

BROOKINGS COUNTY COMMISSION MEETING

Tuesday, January 6, 2009

The Brookings County Board of County Commissioners met in regular session on Tuesday, January 6, 2009 with the following members present: Dennis Falken, Alan Gregg, Donald Larson, Mary Negstad, and Deanna Santema.

CALL TO ORDER

Deputy Finance Officer, Stacy Steffensen, called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

OLD BUSINESS FROM 2008

Deputy Finance Officer, Stacy Steffensen, asked if there was any old business from 2008. There was no discussion.

REORGANIZATION OF THE BOARD OF COUNTY COMMISSIONERS

Deputy Finance Officer, Stacy Steffensen, entertained a motion to appoint a chairperson for the 2009 Brookings County Board of County Commissioners.

Motion by Gregg, seconded by Falken to appoint Donald Larson as the Chairperson for the 2009 Brookings County Board of County Commissioners. Roll call vote: Gregg "aye," Negstad "aye," Santema "aye," Falken "aye," Larson "aye." Motion carried.

Motion by Negstad, seconded by Santema to appoint Dennis Falken as the Vice-Chairperson for the 2009 Brookings County Board of County Commissioners. Roll call vote: Negstad "aye," Santema "aye," Falken "aye," Gregg "aye," Larson "aye." Motion carried.

CONSENT AGENDA

Chairperson Larson declared the Consent Agenda approved as amended with no objection from the board. The Consent Agenda consisted of the agenda for the January 6, 2009 Commission meeting, and the minutes from the December 30, 2008 Commission meeting.

Welfare Matters: Case #08-121 for Brookings Hospital was denied; Case #08-128 for county burial was approved; Case #08-131 for county burial was approved; Case #08-130 for rent was approved; Case #08-132 for rent was approved.

Travel Education Requests: Jon Pike to attend a traffic safety conference in Pierre, SD February 25-26, 2009; Laurie Tangen to attend the University Week for Women board meeting in Mitchell, SD January 14, 2009, to give a presentation at the Northern Plains Sustainability Winter Conference in Huron, SD February 13, 2009, and to attend the FEU Winter Board Meeting in Madison, SD February 26, 2009; all Department Heads to travel to Pierre, SD during the legislative session to attend legislative meetings and/or to testify at committee hearings; and all Department Heads to attend County Day at the Legislature in Pierre, SD January 29-30, 2009.

The following personnel action notices were approved: Lionel Torgrude - \$58,734 annually; Bart Sweebe - \$48,568 annually; Belinda Kruse - \$12.58 hourly; Tammy Hanson - \$15.63 hourly; Shawn Hostler - \$19.54 hourly; Carolyn Brandt - \$14.10 hourly; Jean Stoebner - \$15.12 hourly; Mark Anawski - \$20.96 hourly; Scott Sebring - \$56,004 annually; Gary Egeberg - \$1,366 biweekly; Robert Hill - \$1,887 biweekly; Beverly Chapman - \$1,822 biweekly; Stephanie Vogel - \$2,293 biweekly; Joyce Dragseth - \$1,982 biweekly; Todd Struwe - \$1,955 biweekly; Vicki Buseth - \$2,081 biweekly; Larry Jensen - \$2,081 biweekly; Marty Stanwick - \$2,651 biweekly.

DEPARTMENT HEAD REPORTS

Veterans/Welfare Director, Lionel Torgrude, congratulated and welcomed Commissioner Gregg and the rest of the board back for the new year.

Finance Officer, Vicki Buseth, reported on tax notices, distress warrants and the tax certificate auction.

Highway Superintendent, Larry Jensen, congratulated Commissioner Gregg on his new position he congratulated Commissioners Larson and Falken on their appointments as Chairperson and Vice-Chairperson for 2009.

Planning and Zoning Director, Robert Hill, congratulated Commissioners Gregg, Larson and Falken on their newly elected and appointed positions. Hill reported on a nuisance complaint, a drainage problem along a county highway, the Public Utilities Commission meeting and the Planning and Zoning board meeting. Hill also discussed the issue of having a health officer.

Chairperson Larson noted that the board received a copy of Becky Jensen's Extension Educator Report for October 2008 in their packets.

Sheriff, Marty Stanwick, reported on a nuisance complaint, taking credit cards for bail payments, other charges he has implemented in his department, and inmate numbers. Stanwick also welcomed Commissioner Gregg to the board.

Commissioner Gregg discussed a law that went into affect in November 2008 that requires individuals working on federal roads to wear Class 3 vests.

ROUTINE BUSINESS

Deputy Finance Officer, Stacy Steffensen, presented the Finance Officer's Report.

Be it noted, the following December 2008 payroll additives and payroll department totals were approved. AFLAC, insurance: \$ 2,489.18; Avesis Incorporated, insurance: \$ 1,068.95; Office of Child Support Enforcement, child support: \$ 813.35; Delta Dental, insurance: \$ 3,196.66; Flex One, reimbursement medical: \$ 1743.24; Fort Dearborn Life Insurance: \$ 1,072.55; Garnishment: \$ 1,398.77; Local Teamsters, union dues: \$ 905.00; SDRS, retirement: \$ 30,754.23; SDRS Supplemental, retirement: \$ 1530.00; EFTPS, payroll taxes: \$ 58,869.97; Wellmark Blue Cross, insurance: \$ 55,391.35; Emil Klavetter (refund ins overpayment): \$ 139.30.

Payroll History Net Totals by Department: Commission/HR: \$ 14,555.91; Elections: \$ 0; Auditor: \$ 5,472.22; Treasurer: \$ 8,862.70; States Attorney: \$ 19,035.71; Equalization: \$ 11,654.80; Register of Deeds: \$ 5,641.72; Veterans Services: \$ 5,349.90; Sheriff's Office: \$ 52,972.51; Community Health Nurse: \$ 3,828.15; Extension: \$ 3,352.51; Weed: \$ 2,125.47; Planning/Zoning: \$ 5,177.34; Hwy: \$ 36,847.96; Emergency Management: \$ 4,485.17.

Motion by Santema, seconded by Negstad to approve a claim for \$3,000.00 to Wellmark Blue Cross/Blue Shield to set up the county's unreimbursed medical account for 2009. Santema "aye," Falken "aye," Gregg "aye," Negstad "aye," Larson "aye." Motion carried.

REGULAR BUSINESS

Motion by Falken, seconded by Gregg to approve and authorize Chairperson Larson to sign Resolution #09-01: a resolution approving the 2009 Brookings County Compensation Plan. Falken "aye," Gregg "aye," Negstad "aye," Santema "aye," Larson "aye." Motion carried.

RESOLUTION NO. 09-01
A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2009.

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 of 2009 to become effective January 1, 2009.

Passed and approved this 6th of January 2009.

Donald Larson
Chairperson, County Commission

ATTEST:

Vicki Buseth
County Finance Officer

<u>Commission/Human Resources</u>	<u>FTE</u>	<u>Grade</u>
Commission /Human Resource Director	1	E-14
County Commissioners	2.5 (5 @ .5)	Non-Graded Position
Deputy Director	1	N-8
GIS Coordinator	1	N-9
General Maintenance Worker	2	N-3
Intern	1 (2 @.5)	Non- Graded Position
<u>County Extension</u>	<u>FTE</u>	<u>Grade</u>
Office Manager	1	N-5
Extension Secretary	1	N-3
<u>County Health</u>	<u>FTE</u>	<u>Grade</u>
Health Care Clerk	1	N-4
WIC Secretary	1	N-3
<u>Emergency Management</u>	<u>FTE</u>	<u>Grade</u>
Director	1	E-11
Deputy Director	1	N-6
<u>Equalization Department</u>	<u>FTE</u>	<u>Grade</u>
Director	1	E-11
Deputy Director	1	N-8
Appraiser II/Proval	1	N-7

Appraiser II	2	N-6
Appraiser I	0	N-5
Clerk II	2	N-3

<u>Finance Department</u>	<u>FTE</u>	<u>Grade</u>
Finance Officer	1	E-12
Deputy Director	1	N-7
Senior Finance Assistant	2	N-6
Finance Assistant II	1	N-5
Finance Assistant	3	N-4
Temporary Election Worker	0	Non Graded Position

<u>Highway Department</u>	<u>FTE</u>	<u>Grade</u>
Superintendent	1	E-13
Lead Foreman	1	E-9
Road Foreman	1	N-8 (Steps 9 -13)
Shop Foreman/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
Truck Driver	.5-Split Employee	N-3

<u>Planning, Zoning, & Drainage</u>	<u>FTE</u>	<u>Grade</u>
Director	1	E-11
Office Manager	1	N-5
Intern	.5	Non Graded Position

<u>Register of Deeds</u>	<u>FTE</u>	<u>Grade</u>
Register of Deeds	1	E-11
Deputy	1	N-6
2 nd Deputy	1	N-3

<u>Sheriff's Department</u>	<u>FTE</u>	<u>Grade</u>
Sheriff	1	E-15
Assistant Sheriff	1	E-12
Jail Administrator	1	E-11
Deputy- Sergeant	2	N-9 (Steps 9-13)
Deputy	6	N-8
Corrections Sergeant	1	N-6 (Steps 9-13)
Correctional Officer	6	N-5
Office Manager	1	N-5
Administrative Assistant	1	N-4
PT Deputy Sheriff	1 (3 @ .33)	N-8 (Step 1 & Step 2 Only)
PT Correctional Officers	6 (12 @ .5)	N-5 (Step 1 & Step 2 Only)
Detention Center Nurse	.25	Non-Graded Position
Jail Greeter	.50	Non-Graded Position

<u>State's Attorney</u>	<u>FTE</u>	<u>Grade</u>
State's Attorney	1	E-19
Deputy State's Attorney	1	E-17
Legal Office Administrator	1	N-7
Victims/Witness Assistant	1	N-7
Legal Assistant	1	N-7

PT Grant Coordinator

.5

Non-Graded Position

Veteran's/Welfare Department

FTE

Grade

Director

1

E-12

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)

PT Weed Control Specialist

2.5 (5 @.5)

N-3 (Step 1 & Step 2 Only)

PT Office Assistant

.5

N-3 (Step 1 & Step 2 Only)

Truck Driver

.5-Split Employee

N-3

N= Non-Exempt Position; E= Exempt Position

Motion by Negstad, seconded by Santema to approve and authorize Chairperson Larson to sign Resolution #09-02: a resolution setting the wages for election workers in 2009. After discussion on clarification of the resolution, Commissioner Falken made a motion to amend the main motion by adding "per hour" with the pay rates for precinct deputies and precinct superintendents into the resolution. The amendment was seconded by Santema. Roll call vote on the amendment: Negstad "aye," Santema "aye," Falken "aye," Gregg "aye," Larson "aye." Amendment carried. Roll call vote on the main motion: Gregg "aye," Negstad "aye," Santema "aye," Falken "aye," Larson "aye." Motion as amended carried.

Resolution #09-02

WHEREAS, it will be necessary to appoint election officials in 2009, and

WHEREAS, pursuant to SDCL 12-15-11, the fee paid to election officials shall be established annually by the Board of County Commissioners at its first meeting of the year.

NOW THEREFORE BE IT RESOLVED by the Brookings County Board of County Commissioners, that for the year 2009, election officials shall be paid as follows:

Precinct Deputy	\$10.00/hour
Precinct Superintendent	\$10.50/hour
Election School Attendance	\$15.00

Dated this 6th day of January 2009.

Donald Larson
Chairperson
Brookings County Commission

ATTEST:

Vicki Buseth
Brookings County Finance Officer

Motion by Negstad, seconded by Santema to approve and authorize Chairperson Larson to sign Resolution #09-03: a resolution setting the meeting pay and per diem rates for county volunteer boards for 2009. Roll call vote: Santema "aye," Falken "aye," Gregg "aye," Negstad "aye," Larson "aye." Motion carried.

RESOLUTION NO. 09-03

A RESOLUTION SETTING MEETING PAY AND PER DIEM RATES
FOR VOLUNTEER COUNTY BOARDS FOR 2009

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

That the official meeting pay and per diem rates are in effective for the year 2009 to become effective January 1, 2009.

Meeting Pay:

Extension Board Members \$35 per meeting
Weed Board Members \$35 per meeting
Zoning Board Members \$50 per meeting.

Mileage

Reimbursed according to approved county policy which follows the current state rates.

Per Diem

Reimbursed according to approved county policy which follows the current state rates.

Passed and approved this 6th of January 2009.

Donald Larson
Chairperson, County Commissioner

ATTEST:

Vicki Buseth
County Finance Officer

Motion by Santema, seconded by Negstad to designate the Brookings Register, the Volga Tribune and the Tri-City Star as the legal newspapers for Brookings County for 2009. Roll call vote: Falken "aye," Gregg "aye," Negstad "aye," Santema "aye," Larson "aye." Motion carried.

Motion by Negstad, seconded by Falken to designate the official depositories for Brookings County Funds and Moneys for 2009 as follows: Richland State Bank, Bankstar Financial, Citizens State Bank, First National Bank of Volga, First Bank of White, First Bank & Trust of Brookings, Dakotah Bank, Wells Fargo, Home Federal and Metabank. Roll call vote: Gregg "aye," Negstad "aye," Santema "aye," Falken "aye," Larson "aye." Motion carried.

Motion by Falken, seconded by Santema to remove from the table Agreement #09-01, formerly Agreement #08-69, a Memorandum of Understanding between the South Dakota Cooperative Extension Service and Brookings County. The agreement was originally tabled on December 23, 2008. Roll call vote: Negstad "aye," Santema "aye," Falken "aye," Gregg "aye," Larson "aye." Motion carried.

Commissioner Larson explained to the board that he had a conversation with Joanne Haase with the South Dakota Cooperative Extension Service regarding personalizing the wording of the agreement to Brookings County. There was discussion about holding a meeting with Larson, Commissioner Negstad, Haase and others to create that wording, but the meeting had not been held.

Commissioner Santema said that the board should table this agreement again and wait until that meeting is held so they can bring back an amended agreement.

Motion by Falken, seconded by Negstad to table Agreement #09-01 until February 3, 2009 and name Commissioners Larson and Negstad as a subcommittee to hold the meeting with the representatives of the Cooperative Extension Service. Roll call vote: Santema "aye," Falken "aye," Gregg "aye," Negstad "aye," Larson "aye." Motion carried.

Motion by Falken, seconded by Gregg to approve and authorize Chairperson Larson to sign Agreement #09-02, a delinquent tax payment agreement. Roll call vote: Falken "aye," Gregg "aye," Negstad "aye," Santema "aye," Larson "aye." Motion carried.

Motion by Gregg, seconded by Falken to table until January 13, 2009 action on authorizing the County Finance Officer to issue distress warrants to be given to the Sheriff's Office to collect unpaid taxes according to SDCL 10-22-31. Roll call vote: Gregg "aye," Negstad "aye," Santema "aye," Falken "aye," Larson "aye." Motion carried.

Equalization Director, Joyce Dragseth, presented the board with the 2009 Assessment Plan.

Motion by Negstad, seconded by Falken to approve and authorize Chairperson Larson to sign a Request to Fill Vacancy: an appraiser position in the Department of Equalization. Roll call vote: Negstad "aye," Santema "aye," Falken "aye," Gregg "aye," Larson "aye." Motion carried.

Brookings County Extension Agent, Rose Stee, introduced Joanne Haase, the Extension's South District Director, Dr. Latif Lighan, the State Director of Cooperative Extension for South Dakota and Harold Berkland, President of the county's Extension Board.

The board took a 3 minute recess.

Be it noted, Chairperson Larson made the following board appointments.

2009 Board Appointments

<u>Deanna Santema</u>	Brookings Area Transit Authority
<u>Don Larson</u>	Brookings County Regional Railroad Authority
<u>Dennis Falken</u>	Brookings County Regional Railroad Authority
<u>Don Larson</u>	Brookings Economic Development Corporation (BEDC)
<u>Alan Gregg</u>	Brookings Board of Health
<u>Deanna Santema</u>	Brookings Transportation Board
<u>Dennis Falken</u>	Contract Law Enforcement
<u>Mary Negstad</u>	Domestic Abuse Shelter-Ex-Officio
<u>Mary Negstad</u>	Extension Board Member
<u>Alan Gregg</u>	East Central Mental Health and Chemical Dependency Board
<u>Don Larson</u>	East Central Regional Communications Council-Chair
<u>Dennis Falken</u>	East Central Regional Communication Council-Board Member
<u>Dennis Falken</u>	First District Association of Local Governments
<u>Don Larson</u>	Governmental Affairs Committee
<u>Don Larson</u>	Growth Partnership Board
<u>Don Larson</u>	Housing & Redevelopment Commission - Ex-Officio
<u>Don Larson</u>	Housing & Redevelopment Commission - Family Self Sufficiency

<u>Mary Negstad</u>	InterLakes Community Action- Governing Board (ICAP)
<u>Don Larson</u>	Local Emergency Planning Committee (LEPC)
<u>Alan Gregg</u>	Swiftel Center Advisory Board
<u>Dennis Falken</u>	Planning/Zoning Board Member
<u>Alan Gregg</u>	Weed & Pest Board Member
<u>Deanna Santema</u>	Youth & Family Services-Advisory Board for JDC

<u>Joannie Holm</u>	County Coroner
<u>Mike Stoltenburg</u>	Deputy County Coroner
<u>Darin Haider</u>	Deputy County Coroner

Department Liaisons:

<u>Mary Negstad</u>	Community Health, WIC
<u>Don Larson</u>	Emergency Management
<u>Mary Negstad</u>	Equalization
<u>Mary Negstad</u>	Extension
<u>Deanna Santema</u>	Finance Office
<u>Alan Gregg</u>	Highway
<u>Deanna Santema</u>	Register of Deeds
<u>Deanna Santema</u>	Sheriff, Detention Center, Contract Law
<u>Alan Gregg</u>	States Attorney
<u>Dennis Falken</u>	Veteran's Service/Welfare
<u>Alan Gregg</u>	Weed
<u>Dennis Falken</u>	Zoning/Drainage

Commission Assistant and Human Resources Director, Stephanie Vogel, presented the Commission Assistant/Human Resources Report.

Vogel reported on the Loss History Report Card, correspondence received regarding the wind towers and the Gas N Mor location for county office space, an invitation for Jan Clites retirement reception, the Transportation Summit invitation, the Christmas Social, payroll, and Teen Court's use of the commission chambers. Vogel also informed the board that Dan Mielke will be giving the board a grant update and progress report at next week's meeting, and she told the board that she will be helping to start a Human Resources organization at the state level. The board also discussed the wording "invitation for a citizen to schedule time on the Commission Agenda for an item not listed" on their weekly agendas.

COMMISSIONER'S REPORTS AND DISCUSSION

Commissioner Gregg had nothing to report.

Commissioner Negstad reported on the Abuse Shelter's personnel committee meeting and former Commissioner Klavetter's reception.

Commissioner Santema reported on former Commissioner Klavetter's reception, a meeting with BATA Director, Brenda Schweitzer, and the PUC wind energy meeting. Santema also welcomed Commissioner Gregg to the board and thanked the other board members for their support while she was chairperson in 2008.

Commissioner Falken reported on former Commissioner Klavetter's reception, a meeting with BATA Director, Brenda Schweitzer, the PUC meeting and the comments he made on behalf of the commission in support of wind energy development in the county, and he reported on the upcoming Planning and Zoning meeting.

Commissioner Larson reported on former Commissioner Klavetter's reception. He thanked the other board members for the chairperson position for 2009 and encouraged the board to communicate among themselves and department heads to get the information they need before each meeting. Larson said that he is looking forward to working with his fellow board members this year and invited them to attend the Rotary meeting with him.

Commissioner Santema discussed quorum concerns.

ADJOURNMENT

There being no further business, Chairperson Larson declared the meeting adjourned until 8:30 a.m. Tuesday, January 13, 2009.

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Stacy Steffensen
Deputy Finance Officer
Brookings County Finance Office