

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, April 9, 2024

1. Pledge of Allegiance
2. Call for public comment. Public comment may be submitted in person or via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve the April 9, 2024, agenda
5. Action to approve the April 2, 2024, minutes of the Board of Codington County Commissioners
6. Action to approve a resolution to reconvey property taken by tax deed proceedings
7. Monthly Reports
 - a. Auditor
 - b. Director of Equalization
 - c. Community Service Office Director
 - d. Highway
8. Action to authorize Community Service Office Director to participate in training off-site
9. Action to authorize Chair to sign National Work Zone Awareness Week Proclamation
10. Discussion/possible action to enact a burn ban resolution
11. Discussion/possible action to authorize Chair to sign contract with Architecture Incorporated for jail design services
12. Action to approve fireworks show permit
13. Action to approve the Auditor's acct. w/Treasurer and note monthly Register of Deeds fees
14. Action to approve abatement applications
15. Action to approve claims for payment
16. Action to approve automatic budget supplements
17. Action to approve Commissioner Contingency transfer
18. Action to approve personnel changes
19. Action to approve travel requests
20. Public Notices – a possible quorum of Commissioners could be in attendance at:
21. Old Business

22. New Business

23. Open

- a. Public Comments
- b. Commission Comments

24. Action to enter into Executive session per SDCL 1-25-2

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

25. Action to adjourn upon completion of agenda items

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

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

April 2, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, April 2, 2024, at the Codington County Court House. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Randall Schweer; Chair Schweer, presiding. The pledge of allegiance was led by Auditor, Brenda Hanten.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Schweer called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by VanDusen, second by Gabel, to approve the agenda for April 2, 2024, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of March 26, 2024; all voted aye; motion carried.

APPROVAL TO SELL ALCOHOL AT EXTENSION FOR A WEDDING EVENT

Tad Holt; met with the Board to request authorization for alcohol sales at the Holt/Dailey wedding scheduled for September 28, 2024 at the Codington County Extension Center Complex. The liquor license held by Cloud 9 will be transferred for this event. Tom Boldt with Cloud 9 will be regulating all alcohol sales, security, and minor control. Motion by VanDusen, second by Gabel, to approve the request for alcohol sales September 28, 2024, at the Extension Center Complex, as requested; all voted aye; motion carried.

MONTHLY REPORTS

4-H/Youth Program Advisor, Jodi Loehrer, updated the Board: shooting sports continues on Tuesday and Thursday nights; the State 4-H Shoot is April 26-28 in Ft. Pierre; 4-H shooting sports has a raffle that tickets can be purchased from the shooting sports families or at the office with the drawing to be held in May; a virtual Kid Kare will be held on Mondays from March 18-April 29, will be holding an in-person Kid Kare on June 25, 2024 with registration materials to be ready soon; 30 youth participated in a paint workshop on April 1, 2024 and 50 youth are cooking with their family in the Food, Fun, 4-H program and learning about food from Germany, Italy, Greece, Japan and Mexico, they are learning a lot and having a wonderful meal with their family; the next teen DASH will be held on May 31, 2024 at the Codington County Extension Complex; will be wrapping up the 4-H Cloverbud afterschool meetings in April with a Cloverbud Camp on July 17, 2024; are planning to have a Farm Safety Day Camp in June with registration to be coming out soon to the schools, had a leaders meeting to plan achievement days;

Veterans Service Officer, Todd Rose, updated the Board: metrics for the month, 188 open claims (working claims) (92 pending action from VA) 44 completed (YTD), currently working for 23 veterans and have completed claims for 9 veterans from outside our county; \$17,758 for the month of March 2024. increase in monthly compensation for veterans or their dependents YTD monthly increase \$37,163 for the month of March 2024, \$XX.XXX for the month of March, 2024, retro-payment to bring a claim current to monthly compensation YTD retro-payments \$201,013 (updated 2024 retro payment); 3 veteran DAV

transports in March; 2 transports currently scheduled for April; made some adjustments to the spread sheet that we should have done at the beginning of the year, that is why the monthly retro shows X's, the year-to-date number is still correct, also don't track phone calls or walk ins; new window signage to identify the office location with the address; the office continues to maintain a steady flow of veterans and dependents looking for assistance; helped a family with submitting the documents to get a bridge dedicated; March 5, 2024 the President opened eligibility for VA Health Care to veterans that were exposed to or might have been exposed to toxins while serving in the military, veterans can apply by calling, mailing, or online, there is a new form 1010EZR as of March 20, 2024 that needs to be used if they are going to be claiming eligibility due to toxic exposure, more information coming out about it so please contact your local VSO if they have questions; Community Transit has become a vendor with the VA, they are eligible to give Veterans rides if they work through the VA veteran transport system out of Sioux Falls, they need to call them which will then coordinate with Community Transit and will need a 3 day notice; always looking for volunteer drivers to give veterans rides to approved VA medical appointments; American Legion will be handling the Memorial Day Ceremony in Watertown, details to follow the first part of May.

BURN BAN

The Board decided there was no need to enact a burn ban at this time and to leave it on as an agenda item.

AUTHORIZE CHAIR TO SIGN LETTING AUTHORIZATION WITH SDDOT

Motion by Johnson, second by VanDusen to authorize the Chair to sign letting authorization with SDDOT for Bridge project #BRF-B 6510(05) PCN 08MM, highway supt., Rick Hartley, informed the Board that this bridge is located on County Road 20/176th Street, the bid letting will not take place until this fall and the bid letting will be by SDDOT, the State's estimated total project cost is \$3,686,000.00 with the County's share will be 5.34%.

RESOLUTION TO COMBINE PRIMARY ELECTION PRECINCTS

Auditor, Brenda Hanten, presented the Board with a resolution to combine voting precincts for the 2024 June 4, Primary Election in Codington County. The Board approved the following resolution:

RESOLUTION 2024-08

WHEREAS, the Board of County Commissioners of Codington County, South Dakota, is required by the provision of SDCL 12-14-1 to provide for election precincts throughout the County and shall designate polling places within such precincts, and

WHEREAS, a Primary Election is to be held on June 4, 2024, and where the Board of County Commissioners may change the boundaries of election precincts already established and where it has been determined it would be in the best interest of County taxpayers to combine some of the current precincts for said election.

THEREFORE, BE IT RESOLVED, that the following precincts are established for the 2024 Primary Election to be held on June 4, 2024

- Precinct A1, A2, A3, A4 & D1
- Precinct B1, B2, B3, B4, C1, & E5
- Precinct C2, D2, D3, & D4 & Elmira Township
- Precinct, C3, C4 & Pelican Township
- Precinct E1, E2, E3, E4, & Lake Township

Dexter Township
Eden & Phipps Townships & Wallace Village
Fuller Township & Florence Village
Germantown and Rauville Townships
Graceland & Henry Townships & Henry Village
Kampeska & Richland Townships
Kranzburg Township & Village
Leola Township & South Shore Village
Sheridan Township
Waverly Township

The above and foregoing resolution was moved for adoption by Commissioner Johnson, second by Commissioner Waterman all voted aye; motion carried.

Dated this 2nd day of April, 2024

Randall Schweer
County Commission Chair

ATTEST:

Brenda Hanten
Auditor

CONSTRUCTION MANAGER AT RISK FOR THE JAIL PROJECT

Commissioner Gabel, informed the Board that the Codington County Justice Advisory Committee interviewed 2 Construction Management firms and then on Thursday, March 28, 2024 the CCJAC decided to recommend Beckenhauer Construction as the Construction Manager at Risk, Tegra assisted with this process; motion by Gabel, second by VanDusen, to engage the services of Beckenhauer Construction located in Norfolk, Nebraska, and allow Tegra to negotiate a contract with them; all voted aye; motion carried.

MARCH SALARY CLAIMS

Motion by VanDusen, second by Gabel, to approve for payment the following March salary claims; all voted aye; motion carried. Commissioners: 11,747.85 total salaries. Auditor: 21,449.29 total salaries. Co. Treasurer: 39,945.88 total salaries. States Attorney: 55,888.12 total salaries. Gov. Buildings: 20,931.74 total salaries. Dir. Equalization: 48,535.42 total salaries. Reg. of Deeds: 29,369.94 total salaries. Veterans Service: 12,619.38 total salaries. Sheriff: 127,553.21 total salaries; Jerrod Olson 6110.88 promotion. Jail: 152,709.79 total salaries. Welfare: 18,962.72 total salaries. CO. Nurse: 5,687.07 total salaries. Ag. Bldg.: 11,830.54 total salaries. Co. Extension: 12,702.61 total salaries. Weed: 5,532.62 total salaries. Planning Board: 398.00 total salaries. Road & Bridge: 109,821.80 total salaries. Emergency Management: 14,639.85 total salaries. Crime Victim: 8,518.98 total salaries. W.I.C.: 5,233.16 total salaries. 24/7: 7,030.94 total salaries. Total 721,108.91

Breakdown of withholding amounts which are included in the above:

S.D. Retirement 69,662.12; VSP 928.37 eye insurance; S.D. Supplemental Retire. 5,125.00 suppl. retire.; Sanford 93,302.35; Reliance Standard Life Insurance 794.49 life ins.; Delta Dental 6,966.44 ins.; Codington County 6,385.35 employee HSA contribution; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 504.00 employee union dues; AFLAC 3,908.79 ins.; VSP 359.68 eye insurance; John Hancock 5,640.00 suppl. retire.; AFLAC 1,133.10 ins.; Sioux Valley Credit Union 28,195.00 employee payments; John Hancock Roth 200.00 suppl. retire.; SDRS Supplemental Retirement 2980.00 Roth retirement; Teamsters Local Union 120 528.00 employee union due; Codington County Deputy Sheriff's Association 105.00 employee union dues; ReliaBank Dakota 49,792.39 federal withholding; ReliaBank Dakota 65,750.56 social security; ReliaBank Dakota 15,377.18 Medicare; United Way 60.00 employee contributions; Health Equity 6,385.35 employee HSA contribution.

PERSONNEL CHANGE

Motion by Gabel, second by Waterman, to approve the following personnel change: Keith DeCoteau, new hire, full-time Corrections Officer/Jail, step 3/Grade 35, \$26.07 per hour; all voted aye; motion carried.

PUBLIC NOTICES

Commissioner Gabel, informed the Board that there will be a kick-off meeting on Friday, April 5, 2024 at 9:30 a.m., that will start with a tour of the jail and also include site locations for a possible jail, for more information contact Commissioner Gabel.

EXECUTIVE SESSION

Motion by Gabel, second by VanDusen, to enter into executive session, per SDCL 1-25-2(1) discussion of personnel issues at 9:28 a.m.; all voted aye; motion carried. The Board returned to regular session at 9:48 a.m., no action was taken. Human Resource Representative, Natalie Remund, Auditor, Brenda Hanten, and Community Service Director, Sara Foust; were present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Gabel, to adjourn at 9:49 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 \$ _____

RESOLUTION 2024-09

WHEREAS, it appearing to the satisfaction of the Commissioners of Codington County that a Tax Deed currently held by the County was taken on the following described real estate:

The West 60 Feet of Lot No. 2, in Block No. 5, Mayfair Addition to Watertown, located in Codington County, South Dakota, and is according to the recorded plat.

WHEREAS, the record owner of the above-described real estate held by Codington County under tax deed desires a reconveyance of the property pursuant to the provisions of SDCL sections 10-25-41, 10-25-42 and 10-25-43; and

WHEREAS, it further appearing to the satisfaction of the Codington County Commission that taxes, filing fee, insurance, publishing and all other costs associated with the reconveyance in the amount of \$7,021.94, will be deposited with the Codington County Treasurer prior to 4:00 p.m. on April 9, 2024. If said taxes, penalty, interest, filing fee, insurance, publishing costs along with all other fees and costs required for the reconveyance are not paid to the Treasurer by the deadline indicated above, this Resolution shall become null and void and the property shall remain in the name of Codington County.

NOW THEREFORE BE IT RESOLVED, by the Codington County Commission, that consistent with the terms of this Resolution, the Codington County Commission hereby authorizes reconveyance of the above-described property and further authorizes the Treasurer of Codington County to execute a Quit Claim Deed transferring the interest of Codington County, South Dakota, back to the record owner of said property, Christine Carpenter. This Resolution shall be published in the regular minutes of the Commission meeting and said reconveyance shall be made only after the time for appealing from this Resolution has expired.

Dated this 9th day of April 2024

Randall Schweer, Chair
Codington County Board of Commissioners

ATTEST:

Brenda Hanten
Codington County Auditor

TAXPAYER STATEMENT OF TAXES OWING
 CODINGTON CO. TREASURER

14 FIRST AVENUE S.E.
 WATERTOWN, SD 57201
 (605) 882-6285

AS OF 04/01/2024

CHRISTINE M CARPENTER
 123 12TH AVE NW
 WATERTOWN SD 57201-

Tax											
Year	Yr Due/Bill#	Taxpayer Name		Town / Township		Taxes	Interest	Adv/Crt	TOTAL		
2018	2019-1-10842	CHRISTINE M CARPENTER		WATERTOWN CITY		855.52	406.46	14.50	1,276.48		
	REC# 8864 2	5	W60' LOT 2	BLK 5							
	Property Addr:	123 12 AVE NW		Note:	TAX DEED ISSUED TO CODINGTON COUNTY 11/13/23						
2019	2020-1-10764	CHRISTINE M CARPENTER		WATERTOWN CITY		880.96	330.45	.00	1,211.41		
	REC# 8864 2	5	W60' LOT 2	BLK 5							
	Property Addr:	123 12 AVE NW		Note:	TAX DEED ISSUED TO CODINGTON COUNTY 11/13/23						
2020	2021-1-10780	CHRISTINE M CARPENTER		WATERTOWN CITY		877.48	241.39	.00	1,118.87		
	REC# 8864 2	5	W60' LOT 2	BLK 5							
	Property Addr:	123 12 AVE NW		Note:	TAX DEED ISSUED TO CODINGTON COUNTY 11/13/23						
2021	2022-1-10812	CHRISTINE M CARPENTER		WATERTOWN CITY		861.58	150.86	.00	1,012.44		
	REC# 8864 2	5	W60' LOT 2	BLK 5							
	Property Addr:	123 12 AVE NW		Note:	TAX DEED ISSUED TO CODINGTON COUNTY 11/13/23						
2022	2023-1-10880	CHRISTINE M CARPENTER		WATERTOWN CITY		934.02	70.14	.00	1,004.16		
	REC# 8864 2	5	W60' LOT 2	BLK 5							
	Property Addr:	123 12 AVE NW		Note:	TAX DEED ISSUED TO CODINGTON COUNTY 11/13/23						
2023	2024-1-11002	CODINGTON COUNTY		WATERTOWN CITY		1,031.80	.00	.00	1,031.80		
	REC# 8864 2	5	W60' LOT 2	BLK 5							
	Property Addr:	123 12 AVE NW		Note:	TAX DEED ISSUED TO COD COUNTY 11-13-23						
TOTAL TAXES OWING:						5,441.36	1,199.30	14.50	6,655.16		

TAX DEED COSTS \$206.93
 INSURANCE \$129.85
 RECORDING FEE \$30.00
 RECONVEYANCE TOTAL DUE TO TREASURER'S OFFICE \$7,021.94

**10-25-41. Reconveyance to record owner of real property held by county under tax deed--
Consideration required.**

The county commissioners may authorize a reconveyance by quitclaim deed to the record owner or the record owner's assignees or successors only of any real property held by the county under tax deed only. The reconveyance shall be for consideration not less than the total principal, interest, and costs of all taxes represented in the tax deed and any other taxes and interest which are unpaid on the real property.

Source: SDC 1939, § 57.1125; SL 1943, ch 292; SL 1974, ch 68, § 10; SL 2018, ch 63, § 153.

10-25-42. Price, conditions, and qualifications required by county commissioners for reconveyance to record owner.

Nothing contained in § 10-25-41 limits the discretion of the county commissioners to fix a higher price for the reconveyance or to annex to the reconveyance any conditions or qualifications as the county commissioners may establish.

Source: SDC 1939, § 57.1125; SL 1943, ch 292; SL 2008, ch 37, § 78; SL 2018, ch 63, § 154.

10-25-43. Resolution of county commissioners for reconveyance to record owner--Quitclaim deed.

Reconveyance pursuant to § 10-25-41 may be authorized only by resolution of the county commissioners published in the minutes, and the reconveyance may be made only after the time for an appeal from the resolution has expired. The reconveyance is made by quitclaim deed substantially in the form provided by chapter 43-25 and may be made only on payment in cash of the price fixed by the resolution of the county commissioners. The quitclaim deed is executed by the treasurer and attested by the county auditor under seal. The quitclaim deed has the effect only of releasing the title and claim that the county and the taxing districts represented by the county have under the tax deed and any of the taxes that are paid as a part of the price fixed by the county commissioners.

Source: SDC 1939, § 57.1125; SL 1943, ch 292; SL 2008, ch 37, § 79; SL 2018, ch 63, § 155.



PROCLAMATION

NATIONAL WORK ZONE AWARENESS WEEK

APRIL 15-19, 2024

WHEREAS, National Work Zone Awareness Week (NWZAW) is an annual spring safety campaign held at the start of construction season to raise public awareness for work zones and those who work in them; and

WHEREAS, National Work Zone Awareness Week 2024 is taking place April 15-19 to encourage safe driving through work zones; and

WHEREAS, the 2024 National Work Zone Awareness Week theme is "Work Zones are temporary. Actions behind the wheel can last forever"; and

WHEREAS, motorists are encouraged to slow down to posted speed limits, eliminate distractions while driving, and be watchful for roadway workers, their equipment, and vehicles on the side of the road in work zones; and

WHEREAS, according to the National Work Zone Safety Information Clearinghouse, in 2021, there were 874 fatal crashes and 956 fatalities in U.S. work zones; and

WHEREAS, Codrington County is dedicated to advocating for safe driving and maintaining work zone safety for both the road worker and the traveling public; and

Now Therefore Be It Resolved, that the Codrington County Board of Commissioners declares the week of April 15 through April 19, 2024 to be National Work Zone Awareness Week in Codrington County, and encourage caution in work zones for the safety of all.

Dated this ___ day of _____, 2024

APPROVED BY THE COMMISSION

Chairman

Attest:

Auditor

PERMIT TO DISCHARGE FIREWORKS IN CODINGTON COUNTY

DATE / DURATION OF DISCHARGE: July 12, 2021 for approx. 1.5 hours

DESCRIPTION OF DISCHARGE: fireworks display

Type of Fireworks:

Consumer fireworks X

Display fireworks X

LOCATION OF DISCHARGE: 46345 166th Street, Watertown

TIME OF DISCHARGE: 9:30 PM -11:00 PM

PERSON DISCHARGING: Name Jared J. Birk
 Address 46345 166th Street
 Watertown, SD 57201
 Phone (605) 237-6165
 email pyrobirk@gmail.com
D.L. / SS# SDDL# 00570006
 (drivers license or social security number)

Does this person have a Class B License? Yes (3-SD-029-34-6K-00158)

I affirm and warrant that the above information is true and correct.

Dated this 2nd day of April, 2024



Applicant

The above address is within the South Shore Fire Department's fire district. The South Shore Fire Department has reviewed this permit application and hereby recommends its issuance.



Fire Chief

The Codington County Sheriff's Office has reviewed this permit application and hereby recommends its issuance.



Codington County Sheriff

AUTHORIZATION

Pursuant to authorization by the Codington County Board of Commissioners, I, _____, Chairman, hereby authorize and issue this Permit to Discharge Fireworks in Codington County, by the person or entity names above, at the time and in the manner described herein.

Dated this _____ day of _____, 20_____

Chairman Codington County Commissioners

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

The sum of **\$16,104.90** in fees has been collected by me as Register of Deeds for MARCH, 2024

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

Ann Rasmussen
Register of Deeds

Subscribed and sworn to before me this 2nd day of April 2024
Bonnie Hanten

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	\$ 202.00
County General Fund (\$5.00)	\$ 505.00
State EVRSS Fund (\$5.00)	\$ 505.00
State General Fund (\$3.00)	\$ 303.00
TOTAL	\$ 1,515.00

CERTIFIED DEATHS

County General Fund (\$5.00)	\$ 460.00
State General Fund (\$4.00)	\$ 368.00
State EVRSS Fund (\$6.00)	\$ 552.00
TOTAL	\$ 1,380.00

FILED

APR 02 2024

CODINGTON COUNTY AUDITOR

Receipt Totals

By Date: 3/1/2024 12:00:00 AM - 3/28/2024 11:59:59 PM; Departments: All; Cash based.

Summary:

Receipt Item Totals

	Document:	Paid	Charged	Debited	Total
	Document:	\$10,586.50	\$920.00	\$0.00	\$11,506.50
	Non Document:	\$3,669.25	\$1,457.40	\$0.00	\$5,126.65
	Subtotal:	\$14,255.75	\$2,377.40	\$0.00	\$16,633.15

Payment on Account Totals

Applied:	\$1,849.15
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$1,849.15

Payments & Refunds

ACH:	\$6,687.50
Cash:	\$2,505.25
Check (Refund):	-\$30.00
Check:	\$6,927.15
Money Order:	\$15.00
Total:	\$16,104.90

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00	\$70.00	\$70.00	\$0.00	\$0.00
101-0-341.21	\$5,484.00	\$5,098.00	\$386.00	\$0.00
101-0-341.22	\$4,493.50	\$4,493.50	\$0.00	\$0.00
229-0-321.00	\$210.00	\$210.00	\$0.00	\$0.00
726-0-209.00	\$1,930.00	\$1,410.00	\$520.00	\$0.00
101-0-341.29	\$2,842.40	\$1,979.25	\$863.15	\$0.00
250-0-341.21	\$645.00	\$597.00	\$48.00	\$0.00
769-0-209.00	\$430.00	\$398.00	\$32.00	\$0.00
Total:	\$16,104.90	\$14,255.75	\$1,849.15	\$0.00

FILED

APR 02 2024

Document Pro

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME Jeff Riley		DATE 5/1/2024
EFFECTIVE DATE 5/1/2024	POSITION TITLE Maintenance	DEPARTMENT Hwy Dept
CURRENT STEP 1	NEW STEP 1	
CURRENT PAY RATE \$16.10	NEW PAY RATE \$16.74	
REASONS FOR CHANGE Summer Help Rehire		

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE Rick Hartley

DATE 4-3-2024

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department State's Attorney

Name of traveling employee _____

Employee title _____ Employee status exempt nonexempt

Purpose of travel Attend Annual Conf.

Method of transportation auto

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.) auto mileage - partially reimbursed

Lodging expense 105.00 + taxes x 3 = 315/night x 3 nights = 945.00

**there is partial reimburse available that will be applied for.*

Meals per diem Registration - 0 -

Other costs _____

Overtime costs involved in the requested travel 0

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 Detention Center

Name of traveling employee 2 instructors

Employee title _____ Employee status exempt nonexempt

Purpose of travel instructor renewal class

Method of transportation County van

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.) _____

Lodging expense NA LET

Meals _____ Registration _____

Other costs _____

Overtime costs involved in the requested travel _____

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs?

Yes _____ No _____ If no, why _____

Is this travel a budgeted item? Yes No _____

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____

FILED

APR 04 2024

CODINGTON COUNTY AUDITOR

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Detention Center

Name of traveling employee 2 instructors

Employee title _____ Employee status exempt _____ nonexempt _____

Purpose of travel Class - faser Certification renewal

Method of transportation Van

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.) NA

Lodging expense NA

Meals current rate x 2 people Registration 450 x 2 = 990

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 depends on staffing availability

Is this travel a budgeted item? Yes No _____

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____

Date _____

FILED

APR 04 2024

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Detention Center

Name of traveling employee _____

Employee title _____ Employee status exempt nonexempt

Purpose of travel Development blogs at LET

Method of transportation County Van

Destination LET -

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.) _____

Lodging expense NA - LET

Meals _____ Registration NA - provided by LET

Other costs _____

Overtime costs involved in the requested travel _____

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs?

Yes _____ No _____ If no, why _____

Is this travel a budgeted item? Yes No

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____

Date **FILED**

APR 04 2024