

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

January 9, 2018

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 9th, 2018, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen, and Brenda Hanten; Chairman Johnson, presiding. The meeting was opened with the pledge of allegiance.

AGENDA APPROVED

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

MINUTES APPROVED

Motion by Hanten, second by Gabel, to approve the minutes of January 2nd, 2018; all voted aye; motion carried.

PRO PHEASANT EVENT

Terry Sutton, representing 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 16th, 2018. Mr. Sutton noted a one-day liquor license transfer will allow Pro Pheasants to use the license, currently owned by Second Street Station, for this event. Motion by Hanten, second by Waterman, to allow the Pro Pheasants organization to sell alcohol at their banquet at the Codington County Extension Center Complex; 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 2017. 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 2017; 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 in the past year First District assisted dues paying members in obtaining State and Federal grants/loans of approximately \$6,900,000.00 and since 2008 First District has assisted membership obtain \$56,900,000.00 in outside funding sources in the area of grants. Mr. Kays noted First district assists the County with GIS management, E-911 addressing, Zoning services, and maintains the County's parcel data set along with a number of other on-going projects.

MONTHLY REPORTS

Auditor, Cindy Brugman, reported on end of year procedures, preparation of pay 2018 property tax notices, and preparation of W2's. **Director of Equalization, Shawna Constant**, reported on year end procedures, deadline for 2018 assessment notices, and many phone calls from property owners upon receiving 2018 tax notices. Ms. Constant will be a guest speaker at the local Rotary organization later this week.

AUDITOR'S ACCOUNT W/TREASUER AND REGISTER OF DEEDS MONTHLY FEES

Motion by Hanten, second by VanDusen, 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 2017, all present voted aye; motion carried.

January 9, 2018

Cash on hand	\$ 2,401.22
Checks in Treasurers' possession	
less than 3 days	\$ 370,775.80
Credit Card Charges	\$ 11,196.16
Cash Items	\$ 325.58
TOTAL CASH ASSETS ON HAND	\$ 384,698.76
RECONCILED CHECKING	
Great Western Bank Checking (Memorial Park)	\$ 877.03
Reliabank Dakota	\$19,576,019.83
INVESTMENTS	
SD Public Funds Investment	\$ 6,998.35
TOTAL CASH ASSETS	\$19,968,593.97
General Ledger Cash Balance by Funds:	
General	\$12,403,371.93
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 5,281,859.92
Sp. Revenue restricted cash	\$ 10,411.85
Trust & Agency	\$ 1,772,950.27
(schools 118,483.86, townships 20,966.36; city/towns 20,321.12)	
TOTAL GENERAL LEDGER CASH	\$ 19,968,593.97

The Board noted Register of Deeds fees for the month of December in the amount of \$26,425.00 with \$1,070.00 remitted to the State of South Dakota for certified births, deaths, and EVRSS.

CLAIMS

Motion by VanDusen, second by Gabel, to approve for payment the following claims; all present voted aye; motion carried: 1ST CHOICE SEWER & DRAIN, INC 250.00 REP, 4-H STATE OFFICE 20.00 DUES, A-OX WELDING 411.92 SUPPLIES, ACCREDITATION, AUDIT AND 150.00 SVC, AUTOMATIC BUILDING CONTROLS 1666.74 MAINT, JEFF ARGO 25.00 UTILITIES, ASSN OF CO WEED & PEST BOARDS 300.00 TRAV, AT&T MOBILITY 287.44 UTIL, KENNETH BAILLY 50.84 JURY, BEACON CENTER 2000.00 PMT, ALLEN BENCK 25.00 UTILITIES, BORNS GROUP 2027.78 POST, BOYS & GIRLS CLUB 1458.37 PMT, BOYS & GIRLS CLUB 10000.00 CAMP, BROCK WHITE COMPANY 10080.00 SUPPLIES, BROWN CLINIC PLLP 1500.00 SVC, BURNS LAW OFFICE 3000.00 SVC, BUTLER MACHINERY 1839.96 SUPPLIES, CARTNEY BEARING & SUPPLY 66.08 REPAIRS/MAINT., JEFF CASE 25.00 UTILITIES, CENTURYLINK 716.44 UTIL, GABRIEL CHAMBERS 20.00 WIT, CODINGTON-CLARK ELECTRIC COOPE 35.62 UTILITIES, COLE PAPERS, INC. 909.82 SUP, CONNECTING POINT COMPUTER CENT 1950.53 SUP, CONNECTING POINT 305.00 SUPPLIES, SHAWNA CONSTANT 25.00 CELL, COUNTY FAIR FOODS 127.79 SUP, CREATIVE REWARDS 125.00 SUP, CREDIT COLLECTIONS BUREAU 2655.80 COLL, CREDIT COLLECTIONS BUREAU 456.48 COLL, CULLIGAN WATER CONDITIONING 176.00 SUP, DAKOTA FLUID POWER INC. 57.00 REPAIRS/MAINT., MATT DARGATZ 25.00 UTILITIES, DATA TRUCK 69.98 UTIL, LORI DEUTSCH 216.14 TRAVEL & CONF., STEPHANIE DEVINE 55.04 JURY, JAMIE DOLEN 25.00 UTILITIES, MORGAN DREY 20.00 WIT, BIMBO FOODS, INC 847.50 SUP, BRUCE EGERSTROM 56.72 JURY, ELECTRIC MOTORS & MOORE 60.00 REPAIRS/MAINT., ELLYSON LAW OFFICE 2876.04 SVC, EMBLEM ENTERPRISES, INC 298.00 SUP, EMC INSURANCE COMPANIES 108.00 INS, ENGELSTAD ELECTRIC CO. 136.06 REP, MARIA ESCAMILLA 40.00 SVC, RANDY FALVEY 25.00 UTILITIES, FAMILY DENTAL CENTER 487.00 SVC, FARNAMS GENUINE PARTS 446.95 SUPPLIES, TOWN OF FLORENCE-PEGGY LINDAHL 62.55 UTILITIES, ALLISON FORBUSH 25.00 CELL, FSA - FARGO 3691.88 SUP, GCR TIRE CENTER 492.12 REPAIRS/MAINT., GCR TIRES & SERVICE 213.75 REP, GENOA HEALTHCARE/WATERTOWN 1607.65 SUP, GLACIAL INTERACTIVE INC

295.00 MAINT, GLACIAL LAKES & PRAIRIES TOUR. 750.00 SVC, GLASS PRODUCTS INC. 3495.23 REP, SCOTT GOOD 53.36 JURY, GRAINGER 374.48 REP, GREEN, ROBY, OVIATT, 4470.73 PMT, MICHAEL GUBKA 40.00 CELL, JUSTIN HALAJIAN 206.00 PMT, RICK HARTLEY 40.00 UTILITIES, HARTWIG HEATING 80.00 REPAIRS/MAINT., DAVE HEDDING 25.00 UTILITIES, RICHARD HERR 51.68 JURY, JEFF HERSHMAN 25.00 CELL, HILLYARD/SIOUX FALLS 4195.26 SUP, RICK HOLINKA 25.00 UTILITIES, LARRY HOWARD 40.00 CELL, BRAD HOWELL 40.00 CELL, HUMAN SERVICE AGENCY 23597.75 PMT, HYVEE #1871 ACCTS RECEIVABLE 2908.13 SUP, INTOXIMETERS 998.50 SUP, JH LARSON COMPANY 35.51 SUPPLIES, GREGORY JOHNSON 53.36 JURY, BILLIE JONES 58.40 JURY, JURGENS PRINTING 35.96 SUP, KCH LAW 182.66 SVC, KIBBLE EQUIPMENT 1575.00 EQUIPMENT, THE KING CORPORATION 600.00 SUP, SHANE KRUEGER 20.00 WIT, LEWNO LAW OFFICE 73.50 SVC, LINCOLN CO TREASURER 608.71 SVC, LINDNER MUSIC 37.24 SUP, JODI LOEHRER 112.04 PMT, STEVEN LOWRY 40.00 CELL, LUTHERAN SOCIAL SERVICES 1084.30 SVC, MAC'S INC 60.55 SUPPLIES, MAC'S INC. 45.92 SUP, MACKSTEEL WAREHOUSE, INC. 14.48 REP, MACKSTEEL WAREHOUSE, INC. 39.48 REPAIRS/MAINT., MAHOWALD'S 63.55 SUP, MARCO, INC 306.08 RENT, RUSSELL MATHEWS 40.00 CELL, MCLEOD'S PRINTING & OFFICE SUP 511.22 SUP, MENARDS 639.74 MAINT, MENARDS 193.85 SUPPLIES, MOCIC 100.00 DUES, MIDCONTINENT COMMUNICATIONS 432.76 UTIL, MIDWEST AUTOMOTIVE 30.00 REPAIRS/MAINT., MILBANK COMMUNICATIONS 900.00 SUP, DAN MILLER 32.60 WIT, JENNA MOFFATT CONSULTING 320.75 SVC, MUNICIPAL UTILITIES 12502.00 UTIL, MUNICIPAL UTILITIES 913.91 UTILITIES, NORTHERN TRUCK EQUIPMENT 8270.80 REPAIRS/MAINT., NORTHWESTERN ENERGY 390.81 UTILITIES, OFFICE PEEPS, INC. 207.92 GRANT, OFFICE PEEPS, INC. 2922.65 SUP, JERROD OLSON 40.00 CELL, OTIS ELEVATOR COMPANY 1851.24 MAINT, OTTERTAIL POWER CO, 41.83 UTILITIES, MICHELLE PEDERSON 25.00 CELL, PENNINGTON COUNTY JAIL 692.25 TRAV, SARAH PETERSEN 25.00 CELL, PHEASANTLAND INDUSTRIES 900.00 SUP, PITNEY BOWES 210.00 RENT, PMB 0112 238.83 UTIL, PRAIRIE LAKES HEALTH CARE CENT 3618.64 SVC, PRINT 'EM NOW 24.00 SUP, PRINT EM NOW 193.00 SUPPLIES, JOHN REDLINGER 50.84 JURY, REDWOOD TOXICOLOGY LABORATORY 756.81 SUP, ADAM REEVES 40.00 CELL, BRIAN RICHTER 40.00 CELL, ROBYN RITER 25.00 UTILITIES, RON'S SAW SHOP 481.60 SUPPLIES, PATSY RORVICK 52.52 JURY, RUNNINGS 11.97 SUP, RUNNINGS FARM & FLEET 8.97 SUPPLIES, SANFORD HEALTH 2534.00 SVC, TREVER SCHIMMEL 40.00 CELL, BRAD SCHWINGER 25.00 UTILITIES, SD ATTORNEY GENERAL'S OFFICE 296.00 PMT, SD DEPARTMENT OF REVENUE 1605.00 PMT, SOUTH DAKOTA DEPT. OF TRANSPOR 1438.34 REPAIRS/MAINT., SD STATE TREASURER 409635.55 JANUARY REMITTANCE, SDAAO 375.00 DUES, SDACO 734.00 PMT, SDN COMMUNICATIONS 1151.28 UTIL, MELISSA SEARS 25.00 CELL, SECURUS TECHNOLOGIES 2200.20 SUP, HEIDI SELCHERT 25.00 CELL, SHERMAN CANVAS 6.00 SUP, SHERWIN WILLIAMS 145.30 REP, SHOPKO EYECARE 4054 500.91 SVC, SIOUX FALLS TWO-WAY RADIO 549.99 SUP, SIOUX RURAL WATER SYSTEM 36.89 UTILITIES, SIOUX VALLEY COOP 101.50 SUP, SIOUX VALLEY COOP 4393.21 SUPPLIES, RICKY SMALL 40.00 UTILITIES, LYNN SOLBERG 25.00 UTILITIES, BRENT SOLUM 40.00 CELL, TOWN OF SOUTH SHORE 66.00 UTILITIES, SOUTH SHORE GAZETTE 1541.30 PUB, STAR LAUNDRY 1731.08 SUP, STAR LAUNDRY 109.54 SUPPLIES, STURDEVANTS AUTO PARTS 121.36 SUPPLIES, SUTTON LAW OFFICE PC 15666.70 SVC, SCOTT SWANSON 25.00 CELL, SYSCO NORTH DAKOTA 15.40 SUP, KAREN TAYLOR 20.00 WIT, THOMSON REUTERS-WEST 442.31 PMT, PRODUCTIVITY PLUS ACCOUNT 116.14 REPAIRS/MAINT., DOUG TORSTENSON 25.00 UTILITIES, TRANSOURCE 144.72 REPAIRS/MAINT., TRAV'S OUTFITTER INC 795.96 SUP, TRAV'S OUTFITTER 406.97 SUPPLIES, TURBAK LAW OFFICE, P.C. 338.40 SVC, U.S. GEOLOGICAL SURVEY 9374.00 MAINT, GORDON VANSICKLE 20.00 SUPPLIES, LAWRENCE VARGAS 20.00 WIT, VAST BUSINESS 508.80 UTIL, VAST BROADBAND 49.95 UTILITIES, VERIZON WIRELESS 437.30 UTIL, GREAT WESTERN BANK 6.86 SUPPLIES, GREAT WESTERN BANK 17.70 PMT, GREAT WESTERN

BANK 585.04 PMT, GREAT WESTERN BANK 250.00 PMT, GREAT WESTERN BANK 19.16 PMT, LONIE VOGELSANG 25.00 UTILITIES, TOM WALDER 40.00 CELL, WALMART COMMUNITY 267.78 PMT, WARNE PLUMBING 1958.59 REP, TODD WARNE 25.00 UTILITIES, WATERTOWN DEVELOPMENT COMPANY 35000.00 PMT, WATERTOWN FORD 70.87 REP, WATERTOWN POLICE DEPARTMENT 500.00 DUES, WATERTOWN PUBLIC OPINION 211.55 PUB, WILES & RYLANCE, LLP 995.25 SVC, WATERTOWN LANDFILL 5.25 SUP, YANKTON CO. SHERIFF 50.00 SVC, YANKTON CO TREASURER 626.65 SVC, ZUERCHER TECHNOLOGIES, LLC 26519.92 REP.

BIDS FOR COURTHOUSE PRESERVATION PROJECT

Facility Manager, Milo Ford, opened and announced the following bids for the “Courthouse Preservation Project” as previously advertised.

<u>BIDDER</u>	<u>BASE BID</u>
Jones Caulking & Tuckpointing Sioux Falls, SD	\$167,150.00 (bid bond enclosed)
Mid-Continental Restoration Company, Inc. Parkston, SD	\$79,120.00 (bid bond enclosed) \$25,562.00 – Alternate #1
KARR Tuckpointing Vinton, IA	\$64,170.00 (bid bond enclosed)

Mr. Ford will review the bids for accuracy and action will be taken at the Board’s meeting on January 16th, to accept or reject any or all bids.

NOTICE TO BIDDERS

Motion by VanDusen, second by Gabel, to authorize the Auditor to publish a notice to bidders for annual Highway supplies and Weed chemicals; all voted aye; motion carried. Opening of bids will take place at the Board’s meeting scheduled for February 6, 2018.

TITLE VI POLICY STATEMENT

Motion by Gabel, second by Hanten, 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.

LEPC ROSTER

Motion by Hanten, second by Waterman, to approve an updated LECP roster; all present voted aye; motion carried. The updated roster will be kept on file in the office of the County Auditor.

2018 PAYROLL RESOLUTION

RESOLUTION #2018-2

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 2018 to become effective January 1, 2018

Passed and adopted this 9th, day of January, 2018

Myron Johnson

Chairperson, County Commissioners

ATTEST:

Cindy Brugman

County Auditor

NON UNION POSITIONS

Auditor's Department

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

Emergency Management

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

Equalization Department

	<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 G

County Extension

	<u>Grade</u>
Office Coordinator	Attachment A
Deputy Office Coordinator	Attachment A
Extension Secretary	Attachment A

County Health

	<u>Grade</u>
Nurse Secretary	Attachment A
WIC Secretary	Attachment A

Highway Department

	<u>Grade</u>
Highway Superintendent	Attachment H
Assistant Superintendent	Attachment H
Office Coordinator	Attachment A

Maintenance Department

	<u>Grade</u>
Facilities Manager	Attachment H

Maintenance Supervisor Deputy	Attachment G
Lead Buildings Maintenance	Attachment B
Buildings Maintenance	Attachment B
Custodial	Attachment B

Register of Deeds

Register of Deeds	<u>Grade</u> Attachment H
Deputy	Attachment G
Clerk	Attachment A

Sheriff's Department

Sheriff	<u>Grade</u> 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

Weed Department

Weed Supervisor	<u>Grade</u> Attachment C
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Assistant Weed Supervisor

Attachment C

Welfare Office

Welfare Director

Grade
Attachment H

UNION POSITIONS

Sheriff's Department

Correctional Officer
Deputy Sheriff
Sergeant Sheriff
Work Release Coordinator
Criminal Support Coordinator
24/7 Program Coordinator

Grade
Attachment D
Attachment D
Attachment G
Attachment D
Attachment F
Attachment D

Highway Department

Maintenance III
Mechanic
Maintenance II

Grade
Attachment E
Attachment E
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		2018		
Clerk	Step	Wage		Monthly
Secretary	1	14.97	1st 6 months	2,604.78
	2	15.38	2nd 6 months	2,676.12
	3	15.85	Annual	2,757.90
	4	16.34	Annual	2,843.16
	5	16.88	Annual	2,937.12
	6	17.40	Annual	3,027.60
	7	17.96	Annual	3,125.04
	8	18.23	Annual	3,172.02
	9	18.49	Annual	3,217.26
	10	18.78	Annual	3,267.72
	11	19.05	Annual	3,314.70
	12	19.35	Annual	3,366.90

Nonexempt		2018		
2nd Deputy	Step	Wage		Monthly
Administrative Assistant	1	15.39	1st 6 months	2,677.86
	2	15.85	2nd 6 months	2,757.90
	3	16.34	Annual	2,843.16

4	16.88	Annual	2,937.12
5	17.40	Annual	3,027.60
6	17.96	Annual	3,125.04
7	18.52	Annual	3,222.48
8	18.81	Annual	3,272.94
9	19.10	Annual	3,323.40
10	19.38	Annual	3,372.12
11	19.67	Annual	3,422.58
12	19.97	Annual	3,474.78

Nonexempt		2018		
Payroll Officer	Step	Wage		Monthly
Office Coordinator	1	16.19	1st 6 months	2,817.06
Office Manager	2	16.66	2nd 6 months	2,898.84
	3	17.18	Annual	2,989.32
	4	17.73	Annual	3,085.02
	5	18.31	Annual	3,185.94
	6	18.87	Annual	3,283.38
	7	19.48	Annual	3,389.52
	8	19.77	Annual	3,439.98
	9	20.08	Annual	3,493.92
	10	20.38	Annual	3,546.12
	11	20.69	Annual	3,600.06
	12	20.99	Annual	3,652.26

ATTACHMENT B
OFFICIAL PAY SERIES - Maintenance Staff (MS)

Nonexempt		2018		
Custodian	Step	Wage		Monthly
Seasonal Weed Sprayers	1	13.97	1st 6 months	2,430.78
	2	14.36	2nd 6 months	2,498.64
	3	14.79	Annual	2,573.46
	4	15.24	Annual	2,651.76
	5	15.68	Annual	2,728.32
	6	16.19	Annual	2,817.06
	7	16.67	Annual	2,900.58
	8	16.90	Annual	2,940.60
	9	17.17	Annual	2,987.58
	10	17.43	Annual	3,032.82
	11	17.68	Annual	3,076.32
	12	17.96	Annual	3,125.04

Nonexempt		2018		
Buildings Maintenance	Step	Wage		Monthly
	1	14.97	1st 6 months	2,604.78

2	15.38	2nd 6 months	2,676.12
3	15.85	Annual	2,757.90
4	16.34	Annual	2,843.16
5	16.88	Annual	2,937.12
6	17.40	Annual	3,027.60
7	17.96	Annual	3,125.04
8	18.23	Annual	3,172.02
9	18.49	Annual	3,217.26
10	18.78	Annual	3,267.72
11	19.05	Annual	3,314.70
12	19.35	Annual	3,366.90

Nonexempt		2018		
Lead Building Maintenance	Step	Wage		Monthly
	1	16.67	1st 6 months	2,900.58
	2	17.19	2nd 6 months	2,991.06
	3	17.73	Annual	3,085.02
	4	18.31	Annual	3,185.94
	5	18.85	Annual	3,279.90
	6	19.48	Annual	3,389.52
	7	20.11	Annual	3,499.14
	8	20.41	Annual	3,551.34
	9	20.72	Annual	3,605.28
	10	21.03	Annual	3,659.22
	11	21.35	Annual	3,714.90
	12	21.66	Annual	3,768.84

ATTACHMENT C
OFFICIAL PAY SERIES Technical Staff (TS)

Nonexempt		2018		
Cook	Step	Wage		Monthly
	1	14.80	1st 6 months	2,575.20
	2	15.25	2nd 6 months	2,653.50
	3	15.70	Annual	2,731.80
	4	16.20	Annual	2,818.80
	5	16.69	Annual	2,904.06
	6	17.22	Annual	2,996.28
	7	17.74	Annual	3,086.76
	8	18.02	Annual	3,135.48
	9	18.29	Annual	3,182.46
	10	18.56	Annual	3,229.44
	11	18.84	Annual	3,278.16
	12	19.13	Annual	3,328.62

Nonexempt		2018		
Appraiser I	Step	Wage		Monthly

*Need to pass Certification to	1	17.18	1st 6 months	2,989.32
to move to Appraiser II Step 3	2	17.73	2nd 6 months	3,085.02

Nonexempt		2018		
Appraiser II	Step	Wage		Monthly
	1	17.18	1st 6 months	2,989.32
	2	17.73	2nd 6 months	3,085.02
	3	18.31	Annual	3,185.94
	4	18.87	Annual	3,283.38
	5	19.51	Annual	3,394.74
	6	20.12	Annual	3,500.88
	7	20.76	Annual	3,612.24
	8	21.07	Annual	3,666.18
	9	21.39	Annual	3,721.86
	10	21.71	Annual	3,777.54
	11	22.02	Annual	3,831.48
	12	22.36	Annual	3,890.64

Nonexempt		2018		
Weed Supervisor	Step	Wage		Monthly
position established 1/1/06	1	16.67	Annual	2,900.58
	2	17.19	Annual	2,991.06
	3	17.73	Annual	3,085.02
	4	18.31	Annual	3,185.94
	5	18.85	Annual	3,279.90
	6	19.48	Annual	3,389.52
	7	20.11	Annual	3,499.14
	8	20.41	Annual	3,551.34
	9	20.72	Annual	3,605.28
	10	21.03	Annual	3,659.22
	11	21.35	Annual	3,714.90
	12	21.66	Annual	3,768.84

Nonexempt		2018		
Assistant Weed Supervisor	Step	Wage		Monthly
position established 1/1/06	1	15.18	Annual	2,641.32
	2	15.63	Annual	2,719.62
	3	16.12	Annual	2,804.88
	4	16.57	Annual	2,883.18
	5	17.08	Annual	2,971.92
	6	17.60	Annual	3,062.40
	7	18.15	Annual	3,158.10
	8	18.41	Annual	3,203.34
	9	18.70	Annual	3,253.80
	10	18.97	Annual	3,300.78
	11	19.26	Annual	3,351.24

12	19.55	Annual	3,401.70
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ATTACHMENT D
OFFICIAL PAY SERIES - Public Safety (Union & Nonunion) (PS)

Nonexempt		2018		
Civil Process Server	Step	Wage		Monthly
	1	17.22	1st 6 months	2,996.28
	2	17.74	2nd 6 months	3,086.76
	3	18.32	Annual	3,187.68
	4	18.87	Annual	3,283.38
	5	19.51	Annual	3,394.74
	6	20.12	Annual	3,500.88
	7	20.76	Annual	3,612.24
	8	21.07	Annual	3,666.18
	9	21.39	Annual	3,721.86
	10	21.71	Annual	3,777.54
	11	22.02	Annual	3,831.48
	12	22.36	Annual	3,890.64

Nonexempt		2018		
Correctional Officer	Step	Wage		Monthly
24/7 Program Coordinator	1	17.46	1st 6 months	3,038.04
	2	18.01	2nd 6 months	3,133.74
	3	18.58	Annual	3,232.92
	4	19.18	Annual	3,337.32
	5	19.78	Annual	3,441.72
	6	20.45	Annual	3,558.30
	7	21.12	Annual	3,674.88
	8	21.45	Annual	3,732.30
	9	21.77	Annual	3,787.98
	10	22.10	Annual	3,845.40
	11	22.42	Annual	3,901.08
	12	22.76	Annual	3,960.24

Nonexempt		2018		
Work Release Coordinator.	Step	Wage		Monthly
	1	17.46	1st 6 months	3,038.04
	2	18.01	2nd 6 months	3,133.74
	3	18.58	Annual	3,232.92
	4	19.18	Annual	3,337.32
	5	19.78	Annual	3,441.72
	6	20.45	Annual	3,558.30
	7	21.12	Annual	3,674.88
	8	21.45	Annual	3,732.30
	9	21.77	Annual	3,787.98
	10	22.10	Annual	3,845.40

11	22.42	Annual	3,901.08
12	22.76	Annual	3,960.24

Nonexempt		2018		
Deputy Sheriff	Step	Wage		Monthly
	1	20.76	1st 6 months	3,612.24
	2	21.46	2nd 6 months	3,734.04
	3	22.17	Annual	3,857.58
	4	22.90	Annual	3,984.60
	5	23.69	Annual	4,122.06
	6	24.49	Annual	4,261.26
	7	25.31	Annual	4,403.94
	8	25.69	Annual	4,470.06
	9	26.08	Annual	4,537.92
	10	26.47	Annual	4,605.78
	11	26.86	Annual	4,673.64
	12	27.27	Annual	4,744.98

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

as of 1/9/2018 the Highway union is at impasse and will continue to receive wages based on the 2017 wage scale until a signed contract is in place

Nonexempt		2018		
Maintenance III Mechanic	Step	Wage		Monthly
	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		2018		
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		2018		
Legal Secretary	Step	Wage		Monthly
	1	14.97	1st 6 months	\$2,604.78
	2	15.38	2nd 6 months	\$2,676.12
	3	15.85	Annual	\$2,757.90
	4	16.34	Annual	\$2,843.16
	5	16.88	Annual	\$2,937.12
	6	17.40	Annual	\$3,027.60
	7	17.96	Annual	\$3,125.04
	8	18.23	Annual	\$3,172.02
	9	18.49	Annual	\$3,217.26
	10	18.78	Annual	\$3,267.72
	11	19.05	Annual	\$3,314.70
	12	19.35	Annual	\$3,366.90

Nonexempt		2018		
Criminal/Civil Support Coor.	Step	Wage		Monthly
Criminal Support Coord. 12/6/16	1	16.21	1st 6 months	\$2,820.54
	2	16.69	2nd 6 months	\$2,904.06
	3	17.19	Annual	\$2,991.06
	4	17.74	Annual	\$3,086.76
	5	18.31	Annual	\$3,185.94
	6	18.88	Annual	\$3,285.12
	7	19.51	Annual	\$3,394.74
	8	19.79	Annual	\$3,443.46
	9	20.10	Annual	\$3,497.40
	10	20.40	Annual	\$3,549.60
	11	20.71	Annual	\$3,603.54
	12	21.02	Annual	\$3,657.48

Nonexempt		2018		
Victims Assistance Coordinator	Step	Wage		Monthly
	1	16.67	1st 6 months	\$2,900.58
	2	17.19	2nd 6 months	\$2,991.06
	3	17.73	Annual	\$3,085.02
	4	18.31	Annual	\$3,185.94
	5	18.85	Annual	\$3,279.90

6	19.48	Annual	\$3,389.52
7	20.11	Annual	\$3,499.14
8	20.41	Annual	\$3,551.34
9	20.72	Annual	\$3,605.28
10	21.03	Annual	\$3,659.22
11	21.35	Annual	\$3,714.90
12	21.66	Annual	\$3,768.84

Nonexempt		2018		
Criminal/Civil Records Mgmt.	Step	Wage		Monthly
	1	18.06	1st 6 months	\$3,142.44
	2	18.77	2nd 6 months	\$3,265.98
	3	19.48	Annual	\$3,389.52
	4	20.22	Annual	\$3,518.28
	5	20.91	Annual	\$3,638.34
	6	21.65	Annual	\$3,767.10
	7	21.96	Annual	\$3,821.04
	8	22.31	Annual	\$3,881.94
	9	22.63	Annual	\$3,937.62
	10	22.98	Annual	\$3,998.52
	11	23.32	Annual	\$4,057.68
	12	23.67	Annual	\$4,118.58

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

Nonexempt		2018		
Deputy Auditor	Step	Wage		Monthly
	1	18.54	1st 6 months	\$3,225.96
	2	19.30	2nd 6 months	\$3,358.20
	3	20.08	Annual	\$3,493.92
	4	20.88	Annual	\$3,633.12
	5	21.57	Annual	\$3,753.18
	6	22.42	Annual	\$3,901.08
	7	22.76	Annual	\$3,960.24
	8	23.10	Annual	\$4,019.40
	9	23.45	Annual	\$4,080.30
	10	23.80	Annual	\$4,141.20
	11	24.15	Annual	\$4,202.10
	12	24.51	Annual	\$4,264.74

Deputy Equalization				
Equalization Data Base Coord. established June 2017	Step	2018		Monthly
	1	18.13	1st 6 months	\$3,154.62
	2	18.83	2nd 6 months	\$3,276.42
	3	19.61	Annual	\$3,412.14

4	20.41	Annual	\$3,551.34
5	21.07	Annual	\$3,666.18
6	21.90	Annual	\$3,810.60
7	22.25	Annual	\$3,871.50
8	22.57	Annual	\$3,927.18
9	22.91	Annual	\$3,986.34
10	23.25	Annual	\$4,045.50
11	23.61	Annual	\$4,108.14
12	23.96	Annual	\$4,169.04

Deputy Treasurer		2018		
Deputy Register of Deeds	Step	Wage		Monthly
Deputy Maintenance Sup. (established 1/1/09)	1	17.66	1st 6 months	\$3,072.84
	2	18.35	2nd 6 months	\$3,192.90
	3	19.10	Annual	\$3,323.40
	4	19.87	Annual	\$3,457.38
	5	20.51	Annual	\$3,568.74
	6	21.34	Annual	\$3,713.16
	7	21.65	Annual	\$3,767.10
	8	21.96	Annual	\$3,821.04
	9	22.31	Annual	\$3,881.94
	10	22.63	Annual	\$3,937.62
	11	22.98	Annual	\$3,998.52
	12	23.32	Annual	\$4,057.68

Deputy Emergency Mgmt. established 10/1/06		2018		
	Step	Wage		Monthly
	1	17.33	1st 6 months	\$3,015.42
	2	18.00	2nd 6 months	\$3,132.00
	3	18.71	Annual	\$3,255.54
	4	19.47	Annual	\$3,387.78
	5	20.10	Annual	\$3,497.40
	6	20.87	Annual	\$3,631.38
	7	21.18	Annual	\$3,685.32
	8	21.50	Annual	\$3,741.00
	9	21.82	Annual	\$3,796.68
	10	22.16	Annual	\$3,855.84
	11	22.48	Annual	\$3,911.52
	12	22.82	Annual	\$3,970.68

Chief Deputy Sheriff position established 4/1/06		2018		
	Step	Wage		Monthly
	1	22.03	1st 6 months	\$3,833.22
	2	22.97	2nd 6 months	\$3,996.78
	3	23.92	Annual	\$4,162.08
	4	24.93	Annual	\$4,337.82

5	25.98	Annual	\$4,520.52
6	27.09	Annual	\$4,713.66
7	27.51	Annual	\$4,786.74
8	27.90	Annual	\$4,854.60
9	28.33	Annual	\$4,929.42
10	28.75	Annual	\$5,002.50
11	29.18	Annual	\$5,077.32
12	29.63	Annual	\$5,155.62

Assistant Chief		2018		
Correctional Officer	Step	Wage		Monthly
position established 5/15/07	1	17.82	1st 6 months	\$3,100.68
	2	18.58	2nd 6 months	\$3,232.92
	3	19.37	Annual	\$3,370.38
	4	20.20	Annual	\$3,514.80
	5	21.04	Annual	\$3,660.96
	6	21.93	Annual	\$3,815.82
	7	22.28	Annual	\$3,876.72
	8	22.60	Annual	\$3,932.40
	9	22.95	Annual	\$3,993.30
	10	23.29	Annual	\$4,052.46
	11	23.64	Annual	\$4,113.36
	12	23.99	Annual	\$4,174.26

Sergeant Sheriff
position established 11/23/10

	2018			
Step	Wage		Monthly	
1	22.24	1st 6 months	\$3,869.76	
2	22.96	2nd 6 months	\$3,995.04	
3	23.70	Annual	\$4,123.80	
4	24.50	Annual	\$4,263.00	
5	25.34	Annual	\$4,409.16	
6	26.20	Annual	\$4,558.80	
7	26.59	Annual	\$4,626.66	
8	26.99	Annual	\$4,696.26	
9	27.39	Annual	\$4,765.86	
10	27.80	Annual	\$4,837.20	
11	28.23	Annual	\$4,912.02	
12	28.64	Annual	\$4,983.36	

ATTACHMENT H EXEMPT DEPARTMENT HEAD SALARY RANGES - 2018

Department Heads	Minimum	Monthly	Maximum	Monthly
State's Attorney 2009-100% FT	n/a	n/a	47.96	8,345.04

Sheriff	n/a	n/a	32.94	5,731.56
Highway Superintendent	27.86	4,847.64	32.12	5,588.88
Auditor	n/a	n/a	28.66	4,986.84
Equalization Director	23.12	4,022.88	27.98	4,868.52
Facility Manager	22.51	3,916.74	29.95	5,211.30
Register of Deeds	n/a	n/a	27.21	4,734.54
Treasurer	n/a	n/a	27.21	4,734.54
Victim Assistance Supervisor	21.98	3,824.52	26.58	4,624.92
Emergency Management	n/a	n/a	27.21	4,734.54
Veterans Director	18.60	3,236.40	22.35	3,888.90
Welfare Director	18.60	3,236.40	22.35	3,888.90

Assistant Department Heads/Supervisors	Minimum	Monthly	Maximum	Monthly
	Deputy States Attorney	26.17	4,553.58	31.64
Chief Correctional Officer	21.93	3,815.82	26.53	4,616.22
Assistant Highway Superintendent	23.13	4,024.62	26.57	4,623.18

State's Attorney	Step	2018 Wage		Monthly
	8	48.67	Annual	8,468.58
9	49.39	Annual	8,593.86	
10	50.14	Annual	8,724.36	
11	50.89	Annual	8,854.86	
12	51.64	Annual	8,985.36	

Sheriff	Step	2018 Wage		Monthly
	8	33.43	Annual	5,816.82
9	33.93	Annual	5,903.82	
10	34.44	Annual	5,992.56	

11	34.96	Annual	6,083.04
12	35.48	Annual	6,173.52

Highway Superintendent		2018		
	Step	Wage		Monthly
	8	32.61	Annual	5,674.14
	9	33.10	Annual	5,759.40
	10	33.60	Annual	5,846.40
	11	34.10	Annual	5,933.40
	12	34.62	Annual	6,023.88

Auditor		2018		
	Step	Wage		Monthly
	8	29.09	Annual	5,061.66
	9	29.53	Annual	5,138.22
	10	29.96	Annual	5,213.04
	11	30.42	Annual	5,293.08
	12	30.88	Annual	5,373.12

Equalization Director		2018		
	Step	Wage		Monthly
	8	28.40	Annual	4,941.60
	9	28.83	Annual	5,016.42
	10	29.26	Annual	5,091.24
	11	29.70	Annual	5,167.80
	12	30.15	Annual	5,246.10

Facilities Manager		2018		
	Step	Wage		Monthly
	8	30.41	Annual	5,291.34
	9	30.87	Annual	5,371.38
	10	31.33	Annual	5,451.42

11	31.80	Annual	5,533.20
12	32.28	Annual	5,616.72

Register of Deeds & Treasurer		2018	
Step	Wage		Monthly
8	27.62	Annual	4,805.88
9	28.03	Annual	4,877.22
10	28.45	Annual	4,950.30
11	28.88	Annual	5,025.12
12	29.31	Annual	5,099.94

Victim Assistance Supervisor		2018	
Step	Wage		Monthly
8	26.98	Annual	4,694.52
9	27.38	Annual	4,764.12
10	27.79	Annual	4,835.46
11	28.22	Annual	4,910.28
12	28.63	Annual	4,981.62

Emergency Management Dir.		2018	
Step	Wage		Monthly
8	27.62	Annual	4,805.88
9	28.03	Annual	4,877.22
10	28.45	Annual	4,950.30
11	28.88	Annual	5,025.12
12	29.31	Annual	5,099.94

Veterans Service Officer		2018	
Step	Wage		Monthly
8	22.68	Annual	3,946.32
9	23.02	Annual	4,005.48
10	23.38	Annual	4,068.12

11	23.71	Annual	4,125.54
12	24.07	Annual	4,188.18

Welfare Director			
	Step	2018	Monthly
	8	22.68	Annual 3,946.32
	9	23.02	Annual 4,005.48
	10	23.38	Annual 4,068.12
	11	23.71	Annual 4,125.54
	12	24.07	Annual 4,188.18

Deputy States Attorney			
	Step	2018	Monthly
		Wage	
	8	32.09	Annual 5,583.66
	9	32.58	Annual 5,668.92
	10	33.07	Annual 5,754.18
	11	33.57	Annual 5,841.18
	12	34.06	Annual 5,926.44

Chief Correctional Officer			
	Step	2018	Monthly
		Wage	
	8	26.93	Annual 4,685.82
	9	27.33	Annual 4,755.42
	10	27.74	Annual 4,826.76
	11	28.16	Annual 4,899.84
	12	28.58	Annual 4,972.92

Assistant Highway Superintendent			
	Step	2018	Monthly
		Wage	
	8	26.97	Annual 4,692.78
	9	27.37	Annual 4,762.38
	10	27.78	Annual 4,833.72

11	28.21	Annual	4,908.54
12	28.62	Annual	4,979.88

2018 INMATE MEDICAL SERVICES CONTRACT

Motion by Hanten, second by Gabel, to authorize the Chairman to sign a one-year agreement, with Brown Clinic, beginning January 1, 2018, for continued onsite medical services for inmates; all voted aye; motion carried.

CORRECTIONS SERGEANT JOB DESCRIPTION AND WAGE SCALE

Sheriff, Brad Howell and Chief Correctional Officer, Tom Walder, presented the Board with a job description and wage scale for the position of Corrections Sergeant. Motion by Hanten, second by Gabel, to approve the job description and following wage scale pending approval by the Human Resource Officer and States Attorney.

<u>STEP</u>	<u>HOURLY WAGE</u>
1	18.70
2	19.27
3	19.86
4	20.52
5	21.16
6	21.87
7	22.19
8	22.52
9	22.87
10	23.21
11	23.56
12	23.90

Upon vote of the Board; all voted aye; motion carried.

REGIONAL RAILROAD AUTHORITY

RESOLUTION 2018-1

**AUTHORIZING ELECTION OF MEMBERS OF THE WATERTOWN-CODINGTON COUNTY
REGIONAL RAILROAD AUTHORITY**

BE IT RESOLVED that County of Codington, South Dakota, hereby reaffirms its membership in the Watertown-Codington County Regional Railroad Authority pursuant to the Agreement establishing such regional railroad authority which was made and entered into on May 28, 2002;

BE IT FURTHER RESOLVED that Myron Johnson and Charlie Waterman are hereby elected as the two (2) Commissioners designated to represent Codington County on the Board of Commissioners of the Watertown-Codington County Regional Rail Authority to serve for a term of three (3) years, and said commissioners shall serve in that capacity until their successors are elected and qualified.

Dated at Watertown, South Dakota, this 9th day of January, 2018

The above and foregoing Resolution was moved for adoption by Commissioner VanDusen, second by Commissioner Gabel, and upon vote of the Board all voted aye whereupon the Chairman declared the resolution to be duly passed and adopted.

Myron Johnson
Chairman

ATTEST:

Cindy Brugman
County Auditor

I hereby certify that Resolution 2018-1 was published in the Watertown Public Opinion, the official newspaper of said County, on the 20th day of January, 2018, and an affidavit of publication is filed in the County Auditor's Office.

Cindy Brugman
Coudington County Auditor

WEED BOARD APPOINTMENTS

Motion by Johnson, second by Waterman, to approve the following Weed Board appointments; Jon Kahnke, term expires 12/31/2020 and Arlen Boehnke, term expires 12/31/2020; all voted aye; motion carried.

WEED BOARD COMPENSATION FOR DAY-LONG MEETINGS

Motion by Hanten, second by Waterman, to approve, at the discretion of the Weed Supervisor, \$100.00 per day compensation for Weed Board members who attend day-long events/meetings; all voted aye; motion carried.

EMPLOYEE CELL PHONE STIPENDS

Motion by VanDusen, second by Gabel, to approve a monthly, \$25.00 cell phone stipend, for Welfare Director, Sarah Petersen, who was omitted from the list approved on January 2, 2018; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by Hanten, second by Gabel, to approve the following personnel change; all voted aye; motion carried: Part Time Deputy Sheriff, Tyler Varns, promoted to Full Time Deputy Sheriff, step 1/\$20.76 per hour.

TRAVEL REQUESTS

Motion by Hanten, second by Waterman, to approve the following travel requests; all voted aye; motion carried: Community Health Nurse Secretary, Jeanie Ochsendorf, SD WIT IT, in Pierre and Facility Manager, Milo Ford, Recertification Course in Sioux Falls.

COUNTY/CITY INFRASTRUCTURE

Commissioners Gabel and Hanten met with representatives from the Watertown City Council to discuss ideas in which the County and City can cooperate for building of future infrastructure.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Hanten, second by Gabel, to adjourn at 10:12 a.m., until 9:00 a.m., Tuesday, January 16th, 2018; all voted aye; motion carried.

January 9, 2018

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 \$_____.