

BROOKINGS COUNTY COMMISSION MEETING

THURSDAY, DECEMBER 27, 2018

The Brookings County Board of County Commissioners met in regular session on Thursday, December 27, 2018 with the following members present: Lee Ann Pierce, Stephne Miller, Ryan Krogman and Larry Jensen. Michael Bartley was present via telephone.

CALL TO ORDER

Chairperson Pierce called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Jensen, seconded by Krogman to approve the agenda for the December 27, 2018 Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, County Development Director Robert Hill was added to the agenda following the consent agenda for a department report.

CONSENT AGENDA

Motion by Krogman, seconded by Jensen to approve the consent agenda. Roll call vote: Jensen "aye," Miller "aye," Krogman "aye," Bartley "aye," Pierce "aye." Motion carried. The consent agenda consisted of the minutes from the December 18, 2018 Commission Meeting.

Personnel Action Notices: annual review: Lynn Cramer to \$22.83, effective August 1, 2018; annual review- Amber Morlock to \$21.94, effective September 1, 2018; voluntary resignation- Chris Lilla, effective January 4, 2019; temporary position ended- Paulette Heesch, effective December 20, 2018; temporary position ended- Joyce Dragseth, effective December 20, 2018; temporary position ended- Doris Knutson, effective December 20, 2018.

ROUTINE BUSINESS

Department Head Reports

County Development Director Robert Hill said a weather system has moved in causing several accidents on the interstate. He said Brookings County could see up to six inches of snow.

Approval of Claims

Motion by Miller, seconded by Krogman to approve the following claims. Roll call vote: Miller "aye," Krogman "aye," Bartley "aye," Jensen "aye," Pierce "aye." Motion carried.

Aragon, Antonio, Translation Services, \$50.00; Avera McKennan Hospital, COP Outpatient, \$1,416.30; Brookings Health System, ER SANE Kit/Exam, \$487.25; Department of Health, Ethyl Alcohol Test, \$40.00; Eidsness Funeral Home, County Burial, \$3,000.00; Empire Investments 2 Llc, Tax Certificate, \$14,039.40; Empire Investments 3 Llc, Tax Certificate, \$1,353.98; Empire Investments 4 Llc, Tax Certificate, \$398.52; Empire Investments 4 Llc, Tax Certificate, \$1,321.79; Empire Investments Llc, Tax Certificate, \$4,701.77; Executive Mgmt Finance Office, Tech Access Fee, \$29.75; Gass Law, Pc, Crt Appt Attorney, \$405.70; Jennifer Goldammer, Crt Appt Attorney, \$21,462.88; Patricia J Hartsel, Transcripts, \$83.60; Tim Hogan, Crt Appt Attorney, \$832.77; Huron Regional Medical Center, COP Outpatient, \$4,389.35; Hy-Vee Food Store, Jury Meals/Refreshments, \$49.45; Lincoln County Auditor, Mental Illness Charges, \$70.50; Reed T Mahlke, Crt Appt Attorney, \$1,955.20; Donald McCarty, Crt Appt Attorney, \$1,052.80; McClemans Rentals, COP Rent, \$550.00; Michael McHugh, Zoning Mtg Mileage, \$124.30; Nancy J Nelson MI Board, Mental Health Board Chair, \$47.00; Nancy J Nelson, Crt Appt Attorney, \$3,619.94; Teree Nesvold, Travel Reimbursement- Deadwood, \$741.08; Office Peeps Inc, Office Supplies, \$908.69; One Source, Replacement Check, \$279.25; Qualified Presort Service, Tax Notices Postage, \$5,200.00; RFD Newspapers Inc, Publishing, \$8,537.25; SD CLE Inc, Jury Instructions, \$275.00; Anthony Teesdale, Crt Appt Attorney, \$672.10; Wells Fargo, Credit Card Charges, \$1,252.23; Kristin A Woodall, Transcripts, \$244.80; Yankton County Treasurer, Mental Illness Charges, \$475.00.

REGULAR BUSINESS

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Pierce to sign Resolution #18-54: a resolution approving the FY2019 Official Pay Plan for Brookings County.

Background information was provided by Commission Department Director Stacy Steffensen. Steffensen said the wage grade for the Information Technology Support Specialist needs to be corrected to grade N-10 and not grade N-9. She said this was approved for the 2019 budget.

Motion by Krogman, seconded by Jensen to amend the wage grade for the Information Technology Support Specialist to N-10. All members voted "aye." Amendment carried. Roll call vote on main motion as amended: Krogman "aye," Bartley "aye," Jensen "aye," Miller "aye," Pierce "aye." Main motion as amended carried.

RESOLUTION #18-54

A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2019

Be it resolved by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year 2019 to become effective January 1, 2019.

Passed and approved this 27th day of December, 2018.

Lee Ann Pierce
Chairperson
Brookings County Commission

ATTEST:

Vicki Buseth
Finance Officer
Brookings County

Commission Department (HR & Technology)
Commission Department Director

FTE
1

GRADE
E-13

County Commissioners	2.5 (5 @ .5)	Non-graded position
Information Technology Support Specialist	1	N-10
GIS Technician	1	N-9
HR Specialist	1	N-8
Information Technology Support Technician	1	N-6
Office Coordinator	1	N-5
General Maintenance Worker	2	N-3
County 4-H	FTE	GRADE
PT 4-H Program Assistant	1 (2 @ .5)	N-5 (Step 1 & Step 2 only)
County Health	FTE	GRADE
Administrative Assistant	1	N-4
PT Administrative Assistant	.6	N-4 (Step 1 & Step 2 only)
County Development Department	FTE	GRADE
Director	1	E-11
Deputy Director	1	N-9
Office Manager	1	N-5
Equalization Department	FTE	GRADE
Director	1	E-11
Deputy Director	1	N-9
Appraiser	3	N-6
Administrative Assistant	2	N-4
Finance Department	FTE	GRADE
Finance Officer	1	E-12
Deputy Director	1	N-8
Senior Finance Assistant	2	N-6
Finance Assistant II	1	N-5
Finance Assistant	3	N-4
Temporary Election Worker	1 (4 @ .25)	Non-graded position
Highway Department	FTE	GRADE
Highway Superintendent	1	E-13
Lead Foreman	1	N-9
Road Foreman	1	N-8
Shop Mechanic	1	N-7
Equipment Fabricator/Welder	1	N-7
Heavy Equipment Operator	6	N-6
Office Manager	1	N-5
Equipment Operator	5	N-5
Sign Technician	1	N-5
Truck Driver	1 (2 @ .5-split employee)	N-3
Outdoor Adventure Center	FTE	GRADE
Director	1	E-10
PT Membership Assistant	3 (6 @ .5)	N-3 (Step 1 & Step 2 only)
General Maintenance Worker	.5	N-3 (Step 1 & Step 2 only)
Register of Deeds	FTE	GRADE
Register of Deeds	1	E-11
Deputy	1	N-6
Administrative Assistant	1	N-4
Sheriff's Department	FTE	GRADE

Sheriff	1	E-15
Assistant Sheriff	1	E-12
Jail Administrator	1	E-11
Deputy-Sergeant	3	N-10
Deputy	8	N-8
Courthouse Sheriff's Deputy	1	N-8
Correctional Officer	7	N-5
Office Manager	1	N-5
Administrative Assistant	1	N-4
PT Deputy Sheriff	.5	N-8 (Step 1 & Step 2 only)
PT Correctional Officer	6 (12 @ .5)	N-5 (Step 1 & Step 2 only)
Detention Center Nurse	.5 (2 @ .25)	Non-graded position
Animal Control Officer	.25	Non-graded position
Jail Greeter	.5	Non-graded position
State's Attorney	FTE	GRADE
State's Attorney	1	E-19
Deputy State's Attorney II	1	E-14
Deputy State's Attorney	1	E-13
Victims/Witness Assistant/Office Manager	1	N-8
Legal Assistant	3	N-7
Office Manager	1	N-5
Intern	.5	Non-graded position
Veterans & Human Services Department	FTE	GRADE
Director	1	E-11
Deputy Director	1	N-6
Weed Department	FTE	GRADE
Supervisor	1	E-7
PT Weed Enforcement & Bio Control Officer	.5	N-4 (Step 1 & Step 2 Only)
Truck Driver	1 (2 @ .5-split employee)	N-3
Seasonal Workers	1.5 (3 @.5)	N-3 (Step 1 & Step 2 Only)

N=Non-Exempt Position; E=Exempt Position

2019 Wage Ranges

Pay Grade	Minimum	Mid-Point	Maximum
1	\$27,729	\$31,227	\$35,167
2	\$29,808	\$33,569	\$37,804
3	\$32,044	\$36,087	\$40,640
4	\$34,447	\$38,793	\$43,687
5	\$37,031	\$41,703	\$46,964
6	\$39,808	\$44,830	\$50,486
7	\$42,794	\$48,193	\$54,273

8	\$46,003	\$51,807	\$58,343
9	\$49,454	\$55,693	\$62,719
10	\$53,163	\$59,870	\$67,423
11	\$57,150	\$64,360	\$72,480
12	\$61,436	\$69,187	\$77,916
13	\$66,044	\$74,376	\$83,759
14	\$70,997	\$79,954	\$90,041
15	\$76,322	\$85,951	\$96,794
16	\$82,046	\$92,397	\$104,054
17	\$88,199	\$99,327	\$111,858
18	\$94,814	\$106,776	\$120,247
19	\$101,925	\$114,784	\$129,266

Non-Graded Part-Time Positions		
E	County Commissioners	\$17,744
N	Detention Center Nurse	\$25.00
N	Animal Control Officer	\$25.83
N	Internships	\$11.00
N	Jail Greeter	\$11.50
N	Temp Election Workers	\$12.00

Motion by Miller seconded by Jensen to approve and authorize Chairperson Pierce to sign Resolution #18-55: a resolution approving contingency transfers for FY2018. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Bartley “aye,” Jensen “aye,” Miller “aye,” Krogman “aye,” Pierce “aye.” Motion carried.

RESOLUTION #18-55
CONTINGENCY TRANSFERS

WHEREAS, the Brookings County Board of County Commissioners did approve a line for contingency transfers in the 2018 annual budget, and

WHEREAS the Brookings County Board of County Commissioners finds it necessary to transfer from said contingency line.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners within and for the County of Brookings, State of South Dakota, that the following amount(s) and item(s) be transferred:

FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-130-4222 (Adult Defense)	\$42,000

Judicial

FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-172-4230 (Publishing) <i>Human Resources</i>	\$4,000
FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-441-4220 (Professional Services) <i>Behavioral Health</i>	\$5,000
FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-528-4250 (Repairs & Maintenance) <i>BCOAC</i>	\$2,000
FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-528-4280 (Utilities) <i>BCOAC</i>	\$2,000
	Total Contingencies	\$55,000

Lee Ann Pierce
Chairperson
Brookings County, South Dakota

ATTEST:

Vicki Buseth
Finance Officer

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Pierce to sign Agreement #18-111: a food service contract between Brookings County and Hy-Vee Foods, Brookings SD for inmate meals.

Roll call vote: Jensen “aye,” Miller “aye,” Krogman “aye,” Bartley “aye,” Pierce “aye.”
Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Pierce to sign Agreement #18-112: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

All members voted “aye.” Motion carried.

Motion by Miller, seconded by Krogman to approve purchases from the Fire Department long term fund in the amount of \$10,736.03 for radios. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Miller “aye,” Krogman “aye,” Bartley “aye,” Jensen “aye,” Pierce “aye.”
Motion carried.

Motion by Jensen, seconded by Krogman to transfer cash from budget line 101-4-211-4291 in the amount of \$6,387.21 to Fund 759, the Brookings County Fire Trust Fund.

All members vote “aye.” Motion carried.

Motion by Krogman, seconded by Jensen to approve a transfer as per budget appropriations from General Fund 101-4-911-4260 to County Building Fund 301-3-371-0000 in the amount of \$177,043.00. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by Miller, seconded by Krogman to approve a Request to Fill Vacancy for the Director of Equalization position. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

The board discussed end-of-year designations. Steffensen discussed current assignments in the General Fund and Building Fund, as well as surplus analysis estimates. She said in the General Fund there is \$500,000 assigned for Admin Building, \$614,101 for Highway Projects, \$4,750,000 for Future Economic Development- Highway Projects, and \$2,000,000 for the Detention Center. She said \$2,463,985 is assigned for the Detention Center in the Building Fund.

Steffensen said the surplus analysis estimate has to be under 40% at year end. She recommended that the board assign \$1.75 million - \$2 million so they can get to 25-28%, which is historically where they like to see it.

Pierce said she would like to talk about the STIP Payment first, as well as adding additional line items for assignments within the different funds.

Pierce asked Steffensen about the STIP payment. Steffensen said the highway department received a bill from the SDDOT for about \$502,000 for the bridge near Bruce. Steffensen said they didn't receive the bill until last week even though the project was completed in March. Steffensen said the board has money in the 2018 budget to pay for it. By consensus, the board agreed to pay for the outstanding bill out of the 2018 budget.

Pierce suggested the idea of creating additional line items for projects where money is being committed. She said the line item could include the location/description and dollar amount being committed to whatever the project is. Krogman said he agrees and said it's more transparent that way. Jensen agreed and said it's easier to keep track.

Pierce asked Steffensen how much money is in the fund balance. Steffensen said there is \$4.8 million dollars plus \$2 million dollars from the 2018 budget. Krogman proposed to assign \$1.3 million for the BIG Grant-two river bridges; assign \$811,800 for the BIG Grant-Sinai Bridge; and assign \$660,000 for the bridge on county highway 27 near Basin Electric.

Pierce proposed designating \$2 million dollars to the detention center. Krogman suggested adding another line to the ledger that reads 20th Street Overpass/Interchange and assign some money to it. He said it shows people that the county is on board with the project. Bartley said the project didn't receive any funding so at this point, there is no project. Bartley said he doesn't see a point in committing funds to a project that could be 8-10 years down the road. Jensen suggested taking \$1 million dollars out of the fund and assign it to the 20th Street Overpass/Interchange project.

Motion by Krogman, seconded by Jensen to un-assign \$1 million dollars from the General Fund, Future Economic Development- Highway Projects line.

Krogman, Jensen, Bartley and Pierce voted “aye.” Miller voted “no.” Motion carried.

Motion by Krogman, seconded by Jensen to assign \$1 million dollars to the 20th Street Overpass/Interchange. Krogman, Jensen, Bartley and Pierce voted “aye.” Miller voted “no.” Motion carried.

Motion by Krogman, seconded by Jensen to assign \$1.3 million dollars for the BIG Grant-two river bridges, \$800,000 for the BIG Grant-Sinai Bridge, and \$660,000 for the bridge on County Highway 27 near Basin Electric in the Road & Bridge Fund, and \$2 million dollars to the Detention Center in the General Fund.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen discussed upcoming dates with the board.

COMMISSIONERS REPORTS & DISCUSSION

Commissioner Jensen discussed a radio issue near White.

Commissioner Miller attended an Extension Board Meeting.

Commissioner Krogman thanked Miller for her years of service as Commissioner.

Commissioner Pierce attended a Joint Jurisdiction Meeting and attended a BEDC Meeting.

Commissioner Bartley attended a Joint Jurisdiction Meeting.

EXECUTIVE SESSION

Motion by Krogman, seconded by Miller to enter into Executive Session at 9:43 a.m., in accordance with SDCL 1-25-2(1) & (3), personnel and consulting with legal counsel. All members voted “aye.” Motion carried.

Motion by Krogman seconded by Miller to come out of Executive Session at 10:15 a.m. All members voted “aye.” Motion carried. No action was taken.

ADJOURNMENT

Motion by Krogman, seconded by Miller to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Wednesday, January 2, 2019 at 8:30 a.m.

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Jenna Byrd
Finance Assistant II
Brookings County

