

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, JULY 2, 2019

The Brookings County Board of County Commissioners met in regular session on Tuesday, July 2, 2019 with the following members present: Michael Bartley, Larry Jensen, Lee Ann Pierce, Angela Boersma and Ryan Krogman.

CALL TO ORDER

Chairperson Bartley called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Pierce, seconded by Jensen to approve the agenda for the July 2, 2019 Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, SDCL 1-25-2(4)(6), contract negotiations and security were added to the Executive Session.

CONSENT AGENDA

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

The consent agenda consisted of the minutes from the June 18, 2019 Commission Meeting.

Travel Requests: Brian Gustad, Jeff Anderson, Cliff Friedrich & Chris Mulhair to attend an LTAP Equipment and Product Demo Day on July 17th in Canton; Laura Littlecott to attend the Brookings Area Workforce Conference on July 25th in Brookings; Eileen Aberle to attend SDDVA the Benefits School on August 26th-29th in Pierre; Michael Holzhauser to attend the State VSO School on August 26th-29th in Pierre; Jean Stoebner and Melissa Walsh to attend the Office Peeps 2019 Product Show on September 12th in Watertown.

Personnel Action Notices: routine step increase- Richard Haugen to \$25.74, effective May 1, 2019; routine step increase- Chris Mulhair to \$21.55, effective June 1, 2019; routine step increase- Mitch Lang to \$16.68.

Human Services Report: case #19-084 for rent was approved; case #19-085 for utilities was approved; case #19-086 for rent was approved; case #19-087 for rent was approved.

ROUTINE BUSINESS

Approval of Claims

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

605 Custom Design LLC, Employee Polos, \$239.00; A&B Business Inc, Copier Contract, \$343.90; ADRDL SDSU Animal Disease, Rabies Testing, \$63.00; Allegra Print & Imaging, Business Cards, \$90.26; Anderson Oil, Diesel - White Shop, \$823.97; Angela Sofia Mitzel, Translator Fees, \$50.00; Aragon, Martha, Translator Fees, \$25.00; AT&T Mobility, Mobile Service, \$360.36; ATCO International, Sunscreen Lotion Packets, \$169.20; Banner Associates, Design, 5 Year Plan, \$30,755.53; Bowes Construction, Overlay, \$1,114,810.60; Bozied Oil Co Inc, Patrol Car Washes, \$305.00; Brevik Law Office, CAA INV Mental Illness Hearing, \$488.10; Brookings County Finance Office, Delinquent Taxes, \$315.48; Brookings Property Management, Care of Poor Rent, \$475.00; Century Business Products, Copier Contract, \$144.73; Century Link, Long Distance Service, \$148.33; Chad Ford, Zoning Mtg Mileage Jan-June, \$102.84; City of Brookings, 2018 E911 -County Share, \$32,000.00; City of Volga, Care of Poor Utilities, \$236.60; Clites Electric Inc, Electrical for Heat Tape, \$523.48; Courtesy Plumbing Inc, Jail Repairs, \$208.08; Cramer, Mandi, Meeting Per Diem, \$17.00; Darcy Lockwood, Inv Mental Illness Hearing, \$12.00; David Olson, Care of Poor Rent, \$650.00; Davis, Thomas, Zoning Mtg Mileage Jan-June, \$67.56; Dell Marketing LP, Dell Desktop Computers, \$3,502.75; Donald McCarty, Crt Appt Attorney, \$639.95; Eileen Aberle, Veterans Training Reimbursement, \$290.52; Einspahr Auto Plaza, Jeep Repair, \$65.98; Einspahr Auto Plaza, Patrol Vehicle Maintenance, \$70.00; Elenkiwich, Kimberly, Zoning Mtg Mileage Jan-June, \$18.05; Erickson, Roger, Zoning Mtg Mileage Jan-June, \$60.00; Farstad Oil Inc, Brookings Diesel, \$14,630.55; Fastenal Company, Supplies, \$48.45; Fite, Pierce & Ronning Law, Crt Appt Attorney, \$385.40; Foerster Office & Supply, Janitorial Jail Supplies, \$424.89; Gass Law, Pc, Crt Appt Attorney, \$1,170.70; Graves Construction, Bridge Work, \$38,072.11; Hy-Vee Food Store, Board Meeting Lunch, \$23,928.25; JCL Solutions, Orange Tough, \$644.60; Jennifer Goldammer, Crt Appt Attorney, \$2,388.80; Jensen, Randy, Zoning Mtg Mileage Jan-June, \$33.27; Katterhagen, Mark, Inv Mental Illness Hearing, \$12.00; Kimball Midwest, Shop Supplies, \$213.37; Kleinjan, Darrel, Zoning Mtg Mileage Jan-June, \$81.36; Knowles Publishing Inc, Trial Lawyers Series Evidence, \$135.45; Kristin A Woodall, Transcripts, \$16.00; Kristin Gonsoir, 4H Horse Show Judge, \$260.04; L&L Auto & Truck Parts, Supplies, \$10.43; L. G. Everist, Inc, Ballast 35B, Erosion Stone 10, \$1,566.32; Lewno, Lucy, Inv Mental Illness Hearing, \$156.50; M&T Fire & Safety Inc, Patrol Vehicle Maintenance, \$243.00; Mack, Sonia, April-June Travel, \$227.64; Maher, Rae Lynn, CRMCS Per Diem, \$11.00; McGrath North Mullin & Kratz Pc, Professional Services Thru, \$4,413.33; McKeever's Vending, Inmate Commisary, \$987.44; Michael McHugh, Zoning Mtg Mileage Jan-June, \$149.16; Minnehaha County JDC, JDC Costs, \$16,391.81; Moriarty Rentals, Care of Poor Rent, \$650.00; Nancy J Nelson, Crt Appt Attorney, \$2,945.95; Nelson, Darrell, Zoning Mtg Mileage Jan-June, \$34.60; Nielsen's, Supplies, \$19.35; Northwestern Energy, Natural Gas Utilities, \$10.00; Office Peeps Inc, Office Supplies, Paper, \$1,955.78; Patricia J Hartsel, Transcripts, \$68.60; Pheasantland Industries, Shirts, \$105.04; Prochem Dynamics Llc, Supplies, \$566.54; Prussman Contracting Co, Replaced Culvert, \$2,519.40; Razors Edge Grounds Keeping, Mowng, Fertilizer, Dethatching, \$820.00; RC First Aid, Med Supplies, \$125.75; RFD Newspapers Inc, Legal Notices, \$35.48; Rochel, Robert, Zoning Mtg Mileage Jan-June, \$95.76; Running's Supply Inc, Sorting Panels, \$109.98; Satellite Tracking of People, GPS Tracking, \$698.75; SD Sheriff's Association, Annual Savin Maint Fee, \$880.00; SDNAFVSA, Membership, \$200.00; SDSU Extension, Pickup use for Weigh-In, \$26.52; SDVSOA, Annual Conference, \$100.00; Spence, Terrell, Zoning Mtg Mileage Jan-June, \$145.81; Steen, Peggy, Mileage, \$48.72; Steven Ust, Building Inspections, \$600.00; Terry D Wiczorek Pc, Crt Appt Attorney, \$6,086.45; Thomson Reuters - West, Zoning Bulletin Subscription, \$492.00; Tim Hogan, Crt Appt Attorney, \$6,530.14; Timothy J Cummings, Crt Appt Attorney, \$1,025.50; Two Way

Solutions Inc, Patrol Car Equipment, \$61.49; Valley Motorsports, Spark Plugs, \$12.03; Vandenberg Law, Crt Appt Attorney, \$831.25; Vantek Communications Inc, North Repeater Monthly Fee, \$100.00; Verizon Wireless, Wireless Service, \$40.01; Walmart Community, Office Supplies, \$22.75; Wells Fargo, Wells Fargo CC Supplies, \$4,715.43; Westhill Upholstery, Recover 12 Office Chairs, \$1,759.10; Yankton County Sheriff, Service of Process, \$100.00; Yankton County Treasurer, Mental Illness Hearings, \$470.50; July Cell Phones: Eileen Aberle, \$45.00; Anderson, Jeffrey G, \$75.00; Bartley, Michael, \$75.00; Biteler, David, \$30.00; Suzanne Bjordal, \$30.00; Angela Boersma, \$75.00; Brehmer, Jacob, \$105.00; Dave Bublitz, \$45.00; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; Jeffrey Conrad, \$30.00; Dejong, Darren J., \$60.00; Becky Eggebrecht, \$30.00; Friedrich, Cliff, \$45.00; Giegling, Mike, \$30.00; Gross, Linda, \$30.00; Brian Gustad, \$105.00; 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; Justin Johnson, \$30.00; Larry Klingbille, \$30.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Dane Larsen, \$30.00; Littlecott, Laura, \$45.00; Mccrea, Don, \$15.00; Eric Mette, \$75.00; Moser, Misty, \$75.00; Kevin Murfield, \$30.00; Dan C Nelson, \$105.00; Lee Ann Pierce, \$75.00; Jon Pike, \$60.00; Plowman, Shawn, \$90.00; Bryan Schreur, \$30.00; Sebring, Scott, \$105.00; Reid Squires, \$30.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Cody Sunderland, \$30.00; Sweebe, Bart, \$105.00; Witchey, Kristen, \$75.00.

Department Head Reports

Highway Superintendent Brian Gustad updated the board on projects that are going on throughout the county. Gustad said Bowes Construction removed all equipment from Brookings County Road 35 and have not given Banner or the county any indication on when they would return to complete the work. Depending on Bowes Construction's timeline, Gustad said they may forego that route as this was a route Brookings County has planned to chip seal.

Gustad said Grave's Construction began setting the precast deck units to the Deer Creek Station bridge.

Gustad said he attended the Volga and Rural US14 stakeholder group meeting on Wednesday, June 26th.

Gustad said there was a rollover accident in Hamlin County, which resulted in a Round-Up and diesel fuel spill.

Sheriff Martin Stanwick said there are 39 inmates in jail and 123 individuals participating in the 24/7 program.

Stanwick said he attended the Volga and Rural US14 stakeholder group meeting. He said he and the City of Volga have a lot of concerns regarding pedestrian safety along Highway 14 with Dollar General and the new Casey's going in. Stanwick said he asked the DOT to look at the railroad crossing on Highway 14 and consider putting up yellow flashing lights. He said the DOT responded and agreed to yellow flashing lights at the crossing.

Stanwick said he and Jail Administrator Bart Sweebe attended an E-care Meeting, but said he doesn't have a lot to report back because there's still a lot of unknowns on how it will operate.

Stanwick discussed the rollover incident in Hamlin County.

States Attorney Dan Nelson asked Stanwick to talk about the discussions they had on whether or not Avera Behavioral Health would be willing to accept involuntary committals. Stanwick said Avera at this point doesn't want to take individuals who are under arrest, but there is talk about being able to use that facility. Stanwick said he doesn't know what the cost would be. He said the problem with the Human Services Center in Yankton is that they have the room, but

not the staff. Pierce said it used to be a huge difference in cost between Avera Behavioral Health and HSC. Pierce said they need to be careful about making that change from HSC to Avera because they want the program in Yankton to get better and in order to do that, they have to keep providing services. Pierce asked Commission Department Director Stacy Steffensen if she would reach out to the Finance Office and find out what the difference in cost would be.

Finance Officer Vicki Buseth said the Sheriff's Office had a distress warrant mobile home sale. She said there were eleven mobile homes on the sale and six of them sold bringing in a total of \$2,592.35.

Buseth said Brookings Area United Way's Executive Director Heidi Gullickson stopped in and wondered if the commission would be willing to write a letter of intent to try and fund \$2,500 each year to the 211 helpline. Bartley said it's hard to say what will happen in the future, but the county has a history of committing to that level and it's in the 2020 budget. Pierce said she would like to know what is going on with 211. Commission Department Director Stacy Steffensen said she could reach out to Gullickson and see if she would be willing to come and present.

By consensus, the board agreed to write a letter of intent.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., the board held a public hearing on a Retail On/Off Sale Malt Beverage & SD Farm Wine license to Schade Vineyards, Inc.

Motion by Pierce, seconded by Boersma to approve a Retail On/Off Sale Malt Beverage & SD Farm Wine license to Schade Vineyards, Inc.

Chairperson Bartley opened the public hearing and called for proponents.

Dillon Ringling was present for questions and/or comments. Pierce asked Ringling if the hours would change now that they are adding malt beverages to their license. Ringling said their hours will remain the same.

Chairperson Bartley called for opponents. Hearing none, Chairperson Bartley closed the public hearing.

All members voted "aye." Motion carried.

Department Head Reports Continued

Weed & Pest Supervisor Misty Moser said they are half-way done with county roads and have four townships left to spray. She asked the board if they are okay with some overtime hours for the employees. Pierce said she is okay with it as long as the money is in the budget.

County Development Director Robert Hill said a special County Planning & Zoning Meeting was conducted on June 20th. He said that meeting went well.

Hill said the Amateur Radio Relay League conducted their annual Field Day at the Brookings Gun Club.

Hill said he attended the USDOT Gas Pipeline Advisory Committee Meeting in Washington D.C.

Hill said Planning Commission Chairperson Robert Rochel from Elkton, SD passed away. Hill said it is easy to overlook the members of various boards that the county has in place but Rochel served on the Planning Commission since 1996. He said it is people like him that have helped shape Brookings County into what it is today through the Planning & Zoning programs. Hill said he also

served on the Brookings County Conservation Service Board from 1987 to 2014. Hill said they will have a moment of silence in honor of Rochel at their next Planning & Zoning Meeting.

Hill said he attended a meeting to review the City of Brookings Airport Emergency Plan.

Hill discussed upcoming dates with the board.

Hill said SDHWY 81 has water over the road after this weekend's rainfall.

Director of Equalization Jacob Brehmer discussed the new productivity numbers with the board. Brehmer discussed the Schneider Geospatial Agreement with the board. He said it's a contract between Brookings County and Beacon, and what they are trying to do is put a link on the search page for all subscribers to view the Certificate of Values for all real estate transactions. Brehmer said it would be linked by month starting in August. He said there is a fee at \$600/year. Pierce asked Brehmer if he's read the terms of service as part of the agreement. Brehmer said he has not. States Attorney Dan Nelson said he has not reviewed the terms of service agreement either.

Commission Department Director Stacy Steffensen said 4-H Advisor Sonia Mack provided a staff report, which was included in the packet.

REGULAR BUSINESS

The board held the First Reading of Ordinance #2019-01: an ordinance establishing a 35 mile per hour speed limit upon a portion of Brookings County Road 5, also known as 464th Avenue.

The second reading of Ordinance #2019-01 will be Tuesday, July 23, 2019 at 9:00 a.m.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign Resolution #19-19: a resolution authorizing the purchase of construction equipment from the State of South Dakota - Contract 17286, bid process.

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

Resolution #19-19

A RESOLUTION AUTHORIZING THE PURCHASE OF CONSTRUCTION EQUIPMENT FROM THE STATE OF SOUTH DAKOTA

WHEREAS, Brookings County Highway Department will need one COMPACT TRACK LOADER; and

WHEREAS, STATE OF SOUTH DAKOTA, has recently gone through a competitive bidding process for CONSTRUCTION EQUIPMENT, such bidding process culminating in the bids being opened on MARCH 1, 2019;

WHEREAS, CLARK EQUIPMENT COMPANY, was the lowest responsible bidder under such STATE OF SOUTH DAKOTA-CONTRACT 17286, bid process and CLARK EQUIPMENT COMPANY is willing to provide equipment to BROOKINGS COUNTY under the same terms and options as available to STATE OF SOUTH DAKOTA-CONTRACT 17286, 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 Brookings County Highway Department is hereby authorized and directed to contract one COMPACT TRACK LOADER, based upon the bid price, or less, as established through the competitive bidding process of STATE OF SOUTH DAKOTA-CONTRACT 17286, with the unit and specifications as follows:

Adopted this 2nd day of July, 2019

Michael Bartley
Chairperson, Brookings County
Board of County Commissioners

ATTEST:

Vicki Buseth
Brookings County Finance Officer

Motion by Boersma, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #19-38: a State of South Dakota Department of Transportation Funding Agreement. Background information was provided by Highway Superintendent Brian Gustad.

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

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #19-39: a State of South Dakota Department of Transportation Bridge Improvement Grant Agreement for Preservation - Local Administration. Background information was provided by Highway Superintendent Brian Gustad.

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

Motion by Boersma, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #19-40: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Eureka Township.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #19-41: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Brookings Township.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #19-42: a Professional Services Agreement with Schneider Geospatial. Pierce said its poor procedure for the board to approve an agreement that adopts another contract that no one has read. IT Specialist Shawn Plowman said the county has an existing agreement with them where we’ve already agreed to the terms of service so if there is an issue it probably would have already occurred by now. Plowman said they’ve used Schneider for at least ten years.

Motion by Pierce, seconded by Boersma to table the agreement until the July 23rd Meeting. Roll call vote: Krogman “aye,” Jensen “aye,” Pierce “aye,” Boersma “aye,” Bartley “aye.” Motion carried.

Motion by Pierce, seconded by Boersma to approve and authorize Chairperson Bartley to sign Agreement #19-43: a Minnehaha County Jail Per Diem contract. Background information was provided by Sheriff Martin Stanwick.

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

Motion by Boersma, seconded by Krogman to approve spending \$25,000 out of the Fire Department long-term fund by the Toronto Fire Department for a pumper truck. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Krogman, seconded by Pierce to approve the low bid for the parking lot at the City & County Government Center to Clark Drew Construction, Inc.

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

Motion by Krogman, seconded by Boersma to approve to declare a hard cab, garden tools, time clock, battery charger, burnisher floor polisher, 2-backpack vacuums, 17” upright vacuum, 25” area vacuum, 1997 Chevy Ck107 pickup, Safari Cover, 2-office rolling chairs, brochure holder and 22 metal folding chairs as surplus property and sell vial online auction, a Bissel carpet cleaner, 2-Ricoh MP C4002SP, other computer hardware, 3-10/100 network switches, Ricoh AFICIO Mp C2551, 9-computers, 12 monitors, 1 office rolling chair to be disposed.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said she drafted an employee survey dealing with county benefits and asked the board whether or not this is something they want to send out to the employees. Pierce said she doesn’t have a problem with having a survey for employees, but has some concerns with how some of the questions are being asked. She said she would work with Steffensen on the draft.

Steffensen said Joan Crooks with the Brookings County Conservation District is looking at August to hold the annual tour. Steffensen asked the board which dates work best.

Steffensen discussed upcoming dates with the board.

States Attorney Dan Nelson asked the county commission to reconsider the funding that’s being allocated to the Boys & Girls Club and put the dollar amount back up to the \$25,000 mark before the 2020 budget is finalized. He asked the board to give him one more year to show that they are fully utilizing the club. He said the Boys & Girls club has a lot of resources but they struggle getting delinquent teenagers to the club. Nelson said that is where the States Attorney comes in to play because attending the club could be part of their sentence. He said that is something the judges and he are working out. Nelson said decreasing the funding would be taking a step backwards especially when they are willing to step up and take on more delinquent children.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Pierce discussed the 20th Street South Overpass.

Commissioner Boersma attended the RuralX Conference in Mitchell; attended a Strategic Planning Session for East Central Behavioral Health; met with Steffensen to discuss the county lien process and the Medary Monument restoration.

Commissioner Krogman attended a Growth Partnership Meeting; attended a BCOAC Advisory Board Meeting; attended a Brookings Health Meeting; attended a BATA Meeting; and attended the DOT HWY 14 Stakeholders Meeting.

Commissioner Jensen attended a BCOAC Advisory Board Meeting; attended an Intergovernmental Meeting; and received a phone call on drainage issues south of Brookings.

Commissioner Bartley attended a STIP Meeting and attended the BEDC Meeting.

EXECUTIVE SESSION

Motion by Krogman, seconded by Boersma to enter into Executive Session at 10:12 a.m., in accordance with SDCL 1-25-2(3)(4)(6), consulting with legal counsel, contract negotiations and security. All members voted “aye.” Motion carried.

Motion by Boersma, seconded by Krogman to come out of Executive Session at 11:27 a.m. All members voted “aye.” Motion carried. No action was taken.

ADJOURNMENT

Motion by Boersma, seconded by Bartley to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, July 23, 2019 at 8:30 a.m. A special Commission Meeting will be held Tuesday, July 9, 2019 at 8:30 a.m.

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Jenna Byrd
Finance Assistant II
Brookings County

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