

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; Aveis: \$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 disappointment 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

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