



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

If you have any symptoms of COVID-19 or believe you may have been exposed, please consider watching the Commission meeting from home, broadcast live on Swiftel channel 19, ITC channel 168, or the Brookings County Youtube channel. You can also call in by dialing 605-697-8255 and entering code 6056968205 when prompted.

1. 8:30 AM Call to Order on Tuesday, September 1, 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. Consent Agenda Items

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

A. Approval of minutes

Documents:

[08-18-2020 Minutes.pdf](#)

[08-20-2020 Minutes.pdf](#)

B. Approval of travel requests

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 09012020.pdf](#)

D. Approval of cellular authorizations

E. Approval of the Human Services report

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[CLAIMS 9.1.2020.pdf](#)
[FIRE PREMIUM REFUND 8.5.2020.pdf](#)
[August Dept of Rev 8.10.2020.pdf](#)
[Sept Cell Phones 9.1.2020.pdf](#)

B. Recognition of Employees' Anniversaries

- i. Linda Gross: 15 years in July
- ii. Melissa Walsh: 5 years in August
- iii. Rae Lynn Maher: 15 years in September

C. Department Head reports

- i. Highway report

Documents:

[Highway Report.pdf](#)

7. Scheduled Agenda Items

A. 9:00 AM - Public Hearing: FY2021 Provisional Budget

- i. Action to approve Resolution #20-50: adoption of the 2021 Provisional Budget for Brookings County, South Dakota.

Action: Motion to Approve, Open/Close Public Hearing, Comments, Roll Call

Documents:

[Res 20-50 2021 Provisional Budget.pdf](#)
[FY2021 Provisional Budget.pdf](#)

8. Regular Business

A. Action to approve Agreement #20-47: a State of South Dakota Department of Public Safety Office of Emergency Management 2021 Local Emergency Management Performance Grant.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Dept of Public Safety Letter.pdf](#)
[Agr 20-47 EM Performance Grant.pdf](#)

B. Action to approve Agreement #20-48: a Native Unprocessed Material Agreement – Bowne Pit.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 20-48 Bowne Pit.pdf](#)

C. Action to approve Agreement #20-49: an application for occupancy of right-of-way of county highways made by the City of Elkton in Elkton Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 20-49 ROW City of Elkton.pdf](#)

- D. Action to approve Agreement #20-50: an application for occupancy of right-of-way of county highways made by the City of Elkton in Elkton Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 20-50 ROW City of Elkton.pdf](#)

- E. Action to approve a Request to Fill Vacancy for two Temporary Election Workers in the Finance Office.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Election Workers.pdf](#)

- F. Action to approve a Request to Fill Vacancy for two part-time Membership Assistants at the BCOAC.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Membership Attendants.pdf](#)

- G. Action to declare a Smith & Wesson rental gun as surplus property to be disposed of.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Surplus Property - Smith Wesson.pdf](#)

- H. Action to transfer four trail cameras from the BCOAC to the Sheriff's Office.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Property Transfer - Trail Cams.pdf](#)

9. Commission Department Director's Report

Documents:

[Commission Dept Director Report.pdf](#)

[2020 Proposed Resolutions.pdf](#)

[TIF Districts - Brookings.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

- A. Correspondence received

12. Executive Session

*Action: Motion to enter into Executive Session, Voice Vote
Motion to come out of Executive Session, Voice Vote*

13. Adjournment

Action: Motion to Approve, Voice Vote

14. Public Notices

- *September 7, Monday: County offices closed due to the Labor Day holiday.*
- *September 9, Wednesday: "Resilient Communities: Brookings" Zoom meeting. 10:30 AM - 12:00 PM.*
- *September 13-15: SDACC Fall Convention. Ramkota, Sioux Falls.*
- *September 29, Tuesday: County Tour starting at 8:30 a.m. from the Highway Department in Brookings.*

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 COMMISSION MEETING

TUESDAY, AUGUST 18, 2020

The Brookings County Board of County Commissioners met in regular session on Tuesday, August 18, 2020 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 at 8:30 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Jensen, seconded by Krogman to approve the agenda for the August 18, 2020 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA

Motion by Krogman, seconded by Jensen 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 August 4, 2020 Commission Meeting.

Travel Requests: Jacob Brehmer & Reid Squires to attend Soil Adjustment Field Tours on August 13th in DeSmet; Eileen Aberle to attend State VSO School on August 24th-27th in Pierre; Michael Holzhauser to attend State VSO School on August 24th-27th in Pierre; Lori Schultz to attend online Leadership Training through NACo September through December; Commissioners, Department Heads and Deputies to attend Fall Convention on September 13th-15th in Sioux Falls; Sonia Mack to attend the State Horse Show and the SD State Fair on August 29th-30th and September 1st-7th in Huron.

Personnel Action Notices: voluntary resignation- Paulette Heesch, effective June 2, 2020; voluntary resignation- Maci Law, effective June 3, 2020; annual review- Lynn Cramer to \$24.83, effective August 1, 2020; voluntary resignation- Paige Wiehr, effective August 11, 2020; voluntary resignation- Zachary Erickson, effective August 14, 2020; position change- to full-time Equipment Operator Colin Walth at \$18.34, effective August 17, 2020.

Human Services Report: case #20-071 for utilities was approved; case #20-072 for rent was approved; case #20-073 for rent was approved; case #20-074 for utilities was approved; case #20-075 for rent was approved.

ROUTINE BUSINESS

Approval of Claims

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

605 Custom Design LLC, Bic Clic Pens, \$180.00; A&B Business Inc, Copier Contract, \$301.48; Agfirst Farmers Coop, Heating Lp, Rodeo, \$461.90; Alertsense Inc, Alertsense Core Ipaws, \$1,750.00; Allegra Print & Imaging, Business Cards, \$89.91; Alphamedia Usa LLC, Sales Blitz Package, \$420.00; Amp Electric Constructi, Visitation Booth Wiring, \$318.37; Aurora Auto Body & Glas, Patrol Vehicle Repairs, \$700.64; Aurora Auto Body & Glas, Patrol Vehicle Repairs, Fuel, \$764.28; John Austin, Boots Reimbursement, \$233.64; Avera Medical Group, Inmate Medical, \$45.05; Avera Medical Group - A, Inmate Medical, \$32.00; Jordyn Bangasser, Court Appointed Attorney, \$1,018.50; Halley Becking, Honorarium-Beef Show Ju, \$210.48; Boarman Kroos Vogel Group, Det Center Exp Prof Ser, \$25,498.15; Bobcat Of Brookings, Bucket/Filter, \$1,270.05; Bowes Construction, Asphalt, \$27,405.93; Boyd Law Firm, Execution, \$1,400.18; Carrie Boyd, Honorarium-Dog Show Jud, \$115.32; Boyer Trucks, Parts/Wire Assembly/Air, \$629.79; Lisa Brandt, Honorarium-Display Exh, \$81.92; Breit Law, Execution, \$1,665.96; Brookings City Utilitie, Bcoac Irrigation, Comm Health/Courthouse, Water/Sewer/Electric/Tele, Phone Service, Water For Truck Shed, Past Due/Disconnect Balance, Detention Center Util, \$10,839.92; Brookings City Utilitie, Det Center, \$3,369.28; Brookings Credit Bureau, Execution, \$6,415.67; Brookings Health System, July Blood Alcohol Test, \$5,958.00; Brookings Powersports, Stabilizer/Tighten Rear, \$407.39; Brookings Property Mana, Rent, \$650.00; Brookings Register, Your Life At SDSU, Publications, \$1,007.90; Brookings-Deuel Rws, Bruce Shop Water, \$23.40; Buffalo Ridge Newspaper, Conditional Use Permit, \$180.60; Buhls Of Brookings Clea, 3 Rugs, Jail Supplies, \$120.70; C&R Supply Inc, Repair Parts, \$3,458.45; Carquest Auto, Parts/Materials, \$1,727.39; Century Business Produc, Jail/Front Office Copier, Monthly Copier Maintenance, \$586.47; CHS, Diesel, \$20,235.23; Cintas Corporation, Logowear, \$141.68; City Of Brookings, Safety Picnic Ice Cream, August Bill, E911 March, April, May, \$104,047.85; City Of White, Water/Sewer/Electric, \$84.50; Clark Engineering, Overlay, \$19,725.97; Compass Counseling & As, Psychosexual Assessment, \$3,600.00; Concrete Materials Inc, Pearock, \$22,069.70; Connecting Point, Support Contract, \$1,390.00; Cook's Wastepaper & Rec, Single Stream Service, Highway Dept, Courthouse & Bcoac Serv, \$537.98; Dakota Data Shred, Pickup, \$164.69; Mary Deleeuw, Honorarium-Display Exh, \$64.70; Department Of Motor Veh, Title, License, Mailing, \$21.20; Diamond Mowers Inc, Bushing/Relief Valve, \$254.82; Diesel Machinery Inc, Failed Broom Core, \$690.00; Elizabeth Droke, Honorarium-Dog Show Jud, \$80.04; Duinink, Material, \$1,712.17; Kylie Eckman, Honorarium-Display Exh, \$81.50; Econo Lodge Inn & Suite, 5 Nights Of Housing, \$364.25; Jim Effling, Honorarium-Rabbit Show, \$112.60; Einspahr Auto Plaza, Patrol Vehicle Maint, \$73.97; Election Systems & Soft, Layout Coding Of Ballot, \$7,958.49; The Exchange, Replacement Sights, \$124.50; First Bank & Trust, August Jail, \$3,007.34; Fite, Pierce & Ronning, Court Appointed Attorney, \$2,910.00; Flint Hills Resources,, Road Oil, \$378,033.87; Gass Law, Pc, Court Appointed Attorney, \$68.45; Geotek Engineering Inc, Testing On The Overlay, \$4,480.00; Avery Gilchrist, Honorarium-Rabbit Show, \$50.00; Patricia J Hartsel, Grand Jury Transcriptio, \$569.60; Hillyard/Sioux Falls, Janitorial Items For Bc, \$84.20; Hoffman, Mary, Honorarium-Display Exh, \$81.08; Tim Hogan, Court Appointed Attorney, \$3,173.90; Hometown Service & Tire, Oil/Washer Fluid, \$174.99; I State Truck Center, Switch, \$61.06; Interstate Battery Syst, Battery For Mower, \$241.90; Interstate Telecom. Co, Extension Phones, \$373.25; Jackrabbit Sports Prope, Jackrabbit Sports Spons, \$1,000.00; Jebro Inc., Road Oil, \$27,392.33; Joshua Johnson, Honorarium-

Poultry Show, \$115.12; Lori Jorenby, Honorarium-Display Exh, \$50.00; Kibble Equipment LLC, Break Oil, \$16.93; Kimball Midwest, Shop, \$3,244.09; Kingbrook Rural Water, Water Sinai, \$33.00; Kobernusz, Eric, Honorarium-Horse Show Judge, \$192.40; L&L Auto & Truck Parts, Tools/Equipment, Patrol Vehicle Parts, \$1,579.12; L.G. Everist Inc, Erosion Stone, \$780.13; Dayton Landmark, Honorarium-Display Exh, \$67.64; Lewis & Clark Behaviora, BMI Intake, \$184.00; Lewis Drug Store, July Bill, \$1,333.54; Light & Siren, Radio, \$863.00; Lincoln County Auditor, Mental Illness Expenses, \$1,071.35; Manatron Inc, Proval Plus Support Mai, \$11,173.00; Matheson Tri-Gas Inc, Oxygen, \$62.89; Mckeever's Vending, Inmate Commisary, \$304.76; Mcleod's Printing & Off, Absentee Envelopes, \$1,750.00; Mediacom LLC, Law Library Internet Se, \$160.57; Mid States Audio Inc, Service Request For Cou, \$233.50; Nancy J Nelson, Court Appointed Attorney, \$660.57; Newegg Business Inc, Multiple Invoices, \$4,319.31; Northwestern Energy, Natural Gas Usage, Heat For Truck Shop, Truck/Highway Shop, \$101.24; Oaklake Township, Culvert Grant Reimburse, \$4,714.82; Office Peeps Inc, Installation Chairs, Office Supplies, Toner & Postits, Furniture-Waiting Room, Misc Supplies, \$6,580.80; Prussman Contracting Co, Pea Rock, \$21,531.25; Quadient Leasing Usa, I, Postage Machine Lease, \$1,521.00; Qualified Presort Service, 7/1-7/31, \$51.04; Pam Raeder, Honorarium- Display Exh, \$90.32; Razors Edge Grounds Keeping, Mow, \$2,835.00; RC First Aid, First Aid Kit Refills, Jail Otc Supplies, Adult Pads For AED, \$203.00; RDO Equipment Co, Bulk Def/Stock Filters, \$4,666.80; RFD Newspapers Inc, Publications, \$968.57; Rick Ribstein, Court Appointed Attorney, \$3,015.75; Richard-Ewing Equip Inc, Jail Repairs, \$109.50; Marie Robbins, Honorarium-Display Exh, \$50.00; Rounds Construction, Pea Rock Hauling, \$34,033.64; Brad Ruden, Honorarium-Display Exh, \$60.08; Running's Supply Inc, Janitorial Items, Fittings/Welding Jacket, Brass Case/Pedstal, \$1,753.72; Safe-N-Secure, Hid Cards, \$537.19; Isaac Salfer, Honorarium- Goat/Cow Ex, \$83.40; Satellite Tracking Of P, Blutag Active, \$1,027.00; Brandi Schaap, Honorarium- Goat Show Judge, \$165.32; Schaffer Law Office, Pr, Professional Services, \$4,498.55; SD Attorney General's O, 24/7 Sobriety Program, \$3,755.00; SD Dept Of Transportati, Maintenance, \$46,658.59; SD Sheriff's Associatio, Savin Maintenance Fee, \$880.00; SDACC, Fall Conv Registration, \$2,035.00; SDACC, 3rd Quarter Clerp Pymt, \$14,111.00; SDACO, Rod Mod&Pres Relief Fun, \$1,334.00; SDVSOA, Annual Conference, \$200.00; SHI International Corp, Microsoft Select, \$3,740.00; Sioux Falls Rubber Stam, Stamp, \$49.15; Sioux Valley Energy, Electric, \$247.00; Ida Slocum, Honorarium- Display Exh, \$55.88; Southpaw Defense, SD Enhanced Concealed C, \$450.00; Stryker Sales Corporati, Deputy Batteries, \$408.45; Sturdevant's Auto Parts, Tools/Parts, \$435.92; Sturdevant's Auto Parts, Lock Pin, \$1.56; Team Laboratory Chemica, Road Patch, \$1,541.00; Bailey Thompson, Honorarium-Companion A, \$66.80; Thomson Reuters - West, August Statement, \$360.50; Town & Country Shopper, Suppost 4H Clover Ad, \$194.00; Town Of Sinai, Sewer And Garbage, \$64.00; Transource, Parts, \$698.27; Two Way Solutions Inc, Whip/Cable, Qrtly Maint Contract, \$712.94; Uline, Gloves, \$84.06; Ups Store, Mailing, Postage, \$45.70; Steven Ust, Inspections, \$500.00; Van Diest Supply Compan, Chemical, \$2,238.75; Gina Vanderwal, Honorarium- Display Exh, \$54.20; Sadie Vanderwal, Honorarium- Display Exh, \$50.00; Ver Beek Law Prof, LLC, CAA Inv Mi Hearing, \$237.70; Eddie Victor, Ditch Clean Out, \$750.00; Village Estates Ldp, Rent, \$625.00; Walburg, Duane, Animal Control Mileage, \$49.56; Walmart Community, Walmart Community, \$141.66; Wheelco Truck & Trailer, Parts, \$2,027.50.

Department Head Reports

Highway Superintendent Brian Gustad updated the board on the bridges south on Highway 77 and the work being done on County Road 46 and County Road 26.

Gustad said the 2020 Chip Seal project commenced on July 30th and was completed on August 5th.

He also discussed County Road 12/214th Street with the board. He said the crews placed clay shoulder material there and capped over the top of the clay with surface gravel. He said this work was performed due to the erosion of the road bed material caused by the diversion of the Big Sioux River in Medary Township. Gustad recommends armoring that stretch of roadway with rip rap, which is an unbudgeted expense.

Pierce said two separate people approached her regarding how steep the ditches were along that stretch and asked if there were any safety measures that could be put in place. Gustad said as the materials settle, they will have to keep adding rip rap and material to it. Gustad said they do have guard rails but it wouldn't support it.

Finance Officer Vicki Buseth said there is one mobile home sale for non-payment of taxes. Buseth said they've been submitting claims for reimbursement for CARES Act funding. She said Senior Finance Assistant Jenna Byrd has been working on getting poll workers for the General Election.

Buseth encouraged the public to call the Finance Office if they have questions regarding absentee voting.

Buseth said TIFs 3 and 4 for the City of Brookings have been paid off and will be coming off the books.

Pierce asked if people are able to track their ballots if they choose to do a mail-in ballot. Byrd said yes, they are able to go to the Secretary of State's Office to track their ballot and check their voter registration form.

Finance Officer's Report

Finance Officer Vicki Buseth presented the Finance Officer's Report for the month of July.

July 2020

<i>Total amount of deposits in banks.....</i>	<i>\$30,329,612.71</i>
<i>Total amount of actual cash: Currency.....</i>	<i>\$4,967.00</i>
<i>Coins.....</i>	<i>\$1.31</i>
<i>Total amount of checks/drafts in Treasurer's possession not exceeding 3 days...\$63,146.68</i>	
<i>Itemized list of all other items.....</i>	<i>\$9,504.81</i>
<i>TOTAL.....</i>	<i>\$30,407,232.51</i>

Commission/HR: \$26,185.04; Finance Office: \$30,059.12; States Attorney: \$37,931.21; Equalization: \$26,458.52; Register of Deeds: \$12,711.60; Sheriff's Office: \$159,044.61; Coroner: \$461.54; Community Health: \$4,665.70; Extension: \$2,768.23; Weed: \$7,338.39; Planning/Zoning: \$8,494.10; Highway: \$74,721.17; Emergency Management: \$5,832.60; BCOAC: \$9,033.80; Technology: \$12,480.00.

AFLAC: \$3,766.38; Avesis: \$1,310.04; Office of Child Support: \$1,342.00; Delta Dental: \$5,810.10; Flex One: \$1,985.46; Principal Life Insurance: \$1,750.72; Local Teamsters: \$1,057.00; SDRS: \$47,504.52; SDRS Supplemental: \$1,975.00; EFTPS: \$96,480.23; Wellmark: \$95,105.18; AFLAC Group/CAIC Primary: \$246.60.

Be it noted, the expenditure adjustments for the month of July 2020 were presented to the board. \$4,882.25 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 July 2020 in the amount of \$45,040.50 was presented to the board.

County Development Deputy Director Richard Haugen said their office continues to stay busy.

BCOAC Director Dustin Huber updated the board on the attendance at the facility, as well as activities that have taken place.

Huber said Outlaw Graphics came and installed a new film over the Lexan. He said Trane will be coming in to do routine maintenance.

Huber said he was approached by an individual about being able to host a wedding reception at the facility. He asked if alcoholic beverages were allowed into the facility. Krogman said the facility is an alcohol free facility.

Veterans & Human Services Director Michael Holzhauser said he and his deputy will be attending VSO School so the office will be closed August 24th-28th. Holzhauser said BMU will be sending out disconnect notices and will be disconnecting the first part of next month.

Pierce asked Holzhauser if he and States Attorney Dan Nelson could work together and explain to the board at the next meeting what state statutes say about utility bills and what the county's obligations are.

Motion by Krogman, seconded by Boersma to approve the third quarter General Fund transfer per budget appropriations from General Fund 101-4-911-4294 to Highway Fund 201-3-371-0000 in the amount of \$750,000.

All members voted "aye." Motion carried.

REGULAR BUSINESS

Motion by Pierce, seconded by Krogman to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-46: a plat of Lot 11A, Block 2, Sunset Point Addition in Government Lots 3 & 4 of Section 22, Township 112 North, Range 47 West of the 5th P.M., Brookings County, South Dakota.

Background information was provided by County Development Deputy Director Richard Haugen.

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

Motion by Boersma, seconded by Jensen to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-47: a plat of Lots 1-5 in Block 1 in Paradise Point Addition in Government Lot 2, Section 22, Township 112 North, Range 47 West of the 5th P.M., Brookings County, South Dakota.

Background information was provided by County Development Deputy Director Richard Haugen.

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

Motion by Jensen, seconded by Krogman to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-48: a plat of Lot 44A of the First Addition of Lake Poinsett Heights Subdivision in Lot 2, Section 5, T112N, R52W of the 5th P.M., Brookings County, South Dakota.

Background information was provided by County Development Deputy Director Richard Haugen.

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

Motion by Boersma, seconded by Krogman to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-49: a plat of Lot 12 of Ramlo Shores Subdivision in Government Lot 4 in Section 21-T112N-R47W of the 5th P.M., Brookings County, South Dakota.

Background information was provided by County Development Deputy Director Richard Haugen.

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

Motion by Krogman, seconded by Boersma to approve for discussion purposes only a grant request made by Alton Township.

Commission Department Director Stacy Steffensen said the application was submitted prior to the applicant meeting with Highway Superintendent Brian Gustad, which is a requirement on the application. Steffensen also said the size of the culverts does not fit the criteria laid out in the application. Historically, Steffensen said the commission has denied requests because the size of the culverts did not meet the minimum size requirements.

Gustad said he went out to the site and measured the culverts himself and determined that the culverts do not meet the sixteen square feet or more criteria. Gustad said the application asks to increase the size of culvert from 24” to 36”, which still goes against SDCL 31-14-27 as 2- 36” culverts together is less than 16 square feet. He said there is no drainage study to prove the change would be sufficient enough to handle a 10-year flood event.

Pierce said she’s okay with saying to the township the culverts they want to put in are not big enough, but said she’s uncomfortable saying to them that the board won’t fund them because they have to pay for a study. Jensen said Gustad isn’t saying that the township has to put in a 16 square foot culvert; he’s saying the culvert that’s in place has to be 16 square feet to qualify for the culvert program. Jensen said he doesn’t think the pricing on the culvert is correct with what TruNorth charges either.

Pierce said she’s worried about the townships and wants to help where they can help.

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

Action failed due to lack of a motion being made.

Motion by Boersma, seconded by Krogman to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for reimbursement due to double payment in the amount of \$2,142.00, receipt #00518169, Human Services Department GL line 101-4-441-4241.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for three temporary election workers in the Finance Office. Background information was provided by Senior Finance Assistant Jenna Byrd. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Boersma to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for a Truck Driver, which is a split position between Weed & Pest and Highway Departments. Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said she would like to set a date for department head evaluations. The board set a date of Tuesday, October 27th.

Steffensen said City of Brookings Public Information Officer Chelsie Bakken asked if the board would be okay lighting up the Government Center in purple and gold in light of the 100th Anniversary of the Ratification of the 19th Amendment Granting Woman the Right to Vote. By consensus, the board agreed to lighting up the Government Center in purple and gold.

Steffensen discussed upcoming dates with the board.

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Pierce attended the Public Affairs Meeting; attended the East Brookings Business Board Meeting; met with Commission Chairperson Bartley, City Manager Paul Briseno and City Attorney Steve Britzman and discussed the Detention Expansion Project.

Commissioner Boersma attended the CDI Golf Outing and attended the Brookings Behavioral Health & Wellness Meeting.

Commissioner Krogman attended a Joint BATA & Brookings School District Meeting and attended the CDI Golf Outing.

Commissioner Jensen attended the Conservation District Meeting and attended the CDI Golf Outing.

Commissioner Bartley attended the Planning & Zoning Meeting; attended the CDI Golf Outing, and met with Commissioner Pierce, City Manager Paul Briseno and City Attorney Steve Britzman and discussed the Detention Expansion Project.

EXECUTIVE SESSION

Motion by Krogman, seconded by Boersma to enter into Executive Session at 9:29 a.m., in accordance with SDCL 1-25-2(1)(3)(4)(6), personnel, consulting with legal counsel, contract negotiations and security. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Boersma to come out of Executive Session at 11:38 a.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, September 1, 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
Senior Finance Assistant
Brookings County

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BROOKINGS COUNTY COMMISSION MEETING

THURSDAY, AUGUST 20, 2020

The Brookings County Board of County Commissioners met in special session on Thursday, August 20, 2020 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 at 3:30 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Krogman, seconded by Boersma to approve the agenda for the August 20, 2020 Commission Meeting. All members voted "aye." Motion carried.

REGULAR BUSINESS

Motion by Pierce, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #20-44: a Settlement Agreement and Release between the City of Brookings and Brookings County.

Commissioner Pierce said she would like to extend a special welcome to prior County Commissioner Stephne Miller who was instrumental with Commissioner Larry Jensen in getting this project up and running four years ago. Pierce said she is thrilled that the City of Brookings and the County have come together to reach a resolution and looks forward to the completion of the new detention center.

Pierce read paragraph "h" in the settlement agreement which reads, "The parties hereafter intend to work in the spirit of cooperation and in the best interest of the public in entering into this agreement and to further treat each entity in good faith and to both act to foster goodwill for both entities." She said she hopes that this settlement agreement will be acted on in the spirit in which it was written.

Jensen said he hopes they can move forward in a timely fashion and complete this project so that they can provide everyone associated with the jail a safer and more functional facility.

Bartley thanked Commission Department Director Stacy Steffensen for all the work she has done helping move things along. He said they will work diligently to make sure the facility succeeds. Bartley thanked Commissioner Boersma for her assistance on helping the board get to the final design.

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

Motion by Jensen, seconded by Boersma to approve and authorize Chairperson Bartley to sign Agreement #20-45: Exhibit A, an amendment to Agreement #20-14: an American Institute of

Architects agreement between Brookings County and Henry Carlson Construction, LLC for the Brookings County Detention Center and Remodel Project.

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

Tom Grimmond, Senior Vice President with Colliers Securities updated and discussed the issuance of the bonds for the detention center remodel and expansion project.

Motion by Boersma, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #20-46: a proposal for reception desk modifications made by Architecture, Incorporated.

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

ADJOURNMENT

Motion by Krogman, seconded by Boersma to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, September 1, 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 request 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
Senior Finance Assistant
Brookings County

Published once at the approximate cost of_____.

Personnel Action Notice Summary

Commission Meeting: September 1, 2020

Employee Name:	Jonathan Sundet				
Department:	Finance Office		Position:	Eleciton Worker	
Effective Date:	06/01/2020		Salary/Wage:	\$ 12.00	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Employee Name:	Samuel Adams				
Department:	Highway		Position:	Seasonal Laborer	
Effective Date:	08/14/2020		Salary/Wage:	\$ 15.87	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Employee Name:	Anna Sells				
Department:	Sheriff		Position:	Correctional Officer	
Effective Date:	08/18/2020		Salary/Wage:	\$ 18.34	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Employee Name:	Riley Schott				
Department:	Sheriff		Position:	Correctional Officer	
Effective Date:	08/19/2020		Salary/Wage:	\$ 18.34	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Personnel Action Notice Summary

Commission Meeting: September 1, 2020

Employee Name:	Amanda Miller				
Department:	BCOAC		Position:	Membership Attendant	
Effective Date:	09/01/2020		Salary/Wage:	\$ 16.19	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Employee Name:	Eileen Aberle				
Department:	Veterans & Human Services		Position:	Deputy Director	
Effective Date:	09/01/2020		Salary/Wage:	\$ 22.64	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

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

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

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10105	ANDERSON, DAVID	I-202008247493	101-3-3520000	CRT APPOINTED ATTORNEY REFUND		163.50
DEPARTMENT 0000 NON-DEPARTMENTAL					TOTAL:	163.50

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 111 COMMISSIONERS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202008247489	101-4-111-4250	COPIER CONTRACT		108.30
01-19517	MCGRATH NORTH MULLIN &	I-202008247534	101-4-111-4220	PROFESSIONAL SERVICES		186.00
DEPARTMENT 111 COMMISSIONERS					TOTAL:	294.30

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 120 ELECTIONS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22655	GOVERNMENT FORMS AND SU	I-202008247520	101-4-120-4260	5 POLL GERM SHIELDS		654.20
DEPARTMENT 120 ELECTIONS					TOTAL:	654.20

VENDOR SET: 01 Brookings County
 PACKET: 02326 Claims 9.1.2020
 FUND : 101 GENERAL FUND
 DEPARTMENT: 130 JUDICIAL SYSTEM

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-1	BRYAN BISSON	I-202008247579	101-4-130-4280	BRYAN BISSON: WITNESS		23.78
01-1	GRIFFIN KILBER	I-202008247580	101-4-130-4280	GRIFFIN KILBER: WITNESS		189.68
01-10125	ARAGON, ANTONIO	I-202008247495	101-4-130-4290	TRANSLATION SERVICES		87.50
01-11300	PATRICIA J HARTSEL	I-202008247521	101-4-130-4224	TRANSCRIPTS		45.60
01-11300	PATRICIA J HARTSEL	I-202008247522	101-4-130-4226	TRANSCRIPTS		19.00
01-11847	DONALD MCCARTY	I-202008247532	101-4-130-4222	CAA CRI19-300		3,195.00
01-11847	DONALD MCCARTY	I-202008247533	101-4-130-4222	CAA CRI19-540		97.00
01-12179	NANCY J NELSON	I-202008247540	101-4-130-4222	CAA CRI20-215; 20-100		1,489.92
01-12179	NANCY J NELSON	I-202008247581	101-4-130-4222	CAA CRI18-359		329.80
01-13262	VANDENBERG LAW	I-202008247564	101-4-130-4222	CAA CRI20-263		4,583.25
01-14785	KIM NAGEL	I-202008247576	101-4-130-4280	JURY DUTY 8/14/2020		52.52
01-17926	TIM HOGAN	I-202008247523	101-4-130-4223	CAA JUV20-28		915.40
01-20985	FITE, PIERCE & RONNING	I-202008247516	101-4-130-4222	CAA CRI19-545		1,444.00
01-20985	FITE, PIERCE & RONNING	I-202008247517	101-4-130-4222	CAA CRI20-193		1,561.70
01-20985	FITE, PIERCE & RONNING	I-202008247518	101-4-130-4222	CAA JUV19-68		1,111.50
01-21052	SANDMEIER, CHRISTOPHER	I-202008247578	101-4-130-4280	JURY DUTY 8/14/2020		56.72
01-22453	DEPARTMENT OF HEALTH	I-202008247509	101-4-130-4290	BLOOD TESTS		300.00
01-22624	JARED BASZLER	I-202008247570	101-4-130-4280	JURY DUTY 8/14/2020		51.68
01-22625	DAVID DAVIS	I-202008247571	101-4-130-4280	JURY DUTY 8/14/2020		51.68
01-22626	ISAIAH DIETZ	I-202008247572	101-4-130-4280	JURY DUTY 8/14/2020		50.84
01-22627	BROCK GAUER	I-202008247573	101-4-130-4280	JURY DUTY 8/14/2020		50.84
01-22629	BRANDON JOHNSON	I-202008247574	101-4-130-4280	JURY DUTY 8/14/2020		52.52
01-22630	JAMES MADSEN	I-202008247575	101-4-130-4280	JURY DUTY 8/14/2020		68.48
01-22631	DAVID ROE	I-202008247577	101-4-130-4280	JURY DUTY 8/14/2020		66.80

DEPARTMENT 130 JUDICIAL SYSTEM TOTAL: 15,895.21

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 143 FINANCE OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202008247492	101-4-143-4250	COPIER CONTRACT		87.96
01-19128	EXECUTIVE MGMT FINANCE	I-202008247514	101-4-143-4280	TECHNOLOGY ACCESS FEE		64.75
DEPARTMENT 143 FINANCE OFFICE					TOTAL:	152.71

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

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-202008247490	101-4-151-4260	COPIER CONTRACT		67.11
01-12261	OFFICE PEEPS INC	I-202008247543	101-4-151-4260	PAPER, DESK CALENDARS, PLANNE		99.17
01-13370	THOMSON REUTERS - WEST	I-202008247561	101-4-151-4260	7/1-7/31		1,160.31
DEPARTMENT 151 STATES ATTORNEY					TOTAL:	1,326.59

VENDOR SET: 01 Brookings County
PACKET: 02326 Claims 9.1.2020
FUND : 101 GENERAL FUND
DEPARTMENT: 161 COUNTY BUILDING

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10792	DEN-WIL INC	I-202008247508	101-4-161-4241	COMMUNITY HEALTH RENT		960.00
01-12236	NORTHWESTERN ENERGY	I-202008247542	101-4-161-4280	COURTHOUSE/BCOAC NATURAL GAS		10.00
01-12239	NORTHWESTERN ENERGY	I-202008247541	101-4-161-4280	DETENTION CENTER ENERGY		67.65
01-12261	OFFICE PEEPS INC	I-202008247546	101-4-161-4260	ALARM BUZZER BATTERIES		200.00
DEPARTMENT 161 COUNTY BUILDING					TOTAL:	1,237.65

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202008247491	101-4-162-4260	COPIER CONTRACT		64.76
01-22471	RC FIRST AID	I-202008247551	101-4-162-4260	FIRST AID KIT REFILLS		72.00
DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL:						136.76

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 163 REGISTER OF DEEDS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12261	OFFICE PEEPS INC	I-202008247544	101-4-163-4260	3 DESK CALENDARS		18.06
01-22271	CREATIVE PRINTING	I-202008247507	101-4-163-4260	PRINTED ENVELOPES		105.59
DEPARTMENT 163 REGISTER OF DEEDS					TOTAL:	123.65

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 171 INFORMATION TECHNOLOGY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202008247489	101-4-171-4250	COPIER CONTRACT		154.47
01-11921	WELLS FARGO	I-202008247568	101-4-171-4221	DOTGOV.GOV/CRASHPLAN		409.99
01-20197	MARCO	I-202008247530	101-4-171-4221	BARRACUDA ESSENTIALS LICENSE		2,641.21
01-20197	MARCO	I-202008247531	101-4-171-4221	UNITRENDS SERVICE		4,139.64
01-22368	ONENECK IT SOLUTIONS LL	I-202008247548	101-4-171-4221	UMBRELLA CLOUD SECURITY		2,272.00
DEPARTMENT 171 INFORMATION TECHNOLOGY TOTAL:						9,617.31

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 172 HUMAN RESOURCES

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202008247489	101-4-172-4250	COPIER CONTRACT		21.66
DEPARTMENT 172 HUMAN RESOURCES					TOTAL:	21.66

VENDOR SET: 01 Brookings County
PACKET: 02326 Claims 9.1.2020
FUND : 101 GENERAL FUND
DEPARTMENT: 211 SHERIFF'S OFFICE

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10684	COURTESY PLUMBING INC	I-202008247506	101-4-211-4250	FRONT OFFICE BATHROOM REPAIRS		145.35
01-10918	EINSPAHR AUTO PLAZA	I-202008247510	101-4-211-4251	PATROL VEHICLE MAINT		44.00
01-11719	L&L AUTO & TRUCK PARTS	I-202008247527	101-4-211-4251	VEHICLE PARTS		132.67
01-12261	OFFICE PEEPS INC	I-202008247546	101-4-211-4261	ALARM BUZZER BATTERIES		77.06
01-12666	RUNNING'S SUPPLY INC	I-202008247555	101-4-211-4260	DEPUTY SUPPLIES		4.19
01-19005	MEDTOX LABORATORIES, IN	I-202008247536	101-4-211-4220	RAPE KIT		450.21
01-20016	HOMETOWN SERVICE & TIRE	I-202008247524	101-4-211-4251	JAIL/PATROL VEHICLE REPAIRS		34.00

DEPARTMENT 211 SHERIFF'S OFFICE TOTAL: 887.48

VENDOR SET: 01 Brookings County
 PACKET: 02326 Claims 9.1.2020
 FUND : 101 GENERAL FUND
 DEPARTMENT: 212 COUNTY JAIL

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10350	BROOKINGS AREA CTC	I-202008247545	101-4-212-4220	CPR CERT CARDS		160.00
01-10357	AVERA MEDICAL GROUP	I-202008247496	101-4-212-4263	INMATE MEDICAL		822.77
01-10390	BROOKINGS HEALTH SYSTEM	I-202008247501	101-4-212-4263	INMATE MEDICAL		6,450.83
01-10390	BROOKINGS HEALTH SYSTEM	I-202008247501	101-4-212-4220	INMATE MEDICAL		93.71
01-10670	COOK'S WASTEPAPER & REC	I-202008247505	101-4-212-4280	DETENTION CENTER		273.70
01-11453	HY-VEE FOOD STORE	I-202008247525	101-4-212-4290	INMATE MEALS		22,530.31
01-11855	MCKEEVER'S VENDING	I-202008247535	101-4-212-4260	INMATE COMMISARY		300.92
01-12239	NORTHWESTERN ENERGY	I-202008247541	101-4-212-4280	DETENTION CENTER ENERGY		22.55
01-12261	OFFICE PEEPS INC	I-202008247546	101-4-212-4260	ALARM BUZZER BATTERIES		12.04
01-12607	RICHARD-EWING EQUIP INC	I-202008247553	101-4-212-4250	JAIL REPAIRS		85.50
01-20016	HOMETOWN SERVICE & TIRE	I-202008247524	101-4-212-4251	JAIL/PATROL VEHICLE REPAIRS		34.00
01-21156	SANFORD HEALTH	I-202008247558	101-4-212-4263	INMATE MEDICAL		1,758.00
01-21571	SD DEPT OF PUBLIC SAFET	I-202008247559	101-4-212-4280	TELETYPE SERVICE		2,340.00
01-22002	PROCHEM DYNAMICS LLC	I-202008247550	101-4-212-4260	JAIL CLEANING SUPPLIES		582.64

DEPARTMENT 212 COUNTY JAIL TOTAL: 35,466.97

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 213 CORONER

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12656	RUDE'S FUNERAL HOME INC	I-202008247554	101-4-213-4220	CORONER TRANSPORT		1,100.00
01-19149	SANFORD HEALTH	I-202008247557	101-4-213-4220	AUTOPSY		2,100.00
DEPARTMENT 213 CORONER					TOTAL:	3,200.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 214 JUVENILE DETENTION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12037	MINNEHAHA COUNTY JDC	I-202008247538	101-4-214-4291	JDC COSTS		236.90
DEPARTMENT 214 JUVENILE DETENTION					TOTAL:	236.90

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 223 DRAINAGE COMMISSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10204	BANNER ASSOCIATES	I-202008247499	101-4-223-4220	PROF SERVICES		4,921.20
DEPARTMENT 223 DRAINAGE COMMISSION					TOTAL:	4,921.20

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 411 WELFARE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202008247489	101-4-411-4270	COPIER CONTRACT		7.22
DEPARTMENT 411 WELFARE					TOTAL:	7.22

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 416 FOOD PANTRY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10382	BROOKINGS COUNTY FOOD P	I-202008247519	101-4-416-4290	FY2020 FUNDING		6,000.00
DEPARTMENT 416 FOOD PANTRY					TOTAL:	6,000.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 441 BEHAVIORAL HEALTH

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12033	MINNEHAHA COUNTY AUDITO	I-202008247537	101-4-441-4220	MENTAL ILLNESS COSTS		192.98
01-13442	YANKTON COUNTY TREASURE	I-202008247569	101-4-441-4220	MENTAL ILLNESS		122.50
DEPARTMENT 441 BEHAVIORAL HEALTH					TOTAL:	315.48

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 528 BCOAC

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11016	FASTENAL COMPANY	I-202008247515	101-4-528-4250	HVAC FILTERS		695.09
01-11827	LOWE'S	I-202008247529	101-4-528-4260	DEHUMIDIFER/RACK/LOCKS		467.36
01-11921	WELLS FARGO	I-202008247568	101-4-528-4220	TRITECH CONTRACT SUPPORT		1,050.42
01-11921	WELLS FARGO	I-202008247568	101-4-528-4260	AMMO, DUNHAMS, HANDBOOKS, LAM		924.59
01-11921	WELLS FARGO	I-202008247568	101-4-528-4220	AMMO, DUNHAMS, HANDBOOKS, LAM		24.00
01-22365	SOUTHPAW DEFENSE	I-202008247560	101-4-528-4220	BASIC PISTOL CLASS		180.00
DEPARTMENT 528 BCOAC					TOTAL:	3,341.46

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 611 COUNTY EXTENSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11921	WELLS FARGO	I-202008247568	101-4-611-4292	TRIPOD MOUNT		25.86
01-12261	OFFICE PEEPS INC	I-202008247547	101-4-611-4260	SAFETY PINS		30.02
01-12666	RUNNING'S SUPPLY INC	I-202008247556	101-4-611-4260	REFLECTIVE VESTS, SAFETY CONE		202.84
01-13323	WALMART COMMUNITY	I-202008247567	101-4-611-4260	ACHIEVEMENT DAY SUPP,SANI,IPA		896.18
01-21803	BUHLS OF BROOKINGS CLEA	I-202008247502	101-4-611-4240	RUG RENTAL		23.70
01-21803	BUHLS OF BROOKINGS CLEA	I-202008247503	101-4-611-4250	BANNER & BACKDROP CLEANING		33.75

DEPARTMENT 611 COUNTY EXTENSION TOTAL: 1,212.35

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 615 WEED CONTROL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-13266	VAN DIEST SUPPLY COMPAN	I-202008267583	101-4-615-4260	CHEMICAL		19,000.00
DEPARTMENT 615 WEED CONTROL					TOTAL:	19,000.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 101 GENERAL FUND

DEPARTMENT: 711 PLANNING & ZONING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202008247489	101-4-711-4250	COPIER CONTRACT		7.22
01-11453	HY-VEE FOOD STORE	I-202008247526	101-4-711-4260	REFRESHMENTS-ZONING MEETING		7.98
01-21502	STEVEN UST	I-202008247563	101-4-711-4221	INSPECTIONS		900.00
01-22073	RFD NEWSPAPERS INC	I-202008247552	101-4-711-4230	PUBLICATIONS		31.01
DEPARTMENT 711 PLANNING & ZONING						TOTAL: 946.21
FUND 101 GENERAL FUND						TOTAL: 105,158.81

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 201 ROAD & BRIDGE FUND

DEPARTMENT: 311 HIGHWAY ADMINISTRATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10204	BANNER ASSOCIATES	I-202008247498	201-4-311-4220	DESIGN SERVICES/DAMAGED RAILI		3,338.00
01-10307	BOWES CONSTRUCTION	I-202008257582	201-4-311-4250	OVERLAY PAY REQUEST		699,787.97
01-10457	BUTLER MACHINERY CO	I-202008247504	201-4-311-4260	PARTS		3,198.29
01-10984	L.G. EVERIST INC	I-202008247528	201-4-311-4260	QUARTZITE		2,399.27
01-11921	WELLS FARGO	I-202008247568	201-4-311-4250	BASIC BOOKED HOSTING SUPPORT		120.00
01-13158	3D SPECIALTIES INC	I-202008247488	201-4-311-4260	OM3 STRIPE DOWN		4,979.20
01-13291	VERIZON WIRELESS	I-202008247565	201-4-311-4280	HIGHWAY DEPT TABLET		40.01
01-13328	WALMART COMMUNITY	I-202008247566	201-4-311-4260	MISC OFFICE SUPPLIES		39.35
01-22535	B&H CONTRACTORS OF SOUT	I-202008247497	201-4-311-4260	ROCK		978.00
01-22710	BRAD MOE	I-202008247539	201-4-311-4260	WORK BOOTS		202.34
01-22711	TOPKOTE INC	I-202008247562	201-4-311-4250	CHIP SEAL PROJECT		184,941.72
DEPARTMENT 311 HIGHWAY ADMINISTRATION TOTAL:						900,024.15
FUND 201 ROAD & BRIDGE FUND TOTAL:						900,024.15

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 226 EMERGENCY MANAGEMENT

DEPARTMENT: 222 EMERGENCY & DISASTER SERV

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11921	WELLS FARGO	I-202008247568	226-4-222-4230	BEREADYBROOKINGS.COM		671.22

DEPARTMENT 222 EMERGENCY & DISASTER S TOTAL: 671.22

FUND 226 EMERGENCY MANAGEMENT TOTAL: 671.22

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

FUND : 229 DOMESTIC ABUSE FUND

DEPARTMENT: 434 DOMESTIC ABUSE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10374	BROOKINGS	DOMESTIC ABUS I-202008247500	229-4-434-4290	JUNE THRU AUGUST		2,886.00
DEPARTMENT 434 DOMESTIC ABUSE TOTAL:						2,886.00
FUND 229 DOMESTIC ABUSE FUND TOTAL:						2,886.00

VENDOR SET: 01 Brookings County
PACKET: 02326 Claims 9.1.2020
FUND : 248 24/7 PROGRAM
DEPARTMENT: 212 24/7 PROGRAM

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-21649	PHARMCHEM INC	I-202008247549	248-4-212-4260	SWEAT PATCH ANALYSIS		142.75
					DEPARTMENT 212 24/7 PROGRAM	TOTAL: 142.75
					FUND 248 24/7 PROGRAM	TOTAL: 142.75

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02326 Claims 9.1.2020

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-202008247511	770-2-2090000	CERT#19-27,28,29 RED#1528,29,		16,059.84
01-22448	EMPIRE INVESTMENTS LLC	I-202008247512	770-2-2090000	CERT#19-148,149 RED#1531,1532		7,010.01
01-22448	EMPIRE INVESTMENTS LLC	I-202008247513	770-2-2090000	CERT#18-98 RED#1527		8,057.08
DEPARTMENT 0000 NON-DEPARTMENTAL					TOTAL:	31,126.93

FUND 770 TAX SALE REDEMPTION					TOTAL:	31,126.93
REPORT GRA TOTAL:						1,040,009.86

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2020	101-3-3520000	COSTS (CLERK OF*NON-EXPENS	163.50	50,000-	7,198.79-		
	101-4-111-4220	PROFESSIONAL SERV. & FEES	186.00	45,000	13,350.30		
	101-4-111-4250	REPAIR & MAINT.	108.30	4,000	3,093.75		
	101-4-120-4260	ELECTION SUPPLIES	654.20	15,000	4,359.81		
	101-4-130-4222	ADULT DEFENSE	13,812.17	525,000	165,667.14		
	101-4-130-4223	JUVENILE DEFENSE	915.40	30,000	8,308.35		
	101-4-130-4224	TRANSCRIPTS (LIENABLE)	45.60	5,000	4,449.00		
	101-4-130-4226	TRANSCRIPTS (NON)	19.00	9,000	5,400.40		
	101-4-130-4280	JURY & WITNESS	715.54	15,000	7,651.48		
	101-4-130-4290	COURT CASE EXPENSE	387.50	40,000	18,040.50		
	101-4-143-4250	REPAIR & MAINT.	87.96	3,400	1,864.34		
	101-4-143-4280	UTILITIES	64.75	2,800	1,015.75		
	101-4-151-4260	SUPPLIES & MATERIALS	1,326.59	30,000	15,212.58		
	101-4-161-4241	RENTAL/COMM. HEALTH	960.00	11,000	3,190.00		
	101-4-161-4260	SUPPLIES & MATERIALS	200.00	6,000	3,017.22		
	101-4-161-4280	UTILITIES/COURTHOUSE	77.65	53,000	25,657.17		
	101-4-162-4260	SUPPLIES &N MATERIALS	136.76	8,500	1,300.65		
	101-4-163-4260	SUPPLIES & MATERIALS	123.65	1,500	703.33		
	101-4-171-4221	DATA PROCESSING/SOFTWARE	9,462.84	239,621	35,185.15		
	101-4-171-4250	REPAIRS AND MAINTENANCE	154.47	800	71.61		
	101-4-172-4250	REPAIRS AND MAINTENANCE	21.66	800	618.75		
	101-4-211-4220	PROFESSIONAL SERV. & FEES	450.21	6,000	1,413.11		
	101-4-211-4250	BUILDING MAINTENANCE	145.35	42,000	21,438.09		
	101-4-211-4251	VEHICLE MAINTENANCE	210.67	0	2,146.81-	Y	
	101-4-211-4260	SUPPLIES & MATERIALS	4.19	20,000	15,152.99		
	101-4-211-4261	OFFICE SUPPLIES	77.06	4,500	3,108.25		
	101-4-212-4220	PROFESSIONAL SERV. & FEES	253.71	4,000	311.44		
	101-4-212-4250	BUILDING MAINTENANCE	85.50	40,000	24,802.46		
	101-4-212-4251	VEHICLE MAINTENANCE	34.00	0	208.99-	Y	
	101-4-212-4260	SUPPLIES & MATERIALS	895.60	45,000	5,131.15		
	101-4-212-4263	MEDICAL SERVICE/LIENABLE	9,031.60	34,000	4,279.32		
	101-4-212-4280	UTILITIES	2,636.25	42,000	16,602.36		
	101-4-212-4290	PRISONER RATION	22,530.31	275,000	125,450.60		
	101-4-213-4220	PROFESSIONAL SERV. & FEES	3,200.00	25,000	8,120.00		
	101-4-214-4291	JDC-MINNEHAHA COUNTY	236.90	100,000	86,970.50		
	101-4-223-4220	PROFESSIONAL SERV. & FEES	4,921.20	300	4,790.20-	Y	
	101-4-411-4270	OFFICE	7.22	500	439.58		
	101-4-416-4290	OTHERS	6,000.00	6,000	0.00		
	101-4-441-4220	PROFESSIONAL SERV. & FEES	315.48	50,000	18,938.86		
	101-4-528-4220	PROFESSIONAL SERV & FEES	1,254.42	4,500	1,351.65-	Y	
	101-4-528-4250	REPAIR & MAINT	695.09	45,000	31,392.42		
	101-4-528-4260	SUPPLIES & MATERIALS	1,391.95	35,000	20,565.95		
	101-4-611-4240	RENTALS	23.70	1,500	1,286.70		
	101-4-611-4250	REPAIRS AND MAINTENANCE	33.75	6,000	4,216.07		

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	101-4-611-4260	SUPPLIES & MATERIALS	1,129.04	11,000	6,096.96		
	101-4-611-4292	4-H EVENTS & LIT.	25.86	8,250	4,089.05		
	101-4-615-4260	SUPPLIES & MATERIALS	19,000.00	60,000	4,843.58		
	101-4-711-4221	INSPECTION FEES	900.00	20,430	7,930.00		
	101-4-711-4230	PUBLISHING	31.01	2,300	602.50		
	101-4-711-4250	REPAIRS & MAINTENANCE	7.22	2,160	1,551.21		
	101-4-711-4260	SUPPLIES & MATERIALS	7.98	3,915	223.66		
	201-4-311-4220	PROFESSIONAL SERVICES	3,338.00	250,000	152,343.36		
	201-4-311-4250	REPAIRS & MAINT.	884,849.69	2,000,000	735,246.04-	Y	
	201-4-311-4260	SUPPLIES & MATERIALS	11,796.45	1,100,000	271,573.40		
	201-4-311-4280	UTILITIES	40.01	30,000	11,170.98		
	226-4-222-4230	PUBLISHING	671.22	300	2,226.22-	Y	
	229-4-434-4290	OTHERS	2,886.00	12,000	8,042.67		
	248-4-212-4260	SUPPLIES & MATERIALS	142.75	30,000	24,863.05		
	770-2-2090000	DUE TO CERTIFICATE HOLDER	31,126.93				
		** 2020 YEAR TOTALS	1040,009.86				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	163.50
101-111	COMMISSIONERS	294.30
101-120	ELECTIONS	654.20
101-130	JUDICIAL SYSTEM	15,895.21
101-143	FINANCE OFFICE	152.71
101-151	STATES ATTORNEY	1,326.59
101-161	COUNTY BUILDING	1,237.65
101-162	DIRECTOR OF EQUALIZATION	136.76
101-163	REGISTER OF DEEDS	123.65
101-171	INFORMATION TECHNOLOGY	9,617.31
101-172	HUMAN RESOURCES	21.66
101-211	SHERIFF'S OFFICE	887.48
101-212	COUNTY JAIL	35,466.97
101-213	CORONER	3,200.00
101-214	JUVENILE DETENTION	236.90
101-223	DRAINAGE COMMISSION	4,921.20
101-411	WELFARE	7.22
101-416	FOOD PANTRY	6,000.00
101-441	BEHAVIORAL HEALTH	315.48
101-528	BCOAC	3,341.46

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-611	COUNTY EXTENSION	1,212.35
101-615	WEED CONTROL	19,000.00
101-711	PLANNING & ZONING	946.21

101 TOTAL	GENERAL FUND	105,158.81
201-311	HIGHWAY ADMINISTRATION	900,024.15

201 TOTAL	ROAD & BRIDGE FUND	900,024.15
226-222	EMERGENCY & DISASTER SERV	671.22

226 TOTAL	EMERGENCY MANAGEMENT	671.22
229-434	DOMESTIC ABUSE	2,886.00

229 TOTAL	DOMESTIC ABUSE FUND	2,886.00
248-212	24/7 PROGRAM	142.75

248 TOTAL	24/7 PROGRAM	142.75
770	NON-DEPARTMENTAL	31,126.93

770 TOTAL	TAX SALE REDEMPTION	31,126.93

	** TOTAL **	1,040,009.86

NO ERRORS

** END OF REPORT **

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02319 FIRE PREMIUM CLAIM 8/5/20

FUND : 756 FIRE INSURANCE

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10385	BROOKINGS FIRE DEPT	I-202008057161	756-2-2090000	BROOKINGS FIRE DEPT	133470	88,961.87
01-10975	ESTELLINE FIRE DEPT	I-202008057171	756-2-2090000	ESTELLINE FIRE DEPT	133473	2,257.82
01-12927	SINAI FIRE DEPT	I-202008057173	756-2-2090000	SINAI FIRE DEPT	133475	2,471.74
01-16762	ARLINGTON FIRE DEPT	I-202008057162	756-2-2090000	ARLINGTON FIRE DEPT	133466	2,646.21
01-16764	ASTORIA FIRE DEPT	I-202008057163	756-2-2090000	ASTORIA FIRE DEPT	133467	587.23
01-16766	AURORA FIRE DEPT	I-202008057164	756-2-2090000	AURORA FIRE DEPT	133468	6,504.74
01-16767	BADGER FIRE DEPT	I-202008057166	756-2-2090000	BADGER FIRE DEPT	133469	557.55
01-16771	BRUCE FIRE DEPT	I-202008057167	756-2-2090000	BRUCE FIRE DEPT	133471	4,059.91
01-16776	ELKTON FIRE DEPT	I-202008057169	756-2-2090000	ELKTON FIRE DEPT	133472	7,013.20
01-16778	HENDRICKS FIRE DEPT	I-202008057172	756-2-2090000	HENDRICKS FIRE DEPT	133474	1,693.41
01-16781	TORONTO FIRE DEPT	I-202008057174	756-2-2090000	TORONTO FIRE DEPT	133476	1,144.89
01-16783	VOLGA FIRE DEPT	I-202008057175	756-2-2090000	VOLGA FIRE DEPT	133477	10,935.38
01-16785	WHITE FIRE DEPT	I-202008057176	756-2-2090000	WHITE FIRE DEPT	133478	9,375.08

DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL: 138,209.03

FUND 756 FIRE INSURANCE TOTAL: 138,209.03

REPORT GRA TOTAL: 138,209.03

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2020	756-2-2090000	AM'T HELD FOR FIRE INSURAN	138,209.03					
		** 2020 YEAR TOTALS	138,209.03					

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
756	NON-DEPARTMENTAL	138,209.03

756 TOTAL	FIRE INSURANCE	138,209.03

	** TOTAL **	138,209.03

**BROOKINGS COUNTY
VENDOR CLAIMS
APPROVED BY**

NO ERRORS

** END OF REPORT **

Michael Bartley
Chair

Larry Jensen
Vice-Chair

Angela Boersma
Commissioner

Ryan Krogman
Commissioner

Lee Ann Pierce
Commissioner

Vicki Buseth
Finance Officer

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02321 Aug. Department of Rev 8.

FUND : 101 GENERAL FUND

DEPARTMENT: 130 JUDICIAL SYSTEM

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-202008107191	101-4-130-4230	BLOOD TESTS		3,705.00
DEPARTMENT 130 JUDICIAL SYSTEM					TOTAL:	3,705.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02321 Aug. Department of Rev 8.

FUND : 101 GENERAL FUND

DEPARTMENT: 441 BEHAVIORAL HEALTH

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-202008107191	101-4-441-4220	HUMAN SERVICES & DEV CENTER		2,062.45
DEPARTMENT 441 BEHAVIORAL HEALTH TOTAL:						2,062.45
FUND 101 GENERAL FUND TOTAL:						5,767.45

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02321 Aug. Department of Rev 8.

FUND : 742 MOTOR VEHICLE

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-202008107191	742-2-2090000	MONTHLY MV		652,407.45
					DEPARTMENT 0000 NON-DEPARTMENTAL	TOTAL: 652,407.45
					FUND 742 MOTOR VEHICLE	TOTAL: 652,407.45

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02321 Aug. Department of Rev 8.

FUND : 763 REGISTER OF DEEDS

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-202008107191	763-2-2090000	BIRTH & DEATH FEES		1,870.00
DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL:						1,870.00
FUND 763 REGISTER OF DEEDS TOTAL:						1,870.00
REPORT GRA TOTAL:						660,044.90

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	
2020	101-4-130-4230	BLOOD TESTS	3,705.00	95,000	39,018.38			
	101-4-441-4220	PROFESSIONAL SERV. & FEES	2,062.45	50,000	20,509.69			
	742-2-2090000	AMOUNT HELD FOR MOTOR VEHI	652,407.45					
	763-2-2090000	AMOUNT HELD FOR REGISTER	1,870.00					
		** 2020 YEAR TOTALS	660,044.90					

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-130	JUDICIAL SYSTEM	3,705.00
101-441	BEHAVIORAL HEALTH	2,062.45
101 TOTAL	GENERAL FUND	5,767.45
742	NON-DEPARTMENTAL	652,407.45
742 TOTAL	MOTOR VEHICLE	652,407.45
763	NON-DEPARTMENTAL	1,870.00
763 TOTAL	REGISTER OF DEEDS	1,870.00
	** TOTAL **	660,044.90

NO ERRORS

** END OF REPORT **

**BROOKINGS COUNTY
VENDOR CLAIMS
APPROVED BY**

Michael Bartley
Chair

Larry Jensen
Vice-Chair

Angela Boersma
Commissioner

Ryan Krogman
Commissioner

Lee Ann Pierce
Commissioner

Vicki Buseth
Finance Officer

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 111 COMMISSIONERS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11552	JENSEN, LARRY	I-20200901-11552	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-13058	STEFFENSEN, STACY	I-20200901-13058	101-4-111-4280	CELL PHONE REIMBURSEMENT		105.00
01-20230	BARTLEY, MICHAEL	I-20200901-20230	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-21131	KROGMAN, RYAN	I-20200901-21131	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-22022	LEE ANN PIERCE	I-20200901-22022	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-22467	ANGELA BOERSMA	I-20200901-22467	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00

DEPARTMENT 111 COMMISSIONERS TOTAL: 480.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 120 ELECTIONS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10451	BUSETH, VICKI	I-20200901-10451	101-4-120-4260	CELL PHONE REIMBURSEMENT		5.25
DEPARTMENT 120 ELECTIONS					TOTAL:	5.25

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 143 FINANCE OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10451	BUSETH, VICKI	I-20200901-10451	101-4-143-4280	CELL PHONE REIMBURSEMENT		99.75
01-22052	JENNIFER BELLER	I-20200901-22052	101-4-143-4280	CELL PHONE REIMBURSEMENT		75.00
DEPARTMENT 143 FINANCE OFFICE					TOTAL:	174.75

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 151 STATES ATTORNEY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22464	DAN C NELSON	I-20200901-22464	101-4-151-4280	CELL PHONE REIMBURSEMENT		105.00
01-22547	BENJAMIN KLEINJAN	I-20200901-22547	101-4-151-4280	CELL PHONE REIMBURSEMENT		105.00
01-22561	PAIGE PETERSEN	I-20200901-22561	101-4-151-4280	CELL PHONE REIMBURSEMENT		105.00
DEPARTMENT 151 STATES ATTORNEY					TOTAL:	315.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-19787	HEIDEMANN, TERRANCE	I-20200901-19787	101-4-161-4280	CELL PHONE REIMBURSEMENT		15.00
01-22457	JUSTIN JOHNSON	I-20200901-22457	101-4-161-4280	CELL PHONE REIMBURSEMENT		30.00
DEPARTMENT 161 COUNTY BUILDING					TOTAL:	45.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11666	LARRY KLINGBILE	I-20200901-11666	101-4-162-4280	CELL PHONE REIMBURSEMENT		30.00
01-19564	BREHMER, JACOB	I-20200901-19564	101-4-162-4280	CELL PHONE REIMBURSEMENT		105.00
01-19565	HIEB, JERE	I-20200901-19565	101-4-162-4280	CELL PHONE REIMBURSEMENT		30.00
01-22217	REID SQUIRES	I-20200901-22217	101-4-162-4280	CELL PHONE REIMBURSEMENT		30.00
01-22527	RUSTY BRANDSRUD	I-20200901-22527	101-4-162-4280	CELL PHONE REIMBURSEMENT		30.00

DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL: 225.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 163 REGISTER OF DEEDS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10548	CHAPMAN, BEVERLY	I-20200901-10548	101-4-163-4280	CELL PHONE REIMBURSEMENT		105.00
DEPARTMENT 163 REGISTER OF DEEDS					TOTAL:	105.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 165 VETERAN'S SERVICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-20191	HOLZHAUSER, MICHAEL	I-20200901-20191	101-4-165-4280	CELL PHONE REIMBURSEMENT		86.10
					DEPARTMENT 165 VETERAN'S SERVICE	TOTAL: 86.10

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 171 INFORMATION TECHNOLOGY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-21618	PLOWMAN, SHAWN	I-20200901-21618	101-4-171-4280	CELL PHONE REIMBURSEMENT		90.00
01-22472	ERIC METTE	I-20200901-22472	101-4-171-4280	CELL PHONE REIMBURSEMENT		75.00
DEPARTMENT 171 INFORMATION TECHNOLOGY TOTAL:						165.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 172 HUMAN RESOURCES

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-13422	WITCHEY, KRISTEN	I-20200901-13422	101-4-172-4280	CELL PHONE REIMBURSEMENT		45.00
DEPARTMENT 172 HUMAN RESOURCES					TOTAL:	45.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 211 SHERIFF'S OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11156	GIEGLING, MIKE	I-20200901-11156	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-11248	HAIDER, DARIN	I-20200901-11248	101-4-211-4280	CELL PHONE REIMBURSEMENT		60.00
01-12403	JON PIKE	I-20200901-12403	101-4-211-4280	CELL PHONE REIMBURSEMENT		60.00
01-12861	SEBRING, SCOTT	I-20200901-12861	101-4-211-4280	CELL PHONE REIMBURSEMENT		105.00
01-13030	STANWICK, MARTIN	I-20200901-13030	101-4-211-4280	CELL PHONE REIMBURSEMENT		105.00
01-19787	HEIDEMANN, TERRANCE	I-20200901-19787	101-4-211-4280	CELL PHONE REIMBURSEMENT		15.00
01-20493	KRIESE, JEREMY	I-20200901-20493	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-21550	LANGSTRAAT, MANUAL	I-20200901-21550	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22045	KEVIN MURFIELD	I-20200901-22045	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22148	SUZANNE BJORDAL	I-20200901-22148	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22363	DANE LARSEN	I-20200901-22363	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22506	JEFFREY CONRAD	I-20200901-22506	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22507	CODY SUNDERLAND	I-20200901-22507	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22508	BRYAN SCHREUR	I-20200901-22508	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22634	TARA RODRIGUEZ	I-20200901-22634	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22651	THOMAS CHESTER	I-20200901-22651	101-4-211-4280	CELL PHONE DISTRIBUTION		30.00

DEPARTMENT 211 SHERIFF'S OFFICE TOTAL: 675.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 212 COUNTY JAIL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-13118	SWEEBE, BART	I-20200901-13118	101-4-212-4280	CELL PHONE REIMBURSEMENT		105.00
01-21450	BITELER, DAVID	I-20200901-21450	101-4-212-4280	CELL PHONE REIMBURSEMENT		30.00
DEPARTMENT 212 COUNTY JAIL					TOTAL:	135.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 213 CORONER

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22019	HIEB, RICHARD	I-20200901-22019	101-4-213-4280	CELL PHONE REIMBURSEMENT		30.00
DEPARTMENT 213 CORONER					TOTAL:	30.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 411 WELFARE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-20191	HOLZHAUSER, MICHAEL	I-20200901-20191	101-4-411-4280	CELL PHONE REIMBURSEMENT		18.90
01-22430	EILEEN ABERLE	I-20200901-22430	101-4-411-4280	CELL PHONE REIMBURSEMENT		45.00
DEPARTMENT 411 WELFARE					TOTAL:	63.90

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 528 BCOAC

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-20804	HUBER, DUSTIN	I-20200901-20804	101-4-528-4280	CELL PHONE REIMBURSEMENT		105.00
DEPARTMENT 528 BCOAC					TOTAL:	105.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 615 WEED CONTROL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-14512	DENNIS CARMICHAEL	I-20200901-14512	101-4-615-4280	CELL PHONE REISMBURSEMENT		30.00
01-21197	MOSER, MISTY	I-20200901-21197	101-4-615-4280	CELL PHONE REIMBURSEMENT		75.00
DEPARTMENT 615 WEED CONTROL					TOTAL:	105.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 101 GENERAL FUND

DEPARTMENT: 711 PLANNING & ZONING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11308	RICHARD HAUGEN	I-20200901-11308	101-4-711-4280	CELL PHONE REIMBURSEMENT		45.00
01-11365	HILL, ROBERT	I-20200901-11365	101-4-711-4280	CELL PHONE REIMBURSEMENT		26.25
DEPARTMENT 711 PLANNING & ZONING TOTAL:						71.25
FUND 101 GENERAL FUND TOTAL:						2,831.25

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 201 ROAD & BRIDGE FUND

DEPARTMENT: 311 HIGHWAY ADMINISTRATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10106	ANDERSON, JEFFREY G	I-20200901-10106	201-4-311-4280	CELL PHONE REIMBURSEMENT		75.00
01-11118	FRIEDRICH, CLIFF	I-20200901-11118	201-4-311-4280	CELL PHONE REIMBURSEMENT		45.00
01-11226	GROSS, LINDA	I-20200901-11226	201-4-311-4280	CELL PHONE REIMBURSEMENT		30.00
01-22455	DAVE BUBLITZ	I-20200901-22455	201-4-311-4280	CELL PHONE REIMBURSEMENT		45.00
01-22456	BRIAN GUSTAD	I-20200901-22456	201-4-311-4280	CELL PHONE REIMBURSEMENT		105.00

DEPARTMENT 311 HIGHWAY ADMINISTRATION TOTAL: 300.00

FUND 201 ROAD & BRIDGE FUND TOTAL: 300.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02325 September Cell Phones

FUND : 226 EMERGENCY MANAGEMENT

DEPARTMENT: 222 EMERGENCY & DISASTER SERV

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11365	HILL, ROBERT	I-20200901-11365	226-4-222-4280	CELL PHONE REIMBURSEMENT		78.75
DEPARTMENT 222 EMERGENCY & DISASTER S TOTAL:						78.75
FUND 226 EMERGENCY MANAGEMENT TOTAL:						78.75
REPORT GRA TOTAL:						3,210.00

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	
2020	101-4-111-4280	UTILITIES	480.00	5,760	1,440.00			
	101-4-120-4260	ELECTION SUPPLIES	5.25	15,000	5,008.76			
	101-4-143-4280	UTILITIES	174.75	2,800	905.75			
	101-4-151-4280	TELEPHONE	315.00	5,000	2,165.00			
	101-4-161-4280	UTILITIES/COURTHOUSE	45.00	53,000	25,689.82			
	101-4-162-4280	TELEPHONE	225.00	2,700	675.00			
	101-4-163-4280	TELEPHONE	105.00	1,260	315.00			
	101-4-165-4280	TELEPHONE	86.10	1,200	425.10			
	101-4-171-4280	UTILITIES & TELEPHONE	165.00	1,980	495.00			
	101-4-172-4280	UTILITIES & TELEPHONE	45.00	540	180.00			
	101-4-211-4280	UTILITIES	675.00	20,000	4,946.05			
	101-4-212-4280	UTILITIES	135.00	42,000	19,103.61			
	101-4-213-4280	TELEPHONE	30.00	360	90.00			
	101-4-411-4280	TELEPHONE	63.90	1,000	424.90			
	101-4-528-4280	UTILITIES	105.00	40,000	19,689.21			
	101-4-615-4280	TELEPHONE	105.00	2,500	1,434.06			
	101-4-711-4280	TELEPHONE	71.25	900	258.75			
	201-4-311-4280	UTILITIES	300.00	30,000	10,910.99			
	226-4-222-4280	TELEPHONE	78.75	1,000	291.25			
		** 2020 YEAR TOTALS	3,210.00					

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-111	COMMISSIONERS	480.00
101-120	ELECTIONS	5.25
101-143	FINANCE OFFICE	174.75
101-151	STATES ATTORNEY	315.00
101-161	COUNTY BUILDING	45.00
101-162	DIRECTOR OF EQUALIZATION	225.00
101-163	REGISTER OF DEEDS	105.00
101-165	VETERAN'S SERVICE	86.10
101-171	INFORMATION TECHNOLOGY	165.00
101-172	HUMAN RESOURCES	45.00
101-211	SHERIFF'S OFFICE	675.00
101-212	COUNTY JAIL	135.00
101-213	CORONER	30.00
101-411	WELFARE	63.90
101-528	BCOAC	105.00

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-615	WEED CONTROL	105.00
101-711	PLANNING & ZONING	71.25

101 TOTAL	GENERAL FUND	2,831.25
201-311	HIGHWAY ADMINISTRATION	300.00

201 TOTAL	ROAD & BRIDGE FUND	300.00
226-222	EMERGENCY & DISASTER SERV	78.75

226 TOTAL	EMERGENCY MANAGEMENT	78.75

** TOTAL **		3,210.00

NO ERRORS

** END OF REPORT **

**BROOKINGS COUNTY
 VENDOR CLAIMS
 APPROVED BY**

Michael Bartley
 Chair

Larry Jensen
 Vice-Chair

Angela Boersma
 Commissioner

Ryan Krogman
 Commissioner

Lee Ann Pierce
 Commissioner

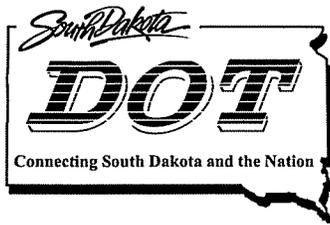
Vicki Buseth
 Finance Officer

August 18, 2020 thru August 26, 2020



**Highway
Department**

- 06-169-138 (north) on BC 77. Visited site on 08/25/2020 work is being done on Bent 2 for coffer dam, driving pile later this week or earlier next, followed by the cap. The south headwall is formed up and prepared for concrete. Still anticipated early October for the deck pour. 06-169-139 (south), structure is completed. Approach grading is needed.
- Brookings County Road 46 or 209th Street and Brookings County Road 26 or 215th Street under construction with Epoxy Deck seal. Anticipated completion is 08/29/2020.
- The Brookings County Weed department began spraying the cattails with in the County ROW at the beginning of August, 08/19/2020 the Highway Department began mowing down the vegetation that was blocking signs, intersections, and driveways. These areas primarily existed south of Brookings, but have noted other areas as well around the county and we will get to them as we have time.
- 08/17/2020 we began to place shoulder material on Brookings County Road 8 which was part of our 2019 asphalt overlay program, the department has been working with a local pit owner and the Brookings Landfill in order to procure material to complete our shouldering for our overlay program from last year which consists of Brookings County 8 and Brookings County 46. Following we will be beginning work Brookings County 25 which was part of an overlay program in 2011 and 2012 and never received shoulder material.
- Efforts are needed in the short term for a few of our structures around the county that have seen significant erosion due to the extended periods of high water, we are putting a plan together and working with Banner on a priority list of those structures so we can address those issues while the water is low. As Banner continues their inspection program I am sure the list will grow. Although we have found some issues nothing to date has been an emergency.
- 08/24/2020, 2020 Brookings County 2020 Chip Seal Project began to broom the routes for a second time in preparation for fog seal, really hoping for a rain prior to fog seal application so that is what we are waiting for on that process. Following fog seal we will have the SDDOT 80% and County 20% match striping completed on those routes.
- 08/24/2020 I attended the Brookings County AD HOC Drainage Committee meeting.
- 08/24/2020 the department crew has been hauling gravel, various areas around the county. The soft spots in the County gravels have finally started to firm up to allow for placement of gravel. We have been addressing soft spots all spring and summer but there are a lot of thin spots that need attention.
- 08/25/2020 the Department received notification for Letting Authorization for the structure north of Bruce so with Commission approval we would advertise the weeks of September 14 & 21, and open bids on September 29, 2020. The Bid Tabulation and Engineer's Estimate would be presented to the Commission for their recommendation for action on bid proposal on October 6, 2020 to return to the SDDOT.
 - As a side note to this particular structure I have been working with Preston Township officials on maintaining 201st Street which is ½ mile north of the structure while under construction for local traffic, this will not be the official detour. The department has been hauling gravel to this road in order to prepare for construction.
- 08/25/2020 met with Oslo Township Officials for the Culvert Program, they are looking to submit 2 applications so we should see those in future meetings. The township was informed that the work they plan on doing we need to be completed this year in order to receive the funding.
- 08/26/2020 we had the Brookings Fire Department bring a ladder truck out to the Highway Shop to do some work on our roof that has been leaking.



Department of Transportation
Division of Planning and Engineering
Local Government Assistance
700 East Broadway Avenue
Pierre, South Dakota 57501-2586
PHONE: 605/773-3390 FAX: 605/773-4870

MEMORANDUM

DATE: August 25, 2020

TO: Brian Gustad, Highway Superintendent
Brookings County

FROM: Cody Axlund, Bridge Replacement Engineer
Local Government Assistance

SUBJECT: 2020 Bridge Improvement Grant Project
BRF 6295(00)20-8, Brookings County, PCN 07TN
LETTING AUTHORIZATION

The following items have been reviewed, revised, and submitted in final acceptable form: plans, specifications, construction management plan, and construction engineering contract. Brookings County may now proceed with advertising the noted project for bids.

Award of the project cannot be made without prior DOT concurrence. Failure to comply with this requirement may result in forfeiture of the grant funds. Please submit the following items.

1. Bid Tabulation
2. Engineer's Estimate
3. County Commission's recommendation for action on bid proposal

Upon review and approval of the submitted information, an award concurrence letter will be issued after which a contract with the successful bidder may be signed.

Reminder - To receive construction reimbursement, a copy of the signed contract between the county and the contractor must be submitted with the first billing.

If you have any questions or comments, please contact me at 773-3390.

cc: Banner
File

RESOLUTION #20-____
ADOPTION OF THE 2021 PROVISIONAL BUDGET FOR
BROOKINGS COUNTY, SOUTH DAKOTA

WHEREAS, SDCL 7-21-5 through 13 provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

WHEREAS, the Board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all charges, eliminations and additions have been made thereto.

NOW THEREFORE BE IT RESOLVED, that such provisional budget and all its purposes, schedules, appropriations, amounts, estimates and all matters therein set forth, SHALL BE APPROVED AND ADOPTED AS THE PROVISIONAL BUDGET OF THE APPROPRIATIONS AND EXPENDITURES for Brookings County, South Dakota and all its institutions and agencies for calendar year beginning January 1, 2021 and ending December 31, 2021 and the same is hereby approved and adopted by the Board of County Commissioners of Brookings County, South Dakota, this 1st day of September, 2020. The Provisional Budget so adopted is available for public inspection during normal business hours at the office of the County Finance Officer, Brookings County, South Dakota. The accompanying taxes are proposed to be levied by Brookings County for the year January 1, 2021 through December 31, 2021.

COUNTY LEVIES	DOLLARS	\$1,000
General Fund	\$12,873,076	\$3.932
County Building Fund	\$ 326,811	\$0.100
Jail Expansion	\$ 500,000	\$0.153
TOTAL	\$13,699,887	\$4.185

BOARD OF COUNTY COMMISSIONERS OF BROOKINGS COUNTY, SOUTH DAKOTA

_____	Chairperson
_____	Vice-Chairperson
_____	Commissioner
_____	Commissioner
_____	Commissioner

ATTEST:

Brookings County Finance Officer

Provisional Budget for Brookings County, South Dakota

For Year January 1, 2021 through December 31, 2021

GOVERNMENTAL FUNDS

	General Fund 101	Road & Bridge Fund 201	E-911 Fund 207	Emergency Mgmt Fund 226	Domestic Abuse Fund 229	Sobriety Fund 248	ROD Relief Fund 250	Volga TIF Fund 251	County Building Fund 301	Jail Expansion Project Fund 304	Debt Service Fund 401
General Government											
110 Legislative											
111 Board of County Commissioners	604,584.00										
112 Contingency	730,000.00										
120 Elections	33,600.00										
130 Judicial	807,000.00										
140 Financial Administration											
143 Finance	630,718.00										
150 Legal Services											
151 States Attorney	733,326.00										
153 Law Library											
154 Teen Court	25,000.00										
160 Other Administration											
161 General Government Building	482,334.00							331,000.00			
162 Director of Equalization	598,954.00										
163 Register of Deeds	243,528.00						22,400.00				
165 Veteran's Service Officer	99,835.00										
166 Predatory Animal (GFP)	7,825.00										
171 Technology	502,738.00										
172 Human Resources	121,323.00										
Total General Government	5,620,765.00	-	-	-	-	-	22,400.00	-	331,000.00	-	-
Public Safety											
210 Law Enforcement											
211 Sheriff	1,760,381.00										
212 County Jail	1,721,304.00					97,710.00					
213 Coroner	32,260.00										
214 Juvenile Detention	118,000.00										
215 Crimestoppers	500.00										
219 Humane Society	10,000.00										
220 Protective and Emergency Services											
221 Fire Department Trust	110,000.00										
222 Emergency & Disaster Services				184,025.00							
223 Drainage Commission	8,500.00										
225 Enhanced 911	105,477.00		340,450.00								
Total Public Safety	3,866,422.00	-	340,450.00	184,025.00	-	97,710.00	-	-	-	-	-

Provisional Budget for Brookings County, South Dakota

For Year January 1, 2021 through December 31, 2021

GOVERNMENTAL FUNDS

	General Fund 101	Road & Bridge Fund 201	E-911 Fund 207	Emergency Mgmt Fund 226	Domestic Abuse Fund 229	Sobriety Fund 248	ROD Relief Fund 250	Volga TIF Fund 251	County Building Fund 301	Jail Expansion Project Fund 304	Debt Service Fund 401
Public Works											
310 Highways and Bridges											
311 Highway		8,383,225.00									
Total Public Works	-	8,383,225.00	-	-	-	-	-	-	-	-	-
Health and Welfare											
410 Economic Assistance											
411 Welfare	230,986.00										
420 Health Assistance											
416 Food Pantry	6,000.00										
421 Community Health	73,028.00										
423 Hospital Funding											
427 Women, Infants, & Children (WIC)	25,456.00										
430 Social Services											
432 Bkgs Area Transit Authority	55,000.00										
433 Community Action	14,758.00										
434 Domestic Abuse	-				12,000.00						
439 211 Call Center	1,000.00										
440 Mental Health Services											
441 Behavioral Health	97,400.00										
442 ADVANCE	35,000.00										
444 ECBHCD	200,000.00										
445 Brkgs Empowerment Project	500.00										
Total Health and Welfare	739,128.00	-	-	-	12,000.00	-	-	-	-	-	-
Culture and Recreation											
510 Culture											
511 Public Library	23,700.00										
512 Historical Museum	3,000.00										
521 Boys & Girls Club											
526 Youth Mentoring Program	5,000.00										
520 Recreation											
525 Senior Companion	2,300.00										
528 Outdoor Adventure Center	356,559.00										
Total Culture and Recreation	390,559.00	-	-	-	-	-	-	-	-	-	-

Provisional Budget for Brookings County, South Dakota

For Year January 1, 2021 through December 31, 2021

GOVERNMENTAL FUNDS

	General Fund 101	Road & Bridge Fund 201	E-911 Fund 207	Emergency Mgmt Fund 226	Domestic Abuse Fund 229	Sobriety Fund 248	ROD Relief Fund 250	Volga TIF Fund 251	County Building Fund 301	Jail Expansion Project Fund 304	Debt Service Fund 401
Conservation of Natural Resources											
610 Soil Conservation											
611 4-H	137,258.00										
612 Soil Conservation	25,000.00										
615 Weed Control	272,644.00										
625 Wetland											
Total Conservation of Natural Resources	434,902.00	-	-	-	-	-	-	-	-	-	-
Urban and Economic Development											
710 Urban Development											
711 Planning & Zoning	215,370.00										
712 First District Planning	46,871.00										
720 Economic Development											
721 Economic Development	100,000.00						17,800.00				
729 Other Economic Development	600.00										
Total Urban and Economic Development	362,841.00	-	-	-	-	-	17,800.00	-	-	-	-
Intergovernmental Expenditures											
750 Wheel Tax to Townships/Cities		125,000.00									
Total Debt Service	-	125,000.00	-	-	-	-	-	-	-	-	-
Debt Service											
810 Principal								121,648.00			-
820 Bond Interest Payments											500,000.00
Total Debt Service	-	-	-	-	-	-	-	121,648.00	-	-	500,000.00
Capital Outlay											
890 Building Project										7,400,000.00	
Total Capital Outlay	-	-	-	-	-	-	-	-	-	7,400,000.00	-
Other Uses											
910 Other Financing Uses											
911 Operating Transfers Out	3,140,000.00										
County Building Fund											
Emergency Management											
Hwy & Bridge 201											
ROD Relief Fund											
Jail Expansion Project Fund											
Total Other Uses	3,140,000.00	-	-	-	-	-	-	-	-	-	-
Total Appropriations	14,554,617.00	8,508,225.00	340,450.00	184,025.00	12,000.00	97,710.00	22,400.00	17,800.00	452,648.00	7,400,000.00	500,000.00

Provisional Budget for Brookings County, South Dakota

For Year January 1, 2021 through December 31, 2021

GOVERNMENTAL FUNDS

	General Fund 101	Road & Bridge Fund 201	E-911 Fund 207	Emergency Mgmt Fund 226	Domestic Abuse Fund 229	Sobriety Fund 248	ROD Relief Fund 250	Volga TIF Fund 251	County Building Fund 301	Jail Expansion Project Fund 304	Debt Service Fund 401
Cash Balance Applied	-	(203,629)				37,710					-
311 Current Property Tax Levy	12,873,076.00							17,800.00	326,811.00		
Less 25% to Cities	(4,701.00)										
312/319 -- Other Taxes	31,100.00	600,000.00							450.00		500,000.00
Net Total Taxes	12,899,475.00	600,000.00	-	-	-	-	-	17,800.00	327,261.00	-	500,000.00
320 Licenses and Permits	69,900.00	8,000.00			8,500.00						
330 Intergovernmental Revenue	815,000.00	4,532,176.00	340,000.00	44,000.00					108,500.00		
340 Charges for Goods & Services & Fees	1,262,465.00	386,678.00			3,500.00	60,000.00	22,400.00				
350 Fines and Forfeits	52,400.00										
360 Miscellaneous Revenue	216,288.00	50,000.00	450.00	25.00					40,710.00		
370 Other Financing Resources	6,000.00	3,135,000.00		140,000.00						7,400,000.00	
Subtotal	15,321,528.00	8,508,225.00	340,450.00	184,025.00	12,000.00	97,710.00	22,400.00	17,800.00	476,471	7,400,000	500,000.00
Less 5% (SDCL7-21-18)	766,911.00								23,823		-
Net Means of Finance	14,554,617.00	8,508,225.00	340,450.00	184,025.00	12,000.00	97,710.00	22,400.00	17,800.00	452,648.00	7,400,000.00	500,000.00
Total Appropriations	14,554,617.00	8,508,225.00	340,450.00	184,025.00	12,000.00	97,710.00	22,400.00	17,800.00	452,648.00	7,400,000.00	500,000.00
	-	-	-	-	-	-	-	-	-	-	-

COUNTY LEVIES	Dollars	\$1,000
General Fund	12,873,076.00	3.932
County Building Fund	326,811.00	0.100
Jail Expansion	500,000.00	0.153
	13,699,887	4.185



July 31st, 2020

Brookings County Commission
520 3rd. St Suite 210
Brookings, SD 57006

Dear Brookings County Commission,

The South Dakota Office of Emergency Management operates a grant program that provides financial support to counties emergency management programs. This program is called the Local Emergency Management Performance Grant (LEMPG). It is a grant program that has its lineage from the FEMA's Emergency Management Performance Grant (EMPG).

We are sending this grant package to all 66 counties in the state. Since this is an annually renewing grant, we needed to provide information on the grant to all counties whether they have participated in the grant before or not. Counties can take part in the grant or leave the grant as they so choose on an annual basis.

The LEMPG provides a single funding, operating, and reporting instrument for the accomplishment of agreed upon activities and products. The Agreement acknowledges the LEMPG applies to preparedness for natural and man-made disasters.

The 2021 Local Emergency Management Performance Grant Sub-Recipient Agreement is comprised of the main agreement and four exhibits; Exhibit A which describes the grant, Exhibit B which describes terms and conditions that apply to the grant, Exhibit C which identifies work topic areas under the LEMPG, and Exhibit D the Administrative Manual which provides administrative instructions and definitions. The main agreement includes Section 25 which identifies general requirements which must be completed by the end of the contract. Exhibit B is derived from Federal requirements of FEMA's Emergency Management Performance Grant (the grant the LEMPG funds are awarded from). Entities receiving funds from this grant must abide by all Terms and Conditions outlined in this Exhibit. Exhibit C identifies topic areas that all reimbursed positions must participate in and which should be reported on a monthly basis and submitted quarterly.

If you wish to take part in the 2021 LEMPG program, please sign the 2021 Local Emergency Management Performance Grant Agreement and return the signed signature to your assigned Regional Coordinator by September 30, 2020. If you do not wish to participate, please have your emergency manager contact their Regional Coordinator by email so we have verification from you. We will notify you when we receive our EMPG award in the spring/summer of 2021 and are able to provide reimbursement payments.

Note to the County Auditor:

The SLA grant is provided to counties to pay for 50% of the emergency management director's salary and benefits accrued as a result of maintaining the office of the director. This is an ongoing grant with a Catalog of Federal Domestic Assistance number of 97.042. This grant and any other associated with the South Dakota Office of Emergency Management is to be accounted for within fund 226.

Sincerely,



TINA TITZE
Director

cc: County Auditor (letter only)
Emergency Manager (electronic copy)

Attachments: 2021 LEMPG Grant Package

**STATE OF SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF EMERGENCY MANAGEMENT
2021 LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT**

Addendum

This addendum is included as portion of the Sub-Recipient agreement:

COMPLIANCE WITH EXECUTIVE ORDER 2020-01

By entering into this Agreement, Sub-Recipient certifies and agrees that it has not refused to transact business activities, it has not terminated business activities, and it has not taken other similar actions intended to limit its commercial relations, related to the subject matter of this Agreement, with a person or entity that is either the State of Israel, or a company doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or doing business in the State of Israel, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to terminate this Agreement. Sub-Recipient further agrees to provide immediate written notice to the State if during the term of this Agreement it no longer complies with this certification and agrees such noncompliance may be grounds for termination of this Agreement.

**STATE OF SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF EMERGENCY MANAGEMENT
2021 LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT**

**Sub-Recipient Agreement
Between**

Brookings County Commission
520 3rd. St Suite 210
Brookings, SD 57006

State of South Dakota
Department of Public Safety
Office of Emergency Management
221 South Central Avenue
Pierre SD 57501

Referred to as Sub-Recipient

Referred to as State

The State and Sub-Recipient hereby enter into this agreement (the "Agreement" hereinafter) for a grant award of Federal financial assistance to Sub-Recipient.

A. REQUIRED AUDIT PROVISIONS FOR GRANT AWARDS

1. FEDERAL AWARD IDENTIFICATION:

Information for the Federal Award Identification, as described in 2 CFR 200.331(a) is included in Exhibit A and is incorporated herein. In the event of a change in the award or funding source, the information included in Exhibit A may change. Sub-Recipient's consent shall not be required for the change in award or funding source and the change shall not be subject to the requirements for an amendment to this Agreement. In the event of a change, the State will provide updated information at least annually.

2. PERIOD OF PERFORMANCE OF THIS AGREEMENT:

This agreement shall be effective as indicated in Exhibit A.

3. SCOPE OF WORK AND PERFORMANCE PROVISIONS:

The Sub-Recipient will undertake, complete, and report as necessary to their Regional Coordinator the work or performance as described in Section 25, General Requirements, of this agreement. 100% of all activities identified in this contract must be completed. The Sub-Recipient must report on a quarterly basis, all activities performed in Exhibit C.

4. BASIS FOR SUBAWARD AMOUNTS:

This grant is made for the purpose of county emergency management program support referred to as the Local Emergency Management Performance Grant (LEMPG). As a condition of this award, you are required to contribute a cost match of non-Federal funds in the amount of 50% of salary, benefits, and required training costs. Counties with population under 19,000 will be eligible to be reimbursed up to 50% for one emergency manager. Counties with population over 19,000 will be eligible to be reimbursed up to 50% for two emergency managers. This reimbursement is by position, not FTE equivalent. Counties with a population over 100,000 will be reimbursed up to 50% for three employee's as long as all three have an active role in completing LEMPG requirements. Additional information is detailed in Exhibit A.

5. RISK ASSESSMENTS, MONITORING AND REMEDIES:

Risk assessments will be ongoing throughout the project period. Sub-Recipient agrees to allow the State to monitor Sub-Recipient to ensure compliance with program requirements, to identify any deficiencies in the administration and performance of the award and to facilitate the same. At the discretion of the State, monitoring may include but is not limited to the following: On-site visits, follow-up, document and/or desk reviews, third-

party evaluations, virtual monitoring, technical assistance and informal monitoring such as email and telephone interviews. The closeout of this agreement does not affect the State's responsibility to monitor beyond the performance period end date. As appropriate, the cooperative audit resolution process may be applied.

Sub-Recipient agrees to comply with ongoing risk assessments, to facilitate the monitoring process, and further, Sub-Recipient understands and agrees that the requirements and conditions under the grant award may change as a result of the risk assessment/monitoring process.

In the event of noncompliance or failure to perform under the grant award, the State has the authority to apply remedies, including but not limited to: temporary withholding payments, disallowances, suspension or termination of the federal award, suspension of other federal awards received by Sub-Recipient, debarment, or other remedies including civil and/or criminal penalties as appropriate.

6. RETENTION AND INSPECTION OF RECORDS:

The Sub-Recipient agrees to maintain or supervise the maintenance of records necessary for the proper and efficient operation of the program, including records and documents regarding applications, determination of eligibility (when applicable), the provision of services, administrative costs, and statistical, fiscal, and other information records necessary for reporting and accountability required by the State. The Sub-Recipient shall retain such records for a period of three years after the date of the submission of the final expenditure report. Records for real property and equipment must be retained for 3 years after final disposition.

If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. The three-year retention period may be extended upon written notice by the State. Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition. When records are transferred to or maintained by the Federal awarding agency or the State, the three-year retention requirement is not applicable to the Sub-Recipient. In the event Sub-Recipient must report program income after the period of performance, the retention period for the records pertaining to the earning of the program income starts from the end of Sub-Recipient's fiscal year in which the program income is earned. In the event the documents and their supporting records consist of indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable, the following applies: (1) If submitted for negotiation - If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the State) to form the basis for negotiation of the rate, then the three-year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation - If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the State) for negotiation purposes, then the three-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the Sub-Recipient's fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

The State, through any authorized representative, shall have access to and the right to examine and copy all records, books, papers or documents related to services rendered under this Agreement and shall have access to personnel of the Sub-Recipient for purposes of interview and discussion related to the records, books, papers and documents. State Proprietary Information, which shall include all information disclosed to the Sub-Recipient by the State, shall be retained in Sub-Recipient's secondary and backup systems and shall remain fully subject to the obligations of confidentiality stated herein until such information is erased or destroyed in accordance with Sub-Recipient's established record retention policies.

All payments to the Sub-Recipient by the State are subject to site review and audit as prescribed and carried out by the State. Any over payment under this Agreement shall be returned to the State within thirty days after written notification to the Sub-Recipient.

7. AUDIT REQUIREMENTS:

If Sub-Recipient expends \$750,000 or more in federal awards during the Sub-Recipient's fiscal year, the Sub-Recipient must have an audit conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, by an auditor approved by the Auditor General to perform the audit. On continuing audit engagements, the Auditor

General's approval should be obtained annually. Approval of an auditor must be obtained by forwarding a copy of the audit engagement letter to:

Department of Legislative Audit
A-133 Coordinator
427 South Chapelle
% 500 East Capitol
Pierre, SD 57501-5070

If the Sub-Recipient expends less than \$750,000 during any Sub-Recipient fiscal year, the State may perform a more limited program or performance audit related to the completion of the Agreement objects, the eligibility of services or costs, and adherence to Agreement provisions.

Audits shall be completed and filed with the Department of Legislative Audit by the end of the 9th month following end of the fiscal year being audited.

For either an entity-wide, independent financial audit or an audit under 2 CFR Part 200 Subpart F, the Sub-Recipient shall resolve all interim audit findings to the satisfaction of the auditor. The Sub-Recipient shall facilitate and aid any such reviews, examinations, agreed upon procedures etc., the State or its contractor(s) may perform.

Failure to complete audit(s) as required, including resolving interim audit findings, will result in the disallowance of audit costs as direct or indirect charges to programs. Additionally, a percentage of awards may be withheld, overhead costs may be disallowed, and/or awards may be suspended, until the audit is completely resolved.

The Sub-Recipient shall be responsible for payment of any and all audit exceptions which are identified by the State. The State may conduct an agreed upon procedures engagement as an audit strategy. The Sub-Recipient may be responsible for payment of any and all questioned costs, as defined in 2 C.F.R. 200.84, at the discretion of the State.

Notwithstanding any other condition of the Agreement, the cooperative audit resolution process applies, as appropriate. The books and records of the Sub-Recipient must be made available if needed and upon request at the Sub-Recipient's regular place of business for audit by personnel authorized by the State. The State and/or federal agency has the right to return to audit the program during performance under the grant or after close-out, and at any time during the record retention period, and to conduct recovery audits including the recovery of funds, as appropriate.

If applicable, Sub-Recipient agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards – 2CFR Part 200 (Uniform Administrative Requirements).

8. SUB-RECIPIENT ATTESTATION:

By signing this Agreement, Sub-Recipient attests to the following requirements as set forth in SDCL § 1-56-10:

- (A) A conflict of interest policy is enforced within the recipient's or sub-recipient's organization;
- (B) The Internal Revenue Service Form 990 has been filed, if applicable, in compliance with federal law, and is displayed immediately after filing on the recipient's or sub-recipient's website;
- (C) An effective internal control system is employed by the recipient's or sub-recipient's organization;
and
- (D) If applicable, the recipient or sub-recipient is in compliance with the federal Single Audit Act, in compliance with § 4-11-2.1, and audits are displayed on the recipient's or sub-recipient's website.

Sub-Recipient further represents that any and all concerns or issues it had in complying with the foregoing attestations were provided to the State and resolved to their satisfaction prior to signing this Agreement.

If Sub-recipient is a non-state agency, they agree to disclose to the State, in writing, any conflicts of interest that exist under the Sub-recipient's conflict of interest policy. The State will publically post any disclosed conflicts of interest along with the corresponding grant agreement on the OpenSD website.

In the event of a significant change in the conflict of interest policy, sub-recipient agrees to provide immediate notice of such change to the State and provide a copy of the new conflict of interest policy. Sub-recipient understands that any change in the conflict of interest policy may result in a change in their monitoring or other performance requirements under the grant and expressly agrees to comply with those changes and to facilitate any additional monitoring as required by the State.

9. CLOSEOUT:

For purposes of this agreement, grant closeout will commence with the submittal of the 4th Quarter report by the sub-recipient. Program staff will review this final report, verify that all conditions and work items have been completed, and submit final monitoring information in the Work Plan Matrix. Final payment will only be processed if all conditions of this grant are completed. Receipt of final payment by the sub-recipient will constitute closeout of this agreement.

B. STANDARD CLAUSES

10. ASSURANCE REQUIREMENTS:

The Sub-Recipient agrees to abide by all applicable provisions of the following: Byrd Anti Lobbying Amendment (31 USC 1352), Debarment and Suspension (Executive Orders 12549 and 12689 and 2 C.F.R. 180), Drug-Free Workplace, Executive Order 11246 Equal Employment Opportunity as amended by Executive Order 11375 and implementing regulations at 41 C.F.R. part 60, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Drug Abuse Office and Treatment Act of 1972, Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, Pro-Children Act of 1994, Hatch Act, Health Insurance Portability and Accountability Act (HIPAA) of 1996 as amended, Clean Air Act, Federal Water Pollution Control Act, Charitable Choice Provisions and Regulations, Equal Treatment for Faith-Based Religions at Title 28 Code of Federal Regulations Part 38, the Violence Against Women Reauthorization Act of 2013 and American Recovery and Reinvestment Act of 2009, as applicable; and any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other nondiscrimination statute(s) which may apply to the award; and any additional provisions found in Exhibit B.

11. COST PRINCIPLES:

Sub-Recipient agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards – 2CFR Part 200 (Uniform Administrative Requirements).

12. TERMINATION:

This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Sub-Recipient breaches any of the terms or conditions hereof, this agreement may be terminated by the State for cause at any time, with or without notice. Sub-Recipient may only terminate this Agreement if no grant funds under this Agreement have been expended. If this Agreement is terminated for any reason and the project is only partially complete, the Sub-Recipient may be required to repay all grant funds paid under this Agreement to the State.

13. FUNDING:

This Sub-Recipient Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of the law or federal funds reduction, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.

14. ASSIGNMENT AND AMENDMENT:

This Agreement may not be assigned, nor the funds given to a new or additional subrecipient, without the express written consent of the State. This agreement may not be amended except in writing, which writing shall be expressly identified as part hereof, and be signed by an authorized representative of each of the parties hereto. Any assignees, subrecipients, or successors in interest must agree to be bound by all terms contained within this agreement and shall be bound hereby to all these terms.

15. CONTROLLING LAW:

This Sub-Recipient Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota, exclusive of its choice of law principals. Federal law, administrative rules, and grant guidelines control the use and administration of federal grants. Venue for any lawsuit pertaining to or affecting this Agreement shall be in the Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

16. SUPERCESSION:

All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

17. SEVERABILITY:

In the event that any provision of this Agreement shall be held unenforceable or invalid by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement, which shall remain in full force and effect.

18. NOTICE:

Any notice or other communication required under this Agreement shall be in writing.

19. SUBCONTRACTORS/SUB-SUB-RECIPIENTS:

The Sub-Recipient may use contractors to perform work under this Agreement as set forth in Section C. The Sub-Recipient may not sub-grant funds under this Agreement without the previous written approval of the State.

The Sub-Recipient will include provisions in its contracts for this project (or sub-grants if approved) requiring its contractors and sub-recipients to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Sub-Recipient will cause its contractors, sub-recipients, agents, and employees to comply with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance. The State, at its option, may require the vetting of any contractors and/or sub-recipients. The Sub-Recipient is required to assist in this process as needed.

20. STATE'S RIGHT TO REJECT:

The State reserves the right to reject any person or entity from performing the work or services under this Agreement.

21. CONFLICT OF INTEREST:

Sub-Recipient agrees to establish safeguards to prohibit any employee or other person from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain as contemplated by SDCL 5-18A-17 through 5-18A-17.6. Any potential conflict of interest must be disclosed in writing and approved, in writing, by the State. In the event of a conflict of interest, the Sub-Recipient expressly agrees to be bound by the conflict of interest resolution process set forth in SDCL § 5-18A-17 through 5-18A-17.6.

22. TERMS:

By accepting this Agreement, the Sub-Recipient assumes certain administrative and financial responsibilities. Failure to adhere to these responsibilities without prior written approval by the State shall be a violation of the terms of this Agreement, and the Agreement shall be subject to termination. Termination of this Agreement for any reason by either party does not relieve the Sub-Recipient of its responsibilities under this Agreement as to funds already paid.

The indemnification provision of this Agreement survives termination. If the Sub-Recipient identifies that it may not be able to complete a Workplan item or other requirement contained herein within the timelines of this Agreement, the Sub-Recipient may submit a written request for an extension prior to the deadline. If no request for an extension is received prior to the deadline, and the Workplan item or other requirement is not completed, all funds awarded under this Agreement for that quarter will automatically de-obligate and be available to other sub-recipients. The term of this Agreement does not include processing time allowed for final bills, but all work must be completed within the term unless an extension is requested and approved in writing.

23. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION:

Sub-Recipient certifies, by signing this Agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or any state or local government department or agency. Sub-Recipient further agrees that it will immediately notify the State if during the term of this Agreement it or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.

C. AGENCY OR GRANT SPECIFIC CLAUSES

24. LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT (LEMPG) PURPOSE:

The South Dakota Office of Emergency Management (SDOEM) LEMPG provides a single funding, operating, and reporting instrument for the accomplishment of agreed upon activities and products under the included performance activities to justify local funding assistance. The Agreement, in particular, acknowledges that Preparedness, Mitigation, Response, and Recovery activities apply to and are required for natural, manmade, and technological disasters in South Dakota.

25. GENERAL REQUIREMENTS:

ADMINISTRATION

- Submit a quarterly financial report in WebEOC no later than 30 days after the end of each quarter.
- Document all activities performed by your jurisdiction as they relate to the five areas of Administration, Preparedness, Mitigation, Response, and Recovery that are above and beyond the other items listed in Section 25. Reporting of all activities encompassed by these areas on the Workplan Reporting form should be completed monthly and shall be submitted quarterly (due 30 days after the end of each quarter).
- Complete the NIMS spreadsheet by July 1.
- Meet with your Regional Coordinator quarterly.
- Complete surveys, assessments, other grant requirements, etc. as requested by the State.

- Serve as the County Point of Contact for purposes of equipment monitoring for the EMPG and Homeland Security Grant programs conducted by DPS.
- Provide the State with working email, work phone, cell phone, and home contact information for the county emergency manager and an alternate contact.
- Complete the Local Capabilities Assessment for Readiness (LCAR) with your Regional Coordinator by December 31st.

Training

- All emergency management staff positions supported by LEMPG funding must comply with training and exercise requirements identified in the LEMPG Workplan.
- New county emergency management staff: If you are a new county emergency management staff member (this Federal Fiscal Year (FFY) will be your first full year as an emergency management staff member), the following classes must be completed by the end of the FFY (note that IS classes can be taken online):
 - Complete the following Incident Command System courses:
 - IS-100, IS-200, ICS-300, IS-700, and IS-800. (To be completed within 12 months of hire.)
 - Complete the EM 101 course. (To be completed within 12 months of hire.)
 - Complete Incident Command System courses ICS-400. (To be completed within 24 months of hire.)
- The following courses are required for all county emergency management staff. Regional Coordinators will work with new county emergency management staff members to have the following training completed within 2 years of hire. (Note that IS classes can be completed online.)
 - Complete the FEMA Professional Development Series (PDS) or the National Emergency Management Basic Academy and upload a copy of your Emergency Management Institute (EMI) certificate in WebEOC. Report completion to your Regional Coordinator. (To be completed within 24 months of hire.)
 - Complete the Homeland Security Exercise and Evaluation Program (HSEEP) course and upload documentation of completion in WebEOC. Report completion to your Regional Coordinator. (To be completed within 24 months of hire.)
- The following courses are required for all county emergency management staff. Regional Coordinators will work with new county emergency management staff members to have the following training completed within 6 years of hire. (Note that IS classes can be completed online.)
 - Complete the FEMA Advanced Professional Series (APS) and upload a copy of your EMI certificate in WebEOC. Report completion to your Regional Coordinator. (To be completed within 6 years of hire.)
 - The following is required for all county emergency management staff who have completed ICS, PDS, and APS requirements. Regional Coordinators will work with county emergency management staff members who are required to complete the following training.
 - Complete a minimum of 1 approved classroom course offered by OEM for continuing education. Upload a copy of your certificate in WebEOC. Report completion to your Regional Coordinator. (To be completed by end of performance period)

PREPAREDNESS

Threats and Hazards Identification

- Complete or update a THIRA for your county jurisdiction as required. This objective can be met by completing the SD Homeland Security THIRA. (Currently required once every three years)

Planning

- Conduct an annual Local Emergency Operations Plan (LEOP) review with stakeholders and county commissioners so it is comprehensive and current. As part of this review, review and update shelters and Disaster Response and Recovery (DRRI) facilities for your jurisdiction. These facilities and their capabilities should be an attachment to your Mass Care Annex. Documentation of the attendees of the meeting will be reported to the Regional Coordinator and uploaded in WebEOC following the meeting. Upload a new electronic copy of the LEOP to your County Plans board in WebEOC.

Resource Management & Logistics

- Update jurisdictional resource inventory within the Comprehensive Resource Management & Credentialing system (CRMCS) and ensure resources conform to Homeland Security resource typing and naming standards. This update requires county owned equipment to be updated. Other response resources owned by municipalities and other response organizations is highly recommended to include in this update.
- Credential emergency response personnel in your jurisdiction using the Comprehensive Resource Management & Credentialing system (CRMCS). This update requires county employed personnel to be updated. Other emergency responders employed by municipalities and other response organizations is highly recommended to include in this update.

Operational Coordination

- Identify and maintain primary and alternate EOC facilities. Evaluate the facilities capabilities to make planned improvements as possible.
- Maintain an EOC regional staffing capability thru mutual aid personnel resources from within your region. This capability is required to be documented, documentation to be uploaded in WebEOC and reported to the Regional Coordinator.
- Maintain a local (jurisdictional) primary and alternate capability for the functions of Public Affairs (Public Information Officer) and Finance. Coordinate and track training for identified people performing these functions, document on the NIMS Spreadsheet.
- Develop and participate in an annual regional exercise based on the Regional EOC staffing capability and to the exercise level (Tabletop, Functional, Full-Scale) of the Region's choosing. Regional Coordinator to document and verify participation. *Note: This exercise is a separate exercise requirement from the mandated annual Full-Scale exercise and cannot be combined.*
- Maintain a Just-in-time EOC staffing plan that includes jurisdictional recruitment, just-in-time training materials, and job descriptions. This plan should include positions supporting the functions of public affairs (PIO), planning, resource tracking, situational awareness, resource ordering & acquiring (Logistics), and finance. Submit the plan in WebEOC and report completion to your Regional Coordinator.

Public Information and Warning

- The jurisdiction will conduct a minimum of two public preparedness outreach and/or awareness campaigns/activities during the LEMPG year.

Exercises, Evaluations, and Corrective Actions

- All LEMPG funded emergency management staff will participate in and conduct a Homeland Security Exercise and Evaluation Program (HSEEP) consistent full-scale exercise incorporating Operational Coordination, Operational Communications, and at least one additional capability from the Core Capabilities List (CCL). See the **Administrative Manual Exhibit D** for additional information and requirements regarding exercises.
- All LEMPG funded emergency management staff will participate in and complete the requirements for one of the OEM scheduled drills (SD HAN, WebEOC, or Radio Drill) per quarter. If an OEM scheduled drill is not participated in by the jurisdiction, the jurisdiction must design and conduct a drill, tabletop, or functional exercise following HSEEP.

RESPONSE

Operational Coordination

- If the State Emergency Operation Center (EOC) is activated, impacted counties requesting resources must activate and staff their local EOC.
- Report events to the Office of Emergency Management Duty Officer in a timely manner using current reporting guidelines. (Current guidelines are available in the File Library of WebEOC in the County EM – SDOEM Administration folder).

RECOVERY

- If an event occurs that may meet the guidelines for a Presidential Disaster Declaration, coordinate activities with the State and distribute Preliminary Damage Assessment (PDA) materials and provide PDA Training to eligible applicants within your jurisdiction.
- If a county has received a Presidential Disaster Declaration, assist the State with briefings and accompany the State-FEMA inspection team to meetings, site inspections, and observe the write-up of a project worksheet.

26. AGREEMENT OFFICIALS:

The Director of the South Dakota Office of Emergency Management is responsible for committing the State to the terms of this Agreement.

The County Commission Chairperson is responsible for committing the Sub-Recipient to the terms of this Agreement.

The County Emergency Management Director shall be the principal official responsible for planning, reporting on, and assuring performance objectives and accomplishments of results, as defined in this Agreement.

27. WORK ITEM REPORTING REQUIREMENTS:

All work items, reports, and other deliverables identified within the LEMPG Work Plan will be considered late 7 days after each respective identified due date.

- A. Time extensions may be granted for good reason prior to the deadline. Extensions must be made in writing (email) to your assigned Regional Coordinator describing the reason for the time extension and the amount of time requested to complete the activity.
- B. When work items, reports, or other deliverables are considered late, it will result in an email reminder to the County EM.
- C. Failure to submit work items, reports, or other deliverables within one week of receiving the reminder will result in a letter of non-performance to the County Commission/District Chairperson and a forfeiture of that quarters reimbursement.
- D. Failure to comply with the reporting requirements of this agreement may result in loss of program funding or additional monitoring requirements.

28. COUNTY EMERGENCY MANAGER WORK SCHEDULE:

The County Emergency Manager must maintain a work schedule commensurate with the percentage of time funded by this grant for Emergency Management functions.

Percentage of time worked on Emergency Management functions must be documented in timekeeping records utilizing the State timesheet. For part-time personnel who do not receive paid leave, hourly employees should track hours they work on Emergency Management but will only be reimbursed for hours up to the percentage of time reported on their Personnel Action Form. For part-time personnel who do not receive paid leave, salaried employees should track hours they work on Emergency Management and are required to work minimum hours based on the percentage of time reported on their Personnel Action Form.

If the County Emergency Manager is considered 100% time, they can hold no other role or position within county government. If the County wishes or requires for the County Emergency Manager to conduct other activities for the County, such as 911 Coordinator, Veteran's Service Officer, Deputy Sheriff, etc., they cannot be considered 100%-time County Emergency Manager and the percentage of time should be adjusted accordingly on a Personnel Action Form.

30. LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT (LEMPG) ADMINISTRATIVE MANUAL:

Sub-recipient is required to follow all provisions found in the SDOEM LEMPG Administrative Manual found in Exhibit D.

31. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) COMPLIANCE:

Sub-recipient is required to comply with National Incident Management System (NIMS) standards.

32. AGREEMENT ARTICLES:

Specific Agreement Articles for this agreement are included under Exhibit B.

**STATE OF SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF EMERGENCY MANAGEMENT
2021 LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT**

**Sub-Recipient Agreement
Between**

Brookings County Commission
520 3rd. St Suite 210
Brookings, SD 57006

State of South Dakota
Department of Public Safety
Office of Emergency Management
221 South Central Avenue
Pierre SD 57501

Referred to as Sub-Recipient

Referred to as State

The State and Sub-Recipient hereby enter into this agreement (the "Agreement" hereinafter) for a grant award of Federal financial assistance to Sub-Recipient.

D. AUTHORIZED SIGNATURES

In witness hereto, the parties signify their agreement by affixing their signatures hereto.

Sub-Recipient Signature - County Commission Chairperson

Date

State - South Dakota Office of Emergency Management

Date

Exhibit A

FEDERAL AWARD IDENTIFICATION

- a. Sub-recipient's name (which must match the name associated with its DUNS number): Brookings County
- b. Sub-Recipient's DUNS number and unique entity identifier: 831514633
- c. Federal Award Identification Number (FAIN): (To be Determined)
- d. Federal Award Date: (To be Determined)
- e. Sub-award Period of Performance: October 1st, 2020 thru September 30th, 2021
- f. Amount of federal funds obligated to the Sub-Recipient by this agreement: (To be Determined)
- g. Total amount of federal funds obligated to the Sub-Recipient: (To be Determined)
- h. Total amount of the federal award committed to the Sub-Recipient: (To be Determined)
- i. Amount provided by State/Grantor is \$ (To be Determined)
Amount matched by Sub-Recipient \$ (To be Determined)
Total Grant Amount \$ (To be Determined)
- j. The federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA), is as follows: 2021 Local Emergency Management Performance Grant
- k. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity:
- Awarding Agency: United States Department of Homeland Security
Federal Emergency Management Agency
- Pass-through Entity: South Dakota Department of Public Safety
Office of Emergency Management
- Contact Information: Allan Miller
605-995-8990
- l. CFDA No(s) and Name(s): 97.042
- m. Is the grant award for research and development (R&D)? YES ___ NO X
- n. Indirect Cost Rate for federal award: Not applicable under this agreement.

Exhibit B

AGREEMENT ARTICLES

Article I - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. Recipients are required to provide this information once every two (2) years, not every time an award is made. After the initial submission for the first award under which this term applies, recipients are only required to submit updates every two years, not every time a grant is awarded. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

Article II - Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article III - Activities Conducted Abroad

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article IV - Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article V - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article VI - Best Practices for Collection and Use of Personally Identifiable Information (PII)

Recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article VII - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article VIII - Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex

(see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units- i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)- be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article IX - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article X - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XI - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

Article XII - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any

educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

Article XIV - Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XV - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XVI - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XVII - Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article XVIII - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article XIX - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, codified as amended at 15 U.S.C. section 2225.

Article XX - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XXI - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXII - National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXIII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXIV - Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXV - Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XXVI - Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XXVII - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XXVIII - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXIX - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXX - Reporting Subawards and Executive Compensation

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170,

Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXI - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XXXII - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XXXIII - Trafficking Victims Protection Act of 2000

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. Section 7104. The award term is located at 2 C.F.R. Section 175.15, the full text of which is incorporated here by reference.

Article XXXIV - Universal Identifier and System for Award Management

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article XXXV - USA Patriot Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

Article XXXVI - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XXXVII - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XXXVIII - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov if you have any questions.

Article XXXIX - Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. Section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article XL - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article XLI - Assurances, Administrative Requirements, Cost Principles, Representation and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the

assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Exhibit C

WORKPLAN

A. SUMMARY

The South Dakota Office of Emergency Management (SDOEM) Local Emergency Management Performance Grant (LEMPG) provides a single funding, operating, and reporting instrument for the accomplishment of agreed upon administrative activities included in the contract as well as all reported activities included within this Workplan to justify local funding assistance. **The Agreement seeks to reimburse salary and benefits for activities and programs completed by emergency management staff and reported in this LEMPG Workplan.** The Agreement acknowledges that preparedness, mitigation, response, and recovery activities apply to and are required for natural, manmade, and technological disasters in South Dakota.

B. EMERGENCY MANAGEMENT AREAS OF CONCENTRATION

Topic areas that need to be addressed monthly in the Workplan if there is activity include:

- Administration
 - Administrative Tasks identified in the Contract
 - Training
- Preparedness
 - Planning
 - Operational Coordination
 - Public Information & Warning (Preparedness)
 - Threats & Hazard Identification
 - Resource Management & Logistics
 - Intelligence and Information Sharing
 - Exercises, Evaluations, and Corrective Actions
 - Any other Core Capability Task you may perform
- Mitigation
 - Planning
 - Operational Coordination
 - Public Information & Warning (Preparedness)
 - Threats & Hazard Identification
 - Any other Core Capability Task you may perform
- Response
 - Planning
 - Operational Coordination
 - Public Information & Warning (Response)
 - Resource Management & Logistics
 - Operational Communications
 - Situational Assessment
 - Mass Care Services
 - Any other Core Capability Task you may perform
- Recovery
 - Planning
 - Operational Coordination
 - Public Information & Warning (Response)
 - Any other Core Capability Task you may perform

C. REPORTING

Within 30 days after the end of each quarter, the sub recipient must upload an LEMPG Quarterly Activity report in WebEOC and report completion to their Regional Coordinator. It is encouraged that participants enter information into the report on a monthly basis to ensure completeness and accuracy. At the end of the quarter, information must be entered in the monthly format, and submitted. All emergency management staff funded through the LEMPG must have an active and documented role in completing activities identified within this Workplan. This documentation can be captured in bullet or narrative format and written for a third person who has no knowledge of the activities of the jurisdiction. Examples of appropriate reporting can be found in the County-LEMPG folder in WebEOC.

Time extensions may be granted for good reason prior to the deadline. Extensions must be made in writing (email will suffice) to your Regional Coordinator describing the reason for the time extension and the amount of time requested to complete the activity.

EMERGENCY MANAGEMENT AREAS OF CONCENTRATION

- 1. ADMINISTRATION:** Counties will submit required reports and assessments, communicate information on the Local Emergency Management Performance Grant (LEMPG) and emergency management activities, perform required administrative tasks, and meet with their regional coordinator for monitoring visits. Example of these items include items listed under letter B of this Workplan, meeting with county commissioners and other elected officials, and performing any other administrative tasks in support of the county emergency management program.

MONTHLY PERFORMANCE AND ACTIONS:

1ST Quarter

October

November

December

2ND Quarter

January

February

March

3RD Quarter

April

May

June

4TH Quarter

July

August

September

2. **PREPAREDNESS:** Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Counties will report on preparedness activities they perform within their jurisdiction. Counties will report on items listed in letter B of this Workplan, meetings and coordination activities they use to help prepare stakeholders, and other activities they perform in their jurisdiction to prepare their jurisdiction for emergencies and disasters.

MONTHLY PERFORMANCE AND ACTIONS:

1ST Quarter

October

November

December

2ND Quarter

January

February

March

3RD Quarter

April

May

June

4TH Quarter

July

August

September

3. MITIGATION: Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. Counties will report on mitigation activities they perform within their jurisdiction. Counties will report on items listed in letter B of this Workplan, mitigation meetings and coordination activities, and other activities they perform in their jurisdiction to reduce loss of life and property by lessening the impact of disasters.

MONTHLY PERFORMANCE AND ACTIONS:

1ST Quarter

October

November

December

2ND Quarter

January

February

March

3RD Quarter

April

May

June

4TH Quarter

July

August

September

4. **RESPONSE:** Response is defined as activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Counties will report on items listed in letter B of this Workplan, and other activities they perform in their jurisdiction to save lives, protect property, and meet basic human needs due to an emergency or disaster.

MONTHLY PERFORMANCE AND ACTIONS:

1ST Quarter

October

November

December

2ND Quarter

January

February

March

3RD Quarter

April

May

June

4TH Quarter

July

August

September

5. **RECOVERY:** Recovery is defined as actions to assist communities affected by an incident to recover effectively. Counties will report on items listed in letter B of this Workplan, and other activities they perform in their jurisdiction to assist their jurisdiction to recover from an emergency or disaster.

MONTHLY PERFORMANCE AND ACTIONS:

1ST Quarter

October

November

December

2ND Quarter

January

February

March

3RD Quarter

April

May

June

4TH Quarter

July

August

September

Exhibit D

ADMINISTRATIVE MANUAL



**Local Emergency Management
Performance Grant (LEMPG)
Administrative Manual
FFY 2021**

Performance Period: October 1, 2020 – September 30, 2021

Introduction

The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide Federal grants to states to assist state, local, territorial, and tribal governments in preparing for all hazards, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), as amended (42 U.S.C. §§ 5121 et seq.) and Section 662 of the Post Katrina Emergency Management Reform Act of 2006, as amended (6 U.S.C. § 762). Title VI of the Stafford Act authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the Federal government and the states and their political subdivisions. The Federal government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title, to support a comprehensive all hazards emergency preparedness system.

The State, in turn, makes a large portion of this funding available to county emergency management organizations through the Local Emergency Management Performance Grant (LEMPG).

The LEMPG consists of a formal agreement that stipulates the terms and conditions of the grant, the work plan that supports the building and sustainment of the core capabilities across the prevention, protection, mitigation, response, and recovery mission areas.

Funding is based on reimbursement of up to 50% of approved County/District Emergency Manager position(s). The funding is used for county/district emergency management personnel expenses and requires a 50% non-federal cash match. All requirements of the LEMPG must be satisfied to receive funding.

This LEMPG Administrative Manual will guide the County/District Emergency Manager through the various administrative, training, and financial requirements of the program. It also references some of the terms and conditions of the LEMPG under which such reimbursements are made.

Note to the County Auditor:

The EMPG is provided to counties to reimburse up to 50% of the approved county emergency management staff(s) salary and benefit costs. The CFDA number is 97.042. This grant and any other associated with SDOEM shall be accounted for within fund 226.

LEMPG Administrative Manual

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Section 1: Definitions & Acronyms

A. Definitions

1. **Authorized Local Official.** *Authorized Local Official* refers to the individual on the local level who has the authority to sign the EMPG Subaward Agreement.
2. **CERT.** *CERT* refers to the Community Emergency Response Team.
3. **CFR.** *CFR* refers to the Code of Federal Regulations.
4. **CRMCS.** *CRMCS* refers to the Comprehensive Resource Management and Credentialing System.
5. **DENR.** *DENR* refers to the Department of Environment & Natural Resources.
6. **DHS.** *DHS* refers to the Department of Homeland Security.
7. **DPS.** *DPS* refers to the South Dakota Department of Public Safety which is the state agency the SDOEM is a part of.
8. **Duty Officer.** *Duty Officer* refers to the rotational position within the SDOEM designed to serve as a single point of contact to government entities when state-level assistance is needed.
9. **Emergency Manager.** *Emergency Manager* refers to the position appointed by the executive officer or governing body of the county, and who shall have direct responsibility for the development and implementation of emergency and disaster plans, organization, administration, and operation of the local organization for emergency management.
10. **EMPG.** *EMPG* refers to the federal Emergency Management Performance Grant.
11. **EOC.** *EOC* refers to the Emergency Operations Center.
12. **FEMA.** *FEMA* refers to the Federal Emergency Management Agency.
13. **Grant Subaward Agreement.** The *Grant Subaward Agreement* is the signatory document that commits grant funds to the subrecipient and acknowledges subaward terms and conditions.
14. **IAP.** *IAP* refers to an Incident Action Plan created to help organize an incident.
15. **LEMPG.** *LEMPG* refers to the Local Emergency Management Performance Grant.
16. **LEMPG Terms & Conditions.** The *LEMPG Terms & Conditions* is the document that identifies the applicable Federal requirements subrecipients must comply with.
17. **LEMPG Work Plan.** The *LEMPG Work Plan* is the document that outlines the topic area reporting required to be completed during the LEMPG's performance period.
18. **Match.** *Match* refers to the 50% match provision required.
19. **NIMS.** *NIMS* refers to the National Incident Management System.
20. **Regional Coordinator.** *Regional Coordinator* refers to an SDOEM employee who serves as a liaison between SDOEM and the local jurisdictions.
21. **SDHAN.** *SDHAN* refers to the South Dakota Health Alert Network which is a web-based highly reliable, persistent messaging system.
22. **SDOEM.** *SDOEM* refers to the South Dakota Office of Emergency Management.
23. **State.** *State* refers to the State of South Dakota.
24. **Subaward.** *Subaward* refers to an award provided by a pass-through entity (SDOEM) to a subrecipient.
25. **Subrecipient.** *Subrecipient* refers to a non-Federal entity that receives a subaward from a pass-through entity (SDOEM).
26. **WebEOC.** *WebEOC* is a web-enabled crisis information management system developed for emergency management.

Section 2: Grant Subaward Process

A. Notice of EMPG Funding Opportunity

1. Each federal fiscal year (FFY) the SDOEM will present the initial LEMPG award documents to all jurisdictions in the form of a Local Emergency Management Performance Grant Subaward Agreement, LEMPG Terms & Conditions, and LEMPG Work Plan.

B. Submission of LEMPG by Jurisdiction

1. Each participating jurisdiction will sign the initial Grant Subaward Agreement and return it to their Regional Coordinator by mail prior to September 30th of each year.
Note: Electronic submissions of the initial Grant Subaward Agreement will not be accepted.

C. Initial and Final Subaward Agreements

1. Once SDOEM receives the Grant Subaward Agreement with the jurisdiction's signature, the Director of SDOEM will sign the agreement and an executed copy will be returned to the jurisdiction.
2. Funding amounts are not available at the time the initial Grant Subaward Agreement is signed. This initial agreement formalizes participation in the LEMPG program and serves as an agreement to the LEMPG Terms & Conditions and LEMPG Work Plan.
3. When SDOEM is awarded its federal EMPG funding, SDOEM will send an amended Exhibit A with all details and estimated amounts to the Sub-Recipient.

Section 3: Reimbursement Process

A. Quarterly Reporting Requirements

1. All quarterly reimbursement claims must include the following four items in order to be processed. Sample forms can be found in the WebEOC File Library. For access to the WebEOC File Library, please contact your Regional Coordinator.
 - a. LEMPG Form 85-21 (State and Local Management Expenses Claimed for Contributions)
 - i. All claims for reimbursement must be submitted on LEMPG Form 85-21.
 - ii. All expenditures submitted on LEMPG Form 85-21 will be used by the SDOEM to match Federal EMPG funds. Therefore, the county/district may not use any of these expenses as financial “match” for any other program or grant opportunities.
 - iii. All claims for approved training travel expenses must be submitted on the State Travel Expense Report form located in WebEOC and submitted with the LEMPG Form 85-21 to substantiate the claim. All invoices supporting those claims must accompany the Travel Expense Report.
 - b. State Time Sheet
 - i. Emergency Management work hours, and non-emergency management work hours if applicable, must be recorded on the State Time Sheet (WebEOC or WebEOC File Library) and submitted for each month with the quarterly report. For example, a Deputy Sheriff that is also the Emergency Manager for a county would need to record their emergency management hours as EM work hours and their Deputy Sheriff hours as non-emergency management work hours.
 - ii. Hourly Emergency Management workers hours will only be reimbursed up to the percentage of time reported on their Personnel Action Form.
 - iii. Salaried Emergency Management workers hours must meet or exceed the minimum requirement on a quarterly basis listed under Appendix B of this manual.
 - iv. During a disaster response, hours worked by the emergency manager may be claimed through the LEMPG or under a Presidential Disaster declaration if received. However, the hours can only be claimed from one source. The jurisdiction cannot be reimbursed twice for the same hours. This is also the case for any other grant in which you could also be reimbursed for any of your salary, benefits and travel costs.
 - c. Quarterly Workplan Report
 - i. The Quarterly Workplan Report can be found in the WebEOC File Library under County EM – LEMPG.
 - ii. This form should be completed monthly, and shall be submitted quarterly in WebEOC, and include detailed descriptions of activities completed for each topic area.
 - d. Single Signature Sheet
 - i. The Single Signature Sheet replaces signatures on individual forms included in the quarterly report. This sheet must be signed by the county auditor, county emergency manager, and the county commission after review of the entire quarterly report. The Single Signature Sheet can be found in the WebEOC File Library under County EM – LEMPG and submitted with the quarterly report in WebEOC.

2. Quarterly reports will be submitted via WebEOC. Forms which require signatures must be scanned copies showing signature. All supporting documentation must be uploaded into WebEOC.
3. Quarterly reports must be submitted in WebEOC within thirty (30) days following the end of each quarter (January 30, April 30, July 30, and October 30).

B. Reimbursement Timeline

Subaward reimbursement will be made incrementally. Due to the timing SDOEM receives its federal funding, reimbursement will most likely be made in two disbursements.

1. Quarters 1 – 3 may be combined and paid within 30 days following the receipt of federal funding.
2. Quarter 4 will be paid within 30 days following receipt of the 4th Quarter report (Sept 30).
3. Reimbursement may be withheld if all requirements have not been met.
4. An email notification will be sent to the jurisdiction when a payment request has been submitted to the DPS finance office. Please allow 10-14 business days for the payment process to be completed.

C. Allowable Expenses

1. Each reimbursement request submitted to SDOEM will be analyzed to ensure compliance. Only actual and allowable expenses may be claimed. Claims not properly justified and documented will not be processed. Only personnel expenses are eligible. Travel expenses may be eligible depending on remaining funds available after paying personnel costs. See Appendix A: Summary of Allowable Costs.
2. Only expenses **incurred** during the period of performance (see Local Emergency Management Performance Grant Sub-Recipient Agreement) are eligible for reimbursement.
3. If a county encounters an expense that was incurred prior to September 30th but does not process payment in time to include on the 4th Quarter 85-21 form, the county can submit a supplemental 85-21 prior to December 31st.

Section 4: Personnel Procedures

A. New Personnel

1. A Certification of Authorized Official form must be filed with SDOEM within 30 days for any new emergency manager hired. This form authorizes the employee to conduct emergency management business for the county. This form must be on file at SDOEM before expenses can be claimed. This form can be accessed through WebEOC.

B. Personnel Action Form

1. A Personnel Action Form must be completed every time an LEMPG-funded employee is hired, terminated, retired, receives a change in salary or a promotion, etc. and submitted to the SDOEM within 30 days. This form can be accessed through WebEOC.

Appendix A: Summary of Allowable Costs

Allowable costs under EMPG must represent necessary and essential state and local emergency management personnel and the county portion of any benefit expenses. These costs must comply with the CFR Cost Principles found in 2 CFR Part 200 Subpart E. General guidance is as follows. SDOEM has final authority regarding allowable costs.

A. Allowable Costs

1. Personnel Compensation and County Portion of Benefits

- a. **Full-Time Status.** Personnel can be funded as full-time employees if 100% of their job duties are dedicated to performing emergency management program elements required by the LEMPG.
- b. **Part-Time Status.** Part-time positions may be funded within an emergency management agency, even though the individual may hold a separate part-time position in another department or in the private sector, provided the duties of the other position do not conflict with or impair the emergency management functions assigned to the individual. Part-time positions will be funded at a percentage directly related to the time devoted to the LEMPG.
- c. **Retirement Funds.** The share of any payment to a retirement fund must be in a prorated amount apportioned on the percentage of EM time.

2. Travel and Transportation

- a. **Travel for Training by emergency management office personnel.** Travel expenses incurred by emergency management office personnel including EOC staff to complete LEMPG Contract identified training. Expenses must be substantiated by vehicle mileage records, receipts for travel, lodging, vehicle operating expenses, and other appropriate documentation.

Appendix B: Schedule of Required Hours

Month	Work days each month	Hours per day	Hours Required based on Percentage of Time Worked													
			100%	95%	90%	85%	75%	70%	66%	60%	50%	45.9	43%	40%	30%	25%
Oct-20	21	8	168	167	151	143	126	118	111	101	84	81	72	67	50	42
Nov-20	19	8	152	144	137	129	114	106	100	91	76	70	65	61	46	38
Dec-20	22	8	176	160	158	150	132	123	116	106	88	77	76	70	53	44
Totals			496	471	446	422	372	347	327	298	248	228	213	198	149	124
Jan-21	19	8	152	160	137	129	114	106	100	91	76	77	65	61	46	38
Feb-21	19	8	152	144	137	129	114	106	100	91	76	70	65	61	46	38
Mar-21	23	8	184	167	166	156	138	129	121	110	92	81	79	74	55	46
Totals			488	471	439	415	366	342	322	293	244	228	210	195	146	122
Apr-21	22	8	176	167	158	150	132	123	116	106	88	81	76	70	53	44
May-21	20	8	160	152	144	136	120	112	106	96	80	73	69	64	48	40
Jun-21	22	8	176	167	158	150	132	123	116	106	88	81	76	70	53	44
Totals			512	486	461	435	384	358	338	307	256	235	220	205	154	128
Jul-21	21	8	168	167	151	143	126	118	111	101	84	81	72	67	50	42
Aug-21	22	8	176	160	158	150	132	123	116	106	88	77	76	70	53	44
Sep-21	21	8	168	160	151	143	126	118	111	101	84	77	72	67	50	42
Totals			512	487	461	435	384	358	338	307	256	235	220	205	154	128
Annual Total			2008	1915	1807	1707	1506	1406	1325	1205	1004	926	863	803	602	502

The months of November and April have additional declared holidays at the option of your participating county or district.

The above figures represent actual working days and hours required. These do not include holidays, as they are not required working days. Declared holidays, such as the Friday following Thanksgiving may be deducted (on % scale) from that particular month, depending upon your county or district's requirements.

The above figures are based on a 40-hour week.

Holidays:

October – Native American Day
 November – Veterans Day and Thanksgiving Day
 December – Christmas Day
 January – New Year's Day and Martin Luther King Jr Day
 February – Presidents' Day
 May – Memorial Day
 July – Independence Day
 September – Labor Day

Optional Holidays:

November – Day after Thanksgiving
 March/April – Good Friday afternoon

Appendix C: Schedule of Required Forms and Due Dates

<u>NAME OF FORM</u>	<u>WHAT TO SEND</u>	<u>WHEN TO SEND</u>
LEMPG Sub-Recipient Agreement	Original to SDOEM Regional Coordinator	Yearly - By September 30 th
Personnel Action Form	Original or Scanned Copy to SDOEM Regional Coordinator	For All Personnel Changes (Salary, % of time, etc.) Within 30 Days of Change
Acceptance of Merit System Standards	Original or Scanned Copy to SDOEM Regional Coordinator	Upon Entry or Re-Entry to LEMPG Program
Certificate of Authorized Official	Original or Scanned Copy to SDOEM Regional Coordinator	Upon Appointment of New Emergency Manager
Quarterly Activity Report	Original or Scanned Copy to SDOEM Regional Coordinator	Quarterly - By January 30, April 30, July 30, and October 30

For a complete listing of on-line forms go to:

<https://webeoc.sd.gov> (WebEOC File Library/County EM-LEMPG)

Appendix D: Additional LEMPG Sub-Recipient Agreement Guidance

The following is additional information and guidance on the General Requirements found in Section 25 of the LEMPG Contract of the Local Emergency Management Performance Grant.

1. NIMS Spreadsheet

- A. The NIMS Report is located in the File Library in WebEOC under County EM-Forms.
- B. The NIMS Spreadsheet Template is located in the File Library in WebEOC under County EM-Templates. To view last year's submission, please contact your Regional Coordinator.
- C. If you have further questions regarding the NIMS Spreadsheet and reporting, please direct them to your Regional Coordinator.

2. Planning

- A. The Local Emergency Operations Plan Template is located in the File Library in WebEOC under County EM-Templates.
- B. If you have further questions regarding Planning, please direct them to SDOEM Planning Staff at (605) 773-3231 or your Regional Coordinator.

3. Comprehensive Resource Management and Credentialing System (CRMCS)

- A. Information regarding the State of South Dakota's Comprehensive Resource Management and Credentialing System (CRMCS) can be found at:
<http://southdakota.responders.us/>
 1. Additional information on maintenance of the system and how-to documents can be located in WebEOC in the File Library listed under Credentialing Documents.
 2. To enter or change resources for your jurisdiction, select Salamander Live under Applications. You will need a username and password in order to access this part of the system.
 3. For further information and guidance regarding the CRMCS program, please direct questions to the SDOEM CRMCS staff at (605) 773-3231 or contact your Regional Coordinator.

4. Preliminary Damage Assessment

- A. Preliminary Damage Assessment (PDA) forms are available in the File Library in WebEOC under PDA Forms. If you have further questions regarding PDA's or Disaster Recovery, please direct them to SDOEM Public Assistance Staff at (605) 773-3231 or your Regional Coordinator.

5. Training

- A. New county emergency management staff: If you are a new county emergency management staff member (this Federal Fiscal Year (FFY) will be your first full year as an emergency management staff member), the following classes must be completed by the end of the FFY (note that IS classes can be taken online):
 1. Complete the following Incident Command System courses:
 2. IS-100, IS-200, ICS-300, IS-700, and IS-800. (To be completed within 12 months of hire.)
 3. Complete the EM 101 course. (To be completed within 12 months of hire.)
 4. Complete Incident Command System courses ICS-400. (To be completed within 24 months of hire.)

- B. The following courses are required for all county emergency management staff. Regional coordinators will work with new county emergency management staff members to have the following training completed within 2 years of hire. (Note that IS classes can be completed online.)
 - 1. Complete the FEMA Professional Development Series (PDS) or the National Emergency Management Basic Academy and submit a copy of your Emergency Management Institute (EMI) certificate to your Regional Coordinator. (To be completed within 24 months of hire.)
 - 2. Complete the Homeland Security Exercise and Evaluation Program (HSEEP) course and provide documentation of completion to your Regional Coordinator. (To be completed within 24 months of hire.)
- C. The following courses are required for all county emergency management staff. Regional coordinators will work with new county emergency management staff members to have the following training completed within 6 years of hire. (Note that IS classes can be completed online.)
 - 1. Complete the FEMA Advanced Professional Series (APS) and submit a copy of your EMI certificate to your Regional Coordinator. (To be completed within 6 years of hire.)
- D. The following is required for all county emergency management staff who have completed ICS, PDS, and APS requirements. Regional Coordinators will work with county emergency management staff members who are required to complete the following training.
 - 1. Complete a minimum of 1 approved classroom course offered by OEM for continuing education. Submit a copy of your certificate to your Regional Coordinator. (To be completed by end of FFY 2019)
- E. The SDOEM training calendar can be found at: <https://sdoem.eventsmart.com/>. At this site, you can find where and when courses are scheduled and get additional information concerning the SDOE Training Program.
- F. A description of the Professional Development Series can be found at: <http://training.fema.gov/is/searchis.aspx?search=PDS>.
- G. A description of the Advanced Professional Series can be found at: <https://training.fema.gov/programs/aps/>.
- H. For further information and guidance regarding Training, please direct questions to the SDOEM Training staff at (605) 773-3231 or your Regional Coordinator.

6. Exercises, Evaluations, and Corrective Actions

- A. **OEM Exercise Policy.** A fundamental responsibility of an emergency manager is to establish a program which will effectively provide for the protection of the lives and property of the public. This goal is attained through a variety of means, including, but not limited to, regular exercising of emergency operations plans and procedures.
 - 1. In conducting exercises in South Dakota, we utilize the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is a capabilities and performance-based exercise program that provides a standard methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP constitutes a national standard for all exercises.
 - 2. There are seven types of exercises defined within HSEEP, each of which is either discussions-based or operations-based.

- i. Discussions-based exercises familiarize participants with current plans, policies, agreements, and procedures. These types of exercises may be used to develop new plans, policies, agreements, and procedures.
 - a. Seminar. An informal discussion designed to orient participants to new or updated plans, policies, or procedures.
 - b. Workshop. Resembles a seminar but is employed to build specific products such as a draft plan or policy.
 - c. Tabletop Exercise. Involves key personnel discussing simulated scenarios in an informal setting and can be used to assess plans, policies, and procedures.
 - d. Games. A simulation of operations that often involves two or more teams, usually in a competitive environment using rules, dates, and procedures designed to depict an actual or assumed real-life situation.
- ii. Operations-based exercises validate plans, policies, agreements, and procedures, clarify roles and responsibilities, and identify resource gaps.
 - a. Drill. A coordinated, supervised activity usually employed to test a single specific operation or function.
 - b. Functional Exercise (FE). Examines and/or validates the coordination, command, and control between various multi-agency coordination centers. A Functional Exercise does not involve "boots on the ground" response.
 - c. Full-Scale Exercise (FSE). A multi-agency, multi-jurisdictional, multi-discipline exercise involving functional and "boots on the ground" response.

3. Counties participating in the Local Emergency Management Performance Grant (LEMPG) as it relates to the Exercise Program are required to conduct or participate in one drill per quarter and one full-scale exercise per year.

- B. **Communications Drills.** The State Exercise Coordinator schedules two communications drills per quarter to fulfill the LEMPG drill requirement. All County LEMPG funded staff must complete the communications drill participation survey distributed by the State Exercise Coordinator within **one (1) week** of the date of the drill to receive credit for participation. If a county misses a required drill, a make-up drill must be completed within the next quarter. In lieu of participating in a state drill, a county may choose to conduct its own drill. IE: Radio drill, telephone call tree test, etc. A Situation Manual (SitMan) and an After-Action Report-Improvement Plan must be submitted for the communications drill credit.

1. Communications Drill Schedule

Quarterly Drill Schedule

Qtr.	Month	Drill	Date
1st Qtr.	October	SDHan	2nd Thursday
	November	Radio	1st Wednesday
	December	Open	
2nd Qtr.	January	WebEOC	To Be Announced
	February	Radio	1st Wednesday
	March	Open	
3rd Qtr.	April	SDHan	2nd Thursday
	May	Radio	1st Wednesday
	June	Open	
4th Qtr.	July	WebEOC	To Be Announced
	August	Radio	1st Wednesday
	September	Open	

Drill schedule is subject to change

- C. **Full-Scale Exercise.** One full-scale exercise is required per federal fiscal year. A county is able to choose whether the full-scale exercise is a natural or man-made event. When conducting a full-scale exercise whether it be a single jurisdiction, a Joint Exercise, or a Regional Exercise, two of the core capabilities being tested must be Operational Communications and Operational Coordination. The third and subsequent core capabilities are to be chosen from the Core Capabilities List (CCL). The jurisdiction is required to have at least three agencies, with each agency providing two or more personnel as active exercise participants. If the exercise is an Emergency Operations Center (EOC) Exercise, it must be staffed with personnel assigned to Management, Logistics, Finance, Planning, and Public Affairs.
- D. **Regional and Joint Exercises.** A Regional Exercise is defined as an exercise where more than two county jurisdictions participate in the same exercise. Each jurisdiction is required to have at least three agencies, with each agency providing two or more personnel, from their jurisdiction be active participants in the exercise. A Joint Exercise is one where two county jurisdictions participate in the same exercise. The same requirement of three agencies and personnel also applies to Joint Exercises. A jurisdiction may only claim participation in a Regional Exercise once every three years for Full-Scale credit while there are no restrictions on Joint Exercises.
- E. **Real-world Events.** If a county experiences a real-world event during the current LEMPG year, a county may request permission from the State Exercise Coordinator to use a real-world event in lieu of a full-scale exercise. The following criteria must be met in order for a real-world event to be considered.
1. The county's Emergency Operations Center (EOC) must have been operational for at least one (1) operational period.
 2. The following five (5) EOC functions must have been staffed:
 - i. EOC Management
 - ii. EOC Logistics
 - iii. EOC Finance
 - iv. EOC Planning
 - v. EOC Public Affairs (Public Information Officer (PIO))
 3. An Incident Action Plan(s) (IAP's) must be submitted for each operational period of the event to the State Exercise Coordinator.

F. **Exercise Documentation Required.** To receive credit for the required annual full-scale exercise, each county must fill out and upload the below listed forms to the county's folder in the File Library under the Exercise Program in WebEOC:

1. Discussions and Operations-Based Exercises

- i. Exercise Notification – At least **45 days** prior to exercise.
- ii. Exercise Plan (EXPLAN) – At least **30 days** prior to exercise.
- iii. Master Scenario Events List (MSEL) – Within **90 days** post exercise.
- iv. After Action Report-Improvement Plan (**each participating county is required to submit if exercise is done as a multi-county exercise and must address items specific to that county**) – Within **90 days** post exercise.
- v. Exercise sign-in roster/ CRMCS participation summary – Within **90 days** post exercise.

2. Real-World Event (Once authorization has been received)

- i. Incident Action Plan(s) (IAP's) with the five (5) EOC functions staffed – Within **90 days** post event.
- ii. An After-Action Report-Improvement Plan that specifically addresses Operational Coordination, Operational Communications, and one additional core capability – Within **90 days** post event.
- iii. Event sign-in roster/CRMCS participation summary – Within **90 days** post IAP date or **90 days** post event, whichever is sooner.

3. **All exercise documentation must be entered and uploaded via the county's Exercise Reporting board in WebEOC. Failure to submit all documents outlined in this policy will result in the jurisdiction not receiving credit for the FSE LEMPG requirement.**

G. **Additional Exercise Information.** The State Exercise Coordinator is available to travel to the counties. This time may be used for visits with local emergency managers for training on Homeland Security Exercise and Evaluation Program (HSEEP), training on required documents for exercises, and if requested, to assist with evaluating exercises, and to observe exercises.

1. The Emergency Management Institute (EMI) conducts Virtual Tabletop Exercises (VTTX) via a video teleconference platform (Digital Dakota Network [DDN] in South Dakota). A VTTX event allows for 10-15 sites across the nation to participate in each offering. The State Exercise Coordinator works with other State agencies and the public and private sector to coordinate and facilitate the VTTX. South Dakota's DDN video portion is a statewide interactive video communications system.

7. **Crisis Communication and Public Education and Information**

- A. For further information and guidance regarding this requirement, please direct questions to your Regional Coordinator, SDOEM Preparedness Branch staff at (605) 773-3231, or the SDOEM Public Information staff.
- B. The SDOEM Preparedness Branch can assist local jurisdictions with outreach and awareness activities. For more information, please contact the SDOEM Preparedness Branch staff at (605) 773-3231.

Native unprocessed Material Agreement

(Bowne Pit)

This agreement for operation of aggregate pit entered into by Dale & Charleen Bowne, hereinafter referred to as the Owner, and Brookings County Highway Department, hereinafter referred to as the County, witnesseth:

Whereas, this aggregate pit is located on real property of the Owner, hereinafter described as:

East ½ of NW Quarter Section 7 – 110NR48 and also Lots 1 and 2 of NW Quarter, Alton Township, Brookings County SD

Now, therefore, it is expressly agreed and understood by the parties hereto that:

1. The Owner grants the County and its servants, agents, and subcontractors wish to acquire the full right, license, power and privilege to enter upon that portion of land as legally described, and strip, develop, process, explore, excavate, take, stockpile and remove Native unprocessed Material from the Lands and to conduct its operations according to the terms and conditions of this Agreement.
2. The area of removals shall be agreed to by the County and Owner. The Owner shall inform County of other aggregate production or construction activities occurring within the pit site. The Owner has sole discretion of areas where Native unprocessed Material are to be removed, Owner may request the County to relocate their operation to a different area within the pit upon 10 calendar day notice.
3. Payment to the Owner by the County shall be calculated at a rate of 2.25 dollars per ton Royalty of Native unprocessed Material, based upon readings of the scale located within the pit owned and maintained by the Owner.
4. Access to the pit shall utilize the existing road as much as possible or other agreed locations to enter/exit the pit via Brookings County Road 25 or 478th Avenue. This access shall not be changed or altered without mutual agreement of the Owner and the County. County access to pit shall not be via Alton Township Road 209th Street.
5. This agreement shall be valid through January 1, 2022, unless mutually agreed to be terminated by the Owner and County.
6. All foregoing conditions are binding to the Owners, their heirs or assigns and the County, only upon approval of the Agreement by the County's authorized representatives and the Owners. In the event that approval is not obtained, this Agreement is null and void and of no force or effect.

Native unprocessed Material Agreement
(Bowne Pit)

Dated this _____ day of _____, 20_____

BROOKINGS COUNTY, SOUTH DAKOTA
A Governmental Corporation

By: _____

Chairperson
Brookings County Board
Of County Commissioners

By: _____

Its: _____

ATTEST:

Brookings County Auditor

State of South Dakota)

)

County of Brookings)

(Corporate Seal)

On this _____ day of _____, 2020 before me,
_____, the undersigned officer, personally appeared

_____, of County of Brookings, State of South Dakota, known to me or
satisfactorily proven to be the person described in the foregoing instrument acknowledge that he
executed the same for the purpose therein stated and for the purposes therein contained and that such
governmental corporation executed the same.

Now, therefore, be it agreed that the above and foregoing Agreement is entered into this 26th day of August, 2020.

Dale L Bowne

Charleen Bowne

Dale L Bowne, owner
20892 478th Avenue
White, SD 57276

Charleen Bowne owner
20892 478th Avenue
White, SD 57276

State of South Dakota)
)
County of Brookings)

On this 26th day of August, 2020 before me,

Michelle Delaney, the undersigned officer, personally appeared

Dale & Charleen Bowne, of County of Brookings, State of South Dakota, known to me or satisfactorily proven to be the person described in the foregoing instrument acknowledge that he executed the same for the purpose therein stated and for the purposes therein contained and that such governmental corporation executed the same.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Michelle Delaney
Notary Public – South Dakota



My Commission Expires: 02/11/2025

APPLICATION FOR OCCUPANCY
RIGHT-OF-WAY OF COUNTY HIGHWAYS

To: The Board of County Commissioners Brookings County, South Dakota.

Application is made by City of Elkton for occupancy of Right-of-Way

ADDRESS OF PROPOSED CONSTRUCTION

City/Township Name: Elkton, Section: _____ Quarter Section: NE NW SE SW
Street/Avenue of Construction: Cornell Ave, Nearest Intersection: 6th
Distance from nearest intersection: just to north of intersection North South East West

A sketch showing the location must be attached.

The following information is pertinent to the proposed installation:

1. Intended usage water drainage
2. Cable Type _____
3. Outside Diameter or Pipe Size 14"
4. Method of Installation Boring, sleeved tile
5. Crossing Bituminous Roads no

*This installation will comply with the National Safety Code and all Federal Guidelines.

*Warning signs will be installed where appropriate.

*Ditches will be restored back to present condition.

*Owner will move its buried cable or pipe, in case of road construction, at no cost to the County.

*Prior to any road construction or maintenance within the County, the owner shall call South Dakota One-Call at 1-800-781-7474 for location of the facilities.

Signature of Applicant: [Signature] Date: 8/20/20

Applicant Address: 109 Elk St Elkton, SD

Phone: 605-542-5111 Fax: 605-542-8141

I Approve of this Application:

Signature of Adjacent Landowner: _____ Date: _____

(Owns property immediately adjacent to the public right-of-way that is affected by the Applicant's proposed installation)

Adjacent Landowner Address: _____

Phone: _____ Fax: _____

Recommended for Approval:

By: [Signature]
(Brookings County Superintendent)

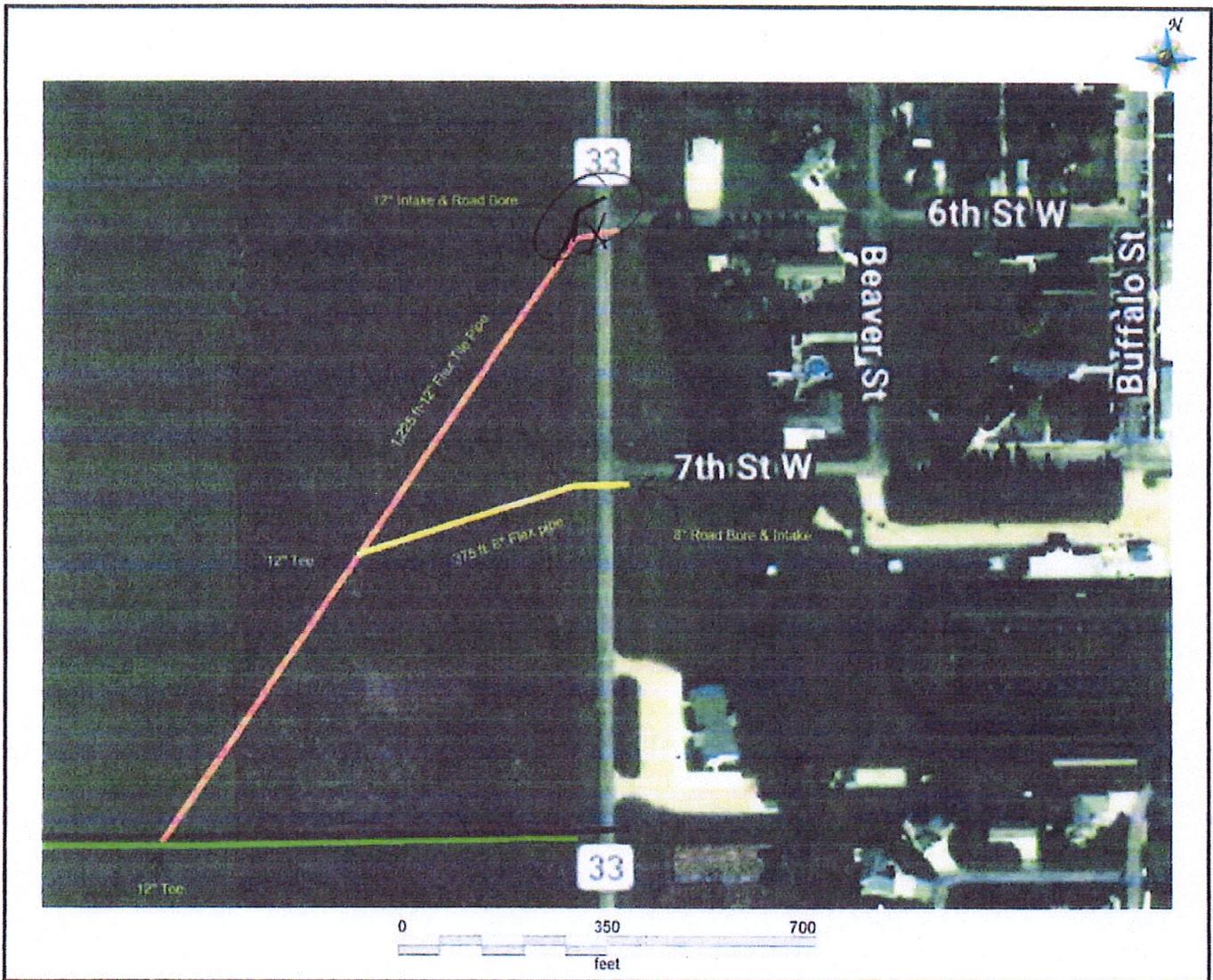
Date: 8/20/2020

Approved: Board of County Commissioners

By: _____
(Commission Chairman)

Date: _____

Sec. 20 Elkton Twp.
Name



Client: City of Elkton
Farm: West Side
Field: Sec. 20 Elkton Twp.
Name: spring 2019
Date: 7/13/2019

- 5 Inch Tile
- 6 Inch Tile
- 8 Inch Tile
- 12 Inch Tile
- New 8 Inch tile
- New 12" Tile
- sewer line

APPLICATION FOR OCCUPANCY
RIGHT-OF-WAY OF COUNTY HIGHWAYS

To: The Board of County Commissioners Brookings County, South Dakota.

Application is made by City of Elkton for occupancy of Right-of-Way

ADDRESS OF PROPOSED CONSTRUCTION

City/Township Name: Elkton, Section: _____ Quarter Section: NE NW SE SW
Street/Avenue of Construction: Cornell Ave, Nearest Intersection: 7th
Distance from nearest intersection: Just to south of intersection North South East West

A sketch showing the location must be attached.

The following information is pertinent to the proposed installation:

1. Intended usage Water drainage
2. Cable Type _____
3. Outside Diameter or Pipe Size 10"
4. Method of Installation Boring, sleeved tile
5. Crossing Bituminous Roads no

*This installation will comply with the National Safety Code and all Federal Guidelines.

*Warning signs will be installed where appropriate.

*Ditches will be restored back to present condition.

*Owner will move its buried cable or pipe, in case of road construction, at no cost to the County.

*Prior to any road construction or maintenance within the County, the owner shall call South Dakota One-Call at 1-800-781-7474 for location of the facilities.

Signature of Applicant: [Signature] Date: 8/20/20

Applicant Address: 109 Elk St Elkton, SD

Phone: 605-542-5411 Fax: 605-542-8141

I Approve of this Application:

Signature of Adjacent Landowner: _____ Date: _____

(Owns property immediately adjacent to the public right-of-way that is affected by the Applicant's proposed installation)

Adjacent Landowner Address: _____

Phone: _____ Fax: _____

Recommended for Approval:

By: [Signature]
(Brookings County Superintendent)

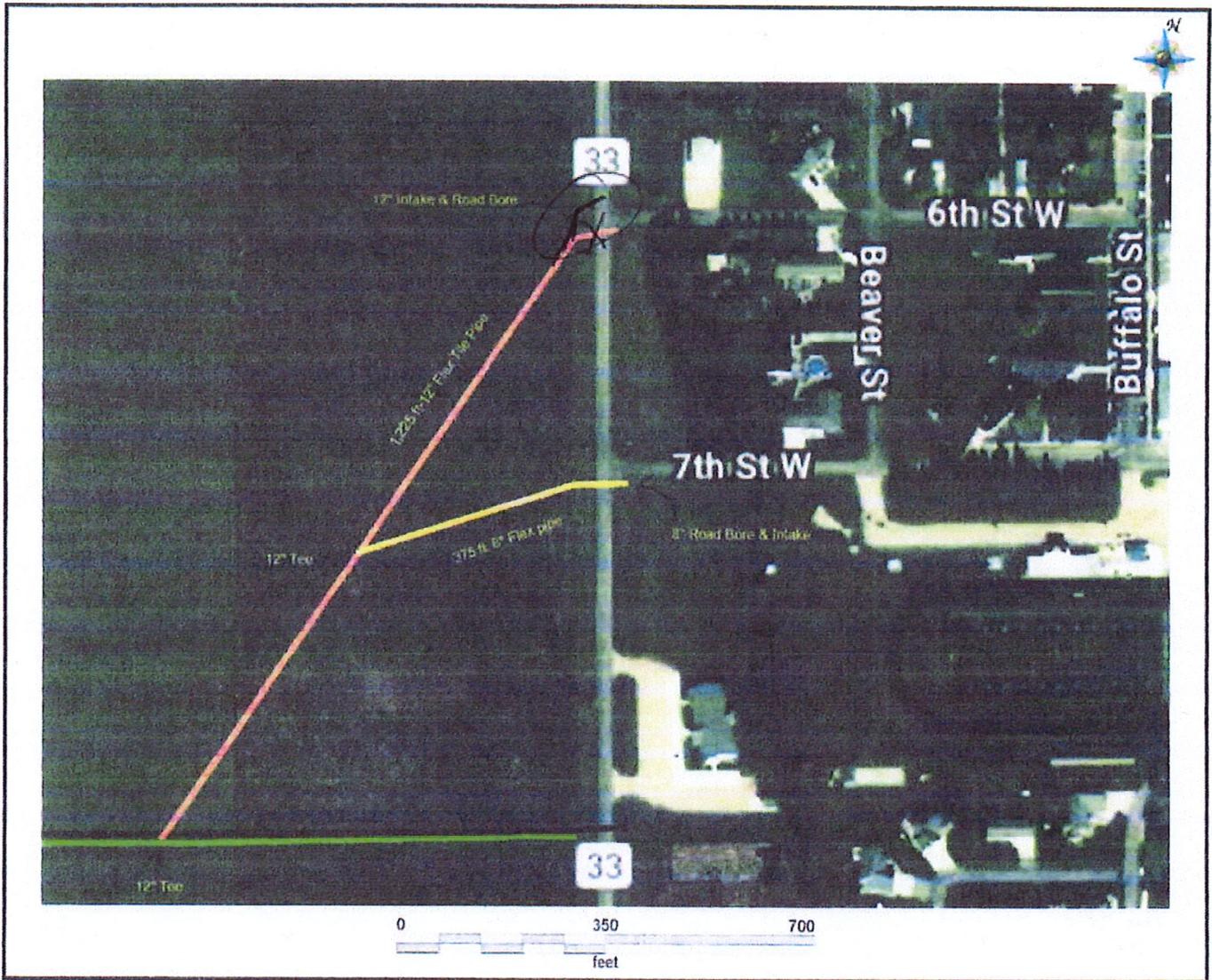
Date: 8/20/2020

Approved: Board of County Commissioners

By: _____
(Commission Chairman)

Date: _____

Sec. 20 Elkton Twp.
Name



Client: City of Elkton
 Farm: West Side
 Field: Sec. 20 Elkton Twp.
 Name: spring 2019
 Date: 7/13/2019

- 5 Inch Tile
- 6 Inch Tile
- 8 Inch Tile
- 12 Inch Tile
- New 8 Inch tile
- New 12" Tile
- sewer line

REQUEST TO FILL VACANCY

Position Vacancy 2 TEMPORARY ELECTION WORKERS
Department FINANCE OFFICE
Vacancy Result of: N/A

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description (see attached)
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	<u>—</u>
Sick Leave	\$	<u>—</u>
Employee Retirement Recognition	\$	<u>—</u>
Other	\$	<u>—</u>
Total	\$	<u>—</u>

- 4. Explain the effects of leaving the vacancy until severance is accumulated.
- 5. Explain the effects of not filling the position or discussion of alternatives.
- 6. Provide description of departmental discussions about the vacancy.

7. Estimated length of time to fill the position after approval. ASAP

8. Any additional comments? We would like to open it up for 2 additional workers just in case if other workers fall ill, need time off, etc. Early voting will be VERY busy.

Anna Byrd
Department Manager

8/24/2020
Date

Request for filling of vacancy: _____ Approved _____ Denied

Chairman, Brookings County Commission Date

POSITION TITLE Temporary Election Worker
GRADE Non-Graded
WAGE \$12.00/hour
FLSA STATUS Non Exempt
REPORTS TO Brookings County Finance Officer and/or his or her designee (Election Supervisor)
POSITIONS AVAILABLE April-June up to 40 hours a week (on average)-**3 positions**
September- November up to 40 hours a week (on average) – **3 positions**
Hours/Days may vary but typically M-F 8:00 am – 5:00 pm

DESCRIPTION OF WORK

General Statement of Duties

Performs a variety of tasks to assist with the coordination of a county primary and/or general election.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Assists residents in election procedures including voter registration, absentee voting, and the use of election equipment (including electronic voting machines).
- Assist in the preparation and distribution of election materials such as voter registration books, signs, equipment, supplies etc.
- Uses computer programs to look up and/or enter voter registration and absentee voting information.
- Will be required to work during the election.
- Assists with other duties as requested by the Finance Office.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Knowledge of modern office practices, procedures and equipment including computers, calculator, fax machine, copy machine, etc.
- Knowledge of record keeping and filing procedures.
- Ability to make mathematical computations rapidly and accurately.
- Ability to alphabetize proficiently in filing election materials.
- Ability to understand and follow both verbal and written instructions and to communicate effectively both verbally and in writing.
- Ability to display efficient use of time and proficient organizational skills with specific attention to detail.
- Willingness and ability to undertake such specialized training and/or education as may be needed to effectively perform duties and responsibilities as required.
- Ability to regularly lift up to 25 pounds and occasionally lift up to 50 lbs.
- Ability to stand for long periods of time assisting residents in election procedures.
- Ability to sit and/or stand for long periods of time.
- Ability to complete data entry tasks into a computer program.
- Ability to complete written forms as needed for election materials.

Education

- Must be 18 years of age.

Experience

- One year general office experience or related experience.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Commission Chairperson

Date

REQUEST TO FILL VACANCY

Position Vacancy two Membership Attendants (Part-Time)

Department BCOAC

Vacancy Result of: 2 Part-timers left over Summer

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description front Desk, cleaning, general Maint., helping with events
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	_____
Sick Leave	\$	_____
Employee Retirement Recognition	\$	_____
Other	\$	_____
Total	\$	_____

- 4. Explain the effects of leaving the vacancy until severance is accumulated.

NA

- 5. Explain the effects of not filling the position or discussion of alternatives.

Need to train in new employees for turnover of college students and help during busy times

- 6. Provide description of departmental discussions about the vacancy.

NA

- 7. Estimated length of time to fill the position after approval.

NA

- 8. Any additional comments?

would like to do this ASAP


Department Manager

8/25/20
Date

Request for filling of vacancy: _____ Approved _____ Denied

Chairman, Brookings County Commission

Date

Brookings County Capital Asset Form TRANSFERS, SURPLUS & DISPOSALS

Complete this form for all capital asset Transfers, Disposals, or items declared surplus – sold, donated, salvaged, destroyed, trade-in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware, and infrastructure with a **useful life greater than one year** and **original cost greater than \$500.**

Transfer

Surplus

Disposal

Asset # & Description:

Rental Gun had a broken frame. Smith & Wesson was going to dispose of this gun and send BCOAC confirmation of this process.

Serial/VIN Number:

CYW4022

Model or Product:

M&P BG380

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

Disposal

For Surplus:

YES

NO

Disposal Date:

8/26/2020

To Transfer between Departments:

Transfer From:

Transfer To:

Department:

Department:

Location:

Location:

Date:

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:



2100 Roosevelt Avenue
PO Box 2208
Springfield, MA 01102-2208

August 26, 2020

Dustin Huber
2810 22nd Ave
Brookings SD 57006

Attn: Dustin Huber,

Per your instructions we have scrapped serial number CYW4022; that you sent in for inspection. The purpose of this letter is to inform you that the revolver that you sent in has been destroyed here at our premises.

Best regards,

Paul Gazda
Customer Service Team Lead



Brookings County Capital Asset Form TRANSFERS, SURPLUS & DISPOSALS

Complete this form for all capital asset Transfers, Disposals, or items declared surplus – sold, donated, salvaged, destroyed, trade-in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware, and infrastructure with a **useful life greater than one year** and **original cost greater than \$500.**

Transfer

Surplus

Disposal

Asset # & Description:

4 trail cameras

Serial/VIN Number:

Model or Product:

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

For Surplus: YES NO

Disposal Date:

To Transfer between Departments:

Transfer From:

Transfer To:

Department:

BCOAC

Department:

Sherriff's Department

Location:

BCOAC

Location:

Sherriff's Office

Date:

Sept. 1. 2020

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:



Stacy Steffensen, Commission Department Director

Brookings County
520 3rd St., Suite 210
Brookings, SD 57006
605-696-8205

ssteffensen@brookingscountysd.gov

STAFF REPORT:

Scheduled Agenda Items

- 9:00 AM – Provisional Budget: The provisional budget resolution must be approved on the first Tuesday in September. There is a scheduled public hearing at 9:00 AM with approval of the budget resolution.

Regular Business Items

- ❖ LEMPG Agreement: This is the annual grant renewal agreement with the SD Dept. of Public Safety – Office of Emergency Management. Bob Hill will have additional information.
- ❖ Native Unprocessed Materials Agreement: This is an agreement with Dale and Charleen Bowne for material rights to a specified pit site. Deputy State's Attorney Ben Kleinjan has reviewed this agreement and Brian Gustad is recommending approval.
- ❖ Right-of Way Agreements: There are two routine right-of-way agreements. Brian Gustad is recommending approval.
- ❖ Request to Fill Vacancies: There are two requests to fill vacancies – the first is for two more temporary election workers in the Finance Office to get through the General Election; the second is for two additional part-time membership assistants at the BCOAC due to resignations.
- ❖ Surplus Property: There was a rental gun at the BCOAC that had a broken frame. Smith & Wesson destroyed the gun, as it could not be fixed.
- ❖ Transfer: This is action to transfer several trail cameras from the BCOAC to the Sheriff's Department.

Director's Report

- The proposed SDACC resolutions are included with my report. These will be discussed and voted on at the Fall Convention in a couple of weeks.
- We put the RenoDry project on hold at the courthouse. I would like some direction/insight into what the board is thinking regarding this potential project.

Public Notices

- ✓ Offices closed, Monday, September 7, 2020 due to the Labor Day holiday
- ✓ "Resilient Communities: Brookings" Zoom meeting, Wednesday, September 9, 2020, 10:30 AM – 12:00 PM.
- ✓ SDACC Fall Convention, Sept. 13-15, 2020, Ramkota, Sioux Falls
- ✓ County Tour, 8:30 AM, Tuesday, September 29, 2020 – leave from Highway Department

Stacy Steffensen
Commission Department Director
Brookings County, South Dakota

2020 Proposed Resolutions

106th Annual Convention
September 14 - 15, 2020

South Dakota Association of County Commissioners



SDACC PROPOSED RESOLUTIONS

SECTION I – (Resolutions the committee passed, including resolutions amended by the committee)

Resolution #2020-1

DO PASS

Adequate State Funding to Reconstruct a Portion of Slip Up Creek Rd from 476th Ave. to the State Veterans Cemetery

WHEREAS, American military veterans will have a dedicated cemetery opening in the spring of 2021; and

WHEREAS, The cemetery will attract visitors from across the state and surrounding area; and

WHEREAS, the road to the cemetery is an unpaved township road not designed to carry significant vehicle traffic, now

THEREFORE BE IT RESOLVED, by the Minnehaha County Commission urges the State of South Dakota to Provide adequate funding to reconstruct a portion of Slip Up Creek Road from 476th Ave to the South Dakota State Veterans Cemetery.

Supporting Criteria

Justification for the resolution: Slip Up Creek Road takes visitors to the entrance of the Veterans Cemetery. It is a gravel, township road not suited to carry the level of traffic expected to travel to the cemetery.

Counties affected by the resolution: All South Dakota counties whose residents visit the state veterans cemetery

Impact of the resolution: Many state parks have paved roads going to their entrances, a finished road going to the veterans cemetery will yield the same benefits..

Minnehaha County
July 28, 2020

Resolution #2020-2

DO PASS

Amended as follows: Supporting Legislation Allowing Electors of a County or Municipality to Consider Up To a One Cent Temporary ~~Municipal~~ Sales Tax for Specific Infrastructure Project(s)

WHEREAS, well maintained roads and structures are crucial to conducting commerce; and

WHEREAS, Minnehaha County and surrounding counties and municipalities support local control in decision making; and

WHEREAS, well maintained infrastructure facilitate the flow of commerce; now

THEREFORE BE IT RESOLVED, by the Minnehaha County Commission to support legislation allowing electors in a county or municipality to consider up to a one cent temporary ~~municipal~~ sales tax for specific infrastructure project(s).

Supporting Criteria

Justification for the resolution: Counties and Municipalities are looking for expanded options to fund road and structure construction and maintenance. The resolution supports local control instead of one size fits all solutions.

Counties affected by the resolution: All South Dakota counties and municipalities.

Impact of the resolution: legislation to allow local control will put local governments in the best position to determine infrastructure needs.

Minnehaha County
July 28, 2020

Abated Taxes on Flooded Lands

WHEREAS, Day County and its other political subdivisions depend very heavily upon property tax levies for support of its statutory responsibilities as well as discretionary functions; and

WHEREAS, Day County has found it difficult to find sufficient tax revenues to fund its roads, law enforcement/jail, etc.; and

WHEREAS, Day County has experienced extensive flooding which has necessitated rebuilding roads or closing roads and townships have had the same experience; and

WHEREAS, with the past flooding and the current flood situation which involves both meandered and non-meandered bodies of water and other bodies of water which some have stated reflects higher water levels than ever before; and

WHEREAS, a secondary consequence of flooding is that land inundated by water has resulted in Day County originally abating taxes because of flooded land and now reducing the valuation because of flooded lands; and

WHEREAS, Day County has reduced the valuations on Day County farmland as follows:

YEAR	VALUATION REDUCTION	ACRES
2014	\$16,184,328	26,690
2015	\$16,184,328	26,690
2016	\$16,184,328	26,690
2017	\$32,696,933	29,486
2018	<u>\$29,535,447</u>	22,358
	Total \$110,785,364	

The minimum valuation on flooded land that qualifies is \$300.00 per acre: and

WHEREAS, based upon the loss of valuation described above, Day County and its political subdivisions have a tax revenue loss on an estimated \$180,580.00 per year, or such revenues had to be generated by higher levies on other properties; and

WHEREAS, Day County and its political subdivisions as well as taxpayers have gotten no financial assistance or relief to offset the lost tax revenues and farm income meanwhile the public continued to enjoy the recreational value of the flooded lands; now therefore

BE IT RESOLVED that Day County and on behalf of its other local political subdivisions and taxpayers request that the South Dakota Legislature and South Dakota Association of County Commissioners explore what can be done to address the inequities of the above situation.

**Lake Region District
July 30, 2020**

SDACC POLICY STATEMENTS

1. SDACC supports and endorses changes in state law that provides local governmental bodies the authority to create and enforce ordinances that act as an immediate deterrent against contamination of public groundwater resources. *(originally passed 1991, amended 2018)*
2. SDACC will continue to support the South Dakota Noxious Weed Law that prevents or limits the growth of all noxious weeds, including on public lands. In addition, it encourages cooperation between Weed and Pest agencies at all levels, including NRCS, and recommends NRCS initiate a cost share program to provide for chemicals for control of noxious weeds throughout the state of South Dakota. *(originally passed 1991, amended 2018)*
3. SDACC supports the inclusion of Counties in the Federal Land planning process to protect from economic damage, and that sufficient input from all potential impacted parties is allowed. In addition, when any personal or private property is taken for the use of any level of Government, that a Takings Implication Assessment (TIA), be completed prior to the takings and injured parties be fairly and expeditiously compensated. *(originally passed 1991, amended 2018)*
4. SDACC supports federal Indian policy that reduces conflict between tribal, state and local governmental entities, and encourages Congress to establish an ongoing, federal, non-judicial conflict resolution procedure to resolve intergovernmental disputes. *(originally passed 1991, amended 2018)*
5. SDACC goes on record as opposing the combining of any counties within the state of South Dakota by state mandate. *(1991)*
6. SDACC encourages the South Dakota legislature to examine the costs of problems of alcohol abuse and implement a tax on liquor sales to assist counties with jails, law enforcement and detox centers. *(1994)*
7. SDACC at each meeting of the members of the Association and affiliated county groups shall conduct an evaluation of the meeting's content, the facility, and any other information as determined by the organization's executive board to be used as a guide for planning future meetings. *(1996)*
8. SDACC supports ongoing monitoring of and suggested remedies to problems created by counties as a result of the property tax relief program enacted in 1995 that froze county tax levy levels, and limited future growth. *(originally passed 1996, amended 2018)*
9. SDACC opposes any limitations or restrictions on the powers of county governments to develop or implement land use regulations such as zoning, and will actively and vigorously work to protect counties' right to appeal any adverse rulings as they pertain to counties' zoning ordinances. *(originally passed 1997, amended 2018)*
10. SDACC continues to support planning & zoning legislation that will encourage uniformity between county and municipal planning and zoning procedures and reduce ambiguities within the adoption process, enabling counties to more effectively adopt and administer their comprehensive plan, and zoning regulations. *(originally passed 1998, amended 2018)*
11. SDACC supports DPS (Department of Public Safety, State 911 Coordinating Board) concepts and endeavors including the repeal of the sunset clause of the 911 surcharge and future measures that enhance PSAP,s (Public Safety Answering Points). *(originally passed 1999, amended 2018)*
12. SDACC opposes any legislation that would increase the assessment per head for cattle or sheep or any other changes in county assessment factors that would increase or substantially shift the annual assessments currently being paid by the individual counties for funding animal damage control, including an assessment based on land area. *(2001)*
13. SDACC supports the right of each county to make their own decisions on Right of Way issues (ROW) as they deem necessary. *(originally passed 2001, amended 2018)*

14. SDACC supports funding initiatives to upgrade the statewide emergency radio system to Project 25 (P25). *(originally passed 2001, amended 2018)*
15. SDACC supports legislation that would permanently resolve the wireless telecommunications taxation issue by appropriately taxing wireless telecommunications companies and distributing the tax revenues in such a manner that counties will receive at least as much as they would have received under the previous central assessment process with continuing growth based on service growth and inflation. *(2001)*
16. SDACC supports legislation that would allow counties to retain all sales tax revenue that is collected on county fairground operations. This revenue would be budgeted for maintaining and improving facilities on the fair grounds. *(2002)*
17. SDACC supports elimination of the requirement that county auditors must levy an additional tax levy each year for the school portion of any taxes that were abated by county commissioners during the previous tax year, as the original tax was determined to be illegal or not collectible in some manner in order to be abated. *(2002)*
18. SDACC opposes any legislation that would further restrict counties' allowable un-obligated cash balances or reserves or that would require the preparation of detailed financial statements and cash balances at times other than the end of a county's fiscal year. *(2003)*
19. SDACC supports a sales and use tax on goods and services and a gross receipts tax on lodging, alcoholic beverages, prepared food and admissions provide outside the corporate boundaries of municipalities to be implemented in the same corresponding manner as the municipal taxes. *(2003)*
20. SDACC supports any effort to repeal the property tax cap. *(2004)*
21. SDACC supports the state's agricultural industry's efforts to meet the challenges and demands of an ever-changing marketplace. *(2004)*
22. SDACC supports that the State of South Dakota fund initiatives to mitigate emerald ash borer infestation. *(2018)*
23. SDACC supports South Dakota Codified Law be amended to provide full state funding for human service agency transportation to offset the costs to local public and non-profit transportation systems. *(2018)*
24. SDACC supports South Dakota Codified Law be amended to provide funding for mental health, education, intervention, and treatment programs to prevent and deter drug and alcohol abuse, also support the development of Triage Centers by eliminating regulatory barriers. *(2018) (amended 2019)*
25. South Dakota Codified Law be amended to fund and support affordable housing programs across South Dakota. We support legislation that expands workforce housing opportunities to provide opportunities for individuals and families to access safe, reasonably priced dwellings. *(2018)*
26. SDACC supports additional Mental Health services in South Dakota *(2019)*

SDACC POLICY STATEMENTS DELETION AND CORRECTION LIST

Deleted effective 09-20-2006 – Originally adopted in 1991

SDACC endorse the policy that all legislation affecting county budgets become effective January first following a legislative session, with the exception of emergency legislation. **(You can also ask for delayed implementation. I would suggest this be moved to the delete list. – Bob Wilcox)**

Deleted effective 09-20-2006 – Originally adopted in 1993

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) prohibits counties from maintaining a total balance of more than three years annual apportionments and from transferring any such funds to another county. Therefore, the SDACC requests a return to the prior regulations allowing South Dakota counties to loan or borrow such apportioned funds. **(I would suggest this be moved to the delete list. This Act has been replaced with a new program which is called SAFETEA-LU. The emphasis is on highway safety and was implemented by 109th Congress in Aug 2005. – Bob Wilcox)**

Deleted effective 09-20-2006 – Originally adopted in 1995

SDACC supports the SDACC's participation in the Juvenile Justice and Delinquency Prevention Act grant program for housing and transporting juvenile offenders. **(This grant program has been closed. I would suggest this be moved to the delete list. – Bob Wilcox)**

Deleted effective 09-20-2006 – Originally adopted in 1997

SDACC will assist and support the Association of State's Attorneys in their efforts to amend SDCL 23A-40-7 to permit counties the ability to contract with attorneys licensed to practice law in South Dakota for the representation of indigent persons. **(This can be done now, I would suggest move it to delete list. – Bob Wilcox)**

Deleted effective 09-20-2006 – Originally adopted in 1998

SDACC will actively work with the Association of States Attorneys, the UJS, the legislature and the Governor to develop solutions to the rapidly escalating costs of providing legal representation to indigent persons, including imposing limits on the number of attorneys and expert witnesses and the fees that they are paid, establishing a statewide public defender's office or otherwise capping the total amount of indigent legal costs which counties are required to pay annually both individually and collectively. **(I would suggest this would go to the delete list. – Bob Wilcox)**

Correction effective 09-20-2006 – Originally adopted in 2002

SDACC supports the granting of variances or special use permits, under county zoning ordinances that include procedures and guidelines for granting such variances or special use permits and that such actions are administrative functions, not legislative functions, pursuant to SDCL 7-18A-15.1, and are, therefore, not referable to a public vote. (Deleted Hutchinson and Bon Homme County Commissioners – per Resolutions Committee)

Deleted effective 09-20-2006 – Originally adopted in 2003

SDACC supports the position that the Board of County Commissioners should make the determination of whether to file and collect liens for the costs of prisoner confinement or whether to waive in

whole or in part the filing and collection of said liens, as contemplated by SDCL 24-11-45 and 24-11-45.1, and opposes the issuance of blanket waivers by judiciary. **(The statute is clear “If, after considering the prisoner’s net income, net worth, number of dependents, and existing obligations, the judge who sentenced the prisoner to jail determines that the prisoner is unable to pay, the judge may waive all or part of the payment for the cost of the inmate’s confinement” I would suggest this be moved to the delete list. – per Bob Wilcox)**

SDACC POLICY STATEMENT CHANGES – Changes approved September 11, 2018

1. ~~SDACC continues to support the “Right to Know” legislation for the protection of all emergency response personnel who deal with hazardous materials. (1991) Remove~~
2. ~~SDACC continues to oppose all legislative efforts to repeal or limit the county wheel tax option as is currently allowed in SDCL 32-5A. (1991) Remove - Covered by Senate Bill 1~~
3. 1. SDACC supports and endorses changes in state law that would enable the enactment of local ordinance authority with enforcement powers to provide an immediate deterrent against contamination of public groundwater resources. (1991) **Reword: SDACC supports and endorses changes in state law that provides local governmental bodies the authority to create and enforce ordinances that act as an immediate deterrent against contamination of public groundwater resources.**
4. ~~SDACC supports ongoing efforts to acquire legislative support for the use of Federal Aid Secondary (FAS) Funds for periodic resurfacing and resealing of Federal Aid Secondary roads. (1991) Remove - Covered by Senate Bill 1~~
5. 2. SDACC support and encourage cooperation between the county weed supervisor, the state weed supervisor, and the federal NRCS office for the control of noxious weeds on lands receiving federal subsidies; specifically that the NRCS Office initiate a cost share program to provide chemicals for control of noxious weeds throughout the state of South Dakota. (1991) **Combine with Policy Statement #8 – Reword: SDACC will continue to support the South Dakota Noxious Weed Law that prevents or limits the growth of all noxious weeds, including on public lands. In addition, it encourages cooperation between Weed and Pest agencies at all levels, including NRCS, and recommends NRCS initiate a cost share program to provide for chemicals for control of noxious weeds throughout the state of South Dakota.**
6. ~~SDACC supports legislation to increase the state gas tax, vehicle registration fees, or motor vehicle excise tax to be distributed to the counties. (1991) Remove - Covered by Senate Bill 1~~
7. ~~SDACC supports and encourages changes in state laws or rules to permit an ambulance driver and one Emergency Medical Technician (EMT) to staff an ambulance in non-emergency transfer situations. (1991) Remove~~
8. ~~SDACC will continue to support the South Dakota Noxious Weed law requiring that Canada thistle, Russian Knapweed and Leafy Spurge be controlled because of the potential danger involved with the establishment and spread of these weeds. Others on the list are perennial sow thistle, hoary cress, purple loosestrife, salt cedar. Definition (5) “Control” the prevention or limiting of the growth, spread, or development of weeds or pest”. (1991) Combine with Policy Statement #5~~
9. 3. County governments demand their rights under federal regulation to become involved in the federal land use planning process and begin to protect their counties from economic damage; and county governments require the input of land owners, permit holders, lessees and all other people who are impacted or potentially impacted by the federal land use planning process. (1991) **Combined with Policy Statement # 10 – Reword: SDACC supports the inclusion of Counties in the Federal Land planning process to protect from economic damage, and that sufficient input from all potential impacted parties is allowed. In addition, when any personal or private property is taken for the use of any level of Government, that a Takings Implication Assessment (TIA), be completed prior to the takings and injured parties be fairly and expeditiously compensated.**

10. ~~Counties shall defend and demand the protection of all mandated rights to protect personal and private property rights; and when any personal or private property is taken for the good of the county by any branch of government, the county government must require by law that a Takings Implication Assessment (TIA) be completed prior to the takings and just compensation be paid expeditiously to the injured party. (1991) Combined with Policy Statement # 9~~
11. ~~4. SDACC supports that federal Indian policy must work to reduce conflict among tribal, state and local governmental problems, and that Congress establish an ongoing, federal, non-judicial conflict resolution procedure to remedy intergovernmental conflict. (1991) **Reword: SDACC supports federal Indian policy that reduces conflict between tribal, state and local governmental entities, and encourages Congress to establish an ongoing, federal, non-judicial conflict resolution procedure to resolve intergovernmental disputes.**~~
13. ~~SDACC will form a coalition with other entities in the state to implement the increase of vehicle registration fees in South Dakota to ensure a continuous funding source for construction and maintenance of our county/state highway system. (1993) Remove - Covered by Senate Bill 1~~
16. ~~8. SDACC will actively work with the legislature and the Governor to provide solutions to any problems that may arise from the needed property tax relief program. (1996) **Combine with Policy Statement #44 – Reword: SDACC supports ongoing monitoring of and suggested remedies to problems created by counties as a result of the property tax relief program enacted in 1995 that froze county tax levy levels, and limited future growth.**~~
17. ~~9. SDACC supports actions to actively and vigorously protect counties' right to appeal any adverse ruling as it pertains to counties' authority to zone animal confinement operations. (1997) **Combine with Policy Statements #19 & 30 – Reword: SDACC opposes any limitations or restrictions on the powers of county governments to develop or implement land use regulations such as zoning, and will actively and vigorously work to protect counties' right to appeal any adverse rulings as they pertain to counties' zoning ordinances.**~~
18. ~~SDACC will support the full participation of South Dakota in the federal welfare program as a means to serve working families to protect our children and to offer property tax relief to the taxpayers of South Dakota. (1997) Remove~~
19. ~~SDACC opposes any limitations or restrictions on the powers of county governments to develop or implement land use regulations such as zoning ordinances. (1998) **Combine with Policy Statements #17 & 30**~~
20. ~~10. SDACC continues to support planning & zoning legislation that will encourage uniformity between county and municipal planning and zoning procedures and reduce ambiguities within the adoption process, enabling counties to more effectively adopt and administer their comprehensive plan, and zoning regulations. and subdivision regulations. (1998) **Reword**~~
21. ~~11. SDACC opposes any attempt to mandate consolidation of E-911 service centers and any attempt to remove E-911 surcharge revenue from county government. (1999) **Combine with Policy Statements #27 & 41 – Minnehaha Resolution MC17-27 – Reword: SDACC supports DPS (Department of Public Safety, State 911 Coordinating Board) concepts and endeavors including the repeal of the sunset clause of the 911 surcharge and future measures that enhance PSAP,s (Public Safety Answering Points).**~~
22. ~~South Dakota Association of County Commissioners supports the position that County Clerk of Courts offices be required to remain open a minimum of four hours per day for a five day work week excluding holidays. The SDACC should work with the UJS and the legislature's Joint Appropriations Committee to provide adequate funding to have the Clerk of Courts office open a minimum of 4 hours per day for a 5 day work week and to allow counties to contract with the UJS, if necessary, to provide this level of service. (2001) Remove~~
23. ~~SDACC supports legislation that would require operators of sand, gravel and other construction aggregate mines to sign a haul road maintenance agreement with the affected local jurisdictions prior to commencement of hauling operations. (2001) Remove~~

- ~~25.13. SDACC supports legislation, which defines authorized activities and specifically prohibits unauthorized activities within public highway rights of way. (2001) **Reword: SDACC supports the right of each county to make their own decisions on Right of Way issues (ROW) as they deem necessary.**~~
- ~~26.14. SDACC supports the concept of developing a common statewide radio system for emergency and public safety communications and will encourage implementation of such a system if the selected radio platform is compatible with existing equipment and allows maximum utilization to be made of existing hardware and equipment so costs are held to a practical level. (2001) **Replace with Minnehaha Resolution – MC17-26 – Reword: SDACC supports funding initiatives to upgrade the statewide emergency radio system to Project 25 (P25)**~~
- ~~27. SDACC supports the mandatory implementation and operation of minimum technical, operational and procedural standards for public safety answering points (PSAPs) only if a 5-year timetable for implementation is provided and an additional specific source of funds for implementation are made available. (2001) **Combine with Policy Statements #21 & 41 – Minnehaha Resolution MC17-27**~~
- ~~28. SDACC supports legislation to require that all of the civil penalties collected for overweight vehicles be deposited in the county treasury for use by the county Road and Bridge Fund. (2001) **Remove**~~
- ~~30. SDACC supports the granting of variances or special use permits, under county zoning ordinances that include procedures and guidelines for granting such variances or special use permits and that such actions are administrative functions, not legislative functions, pursuant to SDCL 7-18A-15.1, and are, therefore, not referable to a public vote. (2002) **Combine with Policy Statements #17 & 19**~~
- ~~31. SDACC encourages the Governor and the Legislature to assist Pennington County and Rapid City in their continuing efforts to retain a major employer in western South Dakota and to assist financially the "Save Ellsworth" committee that has been working hard for many years to keep Ellsworth Air Force Base a viable military facility. (2002) **Remove**~~
- ~~34. SDACC supports the requirements of the Help America Vote Act of 2002 and urges the federal government to fully fund its financial commitment contained in the Act to assist local government in complying with the provisions of the Act. (2003) **Remove**~~
- ~~39. SDACC requests that the South Dakota Department of Transportation review and change the state policy on road closures due to adverse weather conditions. (2006) **Remove**~~
- ~~40. SDACC encourages all counties to enact a wheel tax as a viable revenue source pursuant to SDCL 33-5A. (2007) **Remove - Covered by Senate Bill 1**~~
- ~~41. SDACC continues to support the effort of the State 9-1-1 Stakeholders Group to increase the 9-1-1 fees pursuant to SDCL 34-45-4. (2007) **Combine with Policy Statements #21 & 27 – Minnehaha Resolution MC17-27**~~
- ~~42. SDACC opposes mandatory State and Federal Animal Identification but does support voluntary implementation. (2007) **Remove**~~
- ~~43. SDACC calls upon the South Dakota Governor and State Legislators to implement the following changes to bring harmony within the livestock industry:~~
- ~~1) Brand Board representation and brand protection for all producers, processors, marketing agents and lending institutions through the revision at the current South Dakota State Brand Board by providing representation through geographical districts.~~
 - ~~2) Seek the most thorough and efficient method of administering South Dakota Brand law including the use of private organizations or enterprises. (2008) **Remove**~~
- ~~44. SDACC requests the South Dakota State Legislature to permit South Dakota Counties to increase their previous tax request by CPI or 3%, whichever is greater. (2010) **Combine with Policy Statement #16**~~



520 3rd Street, Suite 140

Brookings, SD 57006

605.692.6629

www.cityofbrookings.org

August 19, 2020

Stacy Steffensen
Brookings County Commission Department
520 3rd Street
Suite 210
Brookings, SD 57006

Ms. Steffensen,

The City of Brookings is proposing to create two Tax Increment Financing (TIF) Districts in the City of Brookings. Enclosed, please find the public notice and map of the district boundaries.

TIF #9 is proposed for the improvements of constructing 24th Street between 32nd Avenue and 34th Avenue in the Svennes Industrial Park and the associated storm sewer improvements. This project is estimated between \$750,000 and \$1,000,000.

TIF #10 is to construct improvements associated with 15th Street South and 7th Avenue South and the associated water, sanitary sewer, and storm sewer improvements. In particular, this project will complete the linkage of 7th Avenue South between 12th Street South and 20th Street South and open up an area for commercial development. The 15th Street South improvements will complete the linkage between Main Avenue and Medary Avenue and will provide a 3 + acre site for a workforce housing development. The estimate project cost is \$3 million.

If you have any questions, please feel free to contact me.

Thank you,

A handwritten signature in black ink, appearing to read "Mike Struck". The signature is fluid and cursive.

Mike Struck
Community Development Director

Enc.

**NOTICE OF PUBLIC HEARING
OF THE CITY OF BROOKINGS PLANNING COMMISSION
ON THE CREATION OF CITY OF BROOKINGS
TAX INCREMENTAL DISTRICT NUMBER NINE**

Notice is hereby given pursuant to Section 11-9-3 of the South Dakota Codified Laws, that a public hearing shall be conducted at 5:30 PM on Tuesday, September 1, 2020, in the Chambers Room on third floor of the Brookings City & County Government Center at 520 Third Street, Brookings, South Dakota on the question of whether to recommend the formation of a Tax Incremental District to be located in the City of Brookings in the following location:

Description:

Lots 1 & 2, Block 11, Freeland Addition and abutting rights-of-way of 32nd Avenue, City of Brookings, Brookings County, State of South Dakota, and

Block 11 excluding Lots 1 & 2, Freeland Addition and abutting rights-of-way of 32nd Avenue and 24th Street and 32nd Avenue, City of Brookings, Brookings County, State of South Dakota, and

Block 10 Exc Lot 1 & Exc ROW, Freeland Addition and abutting rights-of-way of 32nd Avenue, City of Brookings, Brookings County, State of South Dakota, and

N 40' of Lot 1, Shop Site Addition in NE ¼ SE ¼ in Section 18-T110N-R49W of the 5th P.M. and abutting rights-of-way of 24th Street and 34th Avenue, City of Brookings, Brookings County, State of South Dakota

The Tax Increment District would be created to assist in the development of public improvements in the District.

At said time and place, the City Planning Commission shall give all parties who appear or submit written comments an opportunity to express their views with respect to the proposed creation of the District and its proposed location.

Mike Struck
Community Development Director

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If you require assistance, alternative formats and/or accessible locations consistent with the Americans with Disabilities Act, please contact the City ADA Coordinator at 692-6281 at least 48 hours prior to the meeting.

Published _____ time(s) at an approximate cost of \$ _____.



Tax increment district #9



**NOTICE OF PUBLIC HEARING
OF THE CITY OF BROOKINGS PLANNING COMMISSION
ON THE CREATION OF CITY OF BROOKINGS
TAX INCREMENTAL DISTRICT NUMBER TEN**

Notice is hereby given pursuant to Section 11-9-3 of the South Dakota Codified Laws, that a public hearing shall be conducted at 5:30 PM on Tuesday, September 1, 2020, in the Chambers Room on third floor of the Brookings City & County Government Center at 520 Third Street, Brookings, South Dakota on the question of whether to recommend the formation of a Tax Incremental District to be located in the City of Brookings in the following location:

Description:

Block 3 and 4, D & D Addition and abutting roads rights-of-way, City of Brookings, Brookings County, State of South Dakota

Lot 10, Block 13, Pheasant Nest Addition and abutting road rights-of-way, City of Brookings, Brookings County, State of South Dakota

Lot 1, Block 12, Pheasant Nest Addition and abutting road rights-of-way, City of Brookings, Brookings County, State of South Dakota

Lot 2A and 3A, Block 12A, Pheasant Nest Addition and abutting road rights-of-way, City of Brookings, Brookings County, State of South Dakota

Lot 5B, Block 13, Pheasant Nest Addition and abutting road rights-of-way, City of Brookings, Brookings County, State of South Dakota

Lot 10, Block 11, Pheasant Nest Addition and abutting road rights-of-way, City of Brookings, Brookings County, State of South Dakota

Lot 1, Block 2, McClemans Addition and abutting road rights-of-way, City of Brookings, Brookings County, State of South Dakota

NE ¼ of SE ¼ Exc S 300' thereof, and Exc McClemans Addition of Section 35-T110N-R50W and abutting road rights-of-way, City of Brookings, Brookings County, State of South Dakota

Lot 9 and 16A, Block 11, McClemans Addition and abutting road rights-of-way, City of Brookings, Brookings County, State of South Dakota

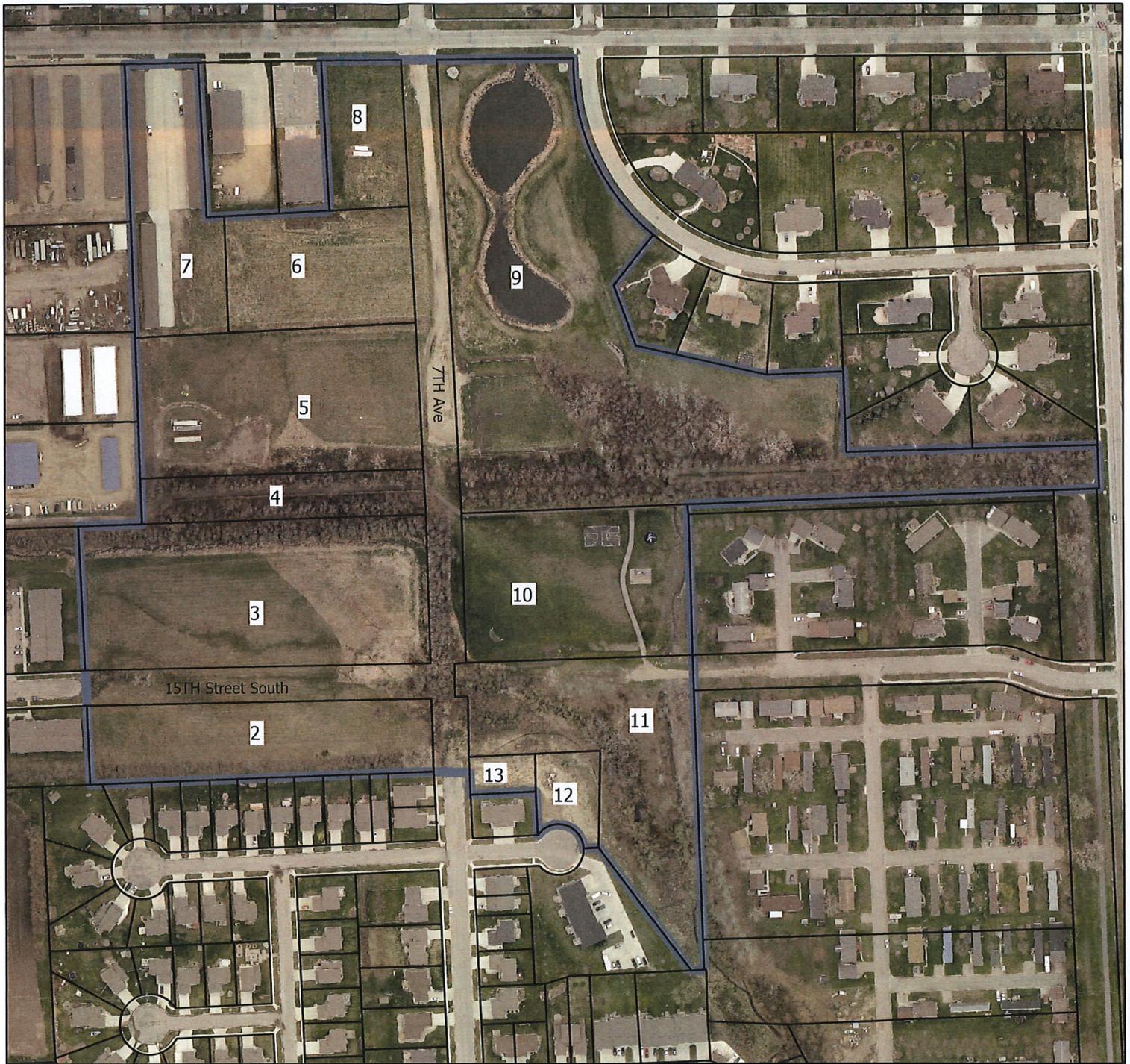
The Tax Increment District would be created to assist in the development of public improvements in the District.

At said time and place, the City Planning Commission shall give all parties who appear or submit written comments an opportunity to express their views with respect to the proposed creation of the District and its proposed location.

Mike Struck
Community Development Director

If you require assistance, alternative formats and/or accessible locations consistent with the Americans with Disabilities Act, please contact the City ADA Coordinator at 692-6281 at least 48 hours prior to the meeting.

Published _____ time(s) at an approximate cost of \$ _____.



Tax Incremental District #10

#	Legal Description
2	Block 4, D & D Addition
3	Block 3, D & D Addition
4	Lot 10, Block 13, Pheasant Nest Addition
5	Lot 1, Block 12, Pheasant Nest Addition
6	Lot 2A, Block 12A, Pheasant Nest Addition
7	Lot 3A, Block 12A, Pheasant Nest Addition
8	Lot 5B, Block 13, Pheasant Nest Addition
9	Lot 10, Block 11, Pheasant Nest Addition
10	Lot 1, Block 2, McClemons Addition
11	NE 1/4 of SE 1/4 Exc S 300' thereof and Exc McClemons Addition of Sec 35-110-50
12	Lot 9, Block 11, McClemons Addition
13	Lot 16A, Block 11, McClemons Addition

