

BROOKINGS COUNTY COMMISSION MEETING

Tuesday, April 15, 2008

The Brookings County Board of County Commissioners met in regular session on Tuesday, April 15, 2008, with the following members present: Dennis Falken, Emil Klavetter (via telephone), Donald Larson, Mary Negstad, and Deanna Santema.

CALL TO ORDER

Chairperson Santema called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CONSENT AGENDA

Chairperson Santema declared the Consent Agenda approved with no objection from the board. The Consent Agenda consisted of the agenda for the April 15, 2008 Commission Meeting, and the minutes from the April 8, 2008 Commission Meeting.

Welfare Matters: Case #08-037 for Rent was Approved.

Travel/Education: Joyce Caugherty & Brenda Conn to attend HIPAA training in Watertown, SD on April 24, 2008; Stacy Steffensen to attend the SDACO Spring Workshop from May 7-8, 2008; Allan Janus to attend the ArcGIS Server course in Redlands, CA from June 1-7, 2008; Beverly Chapman to attend the SDACO Spring Workshop in Pierre, SD on from May 7-8, 2008.

ROUTINE BUSINESS

Extension Educator, Rose Stee met with the board to discuss Animal Care Course offerings and the Agronomy Educator position interview schedule.

Community Health Nurse, Linda Penrod met with the board to present the Community Health Nurse Report and activities, to discuss the POD meeting, and give an update on the flu cases in Brookings County.

Weed & Pest Supervisor, Gary Egeberg met with the board to discuss a letter from the Governor's Office approving a grant and a vehicle purchase.

Assistant Highway Superintendent, Larry Jensen met with the board to discuss snow removal, the crack repair program and the beginning of summer hours.

Director of Equalization, Joyce Dragseth met with the board to discuss the beginning of summer hours for two appraisers.

Deputy Auditor, Krista Spence presented the board with the Auditor's Report.

Be it noted, the General Fund Surplus Analysis as of March 2007 was presented.

GENERAL FUND SURPLUS ANALYSIS

The amount of General Fund dollars that counties can retain as surplus is restricted by SDCL 7-21-18.1 which states: "The total unreserved, undesignated fund balance of the general fund may not exceed forty percent of the total amount of all general fund appropriations contained in the budget for the next fiscal year. The total unreserved, undesignated fund balance of the general fund of the county as of March thirty-first and September thirtieth shall be published in the minutes of the proceedings of the board of county commissioners and reported to the Department of Legislative Audit. The report shall be on forms prescribed by the Department of Legislative Audit."

The following analysis should be completed as of March thirty-first and September thirtieth of each year. Thereafter, the unreserved, undesignated fund balance amount should be published in the minutes of the governing board. This analysis should also be filed with the Department of Legislative Audit.

Brookings County

Mar-08

ASSETS:

10100	Cash	6,520,698.62
10200	Cash Change	295.00
10300	Petty Cash	175.00
10400	Interest Bearing Accounts	
10500	Savings Certificates	
10700	Restricted Cash in Banks	0.00
10800	Taxes Receivable--Current	6,814,691.22
10900	Estimated Uncollectible Taxes Receivable--Current	0.00
11000	Taxes Receivable--Delinquent	42,522.72
11100	Estimated Uncollectible Taxes Receivable--Delinquent	
11400	Judgment Receivable	
11700	Accounts Receivable	0.00
11800	Estimated Uncollectible Accounts Receivable	
12800	Notes Receivable	
13100	Due from Other fund	
13200	Due from Other Government	
13300	Advance to Other Fund	
13500	Interest Receivable	
14100	Inventory of Supplies	
15100	Investments	

TOTAL ASSETS13,378,382.56**GENERAL FUND SURPLUS ANALYSIS****LIABILITIES AND EQUITY:**

20100	Claims Payable	<u>69,806.62</u>
20200	Accounts Payable	<u>0.00</u>
20800	Due to Other Funds	<u></u>
20900	Due to Other Governments	<u></u>
21600	Accrued Wages Payable	<u></u>
21700	Payroll Withholding Payable	<u></u>
22300	Revenues Collected in Advance	<u>0.00</u>
22400	Deferred Revenue	<u>6,857,213.94</u>

FUND BALANCES:

27102	Reserved for Inventory	<u></u>
27103	Reserved for Advance to Other Funds	<u></u>
27199	Reserved for Other Purposes (Specify) Election HAVA	<u>0.00</u>
27201	Designated for Next Year's Appropriations (one of the following) March - 3/4 of the current year September - 1/4 of current year + subsequent year December - subsequent year	<u>0.00</u>
27202	Designated for Other Purposes (Specify)	<u></u>
	Hiway & Civil Defense Transfer Out	<u>0.00</u>
	Hiway Bridge Repair	<u>1,500,000.00</u>
	Administrative Office Construction/Remodel	<u>3,900,000.00</u>
27203	Designated for Capital Outlay Accumulations	<u></u>
27209	Undesignated	<u>1,051,362.00</u>

TOTAL LIABILITIES AND EQUITY13,378,382.56

Following Year General Fund Budget
(use current year for March analysis)

8,313,333.00

The unreserved, undesignated fund balance, account 27209,
divided by the following year General Fund budget
resulting in the fund balance percentage

12.65%

Mr. Melvin Thorne of rural Brookings, met with the board to discuss a holding pond adjoining his property for drainage purposes.

PUBLIC HEARING

As scheduled, at 9:00am a Second Reading was held on Ordinance #08-06: An Ordinance Combining the Offices of County Auditor and County Treasurer.

Chairperson Santema opened the public hearing and called for comments from both proponents and opponents. Barbara Telkamp of Brookings County expressed her concern for the amount of responsibility/duties that will be placed upon one elected official and the increased chances of errors. Jim Pickard stated he was in favor of the combining of offices. Chairperson Santema closed the public hearing.

Motion by Larson, Negstad to approve and authorize Chairperson Santema to sign Ordinance #08-06: An Ordinance Combining the Offices of County Auditor and County Treasurer. Larson stated he was in favor of the combining of offices, Falken expressed the need for caution during this time, Klavetter stated he was in favor of combining of offices. Roll Call Vote: Larson "Aye," Negstad "Aye," Klavetter "Aye," Falken "Aye," Santema "Aye." Motion Carried.

ORDINANCE NO. 08-06

AN ORDINANCE COMBINING THE OFFICES OF COUNTY AUDITOR AND COUNTY TREASURER

WHEREAS, Pursuant to SDCL 7-7-1.2, the Board of County Commissioners may, by ordinance, combine two or more county offices; and

WHEREAS, in the interests of economy and efficiency it appears appropriate to combine the offices of County Auditor and County Treasurer.

THEREFORE BE IT ORDAINED by the Board of Brookings County Commissioners:

SECTION ONE – ESTABLISHMENT

Pursuant to SDCL 7-7-1.2, the Board of Brookings County Commissioners hereby directs that the offices of Brookings County Auditor and Brookings County Treasurer shall be combined into a single office and that one person shall be elected to and shall perform the duties of the combined offices. The new combined office shall be known as the Brookings County Office of Finance and the newly elected official shall be known as the Brookings County Finance Officer.

SECTION TWO – IMPLEMENTATION

The Brookings County Finance Officer shall be nominated for election in accordance with the procedures set forth in SDCL 12-6 and shall be elected at the general public election to be held on November 4, 2008. The newly elected Finance Officer shall take office on January 5, 2009, and serve a four-year term. At that time the offices of Brookings County Auditor and Brookings County Treasurer shall cease to exist and the responsibilities and functions of those offices shall be assumed by the Finance Officer.

FIRST READING: April 8, 2008
SECOND READING: April 15, 2008

ADOPTED this 15th day of April, 2008

Deanna Santema
Chairperson, Brookings County
Board of County Commissioners

ATTEST:

Janet K. Willmott
Brookings County Auditor

REGULAR BUSINESS

Be it noted the board discussed the performance of duties for the Director of Equalization according to SDCL 10-3-14, the performance review was conducted in January 2008.

Motion by Klavetter, seconded by Negstad to approve and authorize Chairperson Santema to sign the HUD Grant Environment Certification for Request for Release of Funds and Certification for Brookings Area Habitat for Humanity Building Project. Motion by Falken, seconded by Klavetter to table action on the motion. Roll Call Vote: Negstad "Aye," Klavetter "Aye," Falken "Aye," Larson "Aye," Santema "Aye." Motion Carried.

Motion by Falken, seconded by Larson to approve a funding request for Unrestricted Grant For General Support of Brookings Leadership in the amount of \$350.00. Motion by Larson, seconded by Falken to amend the amount to \$400.00. Roll Call Vote: Klavetter "Aye," Falken "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion Carried. Roll Call Vote on original motion as amended: Falken "Aye," Larson "Aye," Negstad "Aye," Klavetter "Aye," Santema "Aye." Motion Carried.

Motion by Klavetter, seconded by Negstad to approve Agreement #08-13: a Memorandum of Understanding between Brookings County, Banner Associates, and Brookings School District for sharing of GIS data (data granted is the 6" resolution imagery for school building only). GIS Coordinator, Allan Janus discussed details of the MOU. Roll Call Vote: Falken "Aye," Larson "Aye," Negstad "Aye," Klavetter "Aye," Santema "Aye." Motion Carried.

Stephanie Vogel met with the board to discuss the need for an ordinance setting parameters for GIS data sharing. Be it noted, the board agreed by consensus to begin work on such an ordinance.

Motion by Falken, seconded by Negstad to remove from the table the motion to approve and authorize Chairperson Santema to sign the HUD Grant Environment Certification for Request for Release of Funds and Certification for Brookings Area Habitat for Humanity Building Project. Roll Call Vote: Negstad "Aye," Klavetter "Aye," Falken "Aye," Larson "Aye," Santema "Aye." Motion Carried. Larry Swain of the Brookings Area Habitat for Humanity discussed the release of funds form and the environmental impact statement. Roll Call Vote on original motion: Klavetter "Aye," Falken "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion Carried.

Motion by Falken, seconded by Larson to approve and authorize Chairperson Santema to sign Agreement #08-14: Prisoner Housing Contract between Brookings County and the Minnehaha County Jail. Roll Call Vote: Falken "Aye," Larson "Aye," Negstad "Aye," Klavetter "Aye," Santema "Aye." Motion Carried.

Motion by Falken, seconded by Negstad to approve and authorize Chairperson Santema to sign Agreement #08-15: Joint Powers Agreement for Police Assistance between Brookings County and the City of Brookings. Roll Call Vote: Larson "Aye," Negstad "Aye," Klavetter "Aye," Falken "Aye," Santema "Aye." Motion Carried.

Be it noted, the board recessed from 9:55am to 10:05am at which time Chairperson called the meeting back to order.

Motion by Negstad, seconded by Klavetter to approve and authorize Chairperson Santema to sign Agreement #08-16: An Agreement for Voluntary Right of Way donation for Bridge Project Number BRO 8006(46) located in the SE1/4 of Sec. 35-T110N-R48W. Roll Call Vote: Negstad "Aye," Klavetter "Aye," Falken "Aye," Larson "Aye," Santema "Aye." Motion Carried.

Motion by Klavetter, seconded by Negstad to approve and authorize Chairperson Santema to sign a Utilities Certificate for Bridge Project Number BRO 8006(46) located in the SE1/4 of Sec. 35-T110N-R48W. Roll Call Vote: Klavetter "Aye," Falken "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion Carried.

Motion by Negstad, seconded by Falken to approve and authorize Chairperson Santema to sign the State of SD Letting Authorization for Bridge Project Number BRO 8006(46) located in the SE1/4 of Sec. 35-T110N-R48W. Roll Call Vote: Falken "Aye," Larson "Aye," Negstad "Aye," Klavetter "Aye," Santema "Aye." Motion Carried.

Motion by Negstad, seconded by Falken to approve and authorize Chairperson Santema to sign the Right of Way Certificate for Bridge Project Number BRO 8006(46) located in the SE1/4 of Sec. 35-T110N-R48W. Roll Call Vote: Larson "Aye," Negstad "Aye," Klavetter "Aye," Falken "Aye," Santema "Aye." Motion Carried.

Motion by Negstad, seconded by Larson to approve and authorize Chairperson Santema to sign Agreement #08-17: Delinquent Tax Payment Agreement. Roll Call Vote: Negstad "Aye," Klavetter "Aye," Falken "Aye," Larson "Aye," Santema "Aye." Motion Carried.

Motion by Falken, seconded by Negstad to award the annual Weed and Pest Bids for 2,4-D Amine Chemical to the low bid from AgFirst Farmer's Coop in Brookings, SD at \$10.35/gallon. Roll Call Vote: Klavetter "Aye," Falken "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion Carried.

Motion by Larson, seconded by Negstad to approve and authorize Chairperson Santema to sign a Declaration of Brookings County Wind Energy Week, April 21st - 28th, 2008. Roll Call Vote: Falken "Aye," Larson "Aye," Negstad "Aye," Klavetter "Aye," Santema "Aye." Motion Carried.

SPACE NEEDS DISCUSSION

Jerry Lindberg of TSP Architects, met with the board to discuss various options for proposals/studies and the need for an electrical and mechanical engineer to review the 1921 Building.

Commissioner Falken discussed other building locations and the possibility of purchasing the 1921 Building and wants to get a true assessment of the functionality of the building for the County's needs.

Commissioner Klavetter discussed the cost estimate between options and a preference for building on the courthouse property.

Commissioner Santema suggested looking into the possibility of purchasing/using the old First Bank & Trust building.

Commissioner Negstad stated a preference for the new building option on the south side of the courthouse.

Commissioner Klavetter discussed the historical guidelines that will be followed in construction of a new building.

Commissioner Falken discussed cost comparisons between a new building and the 1921 building.

Commissioner Larson discussed the need for technology needs for the future use of County employees and the need for a complete assessment of the 1921 building.

Commissioner Santema asked for a complete analysis of the 1921 building be done and for more information on the old First Bank & Trust building.

Be it noted, the board agreed by consensus to have TSP create a proposal for conducting a complete analysis of the 1921 building for the county's needs and for Commissioner Falken to contact the owners of the old First Bank & Trust building in regards to selling the property.

REGULAR BUSINESS

Deputy Director of Commission/Human Resources, Kristin Trana met with the board to discuss personnel matters, correspondence received and vendor visits.

Be it noted, the board approved the following Personnel Action Notices: New Hires: Craig Chapman, Seasonal Weed Specialist \$11.63; Drew Ekeland Seasonal Weed Specialist \$11.63; Allan Falken Seasonal Weed Specialist \$11.86; Merlyn Jensen Seasonal Weed Specialist \$11.86.

COMMISSIONER'S OPEN DISCUSSION

Commissioner Negstad reported on the Brookings County Equalization Boards.

Commissioner Klavetter had no report.

Commissioner Falken reported on the Weed Board meeting, Brookings County Equalization Boards, a Chamber Luncheon on childcare needs in Brookings, and the upcoming Transportation Committee meetings in Washington D.C.

Commissioner Larson reported on the Growth Partnership meeting, the Oklahoma Association of County Commissioners meeting in Oklahoma City, OK.

Commissioner Santema reported on the Brookings County Equalization Boards, the RSVP meeting, and the POD meeting.

EXECUTIVE SESSION

Motion by Negstad, seconded by Larson to enter into executive session at 11:35a.m. Roll Call Vote: Larson "Aye," Negstad "Aye," Klavetter "Aye," Falken-absent, Santema "Aye." Motion Carried. Chairperson Santema declared the executive session over at 11:43a.m. Reason - Personnel.

ADJOURNMENT

There being no further business, Chairperson Santema declared the meeting adjourned until 8:30am Tuesday, April 22, 2008.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in 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.

Krista Spence
Deputy Auditor
Brookings County Auditor's Office

BROOKINGS COUNTY BOARD OF EQUALIZATION

Tuesday, April 15, 2008

The Brookings County Commission convened as the Brookings County Board of Equalization at 11:45am on Tuesday April 15, 2008, with the following members present: Dennis Falken, Don Larson and Deanna Santema.

Chairperson Santema called the Board of Equalization to order.

Director of Equalization, Joyce Dragseth presented information on First Lutheran Church parcel #40235-00100-001-00.

Be it noted, the board agreed by consensus to add an appointment to change the Tax Exempt status for parcel #40235-00100-001-00 on April 22, 2008 for 10:00am.

ADJOURNMENT

Chairperson Santema adjourned as the Brookings County Board of Equalization.

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