

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, OCTOBER 2, 2018

The Brookings County Board of County Commissioners met in regular session on Tuesday, October 2, 2018 with the following members present: Lee Ann Pierce, Michael Bartley, Stephne Miller, Ryan Krogman and Larry Jensen.

CALL TO ORDER

Chairperson Pierce called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Jensen, seconded by Bartley to approve the agenda for the October 2, 2018 Commission Meeting. Be it noted, an Executive Session in accordance with SDCL 1-25-2(1) - personnel, was added to the agenda. All members voted "aye." Motion carried.

CONSENT AGENDA

Motion by Krogman, seconded by Miller to approve the consent agenda. Roll call vote: Jensen "aye," Miller "aye," Krogman "aye," Bartley "aye," Pierce "aye." Motion carried. The consent agenda consisted of the minutes from the September 25, 2018 Commission Meeting.

Travel Requests: Chris Lilla & Jacob Brehmer to attend the District 5 Quarterly Meeting on October 17th in Aurora.

Personnel Action Notices: routine step increase- Kristen Witchey to \$25.03, effective September 1, 2018; routine step increase- Susan Taylor to \$17.66, effective September 1, 2018; position change to full-time Correctional Officer William Hazzard, effective September 17, 2018; new hire- Veterans & Human Services Deputy Director Eileen Aberle at \$20.82, effective September 17, 2018; new hire- part-time Correctional Officer Samantha Williams at \$17.54, effective September 24, 2018.

ROUTINE BUSINESS

Approval of Claims

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

A to Z World Languages Inc, Translator, \$23.00; A&B Business Inc, Copier Maintenance, \$107.79; Aaron Delzer, Collection, \$485.38; Anthony Teesdale, Crt Appointed Attorney, \$3,095.25; Aurora Auto Body & Glass Inc, Headlight Repair/Replace, \$42.73; Ben Fitzpatrick, Cut up Branches

at Courthouse, \$150.00; Brookings City Utilities, Utilities, \$3,217.96; Christopher Lilla, SDAAO Hotel Reimbursement, \$1,991.85; City of Brookings, Joint Building Expenses, \$8,217.02; Civic Plus, Annual Renewal Fees, \$6,607.65; Digital-Ally Inc, Lapel Microphone, \$50.00; DS Solutions Inc, Custom Test Deck Creation, \$175.00; Executive Mgmt Finance Office, Tech Access Fee Aug 2018, \$54.50; Foerster Office & Supply, Copy Paper, Supplies, \$449.40; Gass Law, Pc, Crt Appointed Attorney, \$1,237.00; Hillyard/Sioux Falls, Supplies, \$330.93; Hy-Vee Food Store, Inmate Meals, \$15,378.86; Interstate Telecom. Coop, Phone Service, \$389.11; Jackrabbit Tire & Service, ATV Tires, \$444.32; L. G. Everist, Inc, Quartzite 44b, \$906.43; Lincoln County Auditor, Mental Illness Costs, \$47.00; Lutheran Social Services, LSS Arise Youth Center, \$5,694.00; McKeever's Vending, Inmate Commissary, \$410.32; Minnehaha County Auditor, Mental Illness Costs, \$193.40; Nancy J Nelson, Crt Appointed Attorney, \$700.30; NASASP, Associate Membership Dues, \$39.00; Office Peeps Inc, Wall Calendar, \$14.48; Patricia J Hartsel, Transcripts, \$519.20; Purdue Extension, USDA Guide to Home Canning, \$24.85; Rick Ribstein, Crt Appointed Attorney, \$3,260.65; Sanford Health, Coroner Calls, \$5,337.40; SD Attorney General's Office, 24/7 Participation Fees 8/1-31, \$146.00; SD Attorney General's Office, 24/7, SCRAM Fees 8/1-31, \$2,408.00; SD Newspaper Service, Job Opening Listing, \$340.62; Sioux Valley Cleaners Inc, Sept WIC Janitorial, \$442.00; Tim Hogan, Crt Appointed Attorney, \$3,985.82; Town & Country Shopper, 4H Achievement Days Ad, \$180.00; Trane US Inc, HVAC, Condensor Repairs, \$2,455.58; Vantek Communications Inc, North Repeater Fee - October, \$100.00; Walmart Community, Office & Meeting Supplies, \$58.64; Zuercher Technologies Llc, Renew Prosecution Software, \$411.66; October Cell Phone Reimbursements: Bartley, Michael, \$75.00; Anderson, Jeffrey G, \$75.00; Birk, Richard, \$105.00; Biteler, David, \$30.00; Suzanne Bjordal, \$30.00; Brehmer, Jacob, \$30.00; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; DeJong, Darren, \$60.00; Doremus, Sean, \$30.00; Friedrich, Cliff, \$45.00; Giegling, Mike, \$30.00; Gross, Linda, \$30.00; Haider, Darin, \$60.00; Richard Haugen, \$45.00; Heidemann, Terrance, \$30.00; Kristin Heismeyer, \$75.00; Hieb, Jere, \$30.00; Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Holzhauser, Michael, \$105.00; Jensen, Larry, \$75.00; Larry Klingbile, \$30.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Dane Larsen, \$30.00; Christopher Lilla, \$105.00; Littlecott, Laura, \$45.00; McCrea, Don, \$15.00; Miller, Stephne, \$75.00; Rick Mofle, \$30.00; Moser, Misty, \$75.00; Kevin Murfield, \$30.00; Nesvold, Teree, \$105.00; Zach Page, \$30.00; Brianna Palomaki, \$315.00; Lee Ann Pierce, \$75.00; Jon Pike, \$60.00; Plowman, Shawn, \$90.00; Sebring, Scott, \$105.00; Reid Squires, \$30.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Sweebe, Bart, \$105.00; Michael Taylor, \$105.00; Umberger, Charles, \$45.00; Witchey, Kristen, \$75.00.

Department Head Reports

County Development Director Robert Hill said he attended an ISO-Building Code Effectiveness Meeting; attended a meeting with the National Weather Service in Brookings; attended a Joint Jurisdiction Meeting; attended a Pre-Disaster Mitigation Meeting; and attended a meeting with citizens from Medary Township.

Hill discussed upcoming dates with the board.

Hill asked the board's permission to attend a NACo Meeting in San Diego, California. By consensus, the board agreed to allow Hill to submit a travel request.

Brookings County Outdoor Adventure Center Director Kristin Heismeyer said the SDSU ROTC cadets will be using the grounds again for one of their drills. Heismeyer said they now have a computer set up in one of their classrooms for individuals who rent out the room.

Finance Officer Vicki Buseth said 411 people have voted absentee so far. Buseth said she received notice that the growth with utilities was approved.

Sheriff Martin Stanwick said there are 24 inmates in jail. Stanwick said he's been receiving a lot of complaints on drivers passing slow moving farm equipment in no passing zones.

Stanwick said he is still looking for a patrol car; he thought he had found one but it was sold. He asked the board for their permission to earmark the insurance money and contingency to possibly pay for the vehicle in 2019. Commission Department Director Stacy Steffensen said it's a process, but it's doable. Steffensen recommended that Stanwick still try and find a vehicle this year.

Highway Superintendent Richard Birk said he met with the Department of Transportation to discuss highway system maps. Birk said they are updating all of the maps.

REGULAR BUSINESS

Motion by Miller, seconded by Bartley to declare a Nikon Cool Pix camera and 3 sets of blue half lockers as surplus and to be sold at auction or disposed of.

All members voted "aye." Motion carried.

The board discussed the Highway Superintendent position. Commission Department Director Stacy Steffensen said she would like to discuss the job description, advertising, and the interview process.

Pierce asked how long it's been since this job description was updated. Steffensen said it was updated five years ago. Pierce said she would like to see some changes within the job description. Birk said it would be beneficial to hire someone who has a business background.

Steffensen asked if all five commissioners would like to conduct the interview. By consensus, the board agreed to have all commissioners conduct the interview.

Commission Department Director Stacy Steffensen said she's been in contact with BEDC Director Al Heuton about the Communities of Excellence Program. She said there's going to be conference calls twice a month. Steffensen was informed that it would be helpful to have someone there at those sessions. She said it does not have to be a county commissioner.

Steffensen also said there's a Baldrige 101 Workshop on November 13th. She said the cost is \$650 per person, but the cost would go down if more people attend. She said she doesn't believe there will be any additional expenses moving forward with this program.

Pierce asked what the phone conferences would be about. Steffensen said it would be meeting with the group that is conducting the process, and each session has different topics. Krogman said there are six other communities partaking in the conference calls. Krogman said he would be willing to sit in on the phone conferences if another commissioner would be an alternate. Pierce said she would be the alternate for the phone conferences.

SCHEDULED AGENDA ITEM

As scheduled at 9:30 a.m., the board discussed a Riparian Buffer Strip Resolution. Director of Equalization Chris Lilla and Manager of East Dakota Water Development District Jay Gilbertson were in attendance to answer any questions.

Commission Department Director Stacy Steffensen said she is looking for direction from the board on how they would like the resolution to look. She said the board can choose one of two ways to create this resolution. She said the first way is to identify each tributary that would be eligible for the designation within the resolution. Or, the second option would be to allow the Director of Equalization to determine if a waterway is a tributary and would meet the requirements.

Commissioner Miller asked Lilla what his preference was. Lilla said he would prefer to do a blanket resolution and not list each tributary in the resolution. He said if it's tributary and we miss something, then they are not eligible until a new resolution is approved.

Gilbertson said if the Director of Equalization is comfortable making these calls each and every time they come in, then go ahead and follow what Moody County does. Gilbertson said in his opinion, he would go with a more detailed resolution listing out each tributary.

Jensen asked what qualifies as a tributary. Lilla said the commission would decide that, but it would be any continuous flowing stream of water that is a tributary to one of the listed lakes or the Big Sioux River.

By consensus, the board agreed to draft a resolution that does not list each individual tributary to take action on at the next meeting.

REGULAR BUSINESS

States Attorney Teree Nesvold said she attended the Brookings Empowerment Forum. Nesvold said she met with Minnehaha County's Chief Civil States Attorney to get clarification on forensic billing. She said they are trying to determine what is considered forensic and what is not.

SCHEDULED AGENDA ITEM

As scheduled at 10:00 a.m., Medary Township Supervisor Marc Richards discussed the drainage concerns in Medary Township.

Richards said they reached out to Banner Associates to see if they would be willing to lead the application process. He said Banners did inquire, but the Corp of Engineers will not look at this project until it's been blessed by the Natural Resources Conservation Service. Richards said Banners pursued the NRCS and they would be willing to work with the county but not the township. County Development Director Robert Hill said he's been trying to get a meeting arranged.

Pierce asked Highway Superintendent Richard Birk if he would be willing to take a look at the bridges near this area and see if there's any damage from the excess water. She said if the answer is yes then to document it. Krogman said Banner Associates should have a report from the last bridge inspections. Dick said he would touch base with Banner Associates.

REGULAR BUSINESS

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report. Steffensen said a letter was sent from NACo President Greg Cox to County Development Director Robert Hill regarding his nomination as a member of the Justice and Public Safety Policy Steering Committee.

Steffensen said there's been some vandalism to the Equalization vehicles, as well as the generator. She asked the board for their permission to install two cameras at a cost of approximately \$1,700 at the site where the vehicles sit. She said she spoke to City Manager Paul Briseno and he said the cameras could be mounted on the city's garage.

By consensus, the board agreed to purchase the two cameras for security purposes. Pierce also recommended that the Joint Powers Board discuss purchasing more cameras for the City/County building.

Steffensen discussed upcoming dates.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Jensen said he received a phone call from the Trenton Township Supervisor regarding water concerns on 214th street.

Commissioner Miller attended a Weed Board tour and attended a Domestic Abuse Meeting.

Commissioner Krogman attended a Bata Meeting.

Commissioner Bartley attended a Joint Jurisdiction Meeting; attended the Pre-Disaster Mitigation Plan meeting; and attended the First District Annual Review Meeting.

Commissioner Pierce attended the Joint Jurisdiction Meeting and attended a meeting with Medary Township.

EXECUTIVE SESSION

Motion by Krogman, seconded by Miller to enter into Executive Session at 10:34 a.m., in accordance with SDCL 1-25-2(1), Personnel. All members voted "aye." Motion carried.

Motion by Bartley, seconded by Miller to come out of Executive Session at 11:09 a.m. All members voted "aye." Motion carried. No action was taken.

ADJOURNMENT

Motion by Krogman, seconded by Jensen to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, October 16, 2018 at 8:30 a.m.

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Jenna Byrd
Finance Assistant II
Brookings County