

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, JULY 21, 2020

The Brookings County Board of County Commissioners met in regular session on Tuesday, July 21, 2020 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 at 8:30 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Krogman, seconded by Jensen to approve the agenda for the July 21, 2020 Commission Meeting. All members voted "aye." Motion carried.

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 July 7, 2020 Commission Meeting.

Be it noted, the following excerpt was corrected in the approved minutes by the board from the published minutes of July 7, 2020: *Motion by Pierce, seconded by Krogman to amend the main motion and take out 'recently' in the second 'whereas' in the resolution. Pierce said Sourcewell went through the bidding process back in 2017 so they didn't "recently" go through it. Pierce asked what they will do about the warranty issue. She said she would like clarification. Krogman agreed and said there needs to be clarification. Pierce said there are three different interpretations on the warranty and when you are spending a lot of money they need clarification.*

Roll call vote on amendment: Boersma "aye," Krogman "aye," Jensen "aye," Pierce "aye," Bartley "aye." Amendment carried.

Motion by Krogman, seconded by Pierce to table action on the amended resolution until the July 21, 2020 meeting.

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

Travel Requests: Jacob Brehmer to attend an Ag Land Valuation Workshop on July 8, 2020 in Mitchell; Rae Lynn Maher to attend G0386: Mass Fatalities Incident Response on July 21st-22nd in Watertown.

Personnel Action Notices: Annual review- Greg Enz to \$22.80; Termination- Keanu Phumiprathat, effective June 24, 2020; Annual review- Paul Ness to \$21.06, effective July 1, 2020; Voluntary resignation- Samantha Williams, effective July 3, 2020; Status Change- Full-time

Correctional Officer Andrew Erickson at \$19.08, effective July 4, 2020; New hire- Part-time Correctional Officer Faith VanMeveren at \$18.34, effective July 7, 2020; Voluntary resignation- Cameron Smith, effective July 20, 2020; Annual review- Mitchell Lang to \$19.46, effective August 1, 2020; Annual review- Alex Stuefen to \$18.70, effective August 1, 2020; Annual review- Sally Tolley to \$19.59, effective August 1, 2020.

Human Services Report: case #20-067 for rent was approved; case #19-112 for medical was approved.

ROUTINE BUSINESS

Approval of Claims

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

A&B Business Inc, Copier Contract, \$313.34; Agfirst Farmers Coop, Patrol Car Maintenance, \$38.72; Allegra Print & Imaging, Envelopes, \$244.30; Alphamedia USA LLC, Sales Blitz Package, \$420.00; American Stamp & Marking, Self Inking Stamp, \$33.43; Aragon, Martha A, Translation Services, \$187.50; AT&T Mobility, July Bill, \$400.40; Aurora Auto Body & Glass, Patrol Vehicle Fuel, \$523.58; Avera Heart Hospital Of, Medical Rates, \$77,676.76; Banner Associates, Design, Bidding, Constuction, \$7,588.00; Bob Barker Company, Misc Jail Supplies, \$5.77; Bobcat Of Brookings, Broom, \$231.00; Bowes Construction, Asphalt/Basecourse, \$17,701.73; Bremmon, Carmen, Court Translation Services, \$1,550.00; Brookings City Utilities, Fire Alarm/Elev Phone/Fin/Emer, Telephone & Internet Services, BCOAC Irrigation, Water/Sewer/Electric/Telephone/Courthouse/1921BLDG/Comm Health, \$6,942.75; Brookings City Utilities, Detention Utilities, Water For Truck Shed, \$2,500.33; Brookings County Finance, Delinquent Taxes-Willmott, \$335.70; Brookings Health System, July Bloody Alcohol Testing, Sane Kits, \$6,185.75; Brookings Register, Publications, \$1,116.08; Brookings-Deuel Rws, Water @ Bruce Shop, \$20.00; Buhls Of Brookings Clean, Jail Supplies, Dust Mops/Rugs, \$178.45; Butler Machinery Co, Kit Lining/Parts, \$426.28; Carquest Auto, Supplies, \$1,269.71; Century Business Product, Copier Contract, \$143.54; Chs, Diesel-Bkgs/White/Sinai/Bruce, \$6,791.81; Cintas Corporation, Supplies/Parts, \$170.56; City Of Brookings, July Bills, \$22,441.07; Compass Counseling & Ass, Psychosexual Assessment, \$1,800.00; Concrete Materials Inc, Pea Rock, \$20,943.02; Cook's Wastepaper & Recy, Highway Services, Courthouse&BCOAC Service, Detention Services, Single Stream Service, \$832.48; Dakota Data Shred, Equipment Rental, \$16.00; Dale's Alignment, Repairs And Tires On Trailer, \$800.27; Dean Schaefer Court Repo, Mi Hearings Court Reporting, \$69.00; Anthony Dempewolf, Jail Costs Reimbursement, \$425.00; Diamond Mowers Inc, Parts, \$2,941.72; Ecolab Pest Elimination, Pest Control-Jail, \$87.87; Einspahr Auto Plaza, Patrol Vehicle Maint, \$48.55; Election Systems & Softw, Activation Cards, \$464.80; Empire Investments LLC, Tax Certificates, \$6,075.50; Executive Mgmt Finance O, Microfilm Documents, \$1,432.05; First Bank & Trust, July Charges, \$2,458.78; Fite, Pierce & Ronning L, Court Appointed Attorney, \$174.60; Foerster Distributing, Items For Courthouse, Janitorial Jail Supplies, \$421.95; Chad Ford, Zoning Meeting Mileage, \$102.84; Full Compass Systems, Lt, Portable Sound System, \$1,607.60; Jennifer Goldammer, Court Appointed Attorney, \$1,474.40; Patricia J Hartsel, Transcripts, \$53.20; Heartland Veterinary Clinic, Annual Wellness, \$210.72; Tim Hogan, Court Appointed Attorney, \$2,240.05; Hometown Service & Tire,, Tires/Alignment, \$685.63; Hungerford Chiropractic, Instant Drug Testing, \$180.00; I State Truck Center, Scotseal/Gasket, \$47.78; Infinite Welding And Mac, Fix

Mailbox, \$22.82; Info Cubic LLC, Background Checks, \$905.00; Interstate Power Systems, Repair, \$6,697.70; Interstate Telecom. Coop, Bcoac Phones, Domain, Advertis, \$371.20; Jackrabbit Sports Proper, Sponsorship, \$1,000.00; L&L Auto & Truck Parts, Repair Parts, Break Line Hose, \$585.67; L.G. Everist Inc, Quartzite, \$13,420.98; Lewis Drug Store, June Bill, \$509.78; Lincoln County Sheriff, Service Of Civil Papers, \$50.00; Lowe's, Flatfree Shop, Parts For Hvac, \$62.60; Reed T Mahlke, Court Appointed Attorney, \$611.10; Martin Oil Company, Mobile Grease/Diesel, \$1,014.87; Mediacom LLC, July Law Service Internet, \$160.57; National 4-H Council - S, 4-H Event Materials And Merch, \$183.70; Nancy J Nelson, Court Appointed Attorney, \$591.70; Teree A Nesvold, Court Appointed Attorney, \$1,338.60; North Central Internatio, O Ring And Seal, \$97.25; Northwestern Energy, Natural Gas Usage, Truck Shop/Highway Shop, June/July Statement, Heat For Truck Shed, \$145.06; Nu-Tech Environmental, Carpet Cleaning, \$95.00; Office Peeps Inc, Envelopes, Chairs For Comm Office/Supplies, Note Pads/Dispenser/Clipboards, Divider Tabs/Markers, Paper And Pens, \$1,361.99; One Source, Hand Sanitizer, \$51.98; Outlaw Graphics, Graphic, \$89.00; Pharmchem Inc, Sweat Patch Analysis, \$57.10; Pheasantland Industries, Jail Covid Supplies, \$297.21; Prochem Dynamics LLC, Cleaning Supplies, Gloves, \$794.64; Qualified Presort Servic, Work From 6/1-6/30, \$54.38; Razors Edge Grounds Keep, Grounds Maintenance, Mow, \$2,230.00; RC First Aid, Patrol First Aid Kit, \$130.00; Ivan Redinger, Rent, \$600.00; Reliance Telephone, Phone Card Transaction, \$200.00; RFD Newspapers Inc, Publications, \$2,392.78; Rogers Warehouse, Ammo For The Range, \$569.98; Rolling Thunder - Chapter, POW/MIA Flags, \$190.00; Running's Supply Inc, K9 Supplies, \$255.27; Safe-N-Secure, New Communicator For Monitor, \$431.66; Satellite Tracking Of Pe, Blutag Active, \$1,485.25; Schaffer Law Office, Pro, 6/4-6/26, \$1,734.05; SD Attorney General's Off, 24/7 Sobriety Program, \$4,016.00; SD Trial Lawyers Associa, Membership 2020-2021, \$100.00; Sdaco, Modernization&Preservation Rel, \$1,524.00; Sioux Equipment, Repair Diesel Tank, \$249.50; Sioux Falls Kenworth Inc, Plug-Gauge, \$139.68; Sioux Valley Energy, Electric, \$260.00; Southpaw Defense, Sd Concealed Carry, \$400.00; Sturdevant's Auto Parts, Parts/Temp Control, Solenoid/Parts, \$438.11; Thomson Reuters - West, Information Charges, \$1,366.33; Town Of Sinai, Sewer/Garbage, \$64.00; Transource, Repair Parts/Hood, \$5,621.41; UPS Store, Shipping/Sales Tax, \$12.48; Steven Ust, Inspections, \$1,500.00; Van Diest Supply Company, Biomist, \$375.00; Vandenberg Law, Court Appointed Attorney, \$1,915.75; Walburg, Duane, Animal Control Mileage, \$115.92; Walmart Community, Class Supplies/Safety Meeting, \$244.47; Water Works Llc, Service Call, \$94.76; Wheelco Truck & Trailer, Parts/Materials, \$2,790.06; WW Tire Service Inc, Repair Flat, \$114.50; Yankton County Sheriff, Service Of Process, \$50.00; Yankton County Treasurer, Mental Illness Charges, \$98.25.

Department Head Reports

Community Health Nurse Karen Larsen was present to report on the Bi-Annual Commission Report Summary. Larsen said due to the COVID-19 Pandemic, their method of program administration has not ceased, but it has changed slightly. She said they continue to support the families who participate in the WIC program via telephone.

Larsen said they are currently reaching out to families who are not up-to-date on recommended immunizations and offering them an appointment or referring completion of a Well Child visit with their primary care physician.

Larsen said they are in the planning stages for the 2020-2021 school year services.

Larsen said they have a WIC Federal Civil Rights review in August. She also said Brookings County POD will have a flu immunization event in November. Commissioner Pierce asked if that event will be held on campus. Larsen said she believes it will be held at the Swiftel Center.

Highway Superintendent Brian Gustad said chip sealing will begin August 3rd for county roads 7, 9, 4, 5 and 35. Gustad said that project will take about 4-5 days.

Gustad updated the board on the bridges on south Highway 77. He said the board will be seeing a change order later in the meeting regarding the completion date. Gustad said Prahm Construction experienced high water levels, which delayed the project and then ran into obstructions, which slowed the progress of the project. He said the new completion date will be November 1st.

Finance Officer Vicki Buseth said they are starting to receive levy requests.

Finance Officer's Report

Finance Officer Vicki Buseth presented the Finance Officer's Report for June 2020.

June 2020

<i>Total amount of deposits in bank.....</i>	<i>\$31,808,891.88</i>
<i>Total amount of actual cash: Currency.....</i>	<i>\$5,928.00</i>
<i>Coins.....</i>	<i>\$0.96</i>
<i>Total amount of checks/drafts in Treasurer's possession not exceeding 3 days...\$69,432.31</i>	
<i>Itemized list of all other items.....</i>	<i>\$11,149.11</i>
<i>TOTAL.....</i>	<i>\$31,895,402.26</i>

Commission/HR: \$26,295.83; Elections: \$1,674.00; Finance Office: \$29,789.85; States Attorney: \$37,736.01; Equalization: \$26,444.53; Register of Deeds: \$12,711.60; Veterans/Welfare: \$9,349.60; Sheriff's Office: \$155,179.04; Coroner: \$461.54; Community Health: \$4,477.50; Extension: \$2,870.42; Weed: \$7,849.01; Planning/Zoning: \$8,541.02; Highway: \$70,884.61; Emergency Management: \$5,832.60; BCOAC: \$9,261.50; Technology: \$12,480.00.

AFLAC: \$3,677.18; Avesis: \$1,284.10; Office of Child Support: \$1,697.00; Delta Dental: \$5,763.40; Flex One: \$1,942.96; Principal Life Insurance: \$1,727.08; Local Teamsters: \$1,057.00; SDRS: \$47,379.78; SDRS Supplemental: \$1,975.00; EFTPS: \$94,999.22; Wellmark: \$95,792.38; AFLAC Group/CAIC Primary: \$246.66.

Be it noted, the expenditure adjustments for the month of June 2020 were presented to the board. \$2,965.08 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 Registered of Deeds Statement of Fees collected for the month of June 2020 in the amount of \$46,979.50 was presented to the board.

Sheriff Marty Stanwick said Pioneer Days in White was cancelled but the owners of Corner Gas & Goodies held some of the events at their location. Stanwick said everything went smooth.

Stanwick said they received a complaint on Lake Goldsmith. He said they received a tip that someone drove a snowmobile into the lake. Stanwick said the snowmobile was recovered.

County Development Director Robert Hill said two thunderstorm warnings were issued this week with 2-4 inches of rain being reported along with some hail.

Hill said he attended the NACo General Business Meeting and attended the NACo Board Meeting. Hill also said he attended the PPCC Meeting and reported that there will be a full-scale exercise in November.

Hill said the Census Bureau will be knocking on doors starting August 11th.

Hill said a countywide siren test was conducted on July 7th.

Hill said Banner Associates started a survey project for Medary Township; he said they are almost finished with it.

Director of Equalization Jacob Brehmer said the Department of Revenue released the top dollar for the productivity method of valuation on agricultural land. He said the crop top dollar this year will be \$3,621.23. Brehmer said top dollar for non-crop or pasture rating will be \$2,166.58. He said the average per acre value of agricultural land is \$2,223.00.

BCOAC Director Dustin Huber reported on attendance at the facility.

He said he and Southpaws Defense, LLC owner Michael Kilmer have scheduled three more pistol classes. Huber said the Safety Picnic is scheduled for Thursday, July 23rd.

Huber said Ashley Biggar, a local artist in Brookings, came and painted the windows.

Veterans & Human Services Director Michael Holzhauser said the veteran's side has been very busy.

SCHEDULED AGENDA ITEM

Motion by Pierce, seconded by Krogman to remove Resolution #20-42 from the table. All members voted "aye." Motion carried.

The motion on the table is as follows: Motion by Boersma, seconded by Krogman to approve and authorize Chairperson Bartley to sign Resolution #20-42 as amended: a resolution authorizing the purchase of HVAC systems, installation and service with related products and supplies through Sourcewell.

Commissioner Boersma said she spoke to Ryan Van Der Bill with Associated Consulting Engineering Inc. and said if there were further questions about the chiller system or if the commission wanted an independent 3rd party to review the new chiller system, they could do that for approximately \$2,000.00.

Commissioner Pierce asked if there's been any issues with the current chiller not being big enough to cool the facility. Commission Department Director Stacy Steffensen said no, it's just seen its useful life.

Tom Hunstad, Account Manager with Johnson Controls, Inc. said there are no current issues with the chiller; it's becoming age related. Hunstad said the refrigerant is no longer available and hasn't been produced in the U.S. since 2015. He said there are two chillers at the courthouse; one runs and on warmer days the other one kicks on.

Bartley asked which chiller is being replaced. Hunstad said they will replace both chillers with one big one. He said they will be increasing the size of the chiller but using the same electrical system. Bartley asked about the timeline. Hunstad said he would like to do it either September or October. He said the warranty will start when the startup is in effect. Pierce said if it's installed in September and not used until May, the 90 days from date of installation warranty

does not apply. Hunstad said it does not apply, they will move it to May or when startup is in effect.

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

RESOLUTION #20-42
A RESOLUTION AUTHORIZING THE PURCHASE OF
HVAC SYSTEMS, INSTALLATION AND SERVICE
WITH RELATED PRODUCTS AND SUPPLIES THROUGH SOURCEWELL

WHEREAS, Brookings County will need HVAC systems, installation and service with related products and supplies; and

WHEREAS, Sourcewell has gone through a competitive bidding process for HVAC systems, installation and service with related products and supplies with such bidding process culminating in the bids being opened on May 8, 2017 with the bid contract expiring on May 8, 2021;

WHEREAS, Johnson Controls, Inc., was the lowest responsible bidder under such Sourcewell bid process and Johnson Controls, Inc., is willing to provide equipment to BROOKINGS COUNTY under the same terms and options as available to Sourcewell, 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 is hereby authorized and directed to contract for the removal and replacement of two chillers at the courthouse based upon the bid price, or less, as established through the competitive bidding process of Sourcewell.

Adopted this 21st day of July, 2020.

Michael Bartley
Chairperson, Brookings County
Board of County Commissioners

ATTEST

Vicki Buseth
Brookings County Finance Officer

REGULAR BUSINESS

Motion by Boersma, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #20-40: a contract with AMP Electric to add a generator feed with power transfer to the BCOAC. Background information was provided by BCOAC Director Dustin Huber.

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

Motion by Pierce, seconded by Jensen to approve and authorize Chairperson Bartley to sign Abatement #20-31: an abatement request made by Brenda Pratt for parcel #37350-00300-004-00 in the amount of \$326.81. Background information was provided by Director of Equalization Jacob Brehmer.

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

Motion by Boersma, seconded by Jensen to approve South Dakota Department of Transportation Construction Change Order #6 for project #BRF 6319(00)17-4.

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

Motion by Krogman, seconded by Boersma to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for reimbursement from the City of Brookings and Brookings Municipal Utilities for the ESRI agreement, receipt #00509056 and #00511824 in the amount of \$26,666.66.

Background information was provided by Commission Department Director Stacy Steffensen. All members voted “aye.” Motion carried.

Motion by Boersma, seconded by Krogman to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for reimbursement for double payment from Office Peeps for office furniture at Community Health, receipt #00515653 in the amount of \$339.00.

Background information was provided by Commission Department Director Stacy Steffensen. 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 an Equipment Operator in the Highway Department.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve the appointment of Angie Schmitz to the Housing & Redevelopment Commission to a term ending December 31, 2025.

Background information was provided by Commission Department Director Stacy Steffensen. All members voted “aye.” Motion carried.

Motion by Boersma, seconded by Krogman to approve a Conflict of Interest Policy for Brookings County. Krogman said he thinks the document is missing consumables. Pierce referenced SDCL 2-12-18. Pierce said she would be comfortable adding a bullet point under ‘outside compensation, gifts, gratuities’ saying “any food or beverage with a value less than \$100 provided for immediate consumption.” Pierce also addressed contributions when campaigning.

Motion by Krogman, seconded by Boersma to amend the main motion to include two additional bullet points under ‘Outside Compensation, Gifts and Gratuities’: “Any entertainment, food or beverage with a value less than \$100 meant for immediate consumption” and “Any contribution to an election campaign.” All members voted “aye.” Amendment carried.

Pierce asked if any of the department heads had any input before voting.

All members voted “aye.” Main motion as amended carried.

Commission Department Director Stacy Steffensen said the Safety Picnic is scheduled Thursday, July 23rd from 11:00 a.m. - 2:00 p.m. at the Brookings County Outdoor Adventure Center.

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Pierce attended the Public Affairs Committee Meeting.

Commissioner Boersma attended budget hearings; attended the jail expansion bid opening; attended the NACo Town Hall Meeting; attended an ICAP Meeting; debriefed with Henry Carlson Construction; attended the NACo Annual Meeting; and attended the Brookings Behavioral Health & Wellness Meeting.

Commissioner Krogman attended and reported on the BATA & TSP Meeting.

Commissioner Jensen attended budget hearings and attended the jail expansion bid opening. Jensen said he received a call from Elkton Township regarding a pipeline being installed. He said a dairy received a permit from the state but still needed to get permits from the county and township.

Commissioner Bartley attended budget hearings; attended the PPCC Meeting; attended the jail expansion bid opening; listened to the NACo Town Hall Meeting; and attended the NACo Annual Meeting.

Chairperson Bartley declared a 20 minute recess.

SCHEDULED AGENDA ITEM

As scheduled at 10:00 a.m., the board was presented with the Jail Expansion/Remodel Bids.

EXECUTIVE SESSION

Motion by Boersma, seconded by Krogman to enter into Executive Session at 10:19 a.m., in accordance with SDCL 1-25-2(4) contract negotiations. All members voted "aye." Motion carried.

Motion by Boersma, seconded by Pierce to come out of Executive Session at 11:48 a.m. All members voted "aye." Motion carried. No action was taken.

ADJOURNMENT

Motion by Boersma, seconded by Jensen to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, August 4, 2020 at 8:30 a.m.

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Jenna Byrd
Senior Finance Assistant
Brookings County

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