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, October 20, 2026

1. **Pledge of Allegiance**

2. **Call for public comments. 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 October 20, 2026, agenda**

5. **Action to approve October 13, 2026, minutes of the Board of Codington County Commissioners**

6. **Monthly Reports**
   a. **Highway**
   b. **Facility Manager**

7. **Discussion/possible action to approve Codington County employee health insurance proposal**

8. **Action to re-schedule November 3rd Board meeting to November 5th due to the General Election**

9. **Action to approve Commissioner Contingency transfer**

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 pursuant to SDCL 1-25-2**
    (1) Discussion of personnel issues (SDCL 1-25-2(1))
    (2) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters (SDCL 1-25-2(2))
    (3) Preparing for contract negotiations or negotiating with employees or employee representatives (SDCL 1-25 2(3))
    (4) Discussion of pricing or marketing strategies when public disclosure may harm the competitive position of the county owned business (SDCL 1-25-2(4))
    (5) Discussion of information pertaining to the protection of public or private property (SDCL 1-25-2(5))

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 1st Ave SE
Watertown, SD 57201

October 13, 2026

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, October 13, 2026, at the Codington County Court House. Commission members present were: Lee Gabel, Tyler McElhany, Myron Johnson, Randall Schweer, and Troy VanDusen; Chair VanDusen, presiding. The pledge of allegiance was led by Human Resource Representative, Natalie Remund.

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 agenda for October 13, 2026, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of October 06, 2026; all voted aye; motion carried.

MONTHLY REPORTS

Community Health Nurse, Codi Storm, provided a quarterly report to the Board covering the following items; Personnel/office activity, staff training, immunizations, maternal health, child/adolescent services, school health activities, general public health office activities. **Auditor, Brenda Hanten,** updated the Board: as of 5:00 p.m. October 9th, 2026, 914 absentee ballots have been cast, compared to October 9, 2024, 1212 absentee ballots were cast and October 9th, 2022, 509 absentee ballots were cast; 2027 liquor license renewals have been mailed out and will be on the agenda Thursday, November 5th, 2026, Board meeting for approval; levy work for taxes payable 2027 continues. **Community Service Director, Sara Foust,** updated the Board: Medicaid Reimbursement - $880.11 billed in September; DOH CHW Grant reimbursement - $1,558.00 in September; Community Service Office – September had 2 funerals, 1 utility assistance, 1 rental assistance, and 1 bus ticket, all have had liens placed; attended a homeless consortium meeting in Pierre; Angie submitted the COSSUP grant for $1 million for jail support; did not apply for the Public Health and Mental Health Initiative grant; received notice that we were awarded $34,355 for the ESG to help with rent and housing assistance; planning to have a Transition to Success training for staff and other case managers in November; Systems of Care/Codington Connects – Interagency meeting was last week – the financial literacy and emerging adult programs were presented; Central Location – waiting to hear back on funding, still hoping to be in the building by the end of the year; Childcare – starting an employer survey to gather more data about employer needs; held the Advisory Council meeting last Monday. Check out Codington Connects at www.codingtonconnects.com for more events and information about the community.

SDHDA 2026 EMERGENCY SOLUTIONS GRANT FUNDS

Motion by McElhany, second by Johnson, to approve 2026 SDHDA Emergency Solutions Grant Funds in the amount of $34,000, Community Service Director, Sara Foust, informed the Board that these funds will be used for rental assistance for the homeless and those in danger of becoming homeless; all voted aye; motion carried.

2027 DEPT. OF HEALTH DATA TO ACTION CHW GRANT

Motion by Gabel, second by McElhany, for the Community Service office to apply for the 2027 Dept. of Health Data to Action CHW grant for the amount of $20,000 per CHW, Community Service Director, Sara Foust, explained to the Board that this is an annual grant in the amount of $20,000 per each Community Health Worker; all voted aye; motion carried.

SOUTH DAKOTA HEALTHLINK

Motion by Johnson, second by McElhany, to allow the Community Service office to receive access to the South Dakota Healthlink, Community Service Director, Sara Foust, informed the Board that this will be used only to access health information that their office isn't able to obtain from other resources; all voted aye; motion carried.

TEAMS PHONE SYSTEM FOR COMMUNITY SERVICE OFFICE

Motion by McElhany, second by Schweer, to approve Community Service Office to switch to the Teams phone system, with TwoTrees, in the amount of $1,188.00 annually and a one-time set-up fee of $599.00, Community Service Director, Sara Foust, provided the Board with the price quote from TwoTrees; all voted aye; motion carried.

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

Motion by McElhany, second by Schweer, 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 September 2026, all present voted aye; motion carried.

Cash on hand	$ 8,543.95
Checks in Treasurers' possession	$ 134,530.90
less than 3 days	0.00
Credit Card Charges	$ 6,676.48
Cash Items	$ 5,885.66
TOTAL CASH ASSETS ON HAND	**$ 155,636.99**
RECONCILED CHECKING	
Reliabank (Memorial Park)	$ 16,088.80
Reliabank Dakota	$ 25,093,017.58
INVESTMENTS	
SD Public Funds Investment	$ 1,133.68
Plains Commerce Bank CD's	$ 0.00
Colliers Securities	$ 14,586,124.61
TOTAL CASH ASSETS	**$ 39,852,001.66**
General Ledger Cash Balance by Funds	
General	$ 8,410,886.98
General restricted cash	$ 500,000.00
Sp. Revenue	$ 7,946,815.80
County Jail Build	$21,003,280.21
Bond Redemption Fund	$ 341,738.57
Custodial	$ 1,649,280.10
(schools $602,183.27, townships $68,143.60; city/towns $145,689.67)	
TOTAL GENERAL LEDGER CASH	**$ 39,852,001.66**

The Board noted Register of Deeds fees, in the amount of **$40,109.35,** were collected in the month of September 2026.

OPIOID SETTLEMENT FUNDS

Motion by McElhany, second by Gabel, to approve a cash transfer from County General to Opioid Settlement fund, this fund has been created by the Department of Revenue to designate opioid proceeds; Auditor, Brenda Hanten, informed the Board of this change created by the Department of Revenue; all voted aye; motion carried.

REVIEW CODINGTON COUNTY EMPLOYEE HEALTH INSURANCE PROPOSALS

Due to unforeseen circumstances to obtain quotes from one of the insurance companies, the Board has decided to extend the timeframe to receive the quotes but will have it on the agenda next week Tuesday, October 20th, 2026.

CLAIMS

Motion by McElhany, second by Gabel, to approve for payment the following list of claims; all voted aye; motion carried. 605 PROPERTY SOLUTIONS, LLC 1099.02 RENT, A-OX WELDING 26.55 SUPPLIES,

ACCREDITATION, AUDIT AND 165.00 SVC, A&B BUSINESS SOLUTIONS 291.55 MAINT, A&B BUSINESS SOLUTIONS 271.99 UTILITIES, KAITLYN ABBOTT 51.40 JURY, ABRA 63.80 MAINT, ACTIVE HEATING 4395.14 REPAIRS/MAINT., ADVANCED CORRECTIONAL 21229.67 SVC, AGTERRA TECHNOLOGIES, INC 1965.00 SUP, ALCOHOL MONITORING SYSTEMS 871.90 SVC, KRYSTLE ALTHOFF 57.00 JURY, AMBERVERSE CREATIONS LLC 1125.00 SVC, AUSTIN LAW OFFICES LLP 31306.95 SVC, AUTO VALUE 67.99 SUP, AUTO VALUE 510.98 REPAIRS/MAINT., AVERA PATIENT FINANCIAL SERVIC 113.10 REPAIRS/MAINT., BANNER ASSOCIATES, INC 59704.75 REPAIRS/MAINT., DOUG BARLOW 51.40 JURY, BASIN CONSTRUCTION AND DRAIN T 335160.00 REPAIRS/MAINT., BATTERIES UNLIMITED 50.00 SUP, BEACON CENTER 1000.00 PMT, AUSTIN BENDA 11.40 JURY, BEST WESTERN PLUS RAMKOTA HOTE 990.00 TRAV, BLACKBURN & STEVENS PROF LLC 208.22 SVC, ELIJAH T BLACKTHUNDER 30.00 SVC, BLUEPEAK 346.61 UTIL, BLUEPEAK 121.49 UTILITIES, BOB BARKER COMPANY INC 9522.40 SUP, BOYS & GIRLS CLUB 8926.58 PMT, BRATLAND LAW 4343.20 SVC, SCOTT BRATLAND 17.00 JURY, DARLENE BRESSON 17.00 JURY, BRIAN'S GLASS & DOOR, INC. 93.74 MAINT, BROTHERS & SISTERS BEHIND BARS 100.00 RENT, BROWNLEE CONSTRUCTION 1456.00 SUPPLIES, BUILDING SPRINKLER INC 415.00 MAINT, BUTLER MACHINERY 1539.61 SUPPLIES, LEE BYMERS 11.40 JURY, JAMIE CAMPBELL 14.20 JURY, CARTNEY BEARING & SUPPLY 8.32 REPAIRS/MAINT., WHITNEY CHILSON 105.84 JURY, DARRIN CHRISTENSEN 25.00 CELL, CODINGTON-CLARK ELECTRIC COOPE 45.64 UTILITIES, COKO PROPERTIES 350.00 RENT, COLE PAPERS, INC. 3194.58 SUP, ANGIE COLLIGNON 40.00 CELL, COLONIAL RESEARCH CHEMICAL COR 195.07 SUP, JOANN COMES 72.80 JURY, LISA COMES 72.40 JURY, CONSOLIDATED CORRECTIONAL 17493.86 SVC, CRAWFORD-OSTHUS FUNERAL CHAPEL 2575.00 SVC, CREDIT COLLECTIONS BUREAU 774.79 SVC, CREDIT COLLECTIONS BUREAU 112.17 SVC, CULLIGAN OF WATERTOWN 491.25 SUP, JAN DAILEY 25.00 CELL, DAKOTA DATA SHRED 1086.77 SVC, DAKOTA SUPPLY GROUP 1219.42 SUP, LAVERNE D DALLY(CHARLIE) 25.00 CELL, CARLA DANDURAND 51.40 JURY, MATTHEW DARGATZ 25.00 CELL, BRIAN DAVEY 11.40 JURY, KATHRYN JANE DEJONG 560.00 SVC, DELANEY NIELSEN SANNES PC 3639.25 SVC, ANDREW DELGADO 170.03 TRAV, WAYNE DEVRIES 14.20 JURY, DIAMOND DRUGS, INC 3479.78 SVC, JAMIE DOLEN 25.00 CELL, DOUG'S ANCHOR MARINE INC 1399.59 EQUIP, PAMELA DRAKE 59.80 JURY, DUININCK INCORPORATED 501.39 SUPPLIES, PENNY EICKHOLT 57.00 JURY, KEITH EISCHENS 25.00 CELL, ELECTION SYSTEMS & SOFTWARE 193.36 SUP, EMBERLINE PRESS INC 5385.51 POST, ENGELSTAD ELECTRIC CO. 107.14 MAINT, RICKY EVANS 12.80 JURY, FACE IT TOGETHER INC 2511.52 SVC, RANDALL G. FALVEY 40.00 CELL, FASTENAL COMPANY 134.44 SUPPLIES, NICHOLAS FELT 36.00 REF, FIRST DISTRICT ASSN OF LCL GOV 9590.31 SVC, RYAN FISCHER 15.60 JURY, BURDETTE FLEMMING 26.80 JURY, JODY FORD 11.40 JURY, FOUR SEASONS SMALL ENGINE REP 358.50 MAINT, SARA FOUST 148.00 CELL, BRIANA FRENCH 102.92 JURY, MICHELLE GAIKOWSKI 1126.25 SVC, GENOA HEALTHCARE 12.65 SVC, FERN GILL 51.40 JURY, PRESCOTT GIVENS 52.80 JURY, GRAINGER 71.96 SUP, GREEN OVIATT LAW FIRM LLP 7112.80 SVC, GUARDIAN ALLIANCE TECHNOLOGIES 125.00 SVC, GUARDIAN RFID 24.50 SUP, NEAL GUNDERSON 11.40 JURY, JUSTIN HALAJIAN 40.00 CELL, MERIL HAMBLIN 52.80 JURY, PAMELA HANSEN 50.00 JURY, RON HARTLEY 25.00 CELL, CYNTHIA HAYES 52.80 JURY, HEALTHEQUITY 72.00 SVC, DAVID HEDDING 25.00 CELL, ADAM HEINRICH 11.40 JURY, HELSPER, MCCARTY & RASMUSSEN 12310.40 SVC, TOWN OF HENRY 110.24 UTILITIES, PAUL HERTING 51.40 JURY, HILLYARD INC 2144.29 SUP, CODY HOFF 25.00 CELL, JIMMY HOLDAHL 51.40 JURY, CHERI HOWELL 120.00 TRAV, HPS LAW FIRM 896.71 SVC, ALICIA HUFFMAN 29.60 JURY, HUMAN SERVICE AGENCY 25010.50 SVC, HUMAN SERVICE AGENCY 400.00 SVC, HYVEE #1871 ACCTS RECEIVABLE 277.29 SVC, I STATE TRUCK CENTERS 1151.15 REPAIRS/MAINT., JON INGALLS 25.00 CELL, INTERLAKES COMMUNITY ACTION 1926.00 SVC, CASSANDRA JACKSON 11.40 JURY, ADAM JENSON 102.92 JURY, JOHNSON CONTROLS BUILDING 7352.28 MAINT, KIM JOHNSON 137.75 TRAV, WADE JORDAN 25.00 CELL, JURGENS PRINTING 179.00 SUP, BECKY KAHNKE 76.60 JURY, MITCHELL KALLHOFF 25.00 CELL, MARK C KATTERHAGEN 20.00 SVC, GARY KELLER 51.40 JURY, JOHN DEERE FINANCIAL 2399.94 REPAIRS/MAINT., KIESLER POLICE SUPPLY 1600.41 EQUIP, ERIK KOSAK 25.00 CELL, JENNIFER KOUTZ 11.40 JURY, JOSEPH LAFRAMBOISE 25.00 CELL, LAKE AREA DOOR 255.61 SUPPLIES, LANGUAGE LINE SERVICES INC 30.18 SVC, NATALIE LANNING 11.40 JURY, VALERIE J LARSON 20.00 SVC, JAMES LAUTERHAHN 15.60 JURY, BRYCE LEBLANC 11.40 JURY, ERIC LEWIS 339.34 TRAV, LUCY M LEWNO 711.18 SVC, LINCOLN CO TREASURER 1474.16 SVC, KASSIE LINDNER 51.40 JURY, JODI LOEHRER 1066.90 TRAV, THE LOFTS 1585.50 RENT, LOISEAU CONSTRUCTION,

INC. 126264.80 REPAIRS/MAINT., LYLE SIGNS LLC 1727.78 SUP, SHEILA MAAG 26.80 JURY, MAC'S, INC 36.97 SUP, MAC'S HARDWARE 207.32 SUPPLIES, RONI MACK 129.20 JURY, SHIRLEY MACK 54.20 JURY, MACKSTEEL WAREHOUSE, INC. 4.77 REPAIRS/MAINT., MASTER BURN 596.52 REPAIRS/MAINT., MASTERS TELECOM LLC 355.95 UTIL, KENNETH MCINTOSH 54.20 JURY, MCKESSON MEDICAL SURGICAL 610.59 SUP, MENARDS 1900.30 SUP, MENARDS 904.38 SUPPLIES, SHAWNNA MESEBERG 10.00 JURY, MIDCONTINENT COMMUNICATIONS 739.60 UTIL, DONALD MILLER 25.00 CELL, KLAYTON MILLER 25.00 CELL, MOE OIL COMPANY 2621.52 SUPPLIES, MULTI BUSINESS SOLUTIONS INC 11330.00 SVC, MUNICIPAL UTILITIES 238.97 UTIL, MUNICIPAL UTILITIES 15030.66 UTIL, MUNICIPAL UTILITIES 1012.18 UTILITIES, MUTH ELECTRIC 1382.01 MAINT, NAPA CENTRAL 71.78 SUP, NAPA CENTRAL 1683.25 SUPPLIES, NELSON & ERICSSON LAW OFFICE 2000.60 SVC, BENJAMIN NELSON 11.40 JURY, CHRISTA NELSON 52.80 JURY, JULIE NELSON 105.84 JURY, SHAWN NILLS 40.00 CELL, BRANDI NISICH 10.00 JURY, NORTHERN CON-AGG 749.33 SUPPLIES, NORTHWESTERN ENERGY 57.28 UTILITIES, DARRELL NOVY 51.40 JURY, NUTRIEN AG SOLUTIONS INC 4028.00 SUP, OFFICE PEEPS, INC. 4810.06 SUP, OFFICE PEEPS 175.12 SUPPLIES, OTTERTAIL POWER CO, 42.90 UTILITIES, SAMUEL PAULSON 27.00 SVC, ADAM PEDERSON 198.50 REIMB, MICHELLE PEDERSON 40.00 CELL, PEN PROPERTIES 600.00 RENT, PENNINGTON COUNTY JAIL 242.21 TRAV, VICKY PLOOF 12.80 JURY, SCOTT POLSKI 923.81 TRAV, POMP'S TIRE SERVICE, INC 1889.78 MAINT, POMP'S TIRE SERVICE, INC. 267.92 SUPPLIES, PRAIRIE LAKES HEALTH CARE CENT 921.20 SVC, PRECISION KIOSK TECHNOLOGIES 18000.00 RENT, PRINT 'EM NOW 457.00 SUP, PRODUCTION MONKEYS 15000.00 SVC, ANN RASMUSSEN 165.60 TRAV, AMY REDLIN 24.00 JURY, RIDDLE'S GLASS INC 138.95 MAINT, JAY ROBERTS 270.80 TRAV, TRAVIS RONKE 11.40 JURY, RON'S SAW SHOP 269.50 MAINT, RUNNING SUPPLY INC. 199.98 REPAIRS/MAINT., SAFETYMED LLC 775.00 SUP, SANFORD LABORATORIES 219.00 SVC, SANFORD WATERTOWN MED CENTER 3771.98 SVC, CAYDEN SCHMIDT 20.00 SVC, SD ATTORNEY GENERAL'S OFFICE 1830.74 SVC, SD DEPARTMENT OF HEALTH 10835.00 SVC, SOUTH DAKOTA DEPT. OF TRANSPOR 462.01 REPAIRS/MAINT., S.D. FEDERAL PROPERTY 915.75 SUP, SD SHERIFFS ASSOCIATION 440.00 TRAV, SD STATE TREASURER 665184.50 SEPTEMBER REMITTANCE, SDACO 750.00 SVC, MELISSA SEARS 40.00 CELL, HEIDI SELCHERT 40.00 CELL, SHARP AUTOMOTIVE 39.17 REPAIRS/MAINT., SHERWIN WILLIAMS CO. 494.68 SUPPLIES, STACY SINNER 18.40 JURY, SIOUX RURAL WATER SYSTEM 99.00 UTILITIES, SIOUX VALLEY COOP 6726.99 SUP, SIOUX VALLEY COOP 19799.47 SUPPLIES, GEORGE SLAMA 14.20 JURY, LAW OFFICE OF ALEXANDER SOCIA 8125.20 SVC, LYNN SOLBERG 40.00 CELL, TOWN OF SOUTH SHORE 192.00 UTILITIES, SOUTH SHORE GAZETTE 259.89 PUB, JAMES SPIERING 12.80 JURY, STEVE STAHLKE 25.00 CELL, STAR LAUNDRY 2907.65 SUP, STAR LAUNDRY 66.22 SUPPLIES, STEVE'S WORLD 430.35 MAINT, SCOTT SWANSON 25.00 CELL, SYNERGY INNOVATIONS LLC 1200.00 EQUIP, TECHNIQUES INC 394.22 MAINT, SARAH TETZLAFF 10.00 JURY, THOMPSON MECHANICAL INC 414.12 SUP, THOMSON REUTERS-WEST 501.01 SVC, CNH INDUSTRIAL ACCOUNTS 1483.24 REPAIRS/MAINT., DOUGLAS D. TORSTENSON 25.00 CELL, JAMES TORSTENSON 20.00 CELL, TRANSOURCE 168.90 REPAIRS/MAINT., ALISON TRAUBA 191.60 CELL, TWOTREES TECHNOLOGIES 9834.04 SVC, TWOTREES TECHNOLOGIES 487.00 SUPPLIES, US BANK 600.00 PMT, VAN DIEST SUPPLY COMPANY 8825.40 SUP, VERIZON WIRELESS 139.80 UTIL, VERIZON WIRELESS 75.06 UTIL, VERIZON WIRELESS 1249.06 UTIL, VERIZON WIRELESS 1895.94 UTIL, VERIZON 40.01 UTILITIES, VERIZON WIRELESS SERVICES LLC 165.00 SVC, RELIABANK VISA 1942.19 SUP, RELIABANK VISA 2104.01 SVC, RELIABANK VISA 140.72 SUP, RELIABANK VISA 1449.87 TRAV, RELIABANK VISA 677.70 UTIL, RELIABANK VISA 895.60 MAINT, RELIABANK VISA 466.13 SUP, RELIABANK VISA 18.04 SUP, RELIABANK VISA 23.99 SUP, RELIABANK VISA 670.45 SUP, MARLONIE VOGELSANG 25.00 CELL, GERALD VOLK 108.76 JURY, DEANNA WARD 12.80 JURY, WARNE PLUMBING 1701.58 MAINT, WATERTOWN CURRENT LLC 283.05 PUB, WATERTOWN FORD 35972.00 EQUIP, WATERTOWN FORD 47.98 REPAIRS/MAINT., BRETT WENDLER 54.20 JURY, MORGAN WERMEDAL 30.00 SUP, JOHN WEST 102.92 JURY, RYAN WEST 20.00 SVC, FLEETPRIDE, INC. 60.68 REPAIRS/MAINT., JOHN WHITNEY 10.00 JURY, MARK WIENTJES 12.80 JURY, WIGHT & COMES FUNERAL CHAPEL 2575.00 SVC, SARAH WILKENS 65.40 JURY, WINDOW PROS 40.12 MAINT, JAXON WIPF 30.88 SVC, WW TIRE SERVICE INC 3511.93 MAINT, YANKTON CO. SHERIFF 100.00 SVC, YESIKA G MUNOZ 590.00

JAIL CLAIM
Motion by Gabel, second by McElhany, to approve for payment the following jail claim; all voted aye; motion carried.
MUNICIPAL UTILITIES $737.17

TRAVEL REQUEST
Motion by Johnson, second by Schweer, to approve a travel request for Community Service staff to attend conference; State's attorney to attend conference; all voted aye; motion carried.

OLD BUSINESS
Commissioner Gabel gave an update on the new jail project and informed the Board that construction is moving along with most all the work being done inside.

EXECUTIVE SESSION
Motion by Johnson, second by McElhany, to enter into executive session, per SDCL 1-25-2 (1) Discussion of personnel issues at 9:34 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:03 a.m. and no action was taken.

ADJOURNMENT
Upon conclusion of all business to come before the Board, a motion was made by Gabel, second by Schweer, to adjourn at 10:04 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

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Emergency Management

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 $125

Meals $22 Registration $75

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 Government Buildings

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 $125

Meals $22 Registration $75

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 Government Buildings

Name of traveling employee _____

Employee title _____ Employee status exempt _X_ 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 $125

Meals $22 Registration $75

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 Memorial Park

Name of traveling employee _____

Employee title _____ Employee status exempt X nonexempt __

Purpose of travel Meeting

Method of transportation County vehicle

Destination _____

Departure date and time _____ Destination arrival date and time _____

Return departure date and time _____ Return arrival date and time _____

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) fuel

Lodging expense _____

Meals $ _____ Registration $0

Other costs _____

Overtime costs involved in the requested travel _____

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

Yes X No _____ If no, why _____

Is this travel a budgeted item? Yes X No __

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____