

**CITY OF MADISON
BOARD OF COMMISSIONERS PROCEEDINGS
MADISON, SD 57042**

30 November 2015
Regular

The Board of Commissioners of the City of Madison met in regular session the 30th day of November with the following members present on roll call: Mayor Lindsay and Commissioners Corbin, Johnson, Thill and Waldner.

Mayor Lindsay welcomed participants of the Leadership Madison Group.

Motion by Commissioner Corbin to approve and publish the minutes from November 23rd, second by Commissioner Waldner. Motion carried unanimously.

Motion by Commissioner Thill to approve the agenda for November 30th, second by Commissioner Johnson. Motion carried unanimously.

Motion by Commissioner Waldner to adopt Resolution No. 2015-14 – Employee Compensation for 2016, second by Commissioner Johnson. Motion carried unanimously.

RESOLUTION NO. 2015-14

A RESOLUTION TO ESTABLISH EMPLOYEE COMPENSATION FOR 2016

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MADISON, SOUTH DAKOTA:

That the position grade assignments, wages, salary ranges, step and grade scale and benefits as indicated in the attachments hereto shall be administered for twenty-six (26) bi-weekly pay periods effective with the first pay period of 2016.

Dated this 30th day of November, 2015.

CITY OF MADISON

/s/Roy J. Lindsay, Jr.
Mayor

ATTEST: /s/Jennifer Eimers
Finance Officer

ATTACHMENT A

GRADE ASSIGNMENT/WAGES FOR FULL-TIME NON-EXEMPT POSITIONS

<u>Finance Department</u>	<u>Grade</u>
Assistant Finance Officer	17
Computer/Finance Assistant	14
Utility Clerk	12
Administrative Assistant	12
<u>Police Department</u>	<u>Grade</u>
Patrol Sergeant	20
Investigative Sergeant	20
Patrol Officer	17
Clerk	12
<u>Engineering Department</u>	<u>Grade</u>
Building Official/Engineering Technician	22
Engineer Technician	21
<u>Library Department</u>	<u>Grade</u>
Library Assistant III	14

Children's Librarian	12
Library Assistant II	8
Library Assistant I	4

<u>Community Center</u>	<u>Hourly Rate</u>
Custodian	\$14.45 maximum

BENEFITS

- 1) Overtime.
- 2) Compensation time.
- 3) Vacation – 6.67 hours per month through 5th year; 6-13 years - 10.00 hours per month; 14-25 years - 13.33 hours per month; 25+ years - 16.66 hours per month.
- 4) Sick – 104 hours per year. 25% payable upon resignation or retirement if hired before January 1, 2005. If hired after January 1, 2005, 25% payable upon resignation or retirement up to a total of 480 hours.
- 5) Holiday – 100 hours for Patrol Sergeant and Patrol Officer (SRO as shifts scheduled). 80 hours all others.
- 6) Retirement – 8% for Patrol Sergeant, Investigative Sergeant and Patrol Officer. 6% all others.
- 7) Health/Dental Insurance – single \$547.99 per month; employee + one \$956.25 per month; employee + children \$1073.27 per month; family \$1126.72 per month. Community Center Custodian offered single only. Adjusted every Jan 1st by the lesser of the COL as determined by SSA or 3%.
- 8) Retired Health Insurance – ½ of premium up to \$100.00 per month for individual plan, City group plan or Medicare provided employee has 15 years service and is 55 years old.
- 9) Life Insurance – \$30,000 term policy.
- 10) Flexible Spending Account – healthcare and dependent care options with monthly fee paid by City.
- 11) Wellness – \$2.50 bi-weekly if member of Community Center or local fitness center. Community Center Custodian single CC membership.
- 12) Longevity – \$4.00 per month per year of service to begin after 5 years service.
- 13) Severance – 40 hours per each 5 years service to begin after 5 years service.
- 14) Shift Differential – \$.75 per hour for Patrol Sergeant, Investigative Sergeant and Patrol Officer.

ATTACHMENT B

**GRADE ASSIGNMENT FOR FULL-TIME NON-EXEMPT
PUBLIC WORKS UNION POSITIONS**

<u>Streets/Solid Waste/Recycling Department</u>	<u>Grade</u>
Mechanic	20
Equipment Operator	14
Administrative Assistant	12

<u>Parks Department</u>	<u>Grade</u>
Foreman – Parks	16
Technician	14

<u>Water/Wastewater Department</u>	<u>Grade</u>
Foreman – Plants	23
Operator II – Water/Wastewater	18
Operator I – Water/Wastewater	17
Foreman – Distribution/Collection	22
Operator II – Distribution/Collection	17
Operator I – Distribution/Collection	16

BENEFITS

- 1) Overtime.
- 2) Compensation time.
- 3) Vacation – 6.67 hours per month through 5th year; 6-13 years - 10.00 hours per month; 14-25 years - 13.33 hours per month; 25+ years - 16.66 hours per month.
- 4) Sick – 104 hours per year. 25% payable upon resignation or retirement if hired before January 1, 2005. If hired after January 1, 2005, 25% payable upon resignation or retirement up to a total of 480 hours.
- 5) Holiday – 80 hours.
- 6) Retirement – 6%.
- 7) Health/Dental Insurance – single \$547.99 per month; employee + one \$956.25 per month; employee + children \$1073.27 per month; family \$1126.72 per month. Adjusted every Jan 1st by the lesser of the COL as determined by SSA or 3%.
- 8) Retired Health Insurance – ½ of premium up to \$100.00 per month for individual plan, City group plan or Medicare provided employee has 15 years service and is 55 years old.

- 9) Life Insurance – \$30,000 term policy.
- 10) Flexible Spending Account – healthcare and dependent care options with monthly fee paid by City.
- 11) Wellness – \$2.50 bi-weekly if member of Community Center or local fitness center.
- 12) Longevity – \$4.00 per month per year of service to begin after 5 years service.
- 13) Severance – 40 hours per each 5 years service to begin after 5 years service.
- 14) Stand-by Pay – \$30.00 per day for Water/Wastewater.

ATTACHMENT C

WAGES FOR FULL-TIME NON-EXEMPT ELECTRIC UNION POSITIONS

<u>Electric Department</u>	<u>Hourly Rate</u>
Foreman (110% of Journey Lineman)	\$31.08
Lead Lineman (105% of Journey Lineman)	\$29.66
Journey Lineman/Electrician	\$28.25
Apprentice Journey Lineman/Electrician	
8 th 6 Months (90% of Journey Lineman)	\$25.43
7 th 6 Months (85% of Journey Lineman)	\$24.01
6 th 6 Months (80% of Journey Lineman)	\$22.60
5 th 6 Months (75% of Journey Lineman)	\$21.19
4 th 6 Months (70% of Journey Lineman)	\$19.78
3 rd 6 Months (65% of Journey Lineman)	\$18.36
2 nd 6 Months (60% of Journey Lineman)	\$16.95
1 st 6 Months (55% of Journey Lineman)	\$15.54
Meter Reader (80% of Journey Lineman)	\$22.60
Apprentice Meter Reader	
4 th 6 Months (90% of Meter Reader)	\$20.34
3 rd 6 Months (80% of Meter Reader)	\$18.08
2 nd 6 Months (70% of Meter Reader)	\$15.82
1 st 6 Months (60% of Meter Reader)	\$13.56
Computer & Load Management Operator	\$20.60
4 th 6 Months (90% of Operator)	\$18.54
3 rd 6 Months (80% of Operator)	\$16.48
2 nd 6 Months (70% of Operator)	\$14.42
1 st 6 Months (60% of Operator)	\$12.36

BENEFITS

- 1) Overtime.
- 2) Compensation time.
- 3) Vacation – 6.67 hours per month through 5th year; 6-13 years - 10.00 hours per month; 14-25 years - 13.33 hours per month; 25+ years - 16.66 hours per month.
- 4) Sick – 104 hours per year. 25% payable upon resignation or retirement if hired before January 1, 2005. If hired after January 1, 2005, 25% payable upon resignation or retirement up to a total of 480 hours.
- 5) Holiday – 80 hours.
- 6) Retirement – 6%.
- 7) Health/Dental Insurance – single \$547.99 per month; employee + one \$956.25 per month; employee + children \$1073.27 per month; family \$1126.72 per month. Adjusted every Jan 1st by the lesser of the COL as determined by SSA or 3%.
- 8) Retired Health Insurance – ½ of premium up to \$100.00 per month for individual plan, City group plan or Medicare provided employee has 15 years service and is 55 years old.
- 9) Life Insurance – \$30,000 term policy.
- 10) Flexible Spending Account – healthcare and dependent care options with monthly fee paid by City.
- 11) Wellness – \$2.50 bi-weekly if member of Community Center or local fitness center.
- 12) Longevity – \$4.00 per month per year of service to begin after 5 years service.
- 13) Severance – 40 hours per each 5 years service to begin after 5 years service.
- 14) Stand-by Pay – 2 hours per day.

ATTACHMENT D

SALARY RANGE FOR FULL-TIME EXEMPT POSITIONS

<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>	
Superintendent – Streets/SW/Recy	\$ 41,616	\$ 52,020	
Recreation Superintendent	\$ 34,242	\$ 42,803	
Aquatics Coordinator	\$ 35,529	\$ 44,411	
Group Fitness/Special Events Coordinator	\$ 26,802	\$ 33,502*	*plus commission per employment agreement
Fitness Coordinator	\$ 23,660	\$ 25,000*	

BENEFITS

- 1) Overtime – none.
- 2) Compensation time – none.
- 3) Vacation – 6.67 hours per month through 5th year; 6-13 years - 10.00 hours per month; 14-25 years - 13.33 hours per month; 25+ years - 16.66 hours per month.
- 4) Sick – 104 hours per year. 25% payable upon resignation or retirement if hired before January 1, 2005. If hired after January 1, 2005, 25% payable upon resignation or retirement up to a total of 480 hours.
- 5) Holiday – 80 hours.
- 6) Retirement – 6%.
- 7) Health/Dental Insurance – single \$547.99 per month; employee + one \$956.25 per month; employee + children \$1073.27 per month; family \$1126.72 per month. Recreation Superintendent, Group Fitness/Special Events Coordinator and Fitness Coordinator offered single only. Adjusted every Jan 1st by the lesser of the COL as determined by SSA or 3%.
- 8) Retired Health Insurance – ½ of premium up to \$100.00 per month for individual plan, City group plan or Medicare provided employee has 15 years service and is 55 years old.
- 9) Life Insurance – \$30,000 term policy.
- 10) Flexible Spending Account – healthcare and dependent care options with monthly fee paid by City.
- 11) Wellness – \$2.50 bi-weekly if member of Community Center or local fitness center. Recreation Superintendent, Group Fitness/Special Events Coordinator, Fitness Coordinator and Aquatics Coordinator single CC membership.
- 12) Longevity – \$4.00 per month per year of service to begin after 5 years service.
- 13) Severance – 40 hours per each 5 years service to begin after 5 years service.

ATTACHMENT E

SALARY RANGE FOR FULL-TIME EXEMPT SUPERVISOR POSITIONS

<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>
City Engineer	\$ 72,624	\$ 90,780
Finance Officer	\$ 64,056	\$ 80,070
Electric Utility Director	\$ 65,280	\$ 81,600
Public Works Director	\$ 65,280	\$ 81,600
Police Chief	\$ 58,752	\$ 73,440
Fire Chief	\$ 42,432	\$ 53,040
Library Director	\$ 47,328	\$ 59,160
Community Center Director	\$ 46,758	\$ 58,447

BENEFITS

- 1) Overtime – none.
- 2) Compensation time – none.
- 3) Vacation – 6.67 hours per month through 5th year; 6-13 years - 10.00 hours per month; 14-25 years - 13.33 hours per month; 25+ years - 16.66 hours per month.

- 4) Sick – 104 hours per year. 30% payable upon resignation or retirement as a lump sum payment or earlier with 15 years of service, 1500 hours and 55 years old if hired before January 1, 2005. If hired after January 1, 2005, 30% payable upon resignation or retirement as a lump sum payment or earlier with 15 years of service, 1500 hours and 55 years old, up to a total of 576 hours. Any amount paid before resignation or retirement shall be deducted from the lump sum balance due at the time of resignation or retirement.
- 5) Holiday – 80 hours.
- 6) Retirement – 8% for Police Chief and Fire Chief. 6% all others.
- 7) Health/Dental Insurance – single \$547.99 per month; employee + one \$956.25 per month; employee + children \$1073.27 per month; family \$1126.72 per month. Adjusted every Jan 1st by the lesser of the COL as determined by SSA or 3%.
- 8) Retired Health Insurance – ½ of premium up to \$162.00 per month for individual plan, City group plan or Medicare provided employee has 15 years service and is 55 years old.
- 9) Life Insurance – \$30,000 term policy.
- 10) Flexible Spending Account – healthcare and dependent care options with monthly fee paid by City.
- 11) Wellness – \$2.50 bi-weekly if member of Community Center or local fitness center. Community Center Director single CC membership.
- 12) Longevity – \$4.00 per month per year of service to begin after 5 years service.
- 13) Severance – 40 hours per each 5 years service to begin after 5 years service.

STEP AND GRADE SCALE 2016

	Starting	6 Months	Anniversary	Anniversary	Anniversary	Anniversary	Anniversary
	85.0%	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%
	A	B	C	D	E	F	G
Grade 1	\$10.10	\$10.40	\$10.69	\$10.99	\$11.29	\$11.59	\$11.88
Grade 2	\$10.50	\$10.81	\$11.12	\$11.43	\$11.73	\$12.04	\$12.35
Grade 3	\$10.92	\$11.25	\$11.57	\$11.89	\$12.21	\$12.53	\$12.85
Grade 4	\$11.35	\$11.68	\$12.02	\$12.35	\$12.68	\$13.02	\$13.35
Grade 5	\$11.81	\$12.16	\$12.50	\$12.85	\$13.20	\$13.55	\$13.89
Grade 6	\$12.27	\$12.63	\$12.99	\$13.35	\$13.71	\$14.07	\$14.43
Grade 7	\$12.77	\$13.15	\$13.52	\$13.90	\$14.27	\$14.65	\$15.02
Grade 8	\$13.28	\$13.67	\$14.06	\$14.45	\$14.85	\$15.24	\$15.63
Grade 9	\$13.81	\$14.22	\$14.62	\$15.03	\$15.44	\$15.84	\$16.25
Grade 10	\$14.38	\$14.81	\$15.23	\$15.65	\$16.08	\$16.50	\$16.92
Grade 11	\$14.96	\$15.40	\$15.84	\$16.28	\$16.72	\$17.17	\$17.61
Grade 12	\$15.56	\$16.02	\$16.48	\$16.94	\$17.39	\$17.85	\$18.31
Grade 13	\$16.18	\$16.65	\$17.13	\$17.61	\$18.08	\$18.56	\$19.03
Grade 14	\$16.83	\$17.32	\$17.82	\$18.31	\$18.81	\$19.30	\$19.80
Grade 15	\$17.51	\$18.03	\$18.54	\$19.06	\$19.57	\$20.09	\$20.60
Grade 16	\$18.20	\$18.73	\$19.27	\$19.80	\$20.34	\$20.87	\$21.41
Grade 17	\$18.91	\$19.47	\$20.02	\$20.58	\$21.13	\$21.69	\$22.25
Grade 18	\$19.71	\$20.29	\$20.87	\$21.45	\$22.03	\$22.60	\$23.18
Grade 19	\$20.45	\$21.05	\$21.66	\$22.26	\$22.86	\$23.46	\$24.06

Grade 20	\$21.28	\$21.90	\$22.53	\$23.15	\$23.78	\$24.41	\$25.03
Grade 21	\$22.13	\$22.78	\$23.43	\$24.08	\$24.73	\$25.38	\$26.03
Grade 22	\$23.02	\$23.70	\$24.37	\$25.05	\$25.73	\$26.40	\$27.08
Grade 23	\$23.96	\$24.66	\$25.36	\$26.07	\$26.77	\$27.48	\$28.18
Grade 24	\$24.89	\$25.62	\$26.36	\$27.09	\$27.82	\$28.55	\$29.28
Grade 25	\$25.90	\$26.66	\$27.42	\$28.18	\$28.94	\$29.71	\$30.47

Alcoholic beverage license application renewals for liquor and wine were presented:

Retail Liquor (RL) – On-Sale - Kyle Ackerman/Sportsman’s Steakhouse & Lounge, Cherry Bar LLC/Cherry Lanes Bar, David Foley/Foley’s Bar, Happy Hour LLC/Sporty’s Bar & Grill, Joseph Hohenthauer/Smokehouse Recreation & Bar, LTZ LLC/Teezers, Nicky’s LLC/Nicky’s Restaurant, Stadium Sports Grill Madison Inc./Stadium Sports Grill-Madison, The Madison Brewing Company LLC/The Pub House, VFW/Post #2638.

Package Liquor (PL) – Off-Sale - Classic Corner LP/Classic Corner, Lewis Drugs Inc./Lewis Madison Drug, Madison Grocery Store Inc./Jubilee Foods, The Madison Brewing Company LLC/The Pub House, Thytil Enterprise LLC/Madison Discount Liquor.

Retail Wine (RW) – On/Off-Sale - Dolgen Midwest LLC/Dollar General Store #10937, El Vaquero Mexican Restaurant Inc./El Vaquero Mexican Restaurant, Kadous Keating LLC/Mochavino, Jay Pifer/Skipper.

Motion made by Commissioner Corbin to approve said liquor and wine alcoholic beverage license application renewals, second by Commissioner Waldner. Motion carried unanimously.

Motion by Commissioner Waldner to approve the specifications and set the bid date for Bid No. 842 – Chemicals for December 17th at 10:30am, second by Commissioner Johnson. Motion carried unanimously.

Motion by Commissioner Corbin to approve the following bills for December:

A-1 Porta Pros Inc Handicap Unit Rental 150.00; AT & T Mobility Cell Phones 923.43; Automatic Building Controls Duress Systems Switches 1,396.42; Baker & Taylor Crossing-Books 180.06; Campbell Supply Op Tools 2,626.04; Carquest of Madison Grease/Filters 191.96; Carson Industries Inc Maintenance Kit 249.90; Central Business Supply Inc Crtdg-Indexes 110.83; Century Business Products Inc Maint Agreement 24.00; CenturyLink Phone Bill 90.40; City of Madison Utilities 49,341.86; City of Sioux Falls Pool-Spa Bacteria Tests 88.50; Classic Corner Fuel 88.78; Coast to Coast Solutions Pencil Top Erasers 65.83; Coca Cola Bottling Co Coke-Pops 294.00; Cole’s Petroleum Inc 55 Gal Drum Oil 528.35; Cummins Central Power LLC Inspection-WWTP 283.12; Dakota State University Racquetball Lights 187.11; Demco Labels-Heavy Duty Tape 327.23; Department of Revenue Water Samples 144.00; DGR Engineering 2015 Elec Dist Conv 1,089.00; East River Electric Power Coop Refund Membership 257.55; Eimers/Jennifer Mileage Reimb 79.50; Elliott Equipment Gasket 358.62; Environmental Products & Access Valve Cap 142.66; Fastenal Company Reflective Tape 416.10; Findaway Dry Bones-Books 926.10; First National Bank Series 2010 705,848.33; Gale-Cengage Learning Promise-Books 585.48; Graybar Electric Company Compression Connector 65.48; Hach Company Chemicals 330.90; Hawkins Inc Chemicals 753.84; Hillyard Floor Care Supply Janitorial Supplies 376.33; Home Service Water Condition Salt Delivery 24.51; Irby Tool Co/Stuart C Flashlights 210.00; James River Equipment Parts 53.15; Johnson/Gordon Insurance 64.50; Jones Ace Hardware Op Tools 66.71; Kadrmas Lee & Jackson Inc Wetland Mitigation Bank 19,473.28; Keever Roofing Rubber Repair Main Roof 1,140.00; Klopf/Mike Insurance 69.75; Kolorworks Scraper-Blades 22.68; Lake County International Filters 45.41; Lawrence/Bradley A Moving Expenses 587.33; Leighton/Duane Insurance 69.75; Lewis Drug Stores Egan Ave Xmas Lights 906.09; Lien & Sons Inc/Pete Chemicals 4,406.57; Loopy’s Cornstarch 5.00; Lyle Signs Inc Street Signs 660.60; Mackinac Software LLC Weather Nexus Service 95.00; Madison Daily Leader Publications 64.21; Madison Instant Printing Disconnect Notices 131.75; Madison Lawn Care Xmas Tree Lights 3,700.00; Matheson Tri-Gas Inc Grinding Disc 18.58; Metering & Technology Solution Wire-Box 193.36; Micromarketing LLC Make-Unacd 860.17; Mobile Electronic Service Replaced Lamps 99.00; Myrl and Roy’s Paving Hot Mix 427.00; Nelson/Teresa Boot Allowance 62.50; Northwestern Energy Utilities-WTP 360.62; OCLC Inc Catalog Subscription 313.76; Office Peeps Inc

Office Supplies 43.46; Oftedal/Abby Birthday Party Discount 11.25; Oines/David Insurance 69.75; Olson/Kristin Meal Reimb 22.00; Omni-Pro Software Inc Water Treatment Monitor 984.00; Patch/Chad Meal Reimb 22.00; Pawn Shop Paint 29.89; Payment Remittance Center Credit Card 5,545.54; Pheasant Country Express Road Salt 1,592.32; Pub House/The Gift Card 25.00; Pulford's Auto Parts Oil Filter-Trencher 39.78; Push Pedal Pull Sxf Service Equip 497.00; Quality Books Inc Tips-Books 2,355.32; Queen City Wholesale Sour Patch-Candies 248.05; Recorded Books Inc 4th Qtr Inspirational 683.86; Reinicke Construction Inc Road Gravel 677.04; Riley/Charles Insurance 69.75; RJ-C&C LLC Fix Window 82.89; Sayre Associates Tree Penetration Survey 1,029.58; SD Electrical Commission Wiring Certificates 50.00; SDN Communications Internet 545.96; Sebco Books Adeline-Books 2,453.31; Servall Towel & Linen Supply Entry Mats 175.79; Share Corp Lube 207.72; Sport Videos Medicine Ball-DVDs 305.00; Sturdevant's Auto Parts Elements 341.22; T&R Electric Supply Co Inc PCB Lab Testing 45.00; Wesco Distribution Inc Arc Sweatshirts 667.10; Wheelco Brake & Supply Inc Filters 100.86; Wilkinson/Jeri Refund Mbrshp Balance 183.00; Winter Inc Concrete 151.50; Wollmann/Darwin Insurance 100.00.

Motion for approval of December bills was duly seconded by Commissioner Johnson. Motion carried unanimously.

Motion by Commissioner Johnson to ratify the following bills for November:

AFLAC Insurance 1,935.46; City of Madison-Flex One Deduction 1,428.69; Delta Dental Insurance 4,822.16; Health Pool of South Dakota Insurance 29,788.49; Local Union #426, IBEW Dues 358.00; Office of Child Support Deduction 220.62; Minnesota Child Support Deduction 182.74; SDRS Retirement 15,268.52; SDSRP Retirement 2,238.00; Teamsters Local No 120 Dues 829.00.

Motion for ratification of November bills was duly seconded by Commissioner Thill. Motion carried unanimously.

Motion by Commissioner Corbin to approve the following personnel: Dan Judd - 17E - \$20.72/hour, effective 12-03-15, Myles Riedesel - \$8.55/hour, Cole Hanselman - \$9.50 and \$10.50/hour, McKenzie Werner - \$9.50 and \$10.50/hour, second by Commissioner Waldner. Motion carried unanimously.

Motion by Commissioner Thill to adjourn, second by Commissioner Waldner. Motion carried unanimously.

The Board of Commissioners adjourned at 5:51pm.

/s/Jennifer Eimers
Finance Officer

Published once at the approximate cost of \$._.