



**Commission Meeting**  
Brookings City & County Government Center  
520 3rd Street  
Chambers, Suite 310 (3rd floor)

1. **8:30 AM Call to Order on Tuesday, January 5, 2016.**
2. **Pledge of Allegiance**
3. **Reorganization of the Board**
  - A. Election of Chairperson for 2016
  - B. Election of Vice-Chairperson for 2016
4. **Invitation for a Citizen to schedule time on the Commission Agenda for an item not listed.**

*Action items will be scheduled for a future meeting date.*
5. **Approval of Agenda**
6. **Consent Agenda Items**
  - A. **Approval of minutes.**

Documents: [12-29 Commission Meeting.pdf](#)
  - B. **Approval of travel & education requests.**

Documents: [Travel Requests.pdf](#)
  - C. **Approval of personnel action notices.**

Documents: [Personnel Action Notice Report.pdf](#)
  - D. **Approval of cellular allowances.**

Documents: [Cellular Authorization - Biteler.pdf](#)
  - E. **Approval of the Human Services report.**

Documents: [HHS Report.pdf](#)
7. **Routine Business**
  - A. **Approval of claims.**

Documents: [2015 Claims Pd 1 05 16\\_a.pdf](#), [2016 Claims Pd 1 06 16\\_a.pdf](#), [Cell Phones 1 05 16.pdf](#)
  - B. **Department Head reports.**
    - i. **County Development Department**

- *Be it noted, the 1st quarter SLA report for 2016 was presented.*

## **8. Scheduled Agenda Items**

### **9. Regular Business**

#### **A. Action to approve Agreement #15-100: a Mail Presorting and Delivery Agreement between Brookings County and Qualified Presort Service, LLC.**

- *Tabled motion from the December 15 & December 29, 2015 meetings.*

Documents: [Agr 15-100 Previous Version.pdf](#), [Agr 15-100 Updated Version.pdf](#)

#### **B. Discussion and possible action to seek cost estimates from architects for an addition to the detention center.**

#### **C. Action to approve the Brookings Register, Volga Tribune, Tri-City Star and Elkton Record as the legal papers of Brookings County for 2016.**

Documents: [Legal Papers Expense List.pdf](#)

#### **D. Action to approve the official depositories for Brookings County funds and moneys for 2016 as follows: Richland State Bank, Bankstar Financial, Citizens State Bank, First Bank & Trust of Brookings, Dakotah Bank, Wells Fargo, Home Federal, and Metabank.**

#### **E. Action to approve Resolution #16-01: a resolution setting the Official Pay Plan for FY2016 for Brookings County.**

Documents: [Res 16-01 Official Pay Plan.pdf](#)

#### **F. Action to approve Resolution #16-02: a resolution setting meeting pay and per diem rates for volunteer county boards for 2016.**

Documents: [Res 16-02 Volunteer Boards.pdf](#)

#### **G. Action to approve Resolution #16-03: a resolution setting the pay for election workers in 2016.**

Documents: [Res 16-03 Election Workers.pdf](#)

#### **H. Action to approve cell phone reimbursements for 2016.**

Documents: [2016 Cell Phone Reimbursements.pdf](#)

#### **I. Action to approve board assignments and department liaisons for 2016.**

Documents: [2016 Board Appointments.pdf](#)

## **10. Commission Department Director Report**

Documents: [Commission Dept Director Report.pdf](#), [SDPA Invitation.pdf](#), [Homeland Security Conference.pdf](#)

## **11. Deputy States Attorney's Report**

## **12. Commissioner Reports and Discussion Items**

### **A. Correspondence received.**

Documents: [Conservation District Agenda.pdf](#), [Brookings Backpack Project.pdf](#),  
[Brookings Health System.pdf](#)

**13. Adjournment**

**14. Public Notices**

- *January 11: Volga Fire Department County Feed. Volga Fire Department, 5:30 p.m.*
- *January 14: Chamber Annual Meeting. Swiftel Center, 5:00-9:00 p.m.*
- *January 18: County Offices will be closed in honor of Martin Luther King, Jr. Day.*
- *January 20: Brookings Day at the Legislature in Pierre.*
- *January 27: South Dakota Pipeline Association's Coordinated Response Exercise for Pipeline program. Swiftel Center, 11:30 a.m.*

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**NOTE:** Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact Brookings County (605-696-8205) 48 hours in advance of the meeting to make necessary arrangements. 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 American's With Disabilities Act.

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, DECEMBER 29, 2015**

The Brookings County Board of County Commissioners met in regular session on Tuesday, December 29, 2015 with the following members present: Tom Yseth, Ryan Krogman, Larry Jensen, Stephne Miller, and Lee Ann Pierce.

### **CALL TO ORDER**

Chairperson Yseth called the meeting to order.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

The agenda for the December 29, 2015 Commission Meeting was approved without objection.

### **CONSENT AGENDA**

The consent agenda was approved without objection from the board. The consent agenda consisted of the minutes from the December 15, 2015 Commission Meeting.

Travel Requests: Richard Haugen to attend a FEMA ICS 400 Training on January 21-22<sup>nd</sup> in Yankton; Misty Moser to attend the State Annual Weed & Pest Conference on February 16-19<sup>th</sup> in Aberdeen.

Personnel Action Notices: new hire- Nawal Bitar as part-time Correctional Officer at \$16.73, effective November 25, 2015; voluntary resignation- Heather Kroontje, effective November 29, 2015; voluntary resignation- Shawn Hostler, effective December 22, 2015; routine step increase- Clyde Calhoon to \$121,566.00, effective January 1, 2016; routine step increase- Martin Stanwick to \$91,029.00, effective January 1, 2016; routine step increase- Vicki Buseth to \$73,275.00, effective January 1, 2016; routine step increase- Richard Birk to \$68,201.32, effective January 1, 2016; routine step increase- Stacy Steffensen to \$66,609.24, effective January 1, 2016; routine step increase- Beverly Chapman to \$66,139.60, effective January 1, 2016; routine step increase- Michael Holzhauser to \$66,116.00, effective January 1, 2016; routine step increase- Robert Hill to \$68,162.00, effective January 1, 2016; routine step increase- Joyce Dragseth to \$68,162.00, effective January 1, 2016; routine step increase- Misty Moser to \$20.02, effective January 1, 2016; routine step increase- Abigail Howard to \$89,263.43, effective January 1, 2016; routine step increase- Larry Klingbille to \$23.16, effective January 1, 2016; routine step increase- Jean Stoebner to \$20.04, effective January 1, 2016; routine step increase- Angela Johnson to \$18.11, effective October 1, 2015; voluntary resignation- Sheila Price, effective January 10, 2016.

Human Services Report: case #15-133 for Avera Heart Hospital was denied; case #15-150 for Avera McKennan was denied; case #15-149 for rent was approved; case #15-119A for Hy-Vee

Pharmacy was approved; case #15-151 for rent was approved; case #15-152 for rent was approved; case #15-153 for rent was approved.

## **ROUTINE BUSINESS**

### *Approval of Claims*

Motion by Krogman, seconded by Miller to approve the following claims. Motion carried.

AAA Collections, Inc, Collections, \$626.79; Adair Asset Management LLC, Reimburse for Certificate List, \$25.00; Airgas USA LLC, Safety Glasses, \$105.36; Allegra Print & Imaging, Time/Equipment Cards, \$618.16; Anderson Oil, Blended Diesel, White Shop, \$908.00; Auto Body Specialists, Small Bond Kit 0597, \$14.95; Banner Associates, 34th Reconstruct, Inspections, \$3,739.55; Blackstrap Inc, Road Salt, \$5,084.02; Bob Barker Company, BDU Pants, Shirts, \$96.90; Boys & Girls Club, 2015 Funding Allocation, \$15,000.00; Breit Law Office PC, Collections, \$164.51; Brock White Company, Pleximelt Roadsaver, \$10,209.00; Brookings Area Chamber, Pre Legislative Luncheon, \$300.00; Brookings Register, 1 Year Subscription, \$161.00; Brothers Pharmacy, PMD Inmate Medications, \$774.41; Brown and Saenger, State, US & POW/MIA Flags, \$321.45; Kim E Callies, Transcripts, \$17.30; Central Business Supply, Cork Board, Office Supplies, \$58.14, Copy Paper, Office Supplies, \$2,474.26; City of Brookings, Joint Building Expenses, \$4,739.87; Clean Slate, Clerk of Courts EPS Tickets, \$164.00; Convenient Payments LLC, Credit Card Fees, \$131.45; Davis, Thomas, Zoning Mtg Mileage, \$101.34; Den-Wil Inc, Monthly Rent December, \$877.00; Dragseth, Joyce, Fuel, Ag Task Force Meeting, \$39.70; Dupraz, Andy, Extension Board Mileage, \$4.20; Einspahr Auto Plaza, Repair 0396, \$225.67; Erickson, Roger, Zoning Mtg Mileage, \$80.00; Eureka Township, Gopher Bounty Program, \$190.50; Executive Mgmt Finance Office, Technology Access Fee Nov15, \$29.00; Fite, Pierce & Ronning Law, CAA, \$2,180.46, CAA, \$2,849.28, CAA, \$819.00; Foerster Office & Supply, Assessment Paper, \$57.50, Supplies, \$653.00, Kleenex Facial Tissue, \$58.00; Forrest Holdings Inc, Tax Certificate, \$1,841.30; Gass Law, PC, CAA, \$1,222.17, CAA, \$740.74; Patricia J Hartsel, Transcripts, \$8.80, Transcripts, \$20.40; High Point Apartments, COP Rent, \$600.00; Tim Hogan, CAA, \$734.39; Hometown Service & Tire, LLC, Tires & Disposal 0616, \$120.00, 09 Crown Vic Repairs, \$400.99; Hy-Vee Food Store, Zoning Mtg Refreshments, \$13.96, Inmate Meals, \$14,333.39; Hy-Vee Pharmacy, COP Medication, \$96.54; Jebro Inc., Demurrage Charge, \$337.50; Jensen, Randy J., Zoning Mtg Mileage, \$77.63; The King Corporation, Purge & Re-Index Data Files, \$95.00; Kleinjan, Darrel, Zoning Mtg Mileage, \$122.04; Lautzenhiser's Stationery, Commission Record Books, \$636.05; Everist, L.G. Inc, Icing Sand, \$2,431.96; Lowe's, Filter, Gloves, Keys, \$38.64, Light Bulbs, \$101.11; Macksteel, Steel Shelving and Channels, \$2,043.76; Martin's Inc, Chev 15-40, 10 Gallons, \$165.00; Master Blaster Inc, Hose End and Hose, \$249.60; Donald Mccarty, CAA, \$542.56, CAA, \$261.00, CAA, \$238.50; MCI, Long Distance, \$25.18; Mcleod's Printing & Office, Juvenile Citation Books, \$236.59; Minnehaha County JDC, JDC Costs Inv 4136, \$6,105.00; Moody County Highway, Work Agreement, \$7,699.67; National 4-H Council - Supply, 4-H Record Book Covers, \$316.95; Nelson, Darrell, Zoning Mtg Mileage, \$77.85; Nancy J Nelson, CAA, \$1,031.40, CAA, \$675.00, CAA, \$409.50, CAA, \$387.90; Newegg Business Inc, Monitors, Cables, IT Supplies, \$3,793.54; Northwestern Energy, Natural Gas, \$332.90, Truck Shop Natural Gas, \$129.08; Oakwood Township, Gopher Bounty Program, \$84.00; Office Depot Inc, Sign Here Flags, \$7.16; Office Peeps Inc, Chairs, File Folders, \$639.81, Office Supplies, \$948.99; Parmely, Ronny, Extension Board Mileage, \$8.40; Perry Electric Inc, Furnace Repair, White Shop, \$223.79; Pharmchem Inc, Sweat Patch Analysis, \$675.00; Pickard, Jennifer, Extension Board Mileage, \$9.24;

Pitney Bowes, Postage Meter Rental, \$165.00; Qualified Presort, Postage for Tax Notices, \$6,000.00; Quality Inn, Lodging Safety/Loss Training, \$305.64, Lodging Safety/Loss Training, \$197.14; RFD, Commission Minutes, Joint Pwrs, \$416.10; Rick Ribstein, CAA, \$477.48, CAA, \$496.43, CAA, \$549.31, CAA, \$930.22; Robbins, Jeff, Zoning Mtg Mileage, \$172.27; Running's Supply Inc, Toilet Handle & Lever, \$4.99; SD Assn of Co Weed & Pest, Annual Membership 2016, \$50.00; SD Dept of Labor, Sheriff Trust, \$962.80; SD Dept of Transportation, Road Projects, \$12,163.14; SDAAO, IAAO Mass Appraisal, \$50.00; SDSU Workstudy, SDSU Workstudy, \$121.48; Sioux City Foundry, Curved Carbide Blades, \$3,600.00; Southland Court Apartments, COP Rent, \$650.00; Spence, Terrell, Zoning Mtg Mileage, \$208.30; Thomson Reuters - West, Codified Laws, \$184.50, Codified Laws, \$92.25, Codified Laws, \$184.50, Northwestern Reporter, \$275.75, West Information Charges, \$529.23; Traverse County Sheriff Office, Service of Summons, \$60.00; Tyler Technologies, Doc Pro PM, Planning & Initiation, \$840.00; Steven Ust, Building Inspections, \$100.00; Vandenberg Law, CAA, \$540.00, CAA, \$675.00; Verizon Wireless, Mobile Data, \$280.07; Voss Rentals, COP Rent, \$500.00; Walburg, Duane, Animal Control 11/28-12/11, \$26.00; Wells Fargo, Wells Fargo Charges, \$2,723.53; Western Office Plus, Copy Paper, Toner, \$586.26; Terry D Wieczorek PC, CAA, \$218.27, CAA, \$1,091.28, CAA, \$626.47, CAA, \$263.47, CAA, \$156.47; Windsor Township, Gopher Bounty Program, \$142.50; Yankton County Sheriff, Service of Process, \$25.00; Yankton County Treasurer, MI Hearing, \$113.75

### *Department Head Reports*

County Development Director Robert Hill said the Comprehensive Plan dates have been set. Hill said a public hearing will be done by the Planning Commission on January 26, 2016.

Hill said the office is busy working on the end-of-year reports. Hill also discussed upcoming dates. Pierce asked about receiving a revised copy of the Comprehensive Plan. Hill said it is posted on the county website for all to see.

Veterans & Human Services Director Michael Holzhauser updated the board on the number of phone calls the office has made and received, and the number of in-person meetings.

Holzhauser said they've been busy scanning in and sending copies of disconnect notices to Pierre. He said a fund is available, which helps for certain services.

Finance Officer Vicki Buseth said five investment bidders came to the tax certificate sale last week. She said \$96,000 in taxes were paid that day. Buseth said homeowners are keeping their property taxes current now that the county has tax certificate sales.

Buseth said the levies have been approved and they will be moving forward with that. She said mobile homes will now be a part of real estate. She also said property tax notices will be mailed out the first part of January.

Buseth noted that cell phones will now be paid through claims.

Sheriff Martin Stanwick said there are 27 inmates in jail and 107 individuals participating on the 24/7 program. Stanwick said they have 45 people on PBTs, 29 using SCRAM bracelets, 16 on the drug patch, and 8 giving UA's. Stanwick said they received the new ankle monitors and have used one so far.

Highway Superintendent Richard Birk said they are busy plowing snow. Birk also said the highway inventory is completed.

## **REGULAR BUSINESS**

Commission Department Director Stacy Steffensen advised the board to table Agreement #15-100: a Mail Presorting and Delivery Agreement between Brookings County and Qualified Presort Service, LLC until January 5<sup>th</sup> pending approval from Qualified Presort Service, LLC.

Motion by Miller, seconded by Jensen to table action on Agreement #15-100 until January 5, 2016. Motion carried.

Motion by Miller, seconded by Krogman to approve a payment of \$600 to the Brookings Area Chamber of Commerce to help fund Brookings Day at the Legislature to be paid out of the Commission Public Relations line 101-4-111-4231 contingent upon all entities participating in the cost of the event.

Commissioner Pierce said the motion should not be contingent upon all entities participating in the cost of the event because county residents get a really good return from Brookings Day. Krogman said he would like to see it contingent because it is coming out of this year's budget.

Motion to amend by Pierce, seconded by Yseth to approve a payment of \$600 to the Brookings Area Chamber of Commerce to help fund Brookings Day at the Legislature without contingencies.

Roll call vote: Krogman "no," Miller "no," Jensen "aye," Pierce "aye," Yseth "aye."  
Amendment carried.

Roll call vote on the main motion: Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye," Yseth "aye." Main motion as amended carried.

The board recognized County Development Director Robert Hill on becoming a certified Emergency Manager. Miller said this was no easy task and to her knowledge, Hill has been the only Brookings County Emergency Manager who has been certified. Miller thanked Hill for his hard work, his effort to get certified, and for what he gives to Brookings County.

Motion by Miller, seconded by Jensen to transfer cash from budget line 101-4-221-4291 in the amount of \$2,345.77 to fund 759, the Brookings County Fire Trust Fund. Motion carried.

Motion by Miller, seconded by Krogman to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$11,134.82, receipt # 00312419, to GL line 226-4-222-4110, for Emergency Management. Motion carried.

Motion by Miller, seconded by Krogman to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$4,486, to GL line 229-4-434-4290, Domestic Abuse. Background information was provided by Commissioner Miller. Motion carried.

Motion by Krogman, seconded by Jensen to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$7,720, to GL line 201-4-750-0000, Road & Bridge Fund. Background information was provided by Finance Officer Vicki Buseth. Motion carried.

Motion by Miller, seconded by Pierce to approve and authorize Chairperson Yseth to sign Resolution #15-60: a Resolution Approving Contingency Transfers for FY2015. Background

information was provided by Finance Officer Vicki Buseth. Roll call vote: Jensen “aye,” Pierce “aye,” Krogman “aye,” Miller “aye,” Yseth “aye.” Motion carried.

## RESOLUTION #15-60

### CONTINGENCY TRANSFERS

WHEREAS, the Brookings County Board of County Commissioners did approve a line for contingency transfers in the 2015 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:   | 101-4-130-4222 (Adult Defense)<br><i>Judicial</i>               | \$40,000  |
| FROM: | General Fund contingency line 101-4-112-4290                    |           |
| TO:   | 101-4-166-4290<br><i>Predatory Animal Control</i>               | \$1,534   |
| FROM: | General Fund contingency line 101-4-112-4290                    |           |
| TO:   | 101-4-212-4110 (Salaries)<br><i>County Jail</i>                 | \$130,000 |
| FROM: | General Fund contingency line 101-4-112-4290                    |           |
| TO:   | 101-4-212-4250 (Repairs & Maintenance)<br><i>County Jail</i>    | \$6,000   |
| FROM: | General Fund contingency line 101-4-112-4290                    |           |
| TO:   | 101-4-212-4262 (Medicine/RX)<br><i>County Jail</i>              | \$4,000   |
| FROM: | General Fund contingency line 101-4-112-4290                    |           |
| TO:   | 101-4-212-4263 (Medical Service/Lienable)<br><i>County Jail</i> | \$10,000  |
| FROM: | General Fund contingency line 101-4-112-4290                    |           |
| TO:   | 101-4-212-4290 (Prisoner Ration)<br><i>County Jail</i>          | \$50,000  |
| FROM: | General Fund contingency line 101-4-112-4290                    |           |
| TO:   | 101-4-213-4110 (Salaries)<br><i>Coroner</i>                     | \$4,500   |
| FROM: | General Fund contingency line 101-4-112-4290                    |           |
| TO:   | 101-4-213-4220 (Professional Services & Fees)<br><i>Coroner</i> | \$15,500  |

|       |   |          |
|-------|---|----------|
| FROM: | General Fund contingency line 101-4-112-4290                              |          |
| TO:   | 101-4-223-4220 (Professional Services & Fees)<br><i>Drainage</i>          | \$2,000  |
| FROM: | General Fund contingency line 101-4-112-4290                              |          |
| TO:   | 101-4-421-4110 (Salaries)<br><i>Community Health</i>                      | \$4,000  |
| FROM: | General Fund contingency line 101-4-112-4290                              |          |
| TO:   | 101-4-427-4150 (Health Insurance)<br><i>WIC</i>                           | \$1,000  |
| FROM: | General Fund contingency line 101-4-112-4290                              |          |
| TO:   | 101-4-441-4220 (Professional Services & Fees)<br><i>Behavioral Health</i> | \$20,000 |
| FROM: | General Fund contingency line 101-4-112-4290                              |          |
| TO:   | 101-4-441-4290 (Court Appointed/MI)<br><i>Behavioral Health</i>           | \$5,000  |
| FROM: | General Fund contingency line 101-4-112-4290                              |          |
| TO:   | 207-4-225-4290 (Others)<br><i>E-911 Services</i>                          | \$30,000 |
| FROM: | General Fund contingency line 101-4-112-4290                              |          |
| TO:   | 226-4-222-4292 (LETPP/Sheriff's)<br><i>Emergency Management</i>           | \$15,500 |
| FROM: | General Fund contingency line 101-4-112-4290                              |          |
| TO:   | 226-4-222-4291 (LEPC)<br><i>Emergency Management</i>                      | \$9,000  |
| FROM: | General Fund contingency line 101-4-112-4290                              |          |
| TO:   | 226-4-222-4311 (Sirens)<br><i>Emergency Management</i>                    | \$5,500  |
| FROM: | General Fund contingency line 101-4-112-4290                              |          |
| TO:   | 248-4-212-4260 (Supplies & Materials)<br><i>24/7 Program</i>              | \$7,500  |
| FROM: | General Fund contingency line 101-4-112-4290                              |          |
| TO:   | 301-4161-4292 (Detention Center)<br><i>Building Fund</i>                  | \$24,500 |

|                     |           |
|---------------------|-----------|
| Total Contingencies | \$385,534 |
|---------------------|-----------|

Tom Yseth  
Chairperson  
Brookings County, South Dakota

ATTEST:

Vicki Buseth  
Finance Officer

The board discussed assigning funds in the General Fund Unreserved, Undesignated fund balance. Finance Officer Vicki Buseth presented different scenarios to reduce the General Fund Surplus percentage.

Sheriff Martin Stanwick discussed reserving funds for an expansion at the detention center. Miller said she agrees with Stanwick and said funds being transferred should be assigned to a specific project. Jensen said it would be nice to finish 213<sup>th</sup> Street and start on 217<sup>th</sup> Street in 2016. Pierce said she would also like to see 213<sup>th</sup> Street finished. Pierce suggested assigning a dedicated amount to the building fund and assign a certain amount for the detention center within the General Fund. Pierce said that way, if the county needs to unassign that amount they have the option to do so. Krogman suggested assigning \$2 million dollars for the detention center in the County Building Fund and \$1.5 million dollars to Economic Development/Highway Projects within the General Fund.

### **SCHEDULED AGENDA ITEM**

As scheduled at 9:30 a.m., a public hearing and second reading was held on Ordinance 2015-03.

Chairperson Yseth opened the public hearing and called for proponents.

County Development Director Robert Hill said the Brookings County Planning & Zoning Commission voted unanimously to readopt the ordinance and recommended the Brookings County Board of County Commissioners do the same.

Chairperson Yseth called for opponents. Hearing none, Chairperson Yseth closed the public hearing.

Motion by Pierce, seconded by Krogman to readopt and authorize Chairperson Yseth sign Ordinance 2015-03: an Ordinance Providing for the Re-Adoption of the 1997 Revised Zoning Ordinance and All Amendments Thereto Thereby Establishing Zoning Regulations for Brookings County, South Dakota, and Providing for the Administration, Enforcement, and Amendment Thereof, in Accordance with the Provisions of Chapters 11-2, 1967 SDCL, and Amendments Thereof, and for the Repeal of all Resolutions and Ordinances in Conflict Therewith.

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

## ORDINANCE # 2015-03

AN ORDINANCE RE-ADOPTING THE 1997 REVISED ZONING ORDINANCE AND ALL AMENDMENTS THERETO THEREBY ESTABLISHING ZONING REGULATIONS FOR BROOKINGS COUNTY, SOUTH DAKOTA, AND PROVIDING FOR THE ADMINISTRATION, ENFORCEMENT, AND AMENDMENT THEREOF, IN ACCORDANCE WITH THE PROVISIONS OF CHAPTERS 11-2, 1967 SDCL, AND AMENDMENTS THEREOF, AND FOR THE REPEAL OF ALL RESOLUTIONS AND ORDINANCES IN CONFLICT THEREWITH

WHEREAS, BROOKINGS COUNTY adopted 1997 Revised Zoning Ordinance in accordance with Chapter 11-2, 1967 SDCL, and amendments thereof; and

WHEREAS, BROOKINGS COUNTY adopted amendments to 1997 Revised Zoning Ordinance in the same manner the 1997 Revised Zoning Ordinance was adopted in accordance with SDCL 11-2-28; and

WHEREAS, SDCL 11-2-20 requires the adoption of zoning regulations to be by Ordinance; and

WHEREAS, the Brookings County, South Dakota, Board of County Commissioners deems it necessary, for the purpose of promoting the health, safety, and the general welfare of the County, to re-adopt the 1997 Revised Zoning Ordinance as amended.

THEREFORE, BE IT ORDAINED BY BROOKINGS COUNTY, SOUTH DAKOTA, that the 1997 Revised Zoning Ordinance of Brookings County, as amended, be adopted as follows:

SECTION A. Article 1.00, Short Title and Application.

SECTION B. Article 2.00, Definitions.

SECTION C. Article 3.00, Establishment of Districts.

SECTION D. Article 4.00, Non-conforming Uses or Lots of Record.

SECTION E. Article 5.00, County Zoning Commission, Appeals, Variance and Conditional Uses.

SECTION F. Article 6.00, Duties of County Zoning Officer, Board of County Commissioners, and Courts on Matters of Appeal.

SECTION G. Article 7.00, Enforcement.

SECTION H. Article 8.00, Schedule of Fees, Charges and Expenses.

SECTION I. Article 9.00, Legal Status Provisions.

SECTION J. Article 10.00, Amendments.

SECTION K. Article 11.00, Agricultural Districts.

SECTION L. Article 12.00, Commercial/Industrial Districts.

SECTION M. Article 13.00, Lake Park Districts.

SECTION N. Article 14.00, Natural Resource Districts.

SECTION O. Article 15.00, Flood Damage Prevention.

SECTION P. Article 16.00, Aquifer Protection.

SECTION Q. Article 17.00, General Requirements.

SECTION R. Article 18.00, Minimum Mobile/Manufactured Home Requirements.

SECTION S. Article 19.00, Shelterbelt Setback Requirements.

SECTION T. Article 20.00, Home Occupations.

SECTION U. Article 21.00, Extended Home Occupations.

SECTION V. Article 22.00, Concentrated Animal Feeding Operation.

SECTION W. Article 23.00, Wind Energy System (WES) Requirements.

SECTION X. Article 24.00, Transmission Pipeline Risk Reduction Overlay District.

SECTION Y. In all respects the 1997 Revised Zoning Ordinance shall remain unchanged and is hereby re-ordained.

Tom Yseth  
Chairperson  
Brookings County

ATTEST:

Vicki Buseth  
Brookings County Finance Officer

### **REGULAR BUSINESS**

The board continued their discussion on assigning funds in the General Fund Unreserved, Undesignated fund balance.

Motion by Krogman, seconded by Miller to designate \$3.5 million dollars from the General Fund Unreserved, Undesignated fund balance and transfer \$2 million dollars to the County Building Fund for the Detention Center and \$1.5 million dollars to the Economic Development/Highway Projects in the General Fund. Motion carried.

Motion by Miller, seconded by Pierce to declare a Trane 20-ton chiller for air conditioning as surplus to be disposed of. Background information was provided by Sheriff Martin Stanwick. Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director Report. Steffensen reported on her visit with Community Health Nurse Karen Larsen and Region Director Jen Fouberg. Steffensen said she needs to know what the board would like to

propose as a monthly sublease cost if they choose to sublease an office space to the South Dakota Department of Health at the Community Health Nurse office. By consensus, the board agreed to propose \$200/month, which would include rent, utilities, garbage service, and cleaning.

Steffensen said the 5-Year County Highway and Bridge Improvement Plan was approved and the county is now eligible to submit grant applications for the structures that are listed on the plan.

Steffensen said the county received a letter from LG Everist regarding their \$25,000 in-kind contribution for 34<sup>th</sup> Avenue. Steffensen said LG Everist would like to give the county a credit with them to spend.

Steffensen said she and HR Specialist Laura Littlecott spoke with Mayor Tim Reed on the process of hiring a new Director of Equalization. Steffensen said she will keep Reed informed of the process.

Steffensen said the board received notice from Donna Bittiker with SDSU Extension requesting evaluation feedback on 4-H Advisor Sonia Mack. Steffensen said the information is due back by January 15, 2016. By consensus, the board agreed to go into Executive Session to go over Mack's evaluation at the January 5, 2016 meeting.

Steffensen said they received an email from Brad Roseberry, the Assistant Vice President of the Coalition Against Bigger Trucks. Steffensen said he indicated that the provision to allow longer double-trailer trucks did not make it into the omnibus appropriations bill.

Steffensen said the board received a letter from the NRCS asking the county to identify any locations of cultural resource concerns and to provide them with a map of these locations.

Steffensen also discussed upcoming dates.

Deputy States Attorney Teree Nesvold presented the Deputy States Attorney's Report. Nesvold said they are staying busy in the office.

## **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Pierce attended the Chamber Mixer and attended the Holiday Jam at the Swiftel Center. Pierce said she met with Deputy States Attorney Teree Nesvold to talk about the Peddler Ordinance.

Commissioner Jensen attended the Extension Board Meeting. Jensen also attended the Calf Show held at the Swiftel Center.

Commissioner Miller attended the Planning & Zoning Meeting; attended the Extension Board Meeting; attended the County Potluck; and attended the Domestic Abuse Meeting.

Commissioner Krogman attended the BEDC Meeting. Krogman said as a member of the BEDC, he was appointed to the Enterprise Institute. Krogman also had a meeting with Deputy States Attorney Teree Nesvold and will be attending a Brookings Health Meeting.

Commissioner Yseth reported on the Growth Partnership Meeting. Yseth also reminded the board they will be reorganizing the board at the next meeting.

## **EXECUTIVE SESSION**

Motion by Pierce, seconded by Krogman to enter into Executive Session at 10:25 a.m., in accordance with SDCL 1-25-2(1), Personnel. Motion carried. The board came out of Executive Session at 10:50 .a.m. No action was taken.

**ADJOURNMENT**

Motion by Krogman, seconded by Jensen to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, January 5, 2016 at 8:30 a.m.

It is the policy of Brookings County, South Dakota 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 Peterson  
Finance Assistant II  
Brookings County

Published once at the approximate cost of\_\_\_\_\_.

# Travel/Education Request Form

Name(s) Michael Holzhauser

Department Veterans Affairs Position Veterans Service Officer

**Travel/Education**

| Date(s)          | Beginning Odometer | Ending Odometer | Destination |
|------------------|--------------------|-----------------|-------------|
| January 12, 2016 |                    |                 | Pierre      |
|                  |                    |                 |             |
|                  |                    |                 |             |
|                  |                    |                 |             |

**Reason for Travel:**

To accompany Brookings County Korean War veterans to the Ambassador Peace Medal presentation.

**Passengers:** \_\_\_\_\_

**Estimated Expenses:**

•Method of Travel:  County Vehicle  Private Auto  Air  
400 Miles \$ 0.42 /mile = \$ 168.00

•Meals: \_\_\_\_\_ Breakfast @ \$ \_\_\_\_\_ = \$ 0.00  
1 Lunch @ \$ 9.00 = \$ 9.00  
 \_\_\_\_\_ Dinner @ \$ \_\_\_\_\_ = \$ 0.00

*Employees will not be reimbursed for meals that are included in the registration fee.*

•Additional Expenses (taxi, parking, etc.):  
 Please list \_\_\_\_\_ = \$ \_\_\_\_\_

•Lodging: \_\_\_\_\_ Estimated number of days/nights = \$ \_\_\_\_\_

•Registration: \_\_\_\_\_ Estimated Cost = \$ \_\_\_\_\_

*Total Cost Estimate* = \$ 177.00

•Department Head designated mileage rate: \$ \_\_\_\_\_ /mile

•A travel advance form is attached to this request  Yes  No

  
 Department Head Signature

12-30-15  
 Date

## Michael Holzhauser

---

**From:** Ricketts, Audry <Audry.Ricketts@state.sd.us>  
**Sent:** Friday, November 20, 2015 12:19 PM  
**To:** 'Amy Rose'; 'Aurora and Brule Counties'; 'Beadle Sanborn Counties'; 'Bennett County'; 'Bon Homme County'; Bowen, Kevin; Irene Pierce; Michael Holzhauser; 'Brown County'; 'Buffalo County and Crow Creek Tribe'; 'Butte County'; 'Caitlyn Engebretson'; 'Campbell County'; 'Charles Mix and Gregory Counties'; 'Cheyenne River Sioux Tribe'; 'Clark County'; 'Clay County'; 'Codington County'; 'Codington County Assistant'; 'Custer County'; 'Davison County'; 'Day County'; 'Deuel County'; 'Donald Thomson'; 'Douglas County'; 'Dusty Abrahamson (dusty.abrahamson@va.gov)'; 'Edmunds County'; 'Erin Brown'; 'Erin Bultje'; 'Fall River County'; 'Faulk County at Office'; Fette, John; Fowler, Ryan; Malimanek, Scott; 'Haakon and Jackson County'; 'Hamlin County'; 'Hand County'; 'Hanson County'; 'Harding County'; 'Harding County at Home'; 'Heather Henderson - federal'; Henderson, Heather; Huffmon, William; 'Hughes, Stanley and Sully Counties II'; 'Hughs, Stanley and Sully Counties I'; 'Hutchinson County'; 'Jerauld County'; 'Jerry Lemme'; 'Jones and Millette Counties'; Swanson, Kevin; 'Kingsbury County'; 'Krystal Magee'; 'Lake County'; 'Lawrence County'; 'Lincoln County'; 'Lyman County'; 'Marshall County'; 'McCook County'; 'McPherson County'; 'McPherson County'; 'Meade County'; 'Michael Maske'; 'Miner County'; 'Minnehaha County'; 'Moody County'; 'Oglala Lakota County'; 'Oglala Sioux Tribe'; Oliva, Steve; 'Pennington County - Purcell'; 'Pennington County - Tice'; 'Pennington County I'; 'Pennington County III'; 'Perkins County'; Pollard, Aaron; 'Roberts County'; 'Rosebud Sioux Tribe'; Olivier, Shane; 'Sisseton-Wahpeton Oyate'; Smith, Jeri; 'Spink County'; 'Standing Rock Sioux Tribe'; Steffen, Mathew; 'Todd Tripp Counties'; 'Turner County'; 'Union County'; 'Walworth County'; 'Warren Aas'; 'Yankton County'; 'Ziebach County'; Zimmerman, Larry  
**Subject:** Ambassador Peace Medal

**DATE:** November 20, 2015  
**TO:** County and Tribal Veterans Service Officers  
**FROM:** Secretary Larry Zimmerman, South Dakota Department of Veterans Affairs  
**SUBJECT:** Ambassador Peace Medal

As you know, our Department has been working with the Korean Consulate in an effort to recognize South Dakota's Korean War Veterans. We briefed on this issue during the August school but wanted to update you on some of the logistics

The Department of Veterans Affairs, the Governor, and the Korean Government will conduct a ceremony honoring our heroes at 2:30 pm on Tuesday, January 12, 2016. The program will be held in the rotunda of the Capitol and will be broadcast on Public TV, thus allowing those that can't make the trip to see the ceremony. At the same time that the medals are presented in Pierre, veteran leaders around the state will place medals on their local heroes that aren't able to make the trip to Pierre. We anticipate the program will last 45 minutes.

|   |  |
|---|--|
| Opening Remarks/Emcee                   | SDDVA Secretary Larry Zimmerman          |
| National Anthem of USA                  | (TBA)                                    |
| Speaker                                 | Governor Daugaard                        |
| Presentation of Ambassador Peace Medals | (all at the same time --- no names read) |
| National Anthem of Korea                | (TBA)                                    |

Speaker

Representatives of the Ministry of Patriots and Veterans Affairs –  
Republic of Korea (Message from President of Republic of Korea  
SDDVA Secretary Larry Zimmerman

Closing Remarks

All veterans will be sent a formal invite in December --- the invite will explain that each veteran attending will have two reserved seats for the event and that seat can be used for a family member to present the medal to the veteran. Or if they wish we can assign a dignitary (legislator) to place the medal on them. If they opt for us to select/assign a dignitary they will then only have one seat assigned and family will have to sit elsewhere. With over 200 veterans attending the Pierre program, our reserved seating will utilize the rotunda and both the east and west wing on second floor.

Families will be able sit on third floor and first floor. First floor will have additional seating and monitors for viewing the program.

Parking in Pierre on the State campus during session is not good! We have secured some off-site parking and will be transporting veterans to the Capitol.

We hope to have all of the medals and certificates in our office by mid-December and will mail out these items to all CTVSOs to present or have someone present in their respective counties as the program is going on in Pierre.

Many of you are planning events in your local communities. Kudos and thanks!!!! Some of you are planning a six county event for this day. MAJOR KUDOS AND MAJOR THANKS!!!!

If you need the list of your Korean Veterans for your respective county/tribe/region, please get in contact with Audry and let her know what list you want.

Again, thank you for all your assistance on this project.

**Audry Ricketts**

SD Department of Veterans Affairs  
(605) 773-8242 Work  
Public Information Officer  
Audry.Ricketts@state.sd.us  
Soldiers and Sailors Building  
425 E. Capitol  
Pierre, SD 57501

# Travel/Education Request Form

Name(s) Commissioners Jensen, Krogman, Miller, Pierce and Yseth

Department Commission Position \_\_\_\_\_

**Travel/Education**

| Date(s)          | Beginning Odometer | Ending Odometer | Destination |
|------------------|--------------------|-----------------|-------------|
| January 20, 2016 |                    |                 | Pierre      |
|                  |                    |                 |             |
|                  |                    |                 |             |
|                  |                    |                 |             |

**Reason for Travel:**

Brookings Day at the Legislature

**Passengers:** \_\_\_\_\_

**Estimated Expenses:**

•Method of Travel:  County Vehicle  Private Auto  Air  
382 Miles \$ 0.42 /mile = \$ 160.44

•Meals: 5 Breakfast @ \$ 6.00 = \$ 30.00  
5 Lunch @ \$ 11.00 = \$ 55.00  
5 Dinner @ \$ 21.00 = \$ 105.00

*Employees will not be reimbursed for meals that are included in the registration fee.*

•Additional Expenses (taxi, parking, etc.):  
 Please list \_\_\_\_\_ = \$ \_\_\_\_\_

•Lodging: \_\_\_\_\_ Estimated number of days/nights = \$ \_\_\_\_\_

•Registration: \_\_\_\_\_ Estimated Cost = \$ \_\_\_\_\_

*Total Cost Estimate* = \$ 350.44

•Department Head designated mileage rate: \$ \_\_\_\_\_ /mile

•A travel advance form is attached to this request  Yes  No

  
 Department Head Signature

12-29-15  
 Date

# Travel/Education Request Form

Name(s) Commissioners, Department Heads and/or their Deputies

Department All Position \_\_\_\_\_

**Travel/Education**

| Date(s)  | Beginning Odometer | Ending Odometer | Destination                   |
|----------|--------------------|-----------------|-------------------------------|
| March    |                    |                 | 8-County Meeting Brookings Co |
| May      |                    |                 | 8-County Meeting Clark Co     |
| August   |                    |                 | 8-County Meeting Lake Co      |
| November |                    |                 | 8-County Meeting Kingsbury Co |
|          |                    |                 |                               |

**Reason for Travel:**

8-County Meetings in 2016

**Passengers:** \_\_\_\_\_

**Estimated Expenses:**

•Method of Travel:  County Vehicle  Private Auto  Air  
 \_\_\_\_\_ Miles \$ \_\_\_\_\_ /mile = \$ 0.00

•Meals: \_\_\_\_\_ Breakfast @ \$ \_\_\_\_\_ = \$ 0.00  
 \_\_\_\_\_ Lunch @ \$ \_\_\_\_\_ = \$ 0.00  
 \_\_\_\_\_ Dinner @ \$ \_\_\_\_\_ = \$ 0.00

*Employees will not be reimbursed for meals that are included in the registration fee.*

•Additional Expenses (taxi, parking, etc.):  
 Please list \_\_\_\_\_ = \$ \_\_\_\_\_

•Lodging: \_\_\_\_\_ Estimated number of days/nights = \$ \_\_\_\_\_

•Registration: \_\_\_\_\_ Estimated Cost = \$ \_\_\_\_\_

*Total Cost Estimate* = \$ 0.00

•Department Head designated mileage rate: \$ \_\_\_\_\_ /mile

•A travel advance form is attached to this request  Yes  No

  
 \_\_\_\_\_  
 Department Head Signature

12-29-15  
 \_\_\_\_\_  
 Date

## Personnel Action Notice Summary

Commission Meeting: January 5, 2016

|                        |                    |                     |                            |               |            |
|------------------------|--------------------|---------------------|----------------------------|---------------|------------|
| <b>Employee Name:</b>  | Matt Christensen   |                     |                            |               |            |
| <b>Department:</b>     | Sheriff            | <b>Position:</b>    | Administrative Assistant   |               |            |
| <b>Effective Date:</b> | 09/01/2015         | <b>Salary/Wage:</b> | \$ 18.60                   |               |            |
| <b>Status:</b>         | Full Time          | Part Time           | Temp / Seasonal            | Exempt        | Non Exempt |
| <b>Reason:</b>         | Performance Review | New Hire            | Resignation or Termination | Status Change |            |

|                        |                    |                     |                            |               |            |
|------------------------|--------------------|---------------------|----------------------------|---------------|------------|
| <b>Employee Name:</b>  | Lawrence Barnett   |                     |                            |               |            |
| <b>Department:</b>     | Weed & Pest        | <b>Position:</b>    | Bio Control Weed Office    |               |            |
| <b>Effective Date:</b> | 12/28/2015         | <b>Salary/Wage:</b> |                            |               |            |
| <b>Status:</b>         | Full Time          | Part Time           | Temp / Seasonal            | Exempt        | Non Exempt |
| <b>Reason:</b>         | Performance Review | New Hire            | Resignation or Termination | Status Change |            |

|                        |                    |                     |                            |               |             |
|------------------------|--------------------|---------------------|----------------------------|---------------|-------------|
| <b>Employee Name:</b>  | Dr. Richard Hieb   |                     |                            |               |             |
| <b>Department:</b>     | Coroner            | <b>Position:</b>    | Coroner                    |               |             |
| <b>Effective Date:</b> | 01/01/2016         | <b>Salary/Wage:</b> | \$ 5,000.00                |               |             |
| <b>Status:</b>         | Full Time          | Part Time           | Temp / Seasonal            | Exempt        | Non Exempt  |
| <b>Reason:</b>         | Performance Review | New Hire            | Resignation or Termination | Status Change | Wage Change |

|                        |                    |                     |                            |               |            |
|------------------------|--------------------|---------------------|----------------------------|---------------|------------|
| <b>Employee Name:</b>  |                    |                     |                            |               |            |
| <b>Department:</b>     |                    | <b>Position:</b>    |                            |               |            |
| <b>Effective Date:</b> |                    | <b>Salary/Wage:</b> |                            |               |            |
| <b>Status:</b>         | Full Time          | Part Time           | Temp / Seasonal            | Exempt        | Non Exempt |
| <b>Reason:</b>         | Performance Review | New Hire            | Resignation or Termination | Status Change |            |

Cellular Authorization Form

Employee Name: DAVID BITELER

Employee Position: COURT HOUSE DEPUTY - "Detention" Budget '212'

Employee Phone Number: 605-691-9272

Cellular Service Allowance Tier:

**Basic Usage \$30 monthly allowance.** *This tier is to be used by individuals who need cellular service during their regularly scheduled hours for Brookings County. They would have limited, infrequent need for use outside of their regularly scheduled shift, but do need access to cell phone service during scheduled work hours as a requirement for the position. This tier cannot be used if the need can be met by the loaner phone program.*

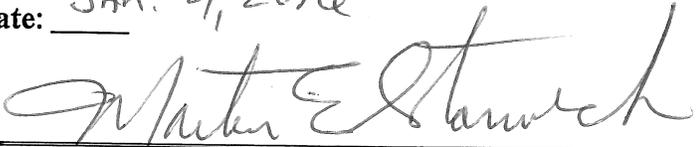
**High Usage \$45 monthly allowance.** *This tier must meet the qualifications of the previous tier and in addition, is to be used by employees who are regularly contacted outside of regularly scheduled working hours for business specific purposes.*

**Extensive Usage \$60 monthly allowance.** *This tier must meet the qualifications of the previous tiers. This tier is for management and exempt level employees who are essentially on call to the public, the board, or their staff whether at or away from work.*

**Blackberry for enterprise application \$45 monthly allowance.** *This allowance is available to exempt level employees, department heads, or other IT staff that have a business-need to be in direct communication with email and other technology capabilities whether on or off duty.*

Total Allowance Requested: 30<sup>00</sup>

Payroll Start Date: Jan. 4, 2016

Authorized by:   
Department Head Signature

Date: 12-29-15

Board Approval: \_\_\_\_\_  
Commission Chairperson/ Designee

Date: \_\_\_\_\_

HR Received: \_\_\_\_\_

Date: \_\_\_\_\_

## For Commission Use Only

Date Submitted to Board of County Commissioners: January 5, 2016

**Reference #:** 15-154

**Request:** Rent

**Amount:** \$ 1,400.00

**Recommendation of County Assistance Officer:** Approved - Partial payment of rent - \$650.00

**Reference #:** 15-156

**Request:** Brookings Municipal Utilities

**Amount:** \$ 140.40

**Recommendation of County Assistance Officer:** Approved - Disconnect amount \$140.40 - LIEAP paying \$596.74

**Reference #:**

**Request:**

**Amount:**

**Recommendation of County Assistance Officer:**

**Reference #:**

**Request:**

**Amount:**

**Recommendation of County Assistance Officer:**

**Reference #:**

**Request:**

**Amount:**

**Recommendation of County Assistance Officer:**

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 111 COMMISSIONERS

BANK: ALL

| VENDOR                       | NAME                   | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION                   | CHECK# | AMOUNT   |
|------------------------------|------------------------|----------------|------------------|-------------------------------|--------|----------|
| 01-10340                     | BROOKINGS AREA CHAMBER | I-201512295527 | 101-4-111-4231   | DONATION BRKDAY AT LEGISLATUR |        | 600.00   |
| 01-10376                     | BROOKINGS ENGRAVING    | I-201512295443 | 101-4-111-4260   | PORTRAIT BOOK- DRAGSETH       |        | 90.00    |
| 01-12522                     | RFD                    | I-201512295493 | 101-4-111-4230   | MINUTES PUBLISHING            |        | 785.10   |
| DEPARTMENT 111 COMMISSIONERS |                        |                |                  |                               | TOTAL: | 1,475.10 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 130 JUDICIAL SYSTEM

BANK: ALL

| VENDOR   | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION             | CHECK# | AMOUNT |
|----------|-------------------------|----------------|------------------|-------------------------|--------|--------|
| 01-11300 | PATRICIA J HARTSEL      | I-201512295460 | 101-4-130-4224   | TRANSCRIPTS XXXX        |        | 129.20 |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295461 | 101-4-130-4226   | TRANSCRIPTS             |        | 64.60  |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295462 | 101-4-130-4226   | TRANSCRIPTS             |        | 74.80  |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295463 | 101-4-130-4226   | TRANSCRIPTS             |        | 47.60  |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295464 | 101-4-130-4226   | TRANSCRIPTS             |        | 54.40  |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295465 | 101-4-130-4226   | TRANSCRIPTS             |        | 37.40  |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295466 | 101-4-130-4226   | TRANSCRIPTS             |        | 40.80  |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295467 | 101-4-130-4226   | TRANSCRIPTS             |        | 40.80  |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295468 | 101-4-130-4226   | TRANSCRIPTS             |        | 40.80  |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295469 | 101-4-130-4226   | TRANSCRIPTS             |        | 44.20  |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295470 | 101-4-130-4226   | TRANSCRIPTS             |        | 78.20  |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295471 | 101-4-130-4226   | TRANSCRIPTS             |        | 37.40  |
| 01-11300 | PATRICIA J HARTSEL      | I-201512295472 | 101-4-130-4226   | TRANSCRIPTS             |        | 64.60  |
| 01-12179 | NANCY J NELSON          | I-201512295486 | 101-4-130-4222   | CAA XXXX                |        | 117.00 |
| 01-12179 | NANCY J NELSON          | I-201512295487 | 101-4-130-4222   | CAA XXXX                |        | 378.00 |
| 01-12641 | JESSE RONNING           | I-201512295495 | 101-4-130-4221   | CAA XXXX                |        | 225.00 |
| 01-12761 | SD DEPT OF REVENUE      | I-201512295501 | 101-4-130-4290   | ALCOHOL TEST            |        | 35.00  |
| 01-14008 | BERTELSEN, JARED        | I-201512295523 | 101-4-130-4280   | WITNESS FEES            |        | 20.00  |
| 01-16411 | BORTNEM, HEATHER        | I-201512295524 | 101-4-130-4280   | WITNESS FEES            |        | 20.00  |
| 01-16431 | RAMON, GABRIEL          | I-201512295519 | 101-4-130-4280   | WITNESS FEES            |        | 20.00  |
| 01-19572 | ARAGON, MARTHA A        | I-201512295438 | 101-4-130-4290   | TRANSLATION SERVICES    |        | 125.00 |
| 01-20023 | GASS LAW, PC            | I-201512295455 | 101-4-130-4222   | CAA XXXX                |        | 484.50 |
| 01-20023 | GASS LAW, PC            | I-201512295456 | 101-4-130-4222   | CAA XXXX                |        | 354.84 |
| 01-20023 | GASS LAW, PC            | I-201512295457 | 101-4-130-4222   | CAA XXXX                |        | 407.83 |
| 01-20023 | GASS LAW, PC            | I-201512295458 | 101-4-130-4222   | CAA XXXX                |        | 281.14 |
| 01-20240 | Q-SET INC               | I-201512295491 | 101-4-130-4290   | TRANSCRIPT OF INTERVIEW |        | 500.00 |
| 01-22011 | CONNER, IAN             | I-201512295518 | 101-4-130-4280   | WITNESS FEES            |        | 20.00  |
| 01-22012 | MOHAMMED ROTTLUFF, YOSS | I-201512295520 | 101-4-130-4280   | WITNESS FEES            |        | 20.00  |
| 01-22013 | BIG EAGLE, VALERIAH     | I-201512295521 | 101-4-130-4280   | WITNESS FEES            |        | 20.00  |
| 01-22014 | HAYES, MEGAN            | I-201512295522 | 101-4-130-4280   | WITNESS FEES            |        | 20.00  |
| 01-22015 | CAMACHO, MARYLINE       | I-201512295525 | 101-4-130-4280   | WITNESS FEES            |        | 20.00  |

DEPARTMENT 130 JUDICIAL SYSTEM

TOTAL:

3,823.11

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 151 STATES ATTORNEY

BANK: ALL

| VENDOR                         | NAME                   | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION       | CHECK# | AMOUNT |
|--------------------------------|------------------------|----------------|------------------|-------------------|--------|--------|
| 01-13370                       | THOMSON REUTERS - WEST | I-201512295506 | 101-4-151-4260   | WEST INFO CHARGES |        | 264.26 |
| DEPARTMENT 151 STATES ATTORNEY |                        |                |                  |                   | TOTAL: | 264.26 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

| VENDOR                         | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION                   | CHECK# | AMOUNT   |
|--------------------------------|-------------------------|----------------|------------------|-------------------------------|--------|----------|
| 01-10792                       | DEN-WIL INC             | I-201512295452 | 101-4-161-4241   | COMMUNITY HEALTH RENT-NOV     |        | 860.05   |
| 01-12931                       | SIOUX VALLEY CLEANERS I | I-201512295503 | 101-4-161-4250   | JANITORIAL FOR WIC, NOV & DEC |        | 920.00   |
| DEPARTMENT 161 COUNTY BUILDING |                         |                |                  |                               | TOTAL: | 1,780.05 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 165 VETERAN'S SERVICE

BANK: ALL

| VENDOR                           | NAME                | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION                 | CHECK# | AMOUNT   |
|----------------------------------|---------------------|----------------|------------------|-----------------------------|--------|----------|
| 01-20191                         | HOLZHAUSER, MICHAEL | I-201512295474 | 101-4-165-4270   | TRAINING CONF, APPLETON, WI |        | 1,437.81 |
| 01-20191                         | HOLZHAUSER, MICHAEL | I-201512295475 | 101-4-165-4270   | SD VETERANS OFFICER SCHOOL  |        | 360.00   |
| DEPARTMENT 165 VETERAN'S SERVICE |                     |                |                  |                             | TOTAL: | 1,797.81 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 167 TECHNOLOGY

BANK: ALL

| VENDOR                    | NAME               | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION            | CHECK# | AMOUNT   |
|---------------------------|--------------------|----------------|------------------|------------------------|--------|----------|
| 01-11485                  | TYLER TECHNOLOGIES | I-201512295507 | 101-4-167-4221   | CONTRACT RECORDING PM  |        | 140.00   |
| 01-21073                  | CIVIC PLUS         | I-201512295447 | 101-4-167-4221   | ANNUAL WEBSITE HOSTING |        | 5,617.24 |
| DEPARTMENT 167 TECHNOLOGY |                    |                |                  |                        | TOTAL: | 5,757.24 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 168 HUMAN RESOURCES

BANK: ALL

| VENDOR                         | NAME                  | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION           | CHECK# | AMOUNT |
|--------------------------------|-----------------------|----------------|------------------|-----------------------|--------|--------|
| 01-10162                       | AVERA QUEEN OF PEACE  | I-201512295439 | 101-4-168-4220   | DRUG TESTS            |        | 56.90  |
| 01-22016                       | DR MARK BONTREGER INC | I-201512295453 | 101-4-168-4220   | PSYCHOLOGICAL TESTING |        | 340.00 |
| DEPARTMENT 168 HUMAN RESOURCES |                       |                |                  |                       | TOTAL: | 396.90 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 211 SHERIFF'S OFFICE

BANK: ALL

| VENDOR                          | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION                   | CHECK# | AMOUNT |
|---------------------------------|-------------------------|----------------|------------------|-------------------------------|--------|--------|
| 01-10376                        | BROOKINGS ENGRAVING     | I-201512295442 | 101-4-211-4220   | CLOCK - HOSTLER               |        | 110.00 |
| 01-10756                        | DALE'S ALIGNMENT        | I-201512295449 | 101-4-211-4250   | 6A28 ALIGNMENT                |        | 97.85  |
| 01-13447                        | YOUNG DOOR SERVICE INC  | I-201512295517 | 101-4-211-4250   | INSTALL LIFTMASTER TRANSMITTE |        | 168.44 |
| 01-18134                        | WALBURG, DUANE          | I-201512295512 | 101-4-211-4221   | ANIMAL CONTROL 12/12-12/25    |        | 40.00  |
| 01-21166                        | CENTURY LINK            | I-201512295444 | 101-4-211-4280   | LONG DISTANCE PHONE           |        | 108.85 |
| 01-21167                        | DAVIS TYPEWRITER CO INC | I-201512295451 | 101-4-211-4261   | COPY PAPER                    |        | 279.90 |
| DEPARTMENT 211 SHERIFF'S OFFICE |                         |                |                  |                               | TOTAL: | 805.04 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 212 COUNTY JAIL

BANK: ALL

| VENDOR                     | NAME                  | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION        | CHECK# | AMOUNT   |
|----------------------------|-----------------------|----------------|------------------|--------------------|--------|----------|
| 01-11855                   | MCKEEVER'S VENDING    | I-201512295485 | 101-4-212-4260   | INMATE COMMISSARY  |        | 727.60   |
| 01-12302                   | OTIS ELEVATOR COMPANY | I-201512295490 | 101-4-212-4250   | DUMB WAITER REPAIR |        | 3,458.91 |
| DEPARTMENT 212 COUNTY JAIL |                       |                |                  |                    | TOTAL: | 4,186.51 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 213 CORONER

BANK: ALL

| VENDOR                 | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION    | CHECK# | AMOUNT   |
|------------------------|-------------------------|----------------|------------------|----------------|--------|----------|
| 01-20948               | SANFORD HEALTH PATHOLOG | I-201512295496 | 101-4-213-4220   | AUTOPSIES XXXX |        | 4,720.23 |
| DEPARTMENT 213 CORONER |                         |                |                  |                | TOTAL: | 4,720.23 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 411 WELFARE

BANK: ALL

| VENDOR                 | NAME                | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION                   | CHECK# | AMOUNT |
|------------------------|---------------------|----------------|------------------|-------------------------------|--------|--------|
| 01-20191               | HOLZHAUSER, MICHAEL | I-201512295476 | 101-4-411-4261   | WELFARE CONF, POOR RELIEF CON |        | 432.64 |
| DEPARTMENT 411 WELFARE |                     |                |                  |                               | TOTAL: | 432.64 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 441 BEHAVIORAL HEALTH

BANK: ALL

| VENDOR   | NAME                   | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION             | CHECK# | AMOUNT |
|----------|------------------------|----------------|------------------|-------------------------|--------|--------|
| 01-10617 | CODY, DENISE           | I-201512295448 | 101-4-441-4220   | INV MI HEARINGS XXXX    |        | 15.00  |
| 01-10617 | CODY, DENISE           | I-201512295448 | 101-4-441-4220   | INV MI HEARINGS XXXX    |        | 15.00  |
| 01-11805 | LINCOLN COUNTY AUDITOR | I-201512295483 | 101-4-441-4220   | MI EXPENSES XXXX        |        | 121.50 |
| 01-11805 | LINCOLN COUNTY AUDITOR | I-201512295483 | 101-4-441-4220   | MI EXPENSES XXXX        |        | 184.60 |
| 01-13441 | YANKTON COUNTY SHERIFF | I-201512295516 | 101-4-441-4270   | SERVICE OF PROCESS XXXX |        | 25.00  |
| 01-13441 | YANKTON COUNTY SHERIFF | I-201512295516 | 101-4-441-4270   | SERVICE OF PROCESS XXXX |        | 25.00  |
| 01-19562 | SWANDA, KAREN          | I-201512295505 | 101-4-441-4220   | INV MI HEARINGS XXXX    |        | 15.00  |
| 01-19562 | SWANDA, KAREN          | I-201512295505 | 101-4-441-4220   | INV MI HEARINGS XXXX    |        | 15.00  |
| 01-20920 | LEWNO, LUCY            | I-201512295481 | 101-4-441-4220   | INV MI HEARING XXXX     |        | 148.99 |
| 01-20920 | LEWNO, LUCY            | I-201512295481 | 101-4-441-4220   | INV MI HEARING XXXX     |        | 150.49 |

DEPARTMENT 441 BEHAVIORAL HEALTH TOTAL: 715.58

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 611 COUNTY EXTENSION

BANK: ALL

| VENDOR                          | NAME              | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION                   | CHECK# | AMOUNT   |
|---------------------------------|-------------------|----------------|------------------|-------------------------------|--------|----------|
| 01-13040                        | STATE 4-H OFFICE  | I-201512295504 | 101-4-611-4292   | LIVESTOCK & POULTRY TAGS      |        | 419.75   |
| 01-13328                        | WALMART COMMUNITY | I-201512295515 | 101-4-611-4260   | OFFICE & PROGRAMMING SUPPLIES |        | 866.70   |
| 01-19736                        | MACK, SONIA       | I-201512295479 | 101-4-611-4270   | DECEMBER TRAVEL               |        | 92.40    |
| 01-21575                        | JENSEN, TYLER     | I-201512295478 | 101-4-611-4292   | NIGHT WATCHMAN, CALF SHOW     |        | 100.00   |
| DEPARTMENT 611 COUNTY EXTENSION |                   |                |                  |                               | TOTAL: | 1,478.85 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 101 GENERAL FUND

DEPARTMENT: 711 PLANNING & ZONING

BANK: ALL

| VENDOR   | NAME             | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION          | CHECK# | AMOUNT |
|----------|------------------|----------------|------------------|----------------------|--------|--------|
| 01-12259 | OFFICE DEPOT INC | I-201512295489 | 101-4-711-4260   | OFFICE SUPPLIES      |        | 201.84 |
| 01-12522 | RFD              | I-201512295492 | 101-4-711-4230   | LEGAL PUBLICATIONS   |        | 121.14 |
| 01-12632 | ROCHEL, ROBERT   | I-201512295494 | 101-4-711-4270   | ZONING MTG MILEAGE   |        | 143.64 |
| 01-21502 | STEVEN UST       | I-201512295508 | 101-4-711-4221   | BUILDING INSPECTIONS |        | 200.00 |
| 01-21502 | STEVEN UST       | I-201512295509 | 101-4-711-4221   | BUILDING INSPECTIONS |        | 800.00 |
| 01-21663 | NICHOLS, LAURIE  | I-201512295488 | 101-4-711-4270   | ZONING MTG MILEAGE   |        | 61.12  |

DEPARTMENT 711 PLANNING & ZONING TOTAL: 1,527.74

FUND 101 GENERAL FUND TOTAL: 29,161.06

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 201 ROAD & BRIDGE FUND

DEPARTMENT: 311 HIGHWAY ADMINISTRATION

BANK: ALL

| VENDOR   | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION               | CHECK# | AMOUNT   |
|----------|-------------------------|----------------|------------------|---------------------------|--------|----------|
| 01-10012 | A&B BUSINESS INC        | I-201512295436 | 201-4-311-4250   | MAINTENANCE CONTRACT      |        | 197.66   |
| 01-10111 | ANDERSON OIL            | I-201512295437 | 201-4-311-4265   | BLENDN DIESEL, WHITE SHOP |        | 973.76   |
| 01-11125 | G&K SERVICES            | I-201512295454 | 201-4-311-4250   | LAUNDRY SERVICES          |        | 214.58   |
| 01-11127 | GP AUTO                 | I-201512295459 | 201-4-311-4260   | INSTRUMENT CLUSTER 0398   |        | 470.54   |
| 01-13291 | VERIZON WIRELESS        | I-201512295510 | 201-4-311-4280   | WIRELESS TABLET           |        | 40.01    |
| 01-13328 | WALMART COMMUNITY       | I-201512295514 | 201-4-311-4260   | SHOP & OFFICE SUPPLIES    |        | 114.17   |
| 01-19515 | CITY OF BROOKINGS LANDF | I-201512295446 | 201-4-311-4250   | DEMOLITION FROM SHOP      |        | 17.16    |
| 01-19708 | BOBCAT OF BROOKINGS     | I-201512295441 | 201-4-311-4260   | LUG NUT 0616              |        | 1.93     |
| 01-20514 | KINGBROOK RURAL WATER   | I-201512295480 | 201-4-311-4280   | WATER UTILITIES           |        | 46.40    |
| 01-21966 | BLACKSTRAP INC          | I-201512295440 | 201-4-311-4290   | ROAD SALT                 |        | 1,675.49 |

DEPARTMENT 311 HIGHWAY ADMINISTRATION TOTAL: 3,751.70

FUND 201 ROAD & BRIDGE FUND TOTAL: 3,751.70

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 226 EMERGENCY MANAGEMENT

DEPARTMENT: 222 EMERGENCY & DISASTER SERV

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT NAME | DESCRIPTION | CHECK# | AMOUNT |
|--------|------|--------|------------------|-------------|--------|--------|
|--------|------|--------|------------------|-------------|--------|--------|

|          |                         |                |                |                  |  |        |
|----------|-------------------------|----------------|----------------|------------------|--|--------|
| 01-11800 | LIGHT & SIREN           | I-201512295482 | 226-4-222-4260 | 48" LIGHTBAR     |  | 986.00 |
| 01-22018 | HOLIDAY INN EXPRESS HOT | I-201512295473 | 226-4-222-4270 | R HAUGEN LODGING |  | 197.14 |

DEPARTMENT 222 EMERGENCY & DISASTER S TOTAL: 1,183.14

FUND 226 EMERGENCY MANAGEMENT TOTAL: 1,183.14

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 248 24/7 PROGRAM

DEPARTMENT: 212 24/7 PROGRAM

BANK: ALL

| VENDOR   | NAME                   | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION        | CHECK#                      | AMOUNT          |
|----------|------------------------|----------------|------------------|--------------------|-----------------------------|-----------------|
| 01-21449 | DAN HINTZ CONSTRUCTION | I-201512295450 | 248-4-212-4260   | ENCLOSED 24/7 ROOM |                             | 3,953.11        |
|          |                        |                |                  |                    | DEPARTMENT 212 24/7 PROGRAM | TOTAL: 3,953.11 |
|          |                        |                |                  |                    | FUND 248 24/7 PROGRAM       | TOTAL: 3,953.11 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 301 COUNTY BUILDING FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

| VENDOR   | NAME         | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION   | CHECK# | AMOUNT |
|----------|--------------|----------------|------------------|---------------|--------|--------|
| 01-11909 | MARTIN'S INC | I-201512295484 | 301-4-161-4295   | WINTER DIESEL |        | 444.20 |

DEPARTMENT 161 COUNTY BUILDING TOTAL: 444.20

FUND 301 COUNTY BUILDING FUND TOTAL: 444.20

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 761 SHERIFF TRUST

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

| VENDOR   | NAME               | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION        | CHECK# | AMOUNT |
|----------|--------------------|----------------|------------------|--------------------|--------|--------|
| 01-19494 | SD DEPT OF REVENUE | I-201512295502 | 761-2-2090000    | SHERIFF TRUST XXXX |        | 377.34 |

DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL: 377.34

FUND 761 SHERIFF TRUST TOTAL: 377.34

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 768 STATEWIDE 24/7 SOBRIETY

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

| VENDOR   | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION               | CHECK#                           | AMOUNT   |          |
|----------|-------------------------|----------------|------------------|---------------------------|----------------------------------|----------|----------|
| 01-21563 | SD ATTORNEY GENERAL'S O | I-201512295497 | 768-2-2091000    | 24/7, SCRAM FEES- NOV1-30 |                                  | 2,966.00 |          |
| 01-21563 | SD ATTORNEY GENERAL'S O | I-201512295498 | 768-2-2090000    | 24/7 FEE, NOV 1-30        |                                  | 305.00   |          |
| 01-21563 | SD ATTORNEY GENERAL'S O | I-201512295499 | 768-2-2091000    | 24/7, SCRAM FEES DEC 1-15 |                                  | 1,836.00 |          |
| 01-21563 | SD ATTORNEY GENERAL'S O | I-201512295500 | 768-2-2090000    | 24/7 FEES DEC 1-15        |                                  | 151.00   |          |
|          |                         |                |                  |                           | DEPARTMENT 0000 NON-DEPARTMENTAL | TOTAL:   | 5,258.00 |
|          |                         |                |                  |                           | FUND 768 STATEWIDE 24/7 SOBRIET  | TOTAL:   | 5,258.00 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01466 2015 Claims Pd 1.05.15

FUND : 770 TAX SALE REDEMPTION

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT NAME | DESCRIPTION | CHECK# | AMOUNT |
|--------|------|--------|------------------|-------------|--------|--------|
|--------|------|--------|------------------|-------------|--------|--------|

|          |               |                |               |                       |  |          |
|----------|---------------|----------------|---------------|-----------------------|--|----------|
| 01-21016 | INA GROUP LLC | I-201512295477 | 770-2-2090000 | CERT 14-64 XXXXXXXXXX |  | 3,761.52 |
|----------|---------------|----------------|---------------|-----------------------|--|----------|

|          |                     |                |               |                       |  |          |
|----------|---------------------|----------------|---------------|-----------------------|--|----------|
| 01-21424 | WALLAROO PROPERTIES | I-201512295511 | 770-2-2090000 | CERT #15-2 XXXXX 1088 |  | 2,721.42 |
|----------|---------------------|----------------|---------------|-----------------------|--|----------|

|                                  |  |  |  |  |        |          |
|----------------------------------|--|--|--|--|--------|----------|
| DEPARTMENT 0000 NON-DEPARTMENTAL |  |  |  |  | TOTAL: | 6,482.94 |
|----------------------------------|--|--|--|--|--------|----------|

|      |     |                     |        |          |
|------|-----|---------------------|--------|----------|
| FUND | 770 | TAX SALE REDEMPTION | TOTAL: | 6,482.94 |
|------|-----|---------------------|--------|----------|

|                   |           |
|-------------------|-----------|
| REPORT GRA TOTAL: | 50,611.49 |
|-------------------|-----------|

## \*\* G/L ACCOUNT TOTALS \*\*

| YEAR | ACCOUNT        | NAME                       | AMOUNT   | =====LINE ITEM===== |                            | =====GROUP BUDGET===== |                            |
|------|----------------|----------------------------|----------|---------------------|----------------------------|------------------------|----------------------------|
|      |                |                            |          | ANNUAL BUDGET       | BUDGET OVER AVAILABLE BUDG | ANNUAL BUDGET          | BUDGET OVER AVAILABLE BUDG |
| 2015 | 101-4-111-4230 | PUBLISHING                 | 785.10   | 40,000              | 2,780.75                   |                        |                            |
|      | 101-4-111-4231 | PUBLIC RELATIONS           | 600.00   | 3,700               | 560.14                     |                        |                            |
|      | 101-4-111-4260 | SUPPLIES & MATERIALS       | 90.00    | 4,000               | 688.98                     |                        |                            |
|      | 101-4-130-4221 | ABUSE & NEG.CHILD DEFENSE  | 225.00   | 30,000              | 18,970.97                  |                        |                            |
|      | 101-4-130-4222 | ADULT DEFENSE              | 2,023.31 | 300,000             | 37,595.24-                 | Y                      |                            |
|      | 101-4-130-4224 | TRANSCRIPTS (LIENABLE)     | 129.20   | 5,000               | 3,137.70                   |                        |                            |
|      | 101-4-130-4226 | TRANSCRIPTS (NON)          | 625.60   | 7,000               | 1,488.80-                  | Y                      |                            |
|      | 101-4-130-4280 | JURY & WITNESS             | 160.00   | 15,000              | 893.94-                    | Y                      |                            |
|      | 101-4-130-4290 | COURT CASE EXPENSE         | 660.00   | 30,000              | 951.33-                    | Y                      |                            |
|      | 101-4-151-4260 | SUPPLIES & MATERIALS       | 264.26   | 25,000              | 9,926.18                   |                        |                            |
|      | 101-4-161-4241 | RENTAL/COMM. HEALTH        | 860.05   | 18,000              | 7,416.43                   |                        |                            |
|      | 101-4-161-4250 | REPAIRS AND MAINTENANCE    | 920.00   | 66,000              | 4,707.83                   |                        |                            |
|      | 101-4-165-4270 | TRAVEL & CONFERENCE        | 1,797.81 | 4,000               | 1,442.42                   |                        |                            |
|      | 101-4-167-4221 | DATA PROCESSING/SOFTWARE   | 5,757.24 | 175,000             | 27,264.58                  |                        |                            |
|      | 101-4-168-4220 | PROFESSIONAL SERVICES      | 396.90   | 20,000              | 6,099.27                   |                        |                            |
|      | 101-4-211-4220 | PROFESSIONAL SERV. & FEES  | 110.00   | 5,800               | 2,463.48                   |                        |                            |
|      | 101-4-211-4221 | ANIMAL CONTROL             | 40.00    | 5,000               | 3,039.86                   |                        |                            |
|      | 101-4-211-4250 | REPAIRS AND MAINTENANCE    | 266.29   | 28,000              | 14,794.41                  |                        |                            |
|      | 101-4-211-4261 | OFFICE SUPPLIES            | 279.90   | 55,000              | 50,707.26                  |                        |                            |
|      | 101-4-211-4280 | UTILITIES                  | 108.85   | 20,000              | 5,165.80                   |                        |                            |
|      | 101-4-212-4250 | REPAIRS AND MAINTENANCE    | 3,458.91 | 28,628              | 5,035.99-                  | Y                      |                            |
|      | 101-4-212-4260 | SUPPLIES & MATERIALS       | 727.60   | 43,000              | 3,915.81                   |                        |                            |
|      | 101-4-213-4220 | PROFESSIONAL SERV. & FEES  | 4,720.23 | 20,000              | 12,677.33-                 | Y                      |                            |
|      | 101-4-411-4261 | DIRECTOR/TRAVEL            | 432.64   | 1,500               | 1,067.36                   |                        |                            |
|      | 101-4-441-4220 | PROFESSIONAL SERV. & FEES  | 665.58   | 40,000              | 5,207.29-                  | Y                      |                            |
|      | 101-4-441-4270 | TRAVEL                     | 50.00    | 650                 | 150.00-                    | Y                      |                            |
|      | 101-4-611-4260 | SUPPLIES & MATERIALS       | 866.70   | 8,500               | 1,618.96                   |                        |                            |
|      | 101-4-611-4270 | TRAVEL & CONFERENCE        | 92.40    | 4,500               | 1,021.05                   |                        |                            |
|      | 101-4-611-4292 | 4-H EVENTS & LIT.          | 519.75   | 7,000               | 2,841.10                   |                        |                            |
|      | 101-4-711-4221 | INSPECTION FEES            | 1,000.00 | 25,000              | 2,500.00                   |                        |                            |
|      | 101-4-711-4230 | PUBLISHING                 | 121.14   | 3,000               | 728.55                     |                        |                            |
|      | 101-4-711-4260 | SUPPLIES & MATERIALS       | 201.84   | 5,000               | 1,662.98                   |                        |                            |
|      | 101-4-711-4270 | TRAVEL & CONFERENCE        | 204.76   | 7,000               | 3,074.91                   |                        |                            |
|      | 201-4-311-4250 | REPAIRS & MAINT.           | 429.40   | 5,410,000           | 1455,660.24                |                        |                            |
|      | 201-4-311-4260 | SUPPLIES & MATERIALS       | 586.64   | 1,100,000           | 119,295.84                 |                        |                            |
|      | 201-4-311-4265 | FUEL/GASOLINE              | 973.76   | 234,932             | 119,262.42                 |                        |                            |
|      | 201-4-311-4280 | UTILITIES                  | 86.41    | 23,447              | 2,962.85                   |                        |                            |
|      | 201-4-311-4290 | SNOW REMOVAL               | 1,675.49 | 60,000              | 15,122.26                  |                        |                            |
|      | 226-4-222-4260 | SUPPLIES & MATERIALS       | 986.00   | 2,000               | 206.73                     |                        |                            |
|      | 226-4-222-4270 | TRAVEL                     | 197.14   | 3,000               | 535.46                     |                        |                            |
|      | 248-4-212-4260 | SUPPLIES & MATERIALS       | 3,953.11 | 5,000               | 5,864.03-                  | Y                      |                            |
|      | 301-4-161-4295 | COURTHOUSE BLDG.           | 444.20   | 6,000               | 3,516.30                   |                        |                            |
|      | 761-2-2090000  | AM'T HELD FOR SHERIFF TRUS | 377.34   |                     |                            |                        |                            |
|      | 768-2-2090000  | AM'T HELD FOR STATEWIDE 2  | 456.00   |                     |                            |                        |                            |

\*\* G/L ACCOUNT TOTALS \*\*

| YEAR | ACCOUNT       | NAME                       | AMOUNT    | =====LINE ITEM===== |                  |           | =====GROUP BUDGET===== |                            |
|------|---------------|----------------------------|-----------|---------------------|------------------|-----------|------------------------|----------------------------|
|      |               |                            |           | ANNUAL BUDGET       | BUDGET AVAILABLE | OVER BUDG | ANNUAL BUDGET          | BUDGET OVER AVAILABLE BUDG |
|      | 768-2-2091000 | AM'T HELD FOR 24/7 SCRAM F | 4,802.00  |                     |                  |           |                        |                            |
|      | 770-2-2090000 | DUE TO CERTIFICATE HOLDER  | 6,482.94  |                     |                  |           |                        |                            |
|      |               | ** 2015 YEAR TOTALS        | 50,611.49 |                     |                  |           |                        |                            |

\*\* DEPARTMENT TOTALS \*\*

| ACCT      | NAME                      | AMOUNT    |
|-----------|---------------------------|-----------|
| 101-111   | COMMISSIONERS             | 1,475.10  |
| 101-130   | JUDICIAL SYSTEM           | 3,823.11  |
| 101-151   | STATES ATTORNEY           | 264.26    |
| 101-161   | COUNTY BUILDING           | 1,780.05  |
| 101-165   | VETERAN'S SERVICE         | 1,797.81  |
| 101-167   | TECHNOLOGY                | 5,757.24  |
| 101-168   | HUMAN RESOURCES           | 396.90    |
| 101-211   | SHERIFF'S OFFICE          | 805.04    |
| 101-212   | COUNTY JAIL               | 4,186.51  |
| 101-213   | CORONER                   | 4,720.23  |
| 101-411   | WELFARE                   | 432.64    |
| 101-441   | BEHAVIORAL HEALTH         | 715.58    |
| 101-611   | COUNTY EXTENSION          | 1,478.85  |
| 101-711   | PLANNING & ZONING         | 1,527.74  |
| -----     |                           |           |
| 101 TOTAL | GENERAL FUND              | 29,161.06 |
| 201-311   | HIGHWAY ADMINISTRATION    | 3,751.70  |
| -----     |                           |           |
| 201 TOTAL | ROAD & BRIDGE FUND        | 3,751.70  |
| 226-222   | EMERGENCY & DISASTER SERV | 1,183.14  |
| -----     |                           |           |
| 226 TOTAL | EMERGENCY MANAGEMENT      | 1,183.14  |
| 248-212   | 24/7 PROGRAM              | 3,953.11  |
| -----     |                           |           |
| 248 TOTAL | 24/7 PROGRAM              | 3,953.11  |

## \*\* DEPARTMENT TOTALS \*\*

| ACCT      | NAME                    | AMOUNT    |
|-----------|-------------------------|-----------|
| 301-161   | COUNTY BUILDING         | 444.20    |
| -----     |                         |           |
| 301 TOTAL | COUNTY BUILDING FUND    | 444.20    |
| 761       | NON-DEPARTMENTAL        | 377.34    |
| -----     |                         |           |
| 761 TOTAL | SHERIFF TRUST           | 377.34    |
| 768       | NON-DEPARTMENTAL        | 5,258.00  |
| -----     |                         |           |
| 768 TOTAL | STATEWIDE 24/7 SOBRIETY | 5,258.00  |
| 770       | NON-DEPARTMENTAL        | 6,482.94  |
| -----     |                         |           |
| 770 TOTAL | TAX SALE REDEMPTION     | 6,482.94  |
| -----     |                         |           |
|           | ** TOTAL **             | 50,611.49 |

NO ERRORS

\*\* END OF REPORT \*\*

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01465 2016 Claims Pd 1.06.16

FUND : 101 GENERAL FUND

DEPARTMENT: 111 COMMISSIONERS

BANK: ALL

| VENDOR                       | NAME | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION          | CHECK# | AMOUNT |
|------------------------------|------|----------------|------------------|----------------------|--------|--------|
| 01-12119                     | NACO | I-201512295428 | 101-4-111-4220   | NACO MEMBERSHIP DUES |        | 639.00 |
| DEPARTMENT 111 COMMISSIONERS |      |                |                  |                      | TOTAL: | 639.00 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01465 2016 Claims Pd 1.06.16

FUND : 101 GENERAL FUND

DEPARTMENT: 120 ELECTIONS

BANK: ALL

| VENDOR                   | NAME                   | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION                  | CHECK# | AMOUNT |
|--------------------------|------------------------|----------------|------------------|------------------------------|--------|--------|
| 01-21693                 | SD PROPERTY MANAGEMENT | I-201512295431 | 101-4-120-4260   | CASES, LABEL MAKERS, SCANNER |        | 920.16 |
| DEPARTMENT 120 ELECTIONS |                        |                |                  |                              | TOTAL: | 920.16 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01465 2016 Claims Pd 1.06.16

FUND : 101 GENERAL FUND

DEPARTMENT: 151 STATES ATTORNEY

BANK: ALL

| VENDOR                         | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION          | CHECK# | AMOUNT   |
|--------------------------------|-------------------------|----------------|------------------|----------------------|--------|----------|
| 01-12801                       | SD STATE'S ATTORNEYS AS | I-201512295432 | 101-4-151-4220   | 2016 MEMBERSHIP DUES |        | 1,609.00 |
| 01-13034                       | STATE BAR OF SOUTH DAKO | I-201512295433 | 101-4-151-4220   | 2016 MEMBERSHIP DUES |        | 1,120.00 |
| DEPARTMENT 151 STATES ATTORNEY |                         |                |                  |                      | TOTAL: | 2,729.00 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01465 2016 Claims Pd 1.06.16

FUND : 101 GENERAL FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

| VENDOR                         | NAME                  | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION                   | CHECK# | AMOUNT    |
|--------------------------------|-----------------------|----------------|------------------|-------------------------------|--------|-----------|
| 01-11569                       | JOHNSON CONTROLS      | I-201512295427 | 101-4-161-4250   | DEC 15 - MAY 16 SERVICE AGREE |        | 14,976.66 |
| 01-12302                       | OTIS ELEVATOR COMPANY | I-201512295429 | 101-4-161-4250   | OTIS ELEVATOR CONTRACT        |        | 5,878.06  |
| DEPARTMENT 161 COUNTY BUILDING |                       |                |                  |                               | TOTAL: | 20,854.72 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01465 2016 Claims Pd 1.06.16

FUND : 101 GENERAL FUND

DEPARTMENT: 167 TECHNOLOGY

BANK: ALL

| VENDOR                    | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION                   | CHECK# | AMOUNT    |
|---------------------------|-------------------------|----------------|------------------|-------------------------------|--------|-----------|
| 01-11485                  | TYLER TECHNOLOGIES      | I-201512295434 | 101-4-167-4221   | ANNUAL MAINTENANCE            |        | 60,334.02 |
| 01-12714                  | SCHNEIDER CORPORATION H | I-201512295430 | 101-4-167-4221   | SYSTEM SUPPORT, BEACON HOSTIN |        | 7,615.00  |
| 01-19697                  | BARRIER 1               | I-201512295424 | 101-4-167-4221   | RENEWAL CONTRACT              |        | 7,560.00  |
| DEPARTMENT 167 TECHNOLOGY |                         |                |                  |                               | TOTAL: | 75,509.02 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01465 2016 Claims Pd 1.06.16

FUND : 101 GENERAL FUND

DEPARTMENT: 168 HUMAN RESOURCES

BANK: ALL

| VENDOR                         | NAME                | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION           | CHECK# | AMOUNT |
|--------------------------------|---------------------|----------------|------------------|-----------------------|--------|--------|
| 01-10357                       | AVERA MEDICAL GROUP | I-201512295423 | 101-4-168-4220   | HEALTH SCREEN REVIEWS |        | 564.00 |
| DEPARTMENT 168 HUMAN RESOURCES |                     |                |                  |                       | TOTAL: | 564.00 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01465 2016 Claims Pd 1.06.16

FUND : 101 GENERAL FUND

DEPARTMENT: 711 PLANNING & ZONING

BANK: ALL

| VENDOR                           | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION     | CHECK# | AMOUNT |
|----------------------------------|-------------------------|----------------|------------------|-----------------|--------|--------|
| 01-11490                         | INTERNATIONAL CODE COUN | I-201512295426 | 101-4-711-4260   | 2016 MEMBERSHIP |        | 135.00 |
| DEPARTMENT 711 PLANNING & ZONING |                         |                |                  |                 | TOTAL: | 135.00 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01465 2016 Claims Pd 1.06.16

FUND : 101 GENERAL FUND

DEPARTMENT: 712 1ST DISTRICT

BANK: ALL

| VENDOR   | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION             | CHECK#                      | AMOUNT            |
|----------|-------------------------|----------------|------------------|-------------------------|-----------------------------|-------------------|
| 01-11042 | FIRST DISTRICT ASSOCIAT | I-201512295425 | 101-4-712-4290   | FIRST QUATER PMT FY2016 |                             | 10,107.73         |
|          |                         |                |                  |                         | DEPARTMENT 712 1ST DISTRICT | TOTAL: 10,107.73  |
|          |                         |                |                  |                         | FUND 101 GENERAL FUND       | TOTAL: 111,458.63 |

VENDOR SET: 01 Brookings County  
PACKET: 01465 2016 Claims Pd 1.06.16  
FUND : 207 E-911 FUND  
DEPARTMENT: 225 911 SERVICES

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

| VENDOR                      | NAME              | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION         | CHECK# | AMOUNT           |
|-----------------------------|-------------------|----------------|------------------|---------------------|--------|------------------|
| 01-20143                    | CITY OF BROOKINGS | I-201512295528 | 207-4-225-4290   | E-911, AUG-OCT 2015 |        | 76,482.58        |
| DEPARTMENT 225 911 SERVICES |                   |                |                  |                     |        | TOTAL: 76,482.58 |
| FUND 207 E-911 FUND         |                   |                |                  |                     |        | TOTAL: 76,482.58 |
| REPORT GRA TOTAL:           |                   |                |                  |                     |        | 187,941.21       |

## \*\* G/L ACCOUNT TOTALS \*\*

| YEAR | ACCOUNT        | NAME                      | AMOUNT     | =====LINE ITEM===== |                            | =====GROUP BUDGET===== |                            |
|------|----------------|---------------------------|------------|---------------------|----------------------------|------------------------|----------------------------|
|      |                |                           |            | ANNUAL BUDGET       | BUDGET OVER AVAILABLE BUDG | ANNUAL BUDGET          | BUDGET OVER AVAILABLE BUDG |
| 2015 | 101-4-111-4220 | PROFESSIONAL SERV. & FEES | 639.00     | 40,000              | 23,441.49                  |                        |                            |
|      | 101-4-120-4260 | ELECTION SUPPLIES         | 920.16     | 1,400               | 1,465.76-                  | Y                      |                            |
|      | 101-4-151-4220 | PROFESSIONAL SERV. & FEES | 2,729.00   | 3,500               | 1,618.00-                  | Y                      |                            |
|      | 101-4-161-4250 | REPAIRS AND MAINTENANCE   | 20,854.72  | 66,000              | 15,226.89-                 | Y                      |                            |
|      | 101-4-167-4221 | DATA PROCESSING/SOFTWARE  | 75,509.02  | 175,000             | 42,487.20-                 | Y                      |                            |
|      | 101-4-168-4220 | PROFESSIONAL SERVICES     | 564.00     | 20,000              | 5,932.17                   |                        |                            |
|      | 101-4-711-4260 | SUPPLIES & MATERIALS      | 135.00     | 5,000               | 1,729.82                   |                        |                            |
|      | 101-4-712-4290 | OTHERS                    | 10,107.73  | 39,253              | 10,107.73-                 | Y                      |                            |
|      | 207-4-225-4290 | OTHERS                    | 76,482.58  | 300,200             | 104,739.91-                | Y                      |                            |
|      |                | ** 2015 YEAR TOTALS       | 187,941.21 |                     |                            |                        |                            |

## \*\* DEPARTMENT TOTALS \*\*

| ACCT      | NAME              | AMOUNT     |
|-----------|-------------------|------------|
| 101-111   | COMMISSIONERS     | 639.00     |
| 101-120   | ELECTIONS         | 920.16     |
| 101-151   | STATES ATTORNEY   | 2,729.00   |
| 101-161   | COUNTY BUILDING   | 20,854.72  |
| 101-167   | TECHNOLOGY        | 75,509.02  |
| 101-168   | HUMAN RESOURCES   | 564.00     |
| 101-711   | PLANNING & ZONING | 135.00     |
| 101-712   | 1ST DISTRICT      | 10,107.73  |
| -----     |                   |            |
| 101 TOTAL | GENERAL FUND      | 111,458.63 |
| 207-225   | 911 SERVICES      | 76,482.58  |
| -----     |                   |            |
| 207 TOTAL | E-911 FUND        | 76,482.58  |
| -----     |                   |            |
|           | ** TOTAL **       | 187,941.21 |

NO ERRORS

\*\* END OF REPORT \*\*

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 111 COMMISSIONERS

BANK: ALL

| VENDOR   | NAME              | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|----------|-------------------|------------------|------------------|--------------------------|--------|--------|
| 01-11552 | JENSEN, LARRY     | I-20151229-11552 | 101-4-111-4280   | CELL PHONE REIMBURSEMENT |        | 75.00  |
| 01-13058 | STEFFENSEN, STACY | I-20151229-13058 | 101-4-111-4280   | CELL PHONE REIMBURSEMENT |        | 105.00 |
| 01-20259 | MILLER, STEPHNE   | I-20151229-20259 | 101-4-111-4280   | CELL PHONE REIMBURSEMENT |        | 75.00  |
| 01-21126 | YSETH, TOM        | I-20151229-21126 | 101-4-111-4280   | CELL PHONE REIMBURSEMENT |        | 75.00  |
| 01-21131 | KROGMAN, RYAN     | I-20151229-21131 | 101-4-111-4280   | CELL PHONE REIMBURSEMENT |        | 75.00  |
| 01-21600 | LITTLECOTT, LAURA | I-20151229-21600 | 101-4-111-4280   | CELL PHONE REIMBURSEMENT |        | 45.00  |
| 01-22022 | PIERCE, LEANN     | I-20151229-22022 | 101-4-111-4280   | CELL PHONE REIMBURSEMENT |        | 75.00  |

DEPARTMENT 111 COMMISSIONERS TOTAL: 525.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 120 ELECTIONS

BANK: ALL

| VENDOR                   | NAME             | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|--------------------------|------------------|------------------|------------------|--------------------------|--------|--------|
| 01-10451                 | BUSETH, VICKI    | I-20151229-10451 | 101-4-120-4260   | CELL PHONE REIMBURSEMENT |        | 5.25   |
| 01-13422                 | WITCHEY, KRISTEN | I-20151229-13422 | 101-4-120-4260   | CELL PHONE REIMBURSEMENT |        | 15.00  |
| DEPARTMENT 120 ELECTIONS |                  |                  |                  |                          | TOTAL: | 20.25  |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 143 FINANCE OFFICE

BANK: ALL

| VENDOR                        | NAME             | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|-------------------------------|------------------|------------------|------------------|--------------------------|--------|--------|
| 01-10451                      | BUSETH, VICKI    | I-20151229-10451 | 101-4-143-4280   | CELL PHONE REIMBURSEMENT |        | 99.75  |
| 01-13422                      | WITCHEY, KRISTEN | I-20151229-13422 | 101-4-143-4280   | CELL PHONE REIMBURSEMENT |        | 60.00  |
| DEPARTMENT 143 FINANCE OFFICE |                  |                  |                  |                          | TOTAL: | 159.75 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 151 STATES ATTORNEY

BANK: ALL

| VENDOR                         | NAME               | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|--------------------------------|--------------------|------------------|------------------|--------------------------|--------|--------|
| 01-21150                       | HOWARD, ABIGAIL A. | I-20151229-21150 | 101-4-151-4280   | CELL PHONE REIMBURSEMENT |        | 105.00 |
| 01-22020                       | NESVOLD, TERE      | I-20151229-22020 | 101-4-151-4280   | CELL PHONE REIMBURSEMENT |        | 105.00 |
| DEPARTMENT 151 STATES ATTORNEY |                    |                  |                  |                          | TOTAL: | 210.00 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

| VENDOR                         | NAME             | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|--------------------------------|------------------|------------------|------------------|--------------------------|--------|--------|
| 01-12067                       | MOLENGRAAF, JOHN | I-20151229-12067 | 101-4-161-4280   | CELL PHONE REIMBURSEMENT |        | 30.00  |
| 01-22021                       | SCHEER, AARON    | I-20151229-22021 | 101-4-161-4280   | CELL PHONE REIMBURSEMENT |        | 15.00  |
| DEPARTMENT 161 COUNTY BUILDING |                  |                  |                  |                          | TOTAL: | 45.00  |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

BANK: ALL

| VENDOR                                       | NAME            | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|--|-----------------|------------------|------------------|--------------------------|--------|--------|
| 01-10862                                     | DRAGSETH, JOYCE | I-20151229-10862 | 101-4-162-4280   | CELL PHONE REIMBURSEMENT |        | 105.00 |
| DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL: |                 |                  |                  |                          |        | 105.00 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 163 REGISTER OF DEEDS

BANK: ALL

| VENDOR                           | NAME             | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|----------------------------------|------------------|------------------|------------------|--------------------------|--------|--------|
| 01-10548                         | CHAPMAN, BEVERLY | I-20151229-10548 | 101-4-163-4280   | CELL PHONE REIMBURSEMENT |        | 105.00 |
| DEPARTMENT 163 REGISTER OF DEEDS |                  |                  |                  |                          | TOTAL: | 105.00 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 165 VETERAN'S SERVICE

BANK: ALL

| VENDOR   | NAME                | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK#                           | AMOUNT       |
|----------|---------------------|------------------|------------------|--------------------------|----------------------------------|--------------|
| 01-20191 | HOLZHAUSER, MICHAEL | I-20151229-20191 | 101-4-165-4280   | CELL PHONE REIMBURSEMENT |                                  | 86.10        |
|          |                     |                  |                  |                          | DEPARTMENT 165 VETERAN'S SERVICE | TOTAL: 86.10 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 167 TECHNOLOGY

BANK: ALL

| VENDOR                    | NAME           | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|---------------------------|----------------|------------------|------------------|--------------------------|--------|--------|
| 01-21618                  | PLOWMAN, SHAWN | I-20151229-21618 | 101-4-167-4260   | CELL PHONE REIMBURSEMENT |        | 90.00  |
| DEPARTMENT 167 TECHNOLOGY |                |                  |                  |                          | TOTAL: | 90.00  |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 211 SHERIFF'S OFFICE

BANK: ALL

| VENDOR   | NAME                 | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|----------|----------------------|------------------|------------------|--------------------------|--------|--------|
| 01-11156 | GIEGLING, MIKE       | I-20151229-11156 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 30.00  |
| 01-11248 | HAIDER, DARIN        | I-20151229-11248 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 60.00  |
| 01-12403 | PIKE, JON            | I-20151229-12403 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 60.00  |
| 01-12861 | SEBRING, SCOTT       | I-20151229-12861 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 105.00 |
| 01-13030 | STANWICK, MARTIN     | I-20151229-13030 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 105.00 |
| 01-13078 | STOLTENBURG, MICHAEL | I-20151229-13078 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 15.00  |
| 01-13238 | UMBERGER, CHARLES    | I-20151229-13238 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 45.00  |
| 01-21009 | GENGLER, MICHAEL     | I-20151229-21009 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 30.00  |
| 01-21550 | LANGSTRAAT, MANUAL   | I-20151229-21550 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 30.00  |
| 01-21569 | MCCREA, DON          | I-20151229-21569 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 15.00  |
| 01-21716 | HOEKMAN, DEVAN       | I-20151229-21716 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 30.00  |
| 01-22021 | SCHEER, AARON        | I-20151229-22021 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 15.00  |
| 01-22023 | DOREMUS, SEAN        | I-20151229-22023 | 101-4-211-4280   | CELL PHONE REIMBURSEMENT |        | 30.00  |

DEPARTMENT 211 SHERIFF'S OFFICE TOTAL: 570.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 212 COUNTY JAIL

BANK: ALL

| VENDOR                     | NAME              | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|----------------------------|-------------------|------------------|------------------|--------------------------|--------|--------|
| 01-10781                   | DEJONG, DARREN J. | I-20151229-10781 | 101-4-212-4280   | CELL PHONE REIMBURSEMENT |        | 60.00  |
| 01-13118                   | SWEEBE, BART      | I-20151229-13118 | 101-4-212-4280   | CELL PHONE REIMBURSEMENT |        | 105.00 |
| DEPARTMENT 212 COUNTY JAIL |                   |                  |                  |                          | TOTAL: | 165.00 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 213 CORONER

BANK: ALL

| VENDOR                 | NAME          | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|------------------------|---------------|------------------|------------------|--------------------------|--------|--------|
| 01-22019               | HIEB, RICHARD | I-20151229-22019 | 101-4-213-4280   | CELL PHONE REIMBURSEMENT |        | 30.00  |
| DEPARTMENT 213 CORONER |               |                  |                  |                          | TOTAL: | 30.00  |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 411 WELFARE

BANK: ALL

| VENDOR                 | NAME                | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|------------------------|---------------------|------------------|------------------|--------------------------|--------|--------|
| 01-12399               | PIERCE, IRENE       | I-20151229-12399 | 101-4-411-4280   | CELL PHONE REIMBURSEMENT |        | 45.00  |
| 01-20191               | HOLZHAUSER, MICHAEL | I-20151229-20191 | 101-4-411-4280   | CELL PHONE REIMBURSEMENT |        | 18.90  |
| DEPARTMENT 411 WELFARE |                     |                  |                  |                          | TOTAL: | 63.90  |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 101 GENERAL FUND

DEPARTMENT: 615 WEED CONTROL

BANK: ALL

| VENDOR                      | NAME         | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|-----------------------------|--------------|------------------|------------------|--------------------------|--------|--------|
| 01-21197                    | MOSER, MISTY | I-20151229-21197 | 101-4-615-4280   | CELL PHONE REIMBURSEMENT |        | 75.00  |
| DEPARTMENT 615 WEED CONTROL |              |                  |                  |                          | TOTAL: | 75.00  |

VENDOR SET: 01 Brookings County  
PACKET: 01461 Cell Phone Reimbursement  
FUND : 101 GENERAL FUND  
DEPARTMENT: 711 PLANNING & ZONING

ITEMS PRINTED: PAID, UNPAID  
  
BANK: ALL

| VENDOR   | NAME            | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK#                           | AMOUNT          |
|----------|-----------------|------------------|------------------|--------------------------|----------------------------------|-----------------|
| 01-11308 | HAUGEN, RICHARD | I-20151229-11308 | 101-4-711-4280   | CELL PHONE REIMBURSEMENT |                                  | 45.00           |
| 01-11365 | HILL, ROBERT    | I-20151229-11365 | 101-4-711-4280   | CELL PHONE REIMBURSEMENT |                                  | 26.25           |
|          |                 |                  |                  |                          | DEPARTMENT 711 PLANNING & ZONING | TOTAL: 71.25    |
|          |                 |                  |                  |                          | FUND 101 GENERAL FUND            | TOTAL: 2,321.25 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 201 ROAD & BRIDGE FUND

DEPARTMENT: 311 HIGHWAY ADMINISTRATION

BANK: ALL

| VENDOR                                       | NAME                | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|--|---------------------|------------------|------------------|--------------------------|--------|--------|
| 01-10106                                     | ANDERSON, JEFFREY G | I-20151229-10106 | 201-4-311-4280   | CELL PHONE REIMBURSEMENT |        | 75.00  |
| 01-11118                                     | FRIEDRICH, CLIFF    | I-20151229-11118 | 201-4-311-4280   | CELL PHONE REIMBURSEMENT |        | 45.00  |
| 01-11226                                     | GROSS, LINDA        | I-20151229-11226 | 201-4-311-4280   | CELL PHONE REIMBURSEMENT |        | 30.00  |
| 01-20828                                     | BIRK, RICHARD       | I-20151229-20828 | 201-4-311-4280   | CELL PHONE REIMBURSEMENT |        | 105.00 |
| DEPARTMENT 311 HIGHWAY ADMINISTRATION TOTAL: |                     |                  |                  |                          |        | 255.00 |
| FUND 201 ROAD & BRIDGE FUND TOTAL:           |                     |                  |                  |                          |        | 255.00 |

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 226 EMERGENCY MANAGEMENT

DEPARTMENT: 222 EMERGENCY & DISASTER SERV

BANK: ALL

| VENDOR   | NAME         | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION              | CHECK# | AMOUNT |
|----------|--------------|------------------|------------------|--------------------------|--------|--------|
| 01-11365 | HILL, ROBERT | I-20151229-11365 | 226-4-222-4280   | CELL PHONE REIMBURSEMENT |        | 78.75  |

DEPARTMENT 222 EMERGENCY & DISASTER S TOTAL: 78.75

FUND 226 EMERGENCY MANAGEMENT TOTAL: 78.75

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01461 Cell Phone Reimbursement

FUND : 237 CONTRACT LAW ENFORCE

DEPARTMENT: 215 CONTRACT LAW ENFORCEMENT

BANK: ALL

| VENDOR | NAME | ITEM # | G/L ACCOUNT NAME | DESCRIPTION | CHECK# | AMOUNT |
|--------|------|--------|------------------|-------------|--------|--------|
|--------|------|--------|------------------|-------------|--------|--------|

|          |                |                  |                |                          |  |       |
|----------|----------------|------------------|----------------|--------------------------|--|-------|
| 01-20493 | KRIESE, JEREMY | I-20151229-20493 | 237-4-215-4280 | CELL PHONE REIMBURSEMENT |  | 30.00 |
|----------|----------------|------------------|----------------|--------------------------|--|-------|

|                                       |  |  |  |  |        |       |
|---------------------------------------|--|--|--|--|--------|-------|
| DEPARTMENT 215 CONTRACT LAW ENFORCEME |  |  |  |  | TOTAL: | 30.00 |
|---------------------------------------|--|--|--|--|--------|-------|

|      |     |                      |        |       |
|------|-----|----------------------|--------|-------|
| FUND | 237 | CONTRACT LAW ENFORCE | TOTAL: | 30.00 |
|------|-----|----------------------|--------|-------|

|            |        |          |
|------------|--------|----------|
| REPORT GRA | TOTAL: | 2,685.00 |
|------------|--------|----------|

## \*\* G/L ACCOUNT TOTALS \*\*

| YEAR | ACCOUNT        | NAME                 | AMOUNT   | =====LINE ITEM===== |                            |               | =====GROUP BUDGET=====     |  |
|------|----------------|----------------------|----------|---------------------|----------------------------|---------------|----------------------------|--|
|      |                |                      |          | ANNUAL BUDGET       | BUDGET OVER AVAILABLE BUDG | ANNUAL BUDGET | BUDGET OVER AVAILABLE BUDG |  |
| 2015 | 101-4-111-4280 | UTILITIES            | 525.00   | 5,760               | 5,235.00                   |               |                            |  |
|      | 101-4-120-4260 | ELECTION SUPPLIES    | 20.25    | 1,400               | 565.85-                    | Y             |                            |  |
|      | 101-4-143-4280 | UTILITIES            | 159.75   | 2,000               | 1,501.25                   |               |                            |  |
|      | 101-4-151-4280 | TELEPHONE            | 210.00   | 0                   | 210.00-                    | Y             |                            |  |
|      | 101-4-161-4280 | UTILITIES/COURTHOUSE | 45.00    | 45,000              | 4,361.19                   |               |                            |  |
|      | 101-4-162-4280 | TELEPHONE            | 105.00   | 1,260               | 1,155.00                   |               |                            |  |
|      | 101-4-163-4280 | TELEPHONE            | 105.00   | 1,200               | 1,095.00                   |               |                            |  |
|      | 101-4-165-4280 | TELEPHONE            | 86.10    | 1,035               | 948.90                     |               |                            |  |
|      | 101-4-167-4260 | SUPPLIES             | 90.00    | 8,000               | 551.74                     |               |                            |  |
|      | 101-4-211-4280 | UTILITIES            | 570.00   | 20,000              | 4,704.65                   |               |                            |  |
|      | 101-4-212-4280 | UTILITIES            | 165.00   | 36,000              | 5,632.70                   |               |                            |  |
|      | 101-4-213-4280 | TELEPHONE            | 30.00    | 360                 | 330.00                     |               |                            |  |
|      | 101-4-411-4280 | TELEPHONE            | 63.90    | 500                 | 436.10                     |               |                            |  |
|      | 101-4-615-4280 | TELEPHONE            | 75.00    | 2,500               | 871.91                     |               |                            |  |
|      | 101-4-711-4280 | TELEPHONE            | 71.25    | 900                 | 776.25                     |               |                            |  |
|      | 201-4-311-4280 | UTILITIES            | 255.00   | 23,447              | 2,794.26                   |               |                            |  |
|      | 226-4-222-4280 | TELEPHONE            | 78.75    | 0                   | 26.25-                     | Y             |                            |  |
|      | 237-4-215-4280 | TELEPHONE            | 30.00    | 0                   | 30.00-                     | Y             |                            |  |
|      |                | ** 2015 YEAR TOTALS  | 2,685.00 |                     |                            |               |                            |  |

## \*\* DEPARTMENT TOTALS \*\*

| ACCT      | NAME                     | AMOUNT   |
|-----------|--------------------------|----------|
| 101-111   | COMMISSIONERS            | 525.00   |
| 101-120   | ELECTIONS                | 20.25    |
| 101-143   | FINANCE OFFICE           | 159.75   |
| 101-151   | STATES ATTORNEY          | 210.00   |
| 101-161   | COUNTY BUILDING          | 45.00    |
| 101-162   | DIRECTOR OF EQUALIZATION | 105.00   |
| 101-163   | REGISTER OF DEEDS        | 105.00   |
| 101-165   | VETERAN'S SERVICE        | 86.10    |
| 101-167   | TECHNOLOGY               | 90.00    |
| 101-211   | SHERIFF'S OFFICE         | 570.00   |
| 101-212   | COUNTY JAIL              | 165.00   |
| 101-213   | CORONER                  | 30.00    |
| 101-411   | WELFARE                  | 63.90    |
| 101-615   | WEED CONTROL             | 75.00    |
| 101-711   | PLANNING & ZONING        | 71.25    |
| 101 TOTAL | GENERAL FUND             | 2,321.25 |

## \*\* DEPARTMENT TOTALS \*\*

| ACCT      | NAME                      | AMOUNT   |
|-----------|---------------------------|----------|
| 201-311   | HIGHWAY ADMINISTRATION    | 255.00   |
| -----     |                           |          |
| 201 TOTAL | ROAD & BRIDGE FUND        | 255.00   |
| 226-222   | EMERGENCY & DISASTER SERV | 78.75    |
| -----     |                           |          |
| 226 TOTAL | EMERGENCY MANAGEMENT      | 78.75    |
| 237-215   | CONTRACT LAW ENFORCEMENT  | 30.00    |
| -----     |                           |          |
| 237 TOTAL | CONTRACT LAW ENFORCE      | 30.00    |
| -----     |                           |          |
|           | ** TOTAL **               | 2,685.00 |

NO ERRORS

\*\* END OF REPORT \*\*

## MAIL PRESORTING AND DELIVERY AGREEMENT

Agreement made December 15, 2015, between Brookings County, hereinafter referred to as the "Customer", and Qualified Presort Service LLC, hereinafter referred to as the "Contractor".

The parties to this agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

### SECTION ONE

This agreement shall be for 36 months and will extend year to year after the initial 36 month period. Either party may cancel this agreement immediately after notice, if the other party does not comply with the terms of the agreement, or upon 30 days written notice after the initial 36 month period.

### SECTION TWO

The Contractor will perform the following services:

1. Contractor will provide a processing system of presorting and delivering mail to the Sioux Falls Post Office each day, except as noted in clause 2 below.
2. Contractor will pick-up Customer's mail at Customer's location on Monday, Tuesday, Wednesday, Thursday, and Friday of each week except for the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Daily mail pick-up at the Customer's location will be at approximately 3:00 pm. All first class mail will be delivered to the Sioux Falls Post Office the same day it is picked up unless the first class mail is picked-up after 5:00pm (CST). If the first class mail is picked up after 5:00pm (CST), Contractor cannot guarantee same day delivery.
3. Contractor's drivers will be in uniform and drive vehicles, which are clearly marked as Contractor's vehicles.
4. Contractor will invoice the customer on the 15<sup>th</sup> and the last day of each month.
5. Contractor will bill the Customer at the rates listed in Addendum A.
6. Contractor will provide a certificate of liability coverage per Customer's request.
7. Contractor will pick-up and process all Foreign and Certified mail and return Certified receipts to the Customer. The Contractor will not process or be responsible for U.S.P.S. Registered mail.
8. Contractor will provide mailing trays and tubs on an "as needed basis".

9. Contractor will run all daily mail against NCOALink for USPS approved Move Update.
10. Contractor agrees to utilize reasonable efforts to maintain the confidentiality of the mail provided by the Customer, and the Contractor will not make such information available to any unauthorized person, corporation or entity.

### SECTION THREE

The Customer will perform the following duties:

1. Customer agrees to provide Contractor with all of Customer's daily First Class mail during the term of this agreement.
2. Customer will make payment to Contractor within 30 days after Contractor's invoice is received.
3. If Contractor is metering Customer's mail, Customer will provide a one-month estimated postage deposit.
4. The Customer will name a key person the Contractor may contact in case of any problems.  
NAME \_\_\_\_\_
5. Contractor must be notified of any excess mail quantities over and above Customer's daily mail average in order to meet same day delivery standards. If the Contractor is not contacted in advance, some mail volume may be held over for processing the next working day.

### SECTION FOUR

This instrument (including Addendum A) contains the entire agreement between the parties, and no statements, promises, or inducements by either party or agent of either party that are not contained in this written contract shall be valid or binding; and this contract may not be enlarged, modified, or altered except pursuant to the written agreement of the parties and endorsed hereon.

### SECTION FIVE

This agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, assignees, and successors of the respective parties. This Agreement shall be binding upon and fully enforceable against any person, corporation or other entity that acquires all or substantially all of the assets of the Customer.

### SECTION SIX

In the event of a catastrophic disaster Contractor anticipates to be able to be metering mail within 48 hours. This metering would be at full postage until Contractor can take delivery of new O.C.R. sorting equipment. This new equipment would be contingent on supplier's availability at the time of said event.

## SECTION SEVEN

Minnehaha County, South Dakota, shall be the proper place of venue for suit on or in respect of this Agreement. This Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of South Dakota.

## SECTION EIGHT

Contractor shall not be liable by reason of any failure in performance pursuant to this agreement if such failure arises as a result of causes beyond Contractor's control.

## SECTION NINE

In the event that any mail piece belonging to the Customer is lost, damaged or destroyed through the negligence of QPS, or through other circumstances for which QPS is responsible, QPS's sole obligation, and the Customer's sole and exclusive remedy, shall be QPS replacing the lost, damaged or destroyed mail piece, without any consideration given as to the information stored therein. QPS shall not be liable for the loss of any information contained on any said mail piece.

CONTRACTOR SHALL NOT UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, REVENUE OR BUSINESS), REGARDLESS OF WHETHER CONTRACTOR HAS BEEN ADVISED AS TO THE POSSIBILITY OF SUCH DAMAGES, AND WHETHER SUCH DAMAGES ARE SOUGHT BASED ON BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, STRICT LIABILITY IN TORT, OR ANY OTHER LEGAL THEORY. ADDITIONALLY, QPS SHALL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE TO ANY THIRD PARTY.

## SECTION TEN

The Customer may not assign or transfer this agreement without prior written consent of Contractor.

## SECTION ELEVEN

In the event of non-payment or other breach by the Customer, the Customer shall be responsible for all costs and expenses incurred by Contractor as a result thereof, including but not limited to reasonable attorney fees. Should the Customer fail to pay any sum when due, Contractor shall have the right, with or without notice to the Customer, to cease providing services to the Customer.

## SECTION TWELVE

In the event that any provision, section, or portion of this Agreement shall be held invalid, illegal or unenforceable, such invalidity, illegality or un-enforceability shall not affect any other provisions, sections, or portions of this Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement.

QUALIFIED PRESORT SERVICE, LLC

BROOKINGS COUNTY

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Addendum A

### Letters

|                    |                                      |
|--------------------|--------------------------------------|
| Postage            | = \$0.439 cents per 1 ounce letter*  |
| Sorting Fee        | = \$0.021 cents per piece            |
| Metering Fee       | = \$0.10 cents per piece (If needed) |
| Non-Qualifying Fee | = \$0.046 cents per piece**          |
| Daily Pickup Fee   | = \$0.00 per month                   |

### Flats

|              |  |
|--------------|--|
| Postage      | = \$0.02 cents less than full postage* |
| Sorting Fee  | = \$0.00 cents per piece               |
| Metering Fee | = \$0.00 cents per piece               |

### Parcels

|              |  |
|--------------|--|
| Postage      | = \$0.02 cents less than full postage* |
| Sorting Fee  | = \$0.00 cents per piece               |
| Metering Fee | = \$0.00 cents per piece               |

- \*Postage rates are subject to future USPS rate increases that may apply.
- \*\*Any pieces that fail to qualify for an 11 digit barcode will be charged back to Customer at the First Class rate at the existing time.

## MAIL PRESORTING AND DELIVERY AGREEMENT

Agreement made January 5, 2016, between Brookings County, hereinafter referred to as the "Customer", and Qualified Presort Service LLC, hereinafter referred to as the "Contractor".

The parties to this agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

### SECTION ONE

This agreement shall be for 36 months and will extend year to year after the initial 36 month period. Either party may cancel this agreement immediately after notice, if the other party does not comply with the terms of the agreement, or upon 30 days written notice after the initial 36 month period.

### SECTION TWO

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3. Contractor's drivers will be in uniform and drive vehicles, which are clearly marked as Contractor's vehicles.
4. Contractor will invoice the customer on the 15<sup>th</sup> and the last day of each month.
5. Contractor will bill the Customer at the rates listed in Addendum A.
6. Contractor will provide a certificate of liability coverage per Customer's request.
7. Contractor will provide mailing trays and tubs on an "as needed basis".
8. Contractor will run all daily mail against NCOALink for USPS approved Move Update.

9. Contractor agrees to utilize reasonable efforts to maintain the confidentiality of the mail provided by the Customer, and the Contractor will not make such information available to any unauthorized person, corporation or entity.

### SECTION THREE

The Customer will perform the following duties:

1. Customer will make payment to Contractor within 30 days after Contractor's invoice is received.
2. If Contractor is metering Customer's mail, Customer will provide a one-month estimated postage deposit.
3. The Customer will name a key person the Contractor may contact in case of any problems.  
NAME \_\_\_\_\_
4. Contractor must be notified of any excess mail quantities over and above Customer's daily mail average in order to meet same day delivery standards. If the Contractor is not contacted in advance, some mail volume may be held over for processing the next working day.

### SECTION FOUR

This instrument (including Addendum A) contains the entire agreement between the parties, and no statements, promises, or inducements by either party or agent of either party that are not contained in this written contract shall be valid or binding; and this contract may not be enlarged, modified, or altered except pursuant to the written agreement of the parties and endorsed hereon.

### SECTION FIVE

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In the event of a catastrophic disaster Contractor anticipates to be able to be metering mail within 48 hours. This metering would be at full postage until Contractor can take delivery of new O.C.R. sorting equipment. This new equipment would be contingent on supplier's availability at the time of said event.

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## SECTION EIGHT

Contractor shall not be liable by reason of any failure in performance pursuant to this agreement if such failure arises as a result of causes beyond Contractor's control.

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CONTRACTOR SHALL NOT UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, REVENUE OR BUSINESS), REGARDLESS OF WHETHER CONTRACTOR HAS BEEN ADVISED AS TO THE POSSIBILITY OF SUCH DAMAGES, AND WHETHER SUCH DAMAGES ARE SOUGHT BASED ON BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, STRICT LIABILITY IN TORT, OR ANY OTHER LEGAL THEORY. ADDITIONALLY, QPS SHALL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE TO ANY THIRD PARTY.

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## SECTION TWELVE

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IN WITNESS WHEREOF, the parties have executed this agreement.

QUALIFIED PRESORT SERVICE, LLC

BROOKINGS COUNTY

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Addendum A

### Letters

|                    |                                      |
|--------------------|--------------------------------------|
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| Non-Qualifying Fee | = \$0.046 cents per piece**          |
| Daily Pickup Fee   | = \$0.00 per month                   |

### Flats

|              |  |
|--------------|--|
| Postage      | = \$0.02 cents less than full postage* |
| Sorting Fee  | = \$0.00 cents per piece               |
| Metering Fee | = \$0.00 cents per piece               |

### Parcels

|              |  |
|--------------|--|
| Postage      | = \$0.02 cents less than full postage* |
| Sorting Fee  | = \$0.00 cents per piece               |
| Metering Fee | = \$0.00 cents per piece               |

- \*Postage rates are subject to future USPS rate increases that may apply.
- \*\*Any pieces that fail to qualify for an 11 digit barcode will be charged back to Customer at the First Class rate at the existing time.

| On ...                   | Ty... | ID                        | Description             | Gross      | Balance | PO | Ch...                | Pay Date  | Post D... | Item D... | Discount... | Due Date | Unpost ... | Recor... |
|--------------------------|-------|---------------------------|-------------------------|------------|---------|----|----------------------|-----------|-----------|-----------|-------------|----------|------------|----------|
| <input type="checkbox"/> | INV   | <a href="#">201502031</a> | 1 YEAR SUBSCRIPTION     | \$149.21   | \$0.00  |    | <a href="#">2097</a> | 2/10/2015 | 2/10/2015 | 2/03/2015 |             |          |            | 1        |
| <input type="checkbox"/> | INV   | <a href="#">201502131</a> | COMMISSION MINUTES      | \$805.07   | \$0.00  |    | <a href="#">2206</a> | 2/24/2015 | 2/24/2015 | 2/13/2015 |             |          |            | 2        |
| <input type="checkbox"/> | INV   | <a href="#">201502131</a> | CALL FOR BIDS ADVERTISE | \$30.98    | \$0.00  |    | <a href="#">2206</a> | 2/24/2015 | 2/24/2015 | 2/13/2015 |             |          |            | 3        |
| <input type="checkbox"/> | INV   | <a href="#">201502131</a> | LEGAL NOTICE            | \$16.78    | \$0.00  |    | <a href="#">2206</a> | 2/24/2015 | 2/24/2015 | 2/13/2015 |             |          |            | 4        |
| <input type="checkbox"/> | INV   | <a href="#">201503021</a> | YEARLY SUBSCRIPTION     | \$149.21   | \$0.00  |    | <a href="#">2321</a> | 3/10/2015 | 3/10/2015 | 3/02/2015 |             |          |            | 5        |
| <input type="checkbox"/> | INV   | <a href="#">201503161</a> | CALL FOR BIDS           | \$12.39    | \$0.00  |    | <a href="#">2445</a> | 3/24/2015 | 3/24/2015 | 3/16/2015 |             |          |            | 6        |
| <input type="checkbox"/> | INV   | <a href="#">201503161</a> | LEGALS                  | \$69.70    | \$0.00  |    | <a href="#">2445</a> | 3/24/2015 | 3/24/2015 | 3/16/2015 |             |          |            | 7        |
| <input type="checkbox"/> | INV   | <a href="#">201503161</a> | COMMISSION MINUTES, BI  | \$958.47   | \$0.00  |    | <a href="#">2445</a> | 3/24/2015 | 3/24/2015 | 3/16/2015 |             |          |            | 8        |
| <input type="checkbox"/> | INV   | <a href="#">201503161</a> | SUBSCRIPTION            | \$129.06   | \$0.00  |    | <a href="#">2445</a> | 3/24/2015 | 3/24/2015 | 3/16/2015 |             |          |            | 9        |
| <input type="checkbox"/> | INV   | <a href="#">201504141</a> | SUMMER HOURS/LOAD LIM   | \$432.00   | \$0.00  |    | <a href="#">2700</a> | 4/21/2015 | 4/21/2015 | 4/14/2015 |             |          |            | 10       |
| <input type="checkbox"/> | INV   | <a href="#">201504141</a> | LEGALS                  | \$67.12    | \$0.00  |    | <a href="#">2700</a> | 4/21/2015 | 4/21/2015 | 4/14/2015 |             |          |            | 11       |
| <input type="checkbox"/> | INV   | <a href="#">201504271</a> | COMM MINUTES/JNT POWI   | \$1,030.34 | \$0.00  |    | <a href="#">2815</a> | 5/05/2015 | 5/05/2015 | 4/27/2015 |             |          |            | 12       |
| <input type="checkbox"/> | INV   | <a href="#">201505112</a> | NOTICE TO BIDDERS       | \$26.17    | \$0.00  |    | <a href="#">2904</a> | 5/19/2015 | 5/19/2015 | 5/11/2015 |             |          |            | 13       |
| <input type="checkbox"/> | INV   | <a href="#">201505112</a> | 12 MONTH SUBSCRIPTION   | \$149.21   | \$0.00  |    | <a href="#">2904</a> | 5/19/2015 | 5/19/2015 | 5/11/2015 |             |          |            | 14       |
| <input type="checkbox"/> | INV   | <a href="#">201505112</a> | SEVERE WEATHER/SAFE F   | \$230.00   | \$0.00  |    | <a href="#">2904</a> | 5/19/2015 | 5/19/2015 | 5/11/2015 |             |          |            | 15       |
| <input type="checkbox"/> | INV   | <a href="#">201505112</a> | SEVERE WEATHER AD       | \$200.00   | \$0.00  |    | <a href="#">2904</a> | 5/19/2015 | 5/19/2015 | 5/11/2015 |             |          |            | 16       |
| <input type="checkbox"/> | INV   | <a href="#">201505112</a> | LEGALS                  | \$33.57    | \$0.00  |    | <a href="#">2904</a> | 5/19/2015 | 5/19/2015 | 5/11/2015 |             |          |            | 17       |
| <input type="checkbox"/> | INV   | <a href="#">201505112</a> | LEGALS, TAX NOTICES     | \$1,595.97 | \$0.00  |    | <a href="#">2904</a> | 5/19/2015 | 5/19/2015 | 5/11/2015 |             |          |            | 18       |
| <input type="checkbox"/> | INV   | <a href="#">201506091</a> | LEGAL BIDS ON DUMP BO   | \$27.02    | \$0.00  |    | <a href="#">3180</a> | 6/16/2015 | 6/16/2015 | 6/09/2015 |             |          |            | 19       |
| <input type="checkbox"/> | INV   | <a href="#">201506091</a> | LEGALS                  | \$101.55   | \$0.00  |    | <a href="#">3180</a> | 6/16/2015 | 6/16/2015 | 6/09/2015 |             |          |            | 20       |
| <input type="checkbox"/> | INV   | <a href="#">201506301</a> | PUBLISHING              | \$1,309.79 | \$0.00  |    | <a href="#">3313</a> | 7/07/2015 | 7/07/2015 | 6/30/2015 |             |          |            | 21       |
| <input type="checkbox"/> | INV   | <a href="#">201507131</a> | MOBILE HOME SALE AD     | \$23.06    | \$0.00  |    | <a href="#">3455</a> | 7/21/2015 | 7/21/2015 | 7/13/2015 |             |          |            | 22       |
| <input type="checkbox"/> | INV   | <a href="#">201507131</a> | NOTICE TO BIDDERS, ROA  | \$338.63   | \$0.00  |    | <a href="#">3455</a> | 7/21/2015 | 7/21/2015 | 7/13/2015 |             |          |            | 23       |
| <input type="checkbox"/> | INV   | <a href="#">201507131</a> | LEGAL NOTICES           | \$107.52   | \$0.00  |    | <a href="#">3455</a> | 7/21/2015 | 7/21/2015 | 7/13/2015 |             |          |            | 24       |
| <input type="checkbox"/> | INV   | <a href="#">201507271</a> | MINUTES, BIDS, ELECTION | \$839.99   | \$0.00  |    | <a href="#">3641</a> | 8/04/2015 | 8/04/2015 | 7/27/2015 |             |          |            | 25       |
| <input type="checkbox"/> | INV   | <a href="#">201508111</a> | 7B ROAD CLOSURE AD      | \$144.00   | \$0.00  |    | <a href="#">3797</a> | 8/18/2015 | 8/18/2015 | 8/11/2015 |             |          |            | 26       |
| <input type="checkbox"/> | INV   | <a href="#">201508111</a> | FIRE FIGHTERS TAB AD    | \$89.00    | \$0.00  |    | <a href="#">3797</a> | 8/18/2015 | 8/18/2015 | 8/11/2015 |             |          |            | 27       |
| <input type="checkbox"/> | INV   | <a href="#">201508111</a> | COMMISSION MINUTES, VA  | \$768.11   | \$0.00  |    | <a href="#">3797</a> | 8/18/2015 | 8/18/2015 | 8/11/2015 |             |          |            | 28       |
| <input type="checkbox"/> | INV   | <a href="#">201509151</a> | BACK TO SCHOOL AD       | \$30.00    | \$0.00  |    | <a href="#">4072</a> | 9/22/2015 | 9/22/2015 | 9/15/2015 |             |          |            | 29       |
| <input type="checkbox"/> | INV   | <a href="#">201509151</a> | SUBSCRIPTION            | \$184.21   | \$0.00  |    | <a href="#">4072</a> | 9/22/2015 | 9/22/2015 | 9/15/2015 |             |          |            | 30       |
| <input type="checkbox"/> | INV   | <a href="#">201509151</a> | COMM MINUTES, LEGALS,   | \$994.85   | \$0.00  |    | <a href="#">4072</a> | 9/22/2015 | 9/22/2015 | 9/15/2015 |             |          |            | 31       |
| <input type="checkbox"/> | INV   | <a href="#">201510131</a> | UNITED WAY AD           | \$200.00   | \$0.00  |    | <a href="#">4329</a> | 0/20/2015 | 0/20/2015 | 0/13/2015 |             |          |            | 32       |
| <input type="checkbox"/> | INV   | <a href="#">201510131</a> | LEGAL NOTICES           | \$145.63   | \$0.00  |    | <a href="#">4329</a> | 0/20/2015 | 0/20/2015 | 0/13/2015 |             |          |            | 33       |
| <input type="checkbox"/> | INV   | <a href="#">201510131</a> | SUBSCRIPTION RENEWAL    | \$149.21   | \$0.00  |    | <a href="#">4329</a> | 0/20/2015 | 0/20/2015 | 0/13/2015 |             |          |            | 34       |
| <input type="checkbox"/> | INV   | <a href="#">201510131</a> | COMM, JOINT PWRS MINU   | \$1,057.05 | \$0.00  |    | <a href="#">4329</a> | 0/20/2015 | 0/20/2015 | 0/13/2015 |             |          |            | 35       |
| <input type="checkbox"/> | INV   | <a href="#">201511091</a> | DOMESTIC VIOLENCE AD    | \$30.00    | \$0.00  |    | <a href="#">4538</a> | 1/17/2015 | 1/17/2015 | 1/09/2015 |             |          |            | 36       |
| <input type="checkbox"/> | INV   | <a href="#">201511091</a> | LEGAL NOTICES           | \$103.33   | \$0.00  |    | <a href="#">4538</a> | 1/17/2015 | 1/17/2015 | 1/09/2015 |             |          |            | 37       |
| <input type="checkbox"/> | INV   | <a href="#">201511101</a> | COMMISSION MINUTES, LE  | \$2,099.10 | \$0.00  |    | <a href="#">4538</a> | 1/17/2015 | 1/17/2015 | 1/10/2015 |             |          |            | 38       |
| <input type="checkbox"/> | INV   | <a href="#">201512081</a> | LEGALS, PUBLISHING      | \$53.98    | \$0.00  |    | <a href="#">4873</a> | 2/15/2015 | 2/15/2015 | 2/08/2015 |             |          |            | 39       |
| <input type="checkbox"/> | INV   | <a href="#">201512181</a> | 1 YEAR SUBSCRIPTION     | \$161.00   | \$0.00  |    | <a href="#">4987</a> | 2/29/2015 | 2/29/2015 | 2/18/2015 |             |          |            | 40       |

\$15,047.20

| On ...                   | Ty... | ID                       | Description               | Gross      | Balance | PO | Ch...                | Pay Date  | Post D... | Item D... | Discoun... | Due D... | Unpost... | Reco... |
|--------------------------|-------|--------------------------|---------------------------|------------|---------|----|----------------------|-----------|-----------|-----------|------------|----------|-----------|---------|
| <input type="checkbox"/> | INV   | <a href="#">20150217</a> | COMMISSION MINUTES VOLG   | \$1,048.20 | \$0.00  |    | <a href="#">2265</a> | 2/24/2015 | 2/24/2015 | 2/17/2015 |            |          |           | 1       |
| <input type="checkbox"/> | INV   | <a href="#">20150217</a> | COMMISSION MINUTES TRI C  | \$1,048.20 | \$0.00  |    | <a href="#">2265</a> | 2/24/2015 | 2/24/2015 | 2/17/2015 |            |          |           | 2       |
| <input type="checkbox"/> | INV   | <a href="#">20150217</a> | LEGAL NOTICES             | \$49.01    | \$0.00  |    | <a href="#">2265</a> | 2/24/2015 | 2/24/2015 | 2/17/2015 |            |          |           | 3       |
| <input type="checkbox"/> | INV   | <a href="#">20150317</a> | SUBSCRIPTIONS             | \$140.24   | \$0.00  |    | <a href="#">2517</a> | 3/24/2015 | 3/24/2015 | 3/17/2015 |            |          |           | 4       |
| <input type="checkbox"/> | INV   | <a href="#">20150331</a> | PUBLISHING                | \$1,620.03 | \$0.00  |    | <a href="#">2640</a> | 4/07/2015 | 4/07/2015 | 3/31/2015 |            |          |           | 5       |
| <input type="checkbox"/> | INV   | <a href="#">20150331</a> | PUBLISHING                | \$824.72   | \$0.00  |    | <a href="#">2640</a> | 4/07/2015 | 4/07/2015 | 3/31/2015 |            |          |           | 6       |
| <input type="checkbox"/> | INV   | <a href="#">20150414</a> | LEGALS                    | \$18.97    | \$0.00  |    | <a href="#">2750</a> | 4/21/2015 | 4/21/2015 | 4/14/2015 |            |          |           | 7       |
| <input type="checkbox"/> | INV   | <a href="#">20150428</a> | LEGALS                    | \$46.11    | \$0.00  |    | <a href="#">2855</a> | 5/05/2015 | 5/05/2015 | 4/28/2015 |            |          |           | 8       |
| <input type="checkbox"/> | INV   | <a href="#">20150428</a> | LEGALS                    | \$2,293.82 | \$0.00  |    | <a href="#">2855</a> | 5/05/2015 | 5/05/2015 | 4/28/2015 |            |          |           | 9       |
| <input type="checkbox"/> | INV   | <a href="#">20150428</a> | LEGALS                    | \$1,147.50 | \$0.00  |    | <a href="#">2855</a> | 5/05/2015 | 5/05/2015 | 4/28/2015 |            |          |           | 10      |
| <input type="checkbox"/> | INV   | <a href="#">20150526</a> | LEGALS, TAX REMINDER      | \$1,159.69 | \$0.00  |    | <a href="#">3130</a> | 6/02/2015 | 6/02/2015 | 5/26/2015 |            |          |           | 11      |
| <input type="checkbox"/> | INV   | <a href="#">20150526</a> | SUMMER HOURS, TRUCK BID   | \$163.86   | \$0.00  |    | <a href="#">3130</a> | 6/02/2015 | 6/02/2015 | 5/26/2015 |            |          |           | 12      |
| <input type="checkbox"/> | INV   | <a href="#">20150526</a> | LEGALS, TAX REMINDER      | \$2,361.08 | \$0.00  |    | <a href="#">3130</a> | 6/02/2015 | 6/02/2015 | 5/26/2015 |            |          |           | 13      |
| <input type="checkbox"/> | INV   | <a href="#">20150526</a> | LEGAL NOTICES             | \$36.85    | \$0.00  |    | <a href="#">3130</a> | 6/02/2015 | 6/02/2015 | 5/26/2015 |            |          |           | 14      |
| <input type="checkbox"/> | INV   | <a href="#">20150630</a> | PUBLISHING                | \$907.78   | \$0.00  |    | <a href="#">3364</a> | 7/07/2015 | 7/07/2015 | 6/30/2015 |            |          |           | 15      |
| <input type="checkbox"/> | INV   | <a href="#">20150630</a> | PUBLISHING                | \$1,819.85 | \$0.00  |    | <a href="#">3364</a> | 7/07/2015 | 7/07/2015 | 6/30/2015 |            |          |           | 16      |
| <input type="checkbox"/> | INV   | <a href="#">20150630</a> | LEGAL NOTICES             | \$78.95    | \$0.00  |    | <a href="#">3364</a> | 7/07/2015 | 7/07/2015 | 6/30/2015 |            |          |           | 17      |
| <input type="checkbox"/> | INV   | <a href="#">20150728</a> | COMMISSION MINUTES PUBL   | \$1,375.41 | \$0.00  |    | <a href="#">3679</a> | 8/04/2015 | 8/04/2015 | 7/28/2015 |            |          |           | 18      |
| <input type="checkbox"/> | INV   | <a href="#">20150811</a> | MOTOR GRADER _DUMP BOD    | \$106.36   | \$0.00  |    | <a href="#">3889</a> | 8/18/2015 | 8/18/2015 | 8/11/2015 |            |          |           | 19      |
| <input type="checkbox"/> | INV   | <a href="#">20150811</a> | LEGALS                    | \$32.48    | \$0.00  |    | <a href="#">3889</a> | 8/18/2015 | 8/18/2015 | 8/11/2015 |            |          |           | 20      |
| <input type="checkbox"/> | INV   | <a href="#">20150824</a> | COMM MINUTES, LEAGALS, B  | \$1,816.20 | \$0.00  |    | <a href="#">4004</a> | 9/01/2015 | 9/01/2015 | 8/24/2015 |            |          |           | 21      |
| <input type="checkbox"/> | INV   | <a href="#">20150915</a> | COMM MINUTES, LEGALS, BU  | \$2,011.04 | \$0.00  |    | <a href="#">4155</a> | 9/22/2015 | 9/22/2015 | 9/15/2015 |            |          |           | 22      |
| <input type="checkbox"/> | INV   | <a href="#">20150915</a> | ROAD CLOSING 120-122U     | \$21.00    | \$0.00  |    | <a href="#">4155</a> | 9/22/2015 | 9/22/2015 | 9/15/2015 |            |          |           | 23      |
| <input type="checkbox"/> | INV   | <a href="#">20150915</a> | LEGALS                    | \$159.58   | \$0.00  |    | <a href="#">4155</a> | 9/22/2015 | 9/22/2015 | 9/15/2015 |            |          |           | 24      |
| <input type="checkbox"/> | INV   | <a href="#">20150915</a> | COMM MINUTES, LEGALS, BU  | \$1,137.69 | \$0.00  |    | <a href="#">4155</a> | 9/22/2015 | 9/22/2015 | 9/15/2015 |            |          |           | 25      |
| <input type="checkbox"/> | INV   | <a href="#">20150915</a> | LEGALS                    | \$63.48    | \$0.00  |    | <a href="#">4155</a> | 9/22/2015 | 9/22/2015 | 9/15/2015 |            |          |           | 26      |
| <input type="checkbox"/> | INV   | <a href="#">20151027</a> | COMM MINUTES, PUBLIC NOT  | \$1,151.26 | \$0.00  |    | <a href="#">4496</a> | 1/03/2016 | 1/03/2016 | 0/27/2016 |            |          |           | 27      |
| <input type="checkbox"/> | INV   | <a href="#">20151027</a> | LEGAL NOTICES             | \$140.68   | \$0.00  |    | <a href="#">4496</a> | 1/03/2016 | 1/03/2016 | 0/27/2016 |            |          |           | 28      |
| <input type="checkbox"/> | INV   | <a href="#">20151109</a> | FOOD SERVICE BIDS, MINUTE | \$2,302.48 | \$0.00  |    | <a href="#">4606</a> | 1/17/2016 | 1/17/2016 | 1/09/2016 |            |          |           | 29      |
| <input type="checkbox"/> | INV   | <a href="#">20151124</a> | COMM MINUTES, LEGALS      | \$1,116.45 | \$0.00  |    | <a href="#">4760</a> | 2/01/2016 | 2/01/2016 | 1/24/2016 |            |          |           | 30      |
| <input type="checkbox"/> | INV   | <a href="#">20151124</a> | LEGALS                    | \$30.74    | \$0.00  |    | <a href="#">4760</a> | 2/01/2016 | 2/01/2016 | 1/24/2016 |            |          |           | 31      |
| <input type="checkbox"/> | INV   | <a href="#">20151208</a> | COMMISSION MINUTES, LEGA  | \$2,232.90 | \$0.00  |    | <a href="#">4931</a> | 2/15/2016 | 2/15/2016 | 2/08/2016 |            |          |           | 32      |
| <input type="checkbox"/> | INV   | <a href="#">20151218</a> | COMMISSION MINUTES, JOIN  | \$416.10   | \$0.00  |    | <a href="#">5044</a> | 2/29/2016 | 2/29/2016 | 2/18/2016 |            |          |           | 33      |

\$28,878.71

Total includes  
Volga  
White  
Eikton

**RESOLUTION #16-\_\_\_**  
**A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2016**

Be it resolved by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year 2016 to become effective January 1, 2016.

Passed and approved this 5<sup>th</sup> day of January, 2016.

ATTEST:

\_\_\_\_\_  
 Chairperson  
 Brookings County Commission

\_\_\_\_\_  
 Finance Officer  
 Brookings County

**Commission Department (HR & Technology)**

|   | <b>FTE</b>   | <b>GRADE</b>        |
|---|--------------|---------------------|
| Commission Department Director            | 1            | E-13                |
| County Commissioners                      | 2.5 (5 @ .5) | Non-graded position |
| Information Technology Support Specialist | 1            | N-9                 |
| GIS Technician                            | 1            | N-9                 |
| HR Specialist                             | 1            | N-8                 |
| Office Coordinator                        | 1            | N-5                 |
| General Maintenance Worker                | 2            | N-3                 |

**County 4-H**

|                          | <b>FTE</b> | <b>GRADE</b>               |
|--------------------------|------------|----------------------------|
| PT 4-H Program Assistant | 1 (2 @ .5) | N-5 (Step 1 & Step 2 only) |

**County Health**

|                             | <b>FTE</b> | <b>GRADE</b>               |
|-----------------------------|------------|----------------------------|
| Administrative Assistant    | 1          | N-4                        |
| PT Administrative Assistant | .6         | N-4 (Step 1 & Step 2 only) |

**County Development Department**

|                 | <b>FTE</b> | <b>GRADE</b> |
|-----------------|------------|--------------|
| Director        | 1          | E-11         |
| Deputy Director | 1          | N-9          |
| Office Manager  | 1          | N-5          |

**Equalization Department**

|                          | <b>FTE</b> | <b>GRADE</b> |
|--------------------------|------------|--------------|
| Director                 | 1          | E-11         |
| Deputy Director          | 1          | N-8          |
| Senior Appraiser         | 1          | N-7          |
| Appraiser II             | 2          | N-6          |
| Administrative Assistant | 2          | N-4          |

**Finance Department**

|                          | <b>FTE</b> | <b>GRADE</b> |
|--------------------------|------------|--------------|
| Finance Officer          | 1          | E-12         |
| Deputy Director          | 1          | N-7          |
| Senior Finance Assistant | 2          | N-6          |
| Finance Assistant II     | 1          | N-5          |

|                           |             |                     |
|---------------------------|-------------|---------------------|
| Finance Assistant         | 3           | N-4                 |
| Temporary Election Worker | 1 (4 @ .25) | Non-graded position |

| <b>Highway Department</b>         | <b>FTE</b>                | <b>GRADE</b>     |
|-----------------------------------|---------------------------|------------------|
| Highway Superintendent            | 1                         | E-13             |
| Lead Foreman                      | 1                         | N-9 (Steps 9-13) |
| Road Foreman                      | 1                         | N-8 (Steps 9-13) |
| Shop Mechanic                     | 1                         | N-7              |
| Equipment Fabricator/Welder       | 1                         | N-7              |
| Heavy Equipment Operator (Hazmat) | 1                         | N-7              |
| Heavy Equipment Operator          | 5                         | N-6              |
| Office Manager                    | 1                         | N-5              |
| Equipment Operator                | 5                         | N-5              |
| Sign Technician                   | 1                         | N-5              |
| Trucker Driver                    | 1 (2 @ .5-split employee) | N-3              |

| <b>Register of Deeds</b> | <b>FTE</b> | <b>GRADE</b> |
|--------------------------|------------|--------------|
| Register of Deeds        | 1          | E-11         |
| Deputy                   | 1          | N-6          |
| Administrative Assistant | 1          | N-4          |

| <b>Sheriff's Department</b>      | <b>FTE</b>  | <b>GRADE</b>               |
|----------------------------------|-------------|----------------------------|
| Sheriff                          | 1           | E-15                       |
| Assistant Sheriff                | 1           | E-12                       |
| Jail Administrator               | 1           | E-11                       |
| Deputy-Sergeant                  | 2           | N-10                       |
| Deputy                           | 7           | N-8                        |
| Courthouse Sheriff's Deputy      | 1           | N-8                        |
| Corrections Sergeant (Certified) | 1           | N-7                        |
| Correctional Officer             | 6           | N-5                        |
| Office Manager                   | 1           | N-5                        |
| Administrative Assistant         | 1           | N-4                        |
| PT Deputy Sheriff                | 1 (3 @ .33) | N-8 (Step 1 & Step 2 only) |
| PT Correctional Officer          | 7 (14 @ .5) | N-5 (Step 1 & Step 2 only) |
| Detention Center Nurse           | .25         | Non-graded position        |
| Jail Greeter                     | .5          | Non-graded position        |

| <b>State's Attorney</b>                        | <b>FTE</b> | <b>GRADE</b>             |
|--|------------|--------------------------|
| State's Attorney                               | 1          | E-19                     |
| Chief Deputy State's Attorney                  | 1          | E-17                     |
| Deputy State's Attorney                        | 1          | E-13 (9/1/15 start date) |
| Victims/Witness Assistant/Office Administrator | 1          | N-8                      |
| Legal Assistant                                | 3          | N-7                      |
| Intern   | 1          | Non-graded position      |

| <b>Veterans &amp; Human Services Department</b> | <b>FTE</b> | <b>GRADE</b> |
|---|------------|--------------|
| Director  | 1          | E-11         |
| Deputy Director                                 | 1          | N-6          |

**Weed Department**

Supervisor  
 PT Weed Enforcement & Bio Control Officer  
 Truck Driver  
 ATV Driver

**FTE**

1  
 .5  
 1 (2 @.5-split employee)  
 .5

**GRADE**

E-7  
 N-4 (Step 1 & Step 2 Only)  
 N-3  
 N-3 (Step 1 & Step 2 Only)

N=Non-Exempt Position; E=Exempt Position

**2016 Wage Ranges**

| Pay Grade | Minimum     | Mid-Point    | Maximum      |
|-----------|-------------|--------------|--------------|
| 1         | \$26,458.00 | \$29,765.00  | \$33,072.00  |
| 2         | \$28,442.00 | \$31,997.00  | \$35,552.00  |
| 3         | \$30,575.00 | \$34,397.00  | \$38,219.00  |
| 4         | \$32,868.00 | \$36,977.00  | \$41,085.00  |
| 5         | \$35,333.00 | \$39,750.00  | \$44,167.00  |
| 6         | \$37,983.00 | \$42,731.00  | \$47,479.00  |
| 7         | \$40,832.00 | \$45,936.00  | \$51,040.00  |
| 8         | \$43,894.00 | \$49,381.00  | \$54,868.00  |
| 9         | \$47,187.00 | \$53,085.00  | \$58,983.00  |
| 10        | \$50,726.00 | \$57,066.00  | \$63,407.00  |
| 11        | \$54,530.00 | \$61,346.00  | \$68,162.00  |
| 12        | \$58,620.00 | \$65,947.00  | \$73,275.00  |
| 13        | \$63,016.00 | \$70,893.00  | \$78,770.00  |
| 14        | \$67,742.00 | \$76,210.00  | \$84,678.00  |
| 15        | \$72,823.00 | \$81,926.00  | \$91,029.00  |
| 16        | \$78,285.00 | \$88,070.00  | \$97,856.00  |
| 17        | \$84,156.00 | \$94,676.00  | \$105,195.00 |
| 18        | \$90,468.00 | \$101,776.00 | \$113,085.00 |
| 19        | \$97,253.00 | \$109,410.00 | \$121,566.00 |

**Non-Graded Part-Time Positions**

|   |                        |          |
|---|------------------------|----------|
| E | County Commissioners   | \$16,928 |
| N | Detention Center Nurse | \$22.00  |
| N | Internships            | \$11.00  |
| N | Jail Greeter           | \$11.50  |
| N | Temp Election Workers  | \$11.00  |

**RESOLUTION #16-\_\_**  
**A RESOLUTION SETTING MEETING PAY AND PER DIEM RATES**  
**FOR VOLUNTEER COUNTY BOARDS FOR 2016**

Be it resolved by the governing body of Brookings County, South Dakota:

That the official meeting pay and per diem rates are in effect for the year 2016 and become effective January 1, 2016.

**Meeting Pay:**

|                         |                  |
|-------------------------|------------------|
| Weed Board Members      | \$35 per meeting |
| Zoning Board Members    | \$50 per meeting |
| Extension Board Members | \$35 per meeting |

**Mileage**

Reimbursed according to approved county policy which follows the current state rates.

**Per Diem**

Reimbursed according to approved county policy which follows the current state rates.

Passed and approved this 5<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
Chairperson  
Brookings County Commission

ATTEST:

\_\_\_\_\_  
Finance Officer  
Brookings County

**RESOLUTION #16-\_\_**  
**A RESOLUTION SETTING PAY FOR ELECTION OFFICIALS IN 2016**

WHEREAS, it will be necessary to appoint election officials in 2016, and

WHEREAS, pursuant to SDCL 12-15-11, the fee paid to election officials shall be established annually by the Board of County Commissioners at its first meeting of the year.

NOW THEREFORE BE IT RESOLVED by the Brookings County Board of County Commissioners, that for the year 2016, election officials shall be paid as follows:

|                            |                  |
|----------------------------|------------------|
| Precinct Deputy            | \$11.00 per hour |
| Precinct Superintendent    | \$11.50 per hour |
| Election School Attendance | \$15.00          |

Passed and approved this 5<sup>th</sup> day of January, 2016.

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Chairperson  
Brookings County Commission

ATTEST:

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Finance Officer  
Brookings County

## County Cell Phone Reimbursements January 2016

| Name                | Vendor # | Amount   | Department               | Budget Line    | Amount   | Item # | Check # |
|---------------------|----------|----------|--------------------------|----------------|----------|--------|---------|
| Anderson, Jeff      | 10106    | \$75.00  | Highway                  | 201-4-311-4280 | \$75.00  |        |         |
| Birk, Dick          | 20828    | \$105.00 | Highway                  | 201-4-311-4280 | \$105.00 |        |         |
| Buseth, Vicki       | 10451    | \$105.00 | 95% Finance              | 101-4-143-4280 | \$99.75  |        |         |
|                     |          |          | 5% Elections             | 101-4-120-4260 | \$5.25   |        |         |
| Chapman, Bev        | 10548    | \$105.00 | Register of Deeds        | 101-4-163-4280 | \$105.00 |        |         |
| DeJong, Darren      | 10781    | \$60.00  | Jail                     | 101-4-212-4280 | \$60.00  |        |         |
| Doremus, Sean       |          | \$30.00  | Sheriff                  | 101-4-211-4280 | \$30.00  |        |         |
| Dragseth, Joyce     | 10862    | \$105.00 | Equalization             | 101-4-162-4280 | \$105.00 |        |         |
| Friedrich, Cliff    | 11118    | \$45.00  | Highway                  | 201-4-311-4280 | \$45.00  |        |         |
| Gengler, Michael    | 21009    | \$30.00  | Sheriff                  | 101-4-211-4280 | \$30.00  |        |         |
| Giegling, Mike      | 11156    | \$30.00  | Sheriff                  | 101-4-211-4280 | \$30.00  |        |         |
| Gross, Linda        | 11226    | \$30.00  | Highway                  | 201-4-311-4280 | \$30.00  |        |         |
| Haider, Darin       | 11248    | \$60.00  | Sheriff                  | 101-4-211-4280 | \$60.00  |        |         |
| Haugen, Richard     | 11308    | \$45.00  | Zoning                   | 101-4-711-4280 | \$45.00  |        |         |
| Hieb, Richard       | 22019    | \$30.00  | Coroner                  | 101-4-213-4280 | \$30.00  |        |         |
|                     |          |          |                          |                |          |        |         |
| Hill, Robert        | 11365    | \$105.00 | 75% Emergency Management | 226-4-222-4280 | \$78.75  |        |         |
|                     |          |          | 25% Zoning               | 101-4-711-4280 | \$26.25  |        |         |
| Hoekman, Devan      | 21716    | \$30.00  | Sheriff                  | 101-4-211-4280 | \$30.00  |        |         |
| Holzhauser, Michael | 20191    | \$105.00 | 82% Veteran's            | 101-4-165-4280 | \$86.10  |        |         |
|                     |          |          | 18% Welfare              | 101-4-411-4280 | \$18.90  |        |         |
| Howard, Abigail     | 21150    | \$105.00 | State's Attorney         | 101-4-151-4280 | \$105.00 |        |         |
| Jensen, Larry       | 11552    | \$75.00  | Commission               | 101-4-111-4280 | \$75.00  |        |         |
| Kriese, Jeremy      | 20493    | \$30.00  | Contract Law             | 237-4-215-4280 | \$30.00  |        |         |
| Krogman, Ryan       | 21131    | \$75.00  | Commission               | 101-4-111-4280 | \$75.00  |        |         |
| Langstraat, Manual  | 21550    | \$30.00  | Sheriff                  | 101-4-211-4280 | \$30.00  |        |         |
| Littlecott, Laura   | 21600    | \$45.00  | Commission               | 101-4-111-4280 | \$45.00  |        |         |
| McCrea, Don         | 21569    | \$15.00  | Sheriff                  | 101-4-211-4280 | \$15.00  |        |         |
| Miller, Stephne     | 20259    | \$75.00  | Commission               | 101-4-111-4280 | \$75.00  |        |         |
| Molengraaf, John    | 12067    | \$30.00  | County Building          | 101-4-161-4280 | \$30.00  |        |         |
| Moser, Misty        | 21197    | \$75.00  | Weed & Pest              | 101-4-615-4280 | \$75.00  |        |         |
| Nesvold, Teree      | 22020    | \$105.00 | State's Attorney         | 101-4-151-4280 | \$105.00 |        |         |
| Pierce, Irene       | 12399    | \$45.00  | Welfare                  | 101-4-411-4280 | \$45.00  |        |         |
| Pierce, LeeAnn      | 22022    | \$75.00  | Commission               | 101-4-111-4280 | \$75.00  |        |         |
| Pike, Jon           | 12403    | \$60.00  | Sheriff                  | 101-4-211-4280 | \$60.00  |        |         |
| Plowman, Shawn      | 21618    | \$90.00  | Technology               | 101-4-167-4260 | \$90.00  |        |         |
| Scheer, Aaron       | 22021    | \$30.00  | 50% Sheriff              | 101-4-211-4280 | \$15.00  |        |         |
|                     |          |          | 50% County Building      | 101-4-161-4280 | \$15.00  |        |         |
| Sebring, Scott      | 12861    | \$105.00 | Sheriff                  | 101-4-211-4280 | \$105.00 |        |         |
| Stanwick, Martin    | 13030    | \$105.00 | Sheriff                  | 101-4-211-4280 | \$105.00 |        |         |
| Steffensen, Stacy   | 13058    | \$105.00 | Commission               | 101-4-111-4280 | \$105.00 |        |         |
| Stoltenburg, Mike   | 13078    | \$15.00  | Sheriff                  | 101-4-211-4280 | \$15.00  |        |         |
| Sweebe, Bart        | 13118    | \$105.00 | Jail                     | 101-4-212-4280 | \$105.00 |        |         |
| Umberger, Chuck     | 13238    | \$45.00  | Sheriff                  | 101-4-211-4280 | \$45.00  |        |         |
| Witchey, Kristen    | 13422    | \$75.00  | 80% Finance              | 101-4-143-4280 | \$60.00  |        |         |
|                     |          |          | 20% Elections            | 101-4-120-4260 | \$15.00  |        |         |
| Yseth, Tom          | 21126    | \$75.00  | Commission               | 101-4-111-4280 | \$75.00  |        |         |

\$2,685.00

\$2,685.00

**2016 BOARD APPOINTMENTS**

**CURRENT 2016**

**COMMITTEE/BOARD/DEPARTMENT**

|              |       |   |
|--------------|-------|---|
| Jensen       | _____ | 4H Promotion & Expansion Committee  |
| Jensen       | _____ | Brookings Area Transit Authority (BATA)                                   |
| Krogman      | _____ | Brookings County Regional Railroad Authority                              |
| Jensen       | _____ | Brookings County Regional Railroad Authority                              |
| Krogman      | _____ | Brookings Economic Development Corporation (BEDC)                         |
| Miller       | _____ | Brookings County Extension Board  |
| Krogman      | _____ | Brookings Board of Health   |
| Miller       | _____ | Domestic Abuse Shelter – Ex-Officio                                       |
| Krogman      | _____ | East Central Behavioral Health & Chemical Dependency Board                |
| Yseth        | _____ | East Central Regional Communications Council – Chair                      |
| Krogman      | _____ | East Central Regional Communications Council – Board Member               |
| Miller       | _____ | First District Association of Local Governments                           |
| Pierce       | _____ | Governmental Affairs Committee  |
| Yseth        | _____ | Growth Partnership Board  |
| Yseth        | _____ | Housing & Redevelopment Commission – Ex-Officio & Family Self-Sufficiency |
| Krogman      | _____ | InterLakes Community Action – Governing Board (ICAP)                      |
| Krogman      | _____ | Joint Powers Board  |
| Miller       | _____ | Joint Powers Board  |
| Yseth        | _____ | Local Emergency Planning Committee (LEPC)                                 |
| Pierce       | _____ | Swiftel Center Advisory Board   |
| Pierce       | _____ | Planning & Zoning Board Member  |
| Miller       | _____ | Weed & Pest Board Member  |
| Pierce       | _____ | Youth & Family Services – Advisory Board for JDC                          |
| Krogman      | _____ | Hospital Board – Ex-Officio   |
| Yseth        | _____ | 34 <sup>th</sup> Avenue Project Liaison                                   |
| Krogman      | _____ | 34 <sup>th</sup> Avenue Project Liaison                                   |
| Yseth        | _____ | Novita Road Project Liaison   |
| Krogman      | _____ | Novita Road Project Liaison   |
| Jensen       | _____ | South Brookings Drainage Liaison  |
| Richard Hieb | _____ | County Coroner  |
| Sheriff      | _____ | Deputy County Coroner   |
| Deputies     | _____ | Deputy County Coroners  |

**DEPARTMENT LIAISONS**

|         |       |                                       |
|---------|-------|---------------------------------------|
| Krogman | _____ | Community Health, WIC                 |
| Yseth   | _____ | Emergency Management                  |
| Jensen  | _____ | Equalization                          |
| Yseth   | _____ | Finance Office                        |
| Miller  | _____ | Highway                               |
| Pierce  | _____ | Register of Deeds                     |
| Krogman | _____ | Sheriff/Detention Center/Contract Law |
| Miller  | _____ | State’s Attorney                      |
| Jensen  | _____ | Veterans/Human Services               |
| Miller  | _____ | Weed                                  |
| Pierce  | _____ | Zoning/Drainage                       |



Stacy Steffensen, Commission Department Director

Brookings County

520 3<sup>rd</sup> St., Suite 210

Brookings, SD 57006

605-696-8205

ssteffensen@brookingscountysd.gov

## STAFF REPORT

### Agenda Items:

- QPS Agreement: This agreement was tabled at the December 15<sup>th</sup> and December 29<sup>th</sup> meetings. Deputy State's Attorney Teree Nesvold worked with Barry Milbauer at QPS to make changes to the agreement that address the concerns that were brought forward. I have included the first agreement and highlighted the two sections that were removed from that contract and are not in the current contract (dated 1/5/16).
- Detention Center: Sheriff Stanwick asked that I put this on the agenda for discussion and possible action.
- Designation of Newspapers: This is the annual designation of our legal newspapers for the County in 2016. The packet includes what we have spent (through 12/29/15) with the papers in 2015. RFD Newsgroup encompasses the Volga Tribune, Tri-City Star in White and the Elkton Record.
- Depositories: This is the annual designation of official depositories for the County in 2016.
- Pay Plan Resolution: This sets the County's pay plan for 2016. These amounts were part of the of the 2016 budget that was approved in October.
- Meeting Pay Resolution: This sets the County's meeting pay and per diem rates for volunteer boards for 2016.
- Election Worker Resolution: This sets the amount we pay for election/precinct workers for 2016.
- Cell Reimbursements: This is the annual approval of cell phone reimbursements.
- Board Assignments: The board typically reviews this list annually and makes changes as needed.

### Director's Report:

- The board will hold the public hearing on the Comprehensive Plan on Tuesday, February 9<sup>th</sup>. I would like to know if the board wants to hold that public hearing in the morning as part of the regular meeting or if you would rather come back at 1:00 p.m. that afternoon.
- The South Dakota Pipeline Association's Coordinated Response Exercise for Pipelines program is at 11:30 a.m. at Swiftel Center on Wednesday, January 27<sup>th</sup>. I have included the invitation as part of my report. There is an online RSVP process. Please let me know if you want me to RSVP for you or if you will take care of that individually.

- Bob asked that I share the Save the Date email regarding the upcoming 2016 Homeland Security Conference, May 3-5, 2016 in Sioux Falls. The invitation is part of my report.

Upcoming Dates:

- Monday, January 11<sup>th</sup>—Volga Fire Department County Feed at 5:30 p.m.
- Thursday, January 14<sup>th</sup>—Chamber's Annual Meeting from 5:00-9:00 p.m. at Swiftel Center.
- Monday, January 18<sup>th</sup>—County Offices closed in honor of Martin Luther King, Jr. Day holiday.
- Wednesday, January 20<sup>th</sup>—Brookings Day at the Legislature in Pierre.
- Wednesday, January 27<sup>th</sup>—South Dakota Pipeline Association's Coordinated Response Exercise for Pipelines program at 11:30 a.m. at Swiftel Center.

Thank you,

A handwritten signature in cursive script that reads "Stacy Steffensen". The signature is written in black ink and is positioned below the "Thank you," text.

Stacy Steffensen  
Commission Department Director  
Brookings County, South Dakota

# You are invited to a Coordinated Response Exercise for pipelines

Hear from First Responders regarding lessons learned from an actual incident

\*\*\*\*\*3-DIGIT 570

Brookings County Ema  
Current Director  
Or Bob Hill  
520 3rd St Ste 210  
Brookings, SD 57006-2066

TXXB-L96S



## Complimentary training and the opportunity to interact with your local pipeline operators!

On behalf of the SDPA you are invited to a FREE pipeline safety emergency response program. In cooperation with the South Dakota Public Utilities Commission (SDPUC), Office of Pipeline Safety (OPS), Department of Transportation (DOT), South Dakota One Call and Pipeline Association for Public Awareness (PAPA), South Dakota pipeline operators and municipal utilities are hosting programs at various locations throughout the state.

### PROGRAM & VENUE INFORMATION (Program Run Time: 90 minutes + Q & A)

January 27, 2016 / 11:30 AM  
Swiftel Center  
824 32nd Ave  
Brookings, SD 57006

RSVP online with your WebCode at: [sdpa.pipelineawareness.org](http://sdpa.pipelineawareness.org)

Have a Meeting Invite?

WebCode: TXXB-L96S

Get Started

To learn more about your local pipeline meeting sponsors, please visit [sdpa.pipelineawareness.org](http://sdpa.pipelineawareness.org)

**\*\*\*Attend for a chance to win \$250 for your Agency\*\*\***

### Critical emergency response planning information will be presented:

- Safety Initiatives
- Defining High Consequence Areas
- Leak Recognition and Response
- Product Hazards and Characteristics

You will receive a **Certificate of Completion** following the meeting. This certificate may qualify for Continuing Education Units.



Toll-Free: 844-693-7788 Fax: 888-417-0818

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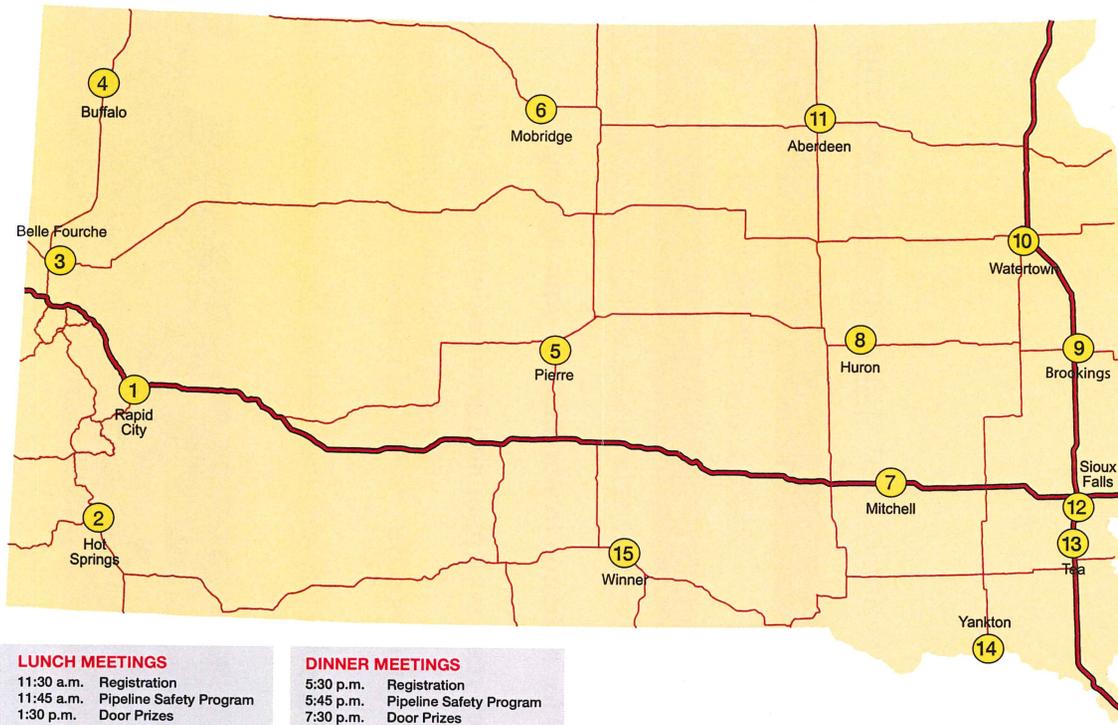


# 2016 Meeting Dates and Locations

Look us up on the web at [sdpa.pipelineawareness.org](http://sdpa.pipelineawareness.org)

**\*\*\*2 CEU's Available\*\*\***

SOUTH DAKOTA PIPELINE ASSOCIATION



**LUNCH MEETINGS**  
 11:30 a.m. Registration  
 11:45 a.m. Pipeline Safety Program  
 1:30 p.m. Door Prizes

**DINNER MEETINGS**  
 5:30 p.m. Registration  
 5:45 p.m. Pipeline Safety Program  
 7:30 p.m. Door Prizes

## SDPA Member

- Basin Electric Power Cooperative
- Black Hills Power, Inc.
- City of Sioux Falls Landfill Gas Pipeline
- Crooks Municipal Utility
- Garretson Natural Gas
- Humboldt Municipal Gas Utility
- Magellan Midstream Partners, L.P.
- MidAmerican Energy Company
- Montana-Dakota Utilities Co.
- Northern Border Pipeline Company

## Emergency Number

- 800-339-5616
- 605-721-2289
- 866-412-2254
- 800-245-6977
- 800-245-6977
- 800-245-6977
- 800-720-2417
- 800-595-5325
- 800-638-3278
- 800-447-8066

## SDPA Member

- Northern Natural Gas Company
- NorthWestern Energy
- NuStar Energy - Central East Region
- Plains Pipeline, L.P.
- Plains Pipeline Rocky Mountain Products
- South Dakota Intrastate Pipeline Company
- TransCanada Keystone Pipeline
- Watertown Municipal Utilities
- WBI Energy Transmission
- Xcel Energy

## Emergency Number

- 888-367-6671
- 800-245-6977
- 800-759-0033
- 800-708-5071
- 866-800-7677
- 800-852-0949
- 800-447-8066
- 605-882-6233
- 888-859-7291
- 800-895-2999

- 1** January 19th, 2016  
**LUNCH**  
Rapid City, SD  
Best Western Ramkota Hotel  
2111 North Lacrosse St
- 2** January 19th, 2016  
**DINNER**  
Hot Springs, SD  
Woolly's Western Grill  
1648 County Highway 18
- 3** January 20th, 2016  
**DINNER**  
Belle Fourche, SD,  
The Branding Iron  
19079 US Highway 85
- 4** January 21st, 2016  
**DINNER**  
Buffalo, SD  
Harding County Rec Center  
204 Hodge Street
- 5** January 25th, 2016  
**LUNCH**  
Pierre, SD  
View 34  
4251 E Highway 34
- 6** January 25th, 2016  
**DINNER**  
Mobridge, SD  
Pizza Ranch  
120 10th St W
- 7** January 26th, 2016  
**LUNCH**  
Mitchell, SD  
Highland Conference Center  
2000 Highland Way
- 8** January 26th, 2016  
**DINNER**  
Huron, SD  
Crossroads Hotel and Huron  
Events Center  
100 4th St SW
- 9** January 27th, 2016  
**LUNCH**  
Brookings, SD  
Swiftel Center  
824 32nd Ave
- 10** January 27th, 2016  
**DINNER**  
Watertown, SD  
2nd Street Station  
15 2nd St SW
- 11** January 28th, 2016  
**LUNCH**  
Aberdeen, SD  
Best Western Ramkota  
1400 8th Ave NW
- 12** February 2nd, 2016  
**LUNCH**  
Sioux Falls, SD  
Holiday Inn Centre  
100 W 8th St
- 13** February 2nd, 2016  
**DINNER**  
Tea, SD  
All Occasions  
27091 Kerslake Pl
- 14** February 3rd, 2016  
**DINNER**  
Yankton, SD  
Yankton Fire Department  
201 W 23rd Street
- 15** February 4th, 2016  
**DINNER**  
Winner, SD  
Sargent Café  
117 E 3rd



Know what's below.  
Call before you dig.

**RSVP:** [sdpa.pipelineawareness.org](http://sdpa.pipelineawareness.org) or call 877-477-1162

**Stacy Steffensen**

---

**From:** Robert Hill  
**Sent:** Tuesday, December 29, 2015 2:05 PM  
**To:** Brookings County Commission  
**Subject:** Homeland Security Conference 2016

Please place in the Commissioners packet.

Thanks,  
Bob

## Save the Date!!

**2016 Homeland Security Conference**

**May 3-5, 2016**

**Sioux Falls Convention Center**

**Sioux Falls, SD**

### **Conference Schedule:**

**Tuesday, May 3: 1:00-5:00**

**Wednesday, May 4: 8:00-5:00**

**Thursday, May 5: 8:00-12:00**

**Additional details will be forthcoming...**

**Questions? Contact Rachel Tilley at**

**[HomelandSecConf@state.sd.us](mailto:HomelandSecConf@state.sd.us)**

**Please feel free to share this save the date with all personnel within your organization.**

Attached is the number of slots each county will be allotted for the Conference. Feel free to invite more people that the slot allows, however, once the number is reached the rest of the people in attendance will not get reimbursed for the conference. I will need a list of people who will be attending for each county no later than April 15<sup>th</sup> at 5PM.

There is no registration fee for the conference; registration will be through Eventbrite online (you will get an email when the registration period opens). The people for each slot will be reimbursed for hotel up to \$104 including tax and meals at state rate. Mileage will not be reimbursed.

You will need to book your own hotel rooms and a list of potential hotels will be provided when you register for the conference.

**BROOKINGS COUNTY CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
WEDNESDAY, JANUARY 6, 2016 – 1:00 PM  
CONFERENCE ROOM – 205 6<sup>TH</sup> STREET – BROOKINGS, SD 57006**

**PROPOSED AGENDA**

Approval of Agenda

Approval of December Minutes

Financial Report

**UNFINISHED BUSINESS**

- Report on District Services and Correspondence  
Joan Kreitlow, Office Manager and Jon Finnegan, District Resource Specialist
  - Equipment
  - Building
  - Brookings HS Pollinator Seeding
- Employee/Supervisor Report on Meetings/Events Attended
- Erosion Complaint update – NRCS survey was done on Tuesday, October 13, 2015 – meeting tentatively scheduled for some time in February 2016
- NRCS Office Report – Lynsee Planting, Acting DC

**NEW BUSINESS**

- Election of Officers
- Review Annual Plan of Work
- Conservation Plans
- SDACDE Learning Conference(sponsored by the SDACD Employees), March 9-10, 2016, Ramkota Hotel & Conference Center – Pierre
- FY 2016 Financial Review
- Employee Reviews

**UPCOMING MEETINGS/EVENTS:**

JANUARY 20, 2016 –Research Farm Customer Focus Group – USDA ARS NCARL meeting room

JANUARY 22, 2016 – 36<sup>th</sup> Annual Brookings Area Crop Clinic – 1-4 pm – 1<sup>st</sup> Lutheran Church Activity Center

March 9-10, 2016 – SDACDE Learning Conference – Pierre Ramkota

**EXECUTIVE SESSION**

**OTHER BUSINESS**

**NEXT MEETING – WEDNESDAY, FEBRUARY 3, 2015, 1:00 PM**

***This is a tentative agenda. The agenda may be amended up to 24 hours prior to actual meeting. Items added after 24 hours may be discussed by the Board, but not acted upon. Please notify the office manager, if you have items to add to the agenda.***

**BROOKINGS CONSERVATION DISTRICT BOARD OF SUPERVISORS**  
**MINUTES OF MEETING**  
**WEDNESDAY, DECEMBER 9, 2015 AT 1:30 PM**      **CONFERENCE ROOM**

**MEMBERS PRESENT:** Darrell DeBoer, Joel Koch, Jerry Oines,; Rick Kerr, John Heylens, Kirk Steege, Advisor, Chuck Zink, Advisor

**ABSENT:** Mark Stime, Advisor

**OTHERS PRESENT:** Joan Kreitlow, Jon Finnegan, Lynsee Planting, acting DC, NRCS; Larry Jensen, Brookings Co. Commissioner  
Chairman, Joel Koch called the meeting to order at 1:30 PM.

John Heylens moved to approve the agenda, second by Rick Kerr. Motion carried.

Minutes of the November 4, 2015 meeting were sent to the supervisors prior to the meeting. Darrell DeBoer moved to approve the minutes, second by Rick Kerr. Motion carried.

**TREASURER'S REPORT:**

|                                     |              |
|-------------------------------------|--------------|
| General Fund Balance (11/30/15)     | \$ 51,989.21 |
| Money Market II                     | \$ 15,313.45 |
| Big Sioux Water Festival            | \$ 6,722.36  |
| Accounts Receivable (as of 12/9/15) | \$ 9,416.60  |

Accounts Payable

|  |             |
|--|-------------|
| Big Sioux River WS RAM contract payment (\$576/yr. thru 12/31/2019)                      | \$ 2,304.00 |
| Schuneman's – JD 1590 No-Till Drill Purchase (5 pmts - \$4,772.62/yr. beginning 7/10/15) | \$19,090.48 |
| Pfeifer's – Great Plains Drill   | \$32,500.00 |

Rick Kerr moved to accept the treasurer's report, second by Darrell DeBoer. Motion carried.

**RECEIPTS & DISBURSEMENTS AND BILLS PRESENTED FOR PAYMENT- (SEE ATTACHED)**

Jerry Oines moved, second by Joel Koch to approve the receipts and disbursements and the bills presented for payment. Motion carried.

Rick Kerr moved so approve and pay the added Martin Oil bill for \$25.79, second by Jerry Oines. Motion carried.

**REPORT ON DISTRICT SERVICES & CORRESPONDENCE**

Joan Kreitlow, Office Manager and Jon Finnegan – Conservation Resource Specialist

• **Building -**

- The new window has been installed by Midwest Glass. Kay Medinger has been notified and will plan to clean the office portion of the BCCD building next week.

• **Equipment –**

Tiller - Seth Moret has been working on repairing the tiller chain.

Tree Spade: Discussion was held on purchasing a tree spade to offer a new service to customers. Jon located a tree spade for sale for \$5,500 in Huron at SD Federal Property Agency. Rick Kerr moved, second by Jerry Oines to have Jon Finnegan go look at the tree spade and authorize him to purchase if the machine is in good shape. Motion carried.

Great Plains Drill – The following quotes for loan interest rates were received:

Dacotah Bank – 4.75%  
First Bank and Trust – 4.5%  
Bankstar – 3.5%

Jerry Oines moved, second by Darrell DeBoer to obtain a loan for purchase of the Great Plains Drill from Bankstar at the interest rate of 3.5%. All in favor Oines, DeBoer, Koch, Kerr. Heylens abstained. Motion carried.

- **Equipment Storage** – Reviewed agreement for Oines Farms and NRCS storing equipment at the BCCD building.

- **Erosion Complaint** – Ryan Forbes was available to give a brief update on the engineering survey. NRCS is working on alternatives/plans to address the issue. A meeting will be scheduled sometime in February to discuss these alternatives with the BCCD and parties involved in the complaint.

**EMPLOYEE/SUPERVISOR REPORT ON MEETINGS ATTENDED:**

Nov 30-Dec 2, 2015 – SDACD /Ag Horizons Conference in Pierre – DeBoer, Oines, Kerr and Kreitlow attended the conference and reported on meeting attended at the conference.

Ag Appreciation Banquet – Due to weather, the banquet was held on Wednesday, December 2 at the Swiftel Center. Finnegan reported neither of the award recipients were able to attend. Layne Mostad – Conservation Award and Chuck Miller Tree Care Award.

12/9/15 - Big Sioux Project meeting – Sioux Falls – Darrell DeBoer gave an update on the project.

**NRCS OFFICE REPORT** – Lynsee Planting, acting District Conservationist, gave an update on NRCS activities (see attached). The board discussed drafting a letter to Ducks Unlimited Regional Office regarding CRP workload and potential technical assistance from their agency to assist with the heavy workload with this program.

**CONSERVATION PLANS**– No plans presented.

**FY 2015 FINANCIAL REVIEW** – Rick Kerr moved, second by Jerry Oines to hire Rykhus Financial Services, Inc. to perform the fiscal year 2015 financial review. Motion carried.

**36<sup>TH</sup> ANNUAL BROOKINGS AREA CROP CLINIC** – January 22, 2016 – 1:00 pm to 4:00 pm at the 1<sup>st</sup> Lutheran Church Activity Center in Brookings. Rick Kerr moved, second by Jerry Oines to sponsor the meal at \$75 but to not set up a booth. Motion carried.

**CHRISTMAS BONUSES/RAISES**

**EXECUTIVE SESSION** – Darrell DeBoer moved, second by Rick Kerr to enter into executive session at 3:35 pm for the purpose of discussing personnel bonuses/raises. Motion carried. The board came out of executive session at 4:37 pm.

Rick Kerr moved, second by Darrell DeBoer to give Finnegan and Kreitlow a \$1500 bonus. Motion carried. Employee raises will be discussed at the January meeting.

**UPCOMING MEETINGS/EVENTS:**

- ❖ 1/20/16 – Research Farm Customer Focus Group – ARS NCARL
- ❖ 1/22/16 – 36<sup>th</sup> Annual Brookings Area Crop Clinic – 1-4pm – 1<sup>st</sup> Lutheran Church Activity Center - Brookings

**NEXT SCHEDULED BOARD MEETING: Wednesday, January 6, 2016 at 1:00 PM**

Being no further business to come before the meeting, John Heylens moved to adjourn the meeting, second by Joel Koch. Motion carried.

---

Joan Kreitlow, Recording Secretary

## Stacy Steffensen

---

**From:** Brookings Backpack Project <bbpvolunteers@gmail.com>  
**Sent:** Monday, December 28, 2015 10:12 PM  
**Subject:** BBP Needs Your Help

Hello,

Brookings Backpack Project is in need of some assistance for the second half of the school year. Our most immediate need is that we are looking for a group to pack bags on Wednesday January 6th. Please let us know if you are interested. We also have the following volunteer opportunities available:

### **Packing Bags**

*When:* Wednesdays at 6:00pm

*Where:* BBP Staging Site (216 W. 2<sup>nd</sup> St. South)

*Number of Volunteers:* 12-15 per night

*How Long:* About an hour

*Comments:* This is a good opportunity to do a volunteer task as a group with BBP!

### **Delivery to Schools Back-Up**

*When:* Either Thursday afternoon or Friday morning, depending on the request of the school

*Where:* Pick-up the food from the BBP Staging Site and deliver to one of the schools in Brookings. Please contact me to see which schools are still in need of delivery.

*Number of Volunteers:* 7 (one for each school, or if you would like to partner with someone, we could have more or let us know if you can serve as back-up)

*Comments:* The food is delivered in totes, which take up quite a bit of room. It would be good to have a van, pickup, or SUV that has a lot of room to haul the food. Must be able to lift and carry 40-50 lbs. We are looking for individuals to be on a back-up list if the normal delivery person cannot deliver.

### **Delivering Apples**

*When:* Either Monday afternoon or Tuesday morning

*Where:* Pick-up apples from the loading docks on the NE side of the Union at South Dakota State University and deliver them to the Packing Site.

*Number of Volunteers:* 1

*Comments:* There are 4 or less boxes of apples each week.

\*If you would like to be removed from this email list, please respond back to this address with your request.

**Ashley Dahl, Volunteer Coordinator**  
**605-690-6396**

## Stacy Steffensen

**From:** Barbara Anderson <blanderson@brookingshealth.org>  
**Sent:** Wednesday, December 30, 2015 9:35 AM  
**To:** Barbara Anderson  
**Subject:** Brookings Health System Foundation - Campaign Nears Goal

## PROGRESS LIVES HERE

Hospital Expansion & Renovation Project  
Capital Campaign



**CAMPAIGN GOAL: \$4.6 MILLION**

**CAMPAIGN TOTAL AT TIME OF PUBLICATION: \$4.43 MILLION**

**THANK YOU TO ALL WHO HAVE GIVEN SO FAR!**

### PATHFINDER

1,000,000 Lead | First Bank & Trust  
500,000+ | Dale Larson; Brookings City; Brookings County  
100,000+ | Avera Community Partnership; Larson Family Foundation; Larson Manufacturing; Sanford Health  
25,000+ | Al & Irene Kurtenbach; Bruce & Ila Lushbough; Jim & Dorothy Morgan; Ardelle Roberts; Duane & Phyllis Sander; Bankstar Financial; Banner Associates; Dacotah Bank; Daktronics, Inc.; Harms Oil Company

### PRAIRIE NIGHTINGALE

10,000+ | Barb & DeWayne Anderson; Alan & Joan Baker; Steve & Loreen Bunkers; David & Marcia Chicoine; John & Jan Clites; Brian & Lynn Darnall; Scott & Deb Dominiack; Don & Carol Evenson; Duane & Barbara Reed Harms; Jason Harms; David & Tammy Hillestad; Rick & Joanie Holm; Jeff & Jill Johnson; David & Sara Kneip; Kim & Steve Lindemann; Jason & Kati Merkley; Harvey & Midge

### PIONEER

1,000+ | Harold S. Bailey, Jr; Bob Bartling; Charles & Larissa Bennis; James & Kathryn Berreth; Jim & Kathy Booher; Ron & Poursan Borchardt; Dwaine & Gayle Chapel; Carolyn L. Clague & Dennis L. Hopfinger; Lloyd & Maxine Darnall; Daniel & Shelby Eischens; Andrew & Laura Ellsworth; Daryl & Marlys Englund; Lewayne M. Erickson; Steve & Michelle Erpenbach; Sandra Faltemier; Harry & Charleen Forsyth; Ann & David Getting; Jason & Rebecca Hanssen; Rick & Brenda Hieb; Ed & Joan Hogan; Mildred K. Huggins; Candace Johnson; Craig & Dee Johnson; Kenneth & Tamara Knudtson; Dean M. & Linda A. Krogman; Jeff & JoAnn Lee; Donald & Cleo Lockwood; Kenric & Shannon Malmberg; Tim & Gail Meland; David & Mary Jo Minor; Paul & Doris Moriarty; Mary Negstad; Curtis Peery; Dick & Theanne Peterson; David & Rina Reynolds; Justin & Jennie Sell; Ronold & Janice Tesch; Richard & Larayne Wahlstrom; Ron & Judy Waltz; Mason & Janie Wheeler; Zeno W. Wicks III & Roxanne Savaryn-Wicks; Harold Widup; Jack & Ordell Yankovich; AAA Collections, Inc.