer, Myron Johnson, D Lee Gabel and Troy VanDusen, being all of the County Commissioners, and the County Auditor, Brenda Hanten.

Absent were: Charlie Waterman

Thereupon Commissioner Johnson introduced the following Resolution and moved for its adoption:

WHEREAS, H-D Electric Cooperative, Inc. of Clear Lake, South Dakota, has filed an application with the County Auditor of Codington County, South Dakota, praying that the Board of County Commissioners of Codington County grant a franchise for H-D Electric Cooperative, Inc., giving it the right and permission to construct, reconstruct, erect and maintain distribution lines, poles, systems, and facilities with necessary appurtenances in, along, upon and across certain highways in Kranzburg North, Pelican, Kampeska and Sheridan Townships in Codington County for the purpose of operating and maintaining a Rural Electrification distribution system; and

WHEREAS, it appears that notice of the time and place of this hearing of said application has been given to all telephone and electric transmission companies, and other parties having lines upon the highways described in this application, by the County Auditor of Codington County, South Dakota, as provided for by law, and as set out by the proof of mailing by the County Auditor; and

WHEREAS, it appears that the granting of a franchise to said applicant as requested, will be for the best interests of the public in general, and for the county, and the people residing therein; and

WHEREAS, no objections were filed or made to the application;

NOW THEREFORE, BE IT RESOLVED that H-D Electric Cooperative, Inc., of Clear Lake, South Dakota, is granted a franchise as provided by law, to construct, reconstruct, erect, maintain and operate distribution lines, poles, wires, systems, and facilities, with necessary appurtenances thereto for a period of twenty (20) years from January 1, 2024, in, along, upon and across the highways in Kranzburg North, Pelican, Kampeska and Sheridan Townships within Codington County, South Dakota as shown on the attached map.

All of the lines are within Codington County, South Dakota. The same being the highways upon, between and along said sections and lines above described upon which said transmission and distribution system, lines and facilities will be erected, constructed, and maintained and operated.

All subject to the terms and conditions in *SDCL § 31-26*.

Commissioner VanDusen seconded the motion for the adoption of the foregoing Resolution.

Roll Call on said Resolution, being as follows: Those voting "Yes" were Commissioners, Schweer, Johnson, Gabel and VanDusen;

being all of the Commissioners. Those voting “No” were: None, whereupon the chairman declared said Resolution duly passed, approved, and adopted to be effective immediately.

ATTEST:

APPROVED

Brenda Hanten  
County Auditor

Randall Schweer  
County Commissioner Chairman  
Codington County, South Dakota

STATE OF SOUTH DAKOTA )

)SS

COUNTY OF CODINGTON )

I, Brenda Hanten, do hereby certify that I am the duly qualified, and acting County Auditor for Codington County, State of South Dakota, and as such officer have in my charge all of the official proceedings and records of the County Commissioners, and their proceedings of Codington County; that the annexed proceedings are full, true and complete records of all of the official proceedings had in connection with the application of H-D Electric Cooperative, Inc., of Clear Lake, South Dakota, for the granting of a franchise to H-D Electric Cooperative, Inc. by the County Commissioners of Codington County, South Dakota.

In witness, I set my hand and affixed the seal of this office this 31<sup>st</sup> day of December, 2024, at Watertown, South Dakota.

Brenda Hanten  
County Auditor, Codington County  
South Dakota

**MONTHLY REPORTS**

**Emergency Management Director, Andrew Delgado**, updated the Board: completed and met with Randy on the annual Local Capabilities and Assessment for Readiness (LCAR), it goes over who we are, capabilities within the office and that of other public safety entities, plans, and a variety of questions over preparedness, response, recovery, and mitigation; had a grant award briefing for a generator for a water tower; had a second meeting with the Red Cross, including an individual from Watertown Parks and Rec and with Facility Manager, Steve Molengraaf, toured both current shelter locations, discussed MOU with Red Cross and recommend signing the MOU, the Watertown City Auditorium is being considered as a secondary location; working on Search and Rescue projects including: good momentum working with team members putting drone procedures in place, #1 Diesel in generators, replace batteries, took defensive driving course, following up on Homeland Security Grant and other maintenance issues, going through the Local Emergency Operations Plan to make updates and get it revamped. **Sheriff, Brad Howell, Commissioner, D Lee Gabel**, provided the Board with the following statistics, compiled from activity in the month of November 2024, for the Detention Center and Sheriff’s Office: 558 cases/calls for service; 36 accident reports were completed; 56 warrants served; 227 sets of civil papers served; 1,536 transport miles; average daily inmate population 52.8 (high ADP 58 and low ADP 46); 15 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 12 individuals using remote breathalyzers; 44 individuals testing twice daily PBT’S; 39 individuals reporting twice weekly for UA Drug testing; 0 individual wearing a sweat patch; 168 bookings; \$21,742.02 collected in fees for out of county prisoner contracts; \$2,040.00 collected in work release fees; \$6,919.00 collected in fees for the 24/7 program; and 2,199.00 collected in SCRAM fees. Commissioner Gabel noted that there will be a jail meeting on Tuesday, January 7<sup>th</sup>, 2025, to review the layout of site plan.

**FACILITY USE AGREEMENT AND PET ADDENDUM WITH THE AMERICAN NATIONAL RED CROSS**

Motion by VanDusen, second by Johnson, to approve Facility Use Agreement and Pet Addendum with the American National Red Cross, Emergency Management Director, Andrew Delgado and Facility Manager, Steve Molengraaf, reviewed the agreement with the Board, and explained that this agreement would allow individuals to use the Codington County Extension Complex during emergency situations and recommended approval; all voted aye; motion carried.

**RIP RAP REPAIR PROJECT ON BRIDGE 15-159-100**

Motion by Gabel, second by VanDusen, to approve bid for Rip Rap Repair Project on Bridge 15-159-100, with Basin Construction, in the amount of \$96,818.00, Highway Supt., Randy Falvey, informed the Board that this bridge is located on 164<sup>th</sup> Street (Hwy 6) over the Big Sioux River, Basin Construction was the only contractor that bid on this project, plan to start after the first of the year with a completion date of February 28<sup>th</sup>, 2025, weather permitting; all voted aye; motion carried.

**SURPLUS OFFICE EQUIPMENT**

Motion by Johnson, second by Gabel, to declare the following office equipment from the Codington County Extension Service, surplus to be destroyed: Hanns-G LCD Monitor, S/N 034GU3BY04228; all voted aye; motion carried.

**2025 COMMUNITY HEALTH NURSING SERVICES CONTRACT**

Motion by Johnson, second by VanDusen, to authorize Chair Schweer to sign the contract between Codington County and the South Dakota Dept. of Health, for Community Health Services, for continued community health nursing services, beginning January 1, 2025 and ending December 31, 2025 in the amount of \$15,379.54; all voted aye; motion carried.

**WEED BOARD SERVING AREA**

Facility Manager, Steve Molengraaf, provided the Board with a map designating six (6) service areas for the Codington County Weed Board and recommended Board approval; all voted aye; motion carried.

**FUTURE BUILDING FUNDS DESIGNATED**

Motion by Gabel, second by VanDusen, 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.

**COMMISSIONERS CONTINGENCY TRANSFER**

Motion by Gabel, second by VanDusen, to approve Commissioner Contingency transfers to the Commissioners Budget in the amount of \$44,000.00; Court Appointed Attorney budget in the amount of \$4,000.00, County Nurse budget in the amount of \$4,500.00 for a total of \$52,500.00; all voted aye; motion carried. Motion by Johnson, second by Gabel, to approve Commissioner Contingency transfer to the E 911 budget in the amount of \$18,000.00; Gabel, Johnson, and Schweer; voted aye; VanDusen was recused; motion carried. The total amount of Commissioner Contingency transfers is \$70,500.00.

**2025 WAGE SCALE**

Motion by Gabel, second by Johnson, to approve the 2025 Wage Scale as prepared with a 4% COLA added to each grade and step, paid in 2024, within the scale; all voted aye; motion carried.

Grade	Title	Dept/Div	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
AA	Seasonal Weed Sprayer	Weed Control	\$17.41	\$17.70	\$18.00	\$18.29	\$18.58	\$18.87						
AA	Seasonal Memorial Park - Custodian	County Park												
AA	Seasonal	Weed/Park												
BB	Seasonal Memorial Park - Technician	County Park	\$19.31	\$19.62	\$19.91	\$20.19	\$20.49	\$20.77						
CC	Matron		\$21.52	\$21.80	\$22.08	\$22.38	\$22.66	\$22.96						
DD	Seasonal Assistant Weed Supervisor	Weed Control	\$23.45	\$24.04	\$24.65	\$25.26	\$25.90	\$26.54						
			\$17.41	\$17.85	\$18.30	\$18.75	\$19.22	\$19.71	\$20.20	\$20.71	\$21.22	\$21.75	\$22.29	\$22.86
10	Custodian	Maintenance	\$3,029.34	\$3,105.90	\$3,184.20	\$3,262.50	\$3,344.28	\$3,429.54	\$3,514.80	\$3,603.54	\$3,692.28	\$3,784.50	\$3,878.46	\$3,977.64
			\$18.81	\$19.27	\$19.76	\$20.26	\$20.77	\$21.29	\$21.82	\$22.36	\$22.92	\$23.49	\$24.08	\$24.68
15	Cook	Sheriff/Corrections	\$3,272.94	\$3,352.98	\$3,438.24	\$3,525.24	\$3,613.98	\$3,704.46	\$3,796.68	\$3,890.64	\$3,988.08	\$4,087.26	\$4,189.92	\$4,294.32
15	Facilities Technician I	Maintenance												
15	Highway Maintenance Tech I	Highway												
			\$20.31	\$20.82	\$21.34	\$21.88	\$22.42	\$22.98	\$23.56	\$24.15	\$24.75	\$25.38	\$26.00	\$26.66
20	Administrative Support	States Attorney	\$3,533.94	\$3,622.68	\$3,713.16	\$3,807.12	\$3,901.08	\$3,998.52	\$4,099.44	\$4,202.10	\$4,306.50	\$4,416.12	\$4,524.00	\$4,638.84
20	Administrative Support	Treasurer												
20	Facilities Technician II	Maintenance												
20	Health Administrative Tech	Health												
20	Administrative Support	Auditor/Community Services												
			\$22.35	\$22.91	\$23.48	\$24.07	\$24.66	\$25.27	\$25.92	\$26.56	\$27.23	\$27.90	\$28.61	\$29.32
25	Administrative Assistant	Equalization	\$3,888.90	\$3,986.34	\$4,085.52	\$4,188.18	\$4,290.84	\$4,396.98	\$4,510.08	\$4,621.44	\$4,738.02	\$4,854.60	\$4,978.14	\$5,101.68
25	Facilities Technician - Lead	Maintenance												
25	Financial Assistant	Auditor												
25	Highway Maintenance Tech II	Highway												
25	Public Safety Support Tech	Sheriff/Corrections												
25	Administrative Support	Auditor												
25	Public Health Assistant	W.I.C.												
25	Community Care Coordinator	Community Services												
			\$23.46	\$24.04	\$24.65	\$25.26	\$25.90	\$26.54	\$27.22	\$27.89	\$28.59	\$29.30	\$30.04	\$30.78
30	Administrative Specialist - Emerg Mgmt	Emergency Mgmt	\$4,082.04	\$4,182.96	\$4,289.10	\$4,395.24	\$4,506.60	\$4,617.96	\$4,738.28	\$4,852.86	\$4,974.66	\$5,098.20	\$5,226.96	\$5,355.72
30	Administrative Specialist - Equalization	Equalization												
30	Administrative Specialist - Extension	Extension												
30	Administrative Specialist - ROD	Register of Deeds												
30	Administrative Specialist - SA	States Attorney												
30	Administrative Specialist - Veterans	Veterans												
30	Administrative Specialist - Community Services	Community Services												
30	Appraiser I	Equalization												
30	Mechanic	Highway												
30	Second Deputy - Treasurer	Treasurer												
			\$25.80	\$26.46	\$27.11	\$27.80	\$28.49	\$29.20	\$29.93	\$30.67	\$31.44	\$32.23	\$33.03	\$33.86
35	Correctional Officer	Sheriff/Corrections	\$4,489.20	\$4,604.04	\$4,717.14	\$4,837.20	\$4,957.26	\$5,080.80	\$5,207.82	\$5,336.58	\$5,470.56	\$5,608.02	\$5,747.22	\$5,891.64
35	Correctional Officer (PT)	Sheriff/Corrections												
35	Court Security	Sheriff												
35	Deputy Transport	Sheriff												
35	Highway Maintenance Tech III	Highway												
35	Legal Records Specialist	States Attorney												
35	Payroll Specialist	Auditor												
35	Records Administrator	Sheriff												
35	Sr Administrative Specialist	Extension												
35	Sr Administrative Specialist	Highway												
35	Sr Administrative Specialist	Register of Deeds												
35	Accountant Administrator	Auditor												

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12			
\$28.65	\$29.37	\$30.10	\$30.85	\$31.63	\$32.42	\$33.23	\$34.05	\$34.90	\$35.78	\$36.67	\$37.59			
40	Appraiser II	Equalization	\$4,985.10	\$5,110.38	\$5,237.40	\$5,367.90	\$5,503.82	\$5,641.08	\$5,782.02	\$5,924.70	\$6,072.60	\$6,225.72	\$6,380.58	\$6,540.66
40	Deputy Sheriff	Sheriff												
40	First Deputy Register of Deeds	Register of Deeds												
40	First Deputy Treasurer	Treasurer												
40	Shop Foreman Mechanic	Highway												
40	Sr Maintenance Tech	Maintenance/Jail												
40	Deputy Veteran Service Officer	Veterans												
40	Emergency Mgmt Deputy Director	Emergency Mgmt												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12			
\$30.08	\$30.84	\$31.61	\$32.40	\$33.21	\$34.04	\$34.88	\$35.76	\$36.65	\$37.56	\$38.50	\$39.47			
45	Equalization Data Base Coord	Equalization	\$5,233.92	\$5,366.16	\$5,500.14	\$5,637.60	\$5,778.54	\$5,922.96	\$6,069.12	\$6,222.24	\$6,377.10	\$6,535.44	\$6,699.00	\$6,867.78
45	Correctional Sergeant	Sheriff/Corrections												
45	Victim Witness Services Coordinator	States Attorney												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12			
\$33.08	\$33.91	\$34.77	\$35.63	\$36.52	\$37.43	\$38.38	\$39.32	\$40.31	\$41.32	\$42.36	\$43.42			
50	Assistant Highway Superintendent	Highway	\$5,755.92	\$5,900.34	\$6,049.98	\$6,199.62	\$6,354.48	\$6,512.82	\$6,678.12	\$6,841.68	\$7,013.94	\$7,189.66	\$7,370.64	\$7,555.08
50	Sergeant - Sheriff	Sheriff												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12			
\$34.74	\$35.61	\$36.50	\$37.41	\$38.36	\$39.30	\$40.29	\$41.30	\$42.34	\$43.39	\$44.47	\$45.59			
55	Veterans Services Director	Veterans	\$6,044.76	\$6,198.14	\$6,351.00	\$6,509.34	\$6,674.64	\$6,838.20	\$7,010.46	\$7,186.20	\$7,367.16	\$7,549.86	\$7,737.78	\$7,932.66
55	Community Services Director	Community Services												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12			
\$36.48	\$37.39	\$38.32	\$39.28	\$40.27	\$41.28	\$42.30	\$43.36	\$44.44	\$45.55	\$46.70	\$47.86			
60	Chief Deputy	Sheriff	\$8,347.92	\$8,505.86	\$8,667.68	\$8,834.72	\$9,006.98	\$9,182.72	\$9,362.20	\$9,544.64	\$9,732.56	\$9,925.70	\$10,125.80	\$10,327.64
60	Chief of Corrections	Sheriff/Corrections												
60	Director of Facilities	Maintenance												
60	Director of Emergency Management	Emergency Mgmt												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12			
\$40.12	\$41.13	\$42.16	\$43.21	\$44.29	\$45.41	\$46.53	\$47.69	\$48.89	\$50.11	\$51.37	\$52.66			
65E	County Auditor	Auditor	\$6,980.88	\$7,156.62	\$7,335.84	\$7,518.54	\$7,706.46	\$7,901.34	\$8,096.22	\$8,298.06	\$8,506.86	\$8,719.14	\$8,938.38	\$9,162.84
65E	County Treasurer	Treasurer												
65	Deputy States Attorney	States Attorney												
65	Director of Equalization	Equalization												
65E	Register of Deeds	Register of Deeds												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12			
\$42.14	\$43.19	\$44.27	\$45.38	\$46.51	\$47.66	\$48.87	\$50.09	\$51.33	\$52.62	\$53.93	\$55.28			
70	Highway Superintendent	Highway	\$7,332.36	\$7,515.06	\$7,702.98	\$7,896.12	\$8,092.74	\$8,292.84	\$8,503.38	\$8,715.66	\$8,931.42	\$9,155.88	\$9,389.82	\$9,618.72
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12			
\$50.35	\$51.62	\$52.90	\$54.23	\$55.58	\$56.97	\$58.40	\$59.85	\$61.35	\$62.89	\$64.45	\$66.05			
75E	Sheriff	Sheriff	\$8,760.90	\$8,981.88	\$9,204.60	\$9,436.02	\$9,670.92	\$9,912.78	\$10,161.60	\$10,413.80	\$10,674.90	\$10,942.86	\$11,214.30	\$11,494.44
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12			
\$56.40	\$57.80	\$59.25	\$60.74	\$62.24	\$63.80	\$65.40	\$67.04	\$68.70	\$70.42	\$72.19	\$74.00			
80E	States Attorney	States Attorney	\$9,813.60	\$10,057.20	\$10,309.50	\$10,568.76	\$10,829.76	\$11,101.20	\$11,379.60	\$11,664.96	\$11,953.80	\$12,253.08	\$12,561.06	\$12,876.00



**DECEMBER SALARY CLAIMS**

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

Commissioners: 11,754.34 total salaries. Auditor: 21,474.09 total salaries. Co. Treasurer: 48,997.21 total salaries. States Attorney: 55,077.06 total salaries. Gov. Buildings: 23,227.57 total salaries. Dir. Equalization: 59,963.58 total salaries. Reg. of Deeds: 33,105.90 total salaries. Veterans Service: 12,935.22 total salaries. Sheriff: 144,685.24 total salaries. Jail: 172,988.06 total salaries. Coroner: 1,937.70 total salaries. Welfare: 21,118.24 total salaries. CO. Nurse: 6,062.78 total salaries. Ag. Bldg.: 12,860.73 total salaries. Co. Extension: 14,185.55 total salaries. Weed: 5,624.03 total salaries. Planning Board: 374.70 total salaries. Road & Bridge: 107,921.29 total salaries. Emergency Management: 15,294.00 total salaries. Crime Victim: 9,859.78 total salaries. W.I.C.: 5,634.54 total salaries. 24/7: 6,773.39 total salaries. Total 791,855.00

Breakdown of withholding amounts which are included in the above:

S.D. Retirement 73,852.80; VSP 975.30 eye insurance; S.D. Supplemental Retire. 4,780.00 suppl. retire.; Sanford 105,094.61; Reliance Standard Life Insurance 1204.17 life ins.; Delta Dental 7,458.94 ins.; Codington County 7,724.43 employee HSA contribution; AFSCME Council 65 453.60 employee union dues; AFLAC 3,960.27 ins.; VSP 394.22 eye insurance; John Hancock 4,675.00 suppl. retire.; AFLAC 1,666.28 ins.; Sioux Valley Credit Union 21,510.15 employee payments; John Hancock Roth 200.00 suppl. retire.; SDRS Supplemental Retirement 4,830.00 Roth retirement; Teamsters Local Union 120 592.00 employee union due; Codington County Deputy Sheriff's Association 160.00 employee union dues; ReliaBank Dakota 56,937.16 federal withholding; ReliaBank Dakota 72,057.14 social security; ReliaBank Dakota 16,852.16 Medicare; United Way 60.00 employee contributions; Health Equity 7,724.43 employee HSA contribution.

**CLAIMS**

Motion by Gabel, second by Johnson to approve for payment the following list of claims, December 31, 2024; all voted aye; motion carried: A&B BUSINESS SOLUTIONS 3980.00 EQUIP, BANNER ASSOCIATES, INC 7150.50 REPAIRS/MAINT., BASIN CONSTRUCTION AND DRAIN T 1828.57 REPAIRS/MAINT., BECKENHAUER CONSTRUCTION INC 5000.00 FEE, BROWNLEE CONSTRUCTION 201227.80 SUPPLIES, BUTLER MACHINERY 3656.01 REPAIRS/MAINT., CREDIT COLLECTIONS BUREAU 2007.85 PMT, CREDIT COLLECTIONS BUREAU 586.24 PMT, D K DIESEL INJECTION 3408.59 SUPPLIES, DAKOTA DODDS 82.00 TRAV, FASTENAL COMPANY 68.66 SUPPLIES, FIRST DISTRICT ASSN OF LCL GOV 48870.36 SVC, FLEETPRIDE, INC. 110.50 REPAIRS/MAINT., FLUENT IMS 1360.00 FEE, I STATE TRUCK CENTERS 579.77 SUPPLIES, JEBRO INC. 22759.73 SUPPLIES, GERALD P JELLIS 1200.00 REPAIRS/MAINT., JOHNSON CONTROLS, INC. 1906.50 PMT, JOURNAL TECHNOLOGIES, INC 14888.98 SVC, JOHN DEERE FINANCIAL 204.09 REPAIRS/MAINT., KIMBALL MIDWEST 212.72 SUPPLIES, LEWIS & CLARK BHS 225.00 SVC, MID-AMERICAN SIGNAL, INC 722.00 REPAIRS/MAINT., MCKESSON MEDICAL SURGICAL 147.95 SUP, MENARDS 889.80 SUPPLIES, MIDCONTINENT COMMUNICATIONS 153.39 UTIL, NAPA CENTRAL 341.78 SUPPLIES, NEWMAN TRAFFIC SIGNS 313.61 SUPPLIES, OFFICE PEEPS 2471.77 SUPPLIES, JEREMY PETERSON 760.00 REPAIRS/MAINT., POMP'S TIRE SERVICE, INC. 37.10 REPAIRS/MAINT., RC FIRST AID 65.00 SUPPLIES, RON'S SAW SHOP 961.92 SUPPLIES, RUNNING SUPPLY INC. 120.43 SUPPLIES, SOUTH DAKOTA DEPT. OF TRANSPOR 1521.84 REPAIRS/MAINT., SDACC 8354.00 PMT, SOUTH DAKOTA STATE'S ATTORNEYS 1848.00 DUES, SIOUX VALLEY COOP 17248.72 SUPPLIES, STAR LAUNDRY 198.66 SUPPLIES, JONATHAN D & JESSICA L TESCH 1450.00 REPAIRS/MAINT., THOMSON REUTERS-WEST 892.70 SVC, CNH INDUSTRIAL ACCOUNTS 46.61 REPAIRS/MAINT., VERIZON 40.01 UTILITIES, WATERTOWN PUBLIC OPINION 766.67 PUB, WATERTOWN REGIONAL LANDFILL 5.28 SUPPLIES, YANKTON CO. SHERIFF 100.00 SVC, ZONAR 797.76 REPAIRS/MAINT.,

**AUTOMATIC BUDGET SUPPLEMENT**

Motion by Gabel, second by VanDusen, to approve an automatic budget supplement, to the Emergency Management Budget, in the amount of \$65,485.81, for estimated reimbursement from State of South Dakota; all voted aye; motion carried.

**OLD BUSINESS**

Commissioner Johnson thanked the group of students from Watertown High School for singing at the Courthouse on December 19<sup>th</sup>, 2024 and he also thanked Charlie Waterman for his service on the Codington County Board of Commissioners.

**PERSONNEL CHANGE**

Motion by VanDusen, second by Johnson, to approve the following personnel change: Highway Supt., new hire, Randy Falvey, Step 1, \$7332.36/month or \$87,988.32/year, effective 1/01/2025; all voted aye; motion carried.

**TRAVEL REQUESTS**

Motion by Johnson, second by Gabel, to approve the following travel request: Codington County Community Service Office staff to attend Reaching Rural Grant meeting and Children’s Day at the Capitol; all voted aye; motion carried.

**ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Gabel to adjourn at 9:51 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 \$ \_\_\_\_\_

**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, 2025, and ending December 31, 2025.

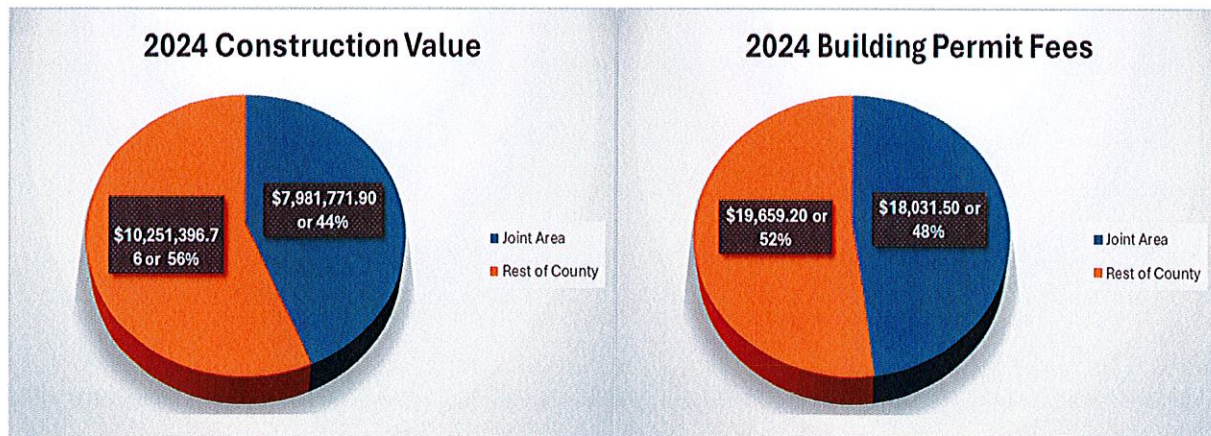
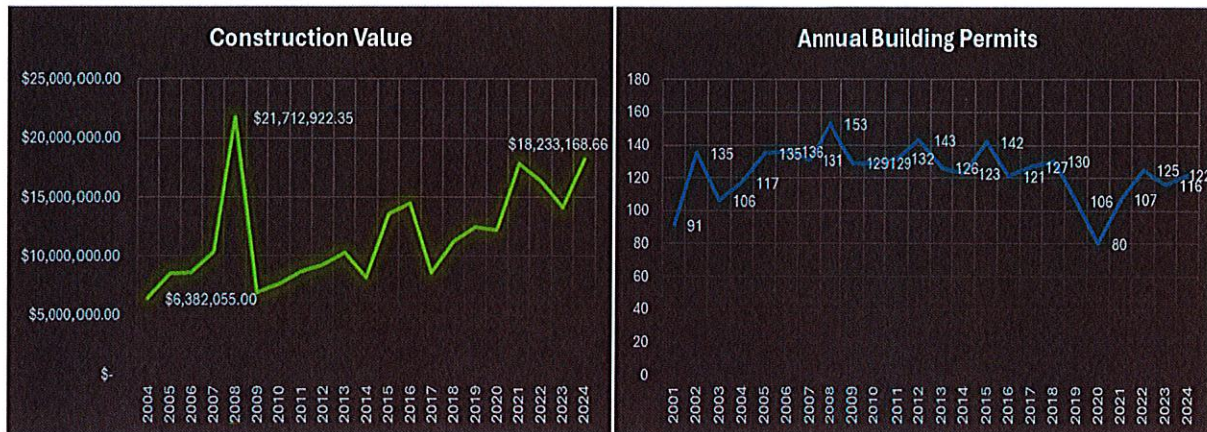


## Codrington County Planning and Zoning Department 2024 Year End Revenue Report

### 1. Building Permit Activity

Through December 29, 2024

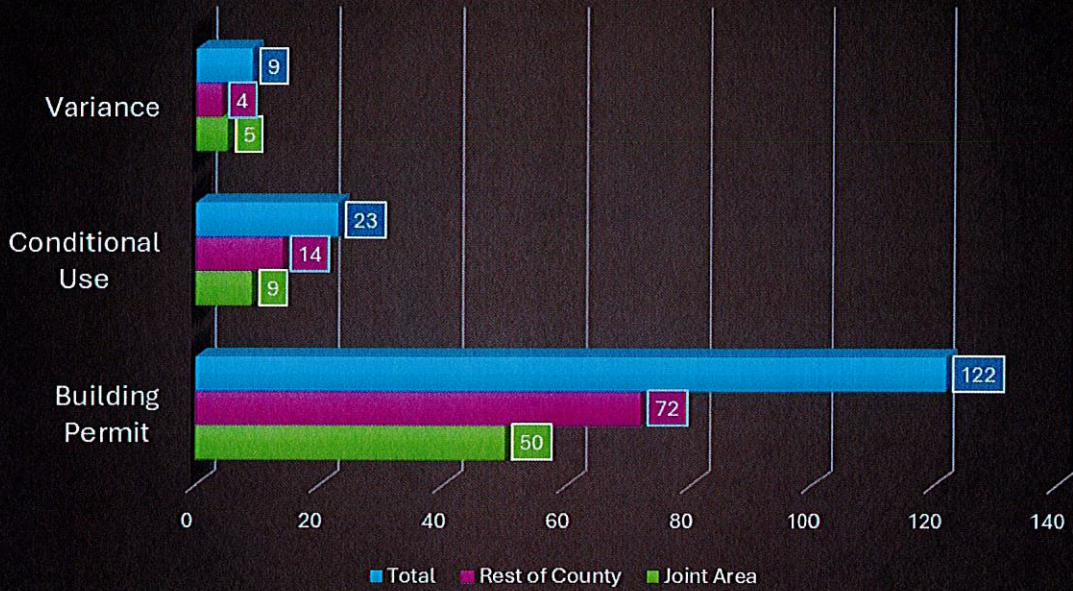
- Building Permits Issued: **122**
- Estimated Value of Construction **\$18,233,168**
- New Residences – **19**
- Fees From Building Permits: **\$37,690**



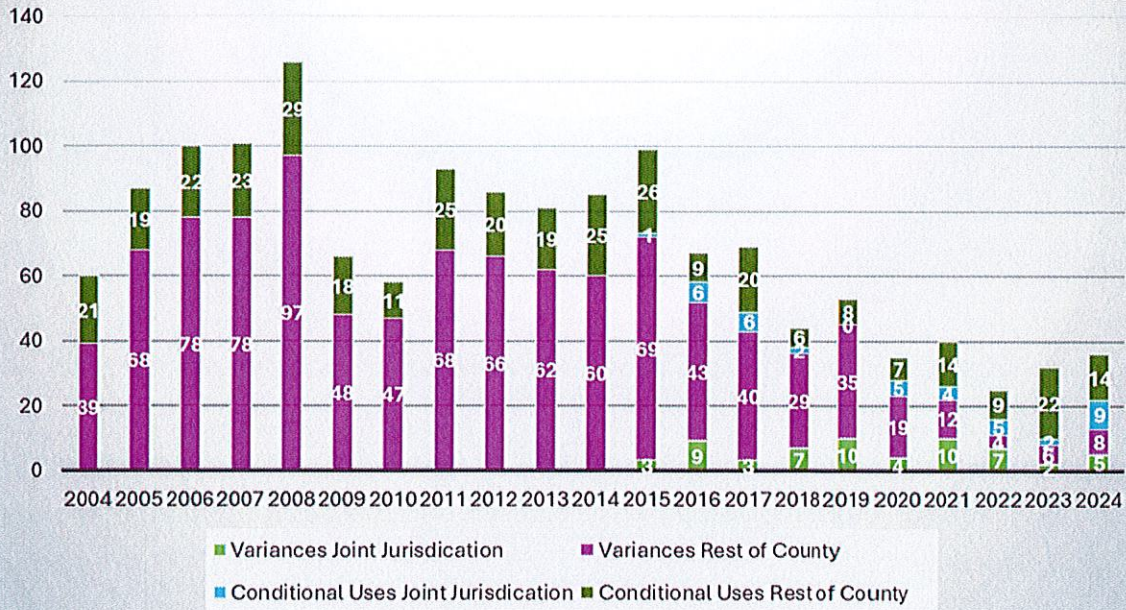
### Board of Adjustment/Planning Commission Actions Through December 26, 2024:

- Special Meetings: **0**
- Variance/Conditional Use Permit Applications Processed: **26** (9 Variances, 23 Conditional Use Permits)
- Right-of-way Vacation, Rezoning/Zoning Amendment Applications Processed: **0**
- Fees From Special Meetings and Variance, Conditional Use, Rezoning Applications: **\$3,550**

## Number of Permits - 2024



## Board of Adjustment Actions



### Budget

	<b>Total</b>
• 2024 Budget:	\$41,467.00
• 2024 Costs:	\$40,301.35*
• 2024 Fees (including reimbursed mailing):	\$42,206.65
• Budgeted Cost v. Actual Cost:	\$ 1,165.65
• Positive Actual Fee/Cost Income Variance:	\$ 1,905.30

\*Estimate based upon projected and billed expenses (\$510.35)

**2024 COMMISSIONER LIAISON/BOARD/DUTY APPOINTMENTS**

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

<b>Commissioner District</b>	<b>Liaison agencies</b>	<b>Areas of oversight</b>
<b>I (Gabel)</b>	Sheriff's Office	Law Enforcement, Warrants,
	Detention Center	Jail, 24/7 Alternatives
	States Attorney's Office	Prosecutor, Victim Assistance
<b>II (Waterman)</b>	Emergency Management Office	Emergency Management, Dive Rescue
	Maintenance Dept.	Buildings, Grounds, Memorial Park
	Weed Supervisor	Weed and Pest control
<b>III (Johnson)</b>	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
<b>IV (VanDusen)</b>	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
<b>V (Schweer)</b>	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**

<b>Board/Duty</b>	<b>Frequency/Term</b>	<b>Appointees</b>
Aging Council	Annual	Troy VanDusen
Americans with Disabilities Act Coordinator	Annual	Myron Johnson
Codington County Home Health E-911	Annual	Troy VanDusen
Glacial Lakes & Prairies Tourism Assn	Annual	Randy Schweer
Inter Lakes Community Action Program	Annual	Lee Gabel
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**

<b>Board</b>	<b>Frequency/Term</b>	
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
SDACC Executive Committee	Annual	Lee Gabel
SD LE Officers Standards & Training Commission	Biennial	Troy VanDusen
First District Assoc. Local Govts.	Annual	Myron Johnson

**2025  
ANNUAL REQUEST FOR CELL PHONE STIPENDS**

<b>EMPLOYEE</b>	<b>AMOUNT</b>	<b>DEPARTMENT</b>
Bakken, Alison	25.00	States Attorney
Case, Jeff	25.00	Highway
Dargatz, Matt	25.00	Highway
Dolen, Jamie	25.00	Highway
Escamilla, Maria	40.00	Detention Center
Falvey, Randy	40.00	Highway
Halajian, Justin	40.00	Detention Center
Hartley, Ron	25.00	Ag. Building
Hedding, Dave	25.00	Highway
Hedges, James	25.00	Ag. Building
Kallhoff, Mitch	25.00	Highway
Kohn, Rich	25.00	Govt. Bldg.
Kosak, Erik	25.00	Highway
Miller, Klayton	25.00	Highway
Nills, Shawn	40.00	Detention Center
Pauli, Thomas	40.00	Director Equalization
Pederson, Michelle	40.00	Director Equalization
Riter, Robyn	25.00	Highway
Rounds, Harold	25.00	Highway
Schwinger, Brad	25.00	Highway
Sears, Melissa	40.00	Director Equalization
Selchert, Heidi	40.00	Director Equalization
Solberg, Lynn	40.00	Highway
Stahlke, Steve	25.00	Detention Center
Swanson, Scott	25.00	Ag. Building
Torstenson, Doug	25.00	Highway
Torstenson, James	20.00	Emergency Management
Vogelsang, Lonie	25.00	Highway



**NOTICE TO BIDDERS SUPPLIES**

Notice is hereby given that the Board of Commissioners of Codington County, South Dakota, will receive bids up to 9:00 AM in the morning on Tuesday, February 18<sup>th</sup>, 2025 at the office of the Codington County Auditor, 14 First Avenue SE, Watertown, South Dakota 57201, for the following:

Items to be furnished during the period from March 1, 2025, to February 28, 2026.

All items to be delivered to locations within Codington County as required by the County Highway Department.

- |                       |                              |
|-----------------------|------------------------------|
| 1. Concrete Pipe      | 6. Asphalt Patching Material |
| 2. Diesel and Ethanol | 7. Weed Chemicals            |
| 3. Liquid Asphalt     |                              |
| 4. Pea Gravel         |                              |
| 5. Gravel Crushing    |                              |

**GENERAL NOTES:** All materials shall meet the Standard Specifications for Roads and Bridges of the South Dakota Department of Transportation. Certification shall be provided on all bid items stating that they meet or exceed the standard specifications when the Codington County Highway Department requests such certificates. Tax exempt certificates will be furnished by Codington County.

A bid bond or certified check will be waived as provided by S.D.C.L. 5-18-6.1

By virtue of statutory authority, preference will be given to materials produced or supplies that are found, produced, or manufactured within the State of South Dakota.

The Board of Commissioners reserves the right to reject any or all bids.

Dated this 7<sup>th</sup> day of January 2025

ATTEST

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

\_\_\_\_\_  
Chairman, Board of Commissioners

## SPECIFICATIONS FOR 9:00 AM LETTING

Items to be furnished during the period from March 1, 2025, to February 28, 2026. All items to be delivered to locations within Codington County or as noted below.

1. **CONCRETE PIPE:** All pipe sizes including deformed or arch and flared ends. Pre-cast and pre-stressed bridge deck, concrete abutment plank and box culverts.
  
2. **DIESEL AND ETHANOL:** Bulk transport loads, 3500 gallons or more, of dyed diesel fuel or ethanol to be delivered to the County Highway storage tanks at the County shop located at 1201 Tenth St. NW, Watertown, South Dakota. The diesel fuel shall be CENEX ROADMASTER XL PREMIUM, or equivalent. Ethanol bids will be requested for E10, E20, E30, to be delivered to the shop in Watertown, and for E85 to be purchased at the bidder's pump. Tax shall be included in the bid price submitted for ethanol. Bidder shall include all costs associated with clean-up fund in bid price. Bidder shall bid for delivery of 400 to 500 gallons of dyed diesel to the shops in Henry, Florence, South Shore and Kranzburg. Estimated quantities for 2025-2026 would be 22,000 gallons ethanol, 65,000 gallons #2 diesel and 8,000 gallons #1 diesel. Bids to be per gallon delivered to our storage tanks.
  
3. **LIQUID ASPHALT ROAD MATERIAL:** All emulsified asphalt and cut back asphalts shall be delivered at application temperatures as specified in the South Dakota STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES 2015 edition. There will be a \$.05 per gallon penalty on all deliveries arriving lower than specified temperatures. There will be a \$100 per hour, or fraction thereof, penalty for all asphalt shipments arriving more than 60 minutes beyond the time ordered. Any such penalty shall be deducted from payments made by Codington County to the vendor furnishing the asphalt material. Codington County will be allowed 3.0 hours to unload all transport loads of asphalt material. Grades to be bid include MC70, MC800, MC3000, Mc3000R, AE150S, AE200S, AE300 and CSS-1H, to be bid by the ton. Approximate quantities for 2025-2026 would be 800 tons, more or less. CSS-1H D-30 D-50 approximate quantities 150 tons, more or less.
  
4. **PEA GRAVEL:** Shall meet the requirements as stated in Section 881.2, Type of the SDDOT STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES, 2015 edition. Dust and fine material must not exceed 3% by weight. Codington County will haul from successful bidder's stockpile. Codington County may accept bids at more than one location.
  
5. **GRAVEL CRUSHING:** Bid price per ton. Codington County may strip and reclaim pits. Codington County will designate the location and quantities needed at each pit. The 5/8" and 3/4" crushed gravel shall conform to section 881.2 type 3 (A&B) of the SDDOT STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES, 2015 edition. The 1/2" crushed gravel shall conform to section 880.2 class D, type 2 of the SDDOT STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES, 2015 edition. All excess oversize rock screened off during crushing operations for Codington County shall be stockpiled and shall be the property of Codington County. Codington County reserves the right to test all material before payment is made and all materials not conforming to the specifications will be rejected. Gravel will meet SDDOT specification within the first 1,000 ton crushed and retain that specification.
  
6. **COLD OR HOT MIX:** Patching asphalt, approximately 500 tons, more or less, to be picked up at your site, to be bid by the ton. Codington County may accept more than one bid based on plant.

## SPECIFICATIONS FOR WEED CHEMICALS

Items to be furnished during the period from March 1, 2025, through February 28, 2026

All items to be F.O.B. Codrington County Weed Shop within ten days of order, or at the discretion of Codrington County, may be picked up at the Vendor's facility.

Successful bidder shall provide certificates of formulation upon request of Codrington County.

Codrington County may return any unopened or undamaged chemicals prior to November 15, 2025, for a full refund.

### 1. RODEO OR EQUIVALENT

Glyphosate, Approximately 50 gallons in 2 1/2-gallon containers

Manufacturer \_\_\_\_\_

Price per gallon \$ \_\_\_\_\_

### 2. ROUNDUP PRO OR EQUIVALENT

Glyphosate, Approximately 50 gallons in 2 1/2-gallon containers

Manufacturer \_\_\_\_\_

Price per gallon \$ \_\_\_\_\_

### 3. PLATEAU OR EQUIVALENT

2 lb. active acid ingredient, Approximately 10 gallons in 1-gallon containers

Manufacturer \_\_\_\_\_

Price per gallon \$ \_\_\_\_\_

### 4. 2-4D AMINE, AQUATIC LABELED

4 lb. / gallon acid, Approximately 1000 gallons in 250+ gallon containers

Manufacturer \_\_\_\_\_

Price per gallon \$ \_\_\_\_\_

**5. TORDON 22K OR EQUIVALENT**

**Picloram 2 lb. / gallon acid equivalent, Approximately 500 gallons in 2.5-gallon containers**

**Manufacturer** \_\_\_\_\_

**Price per gallon \$** \_\_\_\_\_

**6. NONIONIC SURFACTANT 90-10**

**Approximately 25 gallons, Price per gallon\$** \_\_\_\_\_

**Submitted by,** \_\_\_\_\_

**Representing,** \_\_\_\_\_

**Date,** \_\_\_\_\_

# CODINGTON COUNTY WEIGHT LIMIT RESOLUTION

## Resolution No. 2025 - 1

WHEREAS, seasonal climatic changes can be detrimental to our highways, and

WHEREAS, the Codington County Board of Commissioners desires to protect existing Codington County Highways, ultimately saving tax dollars and,

WHEREAS, the Codington County Board of Commissioners desire the enforcement of weight limitations on Codington County Highways as set forth and posted by the Codington County Highway Superintendent.

**NOW THEREFORE BE IT RESOLVED:**

WHEREAS, the limits on Codington County roads shall be, forty miles per hour truck speed limit, and maximum load limit shall be seven tons per axle on all asphalt surfaced roads during the Spring thaw period from February 15, to May 1, 2025 inclusive, when limit signs are in place. That The South Dakota Highway Patrol be notified, and hereby is authorized and requested to enforce weight and speed limitations on Codington County Roads.

BE IT FURTHER RESOLVED, that the penalty for the violation of the load restrictions shall be as set forth in SDCL 32-22-55.

Dated this 7<sup>th</sup> day of January, 2025, at Watertown, South Dakota.

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Codington County Commission Chair

ATTEST:

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Codington County Auditor

## 2025 Appointed Weed Board Members

### Re-appoint board members

Jim Thyen

Bret Henricks

### Retired board member

Arlen Boehnke

### Newly appointed

Melvin Ries

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 \_\_\_\_\_



CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Weed & Pest

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

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

Purpose of travel Farm Show

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 \$14 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 \_\_\_\_\_