

**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, March 26, 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 March 26, 2024, agenda
5. Action to approve the March 19, 2024, minutes of the Board of Codington County Commissioners
6. Action on a request to sell alcohol at a wedding event at the Extension Center
7. Monthly Reports
  - a. Emergency Management
  - b. Sheriff
  - c. Highway Superintendent
8. Discussion/possible action to enact a burn ban resolution
9. Action to approve purchase of Data pilot software for the Sheriff's Office
10. Action to declare office equipment surplus to be destroyed
11. Action to approve Chair to sign Joint Powers Agreement with the State DOT for pavement marking
12. Action to approve Chair to sign South Dakota DOT certificates for Highway 20 bridge replacement
13. Action to approve a contract with the SDDOT for 2024 weed spraying
14. Action to authorize Chair to sign MOU with SD Housing Authority and Community Services Office to be a Coordinated Entry System Access Point
15. Action to approve abatement applications
16. Action to approve claims for payment
17. Action to approve automatic budget supplements – Welfare Budget ERA claims
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:
  - a. Codington Clark Electric Meeting, Tuesday, March 26, 2024, 6:30 p.m., Extension Building
  - b. CCJAC meeting, Thursday, March 28, 2024, Codington County Courthouse
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 1<sup>st</sup> Ave SE  
Watertown, SD 57201**

March 19, 2024

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, March 19, 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 Commissioner Gabel.

**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 March 19, 2024, as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Gabel, to approve the minutes of March 12, 2024; all voted aye; motion carried.

**PLAT RESOLUTIONS APPROVED**

Auditor, Brenda Hanten and Commissioner Johnson, reviewed and presented the Board with two plats for their approval. The Board took the following action:

**RESOLUTION 2024-06**

A Resolution to approve the platting of the MK Miller Addition in the County of Codington, South Dakota

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

MK Miller Addition in the Southwest Quarter of Section 5, Township 116 North, Range 51 West of the 5<sup>th</sup> P.M., Codington County, South Dakota (South Kranzburg Township), and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Johnson, and second by Commissioner Waterman; all voted aye; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 19<sup>th</sup> day of March, 2024, at Watertown, Codington County, South Dakota

Codington County, 19 March 2024

Randall Schweer  
Commission Chair, Codington County, South Dakota

STATE OF SOUTH DAKOTA  
§  
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2024-06, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 19<sup>th</sup> day of March, 2024, at Watertown, Codington County, South Dakota.

Brenda Hanten  
County Auditor, Codington County, South Dakota

**RESOLUTION 2024-07**

A Resolution to approve the platting of the Moe Addition in the County of Codington, South Dakota

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

Moe Addition in the Southwest Quarter of Section 17, Township 119 North, Range 54 West of the 5<sup>th</sup> P.M., Codington County, South Dakota (Dexter Township), and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner VanDusen, and second by Commissioner Johnson; all voted aye; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 19<sup>th</sup> day of March, 2024, at Watertown, Codington County, South Dakota

Randall Schweer  
Commission Chair, Codington County, South Dakota

STATE OF SOUTH DAKOTA  
§  
COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2024-07, adopted by the Board of County Commissioners of Codington County, South Dakota.

Codington County, 19 March 2024

Dated this 19<sup>th</sup> day of March, 2024, at Watertown, Codington County, South Dakota.

Brenda Hanten  
 County Auditor, Codington County, South Dakota

**MONTHLY REPORTS**

**Facility Manager, Steve Molengraaf**, updated the board: Ag. Building – most of the winter scheduled events will end by the middle of April, due to Studio 212 closing by the end of this month and many vendors already booked, there could be a potential opportunity to use the extension complexes for renting of some of those events, Commissioners Johnson, Waterman, Scott and myself met with Banner Engineering for the 50% design plans on the parking lot at the extension complex, picked up 700 chairs from Box Elder Federal Surplus which when picked up 900 of the 1600 chairs were already taken from various county and state entities, not all the chairs match that were picked up, there should be roughly 25-250 chairs matching in each color group, so most events there should be enough chairs with the same color; Court House – contractors are progressing very well on the cooling system of the HVAC project in the courthouse and detention center, the new chiller has a shipping start date as of today, with the potential removal of the old and the installation of the new within the next 10 days depending on the weather; Detention Center – Detention maintenance staff have been busy installing new LED bulbs throughout the detention center which has greatly increased the lighting; Park – the contractor has completed the three roofing projects, the park managers should be back shortly, with the park office opening April 1<sup>st</sup>, 2024; Weed – weed board member, Ron Moerhing and myself attended the Weed and Pest Conference; the annual Weed and Towns and Township meeting soup supper was held on Monday, March 4<sup>th</sup>, 2024 at the extension complex with 44 attendees; WNV – workshops are scheduled with calibration yet to be determined.

**WEED CHEMICAL/SPRAYING FEE SCHEDULE**

Motion by Gabel, second by Johnson, to approve the 2024 weed spraying rates/schedule of fees as provided by Facilities Manager, Steve Molengraaf; all voted aye; motion carried:

**2024 WEED SPRAYING RATES/SCHEDULE OF FEES**

<b>Township &amp; County</b>		<b>State, City &amp; Private</b>	
Equipment and Operator	\$45.00 hour	Truck	\$75.00 hour
		RTV	\$60.00
		Operator	\$55.00
2-4D Amine Aquatic	\$11.01 gallon	2-4D Amine Aquatic	\$35.00 gallon
Rodeo or Equivalent	\$24.00 gallon	Rodeo or Equivalent	\$55.00 gallon
Roundup Pro or Equivalent	\$15.25 gallon	Roundup Pro or Equivalent	\$42.00 gallon
Plateau or Equivalent BASF	\$120.45 gallon	Plateau or Equivalent BASF	\$135.00 gallon
		Alligare Panoramic	\$130.00 gallon
Tordon 22K or Equivalent	\$53.45 gallon	Tordon 22K or Equivalent	\$70.00 gallon
Nonionic Surfactant 90-10	\$11.30 gallon	Nonionic Surfactant	\$15.00 gallon
GrazonNext	\$55.00 gallon	GrazonNext	\$60.00 gallon
Milestone	\$300.00 gallon	Milestone	\$320.00 gallon
Transline	\$120.00 gallon	Transline	\$135.00 gallon
		Dicamba	\$90.00 gallon

1 (one) hour minimum hourly rates (for State, City, and Private), and \$.10 per gallon water charge with a 500-gallon minimum. Applicable Sales Tax will be added to all charges based on location of spraying for private companies/individuals.

**ROUNDUP PRO CHEMICAL BID**

Motion by Johnson, second by Waterman, to accept the Roundup Pro Chemical bid from VanDiest Chemical for \$22.25/gallon, as presented by Facilities Manager, Steve Molengraaf; all voted aye; motion carried.

**RENODRY QUOTE**

Facility Manager, Steve Molengraaf, presented to the Board a quote with RENODRY in the amount of \$27,315.55, this agenda item was before the Board a couple years ago and the recommendation at that time was to fix the grading/drainage problems around the Courthouse, which have been completed, RENODRY is to address rising damp in the basement of the Courthouse, after discussion between Board members a motion was made by Gabel, due to a lack of a second, the motion failed.

**SURPLUS FURNITURE**

Motion by VanDusen, second by Gabel, to declare 200 steel folding chairs from the Extension Center, surplus to be destroyed; all voted aye; motion carried.

**BURN BAN**

The Board discussed with the possible moisture that is predicted for the weekend not to enact a burn ban at this time, but leave it on the agenda.

**DELTA DENTAL INSURANCE PREMIUM RENEWAL**

The board noted correspondence regarding the County's renewal premiums for insurance with Delta Dental of South Dakota. The County's group claims experience and trends analysis suggests a 17.7% increase in rates. Delta Dental will limit the County's rate increase to 5%. Motion by Gabel, second by VanDusen, to approve the following rates and cost share for employee dental insurance coverage for the time period beginning June 1, 2024 through May 31, 2025, all voted aye; motion carried:

Single coverage premium: \$47.70 – paid by the County

Two party coverage premium: \$85.90 – County share \$42.95, Employee share \$42.95

Family coverage premium: \$125.04 – County share \$62.52, Employee share \$62.52

**VEHICLE FOR CORONER'S OFFICE**

Motion by VanDusen, second by Waterman, to approve a quote from Watertown Ford in the amount of \$54,166.00 and to use Commissioner Contingency to supplement the Coroner budget for this purchase due to the Coroner budget won't be able to support this purchase; Coroner, Terry Sorenson, informed the Board that this is not a budgeted item and he planned on putting it on his 2025 budget, he is currently using his personal vehicle and it is starting to have issues and most likely won't last until next year; all voted aye; motion carried.

**CONCRETE BARRIERS**

Motion by Gabel, second by VanDusen, to accept the quote with Rinker Materials in the amount of \$30,838.50; Highway Supt., Rick Hartley, provided a quote from Rinker Materials for 30 – 10' concrete median barriers and 30 median barrier connecting pins to be placed on 31<sup>st</sup> Street; all voted aye; motion carried.

**2024 COMMUNITY HEALTH NURSING SERVICES CONTRACT**

Motion by Johnson, second by VanDusen, to authorize Chair Schweer to sign the contract between Codington County and the South Dakota Dept. of Health, Community Health Services, for continued community health nursing services, beginning January 1, 2024 and ending December 31, 2024, in the amount of \$15,379.54; all voted aye; motion carried.

**CLAIMS**

Motion by Gabel, second by Waterman, to approve the following claims: FischerRounds & Associates \$366.00, tax repo property endorsement; States Attorney-TwoTrees Technologies \$20.00, cloud; Sheriff/Detention Center, Verizon Wireless \$1,663.83; Care of Poor-Reliabank Visa \$199.00; Commissioner/States Attorney-Watertown Public Opinion \$1232.85, publications; all voted aye; motion carried. Motion by Gabel, second by Johnson, to approve a claim in the amount of \$23,864.16, payable to the City of Watertown for January 911 surcharge collections; Gabel, Johnson, Schweer and Waterman, voted aye; VanDusen was recused; motion carried.

**PERSONNEL CHANGE**

Motion by Gabel, second by Waterman, to approve the following personnel change: Jerrod Olson, promoted to Sergeant, effective 3/15/2024, Grade 50/Step 5, \$35.12 per hour; all voted aye; motion carried

**OLD BUSINESS**

Commissioner Gabel informed the Board that there will be interviews of 2 firms for the Construction Manager at Risk, this will take place on March 27<sup>th</sup>, 2024. The CCJAC will meet on March 28<sup>th</sup>, 2024 at 7:30 to come up with a recommendation for the construction manager at risk to bring to the Commissioner Board.

**OPEN**

**Commission Comments:** Commissioner Waterman mentioned that with the walk around with Banner and there may be possible deterioration with one of the buildings at the Extension Complex and will be a separate issue than the parking lot, Commissioner Johnson mentioned that Banner said if we proceed with the parking lot project the earliest possible date for bid letting would be May with a start date in July.

**ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Gabel, to adjourn at 9:50 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-**

**A RESOLUTION DECLARING A FIRE DANGER EMERGENCY  
IN CODINGTON COUNTY PROHIBITING ANY OPEN BURNING**

**WHEREAS**, due to drought conditions prevalent in Codington County and due to recent temperatures and high winds, a fire danger emergency now exists within Codington County, South Dakota,

**NOW THEREFORE BE IT RESOLVED**, by the Codington County Board of Commissioners that a Fire Danger Emergency is hereby declared and until this resolution be otherwise rescinded by the Codington County Board of Commissioners, all open burning as defined in Codington County Ordinance #13-A is hereby prohibited within the boundaries of Codington County, South Dakota, exclusive of any incorporated municipality within the County, and

**BE IT FURTHER RESOLVED**, that this Resolution is declared to be necessary for the immediate preservation of the public safety in accordance with the provisions of SDCL 7-18-A-8, effective immediately, and shall continue in force and affect until rescinded by the Codington County Board of Commissioners.

Dated this    day of March, 2024

---

Randall Schweer  
Commission Chair

ATTEST:

---

Brenda Hanten  
Codington County Auditor



REQUEST FOR SURPLUS PROPERTY DECLARATION

I, Brad Howell, Sheriff of Codington County, South Dakota, hereby request the property listed below be declared as surplus property:

1. 2-099 HP Laserjet Pro Printer S/N: CNCKK909MM
2. 2-104 HP Elite Desk Computer S/N: MXL8411YTJ
3. 2-109 HP Elite Desk Computer 800 GF Desktop S/N: MXL9132RVM

Dated this        day of 19th March, 2024.

  
\_\_\_\_\_  
Brad Howell, Sheriff

DECLARATION OF SURPLUS PROPERTY

The property listed above has been declared surplus this \_\_\_\_\_ day of \_\_\_\_\_, 2024. The property is to be destroyed.

CODINGTON COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Chairman

**STATE OF SOUTH DAKOTA  
DEPARTMENT OF TRANSPORTATION  
JOINT POWERS AGREEMENT TO PROVIDE FOR  
THE PAVEMENT MARKING OF COUNTY ROADS  
WITHIN CODINGTON COUNTY**

This Agreement is made and entered into by and between the State of South Dakota, acting by and through its Department of Transportation, referred to in this Agreement as the "STATE," and Codington County, South Dakota, referred to in this Agreement as the "COUNTY."

**1. JOINT POWERS**

- A. This Agreement does not establish a separate legal entity as contemplated by SDCL 1-24-5. The cooperative undertaking described in this Agreement will be financed and conducted under the provisions of this Agreement by the STATE and the COUNTY. Each party has responsibilities under the terms of this Agreement and no joint board or administrator will be used. No real property will be purchased in connection with this Agreement.
- B. Any COUNTY or STATE employee engaged in joint action under this Agreement will remain an employee of his agency during participation in joint action under this Agreement. Each agency will retain exclusive responsibility for its officers, agents, and employees while these officers, agents, and employees are engaged in joint action under this Agreement, including but not limited to any responsibility for regular and overtime wages and salaries, unemployment benefits, workers' compensation coverage, health insurance, or other benefits, and liability coverage and indemnity, except as otherwise specifically provided in this Agreement.

**2. BACKGROUND**

- A. The STATE has allocated Five Hundred Thousand Dollars (\$500,000.00), in 2024, for County Pavement Marking to be distributed annually based on the STATE Certified Road Mileage for County Primary and County Secondary Paved Roads. Future annual allocations will be determined by the STATE.
- B. COUNTY will receive a proportional share of the Five Hundred Thousand Dollars (\$500,000.00), or other amount as determined by the STATE, based on the number of pavement miles in said COUNTY as compared to the total number of pavement miles statewide, as computed by the STATE.
- C. The COUNTY will use the funds distributed under this Agreement solely for the purpose of pavement markings on the county highway system and county secondary roads under COUNTY'S supervision and control.

**THE COUNTY AND THE STATE MUTUALLY AGREE AS FOLLOWS:**

**3. TERM**

This Agreement will become effective upon the last signature and will have a term of fifteen years.

**4. PROJECT PLANNING AND CONSTRUCTION**

The COUNTY will be the contracting party for all pavement marking projects funded under this Agreement and will be responsible for the preliminary engineering, construction engineering, contract administration and construction costs for all projects.

## **5. ELIGIBLE COSTS**

Pavement marking project costs that are eligible for funding under this Agreement are preliminary engineering, construction engineering, contract administration, and construction costs, provided the costs are incurred in accordance with this Agreement. Costs incurred in violation of any terms or conditions of this Agreement will be deemed ineligible.

## **6. AMENDMENTS**

This Agreement may not be amended, except in writing, which writing will be expressly identified as a part of this Agreement and be signed by an authorized representative of each of the parties.

## **7. TERMINATION**

The STATE may terminate this Agreement at any time with or without cause and with or without notice. If the STATE terminates this Agreement for a material breach by the COUNTY, the COUNTY will reimburse the STATE for all funds expended in violation of this Agreement.

## **8. FUNDING AVAILABILITY**

This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement may be terminated by the STATE. Termination for any of these reasons is not a default by the STATE nor does it give rise to a claim against the STATE.

## **9. SUBCONTRACTING**

The COUNTY may not assign, sublet, or transfer this Agreement or any interest in this Agreement without the STATE'S written permission to do so.

## **10. INDEMNIFICATION**

The COUNTY will indemnify and defend the STATE, its officers, agents, and employees against any and all actions, suits, damages, liability, or other proceedings that arise as a result of any act or omission of the COUNTY or the COUNTY'S officers, agents, or employee. The COUNTY is not required to be responsible for nor to defend against claims or damages arising solely from errors or omissions of the STATE, its officers, agents, or employees.

## **11. RECORDS RETENTION AND AUDIT PROVISION**

- A. All project charges will be subject to audit in accordance with current STATE procedures and 2 CFR Part 200.
- B. The COUNTY will keep accounting records clearly identified with the Agreement.
- C. Upon reasonable notice, the COUNTY will allow the STATE, through any authorized representative, to have access to and the right to examine and copy all records, books, papers, or documents related to services rendered under this Agreement. The COUNTY will keep these records clearly identified and readily accessible for a period of three (3) years after the date final payment under this Agreement is made and all other pending matters are closed.

## **12. AMERICANS WITH DISABILITIES ACT**

The COUNTY will provide services in compliance with the Americans with Disabilities Act of 2016 and any amendments.

### **13. COMPLIANCE WITH LAWS**

The COUNTY will comply with all federal, state, and local laws, together with all ordinances and regulations applicable to the work and will be solely responsible for obtaining current information on such requirements. The COUNTY will procure all licenses, permits, or other rights necessary for the fulfillment of their obligations under this Agreement. The COUNTY'S noncompliance with these requirements will be cause for the STATE to withhold participation and reimbursement.

### **14. CONTROLLING LAW**

- A. This Agreement will be governed by and construed in accordance with the laws of the State of South Dakota. The venue for any lawsuit pertaining to or affecting this Agreement will be in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.
- B. Any dispute between the parties concerning this Agreement will be referred to the Secretary of the South Dakota Department of Transportation or duly authorized representative for determination, whose decision in the matter will be final and conclusive on the parties to this Agreement.

### **15. SEVERABILITY**

If any court of competent jurisdiction holds any provision of this Agreement unenforceable or invalid, such holding will not invalidate or render unenforceable any other provision of this Agreement.

### **16. SUPERCESSION**

All other prior discussions, communications, and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and, except as specifically provided in this Agreement, this Agreement constitutes the entire Agreement with respect to the subject matter.

### **17. CERTIFICATION OF NO PROHIBITED STATE LEGISLATOR INTEREST**

The COUNTY (i) understands neither a state legislator nor a business in which a state legislator has an ownership interest may be directly or indirectly interested in any contract with the State that was authorized by any law passed during the term for which that legislator was elected, or within one year thereafter, and (ii) has read South Dakota Constitution Article 3, Section 12 and has had the opportunity to seek independent legal advice on the applicability of that provision to this Agreement. By signing this Agreement, the COUNTY hereby certifies that this Agreement is not made in violation of the South Dakota Constitution Article 3, Section 12.

### **18. SIGNATURE AUTHORITY**

The COUNTY has designated its Commissioner as the COUNTY'S authorized representative and has empowered the Commissioner with the authority to sign this Agreement on behalf of the COUNTY. A copy of the COUNTY'S Commission or Council minutes or resolution authorizing the execution of this Agreement by the COUNTY'S authorized representative is attached to this Agreement as **Exhibit A**.

The STATE and the COUNTY signify their agreement by signatures affixed on the next page.

Codington County, South Dakota

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Its: County Commission Chairperson

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Printed Name: \_\_\_\_\_

County Auditor/Clerk

[County Seal]

State of South Dakota  
Department of Transportation

By: \_\_\_\_\_

Printed Name: Joel M. Jundt

Its: Department Secretary

Date: \_\_\_\_\_

**RIGHT-OF-WAY CERTIFICATE**

TO: Local Government Assistance  
South Dakota Department of Transportation  
700 Broadway Avenue East  
Pierre, South Dakota 57501-2586

RE: Project No. BRF-B 6510(05), County Codington, PCN 08MM

This is to certify that the Board of County Commissioners of Codington County, South Dakota has acquired all necessary right of way and temporary construction easements required for the construction of Project Number BRF-B 6510(05) in Codington County, in accordance with the provisions of the Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 as amended. Relocation assistance was was \_\_\_ not X required on this project and, if so, was accomplished in accordance with State and Federal directives.

We also certify that all improvements (utilities, fence, etc.), to be removed under right of way negotiations have been moved or will be moved by the date of the letting or that the necessary agreement has been reached with the owner involved.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

BOARD OF COUNTY COMMISSIONERS

ATTEST: OF Codington COUNTY

BY: \_\_\_\_\_

COUNTY AUDITOR  
(SEAL)

CHAIRMAN

Approved by: \_\_\_\_\_  
Project Manager Date

TO: Local Government Assistance  
South Dakota Department of Transportation  
700 Broadway Avenue East  
Pierre, South Dakota 57501-2586

RE: UTILITIES CERTIFICATE

PROJECT NUMBER BRF-B 6510(05) PCN 08MM

This is to certify that the Board of County Commissioners of Codington County, South Dakota, will move and/or adjust or will cause to be moved, and/or adjusted, any and all utilities, whether publicly or privately owned, lying in the path of or conflicting with the construction of said project within the limits of said county.

1. The moves and/or adjustments will be accomplished at no cost to the State of South Dakota, and without Federal participation, and will be coordinated with the construction of said project. The following utilities have been contacted and are aware of the project:

<u>Utility Company</u>	<u>Date Contacted</u>
<b>Codington-Clark Electric Cooperative, Inc.</b> , Jared Terhark 3-phase 7200-volt underground power line south of road	5/18/23 email sent by MRJ 5/19/23 email reply Jared
<b>Sioux Rural Water System</b> , Travis Steffensen 6" PVC water main, no tracer wire, GPS location, north of road 6" PVC water main, no tracer wire, GPS location, south of road 10" PVC water main, no tracer wire, GPS location, south of road	5/18/23 email sent by MRJ 5/24/23 email reply Travis
<b>Lumen</b> (formerly Century Link), Cory Moser 11-pair underground copper line north of road	5/18/23 email sent by MRJ 5/23/23 phone conv Cory
<b>Interstate Communications Cooperative</b> , Heath Hinker 288-pair underground fiber optic cable north of road	8/9/23 email sent by MRJ 8/10/23 email reply Heath
<b>Watertown Municipal Utilities</b> , Brian Benson, Wayne Lovelis, John Lunde No electric lines present as of 5/22/23. Farthest south is by-pass road. No water lines present as of 5/18/23. No water outside city limits No gas lines present as of 5/18/23. Gas is 1/2 mile to the west.	5/18/23 email sent by MRJ 5/22/23 phone conv Brian 5/18/23 email reply Wayne 5/18/23 email reply John

2. The utilities referred to in this certificate do not include railroads or railroad owned facilities.
3. All other utilities not included in this certificate are listed: None

We also certify that all physical features (fences, signs, posts, etc.) to be removed under utilities negotiations have been moved or will be moved by the date of the letting or that an agreement has been negotiated with the owner involved.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

BOARD OF COUNTY COMMISSIONERS

ATTEST: \_\_\_\_\_ OF Codington COUNTY

BY: \_\_\_\_\_

COUNTY AUDITOR  
(SEAL)

CHAIRMAN

Approved by: \_\_\_\_\_  
Project Manager Date



## Department of Transportation

### Watertown Area Office

5000 9<sup>th</sup> Avenue SE

Watertown, South Dakota 57201 (605)882-5166

Fax: (605) 882-5117

March 07, 2024

Mr. Steve Molengraaf  
Codington County Weed & Pest Board  
14 1<sup>st</sup> Ave, SE  
Watertown, SD 57201

#### **Re: Noxious Weed Control, 2024**

Dear Mr. Molengraaf:

It is time again to plan for noxious weed control during the upcoming growing season. With the success of this program in the past, it is hoped that you will be able to continue the control of weeds within the state highway right-of way.

Enclosed is a contract for the "2024" weed spraying. Please fill out and return the contract in its entirety to this office. **Like last year, we need to have form DOT-967 completed and signed. It is required that a copy of the County Commission minutes or resolution authorizing the execution of the agreement be attached as Exhibit D. Also form Dot-967 needs to be signed by the County Commission Chairperson and have the signature notarized.**

We appreciate your county for doing weed spraying for the Department of Transportation and thank you for a job well done.

Sincerely,

#### **DEPARTMENT OF TRANSPORTATION**

Matthew R. Brey  
Watertown Area Engineer

cc: Mark Peterson – Aberdeen Region Engineer  
Calvin Esche, Highway Maintenance Supervisor



**STATE OF SOUTH DAKOTA  
DEPARTMENT OF TRANSPORTATION  
JOINT POWERS AGREEMENT  
FOR WEED SPRAYING SERVICES BY COUNTY**

This Joint Powers Agreement (Agreement) is entered into by and between the State of South Dakota, acting by and through its Department of Transportation, referred to in this Agreement as the "STATE," and Codington County, South Dakota, referred to in this Agreement as the "COUNTY."

**BACKGROUND:**

1. The STATE is the owner of real property located in Codington County, South Dakota.
2. The STATE wants the COUNTY to control the growth of declared noxious weeds within the right of way of state highway routes.
3. The COUNTY is willing to provide weed spraying services to the STATE.

**THE STATE AND THE COUNTY MUTUALLY AGREE AS FOLLOWS:**

**I. JOINT POWERS**

This Agreement does not establish a separate legal entity, as contemplated by SDCL 1-24-5. The cooperative undertaking described in this Agreement will be financed and conducted under the provisions of this Agreement by the COUNTY and the STATE. Each party has responsibilities under the terms of this Agreement and no joint board or administrator will be used. No real property will be purchased for use in connection with this Agreement.

**II. THE COUNTY**

- A. The COUNTY services under this Agreement will commence May 1, 2024, and will end April 30, 2025, unless terminated earlier pursuant to the terms of this Agreement.
- B. The COUNTY will provide services in compliance with the Americans with Disabilities Act of 1990, and any amendments.
- C. The COUNTY will:
  1. Furnish the necessary equipment, materials, and labor to control the growth of declared noxious weeds in accordance with the bid proposal attached to this Agreement as Exhibit A.
  2. Ensure that the weed spraying is accomplished by personnel properly licensed by the South Dakota Department of Agriculture.
  3. Advise the STATE'S local maintenance shop of the COUNTY'S intent to spray, at least forty-eight (48) hours prior to spraying.
  4. Ensure the COUNTY'S spraying vehicles are equipped with a flashing amber warning light which must be in operation while spraying highway right of way. The COUNTY will not stop its vehicle(s) on the roadway, driving lanes, or shoulders on the Interstate highway system.
  5. Complete form DOT-820 Daily Pesticide Application Record, furnished by the STATE, a copy of which is attached to this Agreement as Exhibit B. The COUNTY will complete this form on a daily basis after completion of the spraying.
  6. Provide the STATE with a completed copy of the DOT-820 Daily Pesticide Application Records within one (1) week after completion of the spraying.

7. Submit an invoice for payment to the STATE. The invoice will be accompanied by the completed original DOT-820 daily form(s). The COUNTY may submit separate invoices for the spring and fall spraying, if the COUNTY desires to do so.
8. Supply the STATE with visible proof the spraying operations are effectively killing noxious weeds. If the spraying operations do not effectively kill the noxious weeds, the COUNTY will not be paid for that portion of the spraying operations the STATE determines were ineffective.

II. THE STATE will:

- A. Pay the COUNTY the actual costs for services as set out below. Payment will be made pursuant to itemized invoices submitted by the COUNTY, and accompanied by the required form DOT-820 Daily Pesticide Application Records.
- B. Reimburse the COUNTY for all labor required to satisfactorily complete the work contemplated by this Agreement based on the hourly rate per employee as stipulated in the attached Exhibit B.
- C. Reimburse the COUNTY for all pesticides and equipment required to satisfactorily complete the work contemplated by this Agreement based on the costs as stipulated in the attached Exhibit B.
- D. Furnish the COUNTY with form DOT-820 Daily Pesticide Application Records.

III. AMENDMENT PROVISION

This Agreement may not be amended, except in writing, which writing will be expressly identified as a part of this Agreement, and be signed by an authorized representative of each of the parties.

IV. TERMINATION PROVISION

Either party may terminate this Agreement by providing thirty (30) days' written notice to the other. If the COUNTY breaches any term or condition of this Agreement, the STATE may terminate this Agreement with or without notice. If the STATE terminates this Agreement due to the COUNTY'S default, the STATE may adjust any payment due to the COUNTY at the time of termination to cover any additional costs to the STATE due to the COUNTY'S default. Upon termination, the STATE may take over the work and may award another party an agreement to complete the work under this Agreement. If, after the STATE terminates for a default by the COUNTY, it is determined the COUNTY was not at fault, then the COUNTY will be paid for eligible services rendered and expenses incurred up to the date of termination.

V. FUNDING PROVISION

This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If, for any reason, the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement may be terminated by the STATE. Termination for any of these reasons is not a default by the STATE nor does it give rise to a claim against the STATE.

VI. INDEPENDENT CONTRACTOR PROVISION

While performing services under this Agreement, the COUNTY is an independent contractor and not an officer, agent, or employee of the STATE.

No employee of the COUNTY engaged in the performance of services required under this Agreement will be considered an employee of the STATE. No claim under the South Dakota Workers' Compensation Act on behalf of said employee or other person while so engaged and no claim made by any third party as a consequence of any act or omission by the COUNTY will be the STATE'S obligation or responsibility.

#### VII. EMPLOYEE STATUS PROVISION

Any officer, employee, or agent engaged in joint action under this Agreement will remain an employee with his or her agency during participation in joint action under this Agreement. Each agency will retain exclusive responsibility for its officers, agents, and employees while these officers, agents, and employees are engaged in joint action under this Agreement, including but not limited to responsibility for regular and overtime wages and salaries, unemployment benefits, workers' compensation coverage, health insurance, or other benefits, and liability coverage and indemnity, except as otherwise specifically provided in this Agreement.

#### VIII. COMPLIANCE PROVISION

The COUNTY will comply with all federal, state and local laws, together with all ordinances and regulations applicable to the work and will be solely responsible for obtaining current information on such requirements. The COUNTY will procure all licenses, permits, or other rights necessary for the fulfillment of its obligation under the Agreement.

#### IX. INDEMNIFICATION PROVISION

The COUNTY will indemnify the STATE, its officers, agents, and employees against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services under this Agreement. This section does not require the COUNTY to be responsible for or defend against claims or damages arising from errors or omissions of the STATE, its officers, agents, or employees.

#### X. CONTROLLING LAW PROVISION

This Agreement will be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement will be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

#### XI. SEVERABILITY PROVISION

If any court of competent jurisdiction holds any provision of this Agreement unenforceable or invalid, such holding will not invalidate or render unenforceable any other provision of this Agreement.

#### XII. SUPERCESSION PROVISION

All other prior discussions, communications, and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided in this Agreement, this Agreement constitutes the entire agreement with respect to the subject matter.

#### XIII. The COUNTY has designated its County Commission Chairperson as the COUNTY'S authorized representative and has empowered the Chairperson with the authority to sign this Agreement on behalf of the COUNTY. A copy of the COUNTY'S Commission minutes or resolution authorizing the execution of this Agreement by the Chairperson as the COUNTY'S authorized representative is attached to this Agreement as Exhibit D.

By signature of their representatives below, each party certifies that approval of this Agreement by ordinance, resolution, or other appropriate means has been obtained by that party's governing body or officer pursuant to SDCL § 1-24-3 and § 1-24-6.

Codington County, South Dakota

State of South Dakota  
Department of Transportation

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: County Commission Chairperson

Its: Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

Recommended By:

\_\_\_\_\_  
County Auditor/Clerk

\_\_\_\_\_  
Construction/Maintenance Engineer

(COUNTY SEAL)



"Contract" Daily Pesticide Application Record

Date: \_\_\_\_\_ Contact No: \_\_\_\_\_

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

SPRAYING ON THIS DATE WAS ACCOMPLISHED ON: INDICATE WHICH DITCH

Highway No: \_\_\_\_\_ From MRM \_\_\_\_\_ To MRM \_\_\_\_\_ N S E W OR MEDIAN

Highway No: \_\_\_\_\_ From MRM \_\_\_\_\_ To MRM \_\_\_\_\_ N S E W OR MEDIAN

Highway No: \_\_\_\_\_ From MRM \_\_\_\_\_ To MRM \_\_\_\_\_ N S E W OR MEDIAN

Highway No.	Type of Pesticide	Amount Used	Cost/Unit	Cost
_____	_____	X	_____ =	_____
_____	_____	X	_____ =	_____
_____	_____	X	_____ =	_____

Highway No.	Employee Name	Hours Worked	Rate	Cost
_____	_____	X	_____ =	_____
_____	_____	X	_____ =	_____
_____	_____	X	_____ =	_____

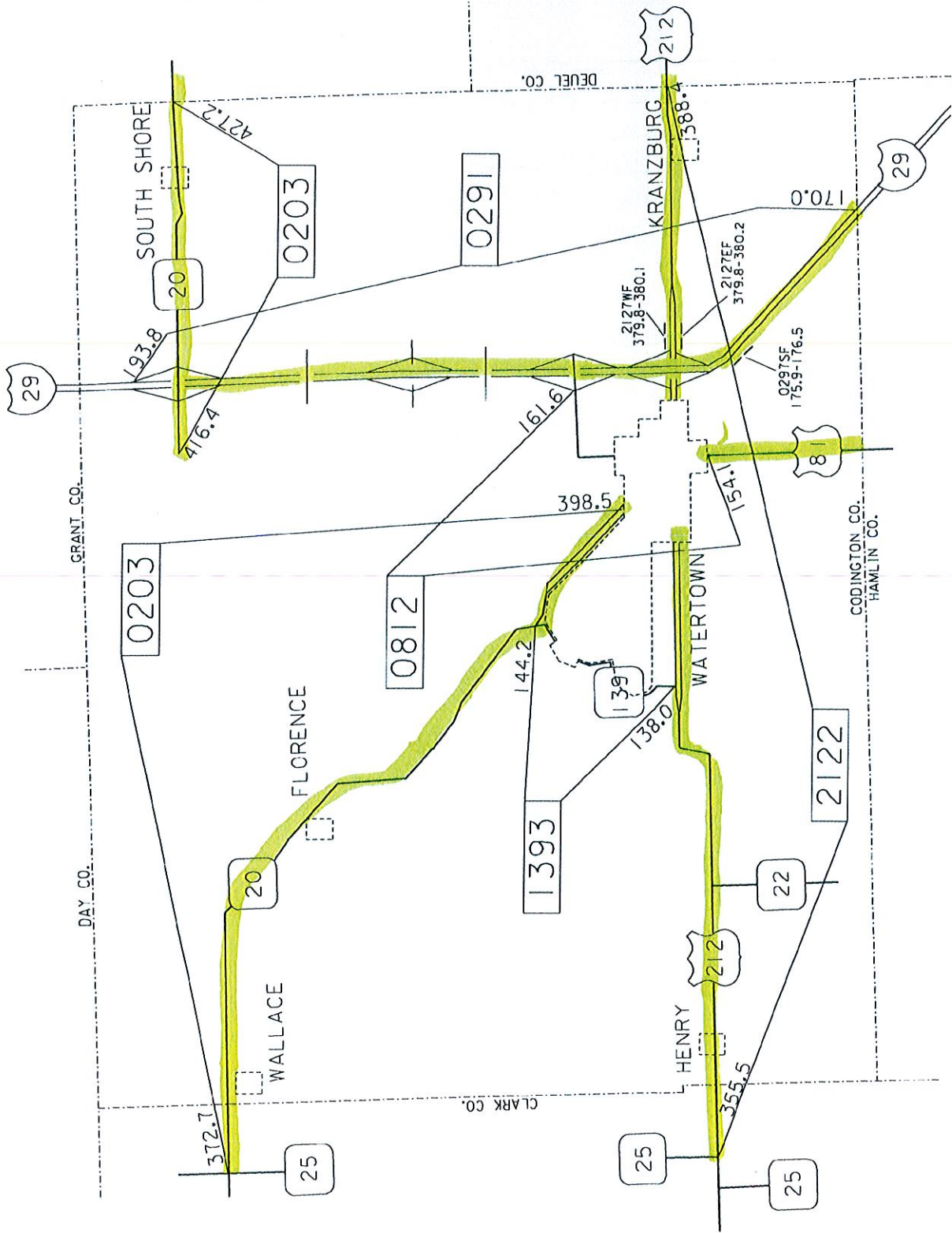
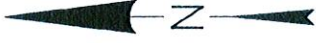
Highway No.	Equipment	Miles or Hours Worked	Rate	Cost
_____	_____	X	_____ =	_____
_____	_____	X	_____ =	_____
_____	_____	X	_____ =	_____

Total Cost = \_\_\_\_\_

\_\_\_\_\_  
Sprayer Operator Signature

D.O.A. License Number: \_\_\_\_\_

THIS FORM WILL BE COMPLETED IN TRIPLICATE. ONE COPY WILL BE FORWARDED TO THE LOCAL MAINTENANCE UNIT FOREMAN, ONE TO BE RETAINED ON FILE BY THE COUNTY, AND ONE (ORIGINAL) TO ACCOMPANY THE COUNTY'S INVOICE TO THE STATE FOR PAYMENT.



# 176-WATERTOWN



## **Memorandum of Understanding (MOU) South Dakota Coordinated Entry System**

This Memorandum of Understanding is entered into as of the 26<sup>th</sup> day of March, 2024 between the South Dakota Housing for the Homeless Consortium (SDHHC) and Codington County Community Services.

The purpose of this Memorandum of Understanding (MOU) is to detail the roles of the parties to this agreement in operating the Coordinated Entry System (CES) for the purposes of ending homelessness in South Dakota. The parties to the agreement include the South Dakota Housing for the Homeless Consortium (SDHHC), the South Dakota Housing Development Authority (SDHDA) as the administrative entity for the SDHHC, agencies receiving funding through HUD's Continuum of Care (CoC), agencies receiving funding through the Emergency Solutions Grant (ESG) program and entities serving as Access Points and/or the provision of regional coordination.

The CES serves as a mechanism to bring persons who are homeless or at imminent risk of homelessness into the service system, so that they may use all services available to become adequately housed and provided with needed assistance when possible. The CES is intended to collect information regarding the extent of homelessness in the state and the needs of those experiencing homelessness or at risk of homelessness, to facilitate improvements to the service system.

The CES is responsible for assuring that eligible persons with the greatest levels of needs are served first, based on the availability of appropriate services, and for assuring that existing resources are utilized in the most effective and efficient manner possible.

The Coordinated Entry System consists of geographically-distributed Access Points and Regional Coordinators, as discussed below.

### **ACCESS POINTS**

Codington County Community Services will serve as a publicly advertised access point in Watertown, SD.

At various sites across the state, agencies have agreed to serve on a volunteer basis as Access Points. In doing so, the agencies provide staff time and office space for persons applying for services to meet with a trained staff person to complete an online assessment to enter the CES.

Agencies serving as Access Points agree to the following:

- Provide at least one staff member to serve in the coordinated assessment process.
- Ensure staff completing assessments receive training provided by the SDHHC on an annual basis on the assessment, referral, and data entry processes associated with CES.
- Attend SDHHC meetings/trainings at least quarterly and any other trainings the SDHHC and/or CES System Administrator deems necessary.
- Participate in CES Case Conferencing to make recommendations based on the agreed-upon system-wide prioritization criteria, bed availability, and the assessment tools.
- Provide replacement staff if the designated staff members are temporarily unavailable or leave their position with the organization. On a temporary basis, the replacement staff would be



available to assist the potential participant in calling the toll free CES number for completion of the assessment.

- Administer assessments to households to facilitate access the coordinated entry system.
- Take reasonable steps to offer CE process materials and participant instruction in multiple languages to meet the needs of minority, ethnic, and groups with Limited English Proficiency (LEP) and refer to appropriate supports if unable to meet needs.
- Provide appropriate auxiliary aids and services necessary to ensure effective communication (e.g. Braille, audio, large type, assistive listening device and sign language interpreters and if unable to meet needs assist the household in connecting with another access point.
- Report any capacity issues to the Regional Coordinator and CES System Administrator.
- Be knowledgeable of data confidentiality and consumer confidentiality rights and be able to explain these rights to each consumer.
- Obtain verbal consent for the CES data confidentiality agreement from each participant whose information is entered into the CES.
- Refer consumers ineligible for homeless assistance services to other, more appropriate community resources.

## PHONE ACCESS POINTS

In areas of the state that are not the sites of physical access points, several agencies have volunteered to provide physical access to allow households the opportunity to call the state-wide toll-free number to complete their enrollment in CES. These agencies agree to:

- Advertise themselves as a phone access point, along with their hours/days of operation.
- Provide office space, a phone line, and assistance from a staff member to assist potential participants when calling the state-wide toll-free number, to answer questions and ensure the validity of information provided.
- Refer potential participants to appropriate services.

## REGIONAL COORDINATORS

- In each region of the state (see attached map) a designated Regional Coordinator will serve to provide oversight of the activities of the applicable Access Point staff and will participate in CES Case Conference meetings with Access Point staff, the CES System Administrator and other regional service providers to determine the disposition of enrollments in the CES. Serve as a liaison in the local community to educate and engage community partners in the Coordinated Entry process.

## ALL AGENCIES PARTICIPATING IN THE COORDINATED ENTRY SYSTEM

- Treat all consumers with respect and kindness.
- Collaborate to address process issues to evaluate service efficiency and effectiveness.
- Provide all program eligibility criteria to the CES Administrator.
- Enter coordinated assessment information into the HMIS/CES Workflow unless they are legally prohibited from doing so.
- Maintain knowledge of the grievance process and educate participants about their rights and responsibilities.
- Abide by the policies and procedures of the coordinated entry system, as delineated in the CES Policies and Procedures and related documents including HUD Coordinated Entry Notice CPD-17-

01, HUD Prioritization Notice CPD-16-11, CoC Program interim rule: 24 CFR 578.7(a)(8) and ESG interim rule: 24 CFR 576.400(d) and HUD Equal Access rule: 24 CFR 5.105(a)(2) and 5.106(b).

- Meet with the SDHHC Administrator and the CES Administrator when requested to discuss concerns and issues around the coordinated entry system.
- Discourage staff from administering system wide assessments or any program assessments that duplicate questions asked in the coordinated entry system.

## TERMINATION OF MOU

This MOU becomes effective upon execution of all parties and remains in effect unless sooner terminated by ANY of the following:

- 1) Upon 60 days written notice by one party to the others;
- 2) Upon mutual consent of all parties;
- 3) Upon cause of any party if the other parties fail to comply with the terms of the MOU. However, prior to any such unilateral termination for cause, the party wishing to terminate must give the other parties written notice of the alleged non-compliance and a 60-day opportunity to cure;
- 4) Upon filing of bankruptcy or liquidation of any party.

## MISCELLANEOUS

### A. Severability

The invalidity or unenforceability of any provision of this Memorandum of Understanding shall not affect the provisions hereof, and the Memorandum of Understanding shall be construed in all respects as if such invalid or enforceable provision were omitted.

### B. Amendments

This Memorandum of Understanding may be amended only in writing signed by all applicable parties. The parties agree to make a good faith effort to agree on any amendments as may be necessary to achieve the goals and commitments set forth herein.

### C. Notices

All notices provided herein shall be in writing and served upon the parties at the current mailing address or email address for each party.

### D. Non-exclusive

All parties agree that this Memorandum of Understanding is non-exclusive in that each party shall have the right to provide services to other entities and receive services from other entities independent of the Coordinated Entry System.

### E. Indemnification and Hold Harmless

Each party will be responsible for its own acts or omissions and all claims, liabilities, injuries, suits, and demands and expenses of all kinds which may result or arise out of any alleged malfeasance or neglect caused or alleged to be caused by that party, its employees, or representatives in the performance of omission of any act or responsibility of that party under this Agreement. If a claim is made against multiple parties, it is the intent of all parties to cooperate in the defense of said claim and to cause the insurers to do likewise.

F. Confidentiality

1. All parties hereto agree to comply with all applicable laws and regulations concerning the confidentiality of client records, files or communications in addition to the terms of this agreement.
2. All parties agree to secure privacy, confidentiality and integrity of customer, employee and administrative data on automated systems and install antivirus protection and a firewall.

**Signatures**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Agency: Codington County

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Agency: South Dakota Housing for the Homeless Consortium by  
South Dakota Housing Development Authority

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Weed & Pest

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

Employee title \_\_\_\_\_ Employee status exempt  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 \_\_\_\_\_ \$0.00

Meals \$14 Registration \$0

Other costs \_\_\_\_\_

Overtime costs involved in the requested travel \_\_\_\_\_

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

Yes  No \_\_\_\_\_ If no, why \_\_\_\_\_

Is this travel a budgeted item? Yes  No \_\_\_\_\_

County Commission

Travel request approved: yes \_\_\_\_\_ no \_\_\_\_\_ Comments \_\_\_\_\_

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Weed & Pest

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

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

Purpose of travel Workshop

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  No  If no, why \_\_\_\_\_

Is this travel a budgeted item? Yes  No

County Commission

Travel request approved: yes \_\_\_\_\_ no \_\_\_\_\_ Comments \_\_\_\_\_

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Weed & Pest

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

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

Purpose of travel Spring Mosquito Workshop & Calibration

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 \$0 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 \_\_\_\_\_

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Community Services

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

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

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

Method of transportation Airplane & taxi

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.) \$650 covered through grant

Lodging expense covered through grant

Meals Covered through grant 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 \_\_\_\_\_