

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, February 04, 2025

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 February 04, 2025, agenda**
5. **Action to approve the January 28, 2025, minutes of the Board of Codington County Commissioners**
6. **Action to approve a request from Watertown Home Builders Assoc., to serve alcohol to vendors at a private social event at the Extension Center Complex following the close of the Home Show event**
7. **Monthly Reports**
 - a. **Extension**
8. **Action to advertise and hire a full-time Administrative Support position in the Treasurer's Office**
9. **Action to approve a job description for Substance Use and Justice Programs Coordinator in the Community Services Office**
10. **Action to advertise and hire a full-time Substance Use and Justice Programs Coordinator position in the Community Services Office**
11. **Action to approve copier purchase for Emergency Management Office**
12. **Action to authorize the Chair to sign South Dakota Department of Transportation Applications for Highway Access Permits for the planned jail site**
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:**
19. **Old Business**
20. **New Business**
21. **Open**
 - a. **Public Comments**
 - b. **Commission Comments**
22. **Action to enter into Executive session per SDCL 1-25-2**
 - (1) **Discussion of personnel issues**

- (2) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters
- (3) Preparing for contract negotiations with employees or employee's representatives
- (4) Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)

23. Action to adjourn upon completion of agenda items

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

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

January 28, 2025

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 28, 2025, at the Codington County Court House. Commission members present were: Lee Gabel (via Zoom), Tyler McElhany, Myron Johnson, and Troy VanDusen; absent Randall Schweer; Chair VanDusen, presiding. The pledge of allegiance was led by Mitchell Koehn.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair VanDusen 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 McElhany, second by Gabel, to approve the January 28, 2025, agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by McElhany, to approve the minutes of January 21, 2025; all voted aye; motion carried.

APPROVAL TO SELL ALCOHOL AT EXTENSION FOR A WEDDING EVENT

Mitchell Koehn; met with the Board to request authorization for alcohol sales at the Koehn/Ramirez wedding scheduled for June 7, 2025 at the Codington County Extension Center Complex. The liquor license held by Cloud 9 will be transferred for this event. Cloud 9 will be regulating all alcohol sales, security, and minor control. Motion by Johnson, second by McElhany, to approve the request for alcohol sales June 7, 2025, at the Extension Center Complex, as requested; all voted aye; motion carried.

2025 RAIF FUNDING ALLOCATION TO KRANZBURG TOWNSHIP

Brian Zaug, Kranzburg Township Supervisor, informed the Board that the culvert application that was submitted has already been replaced, due to it being a safety issue, Kranzburg does not have a road levy or an opt out in place, Auditor, Brenda Hanten contacted the State's Attorney's to get her opinion on this issue and her opinion is as follows; SDCL 31-34-6 is the provision that provides that a township requesting use of these funds shall have either a secondary road levy or a tax levy opt out. The language of the statute makes it a non-discretionary condition meaning that they MUST have one of those options in place. If they have neither in place, the statutory scheme dictates that the funds may not be allocated. The Board upheld the State's Attorney's opinion and didn't allocate and RAIF funds to Kranzburg Township.

UPDATE ON RAIF LEGILATION

Travis Paulson, South Dakota Association of Towns and Townships Secretary, informed the Board that legislation will be submitted in regard to asking for an additional 25 million for another three years for RAIF funding, the last year that RAIF funds will be allocated to the County is 2025 and these funds need to be utilized by 2029, he also asked the Board to request support from the South Dakota Association of County Commissioners in regard to supporting the additional RAIF funding legislation.

changing, know your way off at night; if your vehicle goes through the ice call dispatch to report it; the Hazmat familiarization class from last year’s Hazardous Materials Emergency Preparedness grant was a success, applied for the same training grant for next year. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from activity in the month of December 2024, for the Detention Center and Sheriff’s Office: office fees were collected in the amount of \$7,596.17, and were retained by the County; Commissary items sold in the amount of \$3,543.04 with a commission fee to the County in the amount of \$2,739.82; 510 cases/calls for service; 9 accident reports were completed; 62 warrants served; 171 sets of civil papers served; 4,198 transport miles; average daily inmate population 41.65 (high ADP 50 and low ADP 32); 18 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 13 individuals using remote breathalyzers; 44 individuals testing twice daily PBT’S; 39 individuals reporting twice weekly for UA Drug testing; 0 individuals wearing a sweat patch; 203 bookings; \$13,307.67 collected in fees for out of county prisoner contracts; \$3,040.00 collected in work release fees; \$9,589.00 collected in fees for the 24/7 program; and 3,966.00 collected in SCRAM fees; passed the juvenile compliance inspection with the State of South Dakota; been meeting with the architect team working on the design and inmate flow of the new jail project. Sheriff Howell also provided the Board with 2024 year-end data: average daily inmate population 51.49; 2,557 bookings; 43 protective custody mental health holds with no charges; \$91,240.56 collected in 24/7 sobriety program fees; \$729,472.35 collected for 24/7, work release, out of county contracts, finger print fees, Clerk of Court fees, SCRAM fees, and costs of confinement; \$13,008.15 collected in commissary commission; \$19,025.52 collected in phone commission and an estimated average daily cost for inmates in the amount of \$146.95 per day. The report included Sheriff’s office incident and arrests by type and general information for various services.

RANGELAND FIRE ASSISTANCE RESOLUTION/FIRE PROTECTION AGREEMENT

The Board received correspondence from the SD Dept. of Agriculture addressing a need for updated contact information regarding the County’s designee for obligating funds in the event of a County request for fire suppression assistance. Motion by McElhany, second by Johnson, to approve Resolution 2025-03; all present voted aye; motion carried.

RESOLUTION 2025-03

“**BE IT HEREBY RESOLVED**, that the list of individuals set forth below, are hereby authorized to request rangeland fire assistance, on behalf of Codington County as specified in SDCL 41-20A-11. The authority to request assistance as provided shall continue in full force and effect until terminated or modified by resolution of the Codington County Board of Commissioners.

Effective Date: January 28, 2025

County Fire Assistance Authorization List:

Name	Position	Daytime Phone	Emergency or Cell Phone
Andrew Delgado Director	Emergency Management	605-882-6272	605-520-6272
Troy VanDusen	County Commission Term ends 12/31/2028	605-882-5238	605-881-8527
Cheri Howell	Emergency Management Deputy	605-882-6272	605-956-0609

“BE IT HEREBY RESOLVED, that Andrew Delgado, Codington County Emergency Management Director, is appointed County Rural Fire Coordinator for Codington County, South Dakota. The Codington County Rural Fire Coordinator is hereby authorized to act as a single point of contact, on behalf of Codington County, in dealing with administrative matters such as burn bans, billings, or questions about this Rangeland Fire Agreement specific to Codington County. This authority shall continue in full force and effect until terminated or modified by resolution of the Codington County Commissioners.

Dated this 28th day of January, 2025

Troy VanDusen, Chair Codington County Commission

ATTEST:

Brenda Hanten, County Auditor

VOLUNTEER ROSTERS

Motion by McElhany, second by Gabel, to approve the following volunteer rosters for the purposes of workers compensation insurance coverage: Codington County Search and Rescue Team, Codington County Weather Spotters, and Emergency Management on-call/back-up staff; all voted aye; motion carried. The volunteer rosters will be kept on file in the Auditor’s Office and updated as needed throughout the year.

CODINGTON COUNTY LEPC ROSTER

Motion by Johnson, second by Gabel, to approve the Codington County LEPC Roster as submitted by the Codington County Emergency Management Office; all voted aye; motion carried. This list will be kept on file in the office of the County Auditor.

TIRE MACHINE FOR HIGHWAY DEPARTMENT

Motion by McElhany, second by Johnson, to approve the purchase of tire machine, for the Highway Dept., from NAPA Auto Parts, in the amount of \$24,224.05, Highway Supt., Randy Falvey, presented the Board with two quotes, from NAPA Auto Parts, in the amount of \$24,224.05 and Pomp’s Tire, in the amount of \$26,691.87, Highway Supt., Randy Falvey recommended approving the quote of \$24,224.05 from NAPA Auto Parts, this is a budgeted item; all voted aye; motion carried.

ELECTRICAL PROJECT AT HIGHWAY DEPARTMENT

Motion by McElhany, second by Johnson, to approve a quote for an electrical project, for the Highway Department, in the amount of \$3,450.00, from Schneider Electric, for the converter, materials and installation; all voted aye; motion carried.

¾ TON PICKUP FOR HIGHWAY DEPARTMENT

Motion by Gabel, second by Johnson, to approve a quote for a ¾ ton pickup, for the Highway Dept., from Watertown Ford, in the amount of \$51,720.00, Highway Supt., Randy Falvey, presented the Board with three quotes, from Watertown Ford, in the amount of \$51,720.00 Lamb Motors (state bid), in the amount of \$51,053.00 and Sharp Automotive, Inc, in the amount of \$52,227.00, Highway Supt., Randy Falvey recommended approving the quote of \$51,720.00 from Watertown Ford, this is a budgeted item; all voted aye; motion carried.

SURPLUS OFFICE EQUIPMENT

Motion by Johnson, second by Gabel, to declare the following office equipment, in the Treasurer's Office, surplus to be traded: Toshiba E Studio 2518 A, S/N 5CZIH18189, all voted aye; motion carried.

605 DRIVE ROLL OUT IN TREASURER'S OFFICE

Treasurer, Carol Maloney, informed the Board that her office will be going live with the new State 605 Drive System for motor vehicles on Tuesday, February 18th, 2025, Thursday, February 13th, 2025 will be the last day that her office will be able to process anything that relates to motor vehicles, the State will start to do the roll out on Friday, February 14th, 2025 through Sunday, February 16th, 2025 with training on Monday, February 17th, 2025 and go live on Tuesday, February 18th, 2025, the self service kiosk at Hy-Vee will be down for a ten day window from Friday, February 7th, 2025 until Tuesday, February 17th, 2025.

CLAIMS

Motion by Johnson, second by McElhany, to approve for payment the following list of claims; all voted aye; motion carried. Boys & Girls Club - \$238,733.37; Credit Collections Bureau - \$1,348.35; Credit Collections Bureau - \$319.95; Interlakes Community Action - \$1,736.17; North Central Food Processing- \$505.65; SDPAA - \$437.36; Thomson-Reuters-West - \$678.30; Verizon Wireless - \$1,863.61; Watertown Ford - \$385.00; Pelican Township - \$12,003.00.

JANUARY SALARY CLAIMS

Motion by Gabel, second by McElhany, to approve the following January salary claims; all voted aye; motion carried.

Commissioners: 12,175.94 total salaries; Myron Johnson 2229.78; Lee Gabel 2229.78; Troy VanDusen 2229.78; Randy Schweer 2229.78; Tyler McElhany 2229.78; Auditor: 22,993.23 total salaries; Brenda Hanten 7335.84; Morgan Cunningham 3888.90; Cindy Feldmeyer 4604.04; Cindy Brugman part time @ 40.00. Co. Treasurer: 45,752.86 total salaries; Carol Maloney 7901.34; Janet Bevers 6072.60; Lindee Waba 5077.75; Ashley Lindner 3459.47; CeCi Johnson; 3807.12; Kristi Torstenson 3807.12; Andi Schmidtgall; 3713.16. States Attorney: 56,480.01 total salaries; Alison Bakken; 9813.60; Jamie Monson 5336.58; Katie Moes 4395.24; Scott Polski 7156.62; Kari Liefert 4182.96; Joe Thronson; 6980.88; Kristina Solum 4082.04. Gov. Buildings: 23,026.06 total salaries; Steve Molengraaf 7660.20; Bryan Bleeker 4849.00; Richard Kohn 4448.52. Dir. Equalization: 58,448.81 total salaries; Shawna Constant 7518.54; Diane Merchant 5098.20; Michelle Pederson 6069.12; Heidi Selchert 5641.08; Barb Martenson 4854.60; Melissa Sears 5641.08; Gayleen Rothenberger; 4188.18; Thomas Pauli; 5110.38. Reg. of Deeds: 31,359.16 total salaries; Ann Rasmussen 7901.34; Mary Fransen 5608.02; Jill Schweitzer 4852.86; Jacki Manning 5782.02. Veterans Service: 13,449.36 salaries; Todd Rose 6509.34; Jay Roberts 5237.40. Sheriff: 154,047.41 total salaries; Adam Reeves 7739.37; Erin Lenzner 4854.60; Brad Howell 10536.02; Megan Swanson 4188.18; Rusty Mathews 7552.58; Dave Curtis 5607.26; Jerrod Olson 8140.08; Trever Schimmel 7216.10; Vanna Engst 5080.80; Brent Solum 8282.72; Steven Lowry 8298.70; Tyler Varns part time @ 30.10; James Bakke part time @ 25.80; Shane Yost 7635.40; Chandler Flowers 7063.84; Dakota Dodds 7564.34; Travis Gutzmer 7187.60; Gavin Wright 7867.84. Detention Center: 183,449.34 total salaries; Raistlan Tschetter 5627.20; Austin Hanson 6333.80; Lori Mills part time @ 29.20; Wyatt Anderson part time @ 26.46; Tristan Coyle 6482.58; Konner Anderson 6092.84; Shawn Nills 7182.70; Dillon Solberg-Ellingson 6002.54; Kolten Eszlinger part time @ 25.80; Brandon Anderson part time @ 27.11; Marcy Rossow 4294.32; Julie Gallisath 7238.12; Matthew Feiock 6260.12; Morgan Wermdal 4188.18; Shawna Carter 6539.79; Kayla Schomaker 6615.42; Charles Rossow part time @ 24.07; Sophia Touailat 2894.60; Jennifer Matejek 7285.32; Matt Blackwelder 7832.72; Wes Jennings 8342.37; Melissa Holtquist 6794.88; Justin Halajian 6191.08; Steve Stahlke 4627.10; Maria Escamilla 6685.76; Kelly Oelrich 7932.49. Coroner: 3229.50 total salaries; Terry Sorensen 3000;. Care of the Poor: 20789.70 total salaries; Sara Foust 6509.34; Kari Kraayenbrink 4395.24; Paige Welling 4085.52. County Nurse: 6041.28 total salaries; Sara Aman 4416.12. Ag. Bldg.: 13676.61 total salaries; Scott Swanson 5401.68; Gordy

Hedges 4502.10. Co. Extension: 13550.02 total salaries; Becky Goens 5470.56; Kim Johnson 4617.96. Weed: 5993.22 total salaries; Ron Hartley 4502.10. Road & Bridge: 115431.74 total salaries; Brad Schwinger 6394.86; Jeff Case 6598.72; Dave Hedding 6047.22; Lori Deutsch 5470.56; Mitch Kallhoff 4810.08; Matt Dargatz 5665.90; Jamie Dolen 5636.58; Robyn Riter 5401.68; Lynn Solberg 6678.12; Doug Torstenson 6106.36; Randy Falvey 8621.89; Lonie Vogelsang 5671.21; Erik Kosak 4385.52; Harold Rounds 5017.14; Klayton Miller 4286.34. Emergency Management: 15,947.43 total salaries; Andrew Delgado 7134.72; Cheri Howell 5641.08. Crime Victim: 8868.55 total salaries; Jan Steele 6867.78. W.I.C.: 5628.17 total salaries; Angelica Leadabrand Anderson 4044.56. 24/7: 7335.63 total salaries; Lindsey Stricherz 6601.12. Total: 817,971.19

Breakdown of withholding amounts which are included in the above: S.D. Retirement 75359.28; VSP 1395.39 ins; S.D. Supplemental Retire. 4675.00 suppl. retire.; Sanford Health 103,852.64 ins.; Reliance Standard Life Insurance 1216.42 life ins.; Delta Dental 7429.30 ins.; Codington County Treasurer 7241.96 HSA ins.; AFSCME Council 65 416.48 employee union dues; AFLAC 3960.27 ins.; John Hancock 4535.00 suppl. retire.; AFLAC 1,741.16 ins.; Sioux Valley Credit Union 21,505.15 employee payments; John Hancock 200.00 Roth retire.; SDRS Supplemental Retirement 3120.00 Roth retire.; Teamsters Local Union 120 592.00 employee union due; Codington County Deputy Sheriff's Association 160.00 employee union dues; ReliaBank Dakota 59,319.70 federal withholding; ReliaBank Dakota 37,600.48 social security; ReliaBank Dakota 8793.62 Medicare; Watertown United Way 60.00 employee contributions; Health Equity 7241.96 ins.

PERSONNEL CHANGE

Motion by Gabel, second by Johnson, to approve the following personnel change: Kristi Torstenson, promotion to Second Deputy-Treasurer, effective 2/1/2025, Grade 30/Step 1, \$23.46 hr./\$4082.04/month; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Johnson, second by McElhany, to enter into executive session, per SDCL 1-25-2 (4) discussing information listed in SDCL 1-27-1.5(8) and 1-27-1.5(17) (safety or disaster) at 10:08 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:30 a.m., no action was taken. Human Resource Representative, Natalie Remund, Sheriff, Brad Howell, and Facilities Manager, Steve Molengraaf, were present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Gabel, second by McElhany to adjourn at 10:30 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 \$ _____



Codington County, South Dakota

Job Title: Substance Use and Justice Programs Coordinator
Reports To: Community Services Director
FLSA Status: Non-Exempt

SUMMARY

The Substance Use and Justice Programs Coordinator is a full-time position integrating strategic planning, case management, diversion program oversight, and grant management to support individuals with substance use challenges and justice involvement in Codington County. The Coordinator will develop and implement strategic initiatives, manage grant-funded programs, and foster collaboration among community stakeholders to reduce recidivism, promote rehabilitation, and enhance service delivery. This role is pivotal in achieving program goals, ensuring compliance with grant requirements, and creating a positive impact within the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

Strategic Planning and Program Development

- Lead the creation and implementation of a strategic plan to address substance use in Codington County.
- Organize and conduct listening sessions with community stakeholders to align program objectives with local needs.
- Develop and refine policies and procedures to ensure alignment with grant goals and promote program sustainability.
- Monitor and evaluate program outcomes, making data-driven recommendations for improvement.

Grant Management and Compliance

- Serve as the primary point of contact for federal grant oversight, ensuring adherence to guidelines and reporting requirements.
- Maintain detailed grant timelines, budgets, and financial reports in collaboration with the finance team.
- Track grant expenditures to ensure efficient and compliant fund utilization.
- Prepare and submit accurate reports to grant agencies, documenting achievements, challenges, and compliance metrics.
- Facilitate grant audits, evaluations, and quality improvement initiatives.



Case Management and Diversion Program Oversight

- Conduct comprehensive assessments of clients' needs, strengths, and risks.
- Develop and monitor individualized case plans to address client goals, including access to housing, healthcare, employment assistance, and substance abuse treatment.
- Design and implement diversion programs aligned with grant objectives and community priorities.
- Collaborate with law enforcement, courts, attorneys, and community organizations to facilitate diversion opportunities for eligible clients.
- Track program effectiveness using systematic data collection and reporting.

Partnership and Collaboration

- Cultivate and maintain relationships with community partners, government agencies, and stakeholders to enhance service delivery and program sustainability.
- Coordinate meetings and communications to foster collaboration and information sharing among partners.
- Represent the organization in public events, meetings, and conferences related to criminal justice reform, substance use challenges, and diversion initiatives.

Community Engagement and Outreach

- Increase community awareness of programs, services, and eligibility criteria through outreach efforts.
- Organize events and initiatives to engage the public and promote program accessibility.
- Act as a liaison between the organization and the community, advocating for justice-involved individuals and those impacted by substance use.



Codrington County, South Dakota

SECONDARY DUTIES:

- Attend training, seminars, workshops and meetings as deemed necessary.
- Assist co-workers with their duties as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS and SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in social work, public administration, criminal justice, psychology, or a related field, Master's degree preferred.
- Minimum of three (3) years' experience in grant management, case management, or program coordination within the criminal justice or substance use fields.
- Familiarity with diversion programs, restorative justice practices, and federal grant regulations.
- Ability to operate computer systems and software such Microsoft Word, Excel, Outlook, Square 9, copy machine, fax machine, calculator, and Internet.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication abilities.
- Proficiency in data management, analysis, and reporting tools.
- Strong interpersonal skills, with the ability to build trust and rapport with diverse stakeholders.
- Ability to work independently and collaboratively in a multidisciplinary team.
- Experience working with justice-involved individuals and those impacted by substance use is advantageous.

EXAMINATION, TESTING, AND CERTIFICATION

- Must possess a valid driver's license and must be legally authorized to work in the United States. As part of the hiring process, all employees are required to complete the Form I-9 and verify their identity and employment eligibility.
- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the County.



Codrington County, South Dakota

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee frequently is required to stand, sit, and reach with hands and arms.
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds occasionally up to 20 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.



**Codington County,
South Dakota**

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for Substance Use and Justice Programs Coordinator. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner in Charge

Date Signed

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Weed & Pest

Name of traveling employee _____

Employee title _____ Employee status exempt nonexempt

Purpose of travel Grazing School

Method of transportation County vehicle

Destination _____

Departure date and time _____ Destination arrival date and time _____ 1

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 \$54 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 _____