

**Official Proceedings
County of Codington
Codington County Court House
14 1st Ave SE
Watertown, SD 57201**

January 24, 2023

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 24, 2023, at the Codington County Court House. Commission members present were: Lee Gabel (via Zoom), Charlie Waterman, Myron Johnson, Troy VanDusen and Randall Schweer; Vice-Chair VanDusen, presiding. The pledge of allegiance was led by Commissioner Johnson.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Vice-Chair VanDusen called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by Gabel, second by Schweer, to approve the agenda for January 24, 2023, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of January 17, 2023; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Andrew Delgado, updated the Board: the FEMA sub recipient agreement for DR-4656, 2022 Derecho event, has been received and the final recovery transition meeting will be held on 1/26/2023; the County's PDM plan is pending approval and the Emergency Management Director has received an invitation to serve on the planning team in Clark County; a Community Partner meeting was held on 1/13/2023 with the latest influenza data a major topic; the LEMPG quarterly report is complete; HAZMAT classes have been held; HAZMAT and CPR classes are scheduled for Search and Rescue and local volunteer Fire Departments; a Planning P (incident planning) workshop is being rescheduled; the drought monitor is currently at D0-D1 and is expected to be lifted. The following Search and Rescue team members were recognized for years of service at the recently held annual banquet: Ken Nigg – 25 years, DJ York – 20 years, Dr. Clark Likness – 20 years, R. Wally Walford – 10 years, Tim Waite – 5 years, and John Lunzman – 5 years. Team member, Greg McDonald, was recognized for the Espirit De Corps award. **Sheriff Brad Howell**, who could not be present at this meeting, due to a previous community commitment, submitted a written report to the Board with the following data from December 2022: 638 cases/calls for service; 25 accident reports were completed; 33 warrants served; 147 sets of civil papers served; 1,761 transport miles; average daily inmate population 52.68 (high ADP 64 and low ADP 37); 26 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 8 individuals using remote breathalyzers; 33 individuals testing twice daily PBT'S; 32 individuals reporting twice weekly for UA Drug testing; 1 individual wearing a sweat patch; 145 bookings; \$17,617.36 collected in fees for out of county prisoner contracts; \$3,130.00 collected in work release fees; \$6,360.00 collected in fees for the 24/7 program; and \$4,347.00 collected in SCRAM fees.

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 2022. Mr. Kays outlined who the First District is and services provided; Planning District work areas;

member counties; governing board members; FY2022 District funding; staffing levels and years of experience; District funding results and Codington County funding results (grants and business loans); FY2022 grants awarded; and FY2022 return on investment data. In Codington County, First District assists with a number activities, including, but not limited to: 911 GIS database management; E-911 addressing; GIS data set and website maintenance; GIS parcel data; zoning services and development of zoning ordinance amendments; development of the County's SD DOT Bridge and Highway Plan, and development of the PDM plan. The Board expressed thanks for the continuing partnership between Codington County and First District.

VOLUNTEER ROSTERS

Motion by Johnson, second by Waterman, to approve the following volunteer rosters for the purposes of workers compensation insurance coverage: Codington County Search and Rescue Team, Codington County Weather Spotters, and Emergency Management on-call/back-up staff; all voted aye; motion carried. The volunteer rosters will be kept on file in the Auditor's Office and updated as needed throughout the year.

CODINGTON COUNTY LEPC ROSTER

Motion by Gabel, second by Waterman, to approve the Codington County LEPC Roster as submitted by the Codington County Emergency Management Office; all voted aye; motion carried. This list will be kept on file in the office of the County Auditor.

PERSONNEL POLICIES AND PROCEDURES MANUAL

Human Resource representative, Natalie Remund, reviewed a number of updates to the County's Personnel Policies and Procedures Manual. The Board requested additional time to review the printed copy of the manual before taking action to approve the updates. Action to approve said changes will be placed on the Board's agenda for the February 7th scheduled meeting.

2023 WAGE SCALE

Motion by Johnson, second by Schweer, to approve the 2023 Wage Scale as prepared with a 5.5% COLA added to each grade and step, paid in 2022, within the scale; all voted aye; motion carried.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
3	AA	Seasonal Weed Sprayer	Weed Control		\$16.10	\$16.37	\$16.64	\$16.91	\$17.18	\$17.44						
4	AA	Seasonal Memorial Park - Custodian	County Park													
5	AA	Seasonal	Weed/Park													
6																
7	BB	Seasonal Memorial Park - Technician	County Park		\$17.86	\$18.14	\$18.40	\$18.66	\$18.94	\$19.20						
8																
9																
10	CC	Matron			\$19.89	\$20.15	\$20.41	\$20.69	\$20.95	\$21.23						
11																
12																
13	DD	Seasonal Assistant Weed Supervisor	Weed Control		\$21.69	\$22.23	\$22.79	\$23.36	\$23.94	\$24.54						
14																
15	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
16					16.10	16.50	16.92	17.34	17.77	18.22	18.67	19.14	19.62	20.11	20.61	21.13
17																
18	10	Custodian	Maintenance		\$2,801.40	\$2,871.00	\$2,944.08	\$3,017.16	\$3,091.98	\$3,170.28	\$3,248.58	\$3,330.36	\$3,413.88	\$3,499.14	\$3,586.14	\$3,676.62
19																
20	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
21					\$17.39	\$17.82	\$18.27	\$18.73	\$19.20	\$19.68	\$20.17	\$20.67	\$21.19	\$21.72	\$22.26	\$22.82
22																
23	15	Cook	Sheriff/Corrections		\$3,025.86	\$3,100.68	\$3,178.98	\$3,259.02	\$3,340.80	\$3,424.32	\$3,509.58	\$3,596.58	\$3,687.06	\$3,779.28	\$3,873.24	\$3,970.68
24	15	Facilities Technician I	Maintenance													
25	15	Highway Maintenance Tech I	Highway													
26																
27	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
28					\$18.78	\$19.25	\$19.73	\$20.23	\$20.73	\$21.25	\$21.78	\$22.33	\$22.88	\$23.46	\$24.04	\$24.64
29																
30	20	Administrative Support	States Attorney		\$3,267.72	\$3,349.50	\$3,433.02	\$3,520.02	\$3,607.02	\$3,697.50	\$3,789.72	\$3,885.42	\$3,981.12	\$4,082.04	\$4,182.96	\$4,287.36
31	20	Administrative Support	Treasurer													
32	20	Facilities Technician II	Maintenance													
33	20	Health Administrative Tech	Health													
34	20	W.I.C. Administrative Tech	W.I.C.													
35																
36	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
37					\$20.66	\$21.18	\$21.71	\$22.25	\$22.80	\$23.37	\$23.96	\$24.56	\$25.17	\$25.80	\$26.45	\$27.11
38																
39	25	Administrative Assistant	Equalization		\$3,594.84	\$3,685.32	\$3,777.54	\$3,871.50	\$3,967.20	\$4,066.38	\$4,169.04	\$4,273.44	\$4,379.58	\$4,489.20	\$4,602.30	\$4,717.14
40	25	Facilities Technician - Lead	Maintenance													
41	25	Financial Assistant	Auditor													
42	25	Highway Maintenance Tech II	Highway													
43	25	Public Safety Support Tech	Sheriff/Corrections													
44	25	Administrative Support	Auditor													
45																
46																
47	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
48					\$21.69	\$22.23	\$22.79	\$23.36	\$23.94	\$24.54	\$25.16	\$25.79	\$26.43	\$27.09	\$27.77	\$28.46
49																
50	30	Administrative Specialist - Emerg Mgmt	Emergency Mgmt		\$3,774.06	\$3,868.02	\$3,965.46	\$4,064.64	\$4,165.56	\$4,269.96	\$4,377.84	\$4,487.46	\$4,598.82	\$4,713.66	\$4,831.98	\$4,952.04
51	30	Administrative Specialist - Equalization	Equalization													
52	30	Administrative Specialist - Extension	Extension													
53	30	Administrative Specialist - ROD	Register of Deeds													
54	30	Administrative Specialist - SA	States Attorney													
55	30	Administrative Specialist - Veterans	Veterans													
56	30	Administrative Specialist - Welfare	Welfare													
57	30	Appraiser I	Equalization													
58	30	Mechanic	Highway													
59	30	Second Deputy - Treasurer	Treasurer													
60																
61																
62	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
63					\$23.86	\$24.46	\$25.07	\$25.70	\$26.34	\$27.00	\$27.67	\$28.36	\$29.07	\$29.80	\$30.54	\$31.31
64																
65	35	Correctional Officer	Sheriff/Corrections		\$4,151.64	\$4,256.04	\$4,362.18	\$4,471.80	\$4,583.16	\$4,696.00	\$4,814.58	\$4,934.64	\$5,058.18	\$5,185.20	\$5,313.96	\$5,447.94
66	35	Correctional Officer (PT)	Sheriff/Corrections													
67	35	Court Security	Sheriff													
68	35	Deputy Transport	Sheriff													
69	35	Highway Maintenance Tech III	Highway													
70	35	Legal Records Specialist	States Attorney													
71	35	Payroll Specialist	Auditor													
72	35	Records Administrator	Sheriff													
73	35	Sr Administrative Specialist	Extension													
74	35	Sr Administrative Specialist	Highway													
75																
76	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
77					\$26.49	\$27.15	\$27.83	\$28.52	\$29.24	\$29.97	\$30.72	\$31.48	\$32.27	\$33.08	\$33.90	\$34.75
78																
79	40	Appraiser II	Equalization		\$4,609.26	\$4,724.10	\$4,842.42	\$4,962.48	\$5,087.76	\$5,214.78	\$5,345.28	\$5,477.52	\$5,614.98	\$5,755.92	\$5,898.60	\$6,046.50
80	40	Deputy Sheriff	Sheriff													
81	40	First Deputy Register of Deeds	Register of Deeds													
82	40	First Deputy Treasurer	Treasurer													
83	40	Shop Foreman Mechanic	Highway													
84	40	Sr Maintenance Tech	Maintenance/Jail													
85	40	Deputy Veteran Service Officer	Veterans													
86	40	Emergency Mgmt Deputy Director	Emergency Mgmt													

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
87	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
88					\$27.81	\$28.51	\$29.22	\$29.95	\$30.70	\$31.47	\$32.25	\$33.06	\$33.88	\$34.73	\$35.60	\$36.49
89																
90	45	Equalization Data Base Coord	Equalization		\$4,838.94	\$4,960.74	\$5,084.28	\$5,211.30	\$5,341.80	\$5,475.78	\$5,611.50	\$5,752.44	\$5,895.12	\$6,043.02	\$6,194.40	\$6,349.26
91	45	Correctional Sergeant	Sheriff/Corrections													
92	45	Victim Witness Services Coordinator	States Attorney													
93																
94	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
95					\$30.59	\$31.36	\$32.14	\$32.94	\$33.77	\$34.61	\$35.48	\$36.36	\$37.27	\$38.20	\$39.16	\$40.14
96																
97	50	Assistant Highway Superintendent	Highway		\$5,322.66	\$5,456.64	\$5,592.36	\$5,731.56	\$5,875.98	\$6,022.14	\$6,173.52	\$6,326.64	\$6,484.98	\$6,646.80	\$6,813.84	\$6,984.36
98	50	Sergeant - Sheriff	Sheriff													
99																
100	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
101					\$32.12	\$32.92	\$33.75	\$34.59	\$35.46	\$36.34	\$37.25	\$38.18	\$39.14	\$40.12	\$41.12	\$42.15
102																
103	55	Veterans Services Director	Veterans		\$5,588.88	\$5,728.08	\$5,872.50	\$6,018.66	\$6,170.04	\$6,323.16	\$6,481.50	\$6,643.32	\$6,810.36	\$6,980.88	\$7,154.88	\$7,334.10
104	55	Welfare Director	Welfare													
105																
106	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
107					\$33.73	\$34.57	\$35.43	\$36.32	\$37.23	\$38.16	\$39.11	\$40.09	\$41.09	\$42.12	\$43.17	\$44.25
108																
109	60	Chief Deputy	Sheriff		\$5,869.02	\$6,015.18	\$6,164.82	\$6,319.68	\$6,478.02	\$6,639.84	\$6,805.14	\$6,975.66	\$7,149.66	\$7,328.88	\$7,511.58	\$7,699.50
110	60	Chief of Corrections	Sheriff/Corrections													
111	60	Director of Facilities	Maintenance													
112	60	Director of Emergency Management	Emergency Mgmt													
113	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
114					\$37.10	\$38.03	\$38.98	\$39.95	\$40.95	\$41.98	\$43.02	\$44.10	\$45.20	\$46.33	\$47.49	\$48.68
115																
116	65E	County Auditor	Auditor		\$6,455.40	\$6,617.22	\$6,782.52	\$6,951.30	\$7,125.30	\$7,304.52	\$7,485.48	\$7,673.40	\$7,864.80	\$8,061.42	\$8,263.26	\$8,470.32
117	65E	County Treasurer	Treasurer													
118	65	Deputy States Attorney	States Attorney													
119	65	Director of Equalization	Equalization													
120	65E	Register of Deeds	Register of Deeds													
121	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
122					\$38.96	\$39.93	\$40.93	\$41.95	\$43.00	\$44.07	\$45.18	\$46.31	\$47.46	\$48.65	\$49.87	\$51.11
123																
124					\$6,779.04	\$6,947.82	\$7,121.82	\$7,299.30	\$7,482.00	\$7,668.18	\$7,861.32	\$8,057.94	\$8,258.04	\$8,465.10	\$8,677.38	\$8,893.14
125	70	Highway Superintendent	Highway													
126																
127	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
128					\$46.55	\$47.72	\$48.91	\$50.13	\$51.38	\$52.67	\$53.99	\$55.34	\$56.72	\$58.14	\$59.59	\$61.08
129																
130					\$8,099.70	\$8,303.28	\$8,510.34	\$8,722.62	\$8,940.12	\$9,164.58	\$9,394.26	\$9,629.16	\$9,869.28	\$10,116.36	\$10,368.66	\$10,627.92
131	75E	Sheriff	Sheriff													
132																
133	New Pay Grade	Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6M	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
134					\$52.14	\$53.44	\$54.78	\$56.15	\$57.55	\$58.99	\$60.46	\$61.98	\$63.52	\$65.11	\$66.74	\$68.41
135																
136	80E	States Attorney	States Attorney		\$9,072.36	\$9,298.56	\$9,531.72	\$9,770.10	\$10,013.70	\$10,264.26	\$10,520.04	\$10,784.52	\$11,052.48	\$11,329.14	\$11,612.76	\$11,903.34
137																

CLAIMS APPROVED

Motion by Johnson, second by Waterman, to approve for payment a claim in the amount of \$23452.58 to the City of Watertown for November 911 surcharge collections; Gabel, Waterman, Johnson and Schweer voted aye; VanDusen was recused; motion carried. Motion by Gabel, second by Schweer to approve for payment the following list of claims: First Interstate Bank Mastercard 489.90 sup/trav; First Interstate Bank Mastercard 134.00 sup/renewals; MobiMedical 11207.02 roll-in cooler; all voted aye; motion carried.

PERSONNEL CHANGE

Motion by Johnson, second by Waterman, to approve the following personnel changes: New hire, Paige Welling, Welfare Office Community Care Coordinator, part-time effective 2/1/2023, Grade 25/Step 1, \$20.66 per hour; New hire, Konner Anderson, Correctional Officer, part-time effective 1/17/2023, Grade 35/Step 1, 23.86 per hour; New hire, Eric Kosak, Highway Maintenance Tech. II, effective 2/1/2023, Grade 25/Step 1, 20.66 per hour; all voted aye motion carried.

TRAVEL REQUEST

Motion by Johnson, second by Waterman, to approve the following travel requests: Facility Manager, Maintenance Tech. II and Weed Board member, State Weed and Pest Control Conference; all voted aye; motion carried.

EXECUTIVE SESSION

Motion by Johnson, second by Gabel, to enter into executive session, per SDCL 1-25-2 (4) discussion of information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17)safety or disaster issues, at 9:47 a.m.; all voted

aye; motion carried. The Board returned to regular session at 10:01 a.m., no action was taken. Human Resource Representative, Natalie Remund; was present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Johnson, second by Waterman to adjourn at 10:01 a.m., all 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 \$_____