

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, OCTOBER 18, 2016**

The Brookings County Board of County Commissioners met in regular session on Tuesday, October 18, 2016 with the following members present: Ryan Krogman, Larry Jensen, Stephne Miller, Lee Ann Pierce and Tom Yseth.

### **CALL TO ORDER**

Chairperson Krogman called the meeting to order.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

The agenda for the October 18, 2016 Commission Meeting was approved without objection.

### **CONSENT AGENDA**

Motion by Yseth, seconded by Pierce to approve the consent agenda. Motion carried. The consent agenda consisted of the minutes from the October 4, 2016 Commission Meeting and the minutes from the October 12, 2016 Commission Meeting.

Travel Requests: Reid Squires to attend a meeting with Department of Revenue for appraiser certification requirements on October 20<sup>th</sup> in Sioux Falls; Chris Lilla to attend the SDAAO Executive Board Meeting on October 25<sup>th</sup> in Ft. Pierre; Sonia Mack to attend a State Youth in Action Committee Meeting on October 26<sup>th</sup> in Huron; Stephne Miller & Larry Jensen to attend the South Dakota Planners Association Presentation and Dinner on October 26<sup>th</sup> in Sioux Falls.

Personnel Action Notices: new hire- Part-time Correctional Officer Austin Kreutner at \$16.99, effective October 6, 2016; new hire- Part-time Correctional Officer Noah Winkelman at \$16.99, effective October 6, 2016; routine step increase- Angela Johnson to \$18.76, effective October 1, 2016.

Human Services Report: case #16-170 for rent was denied; case #16-171 for rent was approved; case #16-172 for Brookings Municipal Utilities was approved.

### **ROUTINE BUSINESS**

#### *Approval of Claims*

Motion by Miller, seconded by Jensen to approve the following claims. Motion carried.

A&B Business Inc, Copier Maintenance, \$993.04; Anderson Oil, 530 Gallons Dyed Diesel, \$954.00; Anderson, Jeffrey G, Tax Certificate, \$45.93; Aragon, Martha A, 2 Hours Translation

Services, \$100.00; Badger Fire Dept, Fire Premium, \$442.80; Best Western Ramkota Inn, Lodging-SD EM Management Conf, \$171.00; Best Western Ramkota, Lodging-Assessors School, \$383.96; Boyer Trucks, Filters, Switch, Pipe Turbo, \$671.34; Bozied Oil Co Inc, Car Washes, \$186.00; Brookings City Utilities, Utilities/Phone Service, \$10,478.06; Brookings County Finance, Advance Tax, \$473.64; Brookings Equipment Inc, Filter, \$22.66; Brookings Health System, Emergency Commital, \$328.00; Brookings Register, Publications/Ad/Notices, \$2,819.53; Brown and Saenger, 3x5 SD Flags, \$41.18; Buffalo Ridge Newspapers LLC, Public Notices, \$73.10; Butler Machinery Co, Troubleshoot 1309, \$591.40; C&W Repair, Rope, Fix Recoil, \$21.50; Carquest Auto, WD 40 & Oil Absorbent, \$48.08; Central Business Supply, Office Supplies, \$300.61; Century Business Products, Copier Maintenance/Supplies, \$485.56; City of Brookings Landfill, Dispose of Unsold Surplus Item, \$22.88; City of White, White Shop Utilities, \$106.50; Claritus, Standard Tape, Inv 253478, \$45.74; Clean Slate, 7500 4H Bookmarks, \$495.00; Brenda Colombe, Sept 2016 Accounting Services, \$1,000.00; Consolidated Ready Mix, Inv#8223060 280-116, \$359.00; Cook's Wastepaper & Recycling, Commercial Service, \$616.64; Cummins Central Power LLC, Generator Inspection, \$413.61; Dakota Data Shred, Billing Period 9/2-9/30, \$144.59; Dale's Alignment, Alignment 0581, \$350.20; Dean Schaefer Court Report, Inv MI Hearings Court Reporting, \$225.00; Diamond Mowers Inc, Repair Parts, Drive Shaft, \$681.97; Emergency Service Marketing, Year 1 of 5, Telephone Costs, \$10.00; Andrew Erickson, Transport, Pipestone & Yankton, \$22.09; Farmer's Imp & Irrigation, Fluid Gear Oil 0599s, \$22.38; Fastenal Company, Hand Cleaner, Shop, \$53.78; First Bank & Trust, Fuel, Supplies, \$486.91; Flat Rate Inc, Pumper Truck 280-116, \$550.00; Foerster Office & Supply, Jail Supplies/Paper, \$877.95; Forterra Pipe and Precast, 217-130u, \$54,078.00; Fox & Youngberg PC, CAA Inv MI Hearings, \$382.64; G&K Services, Laundry Services, \$338.89; Gass Law, PC, CAA, \$1,205.05; Gengler, Michael, Cell Phone Reimbursement, \$30.00; Geotek Engineering Inc, 240-092, \$8,500.00; Graybar Electric Co Inc, Eco Fluorescent Bulbs, \$59.43; Halme Inc, Bridge Pmt 4&5 240-092, \$210,502.99; Patricia J Hartsel, Transcripts, \$41.80; Havrevold, Cheryl, Primary Election Worker, \$163.50; Hill, Robert, Cell Phone Reimbursement, \$105.00; Hillyard/Sioux Falls, Vacuum, \$475.77; Tim Hogan, CAA, \$2,981.62; Homestead Do-It Center, Hose Kit for Sump Pump, \$9.09; Hometown Service & Tire, LLC, Flat Repair/Tires, \$458.62; Hungerford Chiropractic PC, Drug Testing, \$30.00; I State Truck Center, Troubleshoot, Diagnostics, \$69.18; Interstate Power Systems Inc, Repair 0599, \$961.46; J&T's Exhaust World, Air Cleaner Extension, \$25.00; Katterhagen, Mark, Mental Illness Services, \$82.50; Kenner Plumbing Company, PVC Cap 0584, \$105.76; Kirkvold Oil Company, Cracked Center Wheel 0613, \$355.00; Benjamin L. Kleinjan, CAA, \$2,624.70; Sherri J. Koletzky, CAA Inv MI, \$243.20; L&L Auto & Truck Parts, Supplies, Wiper Blades, \$1,177.78; Langstraat, Manual, Cell Phone Reimbursement, \$30.00; Lewis & Clark Behavioral Health, Mental Illness Intakes, \$640.00; Lewno, Lucy, Mental Illness Services, \$773.30; L. G. Everist, Inc, Rip Rap 217-130u, \$517.96; Lincoln County Auditor, Mental Illness Expenses, \$1,907.56; Darcy Lockwood, Mental Illness Services, \$15.00; Lowe's, Tile, Insect Spray, \$98.55; Martin's Inc, Fuel, Oil, \$1,841.81; Nicholas R McGlothen, Temp Sheriff Employee, \$60.00; McKeever's Vending, Inmate Commissary, \$872.28; McLeod's Printing & Office, Ballot Sleeves, Paper, Envelopes, \$8,098.00; Mediacom LLC, Oct Law Library Internet, \$75.90; Midwest Glass, Window Repair, \$160.00; Midwest Management/BMO Harris, Tax Certificate, \$831.95; Minnehaha County Auditor, Mental Illness Expenses, \$90.00; Minnehaha County JDC, JDC Costs Inv#4255a, 4255m, \$3,313.13; NASASP, Annual Dues, \$39.00; Nancy J Nelson, CAA, \$548.32; Northern Truck Equipment, Air Spring 0581, \$255.82; Northwestern Energy, Hwy & Truck Shop Ntrl Gas, \$30.00; Office Peeps Inc, Envelope Moistener, \$12.88; One Source, Background Checks, \$131.00; Papa Johns, LEPC Excercise at Volga, \$89.90; Pharmchem Inc, Patch Kits, \$608.00; Qualified Presort Service, Work From 9/16-9/30, \$14.83; Razor's Edge Lawncare, Mowing 9/7-9/27, Fertilizing, \$1,166.00; RDO Equipment Co, Repairs, JD

Link Subscription, \$1,400.00; Reliance Telephone, Inmate Phone Cards, \$2,000.00; Rick Ribstein, CAA, \$14,098.95; Running's Supply Inc, Supplies, \$226.25; Safety Benefits Inc, Safety & Loss Conf Registration, \$195.00; Schuneman Equipment Co, Vehicle/Shop Supplies, \$378.89; SD Attorney General's Office, 24/7, Scram Fees 9/16-9/30, \$2,802.00; SD Attorney General's Office, 24/7 Participation 9/16-9/30, \$88.00; SD Dept of Transportation, Bridge Inspections, \$785.62; SDACC, 4th Qtr CLERP Pmt, \$5,959.31; SDACO, ROD Relief Fund, Sept 2016, \$938.00; Sheehan Mack Sales, Broom Rental, Fan Clutch, \$2,053.30; Sheraton Sioux Falls, Lodging for Convention, \$83.00; Sinai City, Utilities, \$64.00; Sioux Valley Energy, Electric Utilities, \$225.00; Siouxland Trailer Sales, 2017 CPS Belly Dump 0570T, \$44,450.00; Stanwick, Martin, Per Diem-Sheriff's Conference, \$70.00; Sturdevant's Auto Parts, Clamp 2804, Blades, Lights, \$56.14; Subway, LEPC Exercise @ Volga, \$61.00; Swanda, Karen, Mental Illness Services, \$67.50; Sweebe, Bart, Per Diem, Sheriff's Conference, \$70.00; Swiftel Center, Oct Facility Maintenance, \$1,577.00; Swiftel Center, Achievement Days Fees, \$2,807.09; Anthony Teesdale, CAA, \$1,130.98; Thomson Reuters - West, West Info Chrgs #834628282, \$991.00; Truenorth Steel, Culvert for Inventory, \$13,165.06; Tyler Technologies, PM & Bulk Conversion Analysis, \$630.00; Steven Ust, Building Inspections, \$1,700.00; Vandenberg Law, CAA, \$1,661.45; Village Estates II, COP Rent, \$519.00; Walburg, Duane, Animal Control Mileage 9/17-30, \$67.20; Wheelco Truck & Trailer, Supplies, \$929.31; Winter Equipment Company, Cutting Edge, 0584 & 0585, \$2,214.30; SD Dept of Revenue, October Remittance, \$466,112.33.

### *Department Head Reports*

County Development Deputy Director Richard Haugen said they continue to work on ordinances. Haugen said an appeal was filed for a building permit.

Community Health Nurse Jen Burns said they are busy with flu vaccinations. On August 10<sup>th</sup>, Burns said they completed a full scale event by administering Tdap and Meningococcal vaccine to area youth.

Burns said they continue to meet with many pregnant women monthly and provide prenatal and breastfeeding education.

Burns said RN, Karen Larsen, completed the training to become a Certified Lactation Counselor.

Starting October 1<sup>st</sup>, Burns said they will begin billing for services.

Veterans & Human Services Director Michael Holzhauser updated the board on the number of phone calls the office has made and received, and the number of in-person meetings.

Holzhauser discussed upcoming dates.

Finance Officer Vicki Buseth said 1,050 people have voted absentee so far. Buseth said Monday, October 24<sup>th</sup> is the deadline for voter registration.

### *Finance Office Report*

Finance Officer Vicki Buseth presented the Finance Office report for September 2016.

Be it noted, the Auditor's Account with the Treasurer was presented to the board.  
*September 2016*

Total amount of deposits in bank.....	\$16,965,241.11
Total amount of actual cash: Currency.....	\$13,334.00
Coins.....	\$2.76
Total amount of checks/drafts in Treasurer’s possession not exceeding 3 days...	\$123,067.92
Itemized list of all other items.....	\$7,926.40
TOTAL.....	\$17,109,572.19

Be it noted, the Payroll & Additives for September 2016 were presented to the board. Commissioner/HR: \$15,713.11; Technology: \$5,604.31; Finance Office: \$19,140.64; States Attorney: \$25,126.42; Equalization: \$16,821.62; Register of Deeds: \$7,750.64; Veterans/Welfare: \$5,928.39; Sheriff’s Office: \$82,551.44; Coroner: \$355.20; Community Health: \$3,308.02; Extension: \$2,188.68; Weed: \$3,779.63; Planning/Zoning: \$5,838.94; Highway: \$48,019.44; Emergency Management: \$3,480.

AFLAC: \$2,802.76; Avesis: \$1,257.93; Delta Dental: \$4,731.54; Flex One: \$2,023.58; Dearborn Life Insurance: \$1,235.50; Local Teamsters: \$1,158.00; SDRS: \$42,272.22; SDRS Supplemental: \$1,638.00; EFTPS: \$85,044.15; Wellmark: \$90,285.89; AFLAC Group/CAIC Primary: \$522.88.

Be it noted, the expenditure adjustments for the month of September 2016 were presented to the board. \$5,336.33 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 September 2016 in the amount of \$33,880.50 was presented to the board.

*Department Head Reports Continued*

Jail Administrator Bart Sweebe said they’ve been holding over 40 inmates on a daily basis. Sweebe discussed involuntary emergency committals with the board. Sweebe said if the person being committed is not in law enforcement custody, any treatment center will accept the individual. He said if the person being committed is in law enforcement custody, the only treatment facility that will accept them is the Human Service Center (HSC) in Yankton. On two recent occasions, Sweebe said all four South Dakota facilities were full. He said there has been talk about looking outside the state for a treatment center.

Deputy States Attorney Teree Nesvold said she and Chief Deputy States Attorney Abigail Howard don’t think it would be wise to bring someone over state lines. Instead, she said law enforcement should hold the individual until a bed space becomes available.

Pierce asked if the States Attorney’s office would keep statistics on the number of committals that are in the facility for only three days versus longer. Pierce said they could present those statistics to the hospital board, and possibly have a better chance at getting a bed or two in the hospital; especially if individuals are only at the facility for three days.

Highway Superintendent Richard Birk said they’ve reset the guardrails on the bridge south of White. Birk said the deadline is nearing for the shop in Sinai.

Birk said the 5-Year Bridge Improvement Plan was submitted. Birk said he would like to hire Banner Associates, Inc. to come up with specifications for how they bid overlay projects.

Pierce said a citizen contacted her and said the drop off by the bridge on County Road 12 over the Big Sioux River is very dangerous. Birk said he would take a look at it again.

4-H Youth Advisor Sonia Mack discussed the National Association of Extension 4-H Agents Annual Conference that she attended in New Orleans, LA. She said it was an excellent conference. Mack said the new 4-H year has begun.

Register of Deeds Beverly Chapman said a company by the name of Black Knight contacted their office and requested all of their documents starting from June 2016 and on. Chapman said their purpose is to resell the documents to private individuals and banks at a higher cost than what the county sells it for. Chapman said she has been working with the States Attorney's office on drafting a letter to send back to the company, which includes the Register of Deeds fee that is in statute.

Chapman also discussed e-recording with the board.

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

Motion by Miller, seconded by Yseth to approve the following transfers as per budget appropriations for the fourth quarter of 2016:

From General Fund 101-4-911-4294 to Highway and Bridge fund 201-3-371-0000 in the amount of \$750,000.00.

From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$21,568.00.

From General Fund 101-4-911-4298 to Register of Deeds Relief Fund 250-3-371-0000 in the amount of \$3,239.25.

Motion carried.

### **REGULAR BUSINESS**

Motion by Miller, seconded by Pierce to approve the use of long-term fire department funds in the amount of \$16,000 for the purchase of a truck for the Badger Fire Department. Background information was provided by Fire Chief Darrell Hartmann.

Yseth asked why Badger, which is outside of the county, is receiving funds. Hartmann said they have communities outside of Brookings County that cover a portion of Brookings County. Hartmann said they are part of the Brookings County Fire Fighters Association.

Roll call vote: Yseth "aye," Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye."  
Motion carried.

Motion by Pierce, seconded by Miller to approve and authorize Chairperson Krogman to sign Agreement #16-93: an amendment to Agreement #15-94: an agreement for License & Services with Tyler Technologies regarding the Document Pro software. During the implementation of the software, Register of Deeds Beverly Chapman said she realized there are a number of items that the office doesn't need and won't utilize.

Roll call vote: Miller "aye," Jensen "aye," Pierce "aye," Yseth "aye," Krogman "aye."  
Motion carried.

Motion by Pierce, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #16-94: a Delinquent Tax Payment Agreement in the amount of \$4,660.75. Background information was provided by Finance Officer Vicki Buseth.

Roll call vote: Jensen “aye,” Pierce “aye,” Yseth “aye,” Miller “aye,” Krogman “aye.”  
Motion carried.

Motion by Jensen, seconded by Miller to approve and authorize Chairperson Krogman to sign Agreement #16-95: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

Roll call vote: Pierce “aye,” Yseth “aye,” Miller “aye,” Jensen “aye,” Krogman “aye.”  
Motion carried.

Motion by Pierce, seconded by Miller to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #16-30: a plat of Lot 4 of Moss Addition in the N ½ of Section 32, Township 109 North, Range 47 West of the 5<sup>th</sup> P.M., Brookings County, South Dakota. Background information was provided by Commissioner Pierce.

Roll call vote: Yseth “aye,” Miller “aye,” Jensen “aye,” Pierce “aye,” Krogman “aye.”  
Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen informed the board that the 8-County Meeting will be moved to Wednesday, November 16<sup>th</sup> in DeSmet.

Steffensen discussed upcoming dates.

Deputy States Attorney Teree Nesvold said she, Chief Deputy States Attorney Abigail Howard, and Commissioner Pierce continue to update ordinances.

### **COMMISSIONERS’ REPORTS & DISCUSSION**

Commissioner Pierce attended and discussed the Planning & Zoning Meeting; attended the Chamber’s WILL Luncheon; attended the Delta Chi Dinner; attended the District 4 & District 7 Forum; and attended the City Master Plan Advisory Meeting. Pierce said she continues to work on updating the administration portion of the ordinances.

Commissioner Jensen attended and discussed the Jail Expansion Meeting; and attended the October 12<sup>th</sup> Commission Meeting.

Commissioner Miller attended the Delta Chi Dinner; attended the Jail Expansion Meeting; and attended the October 12<sup>th</sup> Commission Meeting.

Commissioner Yseth attended the Delta Chi Dinner and attended the October 12<sup>th</sup> Commission Meeting.

Commissioner Krogman attended a BEDC Meeting; met with Randy Hanson, President of the Outdoor Adventure Center; and attended the October 12<sup>th</sup> Commission Meeting. Krogman said he will be attending the Brookings Planning Summit.

### **EXECUTIVE SESSION**

Motion by Miller, seconded by Yseth to enter into Executive Session at 9:55 a.m., in accordance with SDCL 1-25-2(1)(3)(4), personnel, consulting with legal counsel, and contract negotiations. Motion carried. The board came out of Executive Session at 11:27 a.m. No action was taken.

**ADJOURNMENT**

Motion by Pierce, seconded by Miller to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, November 1, 2016 at 8:30 a.m.

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Brookings County

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