



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

**If you would like to attend this meeting, please come to the west doors of the Government Center where a staff member will be stationed to allow you entry to the building. If you would like to call in, dial 605-697-8255 and enter code 6056968205 when prompted. Please, if you have any symptoms of COVID-19 or believe you may have been exposed, consider watching the Commission meeting from home broadcast live on Swiftel channel 19, ITC channel 168, or the Brookings County Youtube channel, and call in if you have any comments or questions.**

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

**2. Pledge of Allegiance**

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

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

**4. Approval of Agenda**

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

**5. Consent Agenda Items**

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

**A. Approval of minutes**

Documents:

[03-24-2020 Minutes.pdf](#)

[03-25-2020 Minutes.pdf](#)

**B. Approval of travel & education requests**

Documents:

[Travel Requests.pdf](#)

**C. Approval of personnel action notices**

Documents:

[Personnel Action Notice Report 04072020.pdf](#)

- D. Approval of cellular authorizations
- E. Approval of the Human Services report

Documents:

[Human Services Report.pdf](#)

## 6. Routine Business

- A. Approval of claims

*Motion to Approve, Comments, Roll Call*

Documents:

[Claims Payable 4.7.20.pdf](#)  
[April Cell Phones 4.7.20.pdf](#)

- B. Department Head reports

## 7. Regular Business

- A. Action to approve Resolution #20-13: a bridge inspection program resolution for use with SDDOT retainer contracts.

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

Documents:

[Res 20-13 Brige Inspection.pdf](#)

- B. Action to transfer a 2015 Chevrolet Traverse from the Commission Department to the Sheriff's Office.

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

Documents:

[Transfer - Traverse.pdf](#)

- C. Discussion on FY2018 audit report.

Documents:

[Audit Report.pdf](#)  
[Audit Letter.pdf](#)

## 8. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)

## 9. States Attorney's Office Report

## 10. Commissioner Reports and Discussion Items

- A. Correspondence received

Documents:

DENR to Hammink Dairy.pdf  
DENR to Valley View Dairy.pdf  
DENR to Dr. Minion.pdf

**11. Executive Session - in accordance with SDCL §1-25-2(1)(3): Personnel, Consulting with Legal Counsel**

*Action: Motion to Enter Into Executive Session, Voice Vote*

*Action: Motion to Come Out of Executive Session, Voice Vote*

**12. Adjournment**

*Action: Motion to Approve, Voice Vote*

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**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, MARCH 24, 2020**

The Brookings County Board of County Commissioners met in regular session on Tuesday, March 24, 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 Krogman, seconded by Jensen to approve the agenda for the March 24, 2020 Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, the board removed the Scheduled Agenda Item and added SDCL 1-25-2(1), personnel to the Executive Session.

### **CONSENT AGENDA**

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

The consent agenda consisted of the minutes from the March 10, 2020 Commission Meeting and the minutes from the March 17, 2020 Commission Meeting.

Travel Requests: Angela Boersma to attend the NACo Legislative Conference on February 28<sup>th</sup>-March 4<sup>th</sup> in Washington D.C.; Misty Moser to attend Duel County's Annual Weed Meeting on March 13<sup>th</sup> in Clear Lake, SD; Manual Langstraat to attend a Taser Instructor Recertification Course on April 29<sup>th</sup> in Mitchell, SD.

Personnel Action Notices: Annual Review- Bryan Schreur to \$24.98, effective April 1, 2020.

Human Services Report: case #20-015 for utilities was approved; case #20-016 for utilities was approved; case #20-017 for rent was approved; case #20-019 for rent was approved; case #20-20 for rent was approved.

### **ROUTINE BUSINESS**

#### ***Approval of Claims***

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

A&B Business Inc, Copier Contract, \$385.58; AgFirst Farmers Coop, LP, \$17.84; Allegra Print & Imaging, Envelopes, \$244.30; Alphamedia USA Llc, Sales Package BCOAC, Census, \$1,420.00; Anderson Oil, Diesel, \$1,014.60; Aragon, Antonio, Translation Services, \$37.50; Aragon, Martha A, Translation Services, \$75.00; Assn of SD County Weed &, Association 2020 Dues, \$150.00; AT&T Mobility, Nighthawk WIFI, \$40.04; Aurora Auto Body & Glass, Patrol Vehicle Repairs/Maint, Fuel, \$1,036.32; Avera Medical Group, Inmate Medical, \$74.32; AVI Systems Inc, ITV Cameras, \$3,552.00; Jordyn Bangasser, Crt Appt Attorney, \$568.85; Banner Associates, Engineering/Design, \$10,196.50; Bauer, Tim, Board Meeting Mileage, \$18.48; BEDC, Yearly Membership, \$20,600.00; Blackstrap Inc, Road Salt, \$7,001.66; Angela Boersma, NACO Travel Reimbursement, \$1,855.39; Brookings City Utilities, Utilities, \$1,854.20; Brookings Register, Publishing, \$1,037.20; Brookings-Deuel RWS, Bruce Shop Water, \$23.40; Bruna Electric, Shop Lights, \$1,024.28; Buhls of Brookings Cleaners, Rug Rental, \$91.10; Carquest Auto, Shop Supplies, Tools, \$1,722.33; Certified Languages International, Translation Services, \$24.75; CHS, Unleaded Gas - Brk Shop, \$7,869.73; City of Brookings Landfill, Dispose of Junk from Shop, \$13.00; City of White, Shop Utilities, \$93.40; Co Conserve Llc, COP Rent, \$650.00; Concrete Materials Inc, Pea Rock, \$3,597.28; Construction Engineers, Preconstruction Services, \$35,062.50; Cook's Wastepaper & Recycling, Commercial Service, \$911.40; Department of Health, Lab Testing, \$125.00; Department of Motor Vehicles, Title/Plate Fees, \$84.80; Digital Dolphin Supplies, Printer Supplies, \$111.96; DVL Fire and Safety, Extinguisher Service, \$1,152.40; Einspahr Auto Plaza, Patrol Vehicle Maintenance, \$451.88; Empire Investments 3 Llc, Tax Certificate, \$6,096.38; Enz, Gregory, Boot Reimbursement, \$100.00; Faulk County Sheriff, Inmate Housing/Transport, \$85.00; First Bank & Trust, Credit Card Charges, \$776.72; First District Association, Final Payment PDM Plan Service, \$11,283.75; Gass Law, Pc, Crt Appt Attorney, \$2,978.10; Frank Gwerder and Marlen Glatke, Collection/Execution, \$77,536.23; Hillyard/Sioux Falls, Janitorial Items, \$460.10; Tim Hogan, Crt Appt Attorney, \$1,496.25; Hometown Service & Tire, Llc, Vehicle Service, \$2,097.15; Hy-Vee Food Store, Inmate Meals, \$26,581.98; I State Truck Center, Repair, \$1,428.52; Indeed Inc, Job Postings, \$2,085.48; Info Cubic Llc, Background Checks, \$78.00; Interstate Power Systems, Repair, \$380.36; Interstate Telecom. Coop, Phone Service, \$389.97; Jimmy Johns #926, Jury Meals, \$124.91; JK Myers, Mailbox Reimbursement, \$94.25; Kimball Midwest, Shop Supplies, \$1,262.36; Kingbrook Rural Water, Sinai Water Utilities, \$37.20; Anita Klitzke, Boot Reimbursement, \$84.99; L&L Auto & Truck Parts, Vehicle Parts, Supplies, \$268.25; L.G. Everist Inc, Icing Sand for EM, \$339.29; Lewis & Clark Behavioral, BMI Intakes, \$1,134.00; Lowe's, Filters, Tools, Supplies, \$572.33; M&M Service, Patrol Vehicle Repairs, \$98.38; M&T Fire & Safety Inc, Flashlights, Boots, \$597.00; Martin Oil Company, 40/14 and CMP LP, \$513.00; McKeever's Vending, Inmate Commisary, \$1,235.12; Midwest Glass, Rock Chips, \$70.00; Jeff Moore, COP Rent, \$650.00; Moriarty Rentals, COP Rent, \$625.00; National 4-H Council - Supply, 4H Merchandise & Programming, \$256.98; Dan C Nelson, Mileage & Per Diem, \$380.88; Nancy J Nelson, Crt Appt Attorney, \$2,098.70; Teree A Nesvold, Crt Appt Attorney, \$2,933.55; Newegg Business Inc, IT Supplies, \$1,205.83; Northern Truck Equipment, Motor, Sander Jack, \$741.09; Northwestern Energy, Utilities, \$2,666.87; Office Peeps Inc, Office Supplies, \$308.73; Olson, Steve, Board Mtg Mileage, \$33.60; One Office Solution, Office Supplies, Paper, \$173.00; Outlaw Graphics, Patrol Vehicle Decals, \$650.00; Outlaw Graphics, Decals, \$60.00; Pharmchem Inc, Sweat Patch Analysis, \$142.75; Pitney Bowes Global Finance, Mail Meter Rental Charge, \$303.18; Prairie Graphics, Uniform Shirts, \$191.70; Preston Township, Township Grant Reimbursement, \$5,857.00; Qualified Presort Service, Mail Service, \$39.91; Razors Edge Grounds Keeping, Snow Removal, Ice Melt, \$3,720.00; RDO Equipment Co, Repair, \$41,005.88; Reliance Telephone, Phone Card Transactions, \$2,500.00; RFD Newspapers Inc, Publishing, \$1,745.18; Rick Ribstein, Crt Appt Attorney, \$6,809.75; Safe-N-Secure, Yearly Monitoring Hwy, BCOAC, \$569.76; Sanford Health,

Inmate Medical, \$139.50; Sanford Health, Inmate Medical, \$272.00; Satellite Tracking of People, GPS, \$1,092.00; SD Federal Prop. Agency, Tool for Shop Truck, \$146.00; SD Newspaper Service, Job Posting, \$106.70; SDACO, ROD Relief Fund Feb 2020, \$506.00; Sioux Valley Energy, Electric Utilities, \$305.00; Southpaw Defense, SD Enhanced Concealed Carry, \$360.00; Sturdevant's Auto Parts, Shop/Vehicle Supplies, \$190.75; Anthony Teesdale, Crt Appt Attorney, \$9,273.35; Thomson Reuters - West, West Info Charges, \$1,443.83; Creighton A Thurman, CAA Inv Mental Illness Hearing, \$211.40; Town of Sinai, Utility Service, \$64.00; Two Way Solutions Inc, Deputy Radios/Patrol Vehicles, \$93.98; Steven Ust, Building Inspections, \$200.00; Valley Communications Inc, Tax Refund -Abatement, \$1,107.82; Vandenberg Law, Crt Appt Attorney, \$4,864.00; Walburg, Duane, Animal Control Mileage, \$35.70; Walmart Community, Supplies, \$105.00; Wheelco Truck & Trailer, Shop/Vehicle Supplies, \$324.38; Terry D Wiczorek Pc, Crt Appt Attorney, \$439.06; Witchey, Kristen, ADA Compliance Review Mileage, \$52.92; WW Tire Service Inc, Blade Tire O Ring, \$30.00; Yankton County Sheriff, Service of Process, \$50.00; Yankton County Treasurer, Mental Illness Charges, \$328.70; SD Dept of Revenue, March Remittance, \$433,152.85.

**Department Head Reports**

Director of Equalization Jacob Brehmer said they've passed the deadline for local boards. He said there were 20 corrections and 15 appeals heard at the local board level.

**Finance Officer's Report**

Finance Officer Vicki Buseth presented the Finance Officer's Report for February 2020.

**February 2020**

Total amount of deposits in bank..... \$27,849,020.12  
 Total amount of actual cash: Currency..... \$6,357.00  
 Total amount of coins..... \$1.07  
 Total amount of checks/drafts in Treasurer's possession not exceeding 3 days.... \$100,586.09  
 Itemized list of all other items ..... \$28,856.01  
 TOTAL..... \$27,984,820.92

Commission/HR: \$19,540.22; Finance Office: \$22,242.66; States Attorney: \$24,748.29; Equalization: \$19,069.50; Register of Deeds: \$8,848.54; Veterans & Human Services: \$6,438.54; Sheriff's Office: \$104,642.73; Coroner: \$426.22; Community Health: \$3,797.71; Extension: \$2,610.65; Weed: \$2,420.96; Planning/Zoning: \$6,231.94; Highway: \$54,270.32; Emergency Management: \$3,980.34; BCOAC: \$7,625.24; Technology: \$7,151.32.

AFLAC: \$3,841.83; Avesis: \$1,318.22; Office of Child Support: \$1,529.50; Delta Dental: \$5,806.26; Flex One: \$1,982.96; Principal Life Insurance: \$1,787.70; Garnishments: \$296.34; Local Teamsters: \$1,173.00; SDRS: \$46,687.76; SDRS Supplemental: \$2,125.00; EFTPS: \$91,940.68; Wellmark: \$97,166.77; AFLAC Group/CAIC Primary: \$287.58.

Be it noted, the expenditure adjustments for the month of February 2020 were presented to the board. \$2,937.20 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 February 2020 in the amount of \$20,216.50 was presented to the board.

Be it noted, the Investment Policy, Money Market Accounts, CD's with Maturity Date and Interest Rate, and Checking Account Balances were presented to the board.

County Development Director Robert Hill said they've reviewed the pandemic plan. Hill said the Emergency Operations Center is setup at the East Fire Station.

Bartley said the City of Brookings is putting in 5 IP phones at the Emergency Operations Center and asked if that is something the county needs if they had to work remotely. Hill said the system that's in place right now does works well. Bartley asked Pierce to explain how the IP phones work. Pierce said it's a phone that is hooked up to the computer, which is hooked up to the telephone system. She said they can do everything at home that they would do in an office.

Bartley asked the board if that is something they want to look into. Bartley said reimbursement for the phones could be a possibility through federal emergency grant dollars.

By consensus, the board agreed to move forward with looking into securing IP phones.

Sheriff Martin Stanwick said there are 31 inmates in jail. Stanwick thanked Maintenance Technician Terry Heidemann for working so hard to keep the detention center clean.

Stanwick said they've started security at the courthouse.

Pierce asked Stanwick how his department handles incoming inmates. Stanwick said their temperature is taken and they isolate them before going into general population.

### ***Be It Noted Items***

Volunteers with the Brookings County Outdoor Adventure Center are to be listed in the minutes for work comp purposes: Jeremy Scott, Tony Filholm, Ethan Wiese, Caleb Cohrs, Dan Bruna, Jordan Walburg and Jay Hotchkiss.

### **REGULAR BUSINESS**

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign Resolution #20-11: a resolution changing the location of the Vote Center site in Sinai, South Dakota. Background information was provided by Commission Department Director Stacy Steffensen.

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

#### **Resolution #20-11**

#### **A RESOLUTION CHANGING THE LOCATION OF THE VOTE CENTER SITE IN SINAI, SD**

WHEREAS, the Sinai Legion Hall located in Sinai is currently a Vote Center for Brookings County;

WHEREAS, the Brookings County Board of County Commissioners is required by SDCL 12-14-1 to establish the polling places for countywide elections;

WHEREAS, the Sinai Fire Hall is available for use and has agreed to let Brookings County use that facility as a new Vote Center site starting at the June 2<sup>nd</sup>, 2020, countywide election;

WHEREAS, the Sinai Fire Hall meets the handicapped accessibility requirements of the Help America Vote Act and Americans with Disability Act.

THEREFORE BE IT RESOLVED, by the Brookings County Board of Commissioners that the Vote Center location in Sinai be moved from the Sinai Legion Hall to the Sinai Fire Hall starting at the June 2<sup>nd</sup>, 2020, countywide election.

Michael Bartley  
Chairperson  
Brookings County Commission

ATTEST:

Vicki Buseth  
County Finance Officer

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #20-14: an American Institute of Architects agreement between Brookings County and Henry Carlson Construction, LLC for the Brookings County Detention Center Expansion and Remodel Project. Bartley thanked Commissioner Boersma, Commissioner Pierce, and States Attorney Dan Nelson for putting this document together.

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

Motion by Boersma, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #20-15: a State of South Dakota Department of Transportation Joint Powers Agreement for pocket gopher baiting services. Background information was provided by Commissioner Jensen.

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

Motion by Krogman, seconded by Jensen to approve Abatement #20-13: an abatement request made by Terry and Nancy Swenson for parcel #34075-00800-008-00 in the amount of \$360.25. Background information was provided by Director of Equalization Jacob Brehmer.

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

Motion by Pierce, seconded by Boersma to approve Abatement #20-22: an abatement request made by United Parish of Elkton for parcel #34450-01300-001-00 in the amount of \$1,114.07. Background information was provided by Director of Equalization Jacob Brehmer.

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

Motion by Jensen, seconded by Boersma to approve Abatement #20-23: an abatement request made by Bradley and Tammy Hanson for parcel #31225-00000-011-00 in the amount of \$30.63. Background information was provided by Director of Equalization Jacob Brehmer.

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

Motion by Boersma, seconded by Krogman to approve Abatement #20-27: an abatement request made by Christina and Nicholas Castillo for parcel #31185-00300-006-00 in the amount of \$56.81.

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

Motion by Jensen, seconded by Boersma to approve the low bid for weed chemicals on all items listed from VanDiest Supply, Ramsdell’s, and AgFirst Farmer’s Coop. Background information was provided by Commissioner Jensen.

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

**2020 CHEMICAL BIDS**

	2,4-D AMINE	GRASLAN L	TORDON 22K	MILESTONE	RODEO
VANDIEST SUPPLY	\$8.60/gallon	\$38/gallon	\$41.49/gallon	\$265.00/gallon	\$17.75/gallon
RAMSDELL’S	\$11.15/gallon	\$43.81/gallon	\$66.52/gallon	\$341.00/gallon	\$21.80/gallon
AGFIRST FARMER’S COOP	\$11.70/gallon	\$43.00/gallon	\$69.00/gallon	\$305.00/gallon	\$21.00/gallon

Motion by Krogman, seconded by Boersma to appoint Kyle VanderWal, representing District 1, to the Brookings County Planning & Zoning Commission for the remaining 2 years of an unexpired term.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen gave a PowerPoint presentation recapping FY2019. The board thanked Steffensen for putting the report together. Bartley asked if the report could be added to the county’s website for better transparency. Pierce suggested adding a footnote that says what bridges were completed in 2019.

Finance Officer Vicki Busetth and Finance Analyst Jennifer Beller presented the FY2019 Annual Report.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said the February month-end General Fund surplus analysis is below the 10-year average, but that’s because bills are being paid and the county has not received first-half property taxes.

Steffensen presented a draft letter to send to townships for this year’s round of culvert grant funding.

Steffensen said they are working with a new system that would allow the board to meet telephonically during this pandemic. IT Specialist Shawn Plowman said Swiftel Communication set them up yesterday. He said it allows 20 people to be on the system at one time. Bartley asked if

the board wants to implement this for the next meeting. Krogman asked how this would work for the public. Plowman said they would call in and use a code the same way the board does.

By consensus, the board agreed to run the meetings telephonically with Chairperson Bartley attending the meeting in person.

States Attorney Dan Nelson said they continue to do criminal court and are scheduling cases on an as-needed basis. Nelson discussed an ordinance regarding the pandemic that the City of Brookings is adopting. Nelson said the Commission could take action on a resolution instead of an emergency ordinance. The Commission asked what businesses in the county would be affected

Finance Officer Vicki Buseth said Brookings County currently holds six liquor licenses and nine malt beverage licenses. Bartley said the first line of defense is staying home, social distancing and holding meetings telephonically. Bartley said a resolution encourages businesses to close down to the public, which most businesses have done already.

Bartley suggested a resolution be drafted for the board to take action on at the next regular scheduled meeting. Steffensen said the board is holding a Special Commission Meeting tomorrow, Wednesday 25<sup>th</sup>. She said the board could take action on the resolution during that meeting. Bartley asked what the deadline would be. Commissioner Boersma suggested a 30 day deadline and then they could re-evaluate it.

### **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Pierce attended the PPCC/POD Meeting.

Commissioner Boersma attended the Brookings Behavioral Health & Wellness Meeting via Zoom.

Commissioner Krogman had nothing to report.

Commissioner Jensen attended the 20<sup>th</sup> Street Overpass Meeting; conducted interviews for the BCOAC Director's position; and attended a Weed & Pest Meeting.

Commissioner Bartley attended a PPCC/POD Meeting.

### **EXECUTIVE SESSION**

Motion by Boersma, seconded by Krogman to enter into Executive Session at 9:40 a.m., in accordance with SDCL 1-25-2(1)(4)(6), personnel, contract negotiations and security information. All members voted "aye." Motion carried.

Motion by Krogman, seconded by Boersma to come out of Executive Session at 11:23 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, April 7, 2020.

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.

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Jenna Byrd  
Finance Assistant II  
Brookings County

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

# **BROOKINGS COUNTY COMMISSION MEETING**

## **WEDNESDAY, MARCH 25, 2020**

The Brookings County Board of County Commissioners met in special session on Wednesday, March 25, 2020 with the following members present: Michael Bartley, Larry Jensen, Angela Boersma and Ryan Krogman. Lee Ann Pierce was present via telephone.

### **CALL TO ORDER**

Chairperson Bartley called the meeting to order at 2:00 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 March 25, 2020 Commission Meeting. All members voted “aye.” Motion carried.

### **REGULAR BUSINESS**

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Bartley to sign Resolution #20-12: an Emergency Resolution to Address a Public Health Crisis by Encouraging Certain Measures that have been Deemed Necessary to Slow the Community Spread of Coronavirus (COVID-19). Commissioner Pierce suggested changing the word “implement” to “encourage” in the ‘Now Therefore, Be It Resolved’ statement.

Motion by Pierce, seconded by Boersma to amend the Resolution so that it reads: Now Therefore, Be it Resolved that the Brookings County Commission hereby encourages the following. Voice vote on amendment: All members voted “aye.” Amendment carried.

Voice vote on main motion as amended: All members voted “aye.” Main motion as amended carried.

### **BROOKING COUNTY RESOLUTION #20-12**

#### **AN EMERGENCY RESOLUTION TO ADDRESS A PUBLIC HEALTH CRISIS BY ENCOURAGING CERTAIN MEASURES THAT HAVE BEEN DEEMED NECESSARY TO SLOW THE COMMUNITY SPREAD OF CORONAVIRUS (COVID-19)**

WHEREAS, an outbreak of the disease COVID-19, which is caused by the novel coronavirus, has been confirmed in more than 100 countries, including the United States; and

WHEREAS, COVID-19 is a severe respiratory disease transmitted by person-to-person contact, or by contact with surfaces contaminated by the virus. In some cases, especially among older adults and persons with serious underlying health conditions, COVID-19 can result in serious illness requiring hospitalization, admission to an intensive care unit, and death; and

WHEREAS, the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), and the Secretary of the U.S. Department of Health and Human Services have declared the outbreak of COVID-19 as a public health emergency; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency in response to the global pandemic of COVID-19; and

WHEREAS, on the same day, Governor Kristi Noem, issued Executive Order 2020-04 which declared a state of emergency to exist in the State of South Dakota in response to the spread of COVID-19; and

WHEREAS, cases of COVID-19 have been confirmed in Brookings County, South Dakota; and

WHEREAS, the CDC and health experts have recommended social distancing to slow the spread of COVID-19; and

WHEREAS, social distancing is a method of slowing down or stopping the spread of a contagious disease by reducing the probability of contact between infected persons and those not infected in order to minimize disease transmission; and

WHEREAS, in response to the need to implement social distancing all schools in the state have been closed for an extended period; and

WHEREAS, on March 16<sup>th</sup>, the White House issued guidance recommending that social gatherings of more than ten people be avoided and that people avoid eating or drinking at bars, restaurants, and food courts; and

WHEREAS, the guidance issued by the White House further recommended that in states with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where people congregate should be closed; and

WHEREAS, many states and communities across the country have already implemented the White House recommendations by ordering all bars, restaurants, food courts, gyms, and other indoor and outdoor venues where people congregate be closed until the public health emergency is over; and

WHEREAS, the failure to successfully implement social distancing will likely result in higher numbers of infected individuals and has the potential to overwhelm the capacity of the County's health care providers; and

WHEREAS, it is important that control measures be taken to reduce or slow down the spread of COVID-19 in order to protect the health and safety of the County's residents, especially for seniors and those with underlying health conditions that make them particularly vulnerable to COVID-19; and

WHEREAS, on March 23, 2020 Governor Kristi Noem, issued an Executive Order that sets forth guidelines for every South Dakota resident, business, healthcare provider, and local and municipal government to stop the spread of COVID-19;

NOW THEREFORE, BE IT RESOLVED that the Brookings County Commission hereby encourages the following:

1. Employers, both for profit and not-for-profit, within Brookings County should:
  - a. Implement the recommended CDC hygiene practices and other business strategies designed to reduce the likelihood of spreading the disease.
  - b. Understand that the COVID-19 is not a short-term challenge, and operations will need to endure a difficult and limited social environment for potentially eight weeks or more.

- c. Innovate and continue to demonstrate entrepreneurial excellence in their operations during this difficult and uncertain environment.
  - d. Encourage staff to telework if possible, implement social distancing measures, limit unnecessary work gatherings, limit non-essential travel, and consider regular health checks including CDC guidance for COVID-19 screening if possible.
  - e. Offer, to the extent possible, special shopping times or access periods for populations particularly vulnerable to COVID-19.
2. Any bar, restaurant, brewery, cafe, casino, coffee shop, recreational or athletic facility, health club, or entertainment venue within Brookings County should:
- a. Suspend or modify business practices as recommended by CDC guidance that involve ten or more people to be in an enclosed space where physical separation of at least six feet is not possible.
  - b. Continue offering or consider offering business models that do not involve public gatherings, including takeout, delivery, drive-through, curbside service, off-site services, social distancing models, or other innovative business practices that do not involve public gatherings in an enclosed space.
  - c. Consider business arrangements and innovative ideas intended to support the critical infrastructure sectors, as defined by the Department of Homeland Security.

Passed, approved and adopted this 25th day of March, 2020

Michael Bartley  
Chairman  
Brookings County

ATTEST:

Vicki Buseth  
Auditor  
Brookings County

### **EXECUTIVE SESSION**

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

Motion by Krogman, seconded by Boersma to come out of Executive Session at 5:21p.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, April 7, 2020 at 8:30 a.m.

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

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Jenna Byrd

Finance Assistant II  
Brookings County

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

# Travel / Education Request Form

Name(s): Jenna Byrd, Jennifer Beller, Lori Schultz, Peggy Steen, Susan Taylor, Kim Laabs, Shawn Ploman, Eric McHe, Vicki Buseth  
 Department \_\_\_\_\_ Position(s) \_\_\_\_\_

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
06/21/2020	Primary Election		within Brookings Co.
11/13/2020	General Election		within Brookings Co.

**Reason for Travel:** If any of the Election workers need Assistance, we need staff available to help with Passengers supplies, IT questions, etc.

**Estimated Expenses**

- Method of Travel:  County Vehicle  Private Auto  
 \_\_\_\_\_ miles @ \$\_\_\_\_\_/per mile = \$ \_\_\_\_\_
- Meals: Breakfast @ \$6.00 = \$  
 Lunch @ \$14.00 = \$  
 Dinner @ \$20.00 = \$
- Additional Expenses (taxi, parking, etc)  
 Please list \_\_\_\_\_ = \$
- Lodging: \_\_\_\_\_ Estimated number of days/nights = \$
- Registration \_\_\_\_\_ Estimated cost = \$
- Total Cost Estimate = \$ \_\_\_\_\_

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

Vicki Buseth  
 Department Head Signature

4/1/2020  
 Date

## Personnel Action Notice Summary

Commission Meeting: April 7, 2020

<b>Employee Name:</b>	Deserae Hertling				
<b>Department:</b>	Sheriff		<b>Position:</b>	Correctional Officer	
<b>Effective Date:</b>	02/01/2020		<b>Salary/Wage:</b>	\$ 18.70	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Rusty Brandsrud				
<b>Department:</b>	Equalization		<b>Position:</b>	Appraiser	
<b>Effective Date:</b>	04/01/2020		<b>Salary/Wage:</b>	\$ 20.11	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Jay Wulf				
<b>Department:</b>	Highway/Weed & Pest		<b>Position:</b>	Truck Driver	
<b>Effective Date:</b>	03/30/2020		<b>Salary/Wage:</b>	\$ 15.87	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Dennis Miller				
<b>Department:</b>	Highway		<b>Position:</b>	Equipment Fabricator	
<b>Effective Date:</b>	04/15/2020		<b>Salary/Wage:</b>	\$ 26.88	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

## Personnel Action Notice Summary

Commission Meeting: April 7, 2020

<b>Employee Name:</b>	Dustin Huber				
<b>Department:</b>	BCOAC		<b>Position:</b>	Director	
<b>Effective Date:</b>	04/20/2020		<b>Salary/Wage:</b>	\$ 59,271.00	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Kristen Witchey				
<b>Department:</b>	Commission		<b>Position:</b>	HR Specialist	
<b>Effective Date:</b>	04/27/2020		<b>Salary/Wage:</b>	\$ 27.77	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

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

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

## For Commission Use Only

Date Submitted to Board of County Commissioners: April 7, 2020

**Reference #:** 20-018

**Request:** Rent

**Amount:** \$ 600.00

**Recommendation of County Assistance Officer:** Approved Rent/Past Due Eviction Status

**Reference #:** 20-021

**Request:** Utilities

**Amount:** \$ 140.56

**Recommendation of County Assistance Officer:** Approved Disconnect Amount

**Reference #:** 20-022

**Request:** Rent

**Amount:** \$ 595.00

**Recommendation of County Assistance Officer:** Approved Rent/Past Due Eviction Status

**Reference #:** 20-023

**Request:** Rent

**Amount:** \$ 490.00

**Recommendation of County Assistance Officer:** Approved Rent/Past Due Eviction Status

**Reference #:** 20-024

**Request:** Rent

**Amount:** \$ 495.00

**Recommendation of County Assistance Officer:** Approved Rent/Past Due Eviction Status

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22642	TERRY SWENSON	I-202003315695	101-1-1080000	ABATEMENT 20-13 REFUND		71.03
DEPARTMENT 0000 NON-DEPARTMENTAL					TOTAL:	71.03

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

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-202003315536	101-4-111-4250	COPIER CONTRACT		107.94
01-10371	BROOKINGS REGISTER	I-202003315562	101-4-111-4220	12MO SUBSCRIPTION		188.00
01-11921	WELLS FARGO	I-202003315708	101-4-111-4260	FEES, CHARGES		67.20
01-11921	WELLS FARGO	I-202003315708	101-4-111-4267	POSTAGE		27.75
01-20143	CITY OF BROOKINGS	I-202003315570	101-4-111-4220	2019 BUILD GRANT:COST ANALYSI		5,000.00
01-20310	DEPARTMENT OF MOTOR VEH	I-202003315583	101-4-111-4260	EXEMPT LICENSE PLATES 2018		14.39
01-21642	COMFORT INN	I-202003315575	101-4-111-4270	SAFETY&LOSS CONFERENCE		92.50
01-22184	SCHAFFER LAW OFFICE, PR	I-202003315686	101-4-111-4220	PROFESSIONAL SERVICES		4,017.10
DEPARTMENT 111 COMMISSIONERS					TOTAL:	9,514.88

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 120 ELECTIONS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12261	OFFICE PEEPS INC	I-202003315670	101-4-120-4260	LABELS, CALC PAPER		287.10
DEPARTMENT 120 ELECTIONS					TOTAL:	287.10

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 130 JUDICIAL SYSTEM

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-1	JODI OLSON	I-202003315649	101-4-130-4280	WITNESS FEES		21.68
01-11300	PATRICIA J HARTSEL	I-202003315617	101-4-130-4226	TRANSCRIPTS MAG19-532		10.20
01-11453	HY-VEE FOOD STORE	I-202003315621	101-4-130-4280	JURY MEALS/REFRESHMENTS		53.44
01-11847	DONALD MCCARTY	I-202003315633	101-4-130-4222	CRT APPT ATTORNEY CRI19-513		551.10
01-11847	DONALD MCCARTY	I-202003315634	101-4-130-4222	CRT APPT ATTORNEY CRI19-794		1,353.15
01-11847	DONALD MCCARTY	I-202003315635	101-4-130-4222	CRT APPT ATTORNEY CRI19-712		586.05
01-11847	DONALD MCCARTY	I-202003315636	101-4-130-4222	CRT APPT ATTORNEY CRI19-460		1,321.05
01-11847	DONALD MCCARTY	I-202003315637	101-4-130-4222	CRT APPT ATTORNEY CRI18-1152		490.80
01-11847	DONALD MCCARTY	I-202003315638	101-4-130-4222	CRT APPT ATTORNEY CRI16-1026		276.45
01-11847	DONALD MCCARTY	I-202003315639	101-4-130-4222	CRT APPT ATTORNEY CRI19-918		457.00
01-11847	DONALD MCCARTY	I-202003315640	101-4-130-4222	CRT APPT ATTORNEY CRI19-935		697.80
01-11847	DONALD MCCARTY	I-202003315641	101-4-130-4222	CRT APPT ATTORNEY CRI19-1212		423.90
01-11847	DONALD MCCARTY	I-202003315642	101-4-130-4222	CRT APPT ATTORNEY MAG19-250		329.80
01-11847	DONALD MCCARTY	I-202003315643	101-4-130-4222	CRT APPT ATTORNEY CRI16-335		174.60
01-12179	NANCY J NELSON	I-202003315652	101-4-130-4222	CRT APPT ATTORNEY CRI19-755		652.85
01-12179	NANCY J NELSON	I-202003315653	101-4-130-4222	CRT APPT ATTORNEY CRI19-621		291.15
01-12179	NANCY J NELSON	I-202003315654	101-4-130-4222	CRT APPT ATTORNEY CRI19-479		415.16
01-12179	NANCY J NELSON	I-202003315655	101-4-130-4222	CRT APPT ATTORNEY CRI19-1039		499.55
01-12179	NANCY J NELSON	I-202003315657	101-4-130-4222	CRT APPT ATTORNEY CRI19-846		334.65
01-12179	NANCY J NELSON	I-202003315658	101-4-130-4222	CRT APPT ATTORNEY CRI19-1098		699.37
01-12179	NANCY J NELSON	I-202003315659	101-4-130-4222	CRT APPT ATTORNEY CRI19-1005		411.55
01-12179	NANCY J NELSON	I-202003315660	101-4-130-4222	CRT APPT ATTORNEY CRI19-614		358.90
01-12179	NANCY J NELSON	I-202003315661	101-4-130-4222	CRT APPT ATTORNEY CRI20-100		1,300.77
01-12179	NANCY J NELSON	I-202003315662	101-4-130-4222	CRT APPT ATTORNEY CRI20-20		533.50
01-12602	RICK RIBSTEIN	I-202003315679	101-4-130-4222	CRT APPT ATTORNEY CRI19-1195		512.50
01-12602	RICK RIBSTEIN	I-202003315680	101-4-130-4222	CRT APPT ATTORNEY CRI19-1296		485.00
01-12602	RICK RIBSTEIN	I-202003315681	101-4-130-4222	CRT APPT ATTORNEY CRI20-85		1,249.60
01-12602	RICK RIBSTEIN	I-202003315682	101-4-130-4222	CRT APPT ATTORNEY CRI19-1053		382.50
01-12602	RICK RIBSTEIN	I-202003315683	101-4-130-4222	CRT APPT ATTORNEY CRI19-1021		1,130.50
01-13262	VANDEBERG LAW	I-202003315699	101-4-130-4222	CRT APPT ATTORNEY CRI19-1254		509.25
01-13262	VANDEBERG LAW	I-202003315700	101-4-130-4222	CRT APPT ATTORNEY CRI20-89		242.50
01-17926	TIM HOGAN	I-202003315619	101-4-130-4222	CRT APPT ATTORNEY CRI19-962		1,472.20
01-20023	GASS LAW, PC	I-202003315613	101-4-130-4222	CRT APPT ATTORNEY CRI19-973		601.95
01-20023	GASS LAW, PC	I-202003315614	101-4-130-4222	CRT APPT ATTORNEY CRI19-1066		598.70
01-20023	GASS LAW, PC	I-202003315615	101-4-130-4222	CRT APPT ATTORNEY CRI19-977		863.30
01-20985	FITE, PIERCE & RONNING	I-202003315591	101-4-130-4222	CRT APPT ATTORNEY CRI19-560		1,786.00
01-20985	FITE, PIERCE & RONNING	I-202003315592	101-4-130-4222	CRT APPT ATTORNEY CRI19-362		6,241.60
01-20985	FITE, PIERCE & RONNING	I-202003315593	101-4-130-4222	CRT APPT ATTORNEY CRI19-835		1,387.00
01-20985	FITE, PIERCE & RONNING	I-202003315594	101-4-130-4222	CRT APPT ATTORNEY CRI18-427		1,102.00
01-20985	FITE, PIERCE & RONNING	I-202003315595	101-4-130-4222	CRT APPT ATTORNEY CRI19-756		950.00
01-20985	FITE, PIERCE & RONNING	I-202003315596	101-4-130-4222	CRT APPT ATTORNEY CRI19-804		1,463.00
01-20985	FITE, PIERCE & RONNING	I-202003315597	101-4-130-4222	CRT APPT ATTORNEY CRI19-1099		957.50
01-20985	FITE, PIERCE & RONNING	I-202003315598	101-4-130-4222	CRT APPT ATTORNEY CRI19-775		731.50
01-20985	FITE, PIERCE & RONNING	I-202003315599	101-4-130-4222	CRT APPT ATTORNEY CRI19-831		749.00
01-20985	FITE, PIERCE & RONNING	I-202003315600	101-4-130-4222	CRT APPT ATTORNEY CRI18-689		1,814.20
01-20985	FITE, PIERCE & RONNING	I-202003315601	101-4-130-4222	CRT APPT ATTORNEY CRI19-980		874.00
01-20985	FITE, PIERCE & RONNING	I-202003315602	101-4-130-4222	CRT APPT ATTORNEY CRI19-991		570.00
01-20985	FITE, PIERCE & RONNING	I-202003315603	101-4-130-4222	CRT APPT ATTORNEY CRI19-1080		475.00
01-20985	FITE, PIERCE & RONNING	I-202003315604	101-4-130-4222	CRT APPT ATTORNEY CRI19-1092		807.50

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 130 JUDICIAL SYSTEM

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-20985	FITE, PIERCE & RONNING	I-202003315605	101-4-130-4222	CRT APPT ATTORNEY CRI19-1131		532.00
01-20985	FITE, PIERCE & RONNING	I-202003315606	101-4-130-4222	CRT APPT ATTORNEY CRI19-1244		522.50
01-20985	FITE, PIERCE & RONNING	I-202003315607	101-4-130-4222	CRT APPT ATTORNEY CRI19-1250		655.50
01-20985	FITE, PIERCE & RONNING	I-202003315608	101-4-130-4222	CRT APPT ATTORNEY CRI20-40		407.40
01-20985	FITE, PIERCE & RONNING	I-202003315609	101-4-130-4222	CRT APPT ATTORNEY CRI20-06		940.90
01-22102	ANTHONY TEESDALE	I-202003315696	101-4-130-4222	CRT APPT ATTORNEY CRI19-408		2,033.85
01-22127	KRISTIN A WOODALL	I-202003315709	101-4-130-4226	GRAND JURY TRANSCRIPTS		739.80
01-22453	DEPARTMENT OF HEALTH	I-202003315582	101-4-130-4290	LAB TESTING		550.00
01-22522	TEREE A NESVOLD	I-202003315663	101-4-130-4222	CRT APPT ATTORNEY CRI19-847		470.70
01-22522	TEREE A NESVOLD	I-202003315664	101-4-130-4222	CRT APPT ATTORNEY CRI19-606		1,073.60
01-22522	TEREE A NESVOLD	I-202003315665	101-4-130-4222	CRT APPT ATTORNEY CRI19-998		1,461.05
01-22604	JORDYN BANGASSER	I-202003315544	101-4-130-4222	CRT APPT ATTORNEY CRI19-1004		737.36
01-22604	JORDYN BANGASSER	I-202003315545	101-4-130-4222	CRT APPT ATTORNEY CRI19-1186		794.22
01-22604	JORDYN BANGASSER	I-202003315546	101-4-130-4222	CRT APPT ATTORNEY CRI19-1227		743.80

DEPARTMENT 130 JUDICIAL SYSTEM

TOTAL:

51,863.45

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 143 FINANCE OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10541	CENTURY BUSINESS PRODUC	I-202003315568	101-4-143-4260	COPIER CONTRACT		33.26
01-11808	LINCOLN COUNTY SHERIFF	I-202003315630	101-4-143-4260	SHERIFF'S FEES FOR RETURNS		85.00
01-12261	OFFICE PEEPS INC	I-202003315670	101-4-143-4260	LABELS, CALC PAPER		12.07
01-19128	EXECUTIVE MGMT FINANCE	I-202003315590	101-4-143-4280	TECH ACCESS FEE FEB 2020		53.00
DEPARTMENT 143 FINANCE OFFICE					TOTAL:	183.33

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 151 STATES ATTORNEY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202003315535	101-4-151-4260	COPIER CONTRACT		97.04
01-12261	OFFICE PEEPS INC	I-202003315667	101-4-151-4260	PAPER		79.80
01-12261	OFFICE PEEPS INC	I-202003315674	101-4-151-4260	OFFICE SUPPLIES		24.89
01-19958	CLEAN SLATE	I-202003315574	101-4-151-4260	LETTERHEAD		165.00
DEPARTMENT 151 STATES ATTORNEY						TOTAL: 366.73

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10684	COURTESY PLUMBING INC	I-202003315577	101-4-161-4250	PLUMBING PARTS		24.10
01-10792	DEN-WIL INC	I-202003315581	101-4-161-4241	APRIL COMM HEALTH RENT		960.00
01-11921	WELLS FARGO	I-202003315708	101-4-161-4260	BISSELL CARPET CLEANER, CLEAN		445.15
01-12309	OUTLAW GRAPHICS	I-202003315677	101-4-161-4260	SECURITY SIGNS		360.00
01-12931	SIOUX VALLEY CLEANERS I	I-202003315692	101-4-161-4250	MARCH WIC JANITORIAL		460.00
01-20143	CITY OF BROOKINGS	I-202003315572	101-4-161-4243	JOINT BUILDING EXPENDITURES		5,411.37
01-21124	CUMMINS SALES & SERVICE	I-202003315578	101-4-161-4250	GENERATOR CONTRACT		653.97
01-21124	CUMMINS SALES & SERVICE	I-202003315579	101-4-161-4250	GENERATOR SERVICE-MICROSWITCH		1,969.04
01-21901	AMP ELECTRIC CONSTRUCTI	I-202003315538	101-4-161-4250	ADD TV OUTLETS, REPAIR SWITCH		362.63

DEPARTMENT 161 COUNTY BUILDING TOTAL: 10,646.26

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12261	OFFICE PEEPS INC	I-202003315669	101-4-162-4260	OFFICE SUPPLIES		141.54
01-12261	OFFICE PEEPS INC	I-202003315672	101-4-162-4260	OFFICE SUPPLIES		63.75
01-20310	DEPARTMENT OF MOTOR VEH	I-202003315583	101-4-162-4260	EXEMPT LICENSE PLATES 2018		33.00
DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL:						238.29

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

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-202003315675	101-4-163-4260	CLIPBOARDS, ENVELOPE SEALER		13.36
DEPARTMENT 163 REGISTER OF DEEDS TOTAL:						13.36

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

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-202003315536	101-4-171-4250	COPIER CONTRACT		77.05
01-11921	WELLS FARGO	I-202003315708	101-4-171-4221	VIDEO EDITOR SOFTWARE		30.14
01-11921	WELLS FARGO	I-202003315708	101-4-171-4221	CRASHPLAN		9.99
01-11921	WELLS FARGO	I-202003315708	101-4-171-4260	FIRE TABLETS		274.98
01-19504	SDACES	I-202003315690	101-4-171-4220	2020 MEMBERSHIP		60.00
DEPARTMENT 171 INFORMATION TECHNOLOGY TOTAL:						452.16

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

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-202003315536	101-4-172-4250	COPIER CONTRACT		21.59
01-12782	SD NEWSPAPER SERVICE	I-202003315691	101-4-172-4230	JOB POSTINGS		370.55
01-21642	COMFORT INN	I-202003315575	101-4-172-4270	SAFETY&LOSS CONFERENCE		92.50
01-22346	WELLMARK	I-202003315707	101-4-172-4220	COBRA ADMIN SERVICE FEE		250.00
DEPARTMENT 172 HUMAN RESOURCES						TOTAL: 734.64

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 211 SHERIFF'S OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10541	CENTURY BUSINESS PRODUC	I-202003315566	101-4-211-4250	COPIER CONTRACT		304.08
01-10918	EINSPAHR AUTO PLAZA	I-202003315585	101-4-211-4250	PATROL VEHICLE MAINTENANCE		113.73
01-18134	WALBURG, DUANE	I-202003315703	101-4-211-4221	ANIMAL CONTROL MILEAGE		38.22
01-19095	MR. V'S PROFESSIONAL BO	I-202003315651	101-4-211-4250	PATROL VEHICLE ROCK CHIP		50.00
01-20016	HOMETOWN SERVICE & TIRE	I-202003315620	101-4-211-4250	VEHICLE MAINTENANCE		233.90
01-20310	DEPARTMENT OF MOTOR VEH	I-202003315583	101-4-211-4260	EXEMPT LICENSE PLATES 2018		107.40
01-20466	AT&T MOBILITY	I-202003315540	101-4-211-4280	MOBILE SERVICE		567.28
01-21166	CENTURY LINK	I-202003315569	101-4-211-4280	LONG DISTANCE SERVICE		139.26
01-22374	TRAVS OUTFITTER	I-202003315697	101-4-211-4262	OUTER VEST COVER		265.00
01-22644	TRITECH SOFTWARE SYSTEM	I-202003315698	101-4-211-4250	JAIL/SO COMPUTER SYSTEM CONTR		8,122.01
DEPARTMENT 211 SHERIFF'S OFFICE					TOTAL:	9,940.88

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 212 COUNTY JAIL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10350	BROOKINGS AREA CTC	I-202003315554	101-4-212-4220	JAIL CPR CERT CARDS		40.00
01-10357	AVERA MEDICAL GROUP	I-202003315543	101-4-212-4263	INMATE MEDICAL		106.84
01-10390	BROOKINGS HEALTH SYSTEM	I-202003315561	101-4-212-4263	INMATE MEDICAL		3,233.32
01-10541	CENTURY BUSINESS PRODUC	I-202003315566	101-4-212-4250	COPIER CONTRACT		205.37
01-11078	FOERSTER DISTRIBUTING	I-202003315612	101-4-212-4260	JAIL JANITORIAL SUPPLIES		2,093.75
01-11569	JOHNSON CONTROLS	I-202003315624	101-4-212-4250	JAIL FIRE ALARMS		542.03
01-11855	MCKEEVER'S VENDING	I-202003315644	101-4-212-4260	INMATE COMMISARY		734.80
01-19941	FIX IT SHOP LOCKSMITH	I-202003315610	101-4-212-4260	COURTHOUSE KEYS		45.00
01-21124	CUMMINS SALES & SERVICE	I-202003315578	101-4-212-4250	GENERATOR CONTRACT		653.98
01-21803	BUHLS OF BROOKINGS CLEA	I-202003315564	101-4-212-4250	JAIL SUPPLIES		81.80
01-22002	PROCHEM DYNAMICS LLC	I-202003315678	101-4-212-4260	SUPPLIES		3,217.69
01-22530	WATER WORKS LLC	I-202003315706	101-4-212-4250	SERVICE INV#4555		99.80
01-22644	TRITECH SOFTWARE SYSTEM	I-202003315698	101-4-212-4250	JAIL/SO COMPUTER SYSTEM CONTR		8,122.00

DEPARTMENT 212 COUNTY JAIL TOTAL: 19,176.38

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 223 DRAINAGE COMMISSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12261	OFFICE PEEPS INC	I-202003315671	101-4-223-4260	TONERS, SHEET PROTECTORS		117.23
DEPARTMENT 223 DRAINAGE COMMISSION TOTAL:						117.23

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

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-202003315536	101-4-411-4270	COPIER CONTRACT		7.20
01-10354	BROOKINGS CITY UTILITIE	I-202003315556	101-4-411-4252	COP UTILITIES		140.56
01-11943	MEDARY VILLAGE	I-202003315645	101-4-411-4251	COP RENT		595.00
01-21522	MORIARTY RENTALS	I-202003315650	101-4-411-4251	COP RENT		595.00
01-22643	STATESMEN LLC	I-202003315694	101-4-411-4251	COP RENT		600.00
DEPARTMENT 411 WELFARE					TOTAL:	1,937.76

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 434 DOMESTIC ABUSE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10374	BROOKINGS DOMESTIC ABUS	I-202003315584	101-4-434-4290	2020 BUDGET ALLOCATION		45,000.00
DEPARTMENT 434 DOMESTIC ABUSE					TOTAL:	45,000.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 441 BEHAVIORAL HEALTH

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11805	LINCOLN COUNTY AUDITOR	I-202003315629	101-4-441-4220	MENTAL ILLNESS HEARING CHARGE		899.75
01-20516	AVERA MCKENNAN HOSPITAL	I-202003315542	101-4-441-4221	MENTAL HEALTH HOLDS		2,142.00
01-20920	LEWNO, LUCY	I-202003315627	101-4-441-4220	INV MENTAL ILLNESS HEARING		112.25
01-21605	KATTERHAGEN, MARK	I-202003315625	101-4-441-4220	INV MENTAL ILLNESS HEARING		6.00
01-22147	DARCY LOCKWOOD	I-202003315632	101-4-441-4220	INV MENTAL ILLNESS HEARING		6.00
01-22646	BIRMINGHAM & CWACH LAW	I-202003315549	101-4-441-4290	CAA INV MENTAL ILLNESS HEARIN		296.10
DEPARTMENT 441 BEHAVIORAL HEALTH TOTAL:						3,462.10

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 528 BCOAC

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11921	WELLS FARGO	I-202003315708	101-4-528-4220	GOOGLE SUITE		24.00
01-11921	WELLS FARGO	I-202003315708	101-4-528-4260	AMMUNITION		99.99
01-12002	MIDWEST GLASS	I-202003315647	101-4-528-4250	FIX DOOR AT BCOAC		169.91
01-12024	MILLS CONSTRUCTION	I-202003315648	101-4-528-4250	DRYWALL PATCHES		537.83
01-12236	NORTHWESTERN ENERGY	I-202003315666	101-4-528-4280	NATURAL GAS UTILITIES		1,084.52
01-21803	BUHLS OF BROOKINGS CLEA	I-202003315565	101-4-528-4250	RUG RENTALS		67.40
01-22327	ACTION TARGET	I-202003315537	101-4-528-4260	TARGETS		84.91
01-22459	JACKRABBIT SPORTS PROPE	I-202003315623	101-4-528-4230	ADVERTISING PACKAGE		1,000.00
01-22598	COMPLETE PLUMBING	I-202003315576	101-4-528-4250	LABOR-DRAINS		76.53

DEPARTMENT 528 BCOAC

TOTAL: 3,145.09

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 611 COUNTY EXTENSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10541	CENTURY BUSINESS PRODUC	I-202003315567	101-4-611-4250	COPIER CONTRACT		189.96
01-11921	WELLS FARGO	I-202003315708	101-4-611-4260	RETURN		36.99CR
01-13328	WALMART COMMUNITY	I-202003315705	101-4-611-4260	PROGRAMMING MATERIALS, MEAL		122.17
01-16809	BARNETT, RITA	I-202003315547	101-4-611-4294	1/2 PMT YEARLY SOTRAGE RENT		200.00
01-21803	BUHLS OF BROOKINGS CLEA	I-202003315563	101-4-611-4240	RUG RENTAL		23.70
DEPARTMENT 611 COUNTY EXTENSION					TOTAL:	498.84

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 101 GENERAL FUND

DEPARTMENT: 615 WEED CONTROL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12666	RUNNING'S SUPPLY INC	I-202003315684	101-4-615-4250	GOPHER TRAPS		56.61
01-19931	OLSON, STEVE	I-202003315676	101-4-615-4270	BOARD MTG MILEAGE 3/23		16.80
01-20310	DEPARTMENT OF MOTOR VEH	I-202003315583	101-4-615-4260	EXEMPT LICENSE PLATES 2018		113.60
01-22645	MIDWEST FRESH CATERING	I-202003315646	101-4-615-4260	ANNUAL MTG DINNER PMT MARCH 2		222.48
DEPARTMENT 615 WEED CONTROL						TOTAL: 409.49

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

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-202003315536	101-4-711-4250	COPIER CONTRACT		7.19
01-12261	OFFICE PEEPS INC	I-202003315671	101-4-711-4260	TONERS, SHEET PROTECTORS		351.69
01-20310	DEPARTMENT OF MOTOR VEH	I-202003315583	101-4-711-4260	EXEMPT LICENSE PLATES 2018		8.19
01-21564	ELENKIWICH, KIMBERLY	I-202003315586	101-4-711-4270	ZONING MTG MILEAGE		7.22
DEPARTMENT 711 PLANNING & ZONING TOTAL:						374.29
FUND 101 GENERAL FUND TOTAL:						158,433.29

VENDOR SET: 01 Brookings County  
 PACKET: 02248 Claims Paid 4.07.20  
 FUND : 201 ROAD & BRIDGE FUND  
 DEPARTMENT: 311 HIGHWAY ADMINISTRATION

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10247	BIERSCHBACH EQUIPMENT	I-202003315548	201-4-311-4260	SWIVEL HEAD,OIL SEPEARTION KI		344.96
01-10328	BROCK WHITE COMPANY	I-202003315553	201-4-311-4260	ROAD SAVER		57,288.00
01-10339	BROOKINGS AUTO MALL INC	I-202003315555	201-4-311-4260	PIPE 0580		70.40
01-10740	DAKOTA FLUID POWER INC	I-202003315580	201-4-311-4260	PARTS 0399		234.67
01-10985	L. G. EVERIST, INC	I-202003315628	201-4-311-4290	ICING SAND, SAND BAGS		455.61
01-10985	L. G. EVERIST, INC	I-202003315628	201-4-311-4260	ICING SAND, SAND BAGS		175.28
01-11078	FOERSTER DISTRIBUTING	I-202003315611	201-4-311-4260	JANITOR SUPPLIES		76.00
01-11196	GRAINGER	I-202003315616	201-4-311-4260	GAUGE INV#9471542374		50.50
01-11815	LOCATORS & SUPPLIES	I-202003315631	201-4-311-4260	TRAFFIC CONES		427.76
01-11921	WELLS FARGO	I-202003315708	201-4-311-4260	TOOLS		454.98
01-12261	OFFICE PEEPS INC	I-202003315668	201-4-311-4260	PAPER, RUBBER BANDS		41.62
01-12666	RUNNING'S SUPPLY INC	I-202003315685	201-4-311-4260	TOOLS, SHOP SUPPLIES		273.48
01-13027	STAN HOUSTON COMPANY	I-202003315693	201-4-311-4260	PARTS		520.62
01-13291	VERIZON WIRELESS	I-202003315702	201-4-311-4280	WIRELESS SERVICE		40.01
01-13328	WALMART COMMUNITY	I-202003315704	201-4-311-4260	SHELF LINER 0399		25.96
01-13379	CITY OF WHITE	I-202003315573	201-4-311-4280	SHOP UTILITIES		95.00
01-17061	ANDERSON, JEFF G.	I-202003315539	201-4-311-4260	BOOT REIMBURSEMENT		144.99
01-19285	VANDER HAAG'S INC	I-202003315701	201-4-311-4260	WORK LIGHTS 0585, 0582		955.52
01-19708	BOBCAT OF BROOKINGS	I-202003315552	201-4-311-4260	HARNES FOR CRACK MACHINE		67.80
01-20310	DEPARTMENT OF MOTOR VEH	I-202003315583	201-4-311-4260	EXEMPT LICENSE PLATES 2018		231.40
01-20711	I STATE TRUCK CENTER	I-202003315622	201-4-311-4260	REPAIR		135.67
01-20711	I STATE TRUCK CENTER	I-202003315622	201-4-311-4250	REPAIR		115.86
01-21966	BLACKSTRAP INC	I-202003315550	201-4-311-4290	ROAD SALT		2,349.51
01-22342	CINTAS CORPORATION	I-202003315571	201-4-311-4250	LAUNDRY SERVICES		212.10
01-22469	KIMBALL MIDWEST	I-202003315626	201-4-311-4260	SHOP SUPPLIES		3,012.82
DEPARTMENT 311 HIGHWAY ADMINISTRATION TOTAL:						67,800.52
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FUND 201 ROAD & BRIDGE FUND TOTAL:						67,800.52

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 226 EMERGENCY MANAGEMENT

DEPARTMENT: 222 EMERGENCY & DISASTER SERV

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-20310	DEPARTMENT OF MOTOR VEH	I-202003315583	226-4-222-4260	EXEMPT LICENSE PLATES 2018		20.59
01-20466	AT&T MOBILITY	I-202003315541	226-4-222-4250	MOBILE SERVICE		40.04
01-22182	HELPLINE CENTER INC	I-202003315618	226-4-222-4230	2020 NATIONAL VOLUNTEER WK AD		55.00
DEPARTMENT 222 EMERGENCY & DISASTER S TOTAL:						115.63
FUND 226 EMERGENCY MANAGEMENT TOTAL:						115.63

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 301 COUNTY BUILDING FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22642	TERRY SWENSON	I-202003315695	301-1-1080000	ABATEMENT 20-13 REFUND		1.82
DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL:						1.82
FUND 301 COUNTY BUILDING FUND TOTAL:						1.82

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 304 DETENTION CNTR EXPANSION

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22642	TERRY SWENSON	I-202003315695	304-1-1080000	ABATEMENT 20-13 REFUND		2.80
DEPARTMENT 0000 NON-DEPARTMENTAL					TOTAL:	2.80

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 304 DETENTION CNTR EXPANSION

DEPARTMENT: 890 DETENTION CNTR EXPANSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
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01-22167	BOARMAN KROOS VOGEL GRO I-202003315551		304-4-890-4220	DETENTION CENTER PROF SERVICE		21,499.68
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DEPARTMENT 890 DETENTION CNTR EXPANSI TOTAL:						21,499.68
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FUND	304	DETENTION CNTR EXPANSI TOTAL:				21,502.48
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VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 705 ELKTON (5-3)

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22642	TERRY SWENSON	I-202003315695	705-1-1080000	ABATEMENT 20-13 REFUND		134.01
DEPARTMENT 0000 NON-DEPARTMENTAL						TOTAL: 134.01
FUND 705 ELKTON (5-3)						TOTAL: 134.01

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 717 ELKTON CITY

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22642	TERRY SWENSON	I-202003315695	717-1-1080000	ABATEMENT 20-13 REFUND		150.22
DEPARTMENT 0000 NON-DEPARTMENTAL						TOTAL: 150.22
FUND 717 ELKTON CITY						TOTAL: 150.22

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 724 WATER CONSERVANCY

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22642	TERRY SWENSON	I-202003315695	724-1-1080000	ABATEMENT 20-13 REFUND		0.37
DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL:						0.37
FUND 724 WATER CONSERVANCY TOTAL:						0.37

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 725 ADVANCE TAXES

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10367	BROOKINGS COUNTY FINANC	I-202003315558	725-2-2090000	ADVANCE TAX XXXX		460.30
DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL:						460.30
FUND 725 ADVANCE TAXES TOTAL:						460.30

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 735 DELINQUENT TAXES

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10367	BROOKINGS COUNTY FINANC	I-202003315557	735-2-2090000	DELINQUENT TAX XXXX		3,125.31
01-10367	BROOKINGS COUNTY FINANC	I-202003315559	735-2-2090000	DELINQUENT TAX XXXX		422.69
01-10367	BROOKINGS COUNTY FINANC	I-202003315560	735-2-2090000	DELINQUENT TAX XXXX		1,332.98
DEPARTMENT 0000 NON-DEPARTMENTAL						TOTAL: 4,880.98
FUND 735 DELINQUENT TAXES						TOTAL: 4,880.98

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 768 STATEWIDE 24/7 SOBRIETY

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-21563	SD ATTORNEY GENERAL'S O	I-202003315687	768-2-2090000	24/7 PARTICIPATION FEE	2/1-29	219.00
01-21563	SD ATTORNEY GENERAL'S O	I-202003315688	768-2-2091000	24/7 SCRAM FEES	2/1-29	3,033.00
01-21563	SD ATTORNEY GENERAL'S O	I-202003315689	768-2-2092000	24/7 RBT FEES	2/1-29	116.00
DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL:						3,368.00
FUND 768 STATEWIDE 24/7 SOBRIET TOTAL:						3,368.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02248 Claims Paid 4.07.20

FUND : 770 TAX SALE REDEMPTION

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT	
01-22448	EMPIRE INVESTMENTS LLC	I-202003315587	770-2-2090000	CERT#19-82 XXXX 1482		24,870.01	
01-22448	EMPIRE INVESTMENTS LLC	I-202003315588	770-2-2090000	CERT#19-188 XXXX 1486		1,865.14	
01-22448	EMPIRE INVESTMENTS LLC	I-202003315589	770-2-2090000	CERT#19-31 XXXX 1481		1,021.41	
DEPARTMENT 0000 NON-DEPARTMENTAL						TOTAL:	27,756.56
FUND 770 TAX SALE REDEMPTION						TOTAL:	27,756.56
REPORT GRA TOTAL:							284,604.18

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

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2020	101-1-1080000	TAXES RECEIVABLE-CURRENT	71.03						
	101-4-111-4220	PROFESSIONAL SERV. & FEES	9,205.10	45,000	28,960.90				
	101-4-111-4250	REPAIR & MAINT.	107.94	4,000	3,690.46				
	101-4-111-4260	SUPPLIES & MATERIALS	81.59	4,000	3,685.74				
	101-4-111-4267	POSTAGE	27.75	32,500	15,754.64				
	101-4-111-4270	TRAVEL & CONFERENCE	92.50	15,000	12,537.11				
	101-4-120-4260	ELECTION SUPPLIES	287.10	15,000	13,979.64				
	101-4-130-4222	ADULT DEFENSE	50,488.33	525,000	334,616.04				
	101-4-130-4226	TRANSCRIPTS (NON)	750.00	9,000	7,166.60				
	101-4-130-4280	JURY & WITNESS	75.12	15,000	10,913.88				
	101-4-130-4290	COURT CASE EXPENSE	550.00	40,000	36,733.75				
	101-4-143-4260	SUPPLIES & MATERIALS	130.33	15,000	10,297.93				
	101-4-143-4280	UTILITIES	53.00	2,800	2,161.75				
	101-4-151-4260	SUPPLIES & MATERIALS	366.73	30,000	23,206.53				
	101-4-161-4241	RENTAL/COMM. HEALTH	960.00	11,000	7,990.00				
	101-4-161-4243	ADMIN BUILDING OPERATION E	5,411.37	200,000	180,157.89				
	101-4-161-4250	REPAIRS AND MAINTENANCE	3,469.74	90,000	60,302.15				
	101-4-161-4260	SUPPLIES & MATERIALS	805.15	6,000	4,581.18				
	101-4-162-4260	SUPPLIES &N MATERIALS	238.29	8,500	7,753.00				
	101-4-163-4260	SUPPLIES & MATERIALS	13.36	1,500	1,238.36				
	101-4-171-4220	PROFESSIONAL SERVICE	60.00	300	240.00				
	101-4-171-4221	DATA PROCESSING/SOFTWARE	40.13	212,955	73,365.28				
	101-4-171-4250	REPAIRS AND MAINTENANCE	77.05	800	579.57				
	101-4-171-4260	SUPPLIES	274.98	28,300	11,682.85				
	101-4-172-4220	PROFESSIONAL SERVICES	250.00	18,000	11,474.80				
	101-4-172-4230	PUBLISHING	370.55	7,000	4,266.55				
	101-4-172-4250	REPAIRS AND MAINTENANCE	21.59	800	738.09				
	101-4-172-4270	TRAVEL AND CONFERENCE	92.50	3,500	3,407.50				
	101-4-211-4221	ANIMAL CONTROL	38.22	5,000	4,528.90				
	101-4-211-4250	REPAIRS AND MAINTENANCE	8,823.72	42,000	27,782.86				
	101-4-211-4260	SUPPLIES & MATERIALS	107.40	20,000	19,041.34				
	101-4-211-4262	UNIFORMS/EQUIPMENT	265.00	4,000	3,543.30				
	101-4-211-4280	UTILITIES	706.54	20,000	14,775.49				
	101-4-212-4220	PROFESSIONAL SERV. & FEES	40.00	4,000	2,426.41				
	101-4-212-4250	REPAIRS AND MAINTENANCE	9,704.98	40,000	29,435.51				
	101-4-212-4260	SUPPLIES & MATERIALS	6,091.24	45,000	28,082.64				
	101-4-212-4263	MEDICAL SERVICE/LIENABLE	3,340.16	34,000	28,767.62				
	101-4-223-4260	SUPPLIES & MATERIALS	117.23	200	80.06- Y				
	101-4-411-4251	RENT	1,790.00	30,000	22,113.00				
	101-4-411-4252	UTILITIES	140.56	8,000	6,786.26				
	101-4-411-4270	OFFICE	7.20	500	479.36				
	101-4-434-4290	OTHERS	45,000.00	45,000	0.00				
	101-4-441-4220	PROFESSIONAL SERV. & FEES	1,024.00	50,000	36,673.26				
	101-4-441-4221	MENTAL ILLNESS MEDICAL	2,142.00	20,000	8,723.06				

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

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
101-4-441-4290		CRT APPORT. ATT'Y/M.I.	296.10	20,000	18,166.05		
101-4-528-4220		PROFESSIONAL SERV & FEES	24.00	4,500	2,662.69		
101-4-528-4230		PUBLISHING	1,000.00	20,000	13,570.00		
101-4-528-4250		REPAIR & MAINT	851.67	45,000	38,567.90		
101-4-528-4260		SUPPLIES & MATERIALS	184.90	35,000	30,910.64		
101-4-528-4280		UTILITIES	1,084.52	40,000	32,129.71		
101-4-611-4240		RENTALS	23.70	1,500	1,428.90		
101-4-611-4250		REPAIRS AND MAINTENANCE	189.96	6,000	5,499.55		
101-4-611-4260		SUPPLIES & MATERIALS	85.18	11,000	8,350.44		
101-4-611-4294		4H Projects/Shooting Sport	200.00	4,000	3,800.00		
101-4-615-4250		REPAIRS AND MAINTENANCE	56.61	17,500	17,443.39		
101-4-615-4260		SUPPLIES & MATERIALS	336.08	60,000	58,327.46		
101-4-615-4270		TRAVEL & CONFERENCE	16.80	3,300	2,493.93		
101-4-711-4250		REPAIRS & MAINTENANCE	7.19	2,160	1,973.35		
101-4-711-4260		SUPPLIES & MATERIALS	359.88	3,915	1,096.13		
101-4-711-4270		TRAVEL & CONFERENCE	7.22	7,300	7,292.78		
201-4-311-4250		REPAIRS & MAINT.	327.96	2,000,000	1926,589.60		
201-4-311-4260		SUPPLIES & MATERIALS	64,532.43	1,100,000	941,129.85		
201-4-311-4280		UTILITIES	135.01	30,000	23,269.37		
201-4-311-4290		SNOW REMOVAL	2,805.12	60,000	5,975.00		
226-4-222-4230		PUBLISHING	55.00	300	1,355.00- Y		
226-4-222-4250		REPAIRS AND MAINTENANCE	40.04	2,500	1,298.21		
226-4-222-4260		SUPPLIES & MATERIALS	20.59	2,000	1,979.41		
301-1-1080000		TAXES RECEIVABLE-CURRENT	1.82				
304-1-1080000		TAXES RECEIVABLE-CURRENT	2.80				
304-4-890-4220		PROFESSIONAL SERVICES	21,499.68	150,000	17,781.88		
705-1-1080000		TAXES RECEIVABLE-CURRENT	134.01				
717-1-1080000		TAXES RECEIVABLE-CURRENT	150.22				
724-1-1080000		TAXES RECEIVABLE-CURRENT	0.37				
725-2-2090000		AMOUNT HELD FOR ADVANCE TA	460.30				
735-2-2090000		AM'T HELD FOR DEL. TAXES	4,880.98				
768-2-2090000		AM'T HELD FOR STATEWIDE 2	219.00				
768-2-2091000		AM'T HELD FOR 24/7 SCRAM F	3,033.00				
768-2-2092000		AMT HELD FOR 24/7 RBT FEES	116.00				
770-2-2090000		DUE TO CERTIFICATE HOLDER	27,756.56				
		** 2020 YEAR TOTALS	284,604.18				

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

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	71.03
101-111	COMMISSIONERS	9,514.88
101-120	ELECTIONS	287.10
101-130	JUDICIAL SYSTEM	51,863.45
101-143	FINANCE OFFICE	183.33
101-151	STATES ATTORNEY	366.73
101-161	COUNTY BUILDING	10,646.26
101-162	DIRECTOR OF EQUALIZATION	238.29
101-163	REGISTER OF DEEDS	13.36
101-171	INFORMATION TECHNOLOGY	452.16
101-172	HUMAN RESOURCES	734.64
101-211	SHERIFF'S OFFICE	9,940.88
101-212	COUNTY JAIL	19,176.38
101-223	DRAINAGE COMMISSION	117.23
101-411	WELFARE	1,937.76
101-434	DOMESTIC ABUSE	45,000.00
101-441	BEHAVIORAL HEALTH	3,462.10
101-528	BCOAC	3,145.09
101-611	COUNTY EXTENSION	498.84
101-615	WEED CONTROL	409.49
101-711	PLANNING & ZONING	374.29
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101 TOTAL	GENERAL FUND	158,433.29
201-311	HIGHWAY ADMINISTRATION	67,800.52
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201 TOTAL	ROAD & BRIDGE FUND	67,800.52
226-222	EMERGENCY & DISASTER SERV	115.63
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226 TOTAL	EMERGENCY MANAGEMENT	115.63
301	NON-DEPARTMENTAL	1.82
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301 TOTAL	COUNTY BUILDING FUND	1.82
304	NON-DEPARTMENTAL	2.80
304-890	DETENTION CNTR EXPANSION	21,499.68
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304 TOTAL	DETENTION CNTR EXPANSION	21,502.48
705	NON-DEPARTMENTAL	134.01
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705 TOTAL	ELKTON (5-3)	134.01

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

ACCT	NAME	AMOUNT
717	NON-DEPARTMENTAL	150.22
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717 TOTAL	ELKTON CITY	150.22
724	NON-DEPARTMENTAL	0.37
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724 TOTAL	WATER CONSERVANCY	0.37
725	NON-DEPARTMENTAL	460.30
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725 TOTAL	ADVANCE TAXES	460.30
735	NON-DEPARTMENTAL	4,880.98
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735 TOTAL	DELINQUENT TAXES	4,880.98
768	NON-DEPARTMENTAL	3,368.00
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768 TOTAL	STATEWIDE 24/7 SOBRIETY	3,368.00
770	NON-DEPARTMENTAL	27,756.56
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770 TOTAL	TAX SALE REDEMPTION	27,756.56
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	** TOTAL **	284,604.18

NO ERRORS

\*\* END OF REPORT \*\*

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02247 April Cell Phones 4.7.20

FUND : 101 GENERAL FUND

DEPARTMENT: 111 COMMISSIONERS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11552	JENSEN, LARRY	I-20200327-11552	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-13058	STEFFENSEN, STACY	I-20200327-13058	101-4-111-4280	CELL PHONE REIMBURSEMENT		105.00
01-20230	BARTLEY, MICHAEL	I-20200327-20230	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-21131	KROGMAN, RYAN	I-20200327-21131	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-22022	LEE ANN PIERCE	I-20200327-22022	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-22467	ANGELA BOERSMA	I-20200327-22467	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: 02247 April Cell Phones 4.7.20

FUND : 101 GENERAL FUND

DEPARTMENT: 120 ELECTIONS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10451	BUSETH, VICKI	I-20200327-10451	101-4-120-4260	CELL PHONE REIMBURSEMENT		5.25
01-13422	WITCHEY, KRISTEN	I-20200327-13422	101-4-120-4260	CELL PHONE REIMBURSEMENT		15.00
DEPARTMENT 120 ELECTIONS					TOTAL:	20.25

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02247 April Cell Phones 4.7.20

FUND : 101 GENERAL FUND

DEPARTMENT: 143 FINANCE OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10451	BUSETH, VICKI	I-20200327-10451	101-4-143-4280	CELL PHONE REIMBURSEMENT		99.75
01-13422	WITCHEY, KRISTEN	I-20200327-13422	101-4-143-4280	CELL PHONE REIMBURSEMENT		60.00
DEPARTMENT 143 FINANCE OFFICE					TOTAL:	159.75

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02247 April Cell Phones 4.7.20

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-20200327-22464	101-4-151-4280	CELL PHONE REIMBURSEMENT		105.00
01-22547	BENJAMIN KLEINJAN	I-20200327-22547	101-4-151-4280	CELL PHONE REIMBURSEMENT		105.00
01-22561	PAIGE PETERSEN	I-20200327-22561	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: 02247 April Cell Phones 4.7.20

FUND : 101 GENERAL FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-19787	HEIDEMANN, TERRANCE	I-20200327-19787	101-4-161-4280	CELL PHONE REIMBURSEMENT		15.00
01-22457	JUSTIN JOHNSON	I-20200327-22457	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: 02247 April Cell Phones 4.7.20

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-20200327-11666	101-4-162-4280	CELL PHONE REIMBURSEMENT		30.00
01-19564	BREHMER, JACOB	I-20200327-19564	101-4-162-4280	CELL PHONE REIMBURSEMENT		105.00
01-19565	HIEB, JERE	I-20200327-19565	101-4-162-4280	CELL PHONE REIMBURSEMENT		30.00
01-22217	REID SQUIRES	I-20200327-22217	101-4-162-4280	CELL PHONE REIMBURSEMENT		30.00
01-22527	RUSTY BRANDSRUD	I-20200327-22527	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: 02247 April Cell Phones 4.7.20

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-20200327-10548	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: 02247 April Cell Phones 4.7.20

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-20200327-20191	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: 02247 April Cell Phones 4.7.20

FUND : 101 GENERAL FUND

DEPARTMENT: 171 INFORMATION TECHNOLOGY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-21618	PLOWMAN, SHAWN	I-20200327-21618	101-4-171-4280	CELL PHONE REIMBURSEMENT		90.00
01-22472	ERIC METTE	I-20200327-22472	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: 02247 April Cell Phones 4.7.20

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-20200327-11156	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-11248	HAIDER, DARIN	I-20200327-11248	101-4-211-4280	CELL PHONE REIMBURSEMENT		60.00
01-12403	JON PIKE	I-20200327-12403	101-4-211-4280	CELL PHONE REIMBURSEMENT		60.00
01-12861	SEBRING, SCOTT	I-20200327-12861	101-4-211-4280	CELL PHONE REIMBURSEMENT		105.00
01-13030	STANWICK, MARTIN	I-20200327-13030	101-4-211-4280	CELL PHONE REIMBURSEMENT		105.00
01-19787	HEIDEMANN, TERRANCE	I-20200327-19787	101-4-211-4280	CELL PHONE REIMBURSEMENT		15.00
01-20493	KRIESE, JEREMY	I-20200327-20493	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-21550	LANGSTRAAT, MANUAL	I-20200327-21550	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-21569	MCCREA, DON	I-20200327-21569	101-4-211-4280	CELL PHONE REIMBURSEMENT		15.00
01-22045	KEVIN MURFIELD	I-20200327-22045	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22148	SUZANNE BJORDAL	I-20200327-22148	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22363	DANE LARSEN	I-20200327-22363	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22506	JEFFREY CONRAD	I-20200327-22506	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22507	CODY SUNDERLAND	I-20200327-22507	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22508	BRYAN SCHREUR	I-20200327-22508	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22634	TARA RODRIGUEZ	I-20200327-22634	101-4-211-4280	CELL PHONE REIMBURSEMENT		60.00

DEPARTMENT 211 SHERIFF'S OFFICE TOTAL: 690.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02247 April Cell Phones 4.7.20

FUND : 101 GENERAL FUND

DEPARTMENT: 212 COUNTY JAIL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-13118	SWEEBE, BART	I-20200327-13118	101-4-212-4280	CELL PHONE REIMBURSEMENT		105.00
01-21450	BITELER, DAVID	I-20200327-21450	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: 02247 April Cell Phones 4.7.20

FUND : 101 GENERAL FUND

DEPARTMENT: 213 CORONER

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22019	HIEB, RICHARD	I-20200327-22019	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: 02247 April Cell Phones 4.7.20

FUND : 101 GENERAL FUND

DEPARTMENT: 411 WELFARE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-20191	HOLZHAUSER, MICHAEL	I-20200327-20191	101-4-411-4280	CELL PHONE REIMBURSEMENT		18.90
01-22430	EILEEN ABERLE	I-20200327-22430	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: 02247 April Cell Phones 4.7.20

FUND : 101 GENERAL FUND

DEPARTMENT: 615 WEED CONTROL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-21197	MOSEY, MISTY	I-20200327-21197	101-4-615-4280	CELL PHONE REIMBURSEMENT		75.00
DEPARTMENT 615 WEED CONTROL					TOTAL:	75.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02247 April Cell Phones 4.7.20

FUND : 101 GENERAL FUND

DEPARTMENT: 711 PLANNING & ZONING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11308	RICHARD HAUGEN	I-20200327-11308	101-4-711-4280	CELL PHONE REIMBURSEMENT		45.00
01-11365	HILL, ROBERT	I-20200327-11365	101-4-711-4280	CELL PHONE REIMBURSEMENT		26.25
DEPARTMENT 711 PLANNING & ZONING						TOTAL: 71.25
FUND 101 GENERAL FUND						TOTAL: 2,666.25

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02247 April Cell Phones 4.7.20

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-20200327-10106	201-4-311-4280	CELL PHONE REIMBURSEMENT		75.00
01-11118	FRIEDRICH, CLIFF	I-20200327-11118	201-4-311-4280	CELL PHONE REIMBURSEMENT		45.00
01-11226	GROSS, LINDA	I-20200327-11226	201-4-311-4280	CELL PHONE REIMBURSEMENT		30.00
01-22455	DAVE BUBLITZ	I-20200327-22455	201-4-311-4280	CELL PHONE REIMBURSEMENT		45.00
01-22456	BRIAN GUSTAD	I-20200327-22456	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: 02247 April Cell Phones 4.7.20

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-20200327-11365	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:						3,045.00

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

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2020	101-4-111-4280	UTILITIES	480.00	5,760	3,840.00				
	101-4-120-4260	ELECTION SUPPLIES	20.25	15,000	14,246.49				
	101-4-143-4280	UTILITIES	159.75	2,800	2,055.00				
	101-4-151-4280	TELEPHONE	315.00	5,000	3,740.00				
	101-4-161-4280	UTILITIES/COURTHOUSE	45.00	53,000	42,780.88				
	101-4-162-4280	TELEPHONE	225.00	2,700	1,800.00				
	101-4-163-4280	TELEPHONE	105.00	1,260	840.00				
	101-4-165-4280	TELEPHONE	86.10	1,200	855.60				
	101-4-171-4280	UTILITIES & TELEPHONE	165.00	1,980	1,320.00				
	101-4-211-4280	UTILITIES	690.00	20,000	14,792.03				
	101-4-212-4280	UTILITIES	135.00	42,000	33,953.73				
	101-4-213-4280	TELEPHONE	30.00	360	240.00				
	101-4-411-4280	TELEPHONE	63.90	1,000	744.40				
	101-4-615-4280	TELEPHONE	75.00	2,500	2,131.16				
	101-4-711-4280	TELEPHONE	71.25	900	615.00				
	201-4-311-4280	UTILITIES	300.00	30,000	23,104.38				
	226-4-222-4280	TELEPHONE	78.75	1,000	685.00				
		** 2020 YEAR TOTALS	3,045.00						

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 \*\* DEPARTMENT TOTALS \*\*

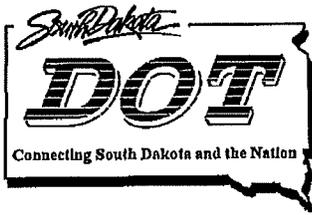
ACCT	NAME	AMOUNT
101-111	COMMISSIONERS	480.00
101-120	ELECTIONS	20.25
101-143	FINANCE OFFICE	159.75
101-151	STATES ATTORNEY	315.00
101-161	COUNTY BUILDING	45.00
101-162	DIRECTOR OF EQUALIZATION	225.00
101-163	REGISTER OF DEEDS	105.00
101-165	VETERAN'S SERVICE	86.10
101-171	INFORMATION TECHNOLOGY	165.00
101-211	SHERIFF'S OFFICE	690.00
101-212	COUNTY JAIL	135.00
101-213	CORONER	30.00
101-411	WELFARE	63.90
101-615	WEED CONTROL	75.00
101-711	PLANNING & ZONING	71.25
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101 TOTAL	GENERAL FUND	2,666.25

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

ACCT	NAME	AMOUNT
201-311	HIGHWAY ADMINISTRATION	300.00
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201 TOTAL	ROAD & BRIDGE FUND	300.00
226-222	EMERGENCY & DISASTER SERV	78.75
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226 TOTAL	EMERGENCY MANAGEMENT	78.75
-----		
	** TOTAL **	3,045.00

NO ERRORS

\*\* END OF REPORT \*\*



## Department of Transportation

Division of Planning & Engineering

Office of Local Government Assistance

700 East Broadway Avenue

Pierre, South Dakota 57501-2586

OFFICE: 605/773-3390

FAX: 605/773-4870

**TO:** COUNTY HIGHWAY SUPERINTENDENT

**FROM:** Cody Axlund  
Bridge Inspection Engineer

**DATE:** February 21, 2020

**RE:** BRIDGE INSPECTIONS (2020)

Dear Superintendent:

Attached to this memorandum is the consultant selection resolution and a computer printout of the bridges in your County that are due to be inspected during the calendar year 2020. Please review it carefully and make any comments regarding a change in status of any structure that may have been or is scheduled to be **CLOSED, REMOVED, REPLACED WITH A NEW STRUCTURE, OR REPLACED WITH A PIPE** since the last inspection. These comments may be shown on the computer printout. Your careful attention to this list will help reduce unnecessary inspection expenses.

The U.S. Federal Highway Administration requires the initial inspection of all bridges and the reinspection at intervals not to exceed two years (Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*) with the exception of reinforced concrete box culverts (RCBC) that meet specific criteria. These culverts are reinspected at intervals not to exceed four years. Any government jurisdiction failing to comply with the posting and reinspection requirements of the National Bridge Inspection Standards (NBIS) Program may lose its eligibility for Federal transportation dollars.

Most South Dakota Counties have done a commendable job in initiating and following through on bridge inspections and postings.

The NBIS Program requires all structures over 20 feet in length be inspected every two years (or four years for specific RCBC's) by a qualified inspector. To accomplish the inspections in your County during 2020, the following three approaches are open to you:

1. Hire a consulting engineer to inspect the bridges due for inspection and pay for these services utilizing 100% County funds;
2. Follow the prescribed South Dakota Department of Transportation (SDDOT) procedures for Consultant Selection of Engineering Services, hire the consultant of your choice and qualify for 80% Federal reimbursement participation in the cost of the inspections; or

3. Utilize one of the twenty-one (21) consulting firms listed on Attachment A that are under retainer contract with the SDDOT and pay 20% of the costs with County funds. The procedures to implement this step are detailed below.

Federal Bridge Replacement Funds can be utilized to hire qualified engineering firms to perform these inspections. However, Federal regulations define specific steps, including requests for proposals, evaluation committees, competitive negotiations, etc., which must be followed when using Federal funds. In an effort to assist Counties in securing Federal funds for bridge inspections, SDDOT has undertaken competitive negotiations with several consulting engineering firms. Twenty-one firms have been qualified to sign retainer agreements with SDDOT. Services performed under these retainer agreements are eligible for Federal participation.

If the County would like to utilize one of these firms under SDDOT retainer contracts, then the County should take the following steps:

1. The County should indicate the firm it wishes to employ in a resolution to SDDOT (copy attached) pledging to provide the local match required to obtain Federal Bridge Replacement funds.
2. SDDOT will initiate an agreement work order with the consulting engineering firm that you have selected for their execution. The consultant then forwards the original, fully executed, work order to you for your signature. You will forward the original, signed, work order to this office for signature. One copy will be returned to you, one copy is returned to the consultant, and the original is kept on file at SDDOT.

The work order indicates the location and types of structures to be inspected in your County. It also shows estimated travel, per diem, and other costs related to the inspection. The summation of all these costs will be the basis for the maximum limiting amount of the work order.

3. If the County does not concur with the work order, it can request SDDOT to contract with another firm under retainer.
4. SDDOT will then issue a *Notice to Proceed* to the consulting engineering firm with a copy sent to the County. SDDOT will bill the County for its local match as the consultant completes its unit work products.

Counties are under no obligation to use the twenty-one consulting engineering firms under SDDOT retainer agreements. Counties can still obtain Federal funds by conducting SDDOT approved competitive negotiations with other engineering firms or by using 100% County funds to pay for engineering services. SDDOT is offering these firms under retainer agreement to the Counties as a relatively quick way to get bridge inspections underway and still meet Federal requirements for competitive negotiations.

Please note that once again this year the consultants will be required to keep a ledger of their time and expenses for their inspection services. They will be reimbursed at a cost plus fixed fee rate for these services, similar to their reimbursement for design services. The flat rate per structure by structure type is no longer being used.

If you have any questions, please call me at (605) 773-3390.

**BRIDGE REINSPECTION  
PROGRAM RESOLUTION  
FOR USE WITH SDDOT RETAINER CONTRACTS**

**WHEREAS**, Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

**THEREFORE**, Brookings County is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

The County requests SDDOT to hire Banner Associates Inc. (Consulting Engineers) for the inspection work. SDDOT will secure federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the County for 20% of the cost. The County will be responsible for the required 20% matching funds.

Dated this 7th day of April, 2020, at Brookings, South Dakota.  
(city)

Board of County Commissioners

Of \_\_\_\_\_ County

ATTEST:

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Chairman of the Board

**ATTACHMENT A**

**2020 CONSULTING ENGINEERING FIRM SELECTION LIST  
FOR BRIDGE INSPECTIONS**

1. AECOM Technical Services – Waterloo, IA
2. Ayres Associates Inc. – Eau Claire, WI
3. Banner Associates, Inc. – Brookings, Milbank, and Sioux Falls, SD
4. Brosz Engineering, Inc. – Pierre, Sioux Falls and Sturgis, SD; Bowman, ND
5. Civil Design, Inc. – Brookings, SD
6. Clark Engineering Corporation – Aberdeen, Pierre, Sioux Falls, and Watertown, SD
7. Fickett Structural Solutions Inc. – Middleton, WI
8. HDR, Inc. – Sioux Falls, Rapid City, SD
9. Houston Engineering – Sioux Falls, SD; Fargo, ND
10. Infrastructure Design Group, Inc. – Sioux Falls and Watertown, SD
11. Interstate Engineering, Inc. – Pierre and Spearfish, SD; Wahpeton and Mandan, ND
12. Jacobs Engineering Group, Inc. – St. Louis, MO
13. JEO Consulting Group Inc. – Wahoo, NE
14. Johnson Engineering Company – Yankton, SD
15. Kirkham, Michael & Associates, Inc. – Omaha, NE
16. KLJ – Rapid City, SD; Bismarck, ND
17. Olsson, Inc. – Lincoln, NE
18. Short-Elliott-Hendrickson (SEH) Incorporated – Sioux Falls, SD
19. Stantec Consulting Services Inc. – St. Paul, MN
20. Ulteig Engineers, Inc. – Sioux Falls, SD; Fargo, ND
21. Wiss, Janney, Elstner Associates, Inc. – Northbrook, Illinois

Bridge ID	County	Owner	Location	oppostcl	Next insp	Insp freq
06023070	06 BROOKINGS	2	9.7W BRUCE	P	8/31/2020 12:00:00 AM	24
06100209	06 BROOKINGS	2	5.9S VOLGA	A	9/11/2020 12:00:00 AM	24
06103080	06 BROOKINGS	2	1.7W & 1S BRUCE	A	9/22/2020 12:00:00 AM	48
06105110	06 BROOKINGS	2	4.0N & 0.5E VOLGA	A	9/22/2020 12:00:00 AM	48
06107090	06 BROOKINGS	2	7N & 6.3W BROOKINGS	A	9/14/2020 12:00:00 AM	24
06108110	06 BROOKINGS	2	4N & 0.8E VOLGA	P	9/14/2020 12:00:00 AM	24
06112002	06 BROOKINGS	2	7N & 0.6W BRUCE	A	9/13/2020 12:00:00 AM	24
06112080	06 BROOKINGS	2	1S & 0.8W BRUCE	A	10/9/2020 12:00:00 AM	12
06113060	06 BROOKINGS	2	1.25N & 0.4W BRUCE	A	9/13/2020 12:00:00 AM	24
06113070	06 BROOKINGS	2	0.25N & 0.4W BRUCE	A	9/14/2020 12:00:00 AM	24
06118140	06 BROOKINGS	2	1N & 1.8E VOLGA	P	9/24/2020 12:00:00 AM	24
06120012	06 BROOKINGS	2	5.8N BRUCE	A	9/13/2020 12:00:00 AM	24
06120053	06 BROOKINGS	2	1.7N BRUCE	P	10/9/2020 12:00:00 AM	12
06122010	06 BROOKINGS	2	15N & 4.8W BROOKINGS	A	8/31/2020 12:00:00 AM	24
06125010	06 BROOKINGS	2	15N & 4.5W BROOKINGS	A	8/31/2020 12:00:00 AM	24
06125170	06 BROOKINGS	2	1S & 4.5W BROOKINGS	A	9/11/2020 12:00:00 AM	24
06129030	06 BROOKINGS	2	13N & 4.1W BROOKINGS	A	9/13/2020 12:00:00 AM	24
06129160	06 BROOKINGS	2	3W BROOKINGS	A	9/10/2020 12:00:00 AM	24
06130158	06 BROOKINGS	2	3E & 0.8S VOLGA	A	9/10/2020 12:00:00 AM	24
06131040	06 BROOKINGS	2	3N & 1.1E BRUCE	A	9/13/2020 12:00:00 AM	24
06131110	06 BROOKINGS	2	5N & 3.9W BROOKINGS	A	8/3/2020 12:00:00 AM	24
06131130	06 BROOKINGS	2	3N & 4W BROOKINGS	A	8/3/2020 12:00:00 AM	24
06131160	06 BROOKINGS	2	1S & 3.1E VOLGA	P	9/10/2020 12:00:00 AM	24
06131170	06 BROOKINGS	2	2S & 3.1W BROOKINGS	A	9/11/2020 12:00:00 AM	24
06132140	06 BROOKINGS	2	2N & 3.8W BROOKINGS	A	9/14/2020 12:00:00 AM	24
06132160	06 BROOKINGS	2	1.0S & 3.2E OF VOLGA	A	9/10/2020 12:00:00 AM	24
06134010	06 BROOKINGS	2	15N & 3.6W BROOKINGS	A	8/31/2020 12:00:00 AM	24
06134180	06 BROOKINGS	2	2S & 3.6W BROOKINGS	A	9/24/2020 12:00:00 AM	24
06137160	06 BROOKINGS	2	1S & 3.7E VOLGA	A	9/10/2020 12:00:00 AM	24
06137180	06 BROOKINGS	2	2S & 3.3W BROOKINGS	A	9/24/2020 12:00:00 AM	24
06137200	06 BROOKINGS	2	4S & 3.3W BROOKINGS	A	9/26/2020 12:00:00 AM	24
06139100	06 BROOKINGS	2	6N & 3.1W BROOKINGS	A	8/30/2020 12:00:00 AM	48
06140021	06 BROOKINGS	2	13.9N & 3W BROOKINGS	P	8/31/2020 12:00:00 AM	24
06140151	06 BROOKINGS	2	0.9N & 3W BROOKINGS	A	8/3/2020 12:00:00 AM	24
06141090	06 BROOKINGS	2	7N & 2.9W BROOKINGS	P	9/24/2020 12:00:00 AM	24
06141160	06 BROOKINGS	2	2.9W BROOKINGS	P	8/3/2020 12:00:00 AM	24
06141170	06 BROOKINGS	2	1S & 2.9W BROOKINGS	A	8/4/2020 12:00:00 AM	48
06141180	06 BROOKINGS	2	2S & 2.9W BROOKINGS	A	9/24/2020 12:00:00 AM	24
06142190	06 BROOKINGS	2	3S & 2.7W BROOKINGS	P	9/24/2020 12:00:00 AM	24
06142200	06 BROOKINGS	2	4S & 2.8W BROOKINGS	A	9/26/2020 12:00:00 AM	24
06143080	06 BROOKINGS	2	2.3E & 1S BRUCE	A	9/24/2020 12:00:00 AM	24
06144180	06 BROOKINGS	2	2S & 2.6W BROOKINGS	A	9/11/2020 12:00:00 AM	24
06145190	06 BROOKINGS	2	3.0S & 2.5W OF BROOKINGS	A	9/24/2020 12:00:00 AM	24
06146170	06 BROOKINGS	2	1S & 2.4W BROOKINGS	A	8/3/2020 12:00:00 AM	24
06147180	06 BROOKINGS	2	2S & 2.3W BROOKINGS	A	9/11/2020 12:00:00 AM	24
06147200	06 BROOKINGS	2	4S & 2.3W BROOKINGS	P	10/18/2020 12:00:00 AM	12

06150073	06 BROOKINGS	2	2W & 8.7N BROOKINGS	A	8/30/2020 12:00:00 AM	48
06150111	06 BROOKINGS	2	2.0W & 4.9N BROOKINGS	A	8/3/2020 12:00:00 AM	24
06150165	06 BROOKINGS	2	2W & 0.5S BROOKINGS	P	8/3/2020 12:00:00 AM	24
06150203	06 BROOKINGS	2	4.3S & 2W BROOKINGS	A	9/26/2020 12:00:00 AM	24
06150215	06 BROOKINGS	2	5.5S & 2W BROOKINGS	P	10/2/2020 12:00:00 AM	24
06150219	06 BROOKINGS	2	5.9S & 2W BROOKINGS	A	9/26/2020 12:00:00 AM	24
06151070	06 BROOKINGS	2	9N & 1.9W BROOKINGS	A	8/30/2020 12:00:00 AM	48
06153200	06 BROOKINGS	2	4S & 1.7W BROOKINGS	A	9/26/2020 12:00:00 AM	24
06156080	06 BROOKINGS	2	.7M S. & 3.8M E. OF BRUCE	A	8/30/2020 12:00:00 AM	48
06157110	06 BROOKINGS	2	5N & 1.3W BROOKINGS	P	8/3/2020 12:00:00 AM	24
06158060	06 BROOKINGS	2	1N & 3.8E BRUCE	A	8/30/2020 12:00:00 AM	48
06159221	06 BROOKINGS	2	0.6W & 4.1S BROOKINGS	P	10/2/2020 12:00:00 AM	24
06160017	06 BROOKINGS	2	14.3N & 1W BROOKINGS	P	8/31/2020 12:00:00 AM	24
06160057	06 BROOKINGS	2	10.3N & 1.0W BROOKINGS	A	8/30/2020 12:00:00 AM	48
06160108	06 BROOKINGS	2	5.2N & 1W BROOKING	A	8/3/2020 12:00:00 AM	24
06168200	06 BROOKINGS	2	4S BROOKINGS	A	9/19/2020 12:00:00 AM	48
06170056	06 BROOKINGS	2	10.4N BROOKINGS	A	10/2/2020 12:00:00 AM	24
06170101	06 BROOKINGS	2	5.9N BROOKINGS	P	9/10/2020 12:00:00 AM	24
06170218	06 BROOKINGS	2	5.8S BROOKINGS	A	9/12/2020 12:00:00 AM	24
06171100	06 BROOKINGS	2	6N & 0.1E BROOKINGS	A	8/30/2020 12:00:00 AM	48
06176050	06 BROOKINGS	2	2.5N & 6.3W WHITE	A	9/10/2020 12:00:00 AM	24
06180078	06 BROOKINGS	2	8.2N & 1.0E BROOKINGS	A	9/10/2020 12:00:00 AM	24
06180221	06 BROOKINGS	2	1E & 6.1S BROOKINGS	P	9/12/2020 12:00:00 AM	24
06181000	06 BROOKINGS	2	16N & 1.1E BROOKINGS	A	10/2/2020 12:00:00 AM	24
06181010	06 BROOKINGS	2	15N & 1E BROOKINGS	A	9/14/2020 12:00:00 AM	48
06181230	06 BROOKINGS	2	1.1E & 7S BROOKINGS	P	9/12/2020 12:00:00 AM	24
06182240	06 BROOKINGS	2	8S & 1.2E BROOKINGS	A	9/12/2020 12:00:00 AM	24
06183210	06 BROOKINGS	2	5S & 1.3W BROOKINGS	A	8/30/2020 12:00:00 AM	48
06183230	06 BROOKINGS	2	1.3E & 7S BROOKINGS	A	9/12/2020 12:00:00 AM	24
06190041	06 BROOKINGS	2	5W & 3.4N WHITE	P	8/22/2020 12:00:00 AM	24
06190059	06 BROOKINGS	2	10.1N & 2E BROOKINGS	P	8/22/2020 12:00:00 AM	24
06190136	06 BROOKINGS	2	2E & 2.4N BROOKINGS	A	8/23/2020 12:00:00 AM	24
06190193	06 BROOKINGS	2	3.3S & 2E BROOKINGS	A	8/30/2020 12:00:00 AM	24
06190198	06 BROOKINGS	2	3.8S & 2E BROOKINGS	A	8/30/2020 12:00:00 AM	24
06190211	06 BROOKINGS	2	2E & 5.1S BROOKINGS	A	8/30/2020 12:00:00 AM	24
06190214	06 BROOKINGS	2	2E & 5.4S BROOKINGS	A	8/30/2020 12:00:00 AM	24
06193130	06 BROOKINGS	2	3N & 2.3E BROOKINGS	P	8/23/2020 12:00:00 AM	24
06197010	06 BROOKINGS	2	15N & 2.7E BROOKINGS	A	8/22/2020 12:00:00 AM	24
06201050	06 BROOKINGS	2	2.5N & 3.9W of White	A	8/22/2020 12:00:00 AM	24
06201170	06 BROOKINGS	2	1N & 1.9W AURORA	A	8/30/2020 12:00:00 AM	48
06202201	06 BROOKINGS	2	3.1E & 4.1S BROOKINGS	P	8/29/2020 12:00:00 AM	24
06203110	06 BROOKINGS	2	5N & 3.3E BROOKINGS	A	8/23/2020 12:00:00 AM	24
06203202	06 BROOKINGS	2	2.1E & 4.2S BROOKINGS	A	9/12/2020 12:00:00 AM	48
06209100	06 BROOKINGS	2	2.5S & 3.1W WHITE	P	8/23/2020 12:00:00 AM	24
06209150	06 BROOKINGS	2	3.9E & 1N BROOKINGS	A	8/22/2020 12:00:00 AM	24
06209200	06 BROOKINGS	2	2S & 1.1W AURORA	P	8/29/2020 12:00:00 AM	24
06210098	06 BROOKINGS	2	2.3S & 3W WHITE	P	8/23/2020 12:00:00 AM	24

06210121	06 BROOKINGS	2	2.9N & 3W BUSHNELL	P	8/23/2020 12:00:00 AM	24
06210198	06 BROOKINGS	2	1.8S & 1W AURORA	P	8/29/2020 12:00:00 AM	24
06211050	06 BROOKINGS	2	11N & 4.1E BRKGS.	A	8/22/2020 12:00:00 AM	24
06218090	06 BROOKINGS	2	1.5S & 2.2W WHITE	P	8/23/2020 12:00:00 AM	24
06220079	06 BROOKINGS	2	2W & 0.4S WHITE	A	8/24/2020 12:00:00 AM	48
06220081	06 BROOKINGS	2	0.6S & 2W WHITE	A	8/22/2020 12:00:00 AM	24
06220089	06 BROOKINGS	2	1.4S & 2W WHITE	P	8/23/2020 12:00:00 AM	24
06220113	06 BROOKINGS	2	2.0W & 3.7N BUSHNELL	A	8/9/2020 12:00:00 AM	48
06220143	06 BROOKINGS	2	5E & 1.7N BROOKINGS	A	8/8/2020 12:00:00 AM	48
06220190	06 BROOKINGS	2	1.0S AURORA	A	8/29/2020 12:00:00 AM	24
06220201	06 BROOKINGS	2	2.1S AURORA	A	9/12/2020 12:00:00 AM	48
06222110	06 BROOKINGS	2	4N & 1.8W BUSHNELL	A	8/22/2020 12:00:00 AM	24
06225075	06 BROOKINGS	2	1.5W WHITE	A	8/7/2020 12:00:00 AM	24
06227230	06 BROOKINGS	2	5S & 0.7E AURORA	P	9/19/2020 12:00:00 AM	12
06228075	06 BROOKINGS	2	1.2W WHITE	P	8/7/2020 12:00:00 AM	24
06230072	06 BROOKINGS	2	1W & 0.3N WHITE	A	8/7/2020 12:00:00 AM	24
06230139	06 BROOKINGS	2	1W & 1.1N BUSHNELL	P	8/21/2020 12:00:00 AM	24
06230186	06 BROOKINGS	2	1E & 0.6S AURORA	A	8/27/2020 12:00:00 AM	24
06233100	06 BROOKINGS	2	2.5S & 0.7W WHITE	A	8/9/2020 12:00:00 AM	48
06235130	06 BROOKINGS	2	2.0N & 0.5W BUSHNELL	A	8/21/2020 12:00:00 AM	24
06235180	06 BROOKINGS	2	1.5E AURORA	A	8/27/2020 12:00:00 AM	24
06240070	06 BROOKINGS	2	0.5N WHITE	A	8/7/2020 12:00:00 AM	24
06240092	06 BROOKINGS	2	5.8N BUSHNELL	A	8/9/2020 12:00:00 AM	24
06240123	06 BROOKINGS	2	2.7N BUSHNELL	A	8/21/2020 12:00:00 AM	24
06240141	06 BROOKINGS	2	0.9N BUSHNELL	A	8/21/2020 12:00:00 AM	24
06240179	06 BROOKINGS	2	2E & 0.1N AURORA	A	8/27/2020 12:00:00 AM	24
06242090	06 BROOKINGS	2	1.5S & 0.2E WHITE	A	8/9/2020 12:00:00 AM	24
06245030	06 BROOKINGS	2	4.5N & 0.5E WHITE	A	8/8/2020 12:00:00 AM	48
06248040	06 BROOKINGS	2	3.5N & 0.8E WHITE	P	8/6/2020 12:00:00 AM	24
06248170	06 BROOKINGS	2	2.8E & 1.0 N AURORA	P	8/21/2020 12:00:00 AM	24
06250053	06 BROOKINGS	2	2.2N & 1E WHITE	P	8/7/2020 12:00:00 AM	24
06250059	06 BROOKINGS	2	1.6N & 1E WHITE	P	8/7/2020 12:00:00 AM	24
06250137	06 BROOKINGS	2	1E & 1.3N BUSHNELL	A	8/9/2020 12:00:00 AM	24
06250176	06 BROOKINGS	2	2.6S & 1E BUSHNELL	A	8/21/2020 12:00:00 AM	24
06254150	06 BROOKINGS	2	1.4E BUSHNELL	A	8/9/2020 12:00:00 AM	24
06255130	06 BROOKINGS	2	2N & 1.5E BUSHNELL	P	8/9/2020 12:00:00 AM	24
06260123	06 BROOKINGS	2	2.7N & 2E BUSHNELL	A	8/18/2020 12:00:00 AM	48
06260139	06 BROOKINGS	2	1.1N & 2E BUSHNELL	A	8/9/2020 12:00:00 AM	24
06260176	06 BROOKINGS	2	3.4N & 6W ELKTON	A	8/23/2020 12:00:00 AM	48
06270175	06 BROOKINGS	2	5E & 0.5N AURORA	A	8/23/2020 12:00:00 AM	48
06280116	06 BROOKINGS	2	9.4N & 4W ELKTON	A	10/29/2020 12:00:00 AM	24
06280139	06 BROOKINGS	2	7.1N & 4W ELKTON	A	8/8/2020 12:00:00 AM	24
06280172	06 BROOKINGS	2	3.8N & 4W ELKTON	P	9/19/2020 12:00:00 AM	12
06280181	06 BROOKINGS	2	4W & 2.9N ELKTON	A	8/21/2020 12:00:00 AM	24
06287040	06 BROOKINGS	2	3.5N & 4.7E WHITE	P	8/6/2020 12:00:00 AM	24
06300183	06 BROOKINGS	2	2.7N & 2W ELKTON	A	8/22/2020 12:00:00 AM	48
06301110	06 BROOKINGS	2	10N & 1.9W ELKTON	A	8/6/2020 12:00:00 AM	24

06306110	06 BROOKINGS	2	10N & 1.4W ELKTON	P	8/6/2020 12:00:00 AM	24
06307140	06 BROOKINGS	2	7N & 1.3W ELKTON	A	8/8/2020 12:00:00 AM	24
06309080	06 BROOKINGS	2	0.5S & 6.9E WHITE	P	8/6/2020 12:00:00 AM	24
06309190	06 BROOKINGS	2	2N & 1.1W ELKTON	A	8/10/2020 12:00:00 AM	24
06310059	06 BROOKINGS	2	1.5N & 7E WHITE	P	8/6/2020 12:00:00 AM	24
06310141	06 BROOKINGS	2	6.9N & 1W ELKTON	A	8/8/2020 12:00:00 AM	24
06310186	06 BROOKINGS	2	2.4N & 1W ELKTON	A	8/22/2020 12:00:00 AM	48
06310193	06 BROOKINGS	2	1.7N & 1W ELKTON	A	8/22/2020 12:00:00 AM	48
06311240	06 BROOKINGS	2	3S & 0.9W ELKTON	A	8/10/2020 12:00:00 AM	24
06312050	06 BROOKINGS	2	2.5N & 7.2E WHITE	P	8/6/2020 12:00:00 AM	24
06318098	06 BROOKINGS	2	5.2N & 7.8E BUSHNELL	A	8/8/2020 12:00:00 AM	24
06319099	06 BROOKINGS	2	11.1N & 0.1W ELKTON	P	8/8/2020 12:00:00 AM	24
06320118	06 BROOKINGS	2	3.2N & 8E BUSHNELL	P	8/8/2020 12:00:00 AM	24
06320143	06 BROOKINGS	2	8.0E & 0.5N BUSHNELL	A	8/8/2020 12:00:00 AM	24
06320235	06 BROOKINGS	2	2.5S ELKTON	A	8/10/2020 12:00:00 AM	24
06330205	06 BROOKINGS	2	1E & 0.5N OF ELKTON	A	8/10/2020 12:00:00 AM	24

# 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

Department:

Commission

Date:

03/20/20

Asset Number  
& Description:

2015 Chevrolet Traverse  
Asset #14-067

Model or Product:

Chevrolet Traverse

Serial/VIN Number:

1GNKVFED2FJ224566

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:

Department:

Commission

Transfer To:

Department:

Sheriff/Jail

Location:

Highway

Location:

Sheriff's Department

Date:

03/20/20

### Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:



427 SOUTH CHAPELLE  
C/O 500 EAST CAPITOL  
PIERRE SD 57501-5070  
(605) 773-3595

MARTIN L. GUINDON, CPA  
AUDITOR GENERAL

April 1, 2020

Brookings County  
520 3<sup>rd</sup> Street  
Brookings, South Dakota 57006

In planning and performing our audit of the financial statements of Brookings County (County) as of December 31, 2018 and for the year then ended, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, we considered County's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the County's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified.

Auditing standards generally accepted in the United States of America and *Government Auditing Standards* require that we provide you with this management letter to communicate:

1. Deficiencies Noted in Internal Control:
  - a. Deficiencies in internal control which are material weaknesses or significant deficiencies. Material weaknesses and significant deficiencies will be included in the schedule of current audit findings included in the audit report and are summarized later in this letter.
  - b. Deficiencies noted in internal control which did not rise to the level of being a material weakness or significant deficiency, yet are important enough to merit attention by those charged with governance. These deficiencies are described in detail later in this letter.
2. Violations of laws, rules and regulations and provisions of contracts or grant agreements.
  - a. Material violations of laws, rules and regulations and provisions of contracts or grant agreements. Material violations will be included in the schedule of current audit findings included in the audit report and are summarized later in this letter.
  - b. Immaterial violations of laws, rules and regulations and provisions of contracts or grant agreements. These violations are described in detail later in this letter.

3. All unadjusted proposed audit adjustments to the financial statements which were not corrected, including the nature, amount and effect of the uncorrected misstatements. These adjustments have been determined by management to be immaterial, both individually and in the aggregate, to the financial statements, taken as a whole. The lead schedule of potential audit adjustments has been given to and discussed with Vicki Buseth, County Finance Officer.

**Deficiencies Noted in Internal Control Which Are Material Weaknesses Or Significant Deficiencies which are included in the schedule of current audit findings in the audit report:**

None Disclosed

**Deficiencies Noted in Internal Control Which Did Not Rise To The Level Of Being A Material Weakness or Significant Deficiency Yet Important Enough To Merit Attention Of Those Charged With Governance:**

None Disclosed

**Material Violations of Laws, Rules, and Regulations and Provisions of Contract and Grant Agreements which are included in the schedule of current audit findings in the audit report:**

None Disclosed

**Immaterial Violations of Laws, Rules, and Regulations and Provisions of Contract and Grant Agreements**

None Disclosed

We also noted other less significant items through out the course of the audit that were discussed with management.

This communication is intended solely for the information and use of the South Dakota Legislature, state granting agencies, and the governing board and management of Brookings County and is not intended to be and should not be used by anyone other than these specified parties. As required by South Dakota Codified Law 4-11-11, this report is a matter of public record and its distribution is not limited.

If you have any questions, please contact me.

Sincerely,



Joshua Shellum  
Auditor-in-Charge



## *Brookings County Finance Office*

Vicki Buseth, Finance Officer

520 3<sup>rd</sup> Street Suite 100 ♦ Brookings, SD 57006

Phone: (605) 696-8250

vbuseth@brookingscountysd.gov

April 1, 2020

Joshua Shellum, Auditor  
Department of Legislative Audit  
427 South Chapelle Street  
C/O 500 East Capitol Avenue  
Pierre, South Dakota 57501

We are providing this letter in connection with your audit of the financial statements of Brookings County as of December 31, 2018 and for the year then ended for the purpose of expressing an opinion as to whether the basic financial statements present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Brookings County and the respective changes in financial position in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of the aforementioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining appropriate internal controls, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

1. The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America.
2. All funds that meet the quantitative criteria of Governmental Accounting Standards Board (GASB) Statement No. 34 and 37 for presentation as major have been properly identified, and are presented as such, and all other funds that are presented as major have been so designated by us, and are considered important to users of our financial statements.
3. Joint ventures, jointly governed organizations, cost-sharing arrangements and other related organizations have been properly disclosed in the financial statements or related notes, as applicable.
4. Net position component (net investment in capital assets; restricted; and unrestricted) and fund balance restrictions and assignments are properly classified, and have been authorized by appropriate action of the county commission, where

required.

5. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
6. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
7. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
8. We have disclosed all deposit accounts and investments which are classified as to risk, and investments are properly valued, including special accounts whose authorized signatories are other than the County Auditor or County Treasurer, held in local bank accounts and funds held in trust at banks or other financial institutions. We have only one federal Taxpayer Identification Number (TIN).
9. Capital Assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated in accordance with county policy, reported, and depreciated, where applicable.
10. Required Supplementary Information consisting of the Supplementary Schedules of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual, for the General and each major Special Revenue Fund has been prepared and presented within prescribed guidelines of GASB Statement No. 34, the Schedule of the County Contributions and Schedule of the County's Proportionate Share of the Net Pension Liability (Asset) has been prepared and presented within the prescribed guidelines of GASB Statement No. 68.
11. Required Supplementary Information consisting of Management's Discussion and Analysis has not been prepared.
12. We have made available to you all:
  - a. Financial records and related data.
  - b. Minutes of board meetings or summaries of actions of recent meetings for which minutes have not been prepared.
13. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial statements.
14. There are no material transactions that have not been properly recorded in the accounting records underlying our financial statements or the schedule of expenditures of federal awards.
15. We have reviewed your potential audit adjustments and concur that the effects of the uncorrected misstatements aggregated by you during your audit are immaterial, both

individually and in the aggregate, to the financial statements of each reporting unit taken as a whole.

16. We acknowledge our responsibility for the design and implementation of programs and controls to both prevent and detect fraud.

17. We have no knowledge of any fraud or suspected fraud affecting the county involving:

- a. Management;
- b. Employees who have significant roles in internal control; or,
- c. Others where the fraud could have a material effect on the financial statements.

Furthermore, we have no knowledge of any allegations of fraud or suspected fraud affecting the county received in communications from employees, former employees, analysts, regulators, or others.

18. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities or fund equity.

19. All transactions of the county during the audit period, conducted with outside parties, were on an arm's length basis; that is, none of the officers or key employees of the county had any material direct or indirect ownership or profit participation in those enterprises with which the county had significant dealings.

20. All guarantees, whether written or oral, under which we are contingently liable have been properly recorded or disclosed in the financial statements.

21. We believe all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements, are reasonable in the circumstances, consistently applied, and adequately disclosed.

22. Participation in a public entity risk pool has been properly reported and disclosed in the financial statements.

23. We are responsible for the county's compliance with laws and regulations applicable to it and we have identified and disclosed to you, all laws and regulations that have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.

24. There are no:

- a. Violations or possible violations of budget laws (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and (grant) agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance.
- b. Unasserted claims or assessments that our legal counsel has advised us are probable of assertion and must be disclosed in accordance with Financial

Accounting Standards Board (FASB) Statement No. 5, *Accounting for Contingencies*. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB Statement No. 5.

- c. Reservations or designations of fund equity that were not properly authorized and approved.
25. The county has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
26. Capital assets are valued at original cost or estimated cost if original cost is unavailable. Capital assets are capitalized, based on criteria of a useful life of one year or more, tangible in nature, and a value of \$5,000 or more for machinery and equipment and \$15,000 for buildings, improvement other than buildings and infrastructure. All land and land rights are capitalized.
27. Supplies and materials inventories are valued for financial reporting purposes at cost.
28. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
29. No events have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial statements.
30. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives related to the current audit and have provided our corrective action plan on current and prior audit findings and recommendations, as applicable.
31. We have chosen to have the Department of Legislative Audit prepare our Notes to the Financial Statements.

To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.

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

  
\_\_\_\_\_  
Brookings County Commission Chair



Stacy Steffensen, Commission Department Director  
Brookings County  
520 3<sup>rd</sup> St., Suite 210  
Brookings, SD 57006  
605-696-8205  
ssteffensen@brookingscountysd.gov

## STAFF REPORT:

### Regular Business Items

- ❖ Bridge Resolution: This was submitted by the Highway Department and Brian Gustad is recommending Banner Associates.
- ❖ Transfer: This is the action to transfer the Commission Traverse to the Sheriff's Department for their use as a transport vehicle. The new Commission Durango arrived a couple of weeks ago.
- ❖ Audit Report: The FY2018 audit report from Auditor Joshua Shellum is included in the packet. He will not be present at the meeting, however he has spoken with Commissioner Bartley.

### Director's Report

- ✓ We need consensus from the board to advertise for a supplemental budget hearing. The City did not bill the County for the new parking lot until March 27, 2020. Because this was a budgeted item in FY2019, we will need to do a supplemental budget hearing to move those budgeted dollars that rolled into fund balance back into the FY2020 budget to reimburse the City. Our total for the project was \$91,894.64.
- ✓ The estimate to have generator hook-ups installed at the BCOAC is almost \$22,000. To move forward with using the facility as a Red Cross shelter, this would need to be installed. It could come out of the capital budget (301) which has \$50,000 in it for FY2020. The only pending expense that I am aware of is a possible change order request from Bowes for the parking lot, which is about \$7,300.

A handwritten signature in black ink that reads "Stacy Steffensen". The signature is written in a cursive, flowing style.

Stacy Steffensen  
Commission Department Director  
Brookings County, South Dakota



DEPARTMENT of ENVIRONMENT  
and NATURAL RESOURCES

JOE FOSS BUILDING  
523 EAST CAPITOL  
PIERRE, SOUTH DAKOTA 57501-3182

denr.sd.gov

March 19, 2020

Wim Hammink  
Hammink Dairy, LLC  
19890 470<sup>th</sup> Avenue  
Bruce, SD 57220-5208

RE: Hammink Dairy, LLC Manure Management System  
Proposed Calf Barn

Dear Mr. Hammink:

The Department of Environment and Natural Resources received four copies of the plans and specifications for the proposed calf barn at your operation on January 29, 2020. Your operation is currently permitted under the 2017 *General Water Pollution Control Permit for Concentrated Animal Feeding Operations* (general permit), **permit application number SDG-100065**. The North Unit manure management system is located in the Southeast  $\frac{1}{4}$  of Section 15, Township 112 North, Range 50 West and the South Unit manure management system is located in the Southwest  $\frac{1}{4}$  of Section 22, Township 112 North, Range 50 West in Brookings County, South Dakota.

**North Unit**

Your permitted North Unit manure management system is for a housed lot feeding a maximum of 1,300-head of dairy cattle consisting of 950-head of mature dairy cattle and 350 dairy calves. Your system consists of five freestall barns, a calf hut area, a milk parlor, a manure solids separator and concrete manure solids stacking pad, a commodity barn, two bunker silos, diversion dikes or channels, two holding ponds, piping, two lift stations, and 2.3 acres of drainage area. Each barn contains a concrete flush gutter for transferring the manure and wastewater from the barns to the manure solids separator. The holding pond system is designed for at least 270 days of liquid storage capacity.

**South Unit**

Your permitted South Unit manure management system is for a housed lot feeding a maximum of 3,000-head of mature dairy cattle. Your system consists of a flume system in two freestall barns and a milk parlor/holding area, piping, diversion dikes or channels, a feed storage area, two concrete manure pits, a solids separator, a clay-lined solids stacking pad, three holding ponds, and 0.78 acres of drainage area. The holding pond system is designed for at least 270 days of liquid storage capacity.

Wim Hammink  
Hammink Dairy, LLC  
March 19, 2020  
Page 2 of 5

The proposed revisions at the North Unit dairy consist of the following:

- A proposed calf barn will be constructed along the east side of the existing north freestall barn. The north and south areas within the barn will be a straw bedded pack over a concrete floor. The solids will be stored on the existing solids stacking pad;
- A concrete reception pit will be constructed along the west side of the proposed calf barn. Wastewater from the scrape alleys in the middle of the barn will be collected in the reception pit and pumped to the existing north holding pond;
- An 8-inch PVC pipe will be installed between the proposed reception pit in the calf barn and the existing north holding pond with a concrete chute and splash pad constructed beneath the piping in the holding pond;
- The number of mature dairy cattle at the North Unit dairy will be decreased by 72 head and the number of calves will be increased by 250 head. The new maximum animal population at the North Unit dairy will be 878-head of mature dairy cattle and 600-head of calves; and
- With these changes, the holding pond system will still have at least 270 days of liquid storage capacity and the stacking pad will still have at least 365 days of solids storage capacity.

We have reviewed and hereby conditionally approve the revised plans and specifications for your project. This approval expires on March 19, 2022, unless construction of the proposed calf barn has been started by that date. Once construction has commenced, you will have three years to complete construction and submit a Notice of Completion. If construction is not completed within the three year timeframe this approval will expire. Two copies of the approved plans and specifications are being retained for our files and requirements you must implement are listed on the attached pages.

If there are any other modifications to your system, a complete set of as-built plans will be required if any major deviations result. If you plan to make any of the following modifications to your approved permit application prior to obtaining permit coverage for the proposed calf barn, you will need to start the permitting process over which will require a new public notice. These modifications include: a change to the location of a process wastewater containment structure where additional soil borings are needed; a change to the type of manure or process wastewater storage structure; an increase in the amount of manure or process wastewater generated; a decrease in the manure or process wastewater storage volume in the manure containment system; or a modification to the nutrient management plan that results in a change in crop rotation or an increase in the land application acres.

Upon completion of construction, the enclosed Notice of Completion must be returned to the department. **You cannot populate the proposed calf barn or use the proposed reception pit to store manure until an amended Certificate of Compliance and coverage under the 2017 state general permit are issued. Once the Notice of Completion has been received and a satisfactory construction inspection has been conducted, the department will issue an amended Certificate of Compliance and coverage under the 2017 state general permit for the calf barn.**

One copy of the submitted permit application is being retained for our files. If you plan to increase your maximum number of animals or make any modifications to your manure management system,

Wim Hammink  
Hammink Dairy, LLC  
March 19, 2020  
Page 3 of 5

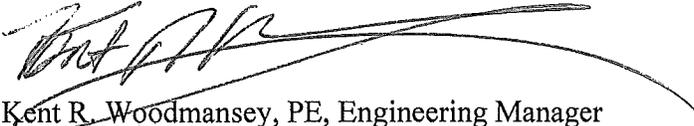
you must obtain department approval prior to increasing your animal numbers or beginning any new construction. If you plan to make any modifications to your nutrient management plan that include a change in manure application method, the addition of land application fields, or a change in crop rotation, you must obtain department approval prior to making the change.

Continued compliance is dependent upon you performing proper operation and maintenance activities. You will be liable for any noncompliance with applicable South Dakota environmental laws or regulations.

Our review covers works of sanitary significance and does not cover items such as quality of material, structural soundness, or electrical and mechanical design features. Approval of the plans and specifications does not in any way release the applicant from the responsibility that the project will be an operable facility when construction is completed.

If you have any questions regarding the content of this letter, please feel free to contact Ben Myers, Feedlot Permit Program at (605) 773-3351. Thank you for your cooperation.

Sincerely,



Kent R. Woodmansey, PE, Engineering Manager  
Feedlot Permit Program  
Phone: (605) 773-3351

cc: Brian Friedrichsen, PE, DEC, Huron, SD  
Brookings County Commissioners  
Luke Muller, F.D.A.L.G., Watertown, SD

Wim Hammink  
Hammink Dairy, LLC  
March 19, 2020  
Page 4 of 5

## REQUIREMENTS

The following requirements must be implemented before we will issue an amended Certificate of Compliance and coverage under the 2017 general permit. Failure to implement these requirements will invalidate this approval.

### State General Permit

You will be required to operate your feeding operation and manure management system in accordance with the requirements in the general permit.

#### 1. Notification

Construction Schedule - You or your engineer must notify the department of the proposed construction schedule for your project to allow our personnel the opportunity for construction inspections. Please fill out the enclosed postcard and return it to us prior to beginning construction of the proposed calf barn. If any of the dates change from the ones submitted on the postcard, please notify us at (605) 773-3351 and ask for Ben Myers.

Other Government - You are responsible for contacting your local planning and zoning office to determine if there are any local ordinances or requirements with which you need to comply. If a stream, lake, or wetland will be dredged or filled during the construction of the feeding operation, then you need to contact the United States Corps of Engineers at (605) 224-8531 prior to construction of the manure management system.

Notice of Completion - The Notice of Completion form must be completed by your engineer and returned to the department when construction of the calf barn is complete. The department cannot issue you a Certificate of Compliance and coverage under the 2017 state general permit until we receive a Notice of Completion. **You cannot populate the proposed calf barn or use the proposed reception pit to store manure until an amended Certificate of Compliance and coverage under the 2017 state general permit are issued. Once the Notice of Completion has been received and a satisfactory construction inspection has been conducted, the department will issue an amended Certificate of Compliance and coverage under the 2017 state general permit.**

#### 2. Initial Nutrient Management Plan (NMP)

An updated NMP CPA-63 spreadsheet was submitted that includes the additional animals. No new fields were added and there are adequate acres available for manure application for the additional animals.

## REQUIREMENTS CONTINUED

### 3. Setback Distance and Water Wells

The manure management system and the application sites must be located at least 100 feet from a private well owned by you if the top of the aquifer is 100 feet or more below the land surface, 150 feet from a private well owned by you if the top of the aquifer is less than 100 feet below the land surface, 250 feet from a private well not owned by you and 1,000 feet from any public supply well. These areas can not be included in the land application areas. You must provide information indicating whether any public water wells or water sources exist within 1,000 feet of the manure application sites.

### 4. Other Permits That will of May Be Required

Storm Water Permit - If construction will disturb more than one acre in total land area, **you must obtain a general storm water construction permit.** This permit must be obtained before you can start constructing your proposed manure management system. Information concerning this permit can be obtained by calling the Surface Water Quality Program at 1-800-737-8676. **A copy of this plan must be kept on-site during construction for review by DENR inspectors.**

Emergency Power Generator - The department has observed that emergency power generators have been installed at similar sized operations. If an emergency power generator will be installed at your operation it may require that you obtain an air quality permit. Please contact Earl Berg with the department's Air Quality Program at (605) 773-3151, to determine whether an air quality permit is required. If an air quality permit is required, you must have that permit prior to using the generator.

Permit to Occupy Right of Way - If manure application will involve placing hoses or other equipment in a state highway right of way (for example, in a road ditch or through a culvert), you must first obtain a Permit to Occupy Right of Way. Application for this permit may be made through the local South Dakota Department of Transportation area office. Contact your local SD DOT area office for more information on this permit. In addition, please contact your county highway superintendent to determine if your county has similar requirements.



**DEPARTMENT of ENVIRONMENT  
and NATURAL RESOURCES**

JOE FOSS BUILDING  
523 EAST CAPITOL  
PIERRE, SOUTH DAKOTA 57501-3182

denr.sd.gov

March 20, 2020

AJ Bos  
Valley View Dairy Bruce, LLC  
15857 Bear Mountain Blvd  
Bakersfield, CA 93311

Re: Revised Phosphorus-Based Nutrient Management Plan (NMP)

Dear Mr. Bos:

The Department of Environment and Natural Resources (DENR) received your request to add the fields listed in the following table to your approved phosphorus-based nutrient management plan (NMP). Your existing phosphorus-based NMP is part of your application for coverage under the *2003 General Water Pollution Control Permit for Concentrated Animal Feeding Operations* (general permit). Your animal feeding operation was originally approved on June 12, 2007, the permit application approval was transferred to you on July 20, 2012, and permit coverage was issued on September 11, 2012 (**general permit # SDG-0100398**).

Fields Being Added to NMP					
Field #	County	Legal Description	Available Acres	Soil Sampling Requirements	
				0-2 feet	Additional
19	Brookings	N 1/2 of NW 1/4, Sec. 5, T111N, R50W	43.6	Yes	No
68	Brookings	SE 1/4, Sec. 6, T111N, R50W	133.4	Yes	No
69	Brookings	NW 1/4, Sec. 17, T111N, R50W	135.9	Yes	No
70	Brookings	NE 1/4, Sec. 1, T111N, R51W	121.0	Yes	Yes

We are approving the modification and are including *Fields 19, 68, 69, and 70* in your approved phosphorus-based NMP. **Please put one copy of the approved field information in Appendix D of your copy of the permit.** You are required to comply with the terms and conditions of your permit.

You are also responsible for contacting the local planning and zoning office in the county where manure application will take place to determine if there are any local ordinances or requirements with which you need to comply.

All of the new fields will require soil tests from 0 to 2 feet prior to manure application.

*Field 70* is also identified as being located over a shallow aquifer and has additional soil testing requirements. For this field, soil tests are required from 0 to 2 feet and 2 to 4 feet prior to manure application.

For fields that require additional soil testing from 2 to 4 feet, you have the option to either conduct the initial 0 to 2-foot and the 2 to 4-foot soil test prior to land application of manure or the alternative option to conduct the initial 0 to 2-foot soil test prior to manure application and a second 0 to 2-foot soil test within four weeks after harvesting the crop. Please refer to section 1.4.4.4., beginning on page 29 of the general permit, for the annual nutrient management requirements. **You must notify the department in writing if you plan to use the post-harvest soil sampling option.**

The land application sites must be located at least 150 feet from a private well owned by you, 250 feet from a private well not owned by you and 1,000 feet from any public supply well or other public drinking water source. These setback distances from identified wells cannot be included as part of the land application acreage. Buffer zones are also required around any natural or manmade drainages or wetlands. Please review the buffer zone requirements on the land application maps included with the nutrient management plan in Appendix D of your permit prior to land applying manure.

To add fields to your approved phosphorus-based NMP, you must submit the required information for each additional field to the department for our review and approval. Information on adding fields to your approved phosphorus-based NMP may be obtained from your local Natural Resources Conservation Service (NRCS) office. You may also contact us for assistance at (605) 773-3351, or visit our website at <http://denr.sd.gov/des/fp/fieldadditions.aspx> for instructions on adding fields. **You may not apply manure to any fields not included in your approved phosphorus-based NMP.**

If manure application will involve placing hoses or other equipment in a state highway right of way (for example, in a road ditch or through a culvert), you must first obtain a Permit to Occupy Right of Way. Application for this permit may be made through the local South Dakota Department of Transportation area office. Contact your local SD DOT area office for more information on this permit. In addition, please contact your county highway superintendent to determine if your county has similar requirements.

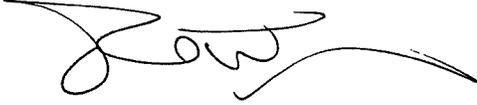
The 2017 *General Water Pollution Control Permit for Concentrated Animal Feeding Operations* (2017 general permit) became effective on April 15, 2017. You currently have coverage under the 2003 general permit and will need to submit an application for coverage under the 2017 general permit by **April 15, 2021**. Please note that certain modifications may require operations to submit a permit application for coverage under the reissued 2017 permit prior to this deadline. We recommend when crafting your NMP under the reissued general permit that you consider writing your plan to maximize your flexibility and minimize the amount of modifications that you may need to make to your NMP.

One copy of the field information is being retained for our files. The attached field list is an updated listing of the fields that are currently approved for manure or wastewater application. The attached map shows the location of each field. Please review this information and notify the department if any of the information is incorrect. If the enclosed field list and map are correct, please place them in your NMP.

Valley View Dairy Bruce, LLC  
March 20, 2020  
Page 3 of 3

If you have any questions regarding the content of this letter, please feel free to contact Keith Miller, Feedlot Permit Program, at (605) 882-5051. Thank you for your cooperation.

Sincerely,



Paul N. Wegleitner  
Natural Resources Project Engineer  
Feedlot Permit Program

cc: Kevin Banken, Centrol, 333 Marian Ave., Brookings, SD 57006  
Ricky Hesser, Northern Sky Dairy, 20165 468<sup>th</sup> Avenue, Bruce, SD 57220  
Brookings County Commissioners  
Luke Muller, FDALG

Enclosures: Field List  
Field Map





**DEPARTMENT of ENVIRONMENT  
and NATURAL RESOURCES**

JOE FOSS BUILDING  
523 EAST CAPITOL  
PIERRE, SOUTH DAKOTA 57501-3182

denr.sd.gov

March 23, 2020

Dr. Luke Minion  
Mustang Pass, LLC  
P.O. Box 188  
Pipestone, MN 56164-0188

Re: Revised Phosphorus-Based Nutrient Management Plan (NMP)

Dear Dr. Minion:

The Department of Environment and Natural Resources (DENR) received your request to add the field listed in the following table to your approved phosphorus-based nutrient management plan (NMP). Your existing phosphorus-based NMP is part of your application for coverage under the *2003 General Water Pollution Control Permit for Concentrated Animal Feeding Operations* (general permit). Your animal feeding operation was originally approved on July 1, 2013, and permitted on April 10, 2015 (general permit number **SDG-0100491**).

Field Being Added to NMP					
Field #	County	Legal Description	Available Acres	Soil Sampling Requirements	
				0-2 feet	Additional
14	Brookings	NW ¼, Section 32, T109N, R48W	147.0	Yes	No

We are approving the modification and are including *Field 14* in your approved phosphorus-based NMP. **Please put one copy of the approved field information in Appendix D of your copy of the permit.** You are required to comply with the terms and conditions of your permit.

You are also responsible for contacting the local planning and zoning office in the county where manure application will take place to determine if there are any local ordinances or requirements with which you need to comply.

*Field 14* will require soil tests from zero to two feet prior to manure application.

The land application sites must be located at least 150 feet from a private well owned by you, 250 feet from a private well not owned by you and 1,000 feet from any public supply well or other public drinking water source. These setback distances from identified wells cannot be included as part of the land application acreage. Buffer zones are also required around any natural or manmade drainages or wetlands. Please review the buffer zone requirements on the land application maps included with the nutrient management plan in Appendix D of your permit prior to land applying manure.

Mustang Pass, LLC  
March 23, 2020  
Page 2 of 2

To add fields to your approved phosphorus-based NMP, you must submit the required information for each additional field to the department for our review and approval. Information on adding fields to your approved phosphorus-based NMP may be obtained from your local Natural Resources Conservation Service (NRCS) office. You may also contact us for assistance at (605) 773-3351, or visit our website at <http://denr.sd.gov/des/fp/fieldadditions.aspx> for instructions on adding fields. **You may not apply manure to any fields not included in your approved phosphorus-based NMP.**

If manure application will involve placing hoses or other equipment in a state highway right of way (for example, in a road ditch or through a culvert), you must first obtain a Permit to Occupy Right of Way. Application for this permit may be made through the local South Dakota Department of Transportation area office. Contact your local SD DOT area office for more information on this permit. In addition, please contact your county highway superintendent to determine if your county has similar requirements.

The 2017 *General Water Pollution Control Permit for Concentrated Animal Feeding Operations* (2017 general permit) became effective on April 15, 2017. Mustang Pass, LLC currently has coverage under the 2003 general permit and will need to submit an application for coverage under the 2017 general permit by **April 15, 2021**. Please note that certain modifications may require operations to submit a permit application for coverage under the reissued 2017 permit. We recommend when crafting your NMP under the reissued general permit that you consider writing your plan to maximize your flexibility and minimize the amount of modifications that you may need to make to your NMP.

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If you have any questions regarding the content of this letter, please feel free to contact Keith Miller, Feedlot Permit Program, at (605) 882-5051. Thank you for your cooperation.

Sincerely,



Paul N. Wegleitner  
Natural Resources Project Engineer  
Feedlot Permit Program

cc: Kevin Banken, Centrol Crop Consulting, Brookings, SD  
Brookings County Commissioners  
Moody County Commissioners  
Luke Muller, FDALG

Enclosures: Field List and Field Map