

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, APRIL 23, 2019

The Brookings County Board of County Commissioners met in regular session on Tuesday, April 23, 2019 with the following members present: Michael Bartley, Larry Jensen, Lee Ann Pierce and Angela Boersma. Ryan Krogman was absent.

CALL TO ORDER

Chairperson Bartley called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Boersma, seconded by Jensen to approve the agenda for the April 23, 2019 Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, Executive Session 1-25-2(1), personnel was added to the agenda.

CONSENT AGENDA

Motion by Jensen, seconded by Boersma to approve the consent agenda. Roll call vote: Pierce "aye," Boersma "aye," Jensen "aye," Bartley "aye." Motion carried. The consent agenda consisted of the minutes from the April 9, 2019 Commission Meeting.

Travel Requests: Jacob Brehmer and Reid Squires to attend the District 5 Quarterly Meeting; Mike Anderson to attend a Mosquito Calibration Workshop on April 25th in Mitchell; Vicki Buseth, Kristen Witchey and Beverly Chapman to attend SDACO Spring Workshop on May 14th & 15th in Pierre; Kimberly Laabs to attend an Aggressive Behavior Training on May 9th and May 15th in Brookings.

Personnel Action Notices: routine step increase- Mike Andresen to \$16.68, effective March 1, 2019; new hire- Deputy Sheriff Cody Sunderland at \$22.12, effective April 1, 2019; voluntary resignation- Thomas Bond, effective April 12, 2019; new hire- full-time Deputy Sheriff Bryan Schreur at \$22.12, effective April 12, 2019; routine step increase- Michelle Delaney to \$20.45, effective May 1, 2019.

Human Services Report: case #19-027 for medication was approved; case #19-029 for medical was denied; case #19-030 for rent was approved; case #19-031 for utilities was approved; case #19-032 for utilities was approved; case #19-033 for utilities was approved; case #19-050 for utilities was approved; case #19-051 for rent was approved; case #19-052 for utilities was approved; case #19-025 for medicine was approved.

ROUTINE BUSINESS

Approval of Claims

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

A&B Business Inc, Copier Maintenance, \$517.25; Alphamedia USA LLC, BCOAC Advertising, \$1,500.00; Anderson Oil, Diesel, Def, \$3,221.92; Auto Body Specialists, Black Bed Liner Paint, \$89.60; Avera Occupational Medicine, Drug Testing, \$181.65; Banner Associates, Engineering, Bridge Projects, \$4,574.00; Barnett, Rita, Half Pmt Gate/Panel Storage, \$200.00; Best Western of Huron, Lodging - SDAE4-HP, \$55.00; Bierschbach Equipment, Pump, Hose Assy, Air Hose, \$32,745.42; Russ or Amy Brandriet, Care of Poor Rent, \$650.00; Brock White Company, Road Mat, \$28,644.00; Brookings Area Chamber, Connected Prorated Membership, \$200.00; Brookings Area Chamber, Legislative Luncheon, \$125.00; Brookings Area CTC, Jail CPR Cert Cards, \$80.00; Brookings City Utilities, Utilities, \$6,915.12; Brookings County Finance, Delinquent Taxes, \$405.00; Brookings Credit Bureau, Sheriff Trust, \$110.15; Brookings Domestic Abuse, 1st Qtr Payment, \$1,315.00; Brookings Health System, Inmate Medical, \$418.83; Brookings Health System, March Blood Alcohol Testing, \$3,531.00; Brookings Health System, ER Sane Kit, \$502.00; Brookings Public Library, 1st Qtr 2019 Budget Allocation, \$4,375.00; Brookings Register, Publishing, Advertising, \$1,604.50; Brookings-Deuel RWS, Bruce Shop Utilities, \$21.30; Brothers Pharmacy, Inmate Medical, \$519.18; Buhls of Brookings Cleaners, Rental Service, \$172.90; Buseth, Vicki, Money Order Reimbursement, \$26.37; Butler Machinery Co, Parts, Supplies, \$1,355.62; Carquest Auto, Vehicle Supplies, Tools, \$873.46; Century Business Products, Copier Contracts, \$525.25; City of Aurora, Care of Poor Utilities, \$425.60; City of Brookings, Joint Buliding Expenses, \$28,283.81; Cook's Wastepaper & Recycling, Commercial Service, \$429.97; Courtesy Plumbing Inc, Jail Repairs, \$719.10; Credit Collections Bureau, Sheriff Trust, \$8,159.33; Dakota Data Shred, Shredding Service Pickup, \$144.78; Dean Schaefer Court Reporting, Mental Illness Crt Reporting, \$237.00; Digital Dolphin Supplies, Sheriff Office Supplies, \$146.97; Dr Mark Bontreger Inc, Psych Eval/Interview, \$295.00; Einspahr Auto Plaza, Patrol Vehicle Maintenance, \$44.90; Ekern Home Equipment Company, Check for Frozen Pipe, \$69.00; Empire Investments 2 LLC, Tax Certificate, \$6,638.15; Empire Investments 4 LLC, Tax Certificate, \$6,629.35; Empire Investments 5 LLC, Tax Certificate, \$1,382.91; Empire Investments LLC, Tax Certificate, \$503.01; Fergen's Clothing & Shoes, Uniform Repairs, \$15.00; First Bank & Trust, First Bank & Trust Credit Card, \$74.31; First District Association, 3rd Qtr County Dues, \$11,044.98; Fite, Pierce & Ronning Law, Court Appointed Attorney, \$1,630.00; Foerster Office & Supply, Janitorial Jail Supplies, \$330.00; Jennifer Goldammer, Court Appointed Attorney, \$1,779.15; Great Western States Supply, 4H Program Promo Supplies, \$237.11; Patricia J Hartsel, Transcripts, \$648.80; Heartland Veterinary Clinic, K9 Drug Dog Exam, \$131.10; Hill, Robert, Lodging, Per Diem, \$191.64; Hillyard/Sioux Falls, Cleaning Supplies, \$282.85; Tim Hogan, Court Appointed Attorney, \$4,088.04; Hy-Vee Food Store, Zoning Mtg Refreshments, \$10.97; Hy-Vee Pharmacy, Care of Poor Prescription, \$84.52; Indeed Inc, Job Postings, \$247.59; Inter-Lakes Community Action, 2nd Qtr Comm Service Worker, \$3,921.50; Interstate Telecom Coop, Phone Service, \$372.47; J&T's Exhaust World, Repair, \$34.95; Jencks & Jencks PC, Court Appointed Attorney, \$792.50; Kibble Equipment LLC, Battery, \$740.80; Kingbrook Rural Water, Water Utilities, \$33.00; Kirkvold Oil Company, Tire Repair, \$50.00; Benjamin L. Kleinjan, Court Appointed Attorney, \$2,373.30; L&L Auto & Truck Parts, Supplies, \$893.21; Lewis & Clark Behavioral, Behavioral MI Intake, \$165.00; Matthew Bender & Co Inc, SD Court Rules 2019 Supp Set, \$55.44; L. G. Everist, Inc, EM Sand, OAC Rock, \$365.53; Lowe's, Paint Supplies, Filters,

\$337.20; Lowe's, Shop/Vehicle Supplies, \$282.85; Reed T Mahlke, Court Appointed Attorney, \$1,693.95; Marshall County Medical Center, New Deputy Medical Exam, \$218.55; Martin's Inc, Diesel, Cmp, Grease, Def, \$26,617.96; Donald McCarty, Court Appointed Attorney, \$2,480.65; McKeever's Vending, Inmate Commissary, \$232.68; Midco Business, Summit Tournament TV Ads, \$1,475.00; Minnehaha County JDC, JDC Costs, \$12,880.00; Moriarty Rentals, Care of Poor Rent, \$190.00; Morlock, Amber, Mileage, \$97.44; Nancy J Nelson, Court Appointed Attorney, \$3,325.00; Newegg Business Inc, Computer Equipment/Supplies, \$501.97; Northwestern Energy, Natural Gas Utilities, \$1,880.62; Nu-Tech Environmental, Carpet Cleaning, \$95.00; Office Peeps Inc, Office Supplies, \$1,283.89; Otis Elevator Company, Service Contract, \$6,514.20; PCS Mobile, Patrol Vehicle Equipment, \$3,365.85; Pharmchem Inc, Sweat Patch Analysis, \$827.95; Prochem Dynamics LLC, Supplies, \$2,776.21; Qualified Presort Service, Mail Service, \$51.73; Razors Edge Grounds Keeping, Snow Removal, Pump, \$5,660.53; Redwood Toxicology Laboratory, Drug Patches, \$392.16; Rick Ribstein, Court Appointed Attorney, \$4,901.33; Safe-N-Secure, Archery Range Camera, \$1,998.92; SD Dept of Labor, Unemployment Payments, \$7,956.00; SD Dept of Transportation, Bridge Work, \$10,045.87; SD Federal Property Agency, Shovels, Sandbags, Boxes, \$1,570.00; SDACC, Office Personnel Workshop, \$75.00; SDACO, ROD Relief Fund, \$590.00; SDACO, Spring Workshop Registration, \$525.00; Senior Companions of SD, 2019 Budget Allocation, \$2,300.00; Sioux Valley Energy, Electric Utilities, \$359.00; Sturdevant's Auto Parts, Supplies, \$60.11; Team Laboratory Chemical, Road Patch, \$774.50; Anthony Teesdale, Court Appointed Attorney, \$4,722.70; Thomson Reuters - West, Database / Software Charges, \$1,072.38; Titan Machinery, Tooth Bucket, \$187.61; Town of Sinai, Utilities, \$64.00; Transource, Starter, Sensor, Filter, \$387.73; UPS Store, Free Day Passes, \$51.95; Steven Ust, Building Inspections, \$800.00; Vandenberg Law, Court Appointed Attorney, \$6,466.75; Verizon Wireless, Deputy Tablets Wireless Service, \$320.08; Walburg, Duane, Animal Control Mileage, \$13.86; Walmart Community, Office Supplies, \$351.35; Winter Equipment Company, Cutting Edge Inventory, \$5,588.70; Yankton County Sheriff, Service of Process, \$50.00; SD Dept of Revenue, Monthly Remittance, \$433,000.33.

Department Head Reports

Highway Superintendent Brian Gustad said County Road 14 still has water over it but they've been keeping an eye on it. Gustad said they had a pre-construction meeting for the preservation grants for structure #06-150-219 on County Road 19, structure #06-220-190 on County Road 23 and structure #06-176-050 on County Road 38. Pierce asked how the road closure will affect those who commute. Gustad said only one lane will be closed so they will still be able to commute to and from Brookings.

Sheriff Martin Stanwick said there are 23 inmates in jail and 131 individuals participating on the 24/7 program. Stanwick said they've been having problems with people going around barricades on township roads. Stanwick said those barricades are put in place for a reason and they will start ticketing those who go around them.

Stanwick said Chief Justice Gilbertson wants Brookings County to be a pilot county for a tele-site. He said they have a mental health counselor who will do a quick brief on site. Stanwick said there would be no cost to the county.

Stanwick said April 27th is DEA Take Back Day so he will be at Wal-Mart collecting unwanted and/or old prescriptions.

Finance Officer Vicki Busetth said they received wind tower money in the amount of \$901,000. She said that amount will be disbursed to the entities; they all receive a portion of those funds.

Finance Officer's Report

Finance Officer Vicki Busetth presented the Finance Officer's Report for the month of March.

March 2019

Total amount of deposits in the bank.....	\$24,571,879.89
Total amount of actual cash: Currency.....	\$7,596.00
Coins.....	\$2.57
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days...	\$196,049.16
Itemized list of all other items.....	(\$130,812.53)
TOTAL.....	\$24,644,715.09

Commissioner/HR: \$25,022.68; Finance Office: \$20,290.95; States Attorney: \$25,510.68; Equalization: \$16,116.26; Register of Deeds: \$8,524.89; Veterans/Welfare: \$6,202.42; Sheriff's Office: \$89,295.58; Coroner: \$426.22; Community Health: \$3,526.23; Extension: \$2,441.80; Weed: \$2,463.95; Planning/Zoning: \$5,558.77; Highway: \$60,270.10; Emergency Management: \$3,884.08; BCOAC: \$5,961.31.

AFLAC: \$3,161.96; Avesis: \$1,440.34; Office of Child Support: \$1,551.00; Delta Dental: \$5,728.32; Flex One: \$1,658.56; Principal Life Insurance: \$1,782.59; Local Teamsters: \$862.00; SDRS: \$45,223.34; SDRS Supplemental: \$1,666.00; EFTPS: \$87,328.51; Wellmark: \$105,703.62; AFLAC Group/CAIC Primary: \$316.30.

Be it noted, the expenditure adjustments for the month of March 2019 were presented to the board. \$5,256.73 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 2019 in the amount of \$36,435.25 was presented to the board.

County Development Director Robert Hill said the deadline for townships to submit their damage assessments is April 26th.

Hill discussed upcoming dates.

Veterans & Human Services Director Michael Holzhauser said they are looking for DAV drivers to take veterans to and from their appointments. Holzhauser said he's been contacted by one of the larger corporations in town to speak on benefits.

Director of Equalization Jacob Brehmer said the abstract has been submitted to the state. Brehmer said his office will be fully staffed on Friday.

REGULAR BUSINESS

Motion by Boersma, seconded by Pierce to approve Abatement #19-18: an abatement application made by the City of Aurora for parcel #31184-00100-007-00 in the amount of \$41.25. Background information was provided by Director of Equalization Jacob Brehmer.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Pierce to approve Abatement #19-19: an abatement application made by the City of Aurora for parcel #31184-00300-005-00 in the amount of \$24.52.

All members voted "aye." Motion carried.

Motion by Pierce, seconded by Boersma to approve Abatement #19-20: an abatement application made by the City of Aurora for parcel #31200-00200-003-00 in the amount of \$722.36.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Boersma to approve Abatement #19-21: an abatement application made by the City of Aurora for parcel #31200-00200-004-00 in the amount of \$241.29.

All members voted "aye," Motion carried.

Motion by Jensen, seconded by Pierce to approve Abatement #19-22: an abatement application made by Kelly Buchholz for parcel #09000-11247-183-00 in the amount of \$1,694.55. Background information was provided by Director of Equalization Jacob Brehmer.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Jensen to approve a funding request of \$1,500 made by the Uncle Sam Jam. Background information was provided by Commission Department Director Stacy Steffensen.

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

Commission Department Director Stacy Steffensen discussed the work plan with the board.

States Attorney Dan Nelson had nothing to report.

Commission Department Director Stacy Steffensen discussed upcoming dates with the board.

SCHEDULED AGENDA ITEM

Motion by Boersma, seconded by Jensen to support a request from the Brookings Farmer's Market for a road closure. Background information was provided by Commission Department Director Stacy Steffensen.

Voice Vote: Boersma "aye," Jensen "aye," Bartley "aye," Pierce "nay." Motion carried.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Pierce said she worked with Commission Department Director Stacy Steffensen and Commissioner Boersma on the Request for Proposals for the Construction Manager at Risk for the Detention Center Expansion and attended the Post-Legislative Luncheon. Pierce discussed a grant program that could help with funding for a bike trail on 213th Street from Brookings to Aurora.

Commissioner Boersma met with Steffensen and Pierce to work on the RFP's for the Construction Manager at Risk for the Detention Center Expansion and met with ECBH staff.

Commissioner Jensen attended the Post-Legislative Luncheon; received numerous phone calls about the grant program for townships; and met with City Engineer Jackie Lanning to discuss the BCOAC parking lot.

Commissioner Bartley had nothing to report.

Chairperson Bartley declared a recess.

SCHEDULED AGENDA ITEM

As scheduled at 9:30 a.m., Oak Lake Township Supervisor Norris Patrick requested reimbursement for a culvert project that was completed last summer. Patrick said the cost was about \$13,000.00. He said the township in Deuel County will not help with the cost even though it's on a boundary line.

A motion for discussion purposes was made by Jensen, seconded by Boersma to approve reimbursement for the culvert project that was completed last summer. Pierce said it is her understanding that if the county is going to pay for culverts, the policy is the request has to be approved before installation and not after completion. Jensen said that is correct; the highway superintendent needs to survey the area before the project takes place.

Highway Superintendent Brian Gustad said he has no paperwork to show that the culvert was approved by the Commission. Commission Department Director Stacy Steffensen said the Commission did approve funding for culvert projects in Oslo and Winsor Townships last year. She said both of those townships came to the board with contractor estimates and received funding approval prior to the projects being done. Steffensen said the Oak Lake Township project was discussed at that time, but no contractor estimates were provided so it was not approved. Patrick said the contractor could not come up with an estimate for the project and the culvert needed to be fixed.

Pierce said the reason the board requires townships to come in advance when seeking funding is so that the board can have some assurance that the work being done is what needs to be done. She said the documents submitted showed expenditures on the project that didn't need to be done; the culvert needed bands and not replacement. Patrick said the old culverts are still out there if the board wants to take a look at them. Pierce said it is her understanding that Patrick did not seek an official vote from the township board authorizing him to make this presentation. Pierce said you do not have authority to do things on your own without township approval.

Roll call vote: Jensen "no," Pierce "no," Boersma "no," Bartley "no." Motion failed.

EXECUTIVE SESSION

Motion by Boersma, seconded by Jensen to enter into Executive Session at 9:48 a.m. in accordance with SDCL 1-25-2(4)(1), contract negotiations and personnel. All members voted "aye." Motion carried.

Motion by Boersma, seconded by Pierce to come out of Executive Session at 11:02 a.m. All members voted "aye." Motion carried. No action was taken.

ADJOURNMENT

Motion by Boersma, seconded by Pierce to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, May 7, 2019 at 8:30 a.m.

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Brookings County

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