



**Commission Meeting**  
Brookings City & County Government Center  
520 3rd Street  
Chambers, Suite 310 (3rd floor)

**1. 8:30 AM Call to Order on Tuesday, January 7, 2020**

**2. Pledge of Allegiance**

**3. Invitation for a Citizen to schedule time on the Commission Agenda for an item not listed.**

*Anyone wanting to speak during this agenda item must sign in prior to the start of the meeting. Any requested action items must be scheduled for a future meeting date.*

**4. Approval of Agenda**

*Action: Motion to Approve, Request Comments, Voice Vote*

**5. Reorganization of the Board**

A. Election of a Chairperson for 2020

*Action: Motion to Appoint, Comments, Voice Vote*

B. Election of a Vice-Chairperson for 2020

*Action: Motion to Appoint, Comments, Voice Vote*

**6. Consent Agenda Items**

*Action: Motion to Approve, Note Consent Agenda Items, Request Comments, Roll Call*

A. Approval of minutes

Documents:

[12-31-2019 Minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 20200107.pdf](#)

D. Approval of the Human Services report

## 7. Routine Business

### A. Approval of claims

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[2019 Claims 1.07.20.pdf](#)  
[2020 Claims 1.08.20.pdf](#)

### B. Department Head reports

## 8. Scheduled Agenda Items

### A. 9:00 AM - Todd Kays, First District Association of Local Governments Annual Update

Documents:

[First District Presentation.pdf](#)

### B. 9:15 AM - Rolling Thunder

- i. Discussion and possible action on request to place a bench on the Courthouse grounds.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Rolling Thunder Presentation.pdf](#)

## 9. Regular Business

### A. Action to approve Resolution #20-01: a resolution setting meeting pay and per diem rates for volunteer county boards for 2020.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 20-01 Meeting pay and per diem rates.pdf](#)

### B. Action to approve Resolution #20-02: a resolution setting the pay for election workers in 2020.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 20-02 Election worker pay.pdf](#)

### C. Action to approve the Brookings Register, Volga Tribune, Tri-City Star, and Elkton Record as the legal papers of Brookings County for 2020.

*Action: Motion to Approve, Comments, Voice Vote*

### D. Action to approve the official depositories for Brookings County funds and moneys for 2020 as follows: Richland State Bank, Bankstar Financial, Citizens State Bank, First Bank & Trust of Brookings, Dakotah Bank, Wells Fargo, Great Western Bank, and Metabank.

*Action: Motion to Approve, Comments, Voice Vote*

- E. Action to remove a right-of-way certificate for BIG program project - structure 06-120-053 from the table.

*Action: Motion to Approve, Voice Vote*

- i. Action to approve a right-of-way certificate for BIG program project - structure 06-120-053.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[ROW BIG project 06-120-053.pdf](#)

- F. Action to approve board assignments and department liaisons for 2020.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[2020 Board Appointments.pdf](#)

## **10. Commission Department Director's Report**

Documents:

[Commission Dept Report.pdf](#)

[Pipeline Emergency Response Training.pdf](#)

## **11. States Attorney's Office Report**

## **12. Commissioner Reports and Discussion Items**

- A. Correspondence received

## **13. Executive Session - in accordance with SDCL §1-25-2(1)(4): personnel and contract negotiations.**

## **14. Adjournment**

*Action: Motion to Approve, Voice Vote*

## **15. Public Notices**

- *January 13, Monday: Volga Fire Department County Feed, 5:30 PM, Volga Fire Hall*
- *January 15, Wednesday: Brookings & SDSU at the Capitol, Pierre*
- *January 17, Friday: County Holiday Party, 5:00 PM, The 9 Bar & Nightclub*
- *January 20, Monday: County offices closed in honor of the Martin Luther King Jr. holiday*

---

**NOTE:** Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact Brookings County (605-696-8205) 48 hours in advance of the meeting to make necessary arrangements. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

# **BROOKINGS COUNTY COMMISISON MEETING**

## **TUESDAY, DECEMBER 31, 2019**

The Brookings County Board of County Board of County Commissioners met in regular session on Tuesday, December 31, 2019 with the following members present: Michael Bartley, Larry Jensen, Lee Ann Pierce, Angela Boersma and Ryan Krogman.

### **CALL TO ORDER**

Chairperson Bartley called the meeting to order.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

Motion by Krogman, seconded by Jensen to approve the agenda for the December 31, 2019. All members voted "aye." Motion carried.

### **CONSENT AGENDA**

Motion by Krogman, seconded by Boersma to approve the consent agenda. Roll call vote: Pierce "aye," Boersma "aye," Krogman "aye," Jensen "aye," Bartley "aye." Motion carried.

The consent agenda consisted of the minutes from the December 10, 2019 Commission Meeting.

Travel Requests: Eileen Aberle to attend the State VSO School on August 26<sup>th</sup> in Pierre; Dan Nelson to attend a SDSAA Board Meeting on November 13<sup>th</sup> in Sioux Falls; Misty Moser to attend a recertification class to update Commercial Applicator's license on January 7<sup>th</sup> in Mitchell.

Personnel Action Notices: annual review- Lynn Cramer to \$23.63, effective August 1, 2019; annual review- Samantha Williams to \$18.16, effective September 1, 2019; annual review- Anita Klitzke to \$21.28, effective December 1, 2019; annual review- Darren DeJong to \$28.78, effective December 1, 2019; voluntary resignation- Gary Egeberg, effective December 13, 2019; Status Change- Full-time Finance Assistant II Jenna Byrd to \$20.65, effective January 1, 2020; Status Change- Full-time Finance Analyst Jennifer Beller to \$23.24, effective January 1, 2020; Status Change- Full-time Finance Deputy Kristen Witchey to \$27.58, effective January 1, 2020; retirement- Darren DeJong, effective January 4, 2020; voluntary resignation- Kalea Vandewiele, effective January 20, 2020.

Human Services Report: case #19-30 for medical was approved; case #19-156 for rent was approved; case #19-169 for medical was approved; case #19-171 for burial was approved; case #19-172 for burial was approved; case #19-174 for rent was approved.

### **ROUTINE BUSINESS**

## *Approval of Claims*

Motion by Krogman, seconded by Boersma to approve the following claims.

Jensen asked Highway Superintendent Brian Gustad about the bill for Meyerrink Farm Service Inc. Gustad said they bought a box for the front of one of their motor graders. He said they use it a lot, especially over the overpasses.

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

605 Custom Design LLC, BCOAC Apparel, \$2,694.50; A&B Business Inc, Copier Contract, \$613.16; Adair Asset Management LLC, Tax Certificate, \$15,962.60; AgFirst Farmers Coop, Patrol Car Maintenance, LP, \$99.78; Alphamedia USA LLC, 2019 Closed Offices Message, \$240.00; Alton Township, Gopher Bounty Program, \$9.00; Aragon, Antonio, Translation Services, \$37.50; Argo Township, 25% Total Damage Reimbursement, \$559.35; AT&T Mobility, Mobile Service, \$379.75; Aurora Auto Body & Glass, Patrol Vehicle Fuel, \$688.56; Auto Body Specialists, Paint-Shop, \$6.99; Avera Heart Hospital, COP Inpatient, \$4,912.04; Avera Medical Group, Inmate Medical, Health Screenings, \$2,939.13; Avera Medical Group, Inmate Medical, \$788.73; Axon Enterprise Inc, Taser Equipment, \$1,664.00; Bangor Township, 25% Total Damage Reimbursement, \$5,898.66; Banner Associates, Bridge Design, Replacement, \$17,306.40; Bauer, Tim, Weed & Pest Mtg Mileage, \$9.24; BEDC, Communities of Excellence Yr2, \$500.00; Brookings Area Chamber, 2019 Pre-Legislative Luncheon, \$175.00; Brookings City Utilities, Phone/Internet Services, \$7,066.21; Brookings County Finance, Tax Certificate, \$5,488.28; Brookings Credit Bureau, Jail Cost Commission, \$215.00; Brookings Engraving, Decals, \$130.00; Brookings Health System, COP - Inpatient, \$769.30; Brookings Health System/Home Medical, Inmate Medical, \$165.00; Brookings Register, Minutes, Notices, \$886.27; Brookings Township, 25% Total Damage Reimbursement, \$13,805.50; Brookings-Deuel RWS, Bruce Shop Water Utilities, \$21.30; Brothers Pharmacy, Inmate Rx Medical, \$763.54; Buhls of Brookings Cleaners, Rug Rental, \$281.55; Butler Machinery Co, Filters, Repair, Supplies, \$9,155.59; Carquest Auto, Shop Supplies, Parts, \$1,024.29; Charm-Tex, Jail Supplies, \$265.67; CHS, #1 Dyed Diesel, \$5,038.20; City of Brookings Landfill, Demolition, \$220.00; Clark Equipment Co, Skid Steer, \$34,324.26; Cook's Wastepaper & Recycling, Commercial Service, \$700.56; Dakota Data Shred, Shredding Service, \$120.02; Davis, Thomas, Zoning Mtg Mileage, \$67.56; Day County Sheriff's Office, Inmate Housing, \$140.00; Dept of Legislative Audit, County 2018 Audit Partial Bill, \$26,812.50; Dupraz, Andy, Extension Mtg Mileage, \$7.56; Einspahr Auto Plaza, Patrol Vehicle Maintenance, \$310.70; Elenkiwich, Kimberly, Zoning Mtg Mileage, \$18.05; Empire Investments 3 LLC, Tax Certificate, \$4,424.72; Empire Investments LLC, Tax Certificates, \$47,006.43; Erickson, Roger, Zoning Mtg Mileage, \$60.00; Eureka Township, 25% Total Damage Reimbursement, \$6,754.09; Executive Mgmt Finance Office, Microfilm Storage State Archive, Tech Access Fee, \$58.40; Farstad Oil Inc, Gas - Brookings Shop, \$15,318.95; Faulk County Sheriff, Inmate Housing/Transport, \$1,950.96; First Bank & Trust, Credit Card, \$818.16; Fite, Pierce & Ronning LLC, Crt Appt Attorney, \$997.50; Fix It Shop Locksmith, Replace Vault Lock, \$400.00; Foerster Distributing, Jail Janitorial Supplies, Paper, \$282.90; Chad Ford, Zoning Mtg Mileage, \$68.56; Ford, Deb, Extension Mtg Mileage, \$20.16; Gass Law, PC, Crt Appt Attorney, \$1,023.70; Jennifer Goldammer, Crt Appt Attorney, \$1,016.50; Graham Tire North, Tires for Inventory, \$1,230.00; Graves Construction, Final Payment, \$27,082.23; Konard O Hauffe Dds PC, Inmate Medical, \$287.00; Hillyard/Sioux Falls, Janitorial Supplies, \$82.86; Holzhauser, Michael, Travel Reimbursement, \$348.40; Hometown Service & Tire, LLC, Vehicle Service, \$68.00; Hungerford Chiropractic, Instant Drug Testing, \$150.00; Hy-Vee Food Store, Jury Meals, Mtg Refreshments, \$23,058.13; INA Group LLC, Tax Certificates, \$32,925.50; Info Cubic, Background Checks, \$334.20;

Innovative Office Solutions, Flags, \$237.25; Interstate Power Systems, Repair, \$1,180.05; Interstate Telecom. Coop, BCOAC Phone/Internet Service, \$384.23; Jackrabbit Sports Property, Advertising, \$2,000.00; Jamar Technologies Inc, Distance Meter, \$960.10; JCL Solutions, Orange Tough, \$322.30; Jensen, Randy, Zoning Mtg Mileage, \$66.54; Katterhagen, Mark, Inv Mental Illness Hearing, \$30.00; Kirkvold Oil Company, Tire Swap, \$1,124.00; Kleinjan, Darrel, Zoning Mtg Mileage, \$81.36; Anita Klitzke, Mileage Reimbursement, \$48.72; L&L Auto & Truck Parts, Parts, \$24.08; Lake Hendricks Township, 25% Total Damage Reimbursement, \$2,110.07; Lake Sinai Township, 25% Total Damage Reimbursement, \$326.31; Lewis & Clark Behavioral, Behavioral MI Intake, \$534.00; Lewno, Lucy, Inv Mental Illness Hearing, \$333.00; LG Everist, Inc, Icing Sand, \$1,464.52; Locators & Supplies, Coat, \$68.38; Darcy Lockwood, Inv Mental Illness Hearing, \$30.00; Lowe's, Diesel Tank Supplies, \$67.42; Lyle Signs Inc, Firemarkers, Flagger Signs, \$281.09; Mack, Sonia, December Travel Reimbursement, \$216.18; Maple Leaf Press Inc, Targets, \$364.10; Donald McCarty, Crt Appt Attorney, \$6,211.95; Michael McHugh, Zoning Mtg Mileage, \$124.30; McKeever's Vending, Inmate Commisary, \$732.20; McLeod's Printing & Office, 2020 Assessment Notices, \$425.00; Medary Township, 25% Total Damage Reimbursement, \$17,504.17; Medical Waste Transport, Medical Waste Pick-Up, \$82.36; Meyerink Farm Service Inc, Payloader Push Blade, \$5,625.00; Midco Business, Advertising, \$790.00; Midwest Glass, Windshield Repair, \$855.66; Minnehaha County JDC, JDC Costs, \$13,051.92; Moriarty Rentals, COP Rent, \$625.00; Mr. V's Professional Body Shop, Patrol Vehicle Repairs, \$287.57; Nelson, Darrell, Zoning Mtg Mileage, \$51.90; Nancy J Nelson, Crt Appt Attorney, \$3,596.70; Teree A Nesvold, Crt Appt Attorney, \$11,661.25; Newegg Business Inc, IT Equipment, Computer, \$4,092.75; Normandy Village, COP Rent, \$150.00; Northwestern Energy, Natural Gas Utilities, \$1,651.35; Oaklake Township, 25% Total Damage Reimbursement, \$96.52; Oaklake Township, Gopher Bounty Program, \$67.50; Office Peeps Inc, Office Supplies, \$2,045.19; Olson, Steve, Weed & Pest Brd Mtg Mileage, \$16.80; Oslo Township, 25% Total Damage Reimbursement, \$1,513.41; Parmely, Ronny, Extension Brd Mileage, \$11.76; Party Depot, Table Plastic, \$39.98; PCS Mobile, Patrol Vehicle Equipment, \$313.00; Pharmchem Inc, Sweatch Patch Analysis, \$142.75; Jennifer Pickard, Extension Brd Mileage, \$12.60; Pipestone County Sheriff, Service of JUV Papers, \$75.00; Pitney Bowes Global Finance, Rental, \$303.18; Preston Township, 25% Total Damage Reimbursement, \$2,248.63; Prussman Contracting Co, Mobilization, \$3,508.80; Qualified Presort Service, Tax Notice Postage, Mail Service, \$5,566.33; Radio Time Billing, Law Enforcement Thank You Ads, \$569.00; Razors Edge Grounds Keeping, Snow Removal, Ice Melt, \$4,032.00; RC First Aid, First Aid Kits, Medical Supplies, \$149.00; RDO Equipment Co, 2019 Motor Grader, \$367,226.12; Redwood Toxicology Labor, Drug Patches/Supplies, \$1,265.58; RFD Newspapers Inc, Publishing, \$1,982.61; Rick Ribstein, Crt Appt Attorney, \$1,629.60; Rude's Funeral Home Inc, County Burials, Transportation, \$6,730.00; Running's Supply Inc, Supplies, \$183.58; Ryde Investment Group LLC, Tax Certificate, \$1,955.85; Sanford Laboratories, Inmate Medical, \$428.00; Satellite Tracking of People, GPS Services, \$1,319.50; SD Attorney General's Office, 24/7 SCRAM Fees, \$3,663.00; SD Dept of Transportation, Pavement Marking, Inspections, \$48,507.22; SD Federal Prop. Agency, Misc Tools Shop, \$422.50; SD Newspaper Service, Job Postings, \$188.20; Sherman Township, 25% Total Damage Reimbursement, \$724.50; Sinai Coop Elevator, Dyed Diesel, \$1,153.80; Sioux Valley Cleaners Inc, WIC Janitorial, \$460.00; Southpaw Defense, Enhanced Concealed Carry, \$720.00; Spence, Terrell, Zoning Mtg Mileage, \$104.15; State Treasurer, CAA Overpayment Refund, \$706.94; Steffensen, Stacy, Employee Committee Gift Cards, \$100.00; Sturdevant's Auto Parts, Supplies, \$88.89; Sturdevant's Auto Parts, Shop Supplies, \$43.55; Tiffany Sylvers, Mileage Reimbursement, \$48.72; Anthony Teesdale, Crt Appt Attorney, \$1,348.55; Thomson Reuters - West, West Info Charges, Books, \$1,561.62; Tonia Thornton, Boot Reimbursement, Mileage, \$148.72; Town & Country Shopper, Ads, \$194.00; Town of Sinai, Utilities,

\$64.00; Trane Us Inc, Dec Filter Changes, Dynamic Electronic Filters, \$6,930.41; Trane US Inc, October Filter Changes, \$601.58; Truenorth Steel, Diesel Tank, \$7,783.02; Truenorth Steel, Oslo Township Culverts, \$8,991.90; United States Postal Service, Postage by Phone, \$600.00; UPS Store, Shipping, \$12.21; Vandenberg Law, Crt Appt Attorney, \$1,116.25; Ver Beek Law Prof, LLC, CAA Inv Mental Illness Hearing, \$80.65; Verizon Wireless, Wireless Service, \$40.01; Walburg, Duane, Animal Control Mileage, \$94.92; Walmart Community, Vacuum, Supplies, \$291.52; Wells Fargo, Wells Fargo CC Charges, \$4,670.14; Wheelco Truck & Trailer, Inventory, \$122.21; Terry D Wiczorek PC, Crt Appt Attorney, \$1,343.08; Kristin A Woodall, Transcripts, \$454.60; Yankton County Sheriff, Service of Process, \$100.00; Yankton County Treasurer, Mental Illness Charges, \$451.50; Young Door Service Inc, Repair Truck Shed Door, \$279.95; SD Dept of Revenue, Dec Montly Remittance, \$450,940.68.

### ***Department Head Reports***

Highway Superintendent Brian Gustad said his department was out both Saturday and Sunday because of the snow/rain/wind event.

Sheriff Martin Stanwick said they currently have 34 inmates in jail with one inmate still being held in Faulk County. He said now that they have some room, that inmate will be transported back to Brookings County.

Stanwick said there are 156 individuals participating on the 24/7 program.

Stanwick said he had two mental health committals last week; one was transported to Yankton and one, a 16 year old, was transported to Sioux Falls.

Stanwick said he has been working with Finance Officer Vicki Buseth on outstanding jail bills. Stanwick said \$23,000 will be owed for the inmate who had a baby. He also said an inmate broke their wrist so that will cost roughly \$1,700.

Stanwick said on Thursday, January 2, 2020 they will be going live with Telehealth.

Stanwick said a Secret Santa in town gave 10- \$100 bills to the Sheriff's Office. He said his deputies were able to find 10 people to give those to.

BCOAC Kristin Heismeyer said the key hole for the vault door has been replaced due to the key breaking inside of it.

Heismeyer said they are adding up year-end figures and will report back at the next meeting.

Heismeyer discussed different activities that will be taking place at the facility.

Veterans & Human Services Michael Holzhauser said he attended the VA Regional Meeting. Holzhauser said there's been a 10% increase on the VA side, and the welfare side has been steady.

County Development Director Robert Hill said he attended the City of Brookings Council Meeting to discuss the Pre-Disaster Mitigation Plan for Brookings County. Hill said he had a meeting on drainage matters occurring along Deer Creek to the East of Brookings. He said the plan is to schedule a Drainage Board Meeting for January 21, 2020. Hill said the activity in Medary Township along the Big Sioux River would also be discussed at that meeting.

Hill said the office received a call that the Coyote Ridge Wind Farm was complete with the construction phase. He said they are completing the final wiring and programing.

Hill said he attended the first Brookings Census Counts Committee Meeting. He said the next meeting is schooled for January 19<sup>th</sup>.

Hill discussed upcoming dates with the board.

Pierce asked how he will reach out to the small communities so the county is accurate. Hill said he will be going around to each community in February.

Director of Equalization Jacob Brehmer discussed Intentions for 2020 Assessment Year with the board. Brehmer said the 2020 top dollar for Ag land Productivity will be \$3,868.46, which is 1.48% decrease from last year. He said the 2020 top dollar for Non-Ag will be \$2,064.14, which is a 3.1% increase from last year.

Brehmer said those numbers are currently under review at the Department of Revenue so they could be subject to change.

### **SCHEDULED AGENDA ITEM**

As scheduled at 9:00 a.m., Katherine Eberline asked the board for approval to use the south parking lot of the Government Center building for a bike rodeo. Eberline said the parking lot would be used from noon to 2:30 p.m. on June 10<sup>th</sup>.

Steffensen said it shouldn't be a problem. She said the employees would just have to be notified ahead of time.

By consensus, the board agreed to allow a bike rodeo to take place in the south parking lot from noon-2:30 p.m. on June 10, 2020.

### ***Department Head Reports Continued***

Finance Officer Vicki Buseth said the tax certificate auction was held on Monday, December 16<sup>th</sup>. She said investors purchased \$448,000 worth of taxes.

Buseth said the levies have been approved by the state. She said tax notices will be mailed out mid-January.

### ***Finance Officer's Report***

Finance Officer Vicki Buseth presented the Finance Officer's Report for November 2019.

#### ***November 2019***

Total amount of deposits in banks.....	\$31,113,463.02
Total amount of actual cash: Currency.....	\$11,214.00
Coins.....	\$1.67
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days....	\$186,666.40
Itemized list of all other items.....	\$39,518.04
TOTAL.....	\$31,350,863.13

Commission/HR: \$29,597.40; Finance Office: \$32,446.56; States Attorney: \$40,638.04; Equalization: \$28,064.69; Register of Deeds: \$13,203.38; Veterans/Welfare: \$9,597.92; Sheriff's Office: \$159,239.84; Coroner: \$639.33; Community Health: \$5,441.14; Extension: \$2,523.69; Weed: \$4,519.44; Planning/Zoning: \$8,896.69; Highway: \$83,067.10; Emergency Management: \$5,909.48; BCOAC: \$11,385.76; Technology: \$10,161.94.

AFLAC: \$3,474.50; Aveis: \$1,373.35; Office of Child Support: \$1,644.56; Delta Dental: \$5,690.50; Flex One: \$1,658.56; Principal Life Insurance: \$1,771.25; Garnishments: \$444.51; Local Teamsters: \$1,165.00; SDRS: \$70,086.36; SDRS Supplemental: \$2,125.00; EFTPS: \$138,140.62; Wellmark: \$105,885.89; AFLAC Group/CAIC Primary: \$295.78.

Be it noted, the expenditure adjustments for the month of November 2019 were presented to the board. \$4,191.87 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Be it noted, the Register of Deeds Statement of Fees collected for the month of November 2019 in the amount of \$26,699.50 was presented to the board.

**REGULAR BUSINESS**

Motion by Jensen, seconded by Boersma to approve and authorize Chairperson Bartley to sign Resolution #19-59: a resolution approving the FY2020 Official Pay Plan for Brookings County. Background information was provided by Commission Department Director Stacy Steffensen. Roll call vote: Krogman “aye,” Jensen “aye,” Pierce “aye,” Boersma “aye,” Bartley “aye.” Motion carried.

**RESOLUTION #19-59**

**A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2020**

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 2020 to become effective January 1, 2020.

Passed and approved this 31<sup>st</sup> day of December, 2019.

Michael Bartley  
Chairperson  
Brookings County Commission

ATTEST:

Vicki Buseth  
Finance Officer  
Brookings County

<b>Brookings County Outdoor Adventure Center</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-10
PT Membership Assistant	4 (8 @ .5)	N-3 (Step 1 & Step 2 only)
PT General Maintenance Worker	.5	N-3 (Step 1 & Step 2 only)
<b>Commission Department (HR &amp; Technology)</b>	<b>FTE</b>	<b>GRADE</b>
Commission Department Director	1	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	1.5	N-3
<b>County 4-H</b>	<b>FTE</b>	<b>GRADE</b>
PT 4-H Program Assistant	1 (2 @ .5)	N-5 (Step 1 & Step 2 only)
<b>County Health</b>	<b>FTE</b>	<b>GRADE</b>
Administrative Assistant	1	N-4
PT Administrative Assistant	.6	N-4 (Step 1 & Step 2 only)
<b>County Development Department</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Office Manager	1	N-5
<b>Equalization Department</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Appraiser	3	N-6
Administrative Assistant	2	N-4
<b>Finance Department</b>	<b>FTE</b>	<b>GRADE</b>
Finance Officer	1	E-12
Deputy Director	1	N-9
Finance Analyst	1	N-8
Senior Finance Assistant	1	N-6
Finance Assistant II	1	N-5
Finance Assistant	3	N-4
Temporary Election Worker	1 (4 @ .25)	Non-graded position
<b>Highway Department</b>	<b>FTE</b>	<b>GRADE</b>
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
<b>Register of Deeds</b>	<b>FTE</b>	<b>GRADE</b>
Register of Deeds	1	E-11
Deputy	1	N-6
Administrative Assistant	1	N-4
<b>Sheriff's Department</b>	<b>FTE</b>	<b>GRADE</b>
Sheriff	1	E-15
Assistant Sheriff	1	E-12
Jail Administrator	1	E-11
Deputy-Sergeant	3	N-10
Deputy	8	N-9
Courthouse Sheriff's Deputy	1	N-9
Correctional Officer	7	N-5
Office Manager	1	N-5
Administrative Assistant	1	N-4
General Maintenance Worker	.5	N-3

PT Deputy Sheriff	.5	N-9 (Step 1 & Step 2 only)
PT Correctional Officer	10.5 (21 @ .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

<b>State's Attorney</b>	<b>FTE</b>	<b>GRADE</b>
State's Attorney	1	E-19
Deputy State's Attorney II	1	E-14
Deputy State's Attorney I	1	E-10
Legal Assistant	4	N-7
Office Manager	1	N-5
Intern	.5	Non-graded position

<b>Veterans &amp; Human Services Department</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-6

<b>Weed Department</b>	<b>FTE</b>	<b>GRADE</b>
Supervisor	1	E-7
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

### 2020 Wage Ranges

Pay Grade	Minimum	Mid-Point	Maximum
1	\$28,561	\$32,164	\$36,222
2	\$30,703	\$34,576	\$38,938
3	\$33,005	\$37,169	\$41,859
4	\$35,481	\$39,957	\$44,998
5	\$38,142	\$42,954	\$48,373
6	\$41,002	\$46,175	\$52,001
7	\$44,078	\$49,639	\$55,901
8	\$47,383	\$53,361	\$60,094
9	\$50,937	\$57,363	\$64,601
10	\$54,757	\$61,666	\$69,446
11	\$58,864	\$66,291	\$74,654
12	\$63,279	\$71,262	\$80,253

13	\$68,025	\$76,607	\$86,272
14	\$73,127	\$82,353	\$92,743
15	\$78,611	\$88,529	\$99,698
16	\$84,507	\$95,169	\$107,176
17	\$90,845	\$102,307	\$115,214
18	\$97,659	\$109,980	\$123,855
19	\$104,983	\$118,228	\$133,144

Non-Graded Part-Time Positions		
E	County Commissioners	\$18,276.70
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 Pierce, seconded by Boersma to approve and authorize Chairperson Bartley to sign Resolution #19-60: a resolution approving contingency transfers for FY2019. Background information was provided by Commission Department Director Stacy Steffensen. Roll call vote: Jensen “aye,” Pierce “aye,” Boersma “aye,” Krogman “aye,” Bartley “aye.” Motion carried.

**Resolution #19-60**

**CONTINGENCY TRANSFERS**

WHEREAS, the Brookings County Board of County Commissioners did approve a line for contingency transfers in the 2019 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: 101-4-111-4220 (Professional Services) \$30,000  
*Commission*

FROM: General Fund contingency line 101-4-112-4290  
TO: 101-4-130-4222 (Adult Defense) \$10,000  
*Judicial System*

FROM: General Fund contingency line 101-4-112-4290  
TO: 101-4-212-4263 (Medical Services) \$30,000

*Jail*

FROM: General Fund contingency line 101-4-112-4290  
TO: 101-4-212-4290 (Prisoner Rations) \$10,000  
*Jail*

FROM: General Fund contingency line 101-4-112-4290  
TO: 101-4-441-4220 (Professional Services) \$25,000  
*Behavioral Health*

FROM: General Fund contingency line 101-4-112-4290  
TO: 101-4-528-4220 (Professional Services) \$3,000  
*BCOAC*

FROM: General Fund contingency line 101-4-112-4290  
TO: 101-4-528-4250 (Repairs & Maintenance) \$10,000  
*BCOAC*

FROM: General Fund contingency line 101-4-112-4290  
TO: 101-4-528-4280 (Utilities) \$8,000  
*BCOAC*

FROM: General Fund contingency line 101-4-112-4290  
TO: 226-4-222-4390 (Communication Equipment) \$2,000  
*Emergency Management*

**Total Contingencies \$128,000**

Michael Bartley  
Chairperson  
Brookings County, South Dakota

ATTEST:

Vicki Buseth  
Finance Officer

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #19-84: an agreement for detention services between Minnehaha County, Lutheran Social Services South Dakota, and Brookings County. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Krogman, seconded by Boersma to approve and authorize Chairperson Bartley to sign Agreement #19-85: a Consultant Contract for Provision of Community Health Services between Brookings County and the South Dakota Department of Health, Family and Community Health, Child and Family Services.

Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Boersma, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #19-86: a Memorandum of Understanding between SDSU Extension and Brookings County. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Boersma, seconded by Pierce to approve and authorize Chairperson Bartley to sign Agreement #19-87: an intergovernmental contract with the South Dakota Public Assurance Alliance. Background information was provided by Commission Department Director Stacy Steffensen. All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #19-88: an agreement for voluntary right-of-way donation between Brookings County and Darwin Ulvestad.

Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve a utilities certificate for BIG program project- structure 06-120-053. Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Motion by Pierce, seconded by Boersma to table the right-of-way certificate for BIG program project- structure 06-120-05 until the January 7, 2020 Commission Meeting.

Highway Superintendent Brian Gustad said this certificate is not ready to be approved yet.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve a Change Order 2 for the Brookings County Outdoor Adventure Center parking lot project in the amount of \$22,580.25.

BCOAC Director Kristin Heismeyer asked that the board put something in writing regarding any repairs or anything that needs to be done in the spring regarding the work that is not complete. She said there’s still a lot of puddles and water retentions in some areas. She said she was verbally told that they were going to come back and fix it. She said that hasn’t happened yet and wants to make sure there are some assurances that this project will be completed.

Commission Department Director Stacy Steffensen said Bowes Construction submitted for payment was above the initial bid and the two change orders. She said Bowes had some overage costs of \$7,304.36 and would like payment to cover those costs.

Jensen said he had a conversation with the foreman and was told that their initial intention was to excavate the gravel that was out there and use back into the base course. Because of the weather, Jensen said he was told it was unusable and that is why there's overage.

Pierce asked what the original bid was for the project and each of the change orders. Steffensen said the original bid was \$103,230 for the project. She said the first change order was \$44,770.00 and that was to increase the size of the parking lot. Steffensen said the second change order as presented is for \$29,884.61, which includes the \$7,304.36 of overages. She said the second change order is for extra mesh and gravel.

Boersma said typically you should approve overages in advance, whenever possible, unless there's a paper trail to document a construction change directive where it's necessary to keep the project on schedule. Boersma said it's hard to approve something when nothing has been presented. Bartley said part of the overage was poor gravel but questions the extra asphalt.

Bartley asked if the board should approve this change order today as is and ask them to submit additional documentation for additional change orders. Boersma said that is how she would do it. Bartley said he has no problem approving the change order as presented but suggested that documentation be provided if they want the additional \$7,304.36. Pierce suggested that a letter be sent along with the check. Steffensen said she would draft a letter requesting assurances that the work will be completed in the spring and a written explanation with a change order for the additional \$7,304.36.

Roll call vote: Jensen "aye," Pierce "aye," Boersma "aye," Krogman "aye," Bartley "aye."  
Motion carried.

Motion by Krogman, seconded by Boersma to approve payment to Bowes Construction for the Brookings County Outdoor Adventure Center parking lot project.

Steffensen said the payment is for \$170,580.25; change order one and change order two.

Roll call vote: Pierce "aye," Boersma "aye," Krogman "aye," Jensen "aye," Bartley "aye."  
Motion carried.

Motion by Pierce, seconded by Jensen to remove from the table the appointment of Mike Holzhauser to a 4-year term as Brookings County Veterans Service Officer. All members voted "aye." Motion carried.

Motion by Jensen, seconded by Krogman to appoint Michael Holzhauser to a 4-year term as Brookings County Veterans Service Officer to run from January 7, 2020 to January 1, 2024.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Boersma to approve the Human Services Poor Relief Guidelines. Background information was provided by Veterans & Human Services Director Michael Holzhauser.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Boersma to approve and authorize Chairperson Bartley to request to fill vacancy for a Corrections Sergeant in the Sheriff's Office/Jail. Background information was provided by Sheriff Martin Stanwick.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Krogman to transfer cash from budget line 101-4-211-4291 in the amount of \$59,186.12 to Fund 759, the Brookings County Fire Trust Fund.

Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Boersma, seconded by Krogman to fund for a site survey for the I-29/20<sup>th</sup> Street South Interchange.

Commission Department Director Stacy Steffensen said the city received two quotes and the low bid was Civil Design Inc. in the amount of \$13,500. She said the city is requesting from the county \$6,750.00.

Jensen said this is above and beyond the \$2 million contribution. Jensen asked who is going to be responsible for the overpass once it's completed. He said he feels that the county has been very gracious with the \$2 million contribution towards this project. He said he worries about additional requests. Pierce said she really thinks that the county needs to contribute its share for the survey. She said the reason it's not coming out of the \$2 million contribution is because they haven't come to terms yet with the federal government. Pierce said the site survey has to be the first thing done.

Jensen said the city is the applicant of this project and wondered who would be responsible hereafter. He said it's still a township road. Jensen said he worries about additional expenses and overages when the county has already contributed \$2 million for this project. Bartley said he agrees with Jensen and said they need to form an agreement with the city on how they will handle overages and additional expenses outside the grant. Krogman said by agreeing to this site-survey by no means agreeing to pay for overages or missed expenses.

All members voted “aye.” Motion carried.

### ***End of Year Designations***

Commission Department Director Stacy Steffensen said in reviewing the surplus analysis, she recommends assigning \$2.5 million of general fund unassigned dollars. She said assigning \$2.5 million would put the county at 26% for year-end. Steffensen said the policy has been to be at about 25% at year-end.

Steffensen said she recommends designating \$30,000 each year through FY2022 for an expenditure in FY2023 for Sheriff's Departments radio updates. She said she also recommends designating \$1 million for the interchange project and \$1.47 million for the jail expansion project.

Motion by Boersma, seconded by Jensen to designate \$30,000 for radios, \$1 million for the interchange project and \$1.47 million for the jail expansion project.

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

Motion by Krogman, seconded by Boersma to declare a dell projector as surplus property to be sold via online auction; a state radio tower and equipment, Insta-Theatre and 25 suitcase style voting booths as surplus property to be transferred; 45 suitcase style voting booths, 2019 Dodge Durango, base antenna transceiver, communications equipment transceiver, IM Toshiba projector, 3- communications parts transceiver, 3-communications parts radio equipment, communications

parts radio equipment Smarttech amplifier, and a Kardex Lektriever as surplus property to be disposed of.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said due to publication requires, the dates for joint meetings with the City Council for the proposed joint jurisdiction zoning ordinance have changed. She said the First Reading will be January 14<sup>th</sup> at 5:30 p.m. and the Second Reading will be February 11<sup>th</sup> at 5:30 p.m.

Steffensen discussed the updated 2020 calendar. She said due to statutory requirements, Equalization Boards must be held on Tuesday, April 14<sup>th</sup>. Steffensen said that is noted as a separate meeting from the regular commission meeting dates.

Steffensen asked the board for talking points at Brookings Day at the Capitol on January 15<sup>th</sup>.

Steffensen said the commission received a request to contribute funds to the endowment fund for the state veteran’s cemetery.

Steffensen said Robert Burns, Chairperson of the South Dakota World Affairs Council, would like to meet with city and county governments on Tuesday, February 18<sup>th</sup>.

Steffensen said they received a resignation letter for a position on the Hospital Board. She asked the board for permission to start advertising for that position. By consensus, the board agreed to start advertising for that vacant position.

Steffensen discussed upcoming dates with the board.

States Attorney Dan Nelson said the Brookings County Adult Diversion Program was in the news, as well as THC Oil in Brookings County. Nelson said he would report more on that at a later Commission Meeting.

## **COMMISSIONERS’ REPORTS & DISCUSSION**

Commissioner Pierce attended CMAR Interviews; attended the Legislative Luncheon; attended the Public Affairs Meeting; attended the BEDC Meeting; and attended the Census Meeting.

Commissioner Boersma attended CMAR Interviews; attended the 4-H Promotion & Expansion Committee Meeting; attended the Legislative Luncheon; and attended a Brookings Behavioral Health & Wellness Meeting.

Commissioner Krogman attended CMAR Interviews; attended the Legislative Luncheon; and attended a Brookings Health Board Meeting.

Commissioner Jensen attended an Extension Board Meeting; attended CMAR Interviews; attended a 20<sup>th</sup> Street Overpass Meeting; and attended the 4-H Winter Calf Show.

Commissioner Bartley attended CMAR Interviews; attended the City/County Potluck; attended the Legislative Luncheon; and met with Mills Construction to discuss Affordable Housing.

## **EXECUTIVE SESSION**

Motion by Boersma, seconded by Krogman to enter into Executive Session at 10:28 a.m., in accordance with SDCL 1-25-2(1)(4), personnel and contract negotiations. All members voted “aye.” Motion carried.

Motion by Pierce, seconded by Boersma to come out of Executive Session at 12:28 p.m. All members voted “aye.” Motion carried. No action was taken.

### **ADJOURNMENT**

Motion by Krogman, seconded by Boersma to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, January 7, 2020 at 8:30 a.m.

It is the policy of Brookings County, South Dakota not to discriminate against the Handicapped of Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

---

Jenna Byrd  
Finance Assistant II  
Brookings County

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

Brookings County

# Travel / Education Request Form

Name(s): Jacob Brehmer, Reid Squires

Department: Equalization Position(s): Director, Deputy

Date(s)	Beginning Odometer	Ending Odometer	Destination
January 15, 2020			Howard, SD

**Reason for Travel:**

District 5 quarterly meeting

**Passengers:**

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto
  - \_\_\_\_\_ Miles @ \$ \_\_\_\_\_ /per mile = \$ 0.00
- Meals:
  - \_\_\_\_\_ Breakfast(s) @ \$ \_\_\_\_\_ = \$ 0.00
  - 2 Lunch(s) @ \$ 14.00 = \$ 28.00
  - \_\_\_\_\_ Dinner(s) @ \$ \_\_\_\_\_ = \$ 0.00
- Additional Expenses (taxi, parking, etc.):
  - Please list: \_\_\_\_\_ = \$ \_\_\_\_\_
- Lodging (Estimated number of nights): \_\_\_\_\_ = \$ \_\_\_\_\_
- Registration (Estimated cost): \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Cost Estimate:** = \$ 28.00

Department Head designated mileage rate: \$ \_\_\_\_\_ /per mile

Jacob Brehmer Digitally signed by Jacob Brehmer  
DN: cn=Jacob Brehmer, o=Brookings County,  
ou=Equalization, email=jacob@brookingscounty.gov  
Reason: I am the author of this document  
Date: 2019.04.08 15:03 -0500

1/2/2020

Department Head Signature

Date

## Personnel Action Notice Summary

Commission Meeting: January 7, 2020

<b>Employee Name:</b>	Tara Rodriguez				
<b>Department:</b>	Sheriff		<b>Position:</b>	Jail Nurse	
<b>Effective Date:</b>	12/19/2019		<b>Salary/Wage:</b>	\$ 25.00	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Heather Murfield				
<b>Department:</b>	Sheriff		<b>Position:</b>		
<b>Effective Date:</b>	01/01/2020		<b>Salary/Wage:</b>	\$ 19.99	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Matlock Christensen				
<b>Department:</b>	Sheriff		<b>Position:</b>		
<b>Effective Date:</b>	01/01/2020		<b>Salary/Wage:</b>	\$ 22.35	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Darin Haider				
<b>Department:</b>	Sheriff		<b>Position:</b>		
<b>Effective Date:</b>	01/01/2020		<b>Salary/Wage:</b>	\$ 32.73	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

## Personnel Action Notice Summary

Commission Meeting: January 7, 2020

<b>Employee Name:</b>	Tammy Hanson				
<b>Department:</b>	Register of Deeds	<b>Position:</b>	Deputy		
<b>Effective Date:</b>	01/01/2020	<b>Salary/Wage:</b>	\$ 25.00		
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Kristi Kruse				
<b>Department:</b>	Register of Deeds	<b>Position:</b>	Administrative Assistant		
<b>Effective Date:</b>	01/14/2020	<b>Salary/Wage:</b>	\$ 17.40		
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>					
<b>Department:</b>		<b>Position:</b>			
<b>Effective Date:</b>		<b>Salary/Wage:</b>			
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>					
<b>Department:</b>		<b>Position:</b>			
<b>Effective Date:</b>		<b>Salary/Wage:</b>			
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

1/02/2020 12:57 PM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 1

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12033	MINNEHAHA COUNTY AUDITO	I-201912314365	101-3-3414200	LIEN PAYMENT - XXXXX		316.00
DEPARTMENT 0000 NON-DEPARTMENTAL					TOTAL:	316.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 130 JUDICIAL SYSTEM

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-1	TRAVIS PAGE	I-201912314368	101-4-130-4280	WITNESS FEES		31.34
01-1	JODI OLSON	I-201912314369	101-4-130-4280	WITNESS FEES		21.68
01-1	MISTRY ANDERSON	I-201912314370	101-4-130-4280	WITNESS FEES		43.52
01-1	LEA HAMER	I-201912314371	101-4-130-4280	WITNESS FEES		20.42
01-1	LUCY KEPHART	I-201912314372	101-4-130-4280	WITNESS FEES		21.68
01-1	MICHAEL OWENS	I-201912314373	101-4-130-4280	WITNESS FEES		22.52
01-1	SHAUNA ROACH	I-201912314374	101-4-130-4280	WITNESS FEES		20.42
01-1	SHAUNA ROACH	I-201912314375	101-4-130-4280	WITNESS FEES		20.42
01-12602	RICK RIBSTEIN	I-201912314390	101-4-130-4222	CRT APPT ATTORNEY CRI19-516		666.00
01-12602	RICK RIBSTEIN	I-201912314391	101-4-130-4222	CRT APPT ATTORNEY CRI18-974		1,437.10
01-12602	RICK RIBSTEIN	I-201912314392	101-4-130-4222	CRT APPT ATTORNEY CRI19-394		869.25
01-12602	RICK RIBSTEIN	I-201912314393	101-4-130-4222	CRT APPT ATTORNEY CRI19-899		652.25
01-13370	THOMSON REUTERS - WEST	I-201912314398	101-4-130-4340	WEST INFO CHARGES #841538085		69.62
01-13389	TERRY D WIECZOREK PC	I-201912314402	101-4-130-4223	CRT APPT ATTORNEY JUV19-75		152.95
01-13389	TERRY D WIECZOREK PC	I-201912314403	101-4-130-4222	CRT APPT ATTORNEY CRI19-427		1,030.80
01-17926	TIM HOGAN	I-201912314359	101-4-130-4222	CRT APPT ATTORNEY CRI19-862		3,218.55
01-17926	TIM HOGAN	I-201912314360	101-4-130-4222	CRT APPT ATTORNEY CRI19-704		1,422.35
01-17926	TIM HOGAN	I-201912314361	101-4-130-4222	CRT APPT ATTORNEY CRI18-1067		968.79
01-20023	GASS LAW, PC	I-201912314357	101-4-130-4222	CRT APPT ATTORNEY CRI19-282		962.25
01-20548	COMPASS COUNSELING & AS	I-201912314349	101-4-130-4290	PSYCHOSEXUAL ASSESSMENT		1,800.00
01-22039	JENNIFER GOLDAMMER	I-201912314358	101-4-130-4222	CRT APPT ATTORNEY CRI19-605		541.50
01-22102	ANTHONY TEESDALE	I-201912314396	101-4-130-4222	CRT APPT ATTORNEY CRI18-645		574.75
01-22102	ANTHONY TEESDALE	I-201912314397	101-4-130-4222	CRT APPT ATTORNEY CRI19-763		1,162.00
01-22127	KRISTIN A WOODALL	I-201912314404	101-4-130-4224	TRANSCRIPTS XXXX		4.80
01-22522	TEREE A NESVOLD	I-201912314377	101-4-130-4222	CRT APPT ATTORNEY CRI19-548		726.75
01-22522	TEREE A NESVOLD	I-201912314378	101-4-130-4222	CRT APPT ATTORNEY CRI19-503		736.25

DEPARTMENT 130 JUDICIAL SYSTEM TOTAL: 17,197.96

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 143 FINANCE OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10371	BROOKINGS REGISTER	I-201912314344	101-4-143-4230	DELINQUENT TAX PUBLICATION		627.00
01-11863	MCLEOD'S PRINTING & OFF	I-201912314364	101-4-143-4260	CHECK STOCK		331.91
01-12261	OFFICE PEEPS INC	I-201912314385	101-4-143-4260	INK CARTRIDGE		193.93

DEPARTMENT 143 FINANCE OFFICE TOTAL: 1,152.84

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 151 STATES ATTORNEY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-201912314341	101-4-151-4260	COPIER MAINTENANCE CONTRACT		61.01
01-12261	OFFICE PEEPS INC	I-201912314383	101-4-151-4260	OFFICE SUPPLIES		295.59
01-22595	DOUGLAS COUNTY COURT	I-201912314350	101-4-151-4260	CERTIFIED COPIES OF CONVICATIO		2.00
DEPARTMENT 151 STATES ATTORNEY						TOTAL: 358.60

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12236	NORTHWESTERN ENERGY	I-201912314379	101-4-161-4280	NATURAL GAS USAGE		10.00
01-12261	OFFICE PEEPS INC	I-201912314384	101-4-161-4243	BASEMENT SHELVING-ELECTIONS		864.22
01-20143	CITY OF BROOKINGS	I-201912314348	101-4-161-4243	JOINT BUILDING COSTS		12,703.40
01-20186	DVL FIRE AND SAFETY	I-201912314351	101-4-161-4250	ANNUAL INSPECTION OF FIRE EXT		433.25

DEPARTMENT 161 COUNTY BUILDING TOTAL: 14,010.87

1/02/2020 12:57 PM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 6

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11863	MCLEOD'S PRINTING & OFF	I-201912314367	101-4-162-4260	WINDOW ENVELOPES		319.90

DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL: 319.90

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 211 SHERIFF'S OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11680	KNIGHT'S DEFENSE	I-201912314362	101-4-211-4262	UNIFORMS		1,306.59
01-12666	RUNNING'S SUPPLY INC	I-201912314394	101-4-211-4260	K9 SUPPLIES		244.95
01-21166	CENTURY LINK	I-201912314347	101-4-211-4280	LONG DISTANCE SERVICE		130.66
DEPARTMENT 211 SHERIFF'S OFFICE					TOTAL:	1,682.20

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 212 COUNTY JAIL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10113	ANESTHESIOLOGY ASSOCIAT	I-201912314342	101-4-212-4263	INMATE MEDICAL		750.00
01-11078	FOERSTER DISTRIBUTING	I-201912314356	101-4-212-4260	JANITORIAL JAIL SUPPLIES		330.00
01-11680	KNIGHT'S DEFENSE	I-201912314362	101-4-212-4260	UNIFORMS		594.25
01-12261	OFFICE PEEPS INC	I-201912314382	101-4-212-4260	OFFICE SUPPLIES		174.75
01-22095	CARDIAC SCIENCE CORPORA	I-201912314345	101-4-212-4260	BATTERY		60.00
DEPARTMENT 212 COUNTY JAIL					TOTAL:	1,909.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 223 DRAINAGE COMMISSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12261	OFFICE PEEPS INC	I-201912314386	101-4-223-4260	BINDERS		29.45

DEPARTMENT 223 DRAINAGE COMMISSION TOTAL: 29.45

1/02/2020 12:57 PM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 10

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 411 WELFARE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10340	BROOKINGS AREA CHAMBER	I-201912314366	101-4-411-4262	2019 PRE-LEGISLATIVE LUNCHEON		25.00
DEPARTMENT 411 WELFARE					TOTAL:	25.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 441 BEHAVIORAL HEALTH

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11805	LINCOLN COUNTY AUDITOR	I-201912314363	101-4-441-4220	MENTAL ILLNESS CHARGES		1,259.55
DEPARTMENT 441 BEHAVIORAL HEALTH					TOTAL:	1,259.55

1/02/2020 12:57 PM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 12

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 528 BCOAC

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12236	NORTHWESTERN ENERGY	I-201912314379	101-4-528-4280	NATURAL GAS USAGE		1,042.91
DEPARTMENT 528 BCOAC					TOTAL:	1,042.91

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 611 COUNTY EXTENSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10541	CENTURY BUSINESS PRODU	I-201912314346	101-4-611-4250	COPIER CONTRACT		141.76
01-12261	OFFICE PEEPS INC	I-201912314381	101-4-611-4260	OFFICE SUPPLIES		333.02
01-12309	OUTLAW GRAPHICS	I-201912314388	101-4-611-4260	WINDOW GRAPHIC		55.00
01-13328	WALMART COMMUNITY	I-201912314401	101-4-611-4260	OFFICE SUPPLIES		34.07

DEPARTMENT 611 COUNTY EXTENSION TOTAL: 563.85

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 615 WEED CONTROL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12250	OAKWOOD TOWNSHIP	I-201912314380	101-4-615-4260	GOPHER BOUNTY PROGRAM - 112		168.00
01-12298	OSLO TOWNSHIP	I-201912314387	101-4-615-4260	GOPHER BOUNTY PROGRAM-103		154.50
01-13185	TOWN & COUNTRY SHOPPER	I-201912314399	101-4-615-4230	POCKET GOPHER NOTICE		120.00
01-19638	SHERMAN TOWNSHIP	I-201912314395	101-4-615-4260	GOPHER BOUNTY PROGRAM-20		30.00
DEPARTMENT 615 WEED CONTROL					TOTAL:	472.50

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 101 GENERAL FUND

DEPARTMENT: 711 PLANNING & ZONING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12261	OFFICE PEEPS INC	I-201912314386	101-4-711-4260	BINDERS		88.36
01-13185	TOWN & COUNTRY SHOPPER	I-201912314400	101-4-711-4261	6X15 CENSUS 2020		500.00
DEPARTMENT 711 PLANNING & ZONING						TOTAL: 588.36
FUND 101 GENERAL FUND						TOTAL: 40,928.99

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 226 EMERGENCY MANAGEMENT

DEPARTMENT: 222 EMERGENCY & DISASTER SERV

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12099	MOTOROLA SOLUTIONS INC	I-201912314376	226-4-222-4390	APX8500 RADIO SYSTEM		5,401.75
01-12538	RAMKOTA INN	I-201912314389	226-4-222-4270	EM CONFERENCE-PIERRE		308.00
DEPARTMENT 222 EMERGENCY & DISASTER S TOTAL:						5,709.75
FUND 226 EMERGENCY MANAGEMENT TOTAL:						5,709.75

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 304 DETENTION CNTR EXPANSION

DEPARTMENT: 890 DETENTION CNTR EXPANSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
--------	------	--------	-------------	-------------	--------	--------

01-22167	BOARMAN KROOS VOGEL GRO I-201912314343		304-4-890-4220	DETENTION CENTER EXPANSION		47,032.81
----------	--	--	----------------	----------------------------	--	-----------

				DEPARTMENT 890	DETENTION CNTR EXPANSI	TOTAL:	47,032.81
--	--	--	--	----------------	------------------------	--------	-----------

				FUND	304	DETENTION CNTR EXPANSI	TOTAL:	47,032.81
--	--	--	--	------	-----	------------------------	--------	-----------

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02201 2019 Claims 1/7/20

FUND : 770 TAX SALE REDEMPTION

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22448	EMPIRE INVESTMENTS LLC	I-201912314352	770-2-2090000	CERT#19-85 XXXX 1423		1,224.12
01-22448	EMPIRE INVESTMENTS LLC	I-201912314353	770-2-2090000	CERT#19-135 XXXX 1422		2,357.24
01-22448	EMPIRE INVESTMENTS LLC	I-201912314354	770-2-2090000	CERT#19-150,190,191 XXXX 1424		2,705.84
01-22448	EMPIRE INVESTMENTS LLC	I-201912314355	770-2-2090000	CERT#19-44 XXXX 1420		3,255.36

DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL: 9,542.56

FUND 770 TAX SALE REDEMPTION TOTAL: 9,542.56

REPORT GRA TOTAL: 103,214.11

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2019	101-3-3414200	CRT. APPOINT. A*NON-EXPENS	316.00	145,000-	22,147.20				
	101-4-130-4222	ADULT DEFENSE	14,968.59	510,000	20,794.53-	Y			
	101-4-130-4223	JUVENILE DEFENSE	152.95	30,000	15,889.20				
	101-4-130-4224	TRANSCRIPTS (LIENABLE)	4.80	5,000	1,938.00				
	101-4-130-4280	JURY & WITNESS	202.00	15,000	275.82				
	101-4-130-4290	COURT CASE EXPENSE	1,800.00	40,000	16,407.92				
	101-4-130-4340	LAW LIBRARY	69.62	20,000	12,954.52				
	101-4-143-4230	PUBLISHING	627.00	4,500	1,265.25				
	101-4-143-4260	SUPPLIES & MATERIALS	525.84	15,000	1,857.40				
	101-4-151-4260	SUPPLIES & MATERIALS	358.60	20,000	1,657.03-	Y			
	101-4-161-4243	ADMIN BUILDING OPERATION E	13,567.62	216,628	57,695.49				
	101-4-161-4250	REPAIRS AND MAINTENANCE	433.25	89,700	7,685.01				
	101-4-161-4280	UTILITIES/COURTHOUSE	10.00	52,540	4,508.15				
	101-4-162-4260	SUPPLIES &N MATERIALS	319.90	9,000	2,373.77				
	101-4-211-4260	SUPPLIES & MATERIALS	244.95	14,500	204.80-	Y			
	101-4-211-4262	UNIFORMS/EQUIPMENT	1,306.59	4,000	1,384.02-	Y			
	101-4-211-4280	UTILITIES	130.66	20,000	693.21				
	101-4-212-4260	SUPPLIES & MATERIALS	1,159.00	45,000	1,025.56				
	101-4-212-4263	MEDICAL SERVICE/LIENABLE	750.00	60,000	26,093.59				
	101-4-223-4260	SUPPLIES & MATERIALS	29.45	500	164.76				
	101-4-411-4262	TRAVEL/ASSIST.	25.00	600	59.56				
	101-4-441-4220	PROFESSIONAL SERV. & FEES	1,259.55	75,000	18,753.48				
	101-4-528-4280	UTILITIES	1,042.91	38,000	1,291.44				
	101-4-611-4250	REPAIRS AND MAINTENANCE	141.76	6,000	1,655.25				
	101-4-611-4260	SUPPLIES & MATERIALS	422.09	11,000	2,113.66				
	101-4-615-4230	PUBLISHING	120.00	1,100	479.92-	Y			
	101-4-615-4260	SUPPLIES & MATERIALS	352.50	60,000	14,375.59				
	101-4-711-4260	SUPPLIES & MATERIALS	88.36	4,350	160.74-	Y			
	101-4-711-4261	CENSUS	500.00	500	0.00				
	226-4-222-4270	TRAVEL	308.00	4,000	25.47				
	226-4-222-4390	COMMUNICATION EQUIP.	5,401.75	56,208	3,584.90				
	304-4-890-4220	PROFESSIONAL SERVICES	47,032.81	0	300,622.57-	Y			
	770-2-2090000	DUE TO CERTIFICATE HOLDER	9,542.56						
		** 2019 YEAR TOTALS	103,214.11						

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	316.00
101-130	JUDICIAL SYSTEM	17,197.96
101-143	FINANCE OFFICE	1,152.84
101-151	STATES ATTORNEY	358.60
101-161	COUNTY BUILDING	14,010.87
101-162	DIRECTOR OF EQUALIZATION	319.90
101-211	SHERIFF'S OFFICE	1,682.20
101-212	COUNTY JAIL	1,909.00
101-223	DRAINAGE COMMISSION	29.45
101-411	WELFARE	25.00
101-441	BEHAVIORAL HEALTH	1,259.55
101-528	BCOAC	1,042.91
101-611	COUNTY EXTENSION	563.85
101-615	WEED CONTROL	472.50
101-711	PLANNING & ZONING	588.36
-----		
101 TOTAL	GENERAL FUND	40,928.99
226-222	EMERGENCY & DISASTER SERV	5,709.75
-----		
226 TOTAL	EMERGENCY MANAGEMENT	5,709.75
304-890	DETENTION CNTR EXPANSION	47,032.81
-----		
304 TOTAL	DETENTION CNTR EXPANSION	47,032.81
770	NON-DEPARTMENTAL	9,542.56
-----		
770 TOTAL	TAX SALE REDEMPTION	9,542.56
-----		
	** TOTAL **	103,214.11

NO ERRORS

\*\* END OF REPORT \*\*

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 111 COMMISSIONERS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12746	SDACC	I-201912304333	101-4-111-4220	MEMBERSHIP DUES 1/1-12/31/20		5,934.00
01-12813	SDML WORKERS' COMP FUND	I-201912304336	101-4-111-4140	2020 RENEWAL BILLING		417.00
DEPARTMENT 111 COMMISSIONERS					TOTAL:	6,351.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 143 FINANCE OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12747	SDACO	I-201912304334	101-4-143-4220	FINANCE, ROD YEARLY DUES		1,841.70
01-12813	SDML WORKERS' COMP FUND	I-201912304336	101-4-143-4140	2020 RENEWAL BILLING		782.00
DEPARTMENT 143 FINANCE OFFICE					TOTAL:	2,623.70

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 151 STATES ATTORNEY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12801	SD STATE'S ATTORNEYS AS	I-201912304335	101-4-151-4220	STATES ATTY BASE DUES		1,609.00
01-12813	SDML WORKERS' COMP FUND	I-201912304336	101-4-151-4140	2020 RENEWAL BILLING		812.00
01-19603	MEDIACOM LLC	I-201912304339	101-4-151-4260	JANUARY LAW LIBRARY INTERNET		136.90
DEPARTMENT 151 STATES ATTORNEY						TOTAL: 2,557.90

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11569	JOHNSON CONTROLS	I-201912304330	101-4-161-4250	SERVICE AGREEMENT 12/1-5/31		16,371.00
01-12813	SDML WORKERS' COMP FUND	I-201912304336	101-4-161-4140	2020 RENEWAL BILLING		1,237.00
DEPARTMENT 161 COUNTY BUILDING					TOTAL:	17,608.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		101-4-162-4140	2020 RENEWAL BILLING		3,038.00

DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL: 3,038.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 163 REGISTER OF DEEDS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		101-4-163-4140	2020 RENEWAL BILLING		319.00
DEPARTMENT 163 REGISTER OF DEEDS					TOTAL:	319.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 165 VETERAN'S SERVICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		101-4-165-4140	2020 RENEWAL BILLING		120.00
DEPARTMENT 165 VETERAN'S SERVICE					TOTAL:	120.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 171 INFORMATION TECHNOLOGY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11485	TYLER TECHNOLOGIES	I-201912304338	101-4-171-4221	2020 TYLER TECHNOLOGIES		69,369.24
01-12714	SCHNEIDER GEOSPATIAL LL	I-201912304332	101-4-171-4221	BEACON HOSTING Q1, MAINTENANC		6,710.00
01-12813	SDML WORKERS' COMP FUND	I-201912304336	101-4-171-4140	2020 RENEWAL BILLING		313.00
01-22593	CLOUDCOVER USA INC	I-201912304328	101-4-171-4221	FIREWALL ANNUAL MAINTENANCE		6,300.00

DEPARTMENT 171 INFORMATION TECHNOLOGY TOTAL: 82,692.24

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 172 HUMAN RESOURCES

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		101-4-172-4140	2020 RENEWAL BILLING		115.00
DEPARTMENT 172 HUMAN RESOURCES					TOTAL:	115.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 211 SHERIFF'S OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11996	MID-STATES ORGANIZED CR	I-201912304331	101-4-211-4220	2020 SUBSCRIPTION		150.00
01-12813	SDML WORKERS' COMP FUND	I-201912304336	101-4-211-4140	2020 RENEWAL BILLING		14,896.00
DEPARTMENT 211 SHERIFF'S OFFICE					TOTAL:	15,046.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 212 COUNTY JAIL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		101-4-212-4140	2020 RENEWAL BILLING		13,970.00
DEPARTMENT 212 COUNTY JAIL					TOTAL:	13,970.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 411 WELFARE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		101-4-411-4140	2020 RENEWAL BILLING		117.00
DEPARTMENT 411 WELFARE					TOTAL:	117.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 421 COMMUNITY HEALTH NURSE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		101-4-421-4140	2020 RENEWAL BILLING		78.00

DEPARTMENT 421 COMMUNITY HEALTH NURSE TOTAL: 78.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 427 WIC

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		101-4-427-4140	2020 RENEWAL BILLING		35.00
DEPARTMENT 427 WIC					TOTAL:	35.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 528 BCOAC

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		101-4-528-4140	2020 RENEWAL BILLING		991.00
DEPARTMENT 528 BCOAC					TOTAL:	991.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 611 COUNTY EXTENSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		101-4-611-4140	2020 RENEWAL BILLING		80.00
DEPARTMENT 611 COUNTY EXTENSION					TOTAL:	80.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 615 WEED CONTROL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND	I-201912304336	101-4-615-4140	2020 RENEWAL BILLING		3,156.00
01-22027	WEED & PEST CONFERENCE	I-201912304337	101-4-615-4260	2020 CONFERENCE - ABERDEEN		360.00
DEPARTMENT 615 WEED CONTROL						TOTAL: 3,516.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 711 PLANNING & ZONING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		101-4-711-4140	2020 RENEWAL BILLING		205.00
DEPARTMENT 711 PLANNING & ZONING					TOTAL:	205.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 101 GENERAL FUND

DEPARTMENT: 712 1ST DISTRICT

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11042	FIRST DISTRICT ASSOCIAT	I-201912304329	101-4-712-4290	1ST QTR PAYMENT COUNTY DUES		11,376.34
DEPARTMENT 712 1ST DISTRICT						TOTAL: 11,376.34
FUND 101 GENERAL FUND						TOTAL: 160,839.18

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 201 ROAD & BRIDGE FUND

DEPARTMENT: 311 HIGHWAY ADMINISTRATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		201-4-311-4140	2020 RENEWAL BILLING		26,165.00
DEPARTMENT 311 HIGHWAY ADMINISTRATION TOTAL:						26,165.00
FUND 201 ROAD & BRIDGE FUND TOTAL:						26,165.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 226 EMERGENCY MANAGEMENT

DEPARTMENT: 222 EMERGENCY & DISASTER SERV

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND I-201912304336		226-4-222-4140	2020 RENEWAL BILLING		1,186.00
DEPARTMENT 222 EMERGENCY & DISASTER S TOTAL:						1,186.00
FUND 226 EMERGENCY MANAGEMENT TOTAL:						1,186.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02200 2020 Claims 1/8/20

FUND : 250 ROD RELIEF FUND

DEPARTMENT: 163 ROD Relief Fund

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12747	SDACO	I-201912304334	250-4-163-4220	FINANCE, ROD YEARLY DUES		920.85
DEPARTMENT 163 ROD Relief Fund						TOTAL: 920.85
FUND 250 ROD RELIEF FUND						TOTAL: 920.85
REPORT GRA TOTAL:						189,111.03

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2019	101-4-111-4140	WORKMEN'S COMP.	417.00	467	362.50-	Y			
	101-4-111-4220	PROFESSIONAL SERV. & FEES	5,934.00	30,000	21,543.88-	Y			
	101-4-143-4140	WORKMEN'S COMP.	782.00	860	682.80-	Y			
	101-4-143-4220	PROFESSIONAL SERV. & FEES	1,841.70	3,500	258.40-	Y			
	101-4-151-4140	WORKMEN'S COMP.	812.00	974	696.40-	Y			
	101-4-151-4220	PROFESSIONAL SERV. & FEES	1,609.00	3,500	25.00-	Y			
	101-4-151-4260	SUPPLIES & MATERIALS	136.90	20,000	139.39				
	101-4-161-4140	WORKMEN'S COMP.	1,237.00	1,637	817.10-	Y			
	101-4-161-4250	REPAIRS AND MAINTENANCE	16,371.00	89,700	5,717.82-	Y			
	101-4-162-4140	WORKMEN'S COMP.	3,038.00	3,503	2,635.50-	Y			
	101-4-163-4140	WORKMEN'S COMP.	319.00	358	277.40-	Y			
	101-4-165-4140	WORKMEN'S COMP.	120.00	136	103.60-	Y			
	101-4-171-4140	WORKMAN'S COMP	313.00	260	268.00-	Y			
	101-4-171-4221	DATA PROCESSING/SOFTWARE	82,379.24	197,505	66,785.24-	Y			
	101-4-172-4140	WORKER'S COMPENSATION	115.00	126	102.50-	Y			
	101-4-211-4140	WORKMEN'S COMP.	14,896.00	17,586	12,316.20-	Y			
	101-4-211-4220	PROFESSIONAL SERV. & FEES	150.00	6,000	1,543.25				
	101-4-212-4140	WORKMEN'S COMP.	13,970.00	12,862	12,343.70-	Y			
	101-4-411-4140	WORKMEN'S COMP.	117.00	146	85.70-	Y			
	101-4-421-4140	WORKMEN'S COMP.	78.00	85	69.20-	Y			
	101-4-427-4140	WORKMAN'S COMP	35.00	40	30.30-	Y			
	101-4-528-4140	WORKMEN'S COMP	991.00	198	1,808.00-	Y			
	101-4-611-4140	WORKMEN'S COMP.	80.00	86	72.10-	Y			
	101-4-615-4140	WORKMEN'S COMP.	3,156.00	4,686	2,136.00-	Y			
	101-4-615-4260	SUPPLIES & MATERIALS	360.00	60,000	14,679.91				
	101-4-711-4140	WORKMEN'S COMP	205.00	962	116.50-	Y			
	101-4-712-4290	OTHERS	11,376.34	44,180	11,376.27-	Y			
	201-4-311-4140	WORKMEN'S COMP.	26,165.00	30,118	22,772.00-	Y			
	226-4-222-4140	WORKMEN'S COMP.	1,186.00	1,365	1,017.90-	Y			
	250-4-163-4220	PROFESSIONAL SERVICES & FE	920.85	1,200	19.15				
		** 2019 YEAR TOTALS	189,111.03						

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101-111	COMMISSIONERS	6,351.00
101-143	FINANCE OFFICE	2,623.70
101-151	STATES ATTORNEY	2,557.90
101-161	COUNTY BUILDING	17,608.00

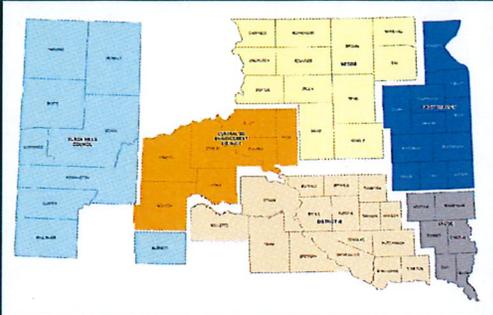
\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101-162	DIRECTOR OF EQUALIZATION	3,038.00
101-163	REGISTER OF DEEDS	319.00
101-165	VETERAN'S SERVICE	120.00
101-171	INFORMATION TECHNOLOGY	82,692.24
101-172	HUMAN RESOURCES	115.00
101-211	SHERIFF'S OFFICE	15,046.00
101-212	COUNTY JAIL	13,970.00
101-411	WELFARE	117.00
101-421	COMMUNITY HEALTH NURSE	78.00
101-427	WIC	35.00
101-528	BCOAC	991.00
101-611	COUNTY EXTENSION	80.00
101-615	WEED CONTROL	3,516.00
101-711	PLANNING & ZONING	205.00
101-712	1ST DISTRICT	11,376.34
-----		
101 TOTAL	GENERAL FUND	160,839.18
201-311	HIGHWAY ADMINISTRATION	26,165.00
-----		
201 TOTAL	ROAD & BRIDGE FUND	26,165.00
226-222	EMERGENCY & DISASTER SERV	1,186.00
-----		
226 TOTAL	EMERGENCY MANAGEMENT	1,186.00
250-163	ROD Relief Fund	920.85
-----		
250 TOTAL	ROD RELIEF FUND	920.85
-----		
** TOTAL **		189,111.03

NO ERRORS

\*\* END OF REPORT \*\*

## First District Association of Local Governments



---

---

---

---

---

---

---

---

## First District Stats:

- Established in 1971
- **Mission:** 11 counties and 76 communities working together to improve the quality of life within our region
- Member Counties include: Brookings, Clark, Codington, Deuel, Grant, Hamlin, Kingsbury, Lake, Miner, Moody and Roberts
- Population: 120,158 (2017)
- Geographic Area: 7,851sq. Mi.



---

---

---

---

---

---

---

---

## First District's Governing Body:

- First District is governed by a public body known as the "Governing Body".
- The Governing Body is responsible for establishing District goals and policies.
- Governing Body composed of:
  - 1 county commissioner from each county (Mike Bartley)
  - 1 elected municipal representative from each county (Fred Weekes)
  - 1 at-large member from each county (Stephne Miller)
  - Chairmen of Flandreau Santee Sioux Tribe and Sisseton Wahpeton Tribe



---

---

---

---

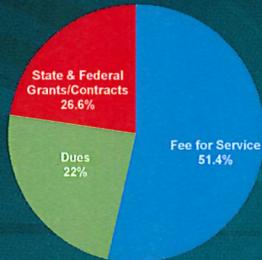
---

---

---

---

## FY 2020 District Funding




---

---

---

---

---

---

---

---

## Staff... 196 Years of Cumulative Experience with First District

Todd A. Keys	Executive Director	26	8
Eleg Maag	Economic Development Officer	27	7
Bryan Hartley	GIS Coordinator	24	8
Darin Stein	Senior GIS Analyst	21	1
Amy Arnold	GIS Analyst	12	0
Jackie Erickson	GIS Specialist	19	8
Luke Muller	Senior Planner	11	1
Tom Nealon	Planner	2	0
Payton Schafers	Planner	0	0
Paula Hutscher	FDDC Executive Vice President	26	4
Amy Waite	FDDC Loan Officer	15	4
Shelby Kraemer	FDDC Loan Officer	1	1
Andrea Thyen	FDDC Assistant Loan Officer	4	9
Suzie Zibel	Office Manager	3	9

---

---

---

---

---

---

---

---

## Planning District Work Areas

- **Application Packaging** (hundreds of proposals per year)
- **Project Administration** (red tape management)
- **Planning and Research** (zoning, surveys, studies)
- **Technical and Financial Specialties** (TIFs, GIS, RLFs)
- **Program Support and Promotion** (state and federal infrastructure programs)




---

---

---

---

---

---

---

---



## 2019 BROOKINGS COUNTY ACTIVITIES

### Brookings County

- County Address Range GIS Data Set Maintenance (SD One Call data set)
- County Road Centerline GIS Data Set Maintenance (SDDOT data set)
- Facilitating City/County Joint Jurisdiction Ordinance Review
- Attend Monthly Brookings County Planning Commission Meetings
- Assisting with the review and development of Brookings County Zoning Ordinance amendments
- Prepared HMGP grant application for development of Pre-disaster Mitigation Plan – **Brookings County received \$11,284 HMGP grant in 2018. Plan was completed in 2019**
- Prepared SDOEM Hazardous Materials Plan Grant Application – **Brookings County received \$3,200 grant in 2018 – Plan completed in 2019**

### City of Brookings

- Facilitating City/County Joint Jurisdiction Ordinance Review
- Assisted with the preparation and submission of a CWSRP (\$850,000) application for the City of Brookings Stormwater project. - **Funding is pending**
- Conducting Environmental Assessment assistance for Self Help Homeownership Opportunity Program project in Brookings

### Elkton

- Facilitating development of Comprehensive Land Use Plan and Zoning Ordinance updates
- Prepared and submitted SDDENR DWSRF and CWSRF Grant applications– **Elkton received \$2,000,000 SDDENR CWFCP Grant, a \$794,000 SDDENR CWSRF Grant, a \$1.206 million CWSRF Loan, and a \$2 million DWSRF Loan with \$1.164 Million in principal forgiveness**
- Assisting with administration of SDDENR DWSRF and CWSRF Grant applications

### Volga

- Administering SDDENR CWSRF loan – **Volga received \$2,819,000 loan in 2017**
- Assisted in preparation and submittal of State Water Plan Application for water project
- Assisted with preparation and submittal of SDDENR DWSRF \$2,800,000 Loan application – **Funding is pending**
- Assisted with preparation and submittal of SDDENR CWSRF \$2,400,000 Loan application – **Funding is pending**
- Assisted with preparation and submittal of Industrial Access grant application – **Volga received \$239,000 grant**

### Miscellaneous

- Zoning Administration assistance: Aurora, Elkton, Volga, White, Brookings County
- Obtained District-wide grant for economic development– **Brookings County Share – \$6,364.**
- **Conducting**
- Partnered with local lender in providing **\$241,0005** in financing to **1** business with total project costs of **\$664,000.**

FY 19 County and Municipal Dues: **\$59,026**      FY 19 Grants Awarded: **\$ 4,203,364**      FY 19 ROI: **\$71.21**  
FY 08-19 County and Municipal Dues: **\$593,133**      FY 08-19 Grants Awarded: **\$ 14,789,148**      FY08-19 ROI: **\$24.93**

**Return on Investment FY 2008-2019 (Based upon Brookings County and municipality 2008-2019 dues - \$593,133): \$24.93** – Therefore for every dollar of dues paid in FY 2008-2019, the District assisted in generating **\$24.93** Federal and State grant funding.

## Stacy Steffensen

---

**From:** Michael Holzhauser  
**Sent:** Friday, December 27, 2019 11:55 AM  
**To:** Brookings County Commission  
**Subject:** POW MIA bench  
**Attachments:** Scan1.pdf; Scan1.pdf

Commission

Rolling Thunder South Dakota chapter 2 would like to donate a POW MIA bench to the county to be placed by the Veterans memorial on the court house lawn.

The major function of Rolling Thunder®, Inc. is to publicize the POW-MIA issue: To educate the public that many American Prisoners of War were left behind after all previous wars and to help correct the past and to protect future veterans from being left behind should they become Prisoners of War-Missing In Action. We are also committed to helping American Veterans from all wars.

Mike  
Michael Holzhauser  
Veterans/Human Services Director  
520 3rd St, Ste 210  
Brookings, SD 57006  
Phone: (605) 696-8260  
Fax: (605) 696-8208  
Website: [www.brookingscountysd.gov](http://www.brookingscountysd.gov)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended individual(s) or entity to which it is addressed, and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original.

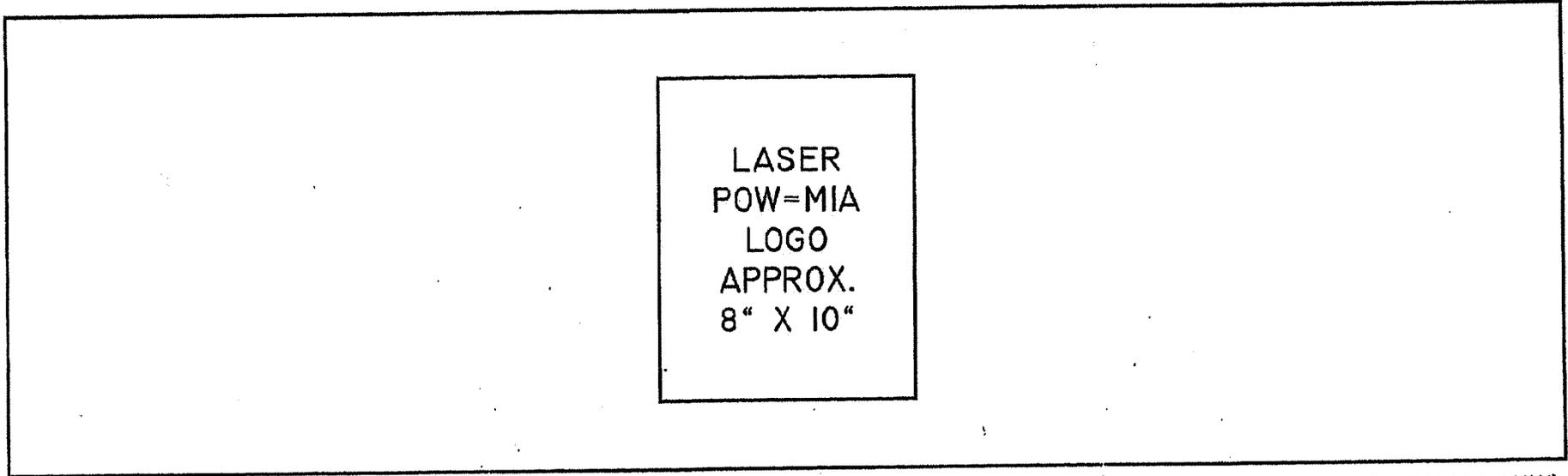


POW-MIA  
YOU ARE NOT FORGOTTEN

DONATED BY ROLLING THUNDER, INC.  
SOUTH DAKOTA CHAPTER 2

POW-MIA BENCH

*Mm*



(TOP VIEW - LASER DESIGN ONLY)

***DONATED BY ROLLING THUNDER<sup>®</sup> INC.  
SOUTH DAKOTA CHAPTER 2***

This layout is in exact scale and will hold priority over all previous information provided on the original contract or any previous drawings. Review the layout for accuracy of spelling, dates, appearance and inscription placements. Please make any desired changes directly on layout. If everything is correct, approve the layout and return.

To help prevent any chance of errors, we will not proceed with the manufacturing of this memorial without a signed approval of this layout.

APPROVED

DATE

**ZAFFT7 - BENCH  
48" X 14" X 4"**



**RESOLUTION #20-\_\_\_**  
**A RESOLUTION SETTING MEETING PAY AND PER DIEM RATES**  
**FOR VOLUNTEER COUNTY BOARDS FOR 2020**

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

That the official meeting pay and per diem rates are in effect for the year 2020 and become effective January 1, 2020.

**Meeting Pay:**

Weed Board Members	\$35 per meeting
Zoning Board Members	\$50 per meeting
Extension Board Members	\$35 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 7<sup>th</sup> day of January, 2020.

ATTEST:

\_\_\_\_\_  
Chairperson  
Brookings County Commission

\_\_\_\_\_  
Finance Officer  
Brookings County

**RESOLUTION #20-\_\_**  
**A RESOLUTION SETTING PAY FOR ELECTION OFFICIALS IN 2020**

WHEREAS, it may be necessary to appoint election officials in 2020, 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 2020, election officials shall be paid as follows:

Precinct Deputy	\$12.00 per hour
Precinct Superintendent	\$12.50 per hour
Election School Attendance	\$15.00

Passed and approved this 7<sup>th</sup> day of January, 2020.

ATTEST:

\_\_\_\_\_  
Chairperson  
Brookings County Commission

\_\_\_\_\_  
Finance Officer  
Brookings County

**RIGHT-OF-WAY CERTIFICATE**

TO: Local Government Assistance  
South Dakota Department of Transportation  
700 Broadway Avenue East  
Pierre, South Dakota 57501-2586

RE: Project No. \_\_\_\_\_, County Brookings, PCN \_\_\_\_\_  
Bridge Improvement Grant Project

\*\*Project number and PCN to be assigned after structure is selected and awarded BIG funding\*\*

This is to certify that the Board of County Commissioners of Brookings County, South Dakota has acquired all necessary right of way and temporary construction easements required for the construction of Project Number \_\_\_\_\_ in Brookings County, in accordance with the provisions of the Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 as amended. Relocation assistance was \_\_\_ was not X required on this project and, if so, was accomplished in accordance with State directives.

We also certify that all improvements (utilities, fence, etc.), to be removed under right of way negotiations have been moved or will be moved by the date of the letting or that the necessary agreement has been reached with the owner involved.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS

ATTEST: OF Brookings COUNTY

BY: \_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
COUNTY AUDITOR  
(SEAL)

## 2020 BOARD APPOINTMENTS

2019	2020	COMMITTEE/BOARD/DEPARTMENT
Boersma	_____	4H Promotion & Expansion Committee
Krogman	_____	BCOAC Advisory Board
Jensen	_____	BCOAC Advisory Board
Krogman	_____	Brookings Area Transit Authority (BATA)
Krogman	_____	Brookings County Regional Railroad Authority
Jensen	_____	Brookings County Regional Railroad Authority
Pierce	_____	Brookings Economic Development Corporation (BEDC)
Bartley	_____	Brookings Economic Development Corp - Alternate
Jensen	_____	Brookings County Extension Board
Krogman	_____	Communities of Excellence Representative
Pierce	_____	Communities of Excellence – Alternate
Boersma	_____	Domestic Abuse Shelter
Boersma	_____	East Central Behavioral Health & Chemical Dependency Board
Bartley	_____	East Central Regional Communications Council – <i>(Chair)</i>
Jensen	_____	East Central Regional Communications Council – <i>(Vice-Chair)</i>
Bartley	_____	First District Association of Local Governments
Krogman	_____	Growth Partnership Board
Krogman	_____	Hospital Board – Ex-Officio
Bartley	_____	Housing & Redevelopment Commission – Ex-Officio <i>(Chair)</i>
<b>Jensen</b>	_____	<b>I-29 Interchange/Overpass Committee</b>
Boersma	_____	InterLakes Community Action – Governing Board (ICAP)
<del>Jensen</del>	<del>_____</del>	<del>Jail Expansion Committee</del> <b>FULL COMMISSION</b>
<del>Pierce</del>	<del>_____</del>	<del>Jail Expansion Committee</del> <b>FULL COMMISSION</b>
Pierce	_____	Joint Jurisdiction Committee
Bartley	_____	Joint Jurisdiction Committee
Bartley	_____	Joint Powers Board
Pierce	_____	Joint Powers Board
Jensen	_____	Intergovernmental Meeting Group
Krogman	_____	Intergovernmental Meeting Group
Boersma	_____	<del>Mental Health Task Force</del> <b>Mental Health Community Coalition</b>

Bartley	_____	Local Emergency Planning Committee (LEPC) <i>(Chair)</i>
Bartley	_____	Planning & Zoning Board Member
Jensen	_____	Planning & Zoning Board – Alternate
Pierce	_____	Public Affairs Committee
Jensen	_____	Weed & Pest Board Member
Boersma	_____	Youth & Family Services – Advisory Board for JDC
Dr. Hieb	_____	County Coroner
Sheriff Stanwick	_____	Deputy County Coroner
All Deputies	_____	Deputy County Coroners

**DEPARTMENT LIAISONS**

Krogman	_____	BCOAC
Boersma	_____	Community Health/WIC
Bartley	_____	Emergency Management <i>(Chair)</i>
Jensen	_____	Equalization
Jensen	_____	Extension
Krogman	_____	Finance Office
Bartley	_____	Highway
Boersma	_____	Register of Deeds
Jensen	_____	Sheriff/Detention Center/Contract Law
Pierce	_____	State’s Attorney
Boersma	_____	Veterans/Human Services
Jensen	_____	Weed & Pest
Bartley	_____	Zoning/Drainage <i>(Planning &amp; Zoning Commission appointee)</i>



Stacy Steffensen, Commission Department Director

Brookings County

520 3<sup>rd</sup> St., Suite 210

Brookings, SD 57006

605-696-8205

ssteffensen@brookingscountysd.gov

## **STAFF REPORT:**

### **Scheduled Agenda Items**

- **9:00 AM:** Todd Kays, Executive Director with First District Association of Local Governments, will be presenting the annual report for the District. His presentation and information specific to Brookings County is included in the packet.
- **9:15 AM:** A representative from the Rolling Thunder motorcycle group will be at the meeting. Their organization would like to place a bench on the courthouse grounds. Additional information from Veterans Service Officer Mike Holzhauser, along with pictures of the bench and proposed location, are included in the packet.

### **Regular Business Items**

- ❖ **Meeting Pay/Per Diem Resolution:** This resolution sets the meeting pay and per diem rates for the county's Planning & Zoning Commission, Weed & Pest Board and Extension Board. Rates have not changed from FY2019.
- ❖ **Election Worker Pay Resolution:** This resolution establishes the pay rate for vote center workers for FY2020. Rates have not changed from FY2019.
- ❖ **Official Newspapers:** This action designates the official newspapers for the county for FY2020. Any legal notice of the county, as well as the minutes of the commission meetings, will be published in these newspapers throughout the year.
- ❖ **Official Depositories:** This action designates the official depositories of the county for FY2020. This list is unchanged from FY2019.
- ❖ **ROW Certificate:** This was tabled at the 12/31/19 meeting. Brian Gustad was waiting on paperwork coming from a landowner that is currently out of state.
- ❖ **Board Assignments:** The current list is provided in the packet. I have made the additions and deletions that I am aware of.

### **Director's Report**

- There is information attached to my report about an upcoming Pipeline Emergency Response training opportunity on Tuesday, February 4, 2020 at 11:30 AM at the Swiftel Center. There is a commission meeting that day. But if there are commissioners that want to attend this training, we can plan the agenda accordingly.

## Upcoming Dates

- Monday, January 13: Volga Fire Department County Feed, 5:30 PM, Volga Fire Hall
- Wednesday, January 15: Brookings & SDSU at the Capitol, Pierre
- Friday, January 17: County Holiday Party, 5:00 PM, The 9 Bard & Nightclub
- Monday, January 20: County offices closed in honor of the Martin Luther King, Jr. Day holiday

A handwritten signature in black ink, reading "Stacy Steffensen". The signature is written in a cursive, flowing style with large, connected letters.

Stacy Steffensen  
Commission Department Director  
Brookings County, South Dakota

# 2020 SOUTH DAKOTA PIPELINE ASSOCIATION EMERGENCY RESPONSE EXERCISE

## TACTICAL PIPELINE RESPONSE TRAINING

### NEW DISCUSSION BASED SCENARIO EXERCISES

- Receive updated information and build relationships with your local pipeline operators

### Local Government Officials

- Do we have a pipeline emergency?
- Where is the leak or response?
- Whom do we notify?
- Is there an immediate threat to life or property?
- Should emergency responders shut down the pipeline?
- Do we need to start an evacuation or other public protective action?
- Will other resources (local, state, federal, private industry) be required?



## AGENDA

### Lunch Meetings

- 11:30 am Registration
- 11:45 am Pipeline Safety Program
- 1:30 pm Door Prizes

### Dinner Meetings

- 5:30 pm Registration
- 5:45 pm Pipeline Safety Program
- 7:30 pm Door Prizes

For questions or additional information, contact us at (877) 477-1162 or visit our website at [sdpa.pipelineawareness.org](http://sdpa.pipelineawareness.org)

Please post on bulletin board and encourage attendance. Attendees will be entered into a drawing for a \$250 regional award. Additional drawings for 4 \$25 Gift Cards will be awarded at each meeting as well.

## 2020 SOUTH DAKOTA PIPELINE ASSOCIATION OPERATORS

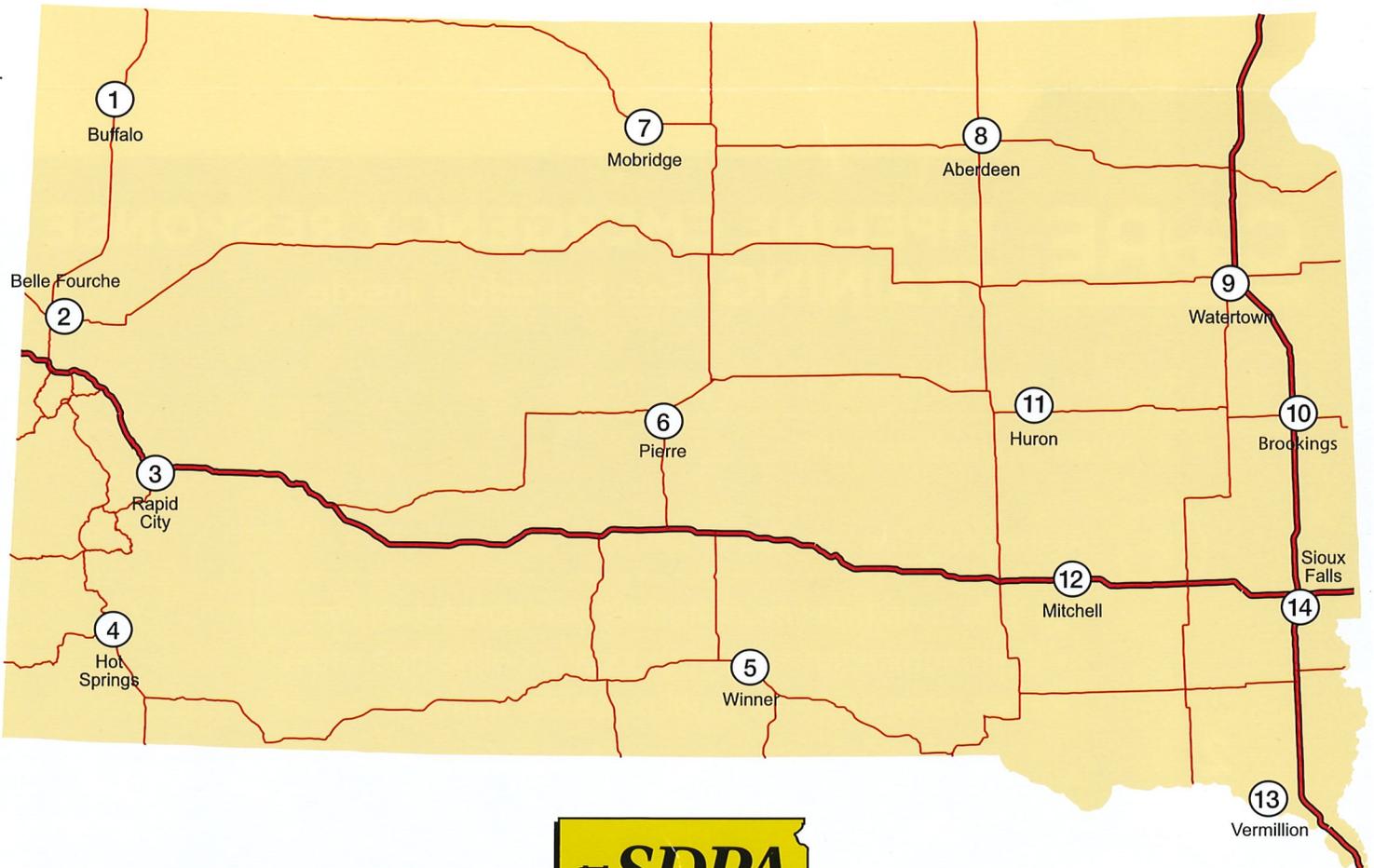
Basin Electric Power Cooperative.....	800-339-5616
Black Hills Energy .....	307-757-3010
Bridger Pipeline LLC .....	866-305-3741
City of Sioux Falls .....	866-412-2254
Crooks Municipal Gas.....	888-214-7225
Dakota Access Pipeline.....	800-753-5531
Garretson Natural Gas.....	888-320-2426
Humboldt Gas Utility .....	888-320-1490
Magellan Midstream Partners, L.P.....	800-720-2417
MidAmerican Energy Company .....	800-595-5325
Montana-Dakota Utilities Co. ....	800-638-3278
Northern Natural Gas.....	888-367-6671
NorthWestern Energy.....	800-245-6977
NuStar Pipeline Operating Partnership, L.P.....	800-759-0033
SD Intrastate Pipeline Company.....	800-852-0949
TC Energy - Keystone Pipeline.....	800-447-8066
TC Energy - Keystone XL .....	800-447-8066
TC Energy - Northern Border Pipeline Company .....	800-447-8066
Watertown Municipal Utilities .....	605-882-6233
WBI Energy Transmission.....	888-859-7291
Xcel Energy.....	800-895-2999

Please post on bulletin board and encourage attendance.

# REGISTER AT [SDPA.PIPELINEAWARENESS.ORG](http://SDPA.PIPELINEAWARENESS.ORG)

#	City	Date	Time	Venue	Address
1	Buffalo	01/21/20	5:30 PM	Harding County Memorial Rec	204 Hodge St
2	Belle Fourche	01/22/20	5:30 PM	The Branding Iron	19079 US Hwy 85
3	Rapid City	01/23/20	11:30 AM	Best Western Ramkota Hotel	2111 N Lacrosse St
4	Hot Springs	01/23/20	5:30 PM	Red Rock River Resort	603 N River St
5	Winner	01/27/20	5:30 PM	Prairie Plaza Business Suites	201 Monroe St
6	Pierre	01/28/20	11:30 AM	Ramkota Hotel & Conference Center	920 W Sioux Ave
7	Mobridge	01/29/20	5:30 PM	Scherr Howe Arena	212 Main St
8	Aberdeen	01/30/20	11:30 AM	AmericInn by Wyndham	301 Centennial St S
9	Watertown	02/03/20	5:30 PM	Elks Lodge	600 W Kemp Ave
10	Brookings	02/04/20	11:30 AM	Swiftel Center	824 32nd Ave
11	Huron	02/04/20	5:30 PM	The Plains Dining & Recreation Center	960 4th St NE
12	Mitchell	02/05/20	11:30 AM	Ramada Hotel & Conference Center	1525 W Havens Ave
13	Vermillion	02/05/20	5:30 PM	National Guard Armory	603 Princeton St
14	Sioux Falls	02/06/20	11:30 AM / 5:30 PM	Best Western Plus Ramkota Hotel	3200 W Maple St

Meetings subject to change. Please visit [sdpa.pipelineawareness.org](http://sdpa.pipelineawareness.org) for updates and to learn more about your local pipeline operators.



# ADDITIONAL PIPELINE INFORMATION



## HOW WOULD YOU KNOW WHERE A PIPELINE IS?

Most pipelines are underground. Pipeline rights-of-way are clearly identified by pipeline markers along pipeline routes.

### Pipeline Markers

- Identify the approximate—NOT EXACT—location of the pipeline.
- Every marker contains information identifying the company that operates the pipeline, the product transported, and a phone number that should be called in the event of an emergency.
- Markers do not indicate pipeline burial depth, which will vary.
- Markers are typically seen where a pipeline intersects a street, highway or railway.
- It is a federal crime for any person to willfully deface, damage, remove, or destroy any pipeline marker.



## RECOGNIZING A PIPELINE LEAK

### Sight:

- Liquid pools
- Continuous bubbling in wet or flooded areas
- Oily sheen on water surfaces
- Vaporous fogs or blowing dirt around a pipeline area
- Dead or discolored plants
- Frozen ground in warm weather
- Natural gas:
  - Colorless
  - Vapor and “ground frosting” may be visible at high pressures.
- Natural gas leaks:
  - Indicated by dust blowing from a hole in the ground
  - Flames if the leak is ignited.

### Sound:

- Quiet hissing to a loud roar depending on the size of the leak and pipeline system.

### Smell:

- An unusual smell, petroleum or gaseous odor.
- Natural Gas and Highly Volatile Liquids (HVL) Colorless, tasteless and odorless unless odorants, such as Mercaptan, is added.

Most HVLs contain a slight hydrocarbon or pungent odor. Most are non-toxic; however, products such as ammonia are considered a toxic chemical and can burn the senses. If inhaled HVLs may cause dizziness or asphyxiation without warning.



## IDENTIFIED SITE REGISTRY

Pipeline operators need your help keeping people and property safe.

Identified Sites - locations where many people occupy an area near a pipeline asset or facility. These are places where people may gather from time to time for a variety of reasons.

Some of these sites are very difficult for companies to obtain without help from those with local knowledge of the area.

Pipeline operators are required by law to work with public officials who have safety, emergency response, or planning responsibilities that can provide quality information regarding identified sites.

Please visit our website to learn more about the identified sites registry.



## \$1,000 DONATED ANNUALLY TO SOUTH DAKOTA EMERGENCY RESPONDERS

### 2019 RECIPIENT NE Region

\$250 Donation

Langford Fire Department

### 2019 RECIPIENT NW Region

\$250 Donation

Glen Ham Fire Department

### 2019 RECIPIENT SW Region

\$250 Donation

Vivian Fire Department

### 2019 RECIPIENT SE Region

\$250 Donation

Bon Homme County  
911 - PSAP



**South Dakota's most attended pipeline safety program!**

“ I had no prior experience in pipeline awareness. After this training I feel like I am capable enough to handle a response to a pipeline issue. ”  
Lieutenant

PRESRT STD  
U.S. Postage  
**PAID**  
Paradigm

Mail Distribution Center  
P.O. Box 9123  
Wichita, KS 67277



\*\*\*\*\*ALL FOR AADC 570 00346  
BROOKINGS COUNTY COMMISSIONER  
CURRENT DIRECTOR 37AJ-82HK  
OR STACY STEFFENSEN  
520 3RD ST STE 210  
BROOKINGS SD 57006-2066

**REGISTRATION WEBCODE 37AJ-82HK**  
**rsvp.pdigm.com**

SDPA  
PO



# PIPELINE EMERGENCY RESPONSE TRAINING

See Schedule Inside

**1** Register your company at [rsvp.pdigm.com](http://rsvp.pdigm.com)  
-----  
• All employees can attend

**2** At the program you will receive:  
-----  
• Up to date pipeline materials with contact information  
• Communication from your local pipeline operators  
• Free meal and new pipeline safety training



More pipeline operators and first responders attend these programs than any other pipeline safety program in the nation.