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 if you have any comments or questions.

1. **8:30 AM Call to Order on Tuesday, May 5, 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:

      04-14-2020 Minutes.pdf
      04-21-2020 Minutes.pdf

   B. Approval of travel requests

      Documents:

      Travel Requests.pdf

   C. Approval of personnel action notices

      Documents:

      Personnel Action Notice Report 05052020.pdf

D. Approval of cellular authorizations

Documents:

Cellular Authorizations_Redacted.pdf

E. Approval of the Human Services report

Documents:

Human Services Report.pdf

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

CLAIMS 5.5.20.pdf
May Cell Phones 5.5.20.pdf

B. Department Head reports

i. Register of Deeds - FY2019 Annual Report

Documents:

Register of Deeds 2019 Report.pdf

ii. BCOAC

Documents:

BCOAC Report.pdf

7. Scheduled Agenda Items

A. 9:00 AM - Public Hearing on a resolution for a budget supplement.

i. Action to approve Resolution #20-18: a supplemental budget resolution.

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

Documents:

Res 20-18 Budget Supplement.pdf

B. 9:05 AM - Public Hearing on an application for a liquor license made by SVK Properties.

i. Action to approve a retail on-sale liquor license application for SVK Properties.

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

Documents:

Liquor License App - SVK.pdf

C. 9:10 AM - Action to approve the closure of a portion of 6th Avenue for the Brookings Farmers' Market.

Action: Motion to Approve, Comments, Voice Vote

Documents:

Farmers Market Info.pdf

8. Regular Business

A. Action to approve Resolution #20-19: a resolution closing the Vote Center Site in Arlington, South Dakota for the June 2, 2020 Primary Election.

Action: Motion to Approve, Comments, Roll Call

Documents:

Res 20-19 Arlington Vote Center.pdf

B. Action to approve Resolution #20-20: a resolution authorizing the purchase of a 2021 Mack Truck based upon the price established through the Spink County, South Dakota bid process.

Action: Motion to Approve, Comments, Roll Call

Documents:

Res 20-20 Mack Truck.pdf

C. Action to approve Agreement #20-18: an agreement to provide for the striping and continuing maintenance of county roads within Brookings County.

Action: Motion to Approve, Comments, Roll Call

Documents:

Agr 20-18 County Road Maintenance.pdf

D. Action to approve Agreement #20-19: a State of South Dakota Department of transportation Joint Powers Agreement for Weed Spraying Services by County.

Action: Motion to Approve, Comments, Roll Call

Documents:

Agr 20-19 Weed Spraying.pdf

E. Action to approve Agreement #20-20: a State of South Dakota Department of Health Division of Family and Community Health Sub-Recipient Agreement.

Action: Motion to Approve, Comments, Roll Call

Documents:

Agr 20-20 Community Health.pdf

F. Action to approve Agreement #20-21: an application for occupancy of right-of-way of county highways made by Big Sioux Community Water System in Trenton Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

Agr 20-21 ROW Big Sioux Comm.pdf

G. Action to Approve Agreement #20-22: an application for occupancy of right-of-way of county highways made by Interstate Telecommunications Coop (ITC) in Richland and Lake Hendricks Townships.

Action: Motion to Approve, Comments, Voice Vote

Documents:

Agr 20-22 ROW ITC.pdf

H. Action to declare a 2000 Sterling Truck as surplus to be sold.

Action: Motion to Approve, Comments, Voice Vote

Documents:

Surplus - Highway.pdf

I. Discussion and possible action on reopening county facilities to the public.

Action: Motion to Approve, Comments, Voice Vote

9. Commission Department Director's Report

Documents:

Commission Dept Report.pdf

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

A. Correspondence received

12. Executive Session

13. Adjournment

Action: Motion to Approve, Voice Vote

14. Public Notices

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 Board of Equalization
Tuesday, April 14, 2020

The Brookings County Board of Equalization met in regular session on Tuesday, April 14, 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 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 Brookings County Board of Equalization Meeting. All members voted "aye." Motion carried.

OATHS OF OFFICE

The board members signed their oaths qualifying them as members of the County Board of Equalization according to SDCL 10-11-25.

Director of Equalization Jacob Brehmer and Deputy Director of Equalization Reid Squires signed their oaths according to SDCL 10-3-12.

Appeals

The following appeals were heard. Motions, seconds, roll call votes as follows:

Appeal	Property Owner Legal Description	Motion/Second Roll call	Board Action
20-01	Sarah Renee Addition Lot 14, Block 1	Pierce/Boersma Roll call vote: Pierce "aye," Boersma "aye," Krogman "aye," Jensen "aye," Bartley "aye." Motion carried.	NADS- $54,900 NAD1S- $765,100
20-02	Lyle D. Johnson E ½ SW ¼ Sec 20-110-50 80acres	Krogman/Boersma Roll call vote: Pierce "aye," Boersma "aye," Krogman "aye," Jensen "aye," Bartley "aye." Motion carried.	NADS- $150,700 NAD1S- $122,000

20-03	Lyle D. Johnson E ½ NW ¼ Sec 29-110-50 80acres	Krogman/Boersma Roll call vote: Boersma "aye," Krogman "aye," Jensen "aye," Pierce "aye," Bartley "aye." Motion carried.	NADS- $70,400 NAD1S- $97,000
20-04	Lyle D. Johnson NW ¼ Exc. Van Maanen Addn & Exc H-1 & RR 132.5acres	Jensen/Krogman Roll call vote: Krogman "aye," Jensen "aye," Pierce "aye," Boersma "aye," Bartley "aye." Motion carried.	NADS- $259,600
20-05	Lyle D. Johnson W ½ SE ¼ Sec 29-110-50 80acres	Boersma/Krogman Roll call vote: Jensen "aye," Pierce "aye," Boersma "aye," Krogman "aye," Bartley "aye." Motion carried.	NADS- $70,500

Motion for Corrections

Motion by Krogman, seconded by Boersma to approve a correction to Margaret Chapman, parcel #36225-00300-007-00. All members voted "aye." Motion carried.

Motion by Krogman, seconded by Jensen to approve a correction to Ryan Nagelhout, parcel #05425-11052-354-00. All members voted "aye." Motion carried.

Reports

Motion by Krogman, seconded by Boersma to approve the following applications for tax-exemp status: Lincoln Pipestone Rural for parcel #07000-10947-342-00; SDSU Foundation for parcels #06000-11050-153-00, #40185-00000-017-35; Brookings Area Habitat for Humanity for parcel #40455-00900-000-50; First Bank & Trust for parcel #40330-00100-001-10; United Parish of Elkton for parcel #34450-01300-001-00. All members voted "aye." Motion carried.

Director of Equalization Jacob Brehmer presented the 2020 Assessment of Real Property and building permit information to the board.

Director of Equalization Jacob Brehmer presented the tentative 2020 numbers for towns, townships and school districts.

Motion by Jensen, seconded by Krogman to approve the Tax-Exempt Status applications as presented. Background information was provided by Brehmer. All members voted "aye." Motion carried.

Motion by Pierce, seconded by Boersma to approve the Owner Occupied Status applications as presented. Background information was provided by Brehmer. All members voted "aye." Motion carried.

Director of Equalization Jacob Brehmer presented the 2020 Renewable Resource Energy Tax Credits.

Motion by Boersma, seconded by Krogman to accept the 2020 Riparian Buffer Strip Classification applications as presented. Background information was provided by Brehmer. All members voted “aye.” Motion carried.

Motion by Boersma, seconded by Jensen to accept the Disabled Veterans Exemptions as presented. Background information was provided by Brehmer. All members voted “aye.” Motion carried.

Motion by Boersma, seconded by Krogman to accept the Tax Moratorium Exemptions as presented. Background information was provided by Brehmer. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Boersma to accept the Partially Taxed applications as presented. Background information was provided by Brehmer. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Jensen to accept the Discretionary Formula Exemption applications as presented. Background information was provided by Brehmer. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Boersma to accept the Elderly Tax Freeze applications as presented. Background information was provided by Brehmer. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Boersma to adjourn. All members voted “aye.” Motion carried.

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

_____

Jenna Byrd
Senior Finance Assistant
Brookings County

Published at the approximate cost of____.

BROOKINGS COUNTY COMMISSION MEETING
TUESDAY, APRIL 21, 2020

The Brookings County Board of County Commissioners met in regular session on Tuesday, April 21, 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 8:30 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Jensen, seconded by Krogman to approve the agenda for the April 21, 2020 Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, SDCL 1-25-2(3), consulting with legal counsel was added to Executive Session.

CONSENT AGENDA

Motion by Krogman, seconded by Boersma to approve the consent agenda. Roll call vote: Pierce "aye," Boersma "aye," Krogman "aye," Jensen "aye," Bartley "aye." Motion carried. The consent agenda consisted of the minutes of the April 7, 2020 Commission Meeting.

Personnel Action Notices: annual review- Mike Andresen to $17.52, effective March 1, 2020; annual review- John Austin to $18.70, effective March 1, 2020; annual review- Craig Chapman to $23.10, effective April 1, 2020; annual review- Cody Sunderland to $24.98, effective April 1, 2020; new hire- Full-time Deputy Thomas Chester at $24.49, effective April 6, 2020; temporary/seasonal new hire- Weed Enforcement Officer Dennis Carmichael at $17.06, effective April 13, 2020; temporary/seasonal new hire- ATV Driver Keanu Phumipraphat at $15.87, effective April 13, 2020; temporary/seasonal new hire- ATV Driver Sawyer Schwebach at $15.87, effective April 13, 2020; other- Page Petersen to $68,025/year, effective April 13, 2020; temporary/seasonal new hire- Election Worker Paulette Heesch at $12.00, effective April 15, 2020; temporary/seasonal new hire- Election Worker Adrianna Hockett at $12.00, effective April 15, 2020; temporary/seasonal new hire- Jonathon Sundet at $12.00, effective April 15, 2020; voluntary resignation- Desirae Hertling, effective April 21, 2020; other- Deputy Finance Officer Jennifer Beller at $24.49, effective April 27, 2020; other- Jenna Byrd at $21.19, effective April 27, 2020; other- Lori Schultz at $25.33, effective April 27, 2020; annual review- Michelle Delaney at $21.49, effective May 1, 2020.

Cellular Authorizations: Thomas Chester- Basic Usage at $30/month; Dustin Huber- Extensive Usage at $60/month & Data Plan at $45/month.

ROUTINE BUSINESS

Approval of Claims

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

605 Custom Design LLC, County Apparel, $90.00; A&B Business Inc, Copier Contract, $374.92; Advance Auto Parts, Vehicle Detailing Kit/Fluid, $33.08; AgFirst Farmers COOP, LP Fills, $36.63; AMP Electric Construction, Canopy Lights, $1,130.00; Aurora Auto Body & Glass, Patrol Vehicle Tow/Repair, Fuel, $604.41; Avera Behavioral Health Center, Forensic Eval, $3,000.00; Avera Occupational Medicine, TPA Services - March, $201.65; Axon Enterprise Inc, Fleet 2 Unlimited 2yr Pmt, $3,126.00; Jordyn Bangasser, Crt Appointed Attorney, $947.40; Banner Associates, Design & Bidding Services, $1,820.00; Bierschbach Equipment, Rental Diesel Melter, $3,940.00; Brookings Area CTC, Jail CPR Cert Cards, $60.00; Brookings City Utilities, Utilities, $7,083.83; Brookings Credit Bureau, Execution Collection, $1,373.46; Brookings Engraving, Retirement Plaque, $75.00; Brookings Health System, ER Sane Kit, $2,069.00; Brookings Property Management, COP Rent, $500.00; Brookings Register, Load Limits Advertising, $216.00; Brookings Register, Publishing, $1,305.49; Brookings-Deuel RWS, Shop Utilities, $26.80; Brothers Pharmacy, Hand Sanitizer-Covid 19, $37.08; Buhls of Brookings Cleaner, Jail Supplies, $81.80; Carquest Auto, Shop Supplies, $2,966.81; Century Business Products, Copier Maintenance Contract, $130.00; CHS, Diesel, $605.59; City of Brookings, Unclaimed Pet Fees, $60.00; City of Brookings, 2020 Park & Rec Brochure Ad, $230.00; Cook's Wastepaper & Recycling, Commercial Service, $825.30; Courtesy Plumbing Inc, Jail Repairs, $1,344.95; Dakota Data Shred, Equipment Rental, Service, $580.13; Dean Schaefer Court Repor, Inv Mental Illness Crt Rpt, $126.00; Todd Dewulf, COP Rent, $650.00; Eidsness Funeral Home, Transport, $340.00; Empire Investments Llc, Tax Certificate, $1,806.09; Empire Investments Llc, Tax Certificate, $5,667.59; Erickson, Paula, Hand Made Masks Covid-19, $110.00; ESEind, Inc, Door Service, $122.40; Executive Mgmt Finance Office, Microfilm Docs & Storage, $459.00; Faulk County Sheriff, Inmate Housing/Transport Costs, $2,635.00; First Bank & Trust, Credit Card Charges, $5,358.29; First District Association, 3rd Qtr Payment, $11,376.34; Fite, Pierce & Ronning Law, Crt Appointed Attorney, $1,672.00; Fix It Shop Locksmith, Locks & Repairs Outside Shop, $1,180.00; Foerster Distributing, Jail Janitorial Supplies, $320.90; Gass Law, Pc, Crt Appointed Attorney, $3,218.50; George Boom Funeral Home, Transport, $675.00; Jennifer Goldammer, Crt Appointed Attorney, $1,979.20; Patricia J Hartsel, Grand Jury Transcripts, $192.80; Hawley Insurance Services, Notary Renewal, $30.00; Tim Hogan, Crt Appointed Attorney, $1,736.57; Hometown Service & Tire, Vehicle Service, $426.99; Hungerford Chiropractic Pc, Instant Drug Testing, $120.00; Idemia Identity & Security, Fingerprint Machine Maintenance, $4,940.00; Indeed Inc, Job Posting, $413.07; Info Cubic Llc, Background Checks, $1,250.30; Kennedy Pier Knoff Loftus, CAA Inv Mental Illness Hearing, $346.50; Kingbrook Rural Water, Sinai Utilities, $33.00; Lewis Drug Inc, Inmate Medical, $763.41; Light & Siren, Lights, $759.00; Locators & Supplies, Clothing, Jacket, $223.58; Lowe's, Shop Supplies, $45.22; Lowe's, Light Bulbs, Tape, Supplies, $132.40; Lyle Signs Inc, Object Markers, $3,131.02; M&M Service, Patrol Vehicle Repairs, $21.25; Mack, Sonia, March Travel, $58.80; Martin Oil Company, Purus, Heat Transfer Oil, $740.00; Matheson Tri-Gas Inc, Welding Supplies, $255.04; McGrath North Mullin & Kratz Pc, Professional Services, $186.00; McKeever's Vending, Inmate Commisary, $679.24; Mediacom Llc, Law Library Internet Service, $136.90; Minnehaha County Auditor, Inv Mental Illness Reimbursement, $251.50; 24/7 Refunds, $2,162.00; GPS Tracking Refund, $100.00; Nancy J Nelson, Crt Appointed Attorney, $1,119.38; Newegg Business Inc, IT Supplies, $16.38; Northern Truck Equipment, Motor, Spinne, Disc, Supplies, $1,461.70; Northwestern Energy, Utilities, $1,632.75; Office Peeps Inc, Office Supplies, $565.02; One Office Solution, Office Supplies, $101.17; Park Apartments, COP Rent,

$625.00; Pharmchem Inc, Sweat Patch Analysis, $142.75; Prochem Dynamics Llc, Cleaning Supplies, $1,036.92; Qualified Presort Service, Mail Service, $51.27; Razors Edge Grounds Keeping, Courthouse Snow Removal, $350.00; RC First Aid, Safety Glasses-Covid19, $120.00; RDO Equipment Co, Shop, Inventory Supplies, $7,811.95; Rental Depot, Blower, $239.92; Robby's Auto Shop, Patrol Vehicle Maint/Repair, $66.73; Running's Supply Inc, Chemical Sprayer, $16.99; Satellite Tracking of People, GPS Tracking, $1,215.50; Terry Schwenk, COP Rent, $325.00; SD Attorney General's Office, 24/7, SCRAM Fees, $3,774.00; SD DAV Brookings Chapter, 2020 County Donation, $7,000.00; SD Dept of Transportation, Bridge Projects, $38,735.82; SDACC, 1st Qtr CLERP, $14,111.00; SDACO, ROD Relief Fund, $816.00; Secretary of State, Notary Renewal, $50.00; Senior Companions of SD, 2020 Budget Allocation, $2,300.00; Sioux Valley Energy, Electric Utilities, $272.00; Stan Houston Company, Shop Supplies, $944.97; Sturdevant's Auto Parts, Shop Supplies, $173.36; Anthony Teesdale, Crt Appointed Attorney, $1,083.00; Thomson Reuters - West, West Info Charges, $350.00; Town of Sinai, Utilities, $64.00; Trane US Inc, Service, Filters, $575.00; Transource, Level, Parts, $770.17; UPS Store, Foam Board-Jail Expansion, $30.72; Steven Ust, Building Inspections, $2,400.00; Vandenberg Law, Crt Appointed Attorney, $2,478.65; Ver Beek Law Prof, Llc, CAA Inv Mental Illness Hearing, $333.73; Walburg, Duane, Animal Control Mileage, $51.24; Walmart Community, Supplies, $152.67; SD Dept of Revenue, April Remittance, $365,658.64.

Department Head Reports

Highway Superintendent Brian Gustad said he met with Oak Lake Township, Trenton Township, Oslo Township, Volga Township and Aurora Township regarding the culvert program.

Gustad said Prahm Construction is looking to recommence work on the bridges south on highway 77.

Gustad said his department reached out to local contractors in an effort to limit traffic on County Road 21 and 34th Avenue between 32nd Street and SD Highway 324 due to road break up in that area. He said they've posted "No Thru Truck" signs at both ends of that stretch.

Gustad said his department has completed the crack sealing for the 2020 chip seal routes, which consisted of 40.1 miles.

Gustad said they looked at a semi-truck that would suit the highway department's needs. He said he was planning on purchasing a multi-use semi-truck/plow truck, but due to COVID-19, the Trans Source Mack dealer has shut down. Gustad said he's been looking at alternative options, which would allow them to surplus one or two units with the purchase of a used truck. By consensus, the board gave Gustad approval to purchase a used semi-truck.

After hearing about severe erosion issues from locals on structure #06-132-140 on 210th Street, Gustad said they will need to determine a more permanent solution. He said in the meantime, he will ensure safe travel over that series of pipe. Krogman asked if this structure would qualify for the BIG Grant program. Gustad said it would qualify but it's on a road that doesn't receive much traffic so the rating might not be there.

Finance Officer Vicki Buseth said the office has been very busy processing motor vehicle transactions and property taxes. She said title transfers and registration renewals have to be done by mail or by the drop-box located on the west side of the building.

Buseth said budget worksheets have been sent to all of the department heads for FY2021.

Buseth said Absentee Voting started Friday, April 21st.

Finance Assistant II Jenna Byrd said she, along with many other county auditors, are having a difficult time finding election workers who want to work during the COVID-19 Pandemic. She said they may have to eliminate the Arlington location if workers cannot be found. Byrd said she sent a

press release to the Arlington newspaper looking for election workers to work that location. Commission Department Director Stacy Steffensen said the board will have to make a decision on whether or not to eliminate the Arlington location for the Primary Election at their May 5th meeting.

Finance Officer's Report

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

March 2020

Total amount of deposits in the banks……$27,463,693.48
Total amount of actual cash: Currency……..$85.00
Coins……..$0.00
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days...$47,414.56
Itemized list of all other items……$34,545.47
TOTAL……..$27,545,738.51

Commissioner/HR: $20,129.04; Finance Office: $22,130.41; States Attorney: $25,302.67; Equalization: $19,092.52; Register of Deeds: $8,848.54; Veterans/Welfare: $6,440.42; Sheriff's Office: $102,039.00; Coroner: $426.22; Community Health: $3,319.27; Extension: $2,599.18; Weed: $2,745.16; Planning/Zoning: $5,930.51; Highway: $49,981.65; Emergency Management: $4,021.26; BCOAC: $6,184.68; Technology: $7,105.00.

AFLAC: $3,728.72; Avesis: $1,310.80; Office of Child Support: $2,949.50; Be i Dental: $5,676.78; Flex One: $1,942.96; Principal Life Insurance: $1,714.89; Garnishments: $296.34; Local Teamsters: $1,173.00; SDRS: $45,766.62; SDRS Supplemental: $2,325.00; EFTPS: $89,929.52; Wellmark: $95,710.04; AFLAC Group/CAIC Primary: $246.66.

Be it noted, the expenditure adjustments for the month of March 2020 were presented to the board. $33,993.49 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 March 2020 in the amount of $30,081.00 was presented to the board.

County Development Director Robert Hill said his office has been functioning as normal. He said they've sold 9 building permits and have made 10 in-person contacts.

Hill said they received hand sanitizer through Glacier Lake. Hill said they are going to have to talk about re-supplying sanitizer and masks. Hill said the EOC command trailer is currently being used as a call center.

Hill said he made contact with all of the large employers in the County and heard back from one on what they are doing during the COVID-19 Pandemic.

Sheriff Marty Stanwick said he had to quarantine one of his deputies because of contact with an arrestee who said they had COVID-19.

Stanwick said he has 19 inmates in jail, 3 people on GPS and one inmate in Faulk County. Stanwick said he's been having issues with the HVAC system. Because the air is not circulating as it should, Stanwick said he's afraid if one person contracts the virus, everyone will.

Stanwick said he suspended fingerprinting, but is now going to open it back up because nursing students have to get that done for clinicals.

Stanwick said he's not going to comment on the City's appeal; he will let the taxpayers comment.

REGULAR BUSINESS

Motion by Boersma, seconded by Krogman to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-14: a plat of Lot 1A, Block 2, Sunset Point Addition in Government Lots 3 & 4 of Section 22, Township 112 North, Range 47 West of the 5th Principal Meridian, Brookings County, South Dakota.

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

Motion by Boersma, seconded by Jensen to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-15: a plat of East Water Tower Addition in the E ½ of the SE ¼, except the S880' thereof, and except the North 33 feet (N33') Highway Right of Way thereof, in Section 23-T110N-R51W of the 5th P.M., Brookings County, South Dakota.

Background information was provided by County Development Director Robert Hill.

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

Motion by Pierce, seconded by Jensen to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-16: a plat of Lots 1, 2, 3, 4, 5, 6, 7, 8A and 9A in Cedar Pointe Addition in Government Lot 3 of the NW ¼ of Section 28-T109N-R50W of the 5th P.M., Brookings County, South Dakota.

Background information was provided by County Development Director Robert Hill.

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

Motion by Boersma, seconded by Krogman to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-17: a plat of Block 21; Block 22; Block 23; Silverthorne Circle; and Castle Rock Circle of Timberline Addition, in the East 1635 feet of the N ½ of the NW ¼, except Clites Addition, and except the East 264 feet thereof, in Section 34-T110-R50W of the 5th P.M., Brookings County, South Dakota.

Background information was provided by County Development Director Robert Hill.

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

Motion by Boersma, seconded by Krogman to approve Abatement #20-28: an abatement application made by Dustin Nelson for parcel #31026-00100-003-05 in the amount of $1,473.16.

Background information was provided by Finance Officer Vicki Buseth.

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

Motion by Krogman, seconded by Jensen to approve Abatement #20-29: an abatement application made by Dustin Nelson for parcel #31026-00100-004-05 in the amount of $487.46.

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

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #20-16: an application for occupancy of right-of-way of county highways made by Big Sioux Community Water System in Trenton Township.

Background information was provided by Highway Superintendent Brian Gustad.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Boersma to approve and authorize Chairperson Bartley to sign Agreement #20-17: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Sterling Township.

Background information was provided by Highway Superintendent Brian Gustad.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for two Temporary Seasonal Laborers in the Highway Department.

Background information was provided by Highway Superintendent Brian Gustad.

All members voted "aye. Motion carried.

Motion by Boersma, seconded by Krogman to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for a Finance Assistant II in the Finance Office.

Background information was provided by Finance Officer Vicki Buseth.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Boersma to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for a Finance Assistant I in the Finance Office.

Background information was provided by Finance Officer Vicki Buseth.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Krogman to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for Temporary Election Workers in the Finance Office.

All members voted "aye." Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report.

Steffensen updated the board on the March month-end surplus. Steffensen also attached an update on how each of the departments are being staffed during this time. She also discussed the potential of reopening the BCOAC for members only using strict CDC guidelines as it relates to COVID-19.

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Boersma attended a Brookings Behavioral Health & Wellness board meeting.

Commissioner Krogman participated in many tele-conferences about the COVID-19 Pandemic.

Commissioner Jensen attended the Equalization Board Meeting; will be attending the Extension Board Meeting; and received a few phone calls about the load limit signs. Highway Superintendent Brian Gustad said he's been in contact with the surrounding counties on when they will be lifting those. He said they are looking at lifting them the end of April.

Commissioner Bartley received many phone calls and attended several Zoom meetings.

Commissioner Pierce attended the Equalization Board Meeting. Pierce discussed her disappoint with the City of Brookings' appeal on the Detention Center Expansion.

EXECUTIVE SESSION

Motion by Boersma, seconded by Krogman to enter into Executive Session at 9:35 a.m., in accordance with SDCL 1-25-2(3)(6), consulting with legal counsel and security information. All members voted "aye." Motion carried.

Motion by Boersma, seconded by Krogman to come out of Executive Session at 10:49 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, May 5, 2020 at 8:30 a.m.

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

_____

Jenna Byrd
Senior Finance Assistant
Brookings County

Published once at the approximate cost of_____.

Brookings County

Travel / Education Request Form

Name(s): Robert Hill

Department: County Development **Position(s):** Director

Date(s)	Beginning Odometer	Ending Odometer	Destination
4/29-5/01/2020			Brookings, SD

Reason for Travel:

Attend the American Planners Association Conference Digitally in Brookings, SD.
https://www.planning.org/conference/digital/glance/

Passengers:

None

Estimated Expenses:

- Method of Travel: ⦿ County Vehicle ○ Private Auto

  0 Miles @ $ _____ /per mile = $ 0.00

- Meals: 0 Breakfast(s) @ $ 6.00 = $ 0.00

  0 Lunch(s) @ $ 14.00 = $ 0.00

  0 Dinner(s) @ $ 20.00 = $ 0.00

- Additional Expenses (taxi, parking, etc.):

  Please list: None anticipated = $ _____

- Lodging (Estimated number of nights): N/A = $ _____

- Registration (Estimated cost): $125.00 = $ 125.00

Total Cost Estimate: **= $ 125.00**

Department Head designated mileage rate: $ /per mile

Robert G. Hill

Department Head Signature

4/27/2020

Date

Conference at a Glance

April 29 – May 1, 2020

NPC20 @ Home's program is curated with planners in mind to focus on essential planning trends while recognizing change and preparing for an uncertain future. Focus each day on a core planning topic. Watch sessions live and catch the recordings of any you miss the following day in APA Learn! You'll have access to the recordings for a full year.

Below you can get a sense of what your digital days at conference will look like.

All times listed below are in Central Time (CT).

Rebuilding Community

Day 1: April 29
Program Details

9 – 9:45 a.m.
Opening Keynote: Rebuilding Community
with APA President Kurt Christiansen, FAICP & APA CEO Joel Albizo, FASAE

The world has shifted in the face of the COVID-19 pandemic, posing unique challenges and opportunities for planners. Listen to insights gleaned from APA's leadership networks and foresight practice about what it will take for the profession to thrive in a new, unpredictable future.

9:45 – 11 a.m.
APA Office Hours

10 – 10:45 a.m.
Attainable Housing Challenges: Rules and Engagement

10:45 – 11:45 a.m.
Networking

11 – 11:45 a.m.
Reaching Beyond Single Family Zone Districts?

Noon – 1:30 p.m.
Legal Issues Associated With Planning and Zoning Hearings In A Pandemic
CM | 1.50 | Law

1:45 – 2:30 p.m.
Pathways to Prosperity: Differentiating Rural Assets

2:45 – 3:30 p.m.
Demanding Equity: Planning for Disaster Recovery

3:30 – 4:30 p.m.
Networking

3:45 – 4:30 p.m.
Resilient Houston: The 101st Resilient City

4:45 – 5:30 p.m.
Examining Informal and Emerging Microtransit

5:45 – 6:30 p.m.
From the Trenches: Abolishing Parking Minimums

6:30 – 7:30 p.m.
Happy Hour

Total available credits: **CM | 7.5**

Planning in a Digital Era

Day 2: April 30
Program Details

9 – 9:45 a.m.
Opening Keynote: On the Frontlines of Pandemic Response and Recovery
with Matt Chase, Executive Director of the National Association of Counties & Clarence Anthony, CEO and Executive Director of the National League of Cities. Moderated by Deborah Lawlor, AICP

The performance and success of local governments is critical to meeting the demands of today's pandemic crisis and tomorrow's recovery. Join us as we take a thorough look at the state of our communities and the impacts poised to shape the future of planning.

10 – 10:45 a.m.
Virtual Tools for Co-Design and Community Engagement

10:45 – 11:45 a.m.
Networking

11 – 11:45 a.m.
Contextualizing Big Data

Noon – 12:45 p.m.
Rethinking Smart Cities Holistically

12:45 – 2 p.m.
APA Office Hours

1 – 1:45 p.m.
How to Harness Census/Election Year Organizing

2 – 2:45 p.m.
Live-Work-Play-Dispatch: Designing for E-Commerce

2:45 – 3:45 p.m.
Networking

3 – 3:45 p.m.
How Post-Disaster Data Can Inform Planning

4 – 4:45 p.m.
Planning Education and Digital Evolution

5 – 5:45 p.m.
Build Political Will Using "Grasstops" Advocacy

Total available credits: **CM | 6.75**
Navigating the Future of Planning

Day 3: May 1
Program Details

9 – 9:45 a.m.
Opening Keynote: Finding the Way Forward for Planning and Communities
Panelists: John D. Porcari, President, Advisory Services, WSP; William Anderson, FAICP, City Economics + Planning, ARUP; Samuel Assefa, Director, Office of Planning & Community Development, City of Seattle

The nation and the world confront enormous challenges including how to combat a pandemic, rebuild economies and communities, and plan for the future in a time of transformation. This session will examine the ways planning can navigate a way forward.

10 – 10:45 a.m.
What the Gig? Private Practice Today

10 – 11 a.m.
Networking

11 a.m. – 12:30 p.m.
Ethics Cases of the Year: 2020
CM | 1.50 | Ethics

12:45 – 1:30 p.m.
The Housing Crisis of the Housing Crisis

1:30 – 2:45 p.m.
APA Office Hours

1:45 – 2:30 p.m.
Economic Impacts of COVID-19 and Planning for Inclusive Recovery

2:45 – 3:30 p.m.
Plan Houston: Planning the Unplanned City

3:30 – 4:30 p.m.
Networking

3:45 – 4:30 p.m.
Waste Deep: Planning for Disposal in a Pandemic and Other Disasters

4:45 – 5:30 p.m.
Risk Based Transportation Planning for Uncertainty

5:45 – 6:30 p.m.
Granite Becomes Gold: Curb Value Transformations

Total available credits: **CM | 7.5**

Chicago

American Planning Association
205 N. Michigan Ave., Suite 1200
Chicago, IL 60601-5927

Phone: 312-431-9100
Fax: 312-786-6700

Visit APA at planning.org

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Brookings County

Travel / Education Request Form

Name(s): Manuel Langstraat

Department: Brookings County Sheriff's Office **Position(s):** Deputy Sheriff

Date(s)	Beginning Odometer	Ending Odometer	Destination
6/15/2020		70 miles	Huron
6/15/2020		70 miles	Residence

Reason for Travel:

Taser Instructor Re-cert

Passengers:

None

Estimated Expenses:

- Method of Travel: ⦿ County Vehicle ○ Private Auto

  _____ Miles @ $ _____ /per mile = $ 75.00

- Meals: _____ Breakfast(s) @ $ _____ = $ _____

  _____ Lunch(s) @ $ 14.00 = $ 14.00

  _____ Dinner(s) @ $ _____ = $ _____

- Additional Expenses (taxi, parking, etc.):

  Please list: _____ = $ _____

- Lodging (Estimated number of nights): _____ = $ _____

- Registration (Estimated cost): _____ = $ 495.00

Total Cost Estimate: = $ ~~495.00~~ 570.00

Department Head designated mileage rate: $ /per mile

Department Head Signature

4-20-19

Date

Invoice copy

Axon Enterprise, Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: (480) 991-0797
Fax: (480) 991-0791
AR@axon.com
www.axon.com

Invoice No	SI-1645671
Invoice Date	05-Mar-20
Payment Due Date	05-Mar-20
Sales Order	SO200539375
Customer account	197222
Reference	1012607
Customer reference	

BILL TO:

BROOKINGS CO SHERIFF'S OFFICE
315 7TH AVE
BROOKINGS, SD 57006
USA

SHIP TO:

BROOKINGS CO SHERIFF'S OFFICE
315 7TH AVE
BROOKINGS, SD 57006
USA

Item number	Description	Quantity	Unit price	[USD]Amount
44729	BASIC INSTRUCTOR SCHOOL	1	495.00	495.00

Please see https://www.axon.com/legal/sales-terms-and-conditions for all sales terms and conditions

Invoice Total		495.00
Shipping		0.00
Sales Tax		0.00
Total		495.00
Amount Received		(495.00)
BALANCE DUE	**USD**	**0.00**

Continued on next page

Personnel Action Notice Summary

Commission Meeting: May 5, 2020

Employee Name:	Donald (DJ) Reker				
Department:	BCOAC		**Position:**	Maintenance Worker	
Effective Date:	04/24/2020		**Salary/Wage:**	$	15.87
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Employee Name:	Kim Laabs				
Department:	Finance		**Position:**	Finance Assistant II	
Effective Date:	04/27/2020		**Salary/Wage:**	$	18.34
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Employee Name:	Colin Walth				
Department:	Highway		**Position:**	Seasonal Laborer	
Effective Date:	04/28/2020		**Salary/Wage:**	$	15.87
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

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

Cellular Authorization Form

Employee Name: Kristen Witchey

Employee Position: HR Specialist

Employee Phone Number: [redacted]

Cellular Service Allowance Tier:

☐ **Basic Usage $30 monthly allowance.** *This tier is to be used by individuals who need cellular service during their regularly scheduled hours for Brookings County. They would have limited, infrequent need for use outside of their regularly scheduled shift, but do need access to cell phone service during scheduled work hours as a requirement for the position. This tier cannot be used if the need can be met by the loaner phone program.*

☐ **High Usage $45 monthly allowance.** *This tier must meet the qualifications of the previous tier and in addition, is to be used by employees who are regularly contacted outside of regularly scheduled working hours for business specific purposes.*

☐ **Extensive Usage $60 monthly allowance.** *This tier must meet the qualifications of the previous tiers. This tier is for management and exempt level employees who are essentially on call to the public, the board, or their staff whether at or away from work.*

☒ **Data Plan $45 monthly allowance.** *This allowance is available to exempt level employees, department heads, or other IT staff that have a business-need to be in direct communication with email and other technology capabilities whether on or off duty.*

Total Allowance Requested: $45/month

Payroll Start Date: 05/01/2020

Authorized by: Stacey Sellensen **Date**: 04/20/2020
Department Head Signature

Board Approval: _____ **Date**: _____
Commission Chairperson/ Designee

Finance
~~**HR**~~ **Received:** _____ **Date**: _____

Cellular Authorization Form

Employee Name: Jennifer Beller

Employee Position: Deputy Finance Officer

Employee Phone Number: [redacted]

Cellular Service Allowance Tier:

☒ **Basic Usage $30 monthly allowance.** *This tier is to be used by individuals who need cellular service during their regularly scheduled hours for Brookings County. They would have limited, infrequent need for use outside of their regularly scheduled shift, but do need access to cell phone service during scheduled work hours as a requirement for the position. This tier cannot be used if the need can be met by the loaner phone program.*

☐ **High Usage $45 monthly allowance.** *This tier must meet the qualifications of the previous tier and in addition, is to be used by employees who are regularly contacted outside of regularly scheduled working hours for business specific purposes.*

☐ **Extensive Usage $60 monthly allowance.** *This tier must meet the qualifications of the previous tiers. This tier is for management and exempt level employees who are essentially on call to the public, the board, or their staff whether at or away from work.*

☒ **Data Plan $45 monthly allowance.** *This allowance is available to exempt level employees, department heads, or other IT staff that have a business-need to be in direct communication with email and other technology capabilities whether on or off duty.*

Total Allowance Requested: 75.00

Payroll Start Date: 4-27-20

Authorized by: Vicki Buseth **Date:** 4-23-2020
Department Head Signature

Board Approval: _____ **Date:** _____
Commission Chairperson/ Designee

HR Received: _____ **Date:** _____

Cellular Authorization Form

Employee Name: Dennis Carmichael

Employee Position: Weed Enforcement Officer

Employee Phone Number: [redacted]

Cellular Service Allowance Tier:

☒ **Basic Usage $30 monthly allowance.** *This tier is to be used by individuals who need cellular service during their regularly scheduled hours for Brookings County. They would have limited, infrequent need for use outside of their regularly scheduled shift, but do need access to cell phone service during scheduled work hours as a requirement for the position. This tier cannot be used if the need can be met by the loaner phone program.*

☐ **High Usage $45 monthly allowance.** *This tier must meet the qualifications of the previous tier and in addition, is to be used by employees who are regularly contacted outside of regularly scheduled working hours for business specific purposes.*

☐ **Extensive Usage $60 monthly allowance.** *This tier must meet the qualifications of the previous tiers. This tier is for management and exempt level employees who are essentially on call to the public, the board, or their staff whether at or away from work.*

☐ **Data Plan $45 monthly allowance.** *This allowance is available to exempt level employees, department heads, or other IT staff that have a business-need to be in direct communication with email and other technology capabilities whether on or off duty.*

Total Allowance Requested: $30

Payroll Start Date: May - September

Authorized by: _____ **Date**: 4-23-2020
Department Head Signature

Board Approval: _____ **Date**: _____
Commission Chairperson/ Designee

HR Received: _____ **Date**: _____

For Commission Use Only

Date Submitted to Board of County Commissioners: May 5, 2020

Reference #: 20-023

Request: Rent

Amount: $ 490.00

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

Reference #: 20-00

Request:

Amount:

Recommendation of County Assistance Officer:

Reference #: 20-00

Request:

Amount:

Recommendation of County Assistance Officer:

Reference #: 20-00

Request:

Amount:

Recommendation of County Assistance Officer:

Reference #: 20-00

Request:

Amount:

Recommendation of County Assistance Officer:

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 111 COMMISSIONERS BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202004285910	101-4-111-4250	COPIER CONTRACT		107.70
01-11921	WELLS FARGO	I-202004286020	101-4-111-4260	WELLS FARGO		55.65
01-11921	WELLS FARGO	I-202004286020	101-4-111-4267	WELLS FARGO		20.60
01-22073	RFD NEWSPAPERS INC	I-202004285998	101-4-111-4230	publications		2,245.77

DEPARTMENT 111 COMMISSIONERS TOTAL: 2,429.72

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 120 ELECTIONS BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11921	WELLS FARGO	I-202004286020	101-4-120-4260	WELLS FARGO		35.38
01-12261	OFFICE PEEPS INC	I-202004285990	101-4-120-4260	INK CARTRDGS, MOISTENER, LABE		586.95
				DEPARTMENT 120 ELECTIONS	TOTAL:	622.33

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 130 JUDICIAL SYSTEM BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11847	DONALD MCCARTY	I-202004285973	101-4-130-4222	CRT APPT ATTY CRI19-571		779.85
01-11847	DONALD MCCARTY	I-202004285974	101-4-130-4222	CRT APPT ATTY CRI18-978		480.15
01-11847	DONALD MCCARTY	I-202004285975	101-4-130-4222	CRT APPT ATTY CRI19-293		446.25
01-11847	DONALD MCCARTY	I-202004285976	101-4-130-4223	CRT APPT ATTY JUV19-118		421.95
01-12602	RICK RIBSTEIN	I-202004285999	101-4-130-4222	CRT APPT ATTY CRI20-178		664.45
01-12602	RICK RIBSTEIN	I-202004286000	101-4-130-4222	CRT APPT ATTY CRI19-601		3,064.65
01-13389	TERRY D WIECZOREK PC	I-202004286021	101-4-130-4222	CRT APPT ATTY CRI19-972		380.32
01-13389	TERRY D WIECZOREK PC	I-202004286022	101-4-130-4222	CRT APPT ATTY CRI19-484		679.00
01-13389	TERRY D WIECZOREK PC	I-202004286023	101-4-130-4222	CRT APPT ATTY CRI19-1082		421.35
01-17926	TIM HOGAN	I-202004285954	101-4-130-4222	CRT APPT ATTY CRI19-1035		1,767.65
01-19572	ARAGON, MARTHA A	I-202004285918	101-4-130-4290	TRANSLATION		37.50
01-20023	GASS LAW, PC	I-202004285945	101-4-130-4221	CRT APPT ATTY JUV19-51		746.90
01-21052	SANDMEIER, CHRISTOPHER	I-202004286030	101-4-130-4280	GRAND JURY 4/24/20		56.72
01-22039	JENNIFER GOLDAMMER	I-202004285947	101-4-130-4222	CRT APPT ATTY CRI19-910		613.20
01-22039	JENNIFER GOLDAMMER	I-202004285948	101-4-130-4222	CRT APPT ATTY CRI19-373		6,603.35
01-22039	JENNIFER GOLDAMMER	I-202004285950	101-4-130-4222	CRT APPT ATTY CRI19-1025		1,448.35
01-22039	JENNIFER GOLDAMMER	I-202004285951	101-4-130-4222	CRT APPT ATTY CRI19-519		480.40
01-22039	JENNIFER GOLDAMMER	I-202004285952	101-4-130-4222	CRT APPT ATTY CRI19-976		683.10
01-22522	TEREE A NESVOLD	I-202004285980	101-4-130-4222	CRT APPT ATTY CRI 19-426		695.65
01-22522	TEREE A NESVOLD	I-202004285981	101-4-130-4222	CRT APPT ATTY CRI 19-406		1,385.20
01-22522	TEREE A NESVOLD	I-202004285982	101-4-130-4222	CRT APPT ATTY CRI19-1145		1,067.00
01-22522	TEREE A NESVOLD	I-202004285983	101-4-130-4222	CRT APPT ATTY CRI19-1150		130.95
01-22522	TEREE A NESVOLD	I-202004285984	101-4-130-4222	CRT APPT ATTY CRI 19-943		1,985.95
01-22522	TEREE A NESVOLD	I-202004285985	101-4-130-4222	CRT APPT ATTY CRI19-764		963.90
01-22522	TEREE A NESVOLD	I-202004285986	101-4-130-4222	CRT APPT ATTY CRI 19-706		1,425.15
01-22522	TEREE A NESVOLD	I-202004285987	101-4-130-4222	CRT APPT ATTY CRI19-900		551.90
01-22522	TEREE A NESVOLD	I-202004285988	101-4-130-4222	CRT APPT ATTY CRI19-567		775.15
01-22604	JORDYN BANGASSER	I-202004285921	101-4-130-4222	CRT APP ATTORNEY CRI20-216		489.85
01-22624	JARED BASZLER	I-202004286024	101-4-130-4280	GRAND JURY 4/24/20		51.68
01-22625	DAVID DAVIS	I-202004286025	101-4-130-4280	GRAND JURY 4/24/20		51.68
01-22626	ISAIAH DIETZ	I-202004286026	101-4-130-4280	GRAND JURY 4/24/20		50.84
01-22629	BRANDON JOHNSON	I-202004286027	101-4-130-4280	GRAND JURY 4/24/20		52.52
01-22630	JAMES MADSEN	I-202004286028	101-4-130-4280	GRAND JURY 4/24/20		68.48
01-22631	DAVID ROE	I-202004286029	101-4-130-4280	GRAND JURY 4/24/20		66.80

DEPARTMENT 130 JUDICIAL SYSTEM TOTAL: 29,587.84

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 143 FINANCE OFFICE BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202004285911	101-4-143-4250	COPIER CONTRACT		74.80
01-12261	OFFICE PEEPS INC	I-202004285990	101-4-143-4260	INK CARTRDGS, MOISTENER, LABE		371.52
01-12261	OFFICE PEEPS INC	I-202004285991	101-4-143-4260	PAPER AND ENVELOPES		172.34
01-19128	EXECUTIVE MGMT FINANCE	I-202004285943	101-4-143-4280	BIT TECHNOLOGY FEES		55.00
01-22073	RFD NEWSPAPERS INC	I-202004285998	101-4-143-4230	publications		115.52

DEPARTMENT 143 FINANCE OFFICE TOTAL: 789.18

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 151 STATES ATTORNEY BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202004285912	101-4-151-4260	COPIER CONTRACT		67.11
01-13370	THOMSON REUTERS - WEST	I-202004286011	101-4-151-4260	WEST 3/1/20-3/31/20		1,056.92
				DEPARTMENT 151 STATES ATTORNEY	TOTAL:	1,124.03

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 161 COUNTY BUILDING BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12236	NORTHWESTERN ENERGY	I-202004285989	101-4-161-4280	NATURAL GAS USAGE		0.00
01-12302	OTIS ELEVATOR COMPANY	I-202004285994	101-4-161-4250	service 1/1/20-12/31/20		6,695.24
01-12931	SIOUX VALLEY CLEANERS I	I-202004286009	101-4-161-4250	WIC JANITORIAL		460.00
01-20143	CITY OF BROOKINGS	I-202004285933	101-4-161-4243	BUILDING UTILITIES		13,156.28

DEPARTMENT 161 COUNTY BUILDING TOTAL: 20,311.52

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 162 DIRECTOR OF EQUALIZATION BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11921	WELLS FARGO	I-202004286020	101-4-162-4270	WELLS FARGO		1,099.91
01-22073	RFD NEWSPAPERS INC	I-202004285998	101-4-162-4230	publications		552.63
				DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL:		1,652.54

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 171 INFORMATION TECHNOLOGY BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202004285910	101-4-171-4250	COPIER CONTRACT		87.21
01-11921	WELLS FARGO	I-202004286020	101-4-171-4221	WELLS FARGO		9.99
01-21377	SAFE-N-SECURE	I-202004286005	101-4-171-4260	MONITOR REPLACEMENT		275.63
01-21754	SHI INTERNATIONAL CORP	I-202004286008	101-4-171-4221	OFFICE 365		9,480.00

DEPARTMENT 171 INFORMATION TECHNOLOGY TOTAL: 9,852.83

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 172 HUMAN RESOURCES BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202004285910	101-4-172-4250	COPIER CONTRACT		21.54
				DEPARTMENT 172 HUMAN RESOURCES	TOTAL:	21.54

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 211 SHERIFF'S OFFICE BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10153	AURORA AUTO BODY & GLAS	I-202004285920	101-4-211-4250	PATROL VEH REPAIRS 6A33		1,168.20
01-10272	BOB BARKER COMPANY	I-202004285923	101-4-211-4262	MISC JAIL SUPPLIES		198.27
01-10583	CIVIL AIR PATROL MAGAZI	I-202004285934	101-4-211-4230	12 MONTH RENEWAL		145.00
01-11878	M&T FIRE & SAFETY INC	I-202004285971	101-4-211-4350	PATROL CAR SPEAKER		260.00
01-12309	OUTLAW GRAPHICS	I-202004285995	101-4-211-4350	security signs/patrol graphic		130.00
01-19277	ALLEGRA PRINT & IMAGING	I-202004285916	101-4-211-4260	MURFIELD/CHESTER BUS CARDS		160.33
01-20016	HOMETOWN SERVICE & TIRE	I-202004285955	101-4-211-4250	2016 FORD MAINT.		615.68
01-21154	KELTEK	I-202004285962	101-4-211-4350	PATROL VEHIC EQUIP		40.07
01-21166	CENTURY LINK	I-202004285931	101-4-211-4280	APRIL 15 INVOICE1490020044		144.95
01-21740	ESEind, INC	I-202004285942	101-4-211-4250	INVOICE #2044 BRUCE CAMERA		163.20
01-22652	AG-NEWS	I-202004285914	101-4-211-4230	PUBLISHING		99.00

DEPARTMENT 211 SHERIFF'S OFFICE TOTAL: 3,124.70

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 212 COUNTY JAIL BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10272	BOB BARKER COMPANY	I-202004285923	101-4-212-4260	MISC JAIL SUPPLIES		1,324.12
01-10272	BOB BARKER COMPANY	I-202004285923	101-4-212-4350	MISC JAIL SUPPLIES		3,088.16
01-10895	ECOLAB PEST ELIMINATION	I-202004285935	101-4-212-4250	PEST CONTROL		87.87
01-11078	FOERSTER DISTRIBUTING	I-202004285944	101-4-212-4260	JANITORIAL SUPPLIES		24.00
01-11453	HY-VEE FOOD STORE	I-202004285958	101-4-212-4290	INMATE MEALS		17,418.67
01-11719	L&L AUTO & TRUCK PARTS	I-202004285966	101-4-212-4260	PATROL VEHICLE PARTS		175.00
01-11855	MCKEEVER'S VENDING	I-202004285972	101-4-212-4260	INMATE COMMISARY		275.92
01-12261	OFFICE PEEPS INC	I-202004285992	101-4-212-4260	JAIL FINGERPRING INK		58.84
01-12309	OUTLAW GRAPHICS	I-202004285995	101-4-212-4260	security signs/patrol graphic		80.00
01-21377	SAFE-N-SECURE	I-202004286031	101-4-212-4260	INTERCOM/CAMERA-1921 PRKG LOT		1,826.26
01-21901	AMP ELECTRIC CONSTRUCTI	I-202004285917	101-4-212-4250	AMP ELECTRIC CONSTRUCTION INC		283.52
01-22002	PROCHEM DYNAMICS LLC	I-202004285996	101-4-212-4260	jail cleaning supplies		1,696.05
01-22093	ONE OFFICE SOLUTION	I-202004285993	101-4-212-4260	office/jail paper/supplies		2.94
01-22566	SANFORD LABORATORIES	I-202004286003	101-4-212-4263	SANFORD LABORATORIES		1,743.00

DEPARTMENT 212 COUNTY JAIL TOTAL: 28,084.35

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 213 CORONER BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-19149	SANFORD HEALTH	I-202004286004	101-4-213-4220	SANFORD HEALTH-AUTOPSY		2,730.00
				DEPARTMENT 213 CORONER	TOTAL:	2,730.00

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 221 FIRE DEPARTMENT TRUST BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-21688	EMERGENCY SERVICE MARKE	I-202004286032	101-4-221-4291	YEAR 1 OF 3 AGREEMENT		3,758.00
				DEPARTMENT 221 FIRE DEPARTMENT TRUST TOTAL:		3,758.00

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 411 WELFARE BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202004285910	101-4-411-4270	COPIER CONTRACT		7.18
01-11943	MEDARY VILLAGE	I-202004285978	101-4-411-4251	RENT		490.00
				DEPARTMENT 411 WELFARE	TOTAL:	497.18

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 441 BEHAVIORAL HEALTH BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11634	KENNEDY PIER KNOFF LOFT	I-202004285963	101-4-441-4290	CAA INV MI HEARING D.R.		384.30
01-12033	MINNEHAHA COUNTY AUDITO	I-202004285979	101-4-441-4220	MI COST REIMBURSEMENT		72.86
				DEPARTMENT 441 BEHAVIORAL HEALTH	TOTAL:	457.16

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 528 BCOAC BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10355	BROOKINGS UTILITIES	I-202004285924	101-4-528-4280	BCOAC IRRIGATION		1,574.30
01-10541	CENTURY BUSINESS PRODUC	I-202004285930	101-4-528-4220	COPIER CONTRACT		120.42
01-11498	INTERSTATE TELECOM. COO	I-202004285959	101-4-528-4280	PHONES,DOMAIN,ADVERTISING		179.35
01-11827	LOWE'S	I-202004285968	101-4-528-4260	LOWE'S		353.73
01-11921	WELLS FARGO	I-202004286020	101-4-528-4220	WELLS FARGO		24.00
01-11921	WELLS FARGO	I-202004286020	101-4-528-4260	WELLS FARGO		39.99
01-12236	NORTHWESTERN ENERGY	I-202004285989	101-4-528-4280	NATURAL GAS USAGE		666.39
01-12666	RUNNING'S SUPPLY INC	I-202004286002	101-4-528-4260	RUNNING'S SUPPLY INC INVOICES		713.39
01-13185	TOWN & COUNTRY SHOPPER	I-202004286013	101-4-528-4260	AD		65.00
01-13254	UPS STORE	I-202004286016	101-4-528-4260	INVOICE 10066		9.99
01-20143	CITY OF BROOKINGS	I-202004285932	101-4-528-4230	SUMMER REC/PARK BROCHURES ADV		80.00
01-22221	ALPHAMEDIA USA LLC	I-202004285925	101-4-528-4230	BLITZ PACKAGE		420.00
01-22365	SOUTHPAW DEFENSE	I-202004286010	101-4-528-4220	ENHANCED CONCEALED CARRY CONT		360.00
01-22431	RAZORS EDGE GROUNDS KEE	I-202004285997	101-4-528-4260	ice melt/sand, landscape main		350.00
01-22459	JACKRABBIT SPORTS PROPE	I-202004285961	101-4-528-4230	SPONSORSHIP		1,000.00
01-22648	ALEX LUKE	I-202004285969	101-4-528-4250	SCISSORLIFT RENTAL		95.85

DEPARTMENT 528 BCOAC TOTAL: 6,052.41

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 611 COUNTY EXTENSION BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10371	BROOKINGS REGISTER	I-202004285928	101-4-611-4260	12 MONTH SUB		188.00
01-11498	INTERSTATE TELECOM. COO	I-202004285959	101-4-611-4280	PHONES,DOMAIN,ADVERTISING		191.46
01-11921	WELLS FARGO	I-202004286020	101-4-611-4260	WELLS FARGO		219.22
01-12834	SDSU EXTENSION SERVICE	I-202004286007	101-4-611-4290	TEMP SUMMER ASSISTANTS		14,500.00
01-19277	ALLEGRA PRINT & IMAGING	I-202004285915	101-4-611-4230	RECORD BOOKS		168.10

DEPARTMENT 611 COUNTY EXTENSION TOTAL: 15,266.78

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 615 WEED CONTROL BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11815	LOCATORS & SUPPLIES	I-202004285967	101-4-615-4250	SAFETY SHIRTS		256.96
01-13258	VALLEY MOTORSPORTS	I-202004286017	101-4-615-4260	ATV'S BRAKE PADS		227.70
01-19479	ATCO INTERNATIONAL	I-202004285919	101-4-615-4260	SHOP SUPPLIES		190.30
				DEPARTMENT 615 WEED CONTROL	TOTAL:	674.96

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 711 PLANNING & ZONING BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202004285910	101-4-711-4250	COPIER CONTRACT		7.18
01-11453	HY-VEE FOOD STORE	I-202004285956	101-4-711-4260	ZONING MTG REFRESHMENTS 4/7/2		5.59

DEPARTMENT 711 PLANNING & ZONING TOTAL: 12.77

FUND 101 GENERAL FUND TOTAL: 127,049.84

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 201 ROAD & BRIDGE FUND
DEPARTMENT: 311 HIGHWAY ADMINISTRATION BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11196	GRAINGER	I-202004285953	201-4-311-4260	OUTSIDE SHOP DISPENSERS		905.00
01-11453	HY-VEE FOOD STORE	I-202004285957	201-4-311-4260	MSHA TRNG REFRESHMENTS/WIPES		108.65
01-11842	LYLE SIGNS INC	I-202004285970	201-4-311-4260	FIREMARKERS		62.05
01-11921	WELLS FARGO	I-202004286020	201-4-311-4260	WELLS FARGO		300.20
01-11921	WELLS FARGO	I-202004286020	201-4-311-4270	WELLS FARGO		213.57CR
01-12910	TWO WAY SOLUTIONS INC	I-202004286014	201-4-311-4260	HANDHELD RADIO BATTERIES		194.97
01-13223	ULINE	I-202004286015	201-4-311-4260	NITRILE GLOVES		37.17
01-13291	VERIZON WIRELESS	I-202004286018	201-4-311-4280	VER INV:9852050850		40.01
01-13328	WALMART COMMUNITY	I-202004286019	201-4-311-4260	SUPPLIES		46.11
01-21561	TITAN MACHINERY	I-202004286012	201-4-311-4260	GAS STRUT 0675		60.23
01-22073	RFD NEWSPAPERS INC	I-202004285998	201-4-311-4230	publications		225.00
01-22240	KIBBLE EQUIPMENT LLC	I-202004285964	201-4-311-4260	PARTS		197.14
01-22455	DAVE BUBLITZ	I-202004285929	201-4-311-4260	STEEL TOE BOOTS		202.34
01-22469	KIMBALL MIDWEST	I-202004285965	201-4-311-4260	7890038 SHOP		683.25
01-22649	THE ROAD GUY CONST. CO.	I-202004286001	201-4-311-4340	KENWORTH T-800		47,000.00
01-22650	GOPHER SIGN COMPANY	I-202004285946	201-4-311-4250	INVENTORY POSTS		1,337.70

DEPARTMENT 311 HIGHWAY ADMINISTRATION TOTAL: 51,186.25

FUND 201 ROAD & BRIDGE FUND TOTAL: 51,186.25

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 250 ROD RELIEF FUND
DEPARTMENT: 163 ROD Relief Fund BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11863	MCLEOD'S PRINTING & OFF	I-202004285977	250-4-163-4260	FEEBOOK #38		754.56
				DEPARTMENT 163 ROD Relief Fund	TOTAL:	754.56
				FUND 250 ROD RELIEF FUND	TOTAL:	754.56

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 301 COUNTY BUILDING FUND
DEPARTMENT: 161 COUNTY BUILDING BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-21377	SAFE-N-SECURE	I-202004286031	301-4-161-4292	INTERCOM/CAMERA-1921 PRKG LOT		1,471.90
				DEPARTMENT 161 COUNTY BUILDING	TOTAL:	1,471.90
				FUND 301 COUNTY BUILDING FUND	TOTAL:	1,471.90

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 304 DETENTION CNTR EXPANSION
DEPARTMENT: 890 DETENTION CNTR EXPANSION BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22167	BOARMAN KROOS VOGEL GRO	I-202004285922	304-4-890-4220	DET CENTER EXP		76,143.30
				DEPARTMENT 890 DETENTION CNTR EXPANSI TOTAL:		76,143.30
				FUND 304 DETENTION CNTR EXPANSI TOTAL:		76,143.30

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
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-202004285926	725-2-2090000	ADVANCE TAX-ANDERSON		888.83
01-10367	BROOKINGS COUNTY FINANC	I-202004285927	725-2-2090000	ADVANCE TAX-MISHRA		108.68
				DEPARTMENT 0000 NON-DEPARTMENTAL	TOTAL:	997.51
				FUND 725 ADVANCE TAXES	TOTAL:	997.51

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02264 Claims Paid 5/5/2020
FUND : 770 TAX SALE REDEMPTION
DEPARTMENT: N/A NON-DEPARTMENTAL BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22448	EMPIRE INVESTMENTS LLC	I-202004285936	770-2-2090000	CERT#19-157 PEDERSON RED#1496		1,617.81
01-22448	EMPIRE INVESTMENTS LLC	I-202004285937	770-2-2090000	CERT#19-213 NSI RED#1497		47,737.70
01-22448	EMPIRE INVESTMENTS LLC	I-202004285938	770-2-2090000	CERT#19-200 BYRNE RED#1495		990.04
01-22448	EMPIRE INVESTMENTS LLC	I-202004285939	770-2-2090000	CERT#19-100 WNEGER RED#1492		619.94
01-22448	EMPIRE INVESTMENTS LLC	I-202004285940	770-2-2090000	CERT#19-180 FERGEN RED#1494		2,074.24
01-22448	EMPIRE INVESTMENTS LLC	I-202004285941	770-2-2090000	CERT#19-181 FERGEN RED#1493		2,593.17
				DEPARTMENT 0000 NON-DEPARTMENTAL	TOTAL:	55,632.90
				FUND 770 TAX SALE REDEMPTION	TOTAL:	55,632.90
					REPORT GRA TOTAL:	313,236.26

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=========LINE ITEM========= ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	=======GROUP BUDGET======= ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2020	101-4-111-4230	PUBLISHING	2,245.77	40,000	30,005.19				
	101-4-111-4250	REPAIR & MAINT.	107.70	4,000	3,582.76				
	101-4-111-4260	SUPPLIES & MATERIALS	55.65	4,000	3,491.87				
	101-4-111-4267	POSTAGE	20.60	32,500	15,672.57				
	101-4-120-4260	ELECTION SUPPLIES	622.33	15,000	13,337.06				
	101-4-130-4221	ABUSE & NEG.CHILD DEFENSE	746.90	25,000	24,253.10				
	101-4-130-4222	ADULT DEFENSE	27,982.77	525,000	293,080.52				
	101-4-130-4223	JUVENILE DEFENSE	421.95	30,000	12,444.40				
	101-4-130-4280	JURY & WITNESS	398.72	15,000	10,060.56				
	101-4-130-4290	COURT CASE EXPENSE	37.50	40,000	31,627.25				
	101-4-143-4230	PUBLISHING	115.52	4,500	4,337.48				
	101-4-143-4250	REPAIR & MAINT.	74.80	3,400	3,033.67				
	101-4-143-4260	SUPPLIES & MATERIALS	543.86	15,000	9,575.29				
	101-4-143-4280	UTILITIES	55.00	2,800	1,947.00				
	101-4-151-4260	SUPPLIES & MATERIALS	1,124.03	30,000	21,656.31				
	101-4-161-4243	ADMIN BUILDING OPERATION E	13,156.28	200,000	167,001.61				
	101-4-161-4250	REPAIRS AND MAINTENANCE	7,155.24	90,000	52,545.49				
	101-4-161-4280	UTILITIES/COURTHOUSE	0.00	53,000	39,540.75				
	101-4-162-4230	PUBLISHING	552.63	1,800	773.29				
	101-4-162-4270	TRAVEL & CONFERENCE	1,099.91	12,000	10,826.06				
	101-4-171-4221	DATA PROCESSING/SOFTWARE	9,489.99	212,955	63,875.29				
	101-4-171-4250	REPAIRS AND MAINTENANCE	87.21	800	492.36				
	101-4-171-4260	SUPPLIES	275.63	28,300	11,319.38				
	101-4-172-4250	REPAIRS AND MAINTENANCE	21.54	800	716.55				
	101-4-211-4230	PUBLISHING	244.00	1,500	1,256.00				
	101-4-211-4250	REPAIRS AND MAINTENANCE	1,947.08	42,000	25,162.41				
	101-4-211-4260	SUPPLIES & MATERIALS	160.33	20,000	18,220.69				
	101-4-211-4262	UNIFORMS/EQUIPMENT	198.27	4,000	3,345.03				
	101-4-211-4280	UTILITIES	144.95	20,000	13,497.98				
	101-4-211-4350	FURNITURE & MINOR EQUIP.	430.07	22,932	5,443.93				
	101-4-212-4250	REPAIRS AND MAINTENANCE	371.39	40,000	27,538.37				
	101-4-212-4260	SUPPLIES & MATERIALS	5,463.13	45,000	20,249.43				
	101-4-212-4263	MEDICAL SERVICE/LIENABLE	1,743.00	34,000	27,024.62				
	101-4-212-4290	PRISONER RATION	17,418.67	275,000	180,004.53				
	101-4-212-4350	FURNITURE & MINOR EQUIP.	3,088.16	3,000	88.16-	Y			
	101-4-213-4220	PROFESSIONAL SERV. & FEES	2,730.00	25,000	19,270.00				
	101-4-221-4291	EMERGENCY TRUCK-LONG TERM	3,758.00	110,000	100,527.00				
	101-4-411-4251	RENT	490.00	30,000	19,523.00				
	101-4-411-4270	OFFICE	7.18	500	472.18				
	101-4-441-4220	PROFESSIONAL SERV. & FEES	72.86	50,000	32,585.10				
	101-4-441-4290	CRT APPORT. ATT'Y/M.I.	384.30	20,000	16,975.52				
	101-4-528-4220	PROFESSIONAL SERV & FEES	504.42	4,500	2,158.27				
	101-4-528-4230	PUBLISHING	1,500.00	20,000	12,070.00				
	101-4-528-4250	REPAIR & MAINT	95.85	45,000	37,897.05				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=========LINE ITEM========= ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	=======GROUP BUDGET======= ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-4-528-4260	SUPPLIES & MATERIALS	1,532.10	35,000	29,276.25				
	101-4-528-4280	UTILITIES	2,420.04	40,000	29,565.23				
	101-4-611-4230	PUBLISHING	168.10	5,000	4,831.90				
	101-4-611-4260	SUPPLIES & MATERIALS	407.22	11,000	7,943.22				
	101-4-611-4280	UTILITIES	191.46	3,500	2,612.82				
	101-4-611-4290	WORK STUDY/SUMMER INTERN	14,500.00	14,500	0.00				
	101-4-615-4250	REPAIRS AND MAINTENANCE	256.96	17,500	17,186.43				
	101-4-615-4260	SUPPLIES & MATERIALS	418.00	60,000	57,653.77				
	101-4-711-4250	REPAIRS & MAINTENANCE	7.18	2,160	1,910.83				
	101-4-711-4260	SUPPLIES & MATERIALS	5.59	3,915	1,073.46				
	201-4-311-4230	PUBLISHING	225.00	1,600	334.78				
	201-4-311-4250	REPAIRS & MAINT.	1,337.70	2,000,000	1919,605.41				
	201-4-311-4260	SUPPLIES & MATERIALS	2,797.11	1,100,000	919,691.18				
	201-4-311-4270	TRAVEL & CONFERENCE	213.57-	6,750	5,889.30				
	201-4-311-4280	UTILITIES	40.01	30,000	20,948.28				
	201-4-311-4340	MACHINERY & EQUIPMENT	47,000.00	625,000	270,195.74				
	250-4-163-4260	SUPPLIES	754.56	7,000	6,106.84				
	301-4-161-4292	DETENTION CENTER	1,471.90	15,000	12,398.10				
	304-4-890-4220	PROFESSIONAL SERVICES	76,143.30	150,000	58,361.42-	Y			
	725-2-2090000	AMOUNT HELD FOR ADVANCE TA	997.51						
	770-2-2090000	DUE TO CERTIFICATE HOLDER	55,632.90						
		** 2020 YEAR TOTALS	313,236.26						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-111	COMMISSIONERS	2,429.72
101-120	ELECTIONS	622.33
101-130	JUDICIAL SYSTEM	29,587.84
101-143	FINANCE OFFICE	789.18
101-151	STATES ATTORNEY	1,124.03
101-161	COUNTY BUILDING	20,311.52
101-162	DIRECTOR OF EQUALIZATION	1,652.54
101-171	INFORMATION TECHNOLOGY	9,852.83
101-172	HUMAN RESOURCES	21.54
101-211	SHERIFF'S OFFICE	3,124.70
101-212	COUNTY JAIL	28,084.35
101-213	CORONER	2,730.00
101-221	FIRE DEPARTMENT TRUST	3,758.00
101-411	WELFARE	497.18

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-441	BEHAVIORAL HEALTH	457.16
101-528	BCOAC	6,052.41
101-611	COUNTY EXTENSION	15,266.78
101-615	WEED CONTROL	674.96
101-711	PLANNING & ZONING	12.77
101 TOTAL	GENERAL FUND	127,049.84
201-311	HIGHWAY ADMINISTRATION	51,186.25
201 TOTAL	ROAD & BRIDGE FUND	51,186.25
250-163	ROD Relief Fund	754.56
250 TOTAL	ROD RELIEF FUND	754.56
301-161	COUNTY BUILDING	1,471.90
301 TOTAL	COUNTY BUILDING FUND	1,471.90
304-890	DETENTION CNTR EXPANSION	76,143.30
304 TOTAL	DETENTION CNTR EXPANSION	76,143.30
725	NON-DEPARTMENTAL	997.51
725 TOTAL	ADVANCE TAXES	997.51
770	NON-DEPARTMENTAL	55,632.90
770 TOTAL	TAX SALE REDEMPTION	55,632.90
	** TOTAL **	313,236.26

NO ERRORS

** END OF REPORT **

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 111 COMMISSIONERS BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11552	JENSEN, LARRY	I-20200428-11552	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-13058	STEFFENSEN, STACY	I-20200428-13058	101-4-111-4280	CELL PHONE REIMBURSEMENT		105.00
01-20230	BARTLEY, MICHAEL	I-20200428-20230	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-21131	KROGMAN, RYAN	I-20200428-21131	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-22022	LEE ANN PIERCE	I-20200428-22022	101-4-111-4280	CELL PHONE REIMBURSEMENT		75.00
01-22467	ANGELA BOERSMA	I-20200428-22467	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: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 120 ELECTIONS BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10451	BUSETH, VICKI	I-20200428-10451	101-4-120-4260	CELL PHONE REIMBURSEMENT		5.25
				DEPARTMENT 120 ELECTIONS	TOTAL:	5.25

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 143 FINANCE OFFICE BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10451	BUSETH, VICKI	I-20200428-10451	101-4-143-4280	CELL PHONE REIMBURSEMENT		99.75
				DEPARTMENT 143 FINANCE OFFICE	TOTAL:	99.75

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02263 May Cell Phones 5/5/2020
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-20200428-22464	101-4-151-4280	CELL PHONE REIMBURSEMENT		105.00
01-22547	BENJAMIN KLEINJAN	I-20200428-22547	101-4-151-4280	CELL PHONE REIMBURSEMENT		105.00
01-22561	PAIGE PETERSEN	I-20200428-22561	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: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 161 COUNTY BUILDING BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-19787	HEIDEMANN, TERRANCE	I-20200428-19787	101-4-161-4280	CELL PHONE REIMBURSEMENT		15.00
01-22457	JUSTIN JOHNSON	I-20200428-22457	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: 02263 May Cell Phones 5/5/2020
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-20200428-11666	101-4-162-4280	CELL PHONE REIMBURSEMENT		30.00
01-19564	BREHMER, JACOB	I-20200428-19564	101-4-162-4280	CELL PHONE REIMBURSEMENT		105.00
01-19565	HIEB, JERE	I-20200428-19565	101-4-162-4280	CELL PHONE REIMBURSEMENT		30.00
01-22217	REID SQUIRES	I-20200428-22217	101-4-162-4280	CELL PHONE REIMBURSEMENT		30.00
01-22527	RUSTY BRANDSRUD	I-20200428-22527	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: 02263 May Cell Phones 5/5/2020
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-20200428-10548	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: 02263 May Cell Phones 5/5/2020
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-20200428-20191	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: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 171 INFORMATION TECHNOLOGY BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-21618	PLOWMAN, SHAWN	I-20200428-21618	101-4-171-4280	CELL PHONE REIMBURSEMENT		90.00
01-22472	ERIC METTE	I-20200428-22472	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: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 172 HUMAN RESOURCES BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-13422	WITCHEY, KRISTEN	I-20200428-13422	101-4-172-4280	CELL PHONE REIMBURSEMENT		45.00
				DEPARTMENT 172 HUMAN RESOURCES	TOTAL:	45.00

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02263 May Cell Phones 5/5/2020
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-20200428-11156	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-11248	HAIDER, DARIN	I-20200428-11248	101-4-211-4280	CELL PHONE REIMBURSEMENT		60.00
01-12403	JON PIKE	I-20200428-12403	101-4-211-4280	CELL PHONE REIMBURSEMENT		60.00
01-12861	SEBRING, SCOTT	I-20200428-12861	101-4-211-4280	CELL PHONE REIMBURSEMENT		105.00
01-13030	STANWICK, MARTIN	I-20200428-13030	101-4-211-4280	CELL PHONE REIMBURSEMENT		105.00
01-19787	HEIDEMANN, TERRANCE	I-20200428-19787	101-4-211-4280	CELL PHONE REIMBURSEMENT		15.00
01-20493	KRIESE, JEREMY	I-20200428-20493	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-21550	LANGSTRAAT, MANUAL	I-20200428-21550	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-21569	MCCREA, DON	I-20200428-21569	101-4-211-4280	CELL PHONE REIMBURSEMENT		15.00
01-22045	KEVIN MURFIELD	I-20200428-22045	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22148	SUZANNE BJORDAL	I-20200428-22148	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22363	DANE LARSEN	I-20200428-22363	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22506	JEFFREY CONRAD	I-20200428-22506	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22507	CODY SUNDERLAND	I-20200428-22507	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22508	BRYAN SCHREUR	I-20200428-22508	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22634	TARA RODRIGUEZ	I-20200428-22634	101-4-211-4280	CELL PHONE REIMBURSEMENT		30.00
01-22651	THOMAS CHESTER	I-20200428-22651	101-4-211-4280	CELL PHONE DISTRIBUTION		30.00

DEPARTMENT 211 SHERIFF'S OFFICE TOTAL: 690.00

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 212 COUNTY JAIL BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-13118	SWEEBE, BART	I-20200428-13118	101-4-212-4280	CELL PHONE REIMBURSEMENT		105.00
01-21450	BITELER, DAVID	I-20200428-21450	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: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 213 CORONER BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22019	HIEB, RICHARD	I-20200428-22019	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: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 411 WELFARE BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-20191	HOLZHAUSER, MICHAEL	I-20200428-20191	101-4-411-4280	CELL PHONE REIMBURSEMENT		18.90
01-22430	EILEEN ABERLE	I-20200428-22430	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: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 528 BCOAC BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-20804	HUBER, DUSTIN	I-20200428-20804	101-4-528-4280	CELL PHONE REIMBURSEMENT		105.00
				DEPARTMENT 528 BCOAC	TOTAL:	105.00

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 615 WEED CONTROL BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-21197	MOSER, MISTY	I-20200428-21197	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: 02263 May Cell Phones 5/5/2020
FUND : 101 GENERAL FUND
DEPARTMENT: 711 PLANNING & ZONING BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11308	RICHARD HAUGEN	I-20200428-11308	101-4-711-4280	CELL PHONE REIMBURSEMENT		45.00
01-11365	HILL, ROBERT	I-20200428-11365	101-4-711-4280	CELL PHONE REIMBURSEMENT		26.25
				DEPARTMENT 711 PLANNING & ZONING	TOTAL:	71.25
				FUND 101 GENERAL FUND	TOTAL:	2,741.25

VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 02263 May Cell Phones 5/5/2020
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-20200428-10106	201-4-311-4280	CELL PHONE REIMBURSEMENT		75.00
01-11118	FRIEDRICH, CLIFF	I-20200428-11118	201-4-311-4280	CELL PHONE REIMBURSEMENT		45.00
01-11226	GROSS, LINDA	I-20200428-11226	201-4-311-4280	CELL PHONE REIMBURSEMENT		30.00
01-22455	DAVE BUBLITZ	I-20200428-22455	201-4-311-4280	CELL PHONE REIMBURSEMENT		45.00
01-22456	BRIAN GUSTAD	I-20200428-22456	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: 02263 May Cell Phones 5/5/2020
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-20200428-11365	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:		3,120.00

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET AVAILABLE	LINE ITEM OVER BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET AVAILABLE	GROUP BUDGET OVER BUDG
2020	101-4-111-4280	UTILITIES	480.00	5,760	3,360.00				
	101-4-120-4260	ELECTION SUPPLIES	5.25	15,000	13,954.14				
	101-4-143-4280	UTILITIES	99.75	2,800	1,902.25				
	101-4-151-4280	TELEPHONE	315.00	5,000	3,425.00				
	101-4-161-4280	UTILITIES/COURTHOUSE	45.00	53,000	39,495.75				
	101-4-162-4280	TELEPHONE	225.00	2,700	1,575.00				
	101-4-163-4280	TELEPHONE	105.00	1,260	735.00				
	101-4-165-4280	TELEPHONE	86.10	1,200	769.50				
	101-4-171-4280	UTILITIES & TELEPHONE	165.00	1,980	1,155.00				
	101-4-172-4280	UTILITIES & TELEPHONE	45.00	540	360.00				
	101-4-211-4280	UTILITIES	690.00	20,000	12,952.93				
	101-4-212-4280	UTILITIES	135.00	42,000	30,710.31				
	101-4-213-4280	TELEPHONE	30.00	360	210.00				
	101-4-411-4280	TELEPHONE	63.90	1,000	680.50				
	101-4-528-4280	UTILITIES	105.00	40,000	31,880.27				
	101-4-615-4280	TELEPHONE	75.00	2,500	2,021.74				
	101-4-711-4280	TELEPHONE	71.25	900	543.75				
	201-4-311-4280	UTILITIES	300.00	30,000	20,688.29				
	226-4-222-4280	TELEPHONE	78.75	1,000	606.25				
		** 2020 YEAR TOTALS	3,120.00						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-111	COMMISSIONERS	480.00
101-120	ELECTIONS	5.25
101-143	FINANCE OFFICE	99.75
101-151	STATES ATTORNEY	315.00
101-161	COUNTY BUILDING	45.00
101-162	DIRECTOR OF EQUALIZATION	225.00
101-163	REGISTER OF DEEDS	105.00
101-165	VETERAN'S SERVICE	86.10
101-171	INFORMATION TECHNOLOGY	165.00
101-172	HUMAN RESOURCES	45.00
101-211	SHERIFF'S OFFICE	690.00
101-212	COUNTY JAIL	135.00
101-213	CORONER	30.00
101-411	WELFARE	63.90
101-528	BCOAC	105.00

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-615	WEED CONTROL	75.00
101-711	PLANNING & ZONING	71.25
101 TOTAL	GENERAL FUND	2,741.25
201-311	HIGHWAY ADMINISTRATION	300.00
201 TOTAL	ROAD & BRIDGE FUND	300.00
226-222	EMERGENCY & DISASTER SERV	78.75
226 TOTAL	EMERGENCY MANAGEMENT	78.75
	** TOTAL **	3,120.00

NO ERRORS

** END OF REPORT **

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	TOTAL
2019					BROOKINGS COUNTY REGISTER OF DEEDS REPORT								
TRANSFER FEES	$22,743.00	$10,594.50	$23,126.50	$20,214.50	$21,364.00	$18,612.50	$18,084.50	$18,022.00	$9,320.00	$13,198.50	$12,765.50	$17,439.00	$205,484.50
GENERAL FEES	$10,274.00	$8,663.00	$9,642.75	$12,771.00	$14,259.00	$13,741.00	$15,789.00	$14,553.00	$12,580.00	$13,768.00	$10,991.00	$14,150.00	$151,181.75
MARRIAGE LIC	$440.00	$480.00	$320.00	$240.00	$960.00	$800.00	$1,200.00	$1,040.00	$1,520.00	$800.00	$240.00	$640.00	$8,680.00
CERTIFIED COPIES	$3,855.00	$3,090.00	$3,105.00	$2,940.00	$3,150.00	$3,765.00	$3,720.00	$3,870.00	$2,985.00	$4,305.00	$2,370.00	$3,600.00	$40,755.00
COPIES & DISC	$317.00	$291.00	$241.00	$305.00	$341.00	$296.00	$352.00	$331.00	$262.00	$459.00	$333.00	$436.00	$3,964.00
TOTAL	**$37,629.00**	**$23,118.50**	**$36,435.25**	**$36,470.50**	**$40,074.00**	**$37,214.50**	**$39,145.50**	**$37,816.00**	**$26,667.00**	**$32,530.50**	**$26,699.50**	**$36,265.00**	$410,065.25
GENERAL FEES													
FILING FEES	$10,088.00	$8,633.00	$9,612.75	$12,741.00	$14,199.00	$13,741.00	$15,699.00	$14,460.00	$12,547.00	$13,708.00	$10,928.00	$14,150.00	$150,506.75
FINANCING STATE.	$186.00	$30.00	$30.00	$30.00	$60.00	$0.00	$90.00	$93.00	$33.00	$60.00	$63.00	$0.00	$675.00
LOCATION NOTICE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL	**$10,274.00**	**$8,663.00**	**$9,642.75**	**$12,771.00**	**$14,259.00**	**$13,741.00**	**$15,789.00**	**$14,553.00**	**$12,580.00**	**$13,768.00**	**$10,991.00**	**$14,150.00**	$151,181.75
GENERAL FEES	$10,088.00	$8,633.00	$9,612.75	$12,741.00	$14,199.00	$13,741.00	$15,699.00	$14,460.00	$12,547.00	$13,708.00	$10,928.00	$14,150.00	$150,506.75
TECH FEE - STATE	$658.00	$560.00	$590.00	$806.00	$906.00	$872.00	$974.00	$920.00	$804.00	$864.00	$684.00	$904.00	$9,542.00
TECH FEE - COUNTY	$987.00	$840.00	$885.00	$1,209.00	$1,359.00	$1,308.00	$1,461.00	$1,380.00	$1,206.00	$1,296.00	$1,026.00	$1,356.00	$14,313.00
TOTAL	**$8,443.00**	**$7,233.00**	**$8,137.75**	**$10,726.00**	**$11,934.00**	**$11,561.00**	**$13,264.00**	**$12,160.00**	**$10,537.00**	**$11,548.00**	**$9,218.00**	**$11,890.00**	$126,651.75
								from state 8-13-2019 $4303.70					
UCC & LOCATION NOTICES	$186.00	$30.00	$30.00	$30.00	$60.00	$0.00	**$90.00**	**$93.00**	**$33.00**	**$60.00**	**$63.00**	**$0.00**	$675.00
CERTIFIED COPIES													
BIRTH	$1,530.00	$1,335.00	$1,635.00	$1,545.00	$1,440.00	$1,155.00	$1,620.00	$1,665.00	$1,125.00	$1,500.00	$1,125.00	$1,410.00	$17,085.00
DEATH	$2,025.00	$1,425.00	$1,065.00	$1,035.00	$1,350.00	$2,040.00	$1,425.00	$1,425.00	$1,260.00	$1,935.00	$1,020.00	$1,815.00	$17,820.00
MARRIAGE	$300.00	$330.00	$405.00	$360.00	$360.00	$570.00	$675.00	$780.00	$600.00	$870.00	$225.00	$375.00	$5,850.00
TOTAL	**$3,855.00**	**$3,090.00**	**$3,105.00**	**$2,940.00**	**$3,150.00**	**$3,765.00**	**$3,720.00**	**$3,870.00**	**$2,985.00**	**$4,305.00**	**$2,370.00**	**$3,600.00**	$40,755.00
COUNTY Share													
Birth ($5.00 each)	$510.00	$445.00	$545.00	$515.00	$480.00	$385.00	$540.00	$555.00	$375.00	$500.00	$375.00	$470.00	$5,695.00
Death ($5.00 each)	$675.00	$475.00	$355.00	$345.00	$450.00	$680.00	$475.00	$475.00	$420.00	$645.00	$340.00	$605.00	$5,940.00
Marriage ($15.00 each)	$300.00	$330.00	$405.00	$360.00	$360.00	$570.00	$675.00	$780.00	$600.00	$870.00	$225.00	$375.00	$5,850.00
TOTAL	**$1,485.00**	**$1,250.00**	**$1,305.00**	**$1,220.00**	**$1,290.00**	**$1,635.00**	**$1,690.00**	**$1,810.00**	**$1,395.00**	**$2,015.00**	**$940.00**	**$1,450.00**	$17,485.00
STATE Share													
Birth ($10.00 each)	$1,020.00	$890.00	$1,090.00	$1,030.00	$960.00	$770.00	$1,080.00	$1,110.00	$750.00	$1,000.00	$750.00	$940.00	$11,390.00
Death ($10.00 each)	$1,350.00	$950.00	$710.00	$690.00	$900.00	$1,360.00	$950.00	$950.00	$840.00	$1,290.00	$680.00	$1,210.00	$11,880.00
Marriage ($0.00 each)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL	**$2,370.00**	**$1,840.00**	**$1,800.00**	**$1,720.00**	**$1,860.00**	**$2,130.00**	**$2,030.00**	**$2,060.00**	**$1,590.00**	**$2,290.00**	**$1,430.00**	**$2,150.00**	$23,270.00
Local Domestic Abuse													
Marriage License $30 each	$330.00	$360.00	$240.00	$180.00	$720.00	$600.00	$900.00	$780.00	$1,140.00	$600.00	$180.00	$480.00	$6,510.00
County Share $10 each													
Marriage License	$110.00	$120.00	$80.00	$60.00	$240.00	$200.00	$300.00	$260.00	$380.00	$200.00	$60.00	$160.00	$2,170.00
Total Marriage License	**$440.00**	**$480.00**	**$320.00**	**$240.00**	**$960.00**	**$800.00**	**$1,200.00**	**$1,040.00**	**$1,520.00**	**$800.00**	**$240.00**	**$640.00**	$8,680.00
TRANSFER FEES	$22,743.00	$10,594.50	$23,126.50	$20,214.50	$21,364.00	$18,612.50	$18,084.50	$18,022.00	$9,320.00	$13,198.50	$12,765.50	$17,439.00	$205,484.50
GENERAL FILING	$8,443.00	$7,233.00	$8,137.75	$10,726.00	$11,934.00	$11,561.00	$13,264.00	$12,160.00	$10,537.00	$11,548.00	$9,218.00	$11,890.00	$126,651.75
UCC & LOCATION NOTICES	$186.00	$30.00	$30.00	$30.00	$60.00	$0.00	$90.00	$93.00	$33.00	$60.00	$63.00	$0.00	$675.00
TECH FEE COUNTY	$987.00	$840.00	$885.00	$1,209.00	$1,359.00	$1,308.00	$1,461.00	$1,380.00	$1,206.00	$1,296.00	$1,026.00	$1,356.00	$14,313.00
MARRIAGE LIC	$110.00	$120.00	$80.00	$60.00	$240.00	$200.00	$300.00	$260.00	$380.00	$200.00	$60.00	$160.00	$2,170.00
CERTIFIED COPIES	$1,485.00	$1,250.00	$1,305.00	$1,220.00	$1,290.00	$1,635.00	$1,690.00	$1,810.00	$1,395.00	$2,015.00	$940.00	$1,450.00	$17,485.00
COPY & DISC	$317.00	$291.00	$241.00	$305.00	$341.00	$296.00	$352.00	$331.00	$262.00	$459.00	$333.00	$436.00	$3,964.00
TOTAL REVENUE	**$34,271.00**	**$20,358.50**	**$33,805.25**	**$33,764.50**	**$36,588.00**	**$33,612.50**	**$35,241.50**	**$34,056.00**	**$23,133.00**	**$28,776.50**	**$24,405.50**	**$32,731.00**	**$370,743.25**
Stays in county	**$34,271.00**	**$20,358.50**	**$33,805.25**	**$33,764.50**	**$36,588.00**	**$33,612.50**	**$35,241.50**	**$34,056.00**	**$23,133.00**	**$28,776.50**	**$24,405.50**	**$32,731.00**	**$370,743.25**
												par	

	2019 and 2018 comparison		
	2019	**2018**	**difference + or -**
TRANSFER FEES	$205,484.50	$170,893.50	$34,591.00
GENERAL FEES	$151,181.75	$159,642.00	-$8,460.25
MARRIAGE LICENSE	$8,680.00	$8,440.00	$240.00
CERTIFIED COPIES	$40,755.00	$40,560.00	$195.00
COPIES & DISC	$3,964.00	$3,774.00	$190.00
TOTAL	**$410,065.25**	**$383,309.50**	**$26,950.75**
GENERAL FEES			
FILING FEES	$150,506.75	$159,058.00	-$8,551.25
FINANCING STATEMENT	$675.00	$584.00	$91.00
LOCATION NOTICE	$0.00	$0.00	$0.00
TOTAL	**$151,181.75**	**$159,642.00**	**-$8,460.25**
CERTIFIED COPIES			
BIRTH	$17,085.00	$18,435.00	-$1,350.00
DEATH	$17,820.00	$15,840.00	$1,980.00
MARRIAGE	$5,850.00	$6,285.00	-$435.00
TOTAL	**$40,755.00**	**$40,560.00**	**$195.00**
GENERAL FEES	$150,506.75	$159,058.00	-$8,551.25
TECH FEE - STATE	$9,542.00	$10,142.00	-$600.00
TECH FEE - COUNTY	$14,313.00	$15,213.00	-$900.00
TOTAL	**$126,651.75**	**$133,703.00**	**-$7,051.25**
	plus $4303.70	plus $ 4688.68	
	from SDACO	from SDACO	

2019 and 2018 comparison

2019 Totals

Month	Mortgages Records	Mortgages Pages	Deeds Records	Deeds Pages	Misc. Records	Misc. Pages	Total Records	Total Pages	# of docs w tech	# of docs w/o tech	CountyTech fee $3.00	State Tech fee $2.00
January	83	997	79	181	188	380	350	1558	329	21	$987.00	$658.00
February	82	962	64	137	155	306	301	1405	280	23	$840.00	$560.00
March	87	1076	70	172	171	284	328	1532	295	33	$885.00	$590.00
April	117	1575	91	200	216	368	424	2143	403	18	$1,209.00	$806.00
May	140	1906	127	261	209	399	476	2566	453	23	$1,359.00	$906.00
June	133	1723	104	184	253	381	490	2288	436	51	$1,308.00	$872.00
July	172	2148	111	212	243	394	526	2754	487	38	$1,461.00	$974.00
August	142	1804	122	221	233	416	497	2441	460	37	$1,380.00	$920.00
September	113	1571	85	165	228	356	426	2092	402	43	$1,206.00	$804.00
October	152	2026	105	202	222	331	479	2559	432	43	$1,296.00	$864.00
November	104	1343	84	169	185	298	373	1810	342	30	$1,026.00	$684.00
December	144	1866	112	233	223	348	479	2447	452	25	$ 1,356.00	$ 904.00
Total	1469	18997	1154	2337	2526	4261	5149	25595	4771	385	$14,313.00	$9,542.00

2018 Totals

Month	Mortgages Records	Mortgages Pages	Deeds Records	Deeds Pages	Misc. Records	Misc. Pages	Total Records	Total Pages	# of docs w tech	# of docs w/o tech	county tech fee $3.00	state tech fee $2.00
January	78	1028	95	192	334	559	507	1779	479	28	$1,437.00	$958.00
February	63	777	66	137	124	193	253	1107	232	22	$696.00	$464.00
March	111	1483	71	135	201	321	383	1939	340	42	$1,020.00	$680.00
April	117	1530	73	140	246	386	436	2056	416	20	$1,248.00	$832.00
May	150	1973	98	175	275	497	523	2645	485	38	$1,455.00	$970.00
June	138	1819	105	201	255	415	498	2435	476	22	$1,428.00	$952.00
July	137	1743	113	205	252	407	502	2355	479	23	$1,437.00	$958.00
August	136	1867	132	260	259	433	527	2560	516	11	$1,548.00	$1,032.00
September	128	1672	104	187	239	568	471	2427	455	16	$1,365.00	$910.00
October	120	1548	107	204	250	611	477	2363	454	21	$1,362.00	$908.00
November	98	1130	71	142	194	368	363	1640	330	33	$990.00	$660.00
December	109	1387	101	214	226	535	436	2136	409	25	$1,227.00	$818.00
Total	1385	17957	1136	2192	2855	5293	5376	25442	5071	301	$15,213.00	$10,142.00

Commission Meeting
May 5, 2020 @ 8:30am

1.) Introduction
    a. Graduated from BHS then went to SDSU for Industrial Management
    b. Started working at Swiftel Center in Middle School part-time
    c. Took a job in Las Vegas, NV at the South Point Hotel and Casino as an Arena Coordinator
    d. Came back after two years and took a job at Swiftel as the Operations Supervisor
    e. Looking forward to working at the OAC to continue its excellent service and helping it grow
2.) Last couple weeks
    a. Cleaning and organizing
    b. Working with part time staff and all the programs for POS and booking
    c. Trying to come up with some SOP's so everyone is on the same page
3.) Working with Bob Hill on a generator hook up
4.) Trying to get in touch with service providers and introduce myself

RESOLUTION #20-____

Supplemental Budget Resolution

WHEREAS, the Brookings County Board of County Commissioners did authorize the County Finance Officer to publish a notice of hearing for the consideration of a proposed supplemental budget, and

WHEREAS, the time and place for consideration of such supplemental budget was given, and

WHEREAS, the adoption of said proposed supplemental budget was duly considered by the Board of County Commissioners on the 5th day of May, 2020, at 9:00 AM in the County Commission Chambers in a regularly scheduled meeting and any objections having been made before said Board to the adoption of such supplemental budget.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners within and for the County of Brookings, State of South Dakota, that the following supplemental budget be, and the same is, hereby approved for the purposed of providing budget to conduct the indispensable functions of government.

FROM:	301-2-274-1300: Restricted Fund Balance	$91,894.64
TO:	301-4-161-4296: Administrative Building	$91,894.64

Dated this 16th day of April, 2020.

Chairperson: _____

Vice Chairperson: _____

Commissioner: _____

Commissioner: _____

Commissioner: _____

Date Received 3-3-2020
Date Issued _____

License No. _____

Uniform Alcoholic Beverage License Application

A. Owner Name and Address

SUK Properties
876 Regency Court
Brookings SD 57006

Owner's Telephone #: 605-690-7900

B. Business Name and Address

To Be Determined
46564 US Hwy 14
Volga SD 57071

Business Telephone #: 605-690-7900

Place of business is located in a municipality? ☐ Yes ☑ No

County: Brookings

Do you own or lease this property? ☑ Own ☐ Lease

Are real property taxes paid to date? ☑ Yes ☐ No

C. Indicate the class of license being applied for (submit separate application for each class of license).

- ☒ Retail (on-sale) Liquor
- ☐ Retail (on-sale) Liquor - Restaurant
- ☐ Convention Center (on-sale) Liquor
- ☐ Package (off-sale) Liquor
- ☐ Retail (on-off sale) Wine and Cider
- ☐ Retail (on-off sale) Malt Beverage & SD Farm Wine
- ☐ Package Delivery
- ☐ Hunting Preserve
- ☐ Other _____

Is this license in active use? ☐ Yes ☒ No

Do you or any officers, directors, partners, or stockholders hold any other alcohol retail, manufacturing, or wholesaler licenses?
☒ Yes ☐ No **If Yes, please list on the back page.**

D. Legal description of licensed premise:

OL-A-Exc. Lot Pl thereof and Exc. Lot H-1 thereof in the east ½ of SE ¼ Section 13-110-51

Have you ever been convicted of a felony? ☐ Yes ☒ No

E. State Sales Tax Number 1035-7136-ST

F. New license ☒ Transfer? ($150) ☐ Re-issuance ☐

G. CERTIFICATE: The undersigned applicant certifies under the penalties of perjury that all statements provided herein are true and correct; that the said applicant complies with all of the statutory requirements for the class of license being applied for and in addition agrees to permit agents of the Department of Revenue access to the licensed premises and records as provided in SDCL 35-2-2.1, and agrees this application shall constitute a contract between applicant and the State of South Dakota entitling the same or any peace officers to inspect the premises, books and records at any time for the purpose of enforcing the provisions of Title 35 SDCL, as amended.

Date 3-3-20 Print Name Todd Voss Signature Todd Voss

H. APPROVAL OF LOCAL GOVERNING BODY – Notice of hearing was published on 3/26/2020. Public hearing on the application was held 4/21/2020, not less than SEVEN (7) days after official publication. The governing body by majority vote recommends the approval and granting of this license and certifies that requirements as to location and suitability of premises and applicant have been reviewed and conform to the requirements of local and South Dakota law.

Renewal - no public hearing held ☐

Amount of fee collected with application $ 1200.00

Amount of fee retained $ 1200.00

Forwarded with application $ 0

For Local Government Use

(Seal) _____
Mayor or Chairman

If disapproved, endorse reason thereon and return to applicant

Transferred (State Use)

From: _____

Sales tax approval _____ Date _____

STATE LIQUOR AUTHORITY:

APPROVAL_____ **REVIEW**_____

Please complete the reverse side if applicable

Company supplement information
(For corporate/partnership/LP/LLC applicants)

Name of corporation/partnership/LP LLC SVK

Address of office and principal place of business of corporation/partnership/LP/LLC 326 6th st West

Are all managing officers of this corporation/partnership/LP/LLC of good moral character having never been convicted of a felony? ☑ Yes ☐ No

Name, title of office, occupation and address of each of the officers/owners of the corporation, partnership, LP or LLC:

Name	Office	Address	Occupation
Todd Voss	President	874 Regency Court	Self

Name of any officers, directors, partners or stockholders of applicant having a financial interest or capital stock in any other alcoholic beverage license:

Name	Type of License, License Number, Financial Interest Held, and Address of Business Location
Todd Voss	Retail Malt Bev. RB 8763 Owner 615 main AV. Brookings

Where and with whom are all company records kept, such as charter, by-laws, minutes, accounts, notes payable, and notes and accounts receivable, etc?

Rent in Brookings office - Steens..

With signature the applicant agrees to the following:

That the applicant company will comply with all provisions of ARSD chapter No. 64:75:02 of the Department of Revenue, relating to the transfer of stock and prior approval of the transfer of such stock by the Secretary of Revenue and violation of any of the provisions of said regulation or failure to comply therewith, whether by the undersigned corporation, partnership/LP/LLC or by any stockholder thereof, or by anyone interested in said company, shall constitute cause for revocation or suspension of any license issued pursuant to and in reliance on this application, or for refusal to renew such license upon expiration thereof.

We the undersigned officers and directors of the applicant company acknowledge that the within supplement application form is true and correct in every respect and that there exists no financial arrangement concerning this or any other alcoholic beverage license than that expressly set forth above. If company stock is to be transferred we ask for approval of such voluntary stock transfer.

Signature of Authorized Officer/Director/Partner **Date**

Todd Voss 3-3-2020

NOTICE OF AVAILABILITY OF ON-SALE LIQUOR LICENSE

NOTICE IS HEREBY GIVEN THAT pursuant to Brookings County Ordinance #2015-01, the Board of County Commissioners will be accepting applications for an available on-sale liquor license in Brookings County. Any person or persons may submit an application to the Brookings County Finance Office, 520 3rd St, Ste 100, Brookings, SD 57006 within 30 days of the last publication date of this Notice.

Dated at Brookings, South Dakota, this 29th day of January, 2020.

Jenna Byrd
Finance Assistant II

Published twice at the total approximate cost of _____.

Please Publish on: Thursday, April 23rd

NOTICE OF HEARING UPON APPLICATIONS FOR SALE OF ALCOHOLIC BEVERAGES

NOTICE IS HEREBY GIVEN THAT the Board of County Commissioners in and for the County of Brookings, in the City of Brookings, South Dakota, on 5th day of May, 2020, at the hour of 9:05 a.m., in the Commission Chambers at 520 3rd St., Room 310, will meet in regular session to consider the following application for a Retail On Sale Liquor license to operate outside of the municipality for the 2020 - 2021 licensing period, which have been presented to the Board of County Commissioners and filed in the County Finance Office.

- **SVK PROPERTIES-** OL- A- EXC LOT PL THEREOF AND EXC LOT H-1 THEREOF IN THE EAST ½ OF SE ¼ SECTION 13-110-51 15.1 ACRES

NOTICE IS FURTHER GIVEN THAT any person, persons, or their attorney may appear and be heard at said scheduled public hearing who are interested in the approval or rejection of any such application.

Dated at Brookings, South Dakota, this 23rd day of April, 2020.

Jenna Byrd
Finance Assistant II

Published once at the total approximate cost of _____.

Stacy Steffensen

From: Brookings Farmers Market <brookingsmarket@gmail.com>
Sent: Thursday, April 23, 2020 2:43 PM
To: drflaskey@flaskeychiropractic.com; directorbac; Kate Treiber; Ashia Gustafson; Stacy Steffensen; Hammrich, Jenny
Subject: Brookings Farmers Market 2020 Street Closure Request
Attachments: BFM-2020 COVID-19 Map-01.png; BFM Street-closure-notification.pdf; BROOKINGS FARMERS MARKET 2020 COVID-19 RESPONSE.docx; BFM Street-closure-application.pdf

Good Afternoon,

After much deliberation, the Brookings Farmers Market has made the decision to proceed with the 2020 season under strict public health guidelines. The Brookings Farmers Market is an essential market for our local farmers and food producers, as well as a resource for our community's healthy food access. Traditionally, the Brookings Farmers Market is a social gathering place with a mission in community building. For the time being, the social gathering/community-building aspect of the market will cease and our primary focus will be food access and supporting our local farmers.

I am aware this email is getting to you late in April, but please understand we have spent a large amount of time perfecting our mitigation response in order to maintain the safety and well-being of the community we serve.

Attached is our mitigation response, as well as a map depicting the market space for the 2020 season. As you can see by the map, each booth will be 12 ft apart and will be on the western side of the street, to provide the necessary space for the 6ft. distance guideline.

As neighbors of the Brookings Farmers Market, I am asking for your signature of approval of street use. We plan to host the market on the 300th block of 6th Ave, from 9am-12pm May 9th thru Oct.31st. If you have any questions or concerns, please feel free to call me, Louise, at 605-695-7531.

Have a great day,
Louise Snodgrass
Market Manager
Brookings Farmers Market

Notification of Adjacent Property Owners

(i.e. businesses and neighbors)

Name	Address	Signature	Date
Brookings Arts Council	524 4th St		
Flaskey Chiropractic	317 6th Ave		
Brookings Public Library	515 3rd St		
Brookings County Courthouse	314 6th Ave		
Brookings County Commisioners	314 6th Ave		
Children's Museum of SD	521 4th St		

BROOKINGS FARMERS MARKET 2020
COVID-19 MITIGATION MARKET MAP

KEY:

1 square = 10 ft

= Normal Market Boundaries

= 12x12 Booth Spaces

NOTES:

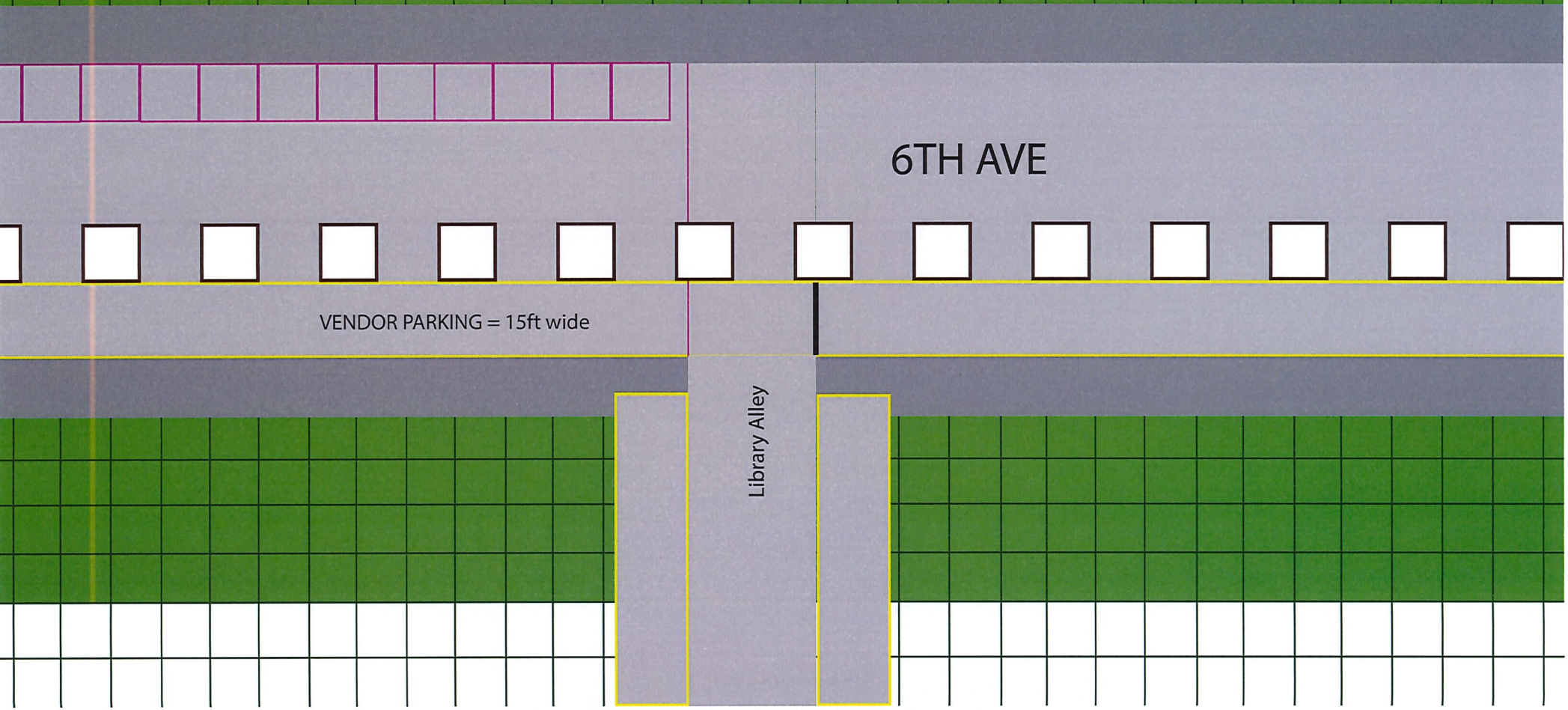
-Space between each booth is 12'

-Street is 328' long x 60' wide

Traditional Market Dimensions:

-147' long x 60' across

- With 12'x12' booths on either side of street, including approx. 15' on western side of market for vendor parking -- There is approx. 21' of customer market space.



Street or Alley Closure Permit for Events

City Clerk's Office
520 3rd Street, Suite 230
Brookings, SD 57006
(605) 692-6281 phone
bfoster@cityofbrookings.org

brookings
SOUTH DAKOTA

Applicant Information

To the City of Brookings, South Dakota, the undersigned hereby makes application to close the following street(s) alley(s) and/or parking space(s):

The 300th Block of 6th Avenue, Brookings SD

For the period of 8:00 am (*hour*) to 1:00pm (*hour*) on Saturdays, May 9th thru October 31st (*day or days*), 2020 and states:

1. Name of Event: BROOKINGS FARMERS MARKET

   Group or Organization: BROOKINGS FARMERS MARKET

   Name of Applicant: Louise Snodgrass

   Address: P.O. Box 531, Brookings SD, 57006 Phone: 605-695-7531

Applicant and/or Group or Organization EMERGENCY Contact Numbers Contact Numbers During Event – minimum of two (2) required		
Name	**Telephone**	**Cell Phone**
1. Louise Snodgrass	Type text here	605-695-7531
2. Kalley Besler		815-404-7644
3. Lisa Zuhkle		605-651-7935

2. Description of activity to be carried on under this permit:

   We will be hosting the weekly farmers market to provide an essential market for local farmers and food entrepeneurs as well as a necessary resource for the Brookings community to purchase healthy & local food.

3. Approximate number to participate in activity: Roughly 15 vendors & 200 customers per week

4. Age of any minors who may participate and the name of the person responsible for them:
   Minors will attend as customers, their guardians/parents will be responsible

5. Applicant has notified adjacent property owners (i.e. businesses, neighbors)? ____Yes ____No
   (Completion of the notification form is required prior to City approval)

6. Are barricades needed? _____Yes ** X No
   **** If yes, please contact Brookings Street Department @ 692-2016 to make arrangements. Equipment provided only for public events, not private events.**

7. Applicant is required to sign a "Release, Hold Harmless and Indemnification Agreement." An insurance certificate showing evidence of liability coverage may be required if minors will be attending, if a main city thoroughfare will be closed (such as 6th St., Main Ave., Medary Ave., etc.), or as determined by City Risk Management.

8. Submit drawings illustrating the event area to include the following amenities:

- ☐ Portable restroom facilities (If portable restrooms are provided, applicants must comply with Americans with Disabilities Act and provide a minimum of one accessible portable restroom facility.)
- ☐ Stage/platforms
- ☐ Alcohol serving area – This must include appropriate barriers to identify the boundaries of the licensed premises and to separate those who are old enough to purchase and consume alcoholic beverages from those who are not. (No glass containers allowed)
- ☐ Food serving facilities (No glass containers allowed)
- ☐ Garbage collection receptacles
- ☐ List other amenities: _____

I have read and fully understand the attached rules and regulations applying to the approval of this permit.

Dated: _____ **By:** _____

INTERNAL USE ONLY

Reviewed & Approved By: (all signatures required)

Risk Management:	_____	Date:_____
	Insurance Certificate Required?	____*Yes* ____ *No*
Fire Dept:	_____	Date:_____
Police Dept:	_____	Date:_____
Street Dept:	_____	Date:_____
Solid Waste Dept: **	_____	Date:_____
**for alley closings only		
City Clerk:	_____	Date:_____
City Manager:	_____	Date:_____

Other Restrictions imposed by City: _____

_____

Send Original to Applicant ☐
Filed with City Clerk ☐
Email Signed copies to: Fire ☐ Police ☐ Street ☐ Human Resources ☐

BY APPROVAL OF THIS PERMIT, THE CITY OF BROOKINGS ASSUMES NO LIABILITY FOR ANY DAMAGES OR INJURIES SUFFERED BY PARTICIPANTS IN THE STATED EVENT DESCRIBED ABOVE.

Return completed application to:
Brookings City Clerk – 520 3rd Street, Suite 230, Brookings, SD 57006
605-692-6281 -- bfoster@cityofbrookings.org

Release, Hold Harmless and Indemnification Agreement

City of Brookings, South Dakota

I, Louise Snodgrass agree to release, hold harmless and indemnify
(User of City building or facilities (the "Premises"))

the City of Brookings and its officers, officials, employees, agents and volunteers, from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from the (i) the conduct or use of the Premises by the undersigned or the undersigned's organization or group, (ii) any act, omission, or negligence of the undersigned or the undersigned's organization or group, or the partners, directors, officers, agents, employees and other users and invitees of the undersigned or the undersigned's organization or group, and (iii) any accident, injury or damage whatsoever occurring in or at the Premises while the undersigned or the undersigned's organization or group is using the facilities.

In addition, Brookings Farmers Market agrees to hold the City of Brookings
(User of City building or facilities (the "Premises"))
and its officers, officials, employees, agents and volunteers harmless from any and all claims arising out of or resulting from the furnishing of alcohol within the premises. The undersigned acknowledges that the undersigned's organization is the "host" of the event located upon the premises; in complete control of the details of the event, and agrees to follow all laws with respect to service of alcohol at said event and that in no event shall the City of Brookings and its officers, officials, employees, agents and volunteers be liable to any of the undersigned's guests, or to third-parties not attending the event arising out of the service of alcohol by the undersigned's organization upon the premises. Such waiver shall apply, without limitation, to any and all claims for common law negligence as well as any and all claims brought under any other law or theory of recovery. Accordingly, the undersigned and the undersigned's organization releases and agrees to indemnify the city and its officers, officials, employees, agents, and volunteers from any and all claims and liability.

The undersigned shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than $1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be

no less than two times the occurrence limit. Such insurance shall add the City of Brookings and its officers, officials, employees, agents and volunteers as additional insureds.

The undersigned shall also maintain business automobile liability insurance with a limit of not less than $1,000,000.00 each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.

If alcoholic beverages are consumed or sold, the undersigned's organization shall procure and maintain for the duration of the agreement Liquor Liability Insurance in the amount of $1,000,000.00 each occurrence. The City shall be named as an additional insured on the Liquor Liability Insurance policy. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on the Premises, with the prior written approval of the City.

Dated this ___ day of _____, 20___.

_____ _____

Applicant Witness

Role within Group/Organization:

_____

STREET DEPARTMENT EQUIPMENT CHECKOUT FORM

Name of Organization: _____

Person Requesting: _____

Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

Date Needed: _____ Expected Return Date: _____

Date Picked Up: _____ Date Returned: _____

I have received the following equipment from the City of Brookings Street Department. I understand that I am responsible for any loss, theft, or damage occurring while I am in possession of this equipment. I understand I will be responsible for the cost of replacement (purchase cost listed below) and/or cost of repairs if needed. ***Failure to return equipment or reimburse the City of Brookings Street Department for any needed repairs or replacement may result in loss of future equipment checkout privilege.***

I have read and agree with the above statement.

Signature: _____ Date: _____

Equipment ***Equipment provided only for public events (not for private events)***	**Estimated Value**	**Quantity Requested**	**Quantity Returned**
28" Cone-Reflective	$23.99		
18" Cone-Reflective	$16.99		
28" Cone-Non Reflective	$16.99		
18" Cone-Non Reflective	$10.99		
Type 1 Barricade	$160.00		
Type 2 Barricade	$60.00		
Type 3 Barricade	$300.00		
Type of Sign:			
Type of Sign:			
Other:			

Revised 2/1/2019 S:\Cityhall\City Clerk - Internal\Permits

Rules & Regulations for Street & Alley Closures
Brookings, SD

The following rules and regulations for the safety of everyone must be strictly adhered to:

Fire and Police Department Rules

1. Barricades must be easily removable.
2. An unobstructed ten-foot (10') lane running in a straight line must remain available at all times.
3. There must be an unobstructed access to buildings within the closure area.
4. All fire hydrants are to be kept free from any obstruction.
5. No platforms, bandstands, booths, etc. are allowed that cannot be dismantled or moved instantly.
6. No interference or hazing will be tolerated by anyone in the area to any Fire and Police Department personnel in performance of their duties.
7. There must be no interference with the free flow of Fire and Police Department vehicles.

Street Department Rules

1. There shall not be allowed any activity that will cause damage to the street surface, curbs and gutter, sidewalks, or other public and private property within the rights-of-way.
2. There shall not be deposited any material on the streets which will cause damage to the street surface, curbs and gutters, sidewalks, or any other public and private property within the rights-of-way.
3. The applicant shall be responsible for the removal of any and all debris left within the rights-of-way.
4. When a road section is closed to traffic, barricades must be erected at the points of closure. They may extend completely across a roadway and its shoulders or from curb to curb. Since provision must be made to access of equipment and authorized vehicles, the barricades should be movable but discourage public entry. Where access is provided through the barricades, responsibility should be assigned to a person to assure proper closure.
5. All signs or barricades intended to be used during hours of darkness shall be reflective or illuminated.

Noise Ordinance

Sec. 58-165. Loud and raucous noise.

(a) *Prohibited generally.* It shall be unlawful for any person to willfully make or cause or allow to be made or allow to be continued any loud and raucous noise. For purposes of this subsection (a), the term "loud and raucous noise" shall mean any sound that, because of its volume level, duration and character, annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the city. Quieter standards are expected during nighttime hours. The term includes the kinds of noise generated by the activities enumerated in subsection (c) of this section, except as provided in subsection (d) of this section. The term shall be limited to loud and raucous noise heard in any occupied residential unit which is not the source of the noise or upon the yard or driveway of such occupied residential unit, upon the public sidewalks and streets, school or public building or upon the grounds thereof while in use, upon any parking lot open to members of the public as invitees or licensees, and in any event from a location not less than 50 feet from the source of the noise, measured in a straight line from the radio, loudspeaker, voice or other noise source.

(b) *Prohibited noise resulting from a gathering of people.* No person in possession and present in any premises shall make or cause or allow to be made or allow to be continued any loud and raucous noise resulting from a gathering of people. For purposes of this subsection (b), the term "loud and raucous noise" resulting from a gathering of people shall mean any sound that, because of its volume level, duration and character, annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the city. Quieter standards are expected during nighttime hours. The term includes the kinds of noise generated by the activities enumerated in subsection (c) of this section, except as provided in subsection (d) of this section. The term shall be limited to loud and raucous noise heard in any occupied residential unit which is not the source of the noise or upon the yard or driveway of such occupied residential unit, upon the public sidewalks and streets, in any

public park, in any school or public building or upon the grounds thereof while in use, upon any parking lot open to members of the public as invitees or licensees, and in any event from a location not less than 50 feet from the source of the noise, measured in a straight line from the radio, loudspeaker, voice or other noise source.

(c) *Enumeration.* The following acts, subject to the exceptions provided in subsection (d) of this section, are declared to be public nuisances in violation of subsections (a) and (b) of this section, namely:

(1) *Radios, amplifiers, phonographs, and other devices for producing or reproducing sound.* The using, operating or permitting to be played, used or operated any radio, amplifier, musical instrument, tape player, compact disc, compact tape or phonograph or other device for the producing or reproducing of sound in such manner as to cause loud and raucous noise.

(2) *Yelling, shouting, and prolonged sounds by people.* Yelling, shouting, whistling or singing, or any prolonged sounds made by people at any time or place so as to create a loud and raucous **noise between the hours of 9:00 p.m. and 7:00 a.m. on any day of the week.**

(d) *Exceptions.* The term "loud and raucous noise" does not include noise or sound generated by the following:
(1) Cries for emergency assistance and warning calls.
(2) Radios, sirens, horns and bells on police, fire and other emergency response vehicles.
(3) Activities on or in municipal and school athletic facilities and on or in publicly owned property and facilities, provided that such activities have been authorized by the owner of such property or facilities or its agent.
(4) Fire alarms and security alarms, prior to the giving of notice and a reasonable opportunity for the owner or tenant in possession of the premises served by any such alarm to turn off the alarm.

(e) *Construction; severability.* It is the intent of the city council that this section be construed to secure for the people freedom from unwanted loud and raucous noise as described in this section without violating any of the rights secured by the Constitution to the people. If any provision of this section should ever be determined invalid for any reason, it is the intent of the city council that the remaining provisions continue in effect to the extent that they can be enforced notwithstanding such determination, and, therefore, this section is declared severable.

(Code 1996, § 25-29)
State law references: Unreasonable noise, SDCL 22-13-1.

BROOKINGS FARMERS MARKET 2020 COVID-19 RESPONSE

During this time, it is more important than ever to ensure that the farmers' market continues to safely provide fresh fruits and vegetables to community members who rely on them, while providing an essential market for farmers and entrepreneurs.

I. Guideline Summary:

1. Space booths accordingly to increase social distancing among patrons in line and walking about the market.
2. Ensure that social distancing of six feet per person for non-family members is maintained and make clear that family members [and households] can participate in activities together, stand in line together, etc.
3. Limit the number of customers at any given time as necessary to reduce outdoor/indoor crowding and lines to meet social distancing guidance.
4. Increase frequency of cleaning of tables, payment devices, and other surfaces.
5. Increase cleaning and sanitizing frequency of high contact areas.
6. Train volunteers on best hygiene practices including washing their hands often with soap and water for at least 20 seconds.
7. Offer additional hand washing or sanitizing stations throughout the venue.
8. Encourage activities such as pre-bagging to expedite purchasing.
9. Suspend sampling activities.
10. Eliminate non-essential/non-related services
11. At the end of the market, continue to utilize local food recovery systems to feed/donate extra products to populations in need.

II. Guideline In-Depth:

1. ***Guideline:*** *Space booths accordingly to increase social distancing among patrons in line and walking about the market.*

- We are increasing space between vendor booths to 12ft.
- Chalk out / use cones / caution tape/ rope/ribbon to demarcate lines for vendors that indicate where customers should wait to be served/pay, in six-foot increments

2. ***Guideline:*** *Ensure that social distancing of six feet per person for non-family members is maintained and make clear that family members [and households] can participate in activities together, stand in line together, etc.*
    - Provide trained greeters (volunteers who are well and not in a high-risk group) at most frequently used market entrances asking people to social distance at least six feet.
        - Equip greeters, staff and all trained volunteers with button or vest of some sort so that members of the public know they work for the market
        - Greeters might also pass out flyers(if in budget) or point to large signs that say something like:
            - *Love your market? Follow these guidelines to keep market safe and open:*
                - *Honor physical distancing of 6 ft*
                - *Observe chalk and signage indicating where to stand/wait*
                - *Stay home if sick*
                - *Wash hands regularly, and always before/as you enter market*
                - *Try to limit your market visit time*
                - *Cough and sneeze away from people and food*
                - *Please show kindness and respect to your fellow market shoppers. Thank you for your support!*

3. ***Guideline:*** *Limit the number of customers at any given time as necessary to reduce outdoor/indoor crowding and lines to meet social distancing guidance.*
    - Use caution tape/rope/ribbon or other method to block off entrances to market that market does not wish customers to use (also hang signage indicating where customer may enter)
    - Conduct crowd counts at least every 30 minutes
    - Set threshold not-to-exceed for markets, depending on space and narrowness of aisle
    - If crowd counts reach set threshold:
        - Use staff/volunteers to begin queue at market entrance and use chalked out demarcate lines for customers waiting to enter, that indicate where customers should wait in six-foot increments

4. ***Guideline:*** *Increase cleaning and sanitizing frequency of restroom and other high contact areas.*
    - Sanitize high touch areas frequently (at least hourly)
    - Have porta-potty delivered onsite every week, for a vendor-only restroom and keep it locked, sharing the combination with vendors only
    - For port-o-potties wipe down handles/knobs inside and outside frequently; wipe down faucet frequently; wipe down any other high-touch surface frequently

7. ***Guideline:*** *Offer additional hand washing or sanitizing stations throughout the venue.*
    - Provide additional handwashing station(s) available to the public, in addition to hand sanitizer.
        - A hands free plastic container, pump soap, hands free paper towel holder, and catch bucket will do the trick
    - Vendors are encouraged to bring their own hand washing station and if accessible, hand sanitizer

8. ***Guideline:*** *Encourage activities such as pre-bagging to expedite purchasing.*
    - Vendors are encouraged to limit customer handling of goods. Display product while offer to select and bag for the customers
    - Vendors are encouraged to pre-bag (prior to market opening) any product they can (e.g. greens) prior to or during market
    - Eliminate any self serve utensils, such as tongs

9. ***Guideline:*** *Suspend sampling activities.*
    - **Suspend all sampling** at market until further notice

10. ***Guideline:*** *Eliminate non-essential/non-related services*
    - We are postponing all non-essential activities until further notice, such as yoga, childrens' activities, toys..
    - We are postponing all special events for the next few months
    - Eliminating tables and chairs for dining
    - Market info booth will only have essentials

11. ***Guideline:*** *At the end of the market, continue to utilize local food recovery systems to feed/donate extra products to populations in need.*
    - No change in donating to our local food programs, like Feeding Brookings

Resolution #20-___
A Resolution Closing the Vote Center Site in Arlington, SD for the June 2, 2020 Primary Election

WHEREAS, the Trinity Lutheran Church located in Arlington, SD 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, due to the COVID-19 pandemic, there are not enough election workers available to use that facility as a Vote Center site during the June 2, 2020 Primary Election.

THEREFORE BE IT RESOLVED, by the Brookings County Board of Commissioners that the Vote Center location in Arlington, SD be closed for the June 2, 2020 Primary Election only.

_____
Michael Bartley, Chairperson
Brookings County Commission

ATTEST:

_____
Vicki Buseth, County Finance Officer

RESOLUTION NO. 20-_____

A RESOLUTION AUTHORIZING THE PURCHASE OF 2021 MACK TRUCK BASED UPON THE PRICE ESTABLISHED THROUGH SPINK COUNTY, SOUTH DAKOTA BID PROCESS.

WHEREAS, the Brookings County Highway Department will need new 2021 Mack Truck; and

WHEREAS, Spink County has recently gone through a competitive bidding process for 2021 Mack Truck, such bidding process culminating in the bids being opened on October 1, 2019.

WHEREAS, TranSource Truck & Equipment, was the lowest responsible bidder under such Spink County, South Dakota, bid process and, TranSource Truck & Equipment is willing to sell to Brookings County under the same terms and options as available to Spink County, a copy of such bid specifications and bid having been filed at the Brookings County Finance Office; and

WHEREAS, pursuant to SDCL 5-18A-22, Brookings County is authorized to purchase supplies or services from any active contract that has been awarded by any governmental entity by competitive sealed bids or competitive sealed proposals or from any contract that was competitively solicited and awarded within the previous twelve months;

NOW THEREFORE BE IT RESOLVED that the Brookings County Highway Department is hereby authorized and directed to contract for 2021 Mack Truck, with TranSource Truck & Equipment based upon the bid price, or less, as established through the competitive bidding process of Spink County, South Dakota.

Adopted this _____ day of May, 2020.

_____
Chairperson, Brookings County
Board of County Commissioners

ATTEST

_____
Brookings County Finance Officer

DOT-935
(10/2014)

AGREEMENT NUMBER _____

AN AGREEMENT TO PROVIDE FOR
THE STRIPING AND CONTINUING MAINTENANCE OF
COUNTY ROADS WITHIN BROOKINGS COUNTY

This Agreement is made and entered into by and between the State of South Dakota, acting by and through its Department of Transportation, referred to in this Agreement as the "STATE," and BROOKINGS County, South Dakota, referred to in this Agreement as the "COUNTY."

BACKGROUND:

1. The STATE has allocated Five Hundred Thousand Dollars ($500,000) to a state-wide county highway striping project, designated as project number P 000S(00)237, PCN 04M0, and referred to in this Agreement as the "PROJECT." STATE funds will pay sixty percent (60%) of the PROJECT costs, up to a maximum amount of Five Hundred Thousand Dollars ($500,000). Counties participating in the PROJECT will pay the remainder of the PROJECT costs with county funds; and

2. The COUNTY wants to participate in the PROJECT for the striping of approximately 143.00 miles of COUNTY roads at an estimated cost shown on the attached Schedule A.

THE COUNTY AND THE STATE MUTUALLY AGREE AS FOLLOWS:

A. The STATE will perform the following activities:

   1. The STATE will prepare plans, advertise the PROJECT for bids, award a contract to the lowest responsible bidder, and administer construction of the PROJECT.

   2. The STATE will bill the COUNTY for the COUNTY'S forty percent (40%) share of the program limit, together with one hundred percent (100%) of any amount over the program limit, as set out in the estimate in the attached Schedule A.

B. The COUNTY will perform the following activities:

   1. The COUNTY will sweep roadways to be striped in advance of the contractor's operations.

   2. The COUNTY will provide the PROJECT inspection.

   3. The COUNTY will insure that the beginning and ending of each no passing zone is marked, in a manner clearly visible from the driving lane, with a "NO PASSING ZONE" sign (W14-3), a "DO NOT PASS" sign (R4-1), a "PASS WITH CARE" sign (R4-2), or a 9' steel channel post driven 3.5' to 4' near the right-of-way line with the top 2' painted yellow. If any no passing zone needs to be established or re-established, the COUNTY will do so at the COUNTY'S own expense.

   4. The COUNTY will pay actual PROJECT costs upon receipt of billing from the STATE, based on the COUNTY'S forty percent (40%) share of the program limit, together with one hundred percent (100%) of any amount over the program limit, as set out in the estimate in the attached Schedule A.

C. General Conditions:

   1. Costs associated with the PROJECT are preliminary engineering, construction engineering, and construction costs.

2. This Agreement may not be amended, except in writing, which writing will be expressly identified as a part of this Agreement, and will be signed by an authorized representative of each of the parties.

3. The STATE may terminate this Agreement on thirty (30) days' written notice. If the COUNTY breaches any term or condition of this Agreement, the STATE may terminate this Agreement at any time with or without notice.

4. This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature does not appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, the STATE may terminate this Agreement. Termination for any of these reasons is not a default by the STATE nor does it give rise to a claim against the STATE.

5. This Agreement is binding upon the signatories not as individuals but solely in their capacities as officials of their respective organizations and acknowledges proper action of the STATE and the COUNTY to enter into this Agreement.

6. The COUNTY has designated its County Commission Chairperson as the COUNTY'S authorized representative and has empowered its County Commission Chairperson with the authority to sign this Agreement on behalf of the COUNTY. A copy of the COUNTY'S Commission minutes or resolution authorizing the execution of this Agreement by the County Commission Chairperson is attached to this Agreement as Exhibit M.

The STATE and the COUNTY signify their agreement by signatures affixed below.

BROOKINGS County, South Dakota

By: _____

Its: County Commission Chairperson

Date: _____

Attest:

_____
County Auditor/Clerk

[County Seal]

State of South Dakota
Department of Transportation

By: _____

Its: Program Manager
Office of Administration

Date: _____

AGREEMENT NUMBER _____

SCHEDULE A

The COUNTY will be included in the PROJECT for the striping of approximately 143.00 miles of BROOKINGS COUNTY roads at an estimated cost of $128,593.32, based on this year's estimates. This year's STATE contribution is Five Hundred Thousand Dollars ($500,000.00). Combined with the participating COUNTY contributions of Three Hundred Thirty-three Thousand, Three Hundred Thirty-three Dollars ($333,333.00) the total funding amount for the 2020 Striping Program is Eight Hundred Thirty-three Thousand, Three Hundred Thirty-three Dollars ($833,333.00).

The funding breakdown is as follows:

Estimated Total Cost Striping Requested by the COUNTY	$128,593.32
Program Limit (COUNTY'S Share of $833,333.00)	$56,273.25
STATE'S Share of Program Limit (60%)	$33,763.95
COUNTY'S Share of Program Limit (40%)	$22,509.30
COUNTY'S Amount over Limit (100%)	$72,320.07
Total of COUNTY'S Share of the PROJECT costs	$94,829.37

DOT-967
(03/2015)

STATE OF SOUTH DAKOTA
DEPARTMENT OF TRANSPORTATION
JOINT POWERS AGREEMENT
FOR WEED SPRAYING SERVICES BY COUNTY

This Joint Powers Agreement (Agreement) is entered into by and between the State of South Dakota, acting by and through its Department of Transportation, referred to in this Agreement as the "STATE," and Brookings County, South Dakota, referred to in this Agreement as the "COUNTY."

BACKGROUND:

1. The STATE is the owner of real property located in Brookings County, South Dakota.

2. The STATE wants the COUNTY to control the growth of declared noxious weeds within the right of way of state highway routes.

3. The COUNTY is willing to provide weed spraying services to the STATE.

THE STATE AND THE COUNTY MUTUALLY AGREE AS FOLLOWS:

I. JOINT POWERS

This Agreement does not establish a separate legal entity, as contemplated by SDCL 1-24-5. The cooperative undertaking described in this Agreement will be financed and conducted under the provisions of this Agreement by the COUNTY and the STATE. Each party has responsibilities under the terms of this Agreement and no joint board or administrator will be used. No real property will be purchased for use in connection with this Agreement.

II. THE COUNTY

A. The COUNTY services under this Agreement will commence May 1, 2020, and will end April 30, 2021, unless terminated earlier pursuant to the terms of this Agreement.

B. The COUNTY will provide services in compliance with the Americans with Disabilities Act of 1990, and any amendments.

C. The COUNTY will:

1. Furnish the necessary equipment, materials, and labor to control the growth of declared noxious weeds in accordance with the bid proposal attached to this Agreement as Exhibit A.

2. Ensure that the weed spraying is accomplished by personnel properly licensed by the South Dakota Department of Agriculture.

3. Advise the STATE'S local maintenance shop of the COUNTY'S intent to spray, at least forty-eight (48) hours prior to spraying.

4. Ensure the COUNTY'S spraying vehicles are equipped with a flashing amber warning light which must be in operation while spraying highway right of way. The COUNTY will not stop its vehicle(s) on the roadway, driving lanes, or shoulders on the Interstate highway system.

5. Complete form DOT-820 Daily Pesticide Application Record, furnished by the STATE, a copy of which is attached to this Agreement as Exhibit B. The COUNTY will complete this form on a daily basis after completion of the spraying.

6. Provide the STATE with a completed copy of the DOT-820 Daily Pesticide Application Records within one (1) week after completion of the spraying.

7. Submit an invoice for payment to the STATE. The invoice will be accompanied by the completed original DOT-820 daily form(s). The COUNTY may submit separate invoices for the spring and fall spraying, if the COUNTY desires to do so.

8. Supply the STATE with visible proof the spraying operations are effectively killing noxious weeds. If the spraying operations do not effectively kill the noxious weeds, the COUNTY will not be paid for that portion of the spraying operations the STATE determines were ineffective.

II. THE STATE will:

A. Pay the COUNTY the actual costs for services as set out below. Payment will be made pursuant to itemized invoices submitted by the COUNTY, and accompanied by the required form DOT-820 Daily Pesticide Application Records.

B. Reimburse the COUNTY for all labor required to satisfactorily complete the work contemplated by this Agreement based on the hourly rate per employee as stipulated in the attached Exhibit B.

C. Reimburse the COUNTY for all pesticides and equipment required to satisfactorily complete the work contemplated by this Agreement based on the costs as stipulated in the attached Exhibit B.

D. Furnish the COUNTY with form DOT-820 Daily Pesticide Application Records.

III. AMENDMENT PROVISION

This Agreement may not be amended, except in writing, which writing will be expressly identified as a part of this Agreement, and be signed by an authorized representative of each of the parties.

IV. TERMINATION PROVISION

Either party may terminate this Agreement by providing thirty (30) days' written notice to the other. If the COUNTY breaches any term or condition of this Agreement, the STATE may terminate this Agreement with or without notice. If the STATE terminates this Agreement due to the COUNTY'S default, the STATE may adjust any payment due to the COUNTY at the time of termination to cover any additional costs to the STATE due to the COUNTY'S default. Upon termination, the STATE may take over the work and may award another party an agreement to complete the work under this Agreement. If, after the STATE terminates for a default by the COUNTY, it is determined the COUNTY was not at fault, then the COUNTY will be paid for eligible services rendered and expenses incurred up to the date of termination.

V. FUNDING PROVISION

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

VI. INDEPENDENT CONTRACTOR PROVISION

While performing services under this Agreement, the COUNTY is an independent contractor and not an officer, agent, or employee of the STATE.

No employee of the COUNTY engaged in the performance of services required under this Agreement will be considered an employee of the STATE. No claim under the South Dakota Workers' Compensation Act on behalf of said employee or other person while so engaged and no claim made by any third party as a consequence of any act or omission by the COUNTY will be the STATE'S obligation or responsibility.

VII. EMPLOYEE STATUS PROVISION

Any officer, employee, or agent engaged in joint action under this Agreement will remain an employee with his or her agency during participation in joint action under this Agreement. Each agency will retain exclusive responsibility for its officers, agents, and employees while these officers, agents, and employees are engaged in joint action under this Agreement, including but not limited to responsibility for regular and overtime wages and salaries, unemployment benefits, workers' compensation coverage, health insurance, or other benefits, and liability coverage and indemnity, except as otherwise specifically provided in this Agreement.

VIII. COMPLIANCE PROVISION

The COUNTY will comply with all federal, state and local laws, together with all ordinances and regulations applicable to the work and will be solely responsible for obtaining current information on such requirements. The COUNTY will procure all licenses, permits, or other rights necessary for the fulfillment of its obligation under the Agreement.

IX. INDEMNIFICATION PROVISION

The COUNTY will indemnify the STATE, its officers, agents, and employees against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services under this Agreement. This section does not require the COUNTY to be responsible for or defend against claims or damages arising from errors or omissions of the STATE, its officers, agents, or employees.

X. CONTROLLING LAW PROVISION

This Agreement will be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement will be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

XI. SEVERABILITY PROVISION

If any court of competent jurisdiction holds any provision of this Agreement unenforceable or invalid, such holding will not invalidate or render unenforceable any other provision of this Agreement.

XII. SUPERCESSION PROVISION

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

XIII. The COUNTY has designated its County Commission Chairperson as the COUNTY'S authorized representative and has empowered the Chairperson with the authority to sign this Agreement on behalf of the COUNTY. A copy of the COUNTY'S Commission minutes or resolution authorizing the execution of this Agreement by the Chairperson as the COUNTY'S authorized representative is attached to this Agreement as Exhibit D.

By signature of their representatives below, each party certifies that approval of this Agreement by ordinance, resolution, or other appropriate means has been obtained by that party's governing body or officer pursuant to SDCL § 1-24-3 and § 1-24-6.

Brookings County, South Dakota

By: _____

Its: County Commission Chairperson

Date: _____

Attest:

_____
County Auditor/Clerk

(COUNTY SEAL)

State of South Dakota
Department of Transportation

By: _____

Its: Secretary

Date: _____

Recommended By:

_____
Construction/Maintenance Engineer

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION

CONTRACT PROPOSAL

DOT-123
July 2018
1 of 1

CODE	PROJECT PRE	PROJECT ROUTE	PROJECT AGR	MAINT UNIT	CONTROL REFERENCE	AFE	FUNCTION	BEGIN MRM	END MRM
		000I		171		i5y9	2305		
		000N		171		i5ya	2305		
		000P		171		i5yc	2305		

CITY AND/OR COUNTY: Brookings

BUDGET SOURCE: FY2020 Contract Maintenance

REGION MATERIALS CERTIFICATION REQUIRED: ☐ YES ☑ NO WIP #:

CERTIFIED INSPECTORS/TESTERS REQUIRED: ☐ YES ☑ NO

TO BE INSTALLED ON CM&P: ☑ YES ☐ NO

TYPE, PURPOSE AND LOCATION OF WORK: Control the growth of declared noxious weeds and aquatic vegetation within the right-of-way of all maintained highway routes as shown on Exhibit "A" of this contract.

ESTIMATE OF QUANTITIES AND COST

BID ITEM NUMBER	ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
910E0007	Tordon 22K	14000	Oz	$.53/oz	$7420.00
910E0012	24D	35000	Oz	$.11/oz	$3850.00
910E1050	ATV/Sprayer	170	Hr	$50.00	$8500.00
910E1060	Labor	170	Hr	$25.00	$4250.00
				TOTAL	$24,020.00

CONTRACTOR'S PROPOSAL STATEMENT

The undersigned agrees to offer the labor and material in the quantities, at the unit price, for the purpose, in the place, and in accordance with attached provisions. The Contractor will provide services in compliance with the Americans with Disabilities Act of 1990 and any amendments.

SUBSTANTIAL COMPLETION DATE: N/A

PROPOSED START DATE: May 1, 2020

FIELD WORK COMPLETION DATE: November 30, 2020

SIGNATURE: [signature]

SUBSCRIBED AND SWORN TO BEFORE ME THE 23rd DAY OF March

PRINTED NAME: Misty Moser

COMPANY: Brookings County Weed + Pest.

NOTARY [signature]

KRISTEN WITCHEY NOTARY PUBLIC SOUTH DAKOTA (SEAL)

STREET ADDRESS: 520 3rd Street

My Commission Expires:

DATE: My Commission expires 12/20/2020

CITY, STATE, ZIP: Brookings SD 57212

(SEAL)

FEDERAL TAX ID NUMBER

TO BE FILLED OUT BY STATE PERSONNEL:

RECOMMENDED FOR APPROVAL:

[signature] 4/1/2020

AREA / REGION / OPS ENGINEER — DATE

CONSTRUCTION & MAINTENANCE ENGINEER — DATE

DIRECTOR OF OPERATIONS — DATE

INTERNAL SERVICES / AUDITS — DATE

ACCEPTED BY SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION

NAME — TITLE — DATE

IF FEDERAL FUNDS WILL BE EXPENDED UNDER THIS AGREEMENT, ACCEPTANCE BY PROJECT DEVELOPMENT IS REQUIRED

PROJECT DEVELOPMENT ENGINEER — DATE

DOT-820 Exhibit B

"Contract" Daily Pesticide Application Record

Date: _____ Contact No: _____

Customer: _____

Contractor: _____

SPRAYING ON THIS DATE WAS ACCOMPLISHED ON: INDICATE WHICH DITCH

Highway No: _____ From MRM _____ To MRM _____ N S E W OR MEDIAN

Highway No: _____ From MRM _____ To MRM _____ N S E W OR MEDIAN

Highway No: _____ From MRM _____ To MRM _____ N S E W OR MEDIAN

Highway No.	Type of Pesticide	Amount Used		Cost/Unit		Cost
			X		=	
			X		=	
			X		=	

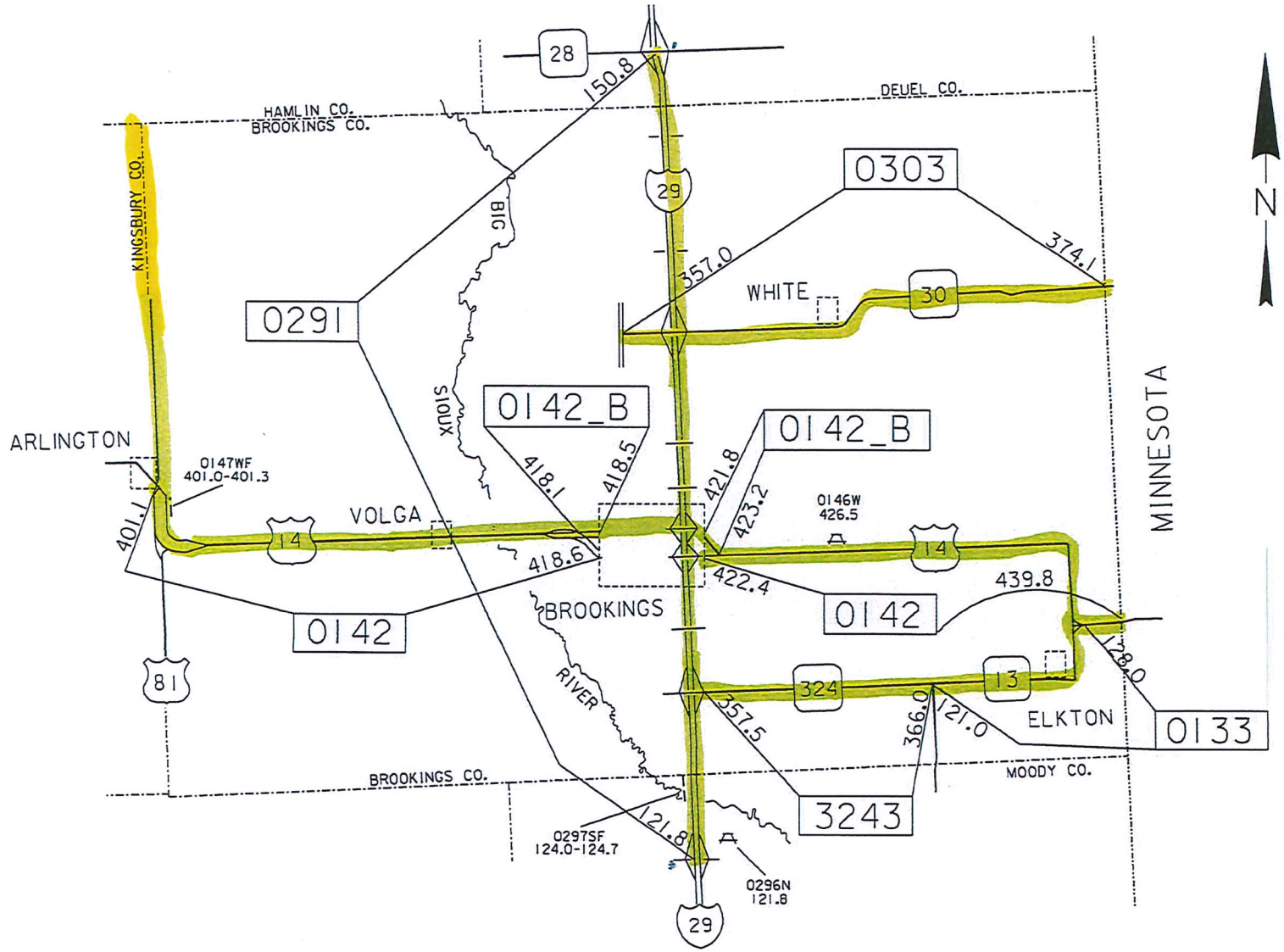
Highway No.	Employee Name	Hours Worked		Rate		Cost
			X		=	
			X		=	
			X		=	

Highway No.	Equipment	Miles or Hours Worked		Rate		Cost
			X		=	
			X		=	
			X		=	
				Total Cost	=	

_____
Sprayer Operator Signature

D.O.A. License Number: _____

THIS FORM WILL BE COMPLETED IN TRIPLICATE. ONE COPY WILL BE FORWARDED TO THE LOCAL MAINTENANCE UNIT FOREMAN, ONE TO BE RETAINED ON FILE BY THE COUNTY, AND ONE (ORIGINAL) TO ACCOMPANY THE COUNTY'S INVOICE TO THE STATE FOR PAYMENT.



171-BROOKINGS

600 East Capitol Avenue | Pierre, SD 57501 P605.773.3361 F605.773.5683

SOUTH DAKOTA DEPARTMENT OF HEALTH

Division of Administration

April 28, 2020

Brookings County
C/O County Auditor
520 3rd St., Suite 100
Brookings, SD 57006

RE: Subrecipient Agreement 21SC091531 between the South Dakota Department of Health and Brookings County

Dear Subrecipient:

On behalf of the South Dakota Department of Health (SDDOH), the WIC Program is pleased to welcome you as a subrecipient and collaborator on the above referenced sponsored project. The SDDOH is responsible for the programmatic and financial monitoring of their subrecipients receiving federal pass through dollars.

In addition to the proposed contract, this welcome package provides important information and documentation that is critical to the successful administration and fiscal management of this subrecipient agreement. The documents enclosed are:

- The proposed subrecipient agreement between your organization and the SDDOH. The agreement contains all relevant budgetary, programmatic, administrative, and financial information, terms and conditions, and reporting requirements.
- A picture of the Invoice (Attachment A) which your organization will use for billing the SDDOH for reimbursement of project expenses. An excel form of *Attachment A* will be sent by email after we receive the signed agreement.
- A handout containing information about being a subrecipient.

Please electronically sign the attached subrecipient agreement, as well as complete the other required items (*the following must be completed by the sub-receipt* section on page 16 and the *contact information* and *auditor approval* on page 17). Technical or programmatic questions can be directed to Emily Paulsen, the SDDOH contract for this project.

Once all signatures are obtained, a signed pdf copy will be emailed to you for your file.

Payment for services cannot begin until the department has received the signed contract and certificates of insurance. I will be emailing notification to Counties for whom, I do not have the required certificates of insurance already on file.

We look forward to working with you in facilitating a fruitful and productive collaboration.

Please Note: All FY 20 Monthly Expenditure Reports, for expenses incurred in the 2020 Contract, shall be submitted by noon on Monday, June 8, 2020.

Sincerely,

Emily Paulsen
WIC Program Operations Specialist

Enc: Subrecipient Agreement, subrecipient power point

2 1 S C 0 9 _ _ _ _

STATE OF SOUTH DAKOTA
DEPARTMENT OF HEALTH
DIVISION OF FAMILY AND COMMUNITY HEALTH
Sub-Recipient Agreement
Between

	State of South Dakota South Dakota Department of Health Division of Family and Community Health
Brookings County C/O County Auditor 520 3rd St., Suite 100 Brookings, SD 57006	Office of Child and Family Services 600 East Capitol Avenue Pierre SD 57501 (605) 773-3361
Referred to as Sub-Recipient	Referred to as State

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

A. REQUIRED AUDIT PROVISIONS FOR GRANT AWARDS

1. FEDERAL AWARD IDENTIFICATION

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

1.1 Subrecipient Information:

a. Sub-recipient's name, City, State, and Zip +4: Brookings County, Brookings SD 57006-3894
b. Sub-Recipient's DUNS number /unique entity identifier: 028749724
c. Federal Award Identification Number (FAIN): 203SD708W1003
d. Federal Award Date: 10/01/2019
e. Sub-award Period of Performance: 06/01/2020 to 05/31/2021
f. Amount of Federal Funds Obligated to Sub-recipient in this action for this period of performance: $ 10,054.00
g. Total Amount of Funds Obligated to Sub-recipient prior to this action for this period of performance: $0.00
h. Amount of Federal Award to the Sub-recipient for this period of performance: $ 10,054.00
i. The federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA), is as follows: This agreement is made for the purpose of providing clerical services for the Women, Infants and Children (WIC) Program in Brookings County and for providing rent for Central Office WIC Nutrition Coordinator. The purpose of the WIC Program is to provide supplemental foods and nutrition education, including breastfeeding promotion and support, through payment of cash grants to State agencies which administer the Program through local agencies at no cost to eligible persons.
j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity: USDA Food and Nutrition Services, South Dakota Department of Health, and Emily Paulsen – Emily.Paulsen@state.sd.us.
k. CFDA No(s) and Name(s): 10.557 Special Supplemental Nutrition Programs for Women, Infants and Children

l. Is the grant award for research and development (R&D)? YES _____ NO X
m. Department of Health Indirect Cost Rate for federal award: 07/01/2019 to 06/30/2020 = 6.3%
07/01/2020 to 06/30/2021 = 6.10%

1.2 Subrecipient Information:

a. Sub-recipient's name, City, State, and Zip +4: Brookings County, Brookings SD 57006-3894
b. Sub-Recipient's DUNS number /unique entity identifier: 028749724
c. Federal Award Identification Number (FAIN): 213SD708W1003
d. Federal Award Date: 10/01/2020
e. Sub-award Period of Performance: 06/01/2020 to 05/31/2021
f. Amount of Federal Funds Obligated to Sub-recipient in this action for this period of performance: $ 20,108.00
g. Total Amount of Funds Obligated to Sub-recipient prior to this action for this period of performance: $0.00
h. Amount of Federal Award to the Sub-recipient for this period of performance: $ 20,108.00
i. The federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA), is as follows: This agreement is made for the purpose of providing clerical services for the Women, Infants and Children (WIC) Program in Brookings County and for providing rent for Central Office WIC Nutrition Coordinator. The purpose of the WIC Program is to provide supplemental foods and nutrition education, including breastfeeding promotion and support, through payment of cash grants to State agencies which administer the Program through local agencies at no cost to eligible persons.
j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity: USDA Food and Nutrition Services, South Dakota Department of Health, and Emily Paulsen – Emily.Paulsen@state.sd.us
k. CFDA No(s) and Name(s): 10.557 Special Supplemental Nutrition Programs for Women, Infants and Children
l. Is the grant award for research and development (R&D)? YES _____ NO X
m. Department of Health Indirect Cost Rate for federal award: 07/01/2019 to 06/30/2020 = 6.3%
07/01/2020 to 06/30/2021 = 6.10%

2. PERIOD OF PERFORMANCE OF THIS AGREEMENT:

This agreement shall be effective on June 1, 2020 and will end on May 31, 2021, unless sooner terminated pursuant to the terms hereof.

3. SCOPE OF WORK AND PERFORMANCE PROVISIONS:

a. Sub-recipient is not a full or part-time employee of State or any agency of the state of South Dakota.

b. Sub-recipient, as an independent contractor, is solely responsible for the withholding and payment of applicable income and Social Security taxes due and owing from money received under this contract.

c. Sub-recipient may use the following equipment, supplies or facilities owned by the state of South Dakota:

The Sub-Recipient will use a state owned, personal computer and, if the Sub-Recipient is able to demonstrate to the State's satisfaction that general office equipment and general office supplies are not available, the State will provide such office equipment and supplies, including but not limited to, a desk, chair, filing cabinet and general office supplies. No State facilities will be used by the Sub-Recipient in fulfillment of this contract.

d. Sub-recipient will not purchase capital assets or equipment using State funds.

e. The Sub-Recipient will undertake and complete the work or performance described as:

i. Assist and support State in complying with Federal Funding Accountability and Transparency Act (FFATA) requirements by providing any and all information the State must report to be compliant with FFATA. More information about FFATA reporting requirements can be found at www.fsrs.gov.

ii. Indemnify and hold harmless State for any amount of costs for non-compliance with FFATA requirements due to Sub-recipient non-compliance or failure to comply with provision IV. (E) (i) above. Sub-recipient understands and agrees that it is liable to State for any costs determined to be not allowed by the United States government for non-compliance with FFATA requirements due to Sub-recipient's failure to supply State with any requested information necessary to comply with FFATA.

iii. Will comply with the terms and conditions of the Child Nutrition Act of 1966 which WIC is section 1786: https://fns-prod.azureedge.net/sites/default/files/CNA_1966_12-13-10.pdf . The Healthy, Hunger-Free Kids Act of 2010 https://www.gpo.gov/fdsys/pkg/PLAW-111publ296/pdf/PLAW-111publ296.pdf and 7 CFR 246 https://www.ecfr.gov/cgi-bin/text-idx?SID=a42889f84f99d56ec18d77c9b463c613&node=7:4.1.1.1.10&rgn=div5

iv. Provide clerical services for the Women, Infants, and Children (WIC) Program in compliance with federal regulations and State's WIC Policy and Procedure Manual, including ongoing WIC Program memo and policy revisions. This includes determining income, residency and identity of current potential participants.

v. Hire and manage employees to complete the job roles and responsibilities outlined in this contract and in section 1.06H of the policy and procedure manual located at https://sdwic.org/wp-content/uploads/1.06HClerical.pdf

vi. Allow all new WIC clerical employees to attend and participate in new employee training as stipulated by the WIC Program. This will include overnight travel for the SD WIC-IT training.

vii. Allow WIC clerical employees to attend and participate in required annual training to remain effective/efficient in their current roles.

viii. Make appropriate facilities available for WIC services to participants within the county.

ix. Refer potential applicants to the WIC Program and inform applicants of health services available.

x. Safeguard and maintain the confidentiality of applicants and participants and protect records from loss or use by unauthorized persons.

Sub-recipient further agrees that the contents of WIC records shall not be disclosed to anyone other than persons directly connected with the administration or enforcement of the program. Person's directly connected with the administration or enforcement of the program whom the State Agency determines has a need to know the information for program purposes is outlined in the SD WIC Policy and Procedure Manual 1.09. The manual is located at https://sdwic.org/knowledge/policy-and-procedure-manual/

xi. Maintain complete, accurate, documented and current accounting of all program funds received and expended.

xii. Provide on or around 7th of month the Monthly Expenditure Report for expenses (when applicable). (See Attachment A)

xiii. Maintain and have available for the State's review and audit, all documentation associated with administering this contract. All WIC participants files are property of the State.

xiv. In absence of clerical staff, work with another County on scheduling and reimbursement.

xv. Per executive Order 2014-11, all employees providing WIC services must have a flu vaccination by December 1st of each year.

xvi. Comply with State of South Dakota Cyber-Security requirements and policies found at https://bhr.sd.gov/policies-forms/BHRCyberSecurityAwarenessFINAL04092019.pdf to include any mandatory trainings for any individuals who have a state email account/address.

xvii. Use State funds exclusively for:

a. WIC Clerical Services
- Funding is based on number of WIC participants receiving WIC benefits each month. Budget is based on the participation rates from January 2019 to December 2019.
- Per participant rate is set by the Central Office (FY2021 rate - $5.56). This rate is reviewed annually with yearly budget determination.
- The Central Office will generate payment and send to the Sub-Recipient based on WIC issued benefits per month.

b. WIC Clerical Training/Travel
- Funding for training time and travel time to training is based on State average clerical rate, including benefits (FY2021- $18.29). This rate is reviewed annually with yearly budget determination.
- Per diem, mileage and lodging for clerical staff attending WIC training, according to county policy, but not exceeding State rates.
- The Central Office will generate payment based on completed Monthly Expenditure Reports submitted by the Sub-Recipient.

c. WIC Other Expenses
- Office rent in amount of $95.00 per month
- The Central Office will generate payment based on completed Monthly Expenditure Reports submitted by the Sub-Recipient.

f. If the State will undertake or complete any work or performance under this Agreement it is described as follows:

i. State will pay, upon the State's satisfaction that the payments are in accordance with all terms of the contract, up to, up to $30,162.00. Expenditure claims are required prior to the initiation of any and all payments. Expenditure claim documentation may include: invoices for reimbursement; receipts of any goods or services purchased; purchase orders for supplies, equipment, etc.; and/or itemized budget details indicating how and the timeframe in which the funds will be used.

ii. State will not pay Sub-recipient expenses as a separate item.

iii. Travel expenses will be reimbursed at state rates.

iv. TOTAL CONTRACT AMOUNT (Not to Exceed) $30,162.00. Payment will be made consistent with SDCL Ch. 5-26.

v. State will not be held liable for reimbursement of amounts shown on an itemized billing if not received within 30 calendar days from the close of the month being reported. However, the final invoice of the State of South Dakota fiscal year, ending every year on June 30th, shall be submitted no later than June 9th so payment may be made in the same Fiscal Year as the services are provided.

vi. State agrees to:

a. Administer the WIC Program in accordance with federal regulations and United States Department of Agriculture (USDA), Food and Nutrition Services and the policies and procedures established by the State governing the WIC Program.

b. Provide adequate training to staff and capabilities to operate the WIC Program at the local level including:

- providing the Sub-recipient's clerical personnel with access to WIC Policy and Procedure Manual, on-going WIC Program memos/policy revisions and scheduled Program Trainings.
- answering Sub-recipient clerical personnel's questions regarding the above described Manual and reviewing Sub-recipient clerical personnel's work for the purpose of ensuring compliance with federal WIC guidelines.

c. Establish a food delivery system so qualified local retailers may be authorized to provide foods locally to participants.

d. Develop the annual State Plan as required by Federal WIC regulation for WIC program operation and administration.

e. Establish a financial management system and comply with fiscal requirements prescribed by Food and Nutrition Services guidelines and instructions.

f. Provide monthly payment to the Sub-recipient based on number of participants issued WIC benefits each month.

g. Provide monthly payment for contract period for expenses incurred and reported on the Monthly Expenditure Report (see Attachment A). This includes payment for training of clerical staff.

h. Provide fiscal and administrative management, including participating in the supervision and evaluation of county staff provided by the contract, to ensure efficient utilization of the resources of both parties.

4. BASIS FOR SUBAWARD AMOUNTS:

This grant is made for the purpose of providing clerical services for the Woman, Infants and Children (WIC) Program in Brookings County and for providing rent for Central Office WIC Nutrition Coordinator. The purpose of the WIC Program is to provide supplemental foods and nutrition education, including breastfeeding promotion and support, through payment of cash grants to State agencies which administer the Program through local agencies at no cost to eligible persons.

Amount provided by State/Grantor is	$30,162.00
Amount matched by Sub-Recipient	$ 0.00
Total Grant Amount	$30,162.00

Dollars provided by State consist of the following:

Non-Federal State dollars	$ 0.00
Federal dollars	$30,162.00

5. RISK ASSESSMENTS, MONITORING AND REMEDIES

Risk assessments will be ongoing throughout the project period. Sub-Recipient agrees to allow the State to monitor Sub-Recipient to ensure compliance with program requirements, to identify any deficiencies in the administration and performance of the award and to facilitate the same. At the discretion of the State, monitoring may include but is not limited to the following: On-site visits, follow-up, document and/or desk reviews, third-party evaluations, virtual monitoring, technical assistance and informal monitoring such as email and telephone interviews. As appropriate, the cooperative audit resolution process may be applied.

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

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

6. RETENTION AND INSPECTION OF RECORDS:

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

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

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

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

7. AUDIT REQUIREMENTS:

If Sub-Recipient expends $750,000 or more in federal awards during the Sub-Recipient's fiscal year, the Sub-Recipient must have an audit conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, by an auditor approved by the Auditor General to perform the audit. On continuing audit engagements, the Auditor General's approval should be obtained annually. Approval of an auditor must be obtained by forwarding a copy of the audit engagement letter to:

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

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

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

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

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

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

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

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

8. CLOSEOUT

a. The state will provide the sub-recipient a closeout letter after the period of performance end data.

B. STANDARD CLAUSES

1. ASSURANCE REQUIREMENTS:

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

2. COST PRINCIPLES:

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

3. TERMINATION:

This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Sub-Recipient breaches any of the terms or conditions hereof, this agreement may be terminated by the State for cause at any time, with or without notice. Upon termination of this agreement, all accounts and payments shall be processed according to financial arrangements set forth herein for services rendered to date of termination.

4. RESTRICTION OF BOYCOTT OF ISREAL

Pursuant Executive Order 2020-01, for contractors, vendors, supplies, or subcontracts with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars ($100,000) or more, by signing this contract Consultant certifies and agrees that it has not refused to transact business activities, have not terminated business activities, and have not taken other similar actions intended to limit its commercial relations, related to the subject matter of the contract, with a person or entity that is either the State of Israel, or a company doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or doing business in the State of Israel, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for State to terminate this contract. Consultant further agrees to provide immediate written notice to State if during the term of the contract it no longer complies with this certification, and agrees such noncompliance may be grounds for contract termination.

5. FUNDING:

This contract depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of the law or federal funds reduction, this

Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.

6. ASSIGNMENT AND AMENDMENT:

This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.

7. CONTROLLING LAW:

This Contract shall be governed by and construed in accordance with the laws of the State of South Dakota, without regard to any conflicts of law principles, decisional law, or statutory provision which would require or permit the application of another jurisdiction's substantive law. Venue for any lawsuit pertaining to or affecting this Agreement shall be in the Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

8. SUPERCESSION:

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

9. SEVERABILITY:

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

10. NOTICE:

Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to the Division being contracted with on behalf of the State, and by the Sub-Recipient, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.

11. SUBCONTRACTORS/SUB-SUB-RECIPIENTS:

The Sub-Recipient will not use subcontractors or other sub-recipients to perform work under this Agreement without the express prior written consent from the State. The State reserves the right to complete a risk assessment on any proposed sub-contractor or sub-recipient and to reject any person or entity presenting insufficient skills or inappropriate behavior.

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

12. STATE'S RIGHT TO REJECT

The State reserves the right to reject any person or entity from performing the work or services contemplated by this Agreement, who present insufficient skills or inappropriate behavior.

13. CONFLICT OF INTEREST:

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

14. TERMS:

By accepting this Agreement, the Sub-Recipient assumes certain administrative and financial responsibilities. Failure to adhere to these responsibilities without prior written approval by the State shall be a violation of the terms of this Agreement, and the Agreement shall be subject to termination.

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

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

C. AGENCY OR GRANT SPECIFIC CLAUSES

1. This agreement is exempt from the request for proposal process.

2. Does this agreement involve Protected Health Information (PHI)? YES (X) NO ( )

   a. Sub-recipient is a Business Associate of the Department of Health pursuant to requirements of the Health Insurance Portability and Accountability Act, 45 CFR Parts 160 and 164 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health (HITECH) Act §§ 13400-13424, 42 U.S.C. §§ 17921-17954 (2009). State's Administrative Policies and Procedures Statement No. 24, as modified from time to time during the term of this agreement, is incorporated by reference and made a part of this agreement as if fully set forth herein.

   Privacy and Security Requirements

   i. As a Business Associate, Sub-recipient agrees:

      a) to be subject to and follow all HIPAA provisions found in 45 CFR 160 and 45 CFR 164, including any potential penalties and/or other consequences relating to a failure to comply with such requirements.

      b) to use or disclose any Protected Health Information (PHI) solely:
         1) to meet its obligations in this and any other agreements with State;
         2) as required by applicable law, rule or regulation; and

3) as permitted by HIPAA, and any amendments to HIPAA, and subject in particular to limits set forth in 45 CFR § 164.514 (e) (2) (limited data sets) and 45 CFR § 164.502(b) (minimum necessary disclosure requirements);

c) to return or destroy all PHI received from, created, or received on behalf of State, at termination of this agreement, or upon request of the DOH, whichever occurs first, or, if such return or destruction is not feasible, to extend the protections of this agreement to the information and limit further uses and disclosures of such PHI;

d) to ensure that its agents, including a subcontractor for which Sub-recipient has received prior written consent from State pursuant to "Standard Clauses" section 11 to whom it provides PHI received from or created by Sub-recipient on behalf of State, agrees to the same restrictions and conditions applicable to Sub-recipient, and agrees to implement reasonable and appropriate safeguards to protect all Electronic Protected Health Information (EPHI). Sub-recipient also agrees to create and enforce business associate agreements (BAAs) with any and all subcontractors and to monitor such subcontractors for compliance with HIPAA provisions and to take reasonable steps to ensure that its employees' actions or omissions do not cause a breach of the terms of this agreement;

e) to notify State of any discovery or a breach of unsecured PHI as defined in the HITECH Act or accompanying regulations pursuant to the terms of 45 CFR § 164.410 and cooperate in State's breach analysis procedures, if requested. A breach shall be treated as discovered by Sub-recipient as of the first day on which such breach is known, or, by exercising reasonable diligence, would have been known, and requires notification to State without unreasonable delay and in no event later than thirty (30) calendar days after discovery of the breach. Such notification will contain the elements required in 45 CFR § 164.410; and

f) to comply with all requirements pursuant to the HITECH Act and its implementing regulations, and all additional applicable requirements of the Privacy Rule, including those contained in 45 CFR §§ 164.502(e) and 164.504(e)(1)(ii). Sub-recipient will not directly or indirectly receive remuneration in exchange for any PHI, subject to the exceptions contained in the HITECH Act and without a valid authorization from the applicable individual. Sub-recipient will not engage in any communication which might be deemed to be "marketing" under the HITECH Act, and will comply with all applicable security requirements in 45 CFR §§ 164.308, 164.310, 164.312, and 164.316.

ii. Notwithstanding the prohibitions set forth in this agreement, Sub-recipient may use and disclose PHI if necessary for its proper management and administration or to carry out its legal responsibilities, provided the following requirements are met:

a) the disclosure is required by law; or

b) reasonable assurances are obtained from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed. Such person shall notify Sub-recipient of any instances of which it is aware in which the confidentiality of the information has been breached.

iii. Availability of PHI

Sub-recipient further agrees:

a) to comply with any request for restrictions on certain disclosures of PHI pursuant to 45 CFR § 164.522, as agreed by State and with notice to Sub-recipient;

b) to make PHI available for purposes of accounting of disclosures, as required by 45 CFR § 164.528 and Section 13405(c)(3) of the HITECH Act; and

c) to cooperate in providing any accounting required on a timely basis.

3. PROPERTY MANAGEMENT STANDARDS:

The Sub-Recipient agrees to observe Federal Government uniform standards governing the utilization of property whose cost was charged to a project supported by a Federal grant.

4. TECHNICAL ASSISTANCE:

The State agrees to provide technical assistance regarding the State's rules, regulations and policies to the Sub-Recipient and to assist in the correction of problem areas identified by the State's monitoring activities.

5. LICENSING AND STANDARD COMPLIANCE:

The Sub-Recipient agrees to comply in full with all licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance in which the service and/or care is provided for the duration of this agreement. The Sub-Recipient will maintain effective internal controls in managing the federal award. Liability resulting from noncompliance with licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance or through the Sub-Recipient's failure to ensure the safety of all individuals served is assumed entirely by the Sub-Recipient.

6. WORK PRODUCT:

Sub-Recipient hereby acknowledges and agrees that all reports, plans, specifications, technical data, drawings, software system programs and documentation, procedures, files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, state proprietary information, state data, end user data, Personal Health Information as defined in 45 CFR 160.103, and all information contained therein provided to the State by the Sub-Recipient in connection with its performance of service under this Agreement shall belong to and is the property of the State and will not be used in any way by the Sub-Recipient without the written consent of the State.

Paper, reports, forms software programs, source code(s) and other materials which are a part of the work under this Agreement will not be copyrighted without written approval of the State. In the unlikely event that any copyright does not fully belong to the State, the State none the less reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and otherwise use, and to authorize others to use, any such work for government purposes.

Sub-Recipient agrees to return all information received from the State to State's custody upon the end of the term of this contract, unless otherwise agreed in a writing signed by both parties.

7. IT STANDARDS:

Any software or hardware provided under this agreement will comply with state standards which can be found at http://bit.sd.gov/standards/.

8. HOLD HARMLESS:

The Sub-Recipient agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of performing services hereunder. This section does not require the Sub-Recipient to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

9. INSURANCE:

Before beginning work under this Agreement, the Sub-Recipient shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement. The Sub-Recipient, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits listed below. In the event of a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the Sub-Recipient agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Sub-Recipient shall furnish copies of insurance policies if requested by the State.

A. Commercial General Liability Insurance:

The Sub-Recipient shall maintain occurrence-based commercial general liability insurance or an equivalent form with a limit of not less than $1,000,000 for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Business Automobile Liability Insurance:

The Sub-Recipient shall maintain business automobile liability insurance or an equivalent form with a limit of not less than $ 0 for each accident. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

C. Worker's Compensation Insurance:

The Sub-Recipient shall procure and maintain Workers' Compensation and employers' liability insurance as required by South Dakota law.

D. Professional Liability Insurance:

The Sub-Recipient agrees to procure and maintain professional liability insurance with limit not less than $ 0.

10. CONFIDENTIALITY OF INFORMATION:

For the purpose of the sub-paragraph, "State Proprietary Information" shall include all information disclosed to the Sub-Recipient by the State. Sub-Recipient acknowledges that it shall have a duty to not disclose any State Proprietary Information to any third person for any reason without the express written permission of a State officer or employee with authority to authorize the disclosure. Sub-Recipient shall not: (i) disclose any State Proprietary Information to any third person unless otherwise specifically allowed under this contract; (ii) make any use of State Proprietary Information except to exercise rights and perform obligations under this contract; (iii) make State Proprietary Information available to any of its employees, officers, agents or consultants except those who have agreed to obligations of confidentiality at least as strict as those set out in this contract and who have a need to know such information. Sub-Recipient is held to the same standard of care in guarding State Proprietary Information as it applies to its own confidential or proprietary information and materials of a similar nature, and no less than holding State Proprietary Information in the strictest confidence. Sub-Recipient shall protect confidentiality of the State's information from the time of receipt to the time that such information is either returned to the State or destroyed to the extent that it cannot be recalled or reproduced. State Proprietary Information shall not include information that (i) was in the public domain at the time it was disclosed to Sub-Recipient; (ii) was known to Sub-Recipient without restriction at the time of disclosure from the State; (iii) that is disclosed with the prior written approval of State's officers or employees having authority to disclose such information; (iv) was independently developed by Sub-Recipient without the benefit or influence of the State's information; (v) becomes known to Sub-Recipient without restriction from a source not connected to the State of South Dakota. State's Proprietary Information shall include names, social security numbers, employer numbers, addresses and all other data about applicants, employers or other clients to whom the State provides

services of any kind. Sub-Recipient understands that this information is confidential and protected under applicable State law at SDCL 1-27-1.5, modified by SDCL 1-27-1.6, SDCL 28-1-29, SDCL 28-1-32, and SDCL 28-1-68 as applicable federal regulation and agrees to immediately notify the State of the information disclosure, either intentionally or inadvertently. The parties mutually agree that neither of them shall disclose the contents of the agreement except as required by applicable law or as necessary to carry out the terms of the agreement or to enforce that party's rights under this agreement. Sub-Recipient acknowledges that the State and its agencies are public entities and thus are bound by South Dakota open meetings and open records laws. It is therefore not a breach of this agreement for the State to take any action that the State reasonably believes is necessary to comply with the South Dakota open records or open meetings laws, including but not limited to posting this Agreement on the State's website. If work assignment performed in the course of this Agreement required security requirements or clearance, the Sub-Recipient will be required to undergo investigation.

Sub-recipient acknowledges that the State shares general information, including performance information, about Sub-recipient among and between other State agencies upon request of such agencies for the purpose of making determinations of the risk involved with potential, subsequent grant awards and for other purposes. Sub-recipient expressly consents and agrees to such uses by the State.

11. FEDERAL AND STATE LAWS:

Sub-Recipient agrees that it will comply with all federal and state laws, rules, and regulations that may apply to the provision of services pursuant to this contract, including the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §§ 12101-12213, and any amendment thereto, Section 306 of the Clean Air Act, and Section 508 of the Clean Water Act. Both parties further agree to provide services covered by this contract without regard to race, color, national origin, sex, age or disability as provided by state or federal law.

12. REPORTING OF PERSONAL INJURIES AND/OR PROPERTY DAMAGE:

Sub-Recipient agrees to report promptly to State any event encountered in the course fo performance of this contract which results in injury to the person or property of third parties, or which may otherwise subject Sub-Recipient or State to liability. Reporting to State under this section does not satisfy Sub-Recipient's obligation to report any event to law enforcement or other entities as required by law.

13. FORCE MAJEURE:

Neither Sub-Recipient nor State shall be liable to the other for any delay in, or failure of performance of, any covenant or promise contained in this contract, nor shall any delay or failure constitute default or give rise to any liability for damages if, and only to the extent that, such delay or failure is caused by "force majeure". As used in this contract, "force majeure" means acts of God, acts of the public enemy, acts of the State and any governmental entity in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes or other labor disputes, freight embargoes, or unusually severe weather.

14. CONTRACT ORIGINAL AND COPIES:

An original of this contract will be retained by the State Auditor's Office. A photocopy will be on file with the South Dakota Department of Health and a second original will be sent to Sub-Recipient.

15. When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

16. Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

17. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

D. SUB-RECIPIENT ATTESTATION

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

A. A conflict of interest policy is enforced within the recipient's or sub-recipient's organization;

B. The Internal Revenue Service Form 990 has been filed, if applicable, in compliance with federal law, and is displayed immediately after filing on the recipient's or sub-recipient's website;

C. An effective internal control system is employed by the recipient's or sub-recipient's organization; and

D. If applicable, the recipient or sub-recipient is in compliance with the federal Single Audit Act, in compliance with § 4-11-2.1, and audits are displayed on the recipient's or sub-recipient's website.

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

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

Furthermore, pursuant to SDCL § 1-56-10, if a conflict of interest is identified as outlined by your organization's conflict of interest policy, you are required to disclose the conflict to the Department of Health for display on the website created pursuant to SDCL § 1-27-45.

THE FOLLOWING MUST BE COMPLETED BY THE SUB-RECIPIENT:

1) Is your organization required to file the Internal Revenue Service Form 990? ____Yes ____No

   If you answered "YES," in the space provided below, please provide the link to your website where this information can be found.

   _____

   _____

2) Is your organization subject to compliance with the federal Single Audit Act? ____Yes ____No

   If you answered "YES," in the space provided below, please provide the link to your website where the audits can be found.

   _____

   _____

3) Have any conflicts of interest been identified pursuant to your organization's conflict of interest policy? ____Yes ____No

   If you answered "YES," in the space provided below, please list any and all identified conflicts of interests.

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

E. AUTHORIZED SIGNATURES:

In witness hereto, the parties signify their agreement by signing below.

Colleen Winter, Director Division of Family and Community Health Department of Health	Date	Sub-recipient Signature	Date
		Print or Type Sub-recipient Name	
Kari J. Williams Administrator, Financial Management Department of Health	Date		

State Agency Coding:

CFDA#	10.557			
Company	2018	1000	1000	1000
Account	5206570	5206570	5206570	5206570
Program	0904004	0901001	0901001	0901001
Fund Src-subfund	113WC			
Dollar Total	$30,162.00			

State Program Contact Person Emily Paulsen
Phone 773-4988

State Fiscal Contact Person Contract Accountant
Phone 605 773-3361

Sub-Recipient Program Contact Person _____
Phone _____
Sub-Recipient Program Email Address _____

Sub-Recipient Fiscal Contact Person _____
Phone _____
Sub-Recipient Fiscal Email Address _____

Auditor Approval _____

Attachment A

FY21 6.1.20 - 5.31.21 SD DEPARTMENT OF HEALTH-WIC PROGRAM MONTHLY EXPENDITURE REPORT

WIC LOCAL AGENCY (County Name): Brookings County **Contract #:** 21SC090531

TOTAL CONTRACT BUDGET: $ 30,162.00 **MONTH/YEAR SERVICES PROVIDED:** June 2020

ACTUAL EXPENDITURES FOR REPORTING MONTH

Note: Meals can't exceed state rates		Leave before	Return after	Mileage can't exceed state rate of $.42 per mile	Lodging: Includes actual cost of lodging up to a maximum of:
$6	Breakfast	5:31 AM	7:59 AM		$55 plus tax per day June 1- June 30 $75 plus tax per day July 1-May 31
$14	Lunch	11:31 AM	12:59 PM		
$20	Dinner	5:31 PM	7:59 PM		

CLERICAL TRAVEL TIME TO COVER ANOTHER CLINIC (113WC)

Site	Travel Hours	Rate Per Hr.	Total
		$ 18.29	$ -
		$ 18.29	$ -
		$ 18.29	$ -
Total			$ -

Mileage	Miles	Rate	Total
			$ -

Meals	Total

# of Trips to clinic

TOTAL CLINIC TRAVEL EXPENSES $ -

CLERICAL TRAINING EXPENSES (113WC)

Staff Name	Hrs. Traveled & Training Time	Rate per Hour	Total
		$ 18.29	$ -
		$ 18.29	$ -
		$ 18.29	$ -
		$ 18.29	$ -
Total			$ -

Mileage	Miles	Rate	Total
			$ -

Meals	Total	Lodging	Total

NOTE: Training **MUST** be reported in SDWIC-IT before submitting expenses.

Only 50% of total costs of BIT training for those who failed security test can be charged to WIC (50% paid only 1 time per person

Training covering topics outside of WIC: Figure % of training that pertains to WIC and multiple that % by the total training cost.

List Training title, place & dates attended. If Regional training, **list % of training costs charged to WIC:**

TOTAL CLERICAL TRAINING EXPENSES: $ -

CLERICAL SDWIC-IT FOCUS EXPENSES (113WCS)

Staff Name	Hrs. Traveled, meeting & Testing	Rate	Total
		$ 18.29	$ -
		$ 18.29	$ -
Total			$ -

Mileage	Miles	Rate	Total
			$ -

Meals	Total

Dates of Meeting/Testing

TOTAL SDWIC-IT FOCUS EXPENSES: $ -

OTHER EXPENSES (SPECIFY): Rent

TOTAL MONIES TO BE REIMBURSED $ -

I hereby certify the above expenses were incurred in activities approved under the contract with the S.D. Department of Health

Health Professional Signature Date Regional Manager Signature Date

County Auditor Signature Date

Rev. 6/20

For Central Office Use:	113WC $ -	113WCS $ -	Total $ -

APPLICATION FOR OCCUPANCY
RIGHT-OF-WAY OF COUNTY HIGHWAYS
Email: highway@brookingscountysd.gov
Fax: 605-696-8278

To: The Board of County Commissioners Brookings County, South Dakota.
Application is made by Big Sioux Community Water System for occupancy of Right-of-Way

ADDRESS OF PROPOSED CONSTRUCTION

City/Township Name: Trenton Twp. Section: 15 Quarter Section: NE NW (SE) SW
Street/Avenue of Construction: 476 Ave. Nearest Intersection: SD Hwy 324
Distance from nearest intersection:
From Intersection for 1550' (North) South East West.
A sketch showing the location must be attached.
The following information is pertinent to the proposed installation:

1. Intended usage Potable water carrier
2. Cable Type 2" PVC pipe
3. Outside Diameter or Pipe Size 2" PVC Pipe
4. Method of Installation Trencher &/or backhoe
5. Crossing Bituminous Roads No

*This installation will comply with the National Safety Code and all Federal Guidelines.
*Warning signs will be installed where appropriate.
*Ditches will be restored back to present condition.
*Owner will move its buried cable or pipe, in case of road construction, at no cost to the County.
*Prior to any road construction or maintenance within the County, the owner shall call South Dakota One-Call at 1-800-781-7474 for location of the facilities.

Signature of Applicant: Melissa D Headrick BSCWS Date: 4-6-2020
Applicant Address: 23342-476 Ave. Egan SD 57024
Phone: 605-997-2098 Fax: 605-997-3236
I Approve of this Application:
Signature of Adjacent Landowner: Kevin Delkamp Date: 4-5-2020
(Owns property immediately adjacent to the public right-of-way that is affected by the Applicant's proposed installation)

Adjacent Landowner Address: 21670 473rd Ave., Brookings SD 57006

Phone: 605-997-2098 Fax: 605-997-3236
Recommended for Approval:
By: [signature] Date: 4/27/2020
(Brookings County Superintendent)

Approved: Board of County Commissioners
By: _____ Date: _____
(Commission Chairman)

APPLICATION FOR OCCUPANCY
RIGHT-OF-WAY OF COUNTY HIGHWAYS
Email: highway@brookingscountysd.gov
Fax: 605-696-8278

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

Application is made by Interstate Telecommunciations Coop (ITC) for occupancy of Right-of-Way

ADDRESS OF PROPOSED CONSTRUCTION

City/Township Name: See attached map, Section: _____ Quarter Section: NE NW SE SW

Street/Avenue of Construction: See attached map, Nearest Intersection: _____

Distance from nearest intersection: _____ North South East West

A sketch showing the location must be attached.
The following information is pertinent to the proposed installation:

1. Intended usage Telecommunications
2. Cable Type Buried Fiber Optic Cable
3. Outside Diameter or Pipe Size .5-1.5
4. Method of Installation Plowing and Boring
5. Crossing Bituminous Roads Boring

*This installation will comply with the National Safety Code and all Federal Guidelines.
*Warning signs will be installed where appropriate.
*Ditches will be restored back to present condition.
*Owner will move its buried cable or pipe, in case of road construction, at no cost to the County.
*Prior to any road construction or maintenance within the County, the owner shall call South Dakota One-Call at 1-800-781-7474 for location of the facilities.

Signature of Applicant: Ron Breeden Date: 2/28/2020

Applicant Address: 312 4th St W, Clear Lake, SD 57226

Phone: 605-874-8311 Fax: _____

I Approve of this Application:
Signature of Adjacent Landowner: _____ Date: _____
(Owns property immediately adjacent to the public right-of-way that is affected by the Applicant's proposed installation)

Adjacent Landowner Address: _____

Phone: _____ Fax: _____

Recommended for Approval:
By: _____ Date: 4/27/2020
(Brookings County Superintendent)

Approved: Board of County Commissioners
By: _____ Date: _____
(Commission Chairman)

Highway Dept.

Brookings County
Capital Asset Form
TRANSFERS, SURPLUS & DISPOSALS

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

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

○ Transfer ● Surplus ○ Disposal

Asset # & Description: ASSET # 00592

Serial/VIN Number: 2FZNRJCB9YAB56705

Model or Product: 2000 Sterling Truck

To Dispose an Asset:
Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen: Sold

For Surplus: ■ YES ☐ NO Disposal Date:

To Transfer between Departments:

Transfer From:

Department:

Location:

Date:

Transfer To:

Department:

Location:

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:

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

STAFF REPORT:

Scheduled Agenda Items

- *9:00 AM – Supplemental Budget Public Hearing:* This action would move money from the building fund (301) fund balance back into the FY2020 building fund budget to reimburse the City for the costs of the new parking lot at the Government Center. This was a budgeted item in FY2019.
- *9:05 AM – Liquor License Public Hearing:* Meadow Creek Golf Course was recently annexed into the City of Volga. Because of that, it freed up an on-sale liquor license for an establishment located in the County. The available license was advertised and the Finance Office received one application from SVK Properties (Todd Voss). The license will be used at 46564 US Highway 14, Volga, SD, also known as the Midway Camp, located between Volga and Brookings on Highway 14.
- *9:10 AM – Farmer's Market Request:* This is the annual request from the Farmer's Market to close 6th Avenue between the courthouse and library. Louise Snodgrass, the Market Manager, will be available to answer questions.

Regular Business Items

- *Vote Center Resolution:* Jenna Byrd updated the board at the last meeting regarding the issue she was having trying to find workers for the Vote Center location in Arlington due to the COVID-19 pandemic. She has not been successful in finding workers. This resolution would close that Vote Center site for the June 2, 2020 Primary Election only.
- *Highway Resolution:* This resolution was submitted by Brian Gustad. This would allow the Highway Department to purchase a truck off the Spink County bid.
- *Striping Agreement:* This is an annual agreement with the SDDOT. The State covers 60% of the costs associated with the striping project, which includes 143 miles of county roads this year.
- *Weed Spraying Agreement:* The County was the low bidder to provide weed spraying services along State highway rights-of-way. This is the associated agreement.
- *WIC Agreement:* This is the annual agreement with the Department of Health for our Community Health Services. The amount granted by the State is $30,162, down from $31,763 last year.
- *Right of Way Agreement:* These are a routine right of way agreements that have been approved by Brian Gustad.
- *Surplus:* The Highway Department is asking to surplus a truck to be sold via online auction.
- *Reopening of County Facilities:* Commissioner Mike Bartley and I met with department heads on April 29th to review what reopening county offices will look like and what protocols need to be in place prior to that happening. The Commission will need to discuss a potential date and we can also provide an overview of the discussions that were had.

Director's Report

- ✓ Budget hearings take place in middle of June. I would like to get that date on everyone's calendar now. Last year we were able to get through everything in one day and had a review date during a regular meeting in July to address any needed changes.

Stacy Steffensen
Commission Department Director
Brookings County, South Dakota