

Official Proceedings
County of Codington, Watertown, South Dakota
Codington County Courthouse

January 14, 2014

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 14, 2014, at the Codington County Courthouse. Commission members present were: George Heller, Tyler McElhany, Myron Johnson, Elmer Brinkman, and Brenda Hanten; Chairman Brinkman presiding.

AGENDA APPROVED

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

MINUTES APPROVED

Motion by Hanten, second by Johnson, to approve the minutes of January 7, 2014; all present voted aye; motion carried.

MONTHLY REPORTS

Auditor, Cindy Brugman, noted the following: 2013 tax notices (payable in 2014) have been mailed out; annual report preparation has begun; petitions are available for the 2014 election year; and the Courthouse and all County Offices will be closed per policy on Monday, January 20th, in observance of Martin Luther King Jr. Day. **Director of Equalization, Shawna Constant**, reported her office is finishing the odds and ends of the assessment year in preparation for the processing of 2014 assessment notices and new valuation data continues to be entered into the software program along with updating of hard property cards. A brief discussion was held regarding the criteria requirements used to determine whether or not a property owner qualifies for an "Ag" classification on any piece of property. A property owner must meet two of three of the following criteria: 1) Property parcel must consist of not less than 35.01 acres of un-platted land; 2) principal use of land is devoted to agriculture; 3) one third of the total gross family income derived from pursuit of agriculture.

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

Motion by McElhany, second by Johnson, 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 2013, all present voted aye; motion carried.

Cash on hand	\$ 6,534.72
Checks in Treasurers' possession	
less than 3 days	\$ 131,333.19
Credit Card Charges	\$ 3,357.11
Cash Items	\$ 341.50
TOTAL CASH ASSETS ON HAND	\$ 141,566.52
RECONCILED CHECKING	
Great Western Bank Checking (Memorial Park)	\$ 204.84
Reliabank Dakota	\$15,205,000.61
INVESTMENTS	
SD Public Funds Investment	\$ 6,970.25
CERTIFICATES OF DEPOSIT	
Home Federal Bank	\$ 400,000.00
TOTAL CASH ASSETS	\$15,753,742.22
General Ledger Cash Balance by Funds:	
General	\$ 8,933,588.63

Codington County, January 14, 2014

General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 4,626,258.11
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 1,683,483.63
(schools 1,083,809.11, townships 47,694.63; city/towns 160,863.52)	
TOTAL GENERAL LEDGER CASH	\$15,753,742.22

The Board noted the following report of fees as submitted by Register of Deeds, Ann Rasmussen: Total transactions in December were in the amount of \$26,481.00; with \$1,940.00 remitted to the State of South Dakota for certified copies of births, deaths, and EVRSS fees.

GENERAL FUND SURPLUS ANALYSIS

The Board noted the General Fund Surplus Analysis is 38%, of the 2014 General Fund Budget as of December 31, 2013.

CLAIMS APPROVED

Motion by Heller, second by Hanten, to approve for payment the following claims; all present voted aye; motion carried: Automatic Building Controls 705.00 Maint, Active Heating 30.14 Rep, AP Auto Pros 100.91 Rep, AT&T Mobility 39.95 Util, AT&T Mobility 70.43 Utilities, Batteries Unlimited 200.00 Repairs/Maint., Scott A. Bohls 359.52 Gym, Scott A. Bohls 40.00 Cell, Borns Group 2977.57 Post, Boys & Girls Club 1000.00 Pmt, Brian's Glass & Door, Inc. 222.75 Rep, Elmer Brinkman 264.00 Gym, Brown Clinic - Main 1939.00 Svc, Burns Law Office 2600.00 Svc, Business Telephone Company 74.50 Svc, Butler Machinery 99.75 Repairs/Maint., Carquest Auto Parts 203.91 Supplies, Cass-Clay Creamery 794.25 Sup, Centurylink 13.39 Util, Centurylink 657.61 Util, Codington County 118.00 Ref, Codington County Treasurer 12.20 Post, Codington-Clark Electric Cooperative 35.71 Utilities, Denise Cody 30.00 Svc, Cole Papers, Inc. 296.33 Sup, Compass Counseling 1550.00 Svc, Connecting Point Computer Cent 3179.00 Maint, Shawna Constant 25.00 Cell, County Fair Foods 83.15 Sup, CRA Payment Center 34.86 Repairs/Maint., Credit Bureau Of Watertown Inc 880.29 Svc, Crescent Electric Supply Co. 55.41 Rep, Crescent Electric Supply Compa 618.62 Supplies, Culligan Water Conditioning 128.75 Sup, David Curtis 40.00 Cell, D K Diesel 495.00 Supplies, Dakota Outdoors 131.50 Rep, Bimbo Foods, Inc 202.51 Sup, East Dakota Water Development 312.19 December Apportionment, Ed Roehr Safety Products 4.25 Sup, Election Systems & Software 4902.00 Maint, Farnams Genuine Parts 247.27 Supplies, Fed Ex 19.02 Sup, First District Assn Of Lcl Gov 14615.26 Svc, Allison Forbush 25.00 Cell, GCR Tire Center 130.50 Rep, David Gibbs 40.00 Cell, GIS Workshop 5600.00 Maint, Edwin Grant 126.50 Sup, Great Western Bank 549.86 Travel & Conf., Green, Roby, Oviatt, 4158.33 Svc, Michael Gubka 40.00 Cell, Brenda Hanten 116.00 Gym, Harmelink, Fox & Ravensborg Law 134.00 Svc, George Heller 176.00 Gym, Jeff Hershman 25.00 Cell, Adam Hoerner 20.00 Wit, Brad Howell 40.00 Cell, Hurkes Implement 113.50 Repairs/Maint., Hy-Vee Floral Shop 40.00 Sup, Johnson Controls, Inc. 3342.35 Svc, Paul Johnson 583.33 Svc, Karl's 10.95 Rep, Marty Karnopp 40.00 Cell, Lewno Law Office 473.88 Svc, Jodi Loehrer 25.00 Cell, Lori Deutsch 186.48 Travel & Conf., Richard Maag 116.00 Gym, Mac's Inc 4.08 Supplies, Macksteel Warehouse, Inc. 20.92 Sup, Mac's Inc. 126.30 Sup, Mahowald's 69.02 Sup, Marco, Inc 446.57 Rent, Mark's Auto 136.95 Rep, Russell Mathews 40.00 Cell, Menards 416.76 Sup, Menards 53.94 Supplies, Midwest Medical Services, Inc 15.00 Sup, Milbank Communications 120.09 Rep, MOCIC 100.00 Dues, Jamie Monson 12.50 Cell, Municipal Utilities 16010.14 Util, Municipal Utilities 1669.61 Utilities, NACO 545.00 Dues, Crystal Neale 273.52 Gym, New Dawn Technologies Inc 2673.44 Svc, Northwestern Energy 513.38 Utilities, Yanira Novoa 50.00 Svc, Office Peeps, Inc. 1733.37 Sup, Office Peeps 13.40 Supplies, Jerrod Olson 239.68 Gym, Jerrod Olson 40.00 Cell, Ottertail Power Co, 39.65 Utilities, Michelle Pederson 25.00 Cell, Pitney Bowes 210.00 Rent, Print 'Em Now 241.00 Sup, Redlinger Bros. 252.25 Rep, Adam Reeves 20.00 Cell, Cathryn Rehfuess 22.50 Svc, Brian Richter 348.00 Gym, Brian Richter 40.00 Cell, SD Attorney General's Office 188.00 Svc, SD Department Of Revenue 1150.00 Pmt, S.D. Federal Property 50.00 Sup, SD Safety Council 47.00 Svc, SD State Treasurer 289839.33

January Remittance, SDACC 4311.78 Dues, SDACO 2430.89 Dues, SDACO 858.00 M&P, Melissa Sears 25.00 Cell, Securus Technologies 700.00 Sup, Shepherd Reporting LLC 75.00 Svc, Sherwin Williams 44.46 Rep, Sioux Valley Coop 1205.38 Sup, Sioux Valley Coop 40593.96 Supplies, Shelby Smith 20.00 Wit, South Shore Gazette 1291.40 Pub, Spears Law Office 1904.49 Svc, Star Laundry 54.07 Sup, Star Laundry 53.75 Supplies, Steve's World 45.23 Rep, Jim Sutton 348.00 Gym, Sutton Law Office Pc 10948.37 Svc, Karen Swanda 52.50 Svc, Scott Swanson 25.00 Cell, Sysco North Dakota 3683.64 Sup, Heidi Thorson 25.00 Cell, Thurman Law Office 184.10 Svc, Toshiba Financial Services 352.43 Rent, Town Of Henry 136.10 Utilities, Tractor Supply Co 440.10 Sup, Us Geological Survey 8240.00 Pmt, Verizon Wireless 154.74 Util, Great Western Bank 1445.16 Pmt, TCM/Reliabank Dakota 835.07 Pmt, Tom Walder 40.00 Cell, Walmart Community 260.55 Sup, Watertown Ford 240.82 Rep, Watertown Lawn & Garden 24.00 Rep, Watertown Public Opinion 1365.57 Pub, Watertown Resource Center 2115.00 Pmt, Watertown Area Transit Inc 15000.00 Pmt, Watertown Volunteer Center 2500.00 Pmt, Weed & Pest Conference 340.00 Reg, West Payment Center 177.00 Sup, Westside Animal Clinic Pc 1541.32 Svc, Wheelco 39.22 Repairs/Maint., Toby Wishard 40.00 Cell, Samantha Wollschlager 40.00 Wit, Wow! Business 375.13 Util, Wow! 49.95 Utilities, Watertown Landfill 4.14 Rep, WW Tire Service Inc. 1159.60 Supplies, Yankton Co. Sheriff 50.00 Svc, Kathy Young 348.00 Gym.

HIGHWAY AND WEED SUPPLIES NOTICE TO BIDDERS

Motion by Johnson, second by McElhany, to authorize the Auditor to advertise a notice to bidders for yearly County Highway supplies and Weed chemicals; all present voted aye; motion carried. Bid opening is set for 9:00 a.m., Tuesday, February 18th, 2014.

COMPENSATION FOR PLANNING AND WEED BOARD MEMBERS

Motion by Johnson, second by McElhany, to set compensation for Planning and Weed Board members at \$35.00 per meeting plus mileage reimbursement; all present voted aye; motion carried.

PART TIME DEPUTY STATES ATTORNEY CONTRACT FEE

Motion by Johnson, second by Heller, to increase the monthly contract fee paid to part time Deputy States Attorney, Tom Burns, beginning January 1st, 2014; from \$2,600.00 per month to \$2,900.00; per the request and recommendation of States Attorney, Dawn Elshere; all present voted aye; motion carried.

HOUSING COMMISSION CERTIFICATE OF APPOINTMENT

The Board delayed action to approve the certificate of appointment to the Housing and Redevelopment Commission of Codington County until a new Board member can be found.

STATES ATTORNEY OFFICE SECURITY PROJECT

Motion by Hanten, second by McElhany, to approve a budgeted project for security updates in the States Attorney's Office, approximate cost \$15,000.00, as submitted by Facilities Manager, Milo Ford; 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 2013. 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 2013; reviewed funding sources for the First District; grant and business loan results within Codington County; and reviewed current staffing levels within First District's organization.

BOND COUNSEL AND UNDERWRITING SERVICES

The Board held a discussion with Todd Kays, Executive Director with the First District Association of Local Governments, regarding the bonding process including bond counsel and underwriting procedures.

Mr. Kays informed the Board he has spoken with Todd Meierhenry and Toby Morris whom have acted as bond counsel for other entities and both gentlemen have offered to speak with the Commissioners about the procedures associated with bond counsel and bond underwriting. These gentlemen will be contacted and asked to appear at an upcoming meeting of this Board.

2014 PAYROLL RESOLUTION

Motion by Hanten, second by McElhany, to approve Resolution 2014-2; all present voted aye; motion carried. The Board discussed the process of advancing employees to their next step within Resolution 2014-2. Motion by Johnson, second by McElhany; upon the recommendation of Human Resource Director, Terry Satterlee; to advance nonexempt employees to their next appropriate pay step by using an employee’s last anniversary step increase or hire date as applicable; and to advance exempt employees, who have not previously benefitted from a step program and are currently at the top of the 2013 pay scale, to step 8 on January 1, 2014;

RESOLUTION #2014-2

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 2014 to become effective January 1, 2014

Passed and adopted this 14th day of January, 2014

Elmer P. Brinkman

Chairperson, County Commissioners

ATTEST:

Cindy Brugman

County Auditor

NON UNION POSITIONS

Auditor's Department

Auditor	Attachment H
Deputy	Attachment G
Payroll Officer	Attachment A
Clerk	Attachment A

Emergency Management

Director	Attachment H
Deputy	Attachment G

Equalization Department

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>
Deputy	Attachment H
Records Manager	Attachment H
Legal Secretary	Attachment F
	Attachment F

Victim Assistance

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

Treasurer's Department

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

Veteran's Department

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

UNION POSITIONS

Sheriff's Department

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

Highway Department

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

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

ATTACHMENT A

OFFICIAL PAY SERIES - Office Support (OS)

Nonexempt		2014		
Clerk	Step	Wage		Monthly
Secretary	1	13.96	1st 6 months	\$2,429.04
	2	14.35	2nd 6 months	\$2,496.90
	3	14.80	Annual	\$2,575.20

4	15.25	Annual	\$2,653.50
5	15.76	Annual	\$2,742.24
6	16.23	Annual	\$2,824.02
7	16.75	Annual	\$2,914.50
8	17.00	Annual	\$2,958.00
9	17.26	Annual	\$3,003.24
10	17.52	Annual	\$3,048.48
11	17.78	Annual	\$3,093.72
12	18.05	Annual	\$3,140.70

Nonexempt		2014		
2nd Deputy	Step	Wage		Monthly
Administrative Assistant	1	14.36	1st 6 months	\$2,498.64
Deputy Office Coordinator	2	14.80	2nd 6 months	\$2,575.20
	3	15.25	Annual	\$2,653.50
	4	15.76	Annual	\$2,742.24
	5	16.23	Annual	\$2,824.02
	6	16.75	Annual	\$2,914.50
	7	17.29	Annual	\$3,008.46
	8	17.55	Annual	\$3,053.70
	9	17.81	Annual	\$3,098.94
	10	18.08	Annual	\$3,145.92
	11	18.35	Annual	\$3,192.90
	12	18.63	Annual	\$3,241.62

Nonexempt		2014		
Payroll Officer	Step	Wage		Monthly
Office Coordinator	1	15.10	1st 6 months	\$2,627.40
Office Manager	2	15.54	2nd 6 months	\$2,703.96
	3	16.03	Annual	\$2,789.22
	4	16.55	Annual	\$2,879.70
	5	17.08	Annual	\$2,971.92
	6	17.61	Annual	\$3,064.14
	7	18.18	Annual	\$3,163.32
	8	18.45	Annual	\$3,210.30
	9	18.73	Annual	\$3,259.02
	10	19.01	Annual	\$3,307.74
	11	19.30	Annual	\$3,358.20
	12	19.59	Annual	\$3,408.66

ATTACHMENT B

OFFICIAL PAY SERIES - Maintenance Staff (MS)

Nonexempt		2014		
Custodian	Step	Wage		Monthly
	1	13.02	1st 6 months	\$2,265.48
	2	13.40	2nd 6 months	\$2,331.60
	3	13.80	Annual	\$2,401.20
	4	14.21	Annual	\$2,472.54
	5	14.63	Annual	\$2,545.62
	6	15.10	Annual	\$2,627.40
	7	15.55	Annual	\$2,705.70
	8	15.78	Annual	\$2,745.72
	9	16.02	Annual	\$2,787.48
	10	16.26	Annual	\$2,829.24
	11	16.50	Annual	\$2,871.00
	12	16.75	Annual	\$2,914.50

Nonexempt		2014		
Buildings Maintenance	Step	Wage		Monthly
	1	13.96	1st 6 months	\$2,429.04
	2	14.35	2nd 6 months	\$2,496.90
	3	14.80	Annual	\$2,575.20
	4	15.25	Annual	\$2,653.50
	5	15.76	Annual	\$2,742.24
	6	16.23	Annual	\$2,824.02
	7	16.75	Annual	\$2,914.50
	8	17.00	Annual	\$2,958.00
	9	17.26	Annual	\$3,003.24
	10	17.52	Annual	\$3,048.48
	11	17.78	Annual	\$3,093.72
	12	18.05	Annual	\$3,140.70

Nonexempt		2014		
Lead Building Maintenance	Step	Wage		Monthly
	1	15.55	1st 6 months	\$2,705.70
	2	16.04	2nd 6 months	\$2,790.96
	3	16.55	Annual	\$2,879.70
	4	17.08	Annual	\$2,971.92
	5	17.59	Annual	\$3,060.66
	6	18.18	Annual	\$3,163.32
	7	18.76	Annual	\$3,264.24

8	19.04	Annual	\$3,312.96
9	19.33	Annual	\$3,363.42
10	19.62	Annual	\$3,413.88
11	19.91	Annual	\$3,464.34
12	20.21	Annual	\$3,516.54

ATTACHMENT C

OFFICIAL PAY SERIES - Sheriff and Technical Staff (TS)

Nonexempt		2014		
Cook	Step	Wage		Monthly
	1	13.81	1st 6 months	\$2,402.94
	2	14.22	2nd 6 months	\$2,474.28
	3	14.65	Annual	\$2,549.10
	4	15.11	Annual	\$2,629.14
	5	15.57	Annual	\$2,709.18
	6	16.07	Annual	\$2,796.18
	7	16.56	Annual	\$2,881.44
	8	16.81	Annual	\$2,924.94
	9	17.06	Annual	\$2,968.44
	10	17.32	Annual	\$3,013.68
	11	17.58	Annual	\$3,058.92
	12	17.84	Annual	\$3,104.16

Nonexempt		2014		
Appraiser I	Step	Wage		Monthly
*Need to pass Certification to	1	16.03	1st 6 months	\$2,789.22
to move to Appraiser II Step 3	2	16.55	2nd 6 months	\$2,879.70

Nonexempt		2014		
Appraiser II	Step	Wage		Monthly
Database Coordinator	1	16.03	1st 6 months	\$2,789.22
	2	16.55	2nd 6 months	\$2,879.70
	3	17.08	Annual	\$2,971.92
	4	17.61	Annual	\$3,064.14
	5	18.20	Annual	\$3,166.80
	6	18.77	Annual	\$3,265.98
	7	19.37	Annual	\$3,370.38
	8	19.66	Annual	\$3,420.84
	9	19.95	Annual	\$3,471.30
	10	20.25	Annual	\$3,523.50

11	20.55	Annual	\$3,575.70
12	20.86	Annual	\$3,629.64

Nonexempt		2014		
Weed Supervisor	Step	Wage		Monthly
position established 1/1/06	1	15.10	Annual	\$2,627.40
	2	15.54	Annual	\$2,703.96
	3	16.03	Annual	\$2,789.22
	4	16.55	Annual	\$2,879.70
	5	17.08	Annual	\$2,971.92
	6	17.61	Annual	\$3,064.14
	7	18.18	Annual	\$3,163.32
	8	18.45	Annual	\$3,210.30
	9	18.73	Annual	\$3,259.02
	10	19.01	Annual	\$3,307.74
	11	19.30	Annual	\$3,358.20
	12	19.59	Annual	\$3,408.66

Nonexempt		2014		
Assistant Weed Supervisor	Step	Wage		Monthly
position established 1/1/06	1	14.17	Annual	\$2,465.58
	2	14.59	Annual	\$2,538.66
	3	15.03	Annual	\$2,615.22
	4	15.46	Annual	\$2,690.04
	5	15.93	Annual	\$2,771.82
	6	16.42	Annual	\$2,857.08
	7	16.93	Annual	\$2,945.82
	8	17.18	Annual	\$2,989.32
	9	17.44	Annual	\$3,034.56
	10	17.70	Annual	\$3,079.80
	11	17.97	Annual	\$3,126.78
	12	18.24	Annual	\$3,173.76

ATTACHMENT D

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

Nonexempt		2014		
Civil Process Server	Step	Wage		Monthly
	1	16.07	1st 6 months	\$2,796.18
	2	16.56	2nd 6 months	\$2,881.44

3	17.09	Annual	\$2,973.66
4	17.61	Annual	\$3,064.14
5	18.20	Annual	\$3,166.80
6	18.77	Annual	\$3,265.98
7	19.37	Annual	\$3,370.38
8	19.66	Annual	\$3,420.84
9	19.95	Annual	\$3,471.30
10	20.25	Annual	\$3,523.50
11	20.55	Annual	\$3,575.70
12	20.86	Annual	\$3,629.64

Nonexempt		2014		
Correctional Officer	Step	Wage		Monthly
	1	16.29	1st 6 months	\$2,834.46
	2	16.80	2nd 6 months	\$2,923.20
	3	17.34	Annual	\$3,017.16
	4	17.89	Annual	\$3,112.86
	5	18.46	Annual	\$3,212.04
	6	19.08	Annual	\$3,319.92
	7	19.71	Annual	\$3,429.54
	8	20.01	Annual	\$3,481.74
	9	20.31	Annual	\$3,533.94
	10	20.61	Annual	\$3,586.14
	11	20.92	Annual	\$3,640.08
	12	21.23	Annual	\$3,694.02

Nonexempt		2014		
Work Release Coordinator.	Step	Wage		Monthly
	1	16.29	1st 6 months	\$2,834.46
	2	16.80	2nd 6 months	\$2,923.20
	3	17.34	Annual	\$3,017.16
	4	17.89	Annual	\$3,112.86
	5	18.46	Annual	\$3,212.04
	6	19.08	Annual	\$3,319.92
	7	19.71	Annual	\$3,429.54
	8	20.01	Annual	\$3,481.74
	9	20.31	Annual	\$3,533.94
	10	20.61	Annual	\$3,586.14
	11	20.92	Annual	\$3,640.08
	12	21.23	Annual	\$3,694.02

Nonexempt		2014		
Deputy Sheriff	Step	Wage		Monthly
	1	19.37	1st 6 months	\$3,370.38
	2	20.02	2nd 6 months	\$3,483.48
	3	20.68	Annual	\$3,598.32
	4	21.37	Annual	\$3,718.38
	5	22.11	Annual	\$3,847.14
	6	22.85	Annual	\$3,975.90
	7	23.62	Annual	\$4,109.88
	8	\$23.97	Annual	\$4,170.78
	9	\$24.33	Annual	\$4,233.42
	10	\$24.69	Annual	\$4,296.06
	11	\$25.06	Annual	\$4,360.44
	12	\$25.44	Annual	\$4,426.56

ATTACHMENT E

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

Nonexempt		2014		
Maintenance III	Step	Wage		Monthly
Mechanic	1	17.08	1st 6 months	\$2,971.92
	2	17.59	2nd 6 months	\$3,060.66
	3	18.19	Annual	\$3,165.06
	4	18.77	Annual	\$3,265.98
	5	19.37	Annual	\$3,370.38
	6	20.02	Annual	\$3,483.48
	7	20.69	Annual	\$3,600.06
	8	21.00	Annual	\$3,654.00
	9	21.32	Annual	\$3,709.68
	10	21.64	Annual	\$3,765.36
	11	21.96	Annual	\$3,821.04
	12	22.29	Annual	\$3,878.46

Nonexempt		2014		
Maintenance II	Step	Wage		Monthly
	1	16.55	1st 6 months	\$2,879.70
	2	17.08	2nd 6 months	\$2,971.92
	3	17.59	Annual	\$3,060.66
	4	18.19	Annual	\$3,165.06
	5	18.77	Annual	\$3,265.98

6	19.37	Annual	\$3,370.38
7	20.02	Annual	\$3,483.48
8	20.32	Annual	3,535.68
9	20.62	Annual	3,587.88
10	20.93	Annual	3,641.82
11	21.24	Annual	3,695.76
12	21.56	Annual	3,751.44

ATTACHMENT F

OFFICIAL PAY SERIES - Law Enforcement Support Series (LS)

Nonexempt		2014		
Legal Secretary	Step	Wage		Monthly
	1	13.96	1st 6 months	\$2,429.04
	2	14.35	2nd 6 months	\$2,496.90
	3	14.80	Annual	\$2,575.20
	4	15.25	Annual	\$2,653.50
	5	15.76	Annual	\$2,742.24
	6	16.23	Annual	\$2,824.02
	7	16.75	Annual	\$2,914.50
	8	17.00	Annual	\$2,958.00
	9	17.26	Annual	\$3,003.24
	10	17.52	Annual	\$3,048.48
	11	17.78	Annual	\$3,093.72
	12	18.05	Annual	\$3,140.70

Nonexempt		2014		
Criminal/Civil Support Coord.	Step	Wage		Monthly
	1	15.12	1st 6 months	\$2,630.88
	2	15.57	2nd 6 months	\$2,709.18
	3	16.04	Annual	\$2,790.96
	4	16.56	Annual	\$2,881.44
	5	17.08	Annual	\$2,971.92
	6	17.62	Annual	\$3,065.88
	7	18.20	Annual	\$3,166.80
	8	18.47	Annual	\$3,213.78
	9	18.75	Annual	\$3,262.50
	10	19.03	Annual	\$3,311.22
	11	19.32	Annual	\$3,361.68
	12	19.61	Annual	\$3,412.14

Nonexempt		2014		
Victims Assistance Coordinator	Step	Wage		Monthly
	1	15.55	1st 6 months	\$2,705.70
	2	16.04	2nd 6 months	\$2,790.96
	3	16.55	Annual	\$2,879.70
	4	17.08	Annual	\$2,971.92
	5	17.59	Annual	\$3,060.66
	6	18.18	Annual	\$3,163.32
	7	18.76	Annual	\$3,264.24
	8	19.04	Annual	\$3,312.96
	9	19.33	Annual	\$3,363.42
	10	19.62	Annual	\$3,413.88
	11	19.91	Annual	\$3,464.34
	12	20.21	Annual	\$3,516.54

Nonexempt		2014		
Criminal/Civil Records Mgmt.	Step	Wage		Monthly
	1	16.84	1st 6 months	\$2,930.16
	2	17.51	2nd 6 months	\$3,046.74
	3	18.18	Annual	\$3,163.32
	4	18.86	Annual	\$3,281.64
	5	19.51	Annual	\$3,394.74
	6	20.20	Annual	\$3,514.80
	7	20.50	Annual	\$3,567.00
	8	20.81	Annual	\$3,620.94
	9	21.12	Annual	\$3,674.88
	10	21.44	Annual	\$3,730.56
	11	21.76	Annual	\$3,786.24
	12	22.09	Annual	\$3,843.66

ATTACHMENT G

OFFICIAL PAY SERIES - Assistant to the Supervisor (AS)

Nonexempt		2014		
Deputy Auditor	Step	Wage		Monthly
	1	17.31	1st 6 months	\$3,011.94
	2	18.00	2nd 6 months	\$3,132.00
	3	18.73	Annual	\$3,259.02
	4	19.48	Annual	\$3,389.52
	5	20.13	Annual	\$3,502.62

6	20.92	Annual	\$3,640.08
7	21.23	Annual	\$3,694.02
8	21.55	Annual	\$3,749.70
9	21.87	Annual	\$3,805.38
10	22.20	Annual	\$3,862.80
11	22.53	Annual	\$3,920.22
12	22.87	Annual	\$3,979.38

Deputy Equalization				
	Step	2014	Monthly	
	1	16.91	1st 6 months	\$2,942.34
	2	17.57	2nd 6 months	\$3,057.18
	3	18.29	Annual	\$3,182.46
	4	19.04	Annual	\$3,312.96
	5	19.66	Annual	\$3,420.84
	6	20.44	Annual	\$3,556.56
	7	20.75	Annual	\$3,610.50
	8	21.06	Annual	\$3,664.44
	9	21.38	Annual	\$3,720.12
	10	21.70	Annual	\$3,775.80
	11	22.03	Annual	\$3,833.22
	12	22.36	Annual	\$3,890.64

Deputy Treasurer				
Deputy Register of Deeds				
	Step	Wage	Monthly	
Deputy Maintenance Sup. (established 1/1/09)	1	16.48	1st 6 months	\$2,867.52
	2	17.12	2nd 6 months	\$2,978.88
	3	17.81	Annual	\$3,098.94
	4	18.55	Annual	\$3,227.70
	5	19.14	Annual	\$3,330.36
	6	19.90	Annual	\$3,462.60
	7	20.20	Annual	\$3,514.80
	8	20.50	Annual	\$3,567.00
	9	20.81	Annual	\$3,620.94
	10	21.12	Annual	\$3,674.88
	11	21.44	Annual	\$3,730.56
	12	21.76	Annual	\$3,786.24

Deputy Emergency Mgmt.			
established 10/1/06			
	Step	Wage	Monthly

1	16.17	1st 6 months	\$2,813.58
2	16.79	2nd 6 months	\$2,921.46
3	17.45	Annual	\$3,036.30
4	18.17	Annual	\$3,161.58
5	18.75	Annual	\$3,262.50
6	19.47	Annual	\$3,387.78
7	19.76	Annual	\$3,438.24
8	20.06	Annual	\$3,490.44
9	20.36	Annual	\$3,542.64
10	20.67	Annual	\$3,596.58
11	20.98	Annual	\$3,650.52
12	21.29	Annual	\$3,704.46

Chief Deputy Sheriff		2014		
position established 4/1/06	Step	Wage		Monthly
	1	20.56	1st 6 months	\$3,577.44
	2	21.43	2nd 6 months	\$3,728.82
	3	22.32	Annual	\$3,883.68
	4	23.26	Annual	\$4,047.24
	5	24.24	Annual	\$4,217.76
	6	25.28	Annual	\$4,398.72
	7	25.66	Annual	\$4,464.84
	8	26.04	Annual	\$4,530.96
	9	26.43	Annual	\$4,598.82
	10	26.83	Annual	\$4,668.42
	11	27.23	Annual	\$4,738.02
	12	27.64	Annual	\$4,809.36

Assistant Chief		2014		
Correctional Officer	Step	Wage		Monthly
position established 5/15/07	1	16.63	1st 6 months	\$2,893.62
	2	17.34	2nd 6 months	\$3,017.16
	3	18.07	Annual	\$3,144.18
	4	18.84	Annual	\$3,278.16
	5	19.63	Annual	\$3,415.62
	6	20.47	Annual	\$3,561.78
	7	20.78	Annual	\$3,615.72
	8	21.09	Annual	\$3,669.66
	9	21.41	Annual	\$3,725.34
	10	21.73	Annual	\$3,781.02
	11	22.06	Annual	\$3,838.44

12	22.39	Annual	\$3,895.86
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Sergeant Sheriff
position established 11/23/10

		2014	
Step	Wage		Monthly
1	20.74	1st 6 months	\$3,608.76
2	21.42	2nd 6 months	\$3,727.08
3	22.12	Annual	\$3,848.88
4	22.86	Annual	\$3,977.64
5	23.65	Annual	\$4,115.10
6	24.44	Annual	\$4,252.56
7	24.81	Annual	\$4,316.94
8	25.18	Annual	\$4,381.32
9	25.56	Annual	\$4,447.44
10	25.94	Annual	\$4,513.56
11	26.33	Annual	\$4,581.42
12	26.72	Annual	\$4,649.28

ATTACHMENT H
EXEMPT DEPARTMENT HEAD SALARY RANGES

Department Heads	Minimum	Monthly	Maximum	Monthly
State's Attorney 2009-100% FT	n/a	n/a	44.74	\$7,784.76
Sheriff	n/a	n/a	30.73	\$5,347.02
Highway Superintendent	26.00	4,524.00	29.98	\$5,216.52
Auditor	n/a	n/a	26.74	\$4,652.76
Equalization Director	21.57	3,753.18	26.11	\$4,543.14
Facility Manager	21.00	3,654.00	27.95	\$4,863.30
Register of Deeds	n/a	n/a	25.39	\$4,417.86
Treasurer	n/a	n/a	25.39	\$4,417.86
Victim Assistance Supervisor	20.52	3,570.48	24.80	\$4,315.20
Emergency Management	21.51	3,742.74	24.76	\$4,308.24
Veterans Director	17.36	3,020.64	20.85	\$3,627.90
Welfare Director	17.11	2,977.14	20.52	\$3,570.48

Assistant Department Heads/Supervisors	Minimum	Monthly	Maximum	Monthly
Deputy States Attorney	24.41	4,247.34	29.51	\$5,134.74
Chief Correctional Officer	20.47	3,561.78	24.75	\$4,306.50
Assistant Highway Superintendent	21.58	3,754.92	24.79	\$4,313.46

State's Attorney		2014		
	Step	Wage		Monthly
	8	45.41	Annual	\$7,901.34
	9	46.09	Annual	\$8,019.66
	10	46.78	Annual	\$8,139.72
	11	47.48	Annual	\$8,261.52
	12	48.19	Annual	\$8,385.06

Sheriff		2014		
	Step	Wage		Monthly
	8	31.19	Annual	\$5,427.06
	9	31.66	Annual	\$5,508.84
	10	32.13	Annual	\$5,590.62
	11	32.61	Annual	\$5,674.14
	12	33.10	Annual	\$5,759.40

Highway Superintendent		2014		
	Step	Wage		Monthly
	8	30.43	Annual	\$5,294.82
	9	30.89	Annual	\$5,374.86
	10	31.35	Annual	\$5,454.90
	11	31.82	Annual	\$5,536.68
	12	32.30	Annual	\$5,620.20

Auditor		2014		
	Step	Wage		Monthly
	8	27.14	Annual	\$4,722.36
	9	27.55	Annual	\$4,793.70
	10	27.96	Annual	\$4,865.04
	11	28.38	Annual	\$4,938.12
	12	28.81	Annual	\$5,012.94

Equalization Director		2014		
	Step	Wage		Monthly
	8	26.50	Annual	\$4,611.00
	9	26.90	Annual	\$4,680.60
	10	27.30	Annual	\$4,750.20
	11	27.71	Annual	\$4,821.54
	12	28.13	Annual	\$4,894.62

Facilities Manager		2014		
	Step	Wage		Monthly
	8	28.37	Annual	\$4,936.38
	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

Register of Deeds & Treasurer		2014		
	Step	Wage		Monthly
	8	25.77	Annual	\$4,483.98
	9	26.16	Annual	\$4,551.84
	10	26.55	Annual	\$4,619.70
	11	26.95	Annual	\$4,689.30
	12	27.35	Annual	\$4,758.90

Victim Assistance Supervisor		2014		
	Step	Wage		Monthly
	8	25.17	Annual	\$4,379.58
	9	25.55	Annual	\$4,445.70
	10	25.93	Annual	\$4,511.82
	11	26.32	Annual	\$4,579.68
	12	26.71	Annual	\$4,647.54

Emergency Management Dir.		2014		
	Step	Wage		Monthly
	8	25.13	Annual	\$4,372.62
	9	25.51	Annual	\$4,438.74
	10	25.89	Annual	\$4,504.86
	11	26.28	Annual	\$4,572.72
	12	26.67	Annual	\$4,640.58

Veterans Service Officer		2014		
	Step	Wage		Monthly
	8	21.16	Annual	\$3,681.84
	9	21.48	Annual	\$3,737.52
	10	21.80	Annual	\$3,793.20
	11	22.13	Annual	\$3,850.62
	12	22.46	Annual	\$3,908.04

Welfare Director		2014		
	Step	Wage		Monthly
	8	20.83	Annual	\$3,624.42
	9	21.14	Annual	\$3,678.36
	10	21.46	Annual	\$3,734.04
	11	21.78	Annual	\$3,789.72
	12	22.11	Annual	\$3,847.14

Deputy States Attorney		2014		
	Step	Wage		Monthly
	8	29.95	Annual	\$5,211.30
	9	30.40	Annual	\$5,289.60
	10	30.86	Annual	\$5,369.64
	11	31.32	Annual	\$5,449.68
	12	31.79	Annual	\$5,531.46

Chief Correctional Officer		2014		
	Step	Wage		Monthly
	8	25.12	Annual	\$4,370.88
	9	25.50	Annual	\$4,437.00
	10	25.88	Annual	\$4,503.12
	11	26.27	Annual	\$4,570.98
	12	26.66	Annual	\$4,638.84

Assistant Highway Superintendent		2014		
	Step	Wage		Monthly
	8	25.16	Annual	\$4,377.84
	9	25.54	Annual	\$4,443.96
	10	25.92	Annual	\$4,510.08
	11	26.31	Annual	\$4,577.94
	12	26.70	Annual	\$4,645.80

TRAVEL REQUESTS

Motion by Hanten, second by McElhany, to approve the following travel requests; all present voted aye; motion carried: Director of Equalization; Pictometry Future View Conference in San Antonio. Emergency Management Director; State Emergency Management Meeting in Pierre.

PERSONNEL CHANGES

Motion by Hanten, second by McElhany, to approve the following personnel changes; all present voted aye; motion carried: Lead Building Maintenance, Robert Byer, advance to step 7/\$20.20 per hour. Sergeant Deputy Sheriff, Brad Howell, advance to step 7/\$24.91 per hour. Criminal Civil Support Coor., Janelle Nygaard, advance to step 6/\$17.62 per hour. Highway Maint. II, Richard Maag, advance to step 8 \$20.32 per hour. Highway Mechanic, Todd Warne, advance to step 8/\$21.00 per hour. All listed personnel changes were approved and submitted by the appropriate department head and all become effective January 1, 2014.

PROPOSED AMBULANCE DISTRICT MEETING

Commissioner McElhany reported on a meeting held at City Hall regarding the possible creation of a rural ambulance district.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by McElhany, to adjourn at 10:28 a.m., until 9:00 a.m., Tuesday, January 21st, 2014; 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 14, 2014