

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

**Tuesday July 25<sup>th</sup>, 2023**

THE BOARD OF BUTTE COUNTY COMMISSIONERS CONVENED AT 9:50 A.M. on July 25th, 2023. Commissioners present were Harms, Ager, Walton, Herman, and Erk.

Chairperson Harms called the meeting to order and led the group in the Pledge of Allegiance.

Motion by Erk, Second by Ager to approve the meeting agenda with moving Public Comments from the end of the meeting to the beginning. Chairman Harms said he instructed Capp to move public comments permanently to the beginning of the meeting. Vote Unanimous. Motion Carried.

Public Comments began at 9:53

- Sue Broadhurst said after further research, she misspoke at the last meeting when she believed that Butte County was the only county to hold Public Comments at end of agenda. Ms. Broadhurst asked that the public be given any items open to the public in public packets based on SDCL 1-27-1.16.

Motion Ager, Second Walton to approve Center of Nation Cannabis Manufacturing License Renewal application. A roll call vote was held with Erk – Nay, Herman – Aye, Walton – Aye, Ager – Aye, Harms - Aye. Vote four ayes, one nay. Motion Carried.

Motion Walton, Second Herman to approve Center of Nation Cannabis Cultivation License Renewal application. Erk – Nay, Herman – Aye, Walton – Aye, Ager – Aye, Harms - Aye. Vote four ayes, one nay. Motion Carried.

Motion Herman Second Ager to approve High Plains Cannabis Cultivation License Renewal application. Erk – Nay, Herman – Aye, Walton – Aye, Ager – Aye, Harms - Aye. Vote four ayes, one nay. Motion Carried.

Motion Walton, Second Ager to approve Rushmore Cannabis Care LLC Cultivation License Renewal application. Erk – Nay, Herman – Aye, Walton – Aye, Ager – Aye, Harms - Aye. Vote four ayes, one nay. Motion Carried.

Discussions were held regarding the 2024 Provisional Budget with department heads

- 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. Budget reduced from 2023.
- Highway Superintendent Heidrich presented the proposal for Road and Bridge department – reductions made were to remove computer, new mag water process, minor equipment for a packer, lowered culverts request, and removed travel.
- 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, professional services increased due to increase in County share to supplement Michelle May's wage. Lawrence County contribution was discussed.

- Register of Deeds Brunner presented the proposal for the Register of Deeds and Modernization budgets - minimal changes, increases in personnel are due to deputy moving to full wage, travel and supplies decreased. Commissioner Harms mentioned that Register of Deeds is one of the only departments that almost fund themselves.
- Auditor Capp presented the proposal for the County Nurse and WIC budgets - minimal changes
- Treasurer Lensegrav presented the proposal to the Treasurer office budget – Part-time and seasonal employee requests were removed.
- 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.
- States Attorney McCartney presented the proposal for the State's Attorney and Judicial budgets SA McCartney lowered travel and conference budget and professional services was lowered by \$4,000 as these funds were moved to Judicial. Auditor Capp discussed the Personnel portion of the budget as supervisor of employee processing liens. Increase in rentals is in anticipation of increased cost for space and/or moving to larger location

A short recess was called at 11:10 A.M. Meeting called back in order at 11:20 A.M.

- Sheriff Lamphere presented the proposal for the Dispatch –Sheriff Lamphere expressed his support of addition of skill levels and importance for retention, longevity increase, and family insurance rates for replacement employees.
- 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. Travel and Conference reduced to \$7500 and increase minor equipment to \$2500. LEPC included in Emergency Management. Reduction in 24/7 due to removal supervisor stipend.
- Auditor Capp presented the proposal for Elections budget – Salary decrease, all other increases were due to upcoming Presidential election needs. Travel decreased
- 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. Additional decreases in Repairs and Maintenance, Supplies and Materials, and Travel and Conference
- Auditor Capp presented the proposal for Court Appointed Attorney – expenses moved from one line item to another with no changes to total budget.
- 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 and travel expenses needed, reduction in supplies and materials and repairs and maintenance.
- Auditor Capp presented the proposal for IT budget – lowered professional services
- Auditor Capp presented the proposal for Care of Poor, Mentally Ill , Mentally Illness Board budget, Debt Service, Operating Transfers budgets and explained any differences in requests
- Commissioners – no increase in wages for commissioners or commissioner assistant and remove technology reimbursement.
- The following distributions were discussed, and amounts agreed upon are listed
  - Action for Betterment of Community (ABC) - \$1,500
  - Ambulance (101-5-424-423) – no amount requested yet
  - Artemis House (Domestic Abuse) (229-5-434) – no changes
  - Behavioral Management Services (BMS) (101-5-441-422) – \$10,243 request
  - Belle Fourche Chamber of Commerce – Reduce 25% = \$9,375
  - Black Hills Transit - \$6,000
  - Black Hills Council On Local Govt - \$5,330.00
  - Butte/Lawrence County Fair (101-5-524) –\$10,000
  - Butte County Fire (211-5-221) – \$58,818 levy
  - CASA (Judicial 101-5-130-429) – \$8,682 request

- Compass Point - \$1,500
- Dakota Abilities (101-5-442-422) – \$1,440
- Economic Development (101-5-715) – Reduce 25% = \$18,750
- Library (220-5-511) – \$10,900 levy
- Predator Animal (101-5-166) – \$15,000 (.50 special assessment)
- Soil Conservation (101-5-612) – \$2,500
- Teen Court (101-5-160) – \$5,000
- Added Black Hills Childrens Home Society - \$600
- Commissioners Contingency– no changes

Auditor Capp presented three 2024 Longevity Wage Scale options and explained the differences between the current scale and the 3 options provided.

- 3% Increase with steps for Sheriff and Dispatch,
  - 3% increase for all elected, appointed, and hourly employees
  - Incorporated most “other roles” into the positions they fall under
  - Shifted some positions for appointed positions under the commissioner title
  - Includes skill levels for Sheriff office and hourly vs salary for deputies
  - Change of Deputy Auditor I to Senior Sworn Deputy (5+ year’s experience)
  - Includes skill levels for Dispatch office
- 0% Increase with steps for Sheriff and Dispatch
  - Same changes as above without 3% increase employees
- 0% increase no steps for Sheriff and Dispatch
  - No increase for any employees
  - Incorporated most “other roles” into the positions they fall under
  - Shifted some positions for appointed positions under the commissioner title
  - Changed salaried deputies to hourly
  - Change of Deputy Auditor I to Senior Sworn Deputy (5+ years’ experience)

Discussion was held on the move from salary to hourly for Sheriff Deputies. The conversation focused on the hourly rate conversion and the inclusion of overtime difference between salary and hourly wages.

Discussion was held regarding potentially adding State’s Attorneys office personnel such as paralegals separate from General Staff as they are more specialized roles.

Discussion was held regarding longevity steps and need based on experience. All increases are to be performance based, at the discretion of the supervisor, and require final commission approval.

Discussion was held regarding looking at alternate insurance options. Auditor’s office will send a benefits survey to employees regarding pay, insurance, and other benefits.

Motion Ager, Second Walton to approve 2024 Provisional Budget with changes agreed upon. Auditor Capp will provide totals to commissioners and file them with Department of Revenue. Capp will also provide a five-year history between provisional and actual budgets. Vote Unanimous. Motion Carried

Motion Walton, Second Herman to approve 2024 Wage Scale with a 3% Increase, skill levels for Sheriff and Dispatch, Office Supervisor, and Sr. Sworn Deputy changes. 3% increase will not apply to commissioners or commissioner assistant.

Motion Herman, Second Walton to Adjourn at 2:02 PM

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APPROVED BY THE COMMISSION:  
Stan Harms, Chairperson

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ATTEST: Annie Capp, BC Auditor