

**Official Proceedings
County of Codington, Watertown, South Dakota
Codington County Courthouse
14 1st Ave SE**

January 12, 2016

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 12th, 2016, at the Codington County Courthouse. Commission members present were: Lee Gabel, Tyler McElhany, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman, presiding.

AGENDA APPROVED

Motion by Hanten, second by Gabel, to approve the agenda; all present voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by McElhany, to approve the minutes of January 5, 2016; all present voted aye; motion carried.

STATES ATTORNEY LEGAL SECRETARY POSITION

Motion by Hanten, second by McElhany, to authorize States Attorney, Patrick McCann, to advertise and hire a part time legal secretary. Mr. McCann informed the Board that the 2016 budget for his office includes funding for a part time legal secretary with benefits. Mr. McCann noted this position could possibly become a full time position at some time in the future. Upon vote of the Board; all present voted aye; motion carried.

MONTHLY REPORTS

Director of Equalization, Shawna Constant, reported year-end sales reports have been submitted to the Dept. of Revenue; the sales audit is complete; the Director's intentions for 2016 assessments have been submitted to the Dept. of Revenue; work continues on building permits and entering of reappraisal data to prepare for the mailing of 2016 assessment notices to property owners. **Auditor, Cindy Brugman**, reported work continues to clear out the 2015 accounting year to prepare for creating the annual report; election petitions can now be circulated for 2016 ballot positions; and election equipment is scheduled for maintenance this week.

DIRECTOR OF EQUALIZATION CLERK POSITION

Director of Equalization, Shawna Constant, requested authorization to hire a clerk in her office to replace an employee who recently resigned. Motion by Johnson, second by McElhany, to authorize the Director of Equalization to advertise and hire a clerk for her office; all present voted aye; motion carried.

FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS

Todd Kays, Executive Director with the First District Association of Local Governments, met with the Board to update the Board on staff activities and economic development activities of the First District in 2015. Mr. Kays briefly outlined the history of the First District from its inception in 1971 and provided the Board with a copy of First District's activities and services within Codington County in 2015; reviewed funding sources for the First District and grant and business loan results within Codington County; and reviewed current staffing levels within First District's organization.

PLANNING BOARD APPOINTMENTS

Motion by McElhany, second by Gable; to approve the following Planning Board appointments: Mark O'Neill, term expires 12/31/2018, Mel Ries, term expires 12/31/2018, and vacant position to be filled by

Commissioner Brenda Hanten until such time as a County resident can be appointed; all present voted aye; motion carried.

SURPLUS HIGHWAY MOWER

Motion by McElhany, second by Hanten, to declare GEN00439 surplus as the equipment was included as a trade in the purchase of a new mower tractor for the Highway Dept. in December of 2015; all present voted aye; motion carried.

SURPLUS USED SUPPLIES

Motion by Hanten, second by McElhany, to declare used Highway supplies such as culverts, bridge lumber, tires, etc., surplus to be sold at 50% of inventory cost or 50% of replacement cost whichever is higher, and scrap metals will be sold at the current daily scrap prices in Watertown; all present voted aye; motion carried.

MEMORIAL PARK GATOR PURCHASE

Motion by Johnson, second by McElhany to authorize the purchase of a John Deere PR15 Gator TS for Memorial Park and to declare GEN00985, a John Deere gator purchased in 2001, surplus to be traded in on this purchase. Facilities Manager, Milo Ford, informed the Board the cost for the new Gator is \$6,723.28, less the trade in of a 2001 John Deere Gator at \$1,500.00, resulting in a net cost of \$5,223.28. Upon vote of the Board; all present voted aye; motion carried.

WELFARE DIRECTOR TASK FORCE APPOINTMENT

Motion by Gabel, second by Johnson, to authorize the Welfare Director to accept an appointment, by Governor Dugaard, to Chief Justice Gilbertson's task force concerning mental health issues of incarcerated persons and to authorize the Welfare Director to travel accordingly; all present voted aye; motion carried.

AUDITOR'S ACCOUNT WITH THE TREASURER/REGISTER OF DEEDS MONTHLY FEES

Motion by Hanten, second by Gabel, to approve the Auditor's Account of the cash and cash items in the hands of the County Treasurer as of the last day of December 2015, all present voted aye; motion carried.

Cash on hand	\$ 4,422.42
Checks in Treasurers' possession	
Less than 3 days	\$ 31,853.21
Credit Card Charges	\$ 908.92
Cash Items	\$ 325.00
TOTAL CASH ASSETS ON HAND	\$ 37,509.55
RECONCILED CHECKING	
Great Western Bank Checking (Memorial Park)	\$ 1,850.48
Reliabank Dakota	\$16,129,408.24
INVESTMENTS	
SD Public Funds Investment	\$ 6,972.47
CERTIFICATES OF DEPOSIT	
Home Federal Bank	\$ 1,000,000.00
Reliabank Dakota	\$ 200,604.93
TOTAL CASH ASSETS	\$17,376,345.67
General Ledger Cash Balance by Funds:	
General	\$ 10,167,401.92
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 5,765,038.81
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 933,493.09

(Schools 248,399.71, townships 50,610.04; city/towns 41,136.87)
TOTAL GENERAL LEDGER CASH \$ 17,376,345.67

The Board noted the report of fees as submitted by Register of Deeds, Ann Rasmussen: Total transactions in the month of December were in the amount of \$29,825.00; with \$1,590.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

GENERAL FUND SURPLUS CASH ANALYSIS

Motion by Hanten, second by McElhany to accept the Auditor's General Fund Surplus Analysis report as of December 31, 2015; all present voted aye; motion carried. The Board noted the General Fund surplus cash as of December, 2015: \$3,236,753.44 or 31% of the 2016 General Fund budget.

OPERATING CASH TRANSFERS

Motion by Hanten, second by McElhany, to approve operating cash transfers from the General Fund as budgeted; all present voted aye; motion carried:

Debit: General Fund \$648,415.00
Credit: Road & Bridge Fund \$423,803.00
Emergency Management Fund \$136,621.00
Victims of Crime Fund \$74,715.00
W.I.C. \$13,276.00

CLAIMS

Motion by Hanten, second by McElhany, to approve for payment the following claims; all present voted aye; motion carried: Accreditation, Audit And 150.00 Svc, Automatic Building Controls 240.00 Maint, Active Heating 1237.78 Rep, AP Auto Pros 255.60 Rep, Aspen Tree Service 1850.00 Rep, AT&T Mobility 144.98 Util, Queen Of Peace Health Services 163.80 Repairs/Maint., Bangs,McCullen,Butler, 6850.12 Svc, Bob Barker Co. 29.53 Svc, Batteries Unlimited 19.99 Rep, Bauer Law Office Pc 2394.00 Svc, Beacon Center 1892.00 Pmt, Allen Benck 25.00 Utilities, Bendix Imaging Incorporated 139.99 Sup, Scott A. Bohls 399.52 Pmt, Borns Group 2399.00 Post, Boys & Girls Club 1250.00 Pmt, Bratland Law 2196.00 Svc, Brevik Law Office Prof Llc 211.31 Svc, Brian's Glass & Door Inc. 315.00 Repairs/Maint., Elmer Brinkman 276.00 Pmt, Brown Clinic Pllp 6748.00 Svc, Burns Law Office 2900.00 Svc, Dan Busta 25.00 Utilities, Butler Machinery 1878.99 Supplies, Carquest Auto Parts 54.64 Sup, Jeff Case 25.00 Utilities, Cash-Wa Distributing 2497.73 Sup, Centurylink 37.40 Util, Centurylink 733.12 Util, Charm-Tex 64.90 Sup, Codington-Clark Electric Coope 81.24 Utilities, Denise Cody 30.00 Svc, Cole Papers, Inc. 2359.49 Sup, Connecting Point Computer Cent 1233.70 Sup, Shawna Constant 25.00 Cell, County Fair Foods 130.33 Sup, Credit Collections Bureau 748.13 Pmt, Crescent Electric Supply Co. 3.79 Rep, Crescent Electric Supply Company 159.93 Supplies, Culligan Water Conditioning 179.50 Sup, David Curtis 40.00 Cell, Dakota Fluid Power Inc. 694.53 Repairs/Maint., Eric Dargatz 25.00 Utilities, Matt Dargatz 25.00 Utilities, Data Truck 39.99 Util, Deuel School District 7.09 December 2015 Apport, Lori Deutsch 168.72 Travel & Conf., Chris Devine 53.36 Jury, Dexter Township 5083.41 December 2015 Apport, Diamond Mowers, Inc 2414.60 Supplies, Diesel Machinery, Inc. 6560.00 Supplies, Jamie Dolen 25.00 Utilities, Dugan Sales & Service 35.00 Rep, Bimbo Foods, Inc 880.77 Sup, East Dakota Water Development 535.07 December 2015 Apport, Eden Township 2541.71 December 2015 Apport, Ellyson Law Office 754.29 Svc, Elmira Township 2276.79 December 2015 Apport, EMC Insurance Companies 8756.16 Ins, Calvin Engels 25.00 Utilities, Engelstad Electric Co. 2404.76 Maint, Maria Escamilla 80.00 Svc, Facilitydude.Com 2040.00 Rep, Family,Cosmetic&Implant Dentistry 179.00 Svc, Farnams Genuine Parts 55.92 Repairs/Maint., FedEx 21.05 Svc, First Choice Sewer & Septic Co 590.07 Repairs/Maint., First District Assn Of Lcl Gov 9100.00 Maint, Town Of Florence-Peggy Lindahl 49.30 Utilities, Florence School Dist. 14985.67 December 2015 Apport, Town Of Florence 138.44 December 2015 Apport, Allison Forbush 25.00 Cell, Milo Ford 366.00 Pmt, Fox & Youngberg, P.C. 187.32 Svc, Fuller Township

3950.34 December 2015 Apport, Galls, Llc 84.97 Sup, GCR Tire Center 38.00 Repairs/Maint., GCR Tires & Service 578.41 Rep, Germantown Township 3678.78 December 2015 Apport, Glacial Interactive 247.50 Maint, Glacial Lakes Radiator 87.50 Repairs/Maint., Glass Products Inc. 462.00 Rep, G&M Properties, Llc 240.00 Rent, Graceland Township 2923.19 December 2015 Apport, Grainger 48.48 Rep, Green, Roby, Oviatt, 4441.06 Svc, Michael Gubka 40.00 Cell, Guest House Motor Inn 350.00 Rent, Justin Halajian 25.00 Cell, Hamlin Codington Regional Lib. 531.84 December 2015 Apport, Hamlin School District 10.75 December 2015 Apport, Harmelink, Fox & Ravensborg Law 489.30 Svc, Rick Hartley 40.00 Utilities, Patricia Hartsel, Rpr 272.00 Svc, Daniel Hauge 51.68 Jury, Dave Hedding 25.00 Utilities, Town Of Henry 136.10 Utilities, Henry School District 25426.40 December 2015 Apport, Henry Township 2700.21 December 2015 Apport, Town Of Henry 2587.92 December 2015 Apport, Jeff Hershman 25.00 Cell, Hillyard Floor Care Supply 778.76 Sup, Daniel Hoffman 65.12 Jury, Rick Holinka 25.00 Utilities, James Hoppe 50.00 Jury, Larry Howard 40.00 Cell, Brad Howell 40.00 Cell, Human Service Agency 4933.20 Svc, HyVee #1871 Accts Receivable 1768.56 Sup, Interlakes Community Action 1195.42 Pmt, Intoximeters 1290.00 Sup, Jerrad Jangula 100.56 Wit, Anna Jennings 21.94 Sup, Johnson Controls, Inc. 4564.50 Maint, Dustin Johnson 73.00 Ref, Todd Johnson 17.00 Ref, Jurgens Printing 649.00 Sup, Kampeska Township 2561.18 December 2015 Apport, Jenna Kannas 51.68 Jury, The King Corporation 600.00 Rep, Patricia Knutson 51.68 Jury, Town Of Kranzburg 68.00 December 2015 Apport, Kranzburg Township 4597.50 December 2015 Apport, Lake Kampeska Water Proj. Dist 334.64 December 2015 Apport, Lake Pelican Watershed 99.42 December 2015 Apport, Lake Township 1318.70 December 2015 Apport, Jeff Larson Law 1292.64 Svc, Lawson Products 78.84 Supplies, Leola Township 1772.51 December 2015 Apport, Lewis & Clark Bhs 320.00 Svc, Lewno Law Office 299.48 Svc, Lincoln Natl Life Insurance Co 66.32 Ins, Jodi Loehrer 65.98 Trav, Mac's Inc 141.22 Supplies, Mac's Inc. 17.47 Sup, Macksteel Warehouse, Inc. 203.93 Repairs/Maint., Mahowald's 96.71 Rep, Marco, Inc 266.20 Rent, Mark's Auto 28.50 Rep, Russell Mathews 40.00 Cell, Menards 143.13 Rep, Menards 507.46 Supplies, Midcontinent Communications 101.84 Util, Mikelson Law Office 253.46 Svc, Milbank Communications 1242.85 Rep, Modak Trucking, Inc 500.00 Sup, Jamie Monson 12.50 Cell, Municipal Utilities 13837.16 Util, Municipal Utilities 1004.68 Utilities, Natl Center For State Courts 3000.00 Svc, Crystal Neale 244.00 Pmt, Scott M Nelson 20.00 Wit, Northwestern Energy 344.92 Utilities, Janelle Nygaard 300.00 Pmt, Office Peeps, Inc. 12.28 Sup, Office Peeps, Inc. 3904.10 Sup, Office Peeps 117.18 Supplies, Jerrod Olson 399.52 Pmt, Otis Elevator Company 3459.96 Rep, Ottertail Power Co, 39.16 Utilities, Overhead Door Co 479.54 Rep, Michelle Pederson 25.00 Cell, Pelican Township 2158.42 December 2015 Apport, Performance Towing 120.00 Svc, Phipps Township 1942.89 December 2015 Apport, Randy Pickrel 54.20 Jury, PMB 0112 154.70 Util, Prairie Lakes Health Care Cent 5082.38 Svc, Print 'Em Now 76.00 Sup, Rainbow Play Systems, Inc 400.00 Rep, Rauville Township 4363.18 December 2015 Apport, Adam Reeves 40.00 Cell, Reserve Account 67.24 Post, Richland Township 3012.85 December 2015 Apport, Brian Richter 406.00 Pmt, Robyn Riter 25.00 Utilities, Ally Robertson 20.00 Wit, Carla Roby 80.00 Sup, Ron's Saw Shop 597.14 Supplies, Marcy Rossow 34.50 Reimb, Runnings 180.91 Sup, Runnings Farm & Fleet 30.67 Supplies, Trever Schimmel 40.00 Cell, Schrader's 10.60 Rep, Brad Schwinger 25.00 Utilities, SD Assoc Of Weed & Pest Sup 50.00 Dues, SD Attorney General's Office 319.00 Pmt, SD Department Of Public Safety 2700.00 Maint, S.D. Federal Property 189.00 Rep, SDACO 866.00 M&P, SDN Communications 1151.28 Util, SD State's Attorneys Assoc. 1467.00 Dues, SD State Treasurer 311,970.05, Melissa Sears 25.00 Cell, Secretary Of State Of SD 30.00 Pmt, Securus Technologies 2893.60 Sup, Heidi Selchert 25.00 Cell, Sentry Security Fasteners, Inc 691.29 Rep, Service Plus, Inc 353.89 Rep, Sheehan Equipment 119.59 Repairs/Maint., Sheridan Township 2292.83 December 2015 Apport, Sioux Valley Coop 3475.92 Fuel, Sioux Valley Coop 3113.17 Supplies, Ricky Small 40.00 Utilities, Brandon Snell 20.00 Wit, South Dakota Dept. Of Transpor 1960.10 Repairs/Maint., South Shore Gazette 1852.99 Pub, Town Of South Shore 159.50 December 2015 Apport, Mary Stahl 20.00 Wit, Star Laundry 51.86 Sup, Star Laundry 161.40 Supplies, Steve's World 49.68 Rep, Sturdevants Auto Parts 117.89 Repairs/Maint., Jim Sutton 244.00 Pmt, Sutton Law Office Pc 14742.96 Svc, Karen Swanda 30.00 Svc, Scott Swanson 25.00 Cell, Sysco North Dakota 14490.94 Sup, Productivity Plus Account 9769.50 Repairs/Maint., Jason Toben 24.00 Ref, Toshiba Financial Services

277.51 Rent, Tractor Supply 89.99 Supplies, Truenorth Steel 4578.49 Supplies, Tractor Supply Co. 1923.68 Sup, United States Geological Survey 8800.00 Svc, Vast Business 412.31 Util, Vast Broadband 49.95 Utilities, Verizon Wireless 155.94 Util, Great Western Bank 1784.17 Pmt, Tom Walder 284.00 Pmt, Town Of Wallace 95.19 December 2015 Apport, Walmart Community 19.97 Supplies, Todd Warne 25.00 Utilities, Watertown City Finance Office 38087.82 December 2015 Apport, Watertown Development Company 35000.00 Pmt, Watertown Lawn & Garden 16.00 Rep, Watertown Public Opinion 1515.70 Misc, Watertown School District 202926.28 December 2015 Apport, Watertown Volunteer Center 2500.00 Pmt, Watertown Wholesale 211.47 Supplies, Waverly School District 4868.81 December 2015 Apport, Waverly Township 3435.55 December 2015 Apport, Webster Area School Dist #18-5 174.71 December 2015 Apport, Weed & Pest Conference 260.00 Reg, Wells Fargo Securities, Llc 46068.90 Pmt, West Payment Center 276.75 Sup, Western Detention 349.50 Rep, Westside Animal Clinic Pc 401.98 Svc, Wheelco 33.89 Supplies, Toby Wishard 40.00 Cell, WW Tire Service Inc. 6363.88 Supplies, Xerox Corporation 113.61 Supplies, Yankton Co. Sheriff 75.00 Svc, Yankton Co Treasurer 227.50 Svc, Kathy Young 366.00 Pmt, Zuercher Technologies, Llc 24054.35 Maint.

CORONER SALARY

Motion by McElhany, second by Hanten, to reconsider a motion made on January 5, 2016 setting the Coroner salary at \$150.00 per investigation plus mileage reimbursement; all present voted aye; motion carried. Motion by Hanten, second by McElhany to set the Coroner and Deputy Coroner salary at \$175.00 per investigation plus mileage reimbursement effective January 1, 2016; all present voted aye; motion carried.

2016 PAYROLL RESOLUTION

Motion by Johnson, second by McElhany, to approve Resolution 2016-2; all present voted aye; motion carried.

RESOLUTION #2016-2

Be it resolved, by the governing body of Codington County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year of 2016 to become effective January 1, 2016

Passed and adopted this 12th day of January, 2016

Elmer P. Brinkman

Chairperson, County Commissioners

ATTEST:

Cindy Brugman

County Auditor

NON UNION POSITIONS

<u>Auditor's Department</u>	<u>Grade</u>
Auditor	Attachment H
Deputy	Attachment G

	Payroll Officer	Attachment A
	Clerk	Attachment A
<u>Emergency Management</u>		<u>Grade</u>
	Director	Attachment H
	Deputy	Attachment G
<u>Equalization Department</u>		<u>Grade</u>
	Director	Attachment H
	Deputy	Attachment G
	Appraiser I/II	Attachment C
	Office Manager	Attachment A
	Office Coordinator	Attachment A
	Clerk	Attachment A
	Data Base Coordinator	Attachment C
<u>County Extension</u>		<u>Grade</u>
	Office Coordinator	Attachment A
	Deputy Office Coordinator	Attachment A
	Extension Secretary	Attachment A
<u>County Health</u>		<u>Grade</u>
	Nurse Secretary	Attachment A
	WIC Secretary	Attachment A
<u>Highway Department</u>		<u>Grade</u>
	Highway Superintendent	Attachment H
	Assistant Superintendent	Attachment H
	Office Coordinator	Attachment A
<u>Maintenance Department</u>		<u>Grade</u>
	Facilities Manager	Attachment H
	Maintenance Supervisor Deputy	Attachment G
	Lead Buildings Maintenance	Attachment B
	Buildings Maintenance	Attachment B
	Custodial	Attachment B
<u>Register of Deeds</u>		<u>Grade</u>
	Register of Deeds	Attachment H
	Deputy	Attachment G
	Clerk	Attachment A
<u>Sheriff's Department</u>		<u>Grade</u>
	Sheriff	Attachment H
	Chief Deputy Sheriff	Attachment G
	Chief Correctional Officer	Attachment H
	Asst. Chief Correctional Officer	Attachment G
	Part Time Deputy	Attachment D

Part Time Correctional Officer	Attachment D
Civil Process Server	Attachment D
Records Management	Attachment F
Support Coordinator	Attachment F
Cook	Attachment C

States Attorney

States Attorney	<u>Grade</u> Attachment H
Deputy	Attachment H
Records Manager	Attachment F
Legal Secretary	Attachment F

Victim Assistance

Victim Assistance Program Supervisor	<u>Grade</u> Attachment H
Victim Assistance Coordinator	Attachment F

Treasurer's Department

Treasurer	<u>Grade</u> Attachment H
Deputy	Attachment G
Second Deputy Treasurer	Attachment A
Clerk	Attachment A

Veteran's Department

Director	<u>Grade</u> Attachment H
Secretary	Attachment A

UNION POSITIONS

Sheriff's Department

Correctional Officer	<u>Grade</u> Attachment D
Deputy Sheriff	Attachment D
Sergeant Sheriff	Attachment G
Work Release Coordinator	Attachment D

Highway Department

Maintenance III	<u>Grade</u> Attachment E
Mechanic	Attachment E
Maintenance II	Attachment E

** All employees will be placed appropriately in the step accordingly to his/her current hire date or anniversary date whichever is applicable.

**ATTACHMENT A
OFFICIAL PAY SERIES - Office Support (OS)**

Nonexempt		2016		
Clerk	Step	Wage		Monthly
Secretary	1	14.60	1st 6 months	2,540.40

2	15.00	2nd 6 months	2,610.00
3	15.47	Annual	2,691.78
4	15.94	Annual	2,773.56
5	16.47	Annual	2,865.78
6	16.97	Annual	2,952.78
7	17.51	Annual	3,046.74
8	17.78	Annual	3,093.72
9	18.04	Annual	3,138.96
10	18.32	Annual	3,187.68
11	18.58	Annual	3,232.92
12	18.87	Annual	3,283.38

Nonexempt		2016		
2nd Deputy	Step	Wage		Monthly
Administrative Assistant	1	15.01	1st 6 months	2,611.74
Deputy Office Coordinator	2	15.47	2nd 6 months	2,691.78
	3	15.94	Annual	2,773.56
	4	16.47	Annual	2,865.78
	5	16.97	Annual	2,952.78
	6	17.51	Annual	3,046.74
	7	18.07	Annual	3,144.18
	8	18.35	Annual	3,192.90
	9	18.63	Annual	3,241.62
	10	18.90	Annual	3,288.60
	11	19.19	Annual	3,339.06
	12	19.48	Annual	3,389.52

Nonexempt		2016		
Payroll Officer	Step	Wage		Monthly
Office Coordinator	1	15.79	1st 6 months	2,747.46
Office Manager	2	16.25	2nd 6 months	2,827.50
	3	16.76	Annual	2,916.24
	4	17.30	Annual	3,010.20
	5	17.86	Annual	3,107.64
	6	18.41	Annual	3,203.34
	7	19.00	Annual	3,306.00
	8	19.29	Annual	3,356.46
	9	19.58	Annual	3,406.92
	10	19.88	Annual	3,459.12
	11	20.18	Annual	3,511.32
	12	20.48	Annual	3,563.52

ATTACHMENT B
OFFICIAL PAY SERIES - Maintenance Staff (MS)

Nonexempt		2016		
Custodian	Step	Wage		Monthly
Seasonal Weed Sprayers	1	13.62	1st 6 months	2,369.88
	2	14.01	2nd 6 months	2,437.74
	3	14.43	Annual	2,510.82
	4	14.86	Annual	2,585.64
	5	15.30	Annual	2,662.20
	6	15.79	Annual	2,747.46
	7	16.26	Annual	2,829.24
	8	16.49	Annual	2,869.26
	9	16.75	Annual	2,914.50
	10	17.00	Annual	2,958.00
	11	17.25	Annual	3,001.50
	12	17.51	Annual	3,046.74

Nonexempt		2016		
Buildings Maintenance	Step	Wage		Monthly
	1	14.60	1st 6 months	2,540.40
	2	15.00	2nd 6 months	2,610.00
	3	15.47	Annual	2,691.78
	4	15.94	Annual	2,773.56
	5	16.47	Annual	2,865.78
	6	16.97	Annual	2,952.78
	7	17.51	Annual	3,046.74
	8	17.78	Annual	3,093.72
	9	18.04	Annual	3,138.96
	10	18.32	Annual	3,187.68
	11	18.58	Annual	3,232.92
	12	18.87	Annual	3,283.38

Nonexempt		2016		
Lead Building Maintenance	Step	Wage		Monthly
	1	16.26	1st 6 months	2,829.24
	2	16.77	2nd 6 months	2,917.98
	3	17.30	Annual	3,010.20
	4	17.86	Annual	3,107.64
	5	18.39	Annual	3,199.86
	6	19.00	Annual	3,306.00
	7	19.61	Annual	3,412.14
	8	19.91	Annual	3,464.34
	9	20.21	Annual	3,516.54
	10	20.51	Annual	3,568.74
	11	20.82	Annual	3,622.68
	12	21.13	Annual	3,676.62

ATTACHMENT C
OFFICIAL PAY SERIES - Sheriff and Technical Staff (TS)

Nonexempt		2016		
Cook	Step	Wage		Monthly
	1	14.44	1st 6 months	2,512.56
	2	14.87	2nd 6 months	2,587.38
	3	15.32	Annual	2,665.68
	4	15.80	Annual	2,749.20
	5	16.28	Annual	2,832.72
	6	16.80	Annual	2,923.20
	7	17.31	Annual	3,011.94
	8	17.57	Annual	3,057.18
	9	17.84	Annual	3,104.16
	10	18.11	Annual	3,151.14
	11	18.38	Annual	3,198.12
	12	18.66	Annual	3,246.84

Nonexempt		2016		
Appraiser I	Step	Wage		Monthly
*Need to pass Certification to	1	16.76	1st 6 months	2,916.24
to move to Appraiser II Step 3	2	17.30	2nd 6 months	3,010.20

Nonexempt		2016		
Appraiser II	Step	Wage		Monthly
Database Coordinator	1	16.76	1st 6 months	2,916.24
	2	17.30	2nd 6 months	3,010.20
	3	17.86	Annual	3,107.64
	4	18.41	Annual	3,203.34
	5	19.03	Annual	3,311.22
	6	19.62	Annual	3,413.88
	7	20.25	Annual	3,523.50
	8	20.55	Annual	3,575.70
	9	20.86	Annual	3,629.64
	10	21.18	Annual	3,685.32
	11	21.48	Annual	3,737.52
	12	21.81	Annual	3,794.94

Nonexempt		2016		
Weed Supervisor	Step	Wage		Monthly
	1	16.26	Annual	2,829.24
	2	16.77	Annual	2,917.98
	3	17.30	Annual	3,010.20
	4	17.86	Annual	3,107.64

5	18.39	Annual	3,199.86
6	19.00	Annual	3,306.00
7	19.61	Annual	3,412.14
8	19.91	Annual	3,464.34
9	20.21	Annual	3,516.54
10	20.51	Annual	3,568.74
11	20.82	Annual	3,622.68
12	21.13	Annual	3,676.62

Nonexempt		2016		
Assistant Weed Supervisor	Step	Wage		Monthly
	1	14.81	Annual	2,576.94
	2	15.25	Annual	2,653.50
	3	15.72	Annual	2,735.28
	4	16.17	Annual	2,813.58
	5	16.66	Annual	2,898.84
	6	17.17	Annual	2,987.58
	7	17.70	Annual	3,079.80
	8	17.96	Annual	3,125.04
	9	18.24	Annual	3,173.76
	10	18.50	Annual	3,219.00
	11	18.79	Annual	3,269.46
	12	19.07	Annual	3,318.18

ATTACHMENT D
OFFICIAL PAY SERIES - Public Safety (Union & Nonunion) (PS)

Nonexempt		2016		
Civil Process Server	Step	Wage		Monthly
	1	16.80	1st 6 months	2,923.20
	2	17.31	2nd 6 months	3,011.94
	3	17.87	Annual	3,109.38
	4	18.41	Annual	3,203.34
	5	19.03	Annual	3,311.22
	6	19.62	Annual	3,413.88
	7	20.25	Annual	3,523.50
	8	20.55	Annual	3,575.70
	9	20.86	Annual	3,629.64
	10	21.18	Annual	3,685.32
	11	21.48	Annual	3,737.52
	12	21.81	Annual	3,794.94

Nonexempt		2016		
Correctional Officer	Step	Wage		Monthly
	1	17.03	1st 6 months	2,963.22
	2	17.56	2nd 6 months	3,055.44
	3	18.13	Annual	3,154.62

4	18.71	Annual	3,255.54
5	19.30	Annual	3,358.20
6	19.95	Annual	3,471.30
7	20.60	Annual	3,584.40
8	20.92	Annual	3,640.08
9	21.24	Annual	3,695.76
10	21.55	Annual	3,749.70
11	21.87	Annual	3,805.38
12	22.20	Annual	3,862.80

Nonexempt		2016		
Work Release Coordinator.	Step	Wage		Monthly
	1	17.03	1st 6 months	2,963.22
	2	17.56	2nd 6 months	3,055.44
	3	18.13	Annual	3,154.62
	4	18.71	Annual	3,255.54
	5	19.30	Annual	3,358.20
	6	19.95	Annual	3,471.30
	7	20.60	Annual	3,584.40
	8	20.92	Annual	3,640.08
	9	21.24	Annual	3,695.76
	10	21.55	Annual	3,749.70
	11	21.87	Annual	3,805.38
	12	22.20	Annual	3,862.80

Nonexempt		2016		
Deputy Sheriff	Step	Wage		Monthly
	1	20.25	1st 6 months	3,523.50
	2	20.93	2nd 6 months	3,641.82
	3	21.62	Annual	3,761.88
	4	22.34	Annual	3,887.16
	5	23.11	Annual	4,021.14
	6	23.89	Annual	4,156.86
	7	24.69	Annual	4,296.06
	8	25.06	Annual	4,360.44
	9	25.44	Annual	4,426.56
	10	25.82	Annual	4,492.68
	11	26.20	Annual	4,558.80
	12	26.60	Annual	4,628.40

ATTACHMENT E**OFFICIAL PAY SERIES - Highway Maintenance (Union & Nonunion) (HS)**

Nonexempt		2016		
Maintenance III	Step	Wage		Monthly

Mechanic	1	17.86	1st 6 months	\$3,107.64
	2	18.39	2nd 6 months	\$3,199.86
	3	19.01	Annual	\$3,307.74
	4	19.62	Annual	\$3,413.88
	5	20.25	Annual	\$3,523.50
	6	20.93	Annual	\$3,641.82
	7	21.63	Annual	\$3,763.62
	8	21.96	Annual	\$3,821.04
	9	22.29	Annual	\$3,878.46
	10	22.62	Annual	\$3,935.88
	11	22.96	Annual	\$3,995.04
	12	23.31	Annual	\$4,055.94

Nonexempt Maintenance II		2016		
	Step	Wage		Monthly
	1	17.30	1st 6 months	\$3,010.20
	2	17.86	2nd 6 months	\$3,107.64
	3	18.39	Annual	\$3,199.86
	4	19.01	Annual	\$3,307.74
	5	19.62	Annual	\$3,413.88
	6	20.25	Annual	\$3,523.50
	7	20.93	Annual	\$3,641.82
	8	21.25	Annual	3,697.50
	9	21.56	Annual	3,751.44
	10	21.88	Annual	3,807.12
11	22.21	Annual	3,864.54	
12	22.54	Annual	3,921.96	

**ATTACHMENT F
OFFICIAL PAY SERIES - Law Enforcement Support Series (LS)**

Nonexempt Legal Secretary		2016		
	Step	Wage		Monthly
	1	14.60	1st 6 months	\$2,540.40
	2	15.00	2nd 6 months	\$2,610.00
	3	15.47	Annual	\$2,691.78
	4	15.94	Annual	\$2,773.56
	5	16.47	Annual	\$2,865.78
	6	16.97	Annual	\$2,952.78
	7	17.51	Annual	\$3,046.74
	8	17.78	Annual	\$3,093.72
	9	18.04	Annual	\$3,138.96
	10	18.32	Annual	\$3,187.68
11	18.58	Annual	\$3,232.92	
12	18.87	Annual	\$3,283.38	

Nonexempt		2016
------------------	--	-------------

Criminal/Civil Support Coor.	Step	Wage		Monthly
	1	15.81	1st 6 months	\$2,750.94
	2	16.28	2nd 6 months	\$2,832.72
	3	16.77	Annual	\$2,917.98
	4	17.31	Annual	\$3,011.94
	5	17.86	Annual	\$3,107.64
	6	18.42	Annual	\$3,205.08
	7	19.03	Annual	\$3,311.22
	8	19.31	Annual	\$3,359.94
	9	19.60	Annual	\$3,410.40
	10	19.90	Annual	\$3,462.60
	11	20.20	Annual	\$3,514.80
	12	20.50	Annual	\$3,567.00

Nonexempt		2016		
Victims Assistance Coordinator	Step	Wage		Monthly
	1	16.26	1st 6 months	\$2,829.24
	2	16.77	2nd 6 months	\$2,917.98
	3	17.30	Annual	\$3,010.20
	4	17.86	Annual	\$3,107.64
	5	18.39	Annual	\$3,199.86
	6	19.00	Annual	\$3,306.00
	7	19.61	Annual	\$3,412.14
	8	19.91	Annual	\$3,464.34
	9	20.21	Annual	\$3,516.54
	10	20.51	Annual	\$3,568.74
	11	20.82	Annual	\$3,622.68
	12	21.13	Annual	\$3,676.62

Nonexempt		2016		
Criminal/Civil Records Mgmt.	Step	Wage		Monthly
	1	17.61	1st 6 months	\$3,064.14
	2	18.31	2nd 6 months	\$3,185.94
	3	19.00	Annual	\$3,306.00
	4	19.72	Annual	\$3,431.28
	5	20.40	Annual	\$3,549.60
	6	21.12	Annual	\$3,674.88
	7	21.43	Annual	\$3,728.82
	8	21.76	Annual	\$3,786.24
	9	22.08	Annual	\$3,841.92
	10	22.42	Annual	\$3,901.08
	11	22.75	Annual	\$3,958.50
	12	23.09	Annual	\$4,017.66

ATTACHMENT G
OFFICIAL PAY SERIES - Assistant to the Supervisor (AS)

Nonexempt		2016		
Deputy Auditor	Step	Wage		Monthly
	1	18.09	1st 6 months	\$3,147.66
	2	18.82	2nd 6 months	\$3,274.68
	3	19.58	Annual	\$3,406.92
	4	20.37	Annual	\$3,544.38
	5	21.04	Annual	\$3,660.96
	6	21.87	Annual	\$3,805.38
	7	22.20	Annual	\$3,862.80
	8	22.53	Annual	\$3,920.22
	9	22.87	Annual	\$3,979.38
	10	23.22	Annual	\$4,040.28
	11	23.55	Annual	\$4,097.70
	12	23.91	Annual	\$4,160.34

Deputy Equalization				
	Step	2016		Monthly
	1	17.68	1st 6 months	\$3,076.32
	2	18.37	2nd 6 months	\$3,196.38
	3	19.13	Annual	\$3,328.62
	4	19.91	Annual	\$3,464.34
	5	20.55	Annual	\$3,575.70
	6	21.37	Annual	\$3,718.38
	7	21.70	Annual	\$3,775.80
	8	22.02	Annual	\$3,831.48
	9	22.35	Annual	\$3,888.90
	10	22.68	Annual	\$3,946.32
	11	23.03	Annual	\$4,007.22
	12	23.38	Annual	\$4,068.12

Deputy Treasurer		2016		
Deputy Register of Deeds	Step	Wage		Monthly
Deputy Maintenance Sup.	1	17.23	1st 6 months	\$2,998.02
	2	17.90	2nd 6 months	\$3,114.60
	3	18.63	Annual	\$3,241.62
	4	19.39	Annual	\$3,373.86
	5	20.01	Annual	\$3,481.74
	6	20.81	Annual	\$3,620.94
	7	21.12	Annual	\$3,674.88
	8	21.43	Annual	\$3,728.82
	9	21.76	Annual	\$3,786.24
	10	22.08	Annual	\$3,841.92
	11	22.42	Annual	\$3,901.08
	12	22.75	Annual	\$3,958.50

Deputy Emergency Mgmt.	2016			
	Step	Wage	Monthly	
	1	16.90	1st 6 months	\$2,940.60
	2	17.55	2nd 6 months	\$3,053.70
	3	18.25	Annual	\$3,175.50
	4	18.99	Annual	\$3,304.26
	5	19.60	Annual	\$3,410.40
	6	20.36	Annual	\$3,542.64
	7	20.66	Annual	\$3,594.84
	8	20.97	Annual	\$3,648.78
	9	21.29	Annual	\$3,704.46
	10	21.61	Annual	\$3,760.14
	11	21.93	Annual	\$3,815.82
	12	22.26	Annual	\$3,873.24

Chief Deputy Sheriff	2016			
	Step	Wage	Monthly	
	1	21.49	1st 6 months	\$3,739.26
	2	22.41	2nd 6 months	\$3,899.34
	3	23.34	Annual	\$4,061.16
	4	24.32	Annual	\$4,231.68
	5	25.35	Annual	\$4,410.90
	6	26.43	Annual	\$4,598.82
	7	26.83	Annual	\$4,668.42
	8	27.22	Annual	\$4,736.28
	9	27.63	Annual	\$4,807.62
	10	28.05	Annual	\$4,880.70
	11	28.47	Annual	\$4,953.78
	12	28.90	Annual	\$5,028.60

Assistant Chief Correctional Officer	2016			
	Step	Wage	Monthly	
	1	17.39	1st 6 months	\$3,025.86
	2	18.13	2nd 6 months	\$3,154.62
	3	18.89	Annual	\$3,286.86
	4	19.70	Annual	\$3,427.80
	5	20.52	Annual	\$3,570.48
	6	21.40	Annual	\$3,723.60
	7	21.73	Annual	\$3,781.02
	8	22.05	Annual	\$3,836.70
	9	22.39	Annual	\$3,895.86
	10	22.72	Annual	\$3,953.28
	11	23.06	Annual	\$4,012.44
	12	23.41	Annual	\$4,073.34

Sergeant Sheriff

	2016		
Step	Wage		Monthly
1	21.69	1st 6 months	\$3,774.06
2	22.40	2nd 6 months	\$3,897.60
3	23.12	Annual	\$4,022.88
4	23.90	Annual	\$4,158.60
5	24.72	Annual	\$4,301.28
6	25.55	Annual	\$4,445.70
7	25.94	Annual	\$4,513.56
8	26.33	Annual	\$4,581.42
9	26.72	Annual	\$4,649.28
10	27.12	Annual	\$4,718.88
11	27.53	Annual	\$4,790.22
12	27.94	Annual	\$4,861.56

ATTACHMENT H
EXEMPT DEPARTMENT HEAD SALARY RANGES - 2016

Department Heads	Minimum	Monthly	Maximum	Monthly
State's Attorney 2009-100% FT	n/a	n/a	46.78	8,139.72
Sheriff	n/a	n/a	32.13	5,590.62
Highway Superintendent	27.18	4,729.32	31.34	5,453.16
Auditor	n/a	n/a	27.96	4,865.04
Equalization Director	22.55	3,923.70	27.30	4,750.20
Facility Manager	21.96	3,821.04	29.22	5,084.28
Register of Deeds	n/a	n/a	26.54	4,617.96
Treasurer	n/a	n/a	26.54	4,617.96
Victim Assistance Supervisor	21.45	3,732.30	25.93	4,511.82
Emergency Management	n/a	n/a	26.54	4,617.96
Veterans Director	18.15	3,158.10	21.80	3,793.20
Welfare Director	18.15	3,158.10	21.80	3,793.20

Assistant Department Heads/Supervisors	Minimum	Monthly	Maximum	Monthly
Deputy States Attorney	25.52	4,440.48	30.86	5,369.64
Chief Correctional Officer	21.40	3,723.60	25.88	4,503.12
Assistant Highway Superintendent	22.56	3,925.44	25.92	4,510.08

ATTACHMENT H (continued)
EXEMPT DEPARTMENT HEAD SALARY RANGES - 2016

State's Attorney	2016			Monthly
	Step	Wage		
	8	47.48	Annual	8,261.52
	9	48.18	Annual	8,383.32
	10	48.91	Annual	8,510.34
	11	49.64	Annual	8,637.36
	12	50.38	Annual	8,766.12

Sheriff	2016			Monthly
	Step	Wage		
	8	32.61	Annual	5,674.14
	9	33.10	Annual	5,759.40
	10	33.59	Annual	5,844.66
	11	34.10	Annual	5,933.40
	12	34.61	Annual	6,022.14

Highway Superintendent	2016			Monthly
	Step	Wage		
	8	31.81	Annual	5,534.94
	9	32.29	Annual	5,618.46
	10	32.77	Annual	5,701.98
	11	33.27	Annual	5,788.98
	12	33.77	Annual	5,875.98

Auditor	2016			Monthly
	Step	Wage		
	8	28.38	Annual	4,938.12
	9	28.80	Annual	5,011.20
	10	29.23	Annual	5,086.02

11	29.67	Annual	5,162.58
12	30.12	Annual	5,240.88

Equalization Director		2016		
	Step	Wage		Monthly
	8	27.70	Annual	4,819.80
	9	28.12	Annual	4,892.88
	10	28.54	Annual	4,965.96
	11	28.97	Annual	5,040.78
	12	29.41	Annual	5,117.34

Facilities Manager		2016		
	Step	Wage		Monthly
	8	29.66	Annual	5,160.84
	9	30.11	Annual	5,239.14
	10	30.56	Annual	5,317.44
	11	31.02	Annual	5,397.48
	12	31.49	Annual	5,479.26

Register of Deeds & Treasurer		2016		
	Step	Wage		Monthly
	8	26.94	Annual	4,687.56
	9	27.35	Annual	4,758.90
	10	27.75	Annual	4,828.50
	11	28.17	Annual	4,901.58
	12	28.59	Annual	4,974.66

Victim Assistance Supervisor		2016		
	Step	Wage		Monthly
	8	26.32	Annual	4,579.68
	9	26.71	Annual	4,647.54
	10	27.11	Annual	4,717.14

11	27.52	Annual	4,788.48
12	27.93	Annual	4,859.82

Emergency Management Dir.		2016		
	Step	Wage		Monthly
	8	26.94	Annual	4,687.56
	9	27.35	Annual	4,758.90
	10	27.75	Annual	4,828.50
	11	28.17	Annual	4,901.58
	12	28.59	Annual	4,974.66

Veterans Service Officer		2016		
	Step	Wage		Monthly
	8	22.12	Annual	3,848.88
	9	22.46	Annual	3,908.04
	10	22.80	Annual	3,967.20
	11	23.13	Annual	4,024.62
	12	23.48	Annual	4,085.52

Welfare Director		2016		
	Step	Wage		Monthly
	8	22.12	Annual	3,848.88
	9	22.46	Annual	3,908.04
	10	22.80	Annual	3,967.20
	11	23.13	Annual	4,024.62
	12	23.48	Annual	4,085.52

Deputy States Attorney		2016		
	Step	Wage		Monthly
	8	31.31	Annual	5,447.94
	9	31.78	Annual	5,529.72

10	32.26	Annual	5,613.24
11	32.74	Annual	5,696.76
12	33.23	Annual	5,782.02

Chief Correctional Officer		2016	
Step	Wage		Monthly
8	26.27	Annual	4,570.98
9	26.66	Annual	4,638.84
10	27.06	Annual	4,708.44
11	27.47	Annual	4,779.78
12	27.88	Annual	4,851.12

Assistant Highway Superintendent		2016	
Step	Wage		Monthly
8	26.31	Annual	4,577.94
9	26.70	Annual	4,645.80
10	27.10	Annual	4,715.40
11	27.51	Annual	4,786.74
12	27.92	Annual	4,858.08

SHREDDER EQUIPMENT

Motion by McElhany, second by Hanten, to authorize the purchase of a shredder for the Auditor and Treasurer's office; all present voted aye; motion carried.

HOUSING AND REDEVELOPMENT COMMISSION

Motion by Johnson, second by Gabel, to reappoint Georgia Kahnke to the Housing and Redevelopment Commission of Codington County. Subsequent motion by Gabel, second by McElhany, to amend Johnson's motion to also appoint Commissioner Hanten to fill out the term on this Board currently held by Commissioner Gabel; upon vote of the Board; Gabel, McElhany, and Hanten voted aye; Johnson and Brinkman; voted no; motion carried. Upon vote of the original motion by Johnson as amended; Gabel, McElhany, Brinkman, and Hanten voted aye; Johnson voted no; motion carried.

PERSONNEL CHANGES

Motion by Hanten, second by Gabel, to approve the following personnel changes; all present voted aye; motion carried. Deputy States Attorney, Chad Nelson, anniversary step increase to step 10/\$32.26 per hour; Criminal Civil Support Coordinator, Janelle Nygaard, anniversary step increase to step 8/\$19.31 per hour; and Sheriff Transport Matron, Judy Greenfield, new hire at step 1/\$17.03 per hour.

OLD BUSINESS

The Board discussed possible changes to the Law Library set up for Codington County.

NEW BUSINESS

Commissioner Hanten noted she has been appointed, by Mayor Thorson, to a Committee to study locations for self-help housing, through I.C.A.P., within the City of Watertown. Commissioner Gabel noted he has been appointed to the L.A.T.I. Law Enforcement Gun Range Task Force.

CODINGTON COUNTY JUSTICE ADISORY COMMITTEE

Commissioner Gabel noted the next meeting of the CCJAC is scheduled for 6:10 p.m., Tuesday, January 19th at L.A.T.I.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by McElhany, to adjourn at 10:02 a.m., until 9:00 a.m., Tuesday, January 19, 2016; all present voted aye; motion carried.

ATTEST:

Cindy Brugman

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 \$_____.