

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, NOVEMBER 20, 2018**

The Brookings County Board of County Commissioners met in regular session on Tuesday, November 20, 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 Bartley, seconded by Krogman to approve the agenda for the November 20, 2018 Commission Meeting. All members voted "aye." Motion carried.

### **CONSENT AGENDA**

Motion by Krogman, seconded by Jensen to approve the consent agenda. All members voted "aye." Motion carried. The consent agenda consisted of the minutes from the November 6, 2018 Commission Meeting, the minutes from the November 6, 2018 Special Commission Meeting, and the minutes from the November 8, 2018 Commission Meeting.

Travel Requests: Dane Larsen to attend Law Enforcement Training on November 16<sup>th</sup> in Pierre; Sonia Mack to do in-school programming at the Cambridge Hutterite Colony on November 20<sup>th</sup> and 29<sup>th</sup>; Misty Moser to attend Vegetation Management Seminars on November 27<sup>th</sup> in Sioux Falls; Commissioners & Department Heads to attend the Chamber's Legislative Preview Luncheon on November 19<sup>th</sup> in Brookings; Robert Hill and/or Richard Haugen to attend a CAFO Forum on November 30<sup>th</sup> in Mitchell.

Personnel Action Notices: position change- Equipment Operator Nick Norgraard at \$19.37, effective October 26, 2018; new hire- Part-time Correctional Officer Nate Gubbels at \$17.54, effective October 30, 2018; new hire- Part-time BCOAC Membership Assistant Cole Dummermuth at \$15.18, effective October 31, 2018; routine step increase- Jeff Anderson to \$29.71, effective November 1, 2018; new hire- Part-time BCOAC Membership Assistant Alexander Luke at \$15.18, effective November 6, 2018; termination- Susan Rennich, effective November 9, 2018; voluntary resignation- Sherri Kenitzer, effective November 23, 2018; routine step increase- Jim Sampson to \$25.35, effective December 1, 2018.

Human Services Report: case #18-140 for utilities was approved; case #18-141 for rent was approved; case #18-143 for rent was approved; case #18-144 for Brookings Municipal Utilities was approved; case #18-145 for rent was approved.

## ROUTINE BUSINESS

### *Approval of Claims*

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

A&B Business Inc, Copier Contract, \$807.07; Action Target, Youth Targets, Range Supplies, \$250.79; Adams, Jason, Crt Appt Attorney, \$293.10; Alphamedia USA LLC, Advertising, \$1,095.00; Alton Township, Gopher Bounty Program, \$118.50; Anderson Oil, Diesel White Shop, \$1,533.30; Bauer, Tim, Weed Brd Mtg Mileage, \$9.24; Bobcat of Brookings, Valve, \$128.25; Bowes Construction, Gravel, \$15,087.87; Boyer Trucks, Brace, \$76.16; Brookings Area Chamber, 2018 Pre-Legislative Luncheon, \$150.00; Brookings City Utilities, Care of Poor, Utilities, \$9,877.06; Brookings County Finance, Tax Split, \$2,772.16; Brookings Health System, Coroner Transport, Testing, Inmate Medical, \$11,323.40; Brookings Register, Publishing, \$6,248.67; Brookings-Deuel RWS, Bruce Shop Water, \$36.00; Todd Brost, Rent, \$450.00; Brothers Pharmacy, Inmate Medical, \$826.99; Buffalo Ridge Newspapers, Public Notice, \$60.20; BX Civil & Construction, Stored Material, \$14,034.14; Carquest Auto, Shop Supplies, Filters, \$172.24; Central Business Supply, Office Supplies, \$1,288.16; Century Business Product, Copier Contract, \$667.87; Christmas Kids & Cops, Christmas Kids & Cops Donation, \$500.00; CHS, Brookings Dyed Diesel, \$19,007.66; City of Brookings Landfill, Weed Dept Tires, \$33.00; City of Brookings, Joint Building Expenses, \$43,580.05; Clean Slate, Booklet Envelopes, Envelopes, \$398.00; Compass Counseling & Assment, Psychosexual Assessment, \$1,800.00; Cook's Wastepaper & Recycling, Garbage Service, \$788.04; Courtesy Plumbing Inc, Toilet Parts, \$50.50; Dakota Data Shred, Equipment Rental, \$15.50; Deubrook Community Library, 2018 Yearly Budget Allocation, \$2,750.00; Einspahr Auto Plaza, Vehicle Repairs & Maintenance, \$166.76; Election Systems & Software, Ballot Programming, \$2,324.55; First Bank & Trust, Postage, Fuel, Jail Manual, \$190.46; Fite, Pierce & Ronning LLC, Crt Appt Attorney, \$8,932.65; Foerster Office & Supply, Supplies, \$550.00; Foerster Testing Limited, Emmitt Pit Testing, \$135.00; Gass Law, PC, Crt Appt Attorney, \$3,516.99; Jennifer Goldammer, Crt Appt Attorney, \$6,746.40; Graybar Electric Co Inc, Fluorescent Lamps, \$51.21; Maggie Harkness, Inmate Meals - Transport, \$38.65; Patricia J Hartsel, Transcripts, \$32.40; Konard O Hauffe Dds PC, Inmate Medical, \$384.79; Hawley Insurance Service, Notary Bonds, \$150.00; Paulette Heesch, Mileage to Sinai- Election, \$13.86; Dennis Hetrick, Enhanced Concealed Carry Class, \$320.00; Hillyard/Sioux Falls, Cleaning Supplies, \$463.58; Tim Hogan, Crt Appt Attorney, \$1,011.28; Homestead Do-It Center, Screws, \$17.39; Hometown Service & Tire, Tire Repair, Vehicle Service, \$188.99; Igrow, 4H Calendars, \$70.00; INA Group LLC, Tax Certificate, \$1,905.91; INA Group LLC, Tax Certificate, \$4,019.44; Indeed Inc, Job Postings, \$1,445.83; Inter-Lakes Community Action, 4th Qtr Comm Service Worker, \$3,184.50; Interstate Telecom. Coop, Phone Service, \$375.38; KCH Law, CAA Inv MI Hearing, \$136.22; Kennedy Pier Knoff Loftus, CAA Inv MI Hearing, \$350.80; Kibble Equipment LLC, Adapter, Hose Fitting, \$203.89; Kingbrook Rural Water, Water, \$33.00; Benjamin L. Kleinjan, Crt Appt Attorney, \$785.60; L&L Auto & Truck Parts, Shop Supplies, \$543.51; Lake Hendricks Township, Gopher Bounty Program, \$208.50; Lewis & Clark Behavioral, Behavioral MI Intake, \$165.00; L.G. Everist, Inc, River Rock, \$858.08; Light & Siren, Handheld 400 Siren, Light Bar, \$376.61; Lincoln County Auditor, MI Hearings/Evaluations, \$127.38; Lowe's, Janitor Supplies, Measuring Wheels, \$115.80; Lyle Signs Inc, Firemarkers, \$190.80; Mack, Sonia, October Travel, \$81.48; Mailfinance, Lease Postage Machine, \$1,556.07; Martin's Inc, Bruce Diesel, \$1,309.54; McKeever's Vending, Inmate Commissary, \$534.56; Midwest Alarm Company, Fire Alarm Monitoring Annual, \$270.96; Moriarty Rentals, Rent, \$650.00; Moser, Misty, Weed & Pest Annual Dist Mtg, \$40.00; National 4-H Council Supply, 4H Pins, Folders,

Medals, \$1,050.86; Newegg Business Inc, Printers, \$457.99; Nick Norgaard, Boot Allowance, \$250.00; Northwestern Energy, Natural Gas, \$999.70; Office Depot Inc, Copy Paper, Office Supplies, \$164.54; Office Peeps Inc, Office Supplies, \$1,030.13; One Source, Background Checks, \$396.95; Outlaw Graphics, 4H Magnets, \$120.00; Pharmchem Inc, Sweat Patch Analysis, \$371.15; Prochem Dynamics LLC, Supplies, \$583.10; Qualified Presort Service, Postage Service, \$48.39; Razors Edge Grounds Keep, Lawn Care, \$2,150.00; RDO Equipment Co, Conveyor Belt, \$1,758.98; Redwood Toxicology Labor, U/A Tests, \$1,661.51; Rick Ribstein, Crt Appt Attorney, \$890.74; River City Supply LLC, 4H Tablecloths, Supplies, \$990.45; Rude's Funeral Home Inc, County Burial, \$3,000.00; Running's Supply Inc, Supplies, \$4.19; Satellite Tracking of People, GPS Inmates, \$403.00; SD Attorney General's Office, 24/7 Participation Fee, \$167.00; SD Attorney General's Office, 24/7 Scram Fees, \$2,542.00; SDACO, ROD Relief Fund Oct 2018, \$908.00; SDSU Extension Service, State Fair Mileage Reimbursement, \$92.82; Secretary of State, Notary Bonds, \$90.00; Sherman Township, Gopher Bounty Program, \$31.50; Sioux Falls Two Way Radio, Battery, Pagers, Contract, \$2,235.99; Sioux Valley Energy, Utilities, \$261.00; Southpaw Defense, Range Safety Officer Class, \$300.00; Pam Stern, Rent, \$650.00; Sturdevant's Auto Parts, Parts, Supplies, \$452.07; T&S Repair, Repair, \$153.74; Anthony Teesdale, Crt Appt Attorney, \$8,054.30; Town & Country Shopper, Notices, \$517.00; Town of Sinai, Sinai Shop Utilities, \$64.00; Transource, Repair, \$2,639.47; Truenorth Steel, 42b, \$4,762.80; United States Postal Service, Postage by Phone, \$500.00; UPS Store, Shipping, Printing, \$388.96; Steven Ust, Building Inspections, \$500.00; Vandenberg Law, Crt Appt Attorney, \$634.50; Walburg, Duane, Animal Control Mileage, \$58.80; Walmart Community, Event & Class Supplies, \$433.89; Wheelco Truck & Trailer, Def, \$149.70; Terry D Wiczorek PC, Crt Appt Attorney, \$446.42; SD Dept of Revenue, November Remittance, \$420,864.27.

### *Department Head Reports*

Highway Superintendent Richard Birk said the low bidder for the two bridges on South Highway 77 was Prahm Construction, Inc out of Slayton, Minnesota. He said the low bid came in at \$3,056,597.05.

Birk said the Highway Department has gone to winter hours, which are Monday-Friday 7:00 a.m. to 3:30 p.m.

Sheriff Martin Stanwick said there are 34 inmates in jail. He said the average number of inmates per day is down from last year, but the ones who need to be in jail are in jail. Stanwick said he still struggles with classification of inmates.

Stanwick said they are hoping to start a new probation called Hope, which will be implemented January 1, 2019. Miller asked Stanwick to explain the Hope Probation program. Stanwick said the ones who don't qualify for Drug Court will go into the Hope Probation program. He said it's not as intense as Drug Court, but it still has structure.

Stanwick said SDSU might have two more games left to play in December so his department will be helping assisting.

Stanwick said he's been tracking what the School Resource Officer is doing in each of the schools. He said the resource officer is staying busy.

### *Finance Officer's Report*

Finance Officer Vicki Buseth presented the Finance Officer's Report for October 2018.

*October 2018*

Total amount of deposits in the bank.....	\$36,256,490.24
Total amount of actual cash: Currency.....	\$5,859.00
Coins.....	\$1.68
Total amount of checks/drafts in Treasurer’s possession not exceeding 3 days...\$1,688,004.29	
Itemized list of all other items.....	\$216,976.85
TOTAL.....	\$38,167,332.06

Commission/HR: \$16,365.80; Technology: \$5,946.07; Elections: \$3,060.59; Finance Office: \$19,761.85; States Attorney: \$28,321.94; Equalization: \$18,335.54; Register of Deeds: \$8,296.96; Veterans/Welfare: \$5,717.13; Sheriff’s Office: \$90,772.94; Coroner: \$426.22; Community Health: \$3,494.12; Extension: \$2,513.42; Weed: \$4,356.91; Planning/Zoning: \$6,164.61; Highway: \$46,639.40; Emergency Management: \$3,823.52; BCOAC: \$5,550.70.

AFLAC: \$3,023.62; Avesis: \$1,344.43; Office of Child Support: \$776.00; Delta Dental: \$5,366.46; Flex One: \$1,996.76; Principal Life Insurance: \$1,855.77; Garnishments: \$802.63; Local Teamsters: \$1,068.00; SDRS: \$44,472.54 SDRS Supplemental: \$1,849.00; EFTPS: \$84,113.86; Wellmark: \$107,470.58; AFLAC Group/CAIC Primary: \$324.86.

Be it noted, the expenditure adjustments for the month of October 2018 were presented to the board. \$5,911.42 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 October 2018 in the amount of \$32,566.00 was presented to the board.

Motion by Miller, seconded by Bartley to approve the following transfers as per budget appropriations for the fourth quarter of 2018:

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 \$18,517.75.

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

BCOAC Director Kristin Heismeyer said the Local Emergency Planning Cimmittee Meeting was held at the BCOAC and said it went well. Heismeyer said the Pumpkin Chucking event went very well.

Heismeyer said the lighting in the parking lot will be discussed at the next Advisory Board Meeting. Krogman recommended that Heismeyer check with the city zoning office before doing too much with lighting.

County Development Director Robert Hill said he attended a Planning Meeting on November 6<sup>th</sup>; attended a PPCC/POD Meeting at the hospital; attended a Local Emergency Planning Committee meeting; attended a telephonic pipeline infrastructure listening session discussing the permitting of the Basin Electric Power Cooperative Deer Creek Station; and attended a meeting

held by L.G. Everist on future grading plans for their permitted gravel operation. Hill said Office Manager Rae Lynn Maher attended the Baldrige 101 Workshop and County Development Deputy Director Richard Haugen plans to attend a Blizzard Meeting on December 6<sup>th</sup> in Mitchell.

## **REGULAR BUSINESS**

Motion by Krogman, seconded by Miller to approve for recording purposes and authorize Chairperson Pierce to sign Resolution #18-45: a plat of Lot 12A, Block 1, Sunset Point Addition of Section 22, Township 112 North, Range 47 West of the 5<sup>th</sup> P.M., Brookings County, South Dakota. All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Krogman to approve for recording purposes and authorize Chairperson Pierce to sign Resolution #18-46: a plat of Lot 1 of Lot 47 Al Mar Lake Hendricks Addition to the County of Brookings in Government Lot 5 of Section 21, T112N, R47W of the 5<sup>th</sup> P.M., Brookings County, South Dakota. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Miller to approve for recording purposes and authorize Chairperson Pierce to sign Resolution #18-47: a plat of Blocks 1&2 of Lot H-1 in the northeast ¼, Section 1, T112, R51 W of the 5<sup>th</sup> P.M., Brookings County, South Dakota. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Pierce to sign Resolution #18-48: a Bridge Improvement Grant Program Resolution authorizing submission of applications for structure #06-12-080. Background information was provided by Highway Superintendent Richard Birk.

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

### **RESOLUTION #18-48 BRIDGE IMPROVEMENT GRANT PROGRAM RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS**

WHEREAS, Brookings County wishes to submit an application/applications for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER(S) AND LOCATION(S):  
06-112-080 (1 south and 0.8 west of Bruce) (Preservation Grant)

and WHEREAS, Brookings County certifies that the project(s) are listed in the county’s Five-Year County Highway and Bridge Improvement Plan;

and WHEREAS, Brookings County agrees to pay the 20% match on the Bridge Improvement Grant funds;  
and WHEREAS, Brookings County hereby authorizes the Bridge Improvement Grant application(s) and any required funding commitments.

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application(s).

Vote of Commissioners/Council: Yes   5   NO     

Dated at Brookings, SD, this 20<sup>th</sup> day of November, 2018.

ATTEST:

Vicki Buseth  
County Auditor

Lee Ann Pierce  
Chairperson

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Pierce to sign Agreement #18-101: a State of South Dakota, Department of Transportation, Bridge Improvement Grant Agreement for Preliminary Engineering- State Administration for structure #06-153-200. Background information was provided by Highway Superintendent Richard Birk.

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

Motion by Miller, seconded by Bartley to approve and authorize Chairperson Pierce to sign Agreement #18-102: a Letter of Agreement between Brookings County and First District Association of Local Governments to assist with updating the county’s hazmat plan. Background information was provided by County Development Director Robert Hill.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Bartley to approve and authorize Chairperson Pierce to sign Agreement #18-103: a State of South Dakota Consultant Contract for provision of Community Health Services between Brookings County and the South Dakota Department of Health, Family and Community Health, Child and Family Services.

Commissioner Pierce asked if this agreement is any different than last year’s agreement. Commission Department Director Stacy Steffensen said they increased the state’s salary so that change is in the agreement. Pierce said she has concerns regarding the insurance part of the agreement and asked that the board table the agreement until the States Attorney’s office has had a chance to look at it.

Motion by Bartley, seconded by Krogman to table Agreement #18-103 until Tuesday, December 18, 2018. All members voted “aye.” Motion carried.

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Pierce to sign a Request to Fill Vacancy in the Register of Deed’s Office.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Bartley to appoint Stephne Miller to the First District Planning Board to begin January 1, 2018. All members voted “aye.” Motion carried

Motion by Miller, seconded by Krogman to appoint Steve Olson to the Weed & Pest Board to begin January 1, 2018. All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen attended and discussed the Safety & Risk Management Conference and the Baldrige 101 Workshop. She said both sessions were really good. Steffensen said she attended the Sioux Valley Commissioners’ Meeting in DeSmet.

Steffensen discussed upcoming dates with the board.

Deputy States Attorney Michael Taylor said States Attorney Teree Nesvold appointed Wendy Kloepfner as a Limited Deputy State's Attorney for Brookings County, South Dakota due to a conflict of interest in a prosecution.

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

Commissioner Jensen attended interviews for the Highway Superintendent position; canvassed the General Election votes; attended the 4-H Recognition Event; attended the 10-County Meeting; and attended the Pre-Legislative Luncheon.

Commissioner Miller attended interviews for the Highway Superintendent position; canvassed the General Election votes; attended the 4-H Recognition Event; attended the 10-County Meeting; attended a Domestic Abuse Meeting; and attended the Pre-Legislative Luncheon.

Commissioner Krogman attended interviews for the Highway Superintendent position; canvassed the General Election votes; attended the 10-County Meeting; attended the Growth Partnership Meeting; and attended the Pre-Legislative Luncheon.

Commissioner Bartley attended interviews for the Highway Superintendent position; canvassed the General Election votes; attended the 4-H Recognition Event; and attended the 10-County Meeting.

Commissioner Pierce attended the County Planning & Zoning Meeting; attended the 4-H Recognition Event; attended the BEDC Meeting; attended the LEPC Meeting; attended the Chamber Mixer; attended the Pumpkin Chucking Event; and attended the Pre-Legislative Luncheon.

### **EXECUTIVE SESSION**

Motion by Krogman, seconded by Miller to enter into Executive Session at 9:35 a.m., in accordance with SDCL 1-25-2(1), personnel. All members voted "aye." Motion carried.

Motion by Krogman, seconded by Bartley to come out of Executive Session at 10:52 a.m. All members voted "aye." Motion carried. No action was taken.

### **ADJOURNMENT**

Motion by Bartley, seconded by Jensen to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, December 4, 2018.

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Jenna Byrd  
Finance Assistant II

## Brookings County

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