



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

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## MEMORANDUM

TO: Legal & Finance Committee

FROM: Marcia Elkins, Growth Management Director  
Robert Ellis, Public Works Director *RE*

DATE: October 14, 2009

RE: Erosion and Sediment Control Training

Staff requests City Council approval of the travel request for Mary Bosworth, Project Engineer, Ted Johnson, Project Engineer, Larry Noble, Sr. Engineering Tech (Growth Management) and Klare Schroeder, Project Engineer, Keith Johnson, Project Administrator, Todd Peckosh, Project Engineer, Louie Arguello, Project Administrator, Ed Klueber, Project Administrator, Dennis Wilaby, Sr. Engineering Tech and Mike Wilkening, Sr. Engineering Tech (Public Works) to attend the Erosion and Sediment Control training in Pierre, SD. The purpose of the seminar is to provide continuing education to the Growth Management and Public Works staff. Bosworth, T. Johnson, Noble, Schroeder, K. Johnson, Peckosh, Arguello, Klueber, and Wilaby will attend the Full Course on November 16-17, 2009; Wilkening will attend the Recertification Course on November 18, 2009.

The cost of travel is estimated at \$3,907.24 and includes the following expenses:

\$284.16	transportation costs for two City vehicles (11/15/09-11/17/09)
\$142.08	transportation costs for one City vehicle (11/17/09-11/18/09)
\$701.00	Meals (11/15/09-11/18/09)
\$1,260.00	Lodging (11/15/09-11/17/09 for 6 staff)
\$70.00	Lodging (11/17/09-11/18/09 for 1 staff)
\$1,350.00	Registration-Full Course (6 staff)
<u>\$100.00</u>	Registration-Recertification Course (1 staff)
\$3,907.24	Total Travel Estimate

**Staff Recommendation:** Staff recommends approval of the travel request for Growth Management staff Mary Bosworth, Project Engineer, Ted Johnson, Project Engineer, and Larry Noble, Sr. Engineering Tech and Public Works staff Klare Schroeder, Project Engineer, Keith Johnson, Project Administrator, Todd Peckosh, Project Engineer, Louie Arguello, Project Administrator, Ed Klueber, Project Administrator, and Dennis Wilaby, Sr. Engineering Tech to attend the Full Course Erosion and Sediment Control Training on November 16-17, 2009 (travel dates 11/15/09-11/17/09) and for Public Works staff Mike Wilkening, Sr. Engineering Tech to attend the Erosion and Sediment Control Recertification on November 18, 2009 (travel dates 11/17/09-11/18/09) in Pierre, South Dakota in an estimated amount of \$3,907.24.



EQUAL HOUSING  
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Ted Johnson Department Growth Management/Pubic Wrks

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

Erosion & Sediment Control - Full Course and Recertification  
Recertification: Mike Wilkening

List all other City employees, if any, making the trip for the same purpose: Full Course: Mary Bosworth, Larry Noble, Klare Schroeder, Keith Johnson, Todd Peckosh, LouieArguello, Ed Klueber, Dennis Wilaby

Place of meeting or destination: Pierre SD

Date of meeting November 16, 17, 18, 2009

Date trip to begin 11-15-09 Date trip will end 11-18-09

Method of transportation requested 3City vehicles

Estimated transportation cost	\$	<u>426.24</u>
Meals		<u>701.00</u>
Lodging <u>3</u> days 2daysx9 1dayx1		<u>1,330.00</u>
Other costs - description <u>Recertification Register</u>		<u>100.00</u>
<u>Full Course Register \$150 X 9</u>		<u>1,350.00</u>
Total estimated cost of trip	\$	<u>3,907.24</u>

Signed Ted Johnson Date 10/7/09  
(person requesting travel) Mary E. [Signature] (Department Head) 10-7-09

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor      Yellow copy - Finance      Gold copy - Department copy

# CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Klare Schroeder Department Engineering Services

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.) Erosion and Sediment Control Class

List all other City employees, if any, making the trip for the same purpose: Keith Johnson, Todd Peckosh, Louie Arguello, Ed Klueber, and Dennis Wilaby, Mike Wilkening

Place of meeting or destination: Pierre, South Dakota

Date of meeting November 16 and 17, 2009 and November 18, 2009

Date trip to begin November 15, 2009 Date trip will end November 18, 2008

Method of transportation requested City Vehicle (2)

Estimated transportation cost (142.08 \* 2 Vehicles) \$ 284.16

Meals (B-13, L-19, D-20) 482.00

Lodging 3 days (2 nights for 6, 1 night for 1) 910.00

Other costs — description 6 @ \$150.00 and 1 @ \$100.00 1,000.00

Total estimated cost of trip \$ 2,676.16

Signed \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

### Conference Information

Date / Start Time (Time Zone)	Date / End Time (Time Zone)	Leave Time	Return Time	Actual Leave Time	Actual Return Time
11-15-09 / 8:00 AM	11-17-09 / 3:00 PM				
11-18-09 / 8:00 AM	11/18/09 / 4:00 PM				

### Vehicle Information

Date(s)	Vehicle	Miles Round Trip	MPG	Price Per Gallon	Price Per Mile	Total Cost
11/15/09-11/17/09		384			.37	142.08
11/17/09-11/18/09		384			.37	142.08

### Lodging Information

Name	Motel	Motel Phone Number	Date Called	Time Called	Clerk's Name	Direct Bill
See List Below	Holiday Inn Express	(605) 223-9700	10/5/09	11:38 AM	Chad	Yes

### Room Information

Name	Motel	Confirmation No.	Date(s)	No. Nights	Rate	Cost Per Room
Klare Schroeder	Holiday Inn Express	66298725	11/15/09-11/16/09	2	\$70.00	\$140.00
Keith Johnson	Holiday Inn Express	66319309	11/15/09-11/16/09	2	\$70.00	\$140.00
Todd Peckosh	Holiday Inn Express	66319776	11/15/09-11/16/09	2	\$70.00	\$140.00
Louie Arguello	Holiday Inn Express	66320266	11/15/09-11/16/09	2	\$70.00	\$140.00
Ed Klueber	Holiday Inn Express	66320781	11/15/09-11/16/09	2	\$70.00	\$140.00
Dennis Wilaby	Holiday Inn Express	66321291	11/15/09-11/16/09	2	\$70.00	\$140.00
Mike Wilkening	Holiday Inn Express	66297132	11/17/09	1	\$70.00	\$70.00
<b>TOTAL COST</b>						<b>\$910.00</b>

### Meal Information

Date	Breakfast	Cost	Lunch	Cost	Dinner	Cost	Cost Per Day
11/15/09	0	\$ 0.00	6	\$ 56.00	6	\$ 72.00	\$128.00
11/16/09	6	\$30.00	6	\$ 56.00	6	\$ 72.00	\$158.00
11/17/09	6	\$30.00	6	\$ 56.00	7	\$ 84.00	\$170.00
11/18/09	1	\$ 5.00	1	\$ 9.00	1	\$ 12.00	\$ 26.00
<b>TOTAL COST</b>	<b>13</b>	<b>\$65.00</b>	<b>19</b>	<b>\$177.00</b>	<b>20</b>	<b>\$240.00</b>	<b>\$482.00</b>



WORK FOR US | EMPLOYEE BENEFITS | TRAINING | CLASSIFICATION & COMPENSATION | BOP INTRANET

**TRAINING AND DEVELOPMENT**

- Development Training
- Computer Training
- Special Events and Seminars
- Online Training
- GIS Training
- DOT Training

Cost of Full Course: \$150  
 Cost for Recertification: \$100  
 AFE # for DOT- 73T0

This training is available for anyone interested in erosion & sediment control (ESC) and storm water management requirements for SDDOT construction projects. The class covers ESC processes, best management practices (BMPs), regulatory & inspection requirements, and Storm Water Pollution Prevention Plans (SWPPPs).

Successful completion of this training will result in SDDOT Certification in Erosion & Sediment Control and Storm Water Management. Successful bidders of SDDOT construction contracts are required to have certified personnel responsible for the on-site erosion and sediment controls available at all times.

Additional Information:  
 Training Master Calendar  
 Audio/Video Lending Library  
 How to register for a class  
 Cancellation Policy

**Full Course**

Date	Time	City	Location
November 16-17, 2009	16th: 8 a.m. -5 p.m. 17th: 8 a.m. -3 p.m.	Ft. Pierre	Holiday Inn Express

**Recertification Course (Optional)**

Date	Time	City	Location
November 18, 2009	8 a.m. -2 pm	Ft. Pierre	Holiday Inn Express

**Recertification Test**

Date	Time	City	Location
November 18, 2009	2 pm - 4 p.m.	Ft. Pierre	Holiday Inn Express

Bureau of Personnel - Training  
 Joe Foss Building  
 523 East Capitol Avenue  
 Pierre, SD 57501  
 (605) 773.3461  
 (605) 773.5389 (fax)  
 More Contact Information

Register by sending an email to [BOP Training Registration](#) with the course title, date, time, location and employee number.

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