

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, DECEMBER 20, 2016

The Brookings County Board of County Commissioners met in regular session on Tuesday, December 20, 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 December 20, 2016 Commission Meeting was approved without objection.

CONSENT AGENDA

Motion by Pierce, seconded by Yseth to approve the consent agenda. Motion carried. The consent agenda consisted of the minutes from the December 6, 2016 Commission Meeting, the minutes from the December 8, 2016 Joint County Commission & City Council Meeting, and the minutes from the December 13, 2016 Commission Meeting.

Travel Requests: Commissioners, Stacy Steffensen, & Vicki Buseth to attend the Chamber's Legislative Preview Luncheon on December 5th in Brookings; Sean Doremus to attend a Drug Recognition Expert School on January 16th-27th in Aberdeen; Robert Hill to attend the Louisiana State University per 222 Public Safety WMD Response on March 6th-8th in Sioux Falls; Robert Hill to attend the 2017 South Dakota/North Dakota/Wyoming Pipeline Safety Operator Training Conference on March 28th-31st in Rapid City; Michael Holzhauser to renew his PIV Badge on December 2nd in Sioux Falls.

Personnel Action Notices: routine step increase- Matt Christensen to \$19.26, effective September 1, 2016; new hire- Deputy States Attorney Brittany McKnight at \$63,016, effective December 1, 2016; voluntary resignation- Abigail Baatz, effective December 1, 2016; annual review- Martin Stanwick to \$93,974.00, effective January 1, 2017; annual review- Beverly Chapman to \$68,620.00, effective January 1, 2017; annual review- Vicki Buseth to \$75,646.00, effective January 1, 2017; annual review- Stacy Steffensen to \$69,107.00, effective January 1, 2017; annual review- Richard Birk to \$70,759.00, effective January 1, 2017; annual review- Misty Moser to \$43,225.00, effective January 1, 2017; annual review- Chris Lilla to \$60,038.00, effective January 1, 2017; annual review- Robert Hill to \$70,368.00, effective January 1, 2017; annual review- Michael Holzhauser to \$68,590.00, effective January 1, 2017.

Human Services Report: case #16-187 for Avera McKennan was approved; case #16-189 for City of Aurora was approved; case #16-190 for rent was approved; case #16-190A for Brookings Municipal Utilities was approved; case #16-191 for rent was approved; case #16-050 for Avera McKennan was approved; case #14-191C for Avera McKennan was approved; case #16-193 for rent 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 Contracts, \$730.38; AgFirst Farmers Coop, Hook Up Service to Sinai Shop, \$477.20; Airgas USA LLC, Gloves, \$120.57; Amp Electric Construction, Repair Two Lights, \$103.17; Anderson Oil, Dyed Diesel White Shop, \$986.44; Aragon, Antonio, Translation Services, \$262.50; Aragon, Martha A, Translation Services, \$200.00; Arlington Fire Department, 1995 Spartan Gladiator, \$29,784.39; Aurora Auto Body & Glass Inc, Tow, \$214.00; Auto Body Specialists, Undercoat, Paint Thinner, \$139.39; Avera Mckennan Hospital, Mental Health Hold, \$2,098.50; Avera Medical Group, Prisoner Medical, \$312.22; Banner Associates, Engineering Services, \$12,835.75; Bowes Construction, Asphalt Pick Up, Patching, Gravel, \$56,446.56; Bozied Oil Co Inc, Car Washes, \$116.00; Brookings City Utilities, Utilities, \$7,161.57; Brookings Engraving, Sign Plates, Portrait Book, \$167.25; Brookings Health System, ER Investigation, Health Screenings, \$1,666.00; Brookings Public Library, 4th Qtr Payment, \$4,375.00; Brookings Register, Year Subscription, Publishing, \$5,266.71; Brothers Pharmacy, Inmate Medication, \$1,613.92; Buffalo Ridge Newspapers LLC, Legal Notices, \$103.20; Buhls of Brookings Cleaners, Rugs, Mops, \$94.40; Butler Machinery Co, Filters, Repair, \$5,975.84; Carquest Auto, Shop Supplies, \$112.03; Central Business Supply, Stool, Office Supplies, \$1,729.43; Century Business Products, Copier Maintenance, \$849.87; Century Link, Long Distance Phone, \$298.24; Channel Properties, COP Rent, \$550.00; City of Aurora, COP Utilities, \$494.91; City of Brookings, 7/5-11/30 Animal Impounds, \$420.00; City of White, Utilities, \$54.15; Civic Plus, Annual Website Hosting, \$5,898.10; Claritus, Ink Cartridge, Tape, \$202.74; Brenda K Colombe, November Services, \$1,000.00; Compass Counseling & Assessment, Psychosexual Assessment, \$1,800.00; Cook's Wastepaper & Recycling, Commercial Service, \$649.48; Credit Collections Bureau, Collection, \$599.48; Dakota Data Shred, Billing Period 11/1-11/30, \$44.85; Dakota Service, Towing, \$555.00; Davis, Thomas, Zoning Mtg Mileage, \$56.30; Dell Marketing LP, Hard Drive, \$226.03; Den-Wil Inc, Monthly Rent, \$877.00; Elenkiwich, Kimberly, Zoning Mtg Mileage, \$36.10; Erickson, Roger, Zoning Mtg Mileage, \$130.00; Eselnd, Inc, Equipment Installation, \$112.20; Eureka Township, Gopher Bounty Program - 201, \$301.50; Exhaust Pros, Carry Out Pipe, \$29.95; Fastenal Company, Nuts/Bolts For Shop, \$21.31; Feucht Construction, Sinai Shop, \$360.42; First Bank & Trust, Fuel, Training, Meds, Supplies, \$1,225.71; Fite, Pierce & Ronning Law, Crt Appt Attorney, \$2,814.40; Fix It Shop Locksmith, Deadbolt for Bathroom, \$105.00; Foerster Office & Supply, Janitorial Supplies, Paper, \$498.35; Forrest Holding, Tax Certificate, \$1,594.26; G&K Services, Laundry Services, \$420.43; Gass Law, PC, Crt Appt Attorney, \$1,376.75; Graybar Electric Co Inc, Lights, \$79.85; Patricia J Hartsel, Transcripts, \$140.60; Konard O Hauffe DDS PC, Prisoner Dental, \$259.77; Tim Hogan, Crt Appt Attorney, \$3,647.33; Holzhauser, Michael, Conference Expenses, \$1,722.85; Homestead Do-It Center, Concrete Mix, \$10.78; Hometown Service & Tire, LLC, Tires, \$527.26; Horn Law Office, Prof. LLC, CAA Mental Illness, \$235.00; Hy-Vee Food Store, Jury Meals, \$24.05; I State Truck Center, Reset Cruise, Filters, \$339.83; Inmate Services Corporation, Transport Inmate, \$586.00; Interstate Battery System, Battery, \$171.95;

James C Shaeffer & Association, Cylanceprotect-3yrs, \$9,900.00; Jensen, Randy J., Zoning Mtg Mileage, \$88.72; Johnson Feed Inc, Road Salt, \$6,358.72; Katterhagen, Mark, Inv Mental Illness Hearings, \$52.50; Kirkvold Oil Company, Tires, \$692.00; Kleinjan, Darrel, Zoning Mtg Mileage, \$94.92; Kleins, Foam Core Boards, \$1,000.00; Knapp Electric, Disconnect/Reconnect Gas Pump, \$1,714.00; L&L Auto & Truck Parts, Shop, Vehicle Supplies, \$2,819.39; Lewis & Clark Behavioral Health, Behavioral MI Intake, \$480.00; Lewno, Lucy, Inv Mental Illness Hearings, \$473.88; L. G. Everist, Inc, Icing Sand, \$2,680.68; Lincoln County Auditor, Mental Illness Expenses, \$2,642.13; Locators & Supplies, Coats, \$159.13; Lowe's, Vent, Lights, Plastic, Key Box, \$495.38; Lutheran Social Services, LSS Shelter Care 1 Day, \$185.52; Lyle Signs Inc, Bridge Weight Limit Signs, \$920.09; Reed T Mahlke, Crt Appt Attorney, \$782.00; Martin's Inc, Diesel, Bruce Shop, \$1,185.89; Matheson Tri-Gas Inc, Oxygen Welding Supplies, \$433.76; Donald McCarty, Crt Appt Attorney, \$12,528.36; McCrea, Don, Replace Void Ck#116067, Cell, \$15.00; McKeever's Vending, Inmate Commissary, \$1,448.36; Mediacom LLC, Dec-Law Library Internet, \$75.90; Midstates Equipment & Supply, Road Mat, \$22,698.00; Millborn Seeds Inc., Grass Seed, \$362.50; Minnehaha County JDC, Minnehaha County JDC Charges, \$16,689.99; National 4-H Council - Supply, 4H Tshirts, \$47.69; Nelson, Darrell, Zoning Mtg Mileage, \$86.50; Nancy J Nelson, Crt Appt Attorney, \$809.60; Newegg Business Inc, Year Monitors, Thumb Drives, \$1,525.60; Northwestern Energy, Natural Gas, \$1,574.05; Office Depot Inc, Toner, \$35.99; Office Peeps Inc, Batteries, Sorter, \$87.69; Ohlin Sales Inc, Radio Chargers w/Adapter, \$282.37; Olson, Steve, 12/7 Weed Board Mileage, \$16.80; Zach Page, Fuel, Training, \$45.06; Perry Electric Inc, Fire Alarm Repair, \$107.52; Pharmchem Inc, Sweat Patch Analysis, \$1,283.00; Pollard Law, PC, CAA Inv Mental Illness Hearing, \$380.00; Qualified Presort Service, Postage for Tax Notices, Mail, \$5,615.93; Ramkota Inn, Lodging for Safety Conference, \$198.00; Razor's Edge Lawncare, Fall Cleanup, Snow Removal, \$1,450.00; RDO Equipment Co, Light, Lift Hooks, \$1,428.04; Reliance Telephone, Inmate Phone Cards, \$2,000.00; Rental Depot, Trailer-Deliver Election Equip, \$111.90; Rick Ribstein, Crt Appt Attorney, \$3,444.07; Robbins, Jeff, Zoning Mtg Mileage, \$319.93; Rochel, Robert, Zoning Mtg Mileage, \$143.64; Running's Supply Inc, Shop Supplies, Waders, \$240.18; Satellite Tracking of People, GPS Tracking, \$198.25; Schuneman Equipment Co, Shop Supplies, \$1,126.46; SD Attorney General's Office, 24/7 Participation Fee, SCRAM, \$5,116.00; SD Building Officials Assoc, Membership, \$65.00; SD Dept of Transportation, County Pavement Markings, \$3,150.88; SDACO, ROD Relief Fund-Nov 2016, \$888.00; SDSU Extension, 4H Calendars, Mileage, \$206.00; SDSU Workstudy, SDSU Workstudy 10/22-11/21, \$85.68; Sheehan Mack Sales, Inventory Filters, \$146.25; Sherman Township, Gopher Bounty Program-25, \$37.50; Sinai Coop Elevator, Diesel, \$985.80; Sioux Valley Energy, Utilities, \$258.00; Spence, Terrell, Zoning Mtg Mileage, \$145.81; State Bar of South Dakota, Dakota Disc/Fastcase Subscription, \$500.00; Sturdevant's Auto Parts, Shop Supplies, \$80.33; Swanda, Karen, Inv Mental Illness Hearings, \$52.50; Swiftel Center, Dec Facility Maintenance, \$1,577.00; Anthony Teesdale, Crt Appt Attorney, \$1,527.76; Thomson Reuters - West, West Info, Northwester Reporter, \$1,548.69; Town & Country Shopper, Pocket Gopher Notices, \$105.00; Town of Sinai, Utiliites, \$64.00; Steven Ust, Building Inspections, \$400.00; Vandenberg Law, Crt Appt Attorney, \$3,358.00; Michael Vandeweerd, Zoning Mtg Mileage, \$39.64; Verizon Wireless, Mobile Data, \$280.07; Volga Township, Gopher Bounty Program - 142, \$213.00; VS/ADRDL, Rabies Testing, \$63.00; Walburg, Duane, Animal Control Mileage, \$25.20; Walmart Community, Office Supplies, Totes, \$89.90; Wheelco Truck & Trailer, Shop Inventory Supplies, \$251.58; Ww Tire Service Inc, O Ring 2510, \$19.95; Yankton County Sheriff, Service of Process, \$50.00; Yankton County Treasurer, Mental Illness Hearing, \$371.75; Young Door Service Inc, Overhead Door For Quanset, \$2,298.98; SD Dept of Revenue, December Remittance, \$380,973.97.

Department Head Reports

County Development Director Robert Hill said Deputy Director Richard Haugen attended a CSAP Meeting in Watertown. Hill said he attended a PPCC Meeting; participated in a conference call with the NACo Justice Committee; attended the Joint County Commission & City Council Meeting; attended a Homeland Security Planning for First Responders Workshop; and participated in a conference call with the IAEM Access & Inclusion Caucus.

Hill said the Brookings Gun Club has concerns about an adjacent property so a letter has been drafted to go out to the property owners. Pierce asked if the property owners have come in for a building permit. Hill said they have not. Pierce said she is concerned that the county is jumping the gun to the owners of the real-estate before they've even asked for anything. Yseth said the Gun Club has legitimate concerns that the owners should be aware of. Krogman said the landowners are showing signs of development. Miller said the letter should be directed to the citizens who have expressed concerns to the commission.

Hill discussed upcoming dates.

Hill updated the board on the recovery at Brush Lake. Hill said they are doing everything they can and will continue the search until the outcome is successful. Pierce thanked Hill for the work he is doing on the search.

Highway Superintendent Richard Birk said he was informed by the Department of Transportation that Brookings County is eligible for a rumble strip test project. Birk said there are three potential sites available. He said the project will be done in 2018 with no cost to the county.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., the board held a public hearing for consideration of a proposed Supplemental Budget.

Chairperson Krogman opened the public hearing and called for proponents and opponents. Hearing none, Chairperson Krogman closed the public hearing.

Motion by Pierce, seconded by Miller to approve and authorize Chairperson Krogman to sign Resolution #16-37: a resolution approving a supplemental budget to the County Building Fund. Background information was provided by Commission Department Director Stacy Steffensen.

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

RESOLUTION #16-37 SUPPLEMENTAL BUDGET TO THE COUNTY BUILDING FUND

WHEREAS the Brookings County Board of County Commissioners did authorize the County Finance Officer to publish a notice of hearing for the consideration of a proposed supplemental budget, and

WHEREAS the time and place for consideration of such supplemental budget was given, and

WHEREAS the adoption of said proposed supplemental budget was duly considered by the Board of County Commissioners on the 20th day of December, 2016, at 9:00 a.m. in the County Commission Chambers in a regularly scheduled meeting and any objections having been made before said Board to the adoption of such supplemental budget.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners within and for the County of Brookings, State of South Dakota, that the following supplemental budget be, and the same is, hereby approved for the purposed of providing budget to conduct the indispensable functions of government.

FROM: Restricted Fund Balance: 301-2-274-1300 for \$10,000
TO: County Building-Highway Shops: 301-4-161-4293 for \$10,000

Approved this 20th day of December, 2016

Chairperson: Ryan Krogman

Vice Chairperson: Larry Jensen

Commissioner: Stephne Miller

Commissioner: Lee Ann Pierce

Commissioner: Tom Yseth

Department Head Reports Continued

Register of Deeds Beverly Chapman updated the board on the installation of DocPro. She said the bulk conversion was completed and now they are going through all of the images and documents to ensure it was converted properly.

Weed & Pest Supervisor Misty Moser said she purchased a new larviciding machine and a ground fogging machine with the mosquito grant funds they received. Miller thanked Moser for applying for the mosquito grant.

Brookings County 2017 Intentions

Director of Equalization Chris Lilla presented the Brookings County 2017 Assessment Plan to the board.

Department Head Reports Continued

Finance Officer Vicki Buseth said they had the tax certificate sale on Monday and there were 165 properties listed. Buseth said they had two investors that purchased \$188,000 worth of taxes.

Finance Office Report

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

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

November 2016

Total amount of deposits in bank.....	\$22,380,243.85
Total amount of actual cash: Currency.....	\$3,335.00

Coins.....\$0.72
 Total amount of checks/drafts in Treasurer’s possession not exceeding 3 days....\$361,250.67
 Itemized list of all other items.....\$10,079.71
 TOTAL.....\$22,754,909.95

Be it noted, the Payroll & Additives for November 2016 were presented to the board.
 Commissioner/HR: \$16,146.55; Technology: \$6,046.54; Elections: \$4,769.67; Finance Office: \$20,293.14; States Attorney: \$25,611.47; Equalization: \$17,820.28; Register of Deeds: \$7,944.47; Veterans/Welfare: \$5,984.96; Sheriff’s Office: \$89,365.85; Coroner: \$355.20; Community Health: \$3,314.09; Extension: \$2,446.82; Weed: \$2,099.20; Planning & Zoning: \$8,799.99; Highway: \$47,474.75; Emergency Management: \$3,505.58.

AFLAC: \$2,802.76; Avesis: \$1,237.19; Delta Dental: \$4,659.10; Flex One: \$2,023.58; Dearborn Life Insurance: \$1,235.50; Local Teamsters: \$1,158.00; SDRS: \$43,703.43; SDRS Supplemental: \$1,638.00; EFTPS: \$90,373.92; Wellmark: \$88,121.82; AFLAC Group/CAIC Primary: \$522.88.

Be it noted, the expenditure adjustments for the month of November 2016 were presented to the board. \$3,480.00 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 November 2016 in the amount of \$29,175.50 was presented to the board.

Be it noted, the Brookings County Investment report was presented to the board.

REGULAR BUSINESS

Motion by Pierce, seconded by Miller to approve a refund of a building permit in the amount of \$13,398. Background information was provided by County Development Director Robert Hill.

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

Motion by Miller, seconded by Yseth to appoint Kyleigh Cramer to the Swiftel Center Advisory Board for a 3-year term to begin January 1, 2017. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Pierce, seconded by Jensen to approve a request to fill vacancy for an Administrative Assistant in the Register of Deeds office.

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

Motion by Miller, seconded by Yseth to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #16-38: a plat of Lots 1, 2, 3, of Gebhart Addition, in the

NW ¼ of Section 2, Township 109 North, Range 48 West of the 5th P.M., Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

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

Motion by Miller, seconded by Yseth to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #16-39: a plat of Lots 5B and 5C of Block 1 in Lake Park Second Addition in the E ½ NE ¼ and Government Lot 7 all in Section 28-T109N-R50W, Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

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

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Krogman to sign Resolution #16-40: a Bridge Improvement Grant Program resolution authorizing submission of applications. Background information was provided by Highway Superintendent Richard Birk.

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

**RESOLUTION #16-40
BRIDGE IMPROVEMENT GRANT PROGRAM**

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):

06-147-200 4 S and 2.3 W of Brookings on 216th St. Preliminary
06-240-141 0.9 N of Bushnell on 478th Ave. Preliminary
06-280-116 9.4 N and 4 W of Elkton on 482nd Ave. Preliminary

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).

Approved at Brookings, SD, this 20th day of December, 2016.

Ryan Krogman
Chairman

ATTEST:

Vicki Buseth
Finance Officer

Motion by Miller, seconded by Yseth to approve and authorize Chairperson Krogman to sign Resolution #16-41: a Bridge Improvement Grant Program resolution authorizing submission of applications.

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

**RESOLUTION #16-41
BRIDGE IMPROVEMENT GRANT PROGRAM**

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):

06-150-219 5.9 S and 2 W of Brookings on 469th Ave. Preservation
06-176-050 2.5 N and 6.3 W of White on 201st St. Preservation
06-220-190 1 S of Aurora on 476th Ave. Preservation

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).

Approved at Brookings, SD, this 20th day of December, 2016.

Ryan Krogman
Chairman

ATTEST:

Vicki Buseth
Finance Officer

Motion by Yseth, seconded by Miller to approve and authorize Chairperson Krogman to sign Resolution #16-42: a Bridge Improvement Grant Program resolution authorizing submission of applications.

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

**RESOLUTION #16-42
BRIDGE IMPROVEMENT GRANT PROGRAM**

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):

06-169-238 7.8 S of Brookings on 471st Ave. Construction
06-169-239 7.9 S of Brookings on 471st Ave. Construction

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).

Approved at Brookings, SD, this 20th day of December, 2016.

Ryan Krogman
Chairman

ATTEST:

Vicki Buseth
Finance Officer

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #16-106: 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. Pierce expressed her concerns regarding some of the language within the agreement. Yseth agreed with Pierce and said the agreement needs to be cleaned-up.

Miller and Jensen agreed to have their motion and second include the following changes within the agreement: changing the word "consultant" to "county" in Section D and adding verbiage to Section II, #6 to read, "Provide fiscal and administrative management, including participating in the supervision and evaluation of county staff provided by this agreement, to ensure efficient utilization of the resources of both parties. All income from patient fees and donations will be deposited in the State's budgetary accounting system."

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

Motion by Miller, seconded by Yseth to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$920.16, to GL line 101-4-120-4260, Elections. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Jensen, seconded by Yseth to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$390.00, to GL line 101-4-120-4260, Elections.

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

Motion by Yseth, seconded by Miller to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$20,000.00, to GL line 101-4-211-4110, Sheriff’s Office.

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

Motion by Jensen, seconded by Miller to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$19,424.72, to GL line 101-4-212-4110, County Jail.

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

Motion by Miller, seconded by Yseth to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$4,750.00, to GL line 101-4-214-4291, Juvenile Detention.

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

Motion by Miller, seconded by Yseth to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$4,315, to GL line 101-4-429-4261, Mosquito Department.

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

Motion by Miller, seconded by Yseth to approve and authorize Chairperson Krogman to sign Resolution #16-43: a resolution approving contingency transfers for FY2016.

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

**RESOLUTION #16-43
CONTINGENCY TRANSFERS**

WHEREAS, the Brookings County Board of County Commissioners did approve a line for contingency transfers in the 2016 annual budget, and

WHEREAS, the Brookings County Board of County Commissioners finds it necessary to transfer from said contingency line.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners within and for the County of Brookings, State of South Dakota, that the following amount(s) and item(s) be transferred:

FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-120-4260 (Supplies & Materials)	\$2,000
	<i>Elections</i>	

FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-130-4222 (Adult Defense)	\$100,000
<i>Judicial System</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-130-4230 (Blood Tests)	\$20,000
<i>Judicial System</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-143-4110 (Salaries)	\$14,000
<i>Finance Office</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-143-4220 (Professional Services & Fees)	\$4,000
<i>Finance Office</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-151-4110 (Salaries)	\$91,000
<i>State's Attorney</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-163-4110 (Salaries)	\$4,000
<i>Register of Deeds</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-212-4110 (Salaries)	\$31,000
<i>County Jail</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-212-4250 (Repairs & Maintenance)	\$7,500
<i>County Jail</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-212-4262 (Medicine/RX)	\$10,000
<i>County Jail</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-212-4263 (Medical Service/Lienable)	\$5,000
<i>County Jail</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-212-4290 (Prisoner Ration)	\$45,000
<i>County Jail</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-214-4291 (JDC-Minnehaha County)	\$120,000
<i>Juvenile Detention</i>	
FROM: General Fund contingency line 101-4-112-4290	
TO: 101-4-411-4110 (Salaries)	\$3,000
<i>Poor Relief</i>	

FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-427-4110 (Salaries)	\$1,500
	<i>WIC</i>	
FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-441-4220 (Professional Services & Fees)	\$20,000
	<i>Behavioral Health</i>	
FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-441-4290 (Court Appointed/MI)	\$5,000
	<i>Behavioral Health</i>	
FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-711-4110 (Salaries)	\$13,000
	<i>Planning & Zoning</i>	
FROM:	General Fund contingency line 101-4-112-4290	
TO:	201-4-750-0000 (Wheel Tax)	\$10,010
	<i>Highway</i>	
FROM:	General Fund contingency line 101-4-112-4290	
TO:	226-4-222-4250 (Repairs & Maintenance)	\$1,000
	<i>Emergency Management</i>	
FROM:	General Fund contingency line 101-4-112-4290	
TO:	226-4-222-4350 (Equipment)	\$3,000
	<i>Emergency Management</i>	
FROM:	General Fund contingency line 101-4-112-4290	
TO:	248-4-212-4260 (Supplies)	\$9,333
	<i>24/7</i>	

Total Contingencies \$519,343

Ryan Krogman
Chairperson
Brookings County, South Dakota

ATTEST:

Vicki Buseth
Finance Officer

The board discussed assigning funds in the General Fund unreserved, undesignated fund balance.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report.

Steffensen said there was a short power glitch the other day, which resulted in the server room overheating. Steffensen said IT Specialist Shawn Plowman and Maintenance Technician Aaron Scheer resolved the issue.

Steffensen said a number of county departments have starting doing Public Service Announcements in both the newspapers and radio stations.

Steffensen discussed upcoming dates.

Deputy States Attorney Teree Nesvold presented the Deputy States Attorney's Report. Nesvold said they've started the transition within the office anticipating State's Attorney Clyde Calhoun's retirement. Due to Marsey's Law, Nesvold said their office has logged in 69.75 hours of overtime.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Pierce attended the County Planning & Zoning Meeting; attended the Joint County Commission & City Council Meeting; attended the Executive Session; attended the East Brookings Business Meeting; attended Leadership Brookings; attended the City/County potluck; listened to interviews for a potential candidate to put together the City's Comprehensive Master Plan; attended the Chamber Mixer; and attended the Mayor's Celebration of Service.

Commissioner Jensen attended the Ag Appreciation Banquet; attended the Conservation District Meeting; attended the Joint County Commission & City Council Meeting; attended the Executive Session; attended the East Brookings Business Meeting; attended Leadership Brookings followed by an Executive Session; and attended the City/County potluck.

Commissioner Miller attended the Weed Board Meeting; spoke with County Development Director Robert Hill on the Gun Club concerns; attended the Joint County Commission & City Council Meeting; attended the East Brookings Business Meeting; attended Leadership Brookings; attended two Executive Sessions; met with the States Attorney's office; attended a Domestic Abuse Meeting; and attended the Mayor's Celebration of Service.

Commissioner Yseth attended the Joint County Commission & City Council Meeting; attended the Executive Session; attended the East Brookings Business Meeting; and attended the Growth Partnership Meeting.

Commissioner Krogman attended the PPCC/POD Meeting; attended an Affordable Housing Meeting; attended the Joint County Commission & City Council Meeting; attended the OAC Meeting; attended the East Brookings Business Meeting; attended Leadership Brookings; attended the Executive Session; and met with the States Attorney's office.

EXECUTIVE SESSION

Motion by Miller, seconded by Yseth to enter into Executive Session at 10:53 a.m., in accordance with SDCL 1-25-2(4), Contract Negotiations. Motion carried. The board came out of Executive Session at 12:09 p.m. No action was taken.

ADJOURNMENT

Motion by Pierce, seconded by Jensen to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, December 27, 2016 at 8:30 a.m.

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Jenna Peterson
Finance Assistant II
Brookings County

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