

Special Meeting Agenda
Butte County Courthouse
Commission Meeting Room
839 5th Avenue
Belle Fourche, SD 57717
Phone: 605-892-4485

Monday June 26, 2023

THE BOARD OF BUTTE COUNTY COMMISSIONERS CONVENED A SPECIAL MEETING REGARDING AT 9:00 A.M. on June 26th, 2023. The meeting was recorded. Commissioner's present were Harms, Ager, Walton, Herman, and Erk.

Motion by Walton Second by Erk to approve the meeting agenda after request of Commissioner Erk to move Public Comments from end of agenda to beginning. Vote Unanimous. Motion Carried.

Beginning at 9:05 AM an opportunity for Public Comment pertaining to the Butte County budget was opened:

- Sue Broadhurst started by quoting Matthew 10:6. Ms. Broadhurst then read sections from the County Commissioner Handbook, a case study regarding public comments and a school board, and a quote out of an article regarding freedom of speech.
- Travis Ismay – Mr. Ismay asked that public comments be permanently returned to beginning of the meeting so that people could bring relevant advice.

States Attorney LeEllen McCartney provided a job description of State's Attorney Office Manager as requested during 20Jun2023 meeting, defining the duties , explaining add on duties will be assigned as separate role to be added to existing position . Commissioner Herman asked about records retention processes and digitizing documents related to records retention. Commissioner Erk asked how many hours per pay period employee currently completing duties. States Attorney LeEllen McCartney stated she spent an average of ten to fifteen hours per pay period.

Motion by Erk, Second by Herman to table to future meeting until changes can be made to approve new job description. Vote Unanimous. Motion Carried.

Director of Equalization Donna Jones presented an updated Director of Equalization and Planner job descriptions. Ms. Jones recommended separating the Planner from DOE and having appointed by Commissioners. Commissioner Harms and Erk were concerned about making a new department head.

Motion Erk, Second by Harms to keep Planning as part of Equalization department at this time. Vote Unanimous. Motion Carried.

DOE Donna Jones explained idea of appointing Cristina Wilson as Interim Director of Equalization in order to train and make a smoother transition. No action taken

Wage Adjustment – States Attorney Office: Amy Welles: Qualifications were discussed as well as precedent set with other rates applied to existing employees such as Building Administration, Emergency Management, Head Dispatcher, etc. (listed under other rates).

Motion by Walton, Second by Erk to leave Amy Welles job description and wage as is. Roll Call Vote: Erk-Aye, Herman-Aye, Walton-Aye, Harms-Nay. Motion Carried.

Auditor Capp presented the proposed 2024 Longevity Wage Scale. Capp explained the main changes with additional steps for Dispatch and Sheriff Departments as well as proposed 3% cost of living increase.

Motion by Herman, Second by Erk to table until budget approval meeting later in July. Vote Unanimous. Motion Carried.

2024 Provisional Budget Discussions with department heads present. Discussions included:

- Highway Superintendent Heidrich presented the proposal for the Weed and Pest department- wages are for 40 hours to attend conferences, contract out for spraying under professional services.
- Highway Superintendent Heidrich presented the proposal for Road and Bridge department - wages are based on 3% increase and unknown insurance for replacement employee, mag water discussion was held, Big Grant and BIG Bridge budgets, minor equipment \$27,000 for a packer
- Jasen Saivong presented the proposal for Veteran Service budget – additional travel requested as well as split rent costs with Emergency Management for printer
- Auditor Capp presented the proposal for the Extension budget – additional travel requested for Cindy Riley to attend State Fair. Lawrence County contribution was discussed.
- Register of Deeds Brunner presented the proposal for the Register of Deeds and Modernization budgets - minimal changes, annual increases, uses for modernization funds received was discussed.
- Auditor Capp presented the proposal for the County Nurse and WIC budgets - minimal changes
- Treasurer Lensegrav presented the proposal for the Treasurer – anticipated changes to personnel, Ms. Lensegrav suggested that department heads streamline job descriptions, determine if additional skill levels needed. Commissioner Erk suggested job descriptions be updated and include “other duties as assigned”. Reductions in publishing due to plates. Travel increased due to training for upgrading of software systems. Part-time and seasonal employee requests discussed.
- Director of Equalization and Deputy Director Cristina Wilson presented the proposal for the Director of Equalization/Planning budgets - professional service budgets were adjusted for both budgets. Reductions made in repair and maintenance and supplies and materials.
- Court Appointed Attorney – SA McCartney learned that it is believed it was a conflict for States Attorney to oversee the Court Appointed Attorney budget. This budget will fall under the Auditor office.
- States Attorney McCartney presented the proposal for the State’s Attorney and Judicial budgets - Professional Services and rentals were discussed for judicial budget. SA McCartney asked that the commissioners consider revisiting the Office Manager role. Other option is to remove the duties and hire a part-time employee to fill those duties.
- Sheriff Lamphere presented the proposal for the Dispatch – Wage increase included addition of skill levels which Sheriff Lamphere expressed his support of and importance for retention, longevity increase, and family insurance rates for replacement employees. Purchase of equipment increased minor equipment.
- Sheriff Lamphere presented the proposal for the Sheriff/Jail/Coroner/Regional Juvenile Detention/Emergency Management/24/7 budgets - Wage increase included addition of skill levels, longevity increase, and family insurance rates for replacement employees. Costs of jail and juvenile detention were discussed. Increases were large based on increase in fees and increase in inmates.

A short recess was called at 11:20. Called back in order to 11:30

- Auditor Capp presented the proposal for Auditor budget – Wage decrease due to absorption of Accounts payable position into Deputy Auditor II role and Office Manager. Job Descriptions were updated to reflect this.
- Auditor Capp presented the proposal for Elections budget – increases were due to upcoming Presidential election (election workers, increase for superintendents, split in grouped precincts, post-election expenses (to be reimbursed), supplies and materials and travel).
- Auditor Capp presented the proposal for Insurance budget – increase of 8%

- Auditor Capp presented the proposal for Butte County Buildings budget – increase was due to moving part time employee to full time, professional services and repairs and maintenance were swapped, mileage was increased to meet expenses incurred for traveling vendors and facilities crew.
- Auditor Capp presented the proposal for IT budget – Incode10 upgrade and software increases
- Auditor Capp presented the proposal for Care of Poor budget – minimal changes
- Auditor Capp presented the proposal for Mentally Ill budget – increases based on historical data
- Auditor Capp presented the proposal for Mentally Illness Board budget – no changes
- Auditor Capp presented the proposal for Debt Service budget – no changes
- Auditor Capp presented the proposal for Operating Transfers budget – transfer to E911.
- Auditor Capp presented certain appropriations
 - Ambulance (101-5-424-423) – minimal changes
 - Artemis House (Domestic Abuse) (229-5-434) – no changes
 - Behavioral Management Services (BMS) (101-5-441-422) – \$10,243 request
 - Butte/Lawrence County Fair (101-5-524) – no changes
 - Butte County Fire (211-5-221) – minimal changes
 - CASA (Judicial 101-5-130-429) – \$8,682 request
 - Dakota Abilities (101-5-442-422) – no changes
 - Economic Development (101-5-715) – no changes
 - Library (220-5-511) – minimal changes
 - Predator Animal (101-5-166) – no changes
 - Soil Conservation (101-5-612) – no changes
 - Teen Court (101-5-160) – no changes
- Commissioners – wage increase is due to 3% increase including commissioner assistant, other insurance (CLERP), previous disbursements were shared which falls under professional services.
- Commissioners Contingency– no changes
- Auditor Capp gave an overview of the proposed revenues for 2024 and sources of those funds.

Motion by Herman Second by Erk to adjourn the meeting at 12:22 PM. Vote Unanimous.