

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

January 10, 2017

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 10th, 2017, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen, and Brenda Hanten; Chairman Johnson, presiding.

AGENDA APPROVED

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

MINUTES APPROVED

Motion by VanDusen, second by Gabel, to approve the minutes of January 3rd; all present voted aye; motion carried.

FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS ANNUAL REVIEW

Todd Kays, Executive Director with the First District Association of Local Governments, appeared before the Board to give an update on staff activities and economic development activities of the First District in 2016. 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 2016; 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. Mr. Kays noted First district assisted the County of preparation of the Pre-Disaster Mitigation Plan Grant application; assisted in preparation in the County's Hazardous Materials Plan; developed training maps for the Sheriff's Department; assisted in development of SDDOT Bridge and Highway Plan; and prepared and submitted a CDBG application for Codington County and Inter Lakes Community Action Head Start program. Mr. Kays advised the CDBG application was not funded. Mr. Kays noted in the past year First District assisted dues paying members in obtaining State and Federal grants/loans of approximately \$20,500,000.

PRO PHEASANT EVENT

Marty Stemwedel, board member with the Codington County Pro Pheasants organization, met with the Board to request authorization to sell alcohol at the Pro Pheasants banquet which will be held at the Codington County Extension Center Complex on February 17th, 2017. Mr. Stemwedel noted a one day liquor license transfer will allow Pro Pheasants to use the license currently owned by Second Street Station. Mr. Stemwedel also noted the organization has procedures in place to guarantee the safety of those attending the event and to ensure that no one will be over served. Motion by Hanten, second by Waterman, to allow the Pro Pheasants organization to sell alcohol at their banquet in the Codington County Extension Center Complex; all present voted aye; motion carried.

FRIENDS OF THE AUDITORIUM

Cheryl Mack, representing the "Friends of the Auditorium" group met with the Board to discuss the possible use of the Watertown City Auditorium as a site for a Codington County Justice Facility. Ms. Mack noted the auditorium is used for numerous events throughout the year, in addition to its use as an indoor walking track for many residents on a daily basis and is also on the historic register. Ms. Mack requested, on behalf of the group, that the Auditorium be preserved as is and not considered as a location for a justice facility. Commissioner Gabel advised that consultation with the State Historical Preservation Office would be required before any change in use to the auditorium could occur.

WATERTOWN TRANSIT BUS FUNDING

Wendy Cline, Assistant Directory of Watertown Area Transit, met with the Board to request funding for a new bus scheduled for delivery in 2017. Ms. Cline noted the Board had appropriated \$5,000 in funding for a new bus that was anticipated for delivery in 2016. Ms. Cline informed the Board the funding was not drawn down in 2016 as the bus was not available for delivery. Ms. Cline advised 2017 delivery of a new bus is expected at this time. Ms. Cline provided the Board with statistics of ridership in 2015 and 2016. Motion by Hanten, second by VanDusen, to transfer \$5,000.00 from Commissioner Contingency to the Watertown Area Transit budget for funding of a bus in 2017; all present voted aye; motion carried.

MONTHLY REPORTS

States Attorney, Patrick McCann, provided the Board with reports of case type count from 2011 through 2016. Mr. McCann noted 2,826 cases were opened in 2016 and 2,575 cases closed in the same time period. Mr. McCann pointed out an increase beginning in 2015 in the number of criminal drug offenses, along with an increase in failure to appear – Class 6 felonies in 2015 and 2016. **Auditor, Cindy Brugman**, reported on tax notice preparation, year-end clearing of data, preparation of W2's and the annual report. **Community Health Nurses, Anne Kriese and Karla Moes**, provided the Board with a report of the following office activities for the time period October through December 2016: meetings, community outreach, office visits and fees collected, WIC caseload, immunizations, baby care caseload, and flu shots administered. **Register of Deeds, Ann Rasmussen**, provided the Board with an annual report of fees collected in her office. Ms. Rasmussen outlined the provisions of the M&P Fund created by legislation in 2012. **Treasurer, Carol Maloney**, provided the Board with 2015 and 2016 report of taxes collected, tax certificates issued, and distress warrants issued. The Treasurer noted tax notices will go in the mail this week for taxes payable in 2017. Discussion was also held regarding 2017 legislation and a proposed bill for a “plate on demand” program for South Dakota motor vehicle owners. The Treasurer advised the Board this legislation is coming from the state level.

AUDITOR'S ACCOUNT WITH THE TREASURER AND REGISTER OF DEEDS 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, 2016, all present voted aye; motion carried.

Cash on hand	\$ 3,211.39
Checks in Treasurers' possession	
less than 3 days	\$ 70,384.80
Credit Card Charges	\$ 2,583.75
Cash Items	\$ 325.57
TOTAL CASH ASSETS ON HAND	\$ 76,505.51
RECONCILED CHECKING	
Great Western Bank Checking (Memorial Park)	\$ 1,179.06
Reliabank Dakota	\$17,544,211.23
INVESTMENTS	
SD Public Funds Investment	\$ 6,973.70
CERTIFICATES OF DEPOSIT	
Reliabank Dakota	\$ 200,000.00
TOTAL CASH ASSETS	\$17,828,869.50
General Ledger Cash Balance by Funds:	
General	\$10,750,979.99
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 5,607,108.10
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 960,369.56
(schools 220,885.28, townships 52,152.15; city/towns 36,286.52)	
TOTAL GENERAL LEDGER CASH	\$ 17,828,869.50

The Board noted the collection of \$29,151.50 in Register of Deeds fees during the month ending December 31, 2016, with \$2,020.00 remitted to the State of South Dakota for certified records.

COMMISSIONERS CONTINGENCY TRANSFER

Motion by Hanten, second by VanDusen, to transfer \$1,882.00 to the Flood Monitoring Stations budget, to correct a 2017 deficiency and \$2,000.00 to the Mental Health budget, to cover increased rental cost for the Serenity Hills facility, from the Commissioners Contingency budget; all present voted aye; motion carried.

2017 PAYROLL RESOLUTION

Motion by Hanten, second by Gabel, to approve Resolution 2017-2; all present voted aye; motion carried.

RESOLUTION #2017-2

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 2017 to become effective January 1, 2017

Passed and adopted this 10th day of January, 2017

Myron Johnson
Chairperson, County Commissioners

ATTEST:

Cindy Brugman
County Auditor

NON-UNION POSITIONS

Auditor's Department

Auditor	<u>Grade</u>
Deputy	Attachment H
Payroll Officer	Attachment G
Clerk	Attachment A
	Attachment A

Emergency Management

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

Equalization Department

Director	<u>Grade</u>
Deputy	Attachment H
Appraiser I/II	Attachment G
Office Manager	Attachment C
Office Coordinator	Attachment A
	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
<u>States Attorney</u>		<u>Grade</u>
	States Attorney	Attachment H
	Deputy	Attachment H
	Records Manager	Attachment F
	Legal Secretary	Attachment F
<u>Victim Assistance</u>		<u>Grade</u>
	Victim Assistance Program Supervisor	Attachment H

Victim Assistance Coordinator Attachment F

Treasurer's Department

Treasurer Attachment H
 Deputy Attachment G
 Second Deputy Treasurer Attachment A
 Clerk Attachment A

Veteran's Department

Director Attachment H
 Secretary Attachment A

UNION POSITIONS

Sheriff's Department

Correctional Officer Attachment D
 Deputy Sheriff Attachment D
 Sergeant Sheriff Attachment G
 Work Release Coordinator Attachment D
 Criminal Support Coordinator Attachment F

Highway Department

Maintenance III 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		2017		
Clerk	Step	Wage		Monthly
Secretary	1	14.75	1st 6 months	2,566.50
	2	15.15	2nd 6 months	2,636.10
	3	15.62	Annual	2,717.88
	4	16.10	Annual	2,801.40
	5	16.63	Annual	2,893.62
	6	17.14	Annual	2,982.36
	7	17.69	Annual	3,078.06
	8	17.96	Annual	3,125.04
	9	18.22	Annual	3,170.28
	10	18.50	Annual	3,219.00
	11	18.77	Annual	3,265.98
	12	19.06	Annual	3,316.44

Nonexempt		2017
------------------	--	-------------

2nd Deputy	Step	Wage		Monthly
Administrative Assistant	1	15.16	1st 6 months	2,637.84
Deputy Office Coordinator	2	15.62	2nd 6 months	2,717.88
	3	16.10	Annual	2,801.40
	4	16.63	Annual	2,893.62
	5	17.14	Annual	2,982.36
	6	17.69	Annual	3,078.06
	7	18.25	Annual	3,175.50
	8	18.53	Annual	3,224.22
	9	18.82	Annual	3,274.68
	10	19.09	Annual	3,321.66
	11	19.38	Annual	3,372.12
	12	19.67	Annual	3,422.58

Nonexempt		2017		
Payroll Officer	Step	Wage		Monthly
Office Coordinator	1	15.95	1st 6 months	2,775.30
Office Manager	2	16.41	2nd 6 months	2,855.34
	3	16.93	Annual	2,945.82
	4	17.47	Annual	3,039.78
	5	18.04	Annual	3,138.96
	6	18.59	Annual	3,234.66
	7	19.19	Annual	3,339.06
	8	19.48	Annual	3,389.52
	9	19.78	Annual	3,441.72
	10	20.08	Annual	3,493.92
	11	20.38	Annual	3,546.12
	12	20.68	Annual	3,598.32

ATTACHMENT B
OFFICIAL PAY SERIES - Maintenance Staff (MS)

Nonexempt		2017		
Custodian	Step	Wage		Monthly
Seasonal Weed Sprayers	1	13.76	1st 6 months	2,394.24
	2	14.15	2nd 6 months	2,462.10
	3	14.57	Annual	2,535.18
	4	15.01	Annual	2,611.74
	5	15.45	Annual	2,688.30
	6	15.95	Annual	2,775.30
	7	16.42	Annual	2,857.08
	8	16.65	Annual	2,897.10
	9	16.92	Annual	2,944.08
	10	17.17	Annual	2,987.58

11	17.42	Annual	3,031.08
12	17.69	Annual	3,078.06

Nonexempt		2017		
Buildings Maintenance	Step	Wage		Monthly
	1	14.75	1st 6 months	2,566.50
	2	15.15	2nd 6 months	2,636.10
	3	15.62	Annual	2,717.88
	4	16.10	Annual	2,801.40
	5	16.63	Annual	2,893.62
	6	17.14	Annual	2,982.36
	7	17.69	Annual	3,078.06
	8	17.96	Annual	3,125.04
	9	18.22	Annual	3,170.28
	10	18.50	Annual	3,219.00
	11	18.77	Annual	3,265.98
	12	19.06	Annual	3,316.44

Nonexempt		2017		
Lead Building Maintenance	Step	Wage		Monthly
	1	16.42	1st 6 months	2,857.08
	2	16.94	2nd 6 months	2,947.56
	3	17.47	Annual	3,039.78
	4	18.04	Annual	3,138.96
	5	18.57	Annual	3,231.18
	6	19.19	Annual	3,339.06
	7	19.81	Annual	3,446.94
	8	20.11	Annual	3,499.14
	9	20.41	Annual	3,551.34
	10	20.72	Annual	3,605.28
	11	21.03	Annual	3,659.22
	12	21.34	Annual	3,713.16

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

Nonexempt		2017		
Cook	Step	Wage		Monthly
	1	14.58	1st 6 months	2,536.92
	2	15.02	2nd 6 months	2,613.48
	3	15.47	Annual	2,691.78
	4	15.96	Annual	2,777.04
	5	16.44	Annual	2,860.56
	6	16.97	Annual	2,952.78

7	17.48	Annual	3,041.52
8	17.75	Annual	3,088.50
9	18.02	Annual	3,135.48
10	18.29	Annual	3,182.46
11	18.56	Annual	3,229.44
12	18.85	Annual	3,279.90

Nonexempt		2017		
Appraiser I	Step	Wage		Monthly
*Need to pass Certification to	1	16.93	1st 6 months	2,945.82
to move to Appraiser II Step 3	2	17.47	2nd 6 months	3,039.78

Nonexempt		2017		
Appraiser II	Step	Wage		Monthly
Database Coordinator	1	16.93	1st 6 months	2,945.82
	2	17.47	2nd 6 months	3,039.78
	3	18.04	Annual	3,138.96
	4	18.59	Annual	3,234.66
	5	19.22	Annual	3,344.28
	6	19.82	Annual	3,448.68
	7	20.45	Annual	3,558.30
	8	20.76	Annual	3,612.24
	9	21.07	Annual	3,666.18
	10	21.39	Annual	3,721.86
	11	21.69	Annual	3,774.06
	12	22.03	Annual	3,833.22

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

Nonexempt		2017		
Weed Supervisor	Step	Wage		Monthly
position established 1/1/06	1	16.42	Annual	2,857.08
	2	16.94	Annual	2,947.56
	3	17.47	Annual	3,039.78
	4	18.04	Annual	3,138.96
	5	18.57	Annual	3,231.18
	6	19.19	Annual	3,339.06
	7	19.81	Annual	3,446.94
	8	20.11	Annual	3,499.14
	9	20.41	Annual	3,551.34
	10	20.72	Annual	3,605.28
	11	21.03	Annual	3,659.22
	12	21.34	Annual	3,713.16

Nonexempt		2017		
------------------	--	-------------	--	--

Assistant Weed Supervisor position established 1/1/06	Step	Wage		Monthly
	1	14.96	Annual	2,603.04
	2	15.40	Annual	2,679.60
	3	15.88	Annual	2,763.12
	4	16.33	Annual	2,841.42
	5	16.83	Annual	2,928.42
	6	17.34	Annual	3,017.16
	7	17.88	Annual	3,111.12
	8	18.14	Annual	3,156.36
	9	18.42	Annual	3,205.08
	10	18.69	Annual	3,252.06
	11	18.98	Annual	3,302.52
	12	19.26	Annual	3,351.24

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

Nonexempt Civil Process Server		2017		
	Step	Wage		Monthly
	1	16.97	1st 6 months	2,952.78
	2	17.48	2nd 6 months	3,041.52
	3	18.05	Annual	3,140.70
	4	18.59	Annual	3,234.66
	5	19.22	Annual	3,344.28
	6	19.82	Annual	3,448.68
	7	20.45	Annual	3,558.30
	8	20.76	Annual	3,612.24
	9	21.07	Annual	3,666.18
	10	21.39	Annual	3,721.86
	11	21.69	Annual	3,774.06
	12	22.03	Annual	3,833.22

Nonexempt Correctional Officer		2017		
	Step	Wage		Monthly
	1	17.20	1st 6 months	2,992.80
	2	17.74	2nd 6 months	3,086.76
	3	18.31	Annual	3,185.94
	4	18.90	Annual	3,288.60
	5	19.49	Annual	3,391.26
	6	20.15	Annual	3,506.10
	7	20.81	Annual	3,620.94
	8	21.13	Annual	3,676.62
	9	21.45	Annual	3,732.30
	10	21.77	Annual	3,787.98
	11	22.09	Annual	3,843.66
	12	22.42	Annual	3,901.08

Nonexempt		2017		
Work Release Coordinator.	Step	Wage		Monthly
	1	17.20	1st 6 months	2,992.80
	2	17.74	2nd 6 months	3,086.76
	3	18.31	Annual	3,185.94
	4	18.90	Annual	3,288.60
	5	19.49	Annual	3,391.26
	6	20.15	Annual	3,506.10
	7	20.81	Annual	3,620.94
	8	21.13	Annual	3,676.62
	9	21.45	Annual	3,732.30
	10	21.77	Annual	3,787.98
	11	22.09	Annual	3,843.66
	12	22.42	Annual	3,901.08

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

Nonexempt		2017		
Deputy Sheriff	Step	Wage		Monthly
	1	20.45	1st 6 months	3,558.30
	2	21.14	2nd 6 months	3,678.36
	3	21.84	Annual	3,800.16
	4	22.56	Annual	3,925.44
	5	23.34	Annual	4,061.16
	6	24.13	Annual	4,198.62
	7	24.94	Annual	4,339.56
	8	25.31	Annual	4,403.94
	9	25.69	Annual	4,470.06
	10	26.08	Annual	4,537.92
	11	26.46	Annual	4,604.04
	12	26.87	Annual	4,675.38

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

Nonexempt		2017		
Maintenance III	Step	Wage		Monthly
Mechanic	1	18.04	1st 6 months	\$3,138.96
	2	18.57	2nd 6 months	\$3,231.18

3	19.20	Annual	\$3,340.80
4	19.82	Annual	\$3,448.68
5	20.45	Annual	\$3,558.30
6	21.14	Annual	\$3,678.36
7	21.85	Annual	\$3,801.90
8	22.18	Annual	\$3,859.32
9	22.51	Annual	\$3,916.74
10	22.85	Annual	\$3,975.90
11	23.19	Annual	\$4,035.06
12	23.54	Annual	\$4,095.96

Nonexempt		2017		
Maintenance II	Step	Wage		Monthly
	1	17.47	1st 6 months	\$3,039.78
	2	18.04	2nd 6 months	\$3,138.96
	3	18.57	Annual	\$3,231.18
	4	19.20	Annual	\$3,340.80
	5	19.82	Annual	\$3,448.68
	6	20.45	Annual	\$3,558.30
	7	21.14	Annual	\$3,678.36
	8	21.46	Annual	3,734.04
	9	21.78	Annual	3,789.72
	10	22.10	Annual	3,845.40
	11	22.43	Annual	3,902.82
	12	22.77	Annual	3,961.98

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

Nonexempt		2017		
Legal Secretary	Step	Wage		Monthly
	1	14.75	1st 6 months	\$2,566.50
	2	15.15	2nd 6 months	\$2,636.10
	3	15.62	Annual	\$2,717.88
	4	16.10	Annual	\$2,801.40
	5	16.63	Annual	\$2,893.62
	6	17.14	Annual	\$2,982.36
	7	17.69	Annual	\$3,078.06
	8	17.96	Annual	\$3,125.04
	9	18.22	Annual	\$3,170.28
	10	18.50	Annual	\$3,219.00
	11	18.77	Annual	\$3,265.98
	12	19.06	Annual	\$3,316.44

Nonexempt		2017		
Criminal/Civil Support Coor.	Step	Wage		Monthly

Criminal Support Coord. 12/6/16

1	15.97	1st 6 months	\$2,778.78
2	16.44	2nd 6 months	\$2,860.56
3	16.94	Annual	\$2,947.56
4	17.48	Annual	\$3,041.52
5	18.04	Annual	\$3,138.96
6	18.60	Annual	\$3,236.40
7	19.22	Annual	\$3,344.28
8	19.50	Annual	\$3,393.00
9	19.80	Annual	\$3,445.20
10	20.10	Annual	\$3,497.40
11	20.40	Annual	\$3,549.60
12	20.71	Annual	\$3,603.54

Nonexempt		2017		
Victims Assistance Coordinator	Step	Wage		Monthly
	1	16.42	1st 6 months	\$2,857.08
	2	16.94	2nd 6 months	\$2,947.56
	3	17.47	Annual	\$3,039.78
	4	18.04	Annual	\$3,138.96
	5	18.57	Annual	\$3,231.18
	6	19.19	Annual	\$3,339.06
	7	19.81	Annual	\$3,446.94
	8	20.11	Annual	\$3,499.14
	9	20.41	Annual	\$3,551.34
	10	20.72	Annual	\$3,605.28
	11	21.03	Annual	\$3,659.22
	12	21.34	Annual	\$3,713.16

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

Nonexempt		2017		
Criminal/Civil Records Mgmt.	Step	Wage		Monthly
	1	17.79	1st 6 months	\$3,095.46
	2	18.49	2nd 6 months	\$3,217.26
	3	19.19	Annual	\$3,339.06
	4	19.92	Annual	\$3,466.08
	5	20.60	Annual	\$3,584.40
	6	21.33	Annual	\$3,711.42
	7	21.64	Annual	\$3,765.36
	8	21.98	Annual	\$3,824.52
	9	22.30	Annual	\$3,880.20
	10	22.64	Annual	\$3,939.36
	11	22.98	Annual	\$3,998.52

12	23.32	Annual	\$4,057.68
----	-------	--------	------------

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

Nonexempt		2017		
Deputy Auditor	Step	Wage		Monthly
	1	18.27	1st 6 months	\$3,178.98
	2	19.01	2nd 6 months	\$3,307.74
	3	19.78	Annual	\$3,441.72
	4	20.57	Annual	\$3,579.18
	5	21.25	Annual	\$3,697.50
	6	22.09	Annual	\$3,843.66
	7	22.42	Annual	\$3,901.08
	8	22.76	Annual	\$3,960.24
	9	23.10	Annual	\$4,019.40
	10	23.45	Annual	\$4,080.30
	11	23.79	Annual	\$4,139.46
	12	24.15	Annual	\$4,202.10

Deputy Equalization		2017		
	Step	Wage		Monthly
	1	17.86	1st 6 months	\$3,107.64
	2	18.55	2nd 6 months	\$3,227.70
	3	19.32	Annual	\$3,361.68
	4	20.11	Annual	\$3,499.14
	5	20.76	Annual	\$3,612.24
	6	21.58	Annual	\$3,754.92
	7	21.92	Annual	\$3,814.08
	8	22.24	Annual	\$3,869.76
	9	22.57	Annual	\$3,927.18
	10	22.91	Annual	\$3,986.34
	11	23.26	Annual	\$4,047.24
	12	23.61	Annual	\$4,108.14

Deputy Treasurer		2017		
Deputy Register of Deeds	Step	Wage		Monthly
Deputy Maintenance Sup. (established 1/1/09)	1	17.40	1st 6 months	\$3,027.60
	2	18.08	2nd 6 months	\$3,145.92
	3	18.82	Annual	\$3,274.68
	4	19.58	Annual	\$3,406.92
	5	20.21	Annual	\$3,516.54
	6	21.02	Annual	\$3,657.48
	7	21.33	Annual	\$3,711.42
	8	21.64	Annual	\$3,765.36
	9	21.98	Annual	\$3,824.52

10	22.30	Annual	\$3,880.20
11	22.64	Annual	\$3,939.36
12	22.98	Annual	\$3,998.52

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

Deputy Emergency Mgmt. established 10/1/06	Step	Wage	2017	Monthly
	1	17.07	1st 6 months	\$2,970.18
	2	17.73	2nd 6 months	\$3,085.02
	3	18.43	Annual	\$3,206.82
	4	19.18	Annual	\$3,337.32
	5	19.80	Annual	\$3,445.20
	6	20.56	Annual	\$3,577.44
	7	20.87	Annual	\$3,631.38
	8	21.18	Annual	\$3,685.32
	9	21.50	Annual	\$3,741.00
	10	21.83	Annual	\$3,798.42
	11	22.15	Annual	\$3,854.10
	12	22.48	Annual	\$3,911.52

Chief Deputy Sheriff position established 4/1/06	Step	Wage	2017	Monthly
	1	21.70	1st 6 months	\$3,775.80
	2	22.63	2nd 6 months	\$3,937.62
	3	23.57	Annual	\$4,101.18
	4	24.56	Annual	\$4,273.44
	5	25.60	Annual	\$4,454.40
	6	26.69	Annual	\$4,644.06
	7	27.10	Annual	\$4,715.40
	8	27.49	Annual	\$4,783.26
	9	27.91	Annual	\$4,856.34
	10	28.33	Annual	\$4,929.42
	11	28.75	Annual	\$5,002.50
	12	29.19	Annual	\$5,079.06

Assistant Chief Correctional Officer position established 5/15/07	Step	Wage	2017	Monthly
	1	17.56	1st 6 months	\$3,055.44
	2	18.31	2nd 6 months	\$3,185.94
	3	19.08	Annual	\$3,319.92
	4	19.90	Annual	\$3,462.60
	5	20.73	Annual	\$3,607.02

6	21.61	Annual	\$3,760.14
7	21.95	Annual	\$3,819.30
8	22.27	Annual	\$3,874.98
9	22.61	Annual	\$3,934.14
10	22.95	Annual	\$3,993.30
11	23.29	Annual	\$4,052.46
12	23.64	Annual	\$4,113.36

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

Sergeant Sheriff
position established 11/23/10

		2017	
Step	Wage		Monthly
1	21.91	1st 6 months	\$3,812.34
2	22.62	2nd 6 months	\$3,935.88
3	23.35	Annual	\$4,062.90
4	24.14	Annual	\$4,200.36
5	24.97	Annual	\$4,344.78
6	25.81	Annual	\$4,490.94
7	26.20	Annual	\$4,558.80
8	26.59	Annual	\$4,626.66
9	26.99	Annual	\$4,696.26
10	27.39	Annual	\$4,765.86
11	27.81	Annual	\$4,838.94
12	28.22	Annual	\$4,910.28

ATTACHMENT H
EXEMPT DEPARTMENT HEAD SALARY RANGES - 2017

Department Heads	Minimum	Monthly	Maximum	Monthly
State's Attorney 2009-100% FT	n/a	n/a	47.25	8,221.50
Sheriff	n/a	n/a	32.45	5,646.30
Highway Superintendent	27.45	4,776.30	31.65	5,507.10
Auditor	n/a	n/a	28.24	4,913.76
Equalization Director	22.78	3,963.72	27.57	4,797.18
Facility Manager	22.18	3,859.32	29.51	5,134.74
Register of Deeds	n/a	n/a	26.81	4,664.94
Treasurer	n/a	n/a	26.81	4,664.94

Victim Assistance Supervisor	21.66	3,768.84	26.19	4,557.06
Emergency Management	n/a	n/a	26.81	4,664.94
Veterans Director	18.33	3,189.42	22.02	3,831.48
Welfare Director	18.33	3,189.42	22.02	3,831.48

Assistant Department Heads/Supervisors	Min	Monthly	Max	Monthly
Deputy States Attorney	25.78	4,485.72	31.17	5,423.58
Chief Correctional Officer	21.61	3,760.14	26.14	4,548.36
Assistant Highway Superintendent	22.79	3,965.46	26.18	4,555.32

**ATTACHMENT H (continued)
EXEMPT DEPARTMENT HEAD SALARY RANGES - 2017**

State's Attorney		2017		
	Step	Wage		Monthly
	8	47.95	Annual	8,343.30
	9	48.66	Annual	8,466.84
	10	49.40	Annual	8,595.60
	11	50.14	Annual	8,724.36
	12	50.88	Annual	8,853.12

Sheriff		2017		
	Step	Wage		Monthly
	8	32.94	Annual	5,731.56
	9	33.43	Annual	5,816.82
	10	33.93	Annual	5,903.82
	11	34.44	Annual	5,992.56
	12	34.96	Annual	6,083.04

Highway Superintendent		2017		
	Step	Wage		Monthly
	8	32.13	Annual	5,590.62
	9	32.61	Annual	

			5,674.14
10	33.10	Annual	5,759.40
11	33.60	Annual	5,846.40
12	34.11	Annual	5,935.14

**ATTACHMENT H (continued)
EXEMPT DEPARTMENT HEAD SALARY RANGES - 2017**

Auditor		2017		
	Step	Wage		Monthly
	8	28.66	Annual	4,986.84
	9	29.09	Annual	5,061.66
	10	29.52	Annual	5,136.48
	11	29.97	Annual	5,214.78
	12	30.42	Annual	5,293.08

Equalization Director		2017		
	Step	Wage		Monthly
	8	27.98	Annual	4,868.52
	9	28.40	Annual	4,941.60
	10	28.83	Annual	5,016.42
	11	29.26	Annual	5,091.24
	12	29.70	Annual	5,167.80

Facilities Manager		2017		
	Step	Wage		Monthly
	8	29.96	Annual	5,213.04
	9	30.41	Annual	5,291.34
	10	30.87	Annual	5,371.38
	11	31.33	Annual	5,451.42
	12	31.80	Annual	5,533.20

Register of Deeds & Treasurer		2017		
	Step	Wage		Monthly
	8	27.21	Annual	

			4,734.54
9	27.62	Annual	4,805.88
10	28.03	Annual	4,877.22
11	28.45	Annual	4,950.30
12	28.88	Annual	5,025.12

Victim Assistance Supervisor		2017		
	Step	Wage	Monthly	
	8	26.58	Annual	4,624.92
	9	26.98	Annual	4,694.52
	10	27.38	Annual	4,764.12
	11	27.80	Annual	4,837.20
	12	28.21	Annual	4,908.54

Emergency Management Dir.		2017		
	Step	Wage	Monthly	
	8	27.21	Annual	4,734.54
	9	27.62	Annual	4,805.88
	10	28.03	Annual	4,877.22
	11	28.45	Annual	4,950.30
	12	28.88	Annual	5,025.12

**ATTACHMENT H (continued)
EXEMPT DEPARTMENT HEAD SALARY RANGES - 2017**

Veterans Service Officer		2017		
	Step	Wage	Monthly	
	8	22.34	Annual	3,887.16
	9	22.68	Annual	3,946.32
	10	23.03	Annual	4,007.22
	11	23.36	Annual	4,064.64
	12	23.71	Annual	4,125.54

Welfare Director				
	Step	2017		Monthly
	8	22.34	Annual	3,887.16
	9	22.68	Annual	3,946.32
	10	23.03	Annual	4,007.22
	11	23.36	Annual	4,064.64
	12	23.71	Annual	4,125.54

EXEMPT DEPARTMENT HEAD SALARY RANGES - 2017

Deputy States Attorney		2017		
	Step	Wage		Monthly
	8	31.62	Annual	5,501.88
	9	32.10	Annual	5,585.40
	10	32.58	Annual	5,668.92
	11	33.07	Annual	5,754.18
	12	33.56	Annual	5,839.44

Chief Correctional Officer		2017		
	Step	Wage		Monthly
	8	26.53	Annual	4,616.22
	9	26.93	Annual	4,685.82
	10	27.33	Annual	4,755.42
	11	27.74	Annual	4,826.76
	12	28.16	Annual	4,899.84

Assistant Highway Superintendent		2017		
	Step	Wage		Monthly
	8	26.57	Annual	4,623.18
	9	26.97	Annual	4,692.78
	10	27.37	Annual	4,762.38
	11	27.79	Annual	4,835.46
	12	28.20	Annual	

			4,906.80
--	--	--	----------

REQUEST FOR PROPOSALS STEPPING UP INITIATIVE

Welfare Director, Sarah Petersen, presented the Board with a final draft of a request for proposals for the provision of case management services for behavioral health diversion services in the Watertown community and surrounding areas. Motion by VanDusen, second by Waterman, to approve and send out the request for proposals as presented by the Welfare Director, with the addition of language to the deliverables section of the proposals; all present voted aye; motion carried.

TITLE VI POLICY STATEMENT

Motion by Hanten, second by Gabel, to authorize the Chairman to sign Codington County's Title VI Policy Statement as submitted by Title VI Coordinator, Jim Sutton and to authorize publication of the corresponding notice of public rights; all present voted aye; motion carried.

CLAIMS

Motion by Hanten, second by Gabel, to approve for payment the following list of claims; all present voted aye; motion carried: A-Ox Welding 151.95 Supplies, Accreditation, Audit And 150.00 Svc, A&B Business Solutions 670.00 Sup, Jason R Adams 632.93 Svc, Advance Auto Parts 13.99 Rep, American Legion 78.00 Sup, Andor, Inc. 6.54 Rep, AT&T Mobility 119.35 Util, Automatic Building Controls 1659.00 Rep, Bob Barker Co. 240.30 Sup, Batteries Unlimited 185.00 Sup, Beacon Center 1905.00 Pmt, Allen Benck 25.00 Utilities, Borns Group 3063.31 Post, Boys & Girls Club 1250.00 Pmt, Brevik Law Office Prof Llc 239.93 Svc, Brown Clinic PLLP 6101.00 Svc, Burns Law Office 3000.00 Svc, Dan Busta 25.00 Utilities, Butler Machinery 24271.75 Repairs/Maint., Jeff Case 25.00 Utilities, Cash-Wa Distributing 1675.94 Sup, Centurylink 83.90 Util, Centurylink 700.46 Util, Gina Chilson 71.00 Jury, Chuck's Lock & Keys 21.00 Sup, Codington County Treasurer 0.57 Post, Codington-Clark Electric Coope 35.62 Utilities, Denise Cody 6.00 Svc, Cole Papers, Inc. 922.71 Sup, Compass Counseling 5400.00 Svc, Connecting Point Computer Cent 1196.20 Maint, Connecting Point 40.00 Repairs/Maint., Shawna Constant 25.00 Cell, County Fair Foods 184.35 Sup, Creative Rewards 110.00 Sup, Credit Collections Bureau 2527.52 Pmt, Crescent Electric Supply Company 9.10 Supplies, Culligan Water Conditioning 156.50 Sup, David Curtis 40.00 Cell, Matt Dargatz 25.00 Utilities, Data Truck 39.99 Util, Lori Deutsch 196.56 Travel & Conf., Digital-Ally 7235.00 Grant, Jamie Dolen 25.00 Utilities, Bimbo Foods, Inc 1344.10 Sup, Marv Ekeren 15.00 Svc, Ellyson Law Office 483.00 Svc, Calvin Engels 25.00 Utilities, John Engels 52.52 Jury, Maria Escamilla 165.00 Svc, Family Dental Center 569.00 Svc, Fastenal Company 231.79 Sup, First District Assn Of Lcl Gov 9100.00 Maint, Town Of Florence-Peggy Lindahl 66.80 Utilities, Allison Forbush 25.00 Cell, Fox & Youngberg, P.C. 355.04 Svc, GCR Tires & Service 444.34 Rep, Genoa Healthcare/Watertown 219.54 Sup, Glacial Interactive Inc 55.00 Svc, Grainger 311.74 Rep, Green, Roby, Oviatt, 4358.37 Svc, Michael Gubka 40.00 Cell, Justin Halajian 25.00 Cell, Tracie Hall 20.00 Wit, Brenda Hanten 55.27 Reimb, Rick Hartley 40.00 Utilities, Dave Hedding 25.00 Utilities, Town Of Henry 136.31 Utilities, Jeff Hershman 25.00 Cell, Hillyard Floor Care Supply 677.21 Sup, Rick Holinka 25.00 Utilities, Michael Hoverstadt 62.60 Jury, Larry Howard 40.00 Cell, Brad Howell 40.00 Cell, Human Service Agency 22466.75 Svc, Hyvee #1871 Accts Receivable 2553.14 Sup, I State Truck Center 154.71 Supplies, Intoximeters 355.00 Sup, David Janssen 71.00 Jury, Rachael Johnson 53.36 Jury, Mark Katterhagen 51.00 Svc, The King Corporation 726.80 Svc, Lawson Products 241.92 Supplies, Lewis & Clark Bhs 480.00 Svc, Lewno Law Office 467.88 Svc, Lincoln Co Treasurer 460.50 Svc, Jodi Loehrer 120.44 Trav, M & T Fire And Safety 330.00 Sup, Mac's Inc. 4.47 Rep, Macksteel Warehouse, Inc. 512.14 Supplies, Arlet Magstadt 52.52 Jury, Marco, Inc 589.02 Rent, Mark's Auto 60.24 Rep, Russell Mathews 40.00 Cell, McLeod's Printing & Office Sup 511.04 Sup, Menards 73.08 Sup, Menards 52.24 Supplies, Midcontinent Communications 428.12 Util, Milbank Communications 900.00 Sup, Motorola 2563.50 Grant, Watertown Municipal Utilities 591.13 Conf, Municipal Utilities 14701.52 Util, Municipal Utilities 1478.07 Utilities, Northwestern Energy 371.59 Utilities, Office Peeps, Inc. 801.24 Sup, Office Peeps, Inc. 3368.37 Sup, Jerrod Olson 40.00 Cell, Otis

Elevator Company 1093.63 Rep, Ottertail Power Co, 38.77 Utilities, Michelle Pederson 25.00 Cell, Pennington County Jail 403.05 Trav, Sarah Petersen 281.28 Trav, Pharmchem Inc 150.00 Sup, Pitney Bowes 210.00 Rent, Jennifer Pletan 51.68 Jury, PMB 0112 150.50 Util, RACO Industries 143.61 Sup, Rainbow Play Systems, Inc 100.00 Maint, Redlinger Bros. 17.00 Rep, Redwood Toxicology Laboratory 571.37 Sup, Adam Reeves 40.00 Cell, Brian Richter 40.00 Cell, Robyn Riter 25.00 Utilities, Ron's Saw Shop 37.56 Repairs/Maint., Trever Schimmel 40.00 Cell, Schuneman Equipment 6.09 Repairs/Maint., Brad Schwinger 25.00 Utilities, SD Attorney General's Office 337.00 Pmt, SD Department Of Revenue 35.00 Pmt, SD Dept. of Labor 4758.00 pmt, SD Liability Insurance 133.30 Repairs/Maint., SDACO 890.00 Pmt, SDN Communications 1151.28 Util, SD State Treas. 301249.79 Pmt, SDPAA 10.27 Ins, SDSAA 1467.00 Dues, SDSU Extension 20.00 Train, SDSU Print Lab 322.45 Sup, Melissa Sears 25.00 Cell, Securus Technologies 2170.20 Sup, Heidi Selchert 25.00 Cell, Sioux Falls Two-Way Radio 480.94 Sup, Sioux Valley Coop 961.94 Fuel, Sioux Valley Coop 4434.72 Supplies, Sioux Rural Water System 32.89 Utilities, Ricky Small 40.00 Utilities, Lynn Solberg 25.00 Utilities, Brent Solum 40.00 Cell, Aliesha Sonstebo 75.20 Jury, South Dakota Dept. Of Transport 1514.52 Repairs/Maint., Town Of South Shore 66.00 Utilities, South Shore Gazette 1638.68 Pub, Star Laundry 79.76 Sup, Star Laundry 107.60 Supplies, Justin Starr 20.00 Wit, Steve's World 540.45 Rep, Sturdevants Auto Parts 7.86 Repairs/Maint., Supplyworks 238.70 Rep, Sutton Law Office Pc 15066.39 Svc, Karen Swanda 30.00 Svc, Scott Swanson 25.00 Cell, Sysco North Dakota 12858.40 Sup, Tamperproof Screw Co, Inc 93.65 Rep, Thomson Reuters-West 615.50 Sup, Thurman Law Office 348.78 Svc, Doug Torstenson 25.00 Utilities, Toshiba Financial Services 303.02 Rent, Trav's Outfitter Inc 1026.85 Sup, Trav's Outfitter 128.99 Supplies, Truenorth Steel 2944.00 Supplies, Turbak Law Office, P.C. 2794.30 Svc, Us Geological Survey 11382.00 Svc, Vast Business 509.63 Util, Vast Broadband 49.95 Utilities, Verizon Wireless 426.90 Util, Great Western Bank 120.50 Supplies, Great Western Bank 775.51 Pmt, Tom Walder 40.00 Cell, Walmart Community 189.59 Pmt, Todd Warne 25.00 Utilities, Watertown Development Company 35000.00 Pmt, Weed & Pest Conference 260.00 Conf, Wells Fargo Securities, Llc 46068.90 Pmt, Wiles & Rylance, Llp 27.60 Svc, Willoughby Industries, Inc 489.71 Rep, Winner Police Department 119.18 Trav, Cynthia Wipf 20.00 Wit, WW Tire Service Inc. 3508.80 Supplies, Yankton Co. Sheriff 200.00 Svc, Yankton Co Treasurer 348.75 Svc, Zuercher Technologies, Llc 25257.07 Maint

NATIONWIDE RETIREMENT PLAN

Motion by Hanten, second by Gabel, to approve the restated 457(b) Governmental Plan Document for Codington County through Nationwide Retirement Solutions, per regulations of the Internal Revenue Service; all present voted aye; motion carried.

PERSONNEL CHANGES

State's Attorney, Patrick McCann, presented the Board with a personnel change form for his position as an elected official. Motion by Hanten, second by VanDusen, to set the States Attorney's 2017 salary at step 8/\$47.95 per hour; all present voted aye; motion carried. Motion by Hanten, second by Gabel, to approve the following personnel changes; all present voted aye; motion carried: Sheriff, Brad Howell, step 8/\$32.94 per hour; Criminal Civil Support, Janelle Nygaard, step 9/\$19.80 per hour; Deputy Sheriff, Jerrod Olson, step 8/\$25.41 per hour; and Correctional Officer, Kayla Brownell, step 7/\$20.91 per hour.

COMMISSIONERS BOARD APPOINTMENTS

Motion by Hanten, second by VanDusen, to approve the following Board appointments, all present voted aye; motion carried:

2017 COMMISSIONER BOARD APPOINTMENTS

Aging Council	Troy VanDusen
Buildings & Grounds	Lee Gabel/Troy VanDusen
Codington County Home Health	Troy VanDusen
Watertown Area Transit	Brenda Hanten

Dive Rescue	Charlie Waterman
E-911	Brenda Hanten
Emergency Management	Charlie Waterman
Extension	Myron Johnson
First District Assoc. Local Govts.	Brenda Hanten
Glacial Lakes	Lee Gabel
Health & Welfare	Myron Johnson
Highway	Charlie Waterman
Inter Lakes Community Action Program	Brenda Hanten
Local Emergency Planning Committee	Charlie Waterman/Brenda Hanten
Legislative contact	Myron Johnson
Planning Board	Myron Johnson
Weed Board	Charlie Waterman
Crime Victim Liaison	Lee Gabel
Codington County Human Resource Committee	Current Chair and Vice Chair
Americans with Disabilities Act Coordinator	Myron Johnson
Watertown Volunteer Center	Brenda Hanten
County/City Committee	Current Chair and Vice Chair

All County Commissioner Liaison appointments shall remain unchanged from 2016.

TRAVEL REQUESTS

Motion by Hanten, second by Gabel, to approve the following travel request; all present voted aye; motion carried: Facility Manager, SD Dept. of Tourism Conference.

INTER LAKES COMMUNITY ACTION HEAD START CDBG

The Board noted correspondence from the SD Governor’s Office of Economic Development. This correspondence noted the State has decided not to award funds for the grant application of the Inter Lakes Community Action Head Start project in Watertown which was viewed as a lower priority for this round of funding. Commissioner Hanten reported on the continued search for a Head Start facility.

CCJAC

Commissioner Gabel updated the Board on activities of the CCJAC from a recent working meeting, including recommending a date for a bond election to finance possible building projects and soil boring reports on two potential sites for said projects. The next public meeting of the CCJAC is set for Tuesday, January 24th at 6:30 p.m., at LATI and the next working meeting is scheduled for Tuesday, February 21st, at 5:30 p.m., at LATI.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by Gabel, to adjourn at 10:59 a.m., until 9:00 a.m., Tuesday, January 17th, 2017; 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 \$_____.

Codington County, January 10, 2017