

**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, April 15, 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 April 15, 2025, agenda
5. Action to approve the April 8, 2025, minutes of the Board of Codington County Commissioners
6. Discussion/possible action to approve scheduling program with TCP
7. Update on projects with Waylon Blasius, Banner Associates, Inc. representative
8. Action to authorize a notice to bidders for County Road 20 paving project
9. Monthly Reports
  - a. Veteran Service Officer
  - b. Highway
  - c. Facility Manager
10. Action to approve abatement applications
11. Action to approve claims for payment
12. Action to approve automatic budget supplements
13. Action to approve personnel changes
14. Action to approve travel requests
15. Public Notices – a possible quorum of Commissioners could be in attendance at:
16. Old Business
17. New Business
18. Open
  - a. Public Comments
  - b. Commission Comments
19. 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)
20. 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**

April 08, 2025

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 08, 2025, at the Codington County Court House. Commission members present were: Lee Gabel (via Zoom), Tyler McElhany, Myron Johnson, Troy VanDusen and Randall Schweer; Chair VanDusen, presiding. The pledge of allegiance was led by Auditor, Brenda Hanten.

**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 Schweer, second by Johnson, to approve the agenda for April 08, 2025, as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by McElhany, to approve the minutes of April 01, 2025; all voted aye; motion carried.

**MONTHLY REPORTS**

**Auditor, Brenda Hanten**, updated the Board: the 2026 Budget worksheets have been prepared and distributed to all the department heads and are to be returned in May; the Dept. of Revenue has notified the County of a 2.9% CPI for taxes payable in 2026; mailed the Malt Beverage License renewals that are due back to the Dept. of Revenue by May 20<sup>th</sup>, 2026; and received notice the County will receive a refund in the amount of \$14,958 from SDML for overestimated worker's compensation estimations. **Director of Equalization, Shawna Constant**, reported the office is busy getting ready for Equalization Boards, this afternoon for County properties and tonight for the City of Watertown properties; we are finishing the 2025 assessment year and starting 2026; they are getting new cards ready for the re-appraisal which this year will be at Lake Kampeska. **Welfare Director, Sara Foust**, updated the Board: 51 unique individuals were served in March; CARES/ERA - \$3,000.00 was received for administrative fees; the IMPACT (Individuals Making Positive Actions Can Thrive) Medicaid Reimbursement - \$783 for March; Community Service Office - still exploring office options, space is working on a temporary basis; Angie started last week, have many applicants for the front office position, hope to start interviews next week; presented to WFR about services in the community; presented to the LATC Human Service class about poverty; attended SDACWO spring conference, I'm now past president; continue to chair the Counties Statewide MH Coalition; will be attended a Housing Conference sponsored by Dakota Resources; Systems of Care/Strategic Planning – Interagency meeting will be held this week at the Human Service Agency; the Agency of the month is Watertown Regional Library; Laura Hinman, is the individual of the Month, want to promote her Mama's Matter group that meet on Fridays at the Library; Childcare – Business/Data – waiting on report with recommendations from consultant; Capacity Development/Provider support – will start meeting soon, anyone interested in that group should contact our office; Marketing/Community Awareness – planning Splash into Summer event on May 29<sup>th</sup>, 2025 at Foundation Plaza, watch for more information to come; Centralized location – still working on a business plan, feasibility and funding for a central location; check out Codington Connects at [www.codingtonconnects.com](http://www.codingtonconnects.com) for more events and information about the community.

**CELL PHONE STIPEND**

Motion by Johnson, second by Schweer, to approve a monthly cell phone stipend, effective April 1, 2025, in the amount of \$40.00, to Substance Use and Justice Programs Coordinator in Community Service Office, Angie Collignon, as requested by Community Service Director, Sara Foust; all voted aye; motion carried.

**FACE IT TOGETHER FOR PEER SUPPORT SERVICES WITH COSSUP GRANT FUNDS**

Motion by McElhany, second by Gabel, to approve the Chair to sign the contract with Face It Together for Peer Support Services using COSSUP Grant funds, Codington County Community Service Office Director, Sara Foust, informed the Board that this is to implement strategies aimed at reducing the impact of opioid and substance use disorders in the community with no county funds to be used only COSSUP Grant Funds will be used to support this program, this contract has also been reviewed and approved by Codington County States Attorney, Alison Baken; all voted aye; motion carried.

**BROTHERS AND SISTERS BEHIND BARS TO PROVIDE SOBER HOUSING WITH COSSUP GRANT FUNDS**

Motion by McElhany, second by Johnson, to approve Chair to sign contract with Brothers and Sisters Behind Bars to provide sober housing using COSSUP Grant Funds, Community Service Director, Sara Foust, explained to the Board that this will allow the County the availability for up to 40 individuals sober housing with Brothers and Sisters Behind Bars sober living locations, no County funds will be used to support this only COSSUP Grant Funds will be used, this contract has been reviewed and approved by Codington County States Attorney, Alison Baken; all voted aye; motion carried.

**AUDITOR'S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES**

Motion by McElhany, second by Gabel, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last business day of March, 2025, all present voted aye; motion carried.

|  |                         |
|--|-------------------------|
| Cash on hand   | \$ 16,888.32            |
| Checks in Treasurers' possession                                   |                         |
| less than 3 days   | \$ 138,929.04           |
| Credit Card Charges  | \$ 15,718.57            |
| Cash Items   | \$ 8,194.66             |
| <b>TOTAL CASH ASSETS ON HAND</b>                                   | <b>\$ 179,730.59</b>    |
| <b>RECONCILED CHECKING</b>   |                         |
| Reliabank (Memorial Park)  | \$ 1,000.00             |
| Reliabank Dakota   | \$ 26,576,052.83        |
| <b>INVESTMENTS</b>   |                         |
| SD Public Funds Investment   | \$ 1,073.81             |
| Plains Commerce Bank CD's  | \$ 1,520,030.41         |
| <b>TOTAL CASH ASSETS</b>   | <b>\$ 28,277,887.64</b> |
| <b>General Ledger Cash Balance by Funds</b>                        |                         |
| General  | \$ 8,593,431.59         |
| General restricted cash  | \$ 500,000.00           |
| Sp. Revenue  | \$ 9,825,683.15         |
| County Jail Build  | \$ 6,991,624.99         |
| Custodial  | \$ 2,367,147.91         |
| (schools 1,400,218.34, townships 76,193.71; city/towns 242,854.07) |                         |
| <b>TOTAL GENERAL LEDGER CASH</b>                                   | <b>\$28,277,887.64</b>  |

The Board noted Register of Deeds fees, in the amount of \$25,245.55 were collected in the month of March, 2025.

**FULL TIME HIGHWAY DEPARTMENT MAINTENANCE TECH II POSITION**

Motion by Gabel, second by McElhany, to fill a full-time Maintenance Tech II position in the Highway Department G25/\$22.35 hr., position open until filled; due to a retirement; all voted aye; motion carried.

**2025 SALRY SCHEDULE MAKET UPDATE**

Motion by Gabel, second by McElhany, to authorize Chair to sign 2025 Salary Schedule Market Update Service Agreement with McGrath Human Resources Group, in the amount of \$10,455, Human Resource Representative, Natalie Remund, informed the Board that is has been five years since the original Salary Schedule Market Update had been completed with McGrath Human Resources Group, which was recommended at that time to do an update every five years to keep the wage schedule current and the cost to do so is less opposed to waiting for a longer timeframe to update which takes more time to complete which increases the cost; all voted aye; motion carried.

**MOU WITH TEAMSTERS ON BEHALF OF THE CORRECTIONAL OFFICERS**

Motion by Johnson, second by Schweer, to authorize Chair to sign MOU with Teamsters on behalf of the Correctional Officers, Human Resource Representative, Natalie Remund, presented to the Board the MOU in which to correct the union contract where the language on Holiday Pay needs to be corrected to reflect that for Holiday Pay they should receive 12 hours of Holiday pay instead of the 8 hours that is listed in the union contract, this will be negotiated along with the wages in the 2025 Union Negotiations; all voted aye; motion carried.

**SOIL BORRINGS FOR NEW JAIL SITE**

Motion by Gabel, second by McElhany, to authorize Chair to sign proposal with Geotek Engineering & Testing Services, Inc., for soil borings for the new jail site, in the amount of \$6,000, due to the new proposed placement of the new jail building compared to the previous placement of the jail building in 2017 additional borings are needed, this will consist of 10 test borings, 5 test borings will be for the detention center and 5 will be in the pavement area; all voted aye; motion carried.

**EASTER HOLIDAY**

The Board noted the Court House and all County offices will be closed on Friday, April 18<sup>th</sup>, 2025 and Monday, April 21<sup>st</sup>, 2025 in observance of the Easter Holiday.

**CLAIMS**

Motion by McElhany, second by Schweer, to approve for payment the following list of claims; all voted aye; motion carried. 3E GENERATOR SHOP 1237.58 SVC, 605 PROPERTY SOLUTIONS, LLC 1099.02 RENT, ACCREDITATION, AUDIT AND 165.00 SVC, A&B BUSINESS SOLUTIONS 87.64 SUPPLIES, A&B BUSINESS SOLUTIONS 566.53 MAINT, ADVANCE AUTO PARTS 9.26 SUPPLIES, ADVANCED CORRECTIONAL 20517.11 SVC, ADVANTAGE RV'S 1400.00 SUP, ALCOHOL MONITORING SYSTEMS 713.60 SVC, ALEX AIR APPARATUS 2, LLC 857.23 MAINT, AUSTIN LAW OFFICES 26930.46 SVC, AUTOMATIC BUILDING CONTROLS 497.00 MAINT, AUTO VALUE 32.97 SUP, AMG - AVERA OCCUPATIONAL MEDIC 36.60 REPAIRS/MAINT., AXON ENTERPRISE, INC 697.60 EQUIP, KEVIN BACH 67.42 JURY, ALISON BAKKEN 40.00 CELL, EDIE BALDWIN 52.68 JURY, ELIZABETH BALL 276.80 JURY, BANNER ASSOCIATES, INC 18821.25 REPAIRS/MAINT., BATTERIES UNLIMITED 160.00 MAINT, BATTERIES UNLIMITED 160.00 REPAIRS/MAINT., BEACON CENTER 2230.00 PMT, BIERSCHBACH EQUIPMENT 180.63 SUPPLIES, BLUEPEAK 398.77 UTIL, BLUEPEAK 102.99 UTILITIES, JEREMY BOSWELL 31.44 JURY, BOYS & GIRLS CLUB 1733.33 PMT, BRATLAND LAW 13055.50 SVC, BROTHERS & SISTERS BEHIND BARS 100.00 RENT, DUSTIN BROWNELL 11.34 JURY, KRISTOFOR BUE 14.02 JURY, AMANDA BURGOS 45.00 REF, PAUL CALKINS 1200.00 RENT, JEFF CASE 25.00 CELL, DONNA CHRISTY 15.36 JURY, CLEAR LAKE BUILDING CENTER INC 625.00 SUPPLIES, CODINGTON-CLARK ELECTRIC COOPE 35.62 UTILITIES,

CODINGTON TREASURER PETTY CASH 103.25 REIMB, COKO PROPERTIES 250.00 RENT, COLE PAPERS, INC. 479.87 SUP, COLE'S PETROLEUM 17234.57 SUPPLIES, CONSOLIDATED CORRECTIONAL 14497.30 SUP, CRAFTCO, INC. 12495.70 SUPPLIES, CRAWFORD-OSTHUS FUNERAL CHAPEL 10479.00 SVC, CREDIT COLLECTIONS BUREAU 1133.56 SVC, CREDIT COLLECTIONS BUREAU 107.88 SVC, CROSSROADS HOTEL & HURON EVENT 300.00 TRAV, DACOTAH BANK 40.00 FEE, DAKOTA GROUP 2500.00 SVC, DAKOTA SUPPLY GROUP 290.97 MAINT, MATTHEW DARGATZ 25.00 CELL, KATHY DEJONG 2000.00 SVC, DEMPSEY'S BREWERY PUB 82.00 SUP, DIAMOND DRUGS, INC 640.25 SVC, JAMIE DOLEN 25.00 CELL, BRITTANY DUKES 263.40 JURY, EASTSIDE EQUIPMENT 135.13 SUPPLIES, EIGHT TEN PROPERTIES, LLC 1740.00 RENT, ELITE DRAIN & SEWER CLEANING 670.00 MAINT, JOHN ENGELS 80.88 FEE, MARIA ESCAMILLA 115.00 MISC, CADE EVANS 1900.00 RENT, RANDALL G. FALVEY 40.00 CELL, PATSY FLATTEN 47.52 JURY, TOWN OF FLORENCE 81.90 UTILITIES, CHANDLER FLOWERS 200.00 TRAV, SARA FOUST 40.00 CELL, FOX LAW FIRM PLLC. 85.72 SVC, CHRISTOPHER FRYER 54.02 JURY, MICHELLE GAIKOWSKI 119.00 SVC, MATTHEW GIEBLER 256.70 JURY, GLASS PRODUCTS INC. 1372.72 MAINT, BECKY GOENS 64.29 TRAV, LINDA GORDER 52.68 JURY, GREEN, ROBY, OVIATT, 9190.00 SVC, ASHLEE GRUBY 11.34 JURY, EMILY HAGEN 71.44 JURY, JUSTIN HALAJIAN 40.00 CELL, ALYSSA HALLING 11.34 JURY, CJ HANSON 263.40 JURY, RON HARTLEY 25.00 CELL, DAVID HEDDING 25.00 CELL, JAMES HEDGES 25.00 CELL, HELPLINE CENTER, INC 6300.00 MISC, HELSPER, MCCARTY & RASMUSSEN 22306.08 SVC, TOWN OF HENRY 81.77 UTILITIES, HILLYARD/SIOUX FALLS 303.76 SUP, CODY HOFF 25.00 CELL, ALAN HOLLATZ 14.02 JURY, JEREMY HOPEWELL 59.38 JURY, LLOYD HOWELL 52.68 JURY, HUMAN SERVICE AGENCY 24297.75 MISC, GLACIAL LAKES HUMANE SOCIETY 20000.00 PMT, DANIEL HUNTIMER 23.40 JURY, HYVEE #1871 ACCTS RECEIVABLE 231.14 MISC, I STATE TRUCK CENTERS 441.79 REPAIRS/MAINT., INTERLAKES COMMUNITY ACTION 1736.17 PMT, INTOXIMETERS 1700.00 SUP, JEFFERSON PARTNERS LP 161.09 TRAV, ROBERT JENNEN 290.20 JURY, JOHNSON CONTROLS, INC. 129823.55 MAINT, JURGENS PRINTING 49.00 SUP, MITCHELL KALLHOFF 25.00 CELL, KARL'S 1079.99 SUP, JUSTIN KARPINSKE 11.34 JURY, MARK KATTERHAGEN 20.00 SVC, KENNEDY PIER LOFTUS & REYNOLDS 228.00 SVC, KJORNES HOMES LLC 14395.46 RENT, JOLENE KLEINLEIN 276.80 JURY, RICHARD KOHN 25.00 CELL, MARY BETH KONSTANT 12.68 JURY, ERIK KOSAK 25.00 CELL, KARI KRAAYENBRINK 31.91 SUP, TOSHUA KRANTZ 24.74 JURY, DALTON KRUEGER 51.34 JURY, KXLG FM 575.00 SERV, VAL LARSON 20.00 SVC, LAVERN LEE 32.78 JURY, LUCY M LEWNO 109.75 SVC, LINDNER MUSIC 11.90 SUP, JODI LOEHRER 108.50 TRAV, JENNIFER LUND 12.68 JURY, MAAG PROPERTIES, LLC 1375.00 RENT, MAC'S, INC 49.79 SUP, MAC'S HARDWARE 17.79 SUPPLIES, EMILY MACK 30.10 JURY, MACKSTEEL WAREHOUSE, INC. 3.02 SUPPLIES, JANE MADSEN-HILLBERG 34.12 JURY, MASTERS TELECOM LLC 258.07 UTIL, MAXWELL FOOD EQUIPMENT 42.52 SUP, JOAN MCELHANY 12.68 JURY, MCKESSON MEDICAL SURGICAL 264.92 SUP, MCLEOD'S PRINTING & OFFICE SUP 360.72 SUP, MEIERHENRY SARGENT LLP 5752.00 SVC, MENARDS 783.47 S, MENARDS 102.87 SUPPLIES, DIANE MERCHANT 11.34 JURY, KLAYTON MILLER 25.00 CELL, STEVE MOLENGRAAF 290.97 SUP, JOECIE MOONEY 20.00 SVC, DANIEL MORTENSON 60.72 JURY, MOTHER OF GOD MONASTERY 30000.00 PMT, MULTI BUSINESS SOLUTIONS INC 3700.00 SVC, MUNICIPAL UTILITIES 1907.55 UTIL, MUNICIPAL UTILITIES 84.88 UTIL, MUNICIPAL UTILITIES 12749.19 UTIL, MEAGAN MYLER 256.70 JURY, NAPA CENTRAL 51.77 SUPPLIES, NELSON & ERICSSON LAW OFFICE, 4554.00 SVC, CHRISTINE NESS 52.68 JURY, NEWMAN TRAFFIC SIGNS 583.89 SUPPLIES, SHAWN NILLS 40.00 CELL, NORTHERN CON-AGG 18052.83 SUPPLIES, ODNEY 232.98 SRV, OFFICE PEEPS, INC. 5250.03 SUP, OFFICE PEEPS 138.81 SUPPLIES, COLTER OURADNIK 11.34 JURY, ALLISON PAHL 263.40 JURY, THOMAS PAULI 40.00 CELL, CHANCE PAULSON 256.70 JURY, MICHELLE PEDERSON 40.00 CELL, PETERS DISTRIBUTING, INC 234.69 MAINT, PHEASANTLAND INDUSTRIES 158.68 SUPPLIES, DANNY PHILLIPS 14.02 JURY, PINNACLE PROPERTY SOLUTIONS 8750.00 RENT, PITNEY BOWES

407.58 SUP, PRAIRIE LAKES HEALTH CARE CENT 4169.00 SVC, NOAH PRICE 14.02 JURY, THOMAS L PRICE INC 2400.00 SVC, PRO LINE, INC - WATERTOWN 200.00 MAINT, QUICKCARE 85.00 SVC, RC FIRST AID 1068.00 SUPPLIES, JONATHAN REDMOND 72.78 JURY, REDWOOD TOXICOLOGY LABORATORY 1986.81 SUP, BOBBIE REIHE 11.34 JURY, MARY REIL 12.68 JURY, REILLY REPAIR INC 672.64 MAINT, TORI RICHARDS 11.34 JURY, JEFFREY ROBINSON 256.70 JURY, TAMMY ROGNESS 11.34 JURY, VINCENT ROSSITER 11.34 JURY, HAROLD ROUNDS 25.00 CELL, RICHARD RUCKDASCHEL 51.34 JURY, WADE RUDEBUSCH 263.40 JURY, RUNNING SUPPLY INC. 154.98 SUPPLIES, DAWN RUSSELL 620.50 SVC, KENLEE SAXTON 20.00 SVC, DEAN SCHAEFER 252.00 SRV, SCHAFFER LAW OFFICE, LLC 3420.83 SVC, LYNN SCHLAHT 11.34 JURY, WAYNE SCHLAHT 52.68 JURY, MORGAN SCHLECHT 12.68 JURY, AARON SCHLEUSENER 51.34 JURY, BROOKS SCHOENEFELD 14.02 JURY, RONALD SCHULZ 18.04 JURY, BRAD SCHWINGER 25.00 CELL, SD ATTORNEY GENERAL'S OFFICE 4161.00 SVC, SOUTH DAKOTA DEPT. OF TRANSPOR 17318.96 REPAIRS/MAINT., SD STATE TREASURER 616090.71 MARCH REMITTANCE, SDACES 15.00 DUES, SDACO 508.00 PMT, SDN COMMUNICATIONS 1026.00 UTIL, SDPAA 124498.76 INV 31282 4221, MELISSA SEARS 40.00 CELL, HEIDI SELCHERT 40.00 CELL, JESSICA SELCHERT 12.68 JURY, SHARP AUTOMOTIVE 2407.45 REPAIRS/MAINT., AMANDA SHAY 360.00 SVC, ANGELA SIMON 52.68 JURY, SIOUX VALLEY COOP 303.40 SUPPLIES, CHARLESS SKINNER 11.34 JURY, SOCIA LAW, PC 8712.79 SVC, LYNN SOLBERG 40.00 CELL, SOUTH SHORE GAZETTE 586.29 PUB, STEVE STAHLKE 25.00 CELL, STAR LAUNDRY 132.44 SUPPLIES, STAR LAUNDRY 2168.43 REP, TODD STARK 11.34 JURY, JAMES STIMSON 12.68 JURY, STREICHER'S 2164.89 EQUIP, JERIME SURBER 384.00 JURY, SCOTT SWANSON 25.00 CELL, ANN TAECKER 52.68 JURY, DOUGLAS D. TORSTENSON 25.00 CELL, JAMES TORSTENSON 20.00 CELL, LARRY TUPPER 18.04 JURY, TWOTREES TECHNOLOGIES 12470.10 SUP, TWO TREES 1948.05 SUPPLIES, TYLER TECHNOLOGIES, INC 3398.00 SUP, JASON UECKER 12.68 JURY, UNITED SERVICES LLC 173.46 SVC, UTHE PROPERTIES LLC 6000.00 RENT, JOSSLYN VEFLIN 14.02 JURY, VERIZON WIRELESS 506.55 UTIL, VERIZON 40.01 UTILITIES, RELIABANK VISA 101.51 PMT, RELIABANK VISA 252.76 PMT, RELIABANK VISA 405.68 PMT, RELIABANK VISA 3352.42 PMT, RELIABANK VISA 189.73 PMT, RELIABANK VISA 1475.84 PMT, RELIABANK VISA 6.57 PMT, RELIABANK VISA 70.00 PMT, RELIABANK VISA 200.96 PMT, MARLONIE VOGELSANG 25.00 CELL, WALMART - CAPITAL ONE 21.83 SUP, WENDY WALSH 256.70 JURY, JILL WARNE 12.68 JURY, WATERTOWN AMBULANCE 1000.00 SVC, WATERTOWN PUBLIC OPINION 24.80 PUB, ISAAC WESELOH 52.68 JURY, WESTERN PRINT GROUP 428.50 SUP, AUSTIN WIARDA 23.00 REF, WILKESHIRE LLP 84.32 UTIL, WTN HOUSING AUTHORITY 2328.00 RENT, WW TIRE SERVICE INC 882.80 MAINT, YANKTON CO. SHERIFF 50.00 SVC, YANKTON CO TREASURER 641.00 SVC, SD DEPT. OF PUBLIC SAFETY 2700.00, HEALTH EQUITY 87.00

#### **PERSONNEL CHANGE**

Motion by Johnson, second by McElhany, to approve the following personnel changes: Joseph Thronson, Deputy States Attorney, increase vacation hours from 6.66 hours to 8 hours, effective next pay period; Wade Jordan, Highway Maintenance Tech II, Highway Dept., full-time effective 4-14-2025, Grade 25/Step 1, \$22.35 per hour; Brandon Jacobson, Seasonal re-hire Memorial Park Custodian, Memorial Park, effective 4-14-2025, Step AA2/\$17.70 per hour; Steve Rondell, Seasonal re-hire Memorial Park Technician, effective 4-14-2025, Step BB#1/\$19.31 per hour; Steve Deville, Seasonal re-hire Memorial Park, Custodian, effective 4-14-2025, Step BB#6/\$20.77 per hour; all voted aye; motion carried.

#### **TRAVEL REQUEST**

Motion by McElhany, second by Schweer, to approve the following travel request: Weed & Pest staff to attend Mosquito Fogger Recalibration; all voted aye; motion carried.

**ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Schweer, second by Gabel, to adjourn at 9:35 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 \$ \_\_\_\_\_

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Community Services

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

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

Purpose of travel Training/Learning about S programs 1-3 times between  
and, based on training needs and schedules

Method of transportation Vehicle

Destination \_\_\_\_\_

Departure date and time TBD Destination arrival date and time 1.5 hrs after departure.

Return departure date and time TBD Return arrival date and time 1.5 hrs after departure

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$135/trip mileage

Lodging expense \$0

Meals \$14.00/trip maximum Registration 0

Other costs n/a

Overtime costs involved in the requested travel not anticipated

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 Community Services

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

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

Purpose of travel \_\_\_\_\_

Method of transportation 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.) \$175 mileage

Lodging expense \$110

Meals \$26.00 maximum Registration 0

Other costs n/a

Overtime costs involved in the requested travel not anticipated

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 \_\_\_\_\_